



CITY OF MALIBU

SEMS/NIMS EMERGENCY OPERATIONS PLAN 2012



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MASTER TABLE OF CONTENTS

INTRODUCTION

	PAGE NO.
Acknowledgments	Intro - 5
Foreword	Intro - 6
Situation and Assumptions	Intro - 7
Organization and Activation of the Plan.....	Intro - 8
Letter of Promulgation	Intro - 9
Record of Revisions	Intro - 11
Distribution List.....	Intro - 11
Concurrence List	Intro - 12

PART ONE – BASIC PLAN

[TAB 1]	Section One, Basic Plan.....	One-3
	Section Two, Authorities and References	One-59
	Section Three, Mutual Aid.....	One-67
	Section Four, Threat Summary and Assessments.....	One-77

PART TWO - FUNCTIONS

[TAB 2]	Management Section	M-1
	Management Section Support Documentation	
	EOC Coordinator Support Documentation	
	Public Information Officer Message Templates	
[TAB 3]	Operations Section.....	O-1
	Operations Section Support Documentation	
[TAB 4]	Planning/Intelligence Section	P-1
	Planning/Intelligence Section Support Documentation	
[TAB 5]	Logistics Section	L-1
	Logistics Section Support Documentation	
[TAB 6]	Administration / Finance Section.....	F-1
	Finance/Administration Section Support Documentation	
[TAB 7]	Emergency Operations Center (EOC) and Mobile Communications Center (MCC)	E-1

PART THREE – ANNEXES

<p style="text-align: center;"><i>RESTRICTED USE DOCUMENT DUE TO THE SENSITIVE NATURE OF THE INFORMATION</i></p>

Donations Management Plan.....	AX-3
Access to Malibu by Critical Personnel.....	AX-11
Station Order for Access During Closures.....	AX-13
Evacuation Plan.....	AX-17
L.A. County Mass Fatality Mgmt Guidelines.....	AX-25
Tsunami Response Plan.....	AX-30
Hazardous Weather Plan.....	AX-66
Volunteer Management Plan.....	AX-73
Pandemic Response Plan.....	AX-91
EOC Notification List.....	AX-125
ALL AGENCY CONTACT LIST.....	AX-128
Other Essential Contacts Notification List	AX-131
EOC Internal Phone Numbers	AX-133
Satellite Phone Numbers.....	AX-134
Media Phone Lists	AX-135
National Weather Service-Restricted Use Numbers.....	AX-139
Locations that Manufacture, Process or Store Hazardous Materials.....	AX-140
Critical Facilities Information.....	AX-143

ACKNOWLEDGMENTS

This Emergency Operations Manual for the City of Malibu was prepared and edited by Brad Davis, the City of Malibu Emergency Services Coordinator. The plan has been assembled in part from the "Standardized Emergency Management System - Multi Hazard Functional Plan" (SEMS-MHFP), which was approved and adopted October 28, 1996 by the Malibu City Council and certified by the Governors Office of Emergency Services on December 13, 1996. This was the template for all emergency plans when SEMS-MHFP was adopted by the State, and subsequently referred to as SEMS by emergency planners and practitioners.

In addition to the above source, the following vital documents were used as reference information in compiling this plan:

FEMA SLG 101: "State and Local Guidance 101"

FEMA CPG 1-8a: "State and Local Emergency Operations Plans"

OES: "Local Government Emergency Planning Guidance"

OES: "SEMS Guidelines"

OES: "California Implementation Guidelines for the National Incident Management System", April 2006

Los Angeles County Civil Defense Areas: "SEMS MHFP"

Las Virgenes-Malibu Council of Governments: "Hazard Mitigation Plan"

Terra Firma Enterprises: "SEMS/NIMS Emergency Operations Plan Template 2007"

This edition is the fifth revision of the Plan. The format has improved and new materials and plans represent the progress and lessons learned as staff studied and exercised the emergency management process as it applies to the City of Malibu.

The information included in this plan is intended to improve emergency preparedness, response and recovery and to satisfy the Standardized Emergency Management System requirements as presented in Title 19 of the California Code of Regulations and the National Incident Management System as presented in the Homeland Security Presidential Directive – 5.

It must be understood that disaster preparedness is not an exact science, and this Emergency Operations Plan does not guarantee the safety of any individual, organization or structure in a disaster.

FOREWORD

Welcome to The City of Malibu's SEMS/NIMS Emergency Operations Plan (EOP). The Plan addresses the City of Malibu's planned response to extraordinary emergency/disaster situations associated with natural disasters, technological incidents and national security emergencies. The plan does not address normal day-to-day emergencies. Instead, the operational concepts reflected in this plan focus on potential large-scale disasters that can generate unique situations requiring unusual responses.

This manual is a preparedness document – designed to be read, understood, and exercised prior to an emergency. It is designed to include the City of Malibu as part of the Los Angeles Operational Area, California Standardized Emergency Management System (SEMS) and national Incident Management System (NIMS). It provides the groundwork for planning and training to facilitate optimum performance in response to a major emergency or disaster situation in our City. Following prescribed SEMS methodology also assures the City of receiving Federal and State reimbursement for emergency response and recovery costs.

Each City department is responsible for assuring the maintenance of appropriate and current standard operating procedures and checklists that detail how assigned responsibilities are performed during a major disaster.

TRAINING, EXERCISING AND MAINTENANCE OF THIS PLAN:

The Emergency Services Coordinator is responsible for coordination and scheduling of training and exercising of this plan. The City of Malibu's Emergency Preparedness division will conduct regular exercises of this plan to train all necessary City staff in the proper response to disaster situations, and

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

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

SITUATION AND ASSUMPTIONS

The City of Malibu is vulnerable to a wide range of threats including natural hazards, technological and man made threats. The City's Emergency Preparedness program is tasked with preparing a Threat Summary and Assessment that identifies obvious potential threats as well as hypothetical threats. The summary (found in Part One, Section Five) is the result of a lengthy assessment of Malibu's unique characteristics, its threats and their impact on the City and its residents. The resulting Emergency Preparedness programs, and indeed this Emergency Operations Plan, are designed to address the situations identified in the Threat Summary and Assessments.

It is important to remember that in the threat assessments and the preparation of this manual, Malibu is a "Contract City" and certain resources are not as available to, or under the immediate control of, the City. These contract resources include, but are not limited to, the Los Angeles County Fire department, The Los Angeles County Sheriff's Department, and The Los Angeles County Department of Public Works. Each of these emergency response agencies create and maintain their own Standard Operating Procedures (SOPs) to ensure a effective response to emergencies.

EMERGENCY/DISASTER MANAGEMENT GOALS

The mission of the Emergency Preparedness Program is to

- Prevent the loss of life, reduce property damage or environmental impacts,
- Reassure and care for the public and provide for the rapid resumption of impacted businesses and community services,
- Provide recovery for the residents and businesses of the City, and provide accurate documentation and records required for cost recovery efforts.

This mission is accomplished through the process of *mitigation, preparedness, response* and *recovery*.

Briefly, *Mitigation* is the application of means to avert or reduce the impact of a threat or hazardous event. *Preparedness* is the education and training to deal with anticipated threats. *Response* is the action taken immediately following the event and *Recovery* is actions taken to restore conditions to normal.

By understanding these four basic concepts of emergency management, and by the use of the integrated SEMS and NIMS as laid out in this manual, the City of Malibu will be better organized to respond to a crisis or disaster. Working together as a team is essential, as is working with a solid plan. With the help of this manual these critical elements can come together.

ORGANIZATION OF THE SEMS/NIMS EMERGENCY OPERATIONS PLAN (EOP):

- **Part One - Basic Plan.** Overall organizational and operational concepts relative to response and recovery, as well as an overview of potential hazards.
 - Intended audience-EOC Management Team.
- **Part Two - Emergency Organization Functions.** Description of the emergency response organization and emergency action checklists.
 - Intended audience- all EOC staff.
- **Part Three - Supporting and legal documents to the SEMS MHFP.**
 - Intended audience- all EOC staff.

ACTIVATION OF THIS PLAN:

- On the order of The City Council, Director of Emergency Services or Acting City Manager; Provided that the existence or threatened existence of a Local Emergency has been proclaimed in accordance with existing Ordinances.
- When the Governor has proclaimed a State of Emergency in an area including this City.
- Automatically on the proclamation of a State of War Emergency as defined in California Emergency Services Act (Chapter 7, Division 1, Title 2, California Government Code).
- A Presidential declaration of a National Emergency.
- Automatically on receipt of an attack warning or the observation of a nuclear detonation.

APPROVAL AND PROMULGATION:

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

LETTER OF PROMULGATION

TO: OFFICIALS, EMPLOYEES, AND CITIZENS OF MALIBU

The preservation of life and property is an inherent responsibility of local, state, and federal government personnel. The City of Malibu has prepared this plan to ensure the most effective and economical allocation of resources for the maximum benefit and protection of the civilian population in time of emergency.

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

The objective of this Plan is to incorporate and coordinate all the facilities and personnel in the City of Malibu into an efficient organization capable of responding to any emergency. Adoption of this Plan affirms that the City adopts the Standardized Emergency Management System (SEMS) incorporated by the State for dealing with major emergencies in the State. The Plan lays out how this system will function in the City. The Emergency Management Plan is an extension of the California Emergency Plan. It will be reviewed and tested periodically and revised as necessary to meet changing conditions.

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



Jim Thorsen
City Manager, City of Malibu
December 2011

RECORD OF REVISIONS

Date	Section	Page Numbers	Entered By
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DISTRIBUTION LIST

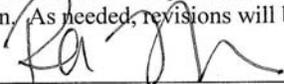
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Los Angeles County Area B DMAC	1
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City Manager/ Director of Emergency Services	1
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City Environmental Sustainability Department	1
City Public Works Department	1
Los Angeles County Sheriff's Department	1
Los Angeles County Fire Department 1	
Los Angeles County Emergency Operations Center	1

SIGNED CONCURRENCE BY PRINCIPAL DEPARTMENTS/AGENCIES

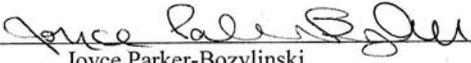
The City Manager concurs with the City of Malibu's SEMS/NIMS Emergency Operations Plan. As needed, revisions will be submitted to the Emergency Services Coordinator.

Signed:  _____ Date: 12/19/11
Jim Thorsen
City Manager

The Administrative Services Department concurs with the City of Malibu's SEMS/NIMS Emergency Operations Plan. As needed, revisions will be submitted to the Emergency Services Coordinator.

Signed:  _____ Date: 12/19/11
Reva Feldman
Assistant City Manager

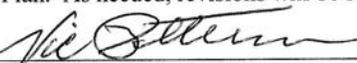
The Planning Department concurs with the City of Malibu's SEMS/NIMS Emergency Operations Plan. As needed, revisions will be submitted to the Emergency Services Coordinator.

Signed:  _____ Date: 12/19/11
Joyce Parker-Bozylinski
Planning Director

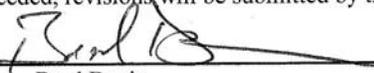
The Public Works Department concurs with the City of Malibu's SEMS/NIMS Emergency Operations Plan. As needed, revisions will be submitted to the Emergency Services Coordinator.

Signed:  _____ Date: 12/19/11
Bob Brager
Public Works Director

The Environmental & Sustainability Department concurs with the City of Malibu's SEMS/NIMS Emergency Operations Plan. As needed, revisions will be submitted to the Emergency Services Coordinator.

Signed:  _____ Date: 12/19/2011
Vic Peterson
ESD Director

The Emergency Services Department concurs with the City of Malibu's SEMS/NIMS Emergency Operations Plan. As needed, revisions will be submitted by the Emergency Services Coordinator.

Signed:  _____ Date: 12/19/2011
Brad Davis
Emergency Services Coordinator

**SIGNED CONCURRENCE BY PRINCIPAL
DEPARTMENTS/AGENCIES**

The Parks and Recreation Department concurs with the City of Malibu's SEMS/NIMS Emergency Operations Plan. As needed, revisions will be submitted to the Emergency Services Coordinator.

Signed  12/20/2011
Bob Stallings Date
Parks & Recreation Director

PART ONE CONTENTS

	Page
BASIC PLAN ELEMENTS	
<u>BASIC PLAN</u>	One-3
Purpose, Scope, Mission, Authority	One-3
Authorities and Promulgation	One-3
<u>Concept of Operations</u>	One-4
<u>Phases of an Emergency</u>	One-5
<u>Summary of Functional Sequence of Events</u>	One-8
<u>Emergency Management Policies And Procedures</u>	One-9
<u>Emergency Activation Levels</u>	One-8
<u>Who is In Charge?</u>	One-10
<u>City Representation at the Incident Command Post</u>	One-10
<u>Reporting for Work</u>	One-10
<u>Organization and Responsibilities</u>	One-11
<u>MALIBU EOC ORGANIZATION CHART</u>	One-12
<u>Emergency Operations Center (EOC)</u>	One-13
<u>City Of Malibu’s Emergency Organization Chart</u>	One-14
<u>City of Malibu’s Emergency Organization Matrix</u>	One-16
<u>EOC Activation Policy</u>	One-17
<u>Incident Command System</u>	One-19
<u>Unified Command</u>	One-19
<u>Continuity of Government</u>	One-20
<u>Guide for Mayor and Council Members</u>	One-24
Emergency Powers	One-24
Immunities; Lines of Authority	One-25
Summary: Staff’s Role In A Disaster	One-25
<u>STANDARDIZED EMERGENCY MANAGEMENT SYSTEM (SEMS)</u>	One-26
<u>SEMS Levels:</u>	One-26
<u>City of Malibu RESPONSIBILITIES</u> under SEMS	One-29
<u>SEMS Functions and Responsibilities</u>	One-31
<u>NATIONAL INCIDENT MANAGEMENT SYSTEM</u>	One-37
EMERGENCY ACTION ELEMENTS	
<u>PREPAREDNESS ELEMENTS</u>	One-41
Training and Exercises	
Public Awareness and Education	
<u>RESPONSE ELEMENTS</u>	One-42
<u>COMMUNICATIONS PLAN FOR THE CITY OF MALIBU</u>	One-42
<u>Media Policy & Information Releases</u>	One-43
<u>Local Alerting And Warning Systems</u>	One-44
<u>How the City Receives Specific Warnings</u>	One-45
<u>Federal Alerting and Warning Systems</u>	One-47
<u>State Alerting and Warning Systems</u>	One-48
<u>EVACUATION PLAN OVERVIEW</u>	One-50

RECOVERY PLANNING One-53

Disaster Assistance One-53

Recovery Phases One-54

Disaster Assistance Centers One-55

Greater Malibu Disaster Recovery Project One-55

HAZARD MITIGATION..... One-56

 Authorities and References One-56

 Implementation One-57

SECTION TWO, AUTHORITIES AND REFERENCES One-60

General..... One-60

Emergency Proclamations One-60

 Local Emergency..... One-60

 State of Emergency One-61

 State of War Emergency..... One-63

Authorities One-63

NIMS Resolution For The City Of Malibu..... One-63

References..... One-66

SECTION THREE, MUTUAL AID One-67

Mutual Aid System and NIMS One-67

Emergency Managers Mutual Aid (EMMA)..... One-70

Mutual Aid and Malibu One-73

Participation of Volunteer and Private Agencies One-74

 Chart 1 - Mutual Aid Systems Flow Chart..... One-75

 Chart 2 - Mutual Aid Coordinators Flow Chart..... One-76

 Chart 3 - State Mutual Aid Regions Map One-76

SECTION FOUR, THREAT SUMMARY AND ASSESSMENTS..... One-77

Threat Assessment 1 Air Crash..... One-83

Threat Assessment 2 Brush Fires..... One-85

Threat Assessment 3 Earthquake One-87

Threat Assessment 4 Flooding One-95

Threat Assessment 5 Hazardous Material Incident..... One-99

Threat Assessment 6 Landslide One-99

Threat Assessment 7 Transportation/Truck Accidents One-102

Threat Assessment 8 Tsunami One-103

Threat Assessment 9 Terrorism Annex One-104

Threat Assessment 10 Public Health Emergencies One-119

NIMS Definitions And Acronyms One-123

BASIC PLAN

PURPOSE

The Emergency Operations Plan describes the roles and operations of the departments and staff of the City of Malibu during an emergency. The plan utilizes standard operating procedures integrating the National Incident Management System (NIMS) with the Standardized Emergency Management System (SEMS) management functions for managing emergencies resulting from natural, technological or man-made disasters. The plan defines and describes the emergency management organization which shall be used in times of emergency.

SCOPE

The Emergency Management Plan is a department-level plan which focuses on the response of appropriate staff resources of the City to a major emergency. The plan and organization shall be coordinated with Operational Area, State and Federal plans during a disaster declaration by those authorities.

MISSION

It is the mission of the City of Malibu Emergency Management Organization to respond to an emergency situation in a safe and timely manner. The protection of lives and preservation of public and private property in the City of Malibu are the principle goals which underscore each activity undertaken in the name of the Emergency Operations Plan.

AUTHORITY AND PROMULGATION

This is the "Activated" Emergency Management Plan for the City of Malibu and supplements the previous SEMS/NIMS plan adopted in 2008. This plan is promulgated under the authority of the City Manager who is the City's Director of Emergency Services, and the plan is an official publication and directive of the City of Malibu under provisions of applicable law. Staff and volunteers are expected to adhere to the policies and procedures of this plan when responding to emergencies. For more information, see "Authorities and References" in **Part One, Section Two**.

CONCEPT OF OPERATION

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

PHASES OF AN EMERGENCY

Emergency management activities are often associated with the four distinct emergency management phases: Preparedness, Response, Recovery and Mitigation. However, not every disaster necessarily includes all indicated phases.

1. Preparedness Phase

The Preparedness Phase involves activities taken in advance of an emergency/disaster. These activities develop operational capabilities and effective responses to a disaster. These actions might include purchase and maintenance of emergency supplies and equipment, emergency/disaster planning, training and exercises and public education. Those identified in this plan as having either a primary or support mission relative to response and recovery should prepare and/or be familiar with Standard Operating Procedures (SOPs), Emergency Operating Procedures (EOPs), and also checklists detailing personnel assignments, policies, notification rosters, and resource lists. Personnel should be acquainted with these SOPs/EOPs and checklists through periodic training in the activation and execution procedures.

Increased Readiness

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

- Review and update of emergency plans, SOPs/EOPs, and resources listings.
- Dissemination of accurate and timely public information.
- Accelerated training of permanent and auxiliary staff.
- Inspection of critical facilities.
- Recruitment of additional staff and Disaster Services Workers.
- Mobilization of resources
- Testing warning and communications systems.

2. Response Phase: Pre-Emergency

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

- Evacuation of threatened populations to safe areas.
- Advising threatened populations of the emergency and apprising them of safety measures to be implemented.
- Advising the Los Angeles County Operational Area of the emergency.
- Identifying the need for mutual aid and requesting such through the Los Angeles County Operational Area via the Lost Hills Sheriff's Station.
- Proclamation of a Local Emergency by local authorities.

During the Response Phase, all agencies, including City of Malibu, operate from pre-established Standard Operating Procedures (SOP) designed to ensure appropriate operations from all staff. The SOP indicate by position and situation what actions should be taken and where responsibilities are assigned.

Response Phase

During the Response Phase, all agencies, including City of Malibu, operate from pre-established Standard Operating Procedures (SOP) designed to ensure appropriate operations from all staff. The SOP indicate by position and situation what actions should be taken and where responsibilities are assigned.

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

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

- The situation can be controlled without mutual aid assistance from outside the City.
- Evacuation of portions of the City is required due to uncontrollable immediate and ensuing threats.
- Mutual aid from outside the City is required.
- The City may be considered in Response phase when requested to provide mutual aid to other jurisdictions.

The emergency management organization will give priority to the following operations, as necessary and as possible:

- Dissemination of accurate and timely information and warning to the public
- Situation analysis
- Resource allocation and control
- Evacuation and rescue operations
- Medical care operations

- Public Health operations
- Care and shelter operations
- Access and perimeter control
- Restoration of vital services and utilities

When local resources are committed or anticipated to be overwhelmed and additional resources are required, requests for mutual aid will be initiated through the Los Angeles Operational Area. Any action which involves financial outlay by the jurisdiction, or a request for military assistance, must be authorized by the appropriate local official.

Depending upon the severity of the emergency/disaster, a Local Emergency may be proclaimed, the local Emergency Operations Center (EOC) may be activated, and the Operational Area must be advised. The State Cal-EMA Director may request a proclamation of a State of Emergency. Should this occur, state agencies will, to the extent possible, respond to requests for assistance. Cal-EMA may also activate the State Operations Center (SOC) in Sacramento, and the Regional EOC (REOC) in Los Alamitos, to support the Operational Area.

If the Governor requests and receives a Presidential Declaration of an Emergency or a Major Disaster under Public Law 93-288, he will appoint a State Coordinating Officer (SCO). The SCO will work with the Federal response to coordinate and control recovery efforts in support of local operations.

Sustained Emergency

In addition to continuing life and property protection operations, mass care, relocation, registration of displaced persons, and damage assessment operations will be initiated.

3. Recovery Phase

As soon as possible, the Cal-EMA Director, operating through the appointed State Coordinating Officer, will bring together representatives of federal, state, county, and city agencies, as well as representatives of the American Red Cross, to coordinate the implementation of assistance programs and establishment of support priorities. Disaster Recovery Centers (DRCs) may also be established, providing a "one-stop" service to initiate the process of receiving federal, state and local recovery assistance.

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

- Reinstatement of family autonomy.
- Provision of essential public services.
- Permanent restoration of private and public property.
- Identification of residual hazards.
- Plans to mitigate future hazards.
- Recovery of costs associated with response and recovery efforts.

For specific information regarding the City's Recovery Plan, see page 53.

4. Mitigation: All Phases

Mitigation includes activities that provide a critical foundation in the effort to reduce the loss of life and property from natural and/or man-made disasters by avoiding or lessening the impact of a disaster and providing value to the public by creating safer communities. Mitigation seeks to break the cycle of disaster damage, reconstruction, and repeated damage. Mitigation efforts occur both before and following disaster events. Post-disaster mitigation is part of the recovery process. Eliminating or reducing the impact of hazards which exist within the City and are a threat to life and property are part of the mitigation efforts. Mitigation tools include:

- Local ordinances and statutes (zoning ordinance, building codes and enforcement, etc.).
- Structural measures.
- Tax levee or abatements.
- Public information and community relations.
- Land use planning.
- Professional training.
- Ongoing public education and outreach activities designed to reduce loss of life and destruction.

SUMMARY OF FUNCTIONAL SEQUENCE OF EVENTS

- Disaster occurs
- Local Response: EOC activates- a declaration of State of Emergency is made
- Continue emergency work; maintain documentation (labor, equipment, contracts)
- Compile Initial Damage Estimate. Report it to County and State.
- Evaluate needs and request Op Area assistance.
- State/federal Preliminary Damage Assessment (PDA)
- Governor's request for Federal assistance
- Presidential Declaration is made
- Designate applicant's agent
- Attend Applicants briefing; submit *Request for Public Assistance*
- Kickoff meeting with Public Assistance Coordinator-Discuss projects
- Prepare Project Worksheets
- Complete applications for federal funds
- Receive payment of small projects-federal & possibly state shares
- Complete approved disaster work within time allowed.
- Request final inspections.
- Submit final documents for final inspection, review, and closeout.
- Receive reimbursement: final payment on large projects.
- Keep all paperwork for 3 years after applicant closeout.

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POLICIES AND PROCEDURES: EMERGENCY MANAGEMENT IN THE CITY OF MALIBU

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

INCIDENTS and ACTIVATION LEVELS

City emergency/disaster response and recovery operations will be managed in one of three modes, depending on the magnitude of the emergency/disaster. (see "Emergency Incident Levels" chart, following).

Level One—Non-Emergency (Decentralized Coordination and Direction)

A minor to moderate incident wherein local resources are adequate and available. At **Level 1**, the Incident Command System (ICS) goes into effect at a departmental level, and certain activities commence in accordance with this plan. As an example, the ICS provides a planning section at Level 1 which consists of staff who compile and display incident status information, action plans, and other required duties. Local resources are considered adequate to deal with the situation (incident) at Level 1, and the EOC is not always activated. A Local Emergency may or may not be proclaimed. The City EOC may or may not be activated. Off-duty personnel will not normally be recalled.

Level Two—Escalating Emergency (Centralized Coordination and Decentralized Direction)

A moderate to severe emergency wherein local resources are not adequate and mutual aid may be required on a regional or even statewide basis. Key management level personnel from the principal involved agencies will co-locate in a central location to provide jurisdictional or multi-jurisdictional coordination. The EOC should be activated. Off-duty personnel may be recalled. A local emergency will be proclaimed and the Operational Area will be notified through the contact/contract Sheriff's Station (Lost Hills) or directly from City Hall via Los Angeles County Operational Area Response and Recovery System (OARRS). If OARRS is not available, then all requests and reports are to be sent to the Sheriff's Station by means coordinated with and agreed to by the Watch Commander and City staff. The Sheriff's Station will then be responsible for entering the data into OARRS. A Local Emergency will be proclaimed and a State of Emergency may be proclaimed

Level Three—Severe Emergency Centralized Coordination and Direction)

A major local or regional disaster wherein resources in or near the impacted area

are overwhelmed and extensive state and/or federal resources are required. A local emergency will be proclaimed and the Operational Area will be notified through the contact/contract Sheriff’s Station. A state declaration of emergency will be requested through the Operational Area and a Presidential Declaration or an Emergency or Major Disaster may also be requested through the Operational Area. All response and early recovery activities will be conducted from the EOC. All off-duty personnel will be recalled.

SEMS function positions are each prescribed a set of duties. These positions are structured with enough flexibility to permit some adjustment of duties by the Emergency Operations Center (EOC) Command Staff as deemed necessary. In a small, contained incident, one person may fill several roles and as the situation escalates, roles become delegated to other personnel.

Emergency Incident Levels

Event/Situation	EOC Level	Minimum Staffing
Unusual occurrences with severe potential impacts on the health and safety of the public and/or environment	One	EOC Director Other Designees
Severe Weather Warnings		
Significant incidents involving 2 or more Departments		
Earthquake Advisory/Prediction Level One		
Earthquake with damage reported	Two	EOC Director. Representative from Operations and Logistics sections and other staff as appropriate to situation. Agency representatives as appropriate.
Earthquake Advisory/Prediction Level Two or Three		
Major wind or rain storm		
Two or more large incidents involving 2 or more departments		
Wildfire affecting developed area		
Major scheduled event		
Severe hazardous materials incident involving large-scale or possible large-scale Evacuations		
Unusual occurrences with severe potential impacts on the health and safety of the public and/or environment		
Major city or regional emergency—multiple departments with heavy resource involvement	Three	All EOC positions
Earthquake with damage		
Unusual occurrences with severe potential impacts on the health and safety of the public and/or environment		

WHO IS IN CHARGE

This plan and the SEMS/ICS system are designed so that any trained staff member can step in and follow the action checklist for any emergency position. The position of the Director of Emergency Services is filled in the following order:

1. City Manager
2. Director, Environmental and Community Development
3. Director of Public Works
4. Director, Administrative Services

EMERGENCY PERSONNEL

Emergency positions are staffed as follows:

1. City Staff
2. Trained individuals from other organizations (Mutual Aid)
3. Volunteers with disaster training (Affiliated Volunteers)
4. Citizens offering service (Convergent Volunteers)

All of the above are considered "Emergency Services Workers" under the Government Code of California (Title 1, Division 4, Chapter 8)

CITY REPRESENTATION AT THE COMMAND POST

During an emergency it is vital that the City is kept informed by the Incident Command Post of all the latest situational changes and developments as soon as possible. Likewise, it is also vital that the Incident Commander at the Command Post has instant access to information and decision makers at the City. For this reason, the staff position of Agency Representative has been created, and several members of City staff have been trained in Command Post protocol and procedure in order to provide that interface.

During an EOC activation, it will be standard practice for the City to deploy an Agency Representative to the Incident Command Post or Unified Command Post.

REPORTING FOR WORK PROCEDURES

All full and part time City Staff are considered essential emergency personnel and under Chapter 1 (section 3211.92) of Part I of Division 4 of the State of California Labor Code are defined as "Disaster Services Workers." As such all staff members are expected to make every reasonable effort to return to work following any disaster/emergency situation that may require the activation of the EOC or their individual department or unit. If at work staff members are expected to stay at their work stations or emergency locations unless they are injured, relieved or dismissed by the Director of Emergency Services or their designee, the EOC Manager or their immediate supervisor.

EMERGENCY MANAGEMENT ORGANIZATION AND RESPONSIBILITIES

City of Malibu's Emergency Management Organization

The City of Malibu operates under the Standardized Emergency Management System (SEMS) which is discussed in detail under SEMS in this Section. The City of Malibu's emergency management organization (including emergency response and recovery) will be directed by the City Manager - who serves as the Director of Emergency Services/EOC Director. The Director of Emergency Services is responsible to the City Council, and will have the primary responsibility for ensuring that the City Council is kept apprised of the situation and will bring all major policy issues to the Council for review and decision. The Director of Emergency Services is responsible for implementing the EOP. While serving as the Director of Emergency Services during an actual emergency/disaster, this position will be referred to as the EOC Director (Management Section).

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

- Organizing, staffing and operating the Emergency Operations Center (EOC).
- Operating communications and warning systems.
- Providing information and guidance to the public.
- Maintaining information on the status of resources, services, and operations.
- Directing overall operations.
- Obtaining support for the City of Malibu and providing support to other jurisdictions as required.
- Identifying and analyzing potential hazards and recommending appropriate counter measures, as appropriate.
- Collecting, evaluating and disseminating damage assessment and other essential information.
- Providing status and other reports to the Los Angeles County Operational Area via the OARRS (via Internet) or Sheriff's Station (Lost Hills).
- Ensuring that all legislative acts are taken care of if declaring a local emergency.

City Of Malibu's Emergency Operations Center (EOC)

Day-to-day operations are conducted from departments and agencies that are widely dispersed throughout the City. An EOC is a location from which centralized disaster/emergency management can be performed during a major or disaster. It provides a central location of authority and information, and allows for face-to-face coordination among personnel who must make emergency decisions. This facilitates a coordinated response by the Director of Emergency Services, Emergency Management staff and representatives from organizations who are assigned emergency management responsibilities. The level of EOC staffing will vary with the specific disaster/emergency situation.

Responsibility for functionality and readiness of the City of Malibu EOC is that of the Emergency Services Coordinator.

The following functions are performed in the City of Malibu's EOC:

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

EOC Location and Description

The City EOC is located at Malibu City Hall in the Multi-Purpose Room on the ground floor. The alternate EOC is located at Malibu Bluffs Park's Landon Center building.

The EOC is divided among the Policy, Operations, Logistics, Planning and Administration sections. Amateur radio is located in the Emergency Services Coordinator's office adjacent to the EOC and provides City UHF radio, ham radio and other communications capabilities. In addition, radio capability is available in

the Mobile Communications Center parked outside City Hall.

The alternate EOC will be activated only during an event in which the primary EOC is damaged, inaccessible, and/or evacuation of EOC staff members becomes necessary. For more information about the EOC and Alternate EOC, refer to **Part Two**.

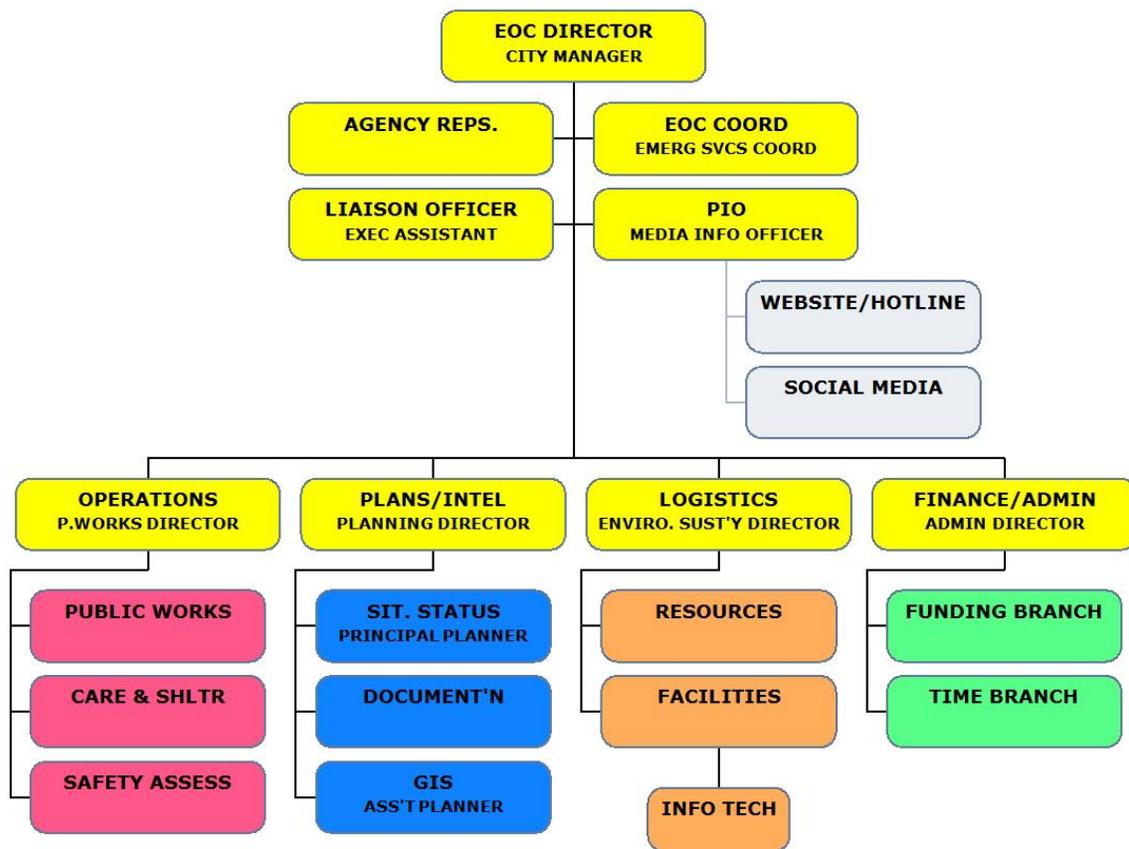
ORGANIZATIONAL STRUCTURE FOR EMERGENCY RESPONSE

The departments within the City and the role they play in emergency response and support activities, including policies and protocols, are detailed in Section Two of this Manual.

(Chart-1)

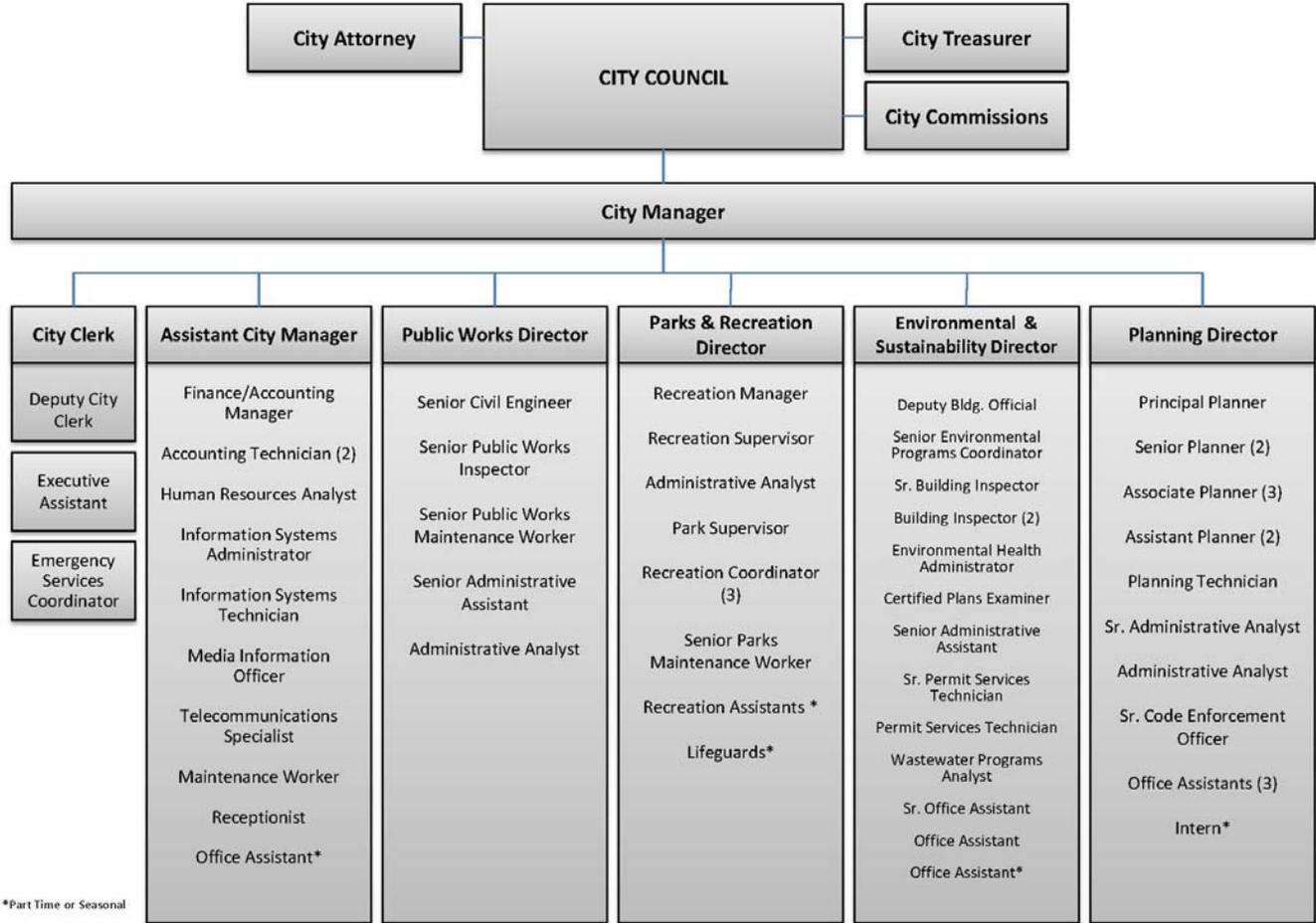
MALIBU EOC ORGANIZATION CHART

MALIBU EOC 2011 "Day Shift"



(Chart-2) CITY OF MALIBU'S DAY-TO-DAY ORGANIZATION CHART

City of Malibu –Organizational Chart FY 2011-2012



The City of Malibu's Emergency Organization Matrix is contained in Chart 3. The Matrix illustrates each department's scope in support of the six elements of the Incident Command System.

(Chart-3) **CITY OF MALIBU'S EMERGENCY ORGANIZATION MATRIX**

FUNCTIONAL RESPONSIBILITIES OF LOCAL DEPARTMENTS/AGENCIES

P = Primary Responsibility S = Support Role

(Primary responsibilities may change depending on type of incident or disaster.)

Department/Agency	Management	Operations	Planning /Intel.	Logistics	Finance/ Admin.	Recovery
City Council	S	S	S	S	S	S
City Manager	P	S	S	S	S	P
Environmental Sustainability	S	S		P		S
Public Works	S	P (1)	S	S	S	S
Emergency Svcs. Coord	S	S	S	S	S	S
Administrative Services	S	S		S	P	S
Fire Liaison		P (2)	S	S		
Law Enforcement Liaison		P (3)	S	S		
Planning Department		S	P			S
Parks & Recreation (4)	S	S	S	S		S
Volunteer Agencies		S	S	S		S

(1) In an incident where the City of Malibu is Lead Agency or Incident Command, such as land slides.

(2) In an incident where LA County Fire Department is Lead Agency or Incident Command, such as wild fire.

(3) In an incident where LA County Sheriff's Department is Lead Agency or Incident Command, such as major terrorist incident.

(4) Parks and Recreation Division holds Primary responsibility for Shelter Management, and works in alliance with the American Red Cross..

CITY OF MALIBU'S EOC ACTIVATION POLICY

Activation of the local government level means that at least one local government official implements SEMS as appropriate to the scope of the emergency and the local government's role in response to the emergency.

The local government level is activated when field response agencies need support.

The local official(s) implementing SEMS may function from the EOC or from other locations depending on the situation. Activated EOCs may be partially or fully staffed to meet the demands of the situation.

When the City of Malibu's EOC is activated, notify the Los Angeles County Operational Area via your contact Sheriff's Station Watch Commander and, via OARRS (Internet); send a City Status Report that indicates that the EOC is activated. If OARRS is not available, then the City Status Report is to be sent to the Lost Hills Sheriff's Station by means coordinated with and agreed to by the Watch Commander and City staff.

WHEN TO ACTIVATE: (examples)

- A significant earthquake causing damage in the City or neighboring jurisdictions.
- A wild-land interface brush fire.
- An impending or declared "State of War Emergency".
- An emergency situation that has occurred or might occur of such a magnitude that it will require a large commitment of resources from two or more City departments over an extended period of time. Examples include a major hazardous material incident, civil disturbance, aircraft disaster, multiple structure fire or severe weather conditions.

WHO CAN ACTIVATE:

The following individuals, either acting as the EOC Director or on behalf of the EOC Director, or their appointed representatives are authorized to activate the EOC, in the following order:

- City Manager;
- Director of any City department;
- Emergency Services Coordinator; or
- Sheriff's Department on-duty Commander of Malibu-Lost Hills Sheriff Station

HOW TO ACTIVATE:

- Contact the City Manager (or person designated by order of succession)
- Identify yourself and briefly provide information about the nature, severity and expected duration of the emergency situation causing this request
- Provide a call-back confirmation phone number if requested.
- Request EOC "Level Two" or "Level Three" Activation;
- Designate personnel to set up the EOC.
- Request notification of EOC "Level Two" or "Level Three" staff.

DEACTIVATION:

Section Chiefs and the EOC Director will authorize EOC deactivation by position and function.

INCIDENT COMMAND SYSTEM

The SEMS uses a management system known as the Incident Command System (ICS). The Incident Command System delegates functions (or tasks) and promotes proper “span of control” (One supervisor for each three to five staff members), and unity of command. The use of the ICS system is mandated by SEMS and also by NIMS.

The purpose of ICS is to assign trained staff, both in the field and in the EOC, to pre-determined functions (or positions) critical to the management of the emergency. An important feature of the ICS is that only those positions needed to manage a particular incident are activated. As the complexity of the incident changes, the management structure expands or contracts to manage effectively. This flexibility makes it a very cost-effective and efficient management approach for both small and large situations.

The benefits of ICS include:

- Meets the needs of incidents of any kind or size;
- Allows personnel from a variety of agencies to meld rapidly into a common management structure;
- Provides logistical and administrative support to operational staff;
- Is cost effective by avoiding duplication of efforts.

How it works: During the incident an Incident Commander (IC) is in the field, working in conjunction with a liaison person in the City’s Emergency Operations Center (EOC) from the Sheriff’s Department and/or the Fire Department. The IC works with the City’s Director of Emergency Services (the EOC Director) who directs the mission and objectives of the City EOC. Inside the EOC, staff members are identified by EOC-exclusive job titles. Colored identification vests clearly distinguishing those positions, and customized action checklists set forth the responsibilities for each position.

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.

CONTINUITY OF GOVERNMENT

A major disaster or national security emergency could result in the death or injury of key government officials and/or the partial or complete destruction of established seats of government and public and private records essential to continued operations of government. Government at all levels is responsible for providing continuity of effective leadership, authority and adequate direction of emergency and recovery operations. California Government Code Section 8643(b) and the Constitution of California provide the authority for State and local government to reconstitute itself in the event incumbents are unable to serve.

City Council: To provide for the continuation of the Council during an emergency, the Council may appoint standby Councilmembers to have a quorum at the time of the emergency. (Government Code Sec. 8638-8641).

Temporary Locations: If the City Hall and its EOC are unusable, the alternate seat of government and the City EOC will be at Malibu Bluffs Park, 24250 Pacific Coast Highway, unless another alternative location is designated.

LINES OF SUCCESSION FOR OFFICIALS CHARGED WITH DISCHARGING EMERGENCY RESPONSIBILITIES

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

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

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

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

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

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

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

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

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

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

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

VITAL RECORD RETENTION

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

1. City Clerk
2. Information Systems Administrator

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

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

Currently, all electronic files on the City computer servers are backed-up daily and

transferred to an archive facility off-site on a weekly basis. Each department within the City should identify, maintain and protect its own essential records.

LINES OF SUCCESSION

<u>DEPARTMENT</u>	<u>TITLE / POSITION</u>
City Manager	<ol style="list-style-type: none">1. City Manager2. Assistant City Manager3. Environm'l Sustainability Dir.4. Public Works Director
City Clerk	<ol style="list-style-type: none">1. City Clerk2. Deputy City Clerk
Administrative Services	<ol style="list-style-type: none">1. Assistant City Manager2. Finance/Accounting Manager3. Info Systems Administrator
Parks & Recreation	<ol style="list-style-type: none">1. Parks & Recreation Director2. Recreation Manager
Environmental Sustainability	<ol style="list-style-type: none">1. Environm'l Sustainability Dir.2. Building Safety Manager
Public Works	<ol style="list-style-type: none">1. Public Works Director2. Sr. Public Works Inspector
Building Safety	<ol style="list-style-type: none">1. Deputy Building Official2. Environmental Health Admin'r
Planning	<ol style="list-style-type: none">1. Planning Director2. Principal Planner

GUIDE FOR MAYOR AND CITY COUNCIL MEMBERS

Preparedness Phase: During the preparedness phase, or normal conditions prior to an emergency/disaster, the City Council will be asked periodically to update the City's Emergency Management Ordinance and to designate at least one alternate for each Council Member who will assume their duties if they are not available during a declared emergency/disaster. Each Council Member should have a copy of the City of Malibu Emergency Plan and be generally familiar with the contents.

Emergency Phase: When a disaster strikes in the City of Malibu, the Council and/or the City Manager will determine if a declaration of local emergency is warranted. When a local emergency is declared, if necessary, the Emergency Operations Center (EOC) will be activated at City Hall. The Emergency Management staff will be coordinating the City response from the EOC.

- If the EOC is activated the Council will convene in the City Council office in City Hall for briefing. Thereafter the City Manager and/or the Public Information Officer will provide periodic updates to the Council.
- Councilmembers will refrain from assisting staff at work in the EOC.
- One of the very important functions for the City Council is to provide information to the community. Councilmembers must ensure they are adequately briefed by the City Manager before making situational updates to the public or media.
- Another important function is to host County, State and Federal dignitaries. This will be coordinated by Director of Emergency Services.

Recovery Phase: This will begin during the emergency response period and continue long after the EOC closes. Actions that the Council may encounter during recovery include dealing with policy decisions regarding financial assistance, claims, and redevelopment. Close coordination with Finance and the City Attorney will be required during recovery.

EMERGENCY POWERS

1. Declaration of an Emergency

The Director of Emergency Services or his/her designee has the power to declare a local emergency and to request the County to declare a state of emergency. The Council must ratify this declaration within seven days, renew it every twenty-one days and terminate it as soon as possible.

2. Command and Control

The Director of Emergency Services or his/her designee has the power to direct staff and civilian responses, and to settle questions of authority and responsibility.

3. Emergency Orders and Regulations

If necessary to protect life, property, or to preserve public order and safety, the Director of Emergency Services or his/her designee may promulgate orders and regulations. This must be done in writing and must be given widespread publicity (Government Code Sec. 8634).

4. Resources

In a declared emergency, the Director of Emergency Services may purchase or commandeer supplies and/or equipment, and may command the aid of citizens.

5. Suspension of Regulations

The Governor has the power to suspend State Agency orders, rules and regulations that may impede emergency responses. Cities do not have this power except by order of the Governor (Government Code Sec, 8571, 8614C).

LEGAL IMMUNITIES

In a proclaimed emergency, the City and its employees are immune from suit regarding injuries or disabilities as a result of:

1. Emergency actions outside of normal geographical boundaries in response to emergency conditions.
2. Emergency actions that involve discretion, such as the decision to evacuate a certain area.
3. Escaped prisoners.
4. Fire protection, staffing levels, and transportation of the injured.
5. Impending peril or action taken to abate such peril. (Government Code Sec. 8656, 814-895, 9, 544-846, 850-850.8, and 865-867).

LINE OF AUTHORITY DURING AN EMERGENCY

1. Governor of California
2. Director, State Office of Emergency Services
3. Regional Manager/Director, California Office of Emergency Services
4. Los Angeles County Coordinator/Director, Office of Emergency Management
5. Director of Emergency Services (City Manager or designee)

LEVELS OF EMERGENCY

1. Minor to Moderate Incident:
 - a. Local resources are adequate.
2. Moderate to Severe Incident:
 - a. Local resources may not be adequate, Local Declaration, Operational Area EOC activated, State pending, initial contact with Mutual Aid
3. Major Disaster:
 - a. All levels of emergency services required, Local resource Inventory inadequate, Operational Area EOC activated, Federal Declaration pending, Mutual Aid requested.

Priorities In An Emergency

1. Save lives
2. Protect public property
3. Protect private property
4. Repair and restore essential public systems and services
5. Coordinate efforts with other agencies
6. Provide communications to community and stakeholders
7. Provide a basis for direction and control of emergency operations
8. Provide for the continuity of government.

Summary: Staff's Role In A Disaster

It will not be business as usual. Each department will be doing whatever is necessary to care for and protect citizens and property. Staff should be prepared appropriately to fulfill whatever role they may be called upon to perform. Staff's personal preparedness planning should address issues of clothing, hygiene, medications and emergency supplies to support themselves in the event of an extended stay at City Hall.

Staff will be working under a different organizational structure. People to whom one would normally report may not be the people to whom one is assigned in an emergency. Likewise, staff members may have different people assigned to them than usual. It is important to know the key roles and their general location in order to direct staff, volunteers, and concerned individuals properly.

Staff should expect to remain on duty until you are released by a supervisor or by the DES. This makes it especially important to prepare one's family and determine their needs for a prolonged period. Staff will be able to function more effectively knowing that that the family is taken care of.

The citizens of Malibu will be depending on City staff to be confident, organized, and to continue to deliver support and service in a timely manner. Staff must do everything in their power to meet these expectations.

BACKGROUND: STANDARDIZED EMERGENCY MANAGEMENT SYSTEM (SEMS)

As a result of the 1991 East Bay Hills fire in Oakland, Senate Bill 1841 was passed by the California Legislature, establishing THE STANDARDIZED EMERGENCY MANAGEMENT SYSTEM (SEMS). The intent of the law is to improve the coordination of state and local emergency responses in California. The law directs that the Offices of Emergency Services (CAL-EMA), in coordination with other state and local agencies implement and maintain a SEMS Multi Hazard Functional Plan.

Section 2403 of Title 19 of Division 2 of the California Code of Regulations-CAL-EMA requires all emergency response agencies to use SEMS in responding to, managing, and coordinating multiple agency or multiple jurisdiction incidents. The foregoing is a requirement for reimbursement from the CAL-EMA and FEMA for cost of personnel responding to an emergency / disaster incident.

Section 8607 of Article 9.5 of the Government Code specifies that (e)

(1) *By December 1, 1996 each local agency, in order to be eligible for any funding of response related costs under disaster assistance programs, shall use the Standardized Emergency Management System as adopted pursuant to subdivision (a) to coordinate multiple jurisdiction or multiple agency operations.*

(2) Notwithstanding paragraph (1), local agencies shall be eligible for repair, renovation, or any other non personnel costs resulting from an emergency or disaster.

Developing A SEMS/NIMS Multi-Hazard Functional Plan For Malibu:

Part One: Conduct an assessment of the characteristics and hazards of the City of Malibu and develop an Emergency Operations Plan (EOP) as a guide for Staff training and emergency response. Establish the physical components and training necessary to support the Emergency Program for the City Of Malibu.

Part Two: Incorporate the EOP and staff training into the Malibu Emergency Program.

Part Three: Provide supporting documentation, legal documents, forms, phone lists, sample documents, check lists, glossary and acronyms.

SEMS LEVELS:

Fully activated, the SEMS consists of five levels: field response, local government, operational areas (countywide), CAL-EMA Mutual Aid Regions, and state government.

Field Response Level

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

Local Government Level

Local governments include cities, counties, and special districts. Local governments manage and coordinate the overall emergency response and recovery activities within their jurisdiction. Local governments are required to use SEMS when their emergency operations center is activated or a local emergency is proclaimed in order to be eligible for state funding of response-related personnel costs. In SEMS, the local government emergency management organization and its relationship to the field response level may vary depending upon factors related to geographical size, population, function and complexity. Local governmental levels shall provide the following functions: management, operations, planning/intelligence, logistics, and finance/administration. Local jurisdictions are responsible for overall direction of personnel and equipment provided for emergency operations through mutual aid (Government Code Section 8618). Additional details relative to the organization and responsibilities of the SEMS elements at each of the levels are provided in Part Two, Management System.

Operational Area

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

The operational area is responsible for:

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

SEMS regulations specify that all local governments within a county geographic area be organized into a single operational area and that the county board of supervisors is responsible for its establishment. The County of Los Angeles is the lead agency for the Los Angeles County Operational Area which includes the City of Malibu. All local governments should cooperate in organizing an effective operational area, but

the operational area authority and responsibility is not affected by the nonparticipation of any local government.

Activation of the Operational Area during a State of Emergency or a Local Emergency is required by SEMS/NIMS regulations under the following conditions:

1) A local government within the operational area has activated its EOC and requested activation of the operational area EOC to support their emergency operations.

2) Two or more cities within the operational area have proclaimed a local emergency.

3) The county and one or more cities have proclaimed a local emergency.

4) A city, city and county, or county has requested a governor's proclamation of a state of emergency, as defined in the Government Code Section 8558(b).

5) A state of emergency is proclaimed by the governor for the county or two or more cities within the operational area.

6) The operational area is requesting resources from outside its boundaries. This does not include resources used in normal day-to-day operations which are obtained through existing mutual aid agreements.

7) The operational area has received resource requests from outside its boundaries. This does not include resources used in normal day-to-day operations which are obtained through existing mutual aid agreements.

If the Los Angeles County Operational Area is activated, the Sheriff of Los Angeles County will be the Director of Emergency Operations (Operational Area Coordinator) for the Los Angeles County Operational Area and will have the overall responsibility for coordinating and supporting emergency operations within the county. The Area Coordinator and supporting staff will constitute the Operational Area Emergency Management Staff. The County of Los Angeles EOC will fulfill the role of Operational Area EOC.

Regional

Because of its size and geography, the state has been divided into six mutual aid regions. The purpose of a mutual aid region is to provide for the more effective application and coordination of mutual aid and other emergency related activities.

State CAL-EMA has also established three Administrative Regions (Coastal, Inland and Southern). These Administrative Regions are the means by which State CAL-EMA maintains day-to-day contact with emergency services organizations at local,

county and private sector organizations. In SEMS, the regional level manages and coordinates information and resources among operational areas within the mutual aid region and also between the operational areas and the state level. The regional level also coordinates overall state agency support for emergency response activities within the region.

State

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

Federal

The Federal Emergency Management Agency (FEMA) serves as the main federal government contact during emergencies, major disasters and national security emergencies.

CITY OF MALIBU'S RESPONSIBILITIES UNDER SEMS

The development of SEMS will be a cooperative effort of all departments and agencies within the City of Malibu with a disaster/emergency response role. The City Emergency Services Coordinator with the City Manager has the lead staff responsibility for SEMS development and planning with responsibilities for:

- Communicating information within the City on SEMS requirements.
- Coordinating SEMS development among departments and agencies.
- Identification of all departments and agencies involved in field level response.
- Identify departments and agencies with department operations centers
- Coordinating with other local governments, the operational area and volunteer and private agencies on development of SEMS.
- Incorporating SEMS into the City of Malibu's plans and procedures.
- Incorporating SEMS into the City of Malibu's emergency ordinances, agreements, memorandum of understandings, etc.
- Identification of special districts that operate or provide services within the boundaries of the City of Malibu. The disaster/emergency role of these special districts should be determined and provisions made for coordination during emergencies.
- Identification of local volunteer and private agencies that have a disaster/emergency response role. Contacts should be made to develop arrangements for coordination in emergencies.

The City of Malibu will participate in the Los Angeles County Operational Area organization and system for coordination and communication within the operational

area.

All local government staff who may participate in emergencies in the EOC, in department operations centers (DOCs) or at the field level must receive appropriate SEMS training as required by SEMS regulations. New personnel should be trained as they are hired. The City's Emergency Services Coordinator is responsible for documenting SEMS training in the City.

The City of Malibu has developed an exercise program that provides periodic exercises for EOC and DOC personnel under SEMS.

SEMS EOC ORGANIZATION

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

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

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

Organization Flexibility - Modular Organization

The five essential SEMS functions will be established as "sections" within the EOC and all other functions will be organized as branches, groups or units within sections. The types of activated functions and their relationship to one another will depend upon the size and nature of the incident. Only those functional elements that are required to meet current objectives will be activated. Those functions which are needed but not staffed will be the responsibility of the next higher element in the

organization.

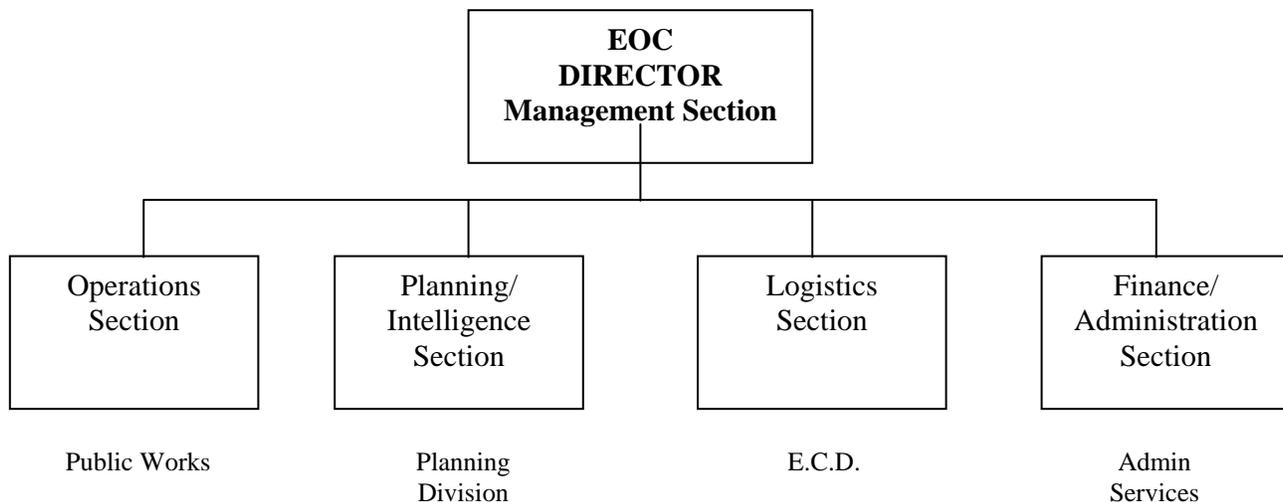
Management of Personnel - Hierarchy of Command and Span-of-Control

The position title "coordinator" refers to the lead person of each organizational element in the EOC. The term coordinator is used because the role of EOC elements is to coordinate. Each activated function will have a person in charge of it, but a supervisor may be in charge of more than one functional element. Every individual will have a supervisor and each supervisor will generally be responsible for no more than seven employees, with the ideal span-of-control being three to five persons.

Coordinators for Operations, Planning/Intelligence, Logistics and Finance/Administration constitute the EOC General Staff. Management and General Staff function as the EOC management team. The General Staff are responsible for:

- Overseeing the internal functioning of their section, and
- Interacting with each other, Management, and other entities within the EOC ensure the effective functioning of the EOC organization.

SEMS/NIMS Functions & Responsibilities:



EOC Director (Management Section)

Responsible for overall emergency management policy and coordination through the joint efforts of governmental agencies and private organizations.

Operations Section

Responsible for coordinating all jurisdictional operations in support of the emergency response through implementation of the Incident Action Plan.

Planning/Intelligence Section

Responsible for collecting, evaluating and disseminating information; developing the Incident Action Plan in coordination with other sections; initiating and preparation of the city's After-Action Report and maintaining documentation.

Logistics Section

Responsible for providing communications, facilities, services, personnel, equipment, supplies and materials.

Finance/Administration Section

Responsible for financial activities and other administrative aspects, including:

- Activate and maintain Disaster Accounting System.
- Provide financial resources necessary for recovery.
- Maintain payroll and payments.
- Investigate and process claims.
- Coordinate documentation and work with disaster agencies for cost recovery.

EOC ACTION PLANS

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

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

The action planning process should involve Management and General Staff along with other EOC elements, special district representatives and other agency representatives, as needed. The Planning/Intelligence Section is responsible for coordinating the development of the action plan and for facilitation of action planning meetings.

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

MULTI-AGENCY OR INTER-AGENCY COORDINATION AT THE LOCAL GOVERNMENT LEVEL

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

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

MULTI-AGENCY OR INTER-AGENCY COORDINATION IN THE EOC

Emergency response is coordinated at the EOC through:

- Representatives from the EOC Planning section
- The Emergency Services Coordinator
- Representatives from outside agencies including special districts, volunteer agencies and private organizations

Coordination and communication is achieved through the use of telephones, radios and OARRS via internet link to the County EOC.

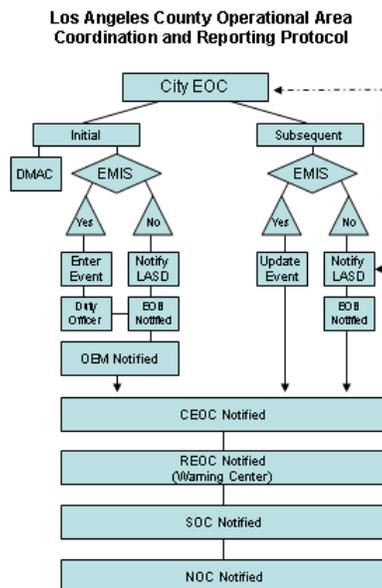
COORDINATION WITH THE FIELD RESPONSE LEVEL

Coordination among SEMS levels is clearly necessary for effective emergency response. In a major disaster/emergency, the City of Malibu's EOC may be activated to coordinate the overall response while the Incident Command System is used by field responders. Incident Commanders may report to department operations centers (DOCs) which in turn will coordinate with the EOC. In some jurisdictions Incident Commanders may report directly to the EOC, usually to their counterpart in the Operations Section. When the EOC is directly overseeing Incident Command teams, the EOC is operating in a centralized coordination and direction mode.

COORDINATION WITH LOS ANGELES COUNTY OPERATIONAL AREA LEVEL

Coordination and communications should be established between activated local government EOC's and the operational area. The communications links are telephone, satellite phone, radio, data and amateur radio, the Los Angeles County Disaster Communication Services (DCS) radio system, runner, etc.

Los Angeles County will use an Operational Area Multi Agency Coordinating System (MACS) concept when developing response and recovery operations. When and where possible, the County will include jurisdictional representatives in planning for jurisdictional support



SPECIAL DISTRICT INVOLVEMENT

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

Coordination and communications should be established among special districts who are involved in disaster/emergency response, other local governments and the operational area. This may be accomplished in various ways depending on the local situation. Relationships among special districts, cities, county government and the operational area are complicated by overlapping boundaries and by the multiplicity of special districts. Special districts need to work with the local governments in their service areas to determine how best to establish coordination and communications in disasters/emergencies.

When a special district is wholly contained within the city, the special district should have a liaison representative at the city EOC and direct communications should be established between the special district EOC and the city EOC. An exception may occur when there are many special districts within the city.

Typically, special district boundaries cross municipal boundary lines. A special district may serve several cities and county unincorporated areas. Some special districts serve more than one county. In such a situation, the special district may wish to provide a liaison representative to the Operational Area EOC to facilitate coordination and communication with the various entities it serves.

When there are many special districts within a city, it may not be feasible for the city EOC to accommodate representatives from all special districts during area-wide disasters. In such cases, the city should work with the special districts to develop alternate ways of establishing coordination and communications.

COORDINATION WITH VOLUNTEER AND PRIVATE AGENCIES

City EOCs will generally be a focal point for coordination of response activities with many non-governmental agencies. The City of Malibu's EOC should establish communication with private and volunteer agencies providing services within the city.

Agencies that play key roles in the response should have representatives at the EOC. If an agency supports several functions and has only one representative at the EOC, the agency representative should be located at the liaison area. If an agency is supporting one function only, its representative may be located with that functional element. Some agencies may have several personnel participating in functional elements in the EOC. For example, American Red Cross personnel may be part of the staffing for the Care and Shelter element of the EOC. Agencies that have countywide response roles and cannot respond to numerous city EOCs should be represented at the operational area level.

The City of Malibu is served by a large number of private and volunteer agencies that may not be able to accommodate representatives in the EOC. Three of the more significant volunteer organizations in Malibu include the Disaster Communications Service (DCS), City of Malibu Community Emergency Response Team (CERT), and Malibu Arson Watch. The City will use radios for communicating with these groups when liaison representation is not practical.

Coordination with volunteer and private agencies that do not have representatives at the EOC may be accomplished through telecommunications. The City will also liaise with community councils that represent agencies in special multi-agency groups on specific issues.

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NATIONAL INCIDENT MANAGEMENT SYSTEM (NIMS)

The NIMS integrates existing best practices into a consistent, nationwide approach to domestic incident management that is applicable at all jurisdictional levels and across functional disciplines in an all-hazards context. NIMS was mandated by Homeland Security Presidential Directive-5. NIMS provides a consistent, nationwide approach for Federal, State, local, and tribal governments; the private sector; and non government organizations to work effectively and efficiently together to prepare for, respond to, and recover from domestic incidents, regardless of cause, size or complexity. To provide for interoperability and compatibility among Federal, State, local and tribal capabilities, the NIMS includes a core set of concepts, principles, and terminology. HSPD-5 identifies these as the ICS; multi-agency coordination systems; training; identification and management of resources; qualification and certification; and the collection, tracking, and reporting of incident information and incident resources.

NIMS COMPONENTS

The State of California's NIMS Advisory Committee issued "*California Implementation Guidelines for the National Incident Management System, 2006*" to assist state agencies, local governments, tribes and special districts to incorporate NIMS into already existing programs, plans, training and exercises. The City of Malibu is following this document to ensure NIMS compliance.

Six major components make up the NIMS systems approach. Following is a synopsis of each major component of NIMS, as well as how these components work together as a system to provide the national framework for preparing for, preventing, responding to, and recovering from domestic incidents, regardless of cause, size, or complexity.

1. Command and Management. NIMS standard incident command structures are based on three key organizational systems:

- (a) **ICS.** ICS defines the operating characteristics, interactive management components, and structure of incident management and emergency response organizations engaged throughout the life cycle of an incident. A key concept in all emergency planning is to establish command, strategy and tactical control at the lowest level that can perform that role effectively in the organization. In the ICS, the Incident Commander (IC) is always on scene at the incident location. In the case of the City of Malibu, the IC would be either the ranking personnel from the Fire Department, Sheriff's Department personnel, or Department of Public Works. The Emergency Operations Center (EOC) is the facility within which information gathering and necessary coordination takes place to ensure that there is an effective response.

- (b) **Multi-agency Coordination Systems.** These define the operating characteristics, interactive management components, and organizational structure of supporting incident management entities engaged at the Federal, State, local, tribal, and regional levels through mutual-aid agreements and other assistance arrangements; and
- (c) **Public Information Systems.** These refer to processes, procedures, and systems for communicating timely and accurate information to the public during crisis or emergency situations.

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

- **Planning** - Plans describe how personnel, equipment, and other resources are used to support incident management and emergency response activities. Plans provide mechanisms and systems for setting priorities, integrating multiple entities and functions, and ensuring that communications and other systems are available and integrated in support of a full spectrum of incident management requirements.
- **Training** - Training includes standard courses on multi agency incident command and management, organizational structure, and operational procedures; discipline-specific and agency-specific incident management courses; and courses on the integration and use of supporting technologies.
- **Exercises** - Incident management organizations and personnel must participate in realistic exercises—including multi-disciplinary, multi-jurisdictional, and multi-sector interaction—to improve integration and interoperability and optimize resource utilization during incident operations.
- **Personnel Qualification and Certification** - Under NIMS, Preparedness is based in national standards for qualification and certification of emergency response personnel. This ensures that all personnel regardless of agency or jurisdiction possess the minimum knowledge, skills and experience necessary to perform activities safely and effectively. Standards include Training, Experience, Credentialing, Currency and Fitness.
- **Equipment Acquisition and Certification** - Incident management organizations and emergency responders at all levels rely on various types of equipment to perform mission essential tasks. A critical component of operational preparedness is the acquisition of equipment that will perform to certain standards, including the capability to be interoperable with similar equipment used by other jurisdictions.
- **Mutual Aid** - Mutual-aid agreements are the means for one jurisdiction to provide resources, facilities, services, and other required support to another jurisdiction during an incident. Each jurisdiction should be party to a mutual-aid agreement with appropriate jurisdictions from which they expect to receive or to which they expect to provide assistance during an incident.

- **Publications Management** - Publications management refers to forms and forms standardization, developing publication materials, administering publications—including establishing naming and numbering conventions, managing the publication and promulgation of documents, and exercising control over sensitive documents—and revising publications when necessary.

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

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

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

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

6. Ongoing Management and Maintenance. This component establishes an activity to provide strategic direction for and oversight of NIMS, supporting both routine review and the continuous refinement of the system and its components over the long term.

The SEMS expands the NIMS concept with the following:

The State's Mutual Aid Program: This is a mutually benefiting voluntary, provision of services and facilities when existing local resources prove to be inadequate. There are several standardized statewide mutual aid systems which function in California. Some of these are coordinated from within jurisdictional EOCs and others are coordinated by

disciplines such as law and fire; (Mutual Aid is addressed in Section 4).

Operational Areas concept: Under SEMS, the operational area is an intermediate level of the state's emergency services organization, which encompasses Los Angeles county and all 88 political subdivisions plus the special districts located within a county. The operational area coordinates information, resources, and priorities among local governments within the operational area. It serves as the coordination and communication link between the local government level and the regional level. It is important to note, that while an operational area always encompasses a single county area, it does not mean that the county government itself manages and coordinates the response and recovery activities within the county. This is the responsibility of the County Office of Emergency Management (OEM) in coordination with the State Office of Emergency Services (CAL-EMA).

The Operational Area Satellite Information System (OASIS): The OASIS project, funded under the Earthquake Hazards Reduction Act of 1986, was established to create the most reliable communications system possible using leased transponder space from commercial satellite operators. The result is the establishment of a system which allows virtually uninterrupted communication between state, regional and operational area level EOCs. OASIS is a system that consists of a communications satellite, multiple remote sites, and a hub. The satellite is in a stationary or geo-synchronous orbit above the earth's equator. A high frequency (HF) radio system and a satellite communications network were constructed to link all 58 counties with state CAL-EMA and other agencies for disaster communications as well as day-to-day traffic. The system, which uses technology similar to cellular phones, has sixty channels. When a user picks up the line the system automatically searches for the best available channel. The City of Malibu communicates with the Operational Area which uses this system to access CAL-EMA.

MALIBU'S EMERGENCY PLAN

PREPAREDNESS ELEMENTS

Training:

Training and exercises are essential to make emergency operations personnel "Activation-ready". The Malibu Emergency Preparedness program includes provision for staff and volunteer training. The objective is to train and educate public officials, emergency response personnel and the public. For the City of Malibu, recurring yearly staff training includes: EOP orientation, SEMS/ NIMS training, EOC section training and a minimum of one full-scale exercise.

The best method for training staff to manage emergency operations is through exercises. Exercises are conducted on a regular basis to maintain the readiness of operational procedures. Exercises provide personnel with an opportunity to become thoroughly familiar with the procedures, facilities and systems which will actually be used in emergency situations. There are several forms of exercises:

- Tabletop exercises provide a convenient and low-cost method designed to evaluate policy, plans and procedures and resolve coordination and responsibilities. Such exercises are a good way to see if policies and procedures exist to handle certain issues.
- Functional exercises are designed to test and evaluate the capability of an individual function such as evacuation, medical, communications or public information.
- Full-scale exercises simulate an actual emergency. They typically involve complete emergency management staff and are designed to evaluate the operational capability of the emergency management system.

To facilitate and standardize jurisdictions meeting their training and exercise needs the NIMS now provides national standards, guidelines and protocols for incident management training. NIMS defines training requirements and approved training courses, including instructor qualifications and course completion documentation. (Source: IS-700)

Public Awareness And Education

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

Disaster Preparedness Information is disseminated via the City website (www.malibucity.org) and includes information on virtually all identified hazards; manmade or natural. The library is updated on a regular basis with new information. In addition, the Malibu cable TV channel contains information about hazards as well as emergency

preparedness training opportunities such as Community Emergency Response Team (CERT) trainings as they become available. The Emergency Services Coordinator is available to speak to residents and homeowner groups directly and to advise on their issues or questions.

RESPONSE ELEMENTS

COMMUNICATIONS PLAN FOR THE CITY OF MALIBU

Success in saving lives and property is dependent upon timely dissemination of warning and emergency information to persons in threatened areas. Local government is responsible for warning the populace of the jurisdiction. Government officials accomplish this using warning devices located at City Hall, within the community or mounted on official vehicles. The warning devices are designed to be activated 24 hours a day.

1. WHO NEEDS TO BE NOTIFIED?

INTERNAL

- City Manager
- Emergency Services Coordinator
- Councilmembers
- Department Heads
- Public Safety Commission
- Website Management
- TV-3 & Radio Management staff
- Information Technology Dep't.

For information on staff notification procedures, see page LS-3 (Logistics Support) in Part Two.

EXTERNAL

- Hotline
- Radio
- Website
- Social Media sites
- Schools, Churches
- Volunteer Response Teams
- County OEM
- County Agencies (Sheriff, Fire, etc)
- County Supervisor Office
- Media
- Connect-CTY (emergency notification) system
- Business Community

2. WHO DECIDES NOTIFICATION IS NECESSARY?

- City Manager
- Emergency Services Coordinator

- Department Heads

3. WHAT TRIGGERS A NOTIFICATION?

- Disruption of utility service of any kind
- Disruption of roadway or traffic flow
- Incidents resulting in fatality (Notify City Manager)
- Incidents that destroy property within City limits
- Disaster incidents of any type (fire, landslide, flood etc.)
- Incidents that are likely to escalate

4. WHAT COMMUNICATION METHODS WILL BE USED?

- Telephone, including “reverse 9-1-1” (via NTI “Connect-CTY” system)
- E-mail
- “Social Media” (Text Message / Instant Messaging)
- Web site
- Telephone Hotline
- AM Radio
- Pager
- Ham Radio, Commercial (UHF) Radio
- Satellite Phone
- Los Angeles County Operational Area Response and Recovery System (OARRS)

5. WHEN SHOULD NOTIFICATIONS BE MADE?

- Immediately
- On-going, with frequent regularly-scheduled updates
- Continue into recovery period, to include recovery information.

6. ENSURING EXECUTIVE COLLABORATION

- Make sure City Manager & critical staff know the procedures.
- Plan conference calls if a meeting cannot be arranged.

Media Policy And Information Release

Media management, during an emergency/disaster situation, consists of establishing a Crisis Team made up of the City Manager, as Team Leader, over the Emergency Services Coordinator and the Media Information Officer. Each of the three team members act as inflow and outflow for information, however, as illustrated below all information for public release ultimately passes through the City Manager, or designee, before leaving the EOC. All staff members, volunteers and security persons are instructed not to give any information or opinions to anyone other than the Crisis Team.

Information is passed on only in hard copy form, initialed, by the City Manager, or his/her designee, to the Media Information Officer who time and date stamps the copy and enters the release in a computer log. A copy is filed in the incident folder which is cross referenced to the computer log. If the destination is other than the Media Center this is also noted. An

example of this would be a message to be released over Malibu's AM radio station as an information update or evacuation instructions to the residents.

The process involves scheduled press releases and urgent situation updates intended to keep the Media fully informed in writing of accurate and timely information. The goal is to totally eliminate any possibility of a City Hall rumor being circulated. If the information does not originate from a City Manager initialed document then it is rumor and not to be repeated.

Local Alerting And Warning Systems Utilized by the City

The principal emergency warning system utilized by the City of Malibu is Connect-CTY, a "reverse-911" type notification system for telephones and email. Persons authorized to activate this system include the City Manager, Emergency Services Coordinator and all Department Heads. Prior approval should come from the City Manager prior to activation if possible. Other methods of warning include the City of Malibu's official website www.malibucity.org; as well as Facebook and Twitter sites. The City also maintains an emergency telephone Hotline number at (310) 456-9982, as well as an AM radio station on 1620 AM. All these are updated as conditions change. The City will send out e-mail alert and warning notifications to those individuals who have signed up for such service.

Due to its size and physical layout, the City of Malibu does not maintain siren systems for emergency notification. The City's other systems for local warnings include:

Malibu City TV

The City broadcasts a "City Channel" which is available to customers of Verizon FIOS television service. During an emergency this channel will be used in conjunction with other methods for the dissemination of emergency information. The City has no capability for "emergency interrupt" of normal broadcasts within this system.

Emergency Alerting System (EAS)

The EAS is administered by the Sheriff of Los Angeles County. Activation of the Los Angeles County EAS shall be for emergency events and conditions of concern to a significant segment of the population of Los Angeles County. The message must be a voice message, it may be prerecorded and it must originate from the Sheriff's Communications Center.

Electronic News Network (ENN)

The ENN is a subset of the EAS. It is a digital format that allows messages to be sent via the State of California's EDIS system. The digital message will be received by the media, schools, large business and anyone who monitors the AQMD channels. It is less restrictive than an ABS broadcast and can be originated by any agency with access to a JDIC terminal. It allows for routine or test messages, in addition to emergency messages.

Radio and Television (Commercial)

The City of Malibu maintains a list of local commercial radio and television stations. This list includes the station's main phone number, the station's newsroom phone number and the newsroom fax number. In the event of a local emergency an "Official statement" will be

prepared by the City's Director of Emergency Services or Public Information Officer. This statement will be sent via fax to all appropriate radio and television stations with a request that the information be broadcast to the public as soon as possible.

Communication equipment assigned to the incident: All City-owned communication equipment including all two-way radios, cell-phones, satellite telephones, pagers, etc, as well as any and all communications equipment that may be owned by outside agencies or individuals and loaned to the City for use during an emergency may be utilized.

Installation and testing of communication equipment: All equipment owned by the City and intended for use during an emergency shall be tested at least yearly by the Emergency Services Coordinator. Any faults found during testing shall be repaired or the equipment replaced.

Supervision of Communications: All communications systems that require a licensed operator (such as Ham or commercial radio systems) shall be supervised by the Emergency Services Coordinator or a designated member of staff.

Distribution and recovery of communications equipment: This shall be the responsibility of the Emergency Services Coordinator or the Logistics Section Chief.

How The City Receives Specific Warnings Of Emergency Conditions

Methods of warning state and local governments of specific emergency conditions are described below:

Earthquakes

Earthquakes occur without warning. Cal-EMA could receive notification of an earthquake as well as subsequent information, including damage reports, from various sources, such as:

- University of California Seismological Observatory, Berkeley
- California Institute of Technology, Pasadena
- Water Resources Department
- Val-EMA Regional Offices
- Local Governments
- Federal/State Agencies
- Honolulu Observatory

This information may be received through NAWAS, radio, teletype and/or telephone and would be further disseminated as appropriate using any or all of these means. The State Warning Center has a seismic alarm system that activates during earthquakes, prompting duty personnel to investigate the disturbance.

Earthquake Advisories: (Reference: California Earthquake Advisory Plan, Oct. 1990, Section 3. Earthquake Advisories are statements by Cal-EMA regarding scientific assessment that, within a specified period (usually 3-5 days) there is an enhanced likelihood for damaging earthquakes to occur in areas designated in the Advisory.

Advisories are not formal predictions and are issued following earthquakes in which there is concern about subsequent damaging earthquakes. The basis of the advisories is existing knowledge of the seismic history and potential of the area under consideration.

Local Government: Upon notification of an Earthquake Advisory from Cal-EMA, local government should: disseminate information to key personnel, ensure the readiness of systems essential to emergency operations; implement protective and mitigation actions; provide guidance to the public on appropriate precautionary actions.

Notification Process: The Office of Emergency Services will notify State agencies, local governments and designated Federal agencies of all Earthquake Advisories through a telecommunications and radio fan-out process.

Fire Incidents

Initial warnings of major conflagrations are normally issued by the affected area through the Operational Area and/or CAL-EMA Regional Fire Coordinator, using whatever means of communications are appropriate and available. Requests for mutual aid follow the same channels.

Floods

A flood emergency may be preceded by a buildup period that permits certain preparation measures. During the buildup period, CAL-EMA cooperates with the National Weather Service and the State Department of Water Resources by relaying pertinent weather information and river bulletins to local government officials in the affected areas. CAL-EMA receives this information over selected circuits and relays it to CAL-EMA Regions through the CAL-EMA private line teletype system and to law enforcement agencies via CLETS.

Flood Stages and Bulletins: During periods of potential flooding in Southern California, the National Weather Service will issue the appropriate bulletins. After receiving these messages, the state Warning Center transmits these messages immediately on CLETS to local governments in areas that are likely to be affected. Further warnings are issued via EDIS.

Hazardous Materials Incidents

Potential hazardous materials situations are identified during the planning phase by the Los Angeles County Fire Department. Area Plans address in detail the specifics for hazardous materials planning for the local area. (Reference: Los Angeles County Fire Department Hazardous Materials Response Plan.)

Tsunami (Seismic Sea Wave)

Sensor-based reports of major earthquakes occurring which may generate a tsunami are transmitted to the West Coast & Alaska Tsunami Warning Center in Palmer, Alaska for evaluation. Staff determines action to be taken and relays it to inform the West Coast states. This information is also transmitted to local jurisdictions over appropriate radio systems, teletype and EDIS to ensure maximum dissemination.

A Tsunami **Watch Bulletin** is issued if an earthquake has occurred in the Pacific Basin and could cause a tsunami. A Tsunami **Warning Bulletin** is issued when an earthquake has occurred and a tsunami is spreading across the Pacific Ocean. When a threat no longer exists, a **Cancellation Bulletin** is issued.

Severe Weather Warning

These include severe weather bulletins and statements relating to special weather conditions. Bulletins are issued by National Weather Service offices in California when severe weather is imminent. By agreement, the National Weather Service office issues the bulletin and transmits the information to the state Warning Center. The Warning Center, in turn, relays the information to the affected areas.

Federal Alerting And Warning Systems

Emergency Alerting System (EAS)

The EAS is designed to provide the President with a means to address the American people in the event of a national emergency. Through the EAS, the President would have access to thousands of broadcast stations, cable systems and participating satellite programmers to transmit a message to the public.

NAWAS: National Warning System

NAWAS is a dedicated wire-line system that provides two-way voice communications between federal warning center, state warning points and local warning points. It has major terminals at each State EOC and State Emergency Management Facility. Today, the system consists of what is effectively a 2200+ telephone party line. Obviously, it is more than a normal telephone system. The phone instruments are designed to provide protection for lightning strikes so they may be used during storms. The interconnecting lines are provided some protection and avoid local telephone switches. This ensures they are available even when the local system is down or overloaded.

NWS: National Weather Service

The National Weather Service transmits continuous weather information on 162.40, 162.475, and 162.55 MHZ frequencies. Weather Service severe weather broadcasts are preceded with a 1,050 MHZ tone that activates weather monitor receivers equipped with decoders. The Weather Service can also access NAWAS to announce severe weather information.

State Alerting And Warning Systems

CALWAS: California Warning System

CALWAS is the state portion of NAWAS that extends to communications and dispatch centers throughout the state. The State Office of Emergency Services headquarters ties into the federal system through the Warning Center in Sacramento. Circuits then extend to county warning points. The California Highway Patrol headquarters in Sacramento is the state's alternate warning point.

EDIS: Emergency Digital Information System

The main purpose of EDIS is to distribute official information to the public during emergencies. However, a system that is not used day-to-day will not be used with confidence during an emergency. Therefore, certain non-emergency uses of EDIS are permitted so long as they do not interfere with more urgent transmissions. EDIS may be used to transmit information in the following categories, listed in priority order:

- FLASH: Alerts and warning of immediate life-safety value to the public.
- NEWS: Information of immediate benefit to the public. Releases in this category may include reports of unusual natural, social or technological events; notices of government activities requiring specific action by members of the public; road and traffic information and instructions for those affected by an emergency.
- INFO: Advisory messages for coordination between government and the news media. Topics might include: times and locations of news briefings, schedules for media tours of emergency scenes, "pool coverage" arrangements, airspace restrictions.
- TEST: Transmissions to verify operation of equipment and for training.

Senders of EDIS messages should bear in mind that almost anyone can obtain the equipment to receive EDIS messages. Confidential or sensitive information should never be transmitted over EDIS.

OASIS: Operational Area Satellite Information System

The OASIS project, funded under the Earthquake Hazards Reduction Act of 1986, was established to create the most robust communications system possible using leased transponder space from commercial satellite operators. OASIS is a system that consists of a communications satellite, multiple remote sites and a hub. The result is the establishment of a system which allows virtually un-interruptable communication between state, regional and operational area level EOCs.

CUBE: Caltech/U.S. Geological Survey Broadcast of Earthquakes

The CUBE system is the product of a cooperative effort between the California Institute of Technology and the United States Geological Survey. Earthquake data is collected at Caltech Seismological Laboratory in Pasadena and is then transmitted to a commercial paging system where it is broadcast to government and private sector subscribers paging units.

ENN: Emergency News Network

The Los Angeles County ENN is a communications protocol that incorporates voice, data and video transmissions. It has been developed to provide direct access from local government agencies to media and corporate organizations for the immediate dissemination of emergency information.

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EVACUATION AND SAFE ZONES OVERVIEW (See also the “Evacuation Annex”, Part-3)

The primary objective of the Evacuation Plan is to move people away from the Malibu area and towards safer locations. The plan designates 4 principal north-south roads as evacuation routes, although the Pacific Coast Highway may also be utilized for evacuation. It is important to note that when evacuation out of the area is not possible it may be possible to take shelter in designated shelter areas or safe zones.

A. Public Notification: Once the order to evacuate has been given, announcements will be made on all broadcast media using the Emergency Alert System (EAS). In addition to this, the City will employ the Connect-CTY alert system to notify by telephone, e-mail and text message every household located in the threatened area. The system will play a pre-recorded or typed warning message to each system registered. The Sheriff’s Department may order helicopters to over-fly the coastal areas and provide announcements via loudspeaker. No door-to-door notifications are anticipated. On the beaches, the Life Guards will be responsible for evacuations on the sand. Advance notification by the City will also be made to residential care facilities in Malibu as well as to the Urgent Care Center.

B. Evacuation Routes & Safe Areas: Evacuation is coordinated by the Sheriff’s Department and the California Highway Patrol (CHP). All traffic on PCH will be directed away from the area or towards higher ground, depending upon the hazard. The following major north-south routes will become northbound only (southbound lanes will be closed to traffic), to expedite evacuation away from the Malibu area:

1. Topanga Canyon Blvd
2. Kanan Dume Road
3. Encinal Canyon Road
4. Mulholland Highway at Pacific Coast Highway

Note: The City will consider the access and functional needs population in all transportation service provisions to the best extent possible.

Malibu Canyon Road will remain open in both directions for access to the Pepperdine University Command Post and the EOC at Malibu City Hall. In addition, the following routes may be used to escape the coastal areas. These routes continue northwards out of the area, and may not be subject to traffic control:

- Tuna Canyon Road: (No vehicular traffic: foot traffic only. Although this is a southbound traffic route, the area approximately 1500’ from the Pacific Coast Highway is at an elevation that may be considered to be a Tsunami Safe Area.
- Las Flores Canyon Road: The roadside “drop-off area” just past the Odyssey School at 3504 Las Flores is at an elevation that may be considered to be a Tsunami Safe Area.

- Malibu Canyon Road: Safe refuge may be taken at the Salvation Army camps at Tapia Park, located north of Piuma Road.
- Latigo Canyon Road: The area in the vicinity of 5656 (Malibu Archery Club) is at an elevation that may be considered to be a Tsunami Safe Area.
- Encinal Canyon Road: Charmlee Park may be considered to be a Tsunami Safe Area.
- Decker Canyon Road: Escape route only; there are no public areas for safe refuge along this route.

C. Transportation and the Americans with Disabilities Act (ADA)

The circumstances of any given disaster will determine the ability to continue or restart public transportation services. Such circumstances include road conditions; the level of accessibility in the community, e.g., the condition of sidewalks and other pedestrian rights-of-way; availability of vehicles; and timeline of recovery. Depending on circumstances, it can take a while to restart public transportation services, including those accessible to people with disabilities, but there is no “disaster exception” to the Americans with Disabilities Act (ADA). As services are restarted, accessible services need to start up on approximately the same timetable.

D. Communicating with Access and Functional Needs populations

EPI plans and procedures must address communication with all audiences, based on differences in language, physical, psychological, and technological challenges.

City of Malibu will establish relationships with public and private agencies that provide home-based care provision services or with Specific/Special Needs populations. The City Public Information Office (PIO), in media releases, will encourage communities to share emergency information with their neighborhood, especially with those who may have difficulty in receiving and/or understanding an official notification. Media releases will, to the extent possible, be made available in languages other than English.

POTENTIAL SHELTER SITES FOR THE PUBLIC

NOTE: The need for activation of Mass Care Centers will be as recommended by the City of Malibu and as designated by the City and the American Red Cross. Shelter capacities and availability may vary. Announcements will be made on all broadcast media of available shelter locations.

1. Malibu Bluffs Park: (PCH at Malibu Canyon Road)
2. Malibu Creek State Park: (four miles south of Highway 101 on Las Virgenes Road).
3. Salvation Army Camps at Tapia Park: (Malibu Canyon Road just north of Piuma Road).
4. Hughes Research Labs parking lot: (Malibu Canyon Road north of Pepperdine University).

In selecting an area to use as a refuge it should be remembered that the Pacific Coast Highway may not be passable in it's entirety. Therefore, areas for refuge should be selected which have a northerly escape route, or one that leads away from the Malibu area.

For more information regarding evacuation and shelter facilities, please see the Evacuation Annex, Part-Three.

RECOVERY PLANNING

Disaster Recovery can be defined as the overall short-term and long-term restoration of social, economic and institutional activity to levels comparable to those existing prior to the disaster. As such, it is one of the City's main priorities in the aftermath of a disaster.

Recovery planning is vital and should be participated in by all sections of the City staff. The ultimate goal in recovery planning is to ensure that the City receives all emergency assistance and disaster recovery costs for which it is eligible.

DISASTER ASSISTANCE

Disaster assistance comes to the City primarily from State and Federal sources, specifically the Natural Disaster Assistance Act (NDAA) for the State of California, and the Stafford Act for the Federal government. In most cases, funding is provided on a 75-25 basis: The City is liable to co-pay 25% of any funds received, unless this is waived.

Disaster assistance in the form of disaster grants may be provided to individuals by the Federal Government only if made available for the disaster under the terms of the disaster declaration. In the cases where individual grant funding is not made available, low-interest loans may be made available by the Small Business Administration (SBA).

Disaster funding assistance for the City of Malibu is provided by the Public Assistance (PA) program as a result of a Gubernatorial or Presidential disaster declaration. This assistance is broken down into seven categories, and the determination of which categories are available is made at the time of the disaster declaration. The work categories are:

- CAT A: Debris Removal
- CAT B: Emergency Protective Measures
- CAT C: Road System Repairs
- CAT D: Water Control Facilities
- CAT E: Buildings and Equipment
- CAT F: Public Utility Systems
- CAT G: Other

PHASES OF DISASTER RECOVERY

There are four phases of disaster recovery:

- Phase 1: Planning and Mitigation activities (Pre-disaster)
- Phase 2: Response / Short-Term recovery (*Impact to 2 months*)
- Phase 3: Mid-term Recovery: (*2 months to 2 years*)
- Phase 4: Long-term recovery (*2 to 10 years*)

Phase 1: Planning and Mitigation Activities

This involves training and exercises to prepare staff for what to expect when a

disaster occurs. It also involves maintenance and upgrades of equipment, facilities and protocols. A complete set of FEMA-compliant forms should be available for staff, and training should be given in their use.

Phase 2: Short-term Recovery

After a disaster strikes preparation should begin immediately in anticipation of this phase of recovery. The first report which will be asked for by the Operational Area is the Initial Damage Estimate (IDE). This report is a “guesstimate” of probable damage costs to the City, and is used to procure Immediate Needs funding, as well as to support the Operational Area’s request for a Disaster Declaration from the Governor. The information used in this report will come from Safety Assessment or “Windshield” surveys by local officials, the American Red Cross, or others.

Following the submittal of the IDE, and once a disaster declaration has been made, FEMA and the State will hold a briefing meeting for public officials, to announce how the Public Assistance program will be implemented. Attendance is mandatory in order to participate in the program and receive benefits.

The City must conduct all initial recovery operations, and prepare staff for transition to long-term recovery operations to restore the City to pre-disaster conditions as quickly and effectively as possible. Specific points of concern include:

- Ensure that the City of Malibu receives all emergency assistance and disaster recovery costs for which it is eligible.
- Ensure that the City is prepared to participate jointly with FEMA, State CAL-EMA, Los Angeles County Operational Area and non-profit organizations to expedite disaster assistance for individuals, families, businesses, public entities and others entitled to disaster assistance. Refer to current state and federal disaster assistance programs and information.
- Ensure that required and/or approved mitigation measures are carried out.

Assisting Agencies in Short-term Recovery Operations

During the initial few days after the incident, a variety of supporting agencies will play a role in the response and recovery effort. The following is a list of telephone numbers which should be made available to the public in order to help them notify these agencies.

AGENCY	TELEPHONE
Emergency Responders (Fire, Sheriff etc)	911
Emergency Information (County)	211
LA County Emergency Services	323-974-1234
County Public Works Dispatch	800-675-4357
Caltrans 24 hr Dispatch	213-897-0383
Edison 24 hr Dispatch	800-655-4555
Verizon 24 hr Dispatch	800-483-2000
So. Cal. Gas	800-427-2200
L.A. County Animal Care & Control	818-991-0071
Santa Monica/Malibu Unified School District	310-450-8338

T-CEP (Topanga Information)	310-455-3000
City of Malibu Information HOTLINE	310-456-9982
City of Malibu City Hall (and Emergency Ops Center)	310-456-2489

Phase 3: Mid-Term Recovery

While working to repair damaged infrastructure, continue debris removal and emergency protective measures, the City will also find it necessary to do all it can to reassure the public of the progress being made and to assist with recovery efforts in all ways possible, focusing on financial, social and environmental issues. The City may also decide to expedite the permitting process for home and business owners. A continued program of resource support, public information and reassurance is very important during this phase.

Phase 4: Long-Term Recovery

As the community rebuilds, the City must establish means by which to identify and manage unmet needs. The establishment of Donations Management centers, establishment of citizen Advocates and the utilization of volunteer and faith-based groups are all proven methods used successfully to assist the community during the long-term phase of disaster recovery. The City should also be aware that preparations must be made for a financial audit by FEMA. Accurate documentation of all disaster-related costs is essential in order to minimize the amount of money FEMA may determine as ineligible and must be re-paid.

DISASTER ASSISTANCE CENTERS

A Disaster Assistance Center (DAC), sometimes called a Disaster Recovery Center (DRC) or a Local Assistance Center (LAC) is a readily accessible facility or mobile office where the public may go for information about available disaster assistance programs, or for answers to questions related to their individual cases. Some of the services that a DAC may provide:

- Guidance regarding disaster recovery
- Clarification of any written correspondence received
- Housing Assistance and Rental Resource information
- Answers to questions, resolution to problems and referrals to agencies that may provide further assistance
- Status of applications being processed by FEMA or other agencies.
- SBA program information if there is a SBA Representative at the DAC site.

Assistance Centers may be activated by city, county or federal agencies. The City may make the decision to establish a DAC in the community. If so, the costs associated with this, including staffing, are borne by the City. The County is responsible for establishing a LAC, and FEMA coordinates and sponsors a DRC.

Greater Malibu Disaster Recovery Project (GMDRP):

GMDRP is a private, non-profit organization which was created to provide possible financial assistance for those who are not eligible for other means of assistance, or whose needs remain unmet after other forms of assistance have been expended. GMDRP may be contacted thru the Emergency Preparedness office at City Hall.

HAZARD MITIGATION

PURPOSE

This section establishes actions, policies and procedures for implementing the mitigation portions of the Robert T. Stafford Disaster Relief and Emergency Assistance Act of 1988 (Public Law 93-288, as amended), following a Presidentially declared Emergency or Major Disaster. It also assigns hazard mitigation responsibilities to various elements of federal, state, and local governments in California.

AUTHORITIES AND REFERENCES

Activities enumerated in this enclosure will be conducted in accordance with the enabling legislation, plans, and agreements listed in **Part One, Section Two – Authorities and References**.

GENERAL

Hazard mitigation is defined as any action taken to reduce or eliminate the long-term risk to human life and property from natural hazards. The Stafford Act requires, as a condition to receiving federal disaster aid, that repairs and reconstruction be done in accordance with applicable codes, specifications, and standards. It also requires that the state or local government recipients of federal aid evaluate the natural hazards of the area in which the aid is to be used, and take action to mitigate them, including safe land use and construction practices.

To be effective, hazard mitigation actions must be taken in advance of a disaster. After disaster strikes, mitigation opportunities exist only during recovery, and even those opportunities can be limited by the absence of advance planning. Nevertheless, the immediate post-disaster period does present special opportunities for mitigation. Section 409 deals with the opportunities presented in a current disaster to mitigate potential hardship and loss resulting from future disasters. Thus, hazard mitigation is a continuing year-round effort and activity in which all local communities and state agencies are encouraged to prepare hazard mitigation plans that identify ways to reduce damage caused by disasters. Hazard mitigation includes such activities as:

- Improving structures and facilities at risk.
- Identifying hazard-prone areas and developing standards for prohibited or restricted use.
- Recovery and relief from loss, including insurance.
- Providing hazard warning and protecting the population.

Following a presidential disaster declaration, the Hazard Mitigation Grant Program (HMGP) is activated. The program's purpose is to fund projects which are cost-effective and which substantially reduce the risk of future damage, hardship, loss or suffering resulting from a major natural disaster. Grants are available to eligible applicants in the declared areas only.

The HMGP fund is based upon a 15 percent share of the Federal Emergency Management Agency (FEMA) estimate of all Damage Survey Reports (DSRs) for public assistance work performed, and Individual Assistance costs. The federal contribution can be up to 75 percent of the cost of the hazard mitigation project approved for funding, with applicants providing match funding through a combination of either state, local or private sources. HMGP funds cannot be used as the sole match for other federally funded programs.

Mitigation funding may not be used to fund any mitigation project that might be eligible under Public Assistance or other federal programs, although it might be used to complement or enhance mitigation funded under Individual or Public Assistance. By regulation Mitigation funding is the funding of last resort.

IMPLEMENTATION

Following each Presidentially declared Emergency or Major Disaster, the Regional Director of the Federal Emergency Management Agency (FEMA) and the Governor execute a document called the Federal/State Agreement. This agreement includes appropriate provisions for hazard mitigation. Under the "typical paragraph" set out to serve this purpose, the State agrees to:

- Evaluate or have the applicant evaluate specific natural hazards in the disaster area, and make appropriate recommendations to mitigate them.
- Follow up with applicants to ensure that the appropriate hazard mitigation actions are taken.
- Follow up with applicants to ensure that the appropriate hazard mitigation plan or plans are developed and submitted to the FEMA Regional Director for concurrence.
- Review and update as necessary disaster mitigation portions of emergency plans.

A hazard mitigation officer (HMO) is appointed for the state and local applicant. These individuals will constitute the hazard mitigation survey team which will:

- Identify significant hazards in the affected areas, giving priority to disaster-related hazards.
- Evaluate impacts of these hazards and recommend mitigation measures.

The hazard mitigation survey team uses information from Damage Survey Reports (DSRs) and visits selected sites where significant damage has occurred. The state and local representatives on the hazard mitigation survey team are responsible for ensuring that there is adequate consultation among interested federal, state, and local parties.

The hazard mitigation survey team also prepares a hazard mitigation plan which is submitted to the FEMA Regional Director through the Governor's authorized representative within 180 days after a Presidential declaration. The objectives of the plan are to:

- Recommend hazard mitigation measures for local, state, and federal agencies.
- Establish short and long-term planning frameworks for implementation of hazard mitigation efforts.

CONCEPT OF OPERATIONS

Each applicant is expected to use its resources and capabilities as necessary to perform emergency work, such as debris removal or emergency measures to save lives, or to protect public health and safety, or to protect property, before requesting assistance from state or federal government. Local, state, and federal preliminary damage assessments are used to identify major hazards and opportunities for hazard mitigation activities prior to a declaration of Major Disaster or Emergency. Damage survey reports shall include identification of hazards and shall recommend mitigation measures to be incorporated into the repair work.

The federal/state hazard mitigation survey team shall review applicable land use regulations, construction standards, and other appropriate hazard mitigation measures. Utilizing information from preliminary damage assessments, DSRs, and all other pertinent information, the team shall visit the sites of significant damage and shall evaluate all hazards at those sites. For each identified significant hazard the team shall include appropriate hazard mitigation recommendations.

In cases where no plans for hazard mitigation exist or are inadequate, the team shall report its findings and make recommendations to develop, improve or maintain hazard mitigation plans. Existing local and state hazard mitigation plans shall be updated and new ones developed as deemed necessary. Technical advice and assistance will be sought from federal, state and local agencies in developing new plans or updating existing plans to mitigate hazards identified.

The hazard mitigation survey team shall make recommendations on any needs for new mapping or remapping of high hazard areas.

RESPONSIBILITIES

A set procedure has been established for hazard mitigation following a disaster, to avoid similar disasters in the future. Hazard mitigation measures include avoidance, reduction and land use regulations.

The FEMA Regional Director is responsible for hazard mitigation actions under the terms of the Federal/State Agreement. The Regional Director shall provide overall leadership with respect to the general administration of applicable regulations to ensure that the ultimate benefits to be gained through effective hazard mitigation programs are not diminished. The Regional Director also provides technical advice and assistance.

State and local governments will be encouraged to adopt safe land use practices and construction standards. A representative of the Office of Emergency Services (CAL-EMA) will be appointed by the Governor and will be responsible for state performance of hazard

mitigation activities under the Federal/State Agreement.

The applicant's authorized representative, appointed locally, is responsible for local performance of hazard mitigation measures under the terms of the Federal/State Agreement. The applicant's authorized representative shall, to the extent of legal authority, implement and enforce land use regulations and safe construction practices which are agreed upon as conditions for FEMA grants or loans. Each city and county is charged with implementing and enforcing its own hazard mitigation measures.

Local Government Responsibilities

The key responsibilities of local governments are to:

- **Participate** in the process of evaluating hazards and adoption of appropriate hazard mitigation measures, including land use and construction standards.
- **Appoint** a Local Hazard Mitigation Officer, if appropriate.
- **Participate** on Hazard Mitigation Survey Teams and Inter-agency Hazard Mitigation Teams, as appropriate.
- **Participate** in the development and implementation of section 409 plans or plan updates, as appropriate.
- **Coordinate and monitor** the implementation of local hazard mitigation measures.
- **Create and maintain** a FEMA-approved Hazard Mitigation Plan, in accordance with the Disaster Mitigation Act 2000.

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PART ONE, SECTION TWO

AUTHORITIES AND REFERENCES

GENERAL

The National Incident Management System (NIMS). On February 28, 2003 President Bush issued Homeland Security Presidential Directive-5 (HSPD-5). This directed the Secretary of Homeland Security to develop and administer a National Incident Management System (NIMS). NIMS provides a consistent nationwide template to enable all government, public sector and nongovernmental organizations to work together during domestic incidents. HSPD-5 requires the adoption of NIMS by state and local organizations to be a condition for federal preparedness assistance such as grants, contracts and other activities.

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

The Standardized Emergency Management System (SEMS) Regulations (Chapter 1 of Division 2 of Title 19 of the California Code of Regulations), establishes the SEMS to provide an effective response to multi-agency and multi-jurisdiction emergencies in California. SEMS is based on the Incident Command System (ICS) adapted from the system originally developed by the Firefighting Resources of California Organized for Potential Emergencies (FIRESCOPE) program. SEMS incorporates the use of ICS, the Master Mutual Aid Agreement and existing mutual aid systems, the Operational Area concept, multi-agency or inter-agency coordination and OASIS.

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

The California Civil and Government Codes contain several references to liability release (Good Samaritan Act) for those providing emergency services.

EMERGENCY PROCLAMATIONS

Local Emergency

A Local Emergency may be proclaimed by the City Council or by the City Manager.
A Local Emergency proclaimed by the City Manager must be ratified by the City Council

within seven days. The City Council must renew the proclamation every 21 days until the Local Emergency is terminated. The Local Emergency must be terminated by resolution as soon as conditions warrant. Proclamations are normally made when there is an actual incident or threat of disaster or extreme peril to the safety of persons and property within the city, caused by natural or man-made situations.

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

- If necessary, request that the County proclaim a State of Emergency.
- Promulgate or suspend orders and regulations necessary to provide for the protection of life and property, including issuing orders or regulations imposing a curfew within designated boundaries. (Government Code section 8634)
- Exercise full power to provide mutual aid to any affected area in accordance with local ordinances, resolutions, emergency plans, or agreements.
- Request state agencies and other jurisdictions to provide mutual aid.
- Require the emergency services of any local official or employee.
- Requisition necessary personnel and materials from any local department or agency.
- Obtain vital supplies and equipment and, if required, immediately commandeer the same for public use.
- Impose penalties for violation of lawful orders.
- Conduct emergency operations without incurring legal liability for performance, or failure of performance. (Note: Article 17 of the Emergency Services Act provides for certain privileges and immunities.)

State of Emergency

A State of Emergency may be proclaimed by the Governor when:

- Conditions of disaster or extreme peril exist which threaten the safety of persons and property within the state caused by natural or man-made incidents.
- He is requested to do so by local authorities.
- He finds that local authority is inadequate to cope with the emergency.

Whenever the Governor proclaims a State of Emergency:

- Mutual aid shall be rendered in accordance with approved emergency plans when the need arises in any county, city and county, or city for outside assistance.
- The Governor shall, to the extent he deems necessary, have the right to exercise all police power vested in the state by the Constitution and the laws of the State of California within the designated area.
- Jurisdictions may command the aid of citizens as deemed necessary to cope with an emergency.
- The Governor may suspend the provisions of orders, rules or regulations of any state agency; and any regulatory statute or statute prescribing the procedure for

conducting state business.

- The Governor may commandeer or make use of any private property or personnel (other than the media) in carrying out the responsibilities of his office.
- The Governor may promulgate, issue and enforce orders and regulations deemed necessary.

State of War Emergency

Whenever the Governor proclaims a State of War Emergency, or if a State of War Emergency exists, all provisions associated with a State of Emergency apply, plus:

- All state agencies and political subdivisions are required to comply with the lawful orders and regulations of the Governor which are made or given within the limits of his authority as provided for in the Emergency Services Act.

AUTHORITIES

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

Federal

Robert T. Stafford Disaster Relief and Emergency Assistance Act of 1988 (Public Law 93-288, as amended).

Federal Civil Defense Act of 1950 (Public Law 920), as amended.

NRT-1, Hazardous Materials Emergency Planning Guide and NRT-1A Plan Review Guide (Environmental Protection Agency's National Response Team).

Emergency Planning and Community Right-To-Know Act of 1986, also known as the Superfund Amendments and Reauthorization Act of 1986, Title III (42 U.S.C. §§ 11001-11050)

Homeland Security Act, P.L. 107-296, as amended (6 U.S.C. §101-557)

Volunteer Protection Act of 1997, P.L. 105-19 (42 U.S.C. §§ 14501-14505)

State

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).

Standardized Emergency Management System (SEMS) Guidelines.

California Emergency Services Act (Chapter 7 of Division 1 of Title 2 of the Government Code).

“Good Samaritan” Liability (**see Part Three – Legal Documents**).

California Emergency Plan.

California Natural Disaster Assistance Act (Chapter 7.5 of Division 1 of Title 2 of the Government Code).

California Hazardous Materials Incident Contingency Plan.

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.

Executive Order S-2-05, National Incident Management System Integration into the State of California.

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.

California Master Mutual Aid Agreement.

Local

Area B Joint Powers Agreement, February 16, 1960.

NIMS RESOLUTION FOR THE CITY OF MALIBU

NIMS policies and principles were adopted into the emergency management system of the City of Malibu on January 9, 2006. A copy of the resolution follows on the next page.

Brad

RESOLUTION NO. 06-02

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MALIBU
RECOGNIZING THE NATIONAL INCIDENT MANAGEMENT SYSTEM
AND ADOPTING THE PRINCIPLES AND POLICIES INTO THE
EMERGENCY MANAGEMENT SYSTEM OF THE CITY OF MALIBU

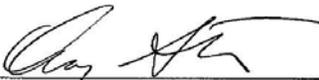
SECTION 1. Recitals.

- A. The President of the United States, in Homeland Security Presidential Directive-5, directed the Secretary of the Department of Homeland Security to develop and administer a National Incident Management System (NIMS), which would provide a consistent nationwide approach for Federal, State, local, and tribal governments to work together more effectively and efficiently to prevent, prepare for, respond to, and recover from disasters, regardless of cause, size, or complexity.
- B. California's local and State governments pioneered the development of standardized incident management systems to respond to a variety of catastrophic disasters, including fires, earthquakes, floods and landslides.
- C. In the early 1970's, the California Fire Service, in partnership with the Federal Government, developed the seminal emergency Incident Command System (ICS) that has become the model for incident management nationwide.
- D. In 1993, California was the first state to adopt a statewide Standardized Emergency Management System (SEMS) for use by every emergency response organization, and implement a system involving local and State agencies to ensure the continual improvement of the Standardized Emergency Management System.
- E. California local and State emergency management professionals have contributed their expertise to the development of the new National Incident Management System.
- F. It is essential for disaster response and securing the homeland that Federal, State, local, and tribal organizations utilize standardized terminology, standardized organizational structures, interoperable communications, consolidated action plans, unified command structures, uniform personnel qualification standards, uniform standards for planning, training, and exercising, comprehensive resource management, and designated incident facilities during emergencies or disasters.
- G. The County utilization of the California Standardized Emergency Management System substantially meets the objectives of the National Incident Management System.
- H. The National Commission on Terrorist Attacks (9-11 Commission) recommended adoption of a standardized Incident Command System nationwide.
- I. The Governor of the State of California in Executive Order S-05 directed the State's Office of Emergency Services and Office of Homeland Security, in cooperation with Standardized Emergency Management System Advisory Board, to develop a program to integrate the National Incident Management System, to the extent appropriate, into the State's emergency management system.
- J. The Board of Supervisors of the County of Los Angeles has resolved to formally recognize the National Incident Management System (NIMS), and to adopt the NIMS principles and policies including the Incident Command System (ICS), Multiagency Coordination Systems and Public Information Systems into the emergency management system of the County of Los Angeles.

SECTION 2. The City Council of the City of Malibu recognizes the National Incident Management System and adopts the principles and policies including the Incident Command System (ICS), Multiagency Coordination Systems and Public Information Systems into the emergency management system of the City of Malibu.

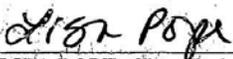
SECTION 3. The City Clerk shall certify to the passage and adoption of this resolution and enter it into the book of original resolutions.

PASSED AND ADOPTED this 9th day of January 2006.



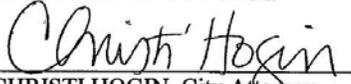
ANDY STERN, Mayor

ATTEST:



LISA POPE, City Clerk
(seal)

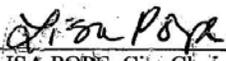
APPROVED AS TO FORM:



CHRISTI HUGIN, City Attorney

I CERTIFY THAT THE FOREGOING RESOLUTION NO. 06-02 was passed and adopted by the City Council of the City of Malibu at the regular meeting thereof held on the 9th day of January, 2006, by the following vote:

AYES: 5 Councilmembers: Barovsky, Conley Ulich, Jennings, Kearsley, Stern
NOES: 0
ABSTAIN: 0
ABSENT: 0



LISA POPE, City Clerk
(seal)

REFERENCES

National Response Plan (U.S. Department of Homeland Security).
National Incident Management System, U.S. Department of Homeland Security, March 1, 2004.
NRT-1, Hazardous Materials Emergency Planning Guide and NRT-1A Plan Review Guide (Environmental Protection Agency's National Response Team).
National Response Plan, U.S. Department of Homeland Security, November 2004.
Disaster Assistance Procedure Manual (State CAL-EMA).
California Emergency Plan.
California Emergency Resources Management Plan.
California Hazardous Materials Incident Contingency Plan.
California Master Mutual Aid Agreement, September 1975.
California Law Enforcement Mutual Aid Plan.
California Fire and Rescue Operations Plan.
Los Angeles County Emergency Response Plan adopted February 17, 1998.

PART ONE, SECTION THREE:

MUTUAL AID

INTRODUCTION

The foundation of California's emergency planning and response is a statewide mutual aid system which is designed to ensure that adequate resources, facilities and other support is provided to jurisdictions whenever their own resources prove to be inadequate to cope with a given situation(s). The basis for the system is the California Disaster and Civil Defense Master Mutual Aid Agreement, as provided for in the California Emergency Services Act. This Agreement was developed in 1950 and has been adopted by the state, all 58 counties and most incorporated cities in the State of California. The Master Mutual Aid Agreement creates a formal structure wherein each jurisdiction retains control of its own facilities, personnel and resources, but may also receive or render assistance to other jurisdictions within the state. State government is obligated to provide available resources to assist local jurisdictions in emergencies. It is the responsibility of the local jurisdiction to negotiate, coordinate and prepare mutual aid agreements. Mutual aid agreements exist in law enforcement, fire services, medical and public works and for emergency managers (EMMA).

MUTUAL AID SYSTEM

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

The statewide mutual aid system includes four discipline-specific mutual aid systems, including Fire and Rescue, Law Enforcement, medical and public works. These systems work through local government, operational area, regional and state levels consistent with SEMS. Note: SEMS permits mutual aid coordinators to operate external to the EOC as long as there is reliable communication and coordination with the EOC.

The adoption of NIMS does not alter existing mutual aid systems, although under NIMS jurisdictions (including states) are encouraged to enter into agreements with private sector and nongovernmental organizations and volunteer organizations such as the American Red Cross. (Source: IS-700)

RESOURCE TYPING: For ease of ordering and tracking, response assets need to be categorized via resource typing. Resource typing is the categorization and description of resources that are commonly exchanged in disasters via mutual aid, by capacity and/or capability. As a result of this process, a resources capability is readily defined and an

emergency manager is able to effectively and efficiently request and receive resources through mutual aid during times of disaster. For more information, refer to the National Mutual Aid and Resource Management Web site located at:
http://www.fema.gov/nims/mutual_aid.shtm.

Mutual aid may also be obtained from other states. Interstate mutual aid may be obtained through direct state-to-state contacts, pursuant to interstate agreements and compacts, or may be coordinated through federal agencies.

EMERGENCY MANAGERS MUTUAL AID PLAN (EMMA)

This plan was adopted in 1997 and provides emergency management personnel from unaffected areas to assist local, Operational Area and regional operations. EMMA requests follow SEMS and are coordinated through the Logistics sections (Personnel branch) of the local EOC, Regional EOC (REOC) and State Operations Center (SOC) as appropriate.

EMMA is mutual aid and accordingly the salary and benefit costs as well as travel to the duty station are borne by the providing agency. Personnel are covered under the liability provisions of the Emergency Services Act as are the requestor and the provider.

EMMA personnel are not self-sufficient. They will require logistical support i.e.:

- Food
- Lodging
- Transportation (or fuel)
- Equipment
- Directions
- Any special ID if required

EMMA personnel will be deployed for 7-14 days based upon agreement between the requestor and the provider. Typical EOC assignments include PIO, Section and Branch Coordinators and Technical Specialists. They will have SEMS training through the appropriate EOC level.

In some cases FEMA has reimbursed extraordinary mutual aid costs such as travel and overtime. Accordingly, all costs and time should be well documented.

MUTUAL AID REGIONS

Mutual aid regions are established under the Emergency Services Act by the Governor. Six mutual aid regions numbered I-VI have been established within California. The City of Malibu is within Region I. Each mutual aid region consists of designated counties. Region I is in the CAL-EMA Southern Administrative Region. **(See Chart 3)**

MUTUAL AID COORDINATORS

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

Mutual aid requests that do not fall into one of the discipline-specific mutual aid systems are handled through the emergency services mutual aid system by emergency management staff at the local government, operational area, regional and state levels. The flow of resource requests and information among mutual aid coordinators is illustrated in **Chart 2**.

Mutual aid coordinators may function from an EOC, their normal departmental location or other locations depending on the circumstances. Some incidents require mutual aid but do not necessitate activation of the affected local government or operational area EOCs because of the incident's limited impacts. In such cases, mutual aid coordinators typically handle requests from their normal work location. When EOCs are activated, all activated discipline-specific mutual aid systems should establish coordination and communications with the EOCs:

- When an operational area EOC is activated, operational area mutual aid system representatives should be at the operational area EOC to facilitate coordination and information flow.
- When an CAL-EMA regional EOC (REOC) is activated, regional mutual aid coordinators should have representatives in the REOC unless it is mutually agreed that effective coordination can be accomplished through telecommunications. State agencies may be requested to send representatives to the REOC to assist CAL-EMA regional staff in handling mutual aid requests for disciplines or functions that do not have designated mutual aid coordinators.
- When the State Operations Center (SOC) is activated, state agencies with mutual aid coordination responsibilities will be requested to send representatives to the SOC.

Mutual aid system representatives at an EOC may be located in various functional elements (sections, branches, groups or units) or serve as an agency representative, depending on how the EOC is organized and the extent to which it is activated.

PARTICIPATION OF VOLUNTEER AND PRIVATE AGENCIES

Volunteer agencies and private agencies may participate in the mutual aid system along with governmental agencies. For example, the disaster medical mutual aid system relies heavily on private sector involvement for medical/health resources. Some volunteer agencies such as the American Red Cross, Salvation Army, Auxiliary Communication Services (ACS), Community Emergency Response Teams, faith-based organizations and others are an essential element of the statewide emergency response to meet the needs of disaster victims. Volunteer agencies mobilize volunteers and other resources through their own systems. They also may identify resource needs that are not met within their own systems that would be requested through the mutual aid system. Volunteer agencies with

extensive involvement in the emergency response should be represented in EOCs.

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

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

EMERGENCY FACILITIES USED FOR MUTUAL AID

Incoming mutual aid resources may be received and processed at several types of facilities including: marshaling areas, mobilization centers and incident facilities. Each type of facility is described briefly below.

Marshaling Area: Is an area used for the complete assemblage of personnel and other resources prior to their being sent directly to the disaster affected area. Marshaling Areas are utilized particularly for disasters outside of the continental United States.

Mobilization Center: Off-incident location at which emergency/disaster service personnel and equipment are temporarily located pending assignment, release or reassignment. For major area-wide disasters, mobilization centers may be located in or on the periphery of the disaster area.

Incident Facilities/Staging Areas: Incoming resources may be sent to staging areas, other incident facilities or directly to an incident, depending on the circumstances. Staging areas are temporary locations at an incident where personnel and equipment are kept while awaiting tactical assignments.

POLICIES AND PROCEDURES

- Mutual aid resources will be provided and utilized in accordance with the California Master Mutual Aid Agreement.
- During a proclaimed emergency/disaster, inter-jurisdictional mutual aid will be coordinated at the county, operational area or mutual aid regional level.
- Because different radio frequencies are in use among most agencies, local agencies should provide incoming mutual aid forces with portable radios having local frequencies.
- The City of Malibu will make all non-law and non-fire mutual aid requests via the Lost Hills Sheriff's Station EOC or Watch Commander. Requests should specify, at a minimum:
 - Number and type of personnel needed.

- Type and amount of equipment needed.
- Reporting time and location.
- Authority to whom forces should report.
- Access routes.
- Estimated duration of operations.
- Risks and hazards.

AUTHORITIES AND REFERENCES

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

- California Master Mutual Aid Agreement.
- California Fire and Rescue Emergency Plan.
- California Fire Assistance Agreement 2002-2006
- California Law Enforcement Mutual Aid Plan.
- Robert T. Stafford Disaster Relief and Emergency Assistance Act (Public Law 93-288, as amended)-provides federal support to state and local disaster activities.
- California Emergency Managers Mutual Aid Agreement, November 1997
- Emergency Management Assistance Compact, September 2005

MUTUAL AID AND MALIBU: Concept of Operations

When local resources are committed to the maximum and additional resources are required, requests for mutual aid will be initiated through the Los Angeles County Operational Area. Fire and Law enforcement agencies will request or render mutual aid directly through their own established channels. Any action which involves financial outlay by the jurisdiction, or a request for military assistance, must be authorized by the appropriate local official. If required, State Office of Emergency Services (CAL-EMA) may coordinate the establishment of one or more Disaster Support Areas (DSAs) where resources and supplies can be received, stockpiled, allocated, and dispatched to support operations in the affected area(s).

Depending on the severity of the emergency, a Local Emergency may be proclaimed, and the Malibu Emergency Operating Center (EOC) may be activated. The Los Angeles County Operational Area will be advised and the State Cal-EMA Director may request a gubernatorial proclamation of a State of Emergency. Should a State of Emergency be proclaimed state agencies will, to the extent possible, respond to requests for assistance. These activities will be coordinated with the State CAL-EMA Director through the Operational Area.

Cal-EMA may also activate the State Operations Center (SOC) in Sacramento to support Cal-EMA Regions, state agencies, and other entities in the affected areas and to ensure the effectiveness of the state's SEMS. The State Regional EOC (REOC) in Los Alamitos, or an alternate location, will support the Los Angeles County Operational area.

