



# Malibu Disaster Council Agenda Report

To: Mayor Stewart and Members of the Malibu Disaster Council

Prepared by: Susan Dueñas, Public Safety Director

Approved by: Steve McClary, City Manager

Date prepared: August 14, 2024 Meeting date: September 12, 2024

Subject: Emergency Operations Plan Update

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**RECOMMENDED ACTION:** Review updates to the Emergency Operations Plan and make a recommendation to the City Council for adoption.

**FISCAL IMPACT:** None.

**DISCUSSION:** In California, all governmental emergency plans must comply with the State's Standardized Emergency Management System (SEMS) and FEMA's National Incident Management System (NIMS) to be eligible for state and federal disaster assistance. Plans should be updated every five years and cities may submit their plans to the State Office of Emergency Services (OES) for review to ensure compliance. The City's current Emergency Operations Plan (Plan) was adopted on February 25, 2019. In April 2023, Public Safety staff secured a contract with Aanko Technologies to assist in the update of the Plan.

The comprehensive update sought to recognize and incorporate community resources, as well as update and expand critical sections of the plan. The EOP was submitted to OES for a courtesy review in July 2024. At this time, staff requests the Disaster Council review the Plan and make recommendations for any additions or changes before the Plan is brought to the City Council for adoption.

**ATTACHMENTS:** City of Malibu Emergency Operations Plan

**DRAFT - 8/22/24**



CITY OF MALIBU

# **EMERGENCY OPERATIONS PLAN**

**2024**



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## **ACKNOWLEDGMENTS**

This updated plan was prepared and edited by Director Susan Dueñas and Emergency Services Coordinator Sarah Flores from the Public Safety Department within the City of Malibu with the assistance of the consulting firm Aanko Technologies Inc. The following vital documents were used as reference information in compiling this plan:

- FEMA Comprehensive Preparedness Guide (CPG) 101: “Developing and Maintaining Emergency Operations Plans,” September 2021 (Version 3.0)
- CalOES: “Local Government Emergency Planning Guidance”
- CalOES: “SEMS Guidelines”
- City of Malibu Emergency Operations Plan, 2018
- City of Malibu, Safety and Health Element, 2002
- Las Virgenes-Malibu Council of Governments, Multi-Jurisdictional Hazard Mitigation Plan, 2018
- CalOES, “California Implementation Guidelines for the National Incident Management System,” April 2006

The recommendations and suggestions included in this plan are intended to improve emergency preparedness, response, and recovery and to satisfy the Standardized Emergency Management System (SEMS) requirements as presented in Title 19 of the California Code of Regulations and the National Incident Management System (NIMS) requirements as outlined in Homeland Security Presidential Directive – 5 (HSPD-5).

This City of Malibu Emergency Operations Plan is divided into three parts. Part 1, the Basic Plan, and Part 2, Positional Checklists, are available to the general public. Part 3, Documentation, Appendices, and Annexes contains sensitive critical security information and is released only to those that have a need to know per California Government Code. During an Emergency, Parts 1 and 2 of the Emergency Operations Plan are to be used together by responding Disaster Services Workers.

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## SECTION ONE – INTRODUCTION

### FOREWORD

This Emergency Operations Plan (EOP) addresses the City of Malibu’s planned response to extraordinary emergencies associated with natural disasters, technological incidents, and national security emergencies. The operational concepts reflected in this plan focus on potential large-scale disasters that can generate unique situations requiring unusual emergency responses.

The goal is to:

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

This plan is a preparedness document—designed to be read, understood, and exercised before an emergency. It is designed to include the City of Malibu as part of the California Standardized Emergency Management System (SEMS) and the National Incident Management System (NIMS).

The City’s emergency management organization will conduct regular training and exercising of city staff in the use of this plan and other specific training as required for compliance with both SEMS and NIMS. The Emergency Services Coordinator at the direction of the Public Safety Director is responsible for coordinating, scheduling, and documenting the training and exercises.

### PURPOSE

The purpose of this Plan is to provide a framework for effectively responding to natural disasters and technological incidents and for short-term recovery activities. It provides the operational concepts and outlines the components of the emergency management organization of the City, as per the Standardized Emergency Management System (SEMS) and National Incident Management System (NIMS). It outlines the organizational structures, roles and responsibilities, policies, and protocols for providing emergency support, and pre-designates City representatives to functional positions within the City’s emergency management organization.

### SCOPE

This Plan applies to all City Departments and community organizations that have a role within the Plan and it will be activated under any of the following conditions:

- On the order of the Disaster Emergency Services Director, who is designated by the City of Malibu’s Municipal Code, Chapter 2.52.050, provided that the existence or threatened existence of a Local Emergency has been proclaimed in accordance with the City’s Municipal Code.
- When the Governor has proclaimed a State of Emergency in an area including the City of Malibu.
- 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.

## PLANNING ASSUMPTIONS

In preparing this plan, the following assumptions were made:

- The City of Malibu is primarily responsible for emergency actions and will commit all available resources to save lives, minimize injury to persons, minimize damage to property and protect the environment.
- The City of Malibu is a “Contract City,” and certain resources are not as available to, or under the immediate control of, the City.
- The City of Malibu utilizes the precepts of the Incident Command System (ICS), SEMS and NIMS in emergency response operations.
- The City Manager, as the Director of Emergency Services, will coordinate the City's disaster response in conformance with its Emergency Services Ordinance.
- The City of Malibu will participate in the Los Angeles County Operational Area.
- The City of Malibu’s resources will be made available to local agencies and citizens to cope with disasters affecting this area.
- The City of Malibu will commit its resources to a reasonable degree before requesting mutual aid assistance.
- Mutual aid assistance will be requested when disaster relief requirements exceed the City of Malibu's ability to meet them.

## ORGANIZATION OF THE EMERGENCY OPERATIONS PLAN (EOP)

- **Part One – Basic Plan.** Overall organizational and operational concepts relative to response and recovery, as well as an overview of potential hazards.
- **Part Two –** Positional checklists and reference material.
- **Part Three –**
  - **Annexes** - Specific Plans that augment the EOP, i.e., Evacuation Plan, Tsunami Response Plan.
  - **Appendices** – Restricted-use documents - contains the emergency/disaster organization’s notification numbers, other essential numbers, and secure and sensitive information. In order to maintain currency, the appendices shall be updated independently of the body of the plan and are considered confidential documents.

## ACTIVATION OF THE EOP

- On the order of the Disaster Emergency Services Director, who is designated by the City of Malibu’s Municipal Code, Chapter 2.52.050, provided that the existence or threatened existence of a Local Emergency has been proclaimed in accordance with the City’s Municipal Code.
- When the Governor has proclaimed a State of Emergency in an area including the City of Malibu.