Malibu is dependant upon the following for assistance beyond local resources:

- Disaster Management Area B, Los Angeles County Operational Area
- Mutual Aid Region I
- Southern Region of the State Office of Emergency Services (Cal-EMA)

PARTICIPATION OF VOLUNTEER AND PRIVATE AGENCIES

Volunteer agencies and private agencies may participate in the mutual aid system along with governmental agencies. For example, the disaster medical mutual aid system relies heavily on private sector involvement for medical/health resources. Some volunteer agencies such as the American Red Cross, Salvation Army and others are an essential element of the statewide emergency response to meet the needs of disaster victims. These agencies mobilize volunteers and other resources through their own systems. They also may identify resource needs that are not met within their own systems that would be requested through the mutual aid system. *Any and all Special Districts, private and volunteer agencies with involvement in the emergency response should be represented in the Malibu City EOC.*

Chart 1

MUTUAL AID SYSTEM FLOW CHART

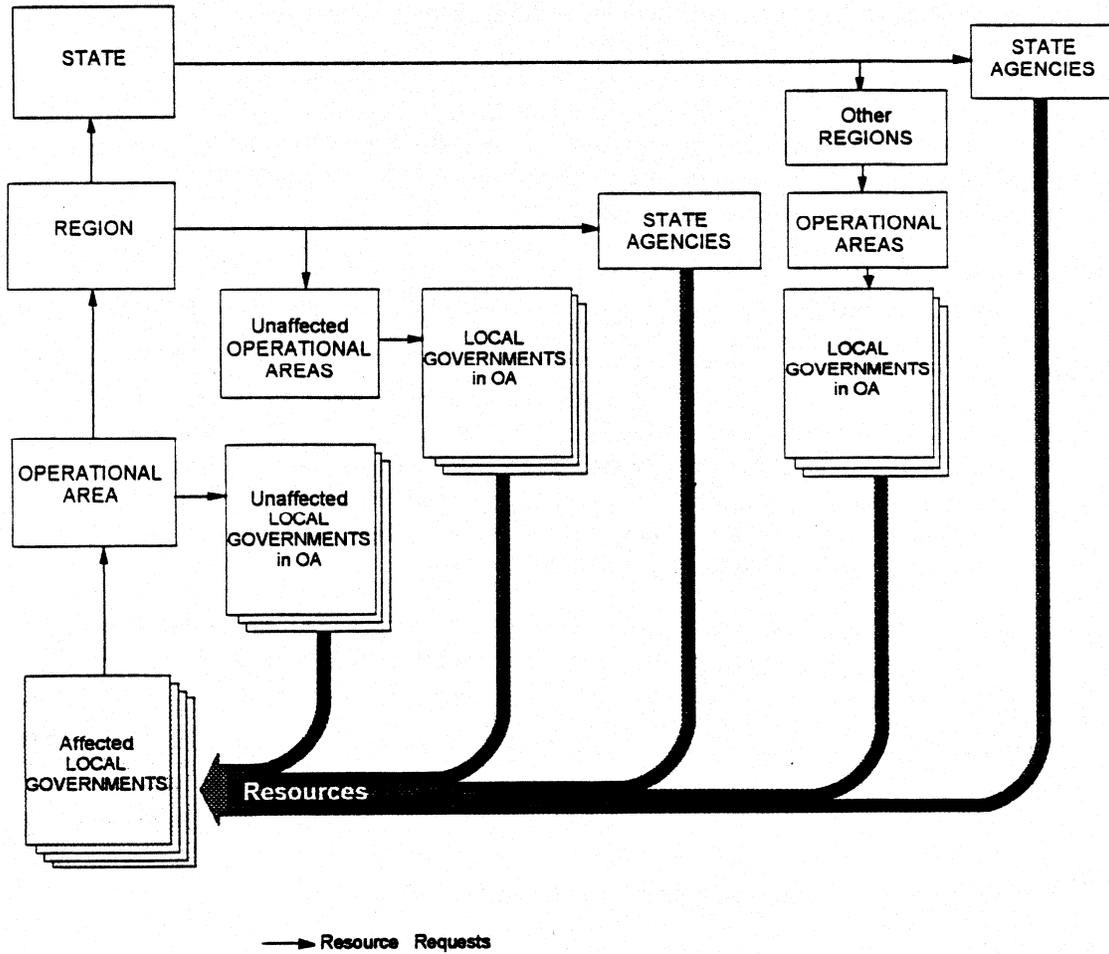


Chart 2

MUTUAL AID COORDINATORS FLOW CHART

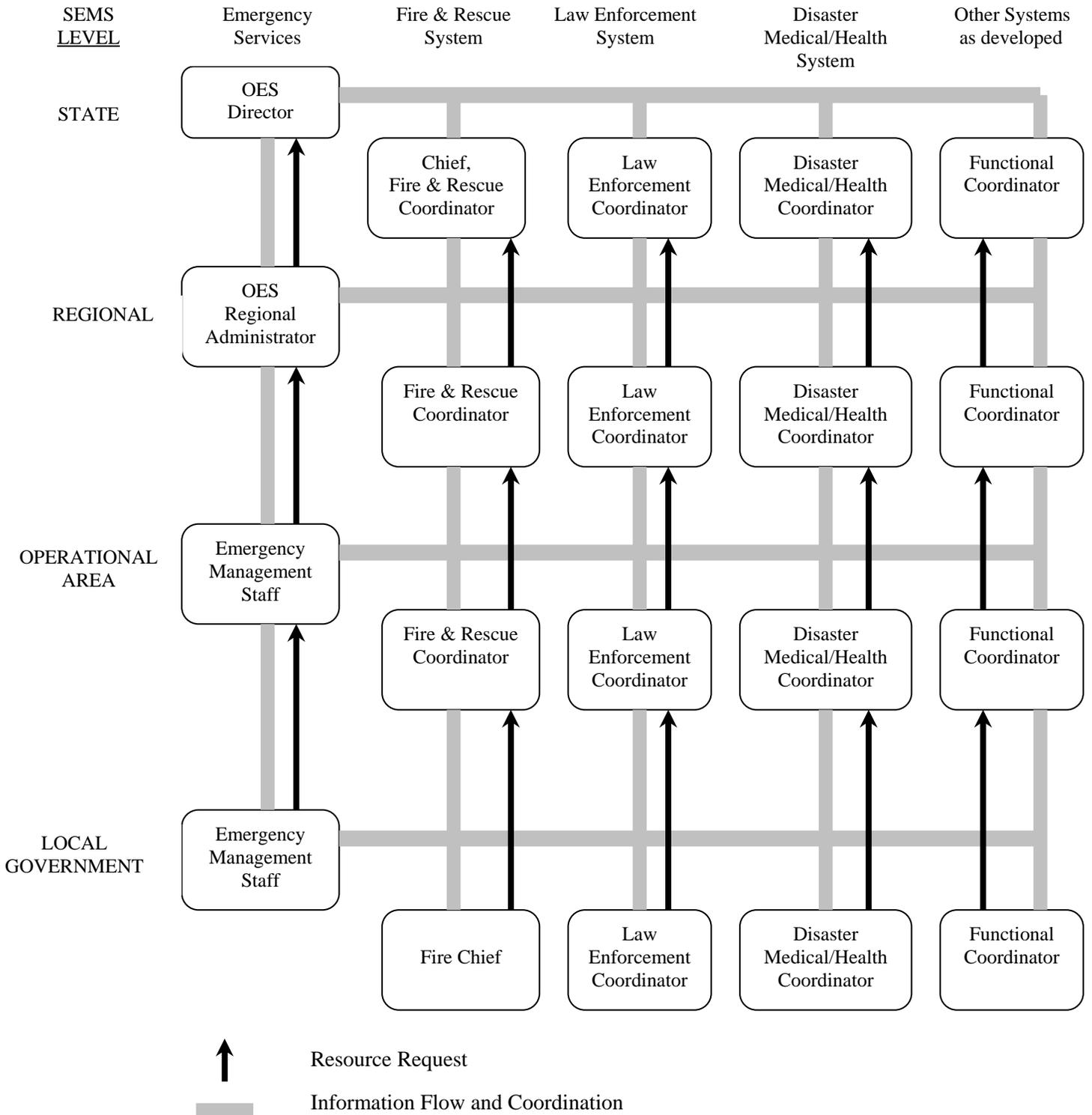
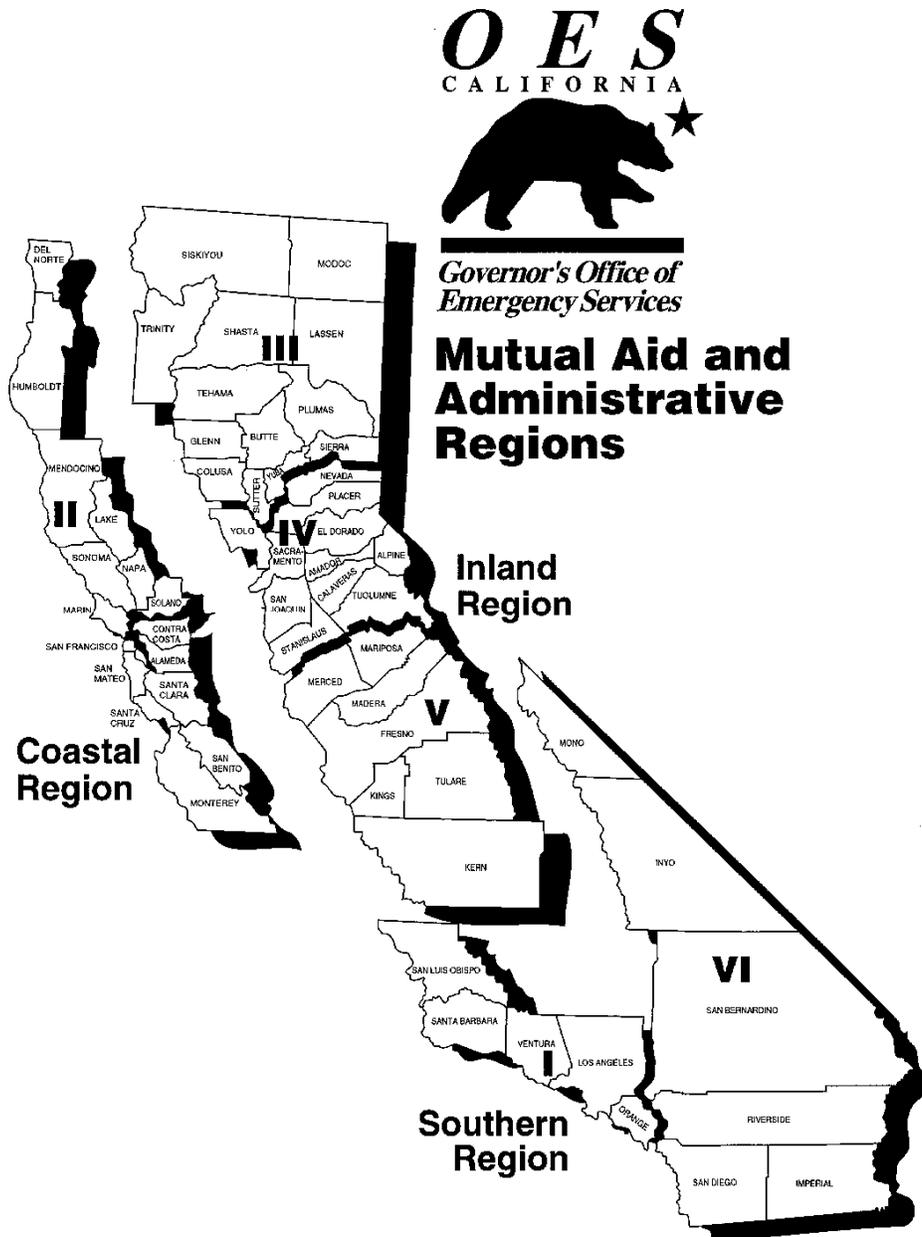


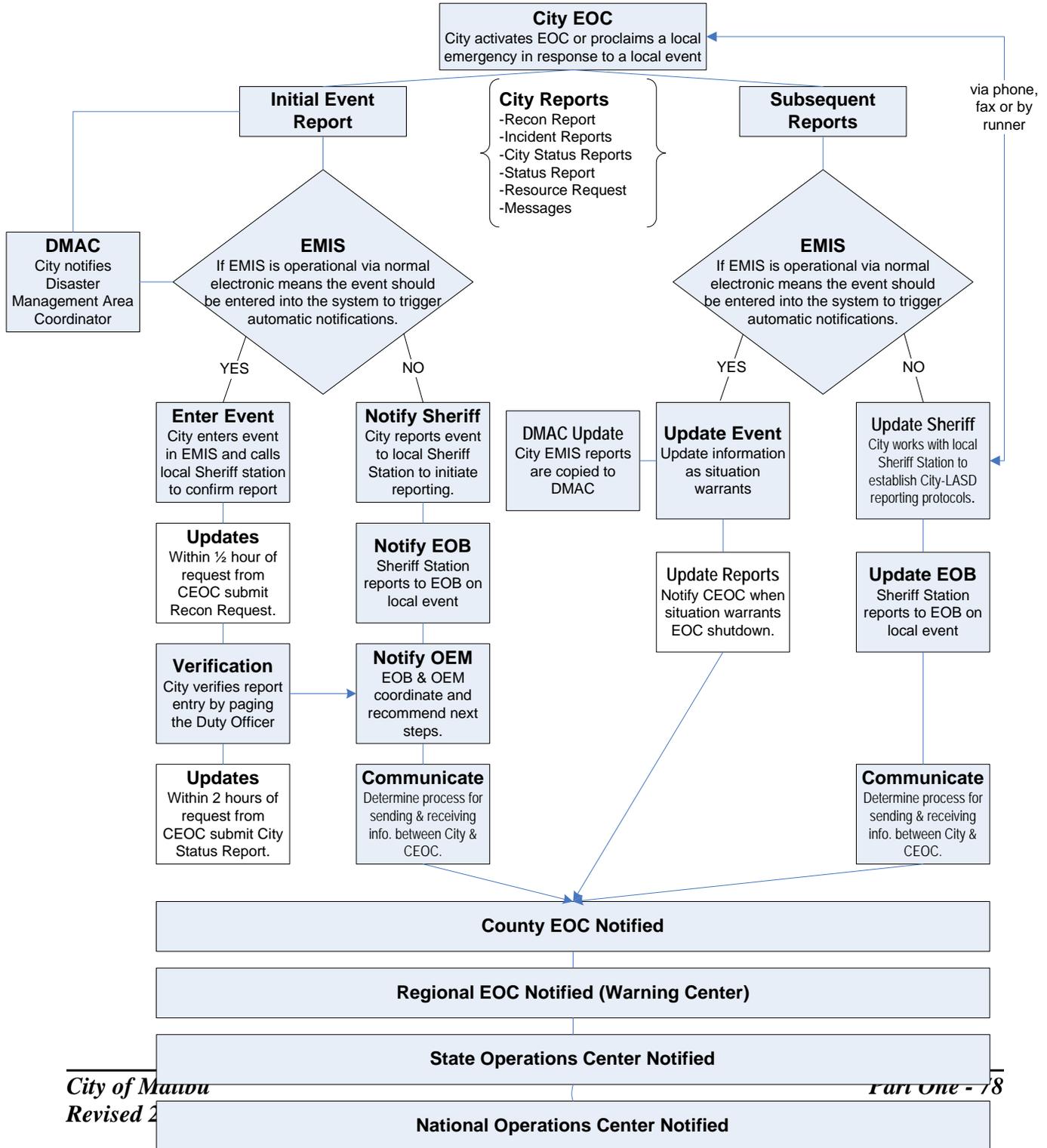
CHART 3

STATE MUTUAL AID REGION MAP



SECTION THREE, CHART 4

Los Angeles County Operational Area Coordination and Reporting Protocol



PART ONE, SECTION FOUR

THREAT SUMMARY FOR THE OF CITY OF MALIBU

This section of the Basic Plan (Part One) consists of a series of threat summaries based on the results of numerous studies and experiences of the Emergency Preparedness division with additional input from the Las Virgenes-Malibu Council of Governments Hazard Mitigation Plan, produced in 2005 as required by the Disaster Mitigation Act 2000. The purpose of this section is to describe the types of hazards to which Malibu may be considered vulnerable, and also to evaluate the City's degree of vulnerability to each of those hazards

The City of Malibu is located within Area B of Los Angeles County Disaster Management Areas A through H, Mutual Aid Region one of State Mutual Aid Regions 1 through 6 and the Southern Region of the three State Administrative Regions.

Malibu is located in the southwest corner of Los Angeles County, and its 27 mile length extends along the south facing shore of Santa Monica Bay. This is illustrated in the Thomas Bros. Guide, pages 626, 627, 628, 629, 667, 668 and a portion of pg. 630. Malibu consists of approximately twenty square miles and is less than one quarter mile deep at its narrowest point and 2.84 miles at its widest point. Terrain consists of coastal plains and the foothills of the California Coastal Range, rising to 1750 feet.

The City is bordered on the south by the Pacific Ocean, on the north by the Santa Monica Mountains, on the east by the Pacific Palisades area of the City of Los Angeles and on the west by the unincorporated area of Los Angeles County, which stretches westerly approximately 1/4 mile to the Ventura County Line.

Malibu has a population of 13,208 residents as noted in the 2005 census. This number increases during week-day work hours by incoming employees of local businesses, as well as by visitors to the City beaches.

Infrastructure and Facilities

The primary transportation route consists of a single four lane State Highway (Hwy 1) traversing Malibu from the Pacific Palisades on the east, to the Ventura County line on the west. This route is named the Pacific Coast Highway, or PCH, and is maintained by Cal Trans.

Supplementing PCH are six north-south routes which originate at Highway 1 and connect to

the Hwy 101 corridor in the north. Five of these canyon roads are City maintained, and the sixth, State Highway 23 (Decker Road) is maintained by Cal Trans. Numerous lesser roads and drives, some private, make up the balance of the thoroughfares throughout the City. These north-south routes include Las Flores Canyon Road, Malibu Canyon Road, Latigo Canyon Road, Kanan Dume Road, Encinal Canyon Road, and Decker Road.

City traffic is compounded twice daily Monday through Friday by the traffic of over 38,000 commuters, who travel through to areas beyond Malibu's city limits. During summer months and holidays over 100,000 beach goers use the City's network of roadways each day. The Metropolitan Transit Authority maintains a single bus route through the City along the Pacific Coast Highway.

Utilities are provided by Charter Cable, the Edison Company, Southern California Gas Company, Verizon and Los Angeles County Waterworks District 29, and supporting facilities for these are located in various areas within Malibu City limits.

Business, Recreation and Services

In addition to a commercial section along PCH referred to as the Town Center, there are five other neighborhood commercial areas. In addition to these locations many other small businesses and several service stations are located along Pacific Coast Highway. The commercial areas are as follows: Las Flores Canyon Road and Pacific Coast Highway; PCH from Carbon Canyon Road to Malibu Canyon Road ("Town Center"); Kanan Dume Road and Pacific Coast Highway; Heathercliff Road and Pacific Coast Highway; Busch Drive and Pacific Coast Highway; Trancas Canyon Road and Pacific Coast Highway.

Medical facilities are limited to St Johns Urgent Care Center and several physicians offices; most located in the Town Center area. Emergency medical service including ambulances and paramedic support is provided by Los Angeles County Fire Department and County contractors. Additional medical supplies as well as other disaster supplies are located in storage containers at five locations across Malibu. These disaster supplies can be accessed by the Los Angeles County Fire Department, City staff or Community Emergency Response Team (CERT) volunteers. Numerous medical professionals reside in Malibu and represent a valuable resource as a volunteer medical team to assist paramedics during an incident.

Los Angeles County Fire Department has indicated that there are at least 40 Hazardous Materials (Hazmat) sites in the City of Malibu and close proximity. The Fire Department responds to a Hazmat incident with a specialized Hazmat unit from Carson, CA. Minimum response time is approximately 30 minutes.

Malibu has three elementary schools and a high school, grades 6 through 12. Webster

Elementary is located in the town center, Point Dume Elementary is located on Point Dume and Juan Cabrillo Elementary is located adjacent to Malibu High School in Malibu Park. Several private schools and church sponsored schools also exist throughout Malibu.

Public sports facilities are currently limited to the athletic fields at Malibu High School in Malibu Park, the sports fields at Malibu Bluffs Park at Pacific Coast Highway and Malibu Canyon Road and Papa Jack's Skate Park on Civic Center Way. Private sports facilities consist of the Malibu Racquet Club on Stuart Ranch Road and the Malibu Riding and Tennis Club on PCH.

The City of Malibu owns the 500 acre Charmlee Park on Encinal Canyon Road, 4 miles north of PCH. The City also owns Las Flores Park, a small park located on Las Flores Canyon Road ½ mile north of PCH. As well as offering the obvious recreational facilities; Charmlee, Bluffs and Las Flores Parks are all potential evacuation areas in an emergency other than fire.

Notification Systems

The City of Malibu maintains a telephone Hotline, (310-456-9982) for traffic hazard advisories, incident updates and for evacuation instructions. Additionally, City TV channel 3 provides additional reports and information about incidents and special events. The City also maintains a ten watt AM radio station to supplement the Hotline and Channel 3. The radio station transmits (on 1620 am) 24 hours a day and is remotely-programmable, meaning announcements may be made via telephone or radio. However, reception is limited to the Malibu vicinity due to its low wattage. Plans are in-place for National Weather Service weather radio service to be made available for those people residing within the coastal reception area.

Incident Consequences

In the event of a major earthquake, the possibility of Malibu becoming isolated and completely without services of any kind is very real. Malibu's infrastructure of critical services is fragile and vulnerable even during minor incidents. A typical minor incident in Malibu is road closure due to slope subsidence. In addition to causing blockage of ingress and egress, there is potential for loss of power, water, telephone systems and cable television. The potential for disaster is always present, therefore planning for local emergencies must include water, food, clothing, and shelter for a prolonged period of time.

Minor medical crises are magnified by the above conditions and are further compounded by the scarcity of adequate medical facilities, and the distances involved in reaching them. In many cases during a large emergency, response by contract personnel may be delayed

or even impossible. This situation underlines the need for citizens to be well trained for basic neighborhood emergency response; and it also calls for a centrally-based Volunteer Emergency Response Team to assist where needed.

Extensive planning has been done for continuity of government. Details are located in the Concept Of Operations chapter in this section.

The City does not have its own police or fire department, but relies on the County of Los Angeles for provision of these services. The City also relies on local volunteer organizations for assistance in emergency communications and other necessary emergency services. During the response phase, the Lost Hills Sheriff's Station EOC or Watch Commander is the coordination and communication point and the access to the Los Angeles County Operational Area.

Although City personnel has been designated to coordinate all SEMS functions, City staff may be insufficient to conduct the tasks for more than one operational period, and the City will therefore rely on assistance from its trained and registered volunteers.

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

- [Threat Assessment 1](#) Air Crash
- [Threat Assessment 2](#) Brush Fire
- [Threat Assessment 3](#) Earthquake
- [Threat Assessment 4](#) Flooding
- [Threat Assessment 5](#) Hazardous Material Incident
- [Threat Assessment 6](#) Tsunami
- [Threat Assessment 7](#) Terrorism
- [Threat Assessment 8](#) Pandemic

THREAT ASSESSMENT 1

AIR CRASH

General Situation

Although not located along a primary approach or departure air corridor, Malibu is in the flyover path of arriving and departing scheduled air traffic from Los Angeles International Airport (LAX) which is located approximately fifteen miles to the east. In addition, there is a significant amount of general aviation, including helicopters in the air space over Malibu.

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

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

It can be anticipated that the mental health needs of survivors and the surrounding residents will greatly increase due to the trauma associated with such a catastrophe. A coordinated response team, comprised of mental health professionals, should take a proactive approach toward identifying and addressing mental health needs stemming from any traumatic disaster. The Crisis Intervention Teams from Los Angeles County fire Department will assess the initial need.

It is impossible to totally prepare, either physically or psychologically, for the aftermath of a

major air crash. However, since Southern California has become one of the nation's most overcrowded air spaces, air crash incidents are no longer a probability but a reality. Therefore, air crash incidents must be included among other potential disasters.

Response:

Incident response would involve multiple agencies at the local, state and federal level working together in a Unified Command, as well as non-governmental agencies such as the American Red Cross. An Incident Command Post would be established at a location determined by the location of the accident. The City Of Malibu EOC would activate to help with the coordination of resources and the dissemination of public information, and later, damage assessment and recovery assistance. As a Contract city, the City Of Malibu would effect little to no first responder participation in the field. The organizational structure within the EOC would follow the Incident Command System protocol.

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

THREAT ASSESSMENT 2

BRUSH FIRES

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

Wildfire in Malibu is relentless. This rugged wildland/urban intermix has a history of burning on average every 7-10 years. Every long-time resident knows that sooner or later, a terrifying firestorm will take thousands of acres of chaparral and several homes, in its march across the mountains to the sea. It is a fact of life that residents of Malibu choose to live with.

The threat of brush fires is highest during the "fire season" (October through December), which feature dry windy periods known as "Santa Ana" winds, along with an extremely low moisture content in the plant fuel.

Historically, major brush fires have originated in areas north of Malibu, and build momentum as they approach the city. Residents will generally have a warning period of between 2 and 5 hours, depending on the wind velocity and direction.

The fall of 2003 marked the most destructive fire season in California's history. In a 10 day period, twelve separate fires raged across southern California in five counties. The massive "Cedar" fire in San Diego County alone consumed 2800 homes and burned over a quarter of a million acres. The City of Malibu was affected by the Pacific Fire in the same year. Although 450 homes were saved, over 2200 acres were burned and damage to private property was estimated at \$421,500.

Numerous agencies are involved in managing the wildland brush fires, including State and National Parks plus City and County jurisdictions. The combination of forces applied will depend upon the severity of the fire, other fires in progress and the availability of resources. Suppression efforts can involve local fire equipment, heavy construction type equipment, aircraft and hand crews. In addition to local fire resources, the fire services mutual aid system, the California Division of Forestry and the United States Forest Service may respond to a wildland fire.

Wildland fires can require evacuation of portions of the population, revised traffic controls to

accommodate emergency vehicles, and restrictions on water usage during the period of the emergency. On some occasions Santa Ana wind driven brush fires have burned from the Agoura Hills/Calabasas areas directly to the beach at Malibu, destroying numerous homes in a matter of scant hours.

A secondary threat exists following a brush fire in hillside areas. As a result of the fire denuding the hillsides the area will be susceptible to land and mudslides during the rainy season.

Response:

The City has extensive plans for the exchange of information with the Los Angeles County Fire and Sheriff's Departments to support the activities of the City EOC. As a Contract City, very little "in-the-field" response is anticipated, however it may become necessary to activate temporary evacuation areas or shelters for a short period of time.

THREAT ASSESSMENT 3

EARTHQUAKE

The City of Malibu is located in the area of several known active and potentially active earthquake faults, including the Malibu fault, Newport-Inglewood fault, San Andreas fault, and Whittier-Elsinore fault. New faults are continuously being discovered, and a great many of these are capable of producing a magnitude 6.0 or greater earthquake.

Recent reports from scientists with the U.S. Geological Survey and the Southern California Earthquake Center predict that the Los Angeles area could expect to experience at least one earthquake of magnitude 5.0 every year.

A major earthquake with an epicenter close to Malibu is considered a major threat due to:

- Damage from the shaking: Mass casualties; loss of critical infrastructure; destruction of property; destruction of roadways.
- Damage from the resulting fires.
- Economic damage.
- Psychological implications.

The Los Angeles County Hazard Mitigation Plan indicates that a major earthquake in the Los Angeles County area could be devastating. "With the highly concentrated population of over 10 million and the heavy use of the transportation infrastructure (over 92 million vehicles per day use LA County highways and roads with over 3.9 million commuters per day), a major earthquake could virtually shut down the county. Government services could be paralyzed for up to 72 hours. Business and industry would essentially cease, at least through the initial response stages".¹ A large earthquake could impact 2.7 million people in L.A. County and indirectly another 7.5+ million in with another 3.9 million communities for a total of 14.1 million people affected.

A major earthquake has the potential to divide Malibu into several isolated islands without utilities or access. The very nature of Malibu's topography - a long narrow strip of land, bounded by steep cliffs and canyons on one side, and the ocean on the other side - would exacerbate the effects of an earthquake's impacts.

Liquefaction

Many areas may have buildings destroyed or unusable due to the phenomenon of liquefaction (see Attachment 3). Liquefaction is a phenomenon involving the loss of shear

¹ Los Angeles County All-Hazard Mitigation Plan, Version 1.1, June 2005, page 124

strength of a soil. The shear strength loss results from the increase of pore water pressure caused by the rearrangement of soil particles induced by shaking or vibration. Liquefaction has been observed in many earthquakes, usually in soft, poorly graded granular materials (i.e., loose sands), with high water tables. Liquefaction usually occurs in the soil during or shortly after a large earthquake. In effect, the liquefaction soil strata behave as a heavy fluid. Buried tanks may float to the surface and objects above the liquefaction strata may sink. Pipelines passing through liquefaction materials typically sustain a relatively large number of breaks in an earthquake. Areas near existing stream channels, such as (Insert local Liquefaction areas), may be especially vulnerable to liquefaction.

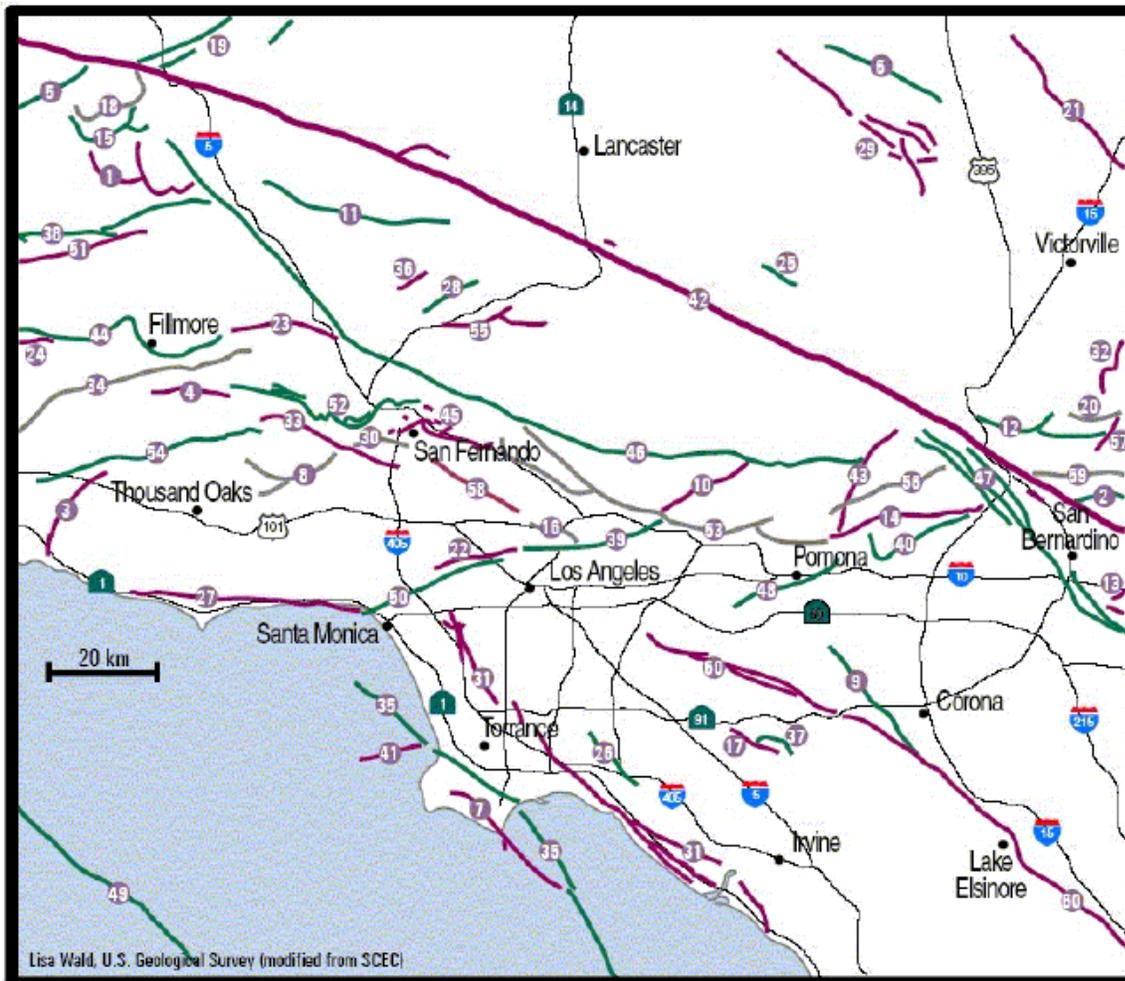
The potential is high that Malibu's only east-west arterial, the Pacific Coast Highway, could become destroyed or damaged in several areas by an earthquake. This would severely impact all rescue and evacuation efforts. In addition there is the potential for loss of utilities such as power and communications lines, as well as water and gas mains, all of which are routed alongside the highway.

The economic impact on the City would be considerable. The loss of critical facilities, the loss of utilities, and the loss of human resources could combine to render the City, its businesses and its residents severely challenged to do business.

Response: A significant earthquake would call for a full scale activation of the City EOC bringing all its resources to bear. These would include damage assessment, augmented medical assistance, coordination of volunteers, auxiliary communications via radio and coordination of mutual aid. A full activation of the EOC has been planned for and staff have been trained for such an event.

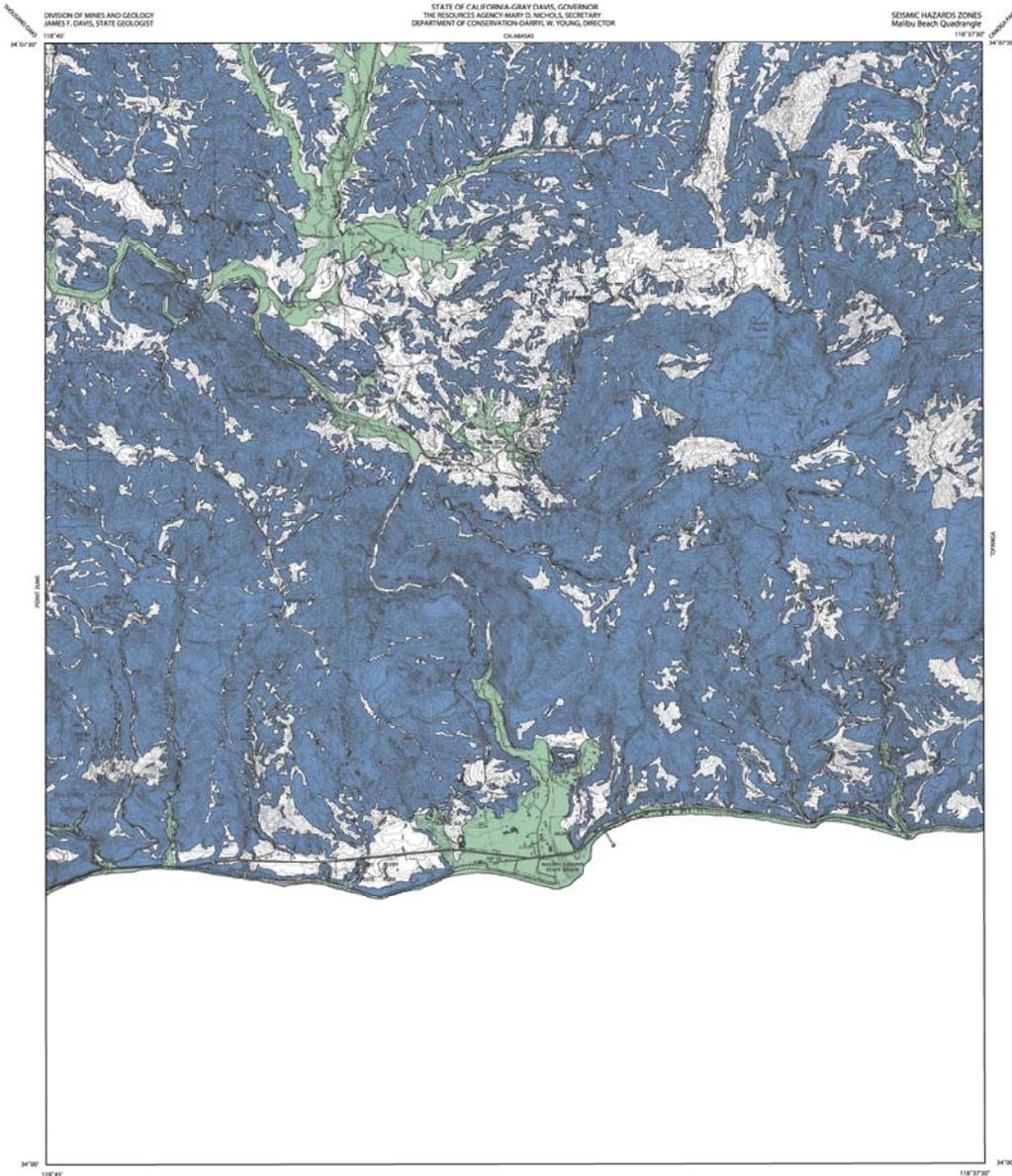
Attachment 1, Threat Summary 3: Earthquake Fault Map

Faults of the Los Angeles Area



- | | | |
|-----------------------------|-----------------------------------|---|
| 1 Alamo thrust | 21 Helendale fault | 41 Redondo Canyon fault |
| 2 Arrowhead fault | 22 Hollywood fault | 42 San Andreas Fault |
| 3 Bailey fault | 23 Holser fault | 43 San Antonio fault |
| 4 Big Mountain fault | 24 Lion Canyon fault | 44 San Cayetano fault |
| 5 Big Pine fault | 25 Llano fault | 45 San Fernando fault zone |
| 6 Blake Ranch fault | 26 Los Alamitos fault | 46 San Gabriel fault zone |
| 7 Cabrillo fault | 27 Malibu Coast fault | 47 San Jacinto fault |
| 8 Chatsworth fault | 28 Mint Canyon fault | 48 San Jose fault |
| 9 Chino fault | 29 Mirage Valley fault zone | 49 Santa Cruz-Santa Catalina Ridge f.z. |
| 10 Clamshell-Sawpit fault | 30 Mission Hills fault | 50 Santa Monica fault |
| 11 Clearwater fault | 31 Newport Inglewood fault zone | 51 Santa Ynez fault |
| 12 Cleghorn fault | 32 North Frontal fault zone | 52 Santa Susana fault zone |
| 13 Crafton Hills fault zone | 33 Northridge Hills fault | 53 Sierra Madre fault zone |
| 14 Cucamonga fault zone | 34 Oak Ridge fault | 54 Simi fault |
| 15 Dry Creek | 35 Palos Verdes fault zone | 55 Soledad Canyon fault |
| 16 Eagle Rock fault | 36 Pelona fault | 56 Stoddard Canyon fault |
| 17 El Modeno | 37 Peralta Hills fault | 57 Tunnel Ridge fault |
| 18 Frazier Mountain thrust | 38 Pine Mountain fault | 58 Verdugo fault |
| 19 Garlock fault zone | 39 Raymond fault | 59 Waterman Canyon fault |
| 20 Grass Valley fault | 40 Red Hill (Etiwanda Avel) fault | 60 Whittier fault |

SEMS/NIMS EMERGENCY OPERATIONS PLAN 2012



Base Map prepared by U.S. Geological Survey, 1981, photorevised 1995



PURPOSE OF MAP
 The map and aerial photo and contours in falling their responsibility for protecting the public safety from the effects of earthquake triggered ground failure as required by the Seismic Hazard Mapping Act (Public Resources Code Section 26860-26864). For information regarding the scope and recommended methods to be used in conducting the required investigations, see DMG Special Publication 11, Guidelines for Locating and Mapping Seismic Hazards in California.

For a general description of the Seismic Hazard Mapping Program, the Seismic Hazard Mapping Act and regulations, and related information, please refer to the Staff User's Guide (see <http://www.consrv.ca.gov/dmg/ncsp/comp/guide/>).

Production of this map was funded by the Federal Emergency Management Agency's Hazard Mitigation Program and the Department of Conservation in cooperation with the California Office of Emergency Services.

IMPORTANT - PLEASE NOTE

- This map may not show all areas that have the potential for liquefaction, landslides, strong earthquake ground shaking or other earthquake and geologic hazards. Also, a single earthquake scenario of causing liquefaction or triggering landslides failure will not necessarily affect the entire area.
- Liquefaction zones may also contain areas susceptible to the effects of earthquake-induced landslides. This situation typically exists at or near the toe of existing landslides, whenever there would be above base water areas or adjacent to steep slopes beds.
- This map does not show Alquist-Priolo earthquake fault zones, if any, that may exist in this area. Please refer to the latest official map of earthquake fault zones for disclosure and other actions that are required by the Alquist-Priolo Earthquake Fault Zoning Act. For more information on this subject and an index to available maps, see DMG Special Publication 42.
- Landslide areas on this map were determined, in part, by adopting methods originally developed by the U.S. Geological Survey (USGS). Landslide hazard maps prepared by the USGS can be used as a reference to determine the accuracy of the data from which these maps and other types of landslide hazards. Although aspects of these new methodologies may be incorporated in future DMG general hazard zone maps, USGS data should not be used as a substitute for these Official SEMS HAZARD ZONES maps.
- U.S. Geological Survey basin-wide landslide profiles near 90 percent of cultural features are located within 40 feet (horizontal accuracy) of the scale of this map. The identification and location of liquefaction and earthquake induced landslide areas are based on available data. However, the quality of data used is varied. The zone boundaries depicted have been drawn as accurately as possible on this scale.
- Information on this map is not sufficient to serve as a substitute for the geologic and mechanical site investigations required under Chapters 7.3 and 7.8 of Division 3 of the Public Resources Code.
- DISCLAIMER:** The State of California and the Department of Conservation make no warranty, expressed or implied, regarding the accuracy of the data from which these maps were derived, neither the State nor the Department of Conservation makes any commitments for any direct, indirect, special, incidental or consequential damage with respect to any claim by any user or any third party on account of or arising from the use of this map.

STATE OF CALIFORNIA
SEISMIC HAZARD ZONES
 Defined in compliance with
 Chapter 7.8, Division 3 of the California Public Resources Code
 (Seismic Hazard Mapping Act)

MALIBU BEACH QUADRANGLE
 OFFICIAL MAP
 Released: October 17, 2001

James S. Davis
 STATE GEOLOGIST

MAP EXPLANATION
 Zones of Required Investigation:

- Liquefaction**
 Areas where historic occurrence of liquefaction, or local geological, geotechnical and groundwater conditions indicate a potential for permanent ground displacements such that mitigation as defined in Public Resources Code Section 26893(c) would be required.
- Earthquake-Induced Landslides**
 Areas where previous occurrence of landslide movement, or local topographic, geologic, geotechnical and subsurface water conditions indicate a potential for permanent ground displacements such that mitigation as defined in Public Resources Code Section 26893(c) would be required.

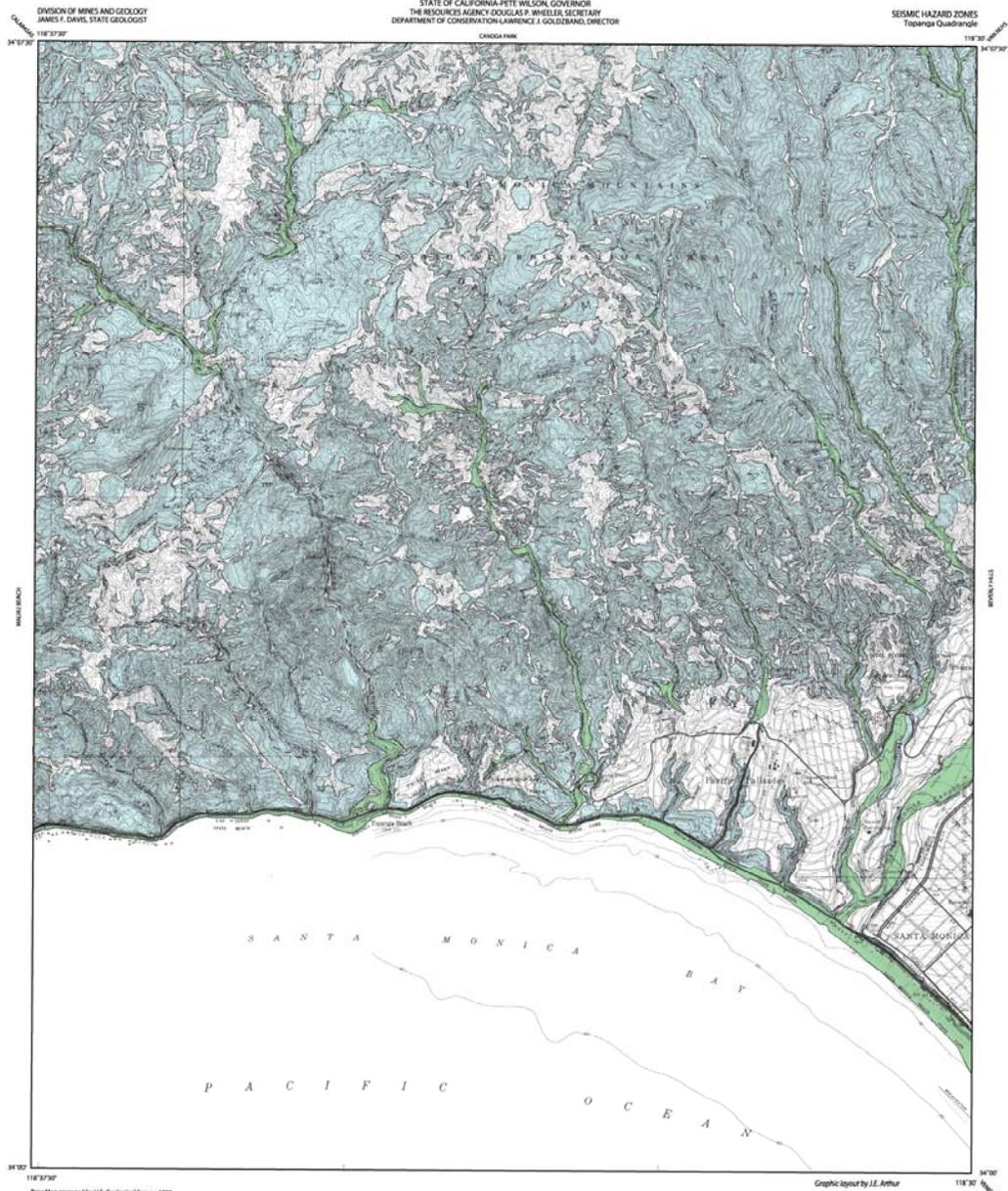
DATA AND METHODOLOGY USED TO DEVELOP THIS MAP ARE PRESENTED IN THE FOLLOWING:
 Seismic Hazard Evaluation of the Malibu Beach 7.5 minute quadrangle, Los Angeles County
 California California Division of Mines and Geology, Seismic Hazard Report 050.

For additional information on seismic hazards in this map area, the estimate used for zoning, and additional references consulted, refer to DMG's World Wide Web site www.consrv.ca.gov/dmg/

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Part One - 90

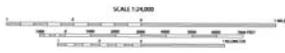
SEMS/NIMS EMERGENCY OPERATIONS PLAN 2012



Base Map prepared by U.S. Geological Survey, 1991

PURPOSE OF MAP
 This map will locate cities and counties in fulfilling their responsibilities for providing the public safety from the effects of earthquakes triggered ground failure as required by the Seismic Hazard Mapping Act (Public Resources Code Sections 26950-26955).
 For information regarding the scope and recommended methods to be used in conducting the required site investigations, see DMG Special Publication 117, Guidelines for Evaluating and Mitigating Seismic Hazards in California.
 For a general description of the Seismic Hazard Mapping Program, the Seismic Hazard Mapping Act and regulations, and related information, please refer to the draft User's Guide (see <http://www.conservation.ca.gov/dmg/hazmapguide.htm>).
 Production of this map was funded by the Federal Emergency Management Agency's Hazard Mitigation Program and the Department of Conservation in cooperation with the Commission on Earthquake Preparedness for California.

IMPORTANT - PLEASE NOTE
 1) This map does not show all areas that have the potential for liquefaction, landsliding, strong earthquake ground shaking or other earthquake and geologic hazards. Also, a single topographic contour of existing liquefaction or triggering landslide does not necessarily affect the entire area shown.
 2) Liquefaction zones may also contain areas susceptible to the effects of earthquake-induced landslides. This situation typically exists at or near the toe of existing landslides, downslope from crest(s) or debris flow source areas, or adjacent to steep stream banks.
 3) This map does not show Active Pliocene earthquake fault zones, if any, that may exist in this area. Please refer to the latest official map of earthquake fault zones for details. Changes and other actions that are required by the Seismic Hazard Mapping Act (Public Resources Code Section 26950) for more information on this subject and links to available maps, see DMG Special Publication 42.
 4) Landslide hazard maps prepared by the U.S. Geological Survey (Urban and Hazard) in preparation should not be used as substitutes for these official earthquake-induced landslide zones. Although similar data were used in the development of both maps, the U.S. Geological Survey maps are based on an engineering approach designed to replace new methods to assess earthquake-induced landslide hazards.
 5) U.S. Geological Survey maps typically provide that 80 percent of cultural features are located within 40 feet horizontal accuracy at the scale of this map. The identification and location of liquefaction and earthquake-induced landslide zones are based on available data. However, the quality of data used is varied. The zone boundaries depicted have been drawn as accurately as possible at this scale.
 6) Information on this map is not sufficient to serve as a substitute for the geologic and geotechnical site investigations required under Chapters 7.5 and 7.8 of Division 2 of the Public Resources Code.
 7) **DISCLAIMER:** The State of California and the Department of Conservation make no representations or warranties regarding the accuracy of the data from which these maps were derived. Neither the State nor the Department shall be liable under any circumstances for any direct, indirect, special, incidental or consequential damages with respect to an claim by any user or any third party on account of or arising from the use of this map.



**STATE OF CALIFORNIA
 SEISMIC HAZARD ZONES**
 Subordinate to compliance with
 Chapter 7.5, Division 2 of the California Public Resources Code
 (Seismic Hazard Mapping Act)
TOPANGA QUADRANGLE
OFFICIAL MAP
 Effective: April 7, 1997

James R. Lewis
 STATE GEOLOGIST

MAP EXPLANATION
Zones of Required Investigation:
Liquefaction
 Areas where historic occurrence of liquefaction, or local geologic, geotechnical and groundwater conditions indicate a potential for permanent ground displacements such that mitigation as defined in Public Resources Code Section 26950(c) would be required.
Earthquake-Induced Landslides
 Areas where previous occurrence of landslide movement, or local topographic, geologic, geotechnical and subsurface water conditions indicate a potential for permanent ground displacements such that mitigation as defined in Public Resources Code Section 26950(c) would be required.

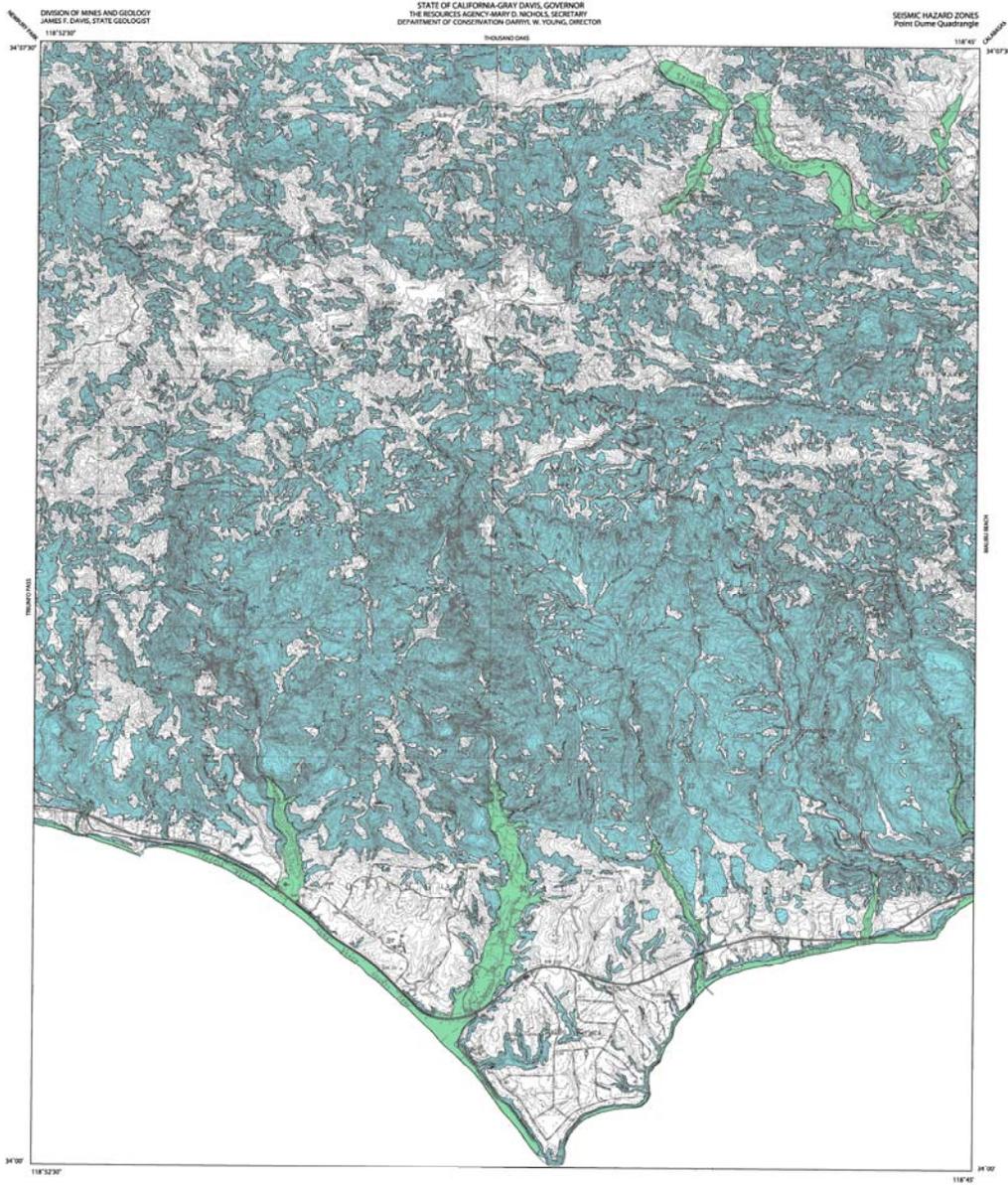
REFERENCES USED TO COMPILE THIS MAP
 Topanga Quadrangle
 Seismic Hazard Evaluation of the Topanga 7.5 minute quadrangle, Los Angeles County, California. California Division of Mines and Geology, Open File Report 97-06.

For additional information on seismic hazards in this map area, the electronic user for zoning, and additional references consulted, refer to DMG's World Wide Web site (<http://www.conservation.ca.gov/dmg/>).

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**City of M.
 Revised 2**

SEMS/NIMS EMERGENCY OPERATIONS PLAN 2012



Base Map prepared by U.S. Geological Survey 1952, photorevised 1987. Zones of required investigation boundaries may reflect updated digital topographic data that can differ significantly from contours shown on the base map.



PURPOSE OF MAP
 The map will assist cities and counties in fulfilling their responsibilities for protecting the public safety from the effects of earthquake-triggered ground failure as required by the Seismic Hazards Mapping Act (Public Resources Code Sections 25000-25015).
 For information regarding the general approach and recommended methods for preparing this map, see DMG Special Publication 116, Recommended Criteria for Determining Seismic Hazard Zones in California.
 For information regarding the scope and recommended methods to be used in conducting the required site investigations, see DMG Special Publication 117, Guidelines for Estimating and Mapping Seismic Hazards in California.
 For a general description of the Seismic Hazards Mapping Program, the Seismic Hazards Mapping Act and regulations, and related information, please refer to the draft User's Guide (see <http://www.conservation.ca.gov/dmg/hmp/ugv0405>).
 Production of this map was funded by the Federal Emergency Management Agency's Hazard Mitigation Program and the Department of Conservation in cooperation with the Governor's Office of Emergency Services.

IMPORTANT - PLEASE NOTE
 1) This map may not show all areas that have the potential for liquefaction, landsliding, steep earthquake ground motions, or other earthquake and seismic hazards. Also, a single earthquake rupture of a fault or triggering of landslides before will not uniformly affect the entire area zoned.
 2) Liquefaction zones may also contain areas susceptible to the effects of earthquake-induced landsliding. This situation typically exists at or near the top of existing landslides, downslope from rickled or debris flow source areas, or adjacent to steep stream banks.
 3) This map does not show required three earthquake fault zones, if any, that may exist in this area. Please refer to the latest official map of earthquake fault zones for its details and other actions that are required by the Alquist-Priolo Earthquake Fault Zoning Act. For more information on this subject and an index to available maps, see DMG Special Publication 42.
 4) Landslide zones on this map were determined, in part, by adding methods originally developed by the U.S. Geological Survey (USGS). Landslide hazard maps prepared by the USGS typically use experimental approaches to assess earthquake-induced and other types of landslide hazards. Although aspects of these new methodologies may be incorporated in future CDMG seismic hazard zone maps, USGS maps should not be used as substitutes for Official SEISMIC HAZARD ZONE maps.
 5) U.S. Geological Survey base map standards provide that 95 percent of cultural features be located within 40-foot horizontal accuracy at the scale of this map. The identification and location of liquefaction and earthquake-induced landslide zones are based on available data. However, the quality of data is varied. The zone boundaries depicted have been drawn as accurately as possible at this scale.
 6) Information on this map is not sufficient to serve as a substitute for the geologic and geotechnical site investigations required under Chapters 7.3 and 7.8 of Division 2 of the Public Resources Code.
 7) **DISCLAIMER:** The State of California and the Department of Conservation make no representations or warranties regarding the accuracy of the data from which these maps were derived. Neither the State nor the Department shall be liable under any circumstances for any direct, indirect, special or consequential damages, and any claim by any user or any third party on account of or arising from the use of this map.

**STATE OF CALIFORNIA
 SEISMIC HAZARD ZONES**
 Developed in compliance with
 Chapter 7.3, Division 2 of the California Public Resources Code
 (Seismic Hazards Mapping Act)
POINT DUME QUADRANGLE
 OFFICIAL MAP
 Released: February 7, 2002

Juanita L. Davis
 STATE GEOLOGIST

MAP EXPLANATION
 Zones of Required Investigation:

- Liquefaction
 Areas where historic occurrence of liquefaction, or local geological, geotechnical and groundwater conditions indicate a potential for permanent ground displacements such that mitigation as defined in Public Resources Code Section 25002(c) would be required.
- Earthquake-Induced Landslides
 Areas where previous occurrence of landslide movement, or local topographic, geologic, geotechnical and subsurface water conditions indicate a potential for permanent ground displacements such that mitigation as defined in Public Resources Code Section 25002(c) would be required.

NOTE: Seismic Hazard Zones identified on this map may include developed land where identified hazards have already been mitigated to city or county standards. Check with your local building/planning department for information regarding the location of such mitigated areas.

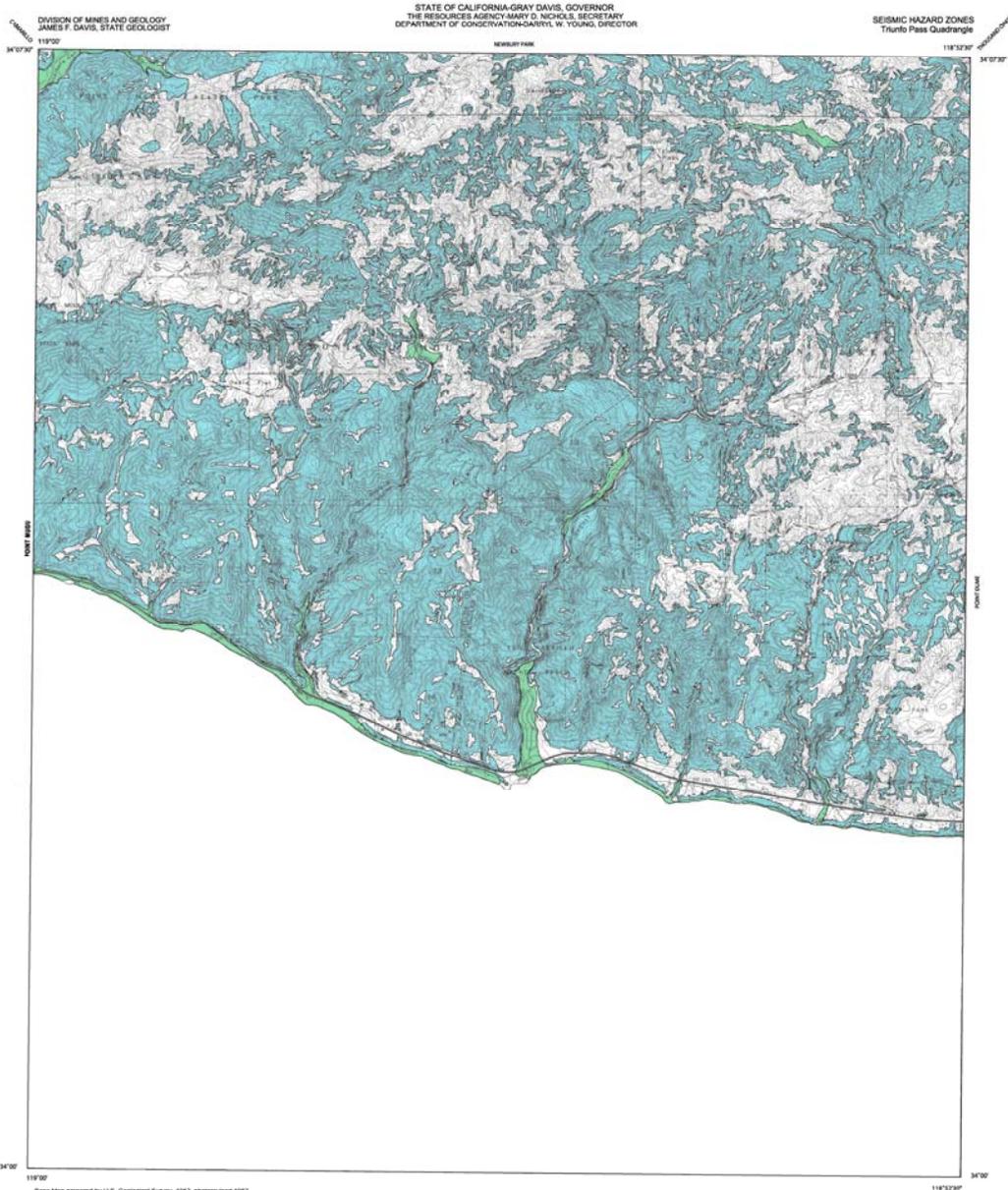
DATA AND METHODOLOGY USED TO DEVELOP THIS MAP ARE PRESENTED IN THE FOLLOWING:
 Seismic Hazard Zone Report of the Point Dume 7.5 minute quadrangle, Los Angeles County, California: California Division of Mines and Geology, Seismic Hazards Report 056.

For additional information on seismic hazards in this map area, the reference used for zoning, and additional references consulted, refer to DMG's World Wide Web site www.conservation.ca.gov/dmg/

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**City of
 Revise**

SEMS/NIMS EMERGENCY OPERATIONS PLAN 2012



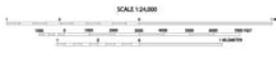
Base Map prepared by U.S. Geological Survey, 1962, photograph 1961. Zones of required investigation boundaries may reflect updated digital topographic data that can differ significantly from contours shown on the base map.

PURPOSE OF MAP

This map will assist cities and counties in fulfilling their responsibilities for protecting the public safety from the effects of earthquakes. Seismic hazard zones are prepared by the Seismic Hazard Mapping Act (Public Resources Code Sections 2600-2609.5). For information regarding the general approach and recommended methods for preparing this map, see EMS Special Publication 118, Recommended Criteria for Developing Seismic Hazard Zones in California. For information regarding the scope and recommended methods to be used in conducting the required site investigations, see EMS Special Publication 117, Guidelines for Evaluating and Mitigating Seismic Hazards in California. For a general description of the Seismic Hazard Mapping Program, the Seismic Hazard Mapping Act and regulations, and related information, please refer to the State's Users Guide (see <http://www.conservation.ca.gov/dmg/seismic2002>). Preparation of this map was funded by the Federal Emergency Management Agency's Hazard Mitigation Program and the Department of Conservation in cooperation with the Governor's Office of Emergency Services.

IMPORTANT - PLEASE NOTE

- This map may not show all areas that have the potential for liquefaction, landsliding, strong earthquake ground shaking or other earthquake and post-earthquake hazards. Map is a single earthquake (single event) model and does not include cumulative effects of multiple earthquakes. This situation typically results in 0.2 meter (8 inches) of maximum horizontal displacement from liquefaction or debris flow source areas, or adjacent to steep stream banks.
- This map does not show Alquist Priolo earthquake fault zones, if any, that may exist in the area. Please refer to the latest official map of earthquake fault zones for the occurrence and other actions that are required by the Alquist-Priolo Earthquake Fault Zoning Act. For more information on this subject and on rules to establish maps, see EMS Special Publication 42.
- Landslide areas on this map were determined, in part, by selecting methods originally developed by the U.S. Geological Survey (USGS). Landslide hazard maps prepared by the USGS generally use experimental approaches to assess earthquake-induced and other types of landslide hazards. Although aspects of these new methodologies may be incorporated in future USGS general hazard zone maps, USGS maps should not be used as substitutes for these Official SEISMIC HAZARD ZONES maps.
- U.S. Geological Survey maps generally provide that 80 percent of public buildings be located within 40 feet (horizontal accuracy) of the state of this map. The identification and location of liquefaction and earthquake-induced landslides zones are based on available data. However, the quality of data used is varied. The zone boundaries depicted have been drawn as accurately as possible at the scale.
- Information on this map is not sufficient to serve as a substitute for the geologic and geotechnical site investigations required under Chapters 7.5 and 7.8 of Division 2 of the Public Resources Code.
- DISCLAIMER: The State of California and the Department of Conservation make no representation or warranty regarding the accuracy of the data from which these maps were prepared. Further, the State of California and the Department of Conservation make no claim, express, implied, or consequential damages with respect to any claim by any user or any third party on account of or arising from the use of this map.



**STATE OF CALIFORNIA
SEISMIC HAZARD ZONES**
Delegated in compliance with
Chapter 7.8, Division 2 of the California Public Resources Code
(Seismic Hazard Mapping Act)
**TRIUNFO PASS QUADRANGLE
OFFICIAL MAP**
Released: February 7, 2002

[Signature]
STATE GEOLOGIST

MAP EXPLANATION
Zones of Required Investigation:

- Liquefaction**
Areas where historic occurrence of liquefaction, or local geologic, geomorphologic and groundwater conditions indicate a potential for permanent ground displacements such that mitigation as defined in Public Resources Code Section 26005(c) would be required.
 - Earthquake-Induced Landslides**
Areas where previous occurrence of landslide movement, or local topographic, geologic, geomorphologic and subsurface water conditions indicate a potential for permanent ground displacements such that mitigation as defined in Public Resources Code Section 26005(c) would be required.
- NOTE:** Seismic Hazard Zones identified on this map may include developed land where additional hazards have already been recognized by city or county standards. Check with your local building/planning department for information regarding the location of such mitigated areas.

DATA AND METHODOLOGY USED TO DEVELOP THIS MAP ARE PRESENTED IN THE FOLLOWING:

Seismic Hazard Zone Report of the Triunfo Pass 7.5 minute quadrangle, Ventura and Los Angeles counties, California. California Division of Mines and Geology, Seismic Hazard Zone Report 099.
For additional information on seismic hazards in this map area, the materials used for zoning, and additional references consulted, refer to DMG's Triunfo Pass Web site www.conservation.ca.gov/dmg/

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THREAT ASSESSMENT 4

FLOODING

Malibu is no stranger to the hazards of flooding. The Governor's Office of Emergency Services (Cal-EMA) at one time rated Malibu #2 statewide for costs for losses due to flooding. In fact, the City is a designated Disaster Resistant Community as a result of the extensive flood mitigation work done here. Water-related problems in Malibu stem from two major sources that each present similar challenges: rainfall and high surf.

Rainfall

The size and frequency of a flood in a particular area depends on a complex combination of conditions, including the amount, intensity and distribution of rainfall, previous moisture condition and drainage patterns.

The magnitude of a flood is measured in terms of its peak discharge, which is the maximum volume of water passing a point along a channel. Floods are usually referred to in terms of their frequency of occurrence, 50 or 100 years.

The primary effect of flooding is the threat to life and property. People and animals may drown; structures and their contents may be washed away or destroyed; roads, bridges, and railroad tracks may be washed out; and crops may be destroyed. Floods may also create health hazards due to the discharge of raw sewage from damaged septic tank leach fields, sewer lines, and sewage treatment plants and due to flammable, explosive, or toxic materials carried off by flood waters. In addition, vital public services may be disrupted.

Floods are generally classed as either slow-rise or flash floods. Slow-rise floods may be preceded by a warning time lasting from hours, to days, or possibly weeks. Evacuation and sand bagging for a slow rise flood may lessen flood related damage. Conversely, flash floods are the most difficult to prepare for due to the extremely short warning time, if available at all. Flash flood warnings usually require immediate evacuation within the hour. On some occasions adequate warning may be impossible.

In periods of heavy rainfall the ground may become saturated, leaving excess water with nowhere to soak away. The mountains above Malibu generally experience two to three times the rainfall that occurs in the city area and this creates added volume to the watersheds. Saturated slopes will allow water to run off quickly, or will simply fail. As the excess water fills debris basins culverts are clogged and flooding of adjacent areas can occur. Streets have been known to become impassable and neighborhoods may be cut off. Contamination due to flooded sewage systems poses an additional risk to health and safety in the affected areas.

EMERGENCY READINESS STAGES

Flood in the special risk areas can occur rapidly or slowly depending on the heaviness and severity of rainfall. Emergency preparedness will be based on three stages of response actions.

Stage I (Flood Watch)

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

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

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

Stage III (Flood Statement)

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

High Surf

The ocean tides wreak havoc when they exceed their normal cycles. At times during heavy scouring, sand levels drop to the bottoms of sea walls and pilings, which weakens the structural integrity of coastal housing. High tides return and pound the properties causing some to settle or fail completely. In some cases this cycle is repeated over several years or longer before the failure finally occurs.

When properties are damaged during severe storms, decks and beams often fall into the surf, becoming projectiles that cause significant damage to other structures along the coast. These situations are extremely dangerous, as the retrieval of heavy debris from storm surf presents a near impossible task.

Response: Although this hazard can be very damaging to property, historically the response to these incidents is handled by a level one or level two (partial) activation of the EOC. Staff has considerable experience with flood-related incidents, and the Public Works Branch under direction of the Operations Section is well equipped to bring resources to bear. These response efforts will be complimented by continuous public information for the local community.

EVACUATION ROUTES

It is expected that most major streets will be open. As such, evacuation should be easily facilitated. Other pertinent information relating to evacuation operations are Part Two, Operations Section, as well as the Evacuation Annex to this Plan.

EMERGENCY RESPONSE ACTIONS

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

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THREAT ASSESSMENT 5

HAZARDOUS MATERIAL INCIDENT

Hazardous Materials (or Hazmat) can be defined as any substance or combination of substances that because of quantity, concentration or characteristic may cause serious injury, death and/or damage to humans and/or the environment. The production and use of these hazardous materials is a part of our society over which local governments have little control.

Releases of explosive, caustic and flammable materials have caused injuries and deaths and necessitated large-scale evacuations. Toxic chemicals in gaseous and liquid form have caused injuries among emergency response personnel as well as passersby. When toxic materials have entered either surface, ground or reservoir water supplies, serious health effects have resulted. Releases of hazardous chemicals can be especially damaging when they occur in highly populated areas or along transportation routes used simultaneously by commuters and hazardous materials haulers.

Because of Malibu's close proximity to Interstate 101 and State Route 27, the release of a hazardous material to the environment could cause a multitude of problems that can be discussed in a general manner. The significance of the problems to the environment, property, or human health is dependent on the type, location and quantity of the material released. Although hazardous material incidents can happen almost anywhere, certain areas are at higher risk.

TRANSPORTATION ACCIDENTS

The greatest probability of a major hazmat incident is from a transportation accident. The amount of hazardous materials transported over roadways on a daily basis is unknown, but estimated to be steadily increasing. There is the potential for a hazardous materials incident almost anywhere on the highways and roads through out Malibu. The greatest concern for a transportation incident is on the Pacific Coast Highway (SR-1).

A hazardous chemical release in the City of Malibu would most likely involve either transportation of chemicals by truck, chemicals at a business, or illegal dumping of chemical waste. The Los Angeles County Fire Service has identified forty sites in or adjacent to Malibu that contain hazardous materials including, pool stores, on-premises dry cleaning facilities, gardening and hardware stores and medical offices and facilities.

Clandestine dumping is the criminal act of disposing of toxic materials and hazardous

waste on public or private property. As the costs and restrictions increase for legitimate hazardous waste disposal sites, it can be anticipated that illegal dumping of hazardous materials will increase proportionately.

Response: A Hazmat incident in Malibu would be responded to by a Los Angeles County Fire Department Hazmat unit, based in Carson. The distant location of these specialized responders dictates a response time of 30 minutes. If necessary, additional Hazmat responders can be sourced from Los Angeles City Fire Department.

Incidents of this nature are best controlled by the appropriate professional agencies. The City would support any agency's response efforts as requested. The city would also work to provide regular news briefings and other related information to the public.

THREAT ASSESSMENT 6

LAND SLIDE

GENERAL SITUATION

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

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

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

SPECIFIC SITUATION

Both the United States Geologic Survey and the California Geologic Survey are currently conducting significant research that focuses on the conditions and processes that lead to destructive slope failures. This includes methodology for analysis of slopes and drainage basins, and the development of susceptibility maps.

EMERGENCY RESPONSE ACTIONS

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

Official Seismic Hazard Maps: See "Earthquake" hazard description, this section. Seismic Hazard Zone Maps may not show all areas that have the potential for liquefaction, landslide, strong earth ground shaking or other earthquake and geologic hazards. Also, a single earthquake capable of causing liquefaction or triggering landslide failure will not uniformly affect the entire area zoned.

U.S. Geological Survey base map standards provide that 90 percent of cultural features be located within 40 feet (horizontal accuracy) at the scale of this map (1:24,000). The identification and location of liquefaction and earthquake-induced landslide zones are based on available data. However, the quality of the data is varied. The zone boundaries depicted have been drawn as accurately as possible at this scale.

(http://gmw.consrv.ca.gov/shmp/html/pdf_maps_so.html)

THREAT ASSESSMENT 7

TRANSPORTATION: TRUCKING INCIDENT

GENERAL SITUATION

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

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

SPECIFIC SITUATION

The primary transportation route consists of a single four lane State Highway (Hwy 1) traversing Malibu from the Pacific Palisades on the east, to the Ventura County line on the west. This route is named the Pacific Coast Highway, or PCH, and is maintained by Cal Trans.

Supplementing PCH are six north-south routes which originate at Highway 1 and connect to the Hwy 101 corridor in the north. Five of these canyon roads are City maintained, and the sixth, State Highway 23 (Decker Road) is maintained by Cal Trans. Numerous lesser roads and drives, some private, make up the balance of the thoroughfares throughout the City. These north-south routes include Las Flores Canyon Road, Malibu Canyon Road, Latigo Canyon Road, Kanan Dume Road, Encinal Canyon Road, and Decker Road.

City traffic is compounded twice daily Monday through Friday by the traffic of over 38,000 commuters, who travel through to areas beyond Malibu's city limits. During summer months and holidays over 100,000 beach goers use the City's network of roadways each day. The Metropolitan Transit Authority maintains a single bus route through the City along the Pacific Coast Highway.

The City is served by the **(Insert appropriate freeways)** freeways, and the major arterial highways are **(Insert appropriate arterial highways)**, which run north to south and, **(Insert appropriate arterial highways)** which run east to west.

EMERGENCY RESPONSE ACTIONS

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

THREAT ASSESSMENT 8

TSUNAMI

A tsunami is a series of sea waves most commonly caused by an earthquake beneath the ocean floor. In the open ocean, tsunami waves travel at speeds of up to 600 miles per hour. As the waves enter shallow water, they may rise rapidly. The first wave is not always the largest; successive waves may be spaced many minutes apart and continue for several hours.

Tsunamis exist in two categories, Far Field tsunamis (distant) and Near Field tsunamis (local). Far Field tsunamis are caused by earthquakes occurring in Alaska or Japan, such as the tsunami that struck Crescent City, in Northern California in 1964. This tsunami occurred several hours after the Alaskan Earthquake and caused some damage along the California Coast in several locations with the greatest impact being at Crescent City. Earthquakes in these areas have produced large tsunamis in Northern California in places like Crescent City, which is directly exposed to the Pacific Ocean. However, these types of tsunami are “blocked” in Southern California by the offshore Continental Borderland, whose islands and bathymetry patterns help to shield Southern California.

The second category, the Near Field tsunami, is the most difficult to deal with due to the shortness of time between events causing the tsunami and its arrival on the coast.

Tsunamis can occur at any time of day or night, under any and all weather conditions and in all seasons. Beaches open to the ocean, bay mouths or tidal flats, and the shores of large coastal rivers are especially vulnerable to tsunamis.

Southern California has several faults near the coastline as well as several off-shore canyons that could experience an underwater landslide triggered by a local earthquake. The rupture of any of these coastline faults could result in a local tsunami which would be ashore in 10 minutes or less, providing almost no time for a warning to evacuate to higher ground.

Recent studies on tsunamis that were prepared for Caltrans and other state agencies by professional colleagues show potential wave heights of less than 5 meters for Southern California, even for large, infrequent seismic events. Potential wave heights are twice as high for Northern California. However, it must be noted that certain offshore faults and underwater landslides could locally generate tsunamis in Southern California. These sources are being actively studied, but potential wave heights from these sources presented in the literature vary. It should also be noted that the historical record of tsunamis in Southern California does not

go back very far, making wave height estimations more difficult.

There is no siren system for early warning. The City of Malibu would be notified by the Alaska/Hawaii warning network within minutes of an event that could remotely have an effect on this area, but getting the warning out to the population will take time. The local warning systems consist of the City's AM radio station and web site, plus it's telephone based Community Alert Network. Other than these warning devices, any severe local earthquake should serve as an alert to the possibility of a tsunami event.

Response: Working with the Los Angeles County Tsunami taskforce, staff from the County's Fire, Sheriff's and Public Works Departments as well as local stakeholders, a comprehensive Tsunami Emergency Response Plan was developed in 2005. The planned response would include the establishment of a Unified Area Command involving all stakeholder public agencies. An Emergency Operations Center for the City of Malibu would also be established at Bluff's Park. This plan is included in Section Three as an Addendum to the Emergency Operations Plan.

THREAT ASSESSMENT 9

TERRORISM

From the smallest pipe bomb to the horror of the Oklahoma City bombing and the events of September 11, 2001, terrorism presents added concerns and challenges to the entire population; particularly to those involved in emergency management and response. In order to be truly effective in managing terrorist incidents, specialized training is required that goes above and beyond the training that has traditionally been made available. There are four primary areas that need to have special focus:

- Understanding and recognizing terrorism
- Tactical considerations
- Understanding weapons of mass destruction: “CBRNE Agents”
- Understanding Incident Command as it applies to terrorist incidents.

This Terrorism Annex will discuss how the City of Malibu will respond to terrorist incidents and the essential coordination between local, state and federal levels of government. This plan is coordinated with the efforts of the county, state and federal governments to implement the President's policy on terrorism (Presidential Decision Directive 39). This federal legislation is designed to train first responders for terrorist incident response and also develop, train, and equip medical teams.

Terrorism is defined as the “unlawful use of force and violence against persons or property to intimidate or coerce a government, the civilian population or any segment thereof, in furtherance of political or social objectives.” (28 Code of Federal Register 0.85(1).

While the federal definition above uses a very narrow definition of terrorism, the concerns of emergency responders go well beyond that limited scope. Terrorism affects us through fear, physical injuries, economic losses, psychological trauma, and erosion of faith in government. Terrorists espouse a wide range of causes. They can be for or against almost any issue, religious belief, political position, or group of people of one national origin or another. Because of the tremendous variety of causes supported by terrorists and the wide variety of potential targets, there is no place that is truly safe from terrorism.

PURPOSE

The purpose of this plan is to support the City of Malibu's public policy of preparing for, and responding to, and all threats to the safety of its citizens. The specific focus of this plan is to address potential and actual terrorist events. It augments the Multi-hazard Functional Plan that guides Malibu's overall preparation for and response to emergencies and disasters. City departments can use this document to assist them in their planning activities.

SCOPE

This plan provides direction to City departments involved in protecting public safety, and preparing for and responding to terrorist events. It is intended to clarify the roles and relationships of agencies at the local, state and federal levels of government in dealing with the threat or actual occurrence of a terrorist event in Malibu.

OBJECTIVES

1. Provide a vehicle for establishing and maintaining a current and realistic assessment of the potential threat of terrorism in Malibu.
2. Outline the roles, responsibilities and capabilities of local, state and federal agencies in preparing for and responding to terrorist events.
3. Provide planning, response, and recovery guidance which is consistent with SEMS and the President's policy on terrorism.
4. Provide a basis for identifying needed training of personnel and exercising of the City of Malibu's capabilities for responding to terrorist events.

THREAT ANALYSIS

The catastrophic attacks on the World Trade Center, Pentagon, and Murrah Federal Building in Oklahoma City shocked the nation into a reality that America is not immune to acts of terrorism. These events have highlighted our nation's vulnerability to similar attacks against its citizens, public officials, private and multi-national corporations, public infrastructure, and government faculties.

There is appropriate concern that such attacks could occur in California. A person acting alone or in concert with any terrorist organization could readily commit acts of terrorism in California. The open availability (including mail order) of basic chemicals and biological research materials, coupled with an access to even the crudest laboratory facilities, could enable the manufacture of highly lethal substances or weapons of mass destruction. The freedom of movement and comparatively unrestricted access to government officials, buildings, and critical infrastructure, presents the terrorist with the opportunity and conditions of anonymity to deliver such devastation and its tragic consequences with only the crudest devices of nuclear, chemical, or biological content.

For the city of Malibu, the threat of acts of terrorism must be taken seriously. From an international standpoint, Malibu is symbolic; seen as representing an image of the "American Dream". Malibu is home to many international celebrities, and a significant terrorist event here would certainly make the international news. Additionally, a prominent university campus is located in close proximity to the town center, and there are other facilities located here which could be considered targets. Malibu is at risk from attack from the air as well as on the ground; and from the standpoint of evacuation, it is limited with

regard to its system of roadways, warning systems and Safe Areas.

Unique Challenges

The emergency response challenge to an incident of terrorism is profound because the following characteristics may be present:

- Hazardous materials or other dangerous or toxic substances
- Mass casualties
- Secondary threats which may include the deliberate targeting of first responders and/or innocents.
- A crime scene which must be preserved and investigated
- Unusual warning signs

Increasing the awareness of these characteristics will enable responders to more quickly identify an incident as terrorism and modify their response accordingly. The chart compares the characteristics of incidents of terrorism and non-terrorism.

Characteristic	Non-Terrorism	Terrorism
Hazardous Materials	May be present	Likely present
Casualties	Few to mass casualties	Mass casualties likely
Cause	Accidental or intentional	Intended to cause harm
Warning Signs	Not likely	More likely
Secondary threat	Possible	Likely
Crime Scene	Not likely	More likely

First responders' ability to identify aspects of the incident (e.g., signs and symptoms exhibited by victims) and report them accurately will be key to maximizing the use of critical local resources and for triggering a State/Federal response.

CONCEPT OF OPERATIONS: Roles, Responsibilities, Capabilities

The complexity, scope, and potential consequences of a terrorist threat or incident require that there be a rapid and decisive capability to resolve the situation. The resolution to an act of terrorism demands an extraordinary level of coordination of crisis and consequence management function and technical expertise across all level of government. No single Federal, State, or local government agency has the capability or requisite authority to respond independently and mitigate the consequences of such a threat to national security.

The incident may affect a single location or multiple locations, each of which may be a disaster scene, hazardous scene and/or a crime scene simultaneously.

Local responders are typically the first on scene during an actual incident and local government has primary responsibility for protecting public health and safety. The local response, as always, will be conducted under State SEMS protocol.

Our local responders will manage all aspects of the incident until the Federal Bureau of Investigation (FBI) assumes command, by virtue of its legal authority, of the law enforcement aspects relating to identifying, apprehending, and neutralizing the terrorists and their weapons. Local and state authorities always maintain control of their response resources and continue to operate utilizing SEMS.

- Under Presidential Decision Directive-39, the FBI has been assigned the federal lead responsibility for managing the federal law enforcement response for Crisis Management and the Federal Emergency Management Agency (FEMA) has been assigned the federal lead responsibility for coordinating the federal Consequence Management response to the consequences of a terrorist incident.

FEDERAL OPERATIONS

The federal concept of operations for terrorism response includes both Crisis Management and Consequence Management.

Crisis management is the law enforcement response to the causes of terrorist incidents, terrorists, and their weapons. It includes measures to identify, acquire, and plan the use of resources needed to anticipate, isolate, prevent, and/or resolve a threat or acts of terrorism. In a weapon of mass destruction incident, a crisis management response may include traditional law enforcement missions, such as intelligence, surveillance, tactical, negotiations, forensics, and investigations relating to apprehending the terrorists; and technical support missions, such as agent identification, search, disablement, transfer and disposal, and limited decontamination relating to terrorist's weapons.

The federal government exercises preeminent authority and responsibility in crisis management. The federal crisis management effort is led by the FBI with assistance from other federal, state, and local agencies as necessary. Final authority to make decisions on-scene regarding the causes of the incident such as securing the scene perimeter, identifying and rendering weapons safe and capturing terrorist rests with the FBI's On-scene Commander (FBI OSC).

The FBI will establish a command post near the site which will serve as the base for the crisis management operations at the scene. The FBI will also establish a Joint Operations Center (JOC) to manage and coordinate the federal field response. The JOC is organized into a Command Group, Operations Group, Consequence Management Group, and the Support Group. The **Command Group** consists of the FBI, Department of Defense (DOD), Public Health Services (USPHS), Federal Emergency Management Agency (FEMA), and other federal, state, and local representatives the FBI on-scene Commander considers essential for managing the incident. The **Operations Group** handles threat evaluation, law enforcement actions, and technical evaluations and actions relating to the terrorist and their weapons. The **Consequence Management Group** consists of federal, state, and local agency liaisons that coordinate consequence management preparation and response with their respective agencies during threats and actual incidents. The **Support Group**

provides support to all aspects of the terrorism response in the JOC. The FBI OSC will establish these functions.

CONSEQUENCE and CRISIS MANAGEMENT

Consequence management addresses the consequences of terrorism, the effects upon people and their property and communities. It includes measures to protect public health and safety, restore essential government services, and provide emergency relief to governments, businesses, and individuals affected by the consequences of terrorism. In a Terrorist WMD incident. Consequence Management includes emergency management missions as described in the National Response Plan (NRP), formerly known as the Federal Response Plan (FRP).

FEMA coordinates federal agencies' consequence management support with the State of California, and provides assistance as required.

The State of California and local agencies exercise preeminent authority to make decisions regarding the consequences of terrorism. This includes the authority on-scene to make decisions regarding rescue and treatment of casualties, and protective actions for the community. These actions will be coordinated with the FBI OSC within the Unified Command. Under SEMS, this on-scene authority would normally rest with the incident commander and local emergency services organization.

Crisis and Consequence Management occur simultaneously during a threat or actual incident. While a threat is being evaluated for credibility, consequence management agencies can begin evaluating what actions can be taken to prepare for a credible threat. These activities may include activating plans and pre-positioning personnel, materials and supplies.

LOCAL PREPAREDNESS and RESPONSE

Locally, Los Angeles County has developed a regional approach to terrorism response planning and preparedness efforts. Two levels of committees have been formed including the Terrorism Early Warning Group (TEWG) and the Terrorism Oversight Committee (TOC). The purpose of these committees is to monitor terrorist trends and activities, determine the potential impact and related damage of validated terrorist threats, plan for the coordinated and comprehensive emergency response to such events, and provide timely guidance to local jurisdictions within Los Angeles County.

EMERGENCY RESPONSE ACTIONS

NOTIFICATION AND ALERT PROCEDURES

A threat is received at the local, state or federal level. It is assumed that the threat will be conveyed to the appropriate law enforcement agency within that level. It is also assumed that the threat information will be shared between law enforcement agencies at appropriate local, state and federal levels.

In the Los Angeles Operational Area, notification and alerting procedures are the responsibility of the Los Angeles County Sheriffs Department. Any incident having the potential to impact Malibu or surrounding areas will be immediately reported to affected health, fire and law enforcement agencies.

DEPARTMENTAL AGENCY RESPONSIBILITIES

The **Los Angeles County Sheriff's Department** will be the lead agency for crisis management, perimeter security, access control, traffic/crowd control, evacuations, notifications, and safeguarding evidence. Crisis management activities may include:

- Investigation, tracking, and maintaining scene integrity.
- Coordinating coroner issues with the Los Angeles County Coroner's Department.
- Use of Special Weapons and Tactics (SWAT) or Rapid Deployment Force (RDF) units Assisting with damage assessment and fatalities management.

According to SEMS, the police department will request law enforcement mutual aid if needed to accomplish these functions.

The **Los Angeles County Fire Department** will be the lead for fire response, hazardous materials events, and medical/rescue operations. The Fire Department will provide support as necessary to the police department for Crisis Management activities. Existing procedures, such as the Fire Department's Hazardous Materials Response procedures and NBC Response Protocols will be used as necessary. The Department will assist with:

- Fire and rescue operations
- Emergency medical services coordination
- Perimeter and access control
- Evacuation operations
- Notifications
- Safeguarding evidence
- Damage assessment and
- Fatalities management
- Potential areas of concern may include:

- Addressing environmental needs
- Obtaining personnel with radiological training
- Insuring decontamination procedures (radiological and chemical) in place and
- Insuring biological agents containment

According to SEMS, the Fire Department will request fire and rescue mutual aid if needed to accomplish these functions.

The **Public Works Department** (The Public Works Branch under the Operations Section in the EOC) will serve as lead for damage assessment and will be the representative for utilities concerns. Potential Public Works activities include:

- Reconnaissance of public infrastructure (road, bridges, facilities, and utilities)
Alternate route identification
- Building access
- Utility access re-routing
- Temporary repairs
- Building access and crowd control issues.

According to SEMS, the Public Works Department will request public works mutual aid if needed.

The **Operations Section of the EOC** will assist with fatalities management and care and shelter issues. Potential care and shelter issues are:

- Refresher training on security or mental health concerns
- Care and shelter facility operations
- Care and shelter representation within the EOC and other locations
- Logistical requirements for care and shelter
- Coordination with American Red Cross

ON-SCENE COORDINATION

Once the WMD incident has occurred (with or without a pre-release crisis period), local government emergency response organizations will respond to the incident scene and appropriate notifications to local, State, and Federal authorities (likely a senior fire or law enforcement official). Command and control of the incident scene is vested with the Incident Commander. Operational control of assets at the scene is retained by the designated officials representing the agency (local, State, or Federal) providing the assets. These officials manage tactical operations at the scene in coordination with the IC as directed by their agency counterparts at the field-level operational centers, if used. As mutual aid partners, state and Federal responders arrive to augment the local responders. The incident command structure that was initially established will likely transition into a Unified Command (UC) This UC structure will facilitate both crisis and consequence management activities. The UC structure used at the scene will expand as support units and agency representatives arrive to support crisis and consequence management

operations. On-scene consequence management activities will be supported by the local and State EOC, which will be augmented by the FEMA's Regional Operations Center or Disaster Field Office, and their Emergency Support Team, as appropriate.

Throughout the incident, the actions and activations of the Unified Command at the incident scene and the Command Group of the FBI's Joint Operations Center (JOC) will be continuously and completely coordinated.

FEDERAL LEVEL COORDINATION

During a terrorist incident, the organizational structure to implement the federal response at the field level is the JOC. The JOC is established by the FBI under the operational control of the Federal On-scene coordinator, and acts as the focal point for the strategic management and direction of on-site activities, identification of State and local requirements and priorities, and coordination of the Federal response. The local FBI field office will activate a Crisis Management team to establish the Joint Operations Center (JOC), which will be in the affected area, possibly collocated with the City's EOC.

Similar to the Area Command concept within the ICS, the JOC is established to ensure inter-incident coordination and to organize multiple agencies and jurisdictions within an overall command and coordination structure. The JOC includes the following functional groups: Command, Operations, Administration, Logistics and Consequence Management. Representation within the JOC includes official from local, State and Federal agencies with specific roles in crisis and consequence management.

A FEMA representative coordinates the actions of the JOC Consequence Management Group, and expedites activation of a Federal consequence management response should it become necessary. FBI and FEMA representatives will screen threat incident intelligence of the Consequence Management Group. The JOC Consequence Management Group monitors the crisis management response in order to advise on decisions that may have implications for consequence management, and to provide continuity should a Federal consequence management response become necessary.

IMPACT ON THE COMMUNITY

While many specialized resources will be mobilized to respond to a WMD incident, it will take time for that assistance to arrive. Many specialized resources (such as military response teams) may need to be airlifted to the area requiring local resources to manage the initial phases of a WMD emergency. This initial response phase may range from a few to many hours (response times for Federal resources ranging from 2-24 hours can be expected). Local first responders (law enforcement, fire, hazmat, EMS, etc.) will be augmented by the Metropolitan Medical Response System (MMRS) to manage this crucial initial phase. Key initial activities include situation assessment, responder safety, containment, protective actions (evacuation in-place protection), decontamination, treatment and transport of injured persons.

Community panic, intense media interest, and the convergence of contaminated persons at local hospitals and urgent care centers can be expected. Rapid assessment of the scope of the incident, activation of the SEMS emergency management infrastructure, designation of casualty collection points or field treatment sites, and decontamination points are essential to mitigating potential community panic. Efforts to assess the situation and provide clear, easy to follow emergency management instructions of the public are essential. The following describe some of the concerns expected during the initial stages of a WMD incident.

Down Wind Evacuation: A large release may result in a lethal plume that may travel for miles. Emergency agencies in neighboring jurisdictions must be advised of the release and included in incident management activities.

Traffic Restrictions and Congestion: Roads, freeways and transit systems may need to be closed to contain the incident. Regardless of the need, panic may cause some persons to self evacuate, Traffic congestion and gridlock conditions and confusion may result. These factors will slow response by emergency agencies and specialized resources to affected areas. Detailed traffic management plans will need to be developed.

Self Transport to Medical Providers: Injured and contaminated victims may leave the immediate site of the incident and then go to hospitals. Urgent care centers or individual physicians seeking medical care. In most cases, the care provider will not be equipped to decontaminate victims or treat WMD casualties. This can extend the scope of the incident, potentially lead to secondary contamination and strain local medical and emergency response resources Hospitals impacted by an influx of casualties who have not been decontaminated will have to establish decontamination area and may not be able to continue providing treatment.

Panic Victims: In the immediate aftermath of a WMD incident, responders should anticipate a number of people who think they have been exposed to or contaminated by the agent(s) even though there has been no actual exposure. Provisions must be made to manage these persons and provide supportive care as necessary.

Scarce Supplies: Equipment and supplies needed to manage a WMD event will be in short supply. Sufficient pharmacological supplies may not be available. Antidotes and other drugs used to treat WMD victims are usually not stockpiled in sufficient quantities for use in a mass casualty incident. Efforts to secure additional supplies will be an immediate need.

Personnel involved in managing potential WMD incidents must be aware of these concerns. Measures to address these issues must be incorporated into the Incident Action Plan and should be considered and assessed throughout the management of the WMD incident.

COMMUNITY AWARENESS AND PUBLIC INFORMATION CONCERNS

Effective management of the impact of a WMD incident on the community requires the coordinated dissemination of accurate and timely information. Such information must be

disseminated in a manner that minimizes confusion and unwarranted panic. Conflicting information must be avoided and information regarding protective actions, appropriate evacuation measures, self-aid and decontamination information must be provided in a timely manner. Within the City, the dissemination of such information will be handled by the City's EOC in close coordination with all affected individual agencies and jurisdictions.

RECOVERY CONCERNS

A terrorist incident involving WMD agents or weapons may yield fatalities. The number of deaths is dependent upon the specific condition present at an incident. Factors influencing the number of fatalities include: the agent released, dispersal method, location of release, number of persons present during the attack, and the response and mitigation measures employed. The most complex situation would involve a mass casualty situation requiring the establishment of fatality or decedent collection points, as well as the activation of mutual aid protocols to effectively manage a mass fatality situation.

A mass fatality situation resulting from a CBRNE terrorist incident is compounded by the presence or risk of NBC contaminants. Deceased persons (and their personal effects) contaminated by NBC agents must be decontaminated before removal from the incident scene. Decedents and their personal effects will be managed by the Coroner's Department, however, contaminated bodies or items shall not be transferred to Coroner's personnel prior to decontamination. Additionally, no Coroner's personnel shall conduct operation within a contaminated area unless equipped with PPE.

The management of a mass fatality situation involving nuclear, biological or chemical (NBC) agents may require specialized assistance. The region's National Medical Response Team-West is designed to provide technical assistance regarding deceased disposition in WMD situations. Additional technical assistance is available from the U.S. Public Health Services and military specialist. Military mass fatality management resources (i.e., graves registration unit) may be appropriate in some cases; if required, they accessed through regular military support to civil authorities channels.

Coroner's personnel will coordinate their activities with the MMRS to ensure appropriate mass fatality management. All requests for specialized mass fatality assistance will be coordinated with the Law Enforcement Branch of the State CAL-EMA to ensure there is no duplication of effort. The Coroner's Department is responsible for determining the number of fatalities and their disposition. The Coroner shall provide official death count during any disaster. It is crucial that all involved agencies immediately relay all fatality information to the coroner.

RECOVERY, SITE DECONTAMINATION AND RESTORATION (REMEDICATION CONCERNS)

The release of weapons of mass destruction (including chemical, or biological warfare agents, industrial chemicals, or radiological materials) creates a complex hazardous materials incident. Remediation efforts include site decontamination, cleanup and/or removal of contaminated soil, materials, vehicles, etc. Close coordination among all

involved agencies is essential to minimize the long-term environmental impact of the release and ensure complete recovery. The following concerns must be addressed in the Incident Action Plan.

Oversight

Regulatory oversight is required following hazmat releases to ensure that remediation of the site, equipment and all contaminated items is conducted within current OSHA statutes and regulation. The area, facilities and items affected by the release must be held until the oversight agency declares them "fit for re-occupancy" or reuse, to current local, state and federal laws. All personnel who assist in remediation efforts must be properly trained and equipped per OSHA regulations.

Investigation

Investigative operations must be closely coordinated with the remediation effort. Coordination of investigations and remediation ensures proper evidence preservation and limits potential health and safety risks to investigators.

Specialized Resources

Remediation efforts may require assistance from specialized agencies. The Terrorism Incident Annex of the Federal Response Plan charges the U.S. Environmental Protection Agency (EPA) with activating environmental response capabilities to support Federal response to acts of terrorism. The EPA Federal on-scene Coordinator is the primary Federal representative for environmental responses. The Federal Coordinator can activate a wide range of resources for environmental remediation at an NBC incident. These resources include the U.S. Coast Guard's National Strike Force, assistance from the National Oceanographic and Atmospheric

Administration, and EPA contractor resources.

EPA contractor resources include the Superfund Technical Assessment and Response Team (START) and Emergency and Rapid Response Services (ERRS). START contractors can mobilize the fastest and can provide immediate monitoring, sampling, analysis and technical support. ERRS contractors can mobilize within 2 to 48 hours and can provide containment, countermeasure, cleanup and disposal services.

EPA can also assist in radiological incidents EPA resources include a radiation Environmental Laboratory in Las Vegas, Nevada and the Environmental Radiation Ambient Monitoring System (ERAMS) with sampling stations nationwide of monitoring the spread of contamination.

During an emergency, EPA resources can be accessed through the National Response Center at 1-800-424-8802.

Funding

Remediation costs are dependent upon a number of factors. In a terrorist incident, designating a responsible party to bear the cost of clean up is problematic. Clean up efforts may require emergency funding from local contingency funds, the state superfund, or the U.S. EPA superfund.

All remediation and recovery efforts require close coordination among local, state and federal regulatory agencies to ensure effective elimination of the hazard. The Los Angeles County Fire is responsible for coordinating remediation efforts for WMD terrorist incidents resulting in a release of NBC or HazMat agents.

THREAT ASSESSMENT 10

Public Health Emergencies (Pandemic)

GENERAL SITUATION

A pandemic is a global disease outbreak. A flu pandemic occurs when a new influenza virus emerges for which people have little or no immunity and for which there is no vaccine. The disease spreads easily person-to-person, causes serious illness, and can sweep across the country and around the world in very short time.

Pandemic phases:

Interpandemic Period

World Health Organization (WHO) Phase 1

No new influenza virus subtypes have been detected in humans. An influenza virus subtype that has caused human infection may be present in animals. If present in animals, the risk of human infection or disease is considered to be low.

WHO Phase 2

No new influenza virus subtypes have been detected in humans. However, a circulating animal influenza virus subtype poses a substantial risk of human disease.

Pandemic Alert Period

WHO Phase 3

There are human infection(s) with a new subtype but no human-to-human spread or at most rare instances of spread to a close contact.

WHO Phase 4

Small cluster(s) with limited human-to-human transmission but spread is highly localized, suggesting that the virus is not well adapted to humans.

WHO Phase 5

Larger cluster(s) but human-to-human spread is still localized, suggesting that the virus is becoming increasingly better adapted to humans but may not yet be fully transmissible (substantial pandemic risk).

Pandemic Period

WHO Phase 6

Pandemic phase: increased and sustained transmission in the general population.

Postpandemic Period

Return to the Interpandemic Period (Phase 1).2

SPECIFIC SITUATION

Compared to other natural infectious health threats, pandemic flu has great potential to cause large-scale social disruption. If a novel (new strain) and highly contagious strain of flu emerges, the resulting pandemic could lead to wide-ranging illness, death, and severe social and economic disruption worldwide. Because of the county's large, multicultural and diverse population, and its high population density, the potential consequences of pandemic flu in Los Angeles County require special actions for public health preparedness.

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

- **SURVEILLANCE** – The Acute Communicable Disease Control program (ACDC) regularly monitors flu and flu-like illness activity through a wide array of surveillance methods. If there is a flu outbreak or pandemic flu in Los Angeles County, enhanced surveillance, notification, and response will be carried out dependant on the phase of the pandemic.
- **LABORATORY** – Influenza (flu) surveillance information and diagnostic testing by private laboratories, state and local health departments, and the Centers for Disease Control and Prevention (CDC) provide critical information regarding the presence of flu viruses in the community. Laboratory-based surveillance will identify the predominant circulating types, subtypes, and strains of flu, aid clinical judgment, and help guide treatment decisions.
- **VACCINE DELIVERY** – An effective vaccine against a pandemic flu may not be available in the early stages of a pandemic. The Federal Department of Health and Human Services (DHHS) guidelines for Pandemic Influenza indicate that there will likely be federal control over the distribution of vaccine according to pre-determined grouping and risks. Los Angeles County's Pandemic Plan will implement, and, when appropriate, locally adapt these guidelines.
- **ANTIVIRAL MEDICATIONS** – Currently, the Centers of Disease Control (CDC) recommendations for the priority use of limited supplies of antiviral medications (e.g., oseltamivir [Tamiflu]) are primarily for treatment, although WHO considers there may be a role for their use in preventing a pandemic under certain situations. The Los Angeles County Department of Health Services has stockpiled some antiviral medications for immediate use in the event of a flu pandemic.
- **STRATEGIES TO LIMIT TRANSMISSION** - Isolation and quarantine may have limited use in a flu pandemic due to the short incubation period of influenza, (1-4 days) and the fact that flu transmission can occur before the onset of symptoms. There may, however, be a role for these public health measures upon the initial identification of the first cases and outbreaks. Thereafter, the most effective tool for reducing disease and controlling transmission in a flu pandemic will be an aggressive public information campaign emphasizing containment measures such as hand washing, cough and sneeze etiquette, social distancing and reduced social interactions, and guidelines for those being cared for at home. Additional voluntary isolation and quarantine measures may be recommended in a pandemic as follows:
 - Home isolation of cases for a minimum of 7 days after disease onset.

² *Pandemic Influenza Preparedness and Response Plan*, California Department of Health Services –September 8, 2006

- Monitoring of contacts for fever and respiratory symptoms for 5 days after exposure.
- Asking health care workers with a fever and have been previously exposed to not go to work.
- Closure of schools and work places with high incidence of influenza–like illness (ILI)
- Community-wide suspension of large public gatherings.
- **COMMUNICATIONS** – The foundation for effective communication is a set of key messages that can be used consistently to instill public confidence and generate an appropriate response to minimize risk and ensure a strong and rapid response. There are multiple risk communication audiences and communication channels that are vital for pandemic flu preparedness including: the general public, vulnerable population groups, hospitals, healthcare providers, policy makers, and public health officials. Community leaders representing multicultural and socio-economic backgrounds in Los Angeles County will be informed and included in these communication efforts.
- **EMERGENCY RESPONSE** – A flu pandemic affects and involves a variety of public and private agencies and organizations at the state, local and federal levels. These agencies must coordinate their activities and resources and share information in real time. To sustain coordinated efforts to control a flu pandemic at the local level, the following actions will be taken by Los Angeles County Department of Health Services:
 - The Health Officer will be notified when a novel (new strain) flu virus with pandemic potential has reached Los Angeles County. Once the novel virus has been identified in the local area, the Health Officer, in collaboration with Emergency Medical Services (EMS), may call upon County/City agencies and others to assist with the management of the public health response. This may include law enforcement, fire departments, social service and mental health agencies, local governments, nongovernmental agencies, businesses, and etc...
 - Hospital Surge Capacity – During a flu pandemic, the need for hospital beds will exceed the number of beds available. All hospitals are required to have a surge capacity plan to be used in the event of an emergency. In addition, the Los Angeles County Department of Health Services Plan identifies key components of surge capacity and the ability to meet an increased demand. Increased capacity can be generated by early discharge of patients, transferring patients to lower levels of care, canceling elective procedures, and redirecting staff to the inpatient units most affected. Redirecting staff from areas in the hospital where elective procedures/surgeries have been cancelled, possibly suspending nurse staffing ratios, and extending work hours will also assist in meeting the staffing demands.³

EMERGENCY RESPONSE ACTIONS

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

³ *Biological Incident Plan, PANDEMIC INFLUENZA GUIDELINES*, County of Los Angeles Department of Health Services Public Health, January 2006

NIMS DEFINITIONS AND ACRONYMS

Agency: A division of government with a specific function offering a particular kind of assistance. In ICS, agencies are defined either as jurisdictional (having statutory responsibility for incident management) or as assisting or cooperating (providing resources or other assistance).

Agency Representative: A person assigned by a primary, assisting, or cooperating Federal, State, local, or tribal government agency or private entity that has been delegated authority to make decisions affecting that agency's or organization's participation in incident management activities following appropriate consultation with the leadership of that agency.

Area Command (Unified Area Command): An organization established (1) to oversee the management of multiple incidents that are each being handled by an ICS organization or (2) to oversee the management of large or multiple incidents to which several Incident Management Teams have been assigned. Area Command has the responsibility to set overall strategy and priorities, allocate critical resources according to priorities, ensure that incidents are properly managed, and ensure that objectives are met and strategies followed. Area Command becomes Unified Area Command when incidents are multijurisdictional. Area Command may be established at an emergency operations center facility or at some location other than an incident command post.

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

Assignments: Tasks given to resources to perform within a given operational period that are based on operational objectives defined in the IAP.

Assistant: Title for subordinates of principal Command Staff positions. The title indicates a level of technical capability, qualifications, and responsibility subordinate to the primary positions. Assistants may also be assigned to unit leaders.

Assisting Agency: An agency or organization providing personnel, services, or other resources to the agency with direct responsibility for incident management. See also Supporting Agency.

Available Resources: Resources assigned to an incident, checked in, and available for a mission assignment, normally located in a Staging Area.

Branch: The organizational level having functional or geographical responsibility for major aspects of incident operations. A branch is organizationally situated between the section and the division or group in the Operations Section, and between the section and units in the Logistics Section. Branches are identified by the use of Roman numerals or by functional area.

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

Check-In: The process through which resources first report to an incident. Check-in locations include the incident command post, Resources Unit, incident base, camps, staging areas, or directly on the site.

Chief: The ICS title for individuals responsible for management of functional sections: Operations, Planning, Logistics, Finance/Administration, and Intelligence (if established as a separate section).

Command: The act of directing, ordering, or controlling by virtue of explicit statutory, regulatory, or delegated authority. **Command Staff:** In an incident management organization, the Command Staff consists of the Incident Command and the special staff positions of Public Information Officer, Safety Officer, Liaison Officer, and other positions as required, who report directly to the Incident Commander. They may have an assistant or assistants, as needed.

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

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

Cooperating Agency: An agency supplying assistance other than direct operational or support functions or resources to the incident management effort.

Coordinate: To advance systematically an analysis and exchange of information among principals who have or may have a need to know certain information to carry out specific incident management responsibilities.

Deputy: A fully qualified individual who, in the absence of a superior, can be delegated the authority to manage a functional operation or perform a specific task. In some cases, a deputy can act as relief for a superior and, therefore, must be fully qualified in the position. Deputies can be assigned to the Incident Commander, General Staff, and Branch Directors.

Dispatch: The ordered movement of a resource or resources to an assigned operational mission or an administrative move from one location to another.

Division: The partition of an incident into geographical areas of operation. Divisions are established when the number of resources exceeds the manageable span of control of the Operations Chief. A division is located within the ICS organization between the branch and

resources in the Operations Section.

Emergency: Absent a Presidentially declared emergency, any incident(s), human-caused or natural, that requires responsive action to protect life or property. Under the Robert T. Stafford Disaster Relief and Emergency Assistance Act, an emergency means any occasion or instance for which, in the determination of the President, Federal assistance is needed to supplement State and local efforts and capabilities to save lives and to protect property and public health and safety, or to lessen or avert the threat of a catastrophe in any part of the United States.

Emergency Operations Centers (EOCs): The physical location at which the coordination of information and resources to support domestic incident management activities normally takes place. An EOC may be a temporary facility or may be located in a more central or permanently established facility, perhaps at a higher level of organization within a jurisdiction. EOCs may be organized by major functional disciplines (e.g., fire, law enforcement, and medical services), by jurisdiction (e.g., Federal, State, regional, county, city, tribal), or some combination thereof.

Emergency Operations Plan: The "steady-state" plan maintained by various jurisdictional levels for responding to a wide variety of potential hazards. **Emergency Public Information:** Information that is disseminated primarily in anticipation of an emergency or during an emergency. In addition to providing situational information to the public, it also frequently provides directive actions required to be taken by the general public.

Emergency Response Provider: Includes Federal, State, local, and tribal emergency public safety, law enforcement, emergency response, emergency medical (including hospital emergency facilities), and related personnel, agencies, and authorities. See Section 2 (6), Homeland Security Act of 2002, Pub. L. 107-296, 116 Stat. 2135 (2002). Also known as Emergency Responder.

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

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

Federal: Of or pertaining to the Federal Government of the United States of America.

Function: Function refers to the five major activities in ICS: Command, Operations, Planning, Logistics, and Finance/Administration. The term function is also used when describing the activity involved, e.g., the planning function. A sixth function, Intelligence, may be established, if required, to meet incident management needs.

General Staff: A group of incident management personnel organized according to function and reporting to the Incident Commander. The General Staff normally consists of the

Operations Section Chief, Planning Section Chief, Logistics Section Chief, and Finance/Administration Section Chief.

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

Hazard: Something that is potentially dangerous or harmful, often the root cause of an unwanted outcome.

Incident: An occurrence or event, natural or human-caused, that requires an emergency response to protect life or property. Incidents can, for example, include major disasters, emergencies, terrorist attacks, terrorist threats, wild land and urban fires, floods, hazardous materials spills, nuclear accidents, aircraft accidents, earthquakes, hurricanes, tornadoes, tropical storms, war-related disasters, public health and medical emergencies, and other occurrences requiring an emergency response.

Incident Action Plan (IAP): An oral or written plan containing general objectives reflecting the overall strategy for managing an incident. It may include the identification of operational resources and assignments. It may also include attachments that provide direction and important information for management of the incident during one or more operational periods.

Incident Command Post (ICP): The field location at which the primary tactical-level, on-scene incident command functions are performed. The ICP may be collocated with the incident base or other incident facilities and is normally identified by a green rotating or flashing light.

Incident Command System (ICS): A standardized on-scene emergency management construct specifically designed to provide for the adoption of an integrated organizational structure that reflects the complexity and demands of single or multiple incidents, without being hindered by jurisdictional boundaries. ICS is the combination of facilities, equipment, personnel, procedures, and communications operating within a common organizational structure, designed to aid in the management of resources during incidents. It is used for all kinds of emergencies and is applicable to small as well as large and complex incidents. ICS is used by various jurisdictions and functional agencies, both public and private, to organize field-level incident management operations.

Incident Commander (IC): The individual responsible for all incident activities, including the development of strategies and tactics and the ordering and the release of resources. The IC has overall authority and responsibility for conducting incident operations and is responsible for the management of all incident operations at the incident site.

Incident Management Team (IMT): The IC and appropriate Command and General Staff personnel assigned to an incident.

Incident Objectives: Statements of guidance and direction necessary for selecting 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 strategic and tactical alternatives.

Initial Action: The actions taken by those responders first to arrive at an incident site.

Initial Response: Resources initially committed to an incident.

Intelligence Officer: The intelligence officer is responsible for managing internal information, intelligence, and operational security requirements supporting incident management activities. These may include information security and operational security activities, as well as the complex task of ensuring that sensitive information of all types (e.g., classified information, law enforcement sensitive information, proprietary information, or export-controlled information) is handled in a way that not only safeguards the information, but also ensures that it gets to those who need access to it to perform their missions effectively and safely.

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

Joint Information System (JIS): Integrates incident information and public affairs into a cohesive organization designed to provide consistent, coordinated, timely information during crisis or incident operations. The mission of the JIS is to provide a structure and system for developing and delivering coordinated interagency messages; developing, recommending, and executing public information plans and strategies on behalf of the IC; advising the IC concerning public affairs issues that could affect a response effort; and controlling rumors and inaccurate information that could undermine public confidence in the emergency response effort.

Jurisdiction: A range or sphere of authority. Public agencies have jurisdiction at an incident related to their legal responsibilities and authority. Jurisdictional authority at an incident can be political or geographical (e.g., city, county, tribal, State, or Federal boundary lines) or functional (e.g., law enforcement, public health).

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

Liaison Officer: A member of the Command Staff responsible for coordinating with representatives from cooperating and assisting agencies.

Local Government: A county, municipality, city, town, township, local public authority,

school district, special district, intrastate district, council of governments (regardless of whether the council of governments is incorporated as a nonprofit corporation under State law), regional or interstate government entity, or agency or instrumentality of a local government; an Indian tribe or authorized tribal organization, or in Alaska a Native village or Alaska Regional Native Corporation; a rural community, unincorporated town or village, or other public entity. See Section 2 (10), Homeland Security Act of 2002, Pub. L. 107-296, 116 Stat. 2135 (2002).

Logistics: Providing resources and other services to support incident management.

Logistics Section: The section responsible for providing facilities, services, and material support for the incident.

Major Disaster: As defined under the Robert T. Stafford Disaster Relief and Emergency Assistance Act (42 U.S.C. 5122), a major disaster is any natural catastrophe (including any hurricane, tornado, storm, high water, wind-driven water, tidal wave, tsunami, earthquake, volcanic eruption, landslide, mudslide, snowstorm, or drought), or, regardless of cause, any fire, flood, or explosion, in any part of the United States, which in the determination of the President causes damage of sufficient severity and magnitude to warrant disaster assistance under this Act to supplement the efforts and available resources of States, tribes, local governments, and disaster relief organizations in alleviating the damage, loss, hardship, or suffering caused thereby.

Management by Objective: A management approach that involves a four-step process for achieving the incident goal. The Management by Objectives approach includes the following: establishing overarching objectives; developing and issuing assignments, plans, procedures, and protocols; establishing specific, measurable objectives for various incident management functional activities and directing efforts to fulfill them, in support of defined strategic objectives; and documenting results to measure performance and facilitate corrective action.

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

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

Multi-agency Coordination Entity: A multi-agency coordination entity functions within a

broader Multi-agency Coordination System. It may establish the priorities among incidents and associated resource allocations, deconflict agency policies, and provide strategic guidance and direction to support incident management activities.

Multi-agency Coordination Systems: Multi-agency Coordination Systems provide the architecture to support coordination for incident prioritization, critical resource allocation, communications systems integration, and information coordination. The components of Multi-agency Coordination Systems include facilities, equipment, emergency operation centers (EOCs), specific multi-agency coordination entities, personnel, procedures, and communications. These systems assist agencies and organizations to fully integrate the subsystems of the NIMS.

Multi-jurisdictional Incident: An incident requiring action from multiple agencies that each have jurisdiction to manage certain aspects of an incident. In ICS, these incidents will be managed under Unified Command.

Mutual-Aid Agreement: Written agreement between agencies and/or jurisdictions that they will assist one another on request, by furnishing personnel, equipment, and/or expertise in a specified manner.

National: Of a nationwide character, including the Federal, State, local, and tribal aspects of governance and polity.

National Disaster Medical System: A cooperative, asset-sharing partnership between the U.S. Department of Health and Human Services, the U.S. Department of Veterans Affairs, the U.S. Department of Homeland Security, and the U.S. Department of Defense. NDMS provides resources for meeting the continuity of care and mental health services requirements of the Emergency Support Function 8 in the Federal Response Plan.

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

National Response Plan: A plan mandated by HSPD-5 that integrates Federal domestic prevention, preparedness, response, and recovery plans into one all-discipline, all-hazards plan.

Nongovernmental Organization: An entity with an association that is based on interests of its members, individuals, or institutions and that is not created by a government, but may

work cooperatively with government. Such organizations serve a public purpose, not a private benefit. Examples of NGOs include faith-based charity organizations and the American Red Cross.

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

Operations Section: The section responsible for all tactical incident operations. In ICS, it normally includes subordinate branches, divisions, and/or groups.

Personnel Accountability: The ability to account for the location and welfare of incident personnel. It is accomplished when supervisors ensure that ICS principles and processes are functional and that personnel are working within established incident management guidelines.

Planning Meeting: A meeting held as needed prior to and throughout the duration of an incident to select specific strategies and tactics for incident control operations and for service and support planning. For larger incidents, the planning meeting is a major element in the development of the Incident Action Plan (IAP).

Planning Section: Responsible for the collection, evaluation, and dissemination of operational information related to the incident, and for the preparation and documentation of the IAP. This section also maintains information on the current and forecasted situation and on the status of resources assigned to the incident.

Preparedness: The range of deliberate, critical tasks and activities necessary to build, sustain, and improve the operational capability to prevent, protect against, respond to, and recover from domestic incidents. Preparedness is a continuous process. Preparedness involves efforts at all levels of government and between government and private-sector and nongovernmental organizations to identify threats, determine vulnerabilities, and identify required resources. Within the NIMS, preparedness is operationally focused on establishing guidelines, protocols, and standards for planning, training and exercises, personnel qualification and certification, equipment certification, and publication management.

Preparedness Organizations: The groups and fora that provide interagency coordination for domestic incident management activities in a non-emergency context. Preparedness organizations can include all agencies with a role in incident management, for prevention, preparedness, response, or recovery activities. They represent a wide variety of committees, planning groups, and other organizations that meet and coordinate to ensure the proper level of planning, training, equipping, and other preparedness requirements within a jurisdiction or area.

Prevention: Actions to avoid an incident or to intervene to stop an incident from occurring. Prevention involves actions to protect lives and property. It involves applying intelligence and other information to a range of activities that may include such countermeasures as

deterrence operations; heightened inspections; improved surveillance and security operations; investigations to determine the full nature and source of the threat; public health and agricultural surveillance and testing processes; immunizations, isolation, or quarantine; and, as appropriate, specific law enforcement operations aimed at deterring, preempting, interdicting, or disrupting illegal activity and apprehending potential perpetrators and bringing them to justice.

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

Processes: Systems of operations that incorporate standardized procedures, methodologies, and functions necessary to provide resources effectively and efficiently. These include resource typing, resource ordering and tracking, and coordination.

Public Information Officer: A member of the Command Staff responsible for interfacing with the public and media or with other agencies with incident-related information requirements.

Publications Management: The publications management subsystem includes materials development, publication control, publication supply, and distribution. The development and distribution of NIMS materials is managed through this subsystem. Consistent documentation is critical to success, because it ensures that all responders are familiar with the documentation used in a particular incident regardless of the location or the responding agencies involved.

Qualification and Certification: This subsystem provides recommended qualification and certification standards for emergency responder and incident management personnel. It also allows the development of minimum standards for resources expected to have an interstate application. Standards typically include training, currency, experience, and physical and medical fitness.

Reception Area: This refers to a location separate from staging areas, where resources report in for processing and out-processing. Reception Areas provide accountability, security, situational awareness briefings, safety awareness, distribution of IAPs, supplies and equipment, feeding, and bed down.

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

Recovery Plan: A plan developed by a State, local, or tribal jurisdiction with assistance

from responding Federal agencies to restore the affected area.

Resources: Personnel and major items of equipment, supplies, and facilities available or potentially available for assignment to incident operations and for which status is maintained. Resources are described by kind and type and may be used in operational support or supervisory capacities at an incident or at an EOC.

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

Resources Unit: Functional unit within the Planning Section responsible for recording the status of resources committed to the incident. This unit also evaluates resources currently committed to the incident, the effects additional responding resources will have on the incident, and anticipated resource needs.

Response: Activities that address the short-term, direct effects of an incident. Response includes immediate actions to save lives, protect property, and meet basic human needs. Response also includes the execution of emergency operations plans and of mitigation activities designed to limit the loss of life, personal injury, property damage, and other unfavorable outcomes. As indicated by the situation, response activities include applying intelligence and other information to lessen the effects or consequences of an incident; increased security operations; continuing investigations into nature and source of the threat; ongoing public health and agricultural surveillance and testing processes; immunizations, isolation, or quarantine; and specific law enforcement operations aimed at preempting, interdicting, or disrupting illegal activity, and apprehending actual perpetrators and bringing them to justice.

Safety Officer: A member of the Command Staff responsible for monitoring and assessing safety hazards or unsafe situations and for developing measures for ensuring personnel safety.

Section: The organizational level having responsibility for a major functional area of incident management, e.g., Operations, Planning, Logistics, Finance/Administration, and Intelligence (if established). The section is organizationally situated between the branch and the Incident Command.

Span of Control: The number of individuals a supervisor is responsible for, usually expressed as the ratio of supervisors to individuals. (Under the NIMS, an appropriate span of control is between 1:3 and 1:7.)

Staging Area: Location established where resources can be placed while awaiting a tactical assignment. The Operations Section manages Staging Areas.

State: When capitalized, refers to any State of the United States, the District of Columbia, the Commonwealth of Puerto Rico, the Virgin Islands, Guam, American Samoa, the Commonwealth of the Northern Mariana Islands, and any possession of the United States. See Section 2 (14), Homeland Security Act of 2002, Pub. L. 107-296, 116 Stat. 2135 (2002).

Strategic: Strategic elements of incident management are characterized by continuous long-term, high-level planning by organizations headed by elected or other senior officials. These elements involve the adoption of long-range goals and objectives, the setting of priorities; the establishment of budgets and other fiscal decisions, policy development, and the application of measures of performance or effectiveness.

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

Strategy: The general direction selected to accomplish incident objectives set by the IC.

Supporting Technologies: Any technology that may be used to support the NIMS is included in this subsystem. These technologies include orthophoto mapping, remote automatic weather stations, infrared technology, and communications, among various others.

Task Force: Any combination of resources assembled to support a specific mission or operational need. All resource elements within a Task Force must have common communications and a designated leader.

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

Terrorism: Under the Homeland Security Act of 2002, terrorism is defined as activity that involves an act dangerous to human life or potentially destructive of critical infrastructure or key resources and is a violation of the criminal laws of the United States or of any State or other subdivision of the United States in which it occurs and is intended to intimidate or coerce the civilian population or influence a government or affect the conduct of a government by mass destruction, assassination, or kidnapping. See Section 2 (15), Homeland Security Act of 2002, Pub. L. 107-296, 116 Stat. 213 5 (2002).

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

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

Tribal: Any Indian tribe, band, nation, or other organized group or community, including

any Alaskan Native Village as defined in or established pursuant to the Alaskan Native Claims Settlement Act (85 stat. 688) [43 U.S.C.A. and 1601 et seq.], that is recognized as eligible for the special programs and services provided by the United States to Indians because of their status as Indians.

Type: A classification of resources in the ICS that refers to capability. Type 1 is generally considered to be more capable than Types 2, 3, or 4, respectively, because of size; power; capacity; or, in the case of incident management teams, experience and qualifications.

Unified Area Command: A Unified Area Command is established when incidents under an Area Command are multi-jurisdictional. (See Area Command.)

Unified Command: An application of ICS used when there is more than one agency with incident jurisdiction or when incidents cross-political jurisdictions. Agencies work together through the designated members of the UC, often the senior person from agencies and/or disciplines participating in the UC, to establish a common set of objectives and strategies and a single IAP.

Unit: The organizational element having functional responsibility for a specific incident planning, logistics, or finance/administration activity.

Unity of Command: The concept by which each person within an organization reports to one and only one designated person. The purpose of unity of command is to ensure unity of effort under one responsible commander for every objective.

Volunteer: For purposes of the NIMS, a volunteer is any individual accepted to perform services by the lead agency, which has authority to accept volunteer services, when the individual performs services without promise, expectation, or receipt of compensation for services performed. See, e.g., 16 U.S.C. 742f(c) and 29 CFR 553.101.