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

### **MAINTENANCE OF EOP**

The Emergency Operations Plan (EOP) will undergo an annual review to ensure that all plan elements are up-to-date and relevant, and account for any deficiencies identified during drills, exercises, or past occurrences. Legal documents that serve as the foundation for emergency planning will also be reviewed to ensure compliance with SEMS/NIMS requirements. Any changes in government structures or emergency response organizations will also be incorporated into the EOP.

The City’s Public Safety and Director and Emergency Services Coordinator (ESC) are authorized and responsible for the annual updates to the EOP without the need for Mayor or City Manager approval. The ESC 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 on page 8 of this EOP.

Approval Date: \_\_\_\_\_

**LETTER OF PROMULGATION**

TO: OFFICIALS, EMPLOYEES, AND CITIZENS OF CITY OF MALIBU

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

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

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

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

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

Concurrence of this promulgation letter constitutes the adoption of the Standardized Emergency Management System and the National Incident Management System (NIMS) by the City of Malibu. This EOP will become effective on approval by the City Council.

\_\_\_\_\_  
Steve Uhring  
Mayor, City of Malibu

\_\_\_\_\_  
Steve McClary  
City Manager



**DISTRIBUTION LIST**

Departments/Agencies Receiving Copies of the EOP:	# Copies	Date
California Office of Emergency Services, Southern Region (Digital copy)	1	
Los Angeles Area B Disaster Management Area Coordinator (DMAC)	1	
Mayor and City Council	5	
City Manager (Director of Emergency Services)	1	
Emergency Operations Center Coordinators	4	
Emergency Operations Center supply bins	5	
City Administrative Services Department	1	
City Attorney Office	1	
City Clerk	1	
City Environmental Sustainability Department	1	
City Planning Department	1	
City Public Safety Department	1	
City Public Works Department	1	
City Community Services Department	1	
Library (City/County) (Catalogued as a reference volume)	1	
Los Angeles County Sheriff’s Department	1	
Los Angeles County Fire Department	1	
Los Angeles County Office of Emergency Management	1	

**DEPARTMENT/AGENCY CONCURRENCE**

DEPARTMENT	TITLE	CONTACT NAME	SIGNATURE	DATE
City Manager	City Manager (EOC Director)	Steve McClary		
City Manager	Deputy City Manager	Alexis Brown		
Administrative Services/Finance	Assistant City Manager	Joseph Toney		
City Attorney Office	Interim City Attorney	Trevor Rustin		
City Clerk	City Clerk	Kelsey Pettijohn		
Community Services	Community Services Director	Kristin Riesgo		
Environmental Sustainability	Environmental Sustainability Director	Yolanda Bundy		
Planning	Planning Department Director	Richard Mollica		
Public Safety	Public Safety Director	Susan Dueñas		
Public Works	Public Works Director	Robert DuBoux		

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## SECTION TWO – SITUATION OVERVIEW

### CITY OVERVIEW

The City of Malibu is located along the Pacific Ocean northwest of the City of Los Angeles. Malibu is generally bounded on the north by the Santa Monica Mountains, on the east by Topanga Canyon, on the west by Ventura County and on the south by the Pacific Ocean. Malibu was incorporated on March 28, 1991. The City has 21 miles of coastline along the Pacific Ocean and has a population of 10,654 (2020 US Census).

The City is dominated by three land uses—open space (approximately 15% of the City), vacant land (approximately 60% of the City), and residential land (22%).<sup>1</sup>

In 2020, 50.3% of the City population were between 18 and 65 years of age. Of those aged under 65, 4.9% reported some form of physical disability.

The City of Malibu has two public elementary schools (K-6), one public Middle School (grades 7-8) and one public High School (grades 9-12), three private schools<sup>2</sup> and one private University (Pepperdine University). In addition, there are numerous pre-schools or childcare centers.

The City does not have its own police or fire department but relies on the County of Los Angeles for the provision of these services. The City also relies on local volunteer organizations for assistance in emergency communications and other necessary emergency services. In addition, 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.

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

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

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<sup>1</sup> City of Malibu, *General Plan*, November 1995, page 11.

<sup>2</sup> <https://www.privateschoolreview.com/find-schools>, Jan 02, 2024.

Utilities are provided by Frontier Communications, the Southern California Edison Company, Southern California Gas Company, and Los Angeles County Waterworks District 29.

### **Business, Recreation and Services**

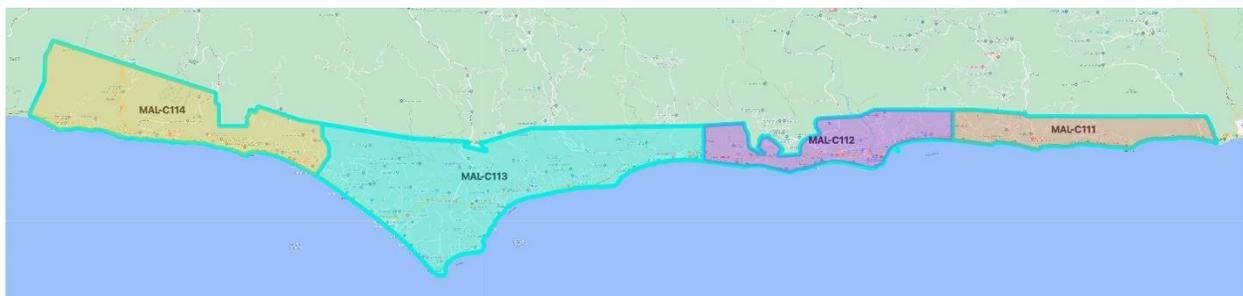
Commercial Areas –There are six primary commercial areas, including Las Flores Canyon Road and PCH; PCH from Carbon Canyon Road to Malibu Canyon Road (“Town Center”); Kanan Dume Road and PCH; Heathercliff Road and PCH; Busch Drive and PCH; Trancas Canyon Road and PCH. In addition to these locations, many other small businesses and several service stations are located along PCH.

Medical Facilities – Medical facilities are limited to two Urgent Care facilities and several physician’s offices; most located in the center of the City. Ambulance 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 eight locations across Malibu. These disaster supplies can be accessed by City staff or Community Emergency Response Team (CERT) volunteers. Numerous medical professionals reside in Malibu and represent a valuable resource during an incident.

Hazardous Materials – 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.

Sports Facilities – Public sports facilities are currently limited to the athletic fields at Malibu High School in Malibu Park, and the sports fields at Malibu Bluffs Park at Pacific Coast Highway 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.