ACRONYMS

A&E	Architecture and Engineering
AC	Area Command
ADA	Americans with Disabilities Act
AQMD	Air Quality Management District
ARC	American Red Cross
ASCS	U.S. Agricultural Stabilization and Conservation Services
ARES	Amateur Radio Emergency Services
ATSDR	Agency for Toxic Substances and Disease Registry
BLM	Bureau of Land Management
BOR	Bureau of Reclamation
BPA	Blanket Purchasing Agreements
C of S	Chief of Staff
CAA	Clean Air Act
CALDAP	California Disaster Assistance Program
CalTrans	California Department of Transportation
CALWAS	California Warning System
CAO	Chief Administrative Office(r)
CBO	Community Based Organization
CBRNE	Chemical, Biological, Radiological, Nuclear and Explosive
CCC	California Conservation Corps
CCP	Casualty Collection Points
CD	Civil Defense
CDBG	Community Development Block Grant
CDC	Centers for Disease Control, U.S. Public Health Service
CDF	California Department of Forestry
CDL	Community Disaster Loan
CDRG	Catastrophic Disaster Response Group
CEM	Comprehensive Emergency Management
CEO	Chief Executive Officer
CEP	Comprehensive Emergency Planning
CEPEC	California Earthquake Prediction Evaluation Council
CEPPO	Chemical Emergency Preparedness and Prevention Office
CEQA	California Environmental Quality Act
CERCLA	Comprehensive Environmental Response Compensation and Liability Act
CERT	Community Emergency Response Team
CESA	California Emergency Services Association
CESFRS	California Emergency Service Fire Radio System
CESRS	California Emergency Services Radio System
CFR	Code of Federal Regulations
CHP	California Highway Patrol
CLEMARS	California Law Enforcement Mutual Aid Radio System
CLERS	California Law Enforcement Radio System
CLETS	California Law Enforcement Telecommunications System
COE	Corps of Engineers (US Army)
COG	Continuity of Government

CPG	Civil Preparedness Guide
DA	Damage Assessment
DAC	Disaster Application Center
DAP	Disaster Assistance Programs
DCS	Disaster Communications Service
DEST	Disaster Emergency Support Team
DFCO	Deputy Federal Coordinating Officer
DFO	Disaster Field Office
DHA	Disaster Housing Assistance
DHS	Department of Homeland Security
DMAT	Disaster Medical Assistance Team
DMORT	Disaster Mortuary Operational Response Team
DMIS	Disaster Management Information System
DOC	Department Operations Center
DOD	Department of Defense
DOE	Department of Energy
DOJ	Department of Justice
DOI	Department of Interior
DOL	Department of Labor
DOS	Department of State
DOT	Department of Transportation
DP	Disaster Preparedness
DRC	Disaster Recovery Center
DRM	Disaster Recovery Manager
DRO	Disaster Recovery Operations
DSA	Division of the State Architect (California)
DSR	Damage Survey Report
DWR	California Department of Water Resources
EAS	Emergency Alert System
ED	United States Department of Education
EDD	Employment Development Department
EDIS	Emergency Digital Information System
EEO	Equal Employment Opportunity
EIR	Environmental Impact Review
EMAC	Emergency Management Assistance Compact
EMI	Emergency Management Institute
EMIS	Emergency Management Information System
EMMA	Emergency Managers Mutual Aid
EMP	Electromagnetic Pulse
EMPG	Emergency Management Performance Grant
EMSA	Emergency Medical Services Authority
EMS	Emergency Medical Services
EMT	Emergency Medical Technician
ENN	Emergency News Network
EOC	Emergency Operations Center
EOP	Emergency Operating Procedures
EOP	Emergency Operations Plan
EPA	Environmental Protection Agency
EPI	Emergency Public Information

EPIC	Emergency Public Information Center
ERT	Emergency Response Team
ERT	Evidence Response Team (FBI)
ESA	California Emergency Services Act
ESA	Endangered Species Act
ESC	Earthquake Service Center
ESC	Emergency Services Coordinator
ESF	Emergency Support Functions
EST	Emergency Support Team
FA	Fire Administration (office symbol)
FAA	Federal Aviation Administration
FAS	Federal Aid System Road
FAST	Federal Agency Support Team
FBI	Federal Bureau of Investigation
FCC	Federal Communications Commission
FCO	Federal Coordinating Officer
FEMA	Federal Emergency Management Agency
FFY	Federal Fiscal Year
FHWA	Federal Highway Administration
FIA	Federal Insurance Administration
FIPS Number	Same as Project Application Number
FIRESCOPE	Firefighting Resources of Calif. Organized for Potential Emergencies
FmHA	Farmers Home Administration
FRMAC	Federal Radiological Monitoring and Assessment Center
FTS	Field Treatment Sites
GAR	Governor's Authorized Representative
GIS	Geographic Information System
GSA	General Services Administration
Haz Mit	Hazard Mitigation (Safety measures taken in advance to lessen future damage)
HAZMAT	Hazardous Materials
HEW	U.S. Department of Health, Education and Welfare
HM	Hazard Mitigation
HHS	Department of Health and Human Services
HMC	Hazard Mitigation Coordinator
HMDA	Hazard Mitigation and Disaster Assistance
HMGP	Hazard Mitigation Grant Program
HMO	Hazard Mitigation Officer
HMT	Hazard Mitigation Team
HSAS	Homeland Security Advisory System
HSC	Homeland Security Council
HSOC	Homeland Security Operations Center
HSEEP	Homeland Security Exercise Evaluation Program
HSPD	Homeland Security Presidential Directive
HUD	Housing and Urban Development Program
IA	Individual Assistance
IAEM	International Association of Emergency Managers

IA/O	Individual Assistance/Officer
IACG	Inter Agency Coordinating Group
IAP	Incident Action Plan
IC	Incident Commander
ICP	Incident Command Post
ICS	Incident Command System
IDE	Initial Damage Estimate
IFG	Individual and Family Grant Program (State of California program)
IFGP	Individual and Family Grant Program
IG	Inspector General
IIMG	Interagency Incident Management Group
IMT	Incident Management Team
IRS	U.S. Internal Revenue Service
IRMS	Information Resources Management Service
JIC	Joint Information Center
JDIC	Justice Data Interface Controller
JFO	Joint Field Office
JPA	Joint Powers Agreement
JPIC	Joint Public Information Center
JIC	Joint Information Center
JIS	Joint Information System
JOC	Joint Operations Center
JTTF	Joint Terrorism Task Force
LFA	Lead Federal Agency
LGAC	Local Government Advisory Committee
MACS	Multi-Agency Coordination System
MARAC	Mutual Aid Regional Advisory Committee
MARS	U.S. Army Military Affiliate Radio System
MC	Mobilization Center
MHFP	Multihazard Functional Planning
MMRS	Metropolitan Medical Response Team
MOA	Memorandum of Agreement
MOU	Memorandum of Understanding
MSA	Multi-Purpose Staging Area
MTA	Metropolitan Transit Authority
NAWAS	National Warning System
NCS	National Communications System
NDAA	California Natural Disaster Assistance Act
NDEA	National Defense Education Act
NDMS	National Disaster Medical System
NEP	National Exercise Program
NEST	Nuclear Emergency Search Team
NETC	National Emergency Training Center
NFA	National Fire Academy
NFDA	National Funeral Directors Association
NFIP	National Flood Insurance Program
NGO	Non Government Organization

NHC	National Hurricane Center
NHPA	National Historic Preservation Act
NICC	National Interagency Coordinating Center, National Infrastructure Coordination Center
NIFCC	National Interagency Fire Coordination Center
NIMS	National Incident Management System
NMRT	National Medical Response Team
NOAA	National Oceanic and Atmospheric Administration
NOC	National Operations Center
NOI	Notice of Interest
NRC	Nuclear Regulatory Commission
NRCS	Natural Resources Conservation Service
NRP	National Response Plan
NRT	National Response Team
NSC	National Security Council
NSSE	National Special Security Event
NTC	National Teleregistration Center
NVOAD	National Voluntary Organizations Active in Disaster
NWS	National Weather Service
OA	Operational Area
OARRS	Operational Area Response and Recovery System
OASIS	Operational Area Satellite Information System
OEM	Office of Emergency Management
CAL-EMA	Office of Emergency Services
OMB	Office of Management and Budget (Federal)
OPA	Oil Pollution Act
OPM	Office of Personnel Management
OSA	California Office of the State Architect
OSC	On-Scene Coordinator
OSHA	Occupational Safety and Health Administration
PA	Public Affairs
PAO	Public Affairs Officer
PA	Public Assistance
PA/O	Public Assistance Officer
PA#	Project Application Number
PBX	Private Branch Exchange
PDA	Preliminary Damage Assessment
PDD	Presidential Decision Directive
PDH	Packaged Disaster Hospital
PFO	Principal Federal Officer
PIO	Public Information Officer
PL	Public Law - U.S. Public Law 93-288, Federal Disaster Relief Act of 1974
POC	Point of Contact
PNP	Private Nonprofit Organization
PSI	Pounds per Square Inch
PUC	California Public Utilities Commission
PW	Project Worksheet

RACES	Radio Amateur Civil Emergency Services
RADEF	Radiological Defense
RAP	Radiological Assistance Program
RCP	Regional Oil and Hazardous Substances Pollution Contingency Plan
RD	Regional Director (FEMA)
REACT	Radio Emergency Associated Communication Team
REC	Regional Emergency Coordinator
REOC	Regional Emergency Operations Center
RIMS	Response Information Management System
RM	Radiological Monitor
RO	Radiological Officer
ROC	Regional Operations Center
RRCC	Regional Response Coordinating Center
RRT	Regional Response Team
RTOS	Rail Transit Operations Supervisor
SA	Salvation Army
SAC	Special Agent in Charge
SAP	State Assistance Program
SAR	Search and Rescue
SARA	Superfund Amendment Reauthorization Act (Title III)
SAST	California State Agency Support Team
SBA	Small Business Administration
SCAQMD	South Coast Air Quality Management District
SCC	Sheriff's Communications Center, 1277 North Eastern Avenue.
SCESA	Southern California Emergency Services Association
SCO	State Coordinating Officer
SEMO	State Emergency Management Office
SEMS	Standardized Emergency Management System
SFLEO	Senior Federal Law Enforcement Officer
SFO	Senior Federal Officer
SHMO	State Hazard Mitigation Officer
SHPO	State Historic Preservation Officer
SIOC	Strategic Information and Operations Center
SITREP	Situation Report
SLPS	State and Local Programs and Support Directorate (FEMA)
SOC	State Operations Center
SOP	Standard Operating Procedure
STO	State Training Officer
Subgrantee	An eligible applicant in Federally declared disasters
TEWG	Terrorism Early Warning Group
TH	Temporary Housing
TSCA	Toxic Substances Control Act
TWG	Terrorism Working Group
USACE	United States Army Corps of Engineers
USAR	Urban Search and Rescue

USDA	U.S. Department of Agriculture
USFA	United States Fire Administration
USGS	United States Geological Survey
VA	Veterans Administration
VSAT	Very Small Aperture Terminal
VOAD	Volunteer Organizations Active in Disaster
WMD	Weapons of Mass Destruction

PART TWO

MANAGEMENT SECTION

CONTENTS

	Page
GENERAL SECTION	M-3
Purpose.....	M-3
Overview.....	M-3
Objectives	M-3
Concept of Operations	M-4
Section Activation Procedures	M-4
EOC ORGANIZATION CHART	M-5
EOC MANAGEMENT ORGANIZATION AND RESPONSIBILITIES	M-6
MANAGEMENT SECTION ORGANIZATION CHART	M-7
MANAGEMENT SECTION STAFF	M-8
 MANAGEMENT SECTION POSITION CHECKLISTS	
Generic Activation Checklist	M-10
EOC Director	M-13
Public Information Officer	M-19
Liaison Officer	M-23
Agency Representative	M-27
Safety Officer	M-31
EOC Coordinator	M-35
Radio & Television Branch	M-39

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MANAGEMENT SECTION

PURPOSE

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

OVERVIEW

Management is responsible for overall emergency policy and coordination through the joint efforts of governmental agencies and private organizations.

OBJECTIVES

The overall objective of emergency management in Malibu is to ensure the City's effective management of the preparation for, and response to, situations associated with natural disasters, technological incidents and national security emergencies. To carry out its responsibilities, the Management Section will accomplish the following objectives during a disaster/emergency:

- Overall management (when applicable) and coordination of emergency response and recovery operations, including on-scene incident management as appropriate.
- Coordinate and liaison with appropriate federal, state and other local government agencies, as well as applicable segments of private sector entities and volunteer agencies.
- Establish priorities and resolve any conflicting demands for support.
- Prepare and disseminate emergency public information to inform, alert and warn the public.
- Disseminate damage information and other essential data.

CONCEPT OF OPERATIONS

The Management Section will operate under the following policies during a disaster/emergency as the situation dictates:

- The National Incident Management System (NIMS) and Standardized Emergency Management System (SEMS) protocols will be followed.
- All existing City and departmental operating procedures will be adhered to unless modified by the City Council or EOC Director.
- All on-duty personnel are expected to remain on duty until properly relieved of duty. Off-duty personnel will be expected to make contact with City of Malibu Emergency Operations Center in order to arrange working hours in accordance with existing agreements.
- While in a disaster mode, operational periods will be 12 hours for the duration of the event. Operational periods will normally change at 6:00 a.m. and 6:00 p.m. Operational periods should be event driven, and shall be set at the discretion of the Director of Emergency Services (DES).
- City emergency response and recovery operations will be managed in one of three modes, depending on the magnitude of the emergency: Level One, Level Two, or Level Three.

SECTION ACTIVATION PROCEDURES

The EOC Director is authorized to activate the Management Section.

When to Activate

The Management Section may be activated when the City's Emergency Operations Center (EOC) is activated or upon the order of the EOC Director.

Where to Report

The Primary EOC is located at City Hall, 23825 Stuart Ranch Road, Malibu, CA. The alternate EOC location is at Malibu Bluffs Park, 24250 Pacific Coast Highway, Malibu.

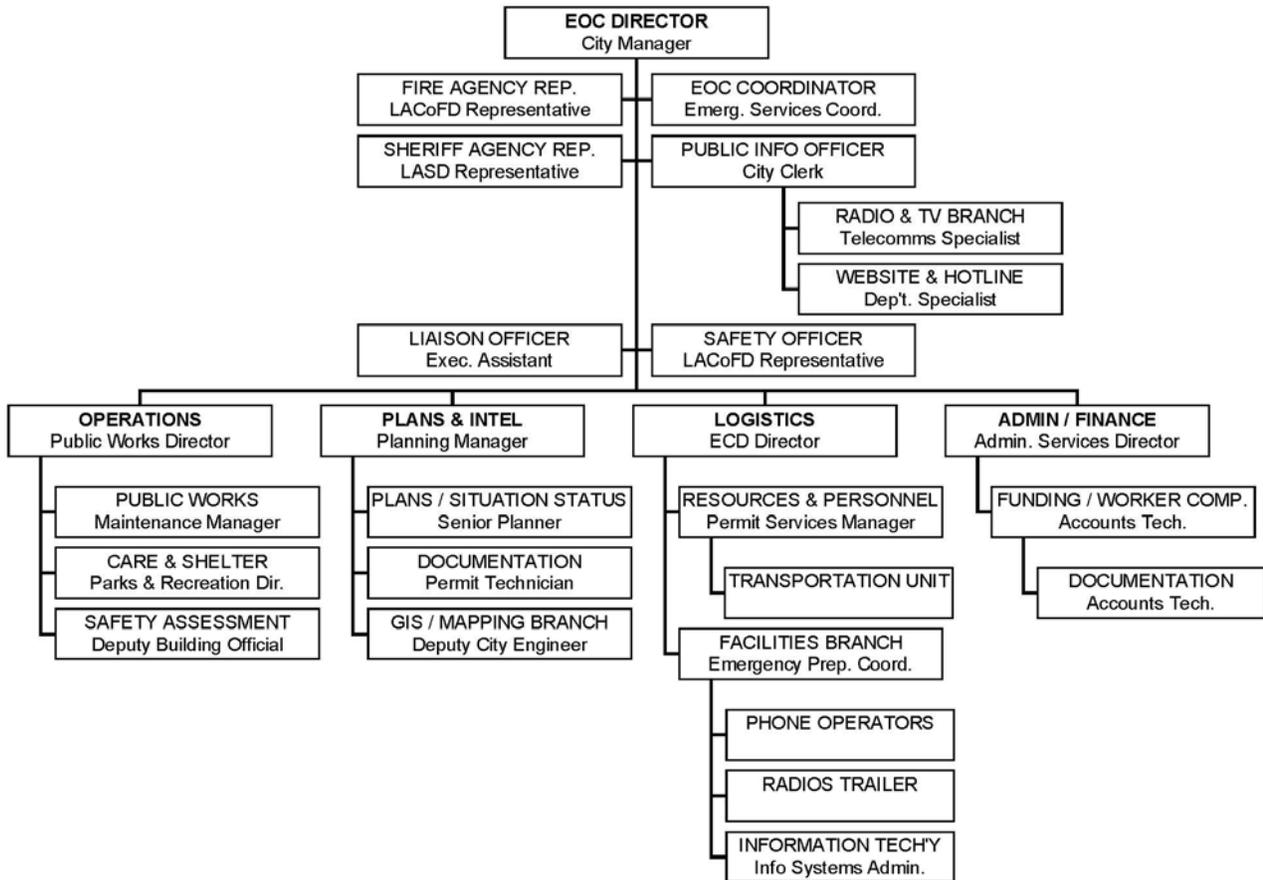
Reporting Procedures

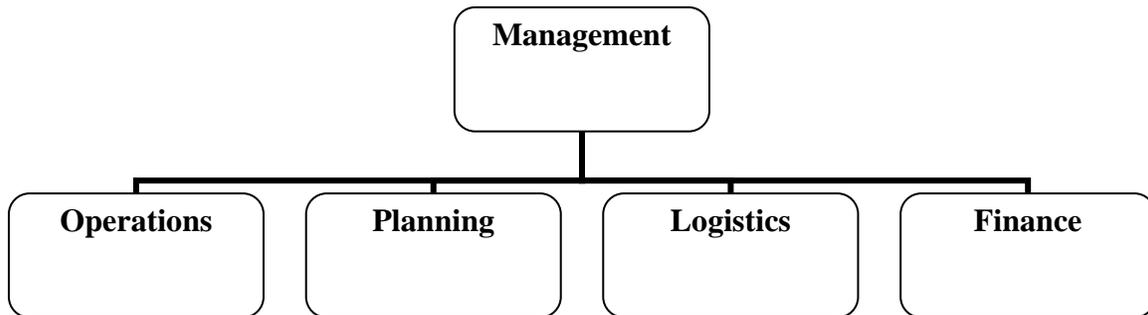
The following Procedures are set forth to ensure a rapid, effective response by the City of Malibu following an earthquake or other major disaster or emergency.

All full and part time City Staff are considered essential emergency personnel and under Chapter 1 (section 3211.92) of Part I of Division 4 of the State of California Labor Code are defined as "Disaster Services Workers." As such all staff members are expected to make every reasonable effort to return to work following any disaster/emergency situation that may require the activation of the EOC or their individual department or unit. If at work staff members are expected to stay at their work stations or emergency locations unless they are injured, relieved or dismissed by the Director of Emergency Services or their designee, the EOC Manager or their immediate supervisor.

MALIBU'S EOC ORGANIZATION CHART

MALIBU EOC Staffing Positions (revised 8/2006)



SEMS/NIMS RESPONSIBILITIES CHART**Responsibilities:****Management (Management Section)**

Responsible for overall emergency management policy and coordination through the joint efforts of governmental agencies and private organizations. Management will either activate appropriate sections or perform their functions as needed.

Operations Section

Responsible for coordinating all jurisdictional operations in support of the disaster/emergency response through implementation of the City's EOC Action Plan.

Planning/Intelligence Section

Responsible for collecting, evaluating and disseminating information; coordinating the development of the City's EOC Action Plan in coordination with other sections; initiating and preparation of the city's After-Action/Corrective Action Report and maintaining documentation.

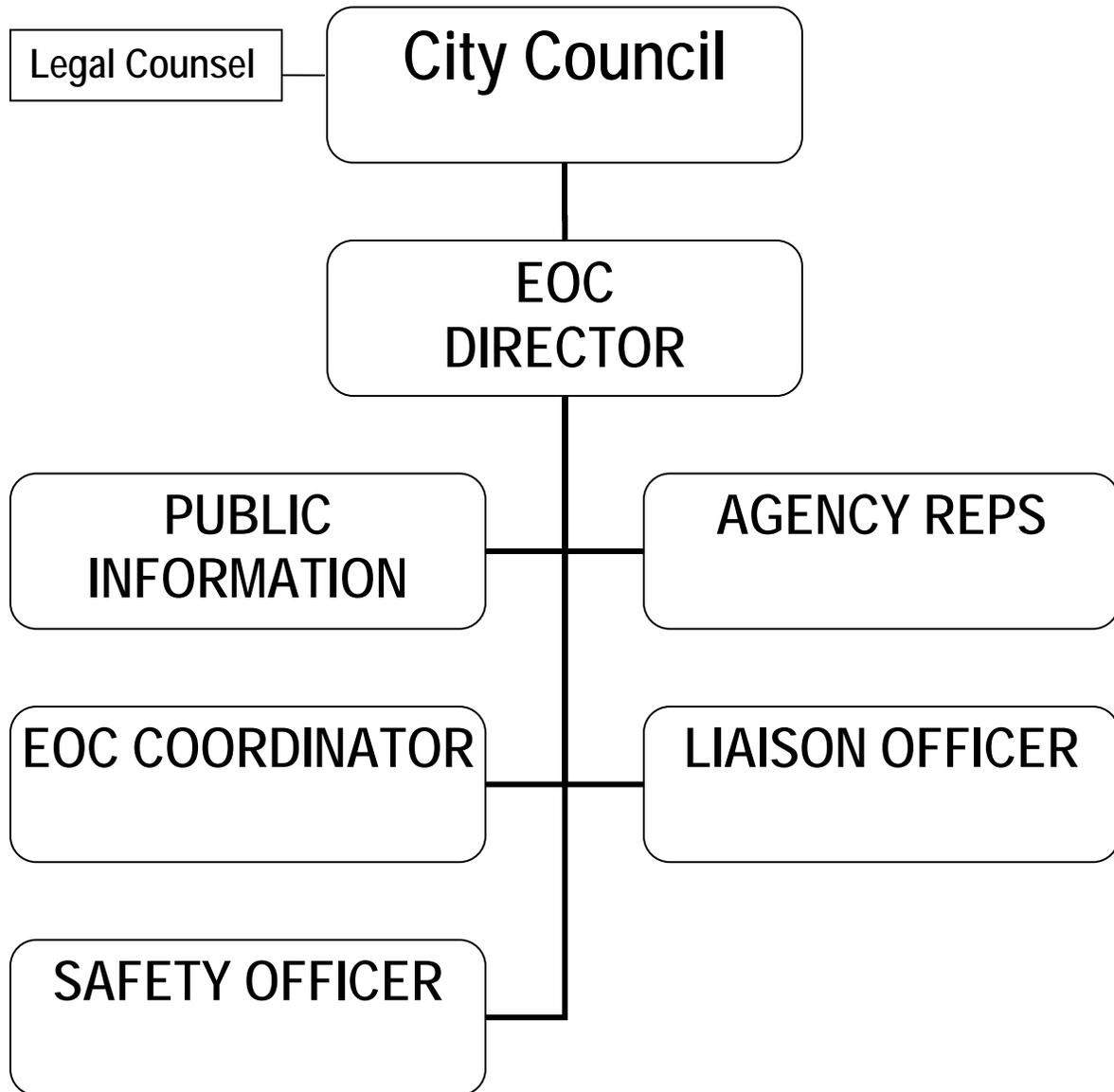
Logistics Section

Responsible for providing communications, facilities, services, personnel, equipment, supplies and materials.

Finance/Administration Section

Responsible for financial activities and other administrative aspects.

**MANAGEMENT SECTION
ORGANIZATION CHART**



MANAGEMENT SECTION STAFF

The role of EOC Director is established at every EOC activation to coordinate EOC operations. The City Manager will fill this position while serving as the Director of Emergency Services during an emergency/disaster. The EOC Director, with the General Staff (Section Coordinators), the EOC Coordinator and others as designated make up the EOC Management Team. The team is responsible for advising the EOC Director on policy matters. They also assist the EOC Director in the development of overall strategy and tactics to mitigate the incident. The Management Section also includes certain staff functions required for support:

- Media Information Officer
- Liaison Officer
- Agency Representatives
- Safety Officer
- EOC Coordinator

Media Information Officer

The Media Information Officer (MIO) ensures that information support is provided on request; that information released is consistent, accurate and timely and appropriate information is provided to all required agencies and the media.

After receiving a briefing from the EOC Director, the MIO will establish an area for the media located in a designated area of City Hall. The MIO will provide news releases, answer questions the media may have and arrange for tours or photo opportunities of the incident. The MIO will coordinate all information releases and media contacts with the EOC Director. When multiple local, state federal agencies are involved, a Joint Information Center (JIC) may be established at an external location. The MIO will coordinate and communicate with the JIC, or assign an individual to the JIC to ensure coordination of information dissemination with local, state and federal agencies.

Liaison Officer

The Liaison Officer serves as the point of contact for Agency Representatives from assisting organizations and agencies outside our City government structure. The Liaison Officer aids in coordinating the efforts of these outside agencies to reduce the risk of their operating independently. Generally, this position will be filled by the City Clerk or the Executive Assistant.

Agency Representative

A representative from another agency assigned to the Malibu EOC who is able to speak for his/her agency within established limits. Note: During a disaster, the City of Malibu will also deploy a member of staff to the lead agency's Command Post to act as Agency Representative for the City.

Safety Officer

The Safety Officer is responsible for identifying and mitigating safety hazards and situations of potential City liability during EOC operations and ensuring a safe working environment in the EOC. The Fire Department Liaison will fill this position.

EOC Coordinator

The EOC Coordinator facilitates the overall functioning of the EOC, coordinates with other agencies and SEMS levels, and serves as a resource to the EOC Director. This position is filled by the City's Emergency Services Coordinator. The EOC (and alternate EOC) facility management is the responsibility of the Facilities Branch of the Logistics Section.

Radio / TV Branch

A branch supervised by the Media Information Officer, it is responsible for the video recording of public announcements, important meetings and special interviews within the Emergency Operations Center, and the subsequent broadcast of these when instructed by the DES, and when the TV Channel is not being used as part of the Emergency Alert System (EAS) run by Los Angeles County. This branch is also tasked to maintain and manage the announcements that are broadcast on the Malibu AM Radio station and telephone Hotline to ensure message continuity.

ALL STAFF GENERIC ACTIVATION CHECKLIST

All Staff reporting to an EOC shall do the following:

- Check in with Management or staff member in charge verbally.
 - Sign in on the Staff Roster.
 - Advise telephone operators and EOC Coordinator that you are in "In place".
 - Familiarize yourself with status of incident by reading posted reports.
 - Examine position work station for supplies and communication equipment.
 - Put on your designated colored EOC Vest indicating your position.
 - Review your position responsibilities. If you don't understand, ask your supervisor.
 - Assess resources presently assigned and /or needed.
 - Start necessary filing, tracking and documentation systems.
 - When another person relieves you, ensure that they are thoroughly briefed before you leave your work station.
-

DEACTIVATION Phase:

- Deactivate your assigned position and close out logs and files when authorized by the Director of Emergency Services (DES).
- Complete all required forms, reports and other documentation and submit to the Planning/Intelligence Section Coordinator.
- Be prepared to provide input for the after-action report.

- Keep all notes and information, from the event, not turned over to the Plan/Intel. Section Coordinator for clarification in the event of conflicting reports or to substantiate a claim.

- Clean up your work area before you leave.

- Report for De-Briefing before leaving.

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MANAGEMENT

EOC DIRECTOR

PRIMARY:	City Manager
ALTERNATE:	Department head or designee
SUPERVISOR:	City Council

The EOC Director serves as the Director of Emergency Services for the City of Malibu, and as such is responsible for the overall management of the City of Malibu's emergency response and recovery effort.

The EOC Director makes executive decisions based on policies of the City Council; develops and issues rules, regulations, proclamations and orders; establishes the appropriate level of organization, and continuously monitor the effectiveness of that organization, making changes as required.

ADDITIONAL DUTIES:

- Exercise overall management responsibility for the coordination of the response efforts within the affected area. In conjunction with the General Staff, set priorities for response efforts, and ensure that all agency actions are accomplished within the priorities established.
- Ensure that inter-agency coordination is accomplished effectively within the EOC, and between the EOC and any/all field units.
- Ensure that SEMS procedures are followed and all Branch and Unit positions of the five functions are staffed as needed.
- Ensure City Council ratifies Declarations, pass ordinances, etc as needed.
- Establish accurate and complete documentation of the Incident.

EOC DIRECTOR

**READ ENTIRE CHECKLIST AT START-UP AND
AT BEGINNING OF EACH SHIFT**

Initials/Time/Date/Comments **CHECKLIST ACTIONS**

ACTIVATION PHASE:

- Determine the operational status and appropriate level of activation based on situation as known.
- As appropriate, respond to the EOC.
- Mobilize appropriate personnel for initial activation of the EOC.
- FAX EOC "activation notification" to affected or participating agencies. (See Part 3: Forms)
- Obtain briefing from whatever sources are available.

POSITION START-UP ACTIONS

- Direct the implementation of the City of Malibu's SEMS / NIMS Emergency Operations Plan.
- Ensure that the EOC is properly set up and ready for operations and ensure that EOC and Field positions are filled as needed.
- Through EOC Coordinator, notify the Los Angeles County Operational Area that the City EOC is activated via OARRS, or other designated county-wide reporting system (Internet); or if OARRS is not available, then all requests and reports are to be sent to the Lost Hills Sheriff's Station (phone 310-456-6652 or 818-878-1808).
- Formally issue Emergency Proclamation for the city, and coordinate local government proclamations with other emergency response agencies, as appropriate. (See Part-3, Forms)

- Based on current status reports, establish initial strategic objectives for the City EOC.
- Appoint and ensure that Section Coordinators (General Staff) are in place as soon as possible and are staffing their respective sections.
 - Operations Section Coordinator
 - Planning/Intelligence Section Coordinator
 - Logistics Section Coordinator
 - Finance/Administration Section Coordinator
- Ensure that the Management Section is staffed as soon as possible at the level needed.
 - Media Information Officer
 - Liaison Officer
 - EOC Coordinator
 - Safety Officer
- Request additional personnel to maintain a 24-hour operation as required.
- Brief incoming Section personnel prior to their assuming their duties. Briefings should include:
 - Current situation assessment.
 - Identification of specific job responsibilities.
 - Identification of co-workers within the job function and/or geographical assignment.
 - Availability of communications.
 - Location of work areas.
- Confirm with Logistics the identification of eating and sleeping arrangements as appropriate.
 - Procedural instructions for obtaining additional supplies, services and personnel.
 - Identification of operational period work shifts.
- Open and maintain a position log.
- Maintain all required records and documentation to support the After-Action Report and the history of the emergency/disaster. Document:
 - Messages received
 - Action taken
 - Decision justification and documentation

- Requests filled
- EOC personnel, time on duty and assignments.

Precise information is essential to meet requirements for possible reimbursement by Cal-EMA and FEMA.

- Ensure that all Management Team meetings, General Staff meetings and policy decisions are documented by a scribe.
- Ensure that telephone, radio and data communications with other facilities are established and tested.
- Ensure that all departments account for personnel and work assignments.
- Confirm the delegation of authority. Obtain any guidance or direction as necessary.
- Determine appropriate delegation of purchasing authority to the Purchasing Unit of the Finance/Administration Section.
- Schedule the first planning meeting.
- Confer with General Staff to determine what representation is needed at the EOC from other agencies.
- Ensure that the field agency representatives have been assigned to other facilities as necessary.
- Determine need and establish, if necessary, a deputy director position.
- Establish the frequency of briefing sessions.
- Based on the situation as known or forecast, determine likely future Management Section needs.
- Think ahead and **anticipate** situations and problems before they occur.
- Request additional resources through the appropriate Logistics Section Unit.

GENERAL OPERATIONAL DUTIES

- Carry out responsibilities of your Section not currently staffed.
- Make a list of key issues to be accomplished within the next operational period.
- Convene the initial Action Planning meeting. Ensure that all Section Chiefs, Management Staff, and other key agency representatives are in attendance. Ensure that appropriate Action Planning procedures are followed by Planning/Intelligence Section
- Monitor staff activities to ensure all appropriate actions are taken. Resolve problems that arise in conducting EOC activities.
- In conjunction with the MIO, conduct news conferences and review media releases for final approval, following the established procedure for information releases and media briefings
- Conduct periodic briefings for your Section. Ensure that all organizational elements are aware of priorities.
- Use face-to-face communication in the EOC whenever possible and document decisions and policy.
- Ensure EOC activities are coordinated with in-field state/federal activities such as Local Assistance Centers, etc.
- Brief your relief at shift change time. Ensure that in-progress activities are identified and follow-up requirements are known.
- Conduct periodic briefing sessions with the City Council to update the overall situation.
- Approve and authorize the implementation of the EOC Action Plan developed and prepared by the Planning/Intelligence Section and EOC Management Team.
- Monitor performance of EOC personnel for signs of stress or under-performance; initiate Critical Incident Stress Debriefing as appropriate in coordination with Personnel Unit of the Logistics Section.
- Ensure that proper security of the EOC is maintained at all times.

- Establish and maintain contacts with adjacent jurisdictions/agencies and with other organizational levels as appropriate.

DEACTIVATION

- Authorize deactivation of sections, branches or units when they are no longer required.
- Notify Los Angeles County Operational Area, adjacent facilities and other EOCs as necessary of planned time for deactivation
- Ensure that any open actions not yet completed will be handled after deactivation.
- Deactivate the EOC and close out logs when emergency situation no longer requires activation.
- Proclaim termination of the emergency and proceed with recovery operations.

MANAGEMENT

MEDIA INFORMATION OFFICER

PRIMARY:	Media Information Officer
ALTERNATE:	Executive Assistant
SUPERVISOR:	Director of Emergency Services

The MEDIA INFORMATION OFFICER (MIO) will ensure that information support is provided on request; that information released is consistent, accurate, and timely and that appropriate information is provided to all required agencies. In accordance with NIMS guidance, only one Information Officer shall be assigned for each incident, including incidents operating under Unified Command and multi-jurisdictional incidents. The MIO may have assistants as necessary, and the assistants may also represent assisting agencies or jurisdictions.

In larger disasters, the Emergency Public Information function may expand into a Branch structure and may send a representative to the designated Joint Information Center (JIC).

GENERAL DUTIES:

- Serve as the coordination point for all media releases within the affected area. Other agencies wishing to release information to the public should coordinate with the MIO to ensure consistency in information.
- Coordinate as necessary to ensure that the public within the affected area receives complete, accurate, timely, and consistent information about life safety procedures, public health advisories, emergency status and other information, and relief programs and services. Information released shall be posted on a Press Release clip-board located in the EOC.
- Review and coordinate all related information releases, including information to keep City employees apprised of the situation.
- Maintain a relationship with the media representatives and hold periodic press conferences as required.

MEDIA INFORMATION OFFICER

**READ ENTIRE CHECKLIST AT START-UP AND
AT BEGINNING OF EACH SHIFT**

Initials/Time/Date/Comments **CHECKLIST ACTIONS**

ACTIVATION PHASE:

- Follow Generic Activation Phase Checklist.
- Obtain a briefing on the situation.
- Determine your personal operating location and set up accordingly.
- Clarify any issues regarding your authority and assignment and what others in the organization will do.
- Open and maintain a position activity log.
- Ensure sufficient staffing and telephones to efficiently handle incoming media and public calls/inquires and to gather status information.
- Report and the history of the emergency/disaster. Document:
 - Messages received
 - Action taken
 - Decision justification and documentation
 - Requests filled
 - EOC personnel, time on duty and assignments

OPERATIONAL PHASE:

- Establish the MEDIA CENTER for Press briefings. Ensure adequate staffing for security.
- Keep the EOC Director advised of all unusual requests for information and of all major critical or unfavorable media comments. Recommend measures to improve media relations.

- Coordinate all media events with the EOC Director.
- Ensure that all departments are aware that they must coordinate release of emergency information through the MIO and that all press releases must be cleared with the EOC Director before releasing information to the media
- Coordinate with the Situation Status branch to identify methods for obtaining and verifying significant information as it develops.
- In conjunction with other EOC sections, and provide *approved* information to the media.
- Prepare media briefings for members of the City Council and provide other assistance as necessary to facilitate their participation in media briefings and press conferences.
- Ensure that a rumor control function is established to correct false or erroneous information.
- Monitor broadcast media, and use information to develop follow-up news releases and rumor control.
- When federal emergency response teams respond, coordinate activities through the Los Angeles County Operational Area to ensure coordination of local, state and federal public information activities.
- Ensure that announcements, information and materials are translated and prepared for special populations (non-English speaking; non-readers; elderly; the functional and mobility impaired; etc.).
- Consider need to conduct community education sessions in neighborhoods throughout the City. Consider using Mayor and City Council members at these meetings.
- Issue timely and consistent advisories and instructions for life safety, health and assistance:
 - What **to do** and **why**.
 - What **not to do** and **why**.
 - Hazardous areas and structures to stay away from.

- Evacuation routes, instructions and arrangements for persons without transportation or special needs (non-ambulatory, sight-impaired, etc.).
- Location of mass care shelters, first aid stations, food and water distribution points, etc.
- Location where volunteers can register and be given assignments.
- Street and freeway conditions, congested areas to avoid and alternate routes to take.
- Instructions for the public from the coroner and public health officials.
- Weather hazards when appropriate.
- Public information hotline numbers.
- Status of Local Proclamation, Governor's Proclamation or Presidential Declaration.
- Local, state and federal assistance available; locations and times to apply.
- Disaster Recovery Center (DRC or LAC) locations, opening dates and times.
- How and where people can obtain information about relatives/friends in the emergency/disaster area. **(Coordinate with the Red Cross on the release of this information.)**

Ensure file copies are maintained of all information released.

Provide copies of all releases to the EOC Director.

DEACTIVATION PHASE:

- Ensure any open actions not yet completed will be taken care of after deactivation.

Prepare final news releases and advise media representatives of points-of-contact for follow-up stories.

- Be prepared to provide input to the EOC Corrective Action Report.
- Follow generic Demobilization Phase checklist.
- Leave a number where you can be reached.

MANAGEMENT

LIAISON OFFICER

PRIMARY: Executive Assistant

ALTERNATE: City Clerk

SUPERVISOR: EOC Director

The Liaison Officer will serve as the point of contact for Agency Representatives from assisting organizations and agencies outside the city government structure; aid in coordinating the efforts of these outside agencies to reduce the risk of their operating independently. Any state and/or federal emergency official should make contact with the field or EOC Liaison Officer to ensure continuity of operations.

In accordance with NIMS guidance, only one Liaison Officer shall be assigned for each incident, including incidents operating under Unified Command and multi-jurisdictional incidents. The Liaison Officer may have assistants as necessary, and the assistants may also represent assisting agencies or jurisdictions.

- Coordinate with Agency Representatives assigned to the EOC and handle requests from other agencies for sending liaison personnel to other EOCs.
- Function as a central location for incoming Agency Representatives, provide work space and arrange for support as necessary.
- Assist the EOC Director in providing orientations for VIPs and other visitors to the EOC
- Ensuring that position-specific guidelines, policy directives, situation reports, and a copy of the EOC Action Plan is provided to agency representatives upon check-in.
- Interact with other sections and groups within the EOC to assist in the coordination of information to ensure the proper flow of information.

LIAISON OFFICER

**READ ENTIRE CHECKLIST AT START-UP AND
AT BEGINNING OF EACH SHIFT**

Initials/Time/Date/Comments CHECKLIST ACTIONS

ACTIVATION PHASE

- Follow generic Activation Phase checklist.
- Determine your personal operating location and set up accordingly.
- Clarify any issues regarding your authority and assignment and what others in the organization will do.
- Open and maintain a position activity log.
- Maintain all required records and documentation to support the After-Action Report and the history of the emergency/disaster. Document:
 - o Messages received
 - o Action taken
 - o Decision justification and documentation
 - o Requests filled
- Contact Agency Representatives already on-site, ensuring that they:
 - Have signed into the EOC,
 - Understand their assigned functions,
 - Know their work locations,
 - Understand City of Malibu EOC organization and floor plan.

OPERATIONAL PHASE

- Keep up to date on the situation and resources associated with your position.
- Keep the EOC Director advised of your status and activity and on any problem areas that now need or will require solutions.
- Review situation reports as they are received. Verify information where questions exist.
- Arrange and coordinate VIP tours with MIO, EOC Director and City Council members.
- Determine if additional representation is required from:
 - Other agencies,
 - Volunteer organizations,

- Private organizations,
- Utilities not already represented

- Assist the EOC Director and the Staff in developing overall strategic objectives for the Action Plan.
- Assist the Planning/Intelligence Section in the development, continuous updating, and execution of the EOC Action Plan.
- Provide overall procedural guidance to Staff as required.
- Ensure that all communications with the appropriate emergency response agencies are established and maintained.
- Assist EOC Director in preparing and conducting briefings with Management Staff, City Council, the media, and the general public.
- Assist EOC Director in establishing and maintaining an Interagency Coordination Group comprised of the outside agency representatives and executives not assigned to specific sections within the EOC.
- With the approval of the EOC Director, provide agency representatives from the City of Malibu EOC to other EOCs as requested, if available.
- Think ahead and **anticipate** situations and problems before they occur.
- Determine if outside liaison is required with other agencies such as:
 - Local/county/state/federal agencies
 - Schools
 - Volunteer organizations
 - Private sector organizations
 - Utilities not already represented.
- Determine status and resource needs and availability of other agencies.
- Brief Agency Representatives on current situation, priorities and EOC Action Plan.

- Request Agency Representatives contact their agency, determine level of activation of agency facilities, and obtain any intelligence or situation information that may be useful to the EOC.
- Determine if there are any communication problems in contacting outside agencies. Provide information to the Information Systems Branch of the Logistics Section.
- Provide periodic update briefings to Agency Representatives as necessary.

DEACTIVATION PHASE

- Release Agency Representatives no longer required in the EOC after coordination with the EOC Director and rest of the General Staff.
- Ensure any open actions not yet completed will be taken care of after deactivation.
- Be prepared to provide input to the EOC Corrective Action Report.
- Follow generic Demobilization Phase checklist.
- Leave a number where you can be reached.

MANAGEMENT

AGENCY REPRESENTATIVE

PRIMARY: To be designated

ALTERNATE: To be designated

SUPERVISOR: Liaison Officer

As an individual assigned to the EOC from another agency, the Agency Representative should be able to speak for his/her agency within established limits.

READ ENTIRE CHECKLIST AT START-UP AND AT BEGINNING OF EACH SHIFT

Initials/Time/Date/Comments CHECKLIST ACTIONS

ACTIVATION PHASE:

Follow generic Activation Phase checklist.

Clarify any issues regarding your authority and assignment and what others in the organization do.

OPERATIONAL PHASE

Think ahead and **anticipate** situations and problems before they occur.

Maintain all required records and documentation to support After-Action Report and the history of the emergency/disaster. Document:

- Messages received
- Action taken
- Decision justification and documentation
- Requests filled
- EOC personnel, time on duty and assignments

Precise information is essential to meet requirements for possible reimbursement by Cal-EMA and FEMA.

Keep up to date on the situation and resources associated with your position. Maintain current status reports and displays.

Keep the Liaison Officer advised of your status and activity and on any problem areas that now need or will require solutions.

Review situation reports as they are received. Verify information where questions exist.

Facilitate requests for support or information that your agency can provide.

Provide appropriate situation information to the Situation Status Unit of the Planning/Intelligence Section.

Represent your agency at planning meetings as appropriate. Be prepared to provide update briefings about your agency's activities and priorities at these meetings.

Inform your agency periodically on jurisdiction/EOC priorities and actions that may be of interest.

DEACTIVATION PHASE

Coordinate deactivation with Liaison Officer. Ensure your agency's representation is no longer needed prior to leaving.

Follow generic Deactivation checklist.

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MANAGEMENT

SAFETY OFFICER

PRIMARY: Fire Department Liaison

ALTERNATE: To Be Determined

SUPERVISOR: EOC Director

The primary role is to develop and recommend measures for assuring personnel safety, and to assess and/or anticipate hazardous or unsafe situations.

In accordance with NIMS guidance, only one Safety Officer shall be assigned for each incident, including incidents operating under Unified Command and multi-jurisdictional incidents. The Safety Officer may have assistants as necessary, and the assistants may also represent assisting agencies or jurisdictions.

- Ensure that all facilities used in support of EOC operations have safe operating conditions.
- Monitor all EOC and related facility activities to ensure that they are being conducted in as safe a manner as possible under the circumstances which exist.
- Stop or modify all unsafe operations.

**READ ENTIRE CHECKLIST AT START-UP
AND
AT BEGINNING OF EACH SHIFT**

Initials/Time/Date/Comments CHECKLIST ACTIONS

ACTIVATION PHASE

Follow Generic Activation checklist.

Clarify any issues regarding your authority and assignment and what others in the organization do.

Open and maintain a position log.

OPERATIONAL PHASE

Think ahead and **anticipate** situations and problems before they occur.

Maintain all required records and documentation to support the After-Action Report and the history of the emergency/disaster. Document:

- Messages received
- Action taken
- Decision justification and documentation
- Requests filled
- EOC personnel, time on duty and assignments

Precise information s essential to meet requirements for possible reimbursement by Cal-EMA and FEMA.

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Establish operating procedure with the Transportation/Communications Branch of the Logistics Section for use of telephone, radio and data systems. Make any priorities or special requests known.

[Empty box]

Review situation reports as they are received. Verify information where questions exist.

[Empty box]

Anticipate potential situation changes, such as severe aftershocks, in all planning

[Empty box]

Determine and **anticipate** support requirements and forward to the EOC Director.

[Empty box]

Tour the entire facility area and determine the scope of on-going operations.

[Empty box]

Evaluate conditions and advise the EOC Director of any conditions and actions which might result in liability— e.g. oversights, improper response actions, etc.

[Empty box]

Coordinate with the Personnel Unit of the Logistics Section to ensure that training for personnel includes safety and hazard awareness and is in compliance with OSHA requirements.

[Empty box]

Study the facility to learn the location of all fire extinguishers, fire hoses and emergency pull stations.

[Empty box]

Be familiar with particularly hazardous conditions in the facility.

[Empty box]

Ensure that the EOC location is free from environmental threats (i.e., air purity, water quality, etc.)

If the event which caused activation is an earthquake, provide guidance regarding actions to be taken in preparation for aftershocks.

Coordinate with Security to obtain assistance for any special safety requirements.

Keep the EOC Director advised of safety conditions.

Coordinate with Compensation/Claims Unit of the Finance/Administration Section on any personnel injury claims or records preparation as necessary for proper case evaluation and closure.

DEACTIVATION PHASE

Follow the Generic Deactivation checklist.

Determine what follow-up to your assignment might be required before you leave.

Deactivate the Safety Officer position and close out logs when authorized by the EOC Director.

MANAGEMENT

EOC COORDINATOR

PRIMARY: Emergency Services Coordinator

ALTERNATE: To be designated

SUPERVISOR: EOC Director

The role of the EOC COORDINATOR is to facilitate the overall functioning of the EOC, coordinate with other agencies and SEMS/NIMS levels and serve as a resource to the EOC Director. Duties include:

- Coordinate Emergency Operations Center (EOC) internal management systems.
- Liaise with outside public jurisdictions and internal departments
- Assist and serve as an advisor to the EOC Director and General Staff as needed.
- Provide information and guidance to the EOC Management Team.
- Maintain contact with the Los Angeles County Operational Area EOC Liaison Officer.
- Serve (temporary assignment) as a Section Coordinator if assigned by the EOC Director

EOC COORDINATOR

**READ ENTIRE CHECKLIST AT START-UP AND
AT BEGINNING OF EACH SHIFT**

Initials/Time/Date/Comments CHECKLIST ACTIONS

ACTIVATION PHASE

- Follow Generic Activation Checklist.
- Assess emergency impacts and confer with the EOC Director as to the extent of EOC activation.
- Assist the EOC Director in filling needed workstation assignments.
- Provide assistance and information to Section Coordinators as required.
- Determine 24-hour staffing requirements and request additional support as required.
- Request additional resources through the appropriate Logistics Section Unit.
- Based on the situation as known or forecast determine likely future Branch/Unit needs.
- Think ahead and **anticipate** situations and problems before they occur.
- Maintain all required records and documentation to support the After-Action Report and the history of the emergency/disaster. Document:
 - Messages received
 - Action taken
 - Justification and documentation
 - Requests filled
 - EOC personnel, time on duty and assignments

OPERATIONAL PHASE

- Keep up to date on the situation and resources. Ensure current status reports and displays are maintained.
- Keep the EOC Director advised of your status and activity and on any problem areas that now need or will require solutions.
- Establish operating procedure with the Information Technology manager for use of telephone, radio and data systems. Make any priorities or special requests known.
- Review situation reports as they are received. Verify information where questions exist.
- Anticipate potential situation changes, such as severe aftershocks, in all planning. Develop a backup plan for all plans and procedures requiring off-site communications.
- Use face-to-face communication in the EOC whenever possible and document decisions and policy.
- Ensure that your personnel time records are provided to Section Coordinators at the end of each operational period.
- Brief your relief at shift-change time. Ensure that in-progress activities are identified and follow-up requirements are known.
- Assist the General Staff and the EOC Director in developing an overall strategy, including:
 - Assess the situation.
 - Define the problem.
 - Establish priorities.
 - Determine the need for evacuation.
 - Estimate the incident duration.
- Assist the Planning/Intelligence Section in the development, continuous updating and execution of the EOC Action Plan.
- Ensure efficient operating procedures within the EOC. Assist any function in addressing any issues that might arise.

- Monitor performance of EOC personnel for signs of stress or under-performance; advise EOC Director of condition.
- Facilitate and attend periodic briefing sessions conducted by the EOC Director.
- Advise the EOC Director of any issues that need to be addressed and of any responsibilities that need to be assigned.
- Liaison with other agencies (Operational Area, State and FEMA) as assigned. Ensure that all notifications are made to the Los Angeles County Operational Area.
- Ensure that all necessary communications have been established.
- Coordinate and monitor all EOC visitations.
- Coordinate all EOC functions with neighboring jurisdictions, the Los Angeles County Operational Area and other support and response organizations.
- Assist in shift change issues.

DEACTIVATION PHASE

- Ensure that all required forms or reports are completed prior to your release and departure.
- Follow Generic Deactivation checklist.
- Leave a telephone number where you can be reached.

MANAGEMENT

RADIO / TELEVISION BRANCH

PRIMARY: Telecommunications Specialist

ALTERNATE: Information Systems Administrator

SUPERVISOR: Media Info Officer (MIO)

The role of the Radio / TV Branch is to provide the City of Malibu and its Media Information Officer (MIO) with access to the City's television channel and AM radio station for the timely dissemination of public information. In addition, the Branch is responsible for the monitoring of network television for news reports that may contain information to the City of Malibu during a crisis, and for the overall functionality of the audio and video systems within the EOC.

Responsible for the video recording of public announcements, important meetings and special interviews within the Emergency Operations Center, and the subsequent broadcast of these when instructed by the DES, (when the TV Channel is not being used as part of the Emergency Alert System (EAS) run by the County). This Branch is also responsible to maintain and manage the announcements that are broadcast on the Malibu AM Radio station.

**READ ENTIRE CHECKLIST AT START-UP AND
AT BEGINNING OF EACH SHIFT**

Initials/Time/Date/Comments **CHECKLIST ACTIONS**

ACTIVATION PHASE

- Follow the Generic Activation Phase checklist.
- Report to the Planning/Intelligence Section Coordinator.
- Obtain a briefing on the situation.

- Determine 24-hour staffing requirement and request additional support as required.
- Based on the situation as known or forecast, determine likely future Branch needs in terms of materials or supplies (tape stock, etc).
- Determine camera locations for public statements, press conferences and interviews. Consider ambient noise problems.
- Arrange an archive system of all recorded material to support the After-Action Report and the history of the emergency/disaster. Document:
 - o Live video recordings
 - o Recordings taken from Network broadcasts
 - o EOC general operations footage
 - o Public Safety announcements
 - o All AM radio announcements

Precise information is essential to meet requirements for possible reimbursement by Cal-EMA and FEMA.

OPERATIONAL PHASE

- Develop a plan for your operations in support of EOC, as well as field operations as requested. Assign specific responsibilities to volunteer resources as necessary.
- Keep up to date on the situation and with the expendable resources associated with your work. (Tape, batteries, etc).
- Keep the MIO advised of your status and activities, and on any problem areas that now need or will require solutions.
- Arrange schedule so as to be available to videotape EOC Director's Action Planning meetings, if so requested.
- Establish contact with the Information Systems Administrator for use of telephone, radio and data systems. Make any priorities or special requests known.

- Review situation reports as they are received. Verify information where questions exist.
- Liaise with Web Technician to arrange for timely dissemination of information updates to the City web site.
- Determine and **anticipate** your support needs and forward to your Section Coordinator.
- Assume responsibility for broadcast content on the City's AM radio station. Update information as requested.
- Refer all media contacts to your Section Coordinator, or to the Media Information Officer.
- Be prepared to participate in the EOC Director's action planning meetings and policy decisions if requested.
- Ensure that all your personnel time and equipment records and record of expendable materials used are provided to your Section Coordinator at the end of each operational period.
- Brief your relief at shift-change time. Ensure that in-progress activities are identified and follow-up requirements are known.
- Act as a resource to members of the EOC staff in matters relative to your specialty.

DEACTIVATION PHASE

- Authorize deactivation of organizational elements within your Section when they are no longer required.
- Follow the Generic Deactivation Phase checklist.
- Be prepared to provide input to the After-Action Report.
- Leave forwarding phone number where you can be reached.

MANAGEMENT SECTION SUPPORT DOCUMENTATION

REFERENCE DOCUMENTS BY POSITION

EOC DIRECTOR

EOC Action Plan sample.....	MS-3
Critical Facility Status Chart	MS-4
Emergency Declaration Samples	MS-5
EOC Activation Status Log	MS-13
EOC ORGANIZATION CHART	MS-14
Resource Request Form	MS-15
Utilities, facilities Contacts	MS-16

LEGAL OFFICER (Look in Forms Section also)

LEGAL DOCUMENTS:

Orders and regulations which may be selectively promulgated by the Governor during a state of emergency	MS-18
Orders and regulations promulgated by the Governor to take effect upon the existence of a state of war emergency	MS-20
Local and State Proclamations	MS-25
Exhibit 1 - Resolution proclaiming existence of a Local Emergency (By City Council)	
Exhibit 2 - Resolution proclaiming existence of a Local Emergency (Director of Disaster Emergency Services)	
Exhibit 3 - Resolution confirming existence of a Local Emergency	
Exhibit 4 - Resolution requesting Governor to proclaim state of emergency	
Exhibit 5 - Resolution proclaiming existence of a Local Emergency and requesting Governor to (1)proclaim a state or emergency; and (2) request a Presidential declaration.....	
Exhibit 6 - Local resolution requesting state Director, Office of Emergency Services concurrence in Local Emergency MS-27	
Exhibit 7 - Resolution proclaiming termination of Local Emergency.....	
CALIFORNIA DISASTER AND CIVIL DEFENSE MASTER MUTUAL AID AGREEMENT	MS-34
EMERGENCY MANAGEMENT ASSISTANCE COMPACT (EMAC)	MS-38

PUBLIC INFORMATION OFFICER

THE PUBLIC INFORMATION OFFICER	MS-43
MEDIA PHONE LIST- Radio/TV/Print	MS-59
MEDIA CONTACT LIST, LOCAL	MS-60
PRESS RELEASE TEMPLATE.....	MS-66
PRE-EVENT WARNING NOTICE	MS-67
MEDIA RELATIONS Dos and Don'ts	MS-68
SAMPLE PUBIC INFORMATION MESSAGES.....	MS-69
MEDIA ACCREDITATION.....	MS-89
MEDIA ACCESS REGULATIONS – California Penal CODE 409.5	MS-91
FEDERAL AVIATION REGULATIONS (Pertaining to the media)	MS-92
EPI RELEASE LOG	MS-93
PUBLIC INFORMATION STATUS LOG.....	MS-94

EOC COORDINATOR

INDIVIDUAL JOB LOG (REVISED).....	MS-95
EOC SHIFTS DISPLAY.....	MS-96
EOC INCIDENT REPORT.....	MS-97
EOC VISITOR CONTROL PROCEDURES	MS-98
EOC VISITATION REQUEST FORM.....	MS-99
SCHOOLS STATUS LOG	MS-100
ACTIVITY LOG	MS-102
Recon report-Status guidelines	MS-105

**CITY OF MALIBU
EOC ACTION PLAN**

Disaster Number:	(ENTER NAME OF DISASTER HERE)		
For OP Period:	Beginning:	0000 Mon. 1 Sep 2002	Ending: 0000 Tues 2 Sep 2002

a. DES Priority:		Determine extent of damage	Lead for this Priority: PLANS & INTEL
Operational Actions:	1.	Mission Assign EROS Data Center for reconnaissance	<input checked="" type="checkbox"/> One-Time <input type="checkbox"/> Continuing Lead for this Action: I&P-Tech Services
	2.	Complete Rapid Needs Assessment Report	<input checked="" type="checkbox"/> One-Time <input type="checkbox"/> Continuing Lead for this Action: I&P-Sit Stat
	3.	Begin PDAs in affected areas	<input checked="" type="checkbox"/> One-Time <input type="checkbox"/> Continuing Lead for this Action: Ops-IA/PA and HM

b. DES Priority:		Establish DRC at BLUFFS PARK	Lead for this Priority: Logistics
Operational Actions:	1.	Complete Logistics Setup of DRC by 3 September	<input checked="" type="checkbox"/> One-Time <input type="checkbox"/> Continuing Lead for this Action: Logistics
	2.	Complete Network/Telecom setup of DRC by 3 September	<input checked="" type="checkbox"/> One-Time <input type="checkbox"/> Continuing Lead for this Action: Logistics-IT
	3.	Complete Staffing plan for DRC by 2 September AM	<input checked="" type="checkbox"/> One-Time <input type="checkbox"/> Continuing Lead for this Action: I&P

c. DES Priority:		Complete FEMA-State Agreement	Lead for this Priority: Chief of Staff
Operational Actions:	1.	Complete Legal review of state proposed changes	<input checked="" type="checkbox"/> One-Time <input type="checkbox"/> Continuing Lead for this Action: General Counsel
	2.	Schedule signing ceremony with Governor as requested by State	<input checked="" type="checkbox"/> One-Time <input type="checkbox"/> Continuing Lead for this Action: Chief of Staff
	3.	Provide media coverage for signing in coordination with the state	<input checked="" type="checkbox"/> One-Time <input type="checkbox"/> Continuing Lead for this Action: External Affairs

d. DES Priority:		Assist State in restoring power to disaster area.	Lead for this Priority: Operations
Operational Actions:	1.	Mission Assign ESF-3 for Debris Mission to clear access to downed lines	<input checked="" type="checkbox"/> One-Time <input type="checkbox"/> Continuing Lead for this Action: OPS – PA
	2.	Determine impact of loss on power on water availability due to loss of pumps	<input checked="" type="checkbox"/> One-Time <input type="checkbox"/> Continuing Lead for this Action: Ops-PA
	3.		<input type="checkbox"/> One-Time <input type="checkbox"/> Continuing Lead for this Action:

ATTACHMENTS:	<input type="checkbox"/> ACTION PLANNING WORKSHEETS <input type="checkbox"/> OTHER: (IDENTIFY) _____
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SCO APPROVAL	SCO Name and Signature:	
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FCO APPROVAL	FCO Name and Signature:	Bill Sikes
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Malibu Critical Facilities Status

Date: _____ Time: _____

Include all facilities the loss of which would pose severe hindrance to emergency operations.

Facility	Address/Phone	OK	Problems
City Hall	Stuart Ranch Rd.		
Sheriff Station	Civic Center Way		
Bluff's Park	PCH & Malibu Cyn Rd.		
Pepperdine Univ.	PCH & Malibu Cyn Rd.		
Malibu High School	Morningview		
PCH end-to-end	City limits end-to-end		
Fire Stations			
Verizon Service			
Edison Service			
Water Service			
Charter Cable			
AM Radio Transmitters	Pt. Dume / Duke's restaurant		
Malibu Urgent Care	PCH at Webb Way		
(other)			

**RESOLUTION PROCLAIMING EXISTENCE OF A LOCAL EMERGENCY
(by City Council)**

WHEREAS, Ordinance No. 16 a local emergency when said city is affected or likely to be affected by a public calamity; and

WHEREAS, said City Council has been requested by the Director of Emergency Services* of said city to proclaim the existence of a local emergency therein; and

WHEREAS, said City Council does hereby find:

That conditions of extreme peril to the safety of persons and property have arisen within said city, caused by* _____
_____;

That the aforesaid conditions of extreme peril warrant and necessitate the proclamation of the existence of a local emergency;

NOW, THEREFORE, IT IS HEREBY PROCLAIMED that a local emergency now exists throughout said city; and

IT IS HEREBY FURTHER PROCLAIMED AND ORDERED that during the existence of said local emergency the powers, functions, and duties of the Director of Emergency Services* and the emergency organization of this city shall be those prescribed by state law, by ordinances, and resolutions of this city and approved by the City Council

IT IS FURTHER PROCLAIMED AND ORDERED that said local emergency shall be deemed to continue to exist until its termination is proclaimed by the City Council of the City of Malibu, State of California.**

Dated: _____
Time: _____

ATTEST: _____ CITY COUNCIL
CITY OF MALIBU

* Cause of emergency: brush fire, earthquake, flood, windstorm, rainstorm, riot, drought, energy shortage, hazardous materials release, epidemic, other.

** Section 8630 of the Government Code provides: "...The governing body shall review, at least every 14 days until such local emergency is terminated, the need for continuing the local emergency and shall proclaim the termination of such local emergency at the earliest possible date that conditions warrant."

RESOLUTION PROCLAIMING EXISTENCE OF A LOCAL EMERGENCY*
(by Director of Emergency Services)

WHEREAS, Ordinance No. 16 of the City of Malibu empowers the Director of Emergency Services** to proclaim the existence or threatened existence of a local emergency when said city is affected or likely to be affected by a public calamity and the City Council is not in session; and

WHEREAS, the Director of Emergency Services of the City of Malibu does hereby find;

That conditions of extreme peril to the safety of persons and property have arisen within said city, caused by: _____

That the City Council of the City of Malibu is not in session (and cannot immediately be called into session);

NOW, THEREFORE, IT IS HEREBY PROCLAIMED that a local emergency now exists throughout said city; and

IT IS FURTHER PROCLAIMED AND ORDERED that during the existence of said local emergency the powers, functions, and duties of the emergency organization of this city shall be those prescribed by state law, by ordinances, and resolutions of this city, and by the City of Malibu SEMS/NIMS Emergency Operations Plan, as approved by the City Council.

Dated: _____ By: _____
Director of Emergency Services
City of MALIBU

Time: _____

This form may be used when the director is authorized by ordinance to issue such a proclamation. Section 8630 of the Government Code provides: "...Whenever a local emergency is proclaimed by an official designated by ordinance, the local emergency shall not remain in effect for a period in excess of seven days unless it has been ratified by the governing body ..."

* Cause of emergency: brush fire, earthquake, flood, windstorm, rainstorm, riot, drought, energy shortage, hazardous materials release, epidemic, other.

RESOLUTION CONFIRMING EXISTENCE OF A LOCAL EMERGENCY*

WHEREAS, Ordinance No. 16 of the City of Malibu empowers the Director of Emergency Services to proclaim the existence or threatened existence of a local emergency when said city is affected or likely to be affected by a public calamity and the City Council is not in session, subject to ratification by the City Council within seven days; and

WHEREAS, conditions of extreme peril to the safety of persons and property have arisen within this city, caused by:** _____
_____,
at which time the City Council of the City of Malibu was not in session; and

WHEREAS, said City Council does hereby find that the aforesaid conditions of extreme peril did warrant and necessitate the proclamation of the existence of a local emergency; and

WHEREAS, the Director of Emergency Services of the City of Malibu did proclaim the existence of a local emergency within said city on the _____ day of _____, 20__;

NOW, THEREFORE, IT IS HEREBY PROCLAIMED AND ORDERED that said local emergency shall be deemed to continue to exist until its termination is proclaimed by the City Council of the City of MALIBU, State of California.***

Dated: _____

CITY COUNCIL
City of MALIBU

ATTEST: _____

* This form may be used by a City Council to ratify the proclamation of existence of a local emergency, issued by the Director of Emergency Services.

** Cause of emergency: brush fire, earthquake, flood, windstorm, rainstorm, riot, drought, energy shortage, hazardous materials release, epidemic, other.

*** Section 8630 of the Government Code provides: "...The governing body shall review, at least every 14 days until such local emergency is terminated, the need for continuing the local emergency and shall proclaim the termination of such local emergency at the earliest possible date that conditions warrant."

**RESOLUTION REQUESTING GOVERNOR TO
PROCLAIM A STATE OF EMERGENCY**

WHEREAS, on _____, 20____, the City Council of the City of Malibu found that due to by:* _____, a condition of extreme peril to life and property did exist within said city; and

WHEREAS, in accordance with state law the City Council proclaimed an emergency did exist throughout said City; and

WHEREAS, it has now been found that local resources are unable to cope with the effects of said emergency;

NOW, THEREFORE, IT IS HEREBY PROCLAIMED AND ORDERED that a copy of this resolution be forwarded to the Governor of California with the request that he proclaim the City of Malibu to be in a state of emergency; and

IT IS FURTHER ORDERED that a copy of this resolution be forwarded to the State Director of the Office of Emergency Services; and

IT IS FURTHER RESOLVED that _____, (Title)_____, is thereby designated as the authorized representative for public assistance and _____, (Title)_____, is hereby designated as the authorized representative for individual assistance of the City of Malibu for the purpose of receipt, processing, and coordination of all inquiries and requirements necessary to obtain available state and federal assistance.

Dated : _____

CITY COUNCIL

ATTEST: _____

City of Malibu

* Cause of emergency: brush fire, earthquake, flood, windstorm, rainstorm, riot, drought, energy shortage, hazardous materials release, epidemic, other.

**RESOLUTION PROCLAIMING EXISTENCE OF A LOCAL EMERGENCY
AND REQUESTING GOVERNOR TO (1) PROCLAIM A STATE OF
EMERGENCY; AND (2) REQUEST A PRESIDENTIAL DECLARATION**

WHEREAS, Ordinance No. 16 of the City of Malibu empowers the Director of Emergency Services to proclaim the existence or threatened existence of a local emergency when said city is affected or likely to be affected by a public calamity; and

WHEREAS, the City Council has been requested by the Director of Emergency Services of said city to proclaim the existence of a local emergency therein; and

WHEREAS, said City Council does hereby find:

That conditions of extreme peril to the safety of persons and property have arisen within said city, caused by: _____
_____;

That the aforesaid conditions of extreme peril warrant and necessitate the proclamation of the existence of a local emergency;

NOW, THEREFORE, IT IS HEREBY PROCLAIMED that a local emergency now exists throughout said city; and

IT IS FURTHER PROCLAIMED AND ORDERED that during the existence of said local emergency the powers, functions, and duties of the Director of Emergency Services* and the emergency organization of the city shall be those prescribed by state law, by ordinances, and resolutions of this city approved by the City Council.

WHEREAS, it has now been found that local resources are unable to cope with the effects of said emergency;

NOW, THEREFORE, IT IS HEREBY PROCLAIMED AND ORDERED that a copy of this resolution be forwarded to the Governor of California with the request that he proclaim the City of Malibu to be in a state of emergency; and further that the Governor request a Presidential Declaration.

IT IS FURTHER ORDERED that a copy of this resolution be forwarded to the State Director of the Office of Emergency Services.

IT IS FURTHER RESOLVED that _____, (Title) _____, is designated as the local Hazard Mitigation Coordinator of the City of Malibu for the purpose of assessing damage within said city and consulting with Federal/State survey teams about hazard mitigation actions; and

IT IS FURTHER RESOLVED that _____, (Title) _____,

is hereby designated as the authorized representative for public assistance and _____, (Title)_____ is hereby designated as the authorized representative for individual assistance of the City of Malibu for the purpose of receipt, processing, and coordination of all inquiries and requirements necessary to obtain available state and federal assistance.

Dated: _____

CITY COUNCIL

ATTEST: _____

CITY OF MALIBU

* Cause of emergency: brush fire, earthquake, flood, windstorm, rainstorm, riot, drought, energy shortage, hazardous materials release, epidemic, other.

LOCAL RESOLUTION REQUESTING STATE DIRECTOR, OFFICE OF EMERGENCY SERVICES' CONCURRENCE IN LOCAL EMERGENCIES*

WHEREAS, on _____, 19____, the City Council of the City of Malibu found that due to by:** _____, a condition of extreme peril to life and property did exist within said city; and

WHEREAS, in accordance with state law the City Council now proclaims an emergency does exist throughout said City;

NOW, THEREFORE, IT IS HEREBY PROCLAIMED AND ORDERED that a copy of this resolution be forwarded to the State Director of the Office of Emergency Services with a request that he find it acceptable in accordance with provisions of the Natural Disaster Assistance Act; and

IT IS FURTHER RESOLVED that _____, (Title) _____, is hereby designated as the authorized representative of the City of Malibu for the purpose of receipt, processing, and coordination of all inquiries and requirements necessary to obtain available state assistance.

Dated: _____ CITY COUNCIL

ATTEST: _____ City of Malibu

* Proclamation of local emergency must be made within 10 days of the disaster occurrence in order to qualify for assistance under the Natural Disaster Assistance Act.

** Cause of emergency: brush fire, earthquake, flood, windstorm, rainstorm, riot, drought, energy shortage, hazardous materials release, epidemic, other.

Note: Attach list of damaged Public Facilities showing location and estimated cost of repairs.

RESOLUTION PROCLAIMING TERMINATION OF LOCAL EMERGENCY

WHEREAS, a local emergency existed in the City of Malibu in accordance with the resolution thereof by the City Council on the _____ day of _____, 20____,

or

Director of Emergency Services on the _____ day of _____, 20____, and its ratification by the City Council on the _____ day of _____, 20____,

as a result of conditions of extreme peril to the safety of persons and property caused by:*

_____;

WHEREAS, the situation resulting from said conditions of extreme peril is now deemed to be within the control of the normal protective services, personnel, equipment, and facilities of and within said City of MALIBU;

NOW, THEREFORE, the City Council of the City of MALIBU, State of California, does hereby proclaim the termination of said local emergency.

Dated: _____

CITY COUNCIL
City of MALIBU

ATTEST: _____

* Cause of emergency: brush fire, earthquake, flood, windstorm, rainstorm, riot, drought, energy shortage, hazardous materials release, epidemic, other.

EOC Activation Status

Date: _____ Time: _____

EOC Activated to:

Level 1 _____

Level 2 _____

Level 3 _____

Area Coordinator Notified at _____ or paged at _____

Operational Area (OP Area) Notified

Recon Report Submitted to OP Area

City Status Report Submitted to OP Area

OP Area EOC Activated

Other Local Area EOCs Activated

Name:
Date:
Time:
Phone:

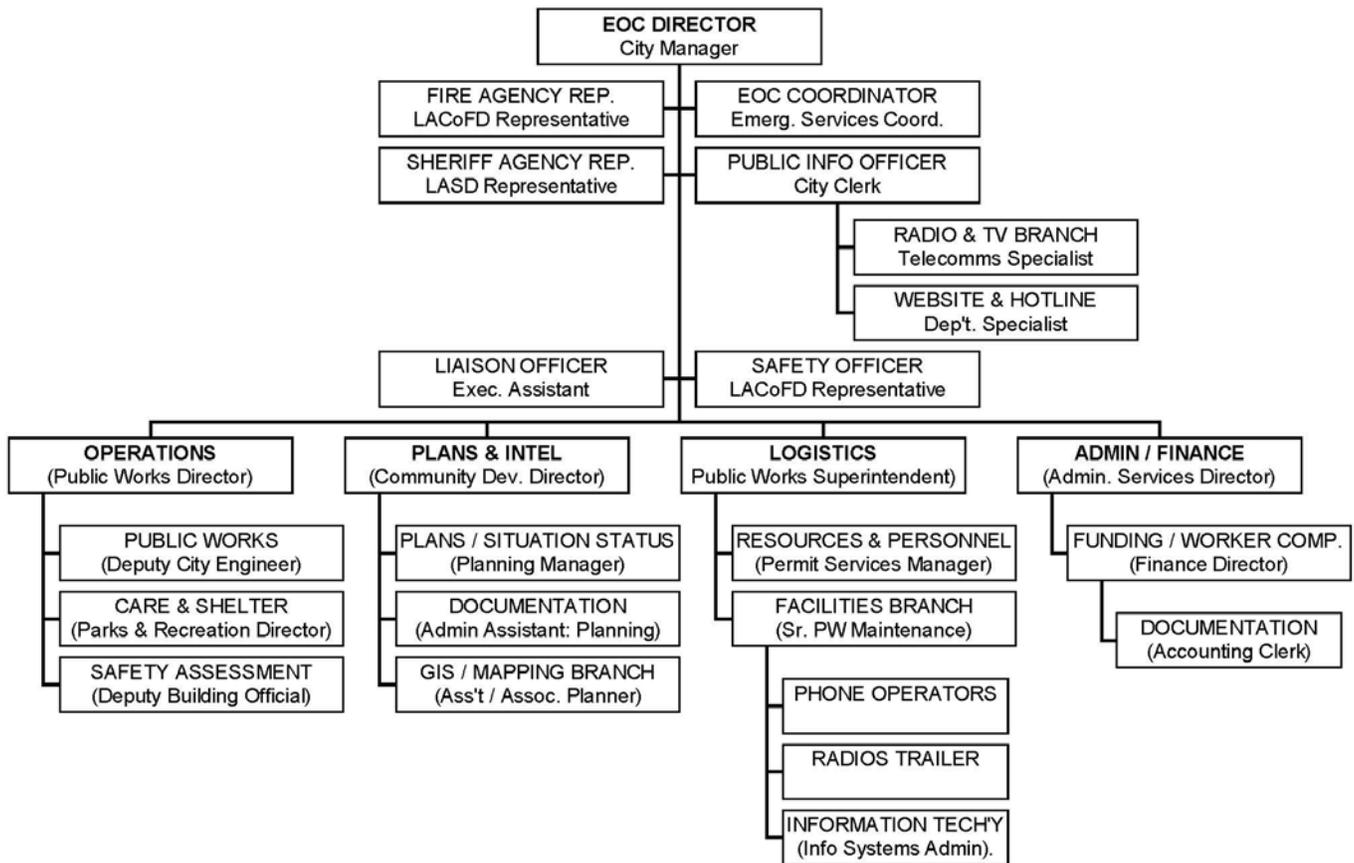
Name:
Date:
Time:
Phone:

Name:
Date:
Time:
Phone:

Proclamation/Declaration Status

	Date	Boundary / Area(s)
Local Proclamation		
State Proclamation		
Federal Declaration		

MALIBU EOC Staffing Positions (revised 10/2006)



City of Malibu - EOC Resource Request

Try to fill all resource requests through Operations Branches before sending to Logistics

Resource Requested:							
Priority: →→→	→	Critical / Life Safety		Urgent →		Routine →	
	Incident Address:		Incident Type:				
Resource Requested by:		Agency / Dept:					
Duration Needed:		Phone:					
Staging/Delivery Location:		Delivery Contact:					
Form Prepared By:		EOC Position:					
Latest Acceptable Delivery: (Date / Time)							
Purpose / Use:							
Suggested Source(s):							
Approval by Section Coordinator:	Signature:						
Filled By Operations?		Send to Logistics?					
Section below to be filled out by supplying agency / dept.							
Resource Ordered From:							
Vendor/Agency Address:							
Vendor/Agency Contact Person:		Phone:					
Date Ordered:		Time Ordered:					
Estimated Date/Time of Arrival:		Inv. / Resource Order #:					
Comments:							
Initialed By Operations: →			Logistics: →		Finance: →		

<p>Originator: Any EOC position. Retain copy.</p> <p>Routing: Approval by Section Coordinator; then send to Logistics.</p>	<p>This form is used to request all resources, for field use and for EOC use.</p>
--	---

UTILITIES / FACILITIES

AIR QUALITY MANAGEMENT INFORMATION	(800) 242-4666
ANIMAL SHELTERS Agoura Animal Shelter #7	(818) 991-0007
CORONER	(213) 343-0512
FALCON CABLEVISION	(800) 964-4844
FIRE CAMPS	
Gonzales	(818) 222-1192
Kilpatrick	(818) 889-1353
Miller	(818) 889-0260
GENERAL TELEPHONE	
LIFE GUARD	
Operations	(310) 457-9891
Emergency	(310) 457-2525
After hours	(213) 881-2411
PARKS & RECREATION DEPT.	
Charmlee Park	(310) 457-7247
Community Pool	(310) 589-1933
PUBLIC HEALTH	
Emergency after hours	(213) 974-1234
PUBLIC WORKS (County)	
Road Department	(310) 456-8014
Waterworks (Regional Office)	(310) 317-1388
SHERIFF	(818) 878-1808
Toll free number	(800) 660-5474
SOUTHERN CALIFORNIA EDISON Customer Service (24-hr)	(818) 999-1900
Area Manager / Christina Bradley	(805) 583-8282
SOUTHERN CALIFORNIA GAS Emergency (24-hr)	(818) 343-3808
VETERINARY PUBLIC HEALTH	(213) 250-8645
ZEV YAROSLOVSKY, L.A. County Supervisor Emer. A/Hrs.	(213) 974-1234

CALIFORNIA STATE NUMBERS:

Cal Trans	(213) 897-3656
Highway conditions	(213) 628-7623
800 Commuter Information	(800) 266-6883
Coastal Commission	(562) 590-5071
Conservation Department - Recycle	(916) 323-3836
Contractor's License Board	(800) 321-2752
Fish & Game Department	(562) 590-5132
Emergency after hours	(213) 620-4700
Highway Patrol (Non emergency)	(310) 670-0938
After hours	(213) 953-7383

U.S. GOVERNMENT NUMBERS:

Coast Guard	(Emergency)	(562) 980-4444
Marina Del Rey Boat # 82338		(310) 823-2300
National Weather Service		(213) 554-1212
Professional Engineer's Board		(916) 263-2222
State Parks & Recreation	(Emergency)	(805) 488-1827

RESIDENTS OF A DISASTER SEEKING ASSISTANCE:

FEMA	(To register)	(800) 462-9029
	(After registering)	(800) 525-0321
SBA	(To file)	(800) 488-5323

TRANSLATOR SERVICES

The following individuals/companies/colleges will translate emergency information into the indicated languages:

Inligua School of Languages	3255 Wilshire Blvd. Los Angeles	(213) 386-9949
WH Wheeler Associates	99 Teardrop Court Newbury Park	(805) 498-9151

Extracted from the California Emergency Plan

**ORDERS AND REGULATIONS WHICH MAY BE SELECTIVELY
PROMULGATED BY THE GOVERNOR DURING A STATE OF
EMERGENCY**

Order 1 (Employment)

It is hereby ordered that the period of employment for State Personnel Board emergency appointments, as provided in Section 19120 of the Government Code and State Personnel Board Rules 301-303, be waived for positions required for involvement in emergency and/or recovery operations. The requirements and period of employment for such appointments will be determined by the Director, California Office of Emergency Services, but shall not extend beyond the termination date of said State of Emergency.

Order 2 (Medical Supplies)

It is hereby ordered that in the area proclaimed to be in a State of Emergency and/or that specific area(s) designated by the Director, California Office of Emergency Services, outside of the proclaimed area(s) but which is (are) essential to the relief and aid of the lives and property within the proclaimed area, all drugs and medical supply stocks intended for wholesale distribution shall be held subject to the control and coordination of the Department of Health Services, Food and Drug Section. Authority imparted under this Order, and specific to the proclaimed emergency, shall not extend beyond the termination date of said State of Emergency.

Order 3 (Salary Payment)

It is hereby ordered that during the proclaimed State of Emergency appropriate parts of Sections 18020-18026 of the Government Code and State Personnel Board Rules 130-139 be waived to permit cash compensation to personnel whose work is designated by the Director, California Office of Emergency Services, as essential to expedite emergency and recovery operations for all time worked over the employee's regular workweek, at a rate of 1-1/2 times the regular rate of pay. The Director, Office of Emergency Services, will also designate the beginning and ending dates for such overtime for each individual involved. This waiver shall not extend beyond the termination date of said State of Emergency.

Order 4 (Bonding)

It is hereby ordered that, in the area proclaimed to be in a State of Emergency and/or that specific area(s) designated by the Director, California Office of Emergency Services, outside of the proclaimed area(s) but which is (are) essential to the relief and aid of the lives and property within the proclaimed area, the provisions of Sections 3247-3258 of the Civil Code relating to state contracting bonding requirements for the performance of heavy rescue, debris removal, expedient construction, preparation of mobile home sites, and related activities are suspended. This suspension shall not extend beyond the termination date of said State of Emergency.

Order 5 (Temporary Housing)

It is hereby ordered that in the area proclaimed to be in a State of Emergency and/or that specific area(s) designated by the Director, California Office of Emergency Services, outside of the proclaimed area(s) but which is (are) essential to the relief and aid of the lives and property within the proclaimed area, those zoning, public health, safety, or intrastate transportation laws, ordinances, regulations, or codes which the Director, California Office of Emergency Services, determines impair the provision of temporary housing be suspended for a time not to exceed 60 days, after the proclaimed State of Emergency and authorization by the President upon the declaration of a Major Disaster for the Temporary Housing Program as prescribed in Section 404 of Public Law 93-288 and Section 8654(a) of the Government Code.

Order 6 (Petroleum Fuels)

It is hereby ordered that in the area proclaimed to be in a State of Emergency and/or that specific area(s) designated by the Director, California Office of Emergency Services, outside of the proclaimed area(s) but which is (are) essential to the relief and aid of the lives and property within the proclaimed area, distribution of intra-state petroleum stocks including those in refinery storage, major distribution installations and pipeline terminals, shall be held subject to the control and coordination of the Energy Resources Conservation and Development Commission. Petroleum stocks may be prioritized and diverted for use into a disaster area or in support of disaster mitigation operations. Any and all actions taken shall be at the discretion and judgment of the State Fuel Allocator, California Energy Commission, for use in disaster mitigation. Such actions shall be coordinated with and prioritized by the Director, Office of Emergency Services, but shall not extend beyond the termination date of said State of Emergency.

Order 7 (Banking)

It is hereby ordered that in the area proclaimed to be in a State of Emergency and/or that specific area(s) designated by the Director, California Office of Emergency Services, outside of the proclaimed area(s) but which is (are) essential to the relief and aid of the lives and property within the proclaimed area, all banks will take emergency operating actions pursuant to Section 1916 of the Financial Code. Actions taken under this Order, and specific to the proclaimed emergency, shall not extend beyond the termination date of said State of Emergency.

Extracted from the California Emergency Plan

**ORDERS AND REGULATIONS PROMULGATED BY THE
GOVERNOR TO TAKE EFFECT UPON THE EXISTENCE OF A
STATE OF WAR EMERGENCY**

Order 1 (Orders and Regulations in Effect)

It is hereby ordered that the following orders and regulations, numbered 2 through 12, having been duly made in advance of a State of War Emergency, approved by the California Emergency Council, and filed with the Secretary of State and the county clerk of each county, shall take full effect upon the existence of a State of War Emergency and shall remain in full force and effect until amended or rescinded or until termination of said State of War Emergency. (See Section 8567(a), (b), and (d), State Emergency Services Act.)

Order 2 (Warning)

It is hereby ordered that, immediately upon the existence of a State of War Emergency, all counties, cities and counties, and cities of the State will immediately sound the indicated warning signal and/or take all other appropriate actions to warn residents. The warning signals necessary to effectuate this action shall be those prescribed by the Federal Government for this purpose.

Order 3 (Authority and Implementation under State of War Emergency)

It is hereby ordered that the Director of the Office of Emergency Services is authorized and directed to act on behalf of the Governor and in the name of the State of California in implementing and operating the California War Emergency Plan; and he is authorized to assume command and control of operations within the state in accordance with such plan, insofar as adherence to such plan is adequate, and to deviate from such plan, as directed by the Governor or to the extent and in such manner as he may deem necessary for the protection of life, property, and resources of or within the state against unforeseen circumstances or hazards which, by reason of their character or magnitude, are beyond the scope of such plan; and

It is further ordered that the Director of the Office of Emergency Services is authorized to delegate such powers as are herein granted, or as authorized under Article 5 of the California Emergency Services Act, to personnel of his office as he may deem necessary, and such personnel may act on behalf of and in the name of the Director of the Office of Emergency Services in carrying out any authority so delegated.

Order 4 (Personnel)

It is hereby ordered that all public employees or persons holding positions of responsibility in the State or in accredited local emergency organizations, and all registered disaster service workers, and all unregistered persons impressed into service during a State of War Emergency by a person having the authority to command the aid of citizens in the execution of his duties, are hereby declared to be members of the Statewide War-Emergency Organization; and

It is further ordered that all officials of local political subdivisions of the State and all registered disaster service workers who perform duties in the State or Regional emergency operations headquarters are hereby declared to be personnel of the State War-Emergency Organization for the period of the State of War Emergency, subject to the direction of the

Governor, the Director of the Office of Emergency Services, and/or the Manager of the regional headquarters to which such persons are assigned or attached; and

It is further ordered that all officials and registered disaster service workers heretofore designated as Coordinators or as staff personnel of Operational Area organizations, which have been ratified by the California Emergency Council, are hereby declared to be personnel of the State War Emergency Organization.

Order 5 (War Powers)

It is hereby ordered that the governmental functions for the protection of lives, property, and resources of the State and of every political subdivision thereof shall continue in full force and effect, and all duly constituted officials of the State and of every political subdivision thereof shall continue to discharge their responsibilities and shall comply with, enforce, and assume the responsibility for implementing such regulations and orders not inconsistent with or contradictory to rules, regulations, or orders issued by the President of the United States or the Commanding General, Sixth United States Army, as are now or may hereafter be promulgated by the Governor, in accordance with approved plans and procedures.

Order 6 (Sales Restrictions)

It is hereby ordered that, in accordance with national and state policy, as reflected in the General Freeze Order, Part A, California Emergency Resources Management Plan, all retail sales and transfers of consumer items are prohibited for a period of at least five days following the onset of a State of War Emergency, except for the most essential purposes as determined by federal, state, or local authorities and except for essential health items and perishables in danger of spoilage.

Order 7 (Alcohol Sales)

It is hereby ordered that the sale of alcoholic beverages shall be discontinued immediately.

Order 8 (Petroleum Sales)

It is hereby ordered that all petroleum stocks for California distribution, including those in refinery storage, major distributing installations, and pipe line terminals, shall be held subject to the control of the State Petroleum Director; and

It is further ordered that, following the period of prohibition of sales imposed by Order 6, retail outlets for petroleum products shall operate in accordance with rules and regulations prescribed by the State Petroleum organization as outlined in Part B-VII of the California Emergency Resources Management Plan.

Order 9 (Food Sales)

It is hereby ordered that all wholesale food stocks, including those under the control of processors, wholesalers, agents and brokers, be held subject to the control of the State Food Director, except that:

- (1) Fresh fluid milk, fresh vegetables, and bread are not subject to this order; and
- (2) Supplies necessary for immediate essential use, on the basis of 2000 calories per person per day, of persons in homes or in mass care centers, restaurants, hotels, hospitals, public institutions, and similar establishments feeding approximately 100 persons or more per day, may be obtained from wholesale and/or retail sources upon approval by local authorities operating in accordance with existing state and federal food supply policies; and

It is further ordered that, following the period of prohibition of sales imposed by Order 6, retail outlets for food stocks shall operate in accordance with rules and regulations prescribed by the State Food Organization as outlined in Part B-III of the California Emergency Resources Management Plan.

Order 10 (Medical Supplies)

It is hereby ordered that all drugs and medical supply stocks in California, intended for wholesale distribution, shall be held subject to the control of the Chief, State Emergency Medical and Health Organization; and

It is further ordered that, following the period of prohibition of sales imposed by Order 6, retail outlets for drugs and medical supplies shall operate in accordance with rules and regulations prescribed by the State Emergency Medical and Health Organization as outlined in Part B-IV of the California Emergency Resources Management Plan.

Order 11 (Banking)

It is hereby ordered that all banks will take emergency operating actions pursuant to Sections 1915 and 1916 of the Financial Code.

Order 12 (Rent Control/Rationing)

It is hereby ordered that, pursuant to the California Emergency Resources Management Plan, Part B-II, Economic Stabilization, and in conjunction with the lifting of the General Freeze Order as referred to in Order 6, price and rent control and consumer rationing will be invoked and administered by the State Economic Stabilization Organization. Rationed items may include those identified in the list of essential survival items contained in Part A, California Emergency Resources Management Plan, and such other items as may be in short supply.

LOCAL AND STATE EMERGENCY PROCLAMATIONS

When there is a condition of extreme peril or potential peril to the safety of persons and property, and the condition is beyond the capability of the local forces to control effectively, the local governing body (City Council, Board of Supervisors or a person authorized by ordinance) may proclaim that a local emergency exists. A local emergency may be proclaimed to exist due to a specific situation, such as flood, fire, storm, earthquake, epidemic, drought, sudden and severe energy shortage, or other condition. The type of disaster, date of occurrence and area affected are to be identified. (See examples of local emergency proclamations/resolutions in **Exhibits 1, 2 and 3.**) A copy of the resolution must be provided to the Los Angeles County Operational Area for transmission to State OES.

To qualify for assistance under the state California Disaster Assistance Act (CDAA), such proclamations must be made within 10 days of the event.

The governing body must review the need for continuing the Local Emergency Proclamation **at least every 21 days.**

The Proclamation of a Local Emergency:

- Gives public employees and governing bodies certain legal immunities for emergency actions taken.
- Enables local agencies to request state assistance under the State CDAA.
- Allows the chief executive or other authorized official designated by local ordinance to:
 - Establish curfews.
 - Take any measures necessary to protect and preserve public health and safety.
 - Exercise all authority granted by local ordinance.

LOCAL RESOLUTION REQUESTING STATE DIRECTOR, OFFICE OF EMERGENCY SERVICES, CONCURRENCE IN LOCAL EMERGENCIES

Following the proclamation of a local emergency and in the event public real property has been damaged or destroyed and assistance is needed in the repair and restoration, the governing body may request the State OES Director to concur in their proclamation of a local emergency and to provide assistance under the California Disaster Assistance Act (CDAA). The resolution must indicate the nature and date of the emergency, and the person designated to receive, process and coordinate all aid. The resolution will be sent to State OES through the Los Angeles County Operational Area (see **Exhibit 6**).

To assist the State OES Director in evaluating the situation, and in making a decision on whether or not to concur in the local emergency, the following is required to accompany the resolution:

- Certified copy of Local Emergency Proclamation (see **Exhibits 1, 2 or 3**).
- Damage Assessment Summary

Note: The Local Emergency proclamation must be made within 10 days of the occurrence to qualify for assistance under the California Disaster Assistance Act. Financial assistance available under the CDAA is administered by State OES.
Financial assistance available:

- Assistance to repair, restore, reconstruct or replace public real property or public facilities belonging to local agencies damaged as a result of natural disasters;
- Indirect costs; and
- Direct costs of grant administration.

STATE OF EMERGENCY/PRESIDENTIAL DECLARATION

Resolution Requesting Governor to Proclaim a State of Emergency

After a proclamation of a local emergency, the governing body of the city or county, having determined that local forces are unable to mitigate the situation, may request by resolution that the Governor proclaim a state of Emergency in the area to invoke mandatory mutual aid and provide state assistance under CDAA (see **Exhibits 4 and 5**). A copy of the request for a Governor's Proclamation, with the following supporting data, will be forwarded to the State OES Director through the Los Angeles County Operational Area.

- Certified copy of the local emergency proclamation (see **Exhibits 1, 2 and 3**).
- Damage Assessment Summary (to be provided if state financial assistance under provisions of the California Disaster Assistance Act is requested).
- Financial assistance available:
- Eligible disaster response costs;
- Assistance to repair, restore, reconstruct or replace public real property or public facilities belonging to local agencies damaged as a result of natural disasters;
- Indirect costs; and
- Direct costs of grant administration.

The Office of Emergency Services prepares a recommendation as to the action that should be taken by the Governor. If the action recommends a Governor's Proclamation, OES prepares the proclamation.

Presidential Declaration

Following the above procedures, the governing body of the local jurisdiction may also pass a resolution (see **Exhibit 5**) asking the State OES Director to recommend that the Governor request a Presidential Declaration of a Major Disaster under the authority of Public Law 93-288. The Governor's Request to the President is submitted through the Federal Emergency Management Agency (FEMA). Supplementary justification data may be required to accompany the local resolution (certified copy) and Damage Assessment Survey.

Financial assistance available:

- Individual assistance to the private sector;
- Matching fund assistance for cost sharing required under federal disaster assistance programs (subject to state eligible project criteria);
- Local agency overtime costs and the costs of supplies used during eligible disaster response projects;
- Assistance to repair, restore, reconstruct or replace public real property or public facilities belonging to local agencies damaged as a result of natural disasters;
- Indirect costs; and
- Direct costs of grant administration.

LOCAL PROCLAMATION OF TERMINATION OF LOCAL EMERGENCY

The governing body must review the need for continuing the local Emergency Proclamation **at least every 21 days**, and proclaim the termination at the earliest possible date (see **Exhibit 7**).

SAMPLE EMERGENCY PROCLAMATION FORMS

The following suggested resolutions were developed by State OES to carry out the authority granted in **(Insert appropriate Title and Chapter of the Jurisdictions Municipal Code that addresses the Emergency Organization)** of the City of **(Insert Jurisdiction)**'s Municipal Code relating to Emergency Organization and Functions. As the provisions of the emergency ordinance in effect in any particular city or county may differ, it is suggested that these resolutions be reviewed prior to the occurrence of any emergency by the city attorney concerned, and such changes made as may be necessary to bring them into conformance with the emergency ordinance of the particular city.

Government Code Section No. 8630: "(a) A local emergency may be proclaimed only by the governing body of a city, county, or city and county, or by an official so designated by that governing body. (b) Whenever a local emergency is proclaimed by an official designated by ordinance, the local emergency shall not remain in effect for a period in excess of seven days unless it has been ratified by the governing body. (c)(1) The governing body shall review, at its regularly scheduled meetings until the local emergency is terminated, the need for continuing the local emergency. However, in no event shall a review take place more than 21 days after the previous review. (2) Notwithstanding paragraph (1), if the governing body meets weekly, it shall review the need for continuing

the local emergency at least every 14 days until the local emergency is terminated. (d)The governing body shall proclaim the termination of the local emergency at the earliest possible date that conditions warrant.”

When a county proclaims a local emergency pursuant to Section 8630 of the Government Code, based upon conditions which include both incorporated and unincorporated territory of the county, it is not necessary for the cities to also proclaim the existence of a local emergency independently. Further, cities within a county are bound by county rules and regulations adopted by the county pursuant to Section 8634 of the Government Code during a county proclaimed local emergency when the local emergency includes both incorporated and unincorporated territory of the county even if the cities do not independently proclaim the existence of a local emergency.

- Exhibit 1 - Resolution Proclaiming Existence of a Local Emergency (by City Council).**
- Exhibit 2 - Resolution Proclaiming Existence of a Local Emergency (by Director of Disaster Emergency Services).** Must be ratified by governing body within 7 days.
- Exhibit 3 - Resolution Confirming Existence of a Local Emergency (used by a City Council within 7 days to ratify the proclamation of local emergency issued by the Director of Disaster Emergency Services).**
- Exhibit 4 - Resolution Requesting Governor to Proclaim a State of Emergency.**
- Exhibit 5 - Resolution Proclaiming Existence of a Local Emergency and Requesting Governor to (1) Proclaim a State of Emergency; and (2) Request a Presidential Declaration.**
- Exhibit 6 - Local Resolution Requesting State Director, Office of Emergency Services' Concurrence in Local Emergencies.**
- Exhibit 7 - Resolution Proclaiming Termination of a Local Emergency.**

Sample

Exhibit 1

Sample

**RESOLUTION PROCLAIMING EXISTENCE OF A LOCAL EMERGENCY
(by City Council)**

WHEREAS, Chapter **(Insert appropriate Chapter)** of the City of **(Insert Jurisdiction)**'s Municipal Code empowers the City Council to proclaim the existence or threatened existence of a local emergency when said city is affected or likely to be affected by a public calamity; and

WHEREAS, said City Council does hereby find:

That conditions of extreme peril to the safety of persons and property have arisen within said city, caused by _____;
(fire, flood, storm, epidemic, riot, earthquake, drought, energy shortage, or other causes)
commencing on or about _____ m.. the _____ day of _____, 20____); and

That the aforesaid conditions of extreme peril warrant and necessitate the proclamation of the existence of a local emergency;

NOW, THEREFORE, IT IS HEREBY PROCLAIMED that a local emergency now exists throughout the City of **(Insert Jurisdiction)** and

IT IS HEREBY FURTHER PROCLAIMED AND ORDERED that during the existence of said local emergency the powers, functions, and duties of the Director of Emergency Services and the emergency organization of this city shall be those prescribed by state law, by ordinances, and resolutions of this city and approved by the City Council on _____, 20____.

IT IS FURTHER PROCLAIMED AND ORDERED that said local emergency shall be deemed to continue to exist until its termination is proclaimed by the City Council of the City of **(Insert Jurisdiction)** , State of California.*

Dated: _____

CITY COUNCIL

ATTEST: _____

City of **(Insert Jurisdiction)**

* Section 8630 of the Government Code provides: "...The governing body shall review, at least every 21 days until such local emergency is terminated, the need for continuing the local emergency and shall proclaim the termination of such local emergency at the earliest possible date that conditions warrant."

Sample

Exhibit 2

Sample

RESOLUTION PROCLAIMING EXISTENCE OF A LOCAL EMERGENCY*
(by Director of Emergency Services)

WHEREAS, Chapter **(Insert appropriate Chapter)** of the City of **(Insert Jurisdiction)**'s Municipal Code empowers the Director of Emergency Services to proclaim the existence or threatened existence of a local emergency when said city is affected or likely to be affected by a public calamity and the City Council is not in session; and

WHEREAS, the Director of Emergency Services of the City of **(Insert Jurisdiction)** does hereby find;

That conditions of extreme peril to the safety of persons and property have arisen within said city, caused by _____; and _____;
(fire, flood, storm, epidemic, riot, earthquake, drought, energy shortage, or other causes)

That the City Council of the City of **(Insert Jurisdiction)** is not in session (and cannot immediately be called into session);

NOW, THEREFORE, IT IS HEREBY PROCLAIMED that a local emergency now exists throughout the City of **(Insert Jurisdiction)**; and

IT IS FURTHER PROCLAIMED AND ORDERED that during the existence of said local emergency the powers, functions, and duties of the emergency organization of this city shall be those prescribed by state law, by ordinances, and resolutions of this city, and by the City of **(Insert Jurisdiction)** SEMS/NIMS Emergency Plan, as approved by the City Council on _____, 20__.

Dated: _____

By: _____
Director of Emergency Services

City of **(Insert Jurisdiction)**

* Section 8630 of the Government Code provides: "...Whenever a local emergency is proclaimed by an official designated by ordinance, the local emergency shall not remain in effect for a period in excess of seven days unless it has been ratified by the governing body ..."

Sample

Exhibit 3

Sample

RESOLUTION CONFIRMING EXISTENCE OF A LOCAL EMERGENCY*

WHEREAS, Chapter **(Insert appropriate Chapter)** of the City of **(Insert Jurisdiction)**'s Municipal Code empowers the Director of Emergency Services to proclaim the existence or threatened existence of a local emergency when said city is affected or likely to be affected by a public calamity and the City Council is not in session, subject to ratification by the City Council within seven days; and

WHEREAS, conditions of extreme peril to the safety of persons and property have arisen within this city, caused by _____
(fire, flood, storm, epidemic, riot, earthquake, drought, energy shortage, or other causes)
commencing on or about _____.m. on the _____ day of _____, 20____, at which time the City Council of the City of **(Insert Jurisdiction)** was not in session; and

WHEREAS, said City Council does hereby find that the aforesaid conditions of extreme peril did warrant and necessitate the proclamation of the existence of a local emergency; and

WHEREAS, the Director of Emergency Services of the City of **(Insert Jurisdiction)** did proclaim the existence of a local emergency within said city on the _____ day of _____, 20____;

NOW, THEREFORE, IT IS HEREBY PROCLAIMED AND ORDERED that said local emergency shall be deemed to continue to exist until its termination is proclaimed by the City Council of the City of **(Insert Jurisdiction)**, State of California.**

Dated: _____

CITY COUNCIL
City of **(Insert Jurisdiction)**

ATTEST: _____

* This form may be used by the City Council to ratify the proclamation of existence of a local emergency, issued by the Director of Emergency Services.

** Section 8630 of the Government Code provides: "...The governing body shall review, at least every 21 days until such local emergency is terminated, the need for continuing the local emergency and shall proclaim the termination of such local emergency at the earliest possible date that conditions warrant."

Sample

Exhibit 4

Sample

RESOLUTION REQUESTING GOVERNOR TO PROCLAIM A STATE OF EMERGENCY

WHEREAS, on _____, 20____, the City Council of the City of **(Insert Jurisdiction)** found that due to _____; *(fire, flood, storm, epidemic, riot, earthquake, drought, energy shortage, or other causes)* a condition of extreme peril to life and property did exist within said city; and

WHEREAS, in accordance with state law the City Council proclaimed an emergency did exist throughout the City of **(Insert Jurisdiction)**; and

WHEREAS, it has now been found that local resources are unable to cope with the effects of said emergency;

NOW, THEREFORE, IT IS HEREBY PROCLAIMED AND ORDERED that a copy of this resolution be forwarded to the Governor of California with the request that he proclaim the City of **(Insert Jurisdiction)** to be in a state of emergency; and

IT IS FURTHER ORDERED that a copy of this resolution be forwarded to the State Director of the Office of Emergency Services; and

IT IS FURTHER RESOLVED that _____, (Title)_____, is thereby designated as the authorized representative for public assistance and _____, (Title)_____, is hereby designated as the authorized representative for individual assistance for **(Insert Jurisdiction)** for the purpose of receipt, processing, and coordination of all inquiries and requirements necessary to obtain available state and federal assistance.

Dated : _____

CITY COUNCIL

ATTEST: _____

City of **(Insert Jurisdiction)**

Sample

Exhibit 5

Sample

RESOLUTION PROCLAIMING EXISTENCE OF A LOCAL EMERGENCY AND REQUESTING GOVERNOR TO (1) PROCLAIM A STATE OF EMERGENCY; AND (2) REQUEST A PRESIDENTIAL DECLARATION

WHEREAS, Chapter **(Insert appropriate Chapter)** of the City of **(Insert Jurisdiction)**'s Municipal Code empowers the Director of Emergency Services to proclaim the existence or threatened existence of a local emergency when said city is affected or likely to be affected by a public calamity; and

WHEREAS, the City Council has been requested by the Director of Emergency Services of the City of **(Insert Jurisdiction)** to proclaim the existence of a local emergency therein; and

WHEREAS, said City Council does hereby find:

That conditions of extreme peril to the safety of persons and property have arisen within said city, caused by ; and
(fire, flood, storm, epidemic, riot, earthquake, drought, energy shortage, or other causes)

That the aforesaid conditions of extreme peril warrant and necessitate the proclamation of the existence of a local emergency;

NOW, THEREFORE, IT IS HEREBY PROCLAIMED that a local emergency now exists throughout said city; and

IT IS FURTHER PROCLAIMED AND ORDERED that during the existence of said local emergency the powers, functions, and duties of the Director of Emergency Services* and the emergency organization of the city shall be those prescribed by state law, by ordinances, and resolutions of this city approved by the City Council on _____.

WHEREAS, it has now been found that local resources are unable to cope with the effects of said emergency;

NOW, THEREFORE, IT IS HEREBY PROCLAIMED AND ORDERED that a copy of this resolution be forwarded to the Governor of California with the request that he proclaim the City of **(Insert Jurisdiction)** to be in a state of emergency; and further that the Governor request a Presidential Declaration.

IT IS FURTHER ORDERED that a copy of this resolution be forwarded to the State Director of the Office of Emergency Services.

IT IS FURTHER RESOLVED that _____, (Title) _____, is designated as the local Hazard Mitigation Coordinator of the City of **(Insert Jurisdiction)** for the purpose of assessing damage within said city and consulting with Federal/State survey teams about hazard mitigation actions; and

IT IS FURTHER RESOLVED that _____, (Title) _____, is hereby designated as the authorized representative for public assistance and _____, (Title) _____ is hereby designated as the authorized representative for individual assistance of the City of **(Insert Jurisdiction)** for the purpose of receipt, processing, and coordination of all inquiries and requirements necessary to obtain available state and federal assistance.

Dated: _____

CITY COUNCIL

ATTEST: _____

City of **(Insert Jurisdiction)**

Sample

Exhibit 6

Sample

LOCAL RESOLUTION REQUESTING STATE DIRECTOR, OFFICE OF EMERGENCY SERVICES' CONCURRENCE IN LOCAL EMERGENCIES

WHEREAS, on _____, 20____, the City Council of the City of **(Insert Jurisdiction)** found that due to _____;
(fire, flood, storm, epidemic, riot, earthquake, drought, energy shortage, or other causes)
a condition of extreme peril to life and property did exist within said city; and

WHEREAS, in accordance with state law the City Council now proclaims an emergency does exist throughout said City;

NOW, THEREFORE, IT IS HEREBY PROCLAIMED AND ORDERED that a copy of this resolution be forwarded to the State Director of the Office of Emergency Services with a request that he find it acceptable in accordance with provisions of the California Disaster Assistance Act; and

IT IS FURTHER RESOLVED that _____, (Title) _____, is hereby designated as the authorized representative of the City of **(Insert Jurisdiction)** for the purpose of receipt, processing, and coordination of all inquiries and requirements necessary to obtain available state assistance.

Dated: _____

CITY COUNCIL

ATTEST: _____

City of **(Insert Jurisdiction)**

* Proclamation of local emergency must be made within 10 days of the disaster occurrence in order to qualify for assistance under the California Disaster Assistance Act.

Note: Attach list of damaged Public Facilities showing location and estimated cost of repairs.

Sample

Exhibit 7

Sample

RESOLUTION PROCLAIMING TERMINATION OF LOCAL EMERGENCY

WHEREAS, a local emergency existed in the City of **(Insert Jurisdiction)** in accordance with the resolution thereof by the City Council on the _____ day of _____, 20____, or
Director of Emergency Services on the _____ day of _____,
20_____, and its ratification by the City Council on the _____ day of _____,
20____,

as a result of conditions of extreme peril to the safety of persons and property caused by
_____; and
(fire, flood, storm, epidemic, riot, earthquake, drought, energy shortage, or other causes)

WHEREAS, the situation resulting from said conditions of extreme peril is now deemed to be within the control of the normal protective services, personnel, equipment, and facilities of and within said City of _____;

NOW, THEREFORE, the City Council of the City of **(Insert Jurisdiction)**, State of California, does hereby proclaim the termination of said local emergency.

Dated: _____

CITY COUNCIL
City of **(Insert Jurisdiction)**

ATTEST: _____

Extracted from the California Emergency Plan

**CALIFORNIA DISASTER AND CIVIL DEFENSE
MASTER MUTUAL AID AGREEMENT**

This agreement was adopted by the City of **(Insert Jurisdiction)**.

This agreement made and entered into by and between the STATE OF CALIFORNIA, its various departments and agencies, and the various political subdivisions, municipal corporations, and other public agencies of the State of California;

WITNESSETH:

WHEREAS, It is necessary that all of the resources and facilities of the State, its various departments and agencies, and all its political subdivisions, municipal corporations, and other public agencies be made available to prevent and combat the effect of disasters which may result from such calamities as flood, fire, earthquake, pestilence, war, sabotage, and riot; and

WHEREAS, It is desirable that each of the parties hereto should voluntarily aid and assist each other in the event that a disaster should occur, by the interchange of services and facilities, including, but not limited to, fire, police, medical and health, communication, and transportation services and facilities, to cope with the problems of rescue, relief, evacuation, rehabilitation, and reconstruction which would arise in the event of a disaster; and

WHEREAS, It is necessary and desirable that a cooperative agreement be executed for the interchange of such mutual aid on a local, county-wide, regional, state-wide, and interstate basis;

NOW, THEREFORE, IT IS HEREBY AGREED by and between each and all of the parties hereto as follows:

- (1) Each party shall develop a plan providing for the effective mobilization of all its resources and facilities, both public and private, to cope with any type of disaster.
- (2) Each party agrees to furnish resources and facilities and to render services to each and every other party to this agreement to prevent and combat any type of disaster in accordance with duly adopted mutual aid operational plans, whether heretofore or hereafter adopted, detailing the method and manner by which such resources, facilities, and services are to be made available and furnished, which operational plans may include provisions for training and testing to make such mutual aid effective; provided, however, that no party shall be required to deplete unreasonably its own resources, facilities, and services in furnishing such mutual aid.
- (3) It is expressly understood that this agreement and the operational plans adopted pursuant thereto shall not supplant existing agreements between some of the parties hereto providing for the exchange or furnishing of certain types of facilities and services on a reimbursable, exchange, or other basis, but that the mutual aid extended under this agreement and the operational plans adopted pursuant thereto, shall be without reimbursement unless otherwise expressly provided for by the parties to this agreement or as provided in Sections 1541, 1586, and 1587, Military and Veterans Code; and that such mutual aid is intended to be available in the event of a disaster of such magnitude that it is, or is likely to be, beyond the control of a single party and requires the combined forces of several or all of the parties to this agreement to combat.
- (4) It is expressly understood that the mutual aid extended under this agreement and the operational plans adopted pursuant thereto shall be available and furnished in all cases of local peril or emergency and in all cases in which a STATE OF EXTREME EMERGENCY has been proclaimed.

SEMS/NIMS Emergency Operations Plan

- (5) It is expressly understood that any mutual aid extended under this agreement and the operational plans adopted pursuant thereto, is furnished in accordance with the "California Disaster Act" and other applicable provisions of law, and except as otherwise provided by law that: "The responsible local official in whose jurisdiction an incident requiring mutual aid has occurred shall remain in charge at such incident including the direction of such personnel and equipment provided him through the operation of such mutual aid plans." (Sec. 1564, Military and Veterans Code.)
- (6) It is expressly understood that when and as the State of California enters into mutual aid agreements with other states and the Federal Government that the parties to this agreement shall abide by such mutual aid agreements in accordance with law.
- (7) Upon approval or execution of this agreement by the parties hereto all mutual aid operational plans heretofore approved by the State Disaster Council, or its predecessors, and in effect as to some of the parties hereto, shall remain in full force and effect as to them until the same may be amended, revised, or modified. Additional mutual aid operational plans and amendments, revisions, or modifications of existing or hereafter adopted mutual aid operational plans, shall be adopted as follows:
 - (a) County-wide and local mutual aid operational plans shall be developed by the parties thereto and are operative as between the parties in accordance with the provisions of such operational plans. Such operational plans shall be submitted to the State Disaster Council for approval. The State Disaster Council shall notify each party to such operational plans of its approval, and shall also send copies of such operational plans to other parties to this agreement who did not participate in such operational plans and who are in the same area and affected by such operational plans. Such operational plans shall be operative as to such other parties 20 days after receipt thereof unless within that time the party by resolution or notice given to the State Disaster Council, in the same manner as notice of termination of participation in this agreement, declines to participate in the particular operational plan.
 - (b) State-wide and regional mutual aid operational plans shall be approved by the State Disaster Council and copies thereof shall forthwith be sent to each and every party affected by such operational plans. Such operational plans shall be operative as to the parties affected thereby 20 days after receipt thereof unless within that time the party by resolution or notice given to the State Disaster Council, in the same manner as notice of termination of participation in this agreement, declines to participate in the particular operational plan.
 - (c) The declination of one or more of the parties to participate in a particular operational plan or any amendment, revision, or modification thereof, shall not affect the operation of this agreement and the other operational plans adopted pursuant thereto.
 - (d) Any party may at any time by resolution or notice given to the State Disaster Council, in the same manner as notice of termination of participation in this agreement, decline to participate in any particular operational plan, which declination shall become effective 20 days after filing with the State Disaster Council.
 - (e) The State Disaster Council shall send copies of all operational plans to those state departments and agencies designated by the Governor. The Governor may, upon behalf of any department or agency, give notice that such department or agency declines to participate in a particular operational plan.
 - (f) The State Disaster Council, in sending copies of operational plans and other notices and information to the parties to this agreement, shall send copies to the Governor and any department or agency head designated by him; the chairman of the board of supervisors, the clerk of the board of supervisors, and County Disaster Council, and

SEMS/NIMS Emergency Operations Plan

any other officer designated by a county; the mayor, the clerk of the city council, the City Disaster Council, and any other officer designated by a city; the executive head, the clerk of the governing body, or other officer of other political subdivisions and public agencies as designated by such parties.

- (8) This agreement shall become effective as to each party when approved or executed by the party, and shall remain operative and effective as between each and every party that has heretofore or hereafter approved or executed this agreement, until participation in this agreement is terminated by the party. The termination by one or more of the parties of its participation in this agreement shall not affect the operation of this agreement as between the other parties thereto. Upon approval or execution of this agreement the State Disaster Council shall send copies of all approved and existing mutual aid operational plans affecting such party which shall become operative as to such party 20 days after receipt thereof unless within that time the party by resolution or notice given to the State Disaster Council, in the same manner as notice of termination of participation in this agreement, declines to participate in any particular operational plan. The State Disaster Council shall keep every party currently advised of who the other parties to this agreement are and whether any of them has declined to participate in any particular operational plan.
- (9) Approval or execution of this agreement shall be as follows:
- (a) The Governor shall execute a copy of this agreement on behalf of the State of California and the various departments and agencies thereof. Upon execution by the Governor a signed copy shall forthwith be filed with the State Disaster Council.
- (b) Counties, cities, and other political subdivisions and public agencies having a legislative or governing body shall by resolution approve and agree to abide by this agreement, which may be designated as "CALIFORNIA DISASTER AND CIVIL DEFENSE MASTER MUTUAL AID AGREEMENT." Upon adoption of such a resolution, a certified copy thereof shall forthwith be filed with the State Disaster Council.
- 8 The executive head of those political subdivisions and public agencies having no legislative or governing body shall execute a copy of this agreement and forthwith file a signed copy with the State Disaster Council.
- (10) Termination of participation in this agreement may be affected by any party as follows:
- (a) The Governor, upon behalf of the State and its various departments and agencies, and the executive head of those political subdivisions and public agencies having no legislative or governing body, shall file a written notice of termination of participation in this agreement with the State Disaster Council and this agreement is terminated as to such party 20 days after the filing of such notice.
- (b) Counties, cities, and other political subdivisions and public agencies having a legislative or governing body shall by resolution give notice of termination of participation in this agreement and file a certified copy of such resolution with the State Disaster Council, and this agreement is terminated as to such party 20 days after the filing of such resolution.

IN WITNESS WHEREOF this agreement has been executed and approved and is effective and operative as to each of the parties as herein provided.

/signed/ EARL WARREN
GOVERNOR
On behalf of the State of
California and all its
Departments and Agencies

SEMS/NIMS Emergency Operations Plan

ATTEST: /signed/ FRANK M. JORDAN
Secretary of State

November 15, 1950
(GREAT SEAL)

Note:

There are references in the foregoing agreement to the California Disaster Act, State Disaster Council, and various sections of the Military and Veterans Code. Effective November 23, 1970, by enactment of Chapter 1454, Statutes 1970, the California Disaster Act (Sections 1500 ff., Military and Veterans Code) was superseded by the California Emergency Services Act (Sections 8550 ff., Government Code), and the State Disaster Council was superseded by the California Emergency Council.

Section 8668 of the California Emergency Services Act provides:

- (a) Any disaster council previously accredited, the State Civil Defense and Disaster Plan, the State Emergency Resources Management Plan, the State Fire Disaster Plan, the State Law Enforcement Mutual Aid Plan, all previously approved civil defense and disaster plans, all mutual aid agreements, and all documents and agreements existing as of the effective date of this chapter, shall remain in full force and effect until revised, amended, or revoked in accordance with the provisions of this chapter.

In addition, Section 8561 of the new act specifically provides:

"Master Mutual Aid Agreement" means the California Disaster and Civil Defense Master Mutual Aid Agreement, made and entered into by and between the State of California, its various departments and agencies, and the various political subdivisions of the state, to facilitate implementation of the purposes of this chapter.

Substantially the same provisions as previously contained in Section 1541, 1564, 1586 and 1587 of the Military and Veterans Code, referred to in the foregoing agreement, are now contained in Sections 8633, 8618, 8652 and 8643, respectively, of the Government Code.

EMERGENCY MANAGEMENT ASSISTANCE COMPACT (EMAC)

ARTICLE I - PURPOSE AND AUTHORITIES

This compact is made and entered into by and between the participating member states which enact this compact, hereinafter called party states. For the purposes of this agreement, the term "states" is taken to mean the several states, the Commonwealth of Puerto Rico, the District of Columbia, and all U.S. territorial possessions.

The purpose of this compact is to provide for mutual assistance between the states entering into this compact in managing any emergency or disaster that is duly declared by the governor of the affected state(s), whether arising from natural disaster, technological hazard, man-made disaster, civil emergency aspects of resources shortages, community disorders, insurgency, or enemy attack.

This compact shall also provide for mutual cooperation in emergency-related exercises, testing, or other training activities using equipment and personnel simulating performance of any aspect of the giving and receiving of aid by party states or subdivisions of party states during emergencies, such actions occurring outside actual declared emergency periods. Mutual assistance in this compact may include the use of the states' National Guard forces, either in accordance with the National Guard Mutual Assistance Compact or by mutual agreement between states.

ARTICLE II - GENERAL IMPLEMENTATION

Each party state entering into this compact recognizes many emergencies transcend political jurisdictional boundaries and that intergovernmental coordination is essential in managing these and other emergencies under this compact. Each state further recognizes that there will be emergencies which require immediate access and present procedures to apply outside resources to make a prompt and effective response to such an emergency. This is because few, if any, individual states have all the resources they may need in all types of emergencies or the capability of delivering resources to areas where emergencies exist. The prompt, full, and effective utilization of resources of the participating states, including any resources on hand or available from the Federal Government or any other source, that are essential to the safety, care, and welfare of the people in the event of any emergency or disaster declared by a party state, shall be the underlying principle on which all articles of this compact shall be understood.

On behalf of the governor of each state participating in the compact, the legally designated state official who is assigned responsibility for emergency management will be responsible for formulation of the appropriate interstate mutual aid plans and procedures necessary to implement this compact.

ARTICLE III - PARTY STATE RESPONSIBILITIES

A. It shall be the responsibility of each party state to formulate procedural plans and programs for interstate cooperation in the performance of the responsibilities listed in this article. In formulating such plans, and in carrying them out, the party states, insofar as practical, shall:

i. Review individual state hazards analyses and, to the extent reasonably possible, determine all those potential emergencies the party states might jointly suffer, whether due to natural disaster, technological hazard, man-made disaster, emergency aspects of resource shortages, civil disorders, insurgency, or enemy attack.

ii. Review party states' individual emergency plans and develop a plan which will determine the mechanism for the interstate management and provision of assistance concerning any potential emergency.

iii. Develop interstate procedures to fill any identified gaps and to resolve any identified inconsistencies or overlaps in existing or developed plans.

iv. Assist in warning communities adjacent to or crossing the state boundaries.

SEMS/NIMS Emergency Operations Plan

v. Protect and assure uninterrupted delivery of services, medicines, water, food, energy and fuel, search and rescue, and critical lifeline equipment, services, and resources, both human and material.

vi. Inventory and set procedures for the interstate loan and delivery of human and material resources, together with procedures for reimbursement or forgiveness.

vii. Provide, to the extent authorized by law, for temporary suspension of any statutes or ordinances that restrict the implementation of the above responsibilities.

B. The authorized representative of a party state may request assistance of another party state by contacting the authorized representative of that state. The provisions of this agreement shall only apply to requests for assistance made by and to authorized representatives. Requests may be verbal or in writing. If verbal, the request shall be confirmed in writing within 30 days of the verbal request. Requests shall provide the following information:

i. A description of the emergency service function for which assistance is needed, such as but not limited to fire services, law enforcement, emergency medical, transportation, communications, public works and engineering, building inspection, planning and information assistance, mass care, resource support, health and medical services, and search and rescue.

ii. The amount and type of personnel, equipment, materials and supplies needed, and a reasonable estimate of the length of time they will be needed.

iii. The specific place and time for staging of the assisting party's response and a point of contact at that location.

C. There shall be frequent consultation between state officials who have assigned emergency management responsibilities and other appropriate representatives of the party states with affected jurisdictions and the United States Government, with free exchange of information, plans, and resource records relating to emergency capabilities.

ARTICLE IV – LIMITATIONS

Any party state requested to render mutual aid or conduct exercises and training for mutual aid shall take such action as is necessary to provide and make available the resources covered by this compact in accordance with the terms hereof; provided that it is understood that the state rendering aid may withhold resources to the extent necessary to provide reasonable protection for such state.

Each party state shall afford to the emergency forces of any party state, while operating within its state limits under the terms and conditions of this compact, the same powers (except that of arrest unless specifically authorized by the receiving state), duties, rights, and privileges as are afforded forces of the state in which they are performing emergency services. Emergency forces will continue under the command and control of their regular leaders, but the organizational units will come under the operational control of the emergency services authorities of the state receiving assistance. These conditions may be activated, as needed, only subsequent to a declaration of a state of emergency or disaster by the governor of the party state that is to receive assistance or commencement of exercises or training for mutual aid and shall continue so long as the exercises or training for mutual aid are in progress, the state of emergency or disaster remains in effect or loaned resources remain in the receiving state(s), whichever is longer.

ARTICLE V - LICENSES AND PERMITS

Whenever any person holds a license, certificate, or other permit issued by any state party to the compact evidencing the meeting of qualifications for professional, mechanical, or other skills, and when such assistance is requested by the receiving party state, such person shall be deemed licensed, certified, or permitted by the state requesting assistance to render aid involving such skill to meet a declared emergency or disaster, subject to such limitations and conditions as the governor of the requesting state may prescribe by executive order or otherwise.

ARTICLE VI – LIABILITY

Officers or employees of a party state rendering aid in another state pursuant to this compact shall be considered agents of the requesting state for tort liability and immunity purposes; and no party state or its officers or employees rendering aid in another state pursuant to this compact shall be liable on account of any act or omission in good faith on the part of such forces while so engaged or on account of the maintenance or use of any equipment or supplies in connection therewith. Good faith in this article shall not include willful misconduct, gross negligence, or recklessness.

ARTICLE VII - SUPPLEMENTARY AGREEMENTS

Inasmuch as it is probable that the pattern and detail of the machinery for mutual aid among two or more states may differ from that among the states that are party hereto, this instrument contains elements of a broad base common to all states, and nothing herein contained shall preclude any state from entering into supplementary agreements with another state or affect any other agreements already in force between states. Supplementary agreements may comprehend, but shall not be limited to, provisions for evacuation and reception of injured and other persons and the exchange of medical, fire, police, public utility, reconnaissance, welfare, transportation and communications personnel, and equipment and supplies.

ARTICLE VIII – COMPENSATION

Each party state shall provide for the payment of compensation and death benefits to injured members of the emergency forces of that state and representatives of deceased members of such forces in case such members sustain injuries or are killed while rendering aid pursuant to this compact, in the same manner and on the same terms as if the injury or death were sustained within their own state.

ARTICLE IX – REIMBURSEMENT

Any party state rendering aid in another state pursuant to this compact shall be reimbursed by the party state receiving such aid for any loss or damage to or expense incurred in the operation of any equipment and the provision of any service in answering a request for aid and for the costs incurred in connection with such requests; provided, that any aiding party state may assume in whole or in part such loss, damage, expense, or other cost, or may loan such equipment or donate such services to the receiving party state without charge or cost; and provided further, that any two or more party states may enter into supplementary agreements establishing a different allocation of costs among those states. Article VIII expenses shall not be reimbursable under this provision.

ARTICLE X – EVACUATION

Plans for the orderly evacuation and interstate reception of portions of the civilian population as the result of any emergency or disaster of sufficient proportions to so warrant, shall be worked out and maintained between the party states and the emergency management/services directors of the various jurisdictions where any type of incident requiring evacuations might occur. Such plans shall be put into effect by request of the state from which evacuees come and shall include the manner of transporting such evacuees, the number of evacuees to be received in different areas, the manner in which food, clothing, housing, and medical care will be provided, the registration of the evacuees, the providing of facilities for the notification of relatives or friends, and the forwarding of such evacuees to other areas or the bringing in of additional materials, supplies, and all other relevant factors. Such plans shall provide that the party state receiving evacuees and the party

SEMS/NIMS Emergency Operations Plan

state from which the evacuees come shall mutually agree as to reimbursement of out-of-pocket expenses incurred in receiving and caring for such evacuees, for expenditures for transportation, food, clothing, medicines and medical care, and like items. Such expenditures shall be reimbursed as agreed by the party state from which the evacuees come. After the termination of the emergency or disaster, the party state from which the evacuees come shall assume the responsibility for the ultimate support of repatriation of such evacuees.

ARTICLE XI – IMPLEMENTATION

A. This compact shall become operative immediately upon its enactment into law by any two (2) states; thereafter, this compact shall become effective as to any other state upon its enactment by such state.

B. Any party state may withdraw from this Compact by enacting a statute repealing the same, but no such withdrawal shall take effect until 30 days after the governor of the withdrawing state has given notice in writing of such withdrawal to the governors of all other party states. Such action shall not relieve the withdrawing state from obligations assumed hereunder prior to the effective date of withdrawal.

C. Duly authenticated copies of this compact and of such supplementary agreements as may be entered into shall, at the time of their approval, be deposited with each of the party states and with the Federal Emergency Management Agency and other appropriate agencies of the United States Government.

ARTICLE XII – VALIDITY

This Act shall be construed to effectuate the purposes stated in Article I hereof. If any provision of this compact is declared unconstitutional, or the applicability thereof to any person or circumstances is held invalid, the constitutionality of the remainder of this Act and the applicability thereof to other persons and circumstances shall not be affected thereby.

ARTICLE XIII - ADDITIONAL PROVISIONS

Nothing in this compact shall authorize or permit the use of military force by the National Guard of a state at any place outside that state in any emergency for which the President is authorized by law to call into federal service the militia, or for any purpose for which the use of the Army or the Air Force would in the absence of express statutory authorization be prohibited under Section 1385 of title 18, United States Code.

Ratified during the 2nd session of the 104th Congress and became Public Law 104-321, October 1996

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THE PUBLIC INFORMATION OFFICER (PIO)

The City has a responsibility for providing the public with accurate, timely, and consistent information in an emergency. Informing the public is a special priority during emergency incidents, and the public expects timely information about the emergency.

The objectives of Emergency Public Information are to:

- Rapidly provide the general public with information about the emergency and instructions about what they should do.
- Provide the media with accurate, timely information about the extent of the emergency and response efforts.

To meet these objectives, public information officers (PIOs) at all levels must work together and with media representatives to disseminate information and instructions to the public when emergencies occur. The PIO team should:

- Provide a PIO planning/work area in or near the EOC.
- Coordinate with the Incident Command Post staff to establish a Media Photo Site for visual access near the scene of the incident.
- Establish a Media Information Center for briefing the news media.
- Establish a rumor control function to respond to public and media inquiries.
- Coordinate with the Liaison Officer to handle VIP tours.

The **primary role** of the PIO is to disseminate emergency instructions and critical information through the media to the public.

A **secondary function** is to provide the public (through the media) with accurate and complete information regarding incident cause, size, status, resources committed and potential short or long-term impacts, if known. For large incidents or incidents involving numerous response agencies, PIOs from all responding agencies should combine to form a public information team under the direction of the designated PIO in the EOC.