City Parks – 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 recreational facilities; Charmlee, Bluffs and Las Flores Parks are all potential evacuation areas in an emergency other than fire.



### **THREAT SUMMARIES**

The following threat summaries are based on the City of Malibu's Safety Element (1995) of the General Plan and the Las Virgenes-Malibu Council of Governments Multi-Jurisdictional Hazard

Mitigation Plan (2018). The City of Malibu is vulnerable to the following hazards:

**Earthquake** - The City of Malibu is near several known active and potentially active earthquake faults including the San Andreas (81.5 miles from the City), Anacapa (Dume) - Santa Monica Fault Zone, Santa Monica Fault, Newport-Inglewood, Palos Verde Fault Zone, Ventura/Pitas Point Fault, San Fernando Fault, and the Malibu Coast Fault Zone.

A major earthquake occurring in or near this jurisdiction may cause many deaths and casualties, extensive property damage, fires and hazardous material spills and other ensuing hazards. The effects could be aggravated by aftershocks and by the secondary effects of fire, and hazardous material/chemical accidents. The time of day and season of the year would have a profound effect on the number of dead and injured and the amount of property damage sustained. Such an earthquake would be catastrophic in its affect upon the population and could exceed the response capabilities of the City, Los Angeles County Operational Area, and the State of California Office Emergency Services. Damage control and disaster relief support may be required from other local governmental and private organizations, and from the state and federal governments.

Extensive search and rescue operations would be required to assist trapped or injured persons. Emergency medical care, food and temporary shelter could be required by injured or displaced persons. Identification and burial of many dead persons could pose difficult problems; public health would be a major concern. Mass evacuation may be essential to save lives downwind from hazardous material releases. Many families would be separated particularly if the earthquake should occur during working hours. Emergency operations could be drastically hampered by the loss of communications and damage to transportation routes within, and to and from, the disaster area and by the disruption of public utilities and services.

As a result of an earthquake, the City may be vulnerable to liquefaction and landslides. Liquefaction is a phenomenon involving the loss of shear strength of a soil. The shear strength loss results from the increase of pore water pressure caused by the rearrangement of soil particles induced by shaking or vibration. Few areas of significant liquefaction susceptibility exist in the City of Malibu. These few areas are located along the beaches and in the flood plains of the major streams, such as Malibu Creek.

Landslides may also occur during aftershocks in areas already weakened by the first shock. Large boulders and/or soft soil could be jarred loose. (See Landslide on the next page for more information.)

**Wildfire** - The City of Malibu is served by the Los Angeles County Fire Department, as well as the California Division of Forestry and Fire Protection (CAL FIRE), if needed. According to the California Department of Forestry and the County Fire Department, Malibu is considered to be in a Very High Fire Hazard Severity Zone. There are seven County fire stations serving the City, including four stations located in the City. In the event of major fires, the County has “mutual aid agreements” with cities and counties throughout the state so that additional personnel and fire-fighting equipment can augment the County Fire Department. During the autumn months Malibu is very dry and, therefore, highly susceptible to fires, even with fire retardant materials. Most

fires occur under Santa Ana conditions in September to March. Historical large wildfires include the 1993 Topanga-Malibu Fire, the Trancas-Malibu Fire of 2003, the Corral Fire of 2007 and the 2018 Ventura County-Los Angeles County Woolsey Fire that impacted the entirety of the City of Malibu’s emergency response resources.

**Windstorm** - Severe windstorms pose a significant risk to life and property by creating conditions that disrupt essential systems such as public utilities, telecommunications, and transportation routes. High winds have the potential to cause damage to homes and businesses from falling trees and debris. In addition, windstorms increase the risk of wildfire as the moisture content decreases in brush and vegetation on hillsides, especially in urban interface areas.<sup>3</sup>

**Landslide** - According to the 1992 review of landslides conducted by Philip Williams & Associates and Peter Warshall & Associates there are approximately 250 mapped landslides in the area. The 15 largest landslide areas contain 350 homes, not all of which are endangered, and are surrounded by at least 285 other homes that could be affected by sliding in the future.

Of the major slides listed in the Williams and Warshall report, sizes range from about eight acres up to the Big Rock Mesa landslide, which is about 220 acres. Most of the large landslide areas involve housing units. Many of these are threatened. Public utilities have been affected, particularly those underground. To address the problem, underground piping has often been rerouted onto the ground surface with flexible connections.<sup>4</sup>

**Terrorism** – Terrorism is a continuing threat throughout the world and within the United States. There is no history of terrorist acts or terrorist groups operating in the City. Consequently, the probability of a terrorist attack is considered low. Nevertheless, it is still important to consider the potential for terrorist activities especially since there are a variety of political, social, religious, cultural, and economic factors that underlie the broad term “terrorist.”<sup>5</sup>

**Flooding** - Water-related problems in Malibu stem from two major sources that present similar challenges: rainfall and high surf. The steep topography of the Santa Monica Mountains combines with intense storms bringing torrential rain off the Pacific Ocean to produce periodic flooding in Malibu. The normally placid (or dry) streams, especially the major watersheds of Malibu Creek, Topanga Creek, and a few others, become raging torrents for a few days as they drain the land.

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.

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<sup>3</sup> Las Virgenes-Malibu Council of Governments, *Multi-Jurisdictional Hazard Mitigation Plan*, March 2012, page 8-1.

<sup>4</sup> City of Malibu, *General Plan*, November 1995, page 243

<sup>5</sup> Las Virgenes-Malibu Council of Governments, *Multi-Jurisdictional Hazard Mitigation Plan*, March 2012, page 11-1.

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.<sup>6</sup>

**Tsunami** – Although the City of Malibu is in close proximity to the Pacific Ocean, there is no record of a tsunami or repercussions of such an event. To mitigate the impact of a tsunami to the public, the City of Malibu has developed a tsunami information brochure and has designated several Tsunami Safe Areas and evacuation routes.

- Tsunami Safe Areas
  - Malibu Bluffs Park
  - Malibu Creek State Park
  - Point Dume (Neighborhood and Elementary School)
  - Salvation Army Camps (behind Tapia Park)
- Evacuation Routes
  - Topanga Canyon Boulevard
  - Malibu Canyon Road
  - Kanan Road
  - Mulholland Highway

**Hazardous Materials** – Malibu could be affected by hazardous materials incidents. The spills/releases of material can result from both stationary and mobile sources. The level of exposure from stationary sources is considered very low, due to the types of businesses and industry conducted within the area. The Los Angeles County Fire Department is the Administering Agency for managing hazardous materials in the City of Malibu. Every handler of hazardous materials is required to submit a business plan and an inventory of hazardous substances and acutely hazardous materials to the Fire Department on an annual basis. Inspectors from the Fire Department conduct annual inspections of these businesses.

**Major Air Crash** – The airports nearest to the City that handle the greatest amount of air traffic that could cause a risk to the City include Los Angeles International Airport and Burbank Bob Hope Airport. In addition, there are smaller airports: Santa Monica Municipal, Van Nuys Airport, Whiteman Airport, Camarillo Airport and Hawthorne Municipal Airport. If an aircraft were to crash, the impact would be limited to a localized area.

**Civil Unrest** – Civil Unrest is the spontaneous disruption of normal, orderly conduct and activities in urban areas, or outbreak of rioting or violence. Civil unrest can be the result of long-term disfavor with authority. Civil unrest is usually noted by the fact that normal on-duty police and safety forces cannot adequately deal with the situation until additional resources can be acquired or it may require deeper long-term solutions to prevent the problem from happening again in the future.

**Public Health Emergency** - 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

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<sup>6</sup> City of Malibu, *SEMS/NIMS Emergency Operations Plan*, 2012, Part One-97.

across the country and around the world in very short time. The City will take public health direction and guidance from the Los Angeles County Department of Public Health .

The Las Virgenes-Malibu Council of Governments *Multi-Jurisdictional Hazard Mitigation Plan* identifies Earthquake, Wildfire and Severe Windstorms as the top three hazards for the area. For additional hazard specific information and details for each of these hazards, please refer to this Hazard Mitigation Plan.

## **INCIDENT CONSEQUENCES**

In the event of a major disaster, such as a fire or earthquake, Malibu can easily become isolated and completely without services of any kind. 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, internet and cable television.

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 calls for a centrally based volunteer Community Emergency Response Team to assist where needed.

Although City personnel have been trained to fulfill all EOC functions, City staff may be insufficient to conduct the tasks for more than one operational period and may need to rely on assistance from its trained and registered volunteers.

## SECTION THREE – CONCEPT OF OPERATIONS

### EOP & EOC ACTIVATION POLICY

The City EOP and EOC are activated when field response agencies need support, a citywide perspective is needed, or multi-departments need to coordinate. The Operational Area must be notified when the EOC is activated. The Disaster Management Area Coordinator must also be notified. The EOC may be partially or fully staffed to meet the demands of the situation. EOC set-up procedures are contained in the Appendix – EOC Set-Up Procedures (Confidential Security document).

### When to Activate

- An emergency 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.
- When the Governor has proclaimed a State of Emergency in an area which includes the City of Malibu;
- Automatically upon the proclamation of a "State of War Emergency" as defined by the California Emergency Services Act;
- By a Presidential Declaration of a National Emergency;
- Automatically upon receipt of an attack warning or the observation of a nuclear detonation.

### Who Can Activate

The following individuals, either acting as the EOC Director or on behalf of the EOC Director, or their appointed representatives (as referenced in Part Two - Management - Continuity of Government Lines of Succession) are authorized to activate the EOP and EOC:

- City Manager
- Assistant City Manager
- Deputy City Manager
- Director of any City department

### 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.
- City Manager or designee will identify EOC Activation Level and determine staffing needs.
- City Manager or designee will initiate notification of EOC staff, via existing protocols, as well as the Operational Area/County.
- City Manager or designee will indicate to EOC staff the expected duration of their initial deployment, plus any identified hazards or road restrictions coming into Malibu.

### Proclaiming a Local Emergency

The City Council, if in session, can proclaim a local emergency. When the Council is not in session, the Director of Emergency Services can proclaim a local emergency. However, the proclamation must be ratified within seven (7) days. The Council can also approve extraordinary expenditure

requirements, as necessary.

The Operational Area and the Disaster Management Area Coordinator will be notified when a local emergency is proclaimed.

### **Legal Questions and Issues**

Legal questions and issues resulting from response or recovery actions will be resolved in consultation with the City Attorney, and in collaboration with Human Resources and JPIA if appropriate.

### **Deactivation**

The EOC Director will authorize EOC deactivation by position and function.

### **EOC 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 as outlined in the State of California Emergency Plan<sup>7</sup>.

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

**Level Two** - Level Two activation may be a moderate to severe emergency/disaster wherein local resources are not adequate and mutual aid may be required. Key management-level personnel will co-locate in an EOC to provide coordination. Off-duty personnel may be recalled. A Local and or State Emergency may be proclaimed.

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

### **RESPONSE PHASES**

Emergency management activities are often associated with the four phases indicated below. However, not every disaster necessarily includes all indicated phases.

#### **Preparedness Phase**

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

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<sup>7</sup> State of California, Emergency Plan, 2023 (Draft)

Procedures (SOPs), training and exercises, and public education.

### Increased Readiness

Increased readiness actions will be initiated by the receipt of a warning or the observation that an emergency is imminent or likely to occur soon. 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 emergency 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.

### Response Phase

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

- Activation of the EOP and EOC
- 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 mutual aid needs and requesting such through appropriate channels.
- Proclamation of a Local Emergency by local authorities. **(See Management Support Documentation).**

The emergency management organization will coordinate with partner agencies and the Operational Area through the EOC and will give priority to the following operations:

- Dissemination of accurate and timely emergency information and warnings to the public.
- Situation analysis.
- Resource allocation and control.
- Evacuation and rescue operations.
- Medical care operations.
- Care and shelter operations.
- Access and perimeter control.
- Public health operations.
- Restoration of vital services and utilities.
- Damage assessment

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.

The Director of the California Office of Emergency Services (CalOES) 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 CalOES Director.

CalOES may also activate the State Operations Center (SOC) in Sacramento to support CalOES 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. All emergency response efforts and initial recovery support will be coordinated by the REOC.

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 and an appointed Federal Coordinating Officer (FCO) will coordinate and control state and federal recovery efforts in supporting local operations.

### **Recovery Phase**

As soon as possible, the Director of CalOES, operating through the SCO, 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 the establishment of support priorities. Local Assistance Centers (LACs) or telephonic centers 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 that may overlap, including:

- 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.

### **Mitigation Phase**

Mitigation includes activities that 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. Mitigation tools include:

- Local ordinances and statutes (zoning and building codes, enforcement, etc.).
- Structural measures.

- Tax levy or abatements.
- Public information and community relations.
- Land use planning.
- Professional training.

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

The Standardized Emergency Management System (SEMS) has been adopted by the City of Malibu for managing response to multi-agency and multi-jurisdiction emergencies and to facilitate communications and coordination between all levels of the system and among all responding agencies. SEMS (California Government Code Section 8607(a)) incorporates the use of the Incident Command System (ICS), the Master Mutual Aid Agreement and existing mutual aid systems, the Operational Area Concept and multi-agency or inter-agency coordination.