EMERGENCY NOTIFICATION

Emergency notification instructions and advisories are primarily the City's responsibility. During the initial emergency phase, the PIO will assist in alerting the public to hazards and for providing emergency instructions regarding protective actions to be taken to avoid injury and protecting property. These public notifications should be made as soon as possible through the broadcast media to provide adequate time for response.

Notifications should include local and national wire services. To notify news media of a breaking story, give the following information:

- Your name
- City of **(Insert Jurisdiction)**
- Type of incident
- Safety information
- Location of incident (include Thomas Brothers map coordinates).
- Any additional information for the news media (command post location, equipment on scene, best access route, etc.).

The PIOs will release emergency public information locally and provide status information to PIOs at higher levels of government. This information should be coordinated with all agencies involved in the incident.

EMERGENCY PHASE

During this phase the public information system is mobilized to provide public information of a pending hazard or to respond to media and public inquiries.

The PIO is an essential part of the field level and EOC Command Staff. The PIO function should be established as soon as possible to ensure prompt access to all current emergency response and health or safety information available. On-scene PIOs will coordinate with the PIO in the EOC.

Rapid dissemination of information is especially critical in a breaking event. The information should advise the public of the potential hazards and the nature of the hazard, area involved, evacuations and traffic control.

Rumor Control

Government is responsible for providing information and instructions to the public along with establishing an effective rumor control system. It is important to establish Rumor Control to respond to direct public and media inquiry.

MEDIA INFORMATION

Joint Information Center or Media Center

Media accommodation begins with access to the scene through a Joint Information Center or Media Center. It is important to remember that the media is an important element of emergency response as they can provide critical information to the Incident Commander/EOC Director and staff as well as the public.

On smaller incidents a Media Information Center should be established to provide warning or precautionary information and to release information:

- On general safety instructions to the public via the media.
- Relating to the response activities on scene, medical, shelter, road/street closures and damage assessment.
- On the status of the incident, deaths (**when confirmed by the Coroner**), injuries, displaced persons, damages, hospital status, school status and major problems.

The Media Information Center should be clearly marked if located within police lines. It should be staffed by qualified PIOs and open to all authorized news media representatives. The Media Information Center should be closed to the general public. Appropriate government officials and incident specialists may be brought into the Media Information Center area for interviews.

When working with the media it is important to provide:

- Location of media center(s)
- Best access routes to media center
- Location of media access photo sites
- Times of news briefings
- Airspace restrictions
- Street closures/detours
- Shelter and hospital addresses
- Hazardous materials dangers

SEMS/NIMS Emergency Operations Plan

- Language assistance for non-English speaking journalists
- Scheduled media tours of incident area (coordinate with the Liaison Officer)
- Weather information

A Joint Information Center should be established when multiple jurisdictions, agencies and level of government are involved in the response. The PIOs at the Joint Information Center will employ the Joint Information System to share and coordinate public information, whether formally or informally, to ensure delivery of accurate and timely information the public needs and wants.

Media Identification

Provisions for press passes should be determined before an incident occurs. Generally, the Police Department issues press passes to representatives from legitimate news gathering agencies. Provisions for a system of temporary press passes should be addressed to cover the occasion when legitimate journalists arrive on the scene of a major incident.

As a general guideline, any person employed by a news gathering agency, be it newspaper, wire service, television or radio station, or as a free lance journalist or photojournalist, is authorized access to disaster areas under Penal Code section 409.5 (d) or PC 409.6(d). As a general rule, media representatives should not be admitted to National Defense Areas such as the crash site of a military aircraft (66 Ops. Cal. Atty. Gen. 497 (1983).

Other means of identification are Media Vehicle Placards and Press Photographer license plates (California vehicle Code Section 5008). The Department of Motor Vehicles, Special Plate Section states in part:

"Any person who is regularly employed or engaged as a bona fide newspaper, newsreel, or television photographer or cameraman may apply for press photographers plates. No more than one set of the special plates will be issued to a press photographer. Photojournalists must derive more than 50% of their personal income as a press photographer from a bona-fide news organization."

These plates can be identified by the letters PP inside a triangle shaped shield, followed by a number. These vehicle identification plates serve only to identify the vehicle as the property of a media representative and all persons inside the vehicle should be properly identified.

News Conferences and Briefings

The Media Information Center should be able to accommodate all media representatives during news conference briefings. State policy allows all media representatives equal access to information developed for release. Physical access to the media center and site could be controlled or restricted. If access is controlled or restricted, public safety personnel at perimeter/barriers must be instructed in these procedures. For access within police and fire lines, media representatives must have valid "authorized" media identification issued by public safety agency or authorization on company letterhead (67 Ops.Cal.Atty.Gen.535 (1984)).

Media briefings and press conferences should be conducted on a regular or "as needed" basis. In preparing for briefings and press conferences, PIOs shall:

- Arrange for an official spokesperson.
- Announce briefings times to all media.
- Arrange media tours, if such action will not hinder response efforts. (coordinate with the liaison officer.)

SEMS/NIMS Emergency Operations Plan

- Conduct tours for media pool representatives as needed.

PIOs should ensure that all information available for release is clear, concise, confirmed and approved by appropriate authority before release to the media or public. PIOs should not release unconfirmed information or speculate. Information, which is not confidential, would not hamper an investigation or jeopardize the rights and safety of an individual can and should be released.

Media Pools

The media should be allowed reasonable access. If restrictions or limitations are unavoidable, a "pool" system may be used to avoid congestion. Journalists on the scene should be permitted to select representatives from each medium (radio, television, newspaper, wire service, magazine, video and still photographers). They should also consider selecting representatives from each level of coverage (local, regional, national and international). These are then escorted into the area. These representatives will then share all information, photographs and video/audio tape with other accredited journalists. Only journalists present when the pool is activated should be allowed access to pool material. A sign-up sheet may be used to record participants.

When access by the media must be denied or severely restricted, a valid explanation must be provided. The media pool is seen as a restriction placed on the media and coverage of the news. Media pools should be considered only as a last resort. Media representatives must be reasonably accommodated at disaster scenes.

Journalists selected as pool members must be willing and able to meet deadlines and share video, audio or still coverage, in a timely manner to all entitled to material generated by the media pool. Journalists not assigned to the media pool must obey lawful orders of public safety officers. Once the media pool is formed, only authorized pool members may have access to the immediate scene while access is limited.

Media Access Photo Sites (MAPS)

Media Access Photo Sites (MAPS) should be established for photojournalists to provide visual access. MAPS are specific locations designated for use by still and video media to provide visual access to emergency, crime, and hazardous materials scenes. The MAPS should be identified and established as a priority by the PIO or knowledgeable representative of the Incident Commander.

Criteria considered in identifying locations for Media Access Photo Sites:

- The site should be as close as possible to the incident yet not interfere with the operation of public safety officers or compromise the safety of media representative.
- The location should be chosen to give the best visual access to all areas of interest associated with the incident.
- The need to locate video trucks and support equipment as close as possible for technical reasons should be considered.

Journalists will have access to the media photo site; however all media briefings and interviews should be conducted at the Media Information Center near the Command Post or EOC.

In the event that the incident falls under the jurisdiction of the National Transportation Safety Board (NTSB), the media photo site should be activated immediately by the PIO Function. The Police Department will act as the investigator's agent when restricting access. They will decide on access. Officers are urged to treat the area as a crime scene, even though the incident may not have been the result of an obvious criminal act. Media photo sites should be placed outside the immediate crime scene area(s).

POST-EMERGENCY PHASE

Recovery

Information will continue to be released after termination of the emergency. This will include information on clean-up, possible health effects, traffic reports, restoration of essential services, extent of damage and available assistance programs available.

It is the responsibility of the PIO to:

- Advise the public of recovery efforts
- Provide for public meetings to address public concerns.
- Continue monitoring public attitudes and revise public information strategies accordingly.
- Reduce tension by issuing news releases on a regular basis.
- Record and evaluate actions taken during incident for after action report.
- Consider contacting the media for their input into the after action report.
- Ensure that the PIO has business cards with phone numbers to give to media.

The following information should be released to the public when providing EMERGENCY public information.

LIFESAVING/HEALTH PRESERVATION INSTRUCTIONS

- ___ What to do (and why)
- ___ What **not** to do (and why)
- ___ Information (for parents) on status and actions of schools (if in session)
- ___ Hazardous/contaminated/congested areas to avoid
- ___ Curfews
- ___ Road, bridge, freeway overpass, dam conditions, and alternate routes to take.
- ___ Evacuation:
 - Routes.
 - Instructions (including what to do if vehicle breaks down).
 - Arrangements for persons without transportation.
 - Location of mass care/medical/
 - Coroner facilities, food, safe water. Status of hospitals.
- ___ First aid information
- ___ Fire fighting instructions
- ___ Emergency telephone number (otherwise request people not to use telephone). Stress to out-of-area media that people should **NOT** telephone into the area. Lines must be kept open for emergency calls
- ___ Instructions/precautions about utility use, sanitation, how to turn off utilities
- ___ Essential services available: hospitals, grocery stores, banks, pharmacies, etc.
- ___ Weather hazards/health risks (if appropriate)

EMERGENCY STATUS INFORMATION

- ___ Before release, clear all information with the EOC Director.
- ___ Verify all information before release
- ___ Provide all hotline numbers
- ___ Description of the emergency situation, including:
 - Number of deaths and injuries
 - Property damage to city and businesses and dollar value
 - Persons displaced
 - Magnitude of earthquake, number of fires, etc.
- ___ Description of government and private response efforts (mass care, medical, search and rescue, emergency repair, debris clearance, fire/flood fighting, etc.)
- ___ Any of the priority 1 information in summary form on a "nice to know" rather than "vital to know and act upon" basis

SEMS/NIMS Emergency Operations Plan

- ___ Status of Local Proclamation, Governor's Proclamation and Presidential Declaration
- ___ Where people should report/call to volunteer
- ___ How people in other areas can obtain information about relatives/friends in the disaster area (coordinate with Red Cross on release of this information). How disaster victims can locate family members

OTHER USEFUL INFORMATION

Usually this type of information will be released in the Recovery Period because of lack of time and other priorities during other phases.

- State/Federal assistance available.
- Disaster Application Center opening dates/times.
- Historical events of this nature.
- Charts/photographs/statistics from past events.
- Human interest stories
- Acts of heroism
- Historical value of property damaged/destroyed
- Prominence of those killed/injured.

MEDIA PHONE LIST - RADIO/TV/PRINT

Daily Newspapers

	Phone Number	Fax Number
Whittier Daily News	(562)698-0955	(562) 698-0450
The Wave Newspaper	(323) 556-5720	(323) 556-5704
The Los Angeles Times	(213) 237-5000	(213) 237-4712
Press Telegram	(562) 435-1161	(562) 437-7892

Radio

KFI	(323) 225-5534	(213) 389-7640
KFWB	(323) 871-4633	(323) 871-4670
KNX	(323) 460-3343	(323) 460-3275

Television

KABC TV Channel 7		(818) 863-7080
KCAL TV Channel 9		(323) 464-2526
KCBS TV Channel 2		(323) 460-3733
KCOP TV Channel 13		(323) 850-1265
KNBC TV Channel 4		(818) 840-3535
KTLA TV Channel 5		(323) 460-5333
Fox Channel 11		(310) 584-2023
KWHY TV		(310) 348-3669
CNN		(323) 993-5081

Spanish

CNN Spanish		(323) 993-5188
KMEX		(310) 348-3493
Channel 52		(818) 543-0293
Univision		(310) 348-3669
KLAX		(310) 203-8989
KLVE		(323) 463-5724
Mexican News Agency		(213) 483-6904

**MEDIA CONTACT LIST - RADIO
LOS ANGELES COUNTY**

**KABC-AM (790) &
KLOS-FM (95.5)**

News Director (KLOS)
No Director for (KABC)

3321 South La Cienega Blvd.
Los Angeles, 90016
213/557-7365 (KABC)
213/520-5567 (KLOS)

Public Services Contact
None (KABC)
Address spot announcements
To "Community Calendar" Public
Services Director (KLOS)

KALI-AM (1430) (Spanish)

News Director

5723 Melrose Avenue
Los Angeles, 90038
213/466-6161

Public Service Contact
Public Service Director
213/287-9955

KBIG-FM (104.3)

Director of News and Public Affairs

7755 Sunset Blvd.
Los Angeles, 90046
213/874-7700

Public Service Contact

**KFI-AM (640) &
KOST-FM (103.5)**

News Director

610 South Ardmore Ave.
Los Angeles, 90005
213/385-0101

Public Service Contact
Public Service Director

KFOX-FM (93.5)

News Director

222 N. Sepulveda Blvd.
El Segundo, 90245
310/606-9350

Public Service Contact
Public Service Director

KFWB-AM (1390)

News Director

SEMS/NIMS Emergency Operations Plan

6230 Yucca St.
Los Angeles, 90028
213/462-5392 (462-KFWB)
213/467-9898 (Traffic)

Public Service Contact

**KIIS-AM (1150) &
KIIS-FM (102.7)**

News Director (AM & PM)

6255 Sunset blvd., Suite 1117
Hollywood, 90028
213/466-8381

Public Service Contact
Public Service Director

KJOI-FM (98.7)

News Director

6430 Sunset Blvd., Suite 601
Los Angeles, 90028
213/469-9968

General Manager
Public Service contact
Public Service Director

KLAC-AM (570)

News Director

4000 W. Alameda St.
Burbank, 91505
818/842-0500

Public Services Contact
Public Service Director

KMPC-AM (710)

News Director

5858 Sunset Blvd.
Hollywood, 90028
213/460-5672

Public Service Contact
Director of Public Affairs

**KNX-AM (1070) &
KNX-FM (93.1)**

News Director

6121 Sunset blvd.
Hollywood, 90028
213/460-3000

Public Service Contact
Director of community Services

KRLA-AM (1110)

Public Service Contact
Public Service Director

3500 Wilshire Blvd.
Los Angeles, 90010

SEMS/NIMS Emergency Operations Plan

213/383-4222

**KRTH-AM (930) &
KRTH-FM (101.1)**

News Director

5901 Venice Blvd.
Los Angeles, 90034
213/937-5230

Public Service Contact
Public Service director

KWKW-AM (1300)

News Director (Pasadena)

6777 Hollywood Blvd.
Hollywood, 90028
213/466-8111

Public Service Contact
Public Services Director
(Hollywood)

News Dept:
800 Sierra Madre Villa
Pasadena, 91107
818/520-1313

EDUCATIONAL AND NON COMMERCIAL STATIONS

KCRW-FM (89.9)

Community Public Affairs
Director and News
Contact
General Manager

Santa Monica City College
1900 Pico Blvd.
Santa Monica, 90405
310/450-5183

KLA-AM (53) & KLA-FM

News Director

University of California at Los Angeles
308 Westwood Plaza
Los Angeles, 90024
310/825-9104

Public Service Contact
Public Service director

KXLU-FM (88.9)

Faculty Advisor

Loyola Marymount University
7101 West 80 Street
Los Angeles, 90045
310/642-2866

Address mail to "News Director" or
"Public Service Director" as
appropriate

**MEDIA CONTACT LIST - TELEVISION
LOS ANGELES COUNTY**

Channel 2 KCBS

6121 Sunset Blvd.
Hollywood, 90028
213/460-3000

News Assignment Contact
Assignment Desk Editor

CBS Network
7800 Beverly Blvd.
Los Angeles, 90036
213/852-2345

Public Service Contact
Public Service Director (KCBS -
Local)
No Network Public Service
Contact

**Channel 4 KNBC
NBC Network**

3000 W. Alameda Ave.
Burbank, 91523
818/840-4444 (Information)

Director, NBC Network News

Newscenter 4 (KNBC - Local)
818/840-3425

News Assignment Contact
Senior Planning Editor (KNBC -
Local)

NBC News (Network)
818/840-3418

Public Services Contact
Public Services Coordinator
(KNBC - Local)

Public Service (KNBC - Local)
818/840-3328

No Network Public Service Contact

Channel 5 KTLA

P.O. Box 500
5800 Sunset Blvd.
Los Angeles, 90078
213/460-5500

News Director

**Channel 7 KABC
ABC Network**

4151 Prospect Ave.
Hollywood, 90027
213/557-7777 (Information)

News Assignment Contact
Assignment Editor
Public Service Contact
Public Service Director

News Director (KABC - Local)
(Network Bureau Chief)

News Assignment Contacts

SEMS/NIMS Emergency Operations Plan

213/668-2100 (Local News - KABC)
213/557-5261 (Network News)
213/557-4720 (Public service - Local)

Assignment Editor (KABC - Local)

Address all news releases to
News Assignment desk (Network)

Network Public Service Office
1313 North vine St., Room 202
Hollywood, 90028
213/557-4751
Network

Public Service Contacts
Public Service Director (KABC -
Local)
Public Service Coordinator

Channel 9 KHJ

News Director
News Assignment Contact

5515 Melrose Ave.
Los Angeles, 90038
213/462-2133

Public Service Contact
Public Service Director

Channel 11 KTTV

News Director

5746 Sunset Blvd.
Hollywood, 90028
213/462-7111
213/856-1236 (KTTV News)

News Assignment contact
News Assignment Editor

Public Service Contact
Public Service Director

Channel 13 KCOP

News Director

915 North La Brea
Los Angeles, 90038
213/851-1000

Public Service Contact
Public Affairs Director

Channel 28 KCET

News Director
News Assignment Contact
Public Services Contact

4401 Sunset Blvd.
Los Angeles, 90027
213/666-6500

Cable News Network

6430 Sunset Blvd.
Hollywood, 90028
213/460-5000

Robert Weiner, Bureau Chief

EDUCATIONAL STATION

Channel 58 KLCS

Director of programming

SEMS/NIMS Emergency Operations Plan

Los Angeles Unified School District
1061 West Temple St.
Los Angeles, 90012
213/625-6958

Station Manager
Public Service Contact

CABLE STATION

Ventura County Cablevision
2645 Townsgate Road, #200
Westlake Village, CA 91361

Manager - Michael Kempf
(805) 879-5330

MEDIA CONTACT LIST - PRINT

Los Angeles Times
2000 Prairie St.
Chatsworth, 91311

Daily

818/772-3360

Malibu Times
3864 Las Flores Canyon Rd.
Malibu, 90265

Weekly

Arnold York

310/456-8986

310/456-8986 FAX

Malibu Surfside News
28990 W. pacific Coast Hwy.
Malibu, 90265

Weekly

Ann Soble

310/457-6397

310/457-9908 FAX

FOR IMMEDIATE RELEASE

**Contact: Name
(310) 456-2489 ext. XXX
email address**

Title

Brief subtitle/description.

Malibu, California (date of release) – Text

The City of Malibu was incorporated on March 28, 1991. Located in Northwest Los Angeles County, the City has 21 miles of coastline along the Pacific Ocean and a population of 12,575.

###

Pre-Event Alert

This is a precautionary notification by the City of Malibu in response to an Office of Emergency Services / other advisory.

Time _____ Date _____ Source _____

We received the following:

FIRE, location _____

Wind Condition: None Breeze Gusts

Current direction _____

Flood watch, affecting _____

Flood warning, affecting _____

Other _____

There is no presence or alert of an incident within the City of Malibu at this time, however the potential for this threat may be heightened at any time. Special pre-incident instructions, if any, in your possession should be enacted at this time.

This is a community service of the City of Malibu

Emergency Preparedness Coordinator

Date

MEDIA RELATIONS Dos and Don'ts

DO	DON'T
Prepare	Lie
Assume you're being recorded	Fake it
Respect their deadlines	Go "off the record"
Know the law regarding media	Say "no comment"
Speak officially-no opinions	Use industry slang or terminology
Give the whole story	Speculate
Treat them all equally	Make flippant remarks
Highlight your priorities	Tell one news agency what another is doing
Say "I don't know"	Wear sunglasses on camera
Be there for them-return calls	Fill the "pregnant pause"
Prepare a fact sheet of frequently asked questions	Put down your detractors
Suggest interesting story ideas	Argue with the press
Offer tours or support information	Try to say everything at once
Think "sound bite" or quote	Answer hypotheticals
Listen to the question	Say "Ah"
Practice	Respond to emotional appeals with emotion
Anticipate questions	Send a news release unless it's newsworthy
Correct their mistakes	Break the connection
Remember you are the expert	

Speak only for your agency or level of government.

- Arrange for meetings between the media and incident (field) personnel.
- Make sure telephones, coffee, etc., are available for media representatives if possible.
- Try to stay with your prepared statement.
- Stay cool; don't let questions unnerve you.
- Be direct and **only** comment on what you know - **DO NOT SPECULATE!**
- Have information release policy pre-set with EOC Director.
- Try to make the media your friend-they can either help or hinder your operation.

SAMPLE PUBIC INFORMATION MESSAGES

The following inserts are sample media releases, messages and declarations that are proven effective and can be used appropriately should a disaster of the type occur.

SEQUENCE	DESCRIPTION	PAGE
Insert 1	Flood Warning Media Release	70
Insert 2	Winter Storm Warning Media Release	71
Insert 3	Major Fire Warning Media Release	72
Insert 4	HAZMAT Warning Media Release	73
Insert 6	Donations Information	74
Insert 7	Wild Fire Media Warning	75
Insert 8	Take Shelter In-Place EAS Message	76
Insert 9	HAZMAT - Evacuation Announcement	77
Insert 10	HAZMAT - School Evacuation Announcement	78
Insert 11	Sample Emergency Declaration (Flood)	79
Insert 12	Sample Winter Storm Declaration	80
Insert 13	Sample Fire Declaration	81
Insert 14	Sample HAZMAT Declaration	82
Insert 15	PIO Condition Status Report	83
Insert 16	Evacuation Instructions to the Public	84
Insert 17	Rapid Assessment Form	85
Insert 18	Preliminary Damage Assessment Worksheet	86
Insert 19	Preliminary Damage Assessment Summary	87

SAMPLE FLOOD WARNING MEDIA RELEASE

This is _____, speaking for The City of Malibu. Officials report that _____ is overflowing.

All citizens in low lying areas of The City of Malibu and designated flood plains should begin evacuating immediately to higher ground or to _____ (Shelter) _____. (List precautions).

Flood waters may interrupt travel along Route _____ at _____ (time) _____.

Major roads that may be affected by flooding include _____.

Populated areas of _____ will be impacted at approximately _____.

Move calmly, but quickly. Listen to instructions given by your local officials.

Tune to radio station _____ or channel _____ for further instructions.

(Repeat the Message.)

NOTE: Have media repeat periodically; update times and events while interspersing necessary information to citizens.

IF YOU ARE AWARE OF ANY HANDICAPPED OR DISABLED PERSON/S IN THE AFFECTED AREA, PLEASE NOTIFY THEM OF THE EMERGENCY SITUATION AND ASSIST THEM, IF POSSIBLE. IF YOU ARE UNABLE TO HELP, PLEASE NOTIFY THE (SHERIFF/FIRE DEPT.) OF THE LOCATION AND CONDITION OF THE PERSON/S.

Insert 2 - **Winter Storm Warning** Media Release

SAMPLE WARNING MEDIA RELEASE

This is _____, speaking for The City of Malibu. Officials report that a Winter Storm has been predicted for _____.

All citizens in The City of Malibu should begin preparations for the impending storm and take the following precautions. (List precautions).

Tune to radio station _____ or channel _____ for further instructions.

(Repeat the Message.)

NOTE: Have media repeat periodically; update times and events while interspersing necessary information to citizens.

IF YOU ARE AWARE OF ANY HANDICAPPED OR DISABLED PERSON/S IN THE AFFECTED AREA, PLEASE NOTIFY THEM OF THE EMERGENCY SITUATION AND ASSIST THEM, IF POSSIBLE. IF YOU ARE UNABLE TO HELP, PLEASE NOTIFY THE (SHERIFF/FIRE DEPT.) OF THE LOCATION AND CONDITION OF THE PERSON/S.

SAMPLE FIRE WARNING MEDIA RELEASE

This is _____, speaking for The City of Malibu. Officials report that a major fire exists in the area(s) of _____.

All citizens in The City of Malibu should begin preparations for the impending evacuation and take the following precautions. (List precautions).

Tune to radio station _____ or channel _____ for further instructions.

(Repeat the Message.)

NOTE: Have media repeat periodically; update times and events while interspersing necessary information to citizens.

IF YOU ARE AWARE OF ANY HANDICAPPED OR DISABLED PERSON/S IN THE AFFECTED AREA, PLEASE NOTIFY THEM OF THE EMERGENCY SITUATION AND ASSIST THEM, IF POSSIBLE. IF YOU ARE UNABLE TO HELP, PLEASE NOTIFY THE (SHERIFF/FIRE DEPT.) OF THE LOCATION AND CONDITION OF THE PERSON/S.

SAMPLE HAZMAT WARNING MEDIA RELEASE

This is _____, speaking for The City of Malibu. Officials report that a major fire and/or chemical spill exists in the area(s) of _____
_____.

All citizens in The City of Malibu should begin preparations for the impending evacuation and take the following precautions. (List precautions).

Tune to radio station _____ or channel _____ for further instructions.

(Repeat the Message.)

NOTE: Have media repeat periodically; update times and events while interspersing necessary information to citizens.

IF YOU ARE AWARE OF ANY HANDICAPPED OR DISABLED PERSON/S IN THE AFFECTED AREA, PLEASE NOTIFY THEM OF THE EMERGENCY SITUATION AND ASSIST THEM, IF POSSIBLE. IF YOU ARE UNABLE TO HELP, PLEASE NOTIFY THE (SHERIFF/FIRE DEPT.) OF THE LOCATION AND CONDITION OF THE PERSON/S.

MESSAGES AND FORMS

Insert 6 - **DONATIONS**

30 SECOND DONATIONS ANNOUNCEMENT

In response to the relief efforts for the disaster in The City of Malibu, there are questions as to what items and services are needed.

The city encourages all individuals desiring to help to give cash donations to an organized voluntary agency of your choice, such as the American Red Cross or the Salvation Army.

The City of Malibu is helping to coordinate between individuals and businesses who wish to donate money, goods and services with agencies that are able to receive, store and distribute donated items.

For more information on what and where to donate, call the The City of Malibu Donations Desk at _____.

SAMPLE WILD FIRE WARNING MEDIA RELEASE

This is _____ (Name) _____, speaking for The City of Malibu. Officials report that a fire is presently burning out of control in the area of (_____).

All citizens living in the affected area, especially (_____) should begin immediate evacuation to (_____) or to (_____).

It is anticipated that the fires may interrupt travel along _____ and the following major streets _____ by (Time _____).

The populated areas of (_____) may be impacted by (Time _____).

Move Calmly, but quickly. Listen to instructions of your local officials.

(Repeat the Message.)

NOTE: Have media repeat periodically; update times and events while interspersing necessary information to evacuees.

TAKE SHELTER IN-PLACE EAS Announcement

The following message has been released by The City of Malibu Emergency Operations Center:

1. "The _____ has announced that an emergency presently exists at _____. Persons living or working within an approximate _____ mile radius of this location are requested to take sheltering actions.
2. There is no need for residents to leave the area in order to take sheltering action.
3. In _____ people living, working, or traveling in the following area are affected by this request:

(Repeat list of areas one time, then continue message)
4. Persons living , working or traveling in this area should take sheltering action. Persons traveling to home or work should proceed to their destination in an orderly fashion, observing all traffic regulations. Non-residents traveling in motor vehicles should clear the area in an orderly fashion.
5. All persons traveling in the area in motor vehicles should roll up all windows, close all air vents, and turn off air conditioners. If in an automobile, or when sheltering is not immediately available, improvised respiratory protection may be taken. Place a handkerchief, towel, or other similar item snugly over the nose and mouth until indoors.
6. Persons who have taken shelter should observe the following procedures:
 - a. Close all doors and windows.
 - b. Disconnect air conditioners or fans.
 - c. Lower the thermostat setting of any heater or turn off air conditioner/evaporative cooler to minimize the intake of external air.
 - d. Keep pets inside, and to the extent possible, bring farm animals under covered facilities.
7. YOU ARE ASKED TO NOT DO THE FOLLOWING: (Read statement a., below, if school is in session.)
 - a. You are requested not to telephone or go to the school your children are attending. They are in a covered, protected environment and will be bussed home when it is safe to do so.
 - b. Do not telephone City, County, State, or Federal Officials directly involved. They will keep you informed of the situation through this station. Do not use the telephone except for medical emergencies.
8. The preceding has been an announcement by the _____ Emergency Operations Center. It calls for all persons living or working within a _____ mile radius of _____ to take shelter. For further information, stay tuned to this station.

(Thereafter, this message shall be repeated every five minutes until the station is informed by the _____ EOC to end transmission.)

EVACUATION EAS ANNOUNCEMENT

The following message has been released by the The City of Malibu Emergency Operations Center:

1. "The _____ has announced that a Full Emergency Condition exists at _____ and recommends the evacuation of all persons living or working within an approximate ____ mile radius of this location.

2. This advisory affects persons living/working in the following areas:

(Repeat the list of affected areas one time, then continue the message.)

3. Please use the following evacuation routes for your neighborhood. If you will need a place to stay, report to the designated Reception and Care Center.

(List appropriate evacuation routes by neighborhood, being sure to use streets the residents would be familiar with, and that will lead them out of the danger area.)

4. If you have housebound persons or invalids in your home and require assistance in moving them, contact the Emergency Operations Center at _____.

5. Please cooperate by checking on persons who may live alone in your neighborhood. If they have no way of providing for their own transportation, please assist them if possible, if not possible, please contact the _____ Emergency Operations Center at _____.

6. Persons affected by this evacuation should prepare to spend a minimum of three days away from their homes and should have with them sufficient quantities of clothing, sleeping bags or blankets, personal care items and prescription drugs for at least this period. Persons evacuating to Reception and Care Centers will be provided with food and sanitary facilities. Pets may accompany their owners, but will not be allowed inside the Reception and Care Centers. The care and feeding of pets is the owners' responsibility.

7. Farmers/Ranchers affected by this evacuation advisory should shelter their animals and contact their County USDA agricultural agent for further instructions regarding protection of livestock and foodstuffs, and regaining access to the evacuated area.

8. Persons planning to evacuate are reminded to take the following steps prior to leaving:

- a. Secure your home and property.
- b. Turn off all lights and electrical appliances.
- c. Turn down any heating systems (or turn off air conditioning systems).
- d. Proceed calmly to your destination, obeying all traffic laws and driving carefully.
- e. Please obey the police and others who will be directing traffic along the evacuation routes.

9. The preceding has been an announcement by the _____ Emergency Operations Center regarding a recommendation by the _____ for the evacuation of all persons within a _____ mile radius of the _____ For further information, stay tuned to this station.

SCHOOL EVACUATION EAS ANNOUNCEMENT

1. The following message has been released by the The City of Malibu Emergency Operations Center. It supplements instructions given to the public concerning the evacuation announcement for an approximate _____ mile radius of _____.
2. Parents with children attending school within a _____ mile radius of _____ are advised that their children are subject to a separate evacuation plan while school is in session. These schools _____ are:

Children at these schools will be taken directly to shelter areas. Parents are to meet their children at these shelter areas outside the emergency zone. I repeat, children will be taken directly to areas outside the risk area where parents are to meet their children. Parents are not to report to their children's schools.

3. Children attending the schools in the risk area will be taken to the following areas where they may be picked up:

<u>School</u>	<u>Shelter Area</u>
---------------	---------------------

(Repeat list one time and continue message.)

4. Parents are urged not to telephone or go to the schools their children attend. To do so will only create confusion. Parents are to meet their children at the previously announced shelter areas. I repeat, parents are urged not to telephone or go to the schools that their children attend, but to meet their children at the shelter areas.
5. The preceding has been an announcement by the _____ Emergency Operations Center giving parents instructions on where to meet their children who are attending schools within an approximate _____ mile radius of _____.

(REPEAT THE ENTIRE MESSAGE ONE TIME)

**SAMPLE
EMERGENCY DECLARATION**

WHEREAS, the unusually strong flood of _____20_____. and the damages resulting therefrom, have caused the death of _____ persons and extensive destruction to private property and to the many public facilities, streets, and roads within The City of Malibu; and

WHEREAS, the flood has resulted in a condition of extreme peril to the health and safety of many citizens; and

WHEREAS, the City Manager of the The City of Malibu is authorized by resolution to declare a City Emergency;

NOW, THEREFORE, it is hereby declared that an emergency now exists in The City of Malibu, California; and It is further ordered that during the existence of said emergency, City government agencies assigned emergency roles in the The City of Malibu Emergency Operations Plan are an Emergency Organization and the The City of Malibu Emergency Operations Plan is hereby activated and in effect until further notice.

DATED: _____

SAMPLE

EMERGENCY DECLARATION (STORM)

WHEREAS, the unusually strong Winter Storm of _____20_____, and the damages resulting therefrom, have caused the death of _____ persons and extensive destruction to private property and to the many public facilities, streets, and roads within the The City of Malibu; and

WHEREAS, the storm has resulted in a condition of extreme peril to the health and safety of many citizens; and

WHEREAS, the City Manager of the The City of Malibu is authorized by resolution to declare a City Emergency;

NOW, THEREFORE, it is hereby declared that an emergency now exists in The City of Malibu, California; and It is further ordered that during the existence of said emergency, city government agencies assigned emergency roles in the The City of Malibu Emergency Operations Plan are an Emergency Organization and The City of Malibu Emergency Operations Plan is hereby activated and in effect until further notice.

DATED: _____

**SAMPLE
EMERGENCY DECLARATION (Fire)**

WHEREAS, the unusually extensive fires of _____ 20_____, and the damages resulting therefrom, have caused the death of _____ persons and extensive destruction to private property and to the many public facilities, streets, and roads within the The City of Malibu; and

WHEREAS, the fire has resulted in a condition of extreme peril to the health and safety of many citizens; and

WHEREAS, the City Manager of The City of Malibu is authorized by resolution to declare a City Emergency;

NOW, THEREFORE, it is hereby declared that an emergency now exists in The City of Malibu California; and It is further ordered that during the existence of said emergency, city government agencies assigned emergency roles in the Emergency Plan are an Emergency Organization and the The City of Malibu Emergency Operations Plan is hereby activated and in effect until further notice.

DATED: _____

**SAMPLE
EMERGENCY DECLARATION (HAZMAT)**

WHEREAS, the unusually extensive HAZMAT incident of _____ 20 _____,
and the damages resulting therefrom, have caused the death of _____ persons and extensive
destruction to private property and to the many public facilities, streets, and roads within
The City of Malibu; and

WHEREAS, the incident has resulted in a condition of extreme peril to the health and safety
of many citizens; and

WHEREAS, the City Manager of The City of Malibu is authorized by
resolution to declare a City Emergency;

NOW, THEREFORE, it is hereby declared that an emergency exists in The City of Malibu,
California; and It is further ordered that during the existence of said emergency, city
government agencies assigned emergency roles in the The City of Malibu Emergency Plan are
an Emergency Organization and the The City of Malibu Emergency Operations Plan is hereby
activated and in effect until further notice.

DATED: _____

**SAMPLE
EMERGENCY/INCIDENT CONDITION STATUS REPORT (Page 1 of 2)**

DATE:_____ TIME:_____ NO.

NATURE OF THE INCIDENT:

EXTENT OF DAMAGE

(Public)

(Private)

PROTECTIVE ACTIONS REQUIRED:(Evacuation Routes):

NUMBER OF PEOPLE INVOLVED:

WHAT IS INVOLVED (Hazardous Materials, etc.)

WHERE DID IT TAKE PLACE

WHEN DID IT OCCUR:

HOW DID IT OCCUR:

RESPONDING AGENCIES:

NUMBER/DISPOSITION/TREATMENT OF VICTIMS:

ON SCENE COORDINATOR

CONTINUING HAZARDS:

SEMS/NIMS Emergency Operations Plan

RECOVERY OPERATIONS:

WEATHER
CONDITIONS _____

Temperature: _____ Wind Speed: _____ Direction:

NOTIFICATIONS:

Agency:

Time:

COMMENTS:

(PUT ADDITIONAL COMMENTS ON PLAIN PAPER AND ATTACH)

APPROVED FOR RELEASE BY

Signature

EVACUATION INSTRUCTIONS TO THE PUBLIC

1. Begin evacuation immediately when the official warnings are issued. Warning will be from law enforcement, vehicles, broadcast over radio and television (time permitting) and on a door-to-door basis by law enforcement, rescue squad, and other volunteer personnel.
2. Follow the evacuation route nearest to you.
3. Where to go: To the Reception Center located at the staging area announced - then you may go to a Red Cross Shelter, or to private homes of friends or relatives. However, in any case go the Reception Center and register so that information about whereabouts is available for local officials as well as inquiries from relatives.
4. If you do not have your own transportation, proceed to (to be announced) and law enforcement officers will assist you.
5. Be prepared for a lengthy stay. Take necessary items such as medicines, prescriptions, personal papers, changes of clothing and valuables, all within reasonable limitations as to safety and available time and space.
6. LOCK YOUR HOME. TURN OFF GAS AND ELECTRICITY.
7. When you have secured your home, TIE A WHITE CLOTH or towel on your front door so that Emergency Management personnel will know that you have gone.
8. DO NOT CLOG PHONE LINES unnecessarily. Don't become part of the problem by interfering with communications and smooth operations of vital personnel.
9. TIME IS IMPORTANT -- MOVE FAST, BUT SAFELY AND COURTEOUSLY.

Re-entry:

1. Do not return to the evacuated areas until advised to do so by responsible officials (police, town officials, etc.). The area will be secured and you will not be allowed entry.
2. Do not drink water from wells or springs that may be polluted. Wait until health officials approve such water.
3. Be careful in eating any food that may be contaminated. In case of doubt, destroy it.
4. Leave gas and electricity off until instructed otherwise. Use caution in putting gas and electricity back into use. It is advisable to have them checked by qualified technicians before use.
5. Heed advice from official sources on how to cope damaged homes and debris.

RAPID ASSESSMENT FORM

PRELIMINARY DAMAGE ASSESSMENT WORKSHEET

APPLICANT:	DATE:
-------------------	--------------

Instructions: Use this checklist to record immediate life safety needs, use one form for each area to be assessed. Report summary to LACO OEM as soon as possible.

DATE: _____ TIME REPORTED: _____ TYPE OF INCIDENT:

AREA:

ACCESS ROUTE TO AREA

Life Safety Issues:	Reported		Location
	Confirmed	Not Confirmed	
<input type="checkbox"/> Trapped	_____	_____	_____
<input type="checkbox"/> Dead	_____	_____	_____
<input type="checkbox"/> Injured	_____	_____	_____
<input type="checkbox"/> Evacuated	_____	_____	_____

Status of Lifelines	Functioning	Not Functioning
<input type="checkbox"/> Electricity	□	□
<input type="checkbox"/> Gas	□	□
<input type="checkbox"/> Sewer	□	□
<input type="checkbox"/> Water	□	□
<input type="checkbox"/> Telephone	□	□

Description of Imminent Hazards: _____

SEMS/NIMS Emergency Operations Plan

CATEGORY OF WORK:

Emergency Work:

A - Debris Removal

B - Emergency Protective Measures

Permanent Work

C - Road or Street Facilities

D - Water control Facilities

E - Public Buildings and Related Equipment

F - Public Utilities

G - Other

SITE IDENTIFICATION	CATEGORY OF WORK	BRIEF DESCRIPTION OF WORK	ESTIMATE OF COST
COMPILED BY:		ESTIMATED BY:	

PRELIMINARY DAMAGE ASSESSMENT SUMMARY

APPLICANT:	TYPE OF EMERGENCY:	DATE(S) OCCURRED:		
<u>MAJOR AREA</u>	<u>SUB AREAS</u>	<u>NUMBER</u>	<u>AMOUNT</u>	
CASUALTIES:	FATALITIES INJURIES		PRIVATE	PUBLIC
INITIAL COST:	Debris Clearance Protective Measures Water Control Facilities			
BUILDINGS:	Residential Homes Mobile Homes Public Buildings School Buildings School Public School Private Medical Facilities Custodial Care Business Other			
UTILITIES:	Publicly Owned Private			
ROADS/STREETS/HIGHWAYS:	Miles Damaged/Destroyed			
BRIDGES:	Damaged/Destroyed			
OTHER:	List			
SUMMARY COST:	Public			
	Private		Insert Private Total Here <input type="checkbox"/>	
TOTAL:				

MEDIA ACCREDITATION PROCEDURES

During a local emergency the City Hall Downstairs Public Lobby will be used as the Media Check-in Center. All media personnel requesting information should report there.

Media personnel should be prepared to present photo I.D. in the form of a valid signed and dated photo identification card issued to the bearer from the Los Angeles County Sheriff's Department. Additional verification may be required.

No provisions will be made to feed or house media personnel.

*Members of the media **may not** be allowed to enter the Emergency Operations Center (EOC) without authorization, as their presence may disrupt emergency operations.*

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MEDIA ACCESS REGULATIONS

The following are extracts from Government Codes and Regulations relating to the granting of access to the media to closed or restricted areas during incidents and disasters:

California Penal Code

Section 409.5 Power of peace officers to close areas during emergencies; Entering or remaining within area as misdemeanor; Exception as to newspaper representatives, etc.

- (a) Whenever a menace to the public health or safety is created by a calamity such as flood, storm, fire, earthquake, explosion, accident or other disaster, officers of the California Highway Patrol, California State Police, police departments or sheriff's office, any officer or employee of the Department of Forestry designated a peace officer by subdivision (f) of Section 830.3, and any officer or employee of the Department of Parks and Recreation designated a peace officer by subdivision (l) of Section 830.3, may close the area where the menace exists for the duration thereof by means of ropes, markers or guards to any and all persons not authorized by such officer to enter or remain within the closed area. If such a calamity creates an immediate menace to the public health, the local health officer may close the area where the menace exists pursuant to the conditions which are set forth above in this section.
- (b) Officers of the California Highway Patrol, California State Police, police departments, or sheriff's office or officers of the Department of Forestry designated as peace officers by subdivision (f) of Section 830.3 may close the immediate area surrounding any emergency field command post or any other command post activated for the purpose of abating any calamity enumerated in this section or any riot or other civil disturbance to any and all unauthorized persons pursuant to the conditions which are set forth in this section whether or not such field command post or other command post is located near to the actual calamity or riot or other civil disturbance.
- (c) Any unauthorized person who willfully and knowingly enters an area closed pursuant to subdivision (a) or (b) and who willfully remains within such area after receiving notice to evacuate or leave shall be guilty of a misdemeanor.
- (d) Nothing in this section shall prevent a duly authorized representative of any news service, newspaper, or radio or television station or network from entering the areas closed pursuant to this section.**

Federal Aviation Regulations

Subpart B - Flight Rules Section 91.91 Temporary Flight Restrictions

- (a) Whenever the Administrator determines it to be necessary in order to prevent an unsafe congestion of sight-seeing aircraft above an incident or event which may generate a high degree of public interest, or to provide a safe environment for the operation of disaster relief aircraft, a Notice to Airmen will be issued designating an area within which temporary flight restrictions apply.
- (b) When a Notice to Airmen has been issued under this section, no person may operate an aircraft within the designated area unless:
 - (1) That aircraft is participating in disaster relief activities and is being operated under the direction of the agency responsible for relief activities;
 - (2) That aircraft is being operated to or from an airport within the area and is operated so as not to hamper or endanger relief activities;
 - (3) That operation is specifically authorized under an IFR ATC clearance;
 - (4) VFR flight around or above the area is impracticable due to weather, terrain, or other considerations, prior notice is given to the Air Traffic Service facility specified in the Notice to Airmen, and enroute operation through the area is conducted so as not to hamper or endanger relief activities; or,
 - (5) That aircraft is carrying properly accredited news representatives, or persons on official business concerning the incident or event which generated the issuance of the Notice to Airmen; the operation is conducted in accordance with 91.79 of this chapter; the operation is conducted above the altitudes being used by relief aircraft unless otherwise authorized by the agency responsible for relief activities; and further, in connection with this type of operation, prior to entering the area the operator has filed with the Air Traffic Service facility specified in the Notice to Airmen a flight plan that includes the following information:
 - (i) Aircraft identification, type and color.
 - (ii) Radio communications frequencies to be used.
 - (iii) Proposed types of entry and exit of the designated areas.
 - (iv) Name of news media or purpose of flight.
 - (v) Any other information deemed necessary by ATC.

SEMS/NIMS Emergency Operations Plan

PIO STATUS LOG

1. INCIDENT NAME		2. TYPE		3. Cause							
4. LOCATION/JURISDICTION		5. INCIDENT COMMANDER		6. START TIME	7. CLOSE TIME						
8. AREAS INVOLVED			14. AREAS EVACUATED								
9. AGENCIES RESOURCES COMMITTED			15. SHELTER CENTERS								
10. CASUALTIES A. INCIDENT PERSONNEL B. PUBLIC a. Injuries _____ a. Injuries _____ b. Fatalities _____ b. Fatalities _____			16. HOSPITAL/CONTACT PERSON								
11. DAMAGE ESTIMATES A. PUBLIC B. PRIVATE \$ _____ \$ _____			17. ROAD STATUS								
12. WARNINGS-EXPECTED HAZARDS <table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th style="width:33%;">LOCATION</th> <th style="width:33%;">TYPE</th> <th style="width:33%;">PERIOD</th> </tr> </thead> <tbody> <tr> <td style="height: 100px;"></td> <td></td> <td></td> </tr> </tbody> </table>			LOCATION	TYPE	PERIOD				18. MISCELLANEOUS		
LOCATION	TYPE	PERIOD									
13. CURRENT WEATHER		FORECAST WEATHER									
			19. PIO PHONES								
			20. LOCATION								
21. PREPARED BY		DATE/TIME									
		22. APPROVED BY		209-LEICS 1/98							

EOC VISITOR CONTROL PROCEDURES

Visitors wishing to enter the Emergency Operations Center during an actual emergency or disaster must fill out a Visitation Request Form (**See Forms Section**).

All Visitation Request Forms will be reviewed by the EOC Coordinator. Only those visitors whom the EOC Coordinator determines will benefit the emergency operations effort will be allowed into the Emergency Operations Center. This might include, but is not limited to officials, representatives from other cities, etc.

**City of Malibu
EOC Visitation Request Form**

DATE _____

NAME _____
(please print)

ADDRESS _____

TELEPHONE (Work) _____ (Home) _____

ORGANIZATION REPRESENTED _____

REASON FOR REQUEST _____

I understand that completion of this form does not constitute an agreement, expressed or implied, to permit me to enter the Emergency Operations Center (EOC).

If granted permission to enter the EOC, I agree to remain in the Visitor Control Area while in the EOC unless I am directed elsewhere by EOC staff. Further, I understand that visitation privileges may be terminated at any time and I agree to leave promptly upon notification of the termination of visitation privileges.

Signature

Signature of Authorizing Employee _____

Time In _____ Time Out _____ Areas Visited _____

SCHOOLS-Specific Information

Schools	Status	Comments
		<input type="checkbox"/> All Students Accounted for <input type="checkbox"/> Number and type of injuries <input type="checkbox"/> Missing persons, names <input type="checkbox"/> Assistance required
PUBLIC SCHOOLS		
ELEMENATARY SCHOOLS		
K-8 SCHOOLS		
HIGH SCHOOLS		
ALTERNATE SCHOOLS		
PRIVATE SCHOOLS		

Reconnaissance Report Status Board

City of Malibu

Item	Explanation	Data			
Infrastructure	General status of facilities such as dams, disaster routes, freeways, airports, flood control system, utilities, high occupancy structures, within the City.	Green	Amber	Red	Black
Hospitals	General status of private and County hospitals. It does not apply to small medical facilities or clinics. ONLY HOSPITALS	Green	Amber	Red	Black
Fire/Rescue	General status of supporting fire / rescue agency, whether City owned or contracted service.	Green	Amber	Red	Black
Law Enforcement	General status of supporting law enforcement agency, whether City owned or contracted service.	Green	Amber	Red	Black
Communications	Status of City operated communications systems. (NOT COMMERCIAL SYSTEMS, such as Pac Bell GTE etc.)	Green	Amber	Red	Black
Status of Government	How well is the City government able to respond to the emergency.	Green	Amber	Red	Black

Optional Departments - For City Use Only

Public Works	How well is the City's Public Works Dept. able to respond to the emergency.	Green	Amber	Red	Black
Utilities	How well is the City's Utility Dept. able to respond to the emergency.	Green	Amber	Red	Black
Transportation	How well is the City's Transportation Dept. able to respond to the emergency.	Green	Amber	Red	Black
Care & Shelter	How well is the City's Parks & Recreation Dept. able to respond to the emergency	Green	Amber	Red	Black

Green indicates that normal service levels exist.

Amber indicates some reduction in normal service levels.

Red indicates that service is available only for the most serious life threatening situations.

Black indicates that no services can be rendered.

PART TWO OPERATIONS SECTION

CONTENTS

GENERAL SECTION	O-3
Purpose.....	O-3
Overview.....	O-3
Objectives	O-3
Concept of Operations	O-3
Section Activation Procedures.....	O-4
<u>EOC RESPONSIBILITIES CHART</u>.....	O-5
<u>OPERATIONS SECTION ORGANIZATION CHART</u>.....	O-6
OPERATIONS SECTION POSITION CHECKLISTS	
<u>Generic Activation Checklist</u>	O-8
<u>Operations Section Coordinator</u>	O-11
<u>Care And Shelter Branch</u>	O-15
<u>Public Works Branch</u>	O-21
<u>Safety Assessment Branch</u>	O-25

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OPERATIONS SECTION

GENERAL

PURPOSE

To enhance the capability of the City of Malibu to respond to emergencies by carrying out coordinated tactical operations based upon the Emergency Operations Plan (EOP). It is the policy of this Section that the priorities of responses are to be:

- Protect life and property.
- Carry out objectives of the EOP.
- Ensure coordinated incident response.
- Cooperate with other sections of the city's emergency response team.

OVERVIEW

The Operations Section's primary responsibility is to manage the tactical operation of various response elements involved in the disaster/emergency. These elements may include:

- Care and Shelter
- Public Works
- Safety Assessment

NOTE: The Section will NOT manage the tactical operations of Law Enforcement (including evacuation or traffic control operations), Fire, Hazardous Materials Responders or Emergency Medical Services. However, representatives from these agencies may be present in the Section to advise and interact with the City.

OBJECTIVES

The Operations Section is responsible for coordination of all response elements applied to the disaster/emergency. The Operations Section carries out the objectives of the Emergency Operations Plan and requests additional resources as needed.

CONCEPT OF OPERATIONS

The Operations Section will operate under the following policies during a disaster/emergency as the situation dictates:

- The Standardized Emergency Management System (SEMS) incorporated with the National Incident Management System (NIMS) will be followed.
- All existing city and departmental operating procedures will be adhered to unless modified by the City Council.
- All on-duty personnel are expected to remain on duty until properly relieved of duty. Off-duty personnel will be expected to make contact with City of Malibu Emergency Operations Center in order to arrange working hours in accordance with existing agreements.

- While in a disaster mode, operational periods will be 12 hours for the duration of the event. Operational periods will normally change at 6 a.m. and 6 p.m. Operational periods should be event driven, and shall be set at the discretion of the Director of Emergency Services (DES).

SECTION ACTIVATION PROCEDURES

Authorization

The Director of Emergency Services or the EOC Director is authorized to activate the Operations Section.

When to Activate

The Operations Section may be activated when the City's Emergency Operations Center (EOC) is activated or upon the order of the EOC Director.

Where to Report

The Primary EOC is located at City Hall, 23825 Stuart Ranch Road, Malibu, CA. The alternate EOC location is at Malibu Bluffs Park, 24250 Pacific Coast Highway, Malibu.

When to Report

Personnel should report to the EOC or their assigned emergency locations when:

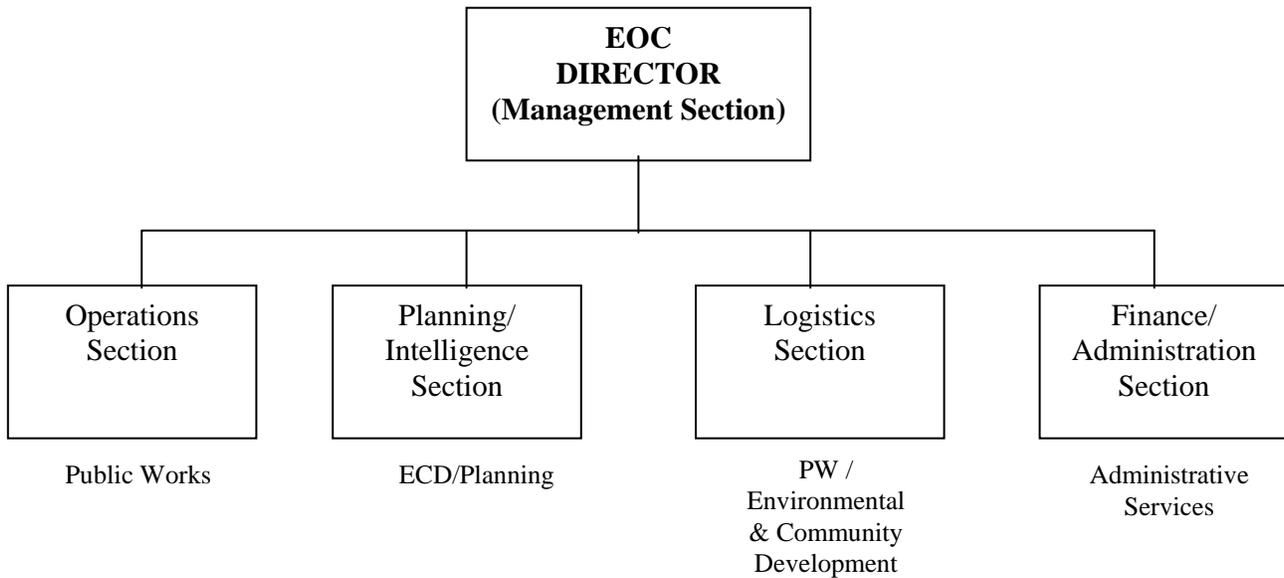
- 1) Instructed by their supervisor or Department Head.
- 2) Instructed by the Director of Emergency Services or their Designee.
- 3) When instructed by the EOC Director (During EOC activations).
- 4) When any situation occurs that might constitute an emergency or disaster and as such would require the activation of the City's EOC.

Reporting Procedures

The following Procedures are set forth to ensure a rapid, effective response by the City of Malibu following an earthquake or other major disaster or emergency.

- A) All full and part time City Staff are considered essential emergency personnel and under Chapter 1 (section 3211.92) of Part I of Division 4 of the State of California Labor Code are defined as "Disaster Services Workers." As such all staff members are expected to make every reasonable effort to return to work following any disaster/emergency situation that may require the activation of the EOC or their individual department or unit. If at work staff members are expected to stay at their work stations or emergency locations unless they are injured, relieved or dismissed by the Director of Emergency Services or their designee, the EOC Manager or their immediate supervisor.

SEMS/NIMS EOC RESPONSIBILITIES CHART



Responsibilities:

EOC Director (Management Section)

Responsible for overall emergency management policy and coordination through the joint efforts of governmental agencies and private organizations. The EOC Director will either activate appropriate sections or perform their functions as needed.

Operations Section

Responsible for coordinating all jurisdictional operations in support of the emergency response through implementation of the City's Emergency Operations Plan and the Incident Action Plan (IAP).

Planning/Intelligence Section

Responsible for collecting, evaluating and disseminating information; developing the City's Incident Action Plan (IAP) in coordination with other sections; initiating and preparation of the city's After-Action Report and maintaining documentation.

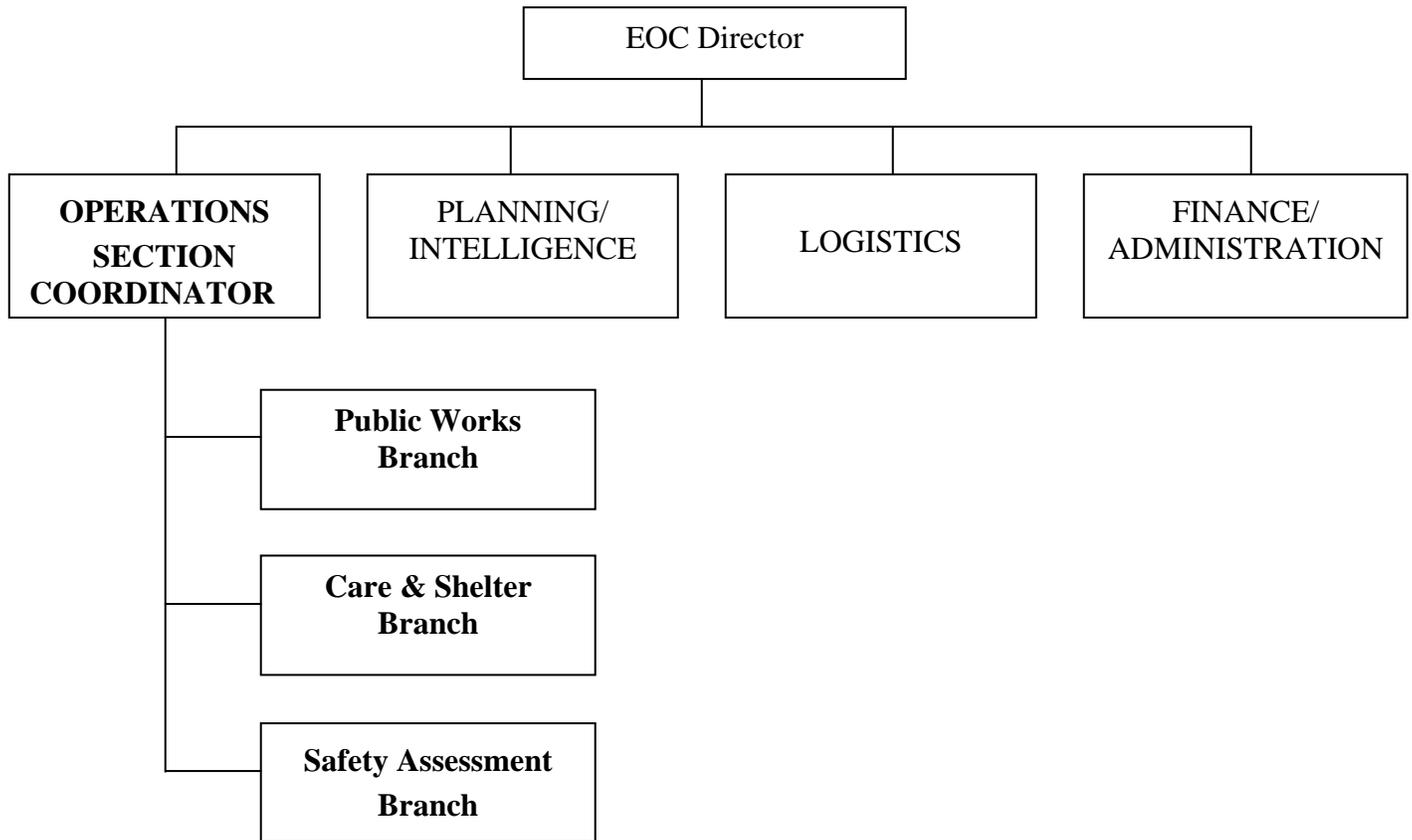
Logistics Section

Responsible for providing communications, facilities, services, personnel, equipment, supplies and materials.

Finance/Administration Section

Responsible for financial activities and other administrative aspects.

OPERATIONS SECTION ORGANIZATON CHART



OPERATIONS SECTION STAFF

The Operations Section Coordinator will determine, based on present and projected requirements, the need for establishing specific and/or specialized branches. The following branches may be established as the need arises:

- Care & Shelter Branch
- Public Works Branch
- Building and Safety Branch

The Operations Section Coordinator may activate additional units as necessary to fulfill an expanded role.

Operations Section Coordinator

The Operations Section Coordinator, a member of the EOC General Staff, is responsible for coordinating all the City's "in-the-Field" response operations in support of the emergency response, and for coordinating all requests for mutual aid and other operational resources. The Coordinator is responsible for:

- Understanding the current situation.

- Predicting probable resource needs.
- Preparing alternative strategies for procurement and resources management.

Care & Shelter

The Care and Shelter Branch is responsible for providing care and shelter for disaster victims and will coordinate efforts with the American Red Cross and other volunteer agencies.

Public Works

The Public Works Branch is responsible for coordinating all Transportation & Public Works operations; maintaining public facilities, surviving utilities and services, as well as restoring those that are damaged or destroyed; assisting other functions with debris removal, traffic issues, search and rescue, transportation, etc. as needed.

Safety Assessment Branch

The Safety Assessment Branch is responsible for the evaluation and inspection of all City-owned and private structures damaged in an incident. This information is vital both to response and recovery efforts.

ALL STAFF GENERIC ACTIVATION CHECKLIST

All Staff reporting to an EOC shall do the following:

- Sign in on the Staff Roster.
 - Check in with Management or Staff Member in charge verbally.
 - Advise telephone operators and EOC Coordinator that you are in "In place".
 - Familiarize yourself with status of incident by reading posted reports.
 - Examine position work station for supplies and communication equipment.
 - Put on your designated colored EOC Vest indicating your position.
 - Review your position responsibilities. If you don't understand, ask your supervisor.
 - Assess resources presently assigned and /or needed.
 - Start necessary filing, tracking and documentation systems.
 - When another person relieves you, ensure that they are thoroughly briefed before you leave your work station.
-

DEACTIVATION Phase:

Deactivate your assigned position and close out logs and files when authorized by the Director of Emergency Services (DES).

- Complete all required forms, reports and other documentation and submit to the Planning/Intelligence Section Coordinator.
- Be prepared to provide input for the after-action report.
- Keep all notes and information from the event not turned over to the Plans/Intel. Section Coordinator for clarification in the event of conflicting reports or to

substantiate a claim.

Clean up your work area before you leave.

Report for De-Briefing before leaving.

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OPERATIONS

OPERATIONS SECTION COORDINATOR

PRIMARY: Public Works Director

ALTERNATE: Public Works Superintendent

SUPERVISOR: EOC Director

The Operations Section Coordinator, a member of the EOC Director's General Staff, is responsible for coordinating all jurisdictional operations in support of the emergency response through implementation of the City's Emergency Operations Plan (EOP) and the Incident Action Plan (IAP).

The Operations Section Coordinator will determine, based on present and projected requirements, the need for establishing specific and/or specialized branches/units. The following branches/units may be established as the need arises:

- Fire Liaison
- Law Liaison
- Public Works Branch
- Care and Shelter Branch
- Safety Assessment Branch

The Operations Section Coordinator may activate additional units as necessary to fulfill an expanded role.

GENERAL DUTIES:

- Ensure that the Operations Section function is carried out, including the coordination of response for Care and Shelter, Public Works, and Building and Safety.
- Establish and maintain staging areas for incoming resources.
- Develop and ensure that the EOC Action Plan's operational objectives are carried out.
- Establish the appropriate level of organization within the Section, and continuously monitor the effectiveness of that organization. Make changes as required.
- Exercise overall responsibility for the coordination of activities within the Section.
- Report to the EOC Director on all matters pertaining to Section activities.

OPERATIONS SECTION COORDINATOR

**READ ENTIRE CHECKLIST AT START-UP AND
AT BEGINNING OF EACH SHIFT**

Initial/Time/Date/Comments CHECKLIST ACTIONS

SECTION START-UP:

- Manage and prioritize all operational functions assigned to the Malibu City EOC
- Ensure that operational objectives and assignments identified in the Emergency operations Plan (EOP) are carried out effectively.
- Establish the appropriate level of branch and unit organizations within the Operations Section, continuously monitoring the effectiveness and modifying accordingly.
- Exercise overall responsibility for the coordination of Branch and Unit activities within the Operations Section.
- Ensure that the Planning/Intelligence Section is provided with Branch Status Reports and Incident Reports.
- Conduct periodic Operations briefings for the EOC Director as required..

ACTIVATION PHASE:

- Follow the generic Activation Phase Checklist.
- Ensure that the Operations Section is set up properly and that appropriate personnel, equipment, and supplies are in place, including maps and status boards.
- Meet with Planning/Intelligence Section Coordinator; obtain a preliminary situation briefing.

- Request additional personnel for the section as necessary for 24-hour operation.
- Confer with the EOC Director to ensure that the Planning/Intelligence and Logistics Sections are staffed at levels necessary to provide adequate information and support for operations.
- Coordinate with the Liaison Officer regarding the need for Agency Representatives in the Operations Section.
- Establish radio or cell-phone communications with Incident Commander(s) operating in City, and coordinate accordingly.
- Based on the situation known or forecasted, determine likely future needs of the Operations Section.
- Identify key issues currently affecting the Operations Section; meet with Section personnel and determine appropriate section objectives for the first operational period.

GENERAL OPERATIONAL DUTIES

- Maintain contact with Sheriff and Fire Department regarding their plans for Evacuations of the public and animals.
- Maintain contact with Sheriff and Fire Department and California Highway Patrol regarding their plans for road closures and access control.
- Ensure that situation and resources information is provided to the Planning/Intelligence Section on a regular basis or as the situation requires, including Branch Status Reports and Incident Reports.
- Ensure that all media contacts are referred to the Public Information Branch.
- Attend and participate in Action Planning meetings.
- Provide the Planning/Intelligence Section Chief with the Operations Section's objectives prior to each Action Planning meeting.

- Work closely with each Branch to ensure that the Operations section objectives, as defined in the current Action Plan, are being addressed.
- Ensure that the branches coordinate all resource needs through the Logistics Section.
- Ensure that fiscal and administrative requirements are coordinated through the Finance/Administration Section (notification of emergency expenditures and daily time sheets).
- Complete a Major Incident Report for all major incidents; forward a copy to the Planning/Intelligence Section..

DEACTIVATION PHASE

- Follow the generic Deactivation Phase Checklist.
- Provide input to After Action Report.

OPERATIONS

CARE AND SHELTER BRANCH CHIEF

PRIMARY: Director of Parks & Recreation

ALTERNATE: Recreation Supervisor

SUPERVISOR: Operations Section Coordinator

The Care and Shelter Branch is responsible for providing evacuation centers and mass care shelters for disaster victims, and will coordinate efforts with the American Red Cross and other volunteer agencies.

The Care and Shelter Branch shall ensure that plans are in place to open and operate evacuation centers and mass care facilities until, and if, the American Red Cross assumes responsibility. Thereafter, the Care and Shelter Branch will work closely with and support the American Red Cross and any other volunteer services agencies providing assistance to disaster victims.

The Los Angeles County Department of Public Social Services has the Operational Area responsibility for Care and Shelter.

POTENTIAL SHELTER SITES

The following potential shelter facilities have been pre-identified

- Malibu Bluff's Park (Landon Center): Previously was a designated ARC Shelter but is no longer as it may have other uses.
- Malibu High School (Gymnasium): Designated ARC Shelter; contains 60 cots and associated supplies. Restrooms on-site.
- Webster Elementary School (Gymnasium): NON-designated as shelter but may be suitable. A metal shipping container located outside Webster elementary school contains 60 cots and associated supplies.
- Zuma Beach parking-lot #12 (at Trancas). This is a designated City Evacuation Area. For use as a temporary evacuation site; no food or sleeping facilities are intended. Supplies for parking control and general support are provided.

REQUIRED FOR ALL POTENTIAL SHELTER SITES:

- Be pre-identified as potential sites with Site Surveys completed.
- In conjunction with the American Red Cross, have permission and Memos of Understanding secured for shelter usage.
- In conjunction with the American Red Cross, have procedures for the following inspections and access, both during regular and after hour use, before a shelter is established.
 - Structural safety inspection arranged with local Building Department.
 - OSHA safety inspection for safety of clients and workers.
 - Facility Walk-Through Survey prior to use (to protect owner and user against damage claims).

Potential shelter locations should meet all health, safety and Americans with Disabilities Act (ADA) requirements and should have:

- An open space suitable for cots, tables, etc.
- Sanitation and hygiene facilities, as available.

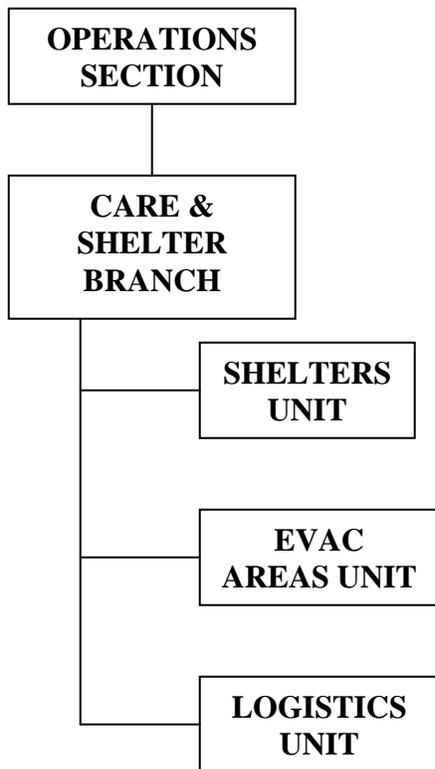
Depending upon the scope of the emergency, additional shelter sites may need to be obtained and/or existing shelters upgraded. All suitable buildings, other than those used for other emergency functions, may be used for sheltering.

CARE AND SHELTER BRANCH CHIEF GENERAL DUTIES:

- Identify the care and shelter needs of the community.
- Coordinate with the American Red Cross and other emergency welfare agencies for emergency mass feeding and to identify, set up, staff and maintain evacuation centers and mass care facilities for disaster victims.
- Via the media, encourage residents to go to the shelter nearest their residence.
- Assist the American Red Cross with inquiries and registration services to reunite families or respond to inquiries from relatives or friends
- Assist the American Red Cross with the transition from mass care to separate family/individual housing.
- Coordinate activities with Large & Small Animal Rescue and Relocation.
- Supervise the Care & Shelter Branch.

ACTIVATION SEQUENCE:

- EOC Activates at level 2 or 3 (full activation).
 - Care & Shelter Branch is Activated
 - Determine what facilities are needed / where?
 - Notify Red Cross of the Activation
 - Get personnel: staff & volunteers
 - Get supplies
 - Deploy to activate the facility
 - (PIO notifies public & media of opening)
 - Prepare to hand-off on scene management to Red Cross
-



CARE AND SHELTER BRANCH CHIEF

**READ ENTIRE CHECKLIST AT START-UP AND
AT BEGINNING OF EACH SHIFT**

Initials/Time/Date/Comments **CHECKLIST ACTIONS**

ACTIVATION PHASE:

- Follow generic Activation Phase Checklist.

OPERATIONAL PHASE

- Appoint on-site management staff for each Shelter or Evacuation site.
- Establish communications systems with all sites as well as with the American Red Cross
- Coordinate Care and Shelter activities with staff and representatives from the American Red Cross and members of the Community Emergency Response Team.
- Ensure each site has the supplies needed. Assist teams with physical facilities and transportation.
- Notify Sheriff's Department of the opening of each location so that security / patrols may be arranged.
- Ensure with American Red Cross that each activated shelter meets the requirements as described under the Americans with Disabilities Act.
- Ensure all "clients" are logged-in at each site, and activate an inquiry registry service to reunite families and respond to inquiries from relatives or friends.
- Complete and maintain a Care & Shelter Status Report Form.

- Maintain a running “tally” of number of guests at each location, (including any offsite animals if known)
- Ensure all staff refer all contacts with media to the Public Information Branch.

DEACTIVATION PHASE

- Follow the generic Deactivation Phase Checklist.
- Ensure Close-down is coordinated with American Red Cross and all volunteers are accounted for and demobilized.

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OPERATIONS

PUBLIC WORKS BRANCH CHIEF

PRIMARY: Deputy City Engineer

ALTERNATE: Civil Engineer Assistant

SUPERVISOR: Operations Section Coordinator

The Public Works Branch is responsible for coordinating all Public Works operations; maintaining public facilities, surviving utilities and services, as well as restoring those that are damaged or destroyed; assisting other functions with traffic issues, search and rescue, transportation, etc. as needed.

He is also responsible for ensuring the proper administration of all financial matters pertaining to purchases, vendor contracts, leases, fiscal agreements and tracking expenditures, for all issues not being administered by the Admin/Finance Section. The Public Works Branch is responsible for identifying sources of equipment, preparation and signing equipment rental agreements, and processing all administrative paperwork associated with equipment rental and supply contracts, including incoming and outgoing mutual aid resources. The Branch is also responsible for ensuring that all records identify scope of work and site-specific work location.

GENERAL DUTIES:

- Assist other Operation Section Branches by providing equipment and operators as necessary.
- Provide equipment assistance to the Safety Assessment Branch as required.
- Provide emergency construction and repair to damaged roadways. Assist with the repair of utility systems as required.
- Assist with debris removal, as required.
- Provide flood-fighting assistance, such as sandbagging, rerouting waterways away from populated areas, and river, creek, or stream bed debris clearance.
- Assess the status of infrastructure and utilities, provide Utility Status Reports as required.
- Coordinate restoration of utilities with utility company representatives

PUBLIC WORKS BRANCH CHIEF

**READ ENTIRE CHECKLIST AT START-UP AND
AT BEGINNING OF EACH SHIFT**

Initials/ Time/Date/Comments

CHECKLIST ACTIONS

ACTIVATION PHASE:

- Follow generic Activation Phase Checklist

OPERATIONAL PHASE:

- Establish and maintain a position log and coordinate resources and personnel.
- Prioritize Field personnel and resource assignments.
- Ensure that appropriate contract staff are available to assist other emergency responders with the operation of heavy equipment, in coordination with the Logistics Section.
- As requested, direct staff to provide assistance, clear debris from roadways and water ways, assist with utility restoration, and build temporary emergency structures as required.
- Coordinate with the Liaison Officer to ensure that agency representatives from affected utilities are available to respond to the City EOC.
- Ensure that all information on system outages is consolidated and provided to the Situation Analysis Unit in the Planning/Intelligence Section.
- Keep the Public Health Inspector informed of any damage to sewer and sanitation systems, as well as possible water contamination problems.
- Work closely with the Logistics Section to provide support and material as required.

- Refer all contacts with the media to the Public Information Officer.
- Keep current accurate records of all activities and submit to Section Chief.
- Determine 24-hour staffing requirement and request additional support as required.
- Request additional resources through the Logistics Section or established ordering procedures, as needed.
- Based on the situation as known or forecast, determine likely future Branch/Unit needs.
- Using activity log, maintain all required records and documentation to support the After-Action Report and the history of the emergency/disaster. Document:
 - Messages received
 - Action taken
 - Decision justification and documentation
 - Requests filled
 - EOC personnel, time on duty and assignments**Precise information is essential to meet requirements for possible reimbursement by Cal-EMA and FEMA.**

DEACTIVATION PHASE:

- Follow the generic Demobilization Phase Checklist.

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OPERATIONS

SAFETY ASSESSMENT BRANCH CHIEF

PRIMARY:	Deputy Building Official
ALTERNATE:	Permit Services Supervisor
SUPERVISOR:	Operations Section Chief

GENERAL DUTIES:

1. Collect initial safety assessment information from other branches within the Operations Section.
2. Provide detailed safety assessment information to the Planning/Intelligence Section, with associated loss damage estimates.
3. Maintain detailed records on damaged areas and structures.
4. Initiate requests for outside Engineers from the Operational Area to assist in the inspection of structures and/or facilities.
5. Supervise the Safety Assessment Unit.

OPERATIONS

SAFETY ASSESSMENT BRANCH CHIEF

**READ ENTIRE CHECKLIST AT START-UP AND
AT BEGINNING OF EACH SHIFT**

Initials/Time/Date/Comments **CHECKLIST ACTIONS**

ACTIVATION PHASE:

- Follow generic Activation Phase Checklist.

OPERATIONAL PHASE:

- Establish and maintain a position log and other necessary files.
- Obtain initial safety assessment information from other branches / units as necessary and prepare detailed documentation.
- Coordinate with the American Red Cross, utility service providers, and other sources for additional safety assessment information.
- Clearly label each structure and/or facility inspected in accordance with ATC-20 standards and guidelines.
- Maintain a list of structures and facilities requiring immediate inspection or engineering assessment.
- Initiate all requests for engineers and building inspectors through the Operational Area EOC.
- Refer all contacts with the media to the Public Information Branch.

DEACTIVATION PHASE:

- Follow the generic Deactivation Phase Checklist.

OPERATIONS SECTION SUPPORTING DOCUMENTATION

REFERENCE DOCUMENTS BY POSITION

OPERATIONS SECTION COORDINATOR

Critical Facilities Status Chart	OS-3
Damage Survey Report	OS-4
Individual EOC Staff Job Log	OS-5
Resource Request Form	OS-7
Utilities, facilities Contacts	OS-8
Homeland Security Advisory System Guidelines	OS-10
Radiological Protection Procedures	OS-18
Emergency Potable Water-Procurement And Distribution	OS-21
Water – Concept Of Operations	OS-22
National Weather Service Issuances	OS-25

CARE AND SHELTER BRANCH

PRE-IDENTIFIED SHELTER SITES	OS-26
Shelter Agreement template (blank)	OS-27
Shelter Daily Activity Report	OS-28
Casualty Collection Points	OS-30
Donations Offer Form	OS-32
Disability And Aging Specific Considerations	OS-34
Procedures To Be Followed For Handling The Dead	OS-44
Body Identification Sheet	OS-47

PUBLIC WORKS BRANCH

Field Unit Work Report Form	OS-6
Placards: (English)	OS-48

Malibu Critical Facilities Status

Date: _____ Time: _____

Include all facilities the loss of which would pose severe hindrance to emergency operations.

Facility	Address/Phone	OK	Problems
City Hall	Stuart Ranch Rd.		
Sheriff Station	Civic Center Way		
Bluff's Park	PCH & Malibu Cyn Rd.		
Pepperdine Univ.	PCH & Malibu Cyn Rd.		
Malibu High School	Morningview		
PCH end-to-end	City limits end-to-end		
Fire Stations			
Verizon Service			
Edison Service			
Water Service			
Charter Cable			
AM Radio Transmitters	Pt. Dume / Duke's restaurant		
Malibu Urgent Care	PCH at Webb Way		
(other)			

SEMS/NIMS EMERGENCY OPERATIONS PLAN

CITY OF MALIBU DAMAGE SURVEY REPORT – DATA SHEET		1.DECLARATION NO. FEMA- -DR-CA	DSR NO.	SUPP TO DSR NO.		
PART I – PROJECT DESCRIPTION						
APPLICANT NAME/COUNTY			3. PA IDENTIFICATION NO. - - - - - - -			
10. PROJECT TITLE			4. INSPECTION DATE	5. PROJECT NO.		
11. DAMAGED FACILITY			6. % COMPLETE	7. WORK ACCOM BY F C FC		
12. FACILITY LOCATION			8. FINAL DSR YES _____	9. CATEGORY		
13. DAMAGE DIMENSIONS/DESCRIPTION/SCOPE OF ELIGIBLE WORK DIMENSIONS: DESC/SCOPE:						
14. INSP NO.	NAME OF FEDERAL INSPECTOR (<i>PRINT</i>)		16. AGENCY CODE	RECOMMENDATION Y N	ATTACHMENTS	
18. INSP NO.	NAME OF STATE INSPECTOR (<i>PRINT</i>)		AGENCY CODE	RECOMMENDATION Y N	ATTACHMENTS	
19. NAME OF LOCAL REPRESENTATIVE (<i>PRINT</i>)			CONCUR Y N	ATTACHMENTS		
PART II – ESTIMATED COST OF PROPOSED WORK						
ITEM	CODE	MATERIAL AND/OR DESCRIPTION (a)	UNIT OF MEAS (b)	QUANTITY (c)	UNIT PRICE (d)	COST (e)
1						
2						
3						
4						
5						
6						
7						
8						
20. EXISTING INSURANCE					21. TOTAL: \$	
			TYPE – F: \$	G: \$		

CITY OF MALIBU – DISASTER FIELD UNIT - INCIDENT WORK REPORT

Incident Address: (Use one form for each different location)				
Description of Problem:				
Description of Work Done:				
Date Work Started:		Time:		
Date Work Stopped:		Time:		
Unit I.D.:		Agency/Dept:		
Crew Supervisor:				
Resources Used				
Personnel:			Hours	
Name	Agency / Department		Reg.	O.T.
Equipment Used:				
Unit #	Description		Hours	
Materials Used:				
Description		Total Cost	From Stock	
Special Fees:				
Fee:	Receipt Number		Cost:	

City of Malibu - EOC Resource Request

Try to fill all resource requests through Operations Branches before sending to Logistics

Resource Requested:					
Priority: →→→	→ Critical / Life Safety	Urgent →	Routine →		
Incident Address:			Incident Type:		
Resource Requested by:			Agency / Dept:		
Duration Needed:			Phone:		
Staging/Delivery Location:			Delivery Contact:		
Form Prepared By:			EOC Position:		
Latest Acceptable Delivery: (Date / Time)					
Purpose / Use:					
Suggested Source(s):					
Approval by Section Coordinator:	Signature: _____				
Filled By Operations?			Send to Logistics?		
Section below to be filled out by supplying agency / dept.					
Resource Ordered From:					
Vendor/Agency Address:					
Vendor/Agency Contact Person:			Phone:		
Date Ordered:			Time Ordered:		
Estimated Date/Time of Arrival:			Inv./ Resource Order #:		
Comments:					
Initialed By Operations: →		Logistics: →		Finance: →	

UTILITIES / FACILITIES

AIR QUALITY MANAGEMENT INFORMATION	(800) 242-4666
ANIMAL SHELTERS Agoura Animal Shelter #7	(818) 991-0007
CORONER	(213) 343-0512
FALCON CABLEVISION	(800) 964-4844
FIRE CAMPS	
Gonzales	(818) 222-1192
Kilpatrick	(818) 889-1353
Miller	(818) 889-0260
GENERAL TELEPHONE	
LIFE GUARD	
Operations	(310) 457-9891
Emergency	(310) 457-2525
After hours	(213) 881-2411
PARKS & RECREATION DEPT.	
Charmlee Park	(310) 457-7247
Community Pool	(310) 589-1933
PUBLIC HEALTH	
Emergency after hours	(213) 974-1234
PUBLIC WORKS (County)	
Road Department	(310) 456-8014
Waterworks (Regional Office)	(310) 317-1388
SHERIFF	(818) 878-1808
Toll free number	(800) 660-5474
SOUTHERN CALIFORNIA EDISON Customer Service (24-hr)	(818) 999-1900
Area Manager / Christina Bradley	(805) 583-8282
SOUTHERN CALIFORNIA GAS Emergency (24-hr)	(818) 343-3808
VETERINARY PUBLIC HEALTH	(213) 250-8645
ZEV YAROSLOVSKY, L.A. County Supervisor Emer. A/Hrs.	(213) 974-1234

CALIFORNIA STATE NUMBERS:

Cal Trans	(213) 897-3656
Highway conditions	(213) 628-7623
800 Commuter Information	(800) 266-6883
Coastal Commission	(562) 590-5071
Conservation Department - Recycle	(916) 323-3836
Contractor's License Board	(800) 321-2752
Fish & Game Department	(562) 590-5132
Emergency after hours	(213) 620-4700
Highway Patrol (Non emergency)	(310) 670-0938
After hours	(213) 953-7383

U.S. GOVERNMENT NUMBERS:

Coast Guard	(Emergency)	(562) 980-4444
Marina Del Rey Boat # 82338		(310) 823-2300
National Weather Service		(213) 554-1212
Professional Engineer's Board		(916) 263-2222
State Parks & Recreation	(Emergency)	(805) 488-1827

RESIDENTS OF A DISASTER SEEKING ASSISTANCE:

<u>FEMA</u>	(To register)	(800) 462-9029
	(After registering)	(800) 525-0321
<u>SBA</u>	(To file)	(800) 488-5323

TRANSLATOR SERVICES

The following individuals/companies/colleges will translate emergency information into the indicated languages:

Inligua School of Languages	3255 Wilshire Blvd. Los Angeles	(213) 386-9949
WH Wheeler Associates	99 Teardrop Court Newbury Park	(805) 498-9151

HOMELAND SECURITY ADVISORY SYSTEM

EMERGENCY MANAGEMENT RESPONSE GUIDELINES

The purpose of this document is to provide guidelines and general actions for emergency response by the City of Malibu and the Emergency Operations Center (EOC) to each specific Threat Condition in the Homeland Security Advisory System (HSAS). This document provides city departments and agencies a clear picture of City actions at a given HSAS level, and provides data to allow them to develop their own response actions to the HSAS threat levels for their agency.

The recommended actions listed in this document are considered a minimum level of response action for each condition level. At their discretion, departments and/or agencies may institute a different threat condition from the HSAS based on a local assessment of the threat. Nothing in this document is intended to usurp the authority or prerogatives of department heads, city administrators, and/or agency executives.

This document is based on:

The White House, *Homeland Security Presidential Directive-3*, March 2002.

U.S. Department of Homeland Security, *Fire and Emergency Services Preparedness Guide for the Homeland Security Advisory System*, January 2004.

SEMS/NIMS EMERGENCY OPERATIONS PLAN

GREEN (Low condition).

This condition is declared when there is a **low risk of terrorist attacks**. The City EOC is not activated at this level.

DEPT.	ACTIONS
OEM	Coordinate with Police's Intelligence to obtain an assessment of the impact the condition has on the City.
OEM	Log receipt of Advisory into Emergency Management Information System (EMIS).
Fire/Police	Notify Police Command Staff, Watch Commanders and (EOC Management) of the condition.
Police	Notify City departments and Facilities Management of the condition
Police	Notify any special districts of the condition.
PIO	Coordinate PIO coverage of the HSAS condition.
All Depts.	Refine and exercise planned Protective Measures.
All Depts.	Ensure personnel receive training on HSAS, departmental or agency-specific protective measures.
All Depts.	Regularly assess facilities for vulnerabilities and take measures to reduce them.
All Depts.	Review existing Emergency Operations Plans, Terrorism Plan, Standard Operating Procedures and other applicable response procedures.
All Depts.	Continue to train personnel in counter-terrorism.
All Depts.	Maintain routine liaison with the media.
All Depts.	Prepare to immediately implement the Guarded (Blue) Threat Condition measures.

SEMS/NIMS EMERGENCY OPERATIONS PLAN

BLUE (Guarded condition).

This condition is declared when there is a **general risk of terrorist attacks**. In addition to the protective measures taken in the previous Threat Condition, departments, and agencies should consider the following general measures in addition to the department/agency specific protective measures that they have developed and implemented. The City EOC is not activated at this level.

DEPT.	ACTIONS
OEM	Coordinate with Police Intelligence to obtain an assessment of the impact the condition has on the City.
Fire, Police, OEM	Coordinate receipt of HSAS change.
OEM	Log receipt of Advisory into EMIS.
Fire/Police	Notify Command Staff and Watch Commanders.
Police	Notify City departments and Facilities Management.
Police	Notify any special districts of the condition.
OEM	Conduct routine communication checks with departments, districts, and Los Angeles County Operational Area, Office of Emergency Management.
PIO	Coordinate PIO coverage of the HSAS condition.
All Depts.	Check communications with designated emergency response or command locations.
All Depts.	Review and update emergency response procedures.
All Depts.	Provide the public with necessary information that will strengthen their ability to act appropriately.
All Depts.	Review and update Emergency Operations Plans, Terrorism Plan, Standard Operating Procedures and other applicable response procedures.
All Depts.	Prepare to immediately implement the Elevated (Yellow) Threat Condition measures.

SEMS/NIMS EMERGENCY OPERATIONS PLAN

YELLOW (Elevated Condition).

An Elevated Condition is declared when there is a **significant risk of terrorist attacks.** In addition to the protective measures taken in the previous Threat Conditions, departments and agencies should consider the following general measures in addition to the department/agency specific protective measures that they have developed and implemented. This condition may or may not activate the City's EOC depending on a local assessment.

DEPT.	ACTIONS
OEM	Coordinate with Police Intelligence to obtain an assessment of the impact the condition has on the City.
Fire, Police, OEM	Coordinate receipt of HSAS change.
OEM	Log receipt of Advisory into EMIS.
Fire/Police	Activate the EOC to Low Level if required by a specific threat in the City based on coordination with the Police Intelligence. Fire and Police may monitor events from the EOC or from the office as a minimum measure.
Police	Notify City departments and EOC Team of the condition level.
Police	Notify any special districts of the condition.
OEM	Maintain the ability to rapidly communicate with City departments, special districts, and Los Angeles Operational Area.
OEM	Maintain the ability to rapidly communicate with adjacent cities.
OEM	Maintain the ability to rapidly communicate with American Red Cross and Disaster Communication Services Coordinator and other necessary volunteer groups or organizations that fulfill a role in the City EOC.
PIO	Coordinate PIO coverage of the HSAS condition.
All Depts.	Increase surveillance of critical locations.
All Depts.	Coordinate emergency plans with nearby jurisdictions, special districts and related private sector agencies.
All Depts.	Assess protective measures within the context of the current threat information.
All Depts.	Implement as appropriate, contingency and Emergency Operations Plans.
All Depts.	Prepare to immediately implement the High (Orange) Threat Condition measures.

SEMS/NIMS EMERGENCY OPERATIONS PLAN

ORANGE (High Condition).

A High Condition is declared when there is a **high risk of terrorist attacks**. In addition to the protective measures taken in the previous Threat Conditions, departments and agencies should consider the following general measures in addition to the department/agency specific protective measures that they have developed and implemented. This condition may or may not activate the City EOC depending on a local assessment.

DEPTS.	ACTIONS
OEM	Coordinate with Police Intelligence to obtain an assessment of the impact the condition has on the City.
Fire, OEM	Coordinate receipt of HSAS change.
OEM	Log receipt of Advisory into EMIS.
Police Chief, C.M.	Activate the EOC to an appropriate level (Low, Mid or Full) if required by a specific threat in the City (based on coordination with the Police Intelligence and EOC Management Staff.
Police, Fire, OEM	Notify City departments of the HSAS status.
Police	Notify any special districts of the condition.
OEM	Assess EOC Staff availability and alert personnel as necessary.
EOC MGMT.	Conduct "Pre-Event Briefing" of EOC Staff members as appropriate.
OEM	Test all critical communication systems. Maintain the ability to rapidly communicate with Los Angeles Operational Area, special districts and adjacent cities.
OEM	Maintain communications with related private sector agencies for status changes.
PIO	Coordinate PIO coverage of the condition in HSAS.
PIO	Provide Emergency Digital Information Service alert as needed.
All Depts.	Coordinate necessary security efforts with law enforcement agencies.
All Depts.	Review building evacuation plans.
All Depts.	Review mail handling/package delivery procedures.

SEMS/NIMS EMERGENCY OPERATIONS PLAN

DEPTS.	ACTIONS
All Depts.	Review information system security issues including remote access capabilities.
All Depts.	Review emergency reporting procedures.
All Depts.	Track apparatus and equipment availability.
All Depts.	Test rapid employee notification procedures/systems.
All Depts.	Take additional precautions at public events.
All Depts.	Prepare to work at an alternate site or with a dispersed workforce.
All Depts.	Consider restricting access to critical facilities to essential personnel only.
All Depts.	Prepare to immediately implement the Severe (Red) Threat Condition measures.

SEMS/NIMS EMERGENCY OPERATIONS PLAN

RED (Severe Condition).

A Severe Condition reflects a **severe risk of terrorist attacks**. Under most circumstances, the protective measures for a Severe Condition are not intended to be sustained for substantial periods of time. In addition to the protective measures taken in the previous Threat Conditions, departments and agencies should consider the following general measures in addition to the department/agency specific protective measures that they have developed and implemented. The City EOC will be activated to **Mid** or **Full**, depending on the local assessment.

EOC ACTIONS

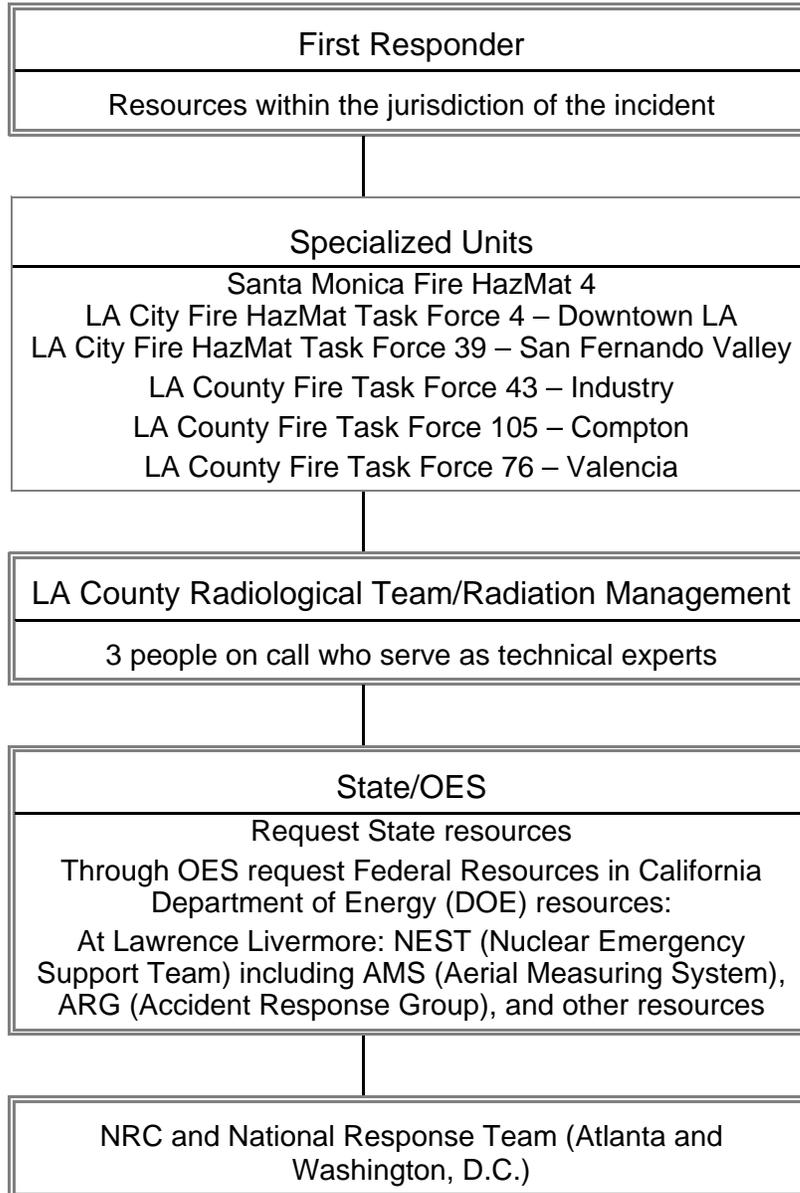
DEPT.	ACTIONS
Fire	Coordinate with Police Intelligence to obtain an assessment of the impact the condition has on the City.
Fire, Police, OEM	Coordinate receipt of HSAS change.
OEM	Log receipt of Advisory into EMIS.
Police Chief, C.M	Activate the EOC in accordance with <i>HSAS threat level</i> , with guidance from the EOC Management Staff.
OEM	Activate EMIS for communication with the Los Angeles County Operational Area. Begin with entering information into a Status Report.
Fire, Police, OEM	Test all critical communication systems. Maintain the ability to rapidly communicate with Los Angeles County Operational Area, City departments, and adjacent cities.
OEM	Maintain communications with related private sector agencies.
EOC Mgmt. and PIO	Contact Police Intelligence for appropriate information, prepare press release and have PIOs conduct media briefings.
PIO	Provide EDIS alert.
EOC Mgmt.	Coordinate with FAA regarding air space restrictions.
EOC Mgmt.	Review applicability of proclaiming a local State of Emergency.

SEMS/NIMS EMERGENCY OPERATIONS PLAN

DEPT.	ACTIONS
PIO	Coordinate PIO coverage of the HSAS condition.
All Depts.	Alert emergency response personnel and any appropriate specially trained personnel.
All Depts.	Assign emergency response personnel as appropriate, mobilize and pre-position specially trained teams or resources if appropriate.
All Depts.	Monitor transportation systems within your jurisdiction.
All Depts.	Consider closing public and government facilities. Institute 100% identification checks in facilities that are not closed.
All Depts.	Increase or redirect personnel to address critical emergency needs.
All Depts.	Activate your Department Operations Center.
All Depts.	Consider canceling large scale public events if their security cannot be enhanced.
All Depts.	Monitor all communications. (TV, radio, e-mail, EMIS)
All Depts.	Prepare to downgrade back to the High Condition (Orange) when conditions indicate.

RADIOLOGICAL PROTECTION PROCEDURES FOR CITIES IN THE LOS ANGELES COUNTY OPERATIONAL AREA

RADIOLOGICAL INCIDENTS: TIERED RESPONSE



PROCEDURES

Refer to Los Angeles County Fire Department Emergency Operations Manual.

Refer to Fire Department SOPs for Hazardous Materials/Radiological Incidents.

CIVIL PREPAREDNESS GUIDE (CPG) RADIOLOGICAL PROTECTION REQUIREMENTS

In conjunction with the Logistics Section, obtain and maintain radiation and hazardous materials detection devices.

- All Fire Department fire apparatus carry radiological equipment that will detect beta and gamma radiation.
- Fire Department HazMat Squads carry radiological equipment that can detect alpha, beta and gamma radiation.
- Fire Department does maintain RADEF equipment.
(All Fire Department front line apparatus carry dosimeters. District Engines, the Truck and the Command Vehicle carry monitors capable of detecting alpha, beta and gamma radiation as well as radiological contamination.)

Maintain radiation exposure records for response personnel and require dosimeter readings at appropriate frequencies, if necessary, during emergency operations.

- Safety Officer at incident site
- Long-term maintenance (career exposure)
 - Individual personnel records. Radiation exposure records for Fire personnel will be maintained at the Fire Department
 - Health care providers

Follow Fire Department procedures for radiological decontamination of response personnel, equipment, supplies, instruments and facilities.

See City of **(Insert name of City)** Hazardous Materials SOPs for Radiological Protection Procedures.

See Los Angeles County Fire Department Emergency Operations Manual Hazardous Materials Incidents: Vol. 10, chapter 6, subject 1, pages 12-13
Radiological Monitoring: volume 5, chapter 7, subject 1, pages 78-80

Identify medical facilities with the capability to decontaminate radiological or chemically contaminated casualties.

The Hospital Council of Southern California's Radiation Accident Guidelines dated January 1978 (currently under revision) states: *"If victims are required to be transported to hospitals, this activity will be coordinated by Los Angeles County: The Medical Alert Center (MAC)"*

In conjunction with the Health Branch, develop procedures for determining the levels of radiation exposure of affected individuals and providing treatment and care.

- Utilize the radiological equipment at scene to determine levels of radiation exposure.
- Apply regular department procedures for treatment.

Appoint personnel to perform radiological monitoring, reporting and decontamination duties during emergencies.

- Appointment of personnel is specific to the incident tiered response.
- Every Fire Fighter has received minimum training competencies in radiological response.
- Every Fire Fighter has radiological training

In conjunction with the Planning/Intelligence Section, prepare radiological reports for submission to the state or federal governments, as appropriate.

Utilizing federal guidance with input from the state and local health agencies, arrange for crisis training of emergency services staff and shelter teams for radiological monitoring reporting and decontamination duties.

- Station in-service drills are held on radiological monitoring to update field personnel.

In conjunction with the Logistics Section, the FD Training Officer will identify instructors for crisis training in radiological monitoring, reporting and decontamination for field and EOC operations.

In conjunction with the Logistics Section, maintain an inventory list of the source and quantity of available RADEF instruments.

- All Fire Department fire engines and LA County Health HazMat units carry appropriate equipment to detect high and low levels of radiation.
- Fire Department apparatus carry radiation detection equipment. All apparatus carry dosimetry equipment capable of measuring gamma radiation.

EMERGENCY POTABLE WATER PROCUREMENT & DISTRIBUTION

INTRODUCTION

The following procedures are designed to facilitate acquisition and distribution of alternative potable water. They set forth-specific activities that should be considered to evaluate emergency situations and then to procure and distribute potable water to critical locations if needed.

Primary Response Agency Roles and Responsibilities:

Agent:

Function:

City of **(Insert City Name)** Primary responsibility for purchase and distribution of alternate source of potable water for populations within its jurisdiction. Operates Local Emergency Operations Center (LEOC): Coordinates resources and manages operations for distribution of alternative potable water to affected populations.

Los Angeles County
(Operational Area) Operates Operational Area Emergency Operations Center (OAEOC): Coordinates county resources and assists LEOC(s) in
Dept. of Health providing potable water to affected population(s).

State Governor's Office
of Emergency Services Coordinates federal, state, and regional resources to assist OAEOC(s) in providing alternative source of potable water to affected populations. Operates Regional Emergency Operations Center (REOC) and State Operations Center (SOC).

Federal Emergency
Management Agency
(FEMA) Coordinates federal emergency response resources and provides alternate source of potable water to affected populations, as requested by State.

Note: For the purpose of this document: "alternative potable water" and "emergency potable water" means water that is supplied from an alternative source and/or delivery system. The Governor's Office of Emergency Management will assist local government in pursuing possible Federal reimbursement for costs incurred.

WATER CONCEPT OF OPERATIONS

During the initial hours following an emergency it is especially important to ascertain the scale of the emergency and the areas where the potable water supply and delivery system has been affected.

PROCUREMENT AND DISTRIBUTION PROCESS

Successful implementation of these procedures will require the support of public, private, and volunteer agencies. The following identifies the public, private, and volunteer agencies, which will play a part in the acquisition and distribution of emergency potable water and assigns to them specific roles and responsibilities.

OPERATIONAL AREA

The **Los Angeles County Department of Health** is the primary agency responsible for the purchase and distribution of emergency potable water to populations within its jurisdiction.

CITY OF (Insert City Name)

Provide alternate source of potable water to affected populations. Deploy Field Response personnel activate Local Emergency Operations Center(s) (LEOC) and Operational Area Emergency Operations Center (OAEOC). Implement duties pursuant to Field Response Agent, LEOC and OAEOC roles and responsibilities.

GOVERNOR'S OFFICE OF EMERGENCY MANAGEMENT (OES)

If the Operational Area cannot provide enough alternate source of potable water to affected populations the State OES will activate Regional Emergency Operations Center(s) (REOC) and State Operations Center (SOC). Implement duties pursuant to REOC and SOC roles and responsibilities.

FEDERAL EMERGENCY MANAGEMENT AGENCY (FEMA)

Provide alternate source of potable water to affected populations, as requested by State. Implement duties pursuant to FEMA roles and responsibilities.

RESPONSIBILITY

The Department of Public Works is the lead agency for establishing and operating emergency potable water distribution sites.

The Department of Public Works is responsible for evaluating situation assessments and prioritizing resource allocation. When necessary, the water coordinator will activate a water task group to help establish or assist in the establishment and operation of the alternative potable water procurement and distribution program. The size, makeup and specific assignment of the water task group will be dependent on the magnitude of the problem at hand.

The Water Coordinator and Water Task Group will be staffed by the City of **(Insert City Name)**, Department of Public Works. The unit will report to the Public Works Branch.

Duties of the water coordinator/water task group are as follows:

1. Serve as EOC primary contact for all potable water procurement and distribution matters.
2. Coordinate conference calls with other level EOC water coordinators to assess potable water needs.
3. Obtain consolidated situation information compiled by the Planning/Intelligence Section and other sources. This information would include:
 - cause and extent of water system damage
 - estimated duration of system outage
 - geographical area affected
 - population affected
 - actions taken to restore system
 - resources needed to reactivate system
 - emergency potable water needs (quantity and prioritized areas)
3. Prioritize distribution locations (include needs of critical facilities) and make recommendations to Public Works Branch Director who will discuss with the Operations Section Chief.
Identify and secure potable water resources with assistance from the Logistics Section, Procurement Unit.
6. Identify transportation and equipment needs and secure required resources through the Logistics Section, Procurement Unit.
7. Coordinate with DHS, water utilities, and EOC Public Information Officer for appropriate public information announcements and Media interface.
8. Document all information related to expenditures, resource commitments, contracts and other costs related to procurement and distribution of potable water and provide such information to the Finance and Administration Section.

EMERGENCY POTABLE WATER SUPPLY CONSIDERATIONS

When there is a need for emergency potable water, everyone should work with the Operational Area and with the State Department of Health Services, Division of Drinking Water and Environmental Management. When there is a "Boil Water" advisory, the public should be advised to bring water to a rapid boil for 1-2 minutes. In the event of any other situation that may require supplying potable water, the Local Emergency Operations Center (LEOC) and Operational Area Emergency Operations Center (OAEOC) will utilize the following options in the order listed below. All City requests should go through the Operational Area EOC.

Bottled Water

Water in one-gallon plastic containers is by far the most convenient and effective way to initially provide emergency water to the public. A list of approved commercial vendors is maintained by the State Department of Health Services, Food and Drug Branch, is

available through the REOC Operations Section Water Coordinator.

The Regional Emergency Operations Center (REOC) can arrange transportation, if necessary, with state assets. Water and beverage bottlers sometimes offer free bottled water and delivery.

Bulk Potable Water Deliveries: (If bottled water is not a viable option)

Bulk potable water deliveries are for limited use and should only be employed for immediate crisis situations when the first option is not available. Bulk potable water may also be needed for critical facilities such as hospitals, clinics and other health facilities.

Portions of the existing potable water system, or near by systems, may continue to have potable water in their normal distribution systems. These sources are closest and easiest to access and should be used for bulk water deliveries.

National Guard water buffaloes (500 gallon trailers) are available in limited numbers and should only be used to support evacuation efforts and immediate crisis situations. The small volume necessitates that water tenders keep buffaloes filled.

Water Purification Systems: (If bulk potable water deliveries are not a viable option):

Commercial portable water purification systems are available where connection to an approved water source and some means of storing or distributing water is available. Approved and licensed commercial vendors can provide limited water storage (approximately 1,000 gallons). The State Department of Health Services Drinking Water Program or County Health Department must approve the water source to assure that the treatment is sufficient to deal with the level of contamination, and confirm the integrity of the system. The National Guard has limited purification capability, which should only be requested when all other options are exhausted.

NATIONAL WEATHER SERVICE ISSUANCES

TYPES OF ISSUANCES

OUTLOOK-For events possible to develop in the extended period (extended definition depends on the type of event)

ADVISORY-For events that are occurring or are forecast to develop in the short term (generally within the next 6 hours)

WATCH-For the **possibility** of an event happening within the short term (generally refers to the next 6 to 12 hours)

WARNING-The most serious issuance! For life-threatening events occurring or forecast to develop within the short term (generally within the next 6 hours)

STATEMENTS (OR UPDATES)-Issued as updates to the above products

SPECIFIC TYPES OF ISSUANCES

FLASH FLOODING:

Flash Flood Warning: Flash Flooding is occurring or imminent.

Urban and Small Stream Flood Advisory: Flooding is occurring or imminent, but is not life threatening. (Nuisance flooding.) This may be upgraded to a Flash Flood Warning if conditions worsen.

Flash Flood Watch: There is a good possibility of Flash Flooding, but it is neither occurring nor imminent (generally means the possibility exists within the next 24 hours).

Flash Flood Statement: Updates any of the above three issuances.

Tornado and Severe Thunderstorm Warnings: Issued on the observation of a tornado, funnel cloud, or severe thunderstorm (a thunderstorm is defined as severe when it is accompanied by 58 mph winds or 3/4" hail), or the indication of any of the above based on radar data.

Tornado and Severe Thunderstorm Watches: Issued (by the National Severe Storms Forecast Center in Kansas City, MO) when there is a likelihood of development of either tornadoes or severe thunderstorms.

OTHER TYPES OF ISSUANCES

Dense Fog Advisory: Issued when dense fog (visibility below 2 mile) is expected to last for three hours or longer)

Dense Fog Warning: Issued when widespread zero or near-zero visibilities are forecast to last three hours or longer.

Refer to the Appendix section for contact numbers for the National Weather Service.

**LIST OF FACILITIES TO USE AS SHELTERS
SHELTER LOCATIONS**

PRIMARY SHELTER SITES

Malibu High School: 30215 Morningview Dr. (310) 457-6801

Kitchen

Showers

Capacity: Over 200 persons

Secured Red Cross Storage: Full compliment of cots, blankets, food

Webster Elementary School

Secured Red Cross Storage: Full compliment of cots, blankets, food

SECONDARY SHELTER SITES

Michael Landon Center / Bluffs Park: 24250 Pacific Coast Hwy. (310) 317-1364

Kitchen (no refrigeration)

No showers

Capacity: 75 - 100 persons

ADDITIONAL SHELTER SITES CURRENTLY BEING DETERMINED.

**STATEMENT OF AGREEMENT FOR
THE USE OF FACILITIES AS MASS CARE SHELTERS**

This agreement is made and entered into between the governing board of _____ of _____ County, State of California, and the City of Malibu.

RECITALS

Pursuant to the terms of the federal statutes, the City of Malibu provides emergency services in behalf of individuals and families who are victims of disaster.

_____ is authorized to permit the City of Malibu to use _____'s buildings, grounds and equipment for mass care shelters required in the conduct of City of Malibu Disaster Service activities, and wishes to cooperate with the City of Malibu for such purposes.

The parties hereto mutually desire to reach an understanding that will result in making the aforesaid facilities of _____ available to the City of Malibu for the aforesaid use.

Now, therefore, it is mutually agreed between the parties as follows:

1. _____ agrees that, after meeting its responsibilities to pupils/parishioners/members/clients it will permit, to the extent of its ability and upon request by the City of Malibu, the use of its physical facilities by the City of Malibu as mass care shelters for the victims of disasters.
- 2, The City of Malibu agrees that it shall exercise reasonable care in the conduct of its activities in such facilities and further agrees to replace or reimburse _____ for any food or supplies that may be used by the City of Malibu in the conduct of its aforesaid activities in said mass care shelters.

In witness thereof, the governing board of the _____ has caused this agreement to be executed by the President its governing body, and the City of Malibu has caused this agreement to be executed by the City of Malibu, said agreement to become effect and operative upon the fixing of the last signature hereto.

Signature to the Agreement
Chapter Representative President
Chapter School District/Church/Other Organization
Date Date

City of Malibu Daily Shelter Activity Report

Report due into the City EOC by 8:00 A.M. each day

Shelter Site: _____ Date: _____

To: City of Malibu EOC From: _____

Shelter Capacity	Overnight Occupants	Breakfast	Lunch	Dinner

Report Period: _____ Shelter Phone: _____

	Day Shift	Evening Shift
Shelter Manager:	_____	_____
Asst. Shelter Manager:	_____	_____
Nurse:	_____	_____
Workers:	_____	_____
	_____	_____
	_____	_____

Narrative (Day Shift) _____

Narrative (Evening Shift): _____

Resources Needed:

Immediate

Future

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

CASUALTY COLLECTION POINT (CCP) FIELD TREATMENT SITE

DEFINITION:

Casualty Collection Point or Field Treatment Site is a location within a jurisdiction that is used for the assembly, triage (sorting), medical stabilization and subsequent evacuation of casualties. It may be used for the receipt of incoming medical resources (doctors, nurses, supplies, etc.) Preferably the site should include or be adjacent to an open area suitable for use as a helicopter pad. The State Emergency Services Authority is now referring to CCPs as Field Treatment Sites rather than Casualty Collection Points.

DIRECTION AND GUIDELINES: *(This information has been removed by request. See below):*

"Los Angeles County Health Care Services Department wants the information in your EOPs that describes the concept of Field Treatment Sites removed from your EOP stating that "FTS not be included because it is a medical issue and not for cities to address. FTS locations are determined by the responders."

The FTS information in your EOPs and in the Med/Health checklist identifies this activity as a County responsibility but to avoid any confusion and to follow the request from Los Angeles County Health Services, please remove the information regarding Field Treatment Sites in the Operations Support Documentation of your EOPs".

CITY OF MALIBU - DONATIONS OFFER FORM

Disaster #:		Disaster Name:		REQUEST #:	
--------------------	--	-----------------------	--	-------------------	--

JURISDICTION:		DATE / TIME:	
DONOR'S NAME:		DONOR'S TITLE:	
PHONE NUMBER:		CALL TAKEN BY:	

BRIEF DESCRIPTION OF RESOURCE (Item, Service, etc.) To Be Donated:

ACTION TAKEN BY EOC:

DETAILED RESOURCE CHARACTERISTICS:	
Specific Resource Description:	
Capacity (size, voltage, etc.):	
Supporting Equipment, Fuel, Water, etc.:	
Transportation Required:	
How Long Is Resource Available:	
Where is Resource Located:	

Miscellaneous Comments & Notes:

DISABILITY AND AGING SPECIFIC NEEDS CONSIDERATIONS

(Based on the National Organization on Disability (NOD)
Report on Special Needs Assessment for Katrina Evacuees (SNAKE) Project).

TERMINOLOGY

- **“Disability and aging specific”** should be used instead of “special needs”.
- **Shelters**
 - **General Populations Shelter or Shelter:** A facility selected to provide a safe haven equipped to house, feed, provide a first aid level of care, and minimal support services on a short-term basis (e.g. Astrodome).
 - **Special Needs Shelter or Medical Needs Shelter:** Similar to a general population shelter in service, however, can provide a higher than first aid level of care. There is currently no standard or consistency with these types of shelters.
 - **Refuge of Last Resort:** This is a facility not equipped with supplies or staff like a shelter. It is a place to go as a “last resort” when there is no alternative left in which one can get out of harm’s way. These are often spontaneous.
- **Disaster Recovery Center (DRC)** is a facility established in, or in close proximity to, the community affected by the disaster where persons can meet face-to-face with represented federal, state, local, and volunteer agencies to:
 - Discuss their disaster-related needs
 - Obtain information about disaster assistance programs
 - Teleregister for assistance
 - Update registration information
 - Learn about measures for rebuilding that can eliminate or reduce the risk of future loss
 - Learn how to complete the SBA loan application
 - Request the status of their application for Assistance to Individuals and Households

FINDINGS

- Shelter selections should be conducted prior to need, allowing for an inventory of facilities with the most accessible elements available.
- All people should have a plan in place to shelter with friends and family. A medical needs shelter is a place of last resort.

- Most of the disability and aging specific population have no policies, plans or understand any guidelines for accommodations prior to the disaster.
- Half of the disability and aging specific population don't have any working agreements in place with disability and aging organizations.
- 86% of Community Based groups questioned during Katrina did not know how to link with the local emergency management system.
- Red Cross intake process only minimally identifies people with "special needs".
- The most underserved group were those who are deaf or hard of hearing. Less than 30% of shelters had access to American Sign Language interpreters, 80% did not have TTY's and 60% did not have TVs with open caption capability. Only 56% of shelters had areas where oral announcements were posted so people who were deaf, hard of hearing or out of hearing range could go to a specified area to get or read the content of announcements.

MAJOR ISSUES AND RECOMMENDATIONS

Immediate Issues

I-1: Disability, Activity Limitations and Aging Issues Addressed Through Medical Model

Assistance provided to disability and aging populations often over-emphasizes medicine instead of independent living or advocacy models. This perspective resulted in some people being separated from families and support networks and transferred unnecessarily to medical shelters or nursing homes. Others were not identified because of the lack of trained eyes as well as the lack of or inadequate screening questions. This caused some individuals' conditions to deteriorate to the point that they did require transfer to a hospital, nursing home, or medical shelter. Early response service coordination offered through disability literate organizations could have prevented many of these transfers.

Disability and aging specific populations who need long-term services must have the right to receive such services in the community. The Katrina aftermath must not lead to a reversal of options where people who have been able to live independently with community-based services are forced into institutions in order to receive necessary services.

Recommendations:

- Utilize the skill sets and expertise of disability specific and aging organizations to help prevent deterioration, expensive hospitalizations, or nursing home placements for some evacuees.
- Assist people in quickly replacing critical durable medical equipment (DME) and essential medications to speed a return of their level of functioning, allowing them to manage independently in a general population shelter and in temporary housing.

- Continue to provide the services, support benefits and programs, including Medicaid, to maintain the integrity of the family unit and to allow individuals to live in the community as they rebuild their lives.
- Add questions during all intake processes (shelter, American Red Cross or FEMA applications, and/or other services) that help to identify needs and/or issues of disability and aging individuals. This will allow for more appropriate assistance, referrals, and long-term solutions.
- Ensure that disaster relief services include Federal financing to provide *medically necessary* long-term services in community settings.

I-2: Fiscal Impact on Disability and Aging Specific Organizations Involved In Response

Disability and aging specific organizations who are heavily involved in the Katrina response effort are reporting that their budgets are being depleted.

Recommendation:

- Provide these organizations with supplemental government funding to continue their critical role in the response effort.
- Like after 9/11, philanthropic organizations wishing to contribute need to know about the unintended disaster consequences to front line service organizations that are providing necessary services at the risk of financial damage to the long-term health of their own organization. There is a clear need and a gap to be filled. A cautionary lesson from 9/11 addressed by the Disability Funders Network is that these well intentioned givers need to enlist subject matter experts to assess their giving decisions to be sure that funds are appropriately donated and distributed to organizations providing value-added services in concert with the overall response and recovery system.

I-3: No Use and Under-Use Of Disability and Aging Organizations

The immediate Katrina response reflected no use or, under-use of and sometimes just ignored offers of help from disability and aging specific organizations. There is often no designated entity or individual to “own” and coordinate disability and aging issues.

Each community based organization that was interviewed reported difficulty in gaining access to emergency management authorities to coordinate response and service delivery. This leads to sometimes well intentioned but misguided actions only adding to the management difficulties on the ground.

Recommendation:

- Create a team that mirrors the management structure of the National Response Plan to be put in place to support disability and senior issues. The federal level must have a designated person for these issues who reports directly to the Principal Federal Officer (PFO). This person must have the operational emergency management experience as they become apparent during the response and recovery operation. He/she must be vested with the responsibility,

authority, and resources for providing overall day-to-day leadership, guidance and coordination of all emergency preparedness, disaster relief and recovery operations of the federal government on behalf of disability and senior populations. He/she should be in regular contact with other members of the U.S. Department of Homeland Security (DHS) senior staff, including the Director of FEMA as well as the members of the Interagency Coordinating Council on Emergency Preparedness for People with Disabilities, state and local authorities.¹

He/she should work directly with an Assistant Field Command Officer (FCO), at each established Joint Field Office (JFO), someone who is focused on special needs issues with an operational background, as well as an expertise in the subject matter. This allows for a means and mechanism for issues to be brought up the command chain for resolution. This Assistant FCO would then be supported by a multi-jurisdictional team of similarly qualified experts in the field. Teams should consist of federal, state, and local (or regional) representatives who are knowledgeable in emergency management and disability and aging services.

The teams will oversee information dissemination, resource allocation, and service coordination among disability and aging organizations and address issues such as accessible transportation, essential durable medical needs, enrolling of students in temporary special education classes and employment, etc.

The team on the ground would include people with expertise/advocacy backgrounds in the state and local communities (and services available in such communities) to which these individuals should have access, and be present in shelters, temporary housing and other assistance centers. The team would institute information systems for people with disabilities and seniors, identify their support/service needs, and their access to needed supports services.

The teams must be skilled in assessing the general health, well-being and access to support and services needed by the disability and aging populations found in shelters and temporary settings.

They must also be able to orient quickly shelter personnel and emergency managers regarding these needs. This is not unprecedented, as this is exactly what was done after 9/11 in the DASC and the DFO so that service agencies and people working face-to-face in the communities had this awareness training.

While there were numerous government and non-profit agencies doing assessments in the field (e.g. Louisiana Department of Health and Hospitals), it is apparent that there is

¹ The response to Katrina was coordinated on many levels of government. As such, while the SNAKE Teams were conducting the research and analysis for this report, several efforts within the disability community were able to become reality. One of these efforts was the agreement of US Homeland Security Secretary Chertoff to send a special needs expert to act as liaison with the PFO located in Baton Rouge and Houston to address the Katrina and Rita response and recovery issues for the special needs population. The Interagency Coordinating Council on Emergency Preparedness and People with Disabilities was able to see this effort through and it is our hope that a qualified special needs expert becomes a permanent part of the PFO team for disaster response.

no unified approach for coordinating this work. The above structure would help to coordinate the many resources that can be placed in the field.

I-4: Disaster Recovery Centers

FEMA officials reported a plan to open a disaster recovery center (“mega DRC”) in Houston sometime during the week of September 19th. They are planning to include agencies from all levels of government as well as not-for-profit and community based organizations but must ensure that disability and senior organizations are represented.

Recommendations:

- FEMA, in coordination with local and state authorities, should invite disability and senior groups to participate in the planning, and secure space in the facility. These centers must incorporate local, state, and Federal disability and aging organizations and services into their service delivery process in order to assist with transitioning from shelters to temporary and/or permanent housing, and accessing an array of other services.
- These organizations must develop mechanisms to coordinate with each other to maximize resources and eliminate duplication of effort. One such effort that can be modeled in a DRC is the system established by the 9/11 United Services Group in New York City. Multiple service organizations came together to coordinate casework, service delivery, and to identify and resolve gaps in services. This allowed for the most appropriate assignments while eliminating duplicative efforts and resources.
- Allow opportunities for cross-training so that organizations become familiar with existing programs and can make appropriate referrals.
- Recognizing that not all individuals go to the disaster centers, descriptions of services should be disseminated using multiple communication arteries (radio, TV, internet, fax sheets, posters, etc.).

I-5: Emergency Information Needed In an Accessible Format

Broadcasters and public emergency management agencies continue to fall short in their responsibilities to modify their information procedures. The FCC’s rules require that accessible information be made available to members of the disability community in times of emergency. Section 79.2 of the FCC’s rules require that emergency information be provided in an accessible format. The rules further require that all critical details must be made accessible. Critical details include, but are not limited to, specific details regarding the areas that will be affected by the emergency, evacuation orders, detailed descriptions of areas to be evacuated, specific evacuation routes, approved shelters or the way to take shelter in one’s home, instructions on how to secure personal property, road closures, and how to obtain relief assistance.

Recommendations:

- The FCC must immediately issue strong statements that remind video programming distributors, including broadcasters, cable operators, and satellite

television services that they must comply with their obligation to make emergency information accessible to people with hearing and vision disabilities.

- The FCC needs to acknowledge that these requirements (given the scope of Hurricane Katrina) need to continue in the recovery phase because information is still just as crucial in the aftermath as it is during the response and recovery phases. Communication should include impacted states and areas taking in the evacuees.

Long-Term Issues:

LT-6: Service Coordination

Many people need assistance with activities of daily living (i.e. dressing, feeding, toileting, and for some, assistance with activities requiring judgment, decision-making, and planning), as well as, in some cases, primary medical care. Individuals frequently require assistance in arranging services and coordinating among multiple providers. The aftermath of Hurricane Katrina has led to large-scale displacement that has interrupted the networks of support that individuals with disabilities have. People will need knowledgeable help in arranging essential services in new environments with limited contacts and little knowledge of local resources. At the same time individuals seek assistance in arranging and coordinating services while they are scrambling to meet other essential needs such as housing and access to food.

Recommendation: See Issue #4 Recommendations to address this issue.

LT-7: Accessible transportation

To start the recovery process, accessible transportation is critical for some people with disabilities. In many cases, accessible transportation did not appear to be available.

Recommendations:

- Ensure locations selected are serviced by accessible transportation.
- Public transit agencies should ensure that all transportation between shelters, housing and disaster relief centers is accessible.

LT-8: Cross Training

Disability and aging specific advocates and service providers need to strengthen their understanding of emergency management local and state systems. In order to improve effectiveness, they need a quick orientation to emergency management organizations and structure, as well as to the roles of traditional recovery organizations such as FEMA, the American Red Cross, and other Voluntary Agencies Active in Disaster (VOAD).

Likewise, emergency managers need to strength their understanding of disability and aging populations. This falls into many different areas including donations management, sheltering, feeding, service delivery, etc.

The misguided impression that aging and disability issues is not of concern to general shelter managers was a stated assumption expressed by several shelter managers. There must be a realization that all shelters, emergency managers and disaster relief centers, serve disability and aging populations even if not specifically articulated in their task assignment or mission statement. People with disabilities do have various disability-specific needs (e.g., transferring from wheelchair to cot, providing guidance to a blind person through crowds to the restroom) that are not burdensome and that shelter staff can be trained to perform. Many of these people do not need a medical shelters or segregated services. However, many of these people are in need of a variety of complex, and sometimes not well understood, community services to reestablish and piece segments of their lives back together.

Recommendation:

- Both emergency managers and disability and aging specific organization should engage in some quick cross orientation/training meetings.
- Emergency management staff should acquire basic knowledge of the emergency management local and state systems. FEMA courses G197 Emergency Planning and Special Needs Populations (training for local and state emergency planners and organizations serving seniors and people with disabilities) and IS 197 (once available) would be a start.
- Use disability and aging specific organizations to strengthen responders understanding of:
 - Which organizations can offer what services under what conditions.
 - People with disabilities are not a homogenous group but rather have differing capabilities, opinions, needs, and circumstances, and no one individual or organization speaks for all people with disabilities.

LT-9: Durable Medical Equipment (DME)

People with disabilities were sometimes forced to leave expensive DME (augmentative communication devices, wheelchairs, walkers, respirators, etc.) at airports, bus loading areas, shelters, etc. Customized power chairs can cost up \$30,000 - \$40,000.

Recommendations

- When transporting individuals, make every effort not to separate users from their DME's.
- Tag with the owner's name all DME not easily replaced or that must be left behind.
- Attempt to return a DME to an owner as soon as possible. Use systems similar to posting missing children's photos on specific web sites.
- Vendors and responders should look to the National Emergency Resource Registry that was recently expanded as a direct result of the impact of Hurricanes Katrina and Rita.

- Consider creation of a national stockpile of DME or add to the Centers For Disease Control Strategic National Stockpile to ensure readily available supplies of durable medical goods would be available to communities.