## **SEMS REQUIREMENTS FOR LOCAL GOVERNMENTS**

The City of Malibu will comply with SEMS regulations in order to achieve an effective response and to be eligible for state funding of response-related personnel costs under state disaster assistance programs and will:

1. Use SEMS when
  - A local emergency is proclaimed, or
  - The City EOC is activated.
2. Establish coordination and communications with Incident Commanders either
  - Through Department Operating Centers (DOCs) to the EOC, when activated, or
  - Directly to the EOC, when activated.
3. Use existing mutual aid systems for coordinating fire and law enforcement resources.
4. Establish coordination and communications between the City of Malibu's EOC when activated, and any state or local emergency response agency having jurisdiction at an incident within the city's boundaries.
5. Use multi-agency or inter-agency coordination to facilitate decisions for overall local government level emergency response activities.

## **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 an emergency response role. The Public Safety Director has the lead staff responsibility for emergency management compliance with responsibilities for:

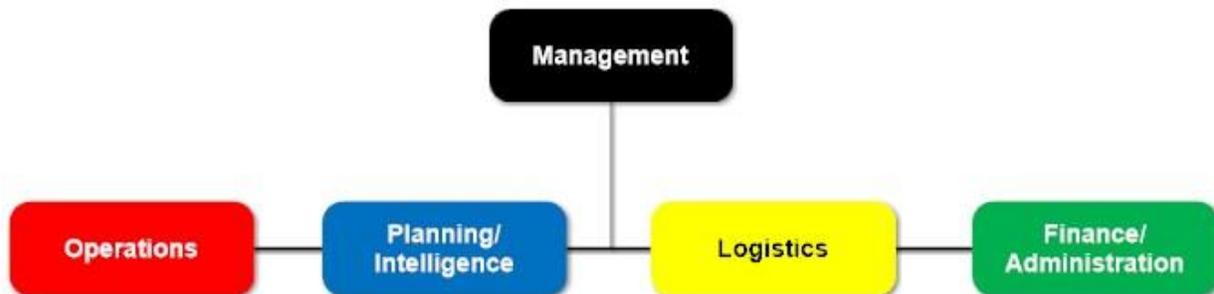
- Communicating information within the City of Malibu on emergency management requirements and guidelines.
- Coordinating SEMS development among departments and agencies.
- Incorporating SEMS into the City of Malibu's EOP and procedures.

- 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 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 an emergency response role. Contacts should be made to develop arrangements for coordination in emergencies.

**SEMS EOC ORGANIZATION**

SEMS regulations require local governments to provide for five functions: management, operations, planning/intelligence, logistics, and finance/administration. These functions incorporate the Incident Command System (ICS) structure and are the basis for structuring the EOC organization.

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



**SEMS COORDINATION**

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

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

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

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

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

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

Coordination among SEMS levels is necessary for effective emergency response. In a major 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. If a DOC is not activated, the Incident Commanders may report directly to the EOC, usually to their counterpart in the Operations Section.

### **Coordination with Los Angeles County Operational Area(OA) Level**

Coordination and communications should be established between the City's EOC 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.

### **Coordination with Special Districts**

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

The City of Malibu has various special districts but only a few may have a shared role in an effective response and recovery to a disaster affecting the City of Malibu:

- Los Angeles County Waterworks District 29 - serves approximately 22,800 people through just over 7,500 connections.<sup>8</sup>
- West Basin Municipal Water District - a wholesale water agency that provides imported drinking water to Los Angeles County Waterworks District 29.

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<sup>8</sup> <https://dpw.lacounty.gov/wwd/web/About/Overview.aspx>, August 14, 2017

- Santa Monica - Malibu Unified School District - oversees the four public schools in the city.
- Point Dume Community Services District - oversees the use of the City of Malibu Community Center and Cameron Park.

### **Coordination with Volunteer and Private Agencies**

In emergency preparedness, response, and recovery, the City partners with non-governmental agencies and private sector business. The City EOC will be a focal point for coordination of response activities with many non-governmental agencies and key businesses.

- Non-governmental Organizations (NGOs) provide vital support services to promote disaster recovery for disaster victims; some may provide specialized services that help individuals with access and functional needs. The City coordinates regularly with the following NGOs:
  - American Red Cross (ARC).
  - Arson Watch
  - Boys and Girls Club
  - Chamber of Commerce
  - Community Brigades
  - Malibu Community Emergency Response Team (CERT).
  - Disaster Communication Services (amateur radio operators).
  - KBUU Radio Malibu
  - Malibu Foundation
  - Volunteers on Patrol
- Key business partners may also be involved in the local crisis decision-making process or have a direct link to the EOC during an incident. Two of the largest employers in the City include Pepperdine University and HRL Laboratories.

Agencies with countywide response roles and cannot respond to numerous city EOCs may be represented at the operational area level EOC.

Coordination with volunteer and private agencies that do not have representatives at the EOC may be accomplished through telecommunications, community volunteers serving as a liaison, or special multi-agency groups on specific issues.

### **PUBLIC AWARENESS AND EDUCATION**

The public's reaction to any emergency or disaster depends on understanding the nature of the event, potential hazards, expected response from emergency services, and knowing what individuals and groups can do to improve their chances of survival and recovery.

The City has a progressive public awareness and education program that includes:

- Preparedness workshops
- Community Emergency Response Team (CERT) classes
- Fire extinguisher training

- Home Wildfire Assessments
- Support in forming Firewise communities
- A formally established CERT Team that trains monthly
- Regular social media messaging about preparedness

## **ALERT AND WARNING**

The City of Malibu utilizes Everbridge as its disaster notification system. In the event of a large scale disaster, Everbridge is used to send urgent, critical information and evacuation notifications to the community. The system includes landline and cell phone numbers purchased through the phone companies, as well as registered cell phone and e-mails. The system is also capable of sending Wireless Emergency Alerts, which alerts all cell phone users within reach of activated cell phone towers and does not require that people subscribe. The City can also use its website Alert Center, which is regularly used to send out traffic, weather, utility and (minor) emergency alerts by text message and email to subscribers. Lastly, the City maintains a telephone Hotline, (310-456-9982) for traffic hazard advisories, incident updates and for evacuation instructions.

## **WHOLE COMMUNITY CONSIDERATIONS**

### **Vulnerable Populations**

The City's disaster notification and evacuation plan take into consideration individuals who may not have easy access to transportation or emergency alerts. When evacuating an area, all reasonable efforts will be made to provide transportation in a timely manner to individuals who normally rely on public transportation, which may not be operating during an emergency. The City has also established a disaster notification system that is available in Spanish, which is the second most common language in Malibu.

### **ADA Considerations**

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

The City's planning efforts include strategies for those with disabilities including:

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

ADA considerations will be addressed during all phases of emergency management, and when the EOC is activated, ADA considerations will be included in each EOC Action Plan.

## **Animal Care Considerations**

The PETS Act (Pets Evacuation and Transportation Standards Act of 2006) directs that state and local emergency preparedness plans address the needs of people with pets and service animals after a major disaster, including the rescue, care, and sheltering of animals. The needs of animals during a disaster have been incorporated into this plan, especially in the areas of transportation and care, and shelter activities.

## **EMERGENCY OPERATIONS CENTER (EOC)**

An EOC is a location from which centralized emergency management can be performed during a major emergency or disaster. This centralized location facilitates a coordinated response by the Director of Emergency Services, EOC staff and agency representatives. 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 alert and 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 support DOCs, other local government EOCs, and the Los Angeles County Operational Area.
- Providing emergency information and instructions to the public, making official releases to the news media and the scheduling of press conferences, as necessary.

## **EOC Location and Description**

Due to the sensitive nature of the location of the EOC, this information regarding the primary and the alternate EOC is found in the Appendix of this plan, a confidential security document.

The EOC space is divided among the Management, Operations, Logistics, Planning and Intelligence and Finance and Administration functions and totals approximately 2,600 square feet. On-site services include kitchen, bathrooms, food, water supply, air mattresses and blankets.

The alternate EOC will be activated only when the primary EOC is damaged, or inaccessible, and/or evacuation of the EOC becomes necessary. The Logistics Section will arrange for relocation of EOC staff members to the alternate EOC if needed. All Section Coordinators will advise their emergency response field forces of the transition to the alternate EOC. The operational capabilities of the alternate EOC will be similar to those of the primary EOC.

The City Public Safety Director will ensure the operational readiness of both the primary and alternate EOC.

**Displays**

All EOC sections must maintain displays so that other sections can comprehend what actions have been taken, what resources are available, and to track the damage in the city resulting from the disaster. The Planning/Intelligence Section is responsible for coordinating the display of information. Display materials such as boards, charts, and maps are located in a storage area in the EOC.

At the onset of any disaster, a significant events log should be created and maintained for the duration of the emergency situation. The log should contain key disaster-related information; i.e., casualty information, health concerns, property damage, fire status, size of risk area, scope of the hazard to the public, number of evacuees, etc. The posting of the significant events log is the responsibility of the Planning/Intelligence Section.

**Communications**

Communications provided in the EOC include telephone, satellite phone, fax, computers, handheld and amateur radio, the Countywide Integrated Radio System (CWIRS) and data. Communication facilities will be continuously staffed during EOC activations, either by city staff or volunteers. The Logistics Section is responsible for communications.

**LOCAL GOVERNMENT EOC STAFFING GUIDE**

Event/Situation	Activation Level	Minimum Staffing
Unusual occurrences or advance notice of possible events that may impact the health and safety of the public and/or environment. Heightened awareness is desired.	Alert	Designated staff members. The EOC will not be activated.
Unusual occurrences with severe potential impacts on the health and safety of the public and/or environment	Three	EOC Director  Other Designees  Note: May be limited to Department Operations Center activation.
Severe Weather Issuances (see Operations Support Documentation -NWS)		
Significant incidents involving 2 or more departments		
Earthquake Advisory/Prediction Level One		
Power outages and Stage 1 and 2 power emergencies.		
Earthquake with damage reported	Two	EOC Director  Section Coordinators, Branches and Units as appropriate to situation  Liaison/Agency representatives as appropriate.  Public Information Officer
Earthquake Advisory/Prediction Level Two or Three		
Major wind or rainstorm		
Two or more large incidents involving 2 or more departments		
Wildfire affecting developed area		
Major scheduled event		
Severe hazardous materials incident involving large-scale or possible large-scale evacuations		
Unusual occurrences with severe potential impacts on the health and safety of the public and/or environment		
Large scale power outages and Stage 3 power emergencies		
Major city or regional emergency-multiple departments with heavy resource involvement	One	All EOC positions
Earthquake with damage in City or adjacent cities.		
Unusual occurrences with severe potential impacts on the health and safety of the public and/or environment		

## SECTION FOUR – ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

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.

### EMERGENCY MANAGEMENT ORGANIZATION AND RESPONSIBILITIES

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. The Director of Emergency Services is responsible to the City Council and Disaster Council per Chapter No. 2.52.060 of the City of Malibu's Municipal Code. The Director of Emergency Services is responsible for implementing the Emergency Operations Plan (EOP). While serving as the Director of Emergency Services during an actual emergency, this position will be referred to as the EOC Director.

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 countermeasures.
- Collecting, evaluating, and disseminating damage assessment and other essential information.
- Providing status and other reports to the Los Angeles County Operational Area. (See Planning/Intelligence Support Documentation - OARRS Step-By-Step Quick Reference Guide).

The City of Malibu's Emergency Organization Matrix is contained in **Chart 1**.

### EMPLOYEE RESPONSIBILITIES

All employees must be prepared to report to the EOC if requested, provided they are physically able to do so. If the telephone system has failed and no other means of communication is available, employees shall be guided by their respective department response plans. Additionally, employees are encouraged to listen to the radio, as the City may utilize KBUU 99.1 FM, the

designated emergency radio station for the City, as well as the designated Emergency Alert System (EAS) radio stations for Los Angeles County (KFI 640 AM, KNX 1070 AM) to broadcast information relative to Malibu City employees.

The City will utilize a telephonic alert system to quickly recall EOC personnel. The alerts are sent via email, home, work, cell, or other numbers until confirmation of receipt has been received.

All city personnel are disaster service workers and may need to use good judgment and “self-activate” to their job site if the situation warrants, and all means of communication is down.

### **LOS ANGELES COUNTY OPERATIONAL AREA (See Chart 2)**

If the Los Angeles County Operational Area is activated, the County Executive Office, executed through the Office of Emergency Management, is responsible operating the County/OA EOC. The Operational Area will also be the focal point for information transfer and support requests by cities within the County.

The City requests all mutual aid (except fire and law) through the Los Angeles County Operational Area via the Operational Area Response and Recovery System (OARRS); or if OARRS is not available, then all requests and reports are to be sent to the Lost Hills Sheriff’s Station 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. **(See Planning/Intelligence Support Documentation – OARRS Step-By-Step Quick Reference Guide)**. The Los Angeles County Operational Area then requests mutual aid through its regular channels.

The OA EOC will submit all requests for support that cannot be obtained within the county, and other relevant information, to CalOES Mutual Aid Southern Region EOC (REOC).