LT-10: Finding Accessible, Affordable, Safe Housing and Communities

Finding accessible, affordable, safe housing and communities has never been easy for people who live with mobility and activity limitations. Even before Katrina, there was a serious shortage of housing options for people with disabilities. Post Katrina, the task of finding temporary and permanent housing and communities will be even more difficult.

The immediate and long-term rebuilding process offers a unique opportunity to build, on an unprecedented scale, accessible communities and accessible and adaptable housing. This will help thousands of people with disabilities maintain or improve their ability to live independently and will enable hundreds of thousands of people, regardless of disability, to age-in-place as they acquire activity limitations. This includes the wave of baby boomers that begin turning 65 in 2006.

Lack of accessible housing opportunities for individuals with disabilities does and will continue to result in unnecessary and expensive institutionalization. Available data discloses that the costs of providing appropriate housing options for people with disabilities is well worth the investment because of the significant savings that results from enabling people with disabilities to live in the community, find employment, and pay taxes.

Recommendations:

- As a rebuilding measure in the Gulf Coast States, government should make all funding requests contingent on changes in building codes to stress accessibility for persons with disabilities, including:
 - The US Access Board's new construction and alterations guidelines - ADA Accessibility Guidelines (ADAAG) for Recreation Facilities. The guidelines will ensure that newly constructed and altered recreation facilities meet the requirements of the ADA and are readily accessible to and usable by individuals with disabilities.
 - ADA and ABA Accessibility Guidelines (7/23/04) that update access requirements for a wide range of facilities in the public and private sectors as covered by the law.
 - The US Access Board's draft guidelines regarding public rights-of-way which cover pedestrian access to sidewalks and streets, including crosswalks, curb ramps, street furnishings, pedestrian signals, parking, and other components of public rights-of-way.
- Offer significant tax incentives for the design and construction of housing and other buildings and facilities that adopt visitability standards.

- Establish regulations that incorporate a basic level of universal access with at least one, zero-step entrance and wide interior doors in every new home and multi-family dwelling units financed in whole or part by Federal funding.
- Facilitate immediate collaboration between disability design experts familiar with universal design concepts and contracting Federal officers who will promulgate and enforce regulations involved in construction of temporary and permanent housing.
- Create significant tax incentives for the design and construction of universally accessible or adaptable temporary and permanent housing GOING BEYOND the minimum requirements found in the Fair Housing Act Amendments of 1988.

Policy Issues:

P-11: Gulf Opportunity Zone

President Bush has proposed the creation of a Gulf Opportunity Zone, encompassing the disaster region in Louisiana, Mississippi and Alabama. Within this zone, incentives for job-creation, tax relief for small businesses, and loans and loan guarantees for small businesses, including minority-owned enterprises would assist in getting the region up and running again.

Recommendation:

- When the Enterprise Zone is created ensure that the interest of people with disabilities and seniors is specifically included in the criteria for funding.

P-12: Medicaid Is a Critical Benefit

Medicaid is a critical benefit for a significant number of people with disabilities including individuals with physical or sensory impairments, mental illness, mental retardation, autism and other developmental disabilities, cerebral palsy, epilepsy, traumatic brain injury, HIV/AIDS, diabetes and other chronic conditions. Because Medicaid and its comprehensive benefits package is the predominant provider of disability-related services, it has a unique capacity to meet the needs of people with disabilities in the aftermath of Hurricane Katrina.

Many people with disabilities will need to reestablish support networks in the areas where they have been relocated. This is especially important for people with serious mental illness, many of whom rely on a therapeutic regimen that creates stability in their lives. Given the emotional trauma and toll following Hurricane Katrina, it is wise to anticipate new mental health needs resulting from post traumatic stress disorder, increased incidence or increased severity of anxiety disorders, depression, alcohol and substance abuse. The variation in Medicaid coverage limits for mental health services from state to state presents additional challenges.

Recommendations:

- Legislation is proposed to provide disaster relief Medicaid to all affected survivors. This approach is critical to people with disabilities. A streamlined application process with self-certification must be included in order to direct Medicaid resources to providing services and not to administering a complex eligibility determination process.
- Federal policy must ensure that broad access is available for current recommended treatments, including access to needed medications and treatment for alcohol and substance abuse. Coverage for these services must be available to survivors even in cases where the need for services is in excess of typical benefit limits.

PROCEDURES TO BE FOLLOWED FOR HANDLING THE DEAD

Overview: The Department of Coroner is responsible for the collection, identification, and disposition of decedents during conditions of disaster or extreme peril. Responsibilities include the following:

1. Identify human remains and provide adequate and decent storage.
2. Determine the cause and manner of death.
3. Inventory and protect personal effects found on the decedent.
4. Locate and notify the next-of-kin.
5. Release of remains.
6. Files and records death certificates.

Additional responsibilities include:

1. Coordinate with all agencies both public and private for the collection, identification, notification and disposition of human remains and their personal property.
2. Recruit additional, qualified personnel to perform those various duties.
3. Establishes collection points and body staging areas for processing the dead.

Assumptions: It is likely that fatalities will occur during a major disaster. Communications and transportation may be disrupted. The Department of Coroner may not be able to provide assistance for 72 hours or longer. Therefore, the City must take action to ensure the safe handling and storage of decedents until the Coroner or Coroner-designated personnel can respond.

In the event of a major disaster within Los Angeles County, it may be several days before the dead can be collected and processed by the Department of the Chief Medical Examiner-Coroner.

Therefore, the following guidelines have been prepared to aid the City in handling the dead until the Coroner can relieve the City of that responsibility

Handling the Dead

When it becomes necessary to remove the dead from disaster sites because rescue work is in progress or the health and safety of the community is threatened, specific procedures **must** be followed:

Procedures:

- I. Handling of decedents who have been located.
 1. Determine if the decedent(s) can be safely moved.

- a. Structural damage and debris may prevent the safe removal of one or more decedents. If this is the case, clearly mark area for later removal of decedent by the Coroner Team and support personnel. Use an indelible marker or spray paint. Write letters DOA and arrow pointing to the location of the decedent.
 - b. If decedent or body parts can be removed, refer to body-wrapping procedures before removing to fatality collection area.
2. Set aside an area that can be used as a collection point for fatalities. This can be termed the building mortuary. Cement parking structures, covered areas, nearby parks, etc. are ideal for this purpose. Special care should be taken not to place bodies where following supplies are recommended to be kept on hand for the number of possible fatalities: body bags, heavy duty gloves, rubber gloves, plastic aprons, face masks, household Clorox, indelible markers.
 3. When handling decedents, follow precautions for infection control. Wear rubber or heavy duty leather gloves, facemask, and protective clothing. Always wash hands with antiseptic solution after handling decedents.
 - a. If a body can be moved, perform the following:
 - (1) **Do not** remove any personal effects from the body at any time. Personal effects must remain with the body **at all times**.
 - (2) Secure body in plastic or vinyl body bag. If a body bag is not available, wrap and secure body with plastic sheet approximately .25mm in thickness. Place body in center of sheet cut 4 ft. X 10 ft. or use two heavy duty lawn debris trash bags. Secure in such a manner that fluids are contained using tie wrap or 3 ply cotton rope. Do not damage body when securing (For example, do not secure rope around the face. This may disfigure the body and hinder identification efforts.).
 - (3) Complete Body Identification Sheet (See Attached).
 - a. Attach a tag or label to the body with the following information (see attached sample):
 - b. Record identity, if known, e.g. through personal recognition, and important details on the discovery of the body (i.e. address, location, position).
 - c. Date and time found.
 - d. Exact location where found, including floor/room number, etc.
 - e. Name/address of decedent, if known.
 - f. If identified, how, when and by whom.
 - g. Name/phone number of person filling out tag.
 - e. If body is contaminated, so state with type of contamination.
 - f. Other casualties (living and dead) found nearby.
 - (4) Place each body in a separate disaster pouch or in plastic sheeting and tie securely to prevent unwrapping. Securely attach a second tag with the same information stated in Item No. 2 to the outside of the sheeting or pouch.

- (5) If personal effects are found and thought to belong to a body, place them in a separate container and labeled as in Item No. 2. **Do not** assume any loose effects belong to a body and do not attach loose effects to the body but, store separately.
- (6) Move the properly tagged body with its personal effects to a convenient location, i.e., garage or other cool building, preferably one with refrigeration. In case of extreme heat or direct sunlight, move the body **as soon as possible**.
- (7) Move bagged body to fatality collection area. Establish security to prevent looting of bodies. Keep log sheet for number of bodies stored and a grid showing the location of each body.

II. The putrefaction process is strongly temperature-dependent and also dependent on exposure.

A. Temperature (the season of the year) makes a big difference in the speed of putrefaction of exposed human bodies in Los Angeles County. The following approximations are dependent on the temperatures prevailing at the time:

	Summer	Winter
Facially identifiable	day 1	day 5
Bloating	day 2	day 2 - 6
Putrefaction/external maggots	day 3	day 3 - 10
Collapse of face and abdomen/internal maggots	day 4 - 8	week 2 - 3
Skeletonizing	week 2	week 3+
Dismemberment	week 3+	week 6+

FOR MORE INFORMATION, CONTACT THE LOS ANGELES COUNTY DEPARTMENT OF CORONER/DISASTER AND COMMUNITY SERVICES PROGRAM (See Appendix for contact numbers).

BODY IDENTIFICATION SHEET

A. Name: _____

Method of Identification: Visual Recognition _____
ID found on Body _____

DOE (Unidentified):

WHERE: Found at (room number, floor, street, nearest intersection, etc.):

TIME: Found at _____ AM/PM.

There were no signs of life (e.g., obvious signs of decomposition, no movement, no heart beat, does not react to pain). The decedent was declared dead by the person signing this document.

B. The following valuables and personal effects were found with the body and listed as follows:

Clothing _____ Wristwatch _____ Jewelry _____
Other _____

These items have been wrapped with the body.

I (print name) _____ hereby attest to the information cited above.

_____ Date _____
(Signature of party completing document)

Driver's Lic.: _____ or SSN _____ or

Cal ID

Address: _____

INSPECTED

LAWFUL OCCUPANCY PERMITTED

This placard to be printed on green paper

This structure has been inspected (as indicated below) and no apparent structural hazard has been found.

- Inspected Exterior Only
- Inspected Exterior and Interior

Report any unsafe condition to local authorities; reinspection may be required.

Inspector Comments:

Facility Name and Address:

Date: _____

Time: _____

(Caution: Aftershocks since inspection may increase damage and risk.)

This facility was inspected under emergency conditions for:

_____ (Jurisdiction)

Inspector ID / Agency

Do Not Remove, Alter, or Cover this Placard until Authorized by Governing Authority

UNSAFE

This placard to be
printed on red paper

**DO NOT ENTER OR OCCUPY:
(THIS PLACARD IS NOT A DEMOLITION ORDER)**

This structure has been inspected, found to be seriously damaged and is unsafe to occupy, as described below:

Do not enter, except as specifically authorized in writing by jurisdiction. Entry may result in death or injury.

Facility Name and Address:

Date: _____

Time: _____

This facility was inspected under emergency conditions for:

(Jurisdiction)

Inspector ID / Agency

**Do Not Remove, Alter, or Cover this Placard
until Authorized by Governing Authority**

RESTRICTED USE

This placard to be printed on yellow paper

Caution: This structure has been inspected and found to be damaged as described below:

Date: _____
Time: _____

(**Caution:** Aftershocks since inspection may increase damage and risk.)

Entry, occupancy, and lawful use are restricted as indicated below:

Do not enter the following areas: _____

Brief entry allowed for access to contents: _____

Other restrictions: _____

Facility name and address:

This facility was inspected under emergency conditions for:

(Jurisdiction)

Inspector ID / Agency

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SEMS/NIMS EMERGENCY OPERATIONS PLAN

Summary of LAC DHS activities for each of the Plan’s essential components according to WHO Pandemic phases

Activity Area	Phase 1 & 2 Interpandemic Period	Phase 3 Pandemic Alert (No, or rare, human-to-human transmission)	Phase 4 Pandemic Alert (Small clusters of human-to-human transmission)	Phase 5 Pandemic Alert (Larger clusters of human to-human transmission)	Phase 6 Pandemic period
Surveillance	Surveillance for illness and resources utilization Monitoring of world/national/state trends	Increase surveillance for influenza-like illness (ILI) among recent travelers to the affected region Continue monitoring of world, national, and statewide trends Disease surveillance to detect a case of novel virus in LAC	Review of death related to ILI/pneumonia Monitoring of international, national and statewide trends Work with agencies to detect influenza in animals	Surveillance efforts increased for both influenza and the circulation of influenza virus	Monitoring demographic characteristics of influenza cases to respond more effectively to the pandemic
Laboratory	Surveillance of hospital lab activity	Subtype influenza A isolates obtained	Report unusual human influenza cases to state, DHS and CDC	Provide guidelines for lab reporting on influenza specimens	Continue working with public health staff, local physicians, and hospital workers to implement safe and effective methods for specimen collection and management

SEMS/NIMS EMERGENCY OPERATIONS PLAN

Activity Area	Phase 1 & 2 Interpandemic Period	Phase 3 Pandemic Alert (No, or rare, human-to- human transmission)	Phase 4 Pandemic Alert (Small clusters of human-to-human transmission)	Phase 5 Pandemic Alert (Larger clusters of human to-human transmission)	Phase 6 Pandemic period
Limiting Transmission	Educate all on recommended strategies to prevent and limit the transmission of influenza	Work with hospitals to develop pandemic influenza response plan in acute care settings Public information campaign emphasizing containment measures such as hand washing, cough and sneeze etiquette, reduced social interactions, and guidelines for those being cared for at home	Continue activities of Phases 1 to 3	Implement containment strategies, including recommendations for control of influenza in schools and health care settings Issue containment measure if cases are detected	Notify hospitals, physicians and health care clinics to restrict visitors and to institute strict cough and sneeze hygiene including masks, wipes, and tissues and hands-free receptacles available in waiting rooms Reduce social interaction Advise people to avoid crowds and large gatherings Monitor the effectiveness of containment measures and if indicated: Close schools, including universities. Cancel large public gatherings Discourage use of public transportation
Vaccine / Antiviral Medications	Review major elements of the vaccine distribution plan, including plans for storage, transport, priorities, and administration of vaccines	Monitor CDC/California DHS recommendations for target groups for vaccine and antiviral administration; update plans accordingly Work with CDC, state and representatives of the private medical sector to plan delivery and administration of vaccines when they become available	Continue to monitor the latest California DHS recommendations for priority groups for vaccine and antiviral allocation and modify as necessary based on current surveillance data	Once vaccine is available, the distribution plans will be activated Review and update distribution plan	Continue to monitor availability of vaccine/antiviral Review vaccine / antiviral distribution plan

SEMS/NIMS EMERGENCY OPERATIONS PLAN

Activity Area	Phase 1 & 2 Interpandemic Period	Phase 3 Pandemic Alert (No, or rare, human-to-human transmission)	Phase 4 Pandemic Alert (Small clusters of human-to-human transmission)	Phase 5 Pandemic Alert (Larger clusters of human to-human transmission)	Phase 6 Pandemic period
Communication	Develop and/or update press release templates Advise health care providers of the state of novel (new) virus alert and latest recommendations regarding target groups for antivirals	Develop a communication infrastructure to address pandemic influenza Establish and continually update as needed web-based information on the LA Public Health website Institute an aggressive influenza containment public information campaign emphasizing hand washing, cough and sneeze etiquette, early recognition of symptoms. In rare human-to-human transmission case or cases technical information public information, and press releases will be disseminated Public information will include travel alerts, guidelines and limiting the spread of the disease, and information about when and where to obtain care. Prepare fact sheets detailing responses to questions coming from the media	Continue activities of Phase 1 to 3 Notify hospitals, EMS, health care providers, emergency responders, coroner, mortuary organization & labs	Continue and increase the information flow to medical providers, public, and local stakeholders	Intensify public information a campaign about containment measures, e.g., cough and sneezing etiquette, keeping ill persons at home and avoiding crowds
Emergency Response	Develop and/or update local response plans Participate with national, state, and local agencies in pandemic influenza guidance efforts	Collaborate with CDC Quarantine station in developing their pandemic influenza response plan Ensure on going coordination among surveillance, epidemiology, laboratory, EMS, and other local response efforts	Continue to assist health care facilities	Activate the emergency response system plan	Continue the emergency response plan to manage the local response at the time of the pandemic

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PART TWO

PLANNING/INTELLIGENCE SECTION

CONTENTS

GENERAL SECTION	P-2
Purpose.....	P-2
Overview.....	P-2
Objectives	P-2
Concept of Operations	P-3
Information Flow Within the EOC	P-5
Section Activation Procedures	P-6
Action Planning	P-6
Incident Action Plans (Field Level).....	P-6
Action Planning at SEMS EOC Level.....	P-7
After Action Reports.....	P-8
Coordination	P-8
RECOVERY PLANNING	P-9
 PLANNING/INTELLIGENCE SECTION ORGANIZATION CHART	 P-10
 PLANNING/INTELLIGENCE SECTION STAFF	 P-11
 PLANNING/INTELLIGENCE SECTION POSITION CHECKLISTS.....	
Generic Activation Checklist	P-13
Planning/Intelligence Section Coordinator	P-15
Planning & Situation Status Branch	P-21
Documentation Branch	P-27
GIS Branch	P-31
Demobilization Unit	P-35

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PLANNING/INTELLIGENCE SECTION

PURPOSE

To enhance the capability of the City of Malibu to respond to emergencies by planning, application and coordination of available City resources. It is the policy of this section that the priorities of responses are to be:

- Protect life and property.
- Provide planning to optimize the management of City resources.
- Provide support to the other sections of the City's EOC.
- At the earliest possible opportunity restore essential services and systems.

OVERVIEW

The Planning/Intelligence Section's primary responsibility is to collect, evaluate, display and disseminate incident information and status of resources. This Section functions as the primary support for decision-making to the overall emergency organization. This section also provides anticipatory appraisals and develops plans necessary to cope with changing field events. During a disaster/emergency, other department heads will advise the Planning/Intelligence Coordinator on various courses of action from their departmental level perspective.

OBJECTIVES

The Planning/Intelligence Section ensures that safety/damage assessment information is compiled, assembled and reported in an expeditious manner to the various Emergency Operations Center (EOC) sections, City departments and the Los Angeles County Operational Area. The Planning/ Intelligence Section is also responsible for the detailed recording (Documentation Unit) of the entire response effort and the preservation of these records during and following the disaster. The Planning/Intelligence Section will accomplish the following specific objectives during a disaster/emergency:

- Collects, analyzes, displays and disseminates information from all sources, including initial situation and damage/safety assessments.
- Develops reports, including Situation Reports and Demobilization Plan
- Conducts the Action Planning meeting
- Ensures timely distribution of the Action Plan and other reports

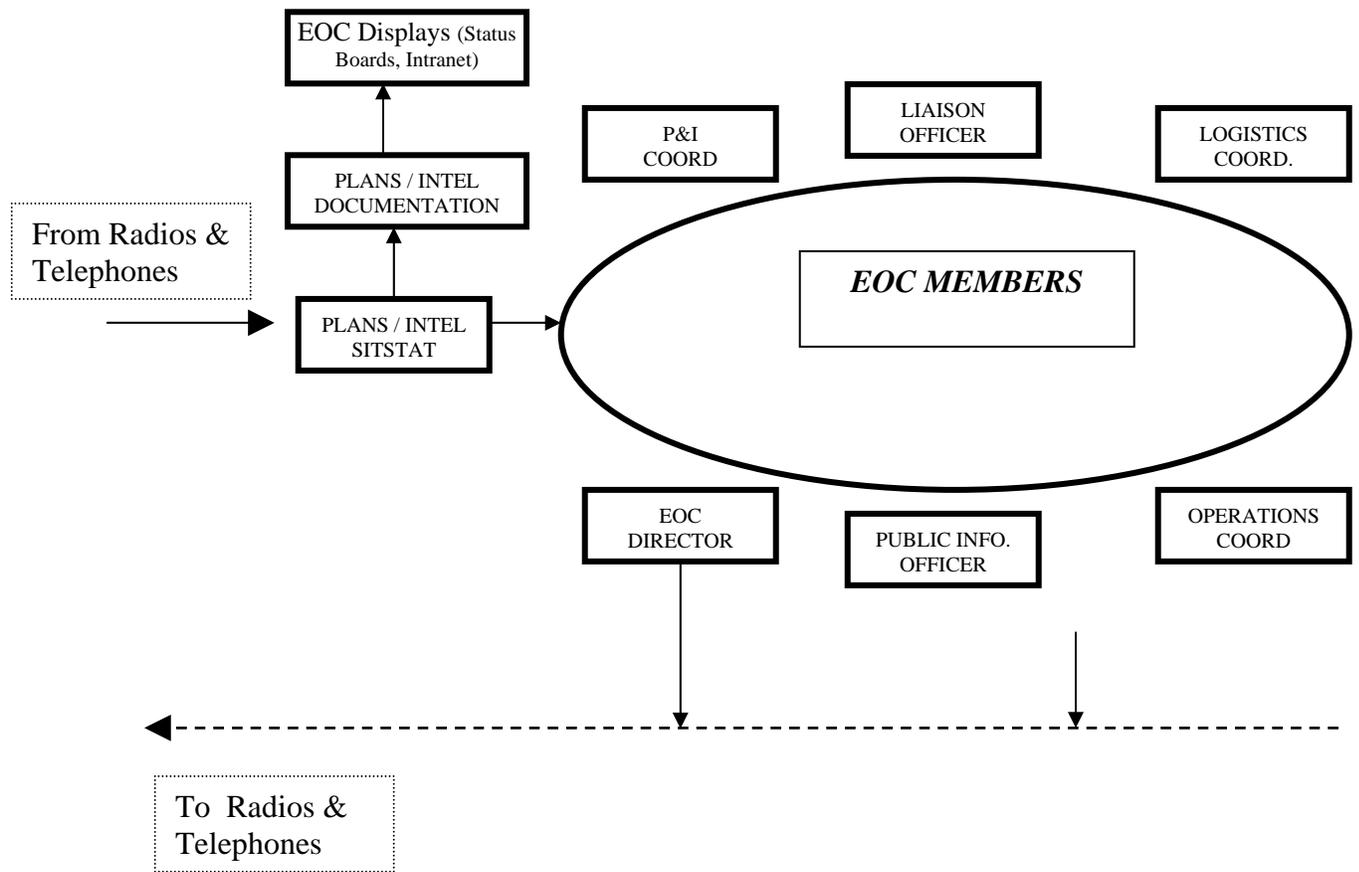
- Maintains displays, charts and lists which the current status location of incidents and assigned resources (personnel, equipment, vehicles etc).
- Conducts Advance Planning activities until transition to recovery occurs
- Conduct mapping and recording operations, as and when possible.
- Prepare summary safety/damage assessment reports for dissemination to other sections, City departments, Cal-EMA, and FEMA.
- Prepare summary safety/damage assessment reports for dissemination to the Los Angeles County Operational Area via OARRS or other designated county-wide emergency reporting system.
- Prepare the City's Corrective Action Report (C.A.R.).
- Prepare a post-disaster recovery plan.
- Maintain proper and accurate documentation of all actions taken to ensure that all required records are preserved for future use and Cal-EMA and FEMA filing requirements.
- Acquire technical experts for special interest topics or special technical knowledge subjects.

CONCEPT OF OPERATIONS

The Planning/Intelligence Section will operate under the following policies during a disaster/emergency as the situation dictates:

- The National Incident Management System (NIMS) and Standardized Emergency Management System (SEMS) protocols will be followed.
- All existing City and departmental operating procedures will be adhered to unless modified by the City Council or EOC Director.
- All on-duty personnel are expected to remain on duty until properly relieved of duty. Off-duty personnel will be expected to make contact with City of Malibu Emergency Operations Center in order to arrange working hours in accordance with existing policies.
- While in a disaster mode, operational periods will be 12 hours for the duration of the event, unless otherwise determined by the EOC Director. Operational periods will normally change at 0600 Hrs. (6:00 a.m.) and 1800 Hrs. (6:00 p.m.)

Note: Operational periods should be event driven.

INFORMATION FLOW WITHIN THE EOC

1. Original messages first go to the SITUATION STATUS Branch of Plans & Intel. There they are logged, triaged and distributed.
2. SITSTAT delivers a copy of the message to DOCUMENTATION where it is logged as part of the overall incident report and displayed (if verified) on the EOC displays (Incident Summary display on the big screen and EOC intranet. The message also goes to its primary intended recipient (Operations, Logistics, EOC Director, MIO etc).
3. An Incident Report Form is stapled to the original message. This is where any updated information is added regarding the incident. Updates are also communicated to the P&I DOCUMENTATION Branch for EOC display.
4. Verified information, answers to questions and Media Releases are sent from the EOC Director or the MIO to the radio and telephone operators. These are the only people who should be doing this, except for the passing of tactical information to staff in the field, which could be done by OPERATIONS section staff.

SECTION ACTIVATION PROCEDURES

The Director of Emergency Services or the EOC Director is authorized to activate the Planning/Intelligence Section.

When to Activate

The Planning/Intelligence Section may be activated when the City's Emergency Operations Center (EOC) is activated or upon the order of the EOC Director.

Where to Report

The EOC is located at Malibu City Hall, 23825 Stuart Ranch Road, Malibu 90265. The alternate EOC location is at Malibu Bluffs Park, 24250 Pacific Coast Highway.

When to Report

Personal should report to the EOC or their assigned emergency locations when:

1. Instructed by their supervisor or Department Head.
2. Instructed by the Director of Emergency Services or their Designee.
3. When instructed by the EOC Director (During EOC activations).
4. When any situation occurs that might constitute an emergency or disaster and as such would require the activation of the City's EOC. Examples would include a significant earthquake, flooding reports, brush fire or civil unrest.

ACTION PLANNING

Action plans are an essential part of SEMS/NIMS at all levels. Action planning is an effective management tool involving two essential items:

- A process to identify objectives, priorities and assignments related to emergency response or recovery actions.
- Plans which document the priorities, objectives, tasks and personnel assignments associated with meeting the objectives.

There are two kinds of action plans—Incident Action Plans and EOC Action Plans. EOC Action Plans (known here as action plans) should focus on jurisdictional related issues. The format and content for action plans at the Incident level and at EOC levels will vary. The process for developing action plans is quite similar for all SEMS levels.

Incident Action Plans (Field Level)

At the field level, action plans developed for use at incidents are called Incident Action Plans (IAP). Incident Action Plans are required for each operational period. (An operational period is the length of time scheduled for the execution of a given set of operational actions as specified in the IAP). Incident Action Plans may be either verbal or written.

Action Planning at EOC Levels

Action planning at all EOC levels, like that of the field level, is based around the use of an operational period. The length of the operational period for the EOC is determined by first establishing a set of objectives and priority actions that need to be performed and then establishing a reasonable time frame for accomplishing those actions. Generally, the actions requiring the longest time period will define the length of the operational period.

Typically, operational periods at the beginning of an emergency are short, sometimes only a few hours. As the emergency progresses, operational periods may be longer, but should not exceed twenty-four hours. Operational periods should not be confused with staffing patterns or shift change periods. They may be the same, but need not be.

The initial EOC Action Plan may be a verbal plan put together in the first hour after EOC activation. The EOC Director in concert with the General Staff usually does it. Once the EOC is fully activated, EOC Action Plans should be written.

EOC Action Plans should not be complex or create a time-consuming process. The format may vary somewhat within the several EOC SEMS levels, but the EOC Action Plan should generally cover the following elements:

- Listing of objectives to be accomplished (should be measurable).
- Statement of current priorities related to objectives.
- Statement of strategy to achieve the objectives. (Identify if there is more than one way to accomplish the objective, and which way is preferred.)
- Assignments and actions necessary to implement the strategy.
- Operational period designation, the time frame necessary to accomplish the actions.
- Organizational elements to be activated to support the assignments. (Also, later EOC Action Plans may list organizational elements that will be activated during or at the end of the period.)
- Logistical or other technical support required.
- A communications plan.
- Safety messages.

Focus of the EOC Action Plan

The primary focus of the EOC Action Plan should be on jurisdictional issues. The plan sets overall objectives for the jurisdiction and may establish the priorities as determined by the jurisdictional authority. It can also include mission assignments to departments, provide policy and cost constraints, inter-agency considerations, etc. Properly prepared, the EOC Action Plan becomes an essential input to developing departmental action plans.

Corrective Action Reports

The completion of these is a part of the required SEMS/NIMS reporting process. The Emergency Services Act, Section 8607(f) mandates that the State Office of Emergency Services (OES) in cooperation with involved state and local agencies, complete a report within 120 days after each declared disaster.

Section 2450(a) of the SEMS Regulations states that“Any city, city and county, or county declaring a local emergency for which the governor proclaims a state of emergency, and any state agency responding to that emergency shall complete and transmit an After-Action Report to OES within ninety (90) days of the close of the incident period as specified in the California Code of Regulations, section 2900(j).”

NIMS requires Corrective Action and Implementation Plans. Corrective Action Plans are designed to implement procedures that are based on lessons learned from actual incidents or from training and exercises.

Use of Corrective Action Reports

Corrective Action Reports are made available to all interested public safety and emergency management organizations and serve the following important functions:

- A source for documentation of response activities.
- Identification of problems/successes during emergency operations.
- Analysis of the effectiveness of the components of SEMS/NIMS.
- Describe and define a plan of action for implementation of improvements.

The SEMS/NIMS approach to the use of Corrective Action Reports emphasizes the improvement of emergency management at all levels. The Report provides a vehicle for not only documenting system improvements, but also can, if desired, provide a work plan for how these improvements can be implemented.

It may be useful to coordinate the After-Action/Corrective Action Report process when multiple agencies/jurisdictions are involved in the same emergency. Jurisdictions are encouraged to work together in the development of After-Action/Corrective Action Reports when appropriate and feasible. For example, an operational area may take the lead in coordinating the development of an After-Action Report which involves several jurisdictions. If appropriate, jurisdictional reports may become part of an overall operational area report.

Coordination

Coordination is required in passing on information to and cooperating with other units and elements of the emergency organization. The dissemination of information, establishment of priorities and distribution of resources cannot be done by any one person, and probably not by any one agency or department; a concerted effort on the part of many individuals in many agencies or departments will be required.

RECOVERY PLANNING

Overview:

The task of rebuilding after a disaster can take months, even years. Not only services and infrastructure, not only the facilities and operations, but the lives and livelihoods of many thousands of people may be affected. Federal loans and grants can help. Funds are used to rebuild homes, businesses and public facilities, to clear debris and repair roads and bridges, and to restore water, sewer and other essential services.

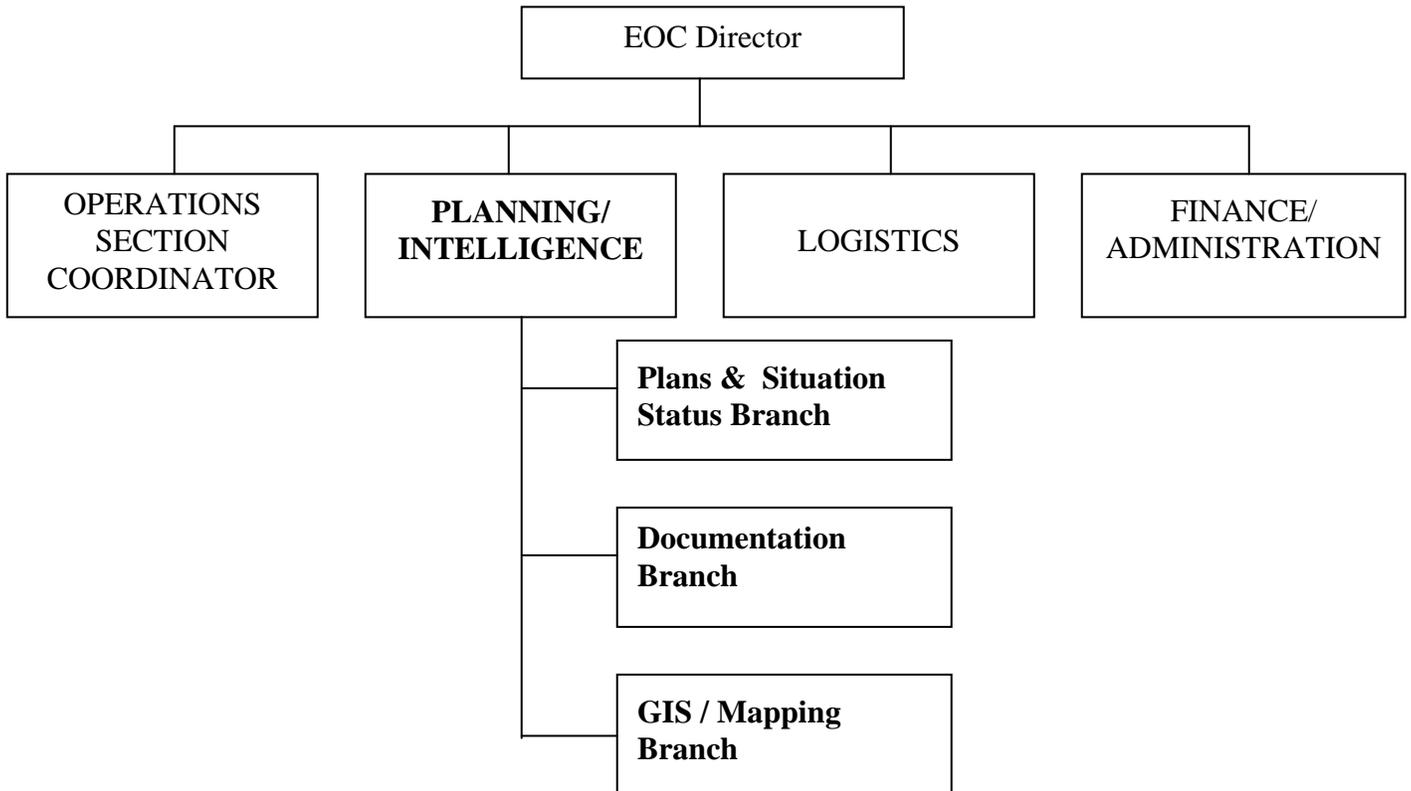
Throughout this phase all employees must work together to ensuring that the City receives all emergency assistance and disaster recovery costs for which it is eligible. The City must be prepared to participate jointly with FEMA, State OES, Los Angeles County Operational Area and non-profit organizations to expedite disaster assistance for individuals, families, businesses, public entities and others entitled to disaster assistance.

In this phase of the disaster, additional federal financial aid is available in the form of Mitigation Assistance, and the City must ensure that required and/or approved mitigation measures are carried out. This is a unique opportunity for the City to consider taking advantage of disaster-caused opportunities to correct past poor land-use practices, while ensuring that legal safeguards for property owners and the jurisdiction are observed. Types of Federal funding include:

- **Individual assistance** for individuals, families, farmers and businesses -- loans and grants, emergency housing, tax relief and unemployment assistance.
- **Public assistance** for states, local communities and nonprofit groups -- financial assistance to restore public systems and facilities.
- **Hazard Mitigation Grant Program (HMGP)** provides grants to States and local governments to implement long-term hazard mitigation measures after a major disaster declaration. The purpose of the program is to reduce the loss of life and property due to natural disasters and to enable mitigation measures to be implemented during the immediate recovery from a disaster.

Maintain contact with Los Angeles County Operational Area and Cal-EMA and FEMA sources for advice and assistance in obtaining maximum eligible funds for disaster costs.

**PLANNING/INTELLIGENCE SECTION
ORGANIZATION CHART**



PLANNING/INTELLIGENCE SECTION STAFF

The Community Development Director will fill the position of Planning/Intelligence Section Coordinator. The Planning Manager shall serve as first alternate to the Planning/Intelligence Section Coordinator. The EOC Director also may designate the Coordinator.

The Planning/Intelligence Section Coordinator will determine, based on present and projected requirements, the need for establishing specific and/or specialized branches/groups/units. The following may be established as the need arises:

- Plans & Situation Status Branch
- Documentation Branch
- GIS Branch

The Planning/Intelligence Section Coordinator may activate additional branches/groups/units as necessary to fulfill an expanded role. These may include:

- Advance Planning Unit
- Recovery Planning Unit
- Demobilization Unit
- Technical Specialists

Planning/Intelligence Section Coordinator

The Planning/Intelligence Section Coordinator, a member of the EOC Director's General Staff, is responsible for the collection, evaluation, forecasting, dissemination and use of information about the development of the incident and status of resources. Information is needed to:

- Understand the current situation.
- Predict probable course of incident events.
- Prepare alternative strategies for the incident.

Plans & Situation Status (SitStat) Branch

Is responsible for the collection and organization of incident status and situation information, as well as developing and maintaining the "disaster timeline" including reports and recommendations for future time periods. This branch prepares reports and briefings for use in strategy and/or planning meetings. In addition, it is responsible for preparing a Demobilization Plan to ensure an orderly, safe and cost-effective release of personnel and equipment.. It is also responsible for the reporting of City Status information to the Operational Area via OARRS.

Documentation Branch

The Documentation Branch is responsible for preparing and publishing the City's Incident Action Plans (IAP), Situation Reports (SITREP) and Corrective Action Reports (CAR); maintaining accurate and complete incident files; establishing and operating an EOC Message Center, and dissemination of incident information on EOC displays as well as the written reports.

GIS Branch

Provides GIS maps, charts and informational displays as requested by EOC staff. These products are used in planning meetings as well as public briefings and presentations. They are also a vital part of the documentation of the entire disaster for archive purposes.

Recovery Planning Unit

Responsible for ensuring that the City receives all disaster/emergency assistance and disaster recovery costs for which it is eligible. It is also responsible for all initial recovery operations and for preparing the EOC organization for transition to a recovery operations organization, to restore the City to pre-disaster condition as quickly as possible.

Demobilization Unit

Responsible for preparing a Demobilization Plan to ensure an orderly, safe and cost-effective release of personnel and equipment. Will:

- Provide assistance to the EOC Planning/Intelligence Section Coordinator and EOC Director in planning for the EOC demobilization.
- Develop demobilization strategy and plan with Section Coordinators.
- Prepare written demobilization plan or procedures for all responding departments and agencies if necessary.
- Follow through on the implementation of the plan and monitor its operation.

ALL STAFF GENERIC ACTIVATION CHECKLIST

All Staff reporting to an EOC shall do the following:

- Check in with Management or Staff Member in charge verbally.
 - Sign in on the Staff Roster.
 - Advise telephone operators and EOC Coordinator that you are in "In place".
 - Familiarize yourself with status of incident by reading posted reports.
 - Examine position work station for supplies and communication equipment.
 - Put on your designated colored EOC Vest indicating your position.
 - Review your position responsibilities. If you don't understand, ask your supervisor.
 - Assess resources presently assigned and /or needed.
 - Start necessary filing, tracking and documentation systems.
 - When another person relieves you, ensure that they are thoroughly briefed before you leave your work station.
-

DEACTIVATION Phase:

- Deactivate your assigned position and close out logs and files when authorized by the Director of Emergency Services(DES).
- Complete all required forms, reports and other documentation and submit to the Planning/Intelligence Section Coordinator.
- Be prepared to provide input for the after-action report.
- Keep all notes and information, from the event, not turned over to the Plan/Intel. Section Coordinator for clarification in the event of conflicting reports or to substantiate a claim.
- Clean up your work area before you leave.
- Report for De-Briefing before leaving.

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PLANNING/INTELLIGENCE

PLANNING / INTELLIGENCE SECTION COORDINATOR

PRIMARY: Planning Director

ALTERNATE: Principal Planner

SUPERVISOR: EOC Director

The primary function of this position is to coordinate the activities of the Planning & Intelligence (P&I) Section to collect, evaluate, forecast, formulate, disseminate and use information about the development of the incident and status of resources.

Planning will be developed to ensure that the City receives all emergency assistance and disaster recovery costs for which it is eligible; conduct all initial recovery operations and prepare the EOC organization for transition to a recovery operations organization to restore the City to pre-disaster conditions as quickly and effectively as possible.

The P&I Section Coordinator will:

- Ensure that the Planning/Intelligence function is performed consistent with SEMS/NIMS Guidelines, including:
 - Collecting, analyzing and displaying situation information
 - Preparing periodic situation reports.
 - Initiating and documenting the City's Action Plan and After-Action Report.
 - Resource Tracking
 - Advance planning
 - Planning for demobilization.
 - Providing Geographic Information Services and other technical support services to the various organizational elements within the EOC.
- Establish the appropriate level of organization within the Section, and continuously monitor the effectiveness of that organization. Make changes as required.
- Be prepared to form additional branches/groups/units as dictated by the situation.
- Exercise overall responsibility for the coordination of branch/group/unit activities within the Section.

**READ ENTIRE CHECKLIST AT START-UP AND
AT BEGINNING OF EACH SHIFT**

PLANNING / INTELLIGENCE SECTION COORDINATOR

Initials/Time/Date/Comments CHECKLIST ACTIONS

ACTIVATION PHASE

- Follow the generic Activation Phase Checklist.
- Ensure that the Planning/Intelligence Section is set up properly and that appropriate personnel, equipment, and supplies are in place, including maps and status boards.
- Based on the situation, activate branches within section as needed.
- Request additional personnel for the section as necessary to maintain a 24-hour operation.
- Review your position responsibilities.
- Meet with other Section Chiefs; obtain and review any major incident reports.
- Review responsibilities of branches/groups/units in your Section. Develop plan for carrying out all responsibilities.
- Activate organizational elements within your Section as needed and designate leaders for each element or combination of elements, including Technical Specialists, as needed.
- Brief incoming Section personnel prior to their assuming their duties. Briefings should include:

- Current situation assessment.
- Identification of specific job responsibilities.
- Identification of co-workers within the job function and/or geographical assignment.
- Availability of communications.
- Location of work area.
- Identification of eating and sleeping arrangements as appropriate.
- Procedural instructions for obtaining additional supplies, services and personnel.
- Identification of operational period work shifts.

- Maintain all required records and documentation to support the Corrective Action Report and the history of the emergency/disaster. Document:
- Messages received
 - Action taken
 - Decision justification and documentation
 - Requests filled
 - EOC personnel, time on duty and assignments

(Precise information is essential to meet requirements for possible reimbursement by the Cal-EMA and FEMA).

- Prepare work objectives for Section staff and make staff assignments.
- Direct the Situation Status Unit leader to initiate collection and display of significant disaster events.
- Direct the Documentation Unit leader to initiate collection and display of disaster information.
- Make a list of key issues to be addressed by Planning/Intelligence; in consultation with section staff, identify objectives to be accomplished during the initial Operational Period.
- Think ahead and **anticipate** situations and problems before they occur.
- Request additional resources through the appropriate Logistics Section Unit, as needed.

OPERATIONAL PHASE

- Carry out responsibilities of the Planning/Intelligence Section branches/groups/units that are not currently staffed.
- Ensure that Planning/Intelligence position logs and other necessary files are maintained.
- Ensure that Situation Status Branch is maintaining current information for the situation status report.
- Ensure that a Situation Status Report is produced and distributed to EOC sections and Operational area EOC daily.
- Ensure that major incidents reports and branch status reports are completed by the Operations Section and are accessible by Planning/Intelligence.
- Determine status of transportation system into and within the affected area. Find out present priorities and estimated times for restoration of the disaster route system. Provide information to appropriate Branches/Units.
- Ensure that all status boards and other displays are kept current and that posted information is neat and legible.
- Ensure that the Media Information Officer has immediate and unlimited access to all status reports and displays.
- Conduct periodic briefings with section staff and work to reach consensus among staff on section objectives for forthcoming operational periods.
- Facilitate the EOC Director Action Planning meetings as necessary, and before the end of each operational period.
- Ensure that objectives for each section are completed, collected and posted in preparation for the next Action Planning meeting.

- Conduct periodic briefings for your Section. Ensure that all organizational elements are aware of priorities.
- Ensure that the EOC Action Plan is completed and distributed prior to the start of the next operational period.
- Ensure that the Planning & SitStat Branch develops and distributes a report which highlights forecasted events or conditions likely to occur beyond the forthcoming operational period; particularly those situations which may influence the overall strategic objectives of the City EOC.
- Ensure that all your Section personnel and equipment time records and record of expendable materials used are provided to the Time and Cost Analysis Units of the Finance/Administration Section at the end of each operational period
- Develop situation analysis information on the impact of the emergency from the following sources:
 - Los Angeles County Fire Department
 - County Sheriff's Dept. Lost Hills Station
 - Los Angeles County Public Works Department
 - Malibu Unified School District
 - Red Cross
 - Other sources in the field
 - Media (Radio and Television)
- Review and approve Incident Reports, Reconnaissance, City Status and safety/damage assessment reports for transmission by the Situation Status Unit to the Los Angeles County Operational Area via OARRS.
- Identify issues to be prioritized by the EOC Director on restoration of services to the City.
- Be alert for opportunities to implement actions to alleviate/remedy previous zoning practices that have caused incompatible land uses.
- Maintain contact with Los Angeles County Operational Area and Cal-EMA and FEMA sources for advice and assistance in obtaining maximum eligible funds for disaster costs.

- In coordination with the Safety Assessment Branch of the Operations Section, establish criteria for temporary entry of “posted” buildings so owners/occupants may retrieve business/personal property

DEACTIVATION PHASE

- Authorize deactivation of organizational elements within your Section when they are no longer required.
- Ensure that any open actions are handled by your Section or transferred to other EOC elements as appropriate.
- Follow the Generic Deactivation Phase checklist.
- Be prepared to provide input to the Corrective Action Report.
- Leave forwarding phone number where you can be reached.

PLANNING/INTELLIGENCE

PLANS & SITUATION STATUS BRANCH CHIEF

PRIMARY: Principal Planner

ALTERNATE: Associate Planner

SUPERVISOR: Planning/Intelligence Coordinator

The Plans & Situation Status Unit will collect and organize incident status and situation information and evaluate, analyze and provide information for use by EOC staff.

- Collect, organize and analyze situation information from EOC sources.
- Provide current situation assessments based on analysis of information received from a variety of sources and reports.
- Develop situation reports for dissemination to Planning/Intelligence Section Coordinator, EOC Director and other section coordinators to initiate the action planning process.
- Develop reports and recommendations for future time periods and prepare reports and briefings for use in strategy and/or planning meetings.
- OARRS (Emergency Management Information System): Transmit approved reports to the Los Angeles County Operational Area via OARRS (Internet); or if OARRS is not available, then all reports are to be sent to the contact Sheriff's Station (Lost Hills) by means coordinated with and agreed to by the Watch Commander and city staff. The Lost Hills Sheriff's Station will then be responsible for entering the data into OARRS.
- Develop and maintain current maps and other displays (locations and types of incidents).
- Assess, verify and prioritize situation information into situation intelligence briefings and situation status reports.
- Seek from any verifiable source available information which may be useful in the development of current situation assessments of the affected area.
- Evaluate the content of all incoming field situation and major incident reports. Provide incoming intelligence information directly to appropriate EOC Sections, summarize and provide current information on central maps and displays.
- Monitor and ensure the orderly flow of disaster intelligence information within the EOC.
- Develops issues and requirements related to a time period, normally 36 to 72 hours in advance.

- Prepares special reports and briefings as necessary for use in strategy and/or planning meetings.
- Monitors action planning activity to determine the shift in operational objectives from response to recovery.
- Develops Strategic Timelines for long-range planning.
- Develops Contingency Plans for unforeseen circumstances, such as EOC Evacuations, Mutual Aid, etc.

PLANS & SITUATION STATUS BRANCH CHIEF

**READ ENTIRE CHECKLIST AT START-UP AND
AT BEGINNING OF EACH SHIFT**

Initials/Time/Date/Comments CHECKLIST ACTIONS

ACTIVATION PHASE

- Follow the Generic Activation Phase checklist.
- Report to the Planning/Intelligence Section Coordinator.
- Obtain a briefing on the situation.
- Review your position responsibilities.
- Activate elements of your Branch, establish work area, assign duties and ensure Branch Log is opened.
- Determine 24-hour staffing requirement and request additional support as required.
- Based on the situation as known or forecast, determine likely future Branch needs.
- Maintain all required records and documentation to support the After-Action Report and the history of the emergency/disaster. Document:
 - Messages received
 - Action taken
 - Decision justification and documentation
 - Requests filled
 - EOC personnel, time on duty and assignments(Precise information is essential to meet requirements for possible reimbursement by Cal-EMA and FEMA).

OPERATIONAL PHASE

- Direct the collection, organization and display of status of disaster events according to the format that the Documentation Unit is utilizing, including:
 - Location and nature of the disaster/emergency.
 - Special hazards.
 - Number of injured persons.
 - Number of deceased persons.
 - Road closures and disaster routes.
 - Structural property damage (estimated dollar value).
 - Personal property damage (estimated dollar value).
 - City of Malibu resources committed to the disaster/emergency.
 - City of Malibu resources available.
 - Assistance provided by outside agencies and resources committed.
 - Shelters, type, location and number of people that can be accommodated.

- Prepare required Operational Area reports. Obtain approval from the Planning/Intelligence Section Coordinator and transmit to the Los Angeles County Operational Area via OARRS (Internet); or if OARRS is not available, then via designated county-wide emergency reporting system.

- Oversee the preparation and daily distribution of the Situation Status Report (SITREP), in conjunction with the Documentation Unit.

- Ensure Documentation Unit will prepare and maintain EOC displays.

- Develop sources of information and assist the Planning/Intelligence Section Coordinator in collecting, organizing and analyzing data from the following:
 - Management Team
 - Operations Section
 - Logistics Section
 - Finance/Administration Section

- Provide for an authentication process in case of conflicting status reports on events.

- Meet with the Planning/Intelligence Section Coordinator and the EOC Director to determine needs for planning meetings and briefings. Determine if there are any special information needs.

- Meet with the MIO to determine best methods for exchanging information and providing the MIO with information.

- Provide information to the MIO for use in developing media and other briefings.
- Establish and maintain an open file of situation reports and major incident reports for review by other sections/units.
- Determine weather conditions, current and upcoming. Keep up-to-date weather information posted.
- Provide resource and situation status information in response to specific requests.
- Prepare an evaluation of the disaster situation and a forecast on the potential course of the disaster event(s) at periodic intervals or upon request of the Planning/Intelligence Section Coordinator.
- Assist at planning meetings as required. Provide technical assistance.

DEACTIVATION PHASE

- Authorize deactivation of organizational elements within your Section when they are no longer required.
- Follow the Generic Deactivation Phase checklist.
- Be prepared to provide input to the After-Action Report.

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PLANNING/INTELLIGENCE

DOCUMENTATION BRANCH CHIEF

PRIMARY: Admin Assistant: Planning Section

ALTERNATE: TBD

SUPERVISOR: Planning/Intelligence Section
Coordinator

This Unit works with the Situation Status Branch to compile, produce and distribute the City's EOC Action Plans, Situation Reports (SITREP), and After-Action Reports; maintain accurate and complete incident files, and preserve incident files for legal, analytical and historical purposes.

- Compile, produce and distribute the EOC Action Plans as directed by the Section Coordinator.
- Compile, produce and distribute the Situation Status Report (SITREP) with input from other sections/units.
- Maintain an accurate and complete record of significant disaster events.
- Maintain and preserve disaster/emergency files for legal, analytical and historical purposes.
- Maintain EOC incident Status Boards
- Establish and operate a Message Center at the EOC, and assign appropriate internal & external message routing.
- Ensure all visual displays reflect accurate information.
- Collect and organize all written forms, logs, journals and reports at completion of each shift from all sections
- Compile, copy and distribute the After-Action Report with input from other sections/units.

DOCUMENTATION BRANCH CHIEF

**READ ENTIRE CHECKLIST AT START-UP AND
AT BEGINNING OF EACH SHIFT**

Initials/Time/Date/Comments **CHECKLIST ACTIONS**

ACTIVATION PHASE

- Follow the Generic Activation Phase checklist.
- Report to the Planning/Intelligence Section Coordinator.
- Obtain a briefing on the situation.
- Review your position responsibilities.
- Determine the types of information to display on EOC status boards.
- Ensure the availability of adequate status boards and visual displays.
- Maintain all required records and documentation to support the After-Action Report and the history of the emergency/disaster. Document:
 - Messages received
 - Action taken
 - Decision justification and documentation
 - Requests filled
 - EOC personnel, time on duty and assignments(Precise information is essential to meet requirements for possible reimbursement by Cal-EMA and FEMA).

OPERATIONAL PHASE

- Meet with the Planning/Intelligence Section Coordinator to determine what EOC information should be maintained for official records.
- Contact other EOC sections and units and inform them of the requirement to maintain official records. Assist them as necessary in setting up a file records system.
- Coordinate timely delivery of verified information and documentation with the Situation Status Branch.
- Attend EOC Director's Action Planning meetings.
- Following planning meetings, assist in the preparation of any written action plans or procedures.
- Ensure that the EOC Action Plan and Situation Status Report (SITREP) are compiled, approved, copied and distributed to EOC Sections and Units.
- Ensure distribution and use of Incident Report forms to capture a written record of actions requiring application of resources, requests for resources or other directions/information requiring use of the message center form.
- Ensure the development of a filing system to collect, log and compile copies of Incident Report forms according to procedures approved by the Planning/Intelligence Section Coordinator.
- Establish a system for collecting all section and unit journal/logs at completion of each operational period.
- Periodically collect, maintain and store messages, records, reports, logs, journals and forms submitted by all sections and units for the official record.
- Prepare an overview of the documented disaster events at periodic intervals or upon request from the Planning/Intelligence Section Coordinator.
- Maintain EOC incident Status Boards.
- Ensure all visual displays in EOC reflect accurate information.

DEACTIVATION PHASE

- Authorize deactivation of organizational elements within your Section when they are no longer required.
- Follow the Generic Deactivation Phase checklist.
- Be prepared to provide input to the After-Action Report.

PLANNING/INTELLIGENCE

GIS BRANCH

PRIMARY: Assistant / Associate Planner

ALTERNATE: Assistant Planner

SUPERVISOR: Planning/Intelligence Coordinator

Provides GIS maps, Charts and Displays as requested by EOC staff These are used in planning meetings as well as public briefings and presentations. They are also a vital part of the documentation of the entire disaster for archive purposes.

READ ENTIRE CHECKLIST AT START-UP AND AT BEGINNING OF EACH SHIFT

Initials/Time/Date/Comments **CHECKLIST ACTIONS**

ACTIVATION PHASE

- Check in upon arrival at the EOC.
- Report to the Planning/Intelligence Section Coordinator.
- Follow the Generic Activation Phase Checklist.
- Determine your personal operating location and set up as necessary.
- Ensure communication is functional between EOC and your GIS suite.
- Ensure your equipment is functional and that adequate supplies are available.

- Clarify any issues regarding authority to order GIS product.
- Determine 24-hour staffing requirement and request additional support as required.
- Determine the process / protocol by which GIS product may be requested and logged.
- Create a system for storing/archiving ALL electronic files.
- Think ahead and **anticipate** situations and problems before they occur.

OPERATIONAL PHASE

- Using activity log (**see sample, Part Three—Forms**), maintain all required records and documentation to support the After-Action Report and the history of the emergency/disaster. Document:
 - Messages received
 - Action taken
 - Decision justification and documentation
 - Requests filled
 - EOC personnel, time on duty and assignments(Precise information is essential to meet requirements for possible reimbursement by Cal-EMA and FEMA).
- Develop a plan for operations. Assign specific responsibilities as needed.
- Keep up to date on the situation and resources associated with your position. Anticipate supply shortfalls.
- Keep the Planning/Intelligence Section Coordinator advised of your position status and activity and on any problem areas that now need or will require solutions.
- Provide periodic situation or status reports to your Section Coordinator.
- Ensure that all data being displayed is true, factual or verified.

- Use face-to-face communication in the EOC whenever possible and document decisions and policy.
- Ensure that all your personnel time and equipment records and record of expendable materials used are provided to your Section Coordinator at the end of each operational period. **(See Part Three—Forms.)**

DEACTIVATION

- Ensure that all jobs are completed and all files are archived prior to your release and departure.
- Be prepared to provide input to the After-Action Report.
- Follow the Generic Deactivation Checklist.
- Leave forwarding phone number where you can be reached.

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DEMOBILIZATION UNIT

SUPERVISOR: EOC Planning Section Coordinator

GENERAL DUTIES:

- Provide assistance to the EOC Planning/Intelligence Section Coordinator and EOC Director in planning for the EOC demobilization.
- Develop demobilization strategy and plan with Section Coordinators.
- Prepare written demobilization plan or procedures for all responding departments and agencies if necessary.
- Follow through on the implementation of the plan and monitor its operation.

YOUR RESPONSIBILITY:

Prepare an EOC Demobilization Plan to ensure the orderly, safe and cost-effective release of personnel and equipment.

**READ ENTIRE CHECKLIST AT START-UP AND
AT BEGINNING OF EACH SHIFT**

CHECKLIST ACTIONS

Branch/Unit Start-Up Actions

- Check in upon arrival at the EOC.
- Report to the Planning/Intelligence Coordinator.
- Obtain a briefing on the situation.
- Determine your personal operating location and set up as necessary.
- Review your position responsibilities.
- Identify yourself as the Demobilization Unit by putting on the vest with your title. Print your name on the EOC organization chart next to your assignment.
- Clarify any issues you may have regarding your authority and assignment and what others in the organization do.
- Activate elements of your Branch/Unit, establish work area, assign duties and ensure Branch/Unit journal/log is opened.

- Determine 24-hour staffing requirement and request additional support as required.
- Request additional personnel for the Section to maintain a 24-hour operation as required.

- Ensure that all your incoming Branch/Unit personnel are fully briefed.

- Based on the situation as known or forecast, determine likely future Branch/Unit needs.

- Think ahead and **anticipate** situations and problems before they occur.

- Using activity log (see Part Two, Planning/Intel Support Documentation Activity Log), maintain all required records and documentation to support the After-Action Report and the history of the emergency/disaster. Document:
 - Messages received
 - Action taken
 - Decision justification and documentation
 - Requests filled
 - EOC personnel, time on duty and assignments

Precise information is essential to meet requirements for possible reimbursement by Cal-EMA and FEMA.

General Operational Duties

- Develop a plan for your Branch/Unit operations and support of field operations as requested. Assign specific responsibilities.

- Keep up to date on the situation and resources associated with your Branch/Unit. Maintain current status reports and displays.

- Keep the Planning/Intelligence Section Coordinator advised of your Branch/Unit status and activity and on any problem areas that now need or will require solutions.

- Establish operating procedure with the Information Systems Branch of the Logistics Section for use of telephone, radio and data systems. Make any priorities or special requests known.

- Review situation reports as they are received. Verify information where questions exist.

- Anticipate potential situation changes, such as severe aftershocks, in all Branch/Unit planning. Develop a backup plan for all plans and procedures requiring off-site communications.

- Determine and anticipate your support needs and forward to your Section Coordinator.
- Conduct periodic briefings for your Branch/Unit. Ensure they are aware of priorities.
- Monitor your Branch/Unit activities and adjust staffing and organization as appropriate to meet current needs.
- Use face-to-face communication in the EOC whenever possible and document decisions and policy.
- Refer all media contacts to your Section Coordinator.
- Be prepared to participate in the EOC Director's action planning meetings and policy decisions if requested.
- Ensure that all your Branch/Unit personnel and equipment time records and record of expendable materials used are provided to your Section Coordinator at the end of each operational period.
- Brief your relief at shift-change time. Ensure that in-progress activities are identified and follow-up requirements are known.

Unit Operational Duties:

- Coordinate with the field level Demobilization Unit Leader.
- Review the organization and current staffing to determine the likely size and extent of demobilization effort.
- Request the General Staff to assess long-term staffing needs within their sections and provide listing of positions and personnel for release by priority.
- Coordinate with the Agency Representatives to determine:
 - Agencies not requiring formal demobilization
 - Personal rest and safety needs
 - Coordination procedures with cooperating/assisting agencies
- Evaluate logistics and transportation capabilities to support the demobilization effort.
- Prepare a Demobilization Plan to include the following:
 - Release plan strategies and general information
 - Priorities for release (according to agency and kind and type of resource)

- Phase over or transfer of authorities
- Completion and submittal of all required documentation

- Obtain approval of the Demobilization Plan from the EOC Director.

- Ensure that all sections and branches/groups/units understand their specific demobilization responsibilities.
- Supervise execution of the Demobilization Plan.

- Brief EOC Planning/Intelligence Section Coordinator on demobilization progress.

- Obtain identification and description of surplus resources.

- Establish “check-in” stations, as required, to facilitate the return of supplies, equipment and other resources.

Deactivation

- Authorize deactivation of organizational elements within your Section when they are no longer required.

- Ensure that any open actions are handled by your Section or transferred to other EOC elements as appropriate.

- Ensure that any required forms or reports are completed prior to your release and departure.

- Be prepared to provide input to the After-Action/Corrective Action Report.

- Account for all equipment, personnel, and supplies.

- Deactivate your Section and close out logs when authorized by the EOC Director.

- Leave forwarding phone number where you can be reached.

PLANNING/INTELLIGENCE SECTION

SUPPORTING DOCUMENTATION

REFERENCE DOCUMENTS BY POSITION

PLANNING/INTELLIGENCE SECTION COORDINATOR

Disaster INCIDENT REPORT Form	PS - 3
EOC Incident Summary	PS - 4
About Action Planning	PS - 5
Incident Action Planning Checklist	PS - 8
Elements of Essential Information (EEI's)	PS-10
EOC ACTION PLAN TEMPLATE	PS-11
EOC Assignment List	PS-19
EOC Radio Communications Plan.....	PS-20
SITUATION REPORT (SITREP) Form	PS-21
AFTER ACTION/CORRECTIVE ACTION PLANS	PS-22
AFTER ACTION/CORRECTIVE ACTION PLAN TEMPLATE	PS-30
Section Activity Log	PS-41
EOC SHIFTS (FOR DISPLAY CHART)	PS-43

OTHER INSTRUCTIONAL – Emergency Management Information System (EMIS)

LOS ANGELES COUNTY OPERATIONAL AREA DISASTER REPORTING PROCEDURES

City Reconnaissance Report (paper backup for EMIS)	PS-44
Incident Report (paper backup for EMIS)	PS-45
General Area Survey Summary Report	PS-47
Resource Request.....	PS-49
Message	PS-50
Duty Position List.....	PS-51

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**City of Malibu - EOC Incident Summary
List all Reported Incidents**

Posted Date/ Time	Address	Incident Name	Lead Agency	Description of Problem /Incident	Comments
Originator: Situation Status Unit (Planning/ Intelligence Section) Routing: Documentation Unit (Planning/ Intelligence Section)			List all reported incidents chronologically. Any updates or changes should be logged as a separate entry and refer to incident address. Post major incidents with an on-scene IC to Incident Status Board.		

About Action Planning

Action plans are an essential part of SEMS/NIMS at all levels. Action planning is an effective management tool involving two essential items:

- A process to identify objectives, priorities and assignments related to emergency response or recovery actions
- Plans which document the priorities, objectives, tasks and personnel assignments associated with meeting the objectives
- A basis for measuring work and cost effectiveness, work progress and providing accountability

There are two kinds of action plans: Incident Action Plans and EOC Action Plans. EOC Action Plans should focus on citywide related issues. The format and content for action plans at the incident level and at EOC levels will vary. The process for developing action plans is quite similar for all SEMS levels.

INCIDENT ACTION PLANS (FIELD LEVEL)

At the field level, action plans developed for use at incidents are called Incident Action Plans (IAP). Incident Action Plans are required for each operational period. (An operational period is the length of time scheduled for the execution of a given set of operational actions as specified in the IAP.) Incident Action Plans may be either verbal or written.

Written Incident Action Plans are recommended for:

- Any multi-department and multi-jurisdictional incident
- Complex incidents
- Long-term incidents when operational periods would span across shift changes

Special forms are used within ICS to record information for written Incident Action Plans. These forms should be used whenever possible. The format for an Incident Action Plan will generally include the following elements:

- Incident objectives and priorities (overall, what do we want to achieve?)
- Primary and alternative strategies (as appropriate) to achieve incident objectives (what are the ways in which we can achieve the objectives? How do the strategies compare in safety, speed, environmental impact, cost, etc.? Is current resource availability a limiting or dictating factor in strategy selection?)
- Tactics appropriate to the selected strategy (given a selected strategy, what are the specific tactics necessary to implement the strategy?)
- The kinds and number of resources to be assigned (determined by the tactics to be used)
- The operations organization necessary for the selected strategy and tactics (can include describing the incident geographically or functionally)
- Overall support organization including logistical, planning and finance/administration functions
- A communications plan

- Safety messages
- Other supporting documentation needed, e.g. An incident map showing access, key facilities, etc.; a medical support plan, etc

EOC ACTION PLANNING (EOC)

The Action Planning process is an essential tool for the City, particularly in managing sustained emergency operations. If the City is to have a well planned and executed approach to resolving the problems posed by the disaster, the City must remain focused and unified in its efforts. The Action Planning process is a key element in ensuring that the entire City will be focused and acting as a unified, coordinated body. If the City is going to move forward in a unified manner, there must be clear understanding of what goals are being pursued, what time frame is being used (the Operational Period) and how individual unit efforts are a part of the overall City efforts.

For the City to continue its efforts, it is important that common City organizational goals are maintained and pursued. These goals are set by Management. For the Management Section to draft appropriate goals, it must have a good understanding of the current situation and some idea of where the situation is going. They need to know not only what has happened in the last operational period, but also what is likely to occur in the next and future operational periods. The overall EOC Action Plan should be developed by the Planning/Intelligence Section and provided to the Emergency Operations Director.

Once the EOC Action Plan has been delivered, the Management Section shall determine the Strategic Goals for the next operational period. These may or may not be different from the operational goals from the last period. This short list of organizational goals must be verifiable and measurable.

ONCE THE CITY GOALS ARE SET, THEY SHOULD BE COMMUNICATED TO THE OTHER SECTIONS, WHICH IN TURN SHOULD COMMUNICATE TO THEIR DEPARTMENTS!! THE POLICY GROUP (CITY COUNCIL) MUST RECEIVE COPIES OF THE EOC ACTION PLAN.

SUMMARY OF ACTIVITIES BY SECTION

- | | |
|----------------------------------|---|
| 1. PLANNING/INTELLIGENCE | Presents the verbal Action Report or the situation status report |
| 2. MANAGEMENT | Sets goals |
| 3. PLANNING/INTELLIGENCE | Posts goals for organization's use |
| 4. OPERATIONS | Determines tactics to achieve goals |
| 5. LOGISTICS | Determines how it will support operations |
| 6. FINANCE/ADMINISTRATION | Determines how it will support operations |
| 7. PLANNING/INTELLIGENCE | Prepares Action Plan (document); continues collecting, analyzing and displaying information and continues Action Planning process |

ACTION PLANNING AT SEMS EOC LEVELS

Action planning at all EOC levels, like that of the field level, is based around the use of an operational period. The length of the operational period for the EOC is determined by first establishing a set of objectives and priority actions that need to be performed and then establishing a reasonable time frame for accomplishing those actions. Generally, the actions requiring the longest time period will define the length of the operational period.

Typically, operational periods at the beginning of an emergency are short, sometimes only a few hours. As the emergency progresses, operational periods may be longer, but should not exceed twenty-four hours. Operational periods should not be confused with staffing patterns or shift change periods. They may be the same, but need not be.

The initial EOC Action Plan may be a verbal plan put together in the first hour after EOC activation. It is usually done by the Emergency Operations Director in concert with the general staff. Once the EOC is fully activated, EOC Action Plans should be written.

EOC Action Plans should not be complex or create a time-consuming process. The format may vary somewhat within the several EOC SEMS levels, but the EOC Action Plan should generally cover the following elements:

- Listing of objectives to be accomplished (should be measurable)
- Statement of current priorities related to objectives
- Statement of strategy to achieve the objectives (identify if there is more than one way to accomplish the objective, and which way is preferred.)
- Assignments and actions necessary to implement the strategy
- Operational period designation: the time frame necessary to accomplish the actions
- Organizational elements to be activated to support the assignments (also, later eoc action plans may list organizational elements that will be activated during or at the end of the period.)
- Logistical or other technical support required

FOCUS OF THE EOC ACTION PLAN

The primary focus of the EOC Action Plan should be on citywide issues. The plan sets overall objectives for the City and establishes the citywide priorities as determined by the Emergency Operations Director. It can also include mission assignments to departments, provide policy and cost constraints, inter-agency considerations, etc. Properly prepared, the EOC Action Plan becomes an essential input to developing departmental action plans.

ACTION PLAN MEETING

This meeting is critical. The status of the incident and action plan should be discussed. The Planning & Intelligence Section Chief is responsible for holding this meeting.

Incident Action Planning

Checklist

The following planning process provides a series of basic planning steps which are generally appropriate for use in any incident situation. The determination of the need for written incident action plans and attachments is based on the requirements of the incident, and the judgement of the Incident Commander.

Preplanning Steps: Understanding the Problem and Establishing Objectives and Strategy

The Planning Section Chief should take the following actions prior to the initial Planning Meeting:

- Evaluate the current situation and decide whether the current planning is adequate for the remainder of the operational period (i.e., until next plan takes effect).
- Advise the EOC Director (ED) and the Operations Section Chief of any suggested revisions to the current plan, as necessary.
- Establish a planning cycle for the ED.
- Determine Planning Meeting attendees in consultation with the ED. For major incidents, attendees should include
 - EOC Director
 - Command Staff members
 - General Staff members
 - Resources Unit Leader (Logistics)
 - Situation Unit Leader (Plans & Intel.)
 - Care & Shelter Branch Director (if established)
 - Facilities Branch Director
 - Technical and/or Specialists (as required)
 - Agency representatives (as required).
- Ensure that planning boards and forms are available.
- Notify necessary support staff about the meeting and their assignments.
- Ensure that a current situation and resource briefing will be available for the meeting.

SEMS/NIMS EMERGENCY OPERATIONS PLAN

- Obtain necessary agency policy, legal, or fiscal constraints for use in the Planning Meeting.

The Planning Meeting is normally conducted by the Planning Section Chief. The checklist which follows is intended to provide a basic sequence of steps to aid the Planning Section Chief in developing the incident action plan. The forms used in the process are attached.

<u>Checklist Item</u>	<u>Primary Responsibility</u>
a. Briefing on situation and resource status	Plans Chief (PC)
b. Set overall objectives and priorities for period/shift	EOC Director (ED)
c. Identify activity areas and control objectives	Operations Chief (OC), ED
d. Specify tactics for each Group	OC
e. Discuss resources needed by each Group	OC
f. Specify facilities and reporting locations	OC, Logistics Chief (LC)
g. Place resource and personnel order	LC
h. Consider communications, medical, safety and traffic plan requirements	OC, PC, LC
i. Finalize, approve & implement incident action plan	PC, OC, ED

Ongoing situation assessment provides feedback on the effectiveness of current control objectives.

ELEMENTS OF ESSENTIAL INFORMATION (EEI's)

- Boundaries of the disaster area
- Social, economic, and political impacts
- Jurisdictional boundaries
- Status of transportation systems and critical transportation facilities
- Status of communications systems
- Access points to the disaster area
- Status of operating facilities
- Hazard-specific information
- Weather data affecting operations
- Seismic or other geophysical information
- Status of critical facilities and distribution systems
- Status of remote sensing and reconnaissance activities
- Status of key personnel
- Status of ESF activation
- Status of disaster or emergency declaration
- Resource shortfalls and status of critical resources
- Overall priorities for response
- Status of upcoming activities
- Donations
- Historical and demographic information
- Status of energy systems
- Estimates of potential impacts based on predictive modeling (as applicable)
- Status (statistics) on recovery programs (human services, infrastructure, SBA)

CITY OF MALIBU

EOC ACTION PLAN

Disaster/Event Name:	Date	Time	Prepared:
Plan Prepared by:			
Plan Reviewed by: (Plans/Intel Coordinator)			
Plan Approved by: (Director Emergency Operations)			
Operational Period:	From:	To:	Page 1 of 7

The City's Emergency Management Policy is to provide effective life safety measures, reduce property loss, and protect the environment; provide a basis for the direction and control of emergency operations; plan for continuity of government, provide for the rapid resumption of impacted businesses and community services; provide accurate documentation and records required for cost recovery efforts; provide for the protection, use and distribution of remaining resources; coordinate operations with the emergency service organizations of other jurisdictions, if necessary.

Current Situation Summary:

-
-
-
-
-
-

Major Events/Incidents:

-
-
-
-
-
-

Safety Issues:

Resources Needed:

-
-
-

Other Information:

MALIBU EOC Action Plan

Summary of Section Objectives for Period # ___

(Date and Time)

#	Objective	Branch/Unit/ Position	Est Completed Date/Time
Management			
1			
2			
3			
Operations Section			
1			
2			
3			
4			
5			
Planning & Intelligence Section			
1			
2			
3			
Logistics Section			
1			
2			
3			
Finance Administration			
1			
2			
3			

Attachments:

- | | | | |
|---|--|---|--|
| <input type="checkbox"/> Organization Chart | <input type="checkbox"/> Telephone Numbers | <input type="checkbox"/> Weather Forecast | <input type="checkbox"/> Maps |
| <input type="checkbox"/> DAC Locations | <input type="checkbox"/> Incident Map | <input type="checkbox"/> Safety Plan | <input type="checkbox"/> Transportation Plan |
| <input type="checkbox"/> Medical Plan | <input type="checkbox"/> Operating Facilities Plan | <input type="checkbox"/> Communication Plan | <input type="checkbox"/> Other_____ |

Based on situation and resources available, develop an Action Plan for each Operational Period.

CITY OF MALIBU EOC ACTION PLAN

Disaster/Event Name:			
Plan Prepared by:			
Plan Approved by: (EOC Director)			
Operational Period:	Date:	From:	To:

MANAGEMENT			
Objective	Section, Branch or Unit Assigned	Time Required or To Completion	Resource Support
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
Attachments: <input type="checkbox"/> PIO phone numbers <input type="checkbox"/> EOC Organizational Chart			

**CITY OF MALIBU
EOC ACTION PLAN**

Disaster/Event Name:			
Plan Prepared by:			
Plan Reviewed by: (Section Coordinator)			
Operational Period:	Date:	From:	To:
OPERATIONS			
Objective	Section, Branch or Unit Assigned	Time Required or To Completion	Resource Support
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
Attachments: <input type="checkbox"/> City Map w/major incidents, street closures, evacuation areas, etc. <input type="checkbox"/> Weather			

**CITY OF MALIBU
EOC ACTION PLAN**

Disaster/Event Name:			
Plan Prepared by:			
Plan Reviewed by: (Section Coordinator)			
Operational Period:	Date:	From:	To:

PLANNING/INTELLIGENCE

Objective	Section, Branch or Unit Assigned	Time Required or To Completion	Resource Support
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
Attachments: () ()			

**CITY OF MALIBU
EOC ACTION PLAN**

Disaster/Event Name:			
Plan Prepared by:			
Plan Reviewed by: (Section Coordinator)			
Operational Period:	Date:	From:	To:
LOGISTICS			
Objective	Section, Branch or Unit Assigned	Time Required or To Completion	Resource Support
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
Attachments: () ()			

**CITY OF MALIBU
EOC ACTION PLAN**

Disaster/Event Name:			
Plan Prepared by:			
Plan Reviewed by: (Section Coordinator)			
Operational Period:	Date:	From:	To:
Finance/Administration			
Objective	Section, Branch or Unit Assigned	Time Required or To Completion	Resource Support
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
Attachments: () ()			

CITY OF MALIBU - SITUATION REPORT

DISASTER #: _____ DISASTER NAME OR DESCRIPTION: _____

SITREP #:	DATE:	TIME:	PREPARED BY:	APPROVED BY:
------------------	--------------	--------------	---------------------	---------------------

1. CASUALTY / VICTIM TOTALS:

a. INJURED	b. HOMELESS*	c. MISSING	d. DEAD

(* Disaster-caused Homeless)

2. GENERAL SITUATION / STATUS:

a. Transportation Routes Closed or Restricted (air, land, waterways):

b. Major Utilities Disrupted (Water, Gas, Electricity, Phones, Cable TV, Etc.) :

c. Secondary Incidents (uncontrolled fires, hazmat, SAR, etc.):

d. Other Damage or Losses (e.g. private property / agricultural losses):

3. CURRENT EVACUATION STATUS:

# Evacuated / From	General Description of Situation

4. CURRENT SHELTER STATUS:

Shelter Name	Address or Location	Shelter Capacity	Remaining Spaces

5. CURRENT PRIORITY NEEDS:

6. FUTURE OUTLOOK / PLANNED ACTIONS:

7. WEATHER at Incident Location:

8. OTHER COMMENTS:

After Action/Corrective Action

(This information is based on the *California Implementation Guidelines for the National Incident Management System, Workbook and User Manual*, May, 10 2006)

Introduction

The SEMS Technical Group established the After Action/Corrective Action (AA/CA) SEMS Specialist Committee to address the NIMS requirements for After Action, Corrective Actions, and plans within the framework of SEMS. Products developed by this committee will be for use by state, local and tribal governments in order to support efforts towards NIMS compliance.

Legal Authorities

Local and State Agency requirement to transmit AAR to OES for declared events.

Section 2450 (a) of the SEMS Regulations states “Any city, city and county, or county declaring a local emergency for which the governor proclaims a state of emergency, and any state agency responding to that emergency shall complete and transmit an after action report to OES within ninety (90) days of the close of the incident period as specified in the California Code of Regulations, Title 19, §2900(j).”

The completion of an AAR is a part of the required SEMS reporting process. The Emergency Services Act (*Chapter 7 of Division 1 of Title 2 of the Government Code*), Section 8607 (f) specifies that the Office of Emergency Services (OES) shall in cooperation with involved state and local agencies complete an AAR within 120 days after each declared disaster. It also states “This report shall review public safety response and disaster recovery activities and shall be made available to all interested public safety and emergency management organizations.”

Tribal Governments

While tribal governments are not required by law to comply with SEMS, they are encouraged to submit AARs to State OES; this provides for the statewide AAR to reflect a comprehensive collective response of local, state, and Tribal governments. As such, tribal governments have been included in this guidance.

AAR Contents

Section 2450 (b) of the SEMS Regulations states, “The after action report shall, at a minimum, be a review of response actions taken, application of SEMS, suggested modifications to SEMS, necessary modifications to plans and procedures, identified training needs, and recovery activities to date.”

AARs for non-declared disasters / AARs as tools

AARs are used to document an event and to identify “corrective actions” that need to be completed. Overall, the AA/CA process improves the quality of emergency management in California. AA/CA reports should be completed for both declared and non-declared disasters, for training/ exercises, and pre-identified planned events consistent with NIMS requirements.

For exercises conducted using federal funding, such as DHS Office of Domestic Preparedness, Grants and Training funding, complete an After Action Report and Improvement Plan within the grant required timeframe of the event, and post the report on the ODP Grants and Training secure portal, or attach the Word version of the After Action/Corrective Action Report to the portal.

AAR/CA Process

The complete AAR/CA process involves five (5) basic components:

1. Compile and sort all documentation from the response and recovery activities.
2. Analyze and triage emergency response and recovery activities data by SEMS functions.
3. Prepare and submit the AAR, including corrective actions. [In many cases, the AAR will have corrective actions. These may not be final corrective actions, and they may not be the ones that become action items in a corrective action plan.]
4. Identify corrective action planning activities necessary based on the AAR.
5. Implement and track to completion the identified CAs.

Function of AA/CA Reports

The SEMS required OES AAR is the only one mandated to be available to state and local agencies. Non-OES agencies have no mandated need to share their reports with any agency except State OES. It should be noted that state and local government agencies are required to comply with requests under the California Public Records Act.

OES' AA/CA reports are available to all interested public safety and emergency management organizations and serve the following important functions:

- Provide a source for documentation of response and recovery activities
- Identify problems and successes that occurred during emergency operations
- Analyze the effectiveness of components of the SEMS
- Describe and defines a plan of action for implementing improvements, including mitigation activities

Importance of Documentation

Documentation is critical for developing AARs and must be initiated early in the response phase of a declared or non-declared event, a training/exercise, or a pre-identified planned event. Documentation:

- Is essential to operational decision-making
- May have future legal ramifications
- May have implications for determining reimbursement eligibility
- Is essential for the continual improvement of the emergency management system.

Initiate documentation process

Assign Responsibility for AAR:

- Initiate early during response phase
 - Assign responsibility to Planning/Intelligence Function
 - Assign the responsibility for collecting and filing all documents and data pertaining to the event
 - Emphasizes the importance of documentation
 - Allows for early identification of possible system improvements and facilitates possible on-the-spot improvements

- Allows data to be compiled before too much time has elapsed and participants have returned to their normal duties
- Allows for establishing timelines and expedites the actual preparation of the AAR
- Designated person assigned should have background in
 - Planning function
 - Emergency management organizational functions
 - SEMS
 - NIMS
- Continuance of documentation following Field and EOC deactivations.
 - Follow-up AAR function may be assigned to the same person involved early in the event to provide continuity.

Sources of Documentation

Documentation sources include, but are not limited to:

- Planning function reports and forms
- Data from all functions of the emergency organization
- Action plans developed to support operational period activities
- Forms used in the SEMS field level Incident Command Systems
- Unit activity logs and journals
- Response Information Management System (RIMS) forms and locally developed forms/reports that support the RIMS forms (Emergency Management Information System, EMIS)
- Written messages
- Function and position checklists
- Public information and media reports
- FEMA-developed forms
- Other forms or documentation.

Supplemental Documentation

Documentation developed during emergency operations can be supplemented with the following:

- Exit interview or critique forms completed as personnel rotate out of a function.
- Critiques performed at various time frames during and after emergency operational activities.
- Critiques may be conducted informally or with more formal, structured workshops.
- Surveys distributed to individuals and organizations after the event which can be used either for direct input to the AAR or as a basis for workshop discussions.
- Research teams can gather information and write the applicable portions of the AAR.
- Other AARs prepared by participating agencies and organizations may be utilized as a data gathering tool.

Data Organization and Structuring

There are many approaches to structuring and organizing compiled data.

Some questions to consider before preparing the AAR include:

- What is the purpose of the critique or survey?
- Who is the survey's audience?
- Have all key "players", for example, all activated personnel, been included in the survey/workshop?

- Does the survey/workshop process permit identification of internal, agency-specific improvements and corrective actions to be taken?
- Does the survey/workshop process permit identification of needed external improvements?
- Do the needed improvements involve the SEMS levels?
- Are the identified issues or problems linked to the appropriate corrective actions?
- Are SEMS functions (planning/intelligence, logistics, etc.) being assessed?
- Are all phases of emergency management reflected in the data collection process, including response, recovery, mitigation, and preparedness?
- Does the critique/survey format coincide with the after action report format?
- Does the designated person understand the assignment and tasks?

AAR Preparation

An eight step process to prepare the AAR is recommended.

1. Compile and sort by SEMS functions the information from surveys, critiques, and after action workshops.
2. Review and analyze documentation based on SEMS functional areas.
3. Evaluate lessons learned, areas needing improvement, corrective action recommendations, and use this information to develop proposed CAs.
4. Prepare draft AA/CA Report and distribute to participating state, local and tribal jurisdictions and private and volunteer organizations for review and comments.
5. Incorporate reviewer's comments as appropriate to develop a final draft report.
6. Redistribute the final draft to all previously identified reviewers for official approval.
7. Review and incorporate final comments from reviewers.
8. Prepare final AA/CA Report, obtain appropriate executive management approval, and forward the report to all participating jurisdictions, private and volunteer organizations, OES Regions, and OES Headquarters. For all events, tribal governments are invited to forward the approved AA/CA report to the next higher SEMS organization level.

Identification of CA planning activities

Corrective Action planning activities describe the actions that must be completed to alleviate the issue or problem identified in the AAR. This will require a system or method of following through, or tracking, the identified corrective action to ensure its completion. Depending on the complexity and severity of the identified issue or problem in the AAR, CAs could be briefly described in a matrix or may require the development of an integrated plan of action. Regardless of the complexity, each CA should contain:

- Description of the system and method of tracking the CA, that is, spreadsheet, database, etc., that will be used to ensure implementation of the CA
- Brief description of the issue or problem, and the needed corrective action or activity
- Party or organization(s) responsible for completing the CA
- Expected end product
- Expected completion date
- Funding source and justification of the need for funding in order to carry out CAs.
- Identification of cross-jurisdictional or multi-agency working groups needed to implement the CAs, if appropriate.

Tracking and Implementing Corrective Actions

Implementation of CAs frequently requires a significant amount of time and commitment that could continue well into the Recovery stage. In some instances, the corrective action plans may require several years to fully implement. The Director of Emergency Management will have the overall responsibility for following through that the Corrective Action plan is implemented and completed as written.

For declared events:

Statewide AAR/CA

State OES will compile a consolidated statewide AAR for declared events in compliance with the SEMS statute and regulations. This consolidated AAR will also include proposed CAs, based upon input from the appropriate agencies and jurisdictions. This consolidated report is referred to as the AAR.

OES Coordination of Local, Tribal, and State Agency Input

To facilitate timely completion of the Statewide AAR and to provide assistance for state and local agencies with reporting requirements, OES, in accordance with its procedures, will do the following:

1. Notify the appropriate jurisdictions, agencies, and other interested parties of the Statewide AAR requirements and 90-day timeframe for submission of their AARs.
2. Establish a work group and work plan for developing the Statewide AAR.
3. Gather data for the Statewide AAR using a variety of methods, including, but not limited to workshops, hot-washes, interviews, and AARs from the appropriate agencies/departments, and jurisdictions.
4. Prepare a draft Statewide AAR that includes the proposed CAs and circulate it for review and comment among the appropriate interested parties. As part of this review process, state agencies and/or departments may be requested to obtain approval of their AAR input from their agency/department, or branch for their component of the consolidated Statewide AAR.
5. Prepare a final AAR using comments obtained during the review process. The final AAR will be distributed both electronically and in hardcopy format to the appropriate interested parties. CAs will be shared with the emergency management community and strategies will be developed for implementing the CAs. Strategy development or event specific CA plans will be a collaborative effort among the organizations involved in an event

For non-declared events:

Note: A similar process as that described in the previous section for declared events, may be followed for non-declared events, exercises/trainings, or pre-identified planned events, based upon OES' determination that an AAR process is appropriate and would benefit emergency management in California.

After Action/Improvement Plan reporting for federally funded exercises:

For federally funded exercises, follow the applicable grant guidelines/conditions.

Corrective Action Components

Plans for improving and/or correcting items identified in the AAR should address multiple areas. For each principal corrective action identified, include the following information:

- Issue Description (identified issue or problem)
- Description of corrective actions to be taken and/or recommendations
- Identify the SEMS level and function that connects with the CA

- Assignments – Identify agencies/departments/ jurisdictions/ positions that would be involved with correcting the issue or problem
- Associated costs and budget for carrying out corrective actions, if available
- Timetable for completion of the identified corrective actions, if known
- Follow-up responsibility (identify agencies/ jurisdictions/ positions that will be involved with following-up on or tracking the corrective action to completion, if known)
- Documentation to verify the corrective actions taken to completion

AA/CA in Recovery Phase

SEMS regulations call for identifying “Recovery activities to date.” The Recovery activities listed in the AAR are the likely areas that will fall within the 120 day scope. The Joint Field Office (JFO) may develop a separate AAR to address Recovery activities.

It is the responsibility of the key stakeholders to develop the CA measures needed to remedy any problems identified in the JFO AAR.

Recovery Activities

The description of Recovery Activities should include the following information:

- General background and description of recovery activities performed by participating agencies
- Proclamation/Declaration process
- Joint Field Office (description of locations and services offered to public)
- Damage Assessment (description of assessed damages)
- Safety Assessment Program activities
- Public Assistance Programs (description of activities and services provided to government agencies that were adversely impacted by the disaster)
- Applicant Briefings
- Individual Assistance Program (description of services/programs offered to individuals adversely affected by the disaster)
- Activation of Assistance Centers (description of services offered to public)
- Hazard Mitigation Program (description of services offered)

Based on the number of agencies involved in the response, recovery, and mitigation activities, those activities identified by participating agencies may be displayed in the body of the report, or they may be displayed in an attachment that delineates the information by each participating agency.

AFTER ACTION CORRECTIVE ACTION REPORT TEMPLATE

(This AA/CA Report template can be used for a declared or un-declared event, a training, and/or exercise).

GENERAL INFORMATION

Name of Agency	Text goes in text boxes below.
Name of Agency	
Type of Agency* * City, County, Operational Area (OA), State agency (State), Federal agency (Fed), special district, Tribal Nation Government, UASI City, non-governmental or volunteer organization, other (Select one)	
OES Admin Region (Coastal, Inland, or Southern)	
Completed by:	
Position	
Phone number <u>and</u> email address	
Dates and Duration of event (When your agency began and ended response activities - using mm/dd/yyyy)	
Date report completed	
Type of event* *Table top, functional, full scale, actual event, pre-identified planned event,	

<p>training, class room training (Select one and enter the name of exercise or event)</p>	
<p>Hazard or Exercise Scenario*</p> <p>*Avalanche, Civil Disorder, Dam Failure, Drought, Earthquake, Fire (structural), Fire (Woodland), Flood, Landslide, Mudslide, Terrorism, Tsunami, Winter Storm, Other</p>	
<p>EXERCISE or TRAINING OVERVIEW</p>	
<p>Mission</p> <p>Brief overview of the event, major strengths demonstrated during the exercise, areas that require improvement.</p>	
<p>Event Overview</p> <p>Describe the specific details of the exercise, how event or exercise was structured, how was event or exercise carried out.</p>	
<p>Hazard or Exercise Scenario*</p> <p>*Avalanche, Civil Disorder, Dam Failure, Drought, Earthquake, Fire (structural), Fire (Woodland), Flood, Landslide, Mudslide, Terrorism, Tsunami, Winter Storm, Other</p>	
<p>Total Participants</p>	
<p>Number of agencies involved</p>	
<p>Lead/Host Agency</p>	

SEMS/NIMS FUNCTION EVALUATION

MANAGEMENT (Public information, Safety, Liaison, etc.)

	Satisfactory	Needs Improvement
Overall Assessment of Function (check one)		

If “needs improvement” please briefly describe improvements needed:	
Planning	
Training	
Personnel	
Equipment	
Facilities	

FIELD COMMAND (Use for assessment of field operations, if applicable)

Field Command Type (i.e. Fire, Law Enforcement, Shelter, etc.):

	Satisfactory	Needs Improvement
Overall Assessment of Function (check one)		

If “needs improvement” please briefly describe improvements needed:	
Planning	
Training	
Personnel	
Equipment	
Facilities	

OPERATIONS (Law enforcement, fire/rescue, medical/health, etc.)

	Satisfactory	Needs Improvement
Overall Assessment of Function (check one)		

If “needs improvement” please briefly describe improvements needed:	
Planning	
Training	
Personnel	

SEMS/NIMS EMERGENCY OPERATIONS PLAN

Equipment	
Facilities	

PLANNING/INTELLIGENCE (Situation analysis, documentation, GIS, etc.)

	Satisfactory	Needs Improvement
Overall Assessment of Function (check one)		

If “needs improvement” please briefly describe improvements needed:	
Planning	
Training	
Personnel	
Equipment	
Facilities	

LOGISTICS (Services, support, facilities, etc.)

	Satisfactory	Needs Improvement
Overall Assessment of Function (check one)		

If “needs improvement” please briefly describe improvements needed:	
Planning	
Training	
Personnel	
Equipment	
Facilities	

FINANCE/ADMINISTRATION (Purchasing, cost unit, etc.)

	Satisfactory	Needs Improvement
Overall Assessment of Function (check one)		

If “needs improvement” please briefly describe improvements needed:	
Planning	
Training	
Personnel	

Equipment	
Facilities	

AFTER ACTION REPORT QUESTIONNAIRE

(The responses to these questions can be used for additional SEMS/NIMS evaluation)

Response/Performance Assessment Questions	yes	no	Comments
1. Were procedures established and in place for responding to the disaster?			
2. Were procedures used to organize initial and ongoing response activities?			
3. Was the ICS used to manage field response?			
4. Was Unified Command considered or used?			
5. Was your EOC and/or DOC activated?			
6. Was the EOC and/or DOC organized according to SEMS?			
7. Were sub-functions in the EOC/DOC assigned around the five SEMS functions?			
8. Were response personnel in the EOC/DOC trained for their assigned position?			
9. Were action plans used in the EOC/DOC?			
10. Were action planning processes used at the field response level?			
11. Was there coordination with volunteer agencies such as the Red Cross?			
12. Was an Operational Area EOC activated?			
13. Was Mutual Aid requested?			
14. Was Mutual Aid received?			
15. Was Mutual Aid coordinated from the EOC/DOC?			
16. Was an inter-agency group established at the EOC/DOC level? Were they involved with the shift briefings?			
17. Were communications established and maintained between agencies?			
18. Was the public alert and warning conducted according to procedure?			
19. Was public safety and disaster information coordinated with the media through the JIC?			
20. Were risk and safety concern addressed?			
21. Did event use ESFs effectively and did ESF have clear understanding of local capability?			
22. Was communications inter-operability an issue?			

Additional Questions

20. What response actions were taken by your agency? Include such things as mutual aid, number of personnel, equipment and other resources. *Note: Provide statistics on number of personnel and number/type of equipment used during this event. Describe response activities in some detail.*

21. As you responded, was there any part of SEMS/NIMS that did not work for your agency? If so, how would (did) you change the system to meet your needs?

22. As a result of your response, did you identify changes needed in your plans or procedures? Please provide a brief explanation.

23. As a result of your response, please identify any specific areas needing training and guidance that are not covered in the current SEMS Approved Course of Instruction or SEMS Guidelines.

24. If applicable, what recovery activities have you conducted to date? Include such things as damage assessment surveys, hazard mitigation efforts, reconstruction activities, and claims filed.

NARRATIVE

Use this section for additional comments.

POTENTIAL CORRECTIVE ACTIONS

Identify issues, recommended solutions to those issues, and agencies that might be involved in implementing these recommendations. Address any problems noted in the SEMS/NIMS Function Evaluation. Also indicate whether issues are an internal agency specific or have broader implications for emergency management (Code I= Internal; R =Regional, for example, OES Mutual Aid Region, Administrative Regions, geographic regions, S=Statewide implications)

Code	Issues or Problem Statement	Recommended Solution	Agency(s)/Departments to be involved

OES (insert name of event) EMAC/SEMS After Action Survey

NOTE: Please complete the following section **ONLY** if you were involved with EMAC related activities.

Did you complete and submit the on-line EMAC After Action Survey form for *(Insert name of the disaster)*?

Have you taken an EMAC training class in the last 24 months?

SEMS/NIMS EMERGENCY OPERATIONS PLAN

Please indicate your work location(s) (State / County / City / Physical Address):

Please list the time frame from your dates of service (Example: 09/15/05 to 10/31/05):

Please indicate what discipline your deployment is considered (please specify):

Please describe your assignment(s):

Questions:

You may answer the following questions with a “yes” or “no” answer but if there were issues or problems, please identify them along with recommended solutions, and agencies that might be involved in implementing these recommendations.

	Questions	Issues or Problem Statement	Recommended Solution	Agency(s) / Departments to be involved
1	Were you familiar with EMAC processes and procedures prior to your deployment?			
2	Was this your first deployment outside of California?			
3	Where your travel arrangements made for you? If yes, by whom?			
4	Were you fully briefed on your assignment prior to deployment?			

SEMS/NIMS EMERGENCY OPERATIONS PLAN

	Questions	Issues or Problem Statement	Recommended Solution	Agency(s) / Departments to be involved
5	Were deployment conditions (living conditions and work environment) adequately described to you?			
6	Were mobilization instructions clear?			
7	Were you provided the necessary tools (pager, cell phone, computer, etc.) needed to complete your assignment?			
8	Were you briefed and given instructions upon arrival?			
9	Did you report regularly to a supervisor during deployment? If yes, how often?			
10	Were your mission assignment and tasks made clear?			
11	Was the chain of command clear?			
12	Did you encounter any barriers or obstacles while deployed? If yes, identify.			
13	Did you have communications while in the field?			
14	Were you adequately debriefed after completion of your assignment?			
15	Since your return home, have you identified or experienced any			

SEMS/NIMS EMERGENCY OPERATIONS PLAN

	Questions	Issues or Problem Statement	Recommended Solution	Agency(s) / Departments to be involved
	symptoms you feel might require “Critical Stress Management” (i.e., Debriefing)?			
16	Would you want to be deployed via EMAC in the future?			

Please identify any additional issues or problems below:

	Issues or Problem Statement	Recommended Solution	Agency(s) / Departments to be involved

Additional Questions

Identify the areas where EMAC needs improvement (check all that apply):

- Executing Deployment
- Command and Control
- Logistics
- Field Operations
- Mobilization and Demobilization

Comments:

SEMS/NIMS EMERGENCY OPERATIONS PLAN

Identify the areas where EMAC worked well:

Identify which EMAC resource needs improvement (check all that apply):

- EMAC Education
- EMAC Training
- Electronic REQ-A forms
- Resource Typing
- Resource Descriptions
- Broadcast Notifications
- Website

Comments:

As a responder, was there any part of EMAC that did not work, or needs improvement?
If so, what changes would you make to meet your needs?

Please provide any additional comments that should be considered in the After Action Review process (use attachments if necessary):

OES Only Form received on: _____ Form reviewed on _____

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EOC SHIFTS

DISASTER NAME:
DATE:

“A” SHIFT	“B” SHIFT
EOC DIR:	EOC DIR:
PIO:	PIO:
LIAISON:	LIAISON:
SAFETY:	SAFETY:
EOC COORD:	EOC COORD:
FIRE REP:	FIRE REP:
SHERIFF REP:	SHERIFF REP:
REP (OTHER):	REP (OTHER):
OPS COORD:	OPS COORD:
Public Works:	Public Works:
Care & Shelter:	Care & Shelter:
Safety Assess:	Safety Assess:
P&I COORD:	P&I COORD:
Plans:	Plans:
Documentation:	Documentation:
GIS:	GIS:
LOGISTICS COORD:	LOGISTICS COORD:
Resources:	Resources:
Facilities:	Facilities:
ADMIN COORD:	ADMIN COORD:
Admin:	Admin:
Documentation:	Documentation:

**LA OPERATIONAL AREA
DISASTER INFORMATION REPORTING PROCEDURES
RECONNAISSANCE REPORT**

**Sent by Cities to Contact Sheriff Station - Sheriff Station sends to County EOC
CITIES WITH EMIS INTERNET ACCESS CAN SEND THE REPORT DIRECTLY TO THE
COUNTY EOC. A copy of the EMIS version of the report is on the next page.**

LINE #	ITEM	EXPLANATION	DATA (circle the applicable color)
1	CITY NAME		
2	INFRASTRUCTURE	General status of facilities such as dams, disaster routes, freeways, airports, flood control system, utilities, high occupancy structures, within your jurisdiction.	GREEN AMBER RED BLACK
3	HOSPITALS	General status of private and County hospitals. It does not apply to small medical facilities or clinics. ONLY HOSPITALS.	GREEN AMBER RED BLACK
4	FIRE/RESCUE	General status of supporting fire /rescue service whether city owned or contracted service.	GREEN AMBER RED BLACK
5	LAW ENFORCEMENT	General status of supporting law enforcement agency whether city owned or contracted service.	GREEN AMBER RED BLACK
6	COMMUNICATIONS	Status of city operated communications systems. NOT COMMERCIAL SYSTEMS (Pac Bell, GTE, Etc.).	GREEN AMBER RED BLACK
7	STATUS OF GOVERNMENT	How well is the city government able to respond to the emergency.	GREEN AMBER RED BLACK
MSG 4	SOURCE NAME	Used to name the person who provided the report to the Sheriff's station.	
MSG 4A	SOURCE PHONE #	Phone number of the person who provided the report to the Sheriff's station.	
MSG4 B	SOURCE FAX #	Fax number of the person who provided the report to the Sheriff's station.	

LA CNTY OP AREA FORM 122

GREEN = Fully Operational
AMBER = Some Reductions in Service

RED = Emergency Services Only
BLACK = Incapable of Providing Services

**LA OPERATIONAL AREA
DISASTER INFORMATION REPORTING PROCEDURES**

INCIDENT REPORT

Sent by cities, county departments and special districts. If EMIS is available, sent directly to the EMIS data base. If EMIS is not available, send by fax, phone, radio or messenger to: Cities send to their Contact Sheriff's station; county departments and special districts send to their Lead department; Sheriff's stations and Lead departments send to the County EOC. The EMIS report goes to the EMIS database.

#	ITEM	EXPLANATION	DATA
1	INCIDENT TYPE	This must be an incident from the attached list of EMIS incidents. If you do not see an incident exactly like the one being reported, pick something close to it. These are the only incidents registered in, or recognized by the County EOC computer system. A further description of the incident can be made in the free text area called MAJOR DAMAGE.	
2	CHILD OF	If the incident were caused by some other incident, the causing incident would be listed here. The causing incident must be one already created by the city.	
3	STATUS	Incident OPEN (an active incident) or CLOSED (all work has been completed and the incident no longer presents a problem). When an existing incident is finished, an updated City Status Report would be sent in closing the incident.	
4	PROBLEMS/MAJOR DAMAGE	A free text area for a short, concise description of what has happened.	
5	ACTION TAKEN	A free text area for a short, concise description of what the city is doing about the incident. If requesting outside support, so indicate but remember, a separate message or resource request must be sent to actually make the request for support.	
6	LOCATION	Pick List of: Street Address, or Cross Street, or Land Mark, or Thomas Bros. Page & Grid. Indicate which of the above location means are being used. Then provide the location using the appropriate means.	

LA CNTY OP AREA FORM 123

EMIS INCIDENTS

(For your reference only - **DO NOT SEND THIS LIST WITH THE DEPARTMENT STATUS REPORT**)

The below listed “type” incidents are registered in EMIS and are selected through the Incident Browser. When agencies fill out an Incident Report, they should use one of these incidents types when listing major incidents that have impacted the city’s operational capability or to which the city is responding with a major deployment of assets.

Access/Crowd Control	People Gathering
After shock	Power Failure
Area Closure	Radio Failure
Bomb Located	Radiological
Bomb Threat	Rescue
Bridge Collapse	Rioting
Bridge Damage	Road Closure
Building Collapse	Roadway Collapse
Building Damage	Roadway Damage
Casualty Coll Point	Search and Rescue
Civil Disturbance	Sewage Sys Damaged
Computer System Failure	Sewage Sys Inop.
Criminal Activity	Shelter Closed
Dam Collapse	Shelter Opened
Dam Damage	Structure Collapse
Dam Overflowing	Structure Damage
Earthquake	Telephone Failure
EOC Closed	Terrorism
EOC Opened	Terrorist Activity
Evacuation	Toxic Cloud
Evacuation Center	Traffic Control
Evacuation Route	Train Derailment
Explosion	Tsunami
Fatality	Undefined
Fatality Coll Point	Urban Search and Rescue
Fire	Water Outage
Flooding	Water Sys Damaged
Freeway Damage	Water Sys Inop
Freeway Collapse	Y2K City Computer Systems (hardware/Software)
Gas Main Leak	Y2K Computer Aided Dispatch
Hazardous Material	Y2K E911 Equipment
Hospital Collapse	Y2K Electric Power
Hospital Damage	Y2K Facilities/Embedded Chips
Hospital Evacuation	Y2K Radio Systems
Hospital Fire	Y2K Telephone Services
Hospital Power Outage	Y2K Traffic Signals
Hospital Water Loss	Y2K Water Delivery Systems
Injuries	
Landslide	
Local Emergency	
Looting	
Low Water Pressure	
Mud Flows	
Paging System Failure	

**LA OPERATIONAL AREA
DISASTER INFORMATION REPORTING PROCEDURES
GENERAL AREA SURVEY SUMMARY REPORT FOR
CITIES AND COUNTY UNINCORPORATED AREAS**

Sent by Cities to Contact Sheriff Station - Sheriff Station sends to County EOC. Sheriff's stations send a report that includes each County unincorporated reporting district patrolled by the station. If EMIS is available do not use this report as the summary report is automatically generated by EMIS from the general area survey report.

REPORTING DISTRICT	SUM	ROADS & BRIDGES	STRUCT DAMAGE	NEED FOR				COMMENTS
				USAR	MED EVAC	COR-ONER	SHELTER	

LA CNTY OP AREA FORM 124

NOTE: Use as many additional lines as there are Reporting Districts in the Jurisdiction.

EXPLANATION OF THE DATA FIELDS IN THE FORM

REPORTING DISTRICT = The data that the jurisdiction uses to describe the Public Safety reporting district.
 SUM = A color code that provides an overall summary for the Reporting District.
 ROADS & BRIDGES = A color code that summarizes damage to roads and bridges within the Reporting District.
 STRUCT DAMAGE = A color code that summarizes structural damage for the Reporting District. USAR = A color code that describes the need for Urban Search & Rescue within the Reporting District. MED EVAC = A color code that describes the need for Medical Evacuation within the Reporting District. CORONER = A color code that provides the Coroner with information on how to deploy staff.
 SHELTER = A color code that describes the need for temporary shelter within the Reporting District. COMMENTS = Optional free text field for use if any very brief comments or explanation is necessary.

EXPLANATION OF THE COLOR CODES USED ON THE FORM

COLOR FOR SUMMARY

GREEN = Area shows little sign of apparent impact from the disaster.
 AMBER = There are signs of impact. Both people and structures. Impact appears minor.
 RED = There are major problems in this Reporting District.
 BLACK = The Reporting District shows sever signs of damage and life threatening situations caused by the disaster.

COLOR FOR DAMAGE

??? = Status unknown or could not be determined.
 GREEN = Less than 10% of structures or systems appear impacted.
 AMBER = Between 10% & 25% of structures show visible damage or utilities appear inoperative.
 RED = More than 25% visible damage including 10% collapsed.
 BLACK = More than 50% visible damage including 20% collapsed.

COLOR FOR NEEDS

??? = Status unknown or could not be determined.
 GREEN = No support needed.
 AMBER = There is a need but it can be handled by jurisdictional assets or normal mutual aid.
 RED = There is a need and major mutual aid will be required.
 BLACK = There is a need and the jurisdiction can not handle the problem at all.

**GENERAL AREA SURVEY REPORT FOR
CITIES AND COUNTY UNINCORPORATED AREAS**

(This is a field paper report format to be filled out by the person checking the area. The report is sent to the Jurisdiction’s EOC where it is compiled into a General Area Survey Summary Report)

CITIES WITH EMIS INTERNET ACCESS CAN SEND THE REPORT DIRECTLY TO THE COUNTY EOC DATABASE. Changes should be entered into EMIS as they occur. A copy of the EMIS version of the report follows the paper copy. County unincorporated area reports are done by Sheriff’s stations for the county unincorporated areas they patrol.

LINE #	ITEM	EXPLANATION	DATA (Circle the appropriate color)
1	TYPE REPORT	Indicate whether a city report or a county unincorporated area report.	
2	DATE OF REPORT	The effective date (MM/DD/YYYY) of the report. EMIS must have a four digit year.	
3	TIME OF REPORT	The effective time (HH:MM - Colon must be used between HH & MM) of the report. This is in military time using the 24 hour clock but when it is entered into EMIS there must be a colon between hours and minutes.	
4	AREA NAME	If a city, the city name. If a county unincorporated area, the name of the reporting Sheriff Station.	
5	PUBLIC SAFETY REPORTING DISTRICT NAME	The unique identifier used by the jurisdiction to identify the reporting district.	
6	SUMMARY	A color code indicating the general overall condition of the reporting district. Very subjective. See description of color codes below.	GREEN AMBER RED BLACK
7	ROADS AND BRIDGES	A color code indicating the existence of damage to the road and bridge network in the area that impacts movement. Very subjective. See description of color codes below.	GREEN AMBER RED BLACK
8	STRUCTURAL DAMAGE	A color code indicating damage. Very subjective. See description of color codes below.	GREEN AMBER RED BLACK
9	NEED FOR		
9a	URBAN SEARCH & RESCUE SUPPORT	A color code indicating the need for USAR support. Very subjective. See description of color codes below.	GREEN AMBER RED BLACK
9b	MEDICAL EVACUATION	A color code indicating the need for medical evacuation. See description of color codes below.	GREEN AMBER RED BLACK
9c	CORONER ASSISTANCE	A color code indicating the need for Coroner assistance for recovery of multiple fatalities. Very subjective. See description of color codes below.	GREEN AMBER RED BLACK

SEMS/NIMS EMERGENCY OPERATIONS PLAN

LINE #	ITEM	EXPLANATION	DATA (Circle the appropriate color)
9d	SHELTERING	A color code indicating the need for establishment of temporary shelters to care for residents impacted by the disaster. Very subjective. See description of color codes below.	GREEN AMBER RED BLACK
10	COMMENTS	Free text area any brief comments the reporting feels will enhance knowledge of the impact the disaster has had on the reporting district.	

LA CNTY OP AREA FORM 124A

EXPLANATION OF GENERAL AREA SURVEY COLOR CODES

COLOR FOR SUMMARY

GREEN = Area shows little sign of apparent impact from the disaster.

AMBER = There are signs of impact. Both people and structures. Impact appears minor.

RED = There are major problems in this Reporting District.

BLACK = The Reporting District shows sever signs of damage and life threatening situations caused by the disaster.

COLOR FOR DAMAGE

??? = Status unknown or could not be determined.

GREEN = Less than 10% of structures have visual damage.

AMBER = Between 10% & 25% of structures show visible damage.

RED = More than 25% visible damage including some collapsed.

BLACK = More than 50% visible damage including many collapsed.

COLOR FOR NEEDS

??? = Status unknown or could not be determined.

GREEN = No support needed.

AMBER = There is a need but it can be handled by jurisdictional assets or normal mutual aid.

RED = There is a need and major mutual aid will be required.

BLACK = There is a need and the jurisdiction can not handle the problem at all.

**LA OPERATIONAL AREA
DISASTER INFORMATION REPORTING PROCEDURES**

RESOURCE REQUEST

Sent by cities, county departments and special districts. If EMIS is available, cities send directly to the Operational Area EOC Logistics Section and county departments/special districts send to their Lead department. If EMIS is not available, send by fax, phone, radio or messenger to: Cities send to their Contact Sheriff’s station; county departments and special districts send to their Lead department; Sheriff’s stations and Lead departments send to the Operational Area EOC Logistics Section.

#	ITEM	EXPLANATION	DATA
1	Related Incident	What Incident caused the Resource Request	
1	Jurisdiction	Name of city (or supporting LASD station for county unincorporated areas).	
2	Urgent	Used only if the request is urgent.	URGENT
3	Reply Requested	Should be used indicate you want status information.	REPLY
4	Information only or Action expected	Select Action as County EOC staff are expected to process the request.	INFORMATION ACTION
5	Sender’s job	The job held by the sender. Remote sites will only have the remote site title as an option.	
6	Subject	MANDATORY FIELD Key words that will describe the Resource Request. Include name of jurisdiction and what is being requested.	
7	Source	OPTIONAL FIELD Name, phone number and fax number of the person responsible for the request data.	
8	Corroborated	OPTIONAL FIELD Name, phone number and fax number of the person who has verified the data in the request.	
9	Recipients	Duty position of intended recipient(s). Resource Requests go to the County EOC Logistics Section.	
10	Where to deliver	Where are the items to be delivered (use Thomas Brothers page and grid as well as address).	
11	Deliver to Whom	Who (by duty position is preferred but name is acceptable) knows about the request and is expecting delivery.	
12	Purpose	What is the purpose of the resource being requested.	
13	Quantity	Number of items requested.	
14	Resource Requested	What is being requested.	
15	When needed	When the items are needed. Date & time.	

LA CNTY OP AREA FORM 140

Only one type of resource can be requested on a given resource request.

SEMS/NIMS EMERGENCY OPERATIONS PLAN

MESSAGE

(Sent by Cities to Contact Sheriff Station - Sheriff Station sends to County EOC)

CITIES WITH EMIS INTERNET ACCESS CAN SEND MESSAGES DIRECTLY TO THE COUNTY EOC. A COPY IS AUTOMATICALLY SENT TO THE CONTACT SHERIFF'S STATION. A copy of the EMIS version of the message follows the paper copy.

#	ITEM	EXPLANATION	DATA (Write in data or circle appropriate choice)
1	To (who are the recipients)	Duty position of intended recipient(s). See attached list of authorized recipients.	
2	From	The job held by the sender. Remote sites will only have the remote site title as an option.	
3	Urgent	Used only if the message is urgent.	URGENT
4	Reply Requested	Used only if a reply is required.	REPLY
5	Information only or Action expected	Select one or the other.	INFORMATION ACTION
6	Source	OPTIONAL FIELD Name, phone number and fax number of the person responsible for the message data.	
7	Corroborated	OPTIONAL FIELD Name, phone number and fax number of the person who has verified the data in the message.	
8	Event	MANDATORY FIELD Normally this will be the current event.	
9	Incident	MANDATORY FIELD Select the incident that has generated the message. Chose from an existing incident.	
10	Subject	MANDATORY FIELD Key words that will describe the body of the message.	
10	Message text	Free text area. Use as much space as required.	

LA CNTY OP AREA FORM 139

NOTE: Messages should be used only to convey information that is not appropriate for other type reports. Reports should be considered the primary means of passing data to and from the Operational Area EOC.

PART TWO LOGISTICS SECTION

CONTENTS

GENERAL SECTION.....L-3
Purpose.....L-3
Overview.....L-3
ObjectivesL-3
[Concept of Operations](#)L-4
[Section Activation Procedures](#).....L-5

[SEMS EOC RESPONSIBILITIES CHART](#).....L-6

[LOGISTICS SECTION ORGANIZATION CHART](#).....L-7

[LOGISTICS SECTION STAFF](#).....L-8

LOGISTICS SECTION POSITION CHECKLISTS.....
[Generic Activation Checklist](#).....L-9
[Logistics Section Coordinator](#)L-11
[Resources & Personnel Branch](#)L-17
[Facilities Branch](#)L-25
[Radios Unit Leader](#).....L-29
[Volunteer Coordinator](#)L-31
[Call Center Coordinator](#).....L-32
[Information Technology Unit Leader](#).....L-29

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LOGISTICS SECTION

GENERAL

PURPOSE

To enhance the capability of the City of Malibu to respond to emergencies by establishing logistics protocols in managing personnel and equipment. It is the policy of this section that the priorities of responses are to be:

- Protect life, property and the environment
- Provide operational and logistical support for City as well as emergency response personnel (to the extent possible), and optimize the utilization of resources.
- Provide support to the other sections of the City's emergency operations team (including Field incident support).
- Support the restoration of essential services and systems.

OVERVIEW

The Logistics Section's primary responsibility is to ensure the acquisition, transportation and mobilization of resources to support the response effort at the disaster sites, public shelters, EOC, etc. This section provides all necessary personnel, supplies and equipment procurement support. Methods for obtaining and using facilities, equipment, supplies, services and other resources to support emergency response at all operational sites during emergency/disaster conditions will be the same as that used during normal operations unless authorized by the EOC Director or emergency orders of the City Council.

OBJECTIVES

The Logistics Section ensures that all other sections are supported for the duration of the incident. Any personnel, equipment, supplies or services required by the other sections will be ordered through the Logistics Section.

The Logistics Section will accomplish the following specific objectives during a disaster/emergency:

- Collect information from other sections to determine needs and prepare for expected operations.
- Coordinate provision of logistical support with the EOC Director.
- Prepare required reports identifying the activities performed by the Logistics Section.
- Determine the City's logistical support needs and plan for both immediate and long-term requirements.

- Maintain proper and accurate documentation of all actions taken and all items procured to ensure that all required records are preserved for future use and State CAL-EMA and FEMA filing requirements.

CONCEPT OF OPERATIONS

The Logistics Section will operate under the following policies during a disaster/emergency as the situation dictates:

- The Standardized Emergency Management System (SEMS) incorporated with the National Incident Management System (NIMS) will be followed.
- All existing City and departmental operating procedures will be adhered to unless modified by the City Council or EOC Director.
- All on-duty personnel are expected to remain on duty until properly relieved of duty. Off-duty personnel will be expected to make contact with City of Malibu Emergency Operations Center in order to arrange working hours in accordance with existing agreements.
- While in an EOC Activation, operational periods will be 12 hours for the duration of the event. Operational periods will normally change at 0600 Hrs. (6:00 a.m.) and 1800 Hrs. (6:00 p.m.) Operational periods should be event driven, and will be set at the discretion of the Director of Emergency Services (DES).
- City emergency response and recovery operations will be managed in one of three modes, depending on the magnitude of the emergency: Level One, Level Two, or Level Three.

SECTION ACTIVATION PROCEDURES

The Director of Emergency Services or the EOC Director is authorized to activate the logistics section.

When to Activate

The Logistics Section may be activated when the City's Emergency Operations Center (EOC) is activated or upon the order of the EOC Director.

Where to Report

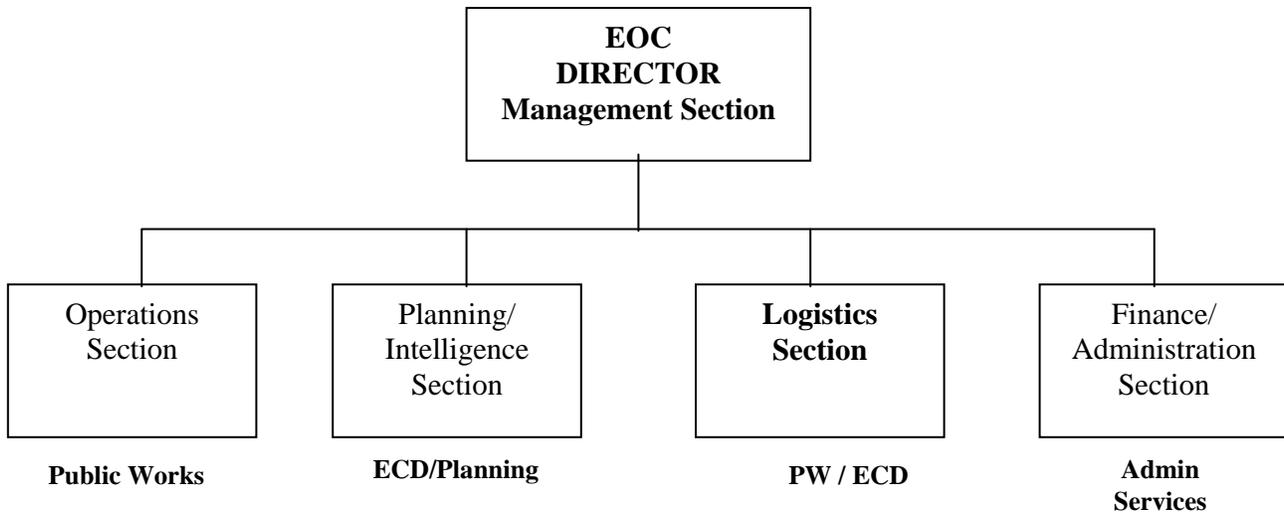
The Primary EOC is located at City Hall, 23825 Stuart Ranch Road, Malibu, CA.
The alternate EOC location is at Malibu Bluffs Park, 24250 Pacific Coast Highway.

When to Report

Personnel assigned to the Logistics Section should report to the EOC or their assigned emergency locations when:

1. Instructed by their supervisor or Department Head.
2. Instructed by the Director of Emergency Services or their Designee.
3. When instructed by the EOC Director (During EOC activations).
4. When any situation occurs that might constitute an emergency or disaster and as such would require the activation of the City's EOC or Logistics Section.

SEMS EOC RESPONSIBILITIES CHART



Responsibilities:

EOC Director (Management Section)

Responsible for overall emergency management policy and coordination through the joint efforts of governmental agencies and private organizations. The EOC Director will either activate appropriate sections or perform their functions as needed.

Operations Section

Responsible for coordinating all jurisdictional operations in support of the emergency response through implementation of the city's Emergency Operations Plan (EOP), and the Incident Action Plan (IAP).

Planning/Intelligence Section

Responsible for collecting, evaluating and disseminating information; developing the city's Incident Action Plan in coordination with other sections; initiating and preparation of the city's After-Action Report and maintaining documentation.

Logistics Section

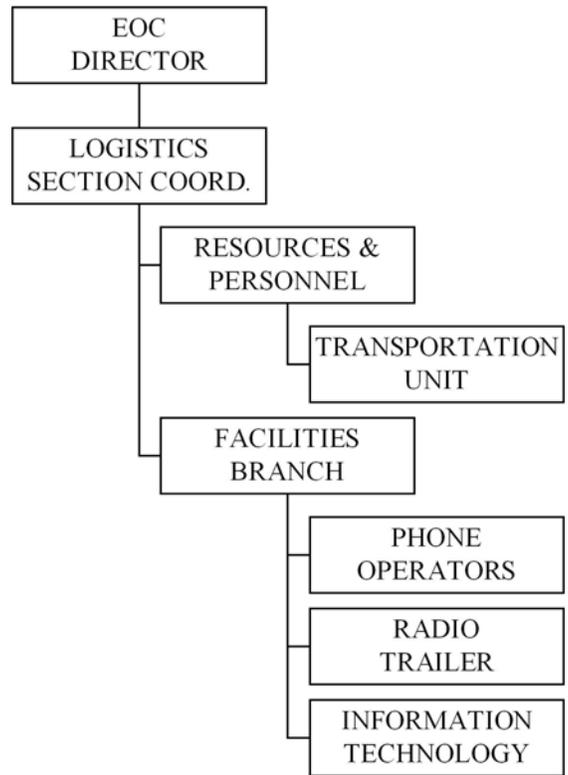
Responsible for providing communications, facilities, services, personnel, equipment, supplies and materials.

Finance/Administration Section

Responsible for financial activities and other administrative aspects.

LOGISTICS SECTION ORGANIZATION CHART

LOGISTICS SECTION ORG CHART



LOGISTICS SECTION STAFF

The Public Works Superintendent will fill the position of Logistics Section Coordinator. The Permit Services Manager shall serve as first alternate to the Logistics Section Coordinator. The EOC Director also may designate the Coordinator.

The Logistics Section Coordinator will determine, based on present and projected requirements, the need for establishing specific and/or specialized units. The following units may be established as the need arises:

- Resources & Personnel Branch
- Facilities Branch

The Logistics Section Coordinator may activate additional units as necessary to fulfill an expanded role.

Logistics Section Coordinator

The Logistics Section Coordinator, a member of the EOC Director's General Staff, is responsible for supporting the response effort and the acquisition, transportation and mobilization of resources. Information is needed to:

- Understand the current situation.
- Predict probable resource needs.
- Prepare alternative strategies for procurement and resources management.

Resources & Personnel Branch

The Resources Branch is responsible for maintaining detailed tracking records of resources allocation and use (resources already in place, resources requested but not yet on scene and estimates of future resource needs); for maintaining logs and invoices to support the documentation process and for resources information displays in the EOC. It cooperates closely with the Operations Section (to determine resources currently in place and resources needed) and with the Planning/Intelligence Section (to provide resources information to the EOC Action Plan).

The branch is also responsible for obtaining, coordinating and allocating all non-fire and non-law enforcement mutual aid personnel support requests received, for registering volunteers as Disaster Services Workers and for managing EOC personnel issues and requests.

Facilities Branch

The Facilities Branch coordinates and oversees the management of and support to the EOC and other essential facilities and sites used during the City's response to the disaster. This includes the management of the Information Technology needs and issues as they occur during the response. In addition, this branch carries overall responsibility communications support for the operation through the use of Telephone and Radio Operators.

ALL STAFF GENERIC ACTIVATION CHECKLIST

All Staff reporting to an EOC shall do the following:

- Check in with Management or Staff Member in charge verbally.
 - Sign in on the Staff Roster.
 - Advise telephone operators and EOC Coordinator that you are in "In place".
 - Familiarize yourself with status of incident by reading posted reports.
 - Examine position work station for supplies and communication equipment.
 - Put on your designated colored EOC Vest indicating your position.
 - Review your position responsibilities. If you don't understand, ask your supervisor.
 - Assess resources presently assigned and /or needed.
 - Start necessary filing, tracking and documentation systems.
 - When another person relieves you, ensure that they are thoroughly briefed before you leave your work station.
-

DEACTIVATION Phase:

- Complete all required forms, reports and other documentation and submit to the Planning/Intelligence Section Coordinator.
- Be prepared to provide input for the after-action report.
- Keep all notes and information, from the event, not turned over to the Plan/Intel. Section Coordinator for clarification in the event of conflicting reports or to substantiate a claim.
- Report for De-Briefing before leaving.

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LOGISTICS

LOGISTICS SECTION COORDINATOR

PRIMARY: Environmental Sustainability Director

ALTERNATE: Deputy Building Official

SUPERVISOR: EOC Director

The Logistics Section Coordinator, a member of the EOC Director's General Staff, will support the response effort and oversee the acquisition, transportation and mobilization of resources, and for coordinating all requests for mutual aid and other operational and "in-the-field" resources. The Coordinator is responsible for:

- Understanding the current situation.
- Predicting probable resource needs.
- Preparing alternative strategies for procurement and resources management

The Logistics Section Coordinator will ensure the Logistics function is carried out consistent with SEMS guidelines, including:

- Resources management and tracking.
- Managing all radio, data and telephone needs of the EOC.
- Coordinating transportation needs and issues.
- Managing personnel issues and registering volunteers as Disaster Services Workers.
- Obtaining all materials, equipment and supplies to support emergency operations in the field and in the EOC.
- Coordinating management of facilities used during disaster response and recovery.

**READ ENTIRE CHECKLIST AT START-UP AND
AT BEGINNING OF EACH SHIFT**

LOGISTICS SECTION COORDINATOR

Initials/Time/Date/Comments CHECKLIST ACTIONS

ACTIVATION PHASE

- Follow the generic Activation Phase Checklist
- Confirm that all key Logistics Section personnel or alternates are in the EOC or have been notified. Recall the required staff members necessary for the emergency.
- Request additional personnel and resources for the Section to maintain a 24-hour operation as required.
- Brief incoming Section personnel prior to their assuming their duties. Briefings should include:
 - Current situation assessment.
 - Identification of specific job responsibilities.
 - Identification of co-workers within the job function and/or geographical assignment.
 - Availability of communications.
 - Location of work area.
 - Procedural instructions for obtaining additional supplies, services and personnel.
 - Identification of operational period work shifts.
 - Maintain all required records and documentation to support the After-Action Report and the history of the emergency/disaster. Document:
 - Messages received
 - Action taken
 - Decision justification and documentation
 - Requests filled
 - EOC personnel, time on duty and assignments

Precise information is essential to meet requirements for possible reimbursement by State CAL-EMA and FEMA.

- Review responsibilities of branches/groups/units in your Section. Develop plan for carrying out all responsibilities.
- Prepare work objectives for Section staff and make staff assignments.
- Meet with other activated Section Coordinators.
- From Planning/Intelligence Section Coordinator, obtain and review major incident reports and additional field operational information that may pertain to or affect your Section operations. Provide information to appropriate branches/units.
- Based on the situation as known or forecast, determine likely future Logistics Section needs.
- Think ahead and **anticipate** situations and problems before they occur.

OPERATIONAL PHASE

- Carry out responsibilities of the Logistics Section branches/groups/units that are not currently staffed.
- Make a list of key issues currently facing your Section to be accomplished within the next operational period.
- Keep up to date on situation and resources associated with your Section. Maintain current status and displays at all times.
- Brief the EOC Director on major problem areas that need or will require solutions.
- Provide situation and resources information to the Situation Status Branch of the Planning/Intelligence Section on a periodic basis or as the situation requires.
- Monitor your Section activities and adjust Section organization as appropriate.
- Ensure internal coordination between branch/group/unit leaders.
- Update status information with other sections as appropriate.

- Resolve problems that arise in conducting your Section responsibilities.
- Anticipate potential situation changes, such as severe aftershocks, in all Section planning. Develop a backup plan for all plans and procedures requiring off-site communications.
- Conduct periodic briefings for your Section. Ensure that all organizational elements are aware of priorities.
- Use face-to-face communication in the EOC whenever possible and document decisions and policy.
- Make sure that all contacts with the media are fully coordinated first with the Media Information Officer (MIO).
- Participate in the EOC Director's action planning meetings.
- Ensure that all your Section personnel and equipment time records and a record of expendable materials used are provided to the Finance/Administration Section at the end of each operational period.
- Meet with Finance/Administration Section Coordinator and review financial and administration support needs and procedures. Determine level of purchasing authority to be delegated to Logistics Section.
- Following action planning meetings, ensure that orders for additional resources necessary to meet known or expected demands have been placed and are being coordinated within the EOC and field units.
- Keep the Los Angeles County Operational Area Logistics Coordinator apprised of overall situation and status of resource requests.
- Coordinate with the Planning/Intelligence and Operations Sections to determine which disaster routes are available for emergency use.
- Coordinate use of disaster routes with the Operations Section.
- Coordinate with other sections and branches/groups/units to identify transportation priorities.

- Establish a transportation plan for movement of:

- Personnel, supplies and equipment to the EOC, field units, shelters and Field Treatment Sites (FTSs).
- Individuals to medical facilities as requested by Operations Section.
- Emergency workers and volunteers to and from risk area.

- Coordinate with the Operations Section on the movement of functional and mobility-impaired and elderly persons.

DEACTIVATION PHASE

- Authorize deactivation of organizational elements within your Section when they are no longer required.
- Ensure that any open actions are handled by your Section or transferred to other EOC elements as appropriate.
- Follow the generic Deactivation Phase checklist.
- Be prepared to provide input to the After-Action Report.
- Deactivate your Section and close out logs when authorized by the EOC Director.
- Leave forwarding phone number where you can be reached.

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LOGISTICS

RESOURCES & PERSONNEL BRANCH CHIEF

PRIMARY: To Be Designated

ALTERNATE: To Be Designated

SUPERVISOR: Logistics Section Coordinator

The Resources Branch will:

1. Obtain all non-fire and non-law enforcement mutual aid material, equipment and supplies to support emergency operations and arrange for delivery of those resources.
 - Coordinate and oversee the procurement, allocation and distribution of resources not normally obtained through existing mutual aid sources, such as food, potable water, sanitation services, petroleum fuels, heavy and special equipment and other supplies and consumables.
 - Provide supplies for the EOC, field operations and other necessary facilities.
 - Determine if the required items exist within the City supply system.
 - Determine the appropriate supply houses, vendors or contractors who can supply the item, product or commodity if City stocks do not exist.
 - Purchase items within limits of delegated authority from Finance/Administration Section. Coordinate with the Finance/Admin Section on actions necessary to purchase or contract for items exceeding delegated authority.
 - Arrange for the delivery of the items requisitioned, contracted for or purchased.
 - Maintain records to ensure a complete accounting of supplies procured and monies expended.
 - Support activities for restoration of disrupted services and utilities.
2. Maintain detailed tracking records of resources allocation and use (resources already in place, resources requested but not yet on scene and estimates of future resource needs); logs and invoices to support the documentation process and resources information displays in the EOC.
3. Cooperate closely with the Operations Section (to determine resources currently in place and resources needed) and with the Planning/Intelligence Section (to provide resources information to the Incident Action Plan).

- Prepare and maintain displays, charts and lists which track and reflect the current status and location of controlled resources, transportation and support vehicles.
- Establish a resources reporting system for field and EOC units.
- Prepare and process resource status change information.
- Provide information to assist the Situation Status and Documentation Units of the Planning/Intelligence Section in strategy planning and briefing presentations.

Procurement Policy and Source of Resources:

The procurement of resources will follow the priority outlined below:

1. Resources within the City inventory (City-owned resources).
2. Other sources that may be obtained without direct cost to the City. (Mutual Aid via the Operational Area)
3. Resources that may be leased/purchased within spending authorizations. (Examples include specialized equipment, identified and located as necessary).

The Personnel Branch will:

Obtain, coordinate and allocate all non-fire and non-law enforcement mutual aid personnel support requests received; register volunteers as Disaster Services Workers and manage EOC personnel issues and requests.

- Coordinate all personnel support requests received at or within the EOC, including any category of personnel support requested from the EOC functional elements or from City response elements in the field.
- Identify sources and maintain an inventory of personnel support and volunteer resources. Request personnel resources from those agencies as needed.
- Ensure that all Disaster Service Workers and volunteers are registered and integrated into the emergency response system.
- Assign personnel within the EOC as needs are identified.
- Through the EOC Coordinator, coordinate emergency management mutual aid (EMMA) as necessary through OARRS; or if OARRS is not available, then all requests and reports are to be sent to the contact Sheriff's Station (Lost Hills) by means coordinated with and agreed to by the Watch Commander and City staff. The Lost Hills Sheriff's Station will then be responsible for entering the data into OARRS.

**READ ENTIRE CHECKLIST AT START-UP AND
AT BEGINNING OF EACH SHIFT**

RESOURCES & PERSONNEL BRANCH CHIEF

Initials/Time/Date/Comments **CHECKLIST ACTIONS**

ACTIVATION PHASE

- Follow Generic Activation Checklist
- Report to the Logistics Section Coordinator.
- Obtain a briefing on the situation.
- Clarify any issues regarding your authority and assignment and what others in the organization do.
- Activate elements of your Branch/Unit, establish work area, assign duties and ensure Branch/Unit journal/log is opened.
- Determine 24-hour staffing requirement and request additional support as required.
- Request additional resources through the appropriate Logistics Unit, as needed.
- Ensure that all your incoming Branch/Unit personnel are fully briefed.
- Think ahead and **anticipate** situations and problems before they occur.
- Maintain all required records and documentation to support the After-Action Report and the history of the emergency/disaster. Document:
 - Messages received
 - Action taken
 - Decision justification and documentation
 - Requests filled
 - EOC personnel, time on duty and assignments

Precise information is essential to meet requirements for possible reimbursement by State CAL-EMA and FEMA.

OPERATIONAL PHASE

- Meet and coordinate activities with Finance/Administration Coordinator and determine purchasing authority to be delegated. Review emergency purchasing and contracting procedures.
- Review, verify and process requests from other sections for resources.
- Maintain information regarding;
 - Resources readily available
 - Resources requests
 - Status of shipments
 - Priority resource requirements
 - Shortfalls
- Coordinate with other branches/groups/units as appropriate on resources requests received from operations forces to ensure there is no duplication of effort or requisition.
- Determine if needed resources are available from City stocks, mutual aid sources or other sources. Arrange for delivery if available.
- Determine availability and cost of resources from private vendors.
- Issue purchase orders for needed items within dollar limits of authority delegated to Unit.
- Notify Finance/Administration Coordinator of procurement needs that exceed delegated authority. Obtain needed authorizations and paperwork.
- If contracts are needed for procuring resources, request that the Finance /Administration Section develop necessary agreements.
- Identify to the Logistics Section Coordinator any significant resource request(s), which cannot be met through local action. Suggest alternative methods to solve the problem if possible.

- Establish contact with the appropriate Operations Section Branches and Red Cross representatives(s) and discuss the food and potable water situation with regard to mass care shelters and mass feeding locations. Coordinate actions.
- Establish a plan for field and EOC feeding operations. Coordinate with Operations Section to avoid duplication.
- Ensure complete disaster documentation and record tracking of disaster-related requests for expenditures of equipment, supplies, personnel, funds, etc.
- Identify and maintain a list of available and accessible equipment and supplies to support response and recovery efforts
- Provide and coordinate with Operations Section the allocation and distribution of utilities, fuel, water, food, other consumables and essential supplies to all disaster operation facilities, including mass care shelters.
- Procure and arrange for basic sanitation and health needs at mass care and other facilities (toilets, showers, etc.) as requested by Operations Section.
- Support activities for restoration of utilities to critical facilities.
- Procure and coordinate water resources for consumption, sanitation and firefighting.
- Obtain and coordinate necessary medical supplies and equipment for special needs persons.
- Identify supply sources to augment and/or satisfy expanded medical needs during emergency operations.
- Keep up to date on the situation and resources associated with your Branch/Unit. Maintain current status reports and displays.
- Keep the Logistics Section Coordinator advised of your Branch/Unit status and activity and on any problem areas that now need or will require solutions.
- Conduct periodic briefings for your Branch/Unit. Ensure they are aware of priorities.

- Monitor your Branch/Unit activities and adjust staffing and organization as appropriate to meet current needs.
- Be prepared to participate in the EOC Director's action planning meetings and policy decisions if requested.
- Ensure that all your personnel and equipment time records and a record of expendable materials used are provided to your Section Coordinator at the end of each operational period.
- Provide a resources overview and summary information to the Situation Status Unit of the Planning/Intelligence Section as requested and written status reports on resources allocations as requested by the Section Coordinators.
- Assist in strategy planning based on the evaluation of the resources allocation, resources en-route and projected resources shortfalls.
- Make recommendations to the Logistics Section Coordinator of resources that are not deployed or should be deactivated.
- Receive and process all incoming requests for personnel support. Identify number of personnel, special qualifications or training, location where needed and person to report to upon arrival. Secure an estimated time of arrival for relay back to the requesting agency.
- Develop a system for tracking personnel/volunteers processed by the Unit. Maintain sign in/out logs. Control must be established for the accountability of personnel used in the response effort. Personnel/volunteers relieved from assignments will be processed through the Demobilization Unit.
- Coordinate feeding, shelter and care of personnel, employees' families and volunteers with the Procurement and Facilities Unit.
- Establish a plan for child care for City employees as needed. Coordinate with Facilities Unit for suitable facilities.
- Assist and support employees and their families who are also disaster victims.
- Develop a plan for communicating with those agencies having personnel resources capable of meeting special needs.

- Ensure the recruitment, registration, mobilization and assignment of volunteers.
- Establish Disaster Service Worker and Volunteer registration and interview locations. Assign staff to accomplish these functions.
- Issue ID cards to Disaster Service Workers.
- Coordinate transportation of personnel and Volunteers with the Transportation Unit.
- If the need for a call for volunteers is anticipated, coordinate with the PIO and provide the specific content of any broadcast item desired.
- Keep the PIO advised of the volunteer situation. If the system is saturated with volunteers, advise the PIO of that condition and take steps to reduce or redirect the response.

DEACTIVATION PHASE

- Follow Generic Deactivation Checklist

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LOGISTICS

FACILITIES BRANCH CHIEF

PRIMARY: Sr. Public Works Maintenance Worker

ALTERNATE: To be determined

SUPERVISOR: Logistics Section Coordinator

GENERAL DUTIES: Ensure that adequate facilities are provided for the response effort, including securing access to the facility and providing staff, computers, furniture, supplies and materials necessary to configure the facility in a manner adequate to accomplish the mission. In addition it will manage all radio, data and telephone needs of the EOC staff.

- Coordinate and oversee the management of and support to the EOC and other essential facilities and sites used during disaster operations.
- Ensure that all communications sources and computers are in place, and functioning, and available to staff.
- Ensure that the EOC radio system and telephone operator system, with runners, is established and that adequate communications and operators are available for 2 twelve-hour shifts per day.
- Develop and distribute a Communications Plan, which identifies all systems in use, and back ups in the event of failures.
- Coordinate with other EOC branches/groups/units for support required for facilities.
- Support activities for restoration of disrupted services and utilities to facilities.
- Coordinate with Finance/Administration Section on any claims or fiscal matters relating to facilities' operations.
- Provides for SECURITY of the EOC facility by the coordination of staff and volunteers.
- Close out each facility when no longer needed.

FACILITIES BRANCH CHIEF

**READ ENTIRE CHECKLIST AT START-UP AND
AT BEGINNING OF EACH SHIFT**

Initials/Time/Date/Comments CHECKLIST ACTIONS

ACTIVATION PHASE

- Follow Generic Activation Checklist
- Report to the Logistics Section Coordinator.
- Obtain a briefing on the situation.

OPERATIONAL PHASE

- Maintain information regarding:
 - Facilities opened and operating.
 - Facility managers.
 - Supplies and equipment at the various locations.
 - Specific operations and capabilities of each location.
- As the requirement for emergency-use facilities is identified, coordinate the acquisition of required space to include any use permit, agreement or restriction negotiations required.
- In coordination with the Operations Section, provide support to facilities used for disaster response and recovery operations; i.e., staging areas, shelters, etc.
- Identify EOC computer requirements to the Information Systems Administrator.
- Identify equipment, material and supply needs to the Resources Branch.
- Identify personnel needs to the Personnel Unit.

- Identify transportation requirements to the Transportation Unit. Coordinate evacuation schedules and identify locations involved.
- Monitor the actions at each facility activated and provide additional support requested in accordance with Unit capabilities and priorities established.
- Account for personnel, equipment, supplies and materials provided to each facility.
- Continually monitor the operational effectiveness of EOC communications systems. Provide additional equipment as required.
- Ensure that operational capabilities are maintained at facilities.
- Oversee the distribution of utilities, fuel, water, food, other consumables and essential supplies to all disaster operation facilities.
- Ensure that basic sanitation and health needs at mass care facilities (toilets, showers, etc.) are met.
- Ensure that access and other related assistance for residential care and special needs persons are provided in facilities.
- Provide facilities for sheltering essential workers, employees' families and volunteers.
- Keep all sections informed of the status of communications systems, particularly those that are being restored.

DEACTIVATION PHASE

- Follow the Generic Deactivation Phase checklist.
- Be prepared to provide input to the After-Action Report.
- Deactivate the Personnel Unit position and close out logs when authorized by the Logistics Section Coordinator or EOC Director.

- Leave forwarding phone number where you can be reached.

LOGISTICS : FACILITIES

RADIOS UNIT LEADER

PRIMARY: TBD
ALTERNATE: TBD
SUPERVISOR: Facilities Branch Chief

The Radios Unit Leader, under the direction of the Facilities Branch Chief, is responsible for developing plans for the effective use of EOC and incident radio equipment and facilities; distribution of radio equipment to incident personnel; and the maintenance and repair of communications equipment including the operation and maintenance of the City's Mobile Communications Center.

ACTIVATION PHASE:

- Follow the generic Activation Phase Checklist.

OPERATIONAL PHASE:

- Obtain briefing from Logistics Section Coordinator
- Determine unit personnel needs
- Provide input to the Section Coordinator on how your unit will meet objectives/priorities of the EOC Action Plan
- Advise the Facilities Branch Chief on communications capabilities/limitations
- Establish appropriate communications distribution/ maintenance plans within EOC and Base Area(s)

- Ensure communications systems are installed, tested and maintained
- Ensure sufficient radio batteries are fully charged
- Ensure an equipment accountability system is established
- Ensure personal portable radio equipment from cache is distributed as required.
- Provide technical information as required on:
 - Adequacy of communications systems currently in operation
 - Geographic limitation on communications systems
 - Equipment capabilities
 - Amount and types of equipment available
 - Anticipated problems in the use of communications equipment
- Supervise Communications unit activities
- Maintain records on all communications equipment as appropriate
- Recover equipment from relieved or released units
- Demobilize unit in accordance with the EOC Action Plan
- Maintain a Significant Event Log

DEMOBILIZATION PHASE:

- Follow the generic Demobilization Phase Checklist.

LOGISTICS : FACILITIES

VOLUNTEER COORDINATOR

PRIMARY: To be designated as necessary
ALTERNATE: TBD
SUPERVISOR: Facilities Branch Chief

Provides volunteer resources as requested in support of the EOC and Field Operations.

ACTIVATION PHASE:

Follow the generic Activation Phase Checklist.

OPERATIONAL PHASE:

- Establish and maintain personal log and other necessary files.
- Establish communications with volunteer agencies and other organizations that can provide personnel resources.
- Process all incoming requests for volunteer personnel support. Identify the number of volunteer special qualifications or training, where they are needed and the person or unit they should report to upon arrival. Determine the estimated time of arrival of responding personnel, and advise the requesting parties accordingly.
- Maintain a status board or other reference to keep track of incoming volunteer personnel resources.
- To minimize redundancy, coordinate all requests for volunteer personnel through the Logistics Section; Personnel Branch.

DEMOBILIZATION PHASE:

- Follow the generic Demobilization Phase Checklist.

LOGISTICS : FACILITIES

CALL CENTER UNIT LEADER

PRIMARY: Parks & Recreation Supervisor
ALTERNATE: TBD
SUPERVISOR: Facilities Branch Chief

Provides volunteer resources in support of the EOC Call Center Operations.

ACTIVATION PHASE:

Follow the generic Activation Phase Checklist.

OPERATIONAL PHASE:

- Establish and maintain personal log and other necessary files.
- Establish communications with volunteer agencies and other organizations that can provide personnel resources.
- Process all incoming requests for volunteer personnel support. Identify the number of volunteer special qualifications or training, where they are needed and the person or unit they should report to upon arrival. Determine the estimated time of arrival of responding personnel, and advise the requesting parties accordingly.
- Maintain a status board or other reference to keep track of incoming volunteer personnel resources.

DEMOBILIZATION PHASE:

Follow the generic Demobilization Phase Checklist.

LOGISTICS : FACILITIES

INFO TECHNOLOGY (I.T.) UNIT LEADER

PRIMARY: Info Systems Administrator
ALTERNATE: Info Systems Technician
SUPERVISOR: Facilities Branch Chief

The Info Technology (I.T.) Unit Leader, under the direction of the Facilities Branch Chief, is responsible for developing plans for the effective use of EOC and incident computers and computer-related technology; distribution of computer equipment to incident personnel; and the maintenance and repair of computer equipment including the operation and maintenance of the City's Computer Network.

ACTIVATION PHASE:

Follow the generic Activation Phase Checklist.

OPERATIONAL PHASE:

- Obtain briefing from Logistics Section Coordinator or Facilities Branch Chief
- Determine level of IT support that is required
- Advise the Facilities Branch Chief on computer/network capabilities/limitations
- Establish appropriate computer/printer/fax machine etc distribution/ maintenance plans within EOC and any other area(s)
- Ensure computer systems are installed, tested and maintained
- Ensure an equipment accountability system is established
- Provide technical information as required on:
 - Adequacy of computer systems currently in operation
 - Geographic limitation on computer systems
 - Equipment capabilities
 - Amount and types of equipment available
 - Anticipated problems in the use of computer equipment
- Maintain records on all equipment as appropriate
- Recover equipment from relieved or released units

DEMOBILIZATION PHASE:

Follow the generic Demobilization Phase Checklist.

LOGISTICS SECTION

SUPPORTING DOCUMENTATION

POLICIES AND PROCEDURES

PERSONNEL RECALL AND NOTIFICATION POLICY	LS-3
EMERGENCY SCHEDULING AND NOTIFICATION	LS-5
CONSIDERATIONS FOR FEEDING EOC SUPPORT AND FIELD STAFF	LS-7
CONSIDERATIONS FOR ANIMAL CARE DURING DISASTERS	LS-8
CONSIDERATIONS FOR FAMILY & CHILD CARE	LS-11
DISASTER CHILD CARE NEEDS SURVEY	LS-12
REQUESTING CRITICAL INCIDENT STRESS DEBRIEFING PROCEDURES	LS-13
GUIDELINES FOR UTILIZATION OF VOLUNTEERS	LS-15
TELEPHONE OPERATOR CHECKLIST	LS-21

FORMS

COMMUNITY RESOURCES FORM	LS-22
ACTIVITY LOG	LS-23
EOC RESOURCE REQUEST FORM (TO BE USED FOR INTERNAL RESOURCE REQUESTS)	LS-25
RESOURCE REQUEST STATUS LOG	LS-26
MUTUAL AID STATUS CHART	LS-27
EVAC AREA EQUIPMENT PROVIDERS LIST	LS-28
SAMPLE PROCUREMENT FORM	LS-29
VOLUNTEERS SIGN-IN FORM	LS-30
MALIBU RADIO COMMUNICATIONS CHART	LS-31

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PERSONNEL RECALL AND NOTIFICATION POLICY AND PROCEDURES FOR DISASTER RESPONSE

EMPLOYEE RESPONSIBILITY

The citizens of Malibu rely on City government for leadership and assistance in the event of a disaster. In response to such occurrences, it is imperative that all City employees be available to assist in this type of emergency response.

The Government Code of the State of California Chapter 8 of Division 4 of Title 1 Section 3100: Declaration; Public Employees as Disaster Workers states:

- It is hereby declared that the protection of the health and safety and preservation of the lives and property of the people of the state from the effects of natural, manmade, or war-caused emergencies which result in conditions of **disaster** or in extreme peril to life, property, and resources is of paramount state importance requiring the responsible efforts of public and private agencies and individual citizens. In furtherance of the exercise of the police power of the state in protection of its citizens and resources, all public employees are hereby declared to be **disaster service workers** subject to such **disaster service** activities as may be assigned to them by their superiors or by law.

The City's Emergency Operations Plan and Chapter Six (#3606) of City of Malibu's Municipal Code specify that:

- The City Manager (or designee) may require emergency service of any City officer, employee or citizen, and may requisition necessary personnel or material of any City department or agency.
- In any emergency, City employees may be assigned, regardless of their Job Description/Checklist Actions, any duties that they are capable of performing safely.

In the event a disaster occurs during normal working hours:

- All City employees shall remain at work to provide for disaster relief if required.
- Department heads (or designee) shall be responsible for ensuring employees remain at work.
- Department heads (or designee) shall authorize release of employees.
- Employees who leave without authorization may be subject to disciplinary action.

In the event a disaster occurs beyond normal working hours:

- All employees in public safety operations shall respond to established emergency response procedures for their departments.
- All non-public safety employees will be expected to report to work unless informed otherwise via automated phone systems, the media or the Emergency Alert System that non-essential employees are not required to report to work. Radio stations providing information: KFI 640AM, KFWB 980FM, and KNX 1070AM.
- All employees have an obligation to attempt, and continue to try contacting their department or the employee emergency call-in numbers to determine whether it is necessary to report to work.

RELEASE OF EMPLOYEES (by City Manager or designee authority)

Only the City Manager (or designee) has the authority to order a general release of City employees in the event of a disaster. However, the City Manager (or designee) may authorize department heads (or their designee) to exercise their judgment in releasing individual employees or work units to return home. Such decisions will consider the total scope of the emergency at hand, including but not limited to, the following factors:

- The condition of local transportation routes; employees will not be permitted to leave work if doing so would exacerbate existing transportation problems;
- The availability of safe work sites and in the event of an extended stay, the availability of food and other support services and facilities;
- The need for City personnel;
- The scope of the disaster and the resources needed to respond; and
- Whether the need to provide support services for City employees would otherwise interfere with or detract from the efforts to respond to the disaster.

RELEASE OF EMPLOYEES (by Department Head or designee authority)

Notwithstanding the release authority of the City Manager (or designee), department heads (or appointed designees) may otherwise release employees by authorizing emergency leave or personal leave in the following cases:

- When an employee is psychologically or physically incapacitated to the degree that he/she is unable to function effectively (provided that no employee will be released unless they are able to care for and transport themselves safely);
- When the City is unable to provide shelter or services to support the continued presence of the employee(s) at work;
- When the City Manager (or designee) has called for a general release of employees in non-disaster response positions and the department head (or designee) is aware that the employees will not be needed for disaster relief; and/or
- When the continued presence of the employee(s) at the work site would present a direct hazard.

EMERGENCY SCHEDULING & NOTIFICATION

In the event of a major disaster, or at the direction of the City Manager or his/her designee, an Emergency Scheduling Plan will be put into effect. It is the responsibility of individual departments to plan for staffing their departments and to provide staff to other departments during a disaster. Departments should have a staff "recall plan". In the event of an earthquake, or other sudden disaster, scheduling will be put into effect automatically by departments. Employees should report for work. **(See Policy: Personnel Recall and Notification Procedures on page LS-3)**

If employees are unable to report to their regular facility or alternate staging area, they are encouraged to report to the closest local jurisdiction to register as a Disaster Services Worker. All employees are declared to be Disaster Services Workers by Section 3100 of Chapter 8 of Division 4 of Title 1 of the Government Code.

Notification:

The Sheriff's Department Watch Commander is the 24-hour point of contact for warnings and emergency notification of city staff. The Watch Commander should contact the City Manager or the Emergency Services Coordinator to advise of the emergency. The Emergency Services Coordinator can, in turn, notify other City Staff. On the response level, the Watch Commander or dispatch may call the department's after-hour contact person to activate the response staff.

Shift Assignments/Changes:

Shifts are changed at the listed 12-hour intervals. The EOC Director has the responsibility of insuring the EOC and its sections are properly staffed.

Deactivation:

Deactivation is called for by the EOC Director or City Manager.

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CONSIDERATIONS FOR FEEDING EOC SUPPORT AND FIELD STAFF

- Coordinate all feeding operations for the EOC, support and field personnel.
- Establish a feeding plan, which identifies cost limits, authorized vendors and catering companies, type of food, etc. Ensure everyone is aware of this policy.
- Set meal schedules. Consider the impact of curfews on businesses you may use.
- Set up and manage eating areas for EOC, staff and field personnel. Notify workers of food schedules and locations.
- Pre-identify low-cost vendors and catering companies to maximize efficiency and lower costs (FEMA may question upscale or expensive restaurants or catering).
- Arrange with local catering services or restaurants for in-house feeding.
- Establish a personnel-feeding account for EOC, support and field personnel at local restaurants.
- Brief all EOC personnel as to location, cost limitations and incident number to be used for each restaurant or caterer.
- Coordinate acquisition, preparation and service of meals.
- Be aware of and provide for special diets
- Provide for on-site employee child-care needs.
- Arrange for and coordinate clean up of eating, food preparation and serving areas.
- Provide snacks/water/coffee/beverages for EOC, support and field personnel.
- Consider a chit or voucher system at the location set up for feeding operations to identify those employees' meals, which are reimbursable under FEMA guidelines. FEMA may not reimburse for all feeding operations. **Currently FEMA will not reimburse for meals provided during an employee's normal working hours unless it is stipulated in the employee's MOU. FEMA will reimburse for meals given to volunteers or unpaid workers and employees working overtime. This may be the individual call/interpretation of the disaster adjuster.**
- Document cost of meals and report daily to the Finance/Administration Section for cost recovery purposes.
- Advise disaster workers regarding agency policy for reimbursement of disaster-related meals.
- Encourage all EOC staff to take regular meal and snack breaks.

CONSIDERATIONS FOR ANIMAL CARE DURING DISASTERS

Animals will not be kept where their owners are sheltered. They will be sheltered in various locations depending on the disaster and the area of the city affected.

Coordinate plans with your local animal care provider and/or any Veterinary Disaster Team. **(Area G Veterinary Disaster Team can be accessed through mutual aid channels.)**

Identify within the local jurisdiction:

- Small animal veterinarians
 - Large animal veterinarians
 - Small animal shelters
 - Potential large animal shelters
-
- Determine animal shelter needs.
 - Identify appropriate areas to accommodate animals.
 - Manage animal rescue and care activities.
 - Coordinate rescue of trapped animals.
 - Coordinate evacuation of animals which might be endangered by hazardous conditions.
 - Coordinate transport of animals.
 - Activate an Animal Registration System.
 - Maintain an updated list of animals and their locations.
 - Coordinate disposal of dead animals.
 - Evaluate and relocate any animal shelter areas which become endangered by hazardous conditions.
 - Coordinate return of animals to their owners when disaster has ended.

BEFORE A DISASTER, YOUR PET WILL NEED THE FOLLOWING IN THEIR DISASTER KIT:

1. Food for seven days. This must be rotated into use to insure freshness.
2. Water for seven days. For dogs, this is one gallon per day for a forty pound dog and one quart per day per cat.
3. Medications your pet regularly takes. Please mark on your calendar a day which reminds you to cycle it in to use before it expires. Call your Veterinarian to provide you with new medications with a later expiration date.
4. Leashes for BOTH dogs and cats. Carriers for small dogs and cats should be stored in an easily accessible area.
5. All pets should have identification tags attached to a collar that they always wear. It should have your name, address, phone number, your pet's name and an OUT OF STATE PHONE NUMBER (of a friend or relative that can be contacted in a time of disaster). If your pet is on daily medication, this medication should also be on the identification tag.
6. KEEP YOUR VACCINATIONS CURRENT (WITHIN THE LAST YEAR) AND KEEP A COPY OF THE VACCINATION DATES IN YOUR DISASTER KIT.
7. Identify friends, relatives, kennels and Veterinary clinics that your pets can stay with if there is a disaster.
8. Have plastic bags and scoopers to pick up and store pet waste.
9. Store extra collars, leashes, and heavy food bowls in your kit.
10. The following first aid supplies will be needed: gauze rolls for bandaging and making muzzles, towels, blankets and a manual can opener.
11. Current photographs of all your pets.

DURING A DISASTER:

1. Stay calm.
2. Take shelter.

AFTER A DISASTER:

1. Evaluate your pet's injuries. REMEMBER your pet may be in pain. You must prevent injury to yourself so you can help your pet. Muzzle your dog using gauze rolls from your disaster kit. Place a towel over your cat to handle it. REMEMBER that even the most gentle pet will respond defensively when frightened or in pain.
2. Apply direct pressure to any areas that are bleeding.

OFTEN YOUR PET WILL NOT SHOW EVIDENCE OF INJURY. HAVE YOUR PET EXAMINED AS SOON AS POSSIBLE BY YOUR VETERINARIAN.

IF YOUR PET IS LOST:

1. Fill out a lost pet report and take current photographs to ALL the shelters within a 30 mile radius.
2. DO NOT RELY ON PHONE CALLS TO THE SHELTER TO LOCATE YOUR PET. GO TO EACH SHELTER DAILY, IN PERSON, TO LOOK AT EVERY PET.
3. Provide descriptions and current photographs to local Veterinarians, local Veterinary **Emergency** Clinics and the Area G Veterinary disaster team.
4. Do not stop looking for your pets. They are counting on you to find them.

CONSIDERATIONS FOR FAMILY & CHILD CARE

The City intends to provide family care for immediate family members if an employee is recalled during a declared emergency. Family care is limited to those employees who are unable to care for their families at home and are required to work.

Examples of when it would be appropriate to use the family care center include when a single parent is required to return to work without sufficient child care or when it is unsafe to leave one's family at home.

The family care facility will be established at Malibu City Hall or another designated City Facility and will be managed by The Care & Shelter Branch of the Operations Section.

Ensure all employees are aware of established procedures.

Every effort will be made to get messages to and from employees. Family members should call 310-456-2489 to leave a message.

A Disaster Child Care Needs Survey is attached.

REQUESTING CRITICAL INCIDENT STRESS DEBRIEFING (CISD) PROCEDURES

PURPOSE:

Case studies by medical groups of work-related incidents where injuries or fatalities occurred have revealed that significant numbers of employees experience some form of stress-related symptoms following the incident. Many of these symptoms were transitory and most personnel had no long-term detrimental effects. These studies, however, have also revealed that a small percentage of personnel do experience continuing, long-term detrimental effects resulting from exposure to such incidents. Some of these effects have been delayed, surfacing later after a period with no apparent symptoms.

Without professional intervention, these personnel have experienced declining work performance and deterioration of family relationships, as well as increased health problems. The objective of this procedure is to provide professional intervention immediately after major critical incidents or crises to minimize stress-related injuries to city personnel and to provide all necessary support to city personnel during a crisis.

Incident debriefing is not a critique of an incident. Performance issues will **not** be discussed during the debriefing. The debriefing process provides a format where personnel can discuss their feelings and reactions and, thus, reduce the stress resulting from exposure to critical incidents and crisis situations. All debriefings will be **strictly** confidential.

Debriefings may be conducted anywhere that provides ample space, privacy and freedom from distractions. Selection of the site will be determined by the city's CISD coordinator based on the type of debriefing required.

The debriefing team will consist of CISD professionals (mental health counselors specifically trained in stress-related counseling) as well as trained peer counselors. The team members' role in the debriefing process will be to assist and support the professional counselors as necessary. All follow-up care will be approved by the **(Insert appropriate Department) prior** to beginning treatment.

ACTIVATION OF CISD

Department directors, managers and supervisors bear the responsibility for identifying/recognizing significant incidents that may qualify for debriefing. When an incident is identified as a critical incident or crisis, a request for debriefing consideration should be made as soon as possible to the CISD coordinator. If additional assistance is required the CISD coordinator will contact Los Angeles County Operational Area via the **(Insert contact Sheriff's Station)** Watch Commander and request that a CISD team be assembled.

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GUIDELINES FOR UTILIZATION OF VOLUNTEERS

INTRODUCTION

As recent disasters have shown, volunteers play a significant role in both the response and recovery phases of a disaster. Volunteers are among the first to arrive on scene following a major event or disaster. They will be essential to the sheltering, mass feeding, and other operations established in the wake of these disasters.

Volunteers will come forward in every major disaster—whether they emerge spontaneously or have been pre-registered and trained by a response agency. Having a plan in place for how volunteers will be recruited, managed and utilized will assist jurisdictions in improving the overall effectiveness of their disaster response.

Management of the volunteer function is in the Logistics Section of the EOC. Management of claims for Workers Compensation Insurance is handled by the Finance/Administration Section.

PURPOSE

The following materials provide guidelines for registering volunteer Disaster Service Workers in the State Workers' Compensation and Safety Program. It also provides general guidance for managing volunteer workers during an emergency.

BACKGROUND

Workers' Compensation Insurance provides benefits for employees injured on the job or who become ill from job related conditions. Damage to artificial limbs, dentures or medical braces is also considered an injury. Workers' Compensation benefits are set by the legislature and spelled out in the Labor Code. One section of the Labor Code defines Disaster Service Workers as "employees" under certain conditions and describes their benefits.

ELIGIBILITY

A Disaster Service Worker is anyone registered with a Disaster Council certified by the California Emergency Council or any person ordered by a person or body having authority to command the aid of citizens to carry out assigned duties to perform services during a State of War Emergency or any State of Emergency or Local Emergency.

A partial list of Disaster Service Workers includes:

- Reserve police officer
- Auxiliary firefighter
- Emergency welfare worker
- Communications specialist
- Medical worker
- Clerk

Any Disaster Service Worker is eligible for Workers' Compensation benefits while performing duties or undergoing any authorized training activities. Any injury, under these circumstances is covered no matter where it occurs.

Exclusions:

If the Disaster Service Worker is paid for these services, an "employer-employee" relationship exists. A Disaster Service Worker injured while in this relationship would be entitled to Workers' Compensation benefits under their regular employer's program. Members registered as active firefighters of any regularly organized and municipally supported volunteer fire department are excluded from disaster service benefits.

VOLUNTEER DISASTER SERVICE WORKERS

Volunteers active in emergency services and/or disaster relief operations usually belong to one of two categories: organized volunteers or spontaneous (convergent) volunteers. Depending on circumstances, different registration procedures are utilized to serve each group's needs.

ORGANIZED VOLUNTEERS

Organized volunteers are defined as individuals affiliated with specific organizations prior to an emergency or disaster. These organizations are usually chartered to provide volunteer emergency and/or disaster relief services. Members of these organizations usually participate in scheduled exercises to practice their disaster relief skills and integrate with the local community's emergency plan and response effort.

Examples of these organizations include:

- American Radio Relay League
- American Red Cross
- California Rescue Dog Association
- Salvation Army
- Civil Air Patrol

Public safety agencies usually prefer to utilize trained, organized volunteers because their organizations are familiar with working under a unified structure. They also provide their own supervision, transportation and support needs.

Agency Trained Volunteers:

To ensure that they have an adequate pool of organized volunteers, some jurisdictions organize and train teams of civilian volunteers to act as disaster first responders within their own neighborhoods or jurisdictions. Members of these teams, sometimes called Neighborhood Emergency Response Teams (NERT) or Citizens Emergency Response Teams (CERT), receive training in such skills as fire extinguishment, search and rescue and shelter operations. These organizations possess several advantages:

- Familiarity with the disaster area, its hazards and resources
- Knowledge of the jurisdiction's emergency organization
- Opportunity to regularly exercise and drill with the jurisdiction served

SPONTANEOUS (CONVERGENT) VOLUNTEERS

Spontaneous (convergent) volunteers are members of the general public who spontaneously volunteer during emergencies. They are not usually involved with organized volunteer organizations and may lack specific disaster relief training when there is very little time and few resources to train them. They come from all walks of life and comprise the majority of volunteer personnel available to local public safety agencies during a disaster response.

Public safety agencies often form volunteer assembly points for recruiting and classifying volunteers during disaster response operations. To be eligible for Workers' Compensation, the spontaneous volunteer must also be registered as a Disaster Services Worker.

CONSIDERATIONS IN VOLUNTEER UTILIZATION

In order to manage volunteers effectively, there are several issues that need to be addressed. For pre-registered volunteers, the process may be fully organized and accomplished over a period of time. Because this process must be accomplished under extreme conditions with convergent volunteers, it is essential that the planning and execution of the process be thoroughly worked out in advance of the disaster.

Issues to be addressed include:

Recruiting:

Volunteer recruitment may become an issue if the disaster lasts a long time and the initial number of convergent volunteers begins to dwindle. It also may become necessary to recruit volunteers with specific skills, such as heavy equipment operators, medical personnel, translators, etc.

Recruitment avenues include the local media and other organizations. Organizations to contact for recruitment assistance include local labor unions, educational institutions and private companies.

Screening:

Pre-registered volunteers will have been screened in advance. Walk-ins, however, will have to be screened at the time that they appear for assignment prior to duty.

Certain vital information is essential if volunteers are to be properly and efficiently used; and screening teams must be identified and trained in advance on the screening of volunteers. The data or information required regarding the volunteers should also be developed in advance. The actual data requirements should be held to a minimum, consistent with the needs of the local jurisdiction.

Identification:

Once screening is completed, all volunteers must be issued proper I.D. and be required to sign for any equipment issued for their position. Organized volunteers will possess identification issued by their organizations. The jurisdiction is responsible for providing identification to convergent volunteers. Forms of I.D. include arm bands, vests, patches, and city I.D. cards.

Training:

Before being deployed, it is essential that volunteers receive an adequate amount of training. At a minimum, volunteers must be thoroughly briefed on the legal aspects of the tasks to which they are to be assigned. They should also fully understand their responsibilities and the limits to which they may go in performing their assigned duties.

Records must be established for each volunteer that reflects the training received. Training records should be maintained as part of the permanent record of the emergency response to the specific disaster.

Supervision:

More so than paid staff, volunteers must be supervised according to the task assigned. Ideally, though not always possible, paid staff personnel should supervise all volunteer effort. When this is not possible, skilled, highly trained volunteers should be assigned as supervisors.

Planning:

The jurisdiction must recognize that volunteers will appear after the onset of a major disaster. Established plans are needed for the proper management of volunteer personnel in order to optimize this resource and prevent convergent volunteers from becoming a problem. Properly managed, volunteer resources may mean the difference between success and failure of the emergency response.

Recognition:

The final requirement of the jurisdiction is to ensure that volunteers are properly recognized for their services. Recognition may be in the form of individual commendation by the elected officials, public acknowledgment by the media, or a letter of appreciation from the local emergency manager.

THESE GUIDELINES DO NOT SUPERSEDE GUIDELINES FOR VOLUNTEER UTILIZATION SET FORTH BY THE GOVERNOR'S OFFICE OF EMERGENCY SERVICES. FOR MORE INFORMATION AND REGISTRATION FORMS, SEE "THEY WILL COME—Post-Disaster Volunteers and Local Governments", Dec. 1995 (OES).

PRE-DISASTER TELECOMMUNICATIONS CHECKLIST

- Consider establishing an out-of-area (sister city) contact point for employees' and their family members.
- List the number and location of all pay phones in and near your facility. This will be very helpful in the event that your phone system crashes.
- List the number and location of all fax and direct lines into your facility.
- Develop a list of employees and key vendors, suppliers and contractors which includes telephone numbers and addresses.
- Plan to maximize the fax machines. Printed copy is easily shared and not often misunderstood. An outgoing fax posted on a wall provides a "briefing" tool for updating incoming staff. These documents will also be helpful in creating the after-action report.
- Survey your organization to find out how many amateur/ham/DCS radio operators you have. Do they have hand-held or mobile radios?
- On all telephone call down lists provide pager instructions.
- Consider establishing pager codes for prioritizing response call ups.

COMMUNICATIONS OPTIONS

- Cellular phones
- E-mail
- Faxes
- Modems utilizing radio frequencies instead of wires connect portable data devices to reliable radio networks (i.e., wireless communications, packet radio).
- Pagers
- Portable satellite telephone
- Fax, data and secure digitized voice is transmitted directly to a communications satellite.
- Portable two-way radios
 - Get written reciprocal agreements to share the frequencies of other emergency agencies
 - Verify with your vendor that the two-way radios will be compatible with the frequencies of the other agencies.
 - Consider renting when needed rather than purchase.
 - Ensures access to the latest technology
 - Establish operational requirements with the vendor. Establish billing, shipping and contact information.
 - Ensure that vendor can program rental radios to meet your requirements and ship them out, fully charged on a short notice.
- Cellular phones vs. two-way radios

SEMS/NIMS Emergency Operations Plan

- The time consumed by dialing and ringing makes cellular a slower choice for on-site communications than two-ray radio.
- The “one-to-one” cellular telephone format is often less efficient than the “one-to-many” concept that two-way radio users are familiar with.

TELEPHONE OPERATOR Position Checklist

Responsibilities:

1. Answer incoming telephone calls and manage volunteer “runners”.
2. If an emergency ensure 9-1-1 has been called.
3. Protect yourself from emotional trauma and fatigue.
4. Use SHORT Incident Report form if 911 System is functioning.
5. Use LONG Incident Report form if 911 System is NOT functioning.

Activation Phase:

- < Follow the Generic Activation Phase Checklist.
- < Ensure that there is adequate available staff for backup.
- < Ensure that there are adequate supplies for each operator.

Operational Phase:

1. Follow this procedure at all times:

- If the caller has an Emergency: Refer them to 9-1-1
- If the caller WANTS information: Refer them to Hotline 456-9982
- If the caller HAS important information: Take the message; use SHORT FORM.
- If the caller has a question that is not answered on the Hotline: Take the message; tell them the answer will be posted on the hotline.

Note: the City will NOT return personal calls!

2. All operators should be alert and thorough in their information gathering

3. See that Incident Report Forms are conveyed to EOC “in box” in a timely manner.

Demobilization Phase: Follow the Generic Demobilization Phase Checklist.

City of Malibu EOC Resource Request

An attempt should be made to fill all resource requests through Operations Branches before sending to Logistics

Resource Requested:			
Priority:	Critical / Life Safety	Urgent	Routine
Incident Address:		Incident Type:	
Resource Requested by:		Agency / Dept:	
Duration Needed:		Phone:	
Staging/Delivery Location:		Delivery Contact:	
Form Prepared By:		EOC Position:	
Latest Acceptable Delivery: (Date / Time)			
Purpose / Use:			
Suggested Source(s):			
Approval by Section Coordinator:	Signature:		
Filled By Operations?		Send to Logistics?	
Section below to be filled out by supplying agency / dept.		Section below to be filled out by supplying agency / dept.	
Resource Ordered From:			
Vendor/Agency Address:			
Vendor/Agency Contact Person:		Phone:	
Date Ordered:		Time Ordered:	
Estimated Date/Time of Arrival:		Inv./ Resource Order #:	
Comments:			
Initialed By Operations:		Logistics:	Finance:
Originator: Any EOC position. Retain copy. Routing: Approval by Section Coordinator; then send to Logistics.		This form is used to request all resources, for field use and for EOC use.	

Additional Notes:

SEMS/NIMS Emergency Operations Plan

TEMPORARY EVACUATION AREA: EQUIPMENT PROVIDORS

RESOURCE	VENDOR	AREA	PHONE-1	PHONE-2	RECOMMENDED AMOUNT	Notes
BARRICADES / CONES	R.P. BARRICADE	NEWBURY PARK	805-499-8805	877-772-2774	250 cones	
	BURNS-PACIFIC	THOUSAND OAKS	805-371-4171		40 barricades	
	UNITED RENTALS	OXNARD	805-988-1797			
	UNITED RENTALS	VAN NUYS	818-785-1507			
	UNITED RENTALS	VENTURA	805-644-7319	805-647-9716		
	NORTHRIDGE RENTALS	NORTHRIDGE	800-423-5122			
COOLERS / HEATERS	EXPEDITORS	HQ: Orange / (Ojai base)	800-255-3119			cool= 85 p/d; heat=30/day. See rental Agmt
GENERATOR (125 KW)	EXPEDITORS	HQ: Orange / (Ojai base)	800-255-3119		125 KW	
	U-RENT	OXNARD	805-488-1516			5600 WATT LOCAL/ 33kw to order
	THERMASOL	SIMI VALLEY	800-776-0711			
	SCHWARTZ/LINDHEIM	WESTLAKE VILL.	818-879-2250			
	CAL. INDUSTRIAL ELECT.	SIMI VALLEY	818-700-1050			
	EVENT TECHNICAL SVCS	LA	323-724-4848			
	HERCULES PORTABLE PWR	CARSON	310-830-2254	888-587-6937		
	LT ELECTRICAL	TARZANA	818-881-9423			
	CAPSTONE TURBINE	CHATSWORTH	818-734-5300			
	TEMP POWER	PLACENTIA	800-748-6997			
	POWER EQUIP. CTR.	OXNARD	805-487-2737			
	AGOURA RENTALS	AGOURA	818-889-8524			Mostly party/garden rentals
LIGHTING UNITS	EXPEDITORS	HQ: Orange / (Ojai base)	800-255-3119		125kw Gen/lights combo	12 light poles+Generator=1450 p/day
	EXPEDITORS	HQ: Orange / (Ojai base)	800-255-3119		1000 watt self-contained	250 p/day
	LT ELECTRICAL	TARZANA	818-881-9423			
	AGOURA RENTALS	AGOURA	818-889-8524			Light tower w/generator

TEMPORARY EVACUATION AREA: EQUIPMENT PROVIDORS

SHOWER UNIT (22 HEADS)	PARADISE SHOWERS		530-872-3416		2 EA.	
	EL DORADO SHOWERS		888-622-8995			
SLEEPING UNIT (42 PERSON/UNIT)	FLIGHT SUPPORT SYSTEMS		800-347-3677		5 EA.	
SINKS, (12 UNIT)	EXPEDITORS	HQ: Orange / (Ojai base)	800-255-3119		2 EA.	\$600 p/day, incl 500 gal potable water & disp
SINKS, (2 UNIT)	ANDY GUMP	SANTA CLARITA	661-251-7721	800-992-7755	20 EA.	
	NATIONAL RENTALS	LA, VALLEY, VENTURA	310-475-7055	800-352-5675		
TENTS (19'x35')	EXPEDITORS (Dave)	HQ: Orange / (Ojai base)	800-255-3119	714-382-6580cell	4 EA.	\$335/day inc lights. See Rental Agmt
TOILETS, PORTABLE	NATIONAL RENTALS	LA, VALLEY, VENTURA	310-475-7055	800-352-5675	100 EA.	sales call coming
	ANDY GUMP	SANTA CLARITA	661-251-7721	800-992-7755		
	CAL STATE RENT A FENCE	THOUSAND OAKS	800-499-5757			
	FARMER JON'S JONS	VENTURA	805-644-7755			
	FENCE FACTORY	VENTURA	888-713-3823			
	WASTE MGMT	ALL	800-774-0222			
WATER	PARADISE SHOWERS		530-872-3416		500 GAL. POTABLE	
	GARY JENSON	TOPANGA	455-2463		688 GALLON GREY WATER STORAGE	
WATER, POTABLE	GARY JENSON	TOPANGA				
	SPARKLETTS	PASADENA	626-585-1000			
	YOSEMITE	LA	323-256-2265			
	WATER SYSTEM GROUP	CAMARILLO	805-987-7372			
	ARROWHEAD	BREA	800-950-9393		City Hall contractor	ACCT. # 0018530346

SAMPLE Procurement Form

Date:	P.O. #	Vendor	
Time:	ITEM DESCRIBED	Qty:	Est. Cost:
Procured By:		Delivery Location:	
Delivered to Whom:			
Date:	P.O. #	Vendor	
Time:	ITEM DESCRIBED	Qty:	Est. Cost:
Procured By:		Delivery Location:	
Delivered to Whom:			
Date:	P.O. #	Vendor	
Time:	ITEM DESCRIBED	Qty:	Est. Cost:
Procured By:		Delivery Location:	
Delivered to Whom:			
Date:	P.O. #	Vendor	
Time:	ITEM DESCRIBED	Qty:	Est. Cost:
Procured By:		Delivery Location:	
Delivered to Whom:			
Date:	P.O. #	Vendor	
Time:	ITEM DESCRIBED	Qty:	Est. Cost:
Procured By:		Delivery Location:	
Delivered to Whom:			
Date:	P.O. #	Vendor	
Time:	ITEM DESCRIBED	Qty:	Est. Cost:
Procured By:		Delivery Location:	
Delivered to Whom:			
Date:	P.O. #	Vendor	
Time:	ITEM DESCRIBED	Qty:	Est. Cost:
Procured By:		Delivery Location:	
Delivered to Whom:			
Date:	P.O. #	Vendor	
Time:	ITEM DESCRIBED	Qty:	Est. Cost:
Procured By:		Delivery Location:	
Delivered to Whom:			
Date:	P.O. #	Vendor	
Time:	ITEM DESCRIBED	Qty:	Est. Cost:
Procured By:		Delivery Location:	
Delivered to Whom:			
Date:	P.O. #	Vendor	
Time:	ITEM DESCRIBED	Qty:	Est. Cost:
Procured By:		Delivery Location:	
Delivered to Whom:			

SEMS/NIMS Emergency Operations Plan

COMMUNICATIONS PLAN		DISASTER #	DISASTER NAME:		FOR OPERATIONAL PERIOD #	DATE PREPARED:
						TIME PREPARED:
CHANNEL ALLOCATION						
TYPE	SYSTEM CALL SIGN	COMMS. FUNCTION	CHANN EL ID	ASSIGNED TO	FREQUENCY	COMMENTS
HAM		DCS 22 (Lost Hills)			147.225	Offset plus 5k; PL 94.8
HAM		DCS SIMPLEX			147.480	SIMPLEX
HAM	N6FDR	DCS MALIBU "Neighborhood Network"			145.260	(100PL)
HAM		CATALINA 2 MTRS			147.090	+79.7
HAM		CATALINA 220			224.420	-110.9
HAM		PAPA-4 (Saddle Peak)			445.4200	Offset Minus 5k; PL 127.3
HAM		SCRN BROWN			448.7000	Offset Minus 5k; PL 127.3
CITY UHF	WPTD929	CITY OF MALIBU STAFF SYSTEM			453.2625	
GMRS		ARSONWATCH-1			463.675	
GMRS		ARSONWATCH-4			463.575	
GMRS		ARSONWATCH-7			463.675	OAT MTN.
FIRE	BLU-8	LACoFD DISPATCH			470.5375	
SATPHONE		CITY HALL SAT PHONE CM			254-460-4234	
SATPHONE		CITY HALL SAT PHONE ESC			254-241-3660	
SATPHONE		CITY HALL SAT PHONE PW			254-460-3064	
FRS		UCLA MEDICAL NET	FRS-4			
PREPARED BY (LOGISTICS):						ICS 205

REV 98/08/29

PART TWO

FINANCE/ADMINISTRATION SECTION

CONTENTS

GENERAL SECTION	F-3
Purpose.....	F-3
Overview.....	F-3
Objectives	F-4
<u>Concept of Operations</u>	F-5
<u>Section Activation Procedures</u>	F-6
<u>SEMS EOC RESPONSIBILITIES CHART</u>	F-7
<u>FINANCE/ADMINISTRATION SECTION ORGANIZATION CHART</u>	F-8
<u>FINANCE/ADMINISTRATION SECTION STAFF</u>	F-9
FINANCE/ADMINISTRATION SECTION POSITION CHECKLISTS	
<u>Generic Activation Checklist</u>	F-11
<u>Finance/Administration Section Coordinator</u>	F-13
<u>Time & Documentation Unit</u>	F-17
<u>Funding / Workers Compensation Branch</u>	F-21

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FINANCE/ADMINISTRATION SECTION

GENERAL

PURPOSE

To enhance the capability of the City of Malibu to respond to emergencies by providing financial support and coordination to City emergency operations and coordinating the recovery of costs as allowed by Federal and State law. It is the policy of this section that the priorities are to be:

- Protect life and property.
- Provide continuity of financial support to the City and community.
- Cooperate with the other sections of the City's emergency response team.
- Documentation of City costs and recovery of those costs as allowable.
- Maintain a positive image for the City in its dealings with the community.

OVERVIEW

The Finance/Administration Section's primary responsibility is to maintain to the greatest extent possible the financial systems necessary to keep the City functioning during a disaster/emergency. These systems include:

- Payroll
- Payments
- Revenue collection
- Claim processing
- Cost Recovery

The Section also supervises the negotiation and administration of vendor and supply contracts and procedures.

The extent of the disaster/emergency will determine the extent to which the Finance/Administration Section will mobilize. In a low-level emergency, only part of the section will mobilize. In a wide-spread disaster that damages communications and systems, the entire section will mobilize.

OBJECTIVES

The Finance/Administration Section acts in a support role in all disasters/emergencies to ensure that all required records are preserved for future use and Cal-EMA (formerly State OES) and FEMA filing requirements through maintenance of proper and accurate documentation of all actions taken. Depending on the type of emergency, the City of Malibu's departments will have the principal role in directing the City's overall response efforts. To carry out its responsibilities, the Finance/Administration Section will accomplish the following objectives during a disaster/emergency:

A. For all disasters/emergencies:

1. Notify the other sections and City departments that the Disaster Accounting System is to be used for the disaster/emergency.
2. Determine the extent to which the City's computer systems are accessible and/or usable.
3. Determine if the City's bank can continue handling financial transactions.
4. Maintain, as best possible, the financial continuity of the City (payroll, payments and revenue collection).
5. Disseminate information about the Disaster Accounting System to other sections and departments as necessary.
6. Upon declaration of a disaster by the State and/or Federal Governments, coordinate with disaster agencies to initiate the recovery process of City costs.
7. Coordinate with the other sections and departments the collection and documentation of costs pertaining to the disaster/emergency.
8. Coordinate with the disaster assistance agencies for the required inspections, documentation, audits and other necessary work in order to recover costs.

B. For disasters/emergencies where the City's computer systems and bank are accessible and usable:

1. Inform the other sections and City departments that the payroll and payments processing will be handled on a "business-as-usual" basis except that the Disaster Accounting System will be used for disaster/emergency-related costs.
2. Continue with objectives A.5. through A.8. above.

C. For disasters/emergencies where the City's computer systems and/or bank are either inaccessible or unusable for a short period of time; i.e., less than one week:

1. Inform the other sections and City departments that payroll and payments will be on hold for a short time and that processing will continue on a normal basis as of a specified date.
2. Continue with objectives A.4. through A.8. above.

D. For disasters/emergencies where the City's computer and/or bank systems are either inaccessible or unusable for an extended period of time; i.e., one week or more:

1. Inform the other sections and City departments that disaster accounting procedures will be necessary for the next payroll and all critical payments.
2. Activate other Finance/Administration Section Units as necessary.
3. Continue with objectives A.4. through A.8. above.

CONCEPT OF OPERATIONS

The Finance/Administration Section will operate under the following policies during a disaster/emergency as the situation dictates:

- The Standardized Emergency Management System (SEMS) and the National Incident Management System (NIMS) will be followed.
- All existing City and departmental fiscal operating procedures will be adhered to unless modified by City Council or EOC Director.
- For disasters/emergencies that leave the accounting systems accessible and usable, normal working hours will be retained for all staff unless it is determined that an alteration is necessary.
- For disasters/emergencies that render the accounting systems either inaccessible or unusable for any period of time, appropriate personnel in the activated units will be on an operational period determined by the Finance/Administration Section Coordinator. This may be a period of 12 hours. If so, then these periods will normally change at 6:00 a.m. and 6:00 p.m.

SECTION ACTIVATION PROCEDURES

Authorization

The Director of Emergency Services or the EOC Director is authorized to activate the Finance/Administration Section for response to a disaster/emergency.

When to Activate

The Finance/Administration Section will be activated whenever the EOC Director determines that the City of Malibu is involved or may soon be involved in a disaster/emergency that will require a Finance/Administration response. The Finance/Administration Section's Time and Documentation Unit may continue to function when the EOC is not activated.

In all cases the Time and Documentation Unit will be activated. Other units will be activated only as conditions necessitate. Invariably, these other conditions will mean that the EOC will also be activated.

The Finance/Administration Section Coordinator will activate the various units of the Finance/Administration Section as the disaster/emergency situation develops. All units may be placed on an alert basis when there is warning of an impending or developing disaster/emergency.

In the event of a major, widespread disaster/emergency that disrupts normal communication channels, all units in the Finance/Administration Section are to assume activation and are to report to their assigned emergency location.

Where to Report

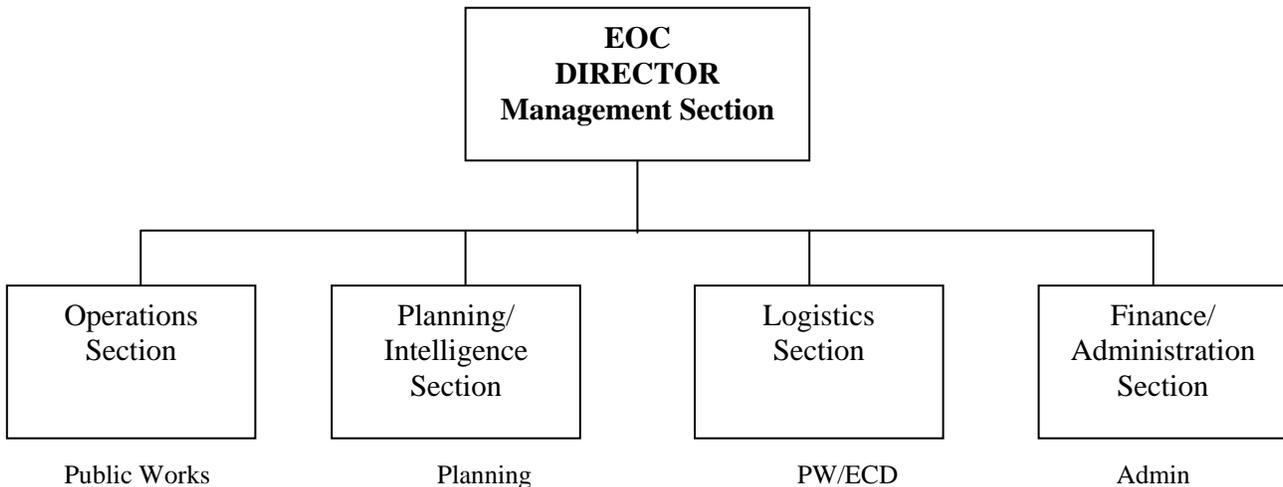
The Primary EOC is located at City Hall, 23825 Stuart Ranch Road, Malibu, CA. The alternate EOC location is at Malibu Bluffs Park, 24250 Pacific Coast Highway, Malibu.

When to Report

Personal assigned to the Finance/Admin section should report to the EOC or their assigned emergency locations when:

1. Instructed by their supervisor or Department Head.
2. Instructed by the Director of Emergency Services or their Designee.
3. When instructed by the EOC Director (During EOC activations).
4. When any situation occurs that might constitute an emergency or disaster and as such would require the activation of the City's EOC or Finance/Admin Section.

SEMS EOC RESPONSIBILITIES CHART (SEMS-4/5)



Responsibilities:

EOC Director (Management Section)

Responsible for overall emergency management policy and coordination. The EOC Director will either activate appropriate sections or perform their functions as needed.

Operations Section

Responsible for coordinating all jurisdictional operations in support of the emergency response through implementation of the city's EOC Action Plan.

Planning/Intelligence Section

Responsible for collecting, evaluating and disseminating information; developing the city's EOC Action Plan in coordination with other sections; initiating and preparation of the city's After-Action Report and maintaining documentation.

Logistics Section

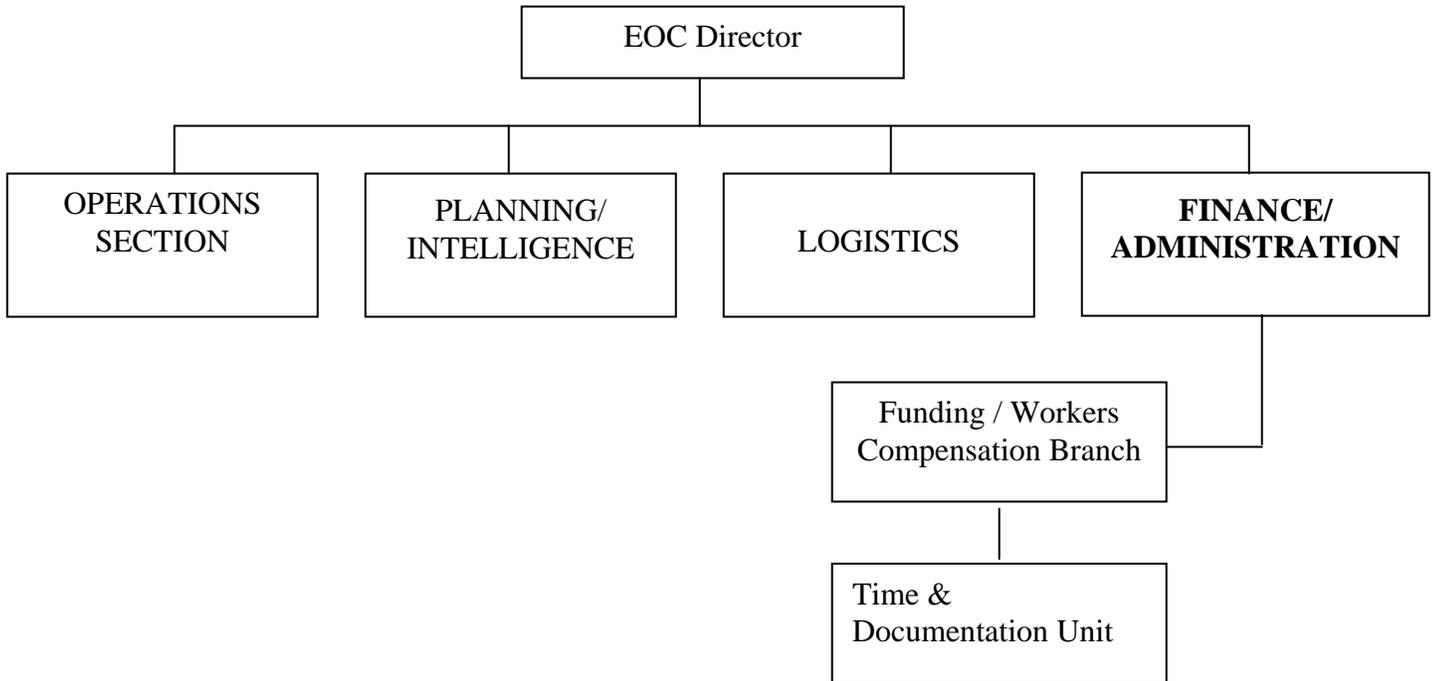
Responsible for providing communications, facilities, services, personnel, equipment, supplies and materials.

Finance/Administration Section

Responsible for financial activities and other administrative aspects, including:

- Activate and maintain Disaster Accounting System.
- Provide financial resources necessary for recovery.
- Maintain payroll and payments.
- Investigate and process claims.
- Coordinate documentation for cost recovery.
- Work with disaster agencies on cost recovery.

FINANCE/ADMINISTRATION SECTION ORGANIZATION CHART



FINANCE/ADMINISTRATION SECTION STAFF

The Director of Administrative Services will fill the position of Finance/Administration Section Coordinator. The City Accounting Technicians shall serve as alternates to the Finance/Administration Section Coordinator. The EOC Director also may designate the Finance/Administration Section Coordinator.

The Finance/Administration Section Coordinator will determine, based on present and projected requirements, the need for establishing specific and/or specialized branches/groups/units. In certain of the functional areas such as procurement, a functional unit need not be established if only one person would work in the unit. In that case, the normal procurement officer would be assigned rather than designating a unit. The following may be established as the need arises:

- Time and Documentation Unit
- Funding/Workers Compensation Branch (Includes also the functions of:
 - Cost Analysis Unit
 - Purchasing Unit

The Finance/Administration Section Coordinator may activate additional branches/groups/units to fulfill an expanded role if necessary.

Finance/Administration Section Coordinator

The Finance/Administration Section Coordinator supervises the financial support, response and recovery for the disaster/emergency; ensures that the payroll and revenue collection process continues and activates the Disaster Accounting System.

Time and Documentation Unit

The Time and Documentation Unit should be activated at the onset of any disaster/emergency and is responsible for maintaining the Disaster Accounting System and procedures to capture and document costs relating to a disaster/emergency in coordination with other sections and departments. The Unit also acts as liaison with the disaster assistance agencies and coordinates the recovery of costs as allowed by law. Maintenance of records in such a manner that will pass audit is also an extremely important task of this Unit. **Accurate and timely documentation is essential to financial recovery.**

Time Unit

The Time Unit is responsible for tracking hours worked by paid personnel, volunteers, contract labor, mutual aid and all others and ensuring that daily personnel time recording documents are prepared and compliance to agency's time policy is being met.

The Time Unit is responsible for ensuring that time and equipment use records identify scope of work and site-specific work location consistent with initial safety/damage assessment records, sites and Project Worksheets (PWs) and Damage Survey Reports (DSRs).

Personnel time and equipment use records should be collected and processed for each operational period as necessary. Records must be verified, checked for accuracy and posted according to existing policy. Excess hours worked must also be determined and separate logs maintained. Time and equipment use records must be compiled in appropriate format for cost recovery purposes.

Funding/Workers Compensation Branch

The Funding/Workers Compensation Branch is responsible for managing the investigation and compensation of physical injuries and property damage claims involving the City of Malibu arising out of an emergency/disaster, including completing all forms required by worker's compensations programs and local agencies, maintaining a file of injuries and illnesses associated with the incident and for providing investigative support of claims and for issuing checks upon settlement of claims.

Cost Analysis Unit

The Cost Analysis Unit is responsible for providing cost analysis data for the incident to help the planning and recovery efforts. The Unit must ensure that all pieces of equipment and personnel that require payment are properly identified; obtain and record all cost data; analyze and prepare estimates of incident costs and maintain accurate records of incident costs.

The Cost Analysis Unit will be increasingly tasked to support the planning function in terms of cost estimates of resources used. The Unit must maintain accurate information on the actual costs for the use of all assigned resources.

Purchasing Unit

The Purchasing Unit is responsible for ensuring the proper administration of all financial matters pertaining to purchases, vendor contracts, leases, fiscal agreements and tracking expenditures, for all issues not being administered by the Public Works branch of Operations. This includes identifying sources of equipment, preparation and signing equipment rental agreements, and processing all administrative paperwork associated with equipment rental and supply contracts.

ALL STAFF GENERIC ACTIVATION CHECKLIST

All Staff reporting to an EOC shall do the following:

- Sign in on the Staff Roster.
 - Familiarize yourself with status of incident by reading posted reports.
 - Examine position work station for supplies and communication equipment.
 - Put on your designated colored EOC Vest indicating your position.
 - Review your position responsibilities. If you don't understand, ask your supervisor.
 - Assess resources presently assigned and /or needed.
 - Start necessary filing, tracking and documentation systems.
 - When another person relieves you, ensure that they are thoroughly briefed before you leave your work station.
-

DEACTIVATION Phase:

- Complete all required forms, reports and other documentation and submit to the Planning/Intelligence Section Coordinator.
- Be prepared to provide input for the after-action report.
- Keep all notes and information, from the event, not turned over to the Plan/Intel. Section Coordinator for clarification in the event of conflicting reports or to substantiate a claim.
- Clean up your work area before you leave.
- Report for De-Briefing before leaving.

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FINANCE/ADMINISTRATION SECTION COORDINATOR

PRIMARY: Director of Administrative Services

ALTERNATE: Accounting technician

SUPERVISOR: EOC Director

Supervise the financial support, response and recovery for the disaster/emergency; ensure that the payroll and revenue collection process continues and activate the Disaster Accounting System.

Ensure that the Finance/Administration function is performed consistent with SEMS/NIMS guidelines, including:

- Implementing a Disaster Accounting System.
 - Maintaining financial records of the emergency.
 - Tracking and recording of all agency staff time.
 - Processing purchase orders and contracts in coordination with Logistics Section.
 - Processing worker's compensation claims received at the EOC.
 - Handling travel and expense claims.
 - Providing administrative support to the EOC.
- Supervise the Finance/Administration Section staff.
- Establish the appropriate level of organization within the Section, and continuously monitor the effectiveness of that organization. Make changes as required.
- Be prepared to form additional branches/groups/units as dictated by the situation.
- Exercise overall responsibility for the coordination of branch/group/unit activities within the Section.
- Ensure that the Section is supporting other EOC sections consistent with priorities established in the EOC Action Plan.

FINANCE/ADMINISTRATION SECTION COORDINATOR

**READ ENTIRE CHECKLIST AT START-UP AND
AT BEGINNING OF EACH SHIFT**

Initials/Time/Date/Comments **CHECKLIST ACTIONS**

ACTIVATION PHASE

- Follow the generic Activation Phase Checklist.
- Ensure that the Section is set up properly and that appropriate personnel, equipment, and supplies are in place.
- Based on the situation, activate branches within section as needed.
- Request additional personnel for the section as necessary to maintain a 24-hour operation.
- Review your position responsibilities.
- Meet with other Section Chiefs; obtain and review any major incident reports.
- Review responsibilities of branches/groups/units in your Section. Develop plan for carrying out all responsibilities.
- Maintain all required records and documentation to support the After-Action Report and the history of the emergency/disaster. Document:
 - Messages received
 - Action taken
 - Decision justification and documentation
 - Requests filled
 - EOC personnel, time on duty and assignments**Precise information is essential to meet requirements for possible reimbursement by CAL-EMA and FEMA.**

- Prepare work objectives for Section staff and make staff assignments.
- Think ahead and **anticipate** situations and problems before they occur.

OPERATIONAL PHASE

- Carry out responsibilities of the Finance/Administration Section branches / groups / units that are not currently staffed.
- Make a list of key issues currently facing your Section to be accomplished within the next operational period.
- Brief the EOC Director on major problem areas that need or will require solutions.
- Monitor your Section activities and adjust Section organization as appropriate.
- Conduct periodic briefings for your Section. Ensure that all organizational elements are aware of priorities.
- Participate in the EOC Director's action planning meetings.
- Authorize use of the Disaster Accounting System.
- Ensure that the payroll process continues.
- Ensure that the revenue collection process continues.
- Collect your Section personnel and equipment time records and record of expendable materials used and provide copies to the Time and Cost Analysis Units at the end of each operational period.
- Ensure that all personnel and equipment time records and record of expendable materials used are received from other Sections and submitted to the Time and Cost Analysis Units at the end of each operational period.
- Manage the donations of money received during and following an emergency from individual citizens and volunteer groups.

- Coordinate with the Cost Analysis Unit to make recommendations for cost savings to the General Staff.
- Meet with assisting and cooperating agency representatives as required.
- Provide input in all planning sessions on finance and cost analysis matters.
- Ensure that all obligation documents initiated during the emergency/disaster are properly prepared and completed.
- Keep the General Staff apprised of overall financial situation.
- Evaluate the need for Critical Incident Stress Debriefing for all affected personnel, victims and bystanders. Arrange debriefings through the Personnel Unit of the Logistics Section.

DEACTIVATION PHASE

- Ensure that any open actions are handled by your Section or transferred to other EOC elements as appropriate.
- Follow the Generic Deactivation Phase checklist.
- Leave forwarding phone number where you can be reached.

FINANCE/ADMINISTRATION

TIME AND DOCUMENTATION UNIT

PRIMARY: Accounting Technician

ALTERNATE: Accounting Technician

SUPERVISOR: Finance/Administration Section
Coordinator

GENERAL DUTIES:

Maintain the Disaster Accounting System and procedures to capture and document costs relating to a disaster/emergency in coordination with other sections and departments; act as liaison with the disaster assistance agencies and coordinate the recovery of costs as allowed by law and maintain records in such a manner that will pass audit. **The Time and Documentation Unit should be activated at the onset of any disaster/emergency. Accurate and timely documentation is essential to financial recovery.**

- Document information for reimbursement from the state and federal governments.
- Activate and maintain Disaster Accounting System
- Coordinate documentation of costs with other sections and departments.
- Coordinate cost recovery with disaster assistance agencies.

Provide cost analysis data for the incident to help the planning and recovery efforts. Ensure that all pieces of equipment and personnel that require payment are properly identified; obtain and record all cost data; analyze and prepare estimates of incident costs and maintain accurate records of incident costs. The Cost Analysis Unit will be increasingly tasked to support the planning function in terms of cost estimates of resources used. The Unit must maintain accurate information on the actual costs for the use of all assigned resources.

- Provide all cost analysis activity associated with EOC operation.
- Obtain and record all cost data for the emergency/disaster.
- Ensure the proper identification of all equipment and personnel requiring payment.
- Analyze and prepare estimates of EOC costs.

TIME AND DOCUMENTATION UNIT

**READ ENTIRE CHECKLIST AT START-UP
AND
AT BEGINNING OF EACH SHIFT**

ACTIVATION PHASE

- Follow the Generic Activation Checklist.
- Keep up to date on the situation and resources associated with your Branch/Unit. Maintain current status reports and displays.
- Keep the Finance/Administration Section Coordinator advised of your Branch/Unit status and activity and on any problem areas that now need or will require solutions.
- Activate and maintain the Disaster Accounting System and procedures to capture and document costs relating to a disaster/emergency in coordination with other sections and departments.
- Act as liaison with the disaster assistance agencies and coordinate the recovery of costs as allowed by law.
- Prepare all required state and federal documentation as necessary to recover all allowable disaster costs.
- Provide analyses, summaries and estimates of costs for the Finance/Administration Section Coordinator, EOC Director and the Los Angeles County Operational Area as required.
- Receive and allocate payments.
- Organize and prepare records for final audit.

- Collect and record all cost data.
- Maintain a fiscal record of all expenditures related to the emergency/disaster.
- Prepare and provide periodic cost summaries for the Finance/Administration Section Coordinator and the EOC Director.
- Maintain cumulative emergency/disaster cost records.
- Ensure that all financial obligation documents are accurately prepared.
- Prepare resources-use cost estimates.
- Maintain accurate information on the actual cost for the use of all assigned resources.
- With the Time Unit, ensure that all pieces of equipment under contract and dedicated personnel are properly identified.
- Ensure that all EOC sections maintain proper supporting records and documentation to support claims.
- Make recommendations for cost savings to the Finance/Administration Section Coordinator.
- Review/prepare EOC purchasing procedures.
- Prepare and sign contracts as needed within established contracting authority.
- Establish contracts and agreements with supply vendors.
- Ensure that all records identify scope of work and site-specific locations.
- Ensure that a system is in place which meets City's property management requirements. Ensure proper accounting for all new property.
- Interpret contracts/agreements and resolve claims or disputes within delegated authority.

- Coordinate with Compensations/Claims Unit on procedures for handling claims.
- Finalize all agreements and contracts.
- Complete final processing and send documents for payment.
- Verify cost data in pre-established vendor contracts with Cost Analysis Unit.

Deactivation

- Ensure that all required forms or reports are completed prior to your release and departure.
- Follow Generic Deactivation Checklist.

FINANCE/ADMINISTRATION

FUNDING/WORKERS COMPENSATION UNIT

PRIMARY: Accounting Technician

ALTERNATE: Accounting Technician

SUPERVISOR: Finance/Administration Section
Coordinator

GENERAL DUTIES:

Administration of all financial matters pertaining to purchases, vendor contracts, leases, fiscal agreements and tracking expenditures. Identify sources of expendable materials and equipment, prepare and sign equipment rental agreements, and process all administrative paperwork associated with equipment rental and supply contracts, including incoming and outgoing mutual aid resources.

Manage the investigation and compensation of physical injuries and property damage claims involving the City of Malibu arising out of an emergency/disaster, including completing all forms required by worker's compensations programs and local agencies, maintaining a file of injuries and illnesses associated with the incident, providing investigative support of claims and issuing checks upon settlement of claims.

- Identify sources for equipment, expendable materials and resources.
- Manage all equipment rental agreements.
- Initiate vendor contracts associated with EOC activities within purchase authority limits established by City Council or EOC Director.
- Process all administrative paperwork associated with equipment rental and supply contracts.
- Accept as agent for the City of Malibu claims resulting from an emergency/disaster.
- Collects information for all forms required by Workers Compensation and local agencies.
- Maintain a file of injuries and illness associated with the personnel activity at the EOC and maintains a file of written witness statements on injuries.
- Manage and direct all compensation for injury specialists and claims specialists assigned to the emergency/disaster.
- Provide investigative support in areas of claims for bodily injury and property damage compensation presented to the City of Malibu.

Track hours worked by paid personnel, volunteers, contract labor, mutual aid and all others and ensure that daily personnel time recording documents are prepared and compliance to agency's time policy is being met. **Ensure that time and equipment use records identify scope of work and site-specific work location consistent with initial safety/damage assessment records, sites and Project Worksheets and Damage Survey Reports (DSRs).**

Personnel time and equipment use records should be collected and processed for each operational period as necessary. Records must be verified, checked for accuracy and posted according to existing policy. Excess hours worked must also be determined and separate logs maintained.

- Track, record and report staff time for all personnel/volunteers working at the emergency/disaster.
- Establish and maintain a file for all personnel working at the emergency/disaster.
- Ensure that daily personnel time recording documents are prepared and are in compliance with specific City, CAL-EMA and FEMA time recording policies.
- Track, record and report equipment use and time.

FUNDING/WORKERS COMPENSATION UNIT

Initials/Time/Date/Comments CHECKLIST ACTIONS

Activation Phase:

- Check in upon arrival at the EOC.
- Follow the Generic Activation Checklist
- Develop a plan for your Branch/Unit operations and support of field operations as requested. Assign specific responsibilities.
- Keep up to date on the situation and resources associated with your Branch/Unit. Maintain current status reports and displays.
- Keep the Finance/Administration Section Coordinator advised of your Branch/Unit status and activity and on any problem areas that now need or will require solutions.

Operational Phase

- Maintain a log of all injuries occurring during the disaster/emergency.
- Develop and maintain a log of potential and existing claims.
- Prepare claims relative to damage to City property and notify and file the claims with insurers.
- Periodically review all logs and forms produced by Unit to ensure:
 - Work is complete
 - Entries are accurate and timely
 - Work is in compliance with City of Malibu requirements and policies.
- Determine if there is a need for Compensation-for-Injury and Claims Specialists and order personnel as needed.

- Ensure that all Compensation-for-Injury and Claims logs and forms are complete and routed to the appropriate department for post-EOC processing.
- Ensure that the Personnel Unit of the Logistics Section completes claims for any injured personnel or volunteers working at the emergency.
- Provide report of injuries and coordinate with the Safety Officer for mitigation of hazards.
- Obtain all witness statements pertaining to claims and review for completeness.
- Determine specific requirements for the time recording function.
- Initiate, gather, or update a time report from all applicable personnel assigned to the emergency/disaster for each operational period.
- Ensure that all records identify scope of work and site-specific work location.
- Post personnel travel and work hours, assignment to a specific incident (location by address when possible), transfers, promotions, specific pay provisions, and termination's to personnel time documents.
- Ensure that daily personnel time recording documents are accurate and prepared in compliance with City policy.
- Ensure that all employee identification information is verified to be correct on the time report.
- Ensure that time reports are signed.
- Maintain separate logs for overtime hours.
- Establish and maintain a file for employee time records within the first operational period for each person.
- Maintain records security.
- Close out time documents prior to personnel leaving emergency assignment.

- Coordinate with the Personnel Unit of the Logistics Section.
- Assist sections and branches/groups/units in establishing a system for collecting equipment time reports.
- Establish and maintain a file of time reports on owned, rented, donated and mutual aid equipment (including charges for fuel, parts, services and operators).

Deactivation

- Ensure that all required forms or reports are completed prior to your release and departure.
- Follow Generic deactivation Checklist

**FINANCE/ADMINISTRATION SECTION
SUPPORTING DOCUMENTATION**

REFERENCE DOCUMENTS

POLICIES AND PROCEDURES

DISASTER/EMERGENCY ACCOUNTING RECORDS FS - 3
DOS AND DON'TS OF USING THE DISASTER ACCOUNTING SYSTEM FS - 5
PROCEDURES FOR APPLYING FOR FINANCIAL ASSISTANCE FS - 7
FEMA CATEGORIES OF WORK FS – 11
HAZARD MITIGATIONFS - 13

FORMS

DESIGNATION OF APPLICANTS AGENT RESOLUTION – OES FORM 130 FS – 17
PROJECT APPLICATION FOR FEDERAL ASSISTANCE FORM FS – 19
PROJECT WORKSHEETFS - 21
EOC CHECK-IN LIST FS – 23
SECTION ACTIVITY LOG FS – 25
DISASTER LABOR RECORD (Sample) FS-27
DISASTER MATERIALS RECORD (Sample)..... FS-28
DISASTER FORCE ACCOUNT EQUIPMENT RECORD (Sample)..... FS-29
DISASTER RENTED EQUIPMENT RECORD (Sample) FS-30
DISASTER CONTRACT WORK RECORD (Sample) FS-31
EOC CHECK-IN PROCEDURES..... FS-33
EOC INDIVIDUAL JOB / ACTION LOG FS-40

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DISASTER/EMERGENCY ACCOUNTING RECORDS

When a disaster or an emergency strikes the city it may be in the form of an earthquake, storm damage, a major oil or chemical/hazardous waste spill, civil disturbance, or a fire emergency. Those employees who are assigned work directly associated with the disaster/emergency are to use the Disaster Cost Accounting System numbers for their department. The use of these numbers will enable the city to collect, sort, and document costs associated with the disaster/emergency.

The purpose of separate accounting for these costs is to obtain sufficient backup data in the event the city qualifies for federal and/or state assistance.

Obtaining federal and state assistance requires the City to collect and retain a broad range of original documents that clearly demonstrate that they were used for the disaster/emergency including:

- Employee time cards showing hours (regular and overtime) worked and which indicate the type and location of the work.
- Use of city-owned equipment supported by equipment identification, dates and number of hours used each day, location and purpose for using the equipment.
- Use of city-owned supplies supported by a reasonable basis for determining costs, why the material was necessary, and location of where the material was used.
- Purchases of material supported by invoices showing quantity, description, unit cost, where, when and how the material was used.
- Rental of equipment supported by invoices identifying the type and description of equipment, rate per hour indicating with or without operator, dates and hours used each day, where and why the equipment was used.
- Invoices for work performed by contract must provide detailed breakdown of cost, where, when and why the work was performed.

The above records and documentation must be retained for **AT LEAST THREE YEARS** from the date of final settlement of claim. All such records should be forwarded to the Cost Recovery Unit for audit follow-up.

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DO'S AND DON'TS FOR USING THE DISASTER ACCOUNTING SYSTEM

DO:	DO:	DO:	DO:	DO:	DO:
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- **DO** record all regular and overtime hours **WORKED** on the disaster/emergency, categories C through G.
- **DO** record all overtime hours **WORKED** on the disaster/emergency, categories A and B.
- **DO** write on time card the location and brief description of work performed.
- **DO** charge vehicles and equipment used and indicate when and where they were used.
- **DO** charge equipment rentals to the appropriate charge points.
- **DO** charge outside contracts to the appropriate charge points.
- **DO** document how contracts were awarded.
- **DO** place limits on contract with, "Amount not to exceed". If more work needs to be done, then amend contract.
- **DO** use terms such as "Assess risk to public Health and Safety" instead of "Survey damage".
- **DO** use terms such as "Direct", "Control", "Assign", and "Dispatch" instead of "Administer".
- **DO** report all damage to Cost Recovery Unit.
- **DO** keep all records and unit logs accurately and up to date.
- **DO** ask questions of the Cost Recovery Unit for clarifications.

DO NOT:					
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- **DO NOT** order **everyone** to charge **all** time to the disaster. Only charge those people and hours actually **WORKED**. (See above 1st and 2nd Do's)
- **DO NOT** charge stand-by time to the system. FEMA will only pay for time worked.
- **DO NOT** charge manager overtime to the system. The system will not post it, the City does not pay it, and FEMA will only reimburse what was paid. (If the city does compensate manager overtime, **Do** record this time.)
- **DO NOT** enter into sole source contracts without **explicit documentation** of why it was **necessary**.
- **DO NOT** enter into cost plus contracts.
- **DO NOT** enter into open ended contracts with no cap on expense. Place limits and amend if necessary.
- **DO NOT** use terms such as "Damage Survey"; use "Assess for risk to health and safety".
- **DO NOT** use the term "Administer" in place of "Direct", "Control", "Assign", or "Dispatch".
- **DO NOT** assume damage to a City facility is not recoverable. It may be, but let the disaster assistance agencies make that decision. Let's not make it for them.
- **DO NOT** throw away records.
- **DO NOT** forget to ask questions.

NOTE:

While recent FEMA regulations do not allow recovery of straight time for emergency response activities (Categories A and B), **record it anyway**. Allocation for straight time shall be charged to your home function (program) covering categories A and B. The city can recover straight time for other categories and in some cases where we assist other agencies, therefore charge all **Force Account Labor** to the disaster function (program). Better to record and not use than not record and try to recreate.

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PROCEDURES FOR APPLYING FOR FINANCIAL ASSISTANCE

GENERAL INFORMATION

Financial assistance may come from the state alone or both the state and federal governments. For state assistance, it is necessary for the Governor to proclaim a “**Disaster**” in specified counties. For federal assistance, it is necessary for the President to declare a “**Disaster**” in those same locations.

In both cases the lead agency is the Governor’s Office of Emergency Services (OES). Their address and phone number is:

Office of Emergency Services
Disaster Assistance Division
3650 Schriver
Mather, CA 95655
Phone # (916) 845-8100

PRE-DISASTER DECLARATION STEPS

Following a disaster/emergency, the City will report damage and a rough estimate of costs to the Los Angeles County Operational Area.

These estimates should include City personnel and equipment costs, damage to facilities with cost to repair, and cost to replace facilities and equipment damaged beyond repair.

The Los Angeles County Operational Area will transmit the estimates to State OES and then the Governor will decide whether to proclaim a State of Emergency in the County. If the Governor does proclaim a State of Emergency, then the State will request a Presidential declaration. If the President declares a Major Disaster, then FEMA will be involved.

POST DISASTER DECLARATION STEPS

At this point, State OES will notify the Los Angeles County Operational Area, who will in turn notify the City. There will usually be an orientation meeting where all agencies desiring to participate will be briefed on the application procedures. The Public Assistance Coordinator (PAC) will be introduced to assist the applicants through the reimbursement process.

Several Forms must be submitted. These are:

- 1. Request for Public Assistance Form** This indicates that the City will be applying for assistance. Does not restrict City form making changes, but must be sent within 30 days of the declaration date.

SEMS/NIMS Emergency Operations Plan

2. **Project Listing (OES Form)** This indicates the categories and projects which the City is asking assistance for. It may be revised later on. It gives OES an idea of the scope of the damage.
3. **Designation of Applicants' Agency Resolution (OES Form 130)** This is a resolution passed by the City Council authorizing specified individuals to act as the City's agent in dealing with OES and FEMA. There is no deadline, but payments cannot be made until OES receives it. A City usually designates as agents one or more of the following:
 - Director of Finance Services
 - Assistant Director of Finance Services
 - Assistant City Manager
4. **Vendor Data Record (Form STD 204)** For State's 1099 purposes. No deadline, but no payment until submitted.
5. **Project Application for Federal Assistance (OES Form 89)** Formal application for FEMA funding. No specific deadline, but no payment until submitted.
6. **Project Worksheet (PW)** Replaces Damage Survey Report (DSR). The City will fill out this form for all small projects and submit to the Public Assistance Coordinator (PAC). The PAC will assist the city to write the large project PW. The PWs are prepared based on Permanent Work or Emergency Work.

ON-SITE INSPECTIONS

OES and FEMA may send an inspector to visit each applicant. You may get one inspector from one of the organizations or two to make up a team approach. The inspector(s) will meet with the City's Designated Agent who will arrange meetings with other City personnel as necessary. These local representatives should be people who have detailed knowledge of damaged facilities, cost estimates and potential mitigation work that may prevent future damage.

Past experience has been that these meetings will be on short notice. OES usually sets up a field office and starts scheduling visits soon after. **A week's notice is the best that can be expected.**

SEMS/NIMS Emergency Operations Plan

The team may want to see:

- Damaged facilities.
- Pictures or videos of damage/destruction.
- Narratives on work done.
- A broad summary of costs to date with estimates of work to be completed.
- Proposals on repair, reconstruction and mitigation projects.
- These need not be final, they can be changed.

The team will want to discuss:

- How payroll costs are organized and developed.
- How payroll cost relates to time worked.
- How fringe benefit rates are made up.

These last items are why it is so important to use the Disaster Accounting System. When used, it automatically provides a record of who worked for how many hours on which day on what type of task. The Labor Distribution reports can be merged with payroll data to provide the time records that OES and FEMA want. They can also be used to create summary schedules for the inspectors.

There is a sixty-day period in which to bring new damage sites to the attention of the disaster assistance agencies from the date of the team's first on-site visit.

POST PW PROCEDURES

All documentation and costs must be gathered and sorted to support their respective PWs. Thus, if there is one PW for Debris Clearance, all payroll overtime costs and time cards for those personnel working on Debris Clearance must be sorted and organized to document these costs on that PW. Also all equipment costs (use FEMA rates), dump fees, etc. for this work becomes part of the documentation package for this PW.

The PWs for construction projects will require the same specific documentation. Each will require, as appropriate: engineering studies, architectural plans, bid packages, selection records, contracts, contractor's invoices, payment records, and all other costs. Also note that since government money is involved that the Davis Bacon Act and/or state prevailing wage clauses will apply and must also be documented.

HOW PAYMENT IS MADE

The State Public Assistance program is authorized under the California Disaster Assistance Act (CDAA). OES administers this program. CDAA assistance may be obtained following a Local Emergency with the concurrence of the Director of OES for permanent repairs only or for all eligible costs including personnel costs following the Governor's proclamation of a State of Emergency. The cost share on eligible costs may be 75% state share and 25% local government share. For example: OES determines that there are \$100,000 in eligible emergency response costs for the city. OES pays \$75,000 and the city must handle the remaining \$25,000. **Failure to follow SEMS, however, may disqualify the city from receiving all or part of the state's share and accordingly change a \$25,000 loss back to \$100,000.** The CDAA program is

SEMS/NIMS Emergency Operations Plan

coordinated as supplemental to the federal program following the Declaration of a Major Disaster by the President of the United States.

The Federal Public Assistance program is authorized under the Stafford Act and is administered by FEMA in coordination with OES at the request of the Governor, who has designated the OES Director as his representative. FEMA will pay eligible costs to local governments on a 75% federal share and a 25% state and/or local share. If OES finds that the costs covered by FEMA are also eligible under CDAA criteria, then the state may cover 75% of that 25% share. For example: a city is determined to have \$100,000 of eligible emergency personnel costs by FEMA. FEMA will reimburse up to \$75,000, leaving \$25,000 for the state and local governments to handle. OES determines that the costs are eligible under NDAA and may pay \$18,750 which leaves \$6,250 for the local government to handle. **Failure to follow SEMS may jeopardize the state share and cause the \$6,250 loss to increase up to the full \$25,000 state local share.**

State and federal assistance are based upon reimbursements of eligible costs incurred. There are provisions for partial advances for emergency work; however, the amounts and conditions may change. Assistance is based upon uninsured loss and is not a substitute for insurance. The reimbursement process is a lengthy one involving the complete review of damage estimates and documentation. Actual receipt of funds may take weeks or months.

Sometime later, perhaps two years, the State Controller may audit the project. If discrepancies are found, they will require reimbursement of the disallowed costs if the allowable costs are less than what was already paid. If allowable costs are greater than prior payments, then the balance will follow after official sign off on the claim by FEMA and/or OES. This also is a long process.

Remember four important things:

- 1. DOCUMENT EACH COST TO A SPECIFIC DISASTER ACTION AND LOCATION.**
- 2. DOCUMENT EACH COST TO A SPECIFIC DISASTER ACTION AND LOCATION.**
- 3. DOCUMENT EACH COST TO A SPECIFIC DISASTER ACTION AND LOCATION.**
- 4. FAILURE TO FOLLOW SEMS MAY COST YOU NDAA ASSISTANCE ON ELIGIBLE EMERGENCY PERSONNEL COSTS.**

FEMA CATAGORIES OF WORK

To facilitate the processing of Public Assistance Program grants, FEMA has divided disaster related work into seven Categories of Work. These categories are listed below and are described in more detail elsewhere in FEMA's *Public Assistance Policy Digest* and other Public Assistance documents.

Emergency Work

Category A: Debris Removal

Clearance of trees and woody debris; building wreckage; sand, mud, silt, and gravel; vehicles; and other disaster-related material deposited on public and, in very limited cases, private property.

Category B: Emergency Protective Measures

Measures taken before, during, and after a disaster to save lives, protect public health and safety, and protect improved public and private property.

Permanent Work

Category C: Roads and Bridges

Repair of roads, bridges, and associated features, such as shoulders, ditches, culverts, lighting and signs.

Category D: Water Control Facilities

Repair of irrigation systems, drainage channels, and pumping facilities. Repair of levees, dams, and flood control channels fall under Category D, but the eligibility of these facilities is restricted.

Category E: Buildings and Equipment

Repair or replacement of buildings, including their contents and systems; heavy equipment; and vehicles.

Category F: Utilities

Repair of water treatment and delivery systems; power generation facilities and distribution lines; and sewage collection and treatment facilities.

Category G: Parks, Recreational Facilities, and Other Items

Repair and restoration of parks, playgrounds, pools, cemeteries, and beaches. This category also is used for any work or facility that cannot be characterized adequately by Categories A-F

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HAZARD MITIGATION

PURPOSE

This section establishes actions, policies and procedures for implementing Section 409 (Minimum Standards for Public and Private Structures) of the Robert T. Stafford Disaster Relief and Emergency Assistance Act of 1988 (Public Law 93-288, as amended), following a Presidentially declared Emergency or Major Disaster. It also assigns hazard mitigation responsibilities to various elements of federal, state, and local governments in California.

AUTHORITIES AND REFERENCES

Activities enumerated in this enclosure will be conducted in accordance with the enabling legislation, plans, and agreements listed in **Part One, Section Four - Authorities and References.**

GENERAL

Hazard mitigation is defined as any action taken to reduce or eliminate the long-term risk to human life and property from natural hazards. Section 409 of Public Law 93-288 requires, as a condition to receiving federal disaster aid, that repairs and reconstruction be done in accordance with applicable codes, specifications, and standards. It also requires that the state or local government recipients of federal aid evaluate the natural hazards of the area in which the aid is to be used, and take action to mitigate them, including safe land use and construction practices.

To be effective, hazard mitigation actions must be taken in advance of a disaster. After disaster strikes, mitigation opportunities exist only during recovery, and even those opportunities can be limited by the absence of advance planning. Nevertheless, the immediate post-disaster period does present special opportunities for mitigation. Section 409 deals with the opportunities presented in a current disaster to mitigate potential hardship and loss resulting from future disasters. Thus, hazard mitigation is a continuing year-round effort and activity in which all local communities and state agencies are encouraged to prepare hazard mitigation plans that identify ways to reduce damage caused by disasters. Hazard mitigation includes such activities as:

- Improving structures and facilities at risk.
- Identifying hazard-prone areas and developing standards for prohibited or restricted use.
- Recovery and relief from loss, including insurance.
- Providing hazard warning and protecting the population.

Following a presidential disaster declaration, the Hazard Mitigation Grant Program (HMGP) is activated. The HMGP is authorized by Section 404. The program's purpose is to fund projects which are cost-effective and which substantially reduce the risk of future damage, hardship, loss or suffering resulting from a major natural disaster. Grants are available to eligible applicants in the declared areas only.

The HMGP fund is based upon a 15 percent share of the Federal Emergency Management Agency (FEMA) estimate of all Project Worksheets (PWs) for public

SEMS/NIMS Emergency Operations Plan

assistance work performed, and Individual Assistance costs. The federal contribution can be up to 75 percent of the cost of the hazard mitigation project approved for funding, with applicants providing match funding through a combination of either state, local or private sources. HMGP funds cannot be used as the sole match for other federally funded programs.

The Disaster Mitigation Act of 2000 states that any state, local or tribal government that has an approved Disaster Mitigation Plan may be eligible for 20% of the total estimated eligible Project Worksheets.

“(e) INCREASED FEDERAL SHARE FOR HAZARD MITIGATION MEASURES.

(1) IN GENERAL.—If, at the time of the declaration of a major disaster, a State has in effect an approved mitigation plan under this section, the President may increase to 20 percent, with respect to the major disaster, the maximum percentage specified in the last sentence of section 404(a)”. Disaster Mitigation Act, Title II, Section 322 (e).

Section 404 funding may not be used to fund any mitigation project that might be eligible under Public Assistance or other federal programs, although it might be used to complement or enhance mitigation funded under Individual or Public Assistance. By regulation Section 404 funding is the funding of last resort.

IMPLEMENTATION

Following each Presidentially declared Emergency or Major Disaster, the Regional Director of the Federal Emergency Management Agency (FEMA) and the Governor execute a document called the Federal/State Agreement. This agreement includes appropriate provisions for hazard mitigation. Under the "typical paragraph" set out to serve this purpose, the State agrees to:

- Evaluate or have the applicant evaluate specific natural hazards in the disaster area, and make appropriate recommendations to mitigate them.
- Follow up with applicants to ensure that the appropriate hazard mitigation actions are taken.
- Follow up with applicants to ensure that the appropriate hazard mitigation plan or plans are developed and submitted to the FEMA Regional Director for concurrence.
- Review and update as necessary disaster mitigation portions of emergency plans.

A hazard mitigation officer is appointed for the state and local applicant. These individuals will constitute the hazard mitigation survey team which will:

- Identify significant hazards in the affected areas, giving priority to disaster-related hazards.
- Evaluate impacts of these hazards and recommend mitigation measures.

The hazard mitigation survey team uses information from Project Worksheets (PWs) and visits selected sites where significant damage has occurred. The state and local

SEMS/NIMS Emergency Operations Plan

representatives on the hazard mitigation survey team are responsible for ensuring that there is adequate consultation among interested federal, state, and local parties.

The hazard mitigation survey team also prepares a hazard mitigation plan which is submitted to the FEMA Regional Director through the Governor's authorized representative within 180 days after a Presidential declaration. The objectives of the plan are to:

- Recommend hazard mitigation measures for local, state, and federal agencies.
- Establish short and long-term planning frameworks for implementation of hazard mitigation efforts.

CONCEPT OF OPERATIONS

Each applicant is expected to use its resources and capabilities as necessary to perform emergency work, such as debris removal or emergency measures to save lives, or to protect public health and safety, or to protect property, before requesting assistance from state or federal government. Local, state, and federal preliminary damage assessments are used to identify major hazards and opportunities for hazard mitigation activities prior to a declaration of Major Disaster or Emergency. Damage survey reports shall include identification of hazards and shall recommend mitigation measures to be incorporated into the repair work.

The federal/state hazard mitigation survey team shall review applicable land use regulations, construction standards, and other appropriate hazard mitigation measures. Utilizing information from preliminary damage assessments, PWs, and all other pertinent information, the team shall visit the sites of significant damage and shall evaluate all hazards at those sites. For each identified significant hazard the team shall include appropriate hazard mitigation recommendations.

In cases where no plans for hazard mitigation exist or are inadequate, the team shall report its findings and make recommendations to develop, improve or maintain hazard mitigation plans. Existing local and state hazard mitigation plans shall be updated and new ones developed as deemed necessary. Technical advice and assistance will be sought from federal, state and local agencies in developing new plans or updating existing plans to mitigate hazards identified.

The hazard mitigation survey team shall make recommendations on any needs for new mapping or remapping of high hazard areas.

RESPONSIBILITIES

A set procedure has been established for hazard mitigation following a disaster, to avoid similar disasters in the future. Hazard mitigation measures include avoidance, reduction and land use regulations.

The FEMA Regional Director is responsible for hazard mitigation actions under the terms of the Federal/State Agreement. The Regional Director shall provide overall

SEMS/NIMS Emergency Operations Plan

leadership with respect to the general administration of Section 409 to ensure that the ultimate benefits to be gained through effective hazard mitigation programs are not diminished. The Regional Director also provides technical advice and assistance.

State and local governments will be encouraged to adopt safe land use practices and construction standards. A representative of the Office of Emergency Services (OES) will be appointed by the Governor and will be responsible for state performance of hazard mitigation activities under the Federal/State Agreement.

The applicant's authorized representative, appointed locally, is responsible for local performance of hazard mitigation measures under the terms of the Federal/State Agreement. The applicant's authorized representative shall, to the extent of legal authority, implement and enforce land use regulations and safe construction practices which are agreed upon as conditions for FEMA grants or loans. Each city and county is charged with implementing and enforcing its own hazard mitigation measures.

Local Government Responsibilities

The key responsibilities of local governments are to:

- **Participate** in the process of evaluating hazards and adoption of appropriate hazard mitigation measures, including land use and construction standards.
- **Appoint** a Local Hazard Mitigation Officer, if appropriate.
- **Participate** on Hazard Mitigation Survey Teams and Inter-agency Hazard Mitigation Teams, as appropriate.
- **Participate** in the development and implementation of section 409 plans or plan updates, as appropriate.
- **Coordinate and monitor** the implementation of local hazard mitigation measures.

SEMS/NIMS Emergency Operations Plan

State of California
OFFICE OF
EMERGENCY SERVICES

P.A. No.: _____

**DESIGNATION OF
APPLICANT'S AGENT RESOLUTION**

BE IT RESOLVED BY THE _____ OF THE _____
(Governing Body) (Name of Applicant)

THAT _____, OR
(Title of Authorized Agent)

_____, OR
(Title of Authorized Agent)

(Title of Authorized Agent)

is hereby authorized to execute for and in behalf of the _____, a public entity established under the laws of the State of California, this application and to file it in the Office of Emergency Services for the purpose of obtaining certain federal financial assistance under P.L. 93-288 as amended by the Robert T. Stafford Disaster Relief and Emergency Assistance Act of 1988, and/or state financial assistance under the California Disaster Assistance Act.

THAT the _____, a public entity established under the laws of the State of California, hereby authorizes its agent(s) to provide to the State Office of Emergency Services for all matters pertaining to such state disaster assistance the assurances and agreements required.

Passed and approved this _____ day of _____, 20____

(Name and Title)

(Name and Title)

(Name and Title)

CERTIFICATION

I, _____, duly appointed and _____ of
(Name) (Title)
_____, do hereby certify that the above is a true and correct copy of a

resolution passed and approved by the _____ of the _____
(Governing body) (Name of Applicant)

on the _____ day of _____, 20____.

Date: _____

(Official Position)

(Signature)

OES Form 130 (11-02) DAD Form

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SEMS/NIMS Emergency Operations Plan

State of California
OFFICE OF
EMERGENCY SERVICES

P.A. No. _____

PROJECT APPLICATION FOR FEDERAL ASSISTANCE

SUBGRANTEE'S NAME: _____

(Name of Organization)

ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE: _____

TELEPHONE: _____ FAX NUMBER: _____

AUTHORIZED AGENT: TITLE: _____

ASSURANCES - CONSTRUCTION PROGRAMS

Note: Certain of these assurance may not be applicable to all of your projects. If you have questions, please contact the Governor's Office of Emergency Services. Further, certain federal assistance awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified.

As the duly authorized representative of the applicant I certify that the subgrantee named above:

1. Has the legal authority to apply for federal assistance, and the institutional, managerial and financial capability (including funds sufficient to pay the non-federal share of project costs) to ensure proper planning, management and completion of the project described in this application.
2. Will give the awarding agency, the Comptroller General of the United States, and if appropriate, the state, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the assistance; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
3. Will not dispose of, modify the use of, or change the terms of the real property title, or other interest in the site and facilities without permission and instructions from the awarding agency. Will record the federal interest in the title of real property in accordance with awarding agency directives and will include a covenant in the title of real property acquired in whole or in part with federal assistance funds to assure nondiscrimination during the useful life of the project.
4. Will comply with the requirements of the assistance awarding agency with regard to the drafting, review and approval of construction plans and specifications.
5. Will provide and maintain competent and adequate engineering supervision at the construction site to ensure that the complete work conforms with the approved plans and specifications and will furnish progress reports and such other information as may be required by the assistance awarding agency or state.
6. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
7. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gains.
8. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§ 4801 et seq.) which prohibits the use of lead based paint in construction or rehabilitation of residence structures.
9. Will comply with all federal statues relating to nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§ 1681-1683 and 1685-1686) which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. § 794) which prohibit discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§ 6101-6107) which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 93-255) as amended, relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616) as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) §§ 523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. 290 dd-3 and 290 ee-3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. § 3601 et seq.), as amended, relating to nondiscrimination in the sale rental or financing of housing; (i) any other nondiscrimination provisions in the

SEMS/NIMS Emergency Operations Plan

- specific statute(s) under which application for federal assistance is being made, and (j) the requirements on any other nondiscrimination statute(s) which may apply to the application.
10. Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provides for fair and equitable treatment of persons displaced or whose property is acquired as a result of federal and federally assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of federal participation in purchases.
 11. Will comply with the flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$5,000 or more.
 12. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.O. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved state management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§ 1451 et seq.); (f) conformity of federal actions to State (Clean Air) Implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. § 7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended, (P.L. 93-523); and (h) protection of endangered species under the Endangered Species Act of 1973, as amended, (P.O. 93-205).
 13. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§ 1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
 14. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. 470), EO 11593 (identification and preservation of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. 469a-1 et seq).
 15. Will comply with Standardized Emergency Management (SEMS) requirements as stated in the California Emergency Services Act, Government Code, Chapter 7 of Division 1 of Title 2, Section 8607.1(e) and CCR Title 19, Sections 2445, 2446, 2447 and 2448.
 16. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act of 1984 and the Single Audit Act Amendments of 1996.
 17. Will comply with all applicable requirements of all other federal laws, Executive Orders, regulations and policies governing this program.
 18. Has requested through the State of California, federal financial assistance to be used to perform eligible work approved in the subgrantee application for federal assistance. Will, after the receipt of federal financial assistance, through the State of California, agree to the following:
 - a. The state warrant covering federal financial assistance will be deposited in a special and separate account, and will be used to pay only eligible costs for projects described above;
 - b. To return to the State of California such part of the funds so reimbursed pursuant to the above numbered application which are excess to the approved, actual expenditures as accepted by final audit of the federal or state government.
 - c. In the event the approved amount of the above numbered project application is reduced, the reimbursement applicable to the amount of the reduction will be promptly refunded to the State of California.

The undersigned represents that he/she is authorized by the above named subgrantee to enter into this agreement for and on behalf of the said subgrantee.

SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL

TITLE

DATE

SEMS/NIMS Emergency Operations Plan

FEDERAL EMERGENCY MANAGEMENT AGENCY		O.M.B. No. 3067-0151 Expires April 30, 2001	
PAPERWORK BURDEN DISCLOSURE NOTICE			
Public reporting burden for this form is estimated to average 30 minutes. The burden estimate includes the time for reviewing instructions, searching existing data sources, gathering and maintaining the needed data, and completing and submitting the forms. You are not required to respond to this collection of information unless a valid OMB control number is displayed in the upper right corner of the forms. Send comments regarding the accuracy of the burden estimate and any suggestions for reducing the burden to: Information Collections Management, Federal Emergency Management Agency, 500 C Street, SW, Washington, DC 20472, Paperwork Reduction Project (3067-0151). NOTE: Do not send your completed form to this address.			
DECLARATION NO. FEMA- -DR- — —	PROJECT NO.	FIPS NO.	DATE
DAMAGED FACILITY		WORK COMPLETE AS OF: : %	
APPLICANT	COUNTY		
LOCATION	LATITUDE	LONGITUDE	
DAMAGE DESCRIPTION AND DIMENSIONS			
SCOPE OF WORK			
Does the Scope of Work change the pre-disaster conditions at the site? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Special Considerations issues included? <input type="checkbox"/> Yes <input type="checkbox"/> No		Hazard Mitigation proposal included? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Is there insurance coverage on this facility? <input type="checkbox"/> Yes <input type="checkbox"/> No			
PROJECT COST			
ITE	COD	NARRATIVE	QUANTITY/ UNIT COST
			/
			/
			/
			/
			/
			TOTAL
PREPARED BY:			

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EOC SECTION ACTIVITY LOG

ACTIVITY LOG	1. INCIDENT NAME	2. DATE PREPARED	3. TIME PREPARED
4. UNIT NAME/DESIGNATOR	5. UNIT LEADER (NAME AND POSITION)	6. OPERATIONAL PERIOD	
7. PERSONNEL ROSTER ASSIGNED			
NAME	EOC POSITION	Contact Number	
8. ACTIVITY LOG (CONTINUE ON REVERSE)			
TIME	MAJOR EVENTS		

SEMS/NIMS Emergency Operations Plan

LABOR RECORD

City of (Insert City Name)				Page (1) of (1)
Labor Record				Time Period: (Date) to (Date) (Year)
Location of Work:	(City)	Date Prepared:	(Date)	State DSR No. (enter #)
Description of Work:	(Shelter Operations etc)			Fed DSR (enter #)
Labor Record Prepared By:	(Your Name)			Job Site Number: (enter #)
OES No.				Category () A () B () C () D () E () F () G
FEMA- (#) -DR	P.A. No.			

Name	Job Class	Date	Date / Hours Worked Each Day							Total Hrs	Gross		Benefit		Total	
			Reg.	O.T.	Sun	Mon	Tues	Wed	Thurs		Fri	Sat	Regular	O.T.	Rate	Pay
name	Reg.		0.00	0.00								0.00	0.00	0.00	0.00	0.00
name	O.T.															0.00
name	Reg.		0.00	0.00								0.00	0.00	0.00	0.00	0.00
name	O.T.															0.00
name	Reg.		0.00	0.00								0.00	0.00	0.00	0.00	0.00
name	O.T.															0.00
name	Reg.		0.00	0.00								0.00	0.00	0.00	0.00	0.00
name	O.T.															0.00
name	Reg.		0.00	0.00								0.00	0.00	0.00	0.00	0.00
name	O.T.															0.00
name	Reg.		0.00	0.00								0.00	0.00	0.00	0.00	0.00
name	O.T.															0.00
name	Reg.		0.00	0.00								0.00	0.00	0.00	0.00	0.00
name	O.T.															0.00
name	Reg.		0.00	0.00								0.00	0.00	0.00	0.00	0.00
name	O.T.															0.00
Totals			0.00	0.00								0.00	0.00	0.00	0.00	0.00

I certify that this is a true copy:

This form is based on OES Form 103 (rev2-93) DAD Form

EOC Form 006 (Rev 4-97)

SAMPLE DISASTER RENTED EQUIPMENT RECORD

City of (Insert City Name)												
Rented Equipment Record					Page	(1)	of	(1)				
Date Prepared:		(Date)	Time Period:			(Date)	to	(Date)				
Location of Work:		(City)				(Date)		(Year)				
Description of Work:		(Shelter Operations etc)			State DSR No.	(enter #)						
Record Prepared By:		(Your Name)			Fed DSR N	(enter #)		Job Site Number:	(enter #)			
OES No.												
FEMA-		(#)	-DR	Category		() A	() B	() C	() D	() E	() F	() G
P.A. No.												
				Rate Per Hour				Invoice	Payment	Amount		
Type of Equipment	Date	Time Used	w/Opr	wo/Opr	Total	Vendor	Number	Date	Paid			
					\$0.00							
					\$0.00							
					\$0.00							
					\$0.00							
					\$0.00							
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					\$0.00							
I certify that this is a true copy _____												
										EOC Form 008 (rev 4/97)		

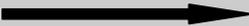
SEMS/NIMS Emergency Operations Plan

FEDERAL EMERGENCY MANAGEMENT AGENCY CONTRACT WORK SUMMARY RECORD

Page

1. APPLICANT City of Pico Rivera	2. PA ID	3. PW #	4. DISASTER
5. LOCATION/SITE	6. CATEGORY		7. PERIOD CO to

8. DESCRIPTION OF WORK PERFORMED

DATES WORKED	CONTRACTOR	BILLING/INVOICE NUMBER	AMOUNT	COM
to			\$	
GRAND TOTAL 			\$	

I CERTIFY THAT THE ABOVE INFORMATION WAS OBTAINED FROM PAYROLL RECORDS, INVOICES, OR OTHER DOCUMENTS THAT ARE AVAILABLE

CERTIFIED	TITLE	DATE
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CITY OF MALIBU EMERGENCY OPERATIONS CENTER (EOC)

CHECK IN PROCEDURES

The first person to arrive in the EOC should:

- Take a deep breath and relax
- Set up a “Sign- In Desk” table and chair near the EOC entrance for Check In
- Get “check in” supplies from storage (These are located in the ADMIN/FINANCE storage box)
- Place “Sign- In Desk”, Emergency Operations Center” and “EOC Badges Only” signs in appropriate and visible locations.
- Ensure each arriving staff member takes an EOC ID Card and fills in their information on the line that corresponds to the number on the ID Card.
 - “Dep’t Assigned” means what EOC Section they will be working in.
 - Contact Number” means their cell phone number, (or else their EOC desk number if known).
- Get the EOC CHECK-IN FORM booklet.
- Fill in the “known” information on the cover page of the booklet
- Clearly print the “name” of each arriving person, their “department” (normal, daily department) and the “time” they arrived next to their assigned EOC position in the appropriate section. If they do not know their assignment, fill in their name in the appropriate section in the blanks provided.
- Have them set up the tables and chairs for their SECTION
- Have them pick up the supplies and equipment for their EOC position from the storage area
- Have them plug in their phones as illustrated in the EOC Setup Diagram
- Remind them to put on their vest if they are a section, branch, or unit leader
- Remind everyone to come here to Check Out before they leave for the day.
- Continue checking people in and giving them instruction until relieved.

**CITY OF MALIBU
EMERGENCY OPERATIONS CENTER**

CHECK IN FORM BOOKLET

DISASTER NAME _____

DISASTER NUMBER _____

Day S M T W Th F S

Operational Period # _____

Date _____

From _____ **AM to** _____ **PM**

From _____ **AM to** _____ **PM**

NAME OF PERSON ADMINISTERING THIS BOOKLET: _____

MANAGEMENT SECTION

*REMEMBER TO CHECK OUT **HERE** WHEN YOU LEAVE!!*

NAME	POSITION	DEPARTMENT/ AGENCY	TIME- IN	TIME- OUT
	EOC Director			
	EOC Coordinator			
	Safety Officer			
	Security Officer			
	Public Information Officer			
	Liaison Officer			
	Agency Representative			
	Agency Representative			
	Agency Representative			

PART TWO, THE EMERGENCY OPERATIONS CENTER (EOC)

CONTENTS

EMERGENCY OPERATIONS CENTER	E-3
<u>EOC Location and Description.....</u>	<u>E-4</u>
<u>Concept of Operations</u>	<u>E-5</u>
<u>Activation.....</u>	<u>E-5</u>
<u>EOC Setup</u>	<u>E-6</u>
<u>EOC Diagram.....</u>	<u>E-8</u>
<u>Generator Hookup Instructions.....</u>	<u>E-10</u>
<u>Computer Network.....</u>	<u>E-11</u>
<u>Information Flow Within the EOC</u>	<u>E-12</u>
<u>Mobile Communications Center (MCC)</u>	<u>E-13</u>
<u>MCC Diagram.....</u>	<u>E-14</u>
<u>MCC Activation Procedure</u>	<u>E-15</u>

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CITY OF MALIBU'S EMERGENCY OPERATIONS CENTER (EOC)

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

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

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

EOC LOCATIONS

The EOC is located at Malibu City Hall, 23825 Stuart Ranch Rd, Malibu CA 90265, in the Senior Center and Multi-Purpose Room areas on the ground floor. On-site services include a Media briefing area, conference room, a kitchen and bathrooms.

The alternate EOC would be located at Malibu Bluffs Park. The alternate EOC will be activated only when the primary EOC is damaged, inaccessible, and/or if evacuation of EOC staff members becomes necessary. When the use of an alternate EOC becomes necessary, staff members will be asked to report directly to the alternate EOC site. The Logistics Section will arrange for relocation of EOC equipment to the alternate EOC. Direction and control authority will be transferred from the primary EOC to an alternate EOC when necessary by the EOC Director. All Section Coordinators will advise their staff of the transition to the alternate EOC.

The operational capabilities of the alternate EOC will be significantly less than those of the primary EOC, due to its smaller size and reduced facilities.

CONTINUITY OF OPERATIONS

Emergency EOC power is provided by a large diesel generator. The emergency fuel reserve is sufficient for 7 days. Re-supply of emergency fuel is the responsibility of the City's Public Works Department. Generator power will provide for emergency operation of all EOC functions including lighting, wall circuits, computer network, telephones and radios. The generator will not supply power for the entire City Hall or the air conditioning.

Rest and rehabilitation: City Hall has limited facilities including showers, emergency water, blankets and kitchen/break areas, as well as areas to accommodate cots for sleeping.

DISPLAYS

Because the EOC's major purpose is accumulating and sharing information, status boards for tracking activities will be made available for use in both the primary and alternate EOCs. The Situation Status Branch of the Planning/Intelligence Section is responsible for coordinating display of information and should maintain all display devices. All display charts, boards, and materials are stored within the EOC storage closet.

COMMUNICATIONS

Communications in the EOC include dedicated phone lines, fax line/machine, and dedicated computer connection (with satellite backup located in the ESC's office) to Los Angeles County's EOC via their Operational Area Response and Recovery System (OARRS).

Radio communications include local UHF two way radios, amateur two way radios including 2 meter, 440 and 220 bands and multi-channel radio scanner. All communication facilities will be continuously staffed during emergencies, either by volunteers or city staff. The Logistics Section is responsible for managing EOC radio communications.

CONCEPT OF OPERATIONS

As mandated under SEMS, a fully activated EOC will include five separate functions or Sections: Management, Operations, Logistics, Plans/Intelligence, and Finance/Administration. The five coordinators of these sections sit together as a group, along with Agency Representatives from Fire and Law Enforcement, plus other agencies as necessary. These individuals are assisted by other staff assigned to their sections, who are stationed elsewhere in the room, or in the field. The EOC Director is in overall charge of the policies, decisions and scope of response being generated by the City. Assistance is provided by the EOC Coordinator, who ensures overall functionality of the EOC facility and staff.

Activation

Those arriving first at the EOC location are responsible to begin the setup of the EOC facility. Full instructions for EOC setup are included in this section. Consideration must be given to issues of backup power (should it possibly be needed); individual safety during setup; and also building security: Care must be taken that non-city employees are restricted to "public" areas outside of the EOC. At the same time a log of arriving staff must be created, to record each member's name, department, time of arrival, work assignment and location; (EOC or Field). Also staff must set up a location to register and swear-in convergent volunteers.

When to Activate

The EOC may be activated upon the order of the City Manager, a Department Director, or by the Emergency Services Coordinator. After a disaster, staff are expected to make their way to, (or at the very least attempt to make contact with), the City Hall or the individuals listed above.

Where to Report

The EOC is located at City Hall, 23825 Stuart Ranch Road, Malibu, CA. In the event that City Hall is not a viable location, the alternate location (Malibu Bluffs Park) would be used.

Staff who live outside of Malibu and cannot get into the City are directed to report as a Disaster Service Worker to their closest local municipal agency and to register with that agency and make contact with the City of Malibu as soon as possible. When safe to do so, physically report to the Malibu EOC.

When to Report

If physically able, *all Malibu employees are expected to report to the EOC* after critical personal and family emergency responsibilities have been met. As staff drive in they should make note of damages observed in the City and report them to the EOC Director.

Responding to work following a disaster during Non-Working Hours

Personnel should report to the EOC or their assigned emergency locations when:

- 1) Instructed by their supervisor or Department Head.
- 2) Instructed by the Director of Emergency Services or their Designee.
- 3) When instructed by the EOC Director (During EOC activations).
- 4) When any situation occurs that might constitute an emergency or disaster and as such would require the activation of the City's EOC or Operations Section.

“TELEPHONE TREE” PROCEDURES

It will be the responsibility of the first person aware of, or alerted to, the onset of an incident to contact the City Manager to start the phone calls to staff. The City Manager will call the Department Heads who will, in turn, call their staff. If someone is not available, call the next person in the order of management.

EOC SETUP PROCEDURES

Upon notification of an incident, the first arriving staff member will activate the physical layout of the EOC using the instructions and the schematic of the EOC (this section). **Do not alter the physical arrangement** as training and logistics have been practiced and designed to conform to the prescribed layout.

Setup of the EOC can be considered in 4 layers:

- The physical room setup of tables and chairs
- The telephone setup
- The desk supplies, wallboards, charts, etc
- The computers and radios

Further information on the setup of the EOC follows. Note: In the case of activation of the Alternate EOC, some of the details will be different. However, the concept of the setup is the same.

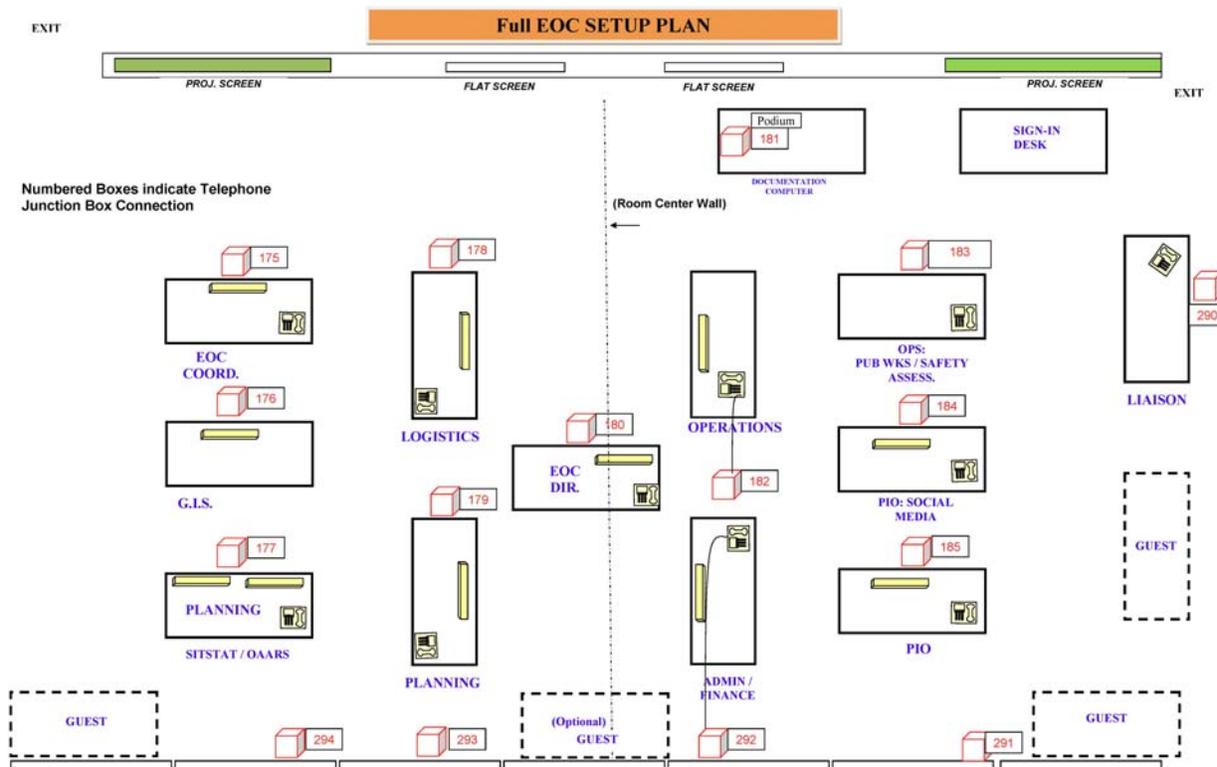
Note: Two additional rooms are utilized when the Primary EOC is activated, and preparation of these must also be addressed:

- The Green Room will be made available for use by EOC Staff as a break room / Conference or meeting room / Video recording area for interviews or PIO announcements as necessary.
- The upstairs public lobby area will be utilized by the members of the Press and the Media. These people are NOT to be allowed into the EOC area, or into City Hall office areas. Adequate staffing must be ensured / maintained in this area.