### **Reporting to the Los Angeles County Operational Area**

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

- Activation of the City EOC.
- Proclamation of a Local Emergency (See Local and State Proclamations in the Management Support Documentation).
- Field Reports.
- City Status Reports.
- Initial Damage Estimates.
- Incident Reports.
- Resource Requests.

Established reporting procedures to be followed:

- Operational Area Response and Recovery System (OARRS – internet).
- Phone or fax information (hard copy of reports) to Los Angeles County Office of Emergency Management (OEM).

- Contact Lost Hills Sheriff’s Station 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 OARRS data and transmitting the information to OEM. Verify with the Operational Area EOC as soon as possible that they have received your reports.
- Amateur radio contact via amateur radio to the contact radio station.

**MUTUAL AID REGION EMERGENCY MANAGEMENT**

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

**STATE EMERGENCY MANAGEMENT**

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

CHART 1  
MALIBU EOC ORGANIZATIONAL MATRIX

P=Primary S=Support

EOC Organization Matrix		City of Malibu											Contract					Other		
		Administration Svcs/Finance	City Attorney	City Clerk	City Council	City Manager	City Treasurer	Community Services	Environmental Sustainability	Planning	Public Safety	Public Works	Animal Control/ LACO	Coroner/LACO	Fire/LACO	Med. Hlth. Svcs./ LACO	Sheriff/LACO	Waterworks Dist.29/LACO	American Red Cross	Schools/SMMUSD
MANAGEMENT	Policy	S	S	S	P	S	S	S	S	S	S	S	S	S	S	S	S			
	EOC. Director	S	S	S		P					S	S			S	S				
	Liaison Officer	S									P	S	S	S	S	S				
	P.I.O.	P				S					S				S					
	Legal Advisor		P	S		S					S									
	Safety Officer	P							S	S										
OPERATIONS	Ops. Coordinator	S				S	S	S	S	S	P									
	Fire/Medical Health										S		S	P	P					
	Police (Contract)										S					P				
	Public Works Branch							S	S		P		S			S	P		S	
	Care & Shltr Branch							P			S		P	S				S	S	
	Bldg & Sfty Branch							P	S										S	
PLANNING	Plans/Intell.						S	S	P	S										
	Resources Unit						S	S	P	S	S									
	Situation Status Unit	S					S		P	S	S									
	Documentation Unit	S					S	P												
	GIS Unit							S	P		S									
	Demobilization							S	P	S										
LOGISTICS	Logistics Coordinator						P	S	S	S	S									
	Supplies/Procureme						P		S		S								S	
	Communications						P													
	Facilities					S	P				S								S	
	Personnel						P											S		
FINANCE	Finance/Adminin.	P				S	S		S	S										
	Purchasing	P									S									
	Time Keeping	P				S		S	S	S	S									
	Compensation/Claims	P				S	S	S		S	S									
	Cost Recovery	P	S			S	S	S	S	S	S									

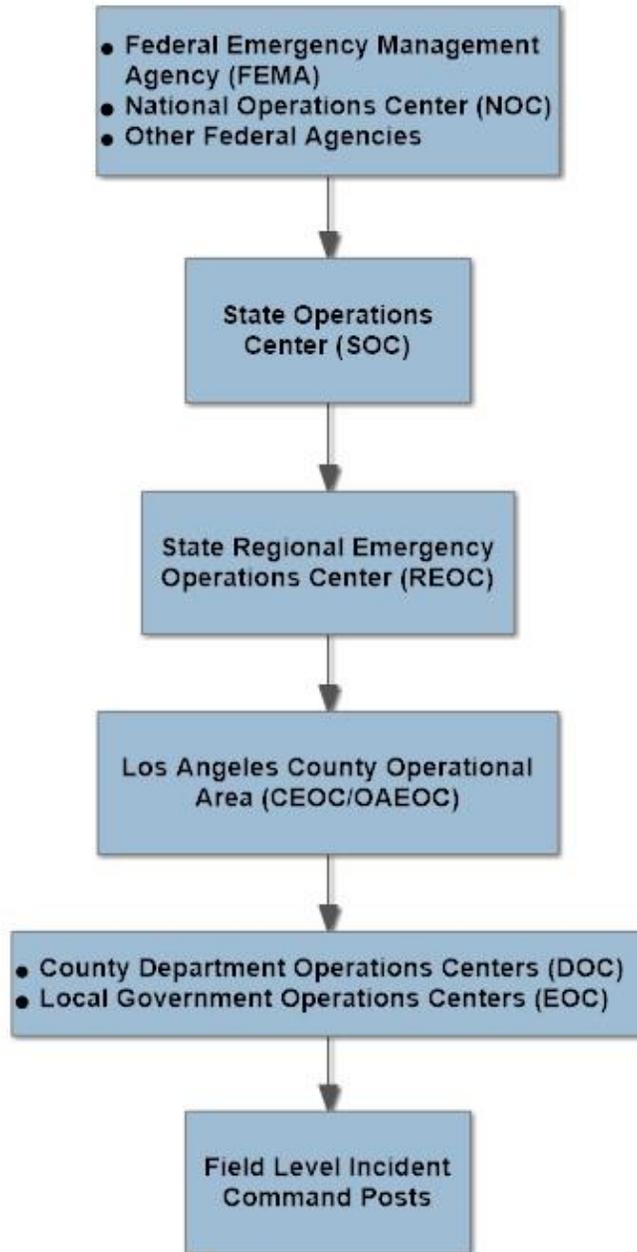
CHART 2  
 LOS ANGELES COUNTY EMERGENCY SUPPORT FUNCTIONS  
 P= Principal Agency S=Support Agency  
 R=Potential Resource C=Coordination

County Departments/ Special Districts/ Local Agencies	Transportation	Communications	Infrastructure and Engineering	Fire and Rescue Services	Emergency Management and Coordination	Mass Care/Human Services	Logistical Support	Public Health and Medical	Hazardous Materials	Animal Response and Agriculture	Utilities	Law Enforcement	Initial Recovery	Public Info., Alert and Warning	Personnel and Volunteers	Donations Management	Cybersecurity
Aging and Disabilities						S		S		S					S		
Ag. Commissioner/ Weights and Measures								S		S			S		S		
Alternate Public Defender												S			S		
Animal Care & Control				S		S				P		S		S	S		
Arts and Culture															S		
Assessor				S									S		S		
Auditor-Controller							S								S	S	S
Beaches and Harbors	S			S										S	S		
Chief Executive Office	P	S	S		P	S	S				P		P	P	S	P	S
Child Support Services						S									S		
Children & Family Svcs						S									S		
Consumer and Business Affairs													S		S		
County Counsel					S										S		
District Attorney												S			S		
Economic Opportunity													S		S		
Fire		S		P	S		S	S	P	S	S			S	S		
Health Services					S	S	S	P							S		
Human Services						S									P		
Internal Services	S	P	S		S	S	P			S	S				S		P
Justice, Care and Opportunities															S		