EMERGENCY OPERATIONS CENTER BASIC SETUP INSTRUCTIONS

STEP ONE: FLOOR PLAN LAYOUT

The layout of the tables is illustrated below.



STEP ONE: FLOOR PLAN LAYOUT

- Set up tables as specified in the drawing, keeping adjacent to nearest floor boxes.
- Open floor box covers to access power and phone connections. Ensure there are no trip hazards with exposed/open floor boxes.
- Add chairs at each table.

STEP TWO: PHONES AND DESK EQUIPMENT

- Unlock the storage cabinets on the far right side in the MPR. Note the clear plastic storage bins & setup diagrams.
- One bin is designated for each Command position, or EOC Section: (EOC Director, Operations, Plans & Intel, Logistics, Admin/Finance). Inside the bin are the supplies for that entire section, including phones.
- Per bin: set each labeled phone in the relevant table position(s).
- Each phone is labeled as to where it should be plugged in. Plug each phone into it's designated socket on the nearby Floor Box. Arrange the wires to avoid a trip-hazard.
- Set out the section tent cards and vests in the same manner.
- Set out desk trays and supplies as required for that section.
- Store the plastic bins under each desk. These may be used as wastepaper baskets, as no papers should ever be thrown away during EOC activation.
- Install the laptop computers as appropriate. Ensure there is log-in information alongside each computer. This information is on laminated plastic wallet cards.

EOC COMPUTER SYSTEM

The Multi Purpose Room / Emergency Operations Center has been equipped with both a wired and a wireless networking system. This system is designed as a part of the normal City Hall computer network system, with some enhancements. Laptop computers should be joined to the building network via network wire or via the wireless system.

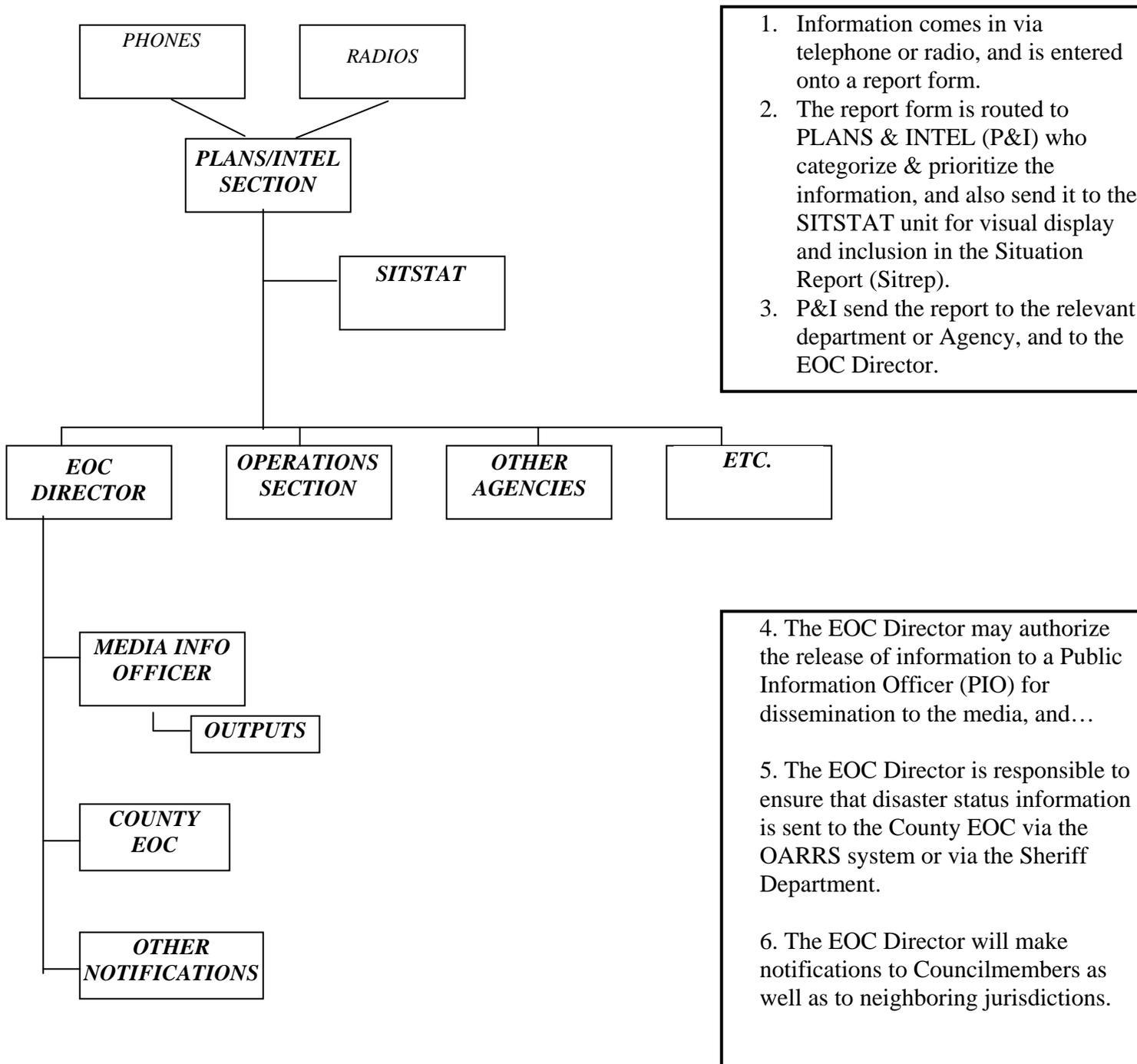
The computer system in the EOC is not dependent upon a proprietary “Disaster Management” software system. In fact, the system is designed to be operated in a similar fashion to the system in daily use at City Hall. All users will have access to the files they would usually have access to.

While working as part of the EOC team, staff members will log in to the computer system as their EOC position: (ie *Logistics Coord*, or *Planning Desk*). Any e-mails they create from that point on are designated to have come from that position, rather than that person. This ensures continuity and consistency through changes of personnel and operational period.

Because of the need for record retention, all e-mails generated in the EOC should be automatically “blind copied” to separate archive system. This ensures that a time-stamped log is kept of all communications, should the need for verification arise.

A separate EOC Section has been created on the Malibu City intranet. Within the EOC Section are subsets of all EOC Sections and positions. (Director, Operations, Logistics, Plans/Intel, Admin/Finance, etc.) For each Section a guidelines manual and checklist is provided, along with sample forms and contact lists related to that position. The concept is that once an individual logs into his or her position in the EOC, all reference material and materials possible are available in an electronic format, and all emails created by that individual are time and date stamped, and archived for future reference.

INFORMATION FLOW WITHIN THE EOC



1. Information comes in via telephone or radio, and is entered onto a report form.
2. The report form is routed to PLANS & INTEL (P&I) who categorize & prioritize the information, and also send it to the SITSTAT unit for visual display and inclusion in the Situation Report (Sitrep).
3. P&I send the report to the relevant department or Agency, and to the EOC Director.

4. The EOC Director may authorize the release of information to a Public Information Officer (PIO) for dissemination to the media, and...
5. The EOC Director is responsible to ensure that disaster status information is sent to the County EOC via the OARRS system or via the Sheriff Department.
6. The EOC Director will make notifications to Councilmembers as well as to neighboring jurisdictions.

CITY OF MALIBU'S MOBILE COMMUNICATIONS CENTER (MCC)

OVERVIEW

The Mobile Communications Center is a trailer which will supply radio communications for the City of Malibu in the event of a disaster, when normal communications are interrupted or need to be supplemented.

Although intended to be primarily based at City Hall, the trailer is a portable unit that may be easily relocated to alternate positions in the city if the need arises. The trailer carries a portable generator as well as a refrigerator and microwave oven so as to enhance it's ability to sustain longer-term deployment in less than perfect conditions.

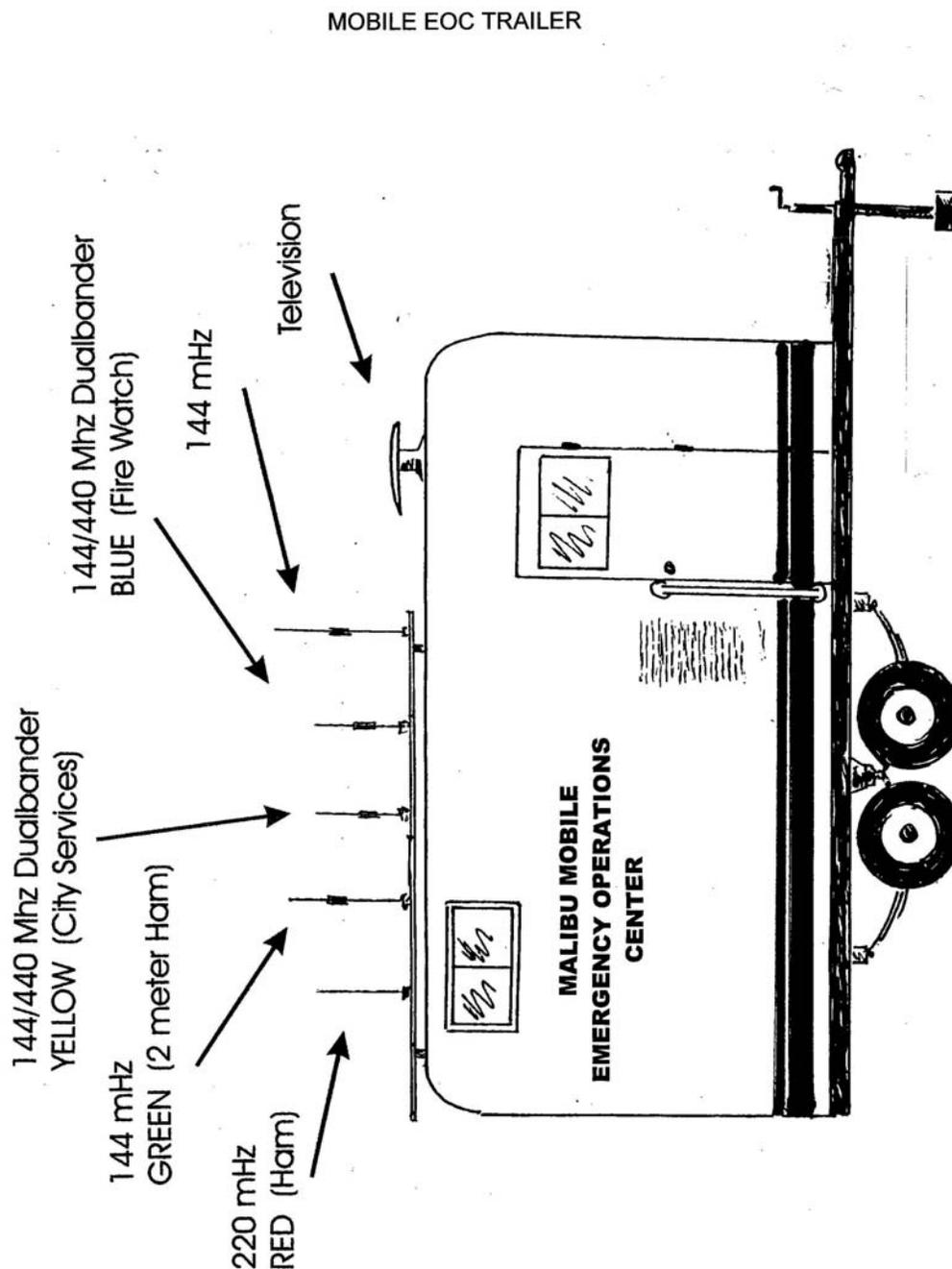
When in use at City Hall during a disaster, the MCC will be parked adjacent to the City Emergency Operations Center (EOC) which is located in the Council Chambers. The radios on-board the MCC can be directly connected to radio antennas permanently mounted on the roof of City Hall. AC power may be taken directly from the City Hall supply if available, or alternatively via a portable generator which is permanently assigned to the MCC. Communications between the MCC and City Hall staff may be accomplished via City Hall's wireless computer network, "walkie-talkie" type radio, or by runners.

When the MCC is deployed away from City Hall, it will utilize radio antennas that are installed on its roof. Power can be provided by it's portable generator, and communications with City staff will be accomplished via radio, satellite phone and runner/messenger.

With work station positions for up to 6 operators, MCC provides the following radio capability:

- Amateur ("Ham") radio VHF and UHF frequencies
- Malibu City's own UHF frequency
- Arson Watch radio (GMRS-type)
- Packet radio (Digital text communications)
- HF (High Frequency) radio
- Scanner

This is a diagram of the MCC showing the location of the rooftop antennas.



MCC ACTIVATION PROCEDURE

1. The trailer may only be moved by a City employee. The Public Works staff are experienced in handling this unit.
2. Ensure trailer is stabilized and level; wheels are chocked; and hazard cones are in place around the perimeter, before attempting to enter the unit.
3. Unlock the side door padlock. Replace the padlock on the hook so that it does not get lost.
4. Door steps: Lift the safety hook on the lower step to unhook it. Be careful not to trap fingers when lowering steps into position.
5. Install land-line power or generator power to the yellow power cord located on the front of the trailer. The extension cables are stored inside the trailer.
6. If located at City Hall, install the connections to the building rooftop antennas:
 - On the front side of the trailer, unscrew the 4 screws holding the cover on the gray junction box. (Replace the screws into the holes so they don't get lost.)
 - On the corner of the building, locate the other gray junction box and unscrew the cover. (Replace the screws into the holes so they don't get lost.)
 - There are labeled cable ends for each antenna in the junction boxes. Care must be taken to ensure the correct antenna is connected to each radio in the trailer.
 - Using the long cables stored in the trailer, connect the 2 junction boxes. Each cable is marked at the ends to help identify where it is to be used.
 - Arrange the cables on the ground so they do not present a "trip hazard". Use cones, caution tape, etc.
7. Once all connections are complete, power may be switched on inside the trailer.
8. Locate the power supply boxes in the rack; turn them on and then apply power to the individual radios.
9. Distribute to each work station any stored office supplies and equipment needed.
10. It is not the intent of this document to provide training for operations of the equipment in the MCC, beyond getting the unit prepared for use.
11. The MCC is to be staffed only by authorized personnel, licensed or authorized to operate the equipment inside.

PART THREE CONTENTS

EMERGENCY MANAGEMENT PLANS ANNEX:

Donations Management Plan	AX-3
Access to Malibu by Critical Personnel	AX-11
Station Order for Access During Closures	AX-13
Evacuation Plan	AX-17
L.A. County Mass Fatality Mgmt Guidelines	AX-55
Tsunami Response Plan	AX-59
Hazardous Weather Plan	AX-95
Volunteer Management Plan	AX-102
Pandemic Response Plan	AX-125

EMERGENCY CONTACT NUMBERS:

THIS IS A RESTRICTED USE DOCUMENT DUE TO THE SENSITIVE NATURE OF THE INFORMATION. IF NOT INCLUDED, PLEASE CONTACT THE CITY OF MALIBU FOR FURTHER INFORMATION.

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City of Malibu Donations Management Plan

Table of Contents

1. Introduction
 Purpose
 Scope
 Plan Objectives

2. City of Malibu General Policies.....

3. Situation and Assumptions.....
 Disaster Situation
 Planning Assumptions

4. Concept of Operations.....
 General

5. Potential Collection Points.....

6. Donations Offer Form.....

City of Malibu Donations Management Plan

1. Introduction

PURPOSE

The goal of donations management is to provide victims of disaster with as much support as possible through the efficient and effective channeling of donated goods from the general public. Without an established system, unsolicited donations can interfere with the relief effort, waste manpower, and create negative public relations.

The purpose of the City of Malibu Donation Management Plan is to provide guidelines for the coordination of the acceptance of donations received by the City of Malibu to support the relief effort following a disaster.

SCOPE

This plan is to be implemented due to the influx of donated goods in a highly-publicized or major event. The plan focuses only on the acceptance of donated goods. It does not address the *management and distribution* of donated goods. This service is normally provided by the American Red Cross or by another community-based organization..

It is not the intent of this plan to address the use and coordination of volunteers following a disaster. Information on this subject is provided in other emergency operations planning documents.

PLAN OBJECTIVES

This plan establishes an orderly means of receiving donations.
The objectives of the plan are:

1. To identify how the City of Malibu will provide coordination and aid to disaster relief agencies and to distributors of donated goods and services.
2. To educate the public on how they can best provide assistance to victims. To assist prospective donors, the City of Malibu may offer a list of non-profit organizations that are prepared to receive certain types of disaster related donations and services. This may also serve to deter some of the unsolicited, unneeded, and unwanted donations.

City of Malibu Donations Management Plan

2. City of Malibu Policies

GENERAL POLICY

The following policies provide the foundation for the City of Malibu donations management program.

1. City of Malibu, in coordination with community-based organizations, is ultimately in charge of the donations management system for their jurisdiction.
2. The City of Malibu will utilize the Standardized Emergency Management System (SEMS) to coordinate and implement its donation management strategy.
3. Individuals interested in volunteering their services will be encouraged to affiliate with the City's recognized volunteer management organization to facilitate their involvement in relief activities.
4. The City of Malibu encourages cash donations to recognized non-profit voluntary organizations involved in the disaster. Charitable contributions to non-profit, tax-exempt organizations are preferable to undesignated financial donations. (Under Section 170 of the Internal Revenue Code, donations made to non-profit, tax exempt organizations can be deducted on individual tax returns, to the extent allowed by law.)
5. It is the policy of the City of Malibu to not accept cash donations. Individuals and businesses wanting to make a cash donation will be referred to private-non-profit organizations working in the disaster. Cash donations from foreign governments will be referred to the State of California OES Director or the Governors Office on a case-by-case basis.
6. Distribution of large quantities of commodities may have an adverse affect on the local economy. Donations will be managed to minimize the impact on the recovery of the local economy.
7. Pharmaceutical supplies, medications, or prepared foods will not be accepted from the public.

City of Malibu Donations Management Plan

3. Situation And Assumptions

DISASTER SITUATION

A disaster, either of natural or man-made origin, could easily overwhelm the capability of local citizens and first responders. Impact on local resources, as well as an overwhelming public response may necessitate support from beyond the City of Malibu. The American Red Cross (ARC) will activate at the request of the City for assistance in the coordination of donated goods. The level of ARC response may be based on the degree of media interest, the magnitude of event, the influx of donation offers from the public, and the needs of the City.

PLANNING ASSUMPTIONS

The City of Malibu strategy for managing the influx of donated goods during a disaster is based upon the following assumptions:

1. Once emergency conditions subside, individuals and relief organizations from outside the disaster area will begin to collect materials and supplies to assist the impacted areas.
2. Individuals and organizations will feel compelled to go to the area to offer assistance.
3. When these situations occur, a need for an organized response is imperative.
4. The City of Malibu will establish distribution centers within their jurisdiction convenient to the disaster area, if possible.
5. Charitable and religious organizations will offer their assistance in managing and distributing donated goods.
6. Local government and disaster relief organizations may become overwhelmed by the outpouring of donation goods and require assistance from the County of Los Angeles, or the State OES.
7. Suitable space and equipment may not be available from City of Malibu resources to receive, sort, store and ship undesignated/unsolicited donations and may have to be leased.
8. The City of Malibu may activate a Donations Hotline when the volume of calls makes it necessary. The toll free number will be distributed among responders and partner agencies and will be publicized by the media.
9. Adequate personnel may not be available to assist in the management of all donated goods received by the City of Malibu.
10. Unsolicited donations can be expected and must be planned for.
11. Non-useful and unwanted donations can be expected. These items would include unsorted or dirty clothing, used mattresses, highly perishable foodstuffs and worn-out or cast off items, i.e., junk.
12. The disposal of surplus or unneeded donations will be handled by ARC or other Community-Based Organization.
13. All donations given to the City of Malibu or ARC become resources to be used in the disaster and will not be returned to the donor.

City of Malibu Donations Management Plan

4. Concept Of Operations

The following concept of operations is intended to show in broad terms how the City of Malibu donations management system can be implemented. It is a flexible strategy, based on SEMS that will adapt to the particular complexity of the disaster and the needs of the affected areas.

GENERAL

Activation

1. Upon request by the Director of Emergency Services (DES), the City of Malibu will activate its' Donations Management Plan.
2. Donations management activities will be coordinated by the Care & Shelter Branch of the Logistics Section of the City of Malibu Emergency Operations Center (EOC).
3. The Care & Shelter Branch Chief will designate a staff person to manage the Donation Management Unit (DMU). Other staff will be assigned as necessary.
4. The DMU will coordinate donations management issues.
5. The DMU may if necessary set up a Call Center to receive calls from the public. A toll-free number may be established based on the volume of calls, public and media attention, and the severity of the disaster.
6. The DMU will coordinate with the agency representatives and relief organizations to establish items needed and provide information on resources available.
7. A warehouse may be set up outside of the disaster area to store an over-abundance of donated goods out of the way of the response and relief efforts.

Deactivation

8. The activities of the DMU will be discontinued when the American Red Cross indicates that it is ready to assume all management activities.
9. The City of Malibu toll-free Donations Line number, if established, will be discontinued and donations will revert to disaster relief organizations.
10. Coordinate with pertinent agencies for any remaining donation management issues (i.e., disposition of surplus goods), as appropriate.

Public Information

11. Public Information will be coordinated through the Logistics Branch Chief to the Public Information Officer.

City of Malibu Donations Management Plan

5. Potential Collection Points

These are locations that have been used in the past for drop-off or storage of donated goods. Each location should be contacted to establish their availability for this use before any announcements to the public are made.

East Malibu: Duke's Restaurant. This facility has separate dining rooms that may be closed off from the rest of the restaurant.
Contact (General Manager): 317-0777

Central Malibu: The Artific Tree Thrift Shop. 3728 Cross Creek Lane
Contact: Honey Coatsworth: 456-1068

Central Malibu: Beau Rivage Restaurant: 26025 PCH. (Collection point for Corral and Latigo Canyon dwellers).
Contact: 456-5733

West Malibu: Malibu Swim Club:
Contact: Sandy Banduci 435-4477

CITY OF MALIBU DONATIONS OFFER FORM

Disaster #:		Disaster Name:		REQUEST #:	
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JURISDICTION:	DATE / TIME:
DONOR'S NAME:	DONOR'S TITLE:
PHONE NUMBER:	CALL TAKEN BY:

BRIEF DESCRIPTION OF RESOURCE (Item, Service, etc.) TO BE DONATED:

ACTION TAKEN BY EOC:

DETAILED RESOURCE CHARACTERISTICS:	
Specific Resource Description:	
Capacity (size, voltage, etc.):	
Supporting Equipment, Fuel, Water, etc.:	
Transportation Required:	
How Long Is Resource Available:	
Where is Resource Located:	

Miscellaneous Comments & Notes:

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Access To Malibu By Critical Personnel

This document explains the protocols for allowing critical civilian personnel through roadblocks in an emergency or disaster.

It must be noted that road closures occur because of safety issues and there are times when no personnel – emergency or otherwise – may be allowed past roadblocks.

This document was created with the assistance and cooperation of the Los Angeles County Sheriff's Department who, along with the California Highway Patrol and the California Department of Transportation (Caltrans), will be responsible for its enforcement.

Mission and Goals of the City of Malibu During a Disaster: It is the mission of the City of Malibu Emergency Management Organization to respond to an emergency situation in a safe and timely manner. The protection of lives and preservation of public and private property in the City of Malibu are the principle goals that underscore each activity undertaken in the name of the Emergency Management Plan.

Definition of Critical Personnel: For the purposes of this document, “critical personnel” may be defined as civilian persons who are considered by the City to be critical to its emergency mission. This includes employees of the City of Malibu, medical professionals who have practices in Malibu, Community Emergency Response Team (CERT) volunteers, registered Disaster Service Workers and certain other individuals selected on a case-by-case basis by the City of Malibu.

Identification of Critical Civilian Personnel: Emergency personnel are identified by their agency identification card. In the case of civilians deemed to be “critical personnel” by the City of Malibu, identification would take the form of either a City of Malibu Employee identification card or a City of Malibu Volunteer Disaster Worker identification card. These cards feature the holder's signature, photograph and descriptive information, are signed by the City Manager and City Clerk, and remain the property of the City of Malibu. Identification cards are to be returned to the City when an individual's status as a critical resource changes.

Notification of Implementation: This program will not be implemented during short-term road closures lasting only a few hours or in the case of a road being closed because it is unsafe for any vehicular traffic. In the case of a long-term road closure, when the decision has been taken by either Caltrans or the Sheriff's Department to allow critical personnel through the roadblocks, notice will be made on the City of Malibu website at www.malibucity.org indicating the times during which critical personnel would be allowed to traverse a roadblock.

Restricted Periods of Access: During potentially unsafe conditions or when construction activity is ongoing, access through a roadblock may only be available at certain times by arrangement with Caltrans or other responding agency. In these instances efforts will be made by the City to provide notification to critical personnel of the opening times at that roadblock. This notification may take the form of a personal e-mail or a “Notice To Staff”

on the home page of the City of Malibu website at www.ci.malibu.ca.us. It is the cardholder's responsibility to be at the specified location at the specified time, or risk having passage refused.

Parking / Shuttle Options: In certain instances it may not be possible (for reasons of safety) for personal vehicles to pass through a roadblock. In these cases, personnel will be asked to park their vehicles at a specified parking area and board a shuttle bus into the City.

Overnight Accommodation for Critical Personnel: It is recognized that there may be times when, due to road conditions, it may not be possible or practical for critical personnel to leave the City once inside. Arrangements are being made with hotels in the Malibu area to provide accommodation to identified critical personnel at reduced rates. A list of participating hotels will be provided.

STATION ORDER NO. 3-02/050.00

JUNE 24, 2005

SUBJECT:
PUBLIC ACCESS TO MALIBU DURING EMERGENCY CLOSURES

PURPOSE

This order establishes criteria for allowing public access into the community of Malibu during closures resulting from disasters/emergencies.

CLOSURE LEVELS: As of February 2005, the road closure levels were reconfigured to better reflect the needs of responding emergency personnel, critical resources and to provide the greatest safety to the effected community.

The road closure levels are broken down into five levels:

- LEVEL 5:** CLOSED TO ALL TRAFFIC, INCLUDING EMERGENCY PERSONNEL/ FIRST RESPONDERS. Areas deemed unsafe or impassable.
- LEVEL 4:** OPEN TO EMERGENCY PERSONNEL ONLY
Law Enforcement / Fire personnel / Emergency Medical Personnel
- LEVEL 3:** Access to Fire and Law personnel and CRITICAL RESOURCES only, ie;
Utility companies / Red Cross / special requested resources
- LEVEL 2:** Open to the above including RESIDENTS AND BUSINESS OWNERS ONLY
Must have valid proof of Malibu residency / business ownership
- LEVEL 1:** ROAD OPEN TO ALL TRAFFIC

As described above, access into the Malibu community by residents and business owners will be not be allowed until a Level 2 closure is in effect. An exception has been authorized for medical personnel who have received an identification card issued by the City of Malibu. The card will display the words "**Medical Emergency Team**" underneath the heading "City of Malibu." The individual's medical license number and signature of the Malibu City Manager will identify the card holder as a Medical Emergency Team member. The card holder shall have a valid photo ID in possession. These cards are only issued through the City Of Malibu, City Manager's Office. Anyone desirous of obtaining a medical card must submit their name to the City Manager for review and issuance.

STATION ORDER NO. 3-02/050.00

Emergency personnel include members of: Law Enforcement, Fire Departments, Emergency Operations Center, designated emergency medical personnel and other key support services as dictated by the emergency and authorized by the Incident Commander.

Level 3 Closure - Due to prevailing threats presented during a Level 3 closure, access into the Malibu community will be restricted to Law and Fire personnel and "**Critical Resources**" personnel only.

Key city employees, emergency personnel of Hughes Research Laboratory (HRL) and or Pepperdine University staff, meeting the criteria for admittance into a restricted Level 3 closure area, shall be allowed access with proper governmental, city, Hughes or Pepperdine identification.

Utility company personnel, critical resource employees and emergency contract employees shall display appropriate organizational identification at all times within restricted areas.

IDENTIFICATION OF PERSONNEL ALLOWED ACCESS

During a Level 2 closure, residents and business owners seeking access shall present acceptable identification verifying their Malibu residency/business status. A majority of these individuals will also have affixed to their vehicles windshield the city "**Dolphin Decal**".

Employees of Malibu businesses shall present their "**Malibu Employment Identification Card**". These cards are of uniform design and bear the employees photograph and business name. Issuance of these identification cards is coordinated through the Malibu Chamber of Commerce. These individuals may also have "**Dolphin Decals**" affixed to their vehicles windshields that are issue by the city.

CRITICAL RESOURCE PERSONNEL PARKING / SHUTTLE OPTIONS:

Due to potential road hazards during emergent conditions, it may not be safe for personal vehicles to proceed through a roadblock or partial closure. Additionally, limiting vehicular traffic to alleviate congestion is a major consideration. In an effort to curtail this problem, designated temporary emergency parking sites for personal vehicles have been identified along Pacific Coast Highway. This will allow for the responding Critical Personnel to leave their vehicles secured at a location and for them to be shuttled or caravan into the city locations that they are needed at.

The identified parking sites have been designated by the Sheriff's Department, City of Malibu Emergency Preparations Coordinator, and the Department of Parks and

Recreation. The following parking lot/shuttle sites have been identified; Topanga State Beach, Surfrider Beach, Bluff's Park, Nicholas Beach, and Malibu State Park.

STATION ORDER NO. 3-02/050.00

Additionally, Zuma Beach can provide additional parking, as well providing a helipad for emergency air rescue. The Helipad is located just west of the Lifeguard Headquarters.

Transportation services into and out of the City will be provided by the City of Malibu utilizing the Malibu shuttle-bus service and the Malibu Taxi Cab Company.

IMPLEMENTATION OF ACCESS PLAN

Once the area has been deemed accessible to **Level #3** access the Incident Commander shall determine whether the responding Critical Personnel can be escorted thru the road closures or that they must park at the designated parking location and be transported into the city. At this time the Incident Commander will have station personnel contact the Emergency Preparedness Coordinator for the City of Malibu. That individual can be contacted by station personnel at, (310) 456-2489 (Ext.2600) so that he can implement/coordinate the "**Access Coordination Plan.**"

OVERNIGHT ACCOMMODATION FOR CRITICAL RESOURCES PERSONNEL

It is recognized there are times when, due to existing conditions, it is not possible or practical for critical resource personnel to leave the City once inside. Therefore, arrangements have been made with local hotels to provide temporary overnight accommodations. A complete list of participating hotels/facilities has been identified and will be coordinated by the cities Emergency Preparedness Coordinator.

Currently, there is an agreement with Mr. Bill Kaplan, Executive Director of the Shalom Institute, Camp and Conference Center which is located at, 34342 Mulholland Highway, Malibu,(818)-889-5500 (ext 108) to provide overnight accommodations to critical resource personnel requiring an overnight stay. An additional contact is the Assistant Executive Director, Mr. Joel Chornick who can be reached at, (818) 889-5108 (on-site),Cell # (818)687-8807

INCIDENT COMMANDER RESPONSIBILITY

The Incident Commander shall cause all personnel assigned to man roadblocks to be familiar with the contents of this order.

The Incident Commander shall cause timely status reports to be made to roadblock personnel. These reports shall include changes in closure levels and addition or deletion of auxiliary personnel to whom access will be allowed.

STATION ORDER NO. 3-02/050.00

FIELD SUPERVISOR RESPONSIBILITY

Field supervisors shall ensure that all roadblock personnel are briefed and provided a copy of this order, including its attached identification exemplars.

Through regular roadblock checks, the field supervisor shall ensure that the instructions contained in this order are being followed.

Approved: _____

Date:

Thomas G. Martin, Captain

Malibu/Lost Hills Station

(Rev.03/2003)

(Rev.06/2005)



Mass Evacuation Annex

TABLE OF CONTENTS

- I. About the Annex
 - A. [Purpose](#)
 - B. [Scope](#)
 - C. [Situation](#)
 - D. [Assumptions](#)

- II. Concept of Operations
 - A. [General Objectives](#)
 - B. [Evacuation Decision and Routes](#)
 - C. [Access and Traffic Control Location Points](#)
 - D. [Communications](#)
 - 1. Emergency Public Information
 - 2. Primary Warning Capabilities
 - 3. Additional Warning Capabilities
 - 4. Access and Functional Needs Communications
 - 5. Emergency Communications with Critical City Staff
 - 6. Emergency Communications with Los Angeles County
 - E. [Transportation Requirements](#)
 - F. [Evacuee Accommodation](#)
 - 1. Short-term Evacuation Support
 - 2. Red Cross Shelters
 - 3. Family Assistance Centers
 - 4. Medical Treatment
 - 5. Re-entry of Evacuees
 - 6. Handling Pets During Evacuations

- III. Organization and Assignment of Responsibility
 - A. [Law Enforcement Agencies](#)
 - B. [Fire Suppression & Rescue](#)
 - C. [Transportation Needs Mgmt](#) (Public transportation; school busses)
 - D. [Public Works Departments](#)
 - E. [Utility Companies](#)
 - F. [Building And Safety Department](#)
 - G. [Parks And Recreation](#)
 - H. [School District](#)
 - I. [Animal Care and Control](#)
 - J. [Information Technology](#)
 - K. [Public Health Department](#)

IV. Direction, Control, and Coordination

- A. Authority to Initiate Actions
Malibu EOC Org Chart
- B. Command Responsibility

V. Information Collection and Dissemination

Targets for Notification, Authorized Staff, Triggers, Methods, Timing, Collaboration

I. Purpose, Scope, Situation, and Assumptions

A. Purpose

Emergencies or disasters may require the evacuation of people from hazard areas to places of safety or to areas of lower risk.

Although there are key differences between natural, technological and terrorist-induced disasters, one commonality is that it is difficult to predict and control their location, frequency, and scale. It is, however, possible to plan and manage potential evacuation routes, and establish evacuation procedures that minimize the adverse impact of a threatened or actual event

The purpose of this Mass Evacuation Annex is to provide for the orderly and coordinated evacuation of all or any part of the population of the City of Malibu if it is determined that such action is the most effective means available for protecting the population from the effects of an emergency situation.

B. Scope

Most evacuations will be local in scope, and actions will be initiated following a decision by the local authorized Incident Commander in conjunction with local government officials. In such cases, the evacuation will be coordinated and administered by Los Angeles County Sheriff Department personnel. State assistance may be provided by various State agencies under normal statutory authority through coordination by the California Emergency Management Agency (Cal EMA).

Organizations, operational concepts, responsibilities, and procedures to accomplish evacuation that are not defined within this annex will be found in the City of Malibu Emergency Operations Plan (EOP). The annex outlines State and local government responsibilities for the managed movement of people. This annex can be used in conjunction with other protection plans for the population. This annex is applicable to all locations within the jurisdiction of the City of Malibu and to all agencies, organizations, and personnel with evacuation support function responsibilities.

This annex is coordinated with the County Operational Area Emergency Response Plan and will be incorporated in Operation Area and county unincorporated area emergency response planning.

C. Situation Overview

Malibu is located in the southwest corner of Los Angeles County, and its 27 mile length extends along the south facing shore of Santa Monica Bay. This is illustrated in the Thomas Bros. Guide, pages 626, 627, 628, 629, 667, 668 and a portion of pg. 630. Malibu consists of approximately twenty square miles and is less than one quarter mile deep at its narrowest point and 2.84 miles at its widest point. Terrain consists of coastal plains and the foothills of the California Coastal Range, rising to 1750 feet.

The City is bordered on the south by the Pacific Ocean, on the north by the Santa Monica Mountains, on the east by the Pacific Palisades area of the City of Los Angeles and on the west by the unincorporated area of Los Angeles County, which stretches westerly approximately 1/4 mile to the Ventura County Line.

Malibu has a population of 12,575 residents as noted in the 2000 census. This number increases during week-day work hours by incoming employees of local businesses, as well as by visitors to the City beaches.

Transportation Infrastructure System

The primary transportation route consists of a single four lane State Highway (Hwy 1) traversing Malibu from the Pacific Palisades on the east, to the Ventura County line on the west. This route is named the Pacific Coast Highway, or PCH, and is maintained by the State of California Department of Transportation (Cal Trans).

Supplementing PCH are six north-south routes which originate at Highway 1 and connect to the Hwy 101 corridor in the north. Five of these canyon roads are City maintained, and the sixth, State Highway 23 (Decker Road) is maintained by Cal Trans. Numerous lesser roads and drives, some private, make up the balance of the thoroughfares throughout the City. These north-south routes include Las Flores Canyon Road, Malibu Canyon Road, Latigo Canyon Road, Kanan Dume Road, Encinal Canyon Road, and Decker Road.

City traffic is compounded twice daily Monday through Friday by the traffic of over 38,000 commuters, who travel through to areas beyond Malibu's city limits. During summer months and holidays over 100,000 beach goers use the City's network of roadways each day. The Metropolitan Transit Authority maintains a single bus route through the City along the PCH.

Infrastructure and Facilities

Utilities are provided by Charter Cable, the Edison Company, Southern California Gas Company, Verizon and Los Angeles County Waterworks District 29, and

supporting facilities for these are located in various areas within Malibu City limits.

Business, Recreation and Services

In addition to a commercial section along PCH referred to as the town center, there are five other neighborhood commercial areas. In addition to these locations many other small businesses and several service stations are located along PCH. The commercial areas are as follows: Las Flores Canyon Road and PCH; PCH from Carbon Canyon Road to Malibu Canyon Road (“Town Center”); Kanan Dume Road and PCH; Heathercliff Road and PCH; Busch Drive and PCH; Trancas Canyon Road and PCH.

Medical facilities are limited to St John’s Urgent Care Center and several physicians’ offices; most are located in the town center area. Emergency medical service including ambulances and paramedic support is provided by Los Angeles County Fire Department and County contractors. Additional medical supplies as well as other disaster supplies are located in storage containers at five locations across Malibu. These disaster supplies can be accessed by the Los Angeles County Fire Department, City staff or City of Malibu Community Emergency Response Team (CERT) volunteers. Numerous medical professionals reside in Malibu and represent a valuable resource as a volunteer medical team to assist paramedics during an incident.

Los Angeles County Fire Department has indicated that there are at least 40 Hazardous Materials (Hazmat) sites in the City of Malibu and close proximity. The Fire Department responds to a Hazmat incident with a specialized Hazmat unit from Carson, CA. Minimum response time is approximately 30 minutes.

Malibu has three elementary schools and a high school, grades 6 through 12. Webster Elementary is located in the town center, Point Dume Elementary is located on Point Dume and Juan Cabrillo Elementary is located adjacent to Malibu High School in Malibu Park. Several private schools and church sponsored schools also exist throughout Malibu.

Public sports facilities are currently limited to the athletic fields at Malibu High School in Malibu Park, the sports fields at Malibu Bluffs Park at PCH and Malibu Canyon Road. Private sports facilities consist of the Malibu Racquet Club on Stuart Ranch Road and the Malibu Riding and Tennis Club on PCH.

In addition to Bluffs Park, the City of Malibu owns the 15 acre Legacy Park in the town center area of Malibu at Civic Center Way. It also owns the 500 acre Charmlee Park on Encinal Canyon Road, Trancas Canyon Park on Trancas Canyon Road in the west side of town, and Las Flores Park, a small park located

on Las Flores Canyon Road on the eastern side. As well as offering the obvious recreational facilities; Charmlee, Bluffs and Las Flores Parks are all potential evacuation areas in an emergency other than fire.

Notification Systems

The City of Malibu maintains an emergency notification system which is capable of contacting residents and subscribers by telephone, cell phone, e-mail and text message. This system is continually updated and tested. The City also maintains a telephone Hotline, (310-456-9982) for traffic hazard advisories, incident updates and for evacuation instructions. An additional notification system which provides text messages and emails to smart phones and cell phones is currently being launched ("Nixle.com"). Additionally, City TV channel 3 provides reports and information about incidents and special events to charter cable subscribers. The City also maintains a ten watt AM radio station to supplement the Hotline and Channel 3. The radio station transmits (on 1620 am) 24 hours a day and is remotely-programmable, meaning announcements may be made via telephone or radio. However, reception is limited to the Malibu vicinity due to its low wattage.

Incident Consequences

In the event of a major earthquake, the possibility of Malibu becoming isolated and completely without services of any kind is very real. Malibu's infrastructure of critical services is fragile and vulnerable even during minor incidents. A typical minor incident in Malibu is road closure due to slope subsidence. In addition to causing blockage of ingress and egress, there is potential for loss of power, water, telephone systems and cable television. The potential for disaster is always present, therefore planning for local emergencies must include water, food, clothing, and shelter for a prolonged period of time.

Minor medical crises are magnified by the above conditions and are further compounded by the scarcity of adequate medical facilities, and the distances involved in reaching them.

In many cases during a large emergency, response by contract personnel may be delayed or even impossible. This situation underlines the need for citizens to be well trained for basic neighborhood emergency response; and it also calls for a centrally-based volunteer Community Emergency Response Team to assist where needed.

Extensive planning has been done for continuity of government. Details are located in the Concept of Operations chapter in the Emergency Operations Plan.

The City does not have its own police or fire department, but relies on the County of Los Angeles for provision of these services. The City also relies on local volunteer organizations for assistance in emergency communications and other necessary emergency services. During the response phase, the Lost Hills

Sheriff's Station EOC or Watch Commander is the coordination and communication point and the access to the Los Angeles County Operational Area.

Although City personnel has been designated to coordinate all SEMS functions, City staff may be insufficient to conduct the tasks for more than one operational period, and the City will therefore rely on assistance from its trained and registered volunteers.

D. Assumptions

The decision to initiate the mass evacuation process will include the following factors:

- The ability of the City to effectively evacuate and shelter within their own jurisdiction utilizing their own resources; and
- The need to coordinate evacuation operations including routes, resources and sheltering with one or more other jurisdictions.

Mass Evacuation will cause evacuees to cross jurisdictional boundaries, requiring a coordinated, possibly regional response.

The decision to evacuate or shelter-in-place will normally be made at the incident (SEMS Field Level) and in accordance with existing plans and protocols.

Events requiring evacuations will most likely have little to no warning.

All responses will be made in accordance with SEMS guidelines, which have been integrated with the NIMS.

10% of the regional population will not follow evacuation orders.

10% of the population will not have personal means of evacuation.

An unknown percentage of the population will have access and functional needs.

Approximately 60% of households have at least one household pet. The majority will not evacuate without their pets

II. Concept of Operations

A. General

Mass evacuations, like all emergency operations in the State of California, occur within the context and under the authority of mandated plans and response systems, which describe response coordination within multiple levels of government response. SEMS describes these levels, and they are reflected in state and local emergency plans and procedures. Additionally, a mass evacuation requires particular attention to the coordination at each level between

Evacuating Jurisdictions

Receiving Jurisdictions

Assisting Jurisdictions

Objectives: The following outlines the general operational objectives to consider for mass evacuations:

- Expedite the movement of persons from hazardous areas to appropriate transportation points, evacuation points, and shelters
- Provide adequate means of transportation for persons with access and functional needs, the elderly, other persons with unique needs, and persons without vehicles
- Account for the needs of individuals with household pets, livestock, and service animals prior to, during, and after a major disaster or emergency
- Control evacuation traffic
- Institute access control measures to prevent unauthorized persons from entering vacated, or partially vacated areas
- Provide emergency public information for the duration of the emergency
- Assure the safe reentry of the evacuated persons

B. Evacuation Decision and Routes ("Protective Action Selections")

Authority: The legal authority to close and evacuate an area is provided to law enforcement and health officials by California Penal Code 409.5. The law also states that any individual remaining in an area that has been closed shall be guilty of a misdemeanor. However, it is unclear whether law enforcement can force a person to evacuate. Further, the amount of time consumed in forcing compliance may place other lives in danger as a result of a deputy's inability to continue with notifications of other residents.

Hazard Analysis: Normally, the decision to evacuate an area will be made by the Fire Department Incident Commander or County Health Services representative. Once this decision has been made it will be communicated to the Law Enforcement Incident Commander. The Sheriff's Department Emergency Operations Bureau (EOB) will be notified, as well as the American Red Cross, who will pick suitable shelter locations.

Evacuation Decision:

The following three phases of evacuation may be used for evacuation of the jurisdiction:

- *Precautionary* — This phase will concentrate on people who are most vulnerable to effects of developing event. This is a voluntary evacuation.
- *Recommended* — This phase will concentrate on all people who are at risk. This is a voluntary evacuation.
- *Mandatory* — This is the final and most serious phase of evacuation. Authorities will put maximum emphasis on encouraging evacuation and limiting entry into the risk area.

Evacuation Routes:

Evacuation is coordinated by the Sheriff's Department and the California Highway Patrol (CHP). All traffic on PCH will be directed away from the hazard area, depending upon the emergency and the impacted/affected area(s).

1). Hazards within the City, on the PCH or from the ocean (tsunami):

The following major north-south routes will become northbound only (southbound lanes will be closed to traffic), to expedite evacuation away from the Malibu area:

- Topanga Canyon Blvd (only if Topanga is not being evacuated)
- Kanan Dume Road
- Encinal Canyon Road
- Mulholland Highway at PCH

Note: Malibu Canyon Road will remain open in both directions for access to the Pepperdine University Command Post and the Emergency Operations Center at Malibu City Hall, as well as to the EOC at Lost Hills Sheriff Station on Agoura Rd in Calabasas.

Tsunami Safe-refuge areas: For a tsunami evacuation, the following routes may be used to escape the coastal areas. These routes continue northwards out of the area, and may not be subject to traffic control:

- Tuna Canyon Road: (No vehicular traffic: foot traffic only. Although this is a southbound traffic route, the area approximately 1500' from the PCH is at an elevation that may be considered to be a Tsunami Safe Area.
- Las Flores Canyon Road: The roadside "drop-off area" just past the Odyssey School at 3504 Las Flores is at an elevation that may be considered to be a Tsunami Safe Area.
- Malibu Canyon Road: Safe refuge may be taken at the Salvation Army camps at Tapia Park, located north of Piuma Road.
- Latigo Canyon Road: The area in the vicinity of 5656 (Malibu Archery Club) is at an elevation that may be considered to be a Tsunami Safe Area.
- Encinal Canyon Road: Charmlee Park may be considered to be a Tsunami Safe Area.
- Decker Canyon Road: Last-resort escape route only; there are no public areas for safe refuge along this route.

2). Hazards from the North (fire):

Evacuation will be directed along the PCH either in the westerly direction towards Camarillo and Oxnard, or the easterly direction towards Santa Monica, at the discretion of the Sheriff Department.

C: Access and Traffic Control:

1. Access control:

Access control will need to be accomplished to control access to the area at risk, in order to reduce the number of people that may accidentally be exposed to hazards. Access control is normally managed by the use of access control points on roadways. The access control points can be manned or unmanned when personnel shortages occur. This task is often performed by law enforcement and public works. Law enforcement officers normally perform their duties at the manned points and public works normally drops off barrier material at the unmanned sites. Responsibility for the determination of the location of these sites lies with the Sheriff's Department and/or CHP.

2. Traffic Control:

In order that the flow of traffic coming into Malibu on the PCH and other routes is stopped, roadblocks will be established at predetermined locations.

Traffic Control Points (staffed by California Highway Patrol)

1. Topanga Canyon Blvd south of Grandview. (Stop southbound traffic)
2. Malibu Canyon Rd at Piuma Rd. (Restrict southbound traffic to Responders only)
3. I-10 freeway at 4th Street exit. (Divert all inbound traffic onto surface streets)
4. PCH at Ventura County Line. (Stop south or eastbound traffic)

5. Kanan Dume Road at Tunnel #1.
6. Kanan Dume Road at Lechusa Road.
7. Encinal Canyon Road at Lechusa Road.
8. Decker Road at Lechusa Road.
9. Stunt Road at Shueren Road. (Stop southbound and westbound traffic)

D. Communications

1). Emergency Public Information (EPI) is the communication by government of essential emergency information (EEI), so that the public may act upon it in an effective manner in keeping with emergency plans and conditions.

A successful evacuation process may be achieved by:

- Timely and accurate communication of evacuation instructions
- Establishment of designated reception and care locations
- Succinct emergency and health safety messages to the evacuees and the general public

Effective and informative notification to the public will be vital to the evacuees, convincing them that they should evacuate.

The messages to the evacuees need to include:

- Why they need to evacuate
- How long they will need to remain evacuated
- The location of transportation and evacuation points
- Time required for evacuations
- Availability of shelters
- What they should take to evacuate
- How their pets will be accommodated
- How they should secure their homes
- The security provided when they are away from their homes

EPI should be coordinated with neighboring jurisdictions to determine resources/personnel needed.

2). Primary communication capabilities that may be used to notify the general public about the need to evacuate include:

- Connect-CTY: Once the order to evacuate has been given, the City will employ their Blackboard Connect (“Connect-CTY”) notification system to notify by telephone, e-mail and text message every household located in the threatened area. The system will provide a pre-recorded or text warning message to each subscriber registered in the system.
- City of Malibu Website: (www.ci.malibu.ca.us)

- City of Malibu telephone Hotline: (310-456-9982)
- Television: local “TV-3” cable channel (via Verizon)
- City Radio: 1620 AM
- Nixle (www.nixle.com) Online subscription service, for SMS text messages.
- Facebook and Twitter social media outlets, updated regularly from the EOC

3). Additional communication capabilities that may be utilized (outside of the control of the City of Malibu).

- Emergency Alert System: traditional TV and radio broadcast interruption
- Alert LA
- 2-1-1
- Emergency websites
- Network Radio
- Public address systems
- Helicopters equipped with P/A systems
- Amateur Radio Operations
- Sheriff and Fire vehicles equipped with P/A systems
- Door-to-door notification
- Changeable message signs

The Sheriff’s Department may provide announcements via loudspeaker from patrol cars, or order helicopters to over-fly the coastal areas and make announcements. No door-to-door notifications are anticipated. On the beaches, the Life Guards will be responsible for evacuations on the sand if required.

Once the initial evacuation advisory has been given, subsequent situation updates will be provided using the established Malibu telephone hotline (310-456-9982), AM radio (1620 AM), text messaging (Nixle.com), the City cable television channel TV-3, and email blasts to existing subscribers.

4). Communicating with Access and Functional Needs populations:

EPI plans and procedures must address communication with all audiences, based on differences in language, physical, psychological, and technological challenges.

City of Malibu will establish relationships with public and private agencies that provide home-based care provision services or with Specific/Special Needs populations. The City Public Information Office (PIO), in media releases, will encourage communities to share emergency information with their neighborhood, especially with those who may have difficulty in receiving and/or understanding an official notification. Media releases will, to the extent possible, be made available in languages other than English.

5). Emergency Communications with Critical City Staff:

Contact with City Hall staff may be made via one of the following:

- Telephone: 310-456-2489 (Switchboard number; will ring to EOC)
- Cell phone:
 - 310-403-0673 (Brad Davis; Emergency Services Coordinator)
 - 310-804-8724 (Jim Thorsen; City Manager)
 - Jim Thorsen (HOME) 805-523-0957
 - Brad Davis (HOME) 310-455-0673
- Satellite Phone:
 - 011-8816-2143-6497 (Brad)
 - 011-8816-2143-6510 (Jim)
 - 011-8816-21436502 (Public Works)
- Radio: 147.225, PL 94.8 (DCS; 2 Meter HAM)
145.260, PL100 (City's HAM Repeater)
462.675, PL 79.7 (GMRS: Arson Watch's repeater: If All Else Fails!)
- E-mail:
bdavis@malibucity.org
jthorsen@malibucity.org
eocdirector@malibucity.org

6). Communications with LA County resources:

- CWIRS radio
- OAARS software system
- HAM radio (DCS)
- OEM Duty Officer

E. Transportation Requirements

The majority of evacuees will self-evacuate using privately owned vehicles. Approximately 20% of the populace will not have transportation and will require assistance. Buses are usually the optimum vehicle of choice, but may not be available. (See section III-C, Transportation Needs Management).

Preexisting Memorandums of Understandings and Agreement are currently non-existent within the City of Malibu. The Operational Area will use available resources including Memorandums of Understanding and Agreement (MOUs/MOAs) with public and private transportation agencies, and mutual aid to provide adequate means of transportation for those people that do not own or

have access to automobiles, have unique needs which limit their transportation options, or have other specific needs.

Evacuation Pick-up Points: If a mass transit solution is available, the public may be directed to assemble at the 3 public schools (Malibu HS, Point Dume ES, Webster ES), Legacy Park and Duke's Restaurant parking lot, where they may be picked up and transported to a shelter location.

F. Evacuee Accommodation

NOTE: The need for activation of Mass Care Centers will be as recommended by the City of Malibu and as designated by the City and the American Red Cross. Shelter capacities and availability may vary. Announcements will be made on all broadcast media of available shelter locations.

1. Temporary Evacuation Areas for Safe Refuge ("Short-Term Evacuation Support") Short-term evacuee support is the period between the affected population being evacuated and either returning to their homes or continuing on to long-term sheltering.

In selecting an area to use as a refuge it should be remembered that the PCH may not be passable in its entirety. Therefore, areas for refuge should be selected which have a northerly escape route, or one that leads away from the Malibu area.

Designated locations and public parks in Malibu:

- Zuma Beach parking Lot-12: (PCH at the western (Trancas) end).
- Malibu Bluffs Park: (PCH at Malibu Canyon Road)
- Malibu Creek State Park: (Las Virgenes Road, four miles south of Highway 101).
- Salvation Army Camps at Tapia Park: (Malibu Canyon Road north of Piuma Rd).
- HRL parking lot: (Malibu Canyon Road north of Pepperdine University).
- Legacy Park: PCH at Webb Way
- Las Flores Park: (Las Flores Canyon Rd)
- Trancas Highlands Park: (Trancas Cyn Rd)

2. Designated Red Cross Emergency Shelters

All Malibu public schools within Santa Monica/Malibu School district are available as designated shelters. The final decision of which shelter will be used at any particular time rests with the American Red Cross. There are no plans in-place for the use of private schools or facilities as designated shelters at this time.

3. Family Assistance Centers

In the immediate aftermath of a mass evacuation event, families will seek immediate assistance and reunification. They will gravitate to where they believe they will find their loved one, or where they believe they find information about them. The City of Malibu will coordinate, with multi-agency effort, a family assistance center to provide support and information as needed and when available. Malibu Bluffs Park has been used in the past for this purpose.

The purpose of the Family Assistance Center will be to provide evacuees/potential victims' families with a secure and controlled area. These sites may be co-located with a shelter site, if needed. These centers will provide a place for:

- Family reunification
- Mental health services
- Facilitate an information exchange to address family need - psychological, spiritual, medical, and logistical
- Assist those affected in recovery
- Update incident status information

Considerations for Family Assistance Center include:

- Phone systems
- Internet accessibility
- Facility footprint
- Parking
- Staffing
- Television access

4. Medical Treatment

Normally, medical emergencies are handled by LACoFD's Emergency Medical Service. These will provide paramedic and ambulance services to definitive medical care facilities. In a catastrophic emergency when EMS is not available or is overwhelmed, the City of Malibu may utilize the services of its volunteer medical resource known as the Malibu Disaster Medical Team (MDMT). These licensed practicing professionals may respond as needed. MDMT members are also sworn Disaster Service Workers for the City of Malibu. Details of the strategies and tactics used are not available.

Contact with this team may be made through the Malibu Urgent Care Center.

5. Re-entry of Evacuees

Prior to the Incident Commander declaring that evacuees may return to the affected area a Re-entry Phase Plan may be developed. If only a small number of people has been displaced the re-entry plan will be easy to implement. However, if a large number of persons in the community were displaced, a more elaborate plan will need to be developed.

Several factors need to be considered during the reentry process. Communication is important to avoid possible injuries or loss of life. All branch directors must meet and confer regarding the reentry process. The final determination to re-enter will be made by the Incident Commander (IC), as directed by the chief elected official or designee within Unified Command. The site assessment should cover, at a minimum, the following areas:

- Safety
- Security
- Damage Assessment
- Restoration of Critical Infrastructure and Public Services
- Recovery of Decedents
- Site Safety Assessment

6. Handling Pets during Evacuations

The Pets Evacuation and Transportation Standards Act of 2006 amends the Stafford Act, and requires evacuation plans to take into account the needs of individuals with household pets and service animals, prior to, during, and following a major disaster or emergency.

The Los Angeles County Department of Animal Control and Los Angeles Animal Services have plans to transport and shelter pets in a disaster in the Los Angeles Operational Area and Los Angeles City, respectively. Animal Control Officers, the Humane Society of the United States, and other nonprofit animal welfare organizations will assist in the rescue, transport, and sheltering of small and large animals.

The City of Malibu is planning to establish a Pet-Friendly Shelter for the use of evacuees who prefer not to be separated from their (domestic) pets for more than a short period of time.

III. Organization and Assignment of Responsibility

Mass evacuations, like all emergency operations in the State of California, occur within the context and under the authority of mandated plans and response systems that describe coordination within and between multiple levels of government response. SEMS describes these levels, which are reflected in State and local emergency plans and procedures. Additionally, a mass evacuation requires particular attention to the coordination within each level of government response and between each level.

Operations will follow the framework of SEMS, NIMS, and ICS adhering to the six organizational levels:

- Field response
- Local government
- Operational Area
- Region
- State
- Federal

Assignment of Responsibilities:

a). Law Enforcement Agencies

According to the Emergency Operations Plan of the Los Angeles County Sheriff's Department (LASD) the responsibility for the management of transportation needs during an evacuation event lies with LASD (2-6/060.20). If necessary, the American Red Cross may be enlisted by LASD to arrange transportation resources through MTA.

- Mobilize Law Enforcement personnel and materiel resources to fulfill the police mission
- Prepare emergency control plans and train personnel in emergency control functions
- Coordinate with other law enforcement entities
- Manage and control selected evacuation routes

b). Fire Suppression & Rescue

- Direct Fire Suppression and Rescue personnel
- Direct the use and control of all explosives and hazardous materials and demolition of buildings or structures

- Supervise and control all petroleum, chemicals, and related pipelines
- Retain administrative authority for supervision of personnel and equipment provided by other divisions or jurisdictions
- Direct all emergency medical resources at the emergency, and transport casualties to definitive care facilities

c). MGMT OF TRANSPORTATION NEEDS

There is no transportation department within the City of Malibu. Management of transportation needs will be handled locally within the EOC, by the Transportation unit of the Resources branch of the Logistics section. Potential local resources include school busses, taxi cabs and city vehicles. Currently no MOUs are in existence.

According to the Emergency Operations Plan of the Los Angeles County Sheriff's Department (LASD) the responsibility for the management of transportation needs during an evacuation event lies with LASD (2-6/060.20). If necessary, the American Red Cross may be enlisted by LASD to arrange transportation resources through MTA.

PUBLIC TRANSPORTATION: Public transportation agencies are available to meet the Incident Commander's evacuation transportation needs. The MTA has been identified in the Los Angeles County Multi-Hazard Functional Plan as being available to assist as needed, and are available on a 24 hour basis.

The County EOC (CEOC) will respond to requests for transportation assistance from the City EOC utilizing the MTA to coordinate OA-wide transportation resources and/or elevate the request to the REOC.

- Mobilize personnel and material resources to fulfill the mission of the department
- Support coordination of planning for evacuation routing, signage, barricades, and towing
- Provide for the movement of people and supplies
- Establish public transportation facilities

SCHOOL BUSES: The Santa Monica/Malibu School District (SMMUSD) maintains a fleet of school busses. Normally, seven busses are assigned to Malibu routes, and three of these busses are housed behind Juan Cabrillo School on Morning View Drive adjacent to Malibu High School. These busses are capable of carrying up to 60 adults, and are each fitted with GPS tracking devices for location monitoring. For liability reasons the only persons approved to

drive the busses are licensed school bus drivers. Normally, at least two drivers are located at the Malibu garage location. The City has been informed that if necessary these busses may be made available to the City for evacuation purposes, by arrangement with the School District Superintendent and/or the Transportation Director Neil Abramson (818-400-6899).

The City will consider the access and functional needs population in all transportation service provisions to the best extent possible.

D). Public Works Departments

The City of Malibu Public Works Department is responsible for management of public infrastructure, implementation of capital improvement projects and oversight of a variety of programs, including development plan checks, land subdivisions and storm water management.

Due to the limited number of city staff, the department maintains contracts and/or relationships with a number of independent operators and companies. Principal among these is Burns Brothers, who hold the contract for street maintenance and general repair work of City property.

Beyond the City limits, the County of Los Angeles Public Works Department may be responsible for the following:

- Maintain and repair infrastructure
- Remove waste and debris and provide support to search and rescue operations
- Plot infrastructure maps
- Provide damage assessments and conduct engineering investigations
- Install appropriate signage, traffic control devices, and barricades
- Assist in decontamination
- Restore vital facilities and public utilities

E). Utility Agencies and Companies

The City of Malibu contracts for all utility services. During a disaster, contact will be made by the City's EOC for situational awareness. Contacts include:

- Electricity: So Cal Edison. Mark Olson. (310) 315-3201; (310) 994-6427 (mobile). Backup: Scott: 310-294-4167
- Water: Water District 29. Art Schimke. (310) 456-6621 ext. 242
- Gas: Southern California Gas Company. Mike Grimm. (310) 901-4241;

Alt: Rochelle Silby: 818-319-2140. *24 Hours Reporting* – 800-427-2200

- Telephone: Verizon. Mike Caudill (310) 456-5587 /5588. Camarillo Yard Direct: 805-445-8126. Alt: Jason Eisel: Malibu Contact: 800-483-5000

F). CITY OF MALIBU DEPARTMENT OF BUILDING SAFETY

During a disaster the City of Malibu's Building Safety Department has the following characteristics and responsibilities:

Safety Assessment Branch Chief: Deputy Building Official

Alternate: (Sten Miles), Senior Building Inspector

General Duties:

1. Collect initial safety assessment information from other branches within the Operations Section.
2. Provide detailed safety assessment information to the Planning/Intelligence Section, with associated loss damage estimates.
3. Maintain detailed records on damaged areas and structures.
4. Initiate requests for outside Engineers from the Operational Area to assist in the inspection of structures and/or facilities.
5. Supervise the Safety Assessment Unit.

G). Parks and Recreation

The City of Malibu Parks and Recreation Department provides programs and facilities to meet the recreation and leisure needs of the community. The department administers the use of and maintains several park and athletic facilities in the City and provides programs for all ages in a wide range of interests and activities. The department also sponsors several large special events throughout the year. For more detailed information about the location of the parks, please see Section F (Evacuee Accommodation) part-1.

During a disaster the City of Malibu's Building Safety Department has the following characteristics and responsibilities:

Care & Shelter Branch Chief: Parks & Recreation Director

The Care and Shelter Branch is responsible for providing evacuation centers and mass care shelters for disaster victims, and will coordinate efforts with the American Red Cross and other volunteer agencies.

The Care and Shelter Branch shall ensure that plans are in place to open and operate evacuation centers and mass care facilities until, and if, the American Red Cross assumes responsibility. Thereafter, the Care and Shelter Branch will work closely with and support the American Red Cross and any other volunteer services agencies providing assistance to disaster victims.

The Los Angeles County Department of Public Social Services has the Operational Area responsibility for Care and Shelter.

H). School District

In response to emergency or disaster situations, the Santa Monica/Malibu Unified School District is responsible for:

- Coordination of evacuations of schools
- Provide transportation for school children and staff
- Provide shelter assistance to the City and Red Cross

Malibu has three elementary schools and a high school, grades 6 through 12. Webster Elementary is located in the town center, Point Dume Elementary is located on Point Dume and Juan Cabrillo Elementary is located adjacent to Malibu High School in Malibu Park. Several private schools and church sponsored schools also exist throughout Malibu.

The City maintains contact telephone numbers for the School District Superintendent and school staff for notifications outside of normal business hours. Contact should be made when emergency shelter operations are being considered, or for other emergency needs, including busses.

I). Animal care, Control and Services

The City of Malibu contracts with Los Angeles County Department of Animal Care and Control for animal control services. The primary shelter servicing this area is:

Agoura Animal Shelter

29525 Agoura Road, Agoura Hills,

818-991-0071. (Local number answered 24 hours a day)

Shelter Manager - Denise Rosen, (818) 706-5898; (818) 991-0071

Animal Control Emergency Operations Coordinator Lt. Fred Agoopi (562) 256-1376

J.) Information Technology

- Design, implementation and training, maintenance and restoration of voice (radio and telephone), and data (Local Area and Wide Area computer networks) communication systems.
- Ensure the capability of the City to maintain regular updates of emergency public information via social media, websites and email.
- Assist emergency management staff responsible for development and maintenance of the EOC Information Management Systems.

K). PUBLIC HEALTH DEPARTMENT

The City does not maintain its own Public Health department. The City contracts with County of Los Angeles Department of Health through its general County services agreement for all health related services. All information related to Public Health would be coordinated and provide by the County of Los Angeles, in addition to crisis counseling, decontamination and establishment of first aid stations. If Public Health were needed during an evacuation, the City/Area would request the Los Angeles County Public Health Department, via the SEMS protocol, from the CEOC.

There would unlikely be a public health response in the field during the actual evacuation except in a WMD scenario. Even decontamination by PH/EMS would likely wait until requested by the CEOC when the evacuees arrive at evacuation points, decontamination points, or reception sites. EMS ambulances would be out in the field to assist in evacuating patients (from health facilities) but no Public Health people otherwise would be deployed. Like mental health, Public Health would apply its services at more permanent locations such as shelters.

Los Angeles County Department of Mental Health has the responsibility to respond countywide. The Department is responsible for all cities in LA County including unincorporated areas and special districts. The Department also contracts with non-profit agencies throughout Los Angeles County so in the event the County is not able to respond due to resources impacted by the disaster, we would coordinate a response upon request.

IV. Direction, Control, and Coordination

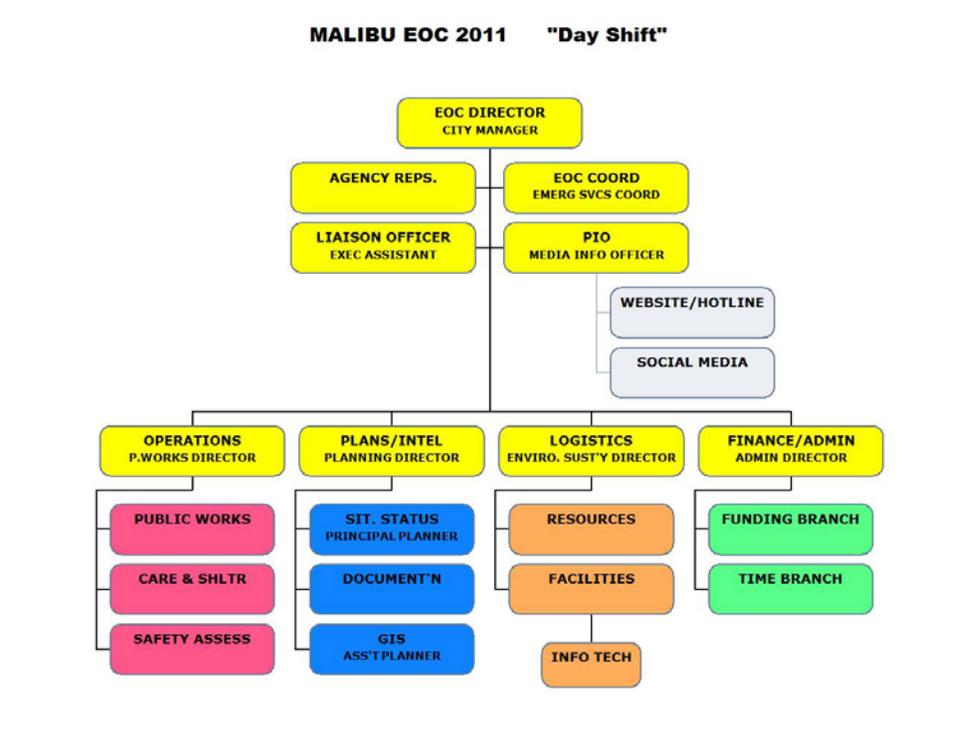
Authority to Initiate Actions (Referenced in City EOP, Part 1.)

The legal authority to close and evacuate an area is provided to law enforcement and health officials by California Penal Code 409.5. The law also states that any individual remaining in an area that has been closed shall be guilty of a misdemeanor. However, it is unclear whether law enforcement can force a person to evacuate. Further, the amount of time consumed in forcing compliance may place other lives in danger as a result of a deputy's inability to continue with notifications of other residents.

Command Responsibility for Specific Action

Local Incident Command Structure

Basic command and control of a multi-jurisdictional evacuation effort in the Operational Area will follow the provisions outlined in the Operational Area Emergency Plan and the California Master Mutual Aid Agreement, as with any emergency or disaster. The City of Malibu will operate according to the SEMS and NIMS, and respond utilizing the Incident Command System (ICS) as shown below:



Unified Command

In a large-scale incident, it is anticipated that a transition will be made from a local incident command to a unified command operation. In a unified command arrangement, leaders of all participating response forces agree on general objectives, priorities, and strategies for resolving the emergency.

A Unified Command (UC) from the evacuating jurisdiction and the receiving and assisting jurisdictions should be established. The UC should communicate with the LA County Emergency Operations Centers (CEOC) in accordance with local emergency plans and procedures in order to ensure proper resource support and policy direction to the mass evacuation. The Unified Command PIO must coordinate all press and information releases with the local EOC PIOs as well as the JIC.

Area Command

Mass evacuation may cover an extensive geographic area or multiple areas. Accordingly, the creation of an Inter-Jurisdictional Area Command should receive early consideration. The most logical choice for a Area Command Post (ACP) is Lost Hills Sheriff Station. This is the designated ACP for a tsunami disaster in the Malibu area.

Assistance

If the City's existing resources are insufficient or inappropriate to respond to the emergency situation, a request will be made for assistance from other jurisdictions. All response agencies are expected to fulfill mission assignments directed by the Incident Commander or the EOC and could operate as a(n):

Evacuating Jurisdiction

Receiving Jurisdiction

Receiving Jurisdictional agencies should provide agency representation to the Evacuating Jurisdictions Incident or UC, or an Inter-Jurisdictional Area Command, as appropriate, to ensure the:

- Evacuation routes into the receiving jurisdiction are properly identified
- The number and nature of the evacuating population is identified
- Method of transportation of the evacuees
- Determine the estimated time of arrival to reception and care areas
- Coordinate the transfer of evacuees with the evacuating jurisdiction and, if appropriate, the Assisting Jurisdictions to the Receiving Jurisdictions
- PIOs will coordinate their messages through the JIC

Receiving Jurisdictions should establish Incident or UC to manage:

- Traffic flow into the Jurisdiction
- Distribution of evacuees to reception and care areas, or other appropriate facilities
- Redistribution of evacuees to shelters, or other appropriate facilities
- Provision of mass care and health issues
- Ensure that traffic and reception do not negatively impact existing traffic, homes, and businesses

The responding agencies of the jurisdiction(s) that are receiving evacuees must effectively communicate with their respective EOCs, in accordance with local emergency plans and procedures, in order to ensure proper coordination between jurisdictions; particularly, for obtaining and deploying non-Public Safety Mutual Aid.

Assisting Jurisdiction

When a jurisdiction agrees to assist with the evacuation process, they should provide agency representation to the Evacuating Jurisdictions Incident or UC, or an Inter-Jurisdictional Area Command, as appropriate, to ensure that:

- Assisting jurisdiction resources are properly deployed
- Evacuation routes are coordinated, and that the number and nature of the evacuating population is identified
- Determine the estimated time of arrival of evacuees, along the assisting jurisdiction controlled roads/highways
- Traffic control and assistance to evacuees are provided while they are traveling within the assisting jurisdictions area of responsibility
- Coordinate the transfer of evacuees between the evacuating jurisdiction and the receiving jurisdiction(s)
- PIOs coordinate their messages through the JIC

The responding agencies of the assisting jurisdiction(s) must effectively communicate with their respective EOCs, in accordance with local emergency plans and procedures. This will ensure proper coordination between jurisdictions; particularly, for obtaining and deploying non-Public Safety Mutual Aid.

Mass Evacuations require extensive multi-disciplinary and inter-jurisdictional coordination and support; not only within the SEMS Field Level, but also with Local and Operational Area Level EOCs. Inter-jurisdictional coordination needs to be formalized for the purposes of a regional evacuation.

V. Information Dissemination

Success in saving lives and property is dependent upon timely dissemination of warning and emergency information to persons in threatened areas. Local government is responsible for warning the populace of the jurisdiction. Government officials accomplish this using warning devices located at City Hall, within the community or mounted on official vehicles. The warning devices are designed to be activated 24 hours a day.

Inter-jurisdictional and inter-agency coordination will be conducted through the Incident Command Posts, CEOC, and the City of Malibu EOC, utilizing available communication equipment and infrastructure, and using existing established procedures. Agency liaisons will also be present in the EOC to facilitate communication between different agency operation centers.

Communicating with Disability and Access and Functional Needs populations:

Emergency public information, (EPI) plans and procedures should address communication with all audiences, based on differences in language, physical, psychological, and technological challenges.

The City will establish relationships with public and private agencies that provide home-based care provision services or with Specific/Special Need populations. The City Media Information Office (MIO), in media releases, will encourage communities to share emergency information with their neighborhood, especially with those who may have difficulty in receiving and/or understanding an official notification.

For more specific information please see Concept of Operations section-D.

1. TARGETS FOR NOTIFICATION

INTERNAL TO CITY HALL

- City Manager
- Emergency Services Coordinator
- Media Information Officer (MIO)
- Councilmembers
- Department Heads
- Public Safety Commission
- Website Management
- TV-3 & Radio Management staff
- Information Technology Dep't.

EXTERNAL TO CITY HALL

- City telephone Hotline
- City Radio
- City Website
- Schools, Churches
- Volunteer Response Teams
- Los Angeles County Office of Emergency Management via OARRS
- County Agencies (Sheriff, Fire, etc)
- County Supervisor's Office
- Media sources: TV, radio, newspapers, online media sources
- Social Media outlets (Facebook, Twitter, Nixle, etc)
- Blackboard Connect (Connect-CTY) System
- Business Community

2. WHO DECIDES NOTIFICATION IS NECESSARY?

- City Manager
- Emergency Services Coordinator
- Department Heads

3. WHAT TRIGGERS A NOTIFICATION?

- Disruption of utility service of any kind
- Disruption of roadway or traffic flow
- Incidents resulting in fatality (Notify City Manager)
- Incidents that destroy property within City limits
- Disaster incidents of any type (fire, landslide, flood etc.)
- Incidents that are likely to escalate

4. RESOURCES FOR PUBLIC INFORMATION

- “Connect-CTY” system (“reverse 9-1-1”) to phone, cell phone, email, cell phone: *Contact: Emergency Services Coordinator*
- E-mail blasts: *Contact: Executive Secretary*
- Text Messages (“Nixle.com”): *Contact: Emergency Services Coordinator*
- Facebook, Twitter social media accounts: *Contact: Media Info Officer*
- City of Malibu Web site: *Contact: Executive Secretary*
- Telephone Hotline (310-456-9982): *Contact: Emergency Services Coord.*
- AM Radio (1620 AM): *Contact: Emergency Services Coordinator*
- Ham Radio, Commercial (UHF) Radio: *Contact: Emergency Services Co’r*
- Charter Cable TV-3: *Contact: Executive Secretary*

5. WHEN SHOULD NOTIFICATIONS BE MADE?

- Immediately
- On-going, with frequent regularly-scheduled updates
- Continue into recovery period, to include recovery information.

6. ENSURING EXECUTIVE COLLABORATION

- Make sure City Manager & critical staff all knows the procedures.
- Plan conference calls if a meeting cannot be arranged.



EVACUATION PLAN

Malibu is at risk from a variety of hazards, any of which could trigger an evacuation of some sort.

- Brushfires
- Flooding
- Landslides
- Earthquake
- Wind storms
- Hazardous materials (HAZMAT) incidents
- Tsunamis
- Terrorist incidents

It is important to understand that the risk is not small; therefore the need to understand the principles of safe evacuation is significant.

RESPONSIBILITIES

The order to evacuate will originate from the Fire Department, and the responsibility to organize and manage the evacuation rests with the Sheriff's Department. The City of Malibu will make every effort to make public notifications announcing the evacuation, and to keep members of the public informed as to evacuation routes, evacuation areas or shelters, potential duration of the event and the status of the hazard itself.

CONSIDERATIONS BEFORE ORDERING AN EVACUATION:

Many factors must be considered in determining the need for, and the type of evacuation. These considerations include, but are not limited to:

- What are the wind and weather conditions?
- What time of day or night is it?
- Are conditions deteriorating or improving?
- Are people safer indoors or outdoors?
- Will the rapid movement of hundreds or thousands of people injure as many or more than the threat?
- Will the out flow of people obstruct the movement of emergency vehicles and responders?
- Will backed-up traffic block vital roadways?
- Is there a safe mode of transportation and route for evacuees?
- Is there sufficient notification time before the need to evacuate?
- Are there safe locations for staging areas, pickup points, shelter, supplies and medical assistance, if needed?
- Does the impacted group have special needs?

TEMPORARY EVACUATION AREAS

In the event of an emergency situation forcing residents out of their homes, temporary evacuation areas may be established to provide information and support to the evacuees. Two areas have been pre-designated within the City limits: the parking lot at the western-most end of Zuma Beach on the west side of Malibu, and the empty field between the Courthouse/Civic Center and Stuart Ranch Road in the center of town.

Each of these areas has the capacity to accommodate a large number of persons on a temporary basis, but appropriate resources (including toilets, water and information points) must be supplied by the City to support them. *Overall management of the Evacuation Area will be performed by the Care & Shelter Branch of the Operations Section in the City EOC.*

Immediate Notifications (For Zuma Beach Parking Lot-12 Site):

- Lifeguards: Open the restroom facilities and remove the chain across the entrance of Zuma Beach Lot 12: Capt. Dan Atkins; 457-2525. (OPS)
- Beaches & Harbors: Notify that the Evacuation Area at Lot-12 is activated. (Carlos Zimmerman; District Manager: (310) 454-7962)
- Sheriff / CHP for traffic control in & out of site. (PLANS/INTEL)
- Arrange delivery of portable toilets (20?) (LOGISTICS)

EVACUATION ROUTES OUT OF THE AREA

Evacuation is coordinated by the Sheriff's Department and the California Highway Patrol (CHP). All traffic on PCH will be directed away from the area or towards higher ground. The following major north-south routes will become northbound only (southbound lanes will be closed to traffic), to expedite evacuation away from the Malibu area:

- Topanga Canyon Blvd
- Kanan Dume Road
- Encinal Canyon Road
- Mulholland Highway at Pacific Coast Highway

Note: Malibu Canyon Road will remain open in both directions for access to the Pepperdine University Command Post and the EOC at Malibu City Hall. In addition, the following routes may be used to escape the coastal areas. These routes continue northwards out of the area, and may not be subject to traffic control:

TRAFFIC CONTROL POINTS (Locations Staffed by California Highway Patrol)

1. Topanga Cyn Blvd south of Grandview (Amerigas).(Stop southbound traffic)
2. Malibu Cyn Rd at Piuma (Restrict southbound traffic to Responders only)
3. I-10 freeway at 4th Street exit (Divert all inbound traffic onto surface streets)
4. PCH at Ventura County Line (Stop south or eastbound traffic)
5. Kanan Dume Road at Tunnel #1
6. Kanan Dume Road at Lechusa Road
7. Encinal Canyon Road at Lechusa Road
8. Decker Road at Lechusa Road
9. Stunt Road at Shueren Road. (Stop southbound and westbound traffic)

OPERATIONS CHECKLISTS

EOC DIRECTOR (DES) and staff:

Determine which location(s) to activate: West or Central.

Activate the Emergency Operations Center. Initiate a log of events.

Ensure adequate staffing for EOC. Request additional staff resources from other areas if necessary.

Notify City Council, Attorney, etc.

Notify local agencies that the EOC is activated:

- LA County OEM
- Sheriff, CHP and Fire Departments
- Schools and medical facilities
- Red Cross, CERT Volunteers, etc

Determine level of City “lockdown”, if any. Determine if closure of beaches is recommended.

Determine if traffic management using “Dolphin Decal” lanes will be implemented.

Designate a Public Information Officer (PIO).

Activate Temporary Evacuation Area, and put OPS/Care & Shelter branch in charge of activating and running it.

Determine if CAN system is to be used for public notifications. If so, see if the Sheriff's department can manage its use.

Determine if City will be providing emergency supplies: (water, etc) and notify Planning and OPS.

Start process for procurement of necessary supplies and resources for the Evacuation Site(s).

Initiate appropriate warnings and instructions for actions the public needs to make immediately. Prepare and issue news releases and subsequent warnings.

Meet with Section Coordinators to review priorities and strategies.

Additional Considerations

1. Respond as necessary to special populations.

2. Provide public information and safety tips. .

PLANNING:

Establish Points of Contact with LACoFD, LASD, CHP etc.

Notify American Red Cross of the situation and request additional assistance (emergency food and staff).

Ensure LA County OEM is notified via EMIS. Continue filing reports via EMIS terminal,

Continue to collect accurate information, consolidate, evaluate and analyze data concerning the scope and magnitude of the disaster. Compile reports and forward to EOC Director (DES) and County Emergency Management.

Determine level of “lockdown” for ingress to the City; coordinate with LASD and CHP.

Inform the PIO of any decisions taken regarding road closures.

Confirm with DES if beaches should be closed; coordinate with LASD and Lifeguards.

Check weather reports and determine potential influence on operations.

Create schedule of meetings with DES and Section Coordinators.

Anticipate staffing needs, including volunteers. Liaise with Logistics.

Determine (with DES) if City will provide the public with water, including troughs for horses.

Work with Operations Section to determine sources for alternate supply of water as well as locations for distribution to the public.

Produce maps to support public information efforts at Evacuation Site.

Contact PIO with information regarding delivery of water to the public, including a plan to get water to people who cannot get their horses to a water distribution point.

Begin working on the Situation Report (SITREP).

Maintain records on time and other expenditures.

OPERATIONS:

Dispatch a member of staff to open the storage container at Zuma Beach site, and start laying out road cones according to the designated plan.

Arrange for volunteer assistance from CERT team etc. via Logistics Section.

Deploy necessary signage, barriers, Traffic Arrows etc at evacuation site.

Assist with installation of resources at Evacuation Area.

Work with Logistics Section to determine sources for a supply of water for staff.

Contact County Animal Care & Control for local animal shelters.

Arrange for transportation of water for the public if necessary to water distribution points.

Arrange locations and maintenance of water troughs for animals.

Assist with traffic control at road closures if requested.

Maintain records on time and other expenditures.

Anticipate staffing needs and advise Logistics Section.

Liaise with Sheriff's Department in implementing the Dolphin Decal traffic lanes, if necessary.

Maintain records on time and other expenditures.

Safety Assessment * Branch:

Responsible for safety issues associated with public gathering points.

Ensure safety of community water supplies, public systems and private wells.

Ensure that community wastewater systems are functioning.

Inspect shelters as required.

* FEMA will reimburse "Safety" inspections, but not "Building" Inspections. Use the FEMA terminology for the duration of the event. Brief all inspectors.

LOGISTICS:

Determine staffing requirements for this and subsequent Operational Periods.

Determine the need for volunteer resources and arrange through local sources including Sheriff Department, local volunteers and Pepperdine University.

Determine any other requirements for this and subsequent Operational Periods. Remember batteries; especially for radios.

When requested, arrange for rental of portable toilets and other supplies for Evacuation Area.

Ensure there is an adequate supply of gasoline for generators for Evacuation Area.

Request further assistance from LA County Office of Emergency Management as needed, i.e. communications, resources, heavy equipment, manpower.

Create and maintain records on personnel schedules and equipment expenditures. Maintain liaison with Admin/Finance section on this.

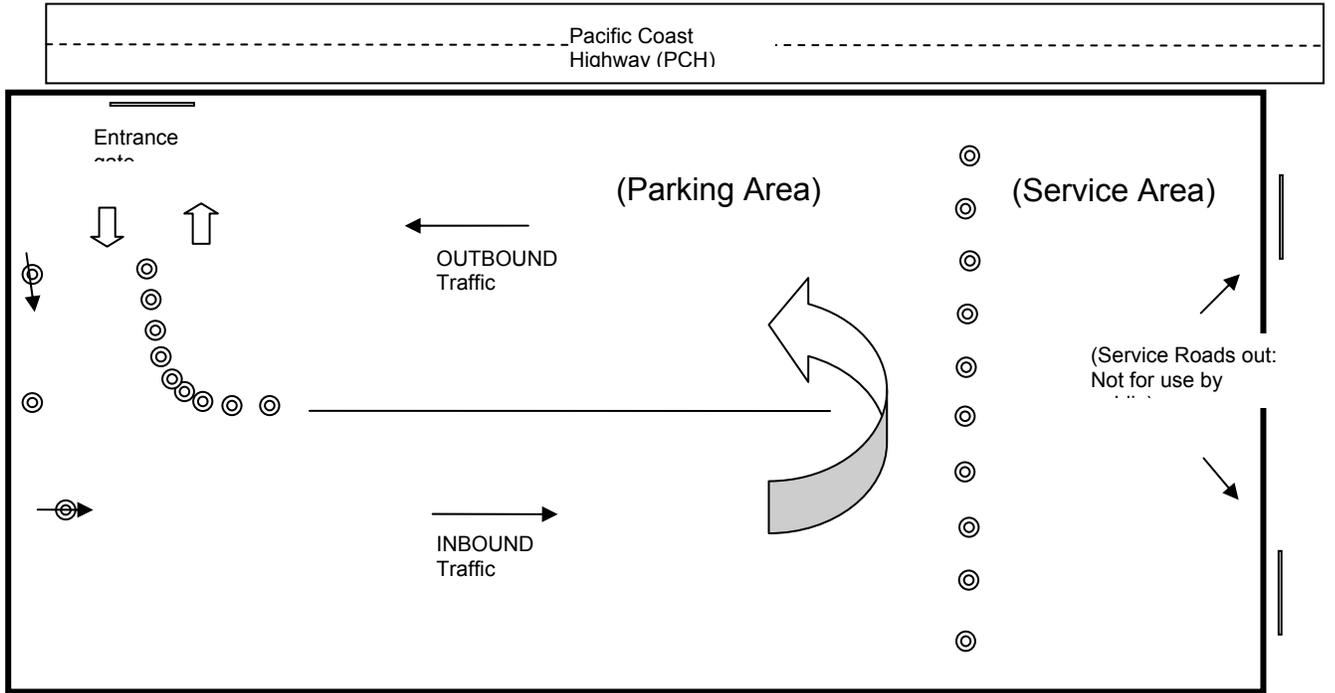
Procure supplies including cold weather provisions for use by staff.

If necessary, arrange for the transport of water and other supplies.

Determine if there are logistical needs associated with staffing the City EOC for an extended period, and make a plan to handle this.

Maintain records on staff time and other expenditures.

Base Plan for Emergency Evacuation Area at Zuma Beach Parking Lot (near Trancas)



LIST OF SUPPLIES FOR EVACUATION SITE

- 2 Easy-Ups
- 2 tables
- 4 chairs
- Large MAP of Malibu
- Signage:
 - ENTER / EXIT / TUNE TO 1620 AM FOR LOCAL INFORMATION / FIRST AID.
- Whiteboard (large)
- Dry Erase markers & eraser
- Misc. Office Supplies kit.
- 2 double light units on stands
- 1 generator for light units
- Blankets
- 200 Road Cones
- 10 folding barriers
- Medical Supplies
- 1 City 2-way radio
- 2-FRS radios for on-site staff.
- Water for staff

LOS ANGELES COUNTY - DEPARTMENT OF CORONER

DECEDENT MANAGEMENT GUIDELINES FOR A MASS FATALITY INCIDENT

In the event of a major disaster within the County of Los Angeles, it may be several days before the Department of Coroner can respond to process and recover decedents. The following guidelines have been prepared to aid local agencies in making decisions about preserving and safeguarding decedents, property, evidence and crime scene considerations.

Mass Fatalities may occur as the result of a variety of events. They may be the result of a natural disaster, a large accidental event or a mass fatality as the result of the intentional use of a chemical, biological, radiological, nuclear or high explosive agent. Each of these scenarios present specific considerations; however all sudden and unexpected deaths as well as traumatic deaths fall under coroner jurisdiction.

The California State Government Code § 27491 et. seq. mandates that the coroner or the coroner's appointed deputy examine the body, make identification, determine the circumstances, manner, and means of death, perform evidence collection, process personal effects and, as circumstances warrant, isolate or decontaminate, transport and store human remains. The statute further states that for purposes of inquiry, the body of one who is known to be dead from any of the causes or under any of the circumstances that cause sudden and unexpected deaths shall not be disturbed or moved from the position or place of death without permission of the coroner or the coroner's appointed deputy.

Under the Incident Command System, a coroner's authorized representative should be designated as a Coroner Unit Leader or Morgue Manager. If circumstances preclude a coroner representative or a coroner deputy from responding in a timely fashion an individual from law enforcement should be appointed to consider the laws and responsibilities of deaths under Coroner's jurisdiction. This individual should advise the Incident Commander on specific issues regarding decedent management in order to meet the legal requirements of the coroner's office. The evaluation should consider the priorities of the coroner and should include:

1. Potential or real number of fatalities.
2. Condition of the bodies (i.e. blast injuries, chemical exposure, potential for decomposition, etc.)
3. Level of difficulty in recovery – types and numbers of personnel and equipment needed.
4. Accessibility of the incident scene by Coroner personnel.
5. Possible biological, chemical, physical, or radiological hazards.
6. Selection of a site for a Temporary Morgue.

Every effort should be made by local agencies or agents acting in the place of a coroner unit leader to protect decedents **in place** until the arrival of coroner personnel who working within the Unified Command System can assume the responsibilities of the

Coroner Unit Leader. This unit leader will coordinate other local or federal resources to aid in the protection and recovery of all decedents.

Considerations of the Coroner Unit Leader include the protection of public health. Epidemiological studies show that dead bodies present a small public health risk. Victims of natural disasters, accidents or WMD events usually die from trauma and are unlikely to have acute or “epidemic-causing” infections. In the event of an intentional release of a biological agent resulting in mass casualties such as plague, cholera, typhoid, tuberculosis, anthrax, or smallpox the risk is greater from live victims rather than the dead. The microorganisms responsible for these diseases have a limited ability to survive in a body that is cooling after death. The risk that dead bodies pose for the public is extremely small. However, persons who are involved in close contact with the dead such as military personnel, rescue workers, or other emergency personnel may be exposed to chronic infectious hazards, including Hepatitis B virus, Hepatitis C virus, HIV, enteric pathogens, and Mycobacterium Tuberculosis.

Since disaster situations are by definition fluid and unpredictable there may be times when the Incident Commander may still deem it necessary to move a decedent from a disaster area to facilitate care for the injured or to safeguard the decedents.

If this becomes necessary the following guidelines should be followed:

1. The safety of the personnel performing these functions is paramount: Measures should be taken to reduce the risk of infection associated with handling dead bodies.
 - a. Universal precautions for blood and body fluids and enteric precautions should be followed.
 - b. Used protective equipment such as gloves or other garments should be removed, kept in a suitable bag and disposed of appropriately.
 - c. Avoid cross-contamination; personal items should not be handled while wearing soiled gloves. Hand washing is essential.
 - d. Other personal protective equipment, such as eyewear, gowns, and masks, may be required where large quantities or splashes of blood are anticipated.
 - e. In Hazmat or WMD events the appropriate level of PPE is required depending on the agent.
 - f. Vehicles used for transportation, should be washed carefully with a disinfectant or decontaminated if appropriate.
 - g. Body bags will further reduce the risk of infection and are useful for the transport of cadavers that have been badly damaged.
 - h. Wrapping with plastic and a sheet may be an economical and practical containment solution.
2. Do not remove any personal effects from the body at any time.
3. Photographically document the scene and sketch or label any relevant information. This documentation should be turned over to the coroner upon their arrival.
4. Attach a tag or label to the body with the following information:
 - a. Date and time found.

- b. Exact location found including room and floor number.
 - c. Name, address, or other decedent information if known.
 - d. If identified, how, when and by whom.
 - e. Name, contact information of person filling out the tag.
 - f. If contamination is suspected, what type?
5. Do not assume loose effects or body parts belong to a specific body. Wrap and label separately (see 4, a-f above).
 6. Once tagged and wrapped, if further handling is required or the decedents must be moved, attempt to find a cool area out of direct sunlight, preferably one with refrigeration.
 7. The dead and their personal effects must be secured and safeguarded at all times until the arrival of the coroner's authorized representative.

A successfully managed multi-agency incident will occur only when the participating agencies' personnel have confidence in and respect each other's competencies, authorities, responsibilities and limitations as they relate to the incident.

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CITY OF MALIBU

EMERGENCY RESPONSE PLAN FOR TSUNAMI OPERATIONS

CONTENTS

	Page
Acknowledgement.....	2
1. Situation	4
The Threat.....	4
Federal, State, County Response.....	6
Assumptions.....	6
2. Mission	7
3. Concept of Operations	7
Lead Responsibilities.....	7
Phases of Operational Activities	7
Public Awareness & Education Campaigns	8
4. Execution	9
a. City Departments Responsibilities	9
b. Plan Updates and Maintenance.....	9
c. Emergency Status	10
d. Emergency Actions.....	10
5. Contacts and Notifications	12
6. Inundation Zone	13
Critical Facilities in the Inundation Zone	13
Other Significant Areas in the Inundation Zone	13
Aerial photograph of City Center showing Inundation Zone	14
7. Evacuation and Safe Zones	15
Traffic Control Points.....	16
Potential Shelter Sites	16
Schools	17
Signage	17

8. Annexes

1. Tsunami Threat	18
2. Historic Tsunamis in California	19
3. Tsunami Terminology	23
4. Public Information Handout	27
5. Sheriff's Department	29
6. Fire Department	30
7. L.A. County Public Works	31
8. Definitions	32
9. Example of a Tsunami Watch Message	34
10. Example of a Tsunami Warning Message	35
11. Schools Contact list	36
12. Disaster Routes with Road Districts	37

ACKNOWLEDGEMENT

This Tsunami Response Plan was written as an addendum to the City of Malibu Standardized Emergency Management System (SEMS) Multi-Hazard Functional Plan 2004 Edition. The plan was created with the support and collaboration of several “stakeholder” agencies who met regularly as the plan developed to make contributions and to review its progress. The taskforce included representatives from:

- Los Angeles County Office of Emergency Management
- Los Angeles County Fire Department
- Los Angeles County Sheriff’s Department
- Los Angeles County Department of Public Works
- Los Angeles County Waterworks District #29
- Los Angeles County Fire Department Lifeguards
- California Highway Patrol
- California Department of Transportation (Caltrans)
- City of Malibu Emergency Preparedness Division
- City of Malibu Public Works Department
- Pepperdine University
- HRL, Malibu
- Santa Monica / Malibu Unified School District

This collaboration has produced a plan which is felt to be truly comprehensive and which may be used by all agencies as a reference for tsunami response operations in the Malibu area. The City of Malibu is grateful to all who were involved for their support of this effort.



EMERGENCY RESPONSE PLAN FOR TSUNAMI OPERATIONS

1. **SITUATION**

- b. **The Threat:** (See Annex 1, Tsunami Threat, for more information about tsunamis including a full description of the tsunami threat to the City of Malibu).

A tsunami is a series of sea waves most commonly caused by an earthquake beneath the ocean floor. In the open ocean, tsunami waves travel at speeds of up to 600 miles per hour. As the waves enter shallow water, they may rise rapidly. The first wave is not always the largest; successive waves may be spaced many minutes apart and continue for several hours.

Southern California has several faults near the coastline as well as several off-shore canyons that could experience an underwater landslide triggered by a local earthquake. The rupture of any of these coastline faults could result in a local tsunami which would be ashore in 10 minutes or less, providing almost no time for a warning to evacuate to higher ground.

The tsunami threat for Malibu is simple and stark. All coastline structures are threatened, most particularly in the eastern-most half of the city. There is no siren system for early warning. The City of Malibu would be notified by the Alaska/Hawaii warning network within minutes of an event that could remotely have an effect on this area, but getting the warning out to the population will take time.

While historic and geologic evidence suggests a threat of tsunami is greater in Alaska, Hawaii and the northern coastal areas of California, the same evidence indicates a potential for events impacting Southern California. A near field or near shore tsunami (local) is one that can hit the coast within minutes following an offshore geological event. This type of locally generated tsunami is possible at many points along the Southern California coast and provides little time for warning the population and less time for evacuation. Studies have identified the Palos Verdes, Santa Cruz Island and Santa Rosa Island faults as active and potentially tsunami-genic.

A new University of Southern California (USC) study concludes that the Southland would experience "grave economic consequences," with losses reaching \$43 billion, from a tsunami-caused landslide off the Palos Verdes Peninsula. The USC study estimates that a submarine landslide off the Peninsula could generate a wave ranging from about 15 feet to 60 feet in height that would reach land in less than a minute. The study examines four different scenarios of increasing severity. Depending on the scenario, economic losses ranged from \$7 billion to \$43.5 billion, according to the *Daily Breeze*, a Los Angeles newspaper. In the worst case, both the ports of Los Angeles and Long Beach would be out of commission for a year. Losses in the Harbor Area, Carson, Rancho Palos Verdes and Palos Verdes Estates alone could exceed \$450 million.

"We're not talking about the replacement cost (of homes, roads and other infrastructure) that would come about as a result of this catastrophe," James Moore II, professor and chair of the Daniel J. Epstein Department of Industrial and Systems Engineering at USC, said in remarks quoted by the *Breeze*. "We're talking about the cost of not being able to produce because of damage to facilities." The costs also do not include damage caused by a potential earthquake. The study, published in the April issue of *Civil Engineering* magazine, is the first effort by scientists to try to quantify economic losses from a tsunami, according to the *Breeze*.

c. **Federal, State and County response.**

- (1) In 1994, the United States Senate Appropriations Committee directed the National Oceanic and Atmospheric Administration (NOAA) to formulate a plan for reducing tsunami risks to the nation's coastal residents. Subsequent studies have indicated the potential for a local or distant source tsunami affecting the Pacific shoreline states. Subsequent studies and workshops sponsored or supported by NOAA, the Federal Emergency Management Agency, and the Governor's Office of Emergency Services have raised the consciousness of public disaster services agencies, and led to the development of tsunami action plans in some of the most endangered localities.
- (2) The County Board of Supervisors has recognized the criticality of the tsunami threat and has directed the preparation of a County Operational Area Tsunami Emergency Response Plan.
- (3) Given the above conditions, and the recent activities of Federal, State and County agencies in defining the issues, a tsunami element would be a prudent addition to the City's overall disaster planning efforts. Integration of a tsunami element into existing plans will provide for coordinated and supported activities, maximize available resources, provide a strong foundation of expertise, and contain any additional elements which may be necessary to affect appropriate preparation and response.

d. **Assumptions:** While the city is not considered the most threatened area for a tsunami event, prudent planning will allow for a worst-case scenario. If a distant or local event has occurred and generated a tsunami, it might be expected that the following could occur depending on the size and scope of the undersea disruption:

- (1) The activation of the City EOC if the event is large enough to trigger a tsunami of potentially dangerous proportion. (If the City EOC is in the inundation zone, it may mean moving the EOC to an alternate site that may even be in another city).
- (2) There may be loss of life.
- (3) Properties located south of the Pacific Coast Highway (PCH) may be severely damaged or destroyed.
- (4) There may be significant damage to the PCH including bridges and associated utility infrastructure.
- (5) Large-scale evacuations may be necessary causing otherwise non-impacted jurisdictions to become host for displaced populations, thus requiring advanced coordination with potential host cities for routes and shelters.
- (6) Transportation and evacuation routes may be damaged/disrupted.

- (7) Power and water outages will occur and communication systems may be damaged.
 - (8) Economic losses can occur that will require business resumption planning.
 - (9) Losses to the tourist industry.
 - (10) Contamination of food and water. No drinking water for at least 72 hours.
2. **MISSION:** The mission of the City of Malibu is to reduce the potential for loss of life and property from actions caused by a tsunami. City planning will be led by the City Manager supported by designated City departments, agencies and representatives from potentially impacted areas. Execution will be directed by the Director of Emergency Services or by the City EOC Director.

3. CONCEPT OF OPERATIONS:

- a. **Lead responsibilities.** The Emergency Preparedness Coordinator is responsible for developing and maintaining this plan. Execution of the plan will be directed by The City Manager, or designee. Assigned departments and agencies will work under the umbrella of the City EOC using the Standardized Emergency Management System (SEMS). In order to successfully accomplish the mission, different City departments and agencies must work cooperatively. Multi-agency, multi-disciplined coordination will be used in response to a tsunami threat or event.
- b. **Phases of operational activities.** The sequence of operational activities for a tsunami event is categorized below:
 - (1) **Alert Phase.** Potential tsunamis are monitored by the West Coast/Alaska Tsunami Warning Center (WC/ATWC) in Palmer, Alaska. The information is received by the Office of Emergency Services (OES) Warning Center via the National Warning System (NAWAS). All information received from the WC/ATWC is passed directly to the local operational areas via the California Law Enforcement Telecommunications System (CLETS), California Warning System (CALWAS) and Emergency Digital Information System (EDIS). The Operational Area disseminates the information to the local jurisdiction through the Sheriff's Department. If the first wave is expected to reach the coast with enough time for evacuation, the decision to make a complete, immediate evacuation may be necessary. However, if the wave is expected in 3-6 hours, a phased evacuation is possible with the closing of beaches and removal of emergency equipment and personnel from coastal areas. It should be noted that the decision to evacuate populations and to close businesses may be questioned if the tsunami does not occur. In order to reduce individual liability, the City may elect to declare a local emergency.
 - (2) **Warning Phase.** The County will use the Emergency Alert System (EAS), and Emergency News Network (ENN) to warn the public about an anticipated tsunami.

The City will utilize the Community Alert Network (CAN) telephone advisory system. Additionally the City will use its Cable TV channel, Hazard Advisory Radio System, Emergency Alert E-mail system, website and telephone Hotline.

- (3) **Evacuation Phase.** The County Operational Area is responsible for developing evacuation plans to be implemented in response to local or distant events. A local tsunami requires immediate self-evacuation possibly through areas damaged by earthquake and at risk of after-shocks. Distant events may allow several hours to implement emergency procedures and evacuation. Evacuation routes must take into account potential earthquake damage. The City Emergency Preparedness Department, in association with the Sheriff's Department, will establish proposed evacuation routes and coordinate these routes with the County Department of Public Works, Fire department, CALTRANS, California Highway Patrol (CHP) and Lost Hills Sheriff Station.
 - (4) **Damage Assessment Phase.** Damage and Safety Assessment will be performed by City staff in association with auxiliary trained personnel as available. All reports will be received by the Operations Section in the City EOC. Completed reports will be forwarded to the Los Angeles County EOC via EMIS computer, or if EMIS is not functional, to Lost Hills Sheriff Station for forwarding to the County EOC.
 - (5) **Emergency Public Information (all phases).** All official Emergency Public Information emanating from the City of Malibu will be handled by the Public Information Officer under the direction of the Director of Emergency Services or EOC Director. Information will be disseminated via Malibu's Cable TV channel, Hazard Advisory Radio System, Emergency Alert E-mail system, website and telephone Hotline. In an emergency, the Emergency Alert System (EAS) may be utilized by Los Angeles County to interrupt normal radio and television broadcasts for special announcements.
- c. **Public awareness/education campaigns.** Los Angeles County Office of Emergency Management (OEM), in cooperation with other departments and agencies, will establish public education materials to prepare the public for tsunamis. This material will be available to the City in camera-ready copy for us to customize to meet our needs. The City of Malibu's Emergency Preparedness Coordinator will work with Los Angeles County's Earthquake Survival Program's (ESP) public education campaign, to provide preparedness information to all residents throughout the city on the dangers of tsunamis and the actions to take before, during and after an event. A sample of the ESP Focus and Public Information Sheet for Tsunami Preparedness are attached at Annex 4.
4. **EXECUTION.** Implementation of this plan will be directed by the Director of Emergency Services for the City of Malibu, or designee. Response operations will be consistent with those described in the Los Angeles County Operational Area Emergency Response Plan.

a. **RESPONSIBILITIES:** In addition to their normal responsibilities, City departments are responsible for the following specific actions:

- **DIRECTOR OF EMERGENCY SERVICES (City Manager)**
 - Reports to the City Council;
 - Warning the public;
- **EMERGENCY PREPAREDNESS COORDINATOR:**
 - Plan development and maintenance;
 - Emergency Operations Center (EOC) coordination
 - Warning the public;
- **CITY EOC OPERATIONS SECTION**
 - Managing Emergency Operations;
 - Coordination With the Operational Area;
 - Assessing damage to City facilities;
 - Coordinating evacuation transportation needs;
 - Coordination with Utility companies;
 - Coordination with County Public Health on health impacts;
 - Coordination with the Red Cross on sheltering needs;
- **CITY EOC PLANS & INTEL SECTION**
 - Evacuation planning;
 - Initial recovery planning;
- **CITY EOC LOGISTICS SECTION**
 - Expedite requests for tsunami-related purchases of goods and services
 - Procurement assistance and Mutual Aid assistance can be provided by the County EOC for issues that cannot be resolved through normal means.
- **CITY EOC ADMIN/FINANCE SECTION**
 - Will establish guidelines for identifying emergency-related expenditures for City departments.
 - Tracks and documents associated costs

b. **UPDATES AND MAINTENANCE OF THE PLAN:** The Emergency Preparedness Coordinator is responsible for updates and maintenance of this plan. The plan will be reviewed and exercised yearly in conjunction with the Los Angeles County Tsunami Task Force.

- **EMERGENCY STATUS:** There are three levels of emergency status:
 1. Case “A”: Tsunami Warning: Tsunami is imminent or has occurred (Warning and evacuation).
 2. Case “B”: Tsunami Watch: A potentially hazardous situation is developing. (Precautionary alert to prepare to evacuate inundation area).
 3. Case “C”: Tsunami Watch/Warning has been cancelled.

- **EMERGENCY ACTIONS**
 - a. **CASE “A” EVENT;** Tsunami Warning: Reports from responsible authority indicate that TSUNAMI INUNDATION IS IMMINENT OR HAS OCCURRED.
 - County Actions (typically):
 1. Staff Duty Officer(SDO) will verify that tsunami inundation is imminent or has occurred
 2. County EOC will activate
 3. SDO will make designated initial notifications
 4. Coordinate information with Sheriff’s Office, CHP and appropriate Police departments concerning evacuation from the inundation areas, including designated Critical Infrastructure.
 5. Alert American Red Cross for Mass Care Shelters.
 6. Make contact with City of Malibu City Manager or Emergency Services Coordinator for status report and designated shelter area locations.
 7. Broadcast Emergency Alert System (EAS) evacuation notices indicating inundation areas and locations of mass care shelters.
 8. Activate RACES, DCS etc for communications support to Command Posts and mass care Shelters.
 9. Monitor situation and assess damages, casualties and number of homeless.
 10. Coordinate mutual aid, if necessary.
 11. Keep State OES informed of situation.
 12. Assist in re-entry, recovery operations and planning with other agencies as requested.

The primary concern of the Los Angeles County Fire Department is rescue of victims and saving lives. The Sheriff’s Department is primarily concerned with perimeter control and the prevention of looting within the City of Malibu. The California Highway Patrol (CHP) is responsible for traffic control and law

enforcement on the State freeway system, as well as all public roadways in the unincorporated area. Local CHP will work in concert with the Sheriff's Department in the unincorporated areas.

City Actions:

1. Verify the situation with Sheriff's department or County EOC.
2. Make emergency notifications to the public.
3. Alert City emergency response staff
4. Alert City Council
5. Declare a State of Emergency
6. Establish on-going communications with County via EMIS
7. Open a City EOC to help manage the emergency.
8. Ensure safety & logistical support for City staff.
9. Send a representative to Unified Command Post as a Liaison
10. Alert CERT volunteers for additional support if necessary
11. Anticipate and provide for Mutual Aid requirements
12. Begin planning for the Recovery phase
13. Continue public notifications

1. **CASE "B" EVENT;** Tsunami Watch: Reports from responsible authority indicate that a TSUNAMI WATCH HAS BEEN ISSUED.

County Actions:

1. Verify the Information
2. Activate EOC
3. Make designated notifications
4. Ensure all county resources are moving to safety

City Actions:

1. Verify the situation, and anticipated landfall.
2. Alert City emergency response staff
3. Alert City Council
4. Make preliminary "Watch" notifications to the public
5. Monitor media for confirmation of landfall
6. Move available resources to pre-designated higher ground
7. Open a City EOC to help manage the emergency

3. **CASE "C" EVENT;** Stand Down: Reports from responsible authority indicate that the tsunami threat no longer exists.

1. Notify staff members and Council
2. Make necessary public notifications
3. Ensure documentation of all actions taken, for future reference
4. Return all resources that were relocated to their original locations
5. IF EMIS was used, ensure system is properly logged off

5. CONTACTS AND NOTIFICATIONS

Notifications of an emergency (made to the City of Malibu):

(See “Alert Phase”; page 7)

Tsunami Watches, Warnings and Cancellation Notices for California are generated by the National Weather Service’s WEST COAST AND ALASKA TSUNAMI WARNING CENTER, a division of the National Oceanic and Atmospheric Administration (NOAA). These messages are transmitted in a variety of different ways by several sources and agencies.

It is possible to sign-up to receive these advisories directly by e-mail or via pager or cellular phone. However, the official notification system mandated by the State of California Governor’s Office of Emergency Services (OES) is a system called CLETS, the California Law Enforcement Telecommunications System. CLETS is used by law enforcement agencies and also by the Operational Area in the L.A. County EOC.

It is the Operational Area who will make Official notification of any messages received via CLETS to the City of Malibu, regardless of whether that information had already been received by staff via another delivery system on their cell phones or pagers. From the legal standpoint, City staff should understand that any messages received from sources other than the Operational Area should be taken as advisory in nature, and do not constitute an Official warning from the Operational Area.

Notifications to be made by City of Malibu:

- Sheriff’s Station: (Principal Unified Command Post: Send Liaison person)
Lost Hills Station: 27050 Agoura Road, Agoura Hills, CA 91301
- Santa Monica / Malibu Unified School District (SMMUSD)
Marolyn Freedman (Safety Coordinator): (310) 450-8338 x 226
Or the Assistant Superintendent: (310) 450-8338 ext 220
- All school principals on Contact List (See Annex-11)
- Red Cross: request assistance with Emergency Shelters (888) 737-4306.

Additional contacts to establish:

- **Los Angeles County Fire Department** (see Annex 6)
Fire Station 70: 3970 Carbon Canyon Rd, Malibu, CA 90265
- **Los Angeles County Department of Public Works (DPW)** (see Annex 7).
General Enquiries: 818-889-0323
- **California Department of Transportation (CALTRANS)**.
Emergency Dispatch: 213-897-0383
- **Southern California Edison**
Mark Olson: Regional Mgr; Public Affairs: 310-315-3201

Rick Raskin: Account Mgr: 714-973-5765

- **Verizon Communications**
Mark Reidell (805) 372-6990
(24 hours) 800-483-0722

6. INUNDATION ZONE

An official of the California Tsunami Safety Committee reported that a Southern California tsunami generated by a landslide off Palos Verdes could be as big as 42 feet tall and 25 miles wide. Assuming a worst-case scenario of a tsunami run-up of 42 feet, the inundation area would include, (from east to west):

- All of the Pacific Coast Highway (PCH) and all structures located either side of PCH between eastern City Limit (Tuna Canyon Drive) or Webb Way.
- All structures in the low-lying areas of Los Flores Canyon and Rambla Pacifica.
- All beach-front property along Malibu Road, including all residences in Malibu Colony.
- PCH and beach-front property from Dixie Canyon west to Latigo Canyon.
- Beach-front property from Latigo west to Paradise Cove.
- The coastline from Paradise Cove to Point Dume.
- Westward Beach & Zuma Beach.
- PCH and adjacent properties in the Bonsall Drive area, west to Trancas.
- All beach-front properties along Broad Beach Rd. coastline from Broad Beach Rd (west) to western City Limit.

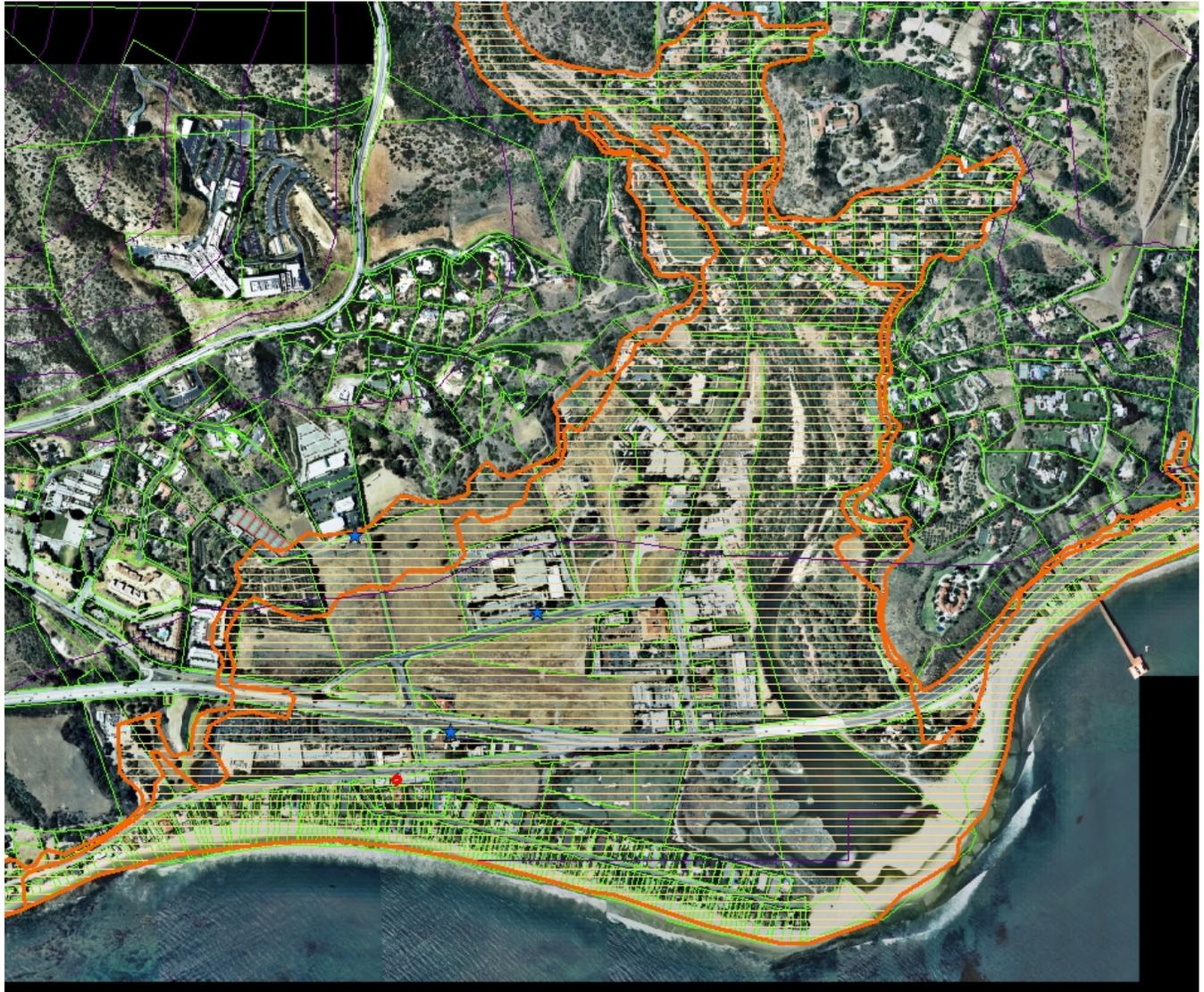
a. CRITICAL FACILITIES IN THE INUNDATION ZONE

- Fire Station 70; Carbon Canyon
- Fire Station 88; Malibu Road
- Sheriff Sub-Station; Civic Center Way
- Malibu Court House; Civic Center Way
- Malibu Urgent Care Center, Malibu Road
- Malibu Library; Civic Center Way
- Verizon Telephone Sub Station: 22211 PCH
- Verizon Telephone Sub Station: Cross Creek Road
- Malibu City Hall: 23815 Stuart Ranch Road (loss of access)

b. OTHER SIGNIFICANT AREAS IN THE INUNDATION ZONE

- Malibu Colony Shopping Plaza
- Cross Creek Plaza
- Malibu Country Mart

c. ARIAL PHOTOGRAPH OF CITY CENTER SHOWING INUNDATION ZONE



Aerial photograph of City Center showing Inundation Zone

7. EVACUATION AND SAFE ZONES

The primary objective for persons within the Inundation Zone in the event of a Tsunami Warning is to move uphill and inland, away from the potential inundation area. It is important to note that any area that is 90' above sea level may be considered an area safe from tsunami upsurge.

- A. Public Notification:** Once the order to evacuate has been given, announcements will be made on all broadcast media using the Emergency Alert System (EAS). In addition to this, the City will employ its “Connect-CTY” (CCTY) system to notify by telephone, email and text every subscribed contact located in the threatened area. The CCTY system will play twice a pre-recorded warning message to each number answered. The Sheriff’s Department may order helicopters to over-fly the coastal areas and provide announcements via loudspeaker. No door-to-door notifications are anticipated. On the beaches, the Life Guards will be responsible for evacuations on the sand; the Sheriff’s Department would be responsible for evacuations from the parking lots.
- B. Evacuation Routes & Safe Areas:** Evacuation is coordinated by the Sheriff’s Department and the California Highway Patrol (CHP). All traffic on PCH will be directed away from the area or towards higher ground. The following major north-south routes will become northbound only (southbound lanes will be closed to traffic), to expedite evacuation away from the Malibu area:
- i. Topanga Canyon Blvd
 - ii. Kanan Dume Road
 - iii. Encinal Canyon Road
 - iv. Mulholland Highway at Pacific Coast Highway

Note: Malibu Canyon Road will remain open in both directions for access to the Pepperdine University Command Post and the EOC at Malibu City Hall. In addition, the following routes may be used to escape the coastal areas. These routes continue northwards out of the area, and may not be subject to traffic control:

- Tuna Canyon Road: (No vehicular traffic: foot traffic only. Although this is a southbound traffic route, the area approximately 1500’ from the Pacific Coast Highway is at an elevation that may be considered to be a Tsunami Safe Area.
- Las Flores Canyon Road: The roadside “drop-off area” just past the Odyssey School at 3504 Las Flores is at an elevation that may be considered to be a Tsunami Safe Area.
- Malibu Canyon Road: Safe refuge may be taken at the Salvation Army camps at Tapia Park, located north of Piuma Road.

- Latigo Canyon Road: The area in the vicinity of 5656 (Malibu Archery Club) is at an elevation that may be considered to be a Tsunami Safe Area.
- Encinal Canyon Road: Charmlee Park may be considered to be a Tsunami Safe Area.
- Decker Canyon Road: Escape route only; there are no public areas for safe refuge along this route.

C. Traffic Control: In order that the flow of traffic coming into Malibu on the Pacific Coast Highway (PCH) and other routes is stopped, roadblocks will be established at predetermined locations.

TRAFFIC CONTROL POINTS (Staffed by California Highway Patrol)

Location

1. Topanga Cyn Blvd south of Grandview. (Stop southbound traffic)
2. Malibu Cyn Rd at Piuma (Restrict southbound traffic to official responders only)
3. I-10 freeway at 4th Street exit (Divert all inbound traffic onto surface streets)
4. PCH at Ventura County Line (Stop south or eastbound traffic)
5. Kanan Dume Road at Tunnel #1
6. Kanan Dume Road at Lechusa Road
7. Encinal Canyon Road at Lechusa Road
8. Decker Road at Lechusa Road
9. Stunt Road at Shueren Road. (Stop southbound and westbound traffic)

POTENTIAL SHELTER SITES FOR THE PUBLIC

NOTE: The need for activation of Mass Care Centers will be as recommended by the City of Malibu and as designated by the City and the American Red Cross. Shelter capacities and availability may vary. Announcements will be made on all broadcast media of available shelter locations.

1. Malibu Bluffs Park: PCH at Malibu Canyon Road
2. Malibu Creek State Park: Four miles south of Highway 101 on Las Virgenes Road.
3. Salvation Army Camps at Tapia Park: Malibu Canyon Road just north of Piuma Road.
4. Hughes Research Labs parking lot: Malibu Canyon Road north of Pepperdine University

In selecting an area to use as a refuge it should be remembered that the Pacific Coast Highway may not be passable after the tsunami. Therefore, areas for refuge should be selected which have a northerly escape route, or one that leads away from the Malibu area.

INITIAL COMMAND POSTS

1. Primary Unified Command Post (all participating agencies) is Lost Hills Sheriff Station: 27050 Agoura Road, Agoura Hills, CA 91301.
2. Malibu Field Command Post (local resources and coordination) is Pepperdine University.
3. City of Malibu EOC (if City Hall is not available): Malibu Bluffs Park.

POTENTIAL STAGING AREAS FOR EMERGENCY RESPONDERS

1. Malibu Creek State Park, Las Virgenes Road
2. Tapia Park, Malibu Canyon Road nr. Piuma Road
3. Pepperdine University, Malibu Canyon Road nr. PCH

SCHOOLS

If a tsunami WARNING is issued during normal school hours and wave arrival is within 1-6 hours, public and private schools and day care centers located within inundation zones should evacuate according to their plans. Public schools, and those cooperating private schools and day care centers outside the inundation zones, will remain open and care for the children under their purview until parents can *safely* pick them up. Evacuation guidance for tsunami wave arrivals will be made by the Sheriff's department or the City of Malibu through radio and television station broadcasts, or by direct telephone contact.

City Staff and Sheriff's Department have met with Malibu High School and advised that they determine a Tsunami Evacuation Plan for their school, as that facility is likely to become isolated. SMMUSD has an evacuation plan which includes the use of school busses which will be used to provide transport to safe areas outside of the inundation zone, where parents will be re-united with pupils. Refer to the Santa Monica/Malibu Unified School District (SMMUSD) Emergency Action Plan for further details.

SIGNAGE

Standardized signs have been developed to delineate tsunami safe areas or evacuation routes nation-wide. Currently there are no signs posted in Malibu to indicate tsunami safe areas or evacuation routes. The City of Malibu is working with the County of Los Angeles to implement a signage program.

Examples of Warning Signs currently in use:



ANNEX 1: Tsunami Threat to the West Coast

A tsunami is a series of sea waves most commonly caused by an earthquake beneath the sea floor or generated by submarine volcanic eruptions or an underwater landslide. As the waves enter shallow water, they may rise rapidly and inundate coastal areas with the potential of endangering lives and creating significant property damage. The first wave is often not the largest, and waves may continue arriving for a number of hours.

A far field or tele-tsunami (distant) is one that may be generated by a very large earthquake in remote areas of the Pacific Ocean, such as the Cascadia Subduction Zone near Eureka which is considered by experts as the most threatening. Since distant tsunamis, such as from Cascadia, may take several hours to reach the Southern California coast following the event, they allow time for warnings to be issued to give coastal residents time to evacuate.

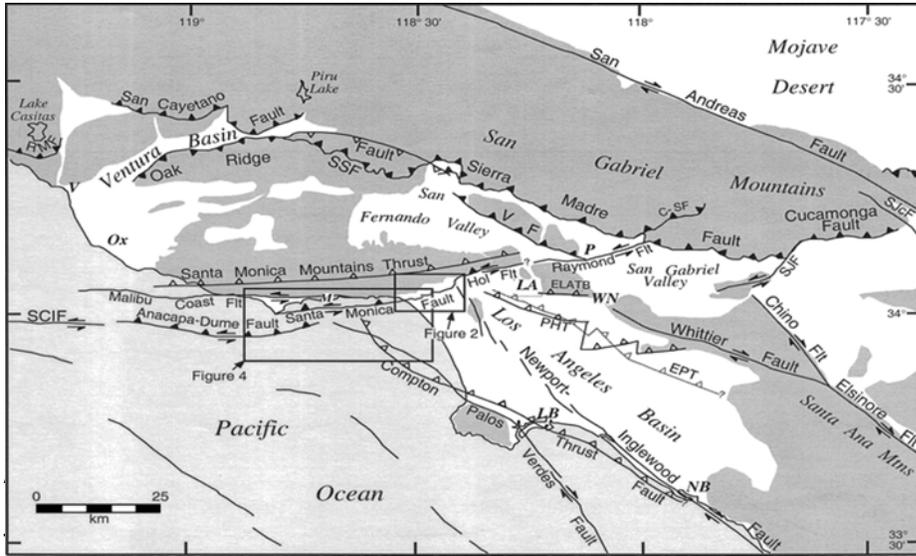
A near field or near shore tsunami (local) is one that can hit the coast within minutes following an offshore geological event. This type of locally generated tsunami is possible at many points along the Southern California coast and provides little time for warning the population and less time for evacuation. Studies have identified the Palos Verdes, Santa Cruz Island and Santa Rosa Island faults as active and potentially tsunami-genic.

“Tsunami events affecting the United States and its territories have been responsible for approximately 470 fatalities and hundreds of millions of dollars in property and infrastructure damage.

“Since 1770, more than 46 remote-source generated and 18 local tsunamis have been observed along the west coast”. (FEMA Multi-Hazard Risk Assessment, 1988).

“The orientation and bathymetry of the west coast of the United States tend to protect it from the full effects of many tsunamis”. (American Institute of Professional Geologists, 1983).

On May 22, 1960, a tsunami generated in Chile struck Crescent City CA, causing \$500,000 in damages. On March 27, 1964 a tsunami generated in Prince William Sound, Alaska struck Crescent City, this time killing 10 and causing \$7 million in damage.



Regional neotectonic map for metropolitan southern California showing major active faults. The Santa Monica fault is a 40-km-long active fault within the 215-km-long Transverse Ranges Southern Boundary fault system (TRSBFS), which encompasses the Raymond, Hollywood, Santa Monica, Malibu Coast, Anacapa-Dume, Santa Cruz Island, and Santa Rosa Island faults as well as several blind thrust faults.

southern California from 1812 to 2000 (from <http://www.ngdc.noaa.gov/nndc/servlet/ShowDatasets>):

year	month	day	travel time (hours) (minutes)	tsunami location	height (meters)	source location	source event	source magnitude (Ms)	source magnitude (Mw)
1812	12	21		EL REFUGIO (GAVIOTA)	3.4	CA	Purisima	7.7	
1812	12	21		SANTA BARBARA	2	CA	Purisima	7.7	
1812	12	21		VENTURA	2	CA	Purisima	7.7	
1856	9	24		SAN DIEGO	3.6	Japan	Tokaido		
1859	9	24		HALF MOON BAY	4.6	N. CA			
1862	5	27		SAN DIEGO	1.2	S. CA		5.8	
1868	10	21		SAN FRANCISCO BAY	4.5	SF area		6.8	
1868	8	13		SAN PEDRO	1.8	N. Chile		8.5	
1868	8	13		WILMINGTON	1.8	N. Chile		8.5	
1877	4	16		ANAHEIM LANDING	1.8	CA			
1877	4	16		CAYUCOS	3.6	CA			
1877	5	10		GAVIOTA	1.8	N. Chile		8.3	
1877	5	10		SAN PEDRO	1	N. Chile		8.3	
1877	5	10		WILMINGTON	1.7	N.		8.3	

				Chile			
1878	11	22		1	S. CA		
1896	12	17		2.5	S. CA		
1896	6	15		1.5	Japan	Sanriku	7.6
1927	11	4		1.8	CA		7.3
1930	8	31		6.1	S. CA		5.2
1930	8	31		6.1	S. CA		5.2
1934	8	21		12	S. CA		
1946	4	1		2.4	Alaska	E. Aleutian Islands	7.3
1946	4	1	5 36	1.3	Alaska	E. Aleutian Islands	7.3
1946	4	1		2.6	Alaska	E. Aleutian Islands	7.3
1946	4	1		2.6	Alaska	E. Aleutian Islands	7.3
1946	4	1		1.5	Alaska	E. Aleutian Islands	7.3
1946	4	1	5 36	1.3	Alaska	E. Aleutian Islands	7.3
1946	4	1		1.8	Alaska	E. Aleutian Islands	7.3
1946	4	1		1.5	Alaska	E. Aleutian Islands	7.3
1952	11	4	8 36	1.4	Russia	Kamchatka	8.2
1960	5	22		1.1	Chile	Central Chile	9.5
1960	5	22		1.2	Chile	Central Chile	9.5
1960	5	22		1.4	Chile	Central Chile	9.5
1960	5	22	14 4	1.3	Chile	Central Chile	9.5
1960	5	22	14 12	1.4	Chile	Central Chile	9.5
1960	5	22		1.5	Chile	Central Chile	9.5
1960	5	22	13 43	1.2	Chile	Central Chile	9.5
1964	3	28		1.8	Alaska	Gulf of Alaska	9.2
1964	3	28	5 10	1.6	Alaska	Gulf of	9.2

1964	3	28		CAPITOLA	2.1	Alaska	Alaska Gulf of Alaska	9.2
1964	3	28		MARTINS BEACH	3	Alaska	Alaska Gulf of Alaska	9.2
1964	3	28		MONTEREY	1.4	Alaska	Alaska Gulf of Alaska	9.2
1964	3	28		MOSS LANDING	1.4	Alaska	Alaska Gulf of Alaska	9.2
1964	3	28		PACIFICA	1.4	Alaska	Alaska Gulf of Alaska	9.2
1964	3	28	5 6	SAN FRANCISCO	1.1	Alaska	Alaska Gulf of Alaska	9.2
1964	3	28		SAN RAFAEL	1.5	Alaska	Alaska Gulf of Alaska	9.2
1964	3	28		SANTA CRUZ	1.5	Alaska	Alaska Gulf of Alaska	9.2
1964	3	28	5 39	SANTA MONICA	1	Alaska	Alaska Gulf of Alaska	9.2
1964	3	28		SAUSALITO	1.2	Alaska	Alaska Gulf of Alaska	9.2
1964	3	28		SEA VIEW	3.8	Alaska	Alaska Gulf of Alaska	9.2
1964	3	28		TOMALES BAY	1	Alaska	Alaska Gulf of Alaska	9.2
1975	11	29		SANTA CATALINA ISLAND	1.4			7.2
1989	10	18		MOSS LANDING	1	CA	Loma Prieta	7.1
2000	11	4		POINT ARGUELLO	5	CA	Pt. Arguello	

Tsunami Terminology

Amplitude: The rise above or drop below the ambient water level as read on a tide gage.

Arrival time: Time of arrival, usually of the first wave, of the first wave of the tsunami at a particular location.

Bore: Traveling wave with an abrupt vertical front or wall of water. Under certain conditions, the leading edge of a tsunami wave may form a bore as it approaches and runs onshore. A bore may also be formed when a tsunami wave enters a river channel, and may travel upstream penetrating to a greater distance inland than the general inundation.

CREST: Consolidated Reporting of Earthquakes and Tsunamis, a project funded through the Tsunami Hazard Mitigation Federal/State Working Group to upgrade regional seismic networks in AK, WA, OR, CA, and HI and provide real-time seismic information from these networks and the USNSN to the tsunami warning centers.

ETA: Estimated Time of Arrival. Computed arrival time of the first tsunami wave at coastal communities after a specific earthquake has occurred.

First motion: Initial motion of the first wave, a rise in the water level is denoted by R, a fall by F.

Free field offshore profile: A profile of the wave measured far enough offshore so that it is unaffected by interference from harbor and shoreline effects.

Harbor resonance: The continued reflection and interference of waves from the edge of a harbor or narrow bay which can cause amplification of the wave heights, and extend the duration of wave activity from a tsunami.

Horizontal inundation distance: The distance that a tsunami wave penetrates onto the shore, measured horizontally from the mean sea level position of the water's edge. Usually measured as the maximum distance for a particular segment of the coast.

ICG/ITSU: The International Coordination Group for the Tsunami Warning System in the Pacific, a United Nations organization under UNESCO responsible for international tsunami cooperation.

IDNDR: International Decade for Natural Disaster Reduction, a United Nations sponsored program for the 1990's.

Inundation: The depth, relative to a stated reference level, to which a particular location is covered by water.

Inundation area: An area that is flooded with water.

ITIC: International Tsunami Information Center established in 1965. Monitors international activities of the Pacific Tsunami Warning Center and assists with many of the activities of ICG/ITSU.

Inundation: The depth, relative to a stated reference level, to which a particular location is covered by water.

Inundation area: An area that is flooded with water.

Inundation line (limit): The inland limit of wetting measured horizontally from the edge of the coast defined by mean sea level.

Leading-depression wave: Initial tsunami wave is a trough, causing a draw down of water level.

Leading-positive wave: Initial tsunami wave is a crest, causing a rise in water level. Also called a leading-elevation wave.

Local/regional tsunami: Source of the tsunami within 1000 km of the area of interest. Local or near-field tsunami has a very short travel time (30 minutes or less); mid-field or regional tsunami waves have travel times on the order of 30 minutes to 2 hours. Note: "Local" tsunami is sometimes used to refer to a tsunami of landslide origin.

Maremoto: Spanish term for tsunami.

Marigram: Tide gage recording showing wave height as a function of time.

Marigraph: The instrument which records wave height.

Mean Lower Low Water (MLLW): The average low tide water elevation often used as a reference to measure run-up.

Ms: Surface Wave Magnitude. Magnitude of an earthquake as measured from the amplitude of seismic surface waves. Often referred to by the media as "Richter" magnitude.

Mw: Moment Magnitude. Magnitude based on the size and characteristics of the fault rupture, and determined from long-period seismic waves. It is a better measure of earthquake size than surface wave magnitude, especially for very large earthquakes. Calibrated to agree on average with surface wave magnitudes for earthquakes less than magnitude 7.5.

NOAA: National Oceanic and Atmospheric Administration, the federal agency responsible for tsunami warnings and monitoring. Part of the Department of Commerce.

NWS: National Weather Service, the branch of NOAA which operates the tsunami warning centers and disseminates warnings.

Normal earthquake: An earthquake caused by slip along a sloping fault where the rock above the fault moves downwards relative to the rock below.

Pacific Disaster Center (PDC): An information processing center to support emergency managers in the Pacific region. Funded by the U.S. Department of Defense.

PTWC: Pacific Tsunami Warning Center. Originally established in 1948 as the SSWWS, located in Ewa Beach near Honolulu. Responsible for issuing warnings to Hawaii, to U.S. interests in the Pacific other than the west coast and Alaska, and to countries located throughout the Pacific.

Period: The length of time between two successive peaks or troughs. May vary due to complex interference of waves. Tsunami periods generally range from 5 to 60 minutes.

Run-up: Maximum height of the water onshore observed above a reference sea level. Usually measured at the horizontal inundation limit.

Seiche: A standing wave oscillating in a partially or fully enclosed body of water. May be initiated by long period seismic waves, wind and water waves, or a tsunami.

Strike-slip earthquake: An earthquake caused by horizontal slip along a fault.

SSWWS: Seismic Sea Wave Warning System, the original tsunami warning center established in 1948 after the April 1, 1946 tsunami killed 159 in Hawaii.

Teletsunami: Source of the tsunami more than 1000 km away from area of interest. Also called a distant-source or far-field tsunami.

THRUST: The project for Tsunami Hazard Reduction Using System Technology, sponsored by the Office for U.S. Foreign Disaster Assistance/Agency for International Development. A comprehensive program to mitigate tsunami hazards in developing countries.

Thrust earthquake: An earthquake caused by slip along a gently sloping fault where the rock above the fault is pushed upwards relative to the rock below. The most common type of earthquake source of damaging tsunamis.

Tidal wave: Common term for tsunami used in older literature, historical descriptions and popular accounts. Tides, caused by the gravitational attractions of the sun and moon, may increase or decrease the impact of a tsunami, but have nothing to do with

their generation or propagation. However, most tsunamis (initially) give the appearance of a fast-rising tide or fast-ebbing as they approach shore and only rarely as a near-vertical wall of water.

TIME: The Center for the Tsunami Inundation Mapping Effort, to assist the Pacific states in developing tsunami inundation maps.

Travel time: Time (usually measured in hours and tenths of hours) that it took the tsunami to travel from the source to a particular location.

Tsunami: A Japanese term derived from the characters “tsu” meaning harbor and “nami” meaning wave. Now generally accepted by the international scientific community to describe a series of traveling waves in water produced by the displacement of the sea floor associated with submarine earthquakes, volcanic eruptions, or landslides.

Tsunami earthquake: A tsunamigenic earthquake which produces a much larger tsunami than expected for its magnitude.

Tsunamigenic earthquake: Any earthquake which produces a measureable tsunami.

Tsunami magnitude: A number which characterizes the strength of a tsunami based on the tsunami wave amplitudes. Several different tsunami magnitude determination methods have been proposed.

TWS: Tsunami Warning System, organization of 26 Pacific Member States which coordinates international monitoring and warning dissemination. Operates through ICG/ITSU

USNSN: United States National Seismic Network, operated by the USGS. Monitors, in real-time, magnitude (M)>5 earthquake activity worldwide and M>3 in conterminous US. UTC Universal Coordinated Time, international common time system, formerly GMT (Greenwich Mean Time).

UTC: Universal Coordinated Time, international common time system (formerly GMT, Greenwich Mean Time).

WC/ATWC: West Coast/ Alaska Tsunami Warning Center, established in 1967 originally to issue warnings to Alaska of local tsunami events. WC/ATWC is now responsible for issuing warnings for any event likely to impact either Alaska, the west coast of the US, or the Pacific coast of Canada.

WCM: Warning Coordination Meteorologist, regional weather service person responsible for providing information on the tsunami warning system to local agencies.

Source: www.pmel.noaa.gov/tsunami-hazard/terms.html

Tsunami Safe Areas:

If you are on a beach, a low-lying coastal area (including all of the Civic Center area) or Pacific Coast Highway, make your way AT ONCE to higher ground (at least 90' above sea level). Tune to local media for further information and DO NOT RETURN TO COASTAL AREAS until the all clear signal has been given by public safety personnel. Local Evacuation Safe Areas include, but are not limited to:

- Malibu Bluffs Park
- Hughes Research Labs parking lot
- Malibu Creek State Park
- Salvation Army camps (behind Tapia Park)

TUNE TO LOCAL RADIO STATIONS FOR INFORMATION ABOUT OTHER EVACUATION SAFE AREAS.

Evacuation Routes: These routes provide access to communities away from coastal areas where shelter and support can be found.

- Topanga Canyon Boulevard
- Malibu Canyon Road
- Kanan Road
- Encinal Canyon Road
- Mulholland Highway

Local Radio News Stations:

- KFVB 980 AM
- KNX 1070 AM
- City of Malibu 1620 AM

EMERGENCY SUPPLIES "GO-KIT"

Prepare and pack Personal Protection Equipment such as:

- Sturdy shoes or boots
- Dust mask
- Safety goggles
- Thick work gloves
- Small first aid kit
- Sun protection
- Head protection (safety helmet)

Other Emergency Supplies you'll need:

- Water
- Spare glasses
- Spare medications
- Warm clothing
- Emergency water and food
- Soap and sanitary supplies
- Multi-tool, knife
- Flashlights with spare bulb and batteries
- Self-powered radio
- Emergency cash
- Emergency telephone numbers and personal information
- Pet supplies including food & water



City of Malibu

23815 Stuart Ranch Road
Malibu, CA 90265

Phone: 310-456-2489

Fax: 310-456-3356

www.ci.malibu.ca.us

Emergency Information Hotline:
(310) 456-9982



Malibu Tsunami Information

What you need to
know about
Tsunamis in the
Malibu area

What Is A Tsunami?



A tsunami is a series of sea waves most commonly caused by an earthquake beneath the sea floor or an underwater landslide. As the waves enter shallow water, they may rise rapidly and inundate coastal areas with the potential of endangering lives and creating significant property damage. The first wave is often not the largest, and waves may continue arriving for a number of hours.

The time it takes for the waves to reach their destinations depends on where the earthquake occurs.

A far field or "distant" tsunami is one that may be generated by a very large earthquake in remote areas of the Pacific Ocean. Since distant tsunamis such as this may take several hours to reach the Southern California coast following the event, they allow time for warnings to be issued to give coastal residents time to evacuate.

A near field or "local" tsunami is one that can hit the coast within minutes following an offshore geological event. Residents of coastal communities probably will feel such an earthquake. This type of locally generated tsunami is possible at many points along the Southern California coast and provides little time for warning the population and less time for evacuation.

IF YOU ARE NEAR THE COASTLINE, AN EARTHQUAKE MAY BE YOUR ONLY WARNING OF AN APPROACHING TSUNAMI, SO IT IS VERY IMPORTANT TO ACT QUICKLY.

How Can I Prepare For A Tsunami?

If you feel an earthquake, **duck, cover and hold** until the shaking stops. Count how long the shaking lasts. If severe shaking lasts 20 seconds or more, a tsunami might follow.

If you are at the beach and you notice the water has pulled back or run out, creating a vast expanse of exposed beach, this is a warning that a tsunami may be imminent.

NEVER GO TO THE BEACH TO WATCH FOR, OR TO SURF, A TSUNAMI WAVE!

Stay away from coastal or low-lying areas. Waves might continue for several hours and travel several times faster than you can walk, run or drive.

When you are that close, you will probably not escape the waves. Remember that a tsunami is a series of waves. Often the first wave may be the least dangerous. The waves may get progressively worse.

Use common sense. Do not endanger yourself by trying to surf a tsunami. Because they are not like regular waves, they are impossible to surf. They are much faster, higher and can come onshore filled with debris.

Follow any evacuation notices.

Listen to the radio or watch television for emergency information and instructions about re-entry from local officials.

How Will I Be Warned?

In the event of a Tsunami Evacuation, residents will be notified by a number of sources. Normal television and radio broadcasts will be interrupted by special warning messages. Residents in affected areas will receive recorded announcements by telephone. There may be helicopters flying along the coastline giving the alert by loudspeaker. Life-guards will be responsible for warning people on the beaches. The City's website (www.ci.malibu.ca.us), cable television channel (TV-3) and radio station (1620 AM) will provide information and instructions.

TSUNAMI WATCH: This means that a significant distant earthquake has occurred. Tsunami approach is possible but not confirmed. Stay tuned to local radio and TV stations for information. Prepare for a possible Tsunami Warning.

TSUNAMI WARNING: This means that a tsunami approach has been confirmed. Stay tuned to local radio and TV stations for information and be prepared to evacuate if advised to do so by local authorities.

TSUNAMI EVACUATION: Those within the evacuation advisory area should immediately make their way to higher ground. Tsunami "Safe Areas" may be indicated by signs placed along roads at elevations of 90' or more above sea level. Stay tuned to local radio and TV stations for information about local Evacuation Centers.

ANNEX-5: SHERIFF**ANNEX 3 TO THE COUNTY TSUNAMI PLAN
SHERIFF'S DEPARTMENT**

1. **ALERTING & WARNING.** Once the Sheriff's Department receives a "Tsunami Alert" (either from OES - Law Division, JDIC or other sources) that may impact Southern California, the Sheriff, Director of Emergency Operations, shall be responsible for alerting the law enforcement agencies within the threatened communities. Additionally, the Sheriff shall be responsible for initiating emergency public information alerting & warnings and advisories using the Emergency Alert System (EAS), Emergency News Network (ENN), Disaster Communications Service (DCS), Emergency Digital Information System (EDIS) and other available public communications media.
2. **MANAGEMENT & SITUATION ANALYSIS.** The Sheriff will provide continuing emergency management, situation analysis and direct administration of the County's Emergency Operations Center (CEOC) as may be required.
3. **PUBLIC INFORMATION OFFICER.** The Sheriff is responsible for media coordination, preparation of daily CEOC press briefings, assisting in the preparation of press announcements for key elected officials, responding to inquiries from the media, and managing the Joint Information Center (JIC), when activated.
4. **EVACUATIONS.** The Sheriff will initiate and direct the evacuations of threatened contract service jurisdictions and unincorporated communities, as appropriate.
5. **LAW ENFORCEMENT.** The Sheriff will continue to provide general law enforcement services and, as Mutual Aid Coordinator for the Los Angeles County Operational Area, will support and assist other municipal jurisdictions, agencies and organizations, as may be required, in executing their emergency response plans.

Additionally, at the direction of the Governor's Office of Emergency Services (OES), the Sheriff, as Regional Law Enforcement Mutual Aid Coordinator, is responsible for mobilizing local (Los Angeles County) and Orange County resources for emergency response throughout the OES Region I.

6. **RESOURCE SHARING.** The Sheriff will assist and support other County-wide emergency management functions as specified in the Los Angeles County Operational Area Emergency Response Plan, including disaster intelligence, fire & rescue, coroner's operations, care & shelter/human services, urban search & rescue, and emergency transportation, as may be required.

sheranex

ANNEX-6: FIRE

**ANNEX 4 TO THE COUNTY TSUNAMI PLAN
FIRE DEPARTMENT**

1. PUBLIC EDUCATION. The Fire Department, through its Public Education Officer and with the assistance of the Lifeguard Division, will integrate into its existing public education programs a tsunami awareness and education component. Tsunami awareness programs will be conducted by Department personnel for schools, community and public service organizations and others as requested. Additionally, tsunami awareness pamphlets & brochures will be distributed to county residents targeting the coastline communities.

2. PUBLIC INFORMATION. The Fire Department's Public Information Officer will coordinate with local, national and international news media on all activities surrounding a tsunami event affecting Los Angeles County. Important public safety information, preparedness tips and updates will be provided to the media for broadcast to the public 24 hours-a-day. This information will be furnished through: media advisories, news releases, briefings, interviews and other means, as required.

3. URBAN SEARCH AND RESCUE. The Fire Department's Urban Search and Rescue units will conduct technical searches with specialized equipment and perform rescues from confined spaces, collapsed buildings, transportation accidents and other locations, as required.

4. SWIFT WATER RESCUE. The Fire Department's Swift Water Rescue units will conduct water-based rescues using specialized equipment and conduct helicopter rescues of trapped and stranded victims, where necessary.

The Department's Lifeguard Division will provide life safety services for the Los Angeles County coastline, including assisting in alerting and warning, evacuation operations and damage assessment.

5. MEDICAL RESCUES. The Fire Department will institute its Mass Casualty Operational plan to treat the numerous anticipated injuries. This will be accomplished through the Department's triage protocols, as well as field treatment guidelines. The Department works in cooperation with the Department of Health Services, Department of Coroner, Sheriff's Department and other county agencies.

6. HAZARDOUS MATERIALS. In the event of a hazardous materials spill, release or chemical incident, the Department, through its Hazardous Materials Task Forces and Health Hazardous Materials Responders, will identify and stabilize the hazardous material, monitor the environment, supervise clean-up and disposal and declare the site safe for re-entry by the public.

fireanex

ANNEX-7: PUBLIC WORKS**ANNEX 5 TO THE COUNTY TSUNAMI PLAN
DEPARTMENT OF PUBLIC WORKS (DPW)**

1. Situation: See Basic Plan
2. Mission: The County Department of Public Works (DPW) leads the planning efforts for designating potential evacuation routes, if possible. During an event, DPW coordinates the closing of impacted roadways with affected jurisdictions and determines alternate detour routes.
3. Execution: The Incident Commander or his/her designee is responsible for directing the Department's Operations Center and its staff to coordinate road closures in the impacted areas and determine alternate detour routes. Each division responsible for assisting the Incident Commander in the implementation will be outlined in the Department's Tsunami Emergency Response Plan.
4. Administrative Instruction:
 - a. Communications:
 - (1) Internal Points of Contact:

Dan Lafferty
Loni Eazell
Belinda Popoff
Carl Blum
 - b. Finance: The Department has created separate job numbers to track any charges for time, equipment and materials during any emergency activation.
 - c. Reports: N/A

dpwannex

ANNEX-8: DEFINITIONS

Tsunami: A series of traveling waves of extremely long length and period, usually generated by disturbances associated with earthquakes occurring below or near the ocean floor. (Also called seismic sea wave and, popularly, tidal wave.) Also, a series of ocean waves produced by a submarine earthquake, landslide, or volcanic eruption. These waves may reach enormous dimensions and travel across entire ocean basins with little loss of energy. They proceed as ordinary gravity waves with a typical period between 5 and 60 minutes. Tsunamis become steeper and increase in height on approaching shallow water (creating one or more waves that sweep inland like a flash flood), inundating low-lying areas. Where local submarine topography causes extremely steep waves, they may break and cause great damage. Tsunamis have no connection with tides; the popular name is entirely misleading.

Tsunami Information Bulletin: Message issued by the West Coast Alaska Tsunami Warning Center (WCATWC) to advise participants of the occurrence of a major earthquake in the Pacific or near-Pacific area, with the evaluation that a potentially destructive Pacific-wide tsunami was not generated.

Tsunami Advisory: A Tsunami Advisory is issued for the threat of a potential tsunami that may produce strong currents or waves dangerous to those in or near the water. Coastal regions historically prone to damage due to strong currents induced by tsunamis are at the greatest risk. The threat may continue for several hours after the arrival of the initial wave, but significant widespread inundation is not expected for areas under an advisory. Appropriate actions to be taken by local officials may include closing beaches, evacuating harbors and marinas, and repositioning ships to deep waters when there is time to safely do so.

Tsunami Warning Bulletin: Warning message issued throughout the Pacific based on confirmation that a tsunami has been generated that poses a threat to the population in part or all of the Pacific coast regions. A **Tsunami Warning** will be followed by additional bulletins with updated information until it is cancelled.

Regional Tsunami Warning/Watch Bulletin: Message issued initially by West Coast Alaska Tsunami Warning Center (WCATWC) based only on seismic information to alert all participants of the possibility of a tsunami and advise them that a tsunami investigation is underway. Those areas that are within 0 to 3 hours from the estimated time of arrival of the first wave are placed in a **Tsunami Warning** status. Those areas within 3 to 6 hours are placed in a Tsunami Watch status. It will be followed by additional bulletins until it is either upgraded to a Pacific-wide Tsunami Warning or until it is cancelled.

Pacific-wide tsunami: A tsunami capable of widespread destruction, not only in the immediate region of its generation, but across the entire Pacific Ocean. These occur when the disturbance that generates the tsunami is sufficiently great. Usually starting as a local tsunami that causes extensive destruction near the source, these waves continue to travel across the entire ocean basin with sufficient energy to cause additional casualties and destruction on shores more than a thousand km from the source. In the last two hundred years, there have been at least seventeen destructive Pacific-wide tsunamis.

The most destructive Pacific-wide tsunami of recent history was generated by a massive earthquake off the coast of Chile on May 22, 1960. All Chilean coastal towns between the 36th and 44th parallels were either destroyed or heavily damaged by the action of the tsunami and the quake. The combined tsunami and earthquake toll included 2,000 killed, 3,000 injured, 2,000,000 homeless, and \$550 million damage. Off the coastal town of Corral, Chile, the waves were estimated to be 20 meters (67 feet) high. The tsunami caused 61 deaths in Hawaii, 20 in the Philippines, and 100 or more in Japan. Estimated damages were US\$50 million in Japan, US\$24 million in Hawaii and several more millions along the west coast of the United States and Canada. Distant wave heights varied from slight oscillations in some areas to 12 meters (40 feet) at Pitcairn Island; 11 meters at Hilo, Hawaii; and 6 meters at some places in Japan. A Pacific-wide tsunami today, similar in size to the May 1960 event, could easily have catastrophic consequences.

Near-field Tsunami (Also Known As Local Tsunami): A tsunami from a nearby source, generally less than 200 km away. A local tsunami is generated by a small earthquake, a landslide or a pyroclastic flow. This is the most serious tsunami hazard for Los Angeles County, because the wave heights are likely to be highest and the forces are likely to be the strongest (due to proximity to the precipitating event), because these tsunami waves can arrive in as little as 3 to 15 minutes of the event, and because they may occur after a disastrously damaging coastal earthquake, creating another layer of disaster, threatening the public and personnel responding to the earthquake, and complicating search, rescue, treatment, firefighting, and hazardous materials management.

Tele-tsunami (also known as distant-source Tsunami): A tsunami originating from a distant source, generally more than 1000 km away.

Estimated time of arrival (ETA) of Tsunami: Time of tsunami arrival at some fixed location, as estimated from modeling the speed and refraction of the tsunami waves as they travel from the source. ETA is estimated with very good precision if the bathymetry and source are well known (less than a couple of minutes).

Tsunami Evacuation Map: A drawing or representation that outlines danger zones and designates limits beyond which people must be evacuated to avoid harm from tsunami waves.

Tsunami Travel Time Map: Map showing isochrons or lines of equal tsunami travel time calculated from the source outwards toward terminal points on distant coastlines.

Inundation Line: Inland limit of tsunami inundation, measured horizontally from the mean sea level (MSL) line.

Run-up: Difference between the elevation of maximum tsunami penetration (inundation line) and the sea-level at the time of the tsunami attack.

ANNEX 9: EXAMPLE OF TSUNAMI WATCH MESSAGE

PKZ032-031-042-034-033-035-041-036-AKZ023-024-025-026-028-
029-027-150456-
COASTAL AREAS FROM THE NORTH TIP OF VANCOUVER I.-BC. TO
SITKA-AK.

...A TSUNAMI WATCH IS IN EFFECT FOR THE COASTAL AREAS FROM
THE NORTH TIP OF VANCOUVER I.-BC. TO SITKA-AK...

ESTIMATED TIMES OF INITIAL WAVE ARRIVAL
LANGARA-BC 2244 PDT JUN 14 KETCHIKAN-AK 2257 ADT JUN 14
SITKA-AK 2227 ADT JUN 14

\$\$

PKZ176-175-172-170-171-155-150-132-136-138-137-130-141-140-
120-121-129-127-125-126-128-052-051-053-022-012-043-013-
011-021-AKZ191-185-181-171-145-111-101-121-125-131-135-017-
020-018-019-021-022-150456-
COASTAL AREAS FROM SITKA-AK. TO ATTU-AK.

...TSUNAMI INFORMATION STATEMENT...

NO - REPEAT NO - TSUNAMI WATCH OR WARNING IS IN EFFECT FOR
THE COASTAL AREAS FROM SITKA-AK. TO ATTU-AK.

FOR INFORMATION ONLY - ESTIMATED TIMES OF INITIAL WAVE ARRIVAL
YAKUTAT-AK 2317 ADT JUN 14 CORDOVA-AK 0007 ADT JUN 15
KODIAK-AK 2332 ADT JUN 14 DUTCH HARBOR-AK 0013 ADT JUN 15
JUNEAU-AK 2334 ADT JUN 14 COLD BAY-AK 0034 ADT JUN 15
SEWARD-AK 2339 ADT JUN 14 ADAK-AK 0038 ADT JUN 15
VALDEZ-AK 2357 ADT JUN 14 HOMER-AK 0044 ADT JUN 15
SAND PT.-AK 2358 ADT JUN 14 SHEMYA-AK 0119 ADT JUN 15
\$\$

THE PACIFIC TSUNAMI WARNING CENTER AT EWA BEACH HAWAII WILL
ISSUE BULLETINS FOR OTHER AREAS OF THE PACIFIC.

BULLETINS WILL BE ISSUED HOURLY OR SOONER IF CONDITIONS
WARRANT. THE TSUNAMI WATCH/WARNING WILL REMAIN IN EFFECT
UNTIL FURTHER NOTICE. REFER TO THE INTERNET SITE
WCATWC.ARH.NOAA.GOV FOR MORE INFORMATION AND ETA SITES.

ANNEX 10: EXAMPLE OF TSUNAMI WARNING

WEPA41 PAAQ 150256
TSUWCA

TO - TSUNAMI WARNING SYSTEM PARTICIPANTS IN
ALASKA/BRITISH COLUMBIA/WASHINGTON/OREGON/CALIFORNIA
FROM - WEST COAST AND ALASKA TSUNAMI WARNING CENTER/NOAA/NWS
SUBJECT - TSUNAMI WARNING BULLETIN - INITIAL
BULLETIN NUMBER 1
ISSUED 06/15/2005 AT 0256 UTC

...A TSUNAMI WARNING IS IN EFFECT FOR THE COASTAL AREAS
FROM THE CALIFORNIA-MEXICO BORDER TO THE NORTH TIP OF
VANCOUVER I.-BC. INCLUSIVE...

...A TSUNAMI WATCH IS IN EFFECT FOR THE COASTAL AREAS FROM
THE NORTH TIP OF VANCOUVER I.-BC. TO SITKA-AK...

...AT THIS TIME THIS BULLETIN IS FOR INFORMATION ONLY FOR
OTHER AREAS OF ALASKA...

EARTHQUAKE DATA

PRELIMINARY MAGNITUDE - 7.4
LOCATION - 41.3N 125.7W - 90 MILES NW OF EUREKA-CA.
300 MILES NW OF SAN FRANCISCO-CA.
TIME - 1851 ADT 06/14/2005
1951 PDT 06/14/2005
0251 UTC 06/15/2005

EVALUATION

IT IS NOT KNOWN - REPEAT NOT KNOWN - IF A TSUNAMI EXISTS BUT A
TSUNAMI MAY HAVE BEEN GENERATED. THEREFORE PERSONS IN LOW
LYING COASTAL AREAS SHOULD BE ALERT TO INSTRUCTIONS FROM THEIR
LOCAL EMERGENCY OFFICIALS. PERSONS ON THE BEACH SHOULD MOVE TO
HIGHER GROUND IF IN A WARNED AREA. TSUNAMIS MAY BE A SERIES OF
WAVES WHICH COULD BE DANGEROUS FOR SEVERAL HOURS AFTER THE
INITIAL WAVE ARRIVAL.

\$\$

PZZ130-131-133-134-132-135-150-153-156-110-250-210-255-350-

353-356-450-455-550-530-535-555-670-673-650-655-750-WAZ001-
002-021-022-CAZ001-002-005-007-006-075-074-009-034-035-039-
040-046-041-042-043-150456-
COASTAL AREAS FROM THE CALIFORNIA-MEXICO BORDER TO THE
NORTH TIP OF VANCOUVER I.-BC. INCLUSIVE.

...A TSUNAMI WARNING IS IN EFFECT FOR THE COASTAL AREAS
FROM THE CALIFORNIA-MEXICO BORDER TO THE NORTH TIP OF
VANCOUVER I.-BC. INCLUSIVE...

ESTIMATED TIMES OF INITIAL WAVE ARRIVAL

CRESCENT CITY-CA	2029 PDT JUN 14	ASTORIA-OR	2154 PDT JUN 14
CHARLESTON-OR	2044 PDT JUN 14	TOFINO-BC	2157 PDT JUN 14
SAN FRANCISCO-CA	2123 PDT JUN 14	SAN PEDRO-CA	2200 PDT JUN 14
SEASIDE-OR	2126 PDT JUN 14	LA JOLLA-CA	2214 PDT JUN 14
NEAH BAY-WA	2148 PDT JUN 14		

ANNEX 11: SCHOOLS CONTACT INFORMATION

Do Not Disseminate Home Numbers (H) To The Public

All numbers are (310) Area Code unless noted otherwise.

SMMUSD:

Sandra Lyon: Superintendent: 310-450-8338 ext 70241
Jan Maez, Assist. Superintendent: 310-450-8338 ext 70268
Venable, Terance: Buildings & Grounds Operations Manager: ext 20267
Neal Abramson: Transportation Director (Busses/radios) ext 75402

MALIBU HIGH SCHOOL

Principal: Mark Kelly (W) 457-6801 x 74277 / 457-4786 DIRECT TO DESK
(H) (323) 644-2855 / (C) (323) 972-6838
Nedra Gray: (Ass't to Principal) (310) 457-6801 x74277
Phil Wenker: Assistant Principal In Charge Of Emerg Prep. Ext 74273
Milt Greene: Head of Security: ext. 74276

WEBSTER ELEMENTARY SCHOOL

Principal: Phil Cott 456-6494 ext. 69300 / (H) 479-4924

JUAN CABRILLO SCHOOL

Principal Barry Yates: 457-0360 ext. 60132 / (H) (805) 984-5436 / (C) (805) 218-1707
Pamela Rose (Ass't to Principal) ext. 60131

POINT DUME MARINE SCIENCE ELEMENTARY SCHOOL

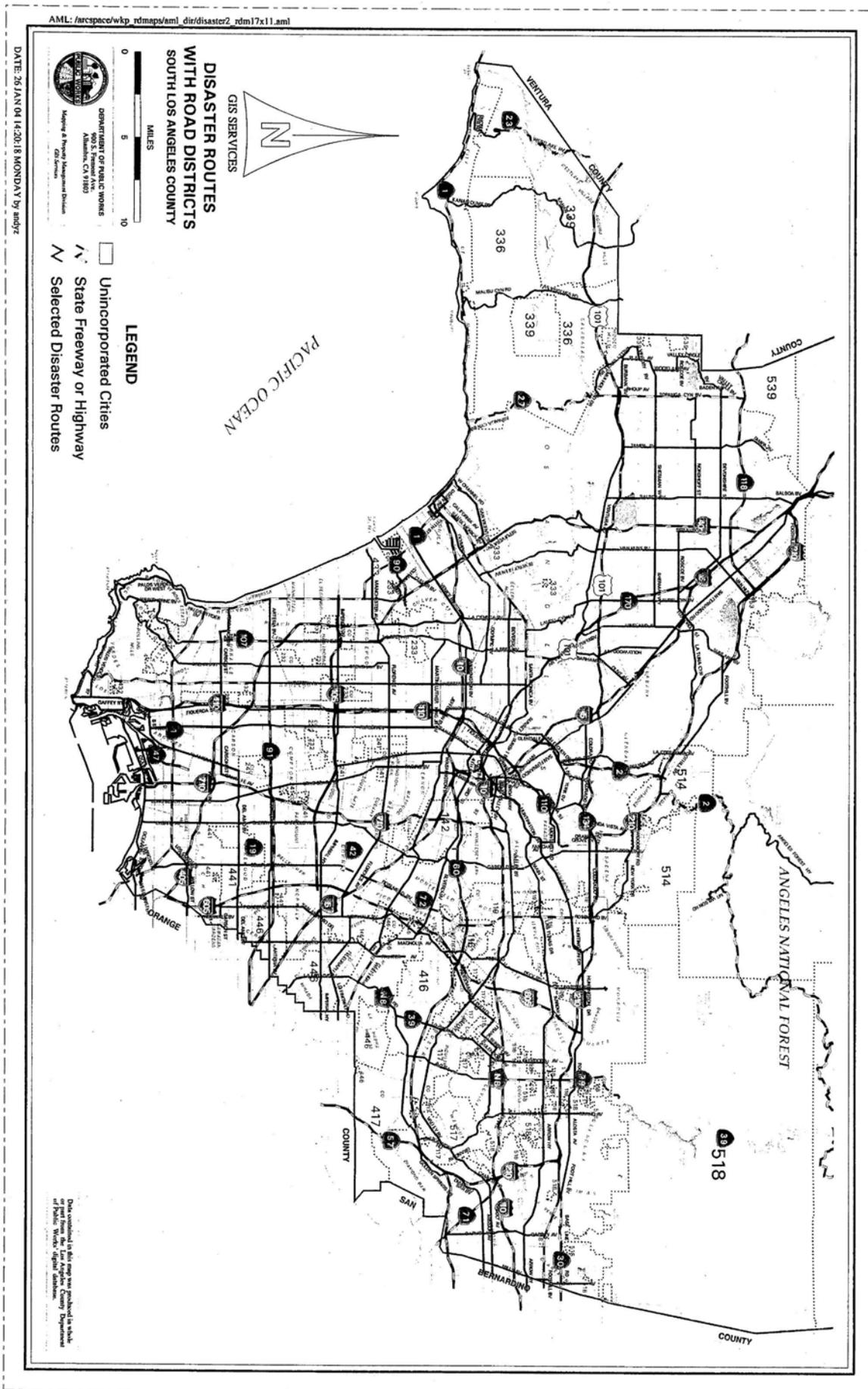
Principal: Chi Kim. 457-9370 ext 78202 (W) / (818) 887-1462 (H) / (310) 365-9803 Cell
ckim@smmusd.org

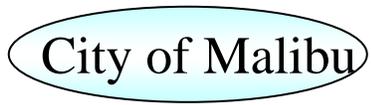
COLIN McEWEN HIGH SCHOOL

Principal Eugene Wilson: (310) 456-5535 / FAX 456-3366 / (H) 818-344-7774
Teacher: Dr. Shun Ma: (H) 310 393-6861 / (cell) 310 801-8496

ODYSSEY SCHOOL

3504 Las Flores Cyn. 456-1977 (W) 456-8027 (fax)





Hazardous Weather Operations Plan

Table of Contents

1. <u>Introduction</u>	66
Scope	
Plan Objectives	
2. <u>Situation</u>	68
3. Concept of Operations	
<u>Notification</u>	68
<u>Activation</u>	
<u>Response Activities</u>	
<u>Deactivation</u>	
4. <u>Exercises</u>	70
5. <u>Severe Weather Spotters</u>	70
6. <u>Incident Response Guidelines</u>	71



Hazardous Weather Operations Plan

1. Introduction

Malibu is no stranger to weather-related hazards. The Governor’s Office of Emergency Services (OES) has rated Malibu #2 statewide for costs of losses due to flooding. In addition, the City is a State designated Disaster Resistant Community as a result of the extensive flood mitigation work done here. Weather-related problems in Malibu stem from two major sources that present similar challenges: rainfall and high winds.

In periods of heavy rainfall the ground may become saturated, leaving excess water with nowhere to soak away. The mountains above Malibu generally experience two to three times the rainfall that occurs in the city area and this creates added volume to the watersheds. Saturated slopes will allow water to run off quickly, or will simply fail. As the excess water fills debris basins, culverts are clogged and flooding of adjacent areas can occur. Streets have been known to become impassable and neighborhoods may be cut off.

Contamination due to flooded sewage systems poses an additional risk to health and safety in the affected areas.

Although winter storms can be very damaging to property, historically the response to these incidents is handled by a level one or level two (partial) activation of the EOC. Staff has considerable experience with flood-related incidents, and the Public Works Branch under direction of the Operations Section is well equipped to bring resources to bear. These response efforts will be complimented by continuous public information outreach to the local community.

SCOPE

This annex to the Emergency Operations Plan sets forth the protocols and procedures by which the City of Malibu will respond to the threat of, or to an actual, hazardous weather situation.

PLAN OBJECTIVES

The objectives of the plan are:

- To identify how the City of Malibu will receive notification of an impending weather related threat
- To describe the actions the City will take in response to the received information
- To detail the processes by which emergency public information will be disseminated

2. Situation

Malibu is located in the southwest corner of Los Angeles County, and its 27 mile length extends along the south facing shore of Santa Monica Bay. Consisting of approximately twenty square miles, the City is less than one quarter mile deep at its narrowest point and 2.84 miles at its widest point. Terrain consists of coastal plains and the foothills of the California Coastal Range, rising to 1750 feet.

Malibu has a population of 12,575 residents as noted in the 2000 census. This number increases during week-day work hours by incoming employees of local businesses, as well as by visitors to the City beaches.

Malibu's unique shape and location present many challenges and hazards during an emergency. As a Contract City, the City of Malibu does not maintain an emergency first-responder capability. First responder agencies in this instance include Los Angeles County Sheriff Department, Fire Department, Public Works and the California Highway Patrol. A weather-related emergency or disaster has the potential to easily overwhelm the capabilities of local responders to effect rescues or repairs. The City's Public Works Department will provide assistance and coordinate the strategic efforts of all participating agencies from the City's Emergency Operations Center at City Hall.

3. Concept Of Operations

The following concept of operations is intended to show how the City of Malibu emergency management system is implemented. It is a flexible strategy, based on SEMS that will adapt to the particular complexity of the disaster and the needs of the affected areas.

Notification

The city will receive notification of a potential or actual weather emergency via the following sources:

- Mass media alerts, via television or radio
- Emergency emails and pages supplied to the Emergency Services Coordinator via subscription services.
- Telephone alert from the Los Angeles County Sheriff's Department at Lost Hills Station.
- NOAA Weather Radios located in the home and office of the Emergency Services Coordinator

Activation

- Upon receiving notification of a Hazardous Weather Watch or Warning, the person receiving the notification will ensure the appropriate City staff are notified. These staff members include:
 - City Manager (who will inform Councilmembers)
 - Emergency Services Coordinator
 - Public Works Director
 - Public Works Superintendent
- The City Manager will advise of any additional hazard notifications that should be made.
- The Public Works department staff will notify the appropriate response agencies as well as any supporting resources.
- The determination will be made whether to activate volunteer Disaster Service Workers (such as Malibu CERT or Arson Watch volunteers) to act as storm-spotters.
- If the situation warrants, the City Manager will order the activation of the Emergency Operations Center (EOC). Otherwise a “level-one” activation will take place, where the City’s response will not include an EOC activation.
- Public information messages are disseminated as soon as possible after initial notification. A meeting of all involved personnel (supervisory level) will be scheduled.
- The situation will continue to be closely monitored by City staff.
- Preparations are made for a possible evacuation scenario. Additional resources (such as Disaster Service Worker volunteers) will be put on standby to support evacuation areas if necessary.

Response Activities

1. City will make notifications to all public agencies of the status of the Emergency Operations Center
2. City will provide assistance as needed to any response agencies.
3. Disseminate public information. Ensure all information is verified or that it comes from a reliable source. Methods of information dissemination include:
 - City of Malibu website (www.ci.malibu.ca.us)
 - Telephone Hotline (310-456-9982)
 - TV-3 (Charter Cable: Malibu area only)
 - Emergency AM Radio system (1620 AM; PCH corridor)
 - Email notification (subscription list)
3. Emergency Alert System (EAS) This broadcast-based alerting system is not under City control. It would be activated by the Los Angeles County Sheriff’s Department, or higher.
4. Ensure timely situation updates from response agencies.
5. Consider sending a City Representative to the Command Post.
6. Continue to monitor media outlets for false information

7. Use of volunteers: Volunteers from either Malibu CERT or Arson Watch teams may be contacted for possible “storm spotting” detail. These neighborhood based volunteers are registered Disaster Service Workers and are an important resource as local “eyes and ears”.
8. Declaration of a local Emergency
9. Establish reporting mechanism with the Operational Area via EMIS computer system.

Deactivation

- a. The activities of the EOC will be discontinued when the City Manager or EOC Director determines that the situation has stabilized to the point that normal City hall activities may re-commence.
- b. A de-briefing meeting will be scheduled.
All documentation shall be collected for inclusion into a Corrective Action Report (CAR).
3. All staff will contribute to the CAR.

Exercises

City staff participate in a minimum of two disaster drills each year. One drill is a tabletop exercise led by the Fire Department. The second drill is a functional EOC drill led by the Emergency Services Coordinator. Both drills involve preparedness and response activities for either natural or man-made disasters.

The City is dependent upon volunteer Disaster Service Workers for additional support during a disaster. These volunteers assist by performing local patrolling as lookouts; radio operations; assisting in the Emergency Operations Center; staffing of emergency shelters; management of convergent volunteers and other duties. These activities are trained and exercised during the course of the year.

Severe Weather Spotters

To obtain critical weather information, NOAA's National Weather Service (NWS), established SKYWARN. SKYWARN is a volunteer program with over 230,000 trained severe weather spotters. These volunteers help keep their local communities safe by providing timely and accurate reports of severe weather to the National Weather Service.

In association with the City of Malibu, a team of volunteers has been trained in the Skywarn program. This cadre of volunteers will be available to NWS and the City of Malibu to provide additional on-the-spot visual information about local weather conditions.

Incident Response Guide

COMMAND STAFF

EOC Director:

Immediate (Operational Period 0-2 Hours)

- Activate the facility Emergency Operations Plan
- Activate Command Staff and Section Chiefs, as appropriate
- Establish incident objectives and operational period

Intermediate and Extended (Operational Period 2 hours to Greater than 12 Hours):

- Update and revise the Incident Action Plan and prepare for demobilization
- Continue to update internal officials on the situation status
- Monitor evacuations, if activated

Liaison Officer:

Immediate (Operational Period 0-2 Hours)

- Notify Op Area emergency management of City situation status, critical issues and resource requests, via EMIS or telephone.
- Notify local Fire and Sheriff about the situation and possible need for evacuations or shelters.
- Communicate with other local cities to determine:
 - Situation status
 - transportation and communication system status
 - Ability to loan needed equipment, supplies, medications, personnel, etc.
- Monitor weather conditions, structural integrity, and facility security

Intermediate and Extended (Operational Period 2 hours to Greater than 12 Hours):

- Continue to notify Op Area EOC of situation status, critical issues and request assistance, as needed
- Continue public information operations, in collaboration with PIO
- Continue communications with assisting and cooperating agencies.

Public Information Officer:

Immediate (Operational Period 0-2 Hours)

- Inform staff and public of situation status and provide regular updates via web, TV-3, Hotline etc.
- Prepare media staging area in Public Counter area downstairs. Ensure adequate staffing for security.
- Conduct regular media briefings, in collaboration with Councilmembers, as appropriate.

Intermediate and Extended (Operational Period 2 hours to Greater than 12 Hours):

- Continue to monitor weather reports and conditions
- Continue with briefings and situation updates with staff, media and the public
- Assist with notification about situation and evacuation, if activated

Safety Officer:

- Evaluate safety of staff and facility and recommend protective and corrective actions to minimize hazards and risks
- Monitor staff for adverse affects of heath and psychological stress

OPERATIONS

- Continue evaluation of weather conditions and forecasts
- Prepare the evacuation area for possible activation
- Regularly perform damage assessments and initiate appropriate repairs and reports
- Ensure the functioning of emergency generators and alternative power/light resources for City hall, if needed
- Maintain City Hall security and restricted visitation
- Continue to maintain City-wide utilities and communications

PLANNING

- Update and revise the Incident Action Plan
- Ensure documentation of actions, decisions and activities
- Continue personnel tracking
- Prepare the demobilization and system recovery plans

LOGISTICS

- Continue to obtain needed supplies, equipment, medications, food and water
- Continue to provide staff for EOC operation and also evacuation area assistance
- Continue to provide transportation services for internal operations and resident evacuation

FINANCE/ADMINISTRATION

- Continue to track costs and expenditures
- Continue to facilitate contracting for emergency repairs and other services
- Monitor, report, follow up on and document staff or volunteer injuries

Disaster Volunteer Management Plan



*Emergency Preparedness Department
City of Malibu*

March 2007



Plan For Management Of Volunteers In A Disaster

Table of Contents

1. Introduction

- Goals
- Scope
- Plan Maintenance
- Situation and Assumptions
- Concept of Operations
 - 1. Roles and Responsibilities
 - 2. Activation of the Plan

2. [The Emergency Volunteer Center](#)

3. [About Convergent Volunteers](#)

4. [About Supervisors](#)

- The Twelve Truths of Volunteerism

5. [Processing the Convergent Volunteer](#)

- Staffing the EVC
- The Interview Process
- How To Say No

6. [Job Descriptions](#)

7. [EVC Staff Position Checklists](#)

8. [Authorities & References](#)

Management of Volunteers

1. INTRODUCTION

In the wake of a disaster, public and community service agencies find themselves challenged as never before. Local governments scramble to assess damage, road crews struggle to open key routes, schools become shelters, and volunteer agencies distribute food, water and other necessities. Disaster response and the ensuing recovery can require thousands of overtime hours, as well as additional personnel and resources that many agencies do not have available. Small cities can often find that when staff are dealing with disaster relief effort, important routine services are disrupted for some time.

At the same time, scores of people are often lining up at the door and flooding the phone lines offering to help. Volunteers come with numerous abilities and an eagerness to help their community. These people are sincere in their desire to help, and are anxious that their services be used. We should not turn these people away. However, we must use them wisely, without unduly jeopardizing their safety or incurring potential liability for the city.

This plan establishes an organizational structure and process by which the City of Malibu can access and manage spontaneous volunteer and service program resources for community-wide disaster response, relief and recovery efforts. It is designed to prepare staff to receive these volunteers, assess their skills and experience, and match them to jobs that need to be done.

GOALS

The goals of this spontaneous volunteer management plan are:

- To augment, as an annex, the City's Emergency Operations Plan (EOP)
- To enhance resources available to the city and the community-at-large for disaster response and recovery through the involvement of spontaneous volunteers and locally-based service programs
- To establish a means by which volunteers and service program members can contribute their time and talents following a disaster
- To encourage partnerships among governmental agencies and non-governmental organizations for the most effective community-wide approach to disaster volunteer coordination
- To ensure that implementation of the spontaneous volunteer management plan is in accordance with principles and practices as described in the State Emergency Plan and local emergency plans

The intention of the program is not to replace existing personnel or positions, but to augment the existing service that the city provides.

SCOPE

This spontaneous volunteer management plan is designed for use by the City of Malibu during the response and recovery phases of emergency management for all hazards. The City may take complete responsibility for activating and implementing this plan, or it can share responsibility with a volunteer center or other non-governmental organization (NGO). The spontaneous volunteer management plan focuses on the mobilization, coordination and referral of spontaneous volunteers and service programs only and does not address other related issues, such as the recruitment and management of affiliated volunteers.

For the purposes of this plan, the following definitions are used:

- *A volunteer* is someone who willingly provides his/her services without receiving financial compensation.
- *A spontaneous volunteer* is an individual who comes forward following a disaster to assist a governmental agency or NGO with disaster-related activities during the response or recovery phase without pay or other consideration. By definition, spontaneous volunteers are not initially affiliated with a response or relief agency or pre-registered with an accredited disaster council. However, they may possess training, skills and experience that can be useful in the relief effort. Spontaneous volunteers may also be referred to as unaffiliated, spontaneous unaffiliated and convergent volunteers.
- *An affiliated volunteer* is one who is affiliated with either a governmental agency or NGO and who has been trained for a specific role or function in disaster relief or response during the preparedness phase. Examples of these include Malibu's CERT and Arson watch teams. While spontaneous volunteers may bring needed skills and resources, affiliated volunteers will most likely be used first in a disaster. Examples of other affiliated volunteer groups include Community Emergency Response Teams (CERT), the Auxiliary Communications Service (ACS), the Volunteers in Police Services (VIPS) program, Search and Rescue teams and American Red Cross' Disaster Action Teams (DAT).
- *A Disaster Service Worker (DSW) volunteer* is any person registered with an accredited Disaster Council, in accordance with prescribed legal procedures, for the purpose of engaging in disaster service without pay or other consideration. The City of Malibu has many registered DSW's.

For the purposes of this plan, volunteers affiliated with the City of Malibu will be activated at the time of a disaster through the Logistics Section of the City's emergency response organization. Volunteers and members of service programs who are not affiliated with the City of Malibu will be treated as spontaneous volunteers.

It should be noted that not all volunteers, registered, affiliated or spontaneous, may be utilized during a particular disaster. Deployment of volunteers is based on the size and type of disaster as well as the skills needed by local officials to mount an effective response and recovery effort.

PLAN MAINTENANCE

This volunteer management plan is developed under the authority of the City of Malibu. The staff of the Emergency Preparedness Department is responsible for developing, maintaining and drafting revisions to the plan consistent with the jurisdiction's schedule for updating the Emergency Operations Plan. The plan may also be modified as needed after an incident, exercise or changes in procedures, law, rules or regulations pertaining to volunteer management. Staff will submit plan revisions to the City Council in accordance with local ordinances for approval.

SITUATION AND ASSUMPTIONS

Situation

Volunteers represent a potential resource to a community affected by a disaster, whether of natural or man-made origin. However, volunteers who respond spontaneously and without appropriate training and qualifications can easily overwhelm the capabilities of local government and other agencies. With a system in place for receiving and referring spontaneous volunteers, local government agencies and relief organizations can capture this valuable resource and thus provide more efficient and cost-effective service to the community.

Assumptions

- The City of Malibu may delegate some of its volunteer coordination responsibilities to a volunteer center or other organization through its Emergency Operations Plan or through the action planning process during response and recovery operations.
- Volunteers and service program members that have pre-disaster training and are affiliated with a government agency or NGO such as the American Red Cross will report to their respective agency or organization at the time of a disaster as previously arranged.
- The first priority in an emergency or disaster is to utilize volunteers that are affiliated with the City of Malibu.
- All unaffiliated volunteers and unaffiliated service program members will be considered and processed as spontaneous volunteers.
- the City of Malibu is responsible for interviewing, screening, registering, training and the safe supervision of any volunteers that it involves in its own disaster operations. This is for the protection of both the volunteer and the jurisdiction.

- Likewise, NGOs and National Service Programs that involve volunteers in their own operations are responsible for interviewing, screening, registering, training and the safe supervision of those volunteers.

CONCEPT OF OPERATIONS

Standardized Emergency Management System (SEMS)

The volunteer management plan is consistent with the state's Standardized Emergency Management System (SEMS). Within the SEMS structure, volunteer management falls under the Resources & Personnel Unit of the Logistics Section. (For more details, see the Volunteer Management Coordinator position checklist).

Roles and Responsibilities

The City of Malibu. The primary agency responsible for the jurisdiction-wide mobilization and deployment of volunteers and service programs is the City of Malibu. Its roles include the following:

- Prepare and maintain this plan and all associated procedures
- Determine need to activate spontaneous volunteer management plan at time of disaster
- Coordinate activation, implementation and demobilization of spontaneous volunteer management plan
- Coordinate with other agencies and organizations for maximum utilization of limited resources
- Coordinate spontaneous volunteers and service programs to assist the efforts of both governmental agencies and NGOs throughout the affected communities

Volunteer Center. In the event a local volunteer center or other NGO is willing to assume responsibility for volunteer mobilization and coordination, the City of Malibu may delegate some of the jurisdiction's roles listed above to said organization.

Activation of the Plan

The volunteer management plan will be activated by decision of the Logistics Section Chief, or by the Care & Shelter Branch Chief of the Operations Section, or by the Emergency Services Coordinator, with approval of the Director of Emergency Services. Reasons for activating the spontaneous volunteer management plan may include but are not limited to the following:

- **When the nature of the disaster and/or media coverage of it makes convergence of spontaneous volunteers likely**
- **When shortages of workers require augmentation of staffing support from outside resources**

- When volunteers with particular skills and/or special knowledge of the affected community could enhance relief and recovery efforts

When the order to activate the plan is given, the Volunteer Management Coordinator in the Personnel Branch will notify as needed those people, agencies and organizations tasked with specific implementation roles.

2. THE EMERGENCY VOLUNTEER CENTER (EVC)

The chief method for coordinating volunteers is the *Emergency Volunteer Center (EVC)*. The EVC can be set up as a walk-in center (sometimes referred to as a volunteer reception center), a phone bank, an online process, or a combination of two or more of these strategies.

An ideal City location that would be suitable for an EVC is Malibu Bluffs Park, although other locations may also be determined to be suitable.

This center should be located in an area large enough to handle the anticipated volume of people. The functions performed here are completion of registration forms and skills questionnaires, basic orientation and training for the tasks required, and possibly a staging area where volunteers equipped and ready to work will wait for their work assignment. Considerations when selecting a site for the EVC:

- Safe from Hazards
- Able to accommodate the expected number of people
- Able to accommodate parking of vehicles
- Toilet facilities
- Electricity & phone service
- Drinking water
- Security staff on site
- Something for volunteers to read or watch while they wait.

There must be communications between the EVC and the Emergency Operations Center (EOC). Typically these will be located some distance apart.

Safety is an important component of risk management. Safety of all workers, volunteers and others at the EVC must be addressed. The responsibility for safety will depend on the EVC's relationship to the City's EOC. An EVC that reports to the Malibu EOC may request assistance from the EOC's Safety Officer. An EVC run by an NGO must provide its own Safety Officer. In either case, the Safety Officer must examine the facility to be used for the EVC for unsafe or unsanitary conditions and should address any that exist before the EVC is open to the public.

Security is another component of risk management. The level of security in the EVC may vary depending on the type of disaster and other factors. At a minimum, all entering the EVC should be asked to sign in and out. A safe place for EVC staff to store personal belongings should be made available. Security of equipment, supplies and other resources should also be addressed.

Once the EVC infrastructure is in place, a release should be distributed to the media in coordination with the Public Information Officer for the incident (see Press Release template). It is recommended that the EVC organizational infrastructure be in place before sending out the first release.

Through the EVC, each prospective volunteer is referred, based on the volunteer's qualifications and availability, to an appropriate volunteer opportunity in either local government operations or an NGO. It is strongly recommended that all volunteers involved in disaster-related activities under the direction of the City of Malibu be registered as Disaster Service Worker (DSW) volunteers. Volunteers who are dispatched to work under the supervision of other agencies should NOT be sworn-in as DSW's by the City.

It is important to note that although volunteers may be utilized to assist City staff with the registration process of other volunteers, *only authorized local government employees can administer the loyalty oath.*

Under the guidelines of the DSW Volunteer Program, volunteers who are registered as DSW volunteers *must be provided with adequate training and supervision.*

Due consideration must be given to the reduction and/or management of stress in the disaster work environment. Stress is an unavoidable component of disaster work. A plan that addresses staff work schedules, breaks, and accessibility to mental health services and Critical Incident Stress Debriefing should be implemented.

EQUIPPING THE EVC

Create a "Go Kit" including supplies, forms, lists and equipment to support the following functions:

- Registration / Orientation
- Interviews
- Data Entry
- Identification cards
- Safety training
- Job Training
- Supply management
- Public Information

3. ABOUT CONVERGENT VOLUNTEERS

The convergent volunteer is one who appears at the scene of a disaster, not as part of any organized response effort, and whose skill level is unknown. These individuals may be a valuable resource in specific situations; however it is vital that they be managed effectively, for the protection of both the City and the volunteer.

On the other hand, if the convergent volunteer feels as though his offer of assistance is not being taken seriously, s/he may go off alone to look for other volunteer opportunities. In the aftermath of a disaster, this could have tragic results.

Convergent volunteers will, by their nature, require more training and supervision than existing volunteer cadre members. The decision must be taken early as to whether convergent volunteers can be suitably trained and/or supervised in order to assist the City in certain functions. Staff must ensure the volunteer's suitability to each volunteer position.

These volunteers will naturally look for leadership from City employees. Staff need to be aware of this, and they should be trained to assume that leadership responsibly, regardless of whether their job normally requires them to supervise others.

4. ABOUT SUPERVISORS

Whoever the volunteer, s/he must be properly managed and looked after. Not only is it important that the city be protected against inappropriate actions or behavior on the part of the volunteer, the volunteer must feel that s/he got value from the volunteer experience, or they will not return! As a member of staff, it is your responsibility to be an effective manager of that volunteer.

Characteristics Of A Good Supervisor:

- ✓ Delegates responsibility and authority effectively
- ✓ Establishes performance expectations
- ✓ Acts as a mentor or coach; Stands up in support of staff
- ✓ Gets ideas across to others
- ✓ Knows how to listen
- ✓ Assists staff in developing job skills
- ✓ Gives constructive feedback
- ✓ Takes corrective action when needed
- ✓ Recognizes staff on an ongoing basis

- ✓ Provides the tools staff need,

THE TWELVE TRUTHS OF VOLUNTEERISM

- 1. There will be enough convergent volunteers to do the “dirty work”. Treat your trained volunteers as staff.**
- 2. Volunteers will respond during a disaster and are potentially more reliable than paid staff.**
- 3. Volunteers will invest time in training if they believe they have an important role in your organization.**
- 4. Volunteers will respect the limitations you place on them if those limits are not arbitrary and are for good reasons.**
- 5. Volunteers will behave as pro’s if treated like pro’s.**
- 6. Volunteers will be needed. Include them and their ideas in your disaster planning.**
- 7. The vast majority of volunteers are not “wanna-be’s. Don’t let the one or two who are taint your view of all volunteers.**
- 8. Volunteers are not just for “The Big One”. If you want to have confidence in your volunteers, and you want to keep them motivated and involved, you must use them for the little one too. Use ‘em or lose ‘em!**
- 9. Volunteers are not trying to replace your paid staff, and they are not looking to do this as a career; 99.9% are content to “keep their day jobs”.**
- 10. Volunteers are not stupid! Most are well educated, community minded individuals. Avoid the tendency to assume that anyone who would volunteer to help during this mess must be crazy.**
- 11. Volunteers are not stupid! They know when you are patronizing them and they know when you are assigning them busy work to keep them out of your hair.**

12. Volunteers are not looking for an opportunity to sue your organization. Volunteers are not your highest risk liability.

5. PROCESSING THE CONVERGENT VOLUNTEER

STAFFING THE EVC

In large-scale disasters, or disasters that attract a large number of volunteers, it may be necessary to increase the number of staff of the EVC. Ideally, individuals and groups would be assigned and trained in advance. But new staff can also be brought in at the time of the disaster, if necessary. The following are possible resources:

- *Other employees of the jurisdiction.* By state law all government employees are designated Disaster Service Workers and therefore available to be assigned to any aspect of the jurisdiction's disaster operations. The ideal employees to staff the EVC include the following:
 - a government official who has the authority, or another government employee who has been delegated that authority, to administer the loyalty oath to potential DSW volunteers
 - volunteer managers
 - those who work in Personnel/Human Resources
 - those who, regardless of department, possess good customer service skills, interact regularly with the public, can make quick decisions and exercise good judgment, and are able to work well under stress and in fast-paced, changing environments
- *Employees of other jurisdictions.* Request mutual aid assistance from other jurisdictions only after fully utilizing your own resources.
- *Spontaneous volunteers who have contacted the EVC.* Most people who have some basic skills can be taught to interview other volunteers or to take on other EVC tasks fairly quickly. EVC staff should look for volunteer managers, people with interviewing skills, those who work in the personnel/human resources field, social workers, teachers, trainers, etc.
- *Unaffiliated service program groups.* Some of their members may be available for 1-3 weeks or longer. Establishing a relationship with one or more service program groups in advance of the disaster would expedite the process.
- *CERT team members and VIPS volunteers, once they have fulfilled their fire service or law enforcement responsibilities.* Typically CERT and VIPS activities would take place in the early response phase, leaving members then available for other assignments.

New staff should be appropriately screened and will require orientation (see Orientation Outline), training for their specific tasks, and supervision. Where

feasible, have new staff work side-by-side with experienced staff until they have gained proficiency and confidence in carrying out their assignment.

Policies should be established at the outset regarding hours of work, required breaks, shift schedules and other personnel-type issues for all workers in the EVC, both employees and volunteers. Establish some form of identification from the outset for EVC staff – vests, shirts, hats, identification badges, etc. – that will indicate to the public their role at the EVC.

The key positions that must be staffed include:

- EVC Manager
- Receptionist
- Interviewer
- Registrar (including possible swearing-in)
- Volunteer Opportunities Coordinator
- Data Coordinator
- Security

THE INTERVIEW PROCESS

Each potential volunteer should be interviewed to ascertain the following:

- Determine why the applicant wants to volunteer
- Assess skills and abilities
- Review and discuss job descriptions
- Invite questions
- Encourage applicant to express interests
- Explain the City's mission
- Explain possible career development opportunities
- Close the interview with a handshake and “thank you for your time”.

At the end of the interview, summarize the findings and recommend assignment.

REGISTERING CONVERGENT VOLUNTEERS

Volunteer must have:

- Valid drivers license: Check and match to the individual.
- Make a photocopy of the license.
- All necessary paperwork must be completed.
- Get a cell phone number if possible

Volunteer must be given

- Identification Card: Limited Term, with Photograph
- A clear idea of what to expect next.
- Adequate orientation and training for his intended position(s).

PLACEMENT

Make an assignment as soon as possible. Ensure that a personnel file has been started, and make an entry as to the volunteer's new assignment. Before the volunteer begins the new assignment, ensure they have an orientation to the position. **The job description should include:**

Job title

Supervisor

Time commitment

Duties

Skill, knowledge, experience required

Training required

Promotion/advancement potential

Specific volunteer functions in support of the disaster response are handled by teams. These may be pre-existing organizations such as Arson Watch or CERT, or teams may have been set up specifically as a result of the disaster, such as the City Hall Support Team. In either case, the placement of an untrained volunteer into such a team will require a degree of training and supervision. Always check with the Team Leader to ensure that a volunteer candidate will be appropriate at that particular time.

HOW TO SAY NO: GENERAL GUIDELINES:

Say No if the interview reveals:

- It is obvious that the city cannot benefit from the volunteer's services.
- Concerns that could be potentially detrimental to the city.

When you have reached a No decision:

- Terminate the interview as quickly as possible
- Make a referral, if appropriate
- Show how the job is unsuitable
- Make a direct refusal; be clear.

6. TEAMS, POSITIONS AND POSITION CHECKLISTS

The following is a short description of the volunteer teams and their functions.

1. **CITY HALL SUPPORT TEAM (CHST):** Supports the operation of City Hall after a disaster, and in particular the Emergency Operations Center (EOC), where the City's overall response efforts to the disaster are managed. The CHST is managed by the Logistics Section's *Facilities* Branch Chief. Positions include:

- **EOC PHONE BANK**
 - Answers phone calls from the public; takes reports.
- **EOC RUNNERS**
 - Carry information and supplies around the building.
- **EMERGENCY VOLUNTEER CENTER STAFF**
 - Management of Convergent Volunteers
- **RECEPTIONIST: UPPER LEVEL (STAFF MEETING ROOMS & OFFICES)**
 - Ensures Security and manages traffic to this area.
- **RECEPTIONIST: LOWER LEVEL (MEDIA AREAS)**
 - Ensures Security and manages traffic to this area.
- **SECURITY PATROLS: PERIMETER AND INTERIOR**
 - Ensures security of building and staff, also crowd control and safety.
- **MESSENGER / DRIVERS:**
 - Moves people and resources as needed.
- **TRANSLATORS**

2. **COMMUNITY EMERGENCY RESPONSE TEAM (CERT):** Volunteer graduates of the CERT training; these people are registered as Disaster Service Workers with the City of Malibu and are activated by the City of Malibu. They are trained to provide the following assistance:

- Assistance to the City EOC, as requested.
- Assistance to Malibu's Disaster Medical Team, as requested.
- Assistance to Sheriff Department personnel, as requested.
- Assistance to Fire Department, as requested.
- Safety Assessments alongside City Building Inspectors, if requested

3. **ARSON WATCH:** Strictly speaking, this is not a City team. However the City of Malibu does support the Arson Watch, and they provide a valuable service to the city. Arson Watch is a volunteer program which provides mobile patrols and lookouts, both on the public highways and the fire roads in the local area, spotting for signs of wildfires or signs of suspicious (possibly arsonist) activity. These volunteers, specially trained in Arson Watch skills, are registered as Disaster Service Workers under control of a Los Angeles County Sheriff Department Volunteer Coordinator.

- Observer patrols in the field. Lookouts for fires and suspicious activity.
- Staffing Arson Watch radios as Base Stations to relay information.

4. **DISASTER COMMUNICATIONS SERVICE:** Licensed Ham radio operators registered with the Sheriff Department.

- Staffing Ham / UHF radios in the City's EOC radio trailer.

CITY HALL SUPPORT TEAM (CHST) JOB DESCRIPTION

Notes:

Date	Post-Disaster with Activation of EOC
Location	City Hall Emergency Operations Center (EOC)
Job Title	TELEPHONE OPERATOR
Purpose	Answers calls from public. Takes messages and information. Answers questions or makes referrals to information sources.
Key Responsibilities	<ul style="list-style-type: none"> • Maintain calm and controlled manner • Take accurate & complete information from callers; transcribe to computer. • Refer callers to other sources of information as necessary
Appointed by	
Reports to or Partners with	Reports to Facilities Branch Chief (Logistics section)
Length of Appointment	Duration of EOC Activation.
Time Commitment	Nominally, one Operation Period (12 hours); may be split.
Relationships	Works as part of a team of 5 operators, along with messengers/runners, and possibly a supervisor.
Qualifications Required	<ul style="list-style-type: none"> • Ability to work under pressure • Excellent communication skills • Understand basic use of computers
Support Provided By City	<ul style="list-style-type: none"> • Workstation and equipment provided • Meals provided if shift exceeds 4 hours.
Development Opportunities	Potential advancement to EOC staff position.

7. EVC STAFF POSITION CHECKLISTS
(PDF File to be inserted here)

8. AUTHORITIES AND REFERENCES

Authorities

California Emergency Services Act, §8657
Disaster Service Workers Volunteer Program Regulations, Cal. Code of Regs. Title 19, §2570-2733.3
Good Samaritan Act, Cal. Health and Safety Code §1799.102
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Pandemic Response Plan

TABLE OF CONTENTS

1. INTRODUCTION TO THE PLAN
 - [Purpose](#)
 - [Objective](#)
 - [Assumptions](#)
 - [Authorities](#)

2. [ABOUT AVIAN INFLUENZA](#)
 - [General Situation](#)
 - [Malibu's Situation](#)
 - [Difference Between Annual Flu And Pandemic Flu](#)
 - [The Six Phases of Pandemic Influenza](#)

3. [CONCEPT OF OPERATIONS](#)
 - [A. Planning Methodology](#)
 - [B. Declaration of an Influenza Pandemic Emergency](#)
 - [C. Employee Communication And Education](#)
 - [D. Emergency Response Actions By Phases](#)
 - [E. Workplace Strategies](#)
 - [Management of Employees with Symptoms](#)
 - [Department Illness Tracking](#)
 - [Infection Control](#)
 - [Social Distancing At Work](#)
 - [Personal Protective Equipment](#)
 - [Workplace Cleaning](#)
 - [Telecommuting \(Working From Home\)](#)
 - [Pandemic Human Resources Policies](#)
 - [Product and Services Vendors](#)
 - [F. City-wide Strategies](#)

4. APPENDICES
 - A. Essential Operations Questionnaire
 - B. Essential Job Functions
 - C. Pandemic Policies
 - D. Management of Ill Employees
 - E. Informational Materials
 - F. EOC Key Activities

INTRODUCTION

PURPOSE

The primary purpose of the Pandemic Influenza Plan is to enable the City of Malibu to respond effectively and efficiently to ensure that essential operations are maintained during a pandemic incident.

OBJECTIVE

1. Reduce transmission of the virus among employees and within the community with a focus on prevention of disease spread.
2. Maintain essential and critical operations and services.
3. Communicate accurate and timely information using all available media.
4. Work with health care partners and community resources to support and enhance response.

ASSUMPTIONS

Key assumptions and limitations guiding pandemic influenza planning and response activities are listed below.

- A pandemic is a public health emergency that rapidly takes on substantial political, social, and economic dimensions. A broad range of private sector partners and government agencies, in addition to those dealing with public health, should be engaged in pandemic preparedness planning. A pandemic is likely to affect everyone in California: no amount of planning will allow “business as usual” in any sector of society or government.
- A pandemic is likely to occur in waves, each lasting approximately 8 weeks and separated by many weeks of relative inactivity.
- A pandemic will place great strains on existing resources, including space, personnel, and supplies.
- California’s public health system is composed of local health departments with authority and responsibility for public health preparedness and response at the local level. California Department of Health Services (CDHS) leads, supports, and coordinates this effort and provides statewide policy guidance. CDHS provides cross-jurisdictional coordination during a multi-jurisdictional emergency and assistance if local resources are overwhelmed by the needs of the event. Although pandemic influenza may affect multiple jurisdictions simultaneously, all jurisdictional

responsibilities are maintained. CDHS will provide additional support to leadership at the local level, without usurping the authority of local health departments.

- CDHS may modify and further define the federal guidance as necessary for allocating vaccines and antivirals to California's local health departments. CDHS Emergency Pharmaceutical Services Unit (EPSU) will be responsible for obtaining and distributing vaccines and antiviral drugs made available to California.
- The ability of the federal government to support California will be limited at the onset of a pandemic and may continue to be limited for an extended period.
- Planning for continuity of governance at the state and local levels and continuity of operations (for the private sector) is an essential component of pandemic influenza preparedness.
- Infection will occur in up to 30% of the population. Infection rates will be highest in school-aged children (40%) and decline with age. An average of 20% of working adults will become ill.
- Half of those infected will require outpatient medical care and 11% will be hospitalized.
- The case fatality rate will be approximately 2.1%.
- In the early pandemic stages, before vaccine becomes available, community containment strategies will be the most effective available measures.
- Antiviral medications, likely in short supply, will be used for treatment, not prophylaxis.
- To maximize the impact of limited supplies, vaccine and antiviral drugs will be distributed according to priorities established by the federal government.
- The course of pandemic influenza will be governed by factors that cannot be known in advance. Properties of the novel virus, including virulence, principal mode of transmission, timing and duration of viral shedding, and attack rate in different risk groups may differ from those of seasonal influenza strains.
- The first human cases of infection with a novel influenza virus will likely occur outside of the U.S. and will be detected by the global surveillance network.
- Activities identified in any given pandemic phase are not necessarily completed during that phase; activities started in one phase may continue into subsequent phases.
- Decisions about non-pharmaceutical community containment measures will be made in an atmosphere of considerable scientific uncertainty. Containment measures must be adapted to the epidemiologic context of each phase of the pandemic.

- Non-pharmaceutical community containment measures will be the principal means of disease control until adequate supplies of vaccine or antiviral medications are available.
- The City of Malibu's standard operating procedure is to coordinate all emergency response activities through SEMS.
- Susceptibility to pandemic influenza virus will be universal.
- Efficient and sustained person-to-person transmission signals an imminent pandemic.
- In a severe pandemic, absenteeism attributable to illness, the need to care for ill family members, and fear of infection may reach 40% during the peak weeks.
- Public health measures (e.g. closing schools) are likely to increase rates of absenteeism at work due to personal/family needs.
- Public safety personnel (firefighters, police, paramedics) will be involved in the care & transport of acutely ill patients with known or suspected pandemic influenza.
- Preparation, response, and recovery will be a local issue.

AUTHORITIES

City of Malibu

The Los Angeles County Department of Public Health has the primary responsibility for a pandemic incident and all other health related emergencies. The City will act in a supporting role for medical emergencies. The City will assist by participating with neighboring communities in the setting up Points of Dispensing (PODS) sites for disease prevention and distribution of medications. Additionally, the City will assist by supplying personnel and facilities to POD operations when needed.

During a pandemic, the City of Malibu's main responsibility will be maintaining critical community services in line with the City's mission. The City will activate its EOC as needed. The EOC will liaison between the City and the County and maintain communications with the Los Angeles County Operational Area EOC to implement recommended procedures that promote the health and safety of employees, the community and partners.

City of Malibu Emergency Operations Plan (EOP): Authorities for activating and terminating this plan, leadership succession, altering operations, communicating with internal and external groups will remain identified in the City EOP.

California Department of Health Services (CDHS)

The CDHS coordinates planning, preparedness, communication efforts, surveillance activities, and disease containment strategies at the state level and across multiple

counties and regions within the state. CDHS is responsible for coordinating the receipt and distribution of antivirals and vaccines provided through federal and state stockpiles. They provide public information on the pandemic, including guidance on preventative measures.

Department of Health and Human Services/ Centers for Disease Control and Prevention

The Centers for Disease Control and Prevention (CDC) is responsible for national and international disease surveillance, issuing travel advisories and providing treatment guidance, direction and information from the federal government to state and local public health agencies. The CDC investigates and monitors pandemic outbreaks and is the national liaison to the WHO. The CDC manages the Strategic National Stockpile (SNS) as well as overseeing the vaccine distribution and the Laboratory Response Network.

Los Angeles County (LAC) Department of Public Health

Los Angeles County Department of Public Health will develop and maintain continuity of operation plans to protect the health and safety of its employees and community members and to minimize disruption of essential services. LAC Department of Public Health has projected the impact of an influenza pandemic upon LAC's medical and healthcare system using the Centers for Disease Control and Prevention's (CDC) FluSurge 2.0 software. Estimates were calculated according to a modified model of the 1918 pandemic; it assumed:

- a 30% attack rate
- a duration of an initial wave of illness to extend about 12 weeks, and
- hospitalization (if needed) to last about five days.

With those assumptions, the model predicted the number of hospitalizations in LAC to be about 376,000, and the predicted mortality to be about 63,000 deaths.

World Health Organization (WHO)

WHO monitors global pandemic conditions and provides information updates. WHO facilitates enhanced global pandemic preparedness, surveillance, vaccine development and public health response. They are responsible for declaring a global pandemic phase and adjusting phases based on current conditions. The World Health Organization has developed a global influenza preparedness plan which defines the phases of a pandemic and recommends measures to take before and during a pandemic according to phase.

California Emergency Service Act (Government Code Title 2, Division, Chapter 7, Section 8550 *et seq.*) Confers emergency powers upon the Governor and chief executives of political subdivisions of the state to provide for state assistance in organization and maintenance of emergency programs; establishes the Governor's

Office of Emergency Services; assigns functions to state agencies to be performed during an emergency and provides for coordination and direction of emergency actions of those agencies; and establishes mutual aid procedures. Authority for the creation of standby orders exists in Government Code section 8567. Authority to suspend statutes and agency rules exists in Government Code section 8671.

California Health and Safety Code Sections Pertaining to State Authorities:

- o **Sections 100170-100180:** Establishes the authority of CDHS to enforce regulations to address threats to the public health.
- o **Sections 120125-120140:** Establishes the authority of CDHS to investigate and control communicable disease within the state.
- o **Sections 120145-120150:** Establishes the authority of CDHS to take actions related to persons, animals, or property to control threats to public health, including quarantine, isolation, inspection, disinfection, and destruction of property.

California Health and Safety Code Sections Pertaining to Local Authorities:

- o **Sections 101000, 101025, 101030:** Establishes the authority of county health officers to preserve and protect the public health by enforcing county orders, ordinances, and statutes pertaining to public health.
- o **Sections 101375, 101400, 101405, 101415, 101450, 101460, and 101470:** Establishes authority of cities to consent or contract with the county to provide performance of public health functions and statute enforcement. In the absence of consents or contracts with the county, authorizes cities to appoint a health officer to enforce and observe all orders, ordinances, quarantines, regulations, and statutes relating to public health.
- o **Sections 101040, 101475:** Authorizes county and city health officers to take preventive measures during emergency.
- o **Section 120175:** Authorizes the local health officer to take measures necessary to control the spread of communicable diseases.

California Food and Agriculture Code 9562: Establishes provisions for the state veterinarian to quarantine animals or animal products and to take appropriate disease control action to control or eliminate diseases from animal populations.

California Government Code 8549.10 and 8549.11: Establishes the Emergency Response Team for State Operations of eight specific Directors including the CDHS Director, and allows CDHS to enhance the continuity of government during major events, such as a pandemic influenza outbreak.

Executive Order No. W-9-91: Mandates that each state agency and department (e.g., CDHS) is responsible to prepare for and respond to emergencies. It mandates emergency preparedness and response assignments for all state agencies and departments under the coordination of OES.

Executive Order No. S-04-06: Directs state agency and department heads to meet on a regular basis to establish common strategies and actions for continued and enhanced

emergency preparedness, response, recovery and mitigation efforts.

Administrative Order No. 79-22: Details the emergency preparedness and response functions of each department (e.g., CDHS). This Administrative Order guides OES and all departments in coordinating priority tasks and programs related to emergency preparedness, response, and recovery in accordance with the OES *State Emergency Plan*.

At this time, we can only offer interim guidance due to the uncertainty and nature of the virus’ mutation, and overall impact of a pandemic.

We take into consideration the following:

1. We will be facing an influenza virus that threatens mass casualties. At highest risk will be Emergency Medical Services (EMS), first responders including the medical community, and children.
2. In the event of a large-scale infectious disease emergency, local medical facilities will first exhaust internal supplies and/or stock of medication from their own stock, then request additional medications from the Los Angeles County Strategic National Stockpile cache or elsewhere.
3. The County of Los Angeles Department of Health Services has developed Pandemic Influenza Guidelines that contain provisions for vaccine storage and distribution, and has stockpiled a minimal amount of antiviral medications for immediate use in the event of a pandemic.
4. The City may be on it’s own for several weeks or months due to a short supply of stocked medications, and a vaccination that will take time to develop to combat the virus.
5. A 30 to 40% reduction of workforce, including Law Enforcement, Fire, City Personnel, as well as local businesses and other essential services. Economic and social disruption will be great.

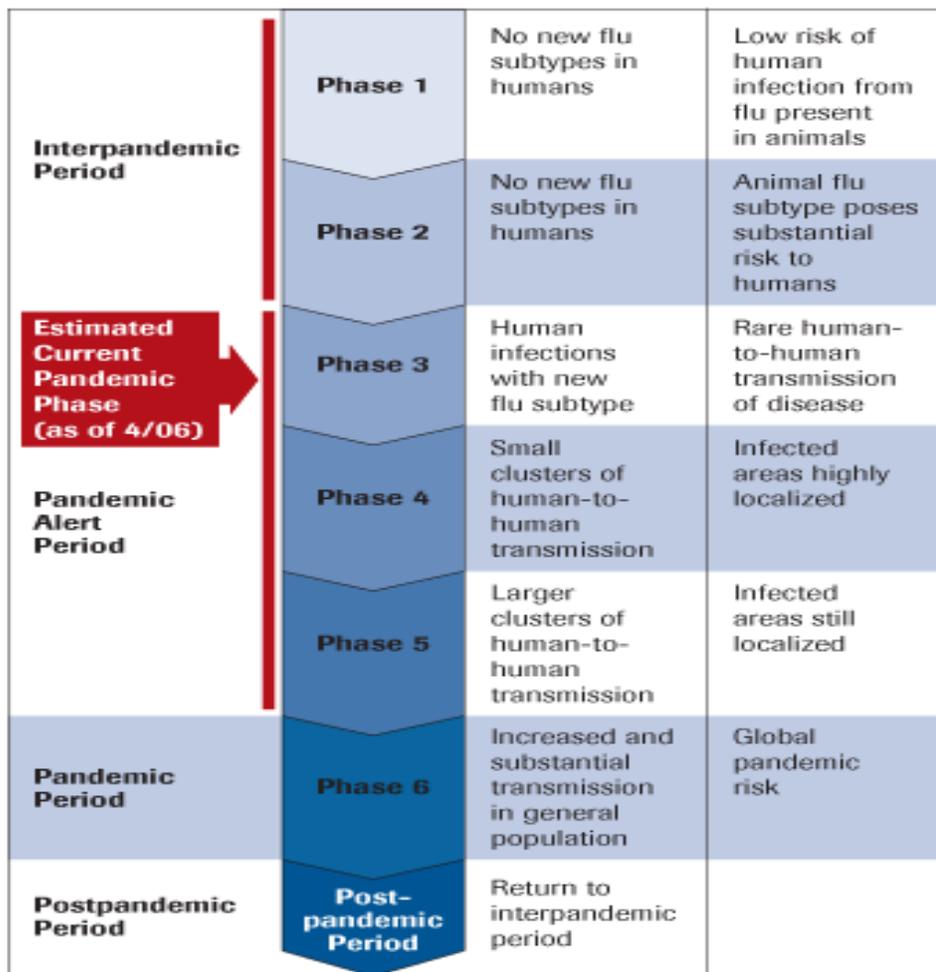
Key Differences Between Annual Flu And Pandemic Flu

ANNUAL FLU	PANDEMIC FLU
Occurs every year during the winter months.	Occurs three to four times a century and can take place in any season.
Affects 5-20 percent of the U.S. population.	Experts predict an infection rate of 25-50 percent of the population, depending on the severity of the virus strain.
Globally, kills 500,000-1 million people each year, 36,000-40,000 in the U.S.	The worst pandemic of the last century -- the “Spanish Flu” of 1918 -- killed 500,000 in the U.S. and 50 million worldwide.
Most people recover within a week or two.	Usually associated with a higher severity of illness and, consequently, a higher risk of death.
Deaths generally confined to “at risk” groups, such as the elderly (over 65 years of age); the young (children aged 6-23 months) ; those with existing medical conditions like lung diseases, diabetes, cancer, kidney, or heart problems; and people with compromised immune systems.	All age groups may be at risk for infection, not just “at risk” groups. Otherwise fit adults could be at relatively greater risk, based on patterns of previous epidemics. For example, adults under age 35 (a key segment of the U.S. workforce) were disproportionately affected during the 1918 pandemic.
Vaccination is effective because the virus strain in circulation each winter can be fairly reliably predicted.	A vaccine against pandemic flu may not be available at the start of a pandemic. New strains of viruses must be accurately identified, and producing an effective vaccine could take six months.
Annual vaccination, when the correct virus strain is	Antiviral drugs may be in limited supply, and

used, is fairly reliable and antiviral drugs are available for those most at risk of becoming seriously ill.	their effectiveness will only be known definitively once the pandemic is underway
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THE SIX PHASES OF PANDEMIC INFLUENZA

Each of the following pandemic influenza phases represents an increasing risk to the general population. This Pandemic Plan is based on the identified World Health Organization (WHO) phases. It is important to understand these different phases in order to implement the plan properly.



CONCEPT OF OPERATIONS

The City of Malibu will activate this plan upon official declaration from the Los Angeles County Department of Health, or the Los Angeles County Office of Emergency Management, or other Agency serving in an official notification capacity of influenza pandemic.

This annex assumes operations under the same policies and procedures as a disaster situation dictates, and as outlined in the City's SEMS/NIMS Multi-Hazard Functional Plan:

- The use of the Incident Command System as defined in the Standardized Emergency Management System (SEMS) as developed by the State of California, and the National Incident Management System (NIMS) as required by the Department of Homeland Security
- All existing City and department operational procedures will be adhered to unless modified by the City Council, City Manager or EOC Director.
- All on-duty personnel are expected to remain until properly relieved of duty. Off-duty personnel will be expected to return to work in accordance with the City of Malibu's Municipal Code. Existing standard operating procedures for call back will be utilized.
- While in emergency operations mode, operational periods will be 12 hours in duration unless modified by the City Council or EOC Director.

A. PLANNING METHODOLOGY. The following steps comprise the Planning phase:

1. Determine the objectives and obtain approval for the planning project from the City Manager.
2. Identify essential operations within all City departments
3. Identify essential staff
4. Identify needed staff cross-training
5. Identify essential vendors and suppliers
6. Design alternatives and mitigation measures for the disruption of supplies
7. Analyze communication capabilities, internal and external
8. Design emergency communication protocols

1. Identify the project and stakeholders The planning group will include, but is not limited to representatives from each City Hall department and the City Attorney's office. The group may be provided informational assistance when requested by:

- Sheriff's Department
- Fire Department
- Medical community
- Los Angeles County Department of Public Health
- Santa Monica-Malibu Unified School District
- Vulnerable populations (e.g. senior citizens, disabled, pre-schools, etc.)

2. Analysis Of Essential Operations. Each department will be asked to analyze all functions performed by department personnel to determine the criticality of each job function, and to identify those functions that must be re-enforced with additional trained staff for emergencies. The assessment should be made based upon reductions of staffing levels by 20%, 35% and 50%. The Essential Operations Questionnaire is located in Appendix-A.

3. Essential Staff: Assess skill requirement needs and identify core and alternate staff to fill essential job functions if absenteeism equals 20-50%. Consider that staff may need to be reassigned to other city departments. Assess how their job functions will be filled. Ensure that personnel contact information, including after hours and emergency numbers, are up to date. SEE APPENDIX B ESSENTIAL JOB FUNCTIONS

4. Identify and provide cross training: Cross-train employees so that they can fill essential job functions if needed. Make sure that the plan and other key operating and emergency management information is stored in a known, accessible, and shared location.

5. Identify essential vendors and suppliers: Identify vendors of critical products and services (raw materials, suppliers sub contractor services/ products, and logistics) required to maintain essential operations. Organization's supplier and service vendors contact information should be in one place so that any employee can initiate communication if necessary.

6. Design alternatives and mitigation measures for the disruption of supplies: Discuss with product and service vendor their plan for ongoing services and/ or shipments in the event of absenteeism, shortages, or disruptions in transportation systems. Suppliers may also be experiencing staff shortages. This may cause disruption in transportation systems (truck, train, aircraft), decreases in product productions, or inability of suppliers to meet demands. Identify other businesses or organizations that can provide essential services and supplies if your regular vendor can not. Look for geographic dispersion of vendors as some regions may be experiencing waves of illness at different times.

7. Analyze communication capabilities, internal and external, including telecommuting. Identify which job functions could be done remotely during a pandemic. Enable employees and their alternates to work from home with appropriate security and network applications. Determine appropriate time for designated employees to test telecommuting tools.

8. Emergency Communication Protocols. Communication is a critical aspect of all emergency planning and response. All programs involved in planning for and responding to pandemic influenza and other public health emergencies must ensure timeliness and accuracy of communication, including risk communications. Given the dynamic and changing issues likely to be presented in a pandemic, the need for clear, consistent, frequent, and dependable communications will be critical in all phases.

B. DECLARATION OF AN INFLUENZA PANDEMIC EMERGENCY

Agencies that are responsible for declaring when an outbreak of a novel virus has reached the pandemic stage:

- Globally: World Health Organization (WHO)
- United States: U.S. Centers for Disease Control and Prevention (CDC)
- Los Angeles County (LAC): The LAC Health Officer through the Department of Health Services (DHS) will activate its risk communication strategies and quickly disseminate public advisories and alerts based on information from the Centers for Disease Control and Prevention (CDC) and other credible sources.

The City of Malibu will utilize its existing platforms (e.g. hotline, TV-3, website and fax bulletins) for communicating pandemic status and actions to employees, vendors, suppliers, and customers inside and outside of the City.

C. EMPLOYEE COMMUNICATION AND EDUCATION

The City of Malibu website and the telephone Hotline, as well as flyers, brochures and posters will be used for providing information to staff. Alternate methods of communication may also be identified. Information will be coordinated through the City's Emergency Operations Center.

Communications systems. The City will ensure that communications systems (teleconferencing abilities, telecommuting, fax services, laptops, radios) are operational, interoperable with other systems, secure, and robust enough to handle increased and constant use. Included in many cases are layers of redundancy so that if failure occurs other systems can take over.

Ongoing communications plan. The City should provide regular updates to employees throughout a pandemic. Included in a communication plan are mechanisms for developing and finalizing communications, and authorizing dissemination. There may be a high level of fear, anxiety, rumors, and misinformation regarding a pandemic. Regularly sharing information is one way to reduce staff distress.

Disaster service worker obligations. All employees should be reminded of their obligation to report to work during a pandemic. Employees are encouraged to develop a personal/ family disaster plan to ensure that home and family obligations are attended to and do not require their presence. The more prepared employees are, the more they can be relied upon when an emergency occurs. Staff should plan for care of children who may be home from school, ill family members, etc.

D. RECOMMENDED EMERGENCY RESPONSE ACTIONS BY PHASES**PHASE 1****INTER-PANDEMIC PHASE NEW VIRUS IN ANIMALS, NO HUMAN CASES
LOW RISK OF HUMAN CASES**

- Implement a sound health and hygiene education program, including respiratory and hand washing hygiene for employees and the community.
- Develop specific pandemic response procedures and add to existing emergency plans.
- Conduct routine inventories of first aid and medical supplies.

PHASE 2**INTER-PANDEMIC PHASE NEW VIRUS IN ANIMALS, NO HUMAN CASES
HIGHER RISK OF HUMAN CASES**

- Review and update emergency plans including pandemic response procedures.
- Review current emergency communication plans and procedures.
- Promote the importance of reducing the spread of illness by using respiratory and hand washing hygiene.
- Provide employees guidelines for when they should stay home due to illness.
- Increase focus on public and employee education and information dissemination.
- Consider human resource policies (sick leave, work comp).

PHASE 3**PANDEMIC ALERT PHASE NEW VIRUS CAUSING HUMAN CASES
NO OR VERY LIMITED HUMAN TO HUMAN TRANSMISSION**

- Gather and disseminate pertinent information as it becomes available.
- Identify who will make the decision to close city offices and at what point that decision will be made.
- Continue to make sure that proper health and hygiene procedures are being followed by all personnel.
- Review whether the precise characteristics of the pandemic threat require the refinement of any current emergency plans.
- Evaluate the chain of command and identify key decision makers.
- Provide employees with any information that would strengthen their ability to respond to a pandemic.

Phase 1-3 Internal Communication. Communicate to employees:

- 1) general avian/pandemic influenza information;
- 2) disaster service worker obligations;
- 3) components of the City of Malibu's pandemic influenza plan;

- 4) how to develop a personal/ family emergency plan ; and
- 5) infection control steps taken to protect the health and safety of employees should a pandemic occur.

PHASE 4

PANDEMIC ALERT / NEW VIRUS CAUSING HUMAN CASES / EVIDENCE OF INCREASED HUMAN TO HUMAN TRANSMISSION

- Communicate the current phase level to all personnel and train them in pandemic response plans as they are developed.
- Continue to encourage respiratory and hand hygiene practices among employees and the community.
- Increase pandemic influenza awareness and strengthen training for employees.
- Identify an individual in each department who will serve as lead representative in coordinating and disseminating information.
- Monitor influenza surveillance systems via media, internet.
- Discuss employees' fears concerning a pandemic and offer available resources.
- Identify and promote the need to implement basic social distancing measures.
- Encourage all persons who become ill after traveling to affected countries to see their health care provider.
- If requested by Los Angeles County, report any increase in employee illness to the Los Angeles County Health Department.
- Verify that illnesses are properly monitored in each department and at all work sites.
- Begin to consider the possibility of city office closures and that staff members may not be able to report to work.

Once the critical services that must be provided are identified, delivery alternatives must be considered. Alternative service approaches and technologies should be explored as potential options to allow services to be continued in a "safe" mode.

Questions to be answered for each service provided include:

- Can the service be temporarily suspended?
- Can the service be continued through non- face-to-face technologies?
- How could this service be delivered differently considering infection and reduced staffing constraints?
- What is the minimum staffing complement necessary for rudimentary service per day/ shift?

EXAMPLES OF SERVICE DELIVERY ALTERNATIVES

Considerations for existing approaches and alternative ways traditional services might be delivered.

TRADITIONAL APPROACH	EXAMPLES	IMPACT	ALTERNATIVES
Reception Services	Receptionists @ all City facilities	Face-to-face interaction with various public and staff, and joint use of office equipment may increase potential for transmission.	Post a phone number to call or provide a "push to talk" device. Since offices may be closed, the employees providing these functions may be temporarily transferred to other operations.
Counter Reviews/ Service	Planning and all public counters,	Extended face-to face contact with proximity to others in office environment may increase potential for transmission.	Documents sent to a central processing center, logged and mailed/ FedEx'ed to personnel working remotely for review and action.
Document Processing	Payroll processing, purchasing, accounts payable	Proximity to others in an office environment may increase potential for transmission.	Handled exclusively on-line from remote locations. Office would be closed.
Management Assistants	Secretaries, clerks	Proximity to others in an office environment may increase potential for transmission.	Office closed, business handled through technologies.
Management	Department heads, division heads, supervisors	Meetings, public gatherings, proximity to others in an office environment may increase potential for transmission.	Office closed, business handled through technologies.
Contract Professionals	Geologists, engineers	Proximity to others in an office environment may increase potential for transmission	Office closed, business handled through technologies.
Inspection Services	Building inspectors,	Contact in the field with public, joint use of vehicles, briefings, etc. may increase potential for transmission.	Work distributed and collected electronically; personal use of vehicles.
Public meetings	City Council, Planning Commission	Close proximity for extended periods of time (hours) may contribute to increased potential for transmission.	
Public gatherings and Centers	Libraries, community and Senior centers	Inability to consistently assure appropriate social distancing and joint	Close facilities for duration of the emergency. May provide library materials through the mail, but contamination of

		use of desks, tables, chairs and other facilities may contribute to increased potential of transmission.	material may preclude.
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Technology Opportunities For Continuity Of Service

Technological opportunities exist to continue services even during a pandemic, but in ways that pose no risk to humans, allow remote utilization, and increase productivity over the long-term. This will create some new challenges but employee safety is the number one concern. The City is prepared to take the necessary steps to ensure all employees, customers, partners, and vendors are safe. These alternative approaches require access to technologies. In many cases this may require nothing more than a phone, in others, a broadband internet connection.

PHASE 5

PANDEMIC ALERT NEW VIRUS CAUSING HUMAN CASES / EVIDENCE OF SIGNIFICANT HUMAN TO HUMAN TRANSMISSION

The City of Malibu hopes to maintain operations throughout a pandemic. This may not be possible due to staff illness, or directives from State or Operational Area which may be to implement restrictions, isolation and full or partial quarantine.

- Communicate the increase in phase level to all employees.
- Monitor influenza surveillance systems via media and internet.
- Identify the need to implement any additional social distancing measures.
- Assess city events and take additional precautions, if necessary.
- Discuss employees’ fears concerning a pandemic and offer available resources.
- Consider assigning mental health counselors for personnel, if needed.
- Non-critical services may need to be temporarily suspended and staff reassigned to the delivery of critical services.
- Set up an employee hotline to provide updates and schedule information.
- Continue to encourage respiratory and hand hygiene practices among employees and the community.
- Review and strengthen as necessary decontamination procedures used by personnel after contact with the public.
- Provide respiratory/cough etiquette signs, tissues, no-touch receptacles for tissue disposal, and alcohol based hand gel in areas where employees are in contact with the public.
- Review fit for duty/work restriction policies.

Follow EOP protocol for activating the EOC. Alert department heads and staff of change in pandemic status and activation of the Pandemic Influenza Plan. Consider proclaiming an emergency.

Internal briefings. Disseminate regular briefings via phone conference calls or other means. Each morning the City will track and report illnesses by department. This information will be analyzed and utilized for making policy level decisions.

External briefings. Coordinate with county and local agencies to attend and/ or receive important briefings. Establish a system for conference calls to provide updates to external stakeholders. Identify conference call numbers.

Review the plan. Regularly review and update the pandemic continuity of operations protocol and procedures to ensure that new issues are addressed.

PLAN ACTIVATION

The Los Angeles County of Public Health will alert jurisdictions of the emergency of a pandemic influenza strain internationally and locally. Updates on the spread of the virus will be made regularly.

The City of Malibu City Manager/ Director of Emergency Services or their appointee or successor will activate the Pandemic Influenza Continuity of Operations Plan and the EOC when it is necessary to manage and coordinate a response. This decision will be made in consultation with key department heads and city partner leaders.

Internal employees will be notified of the activation of a stage in the Pandemic Flu Continuity of Operations Plan.

OPERATIONS

Assess operations. Assess 1) the ability to provide regular services with available human and material resources; 2) increases and decreases in demand of existing services; and 3) the need for new or alternative services.

Reallocate resources. As needed reallocate resources to provide services that are essential, in high demand, and/ or new or alternative.

Essential operations. Suspend non-essential operations as human resources become limited and/ or material resources (gasoline) must be rationed. SEE APPENDIX-A: ESSENTIAL OPERATIONS

JOB FUNCTIONS

Absenteeism. Each department will identify absent employees and job functions. Report absences to Department Heads. Track when ill employees will be expected to return to work.

Reassign employees. Reassign personnel to essential or prioritized job functions and provide job action sheets. SEE APPENDIX-B: ESSENTIAL JOB FUNCTIONS.

Just in time training. Provide just in time training or refreshers to alternate staff taking over new job functions.

PANDEMIC POLICES

Employee policies. Activate applicable polices per procedure (employee leaves, flexible work schedules, travel, health care, management of ill employees). Notify staff of policy changes and provide with necessary claim forms.

PUBLIC INFORMATION

Inform employees. Provide regular updates to staff on pandemic stages and any applicable policy changes, infection control measures, job reassignments, illness reporting etc., that apply during the stage. APPENDIX F

Inform product and service vendors. Inform suppliers and service vendors of change in any changes in supply/ service needs. APPENDIX E

Inform partners. Inform partners of any changes to services or products.

Communications systems. Activate and ensure that communication systems are in working order (telephone, fax, radio, internet...)

INFECTION CONTROL

Infection control information. Disseminate information to staff on how to prevent further infection at home and at work (hygiene, social distancing). Consider posting hygiene notices at entrances, washrooms, and washing stations, and public areas.

Infection control products. Ensure that supplies of hygiene products are available.

Personal Protective Equipment (PPE). Follow Los Angeles County Public Health guidance for city agencies regarding PPE use.

Social Distancing. Follow Los Angeles County Public Health Department recommendations regarding activation of social distancing strategies.

Workplace cleaning. Arrange for appropriate office sanitation and immediate sanitation of work stations where staff report illness. Gain staff and partner confidence by maintaining a health workspace.

Illness notification. Notify employees who they must inform if they become ill.

Illness reporting protocol. Follow the protocol for managing staff that become ill at work. Keep records of affected staff.

RETURN TO WORK: Activate process for employees who have been ill to return to work.

Reducing the risk of infected persons entering the workplace:

- A. Set up prominent notices at all entry points to facility, advising staff and visitors not to enter if they have symptoms of influenza.
- B. Post General Infection Control (basic hygiene and hand hygiene) notices at entrances, bulletin boards, meeting rooms, and restrooms.
- C. Ensure employees have adequate supplies such as hand sanitizer, tissues, cleaning supplies.
- D. Employees must stay at home and away from others if they feel onset of symptoms.
- E. Inform employees and limit non-essential travel to areas at WHO Pandemic Level Phase 5 (large clusters of human to human transmission) (refer to <http://www.cdc.gov/travel> for travel advisories and restrictions).

Other Suggested Actions:

- Discuss action plans with mutual aid partners
- Begin creating adjusted staffing patterns
- Implement changes to vacation and on-call policies
- Implement guidelines received from the LAC EMS Agency

PHASE 6**PANDEMIC - EFFICIENT AND SUSTAINED HUMAN TO HUMAN TRANSMISSION**

- Communicate the increase in phase level to all employees and the public via frequent media alerts, including use of the telephone Hotline.
- Stress respiratory and hand hygiene.
- Review the chain of command ensuring that a decision maker is available at all times.
- Gather and provide pertinent information to residents, employees and their families. Update employee hotline.
- Assess the pandemic condition on a regular basis and evaluate whether any further protective measures are needed.
- Evaluate recommendations from health officials for social distancing and quarantine and be prepared to respond accordingly.
- Consider canceling special events.
- Mobilize mental health counseling for mental health needs of employees as needed.
- Assist Los Angeles County Health Department in identifying Points of Dispensing (PODS) to disseminate vaccines and medications.

Emergency response actions include rapid detection of a pandemic virus by monitoring the increase of medical calls and hospital overflow, and maintaining a flow of communications with the Los Angeles County Department of Health during this critical period. As quickly as possible, the Emergency Services division will obtain vaccination for all City Personnel and activate the Emergency Operations Center.

The following emergency response actions will be taken:

- a. Assist with Prophylaxis Distribution if requested by the Los Angeles County Health Department. Utilize plan developed for any local Point of Distribution site. Coordinate activities with neighboring jurisdictions.
- b. Reduce the transmission of infectious agents by mandating the use of previously distributed Personal Protective Supplies for prevention and infection control. These items are the property of the City of Malibu and will be collected prior to expiration. These items may also be reclaimed and redistributed to field personnel in the event there are several City facility closures, and a greatly reduced office workforce.
- c. Enforce meticulous attention to respiratory hygiene and cough etiquette within each department and organization.

- d. Reduce transmission at the workplace by maintaining a virus-free environment such as entrance hand-sanitizing wall dispensers and introduce, if necessary, “Boot Dips” at designated special entrances, containing bleach and water.
- e. Implement decontamination procedures for the following:
 - i. Uniform decontamination procedures, or, adjust to casual wear for easy daily wash.
 - ii. Workplace and workstation decontamination by all employees, including janitorial services if available, such as wiping doorknobs, keyboards, counters, telephone hand sets, dispatcher head sets, on a daily basis.
 - iii. Implement decontamination procedures for equipment, hand tools, weapons, and vehicles, on a daily basis.
- f. If the workforce is greatly reduced due to illness:
 - i. Establish a policy for flexible worksite (i.e. telecommuting) and flexible work hours (i.e. staggered shifts) for employees.
 - ii. Establish “Fit for Work” protocols: such as only allowing employees that are fully recovered from illness to return to work.
- g. Altered Pandemic Operating Procedures will include the altering of City Services to minimize interaction with the public for the safety of personnel and preservation of business practices, for example:
 - i. Minimize influenza exposure by increasing the use of telephone and email interaction with the public.
 - ii. Minimize or reduce types of calls departments will respond to
 - iii. Consider responding only to calls that are life threatening or critical to business continuity
 - iv. Increase phone reports
 - v. Close lobbies, reception areas, and front desks, or, schedule by appointment only with strict personal protective requirements for all visitors.
 - vi. Adopt various altered practices
- h. Consider shutting off air filtering system, or frequently change HEPA air filters at City facilities
- i. Consider stand-alone air circulating systems for separate areas
- j. Enforce quarantine laws and other field activities by utilizing all available City personnel, particularly if there is a reduction in workforce.
- k. Develop personnel tracking system to establish minimal exposure and entry to quarantined areas.
- l. Establish a team of Public Information Officers to Assist the City Public Information Officer to:
 - i. Develop public health warnings about the influenza, up-to-date pandemic information, locations of L.A. County Department of Health Point of Distribution of anti-virals, school closings, event cancellations, and other actions to take to prevent the spread of the flu.

- ii. Utilize all media avenues such as, web site, flyers, cable television, local newspaper, and pre-recorded telephone messages on community notification systems.
- iii. Establish an Information line within the EOC
- iv. Disseminate information that addresses rumors, misinformation, etc. to minimize fear and anxiety.
- v. Inform the public of areas or facilities Placed Under Quarantine.
- vi. Help disseminate information that addresses rumors, misinformation, etc. to minimize fear and anxiety.

Public Infection Prevention and Controls

The following public infection prevention and controls will be implemented in order to minimize the effects of a pandemic.

1. Recommend temporary school and child care closures to prevent children from becoming the vehicle for spreading the virus
2. Recommend temporary Pepperdine University closure to prevent students from becoming the vehicle for spreading the virus
3. Recommend the postponement of civic events, and activities coordinated by other departments, such as Parks and Recreation, and the Senior Center.
4. Recommend the postponement of sports events and activities coordinated by the Unified School District and Pepperdine University.
5. Recommend the temporary closure of transportation services to prevent this service from becoming a system for spreading the virus. Utilize this system for emergency transportation services only.
6. Recommend closure of other meeting places such as movie theatre, library, church services, and meetings conducted by community organizations.
7. Support activities and develop plans for operations as needed to prevent and control an influenza pandemic for a duration of 2 to 3 months.

E. WORKPLACE STRATEGIES

The City's Emergency Preparedness Division has provided minimal personal protective supplies for infection prevention, to sustain basic protection for a minimum period of time.

Primary and alternate staff.

Assess skill requirement needs and identify core and alternate staff to fill essential job functions if absenteeism equals 20-50%. Ensure that personnel contact information, including after hours and emergency numbers, are up to date. SEE APPENDIX B ESSENTIAL JOB FUNCTIONS

Management of Employees with Symptoms at the workplace:

- A. If a person feels ill, or if someone observes that another person is exhibiting symptoms of influenza at work, they should notify their supervisor and the sick employee should be instructed to leave work and contact their medical provider. They should limit contact with others and not use public transport if at all possible. People who have been in close contact with the symptomatic employee should be informed. If person cannot leave the workplace immediately, have the symptomatic individual wear surgical mask to reduce the transmission of aerosolized droplets.
- B. Advise employees who have been in contact with a symptomatic person need to consider staying home for the duration of the reported incubation period of the disease.
- C. The suspect case's work station should be cleaned and disinfected, as indicated in the section on workplace cleaning.
- D. Advise staff member on how long to stay away from work (CDC will advise on this once the characteristics of the pandemic are known).
- E. Check on the staff member during his/her absence from work.

Departmental Tracking Of Employee Illness

The Human Resources (HR) Administrator will be responsible for tracking City staff illness during a pandemic. The ESC will function as a backup. They will populate information into a database for employee illness tracking. The purpose of the database is to monitor overall absenteeism, in order to predict when any department may be reaching mission-critical levels. The database will remain on the Common Drive where it can be accessed remotely if necessary. The system will work as follows.

- Employees will follow normal department protocol for calling in sick.
- All Supervisors receiving a sick report will complete the Suspect Influenza For Management of Staff Who Become Ill at Work- (Appendix D)
- This information will be collected and summarized in the database by HR.
- As department staffing numbers are reduced, efforts will be made to replace staff in critical positions.
- Without adequate staffing, that function will be closed down.
- For more information on these procedures, see Appendix D: MANAGEMENT OF ILL EMPLOYEES

Infection Control

Safeguarding the health of city employees, customers, vendors, and the public during an influenza pandemic is a key objective for the City of Malibu. A variety of infection control measures may be utilized to slow the spread of disease.

- Hand washing instructions will be posted in restrooms
- “Cover Your Cough” reminders will be posted in waiting rooms and common areas.
- Magazines/ papers will be removed from waiting rooms and common areas.
- Hand sanitizer will be available in waiting rooms and common areas
- Tissues and trash cans will be available in waiting rooms and common areas.

Employee education must include information on recognizing flu systems, hygiene measures, hand hygiene and respiratory etiquette. Employees shall be provided with printed materials and educational workshops detailing strategies for stopping the spread of disease including what to do if they think they are sick, if family members are sick, and how to keep their family healthy. Provide employees with antibacterial hand-washing solutions and wipes to keep desks, telephones, computers, and other equipment and furnishings germ free. A department head liaison will be responsible for ordering and maintaining sufficient quantities of these supplies for their employees for at least six month duration.

- (1) Essential personnel should avoid working in groups when possible during outbreak to avoid cross infection.
- (2) Where feasible, shift changes should be managed to allow a time interval between shifts so that the worksite can be ventilated and cleaned.

- (3) Avoid any unnecessary travel and cancel or postpone non-essential meetings/gatherings/ workshops/ training sessions.
- (4) If possible, arrange for employees to work from home or work flex hours to avoid crowding at the workplace.
- (5) Avoid public transport or public crowds.
- (6) Encourage employees to avoid recreational or other activities where they might come into contact with infectious people.
- (7) Encourage all employees to be immunized with the up-to-date seasonal influenza vaccine. This may reduce secondary infections during an outbreak.
- (8) Encourage all employees to stay home when feeling sick.

Social Distancing

Social distancing refers to strategies to reduce the frequency of contact between people. The City of Malibu may utilize the following social distancing strategies to reduce close contact among individuals:

- **Telecommuting.** Working from home will be imperative during an outbreak. When possible and practical, telecommuting should be allowed. The employee should have a suitable computer setup at home. The technical suitability will be determined by the IT Administrator. The City will provide to the employee access to their desktop machine via a “Gotomypc” account or similar. The employee’s workplace computer must be left powered on in order for the remote access system to work, although the monitor may be switched off.
- **Teleconferences.** Avoid meeting people face to face - use telephone, video conferencing and the internet to conduct business as much as possible- even when participants are in the same building. Teleconferences can be held with prior arrangement.
- **Staggering work shifts.** There may be a number of employees who do not need to perform their work during the same time of the day and can be spread out in the 24 hour period. There may also be a number of employees who can work an extended number of hours in fewer days.
- **Face-to-face barriers.** Employees who have regular face-to-face contact with the public can possibly provide services behind a barrier, by telephone, etc. Services can be re-organized to be provided to the public without face-to-face contact. Systems can be put in place to minimize direct face-to-face contact with the public.

Precautions for mission-critical personnel who must report to work during the acute phase of an outbreak when others are working from home.

In addition to the precautions in the general employee workforce such as ensuring good personal hygiene, social distancing, and frequent hand washing, a plan has been developed for administering antiviral medications to City staff and their families.

Personal Protective Equipment (PPE)

Identify personal protective equipment needs (hand hygiene products, masks, tissues) and procure necessary items. Coordinate training for employees in the proper use and disposal of PPE.

Workplace Cleaning

During a pandemic thorough workplace cleansing measures will be required to minimize the transmission of influenza virus through hard surfaces (e.g. door knobs, sink, handles, railings, objects, and counters). The influenza viruses may live up to two days on such surfaces.

When a person with suspected influenza is identified and has left the workplace, it is important that their work area, along with any other known places they have been, are thoroughly cleaned and disinfected. Cleaning is the removal of visible dirt or soil. It is usually accomplished by physical scrubbing using detergent and water. To disinfect, use any of the disinfectants listed in the table below and follow the manufacturer's recommendations.

Influenza viruses are inactivated by many EPA approved disinfectants including alcohol and chlorine. Surfaces that are frequently touched with hands should be cleaned and disinfected often preferably daily. Clean the surface and remove dirt and soil with a cleaning agent and disinfect following manufacturer's recommendations. The person cleaning and disinfecting should wear a mask and gloves and should discard them afterwards. Hands must be washed or sanitized at the completion of the procedure.

RECOMMENDED WORKPLACE DISINFECTANTS

Disinfectants	Recommended use	Precautions
<p>Sodium Hypochlorite</p> <p>1 part bleach to 100 parts of water, or 1:100 dilutions. Usually achieved by ¼ cup bleach for 1 1/2 gallons of water</p>	<ul style="list-style-type: none"> Disinfection 	<ul style="list-style-type: none"> Should be used in well-ventilated areas Utilize gloves while handling and using bleach solution Do not mix with strong acids to avoid release of chlorine gas Corrosive to metals and certain materials.
<p>Alcohol</p> <p>(e.g., Isopropyl 70%, ethyl alcohol 60%)</p>	<ul style="list-style-type: none"> Disinfection Smooth metal surfaces, tabletops and other surfaces on which bleach cannot be used. 	<ul style="list-style-type: none"> Flammable and toxic. To be used in well-ventilated areas. Avoid inhalation Keep away from heat sources, electrical

		<p>equipments, flames, and hot surfaces</p> <ul style="list-style-type: none"> • Allow it to dry completely.
<p>EPA Approved Product (see product container for instructions)</p>	<ul style="list-style-type: none"> • Follow directions on label 	<ul style="list-style-type: none"> • Follow directions on label

PANDEMIC HUMAN RESOURCES POLICIES

Consider how you will deal with employees who have used all their vacation and sick leave. What policies will encourage the sick to stay home? How will you respond to employees who are too afraid to come to work? See Annex B for Brainstorming questions.

Employee leaves. Consult the Administrative Services Department regarding an emergency personnel policy that allows for employee compensation during absences due to factors such as personal illness, family member illness, trauma, isolations, quarantine, and/ or public transportation closures. ANNEX C PANDEMIC POLICIES

Flexible work. Consult with the Administrative Services Department regarding emergency policies that allow for flexible worksite (telecommuting) and flexible work hours (staggered shifts, extended shifts) SEE ANNEX C

Health care. Consult with the Administrative Services Department regarding employee access to healthcare services during a pandemic, and improve services as needed. Identify availability of internal medical and mental health consultation for emergency response. SEE ANNEX C

Management of ill employees. Develop a policy on the management of employees who become ill. SEE ANNEX D

Travel policies. Prepare travel policies for possible travel restrictions. SEE ANNEX C

PRODUCT AND SERVICES VENDORS

Critical vendors. Identify vendors of critical products and services (raw materials, suppliers sub contractor services/ products, and logistics) required to maintain essential operations. Organization’s supplier and service vendors contact information should be in one place so that any employee can initiate communication if necessary. SEE ANNEX E

Stockpile critical supplies. Supplement existing inventory with sufficient critical supplies to keep essential services function for 14 days or more.

Vendor continuity. Discuss with product and service vendor their plan for ongoing services and/ or shipments in the event of absenteeism, shortages, or disruptions in transportation systems. Suppliers may also be experiencing staff shortages. This may cause disruption in transportation systems (truck, train, aircraft), decreases in product productions, or inability of suppliers to meet demands.

Alternate vendors. Identify other businesses or organizations that can provide essential services and supplies if your regular vendor can not. Include their contact information in ANNEX E Look for geographic dispersion of vendors as some regions may be experiencing waves of illness at different times.

CITY-WIDE RESPONSE STRATEGIES

After a pandemic emergency has been declared, rapid early response is essential to low the spread of the outbreak and to save lives. Historical analysis of various jurisdiction's response to the flu pandemic of 1918 has shown a direct correlation between the speed of mitigation measures ("Non-pharmaceutical interventions") and the number of victims.

Non-pharmaceutical interventions are measures imposed by the jurisdiction to limit the spread of the virus by imposing restrictions on social gatherings where person-to-person transmission can occur. Examples of potential restrictions that have been used in the past include:

- Closure of schools, places of worship, theatres, etc.
- Closure of beaches and beach-based facilities
- Restriction of public gatherings (more than 20)
- Restricted access to the City by non-residents
- Banning of all social gatherings (including weddings and funerals) of more than a specified number of persons.
- Provision of deliveries of essential supplies to shut-ins.
- Protection of critical resources

Another consideration is the length of time such measures are kept in-place. Again, studies of the 1918 pandemic showed that when restrictions were lifted too early infection rates increased and the restrictions had to be put back into place. (Source: <http://www.nih.gov/news/pr/apr2007/niaid-02b.htm>)

APPENDIX-A ESSENTIAL OPERATIONS QUESTIONNAIRE

APPENDIX B: IDENTIFIED ESSENTIAL JOB FUNCTIONS

APPENDIX C: PANDEMIC HUMAN RESOURCES POLICIES

APPENDIX D: MANAGEMENT OF ILL EMPLOYEES**RESTRICT WORKPLACE ENTRY OF PERSONS WITH INFLUENZA SYMPTOMS**

During an influenza pandemic an effective way to limit the spread of disease is to ask infected individuals to remain home. The City will:

1. Notify employees they should not come to work if they are unwell, particularly if they are exhibiting any influenza symptoms.
2. Post notices at all workplace / facility entry points advising staff and visitors not to enter if they have influenza symptoms.
3. Advise employees to call their supervisor or as determined if they become ill at home or work (provide a designated phone number for reporting illness).
4. Provide health and safety staff with protocol for employees who become ill.
5. Ensure that ill employees have completed the required isolation period (guidance to be provided by the Los Angeles County Department of Public Health) and are healthy and no longer infectious before allowing them to return to work. Note that staff who have recovered from pandemic influenza are less likely to be re-infected and should be encouraged to return to work.

PROTOCOL FOR EMPLOYEES WHO BECOME ILL

Advise employees that if a person feels ill, or if someone observes that another person is exhibiting symptoms of influenza at work, they are to contact their supervisory staff *by telephone* if possible.

Duties of supervisory staff :

1. Speak with individual by phone.
2. Check if employee has any influenza symptoms.
 - a. If the employee does not have any symptoms they are unlikely to have influenza and should be reassured and advised to call again later or to see their doctor if they are still concerned.
 - b. If the employee has influenza symptoms, they should be treated as a "suspect influenza case".
3. Complete a Suspect Influenza Case form.
4. If the employee is at work provide them with a surgical mask and instruct them to put the mask on immediately to protect other staff
 - a. Instruct employee to leave work. If possible, public transportation should be avoided. If public transportation is unavoidable, instruct the employee to keep mask on and bring extra tissue.
5. Advise the employee to contact a health professional. This may involve phoning the person's normal doctor or a specially designated center to seek advice.
6. Advise the employee on how long to stay away from work (the Los Angeles County Department of Public Health will provide guidance).
7. Have the employee's work station cleaned and disinfected as indicated in APPENDIX E.

8. Advise supervisor and human resources of employee absence and need for coverage.
9. Check on the employee during their absence from work.
10. Encourage employees to return to work once they have recovered.

APPENDIX-E INFORMATIONAL MATERIAL

Recommendations for General Employee Workforce:

A. Personal Protective Equipment: At this time CDC does not recommend the routine use of masks or other personal protective equipment by well persons in the community.

B. Hand washing: Transmission of influenza can occur by indirect contact from hands and articles freshly soiled with discharges of the nose and throat of an acutely ill individual. The influenza virus is readily inactivated by soap and water. Waterless alcohol-based hand sanitizers can be used as an alternative to hand washing and are especially useful when access to sinks or warm running water is limited. Place alcohol-based hand sanitizers at the entrance of facilities.

- (1) Hand hygiene is an important step in preventing the spread of infectious diseases, including influenza. Post signs in restrooms during phase 5 of pandemic alert to increase awareness and emphasize hand washing. Hand hygiene can be performed with soap and warm water or by using waterless alcohol-based hand sanitizers. Wash hands for a minimum of 15-20 seconds.
- (2) Basic hygiene measures should be reinforced and people should be encouraged to practice them to minimize potential influenza transmission. Use disposable single use tissues for wiping noses; Covering nose and mouth when sneezing and coughing; Hand washing after coughing, sneezing or using tissues; and emphasize importance of keeping hands away from the mucous membranes of the eyes and nose.

C. Cleaning and Disinfecting:

- (1) HVAC system should be cleaned and maintained in optimal operating condition.
- (2) Telephone handsets and computer keyboards and work surfaces should be cleaned daily.
- (3) Disinfectant solutions should be applied to all common areas, counters, railing, washbasins, toilets, urinals daily.
- (4) Wear non-latex disposable gloves while disinfecting surfaces;

- (5) Clean contaminated areas of dirt, dust, and debris, and THEN, disinfect;
- (6) Dispose of disposable cloth wipes after use;
- (7) After removing gloves, thoroughly wash hands with soap and water.

APPENDIX-F EMERGENCY OPERATIONS CENTER ACTIVITIES

1. The Incident Commander (L.A. County Public Health Officer) will activate a local Incident Command Post (ICP) if necessary.

2. The Emergency Management Coordinator will activate the Emergency Operations Center (EOC) if requested.

3. The Logistics Section Chief will monitor staffing needs and recruit additional staff, if necessary.

4. The Liaison Officer will ensure activities are coordinated with Dallas and Collin County and other neighboring jurisdictions and related federal, state and local agencies.

5. The Finance Section Chief will document expenses related to responding to a pandemic influenza outbreak.

6. The Planning Section Chief will ensure coordination of response activities with those of the local health departments and medical community.

7. The Operations Section Chief will coordinate activities and requests between the ICP and EOC.

8. The Public Information Officer will staff the ICP, EOC and JIC if applicable.

9. All section chiefs will report directly to the EOC Director; everyone else should report to their branch/section Supervisor.