Medical Examiner					S			S				S			S		
Mental Health					S	S		S				S			S		
Military and Veterans Affairs															S		
Museum of Art (LACMA)															S		
Natural History Museum															S		
Parks and Recreation				S		S	S			S		S			S		
Probation												S			S		
Public Defender												S			S		
Public Health				S	S	S	S	P	S					S	S		
Public Library						S									S		
Public Social Services					S	P		S					S		S		
Public Works	S	S	P	S	S		S		S		S		S		S		
Regional Planning			S		S								S		S		
Registrar-Recorder/County Clerk													S	S	S		
Sheriff	S	S		S	S		S		S	S		P		S	S		
Treasurer Tax Collector													S		S		
Youth Development													S		S		

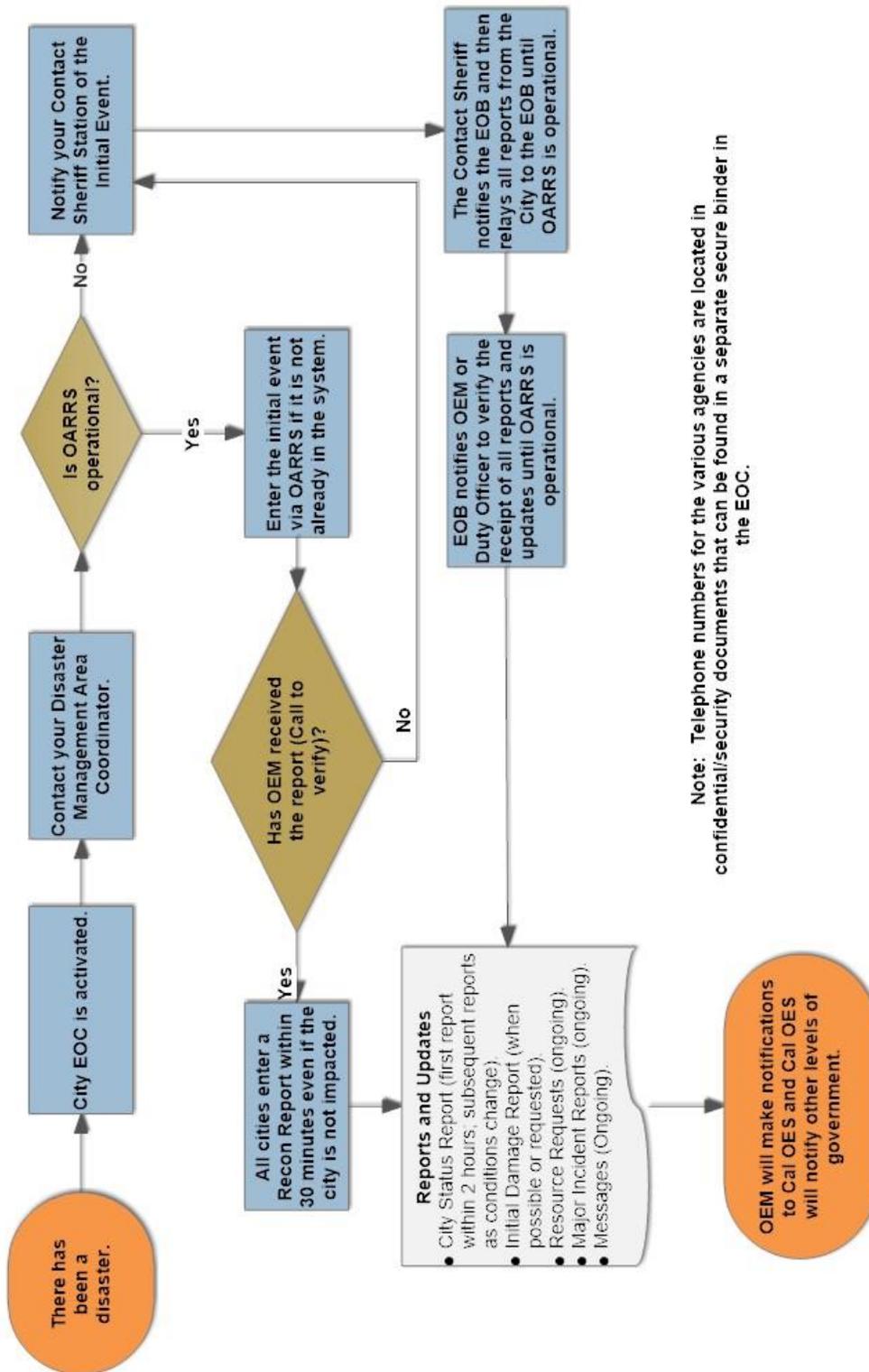
CHART 3<sup>9</sup>

LOS ANGELES COUNTY OPERATIONAL AREA COORDINATION



<sup>9</sup> Los Angeles County Office of Emergency Management, Los Angeles County Operational Area Emergency Operations Plan, 2023.

CITY TO OPERATIONAL AREA RESPONSE AND RECOVERY SYSTEM FLOWCHART



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## SECTION FIVE – DIRECTION, CONTROL, AND COORDINATION

Direction, control and coordination in the EOC will be accomplished through representatives from city departments and agencies, outside agencies, volunteer agencies, and private organizations. The EOC Director sets operational priorities for supporting the community and the City’s field response. Department leads in the field determine the tactical and operational deployment of resources based on these priorities.

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

### EOC ACTION PLAN

An EOC action plan provides 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 the achievement of objectives and overall system performance.

The action planning process includes all activated EOC functions and outside agency representatives, as needed, and includes:

- 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.

Action plans are developed for a specified operational period which may range from a few hours to 24 hours and provided to all EOC personnel. The operational period is determined by first establishing a set of priority actions that need to be performed. A reasonable timeframe 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. The Planning/Intelligence Section is responsible for coordinating the development of the action plan and for facilitation of action planning meetings. The EOC Director approves the Action Plan.

Guidelines for developing action plans and example action plan formats are contained in **Part Two - Planning/Intelligence Support Documentation --Action Planning.**

### INFORMATION COLLECTION, ANALYSIS AND DISSEMINATION

Information will be collected from a variety of sources including:

- Field personnel
- Incident Command Post(ICP)
- Department Operation Centers (DOC)
- Agency Representatives
- Non-Governmental Organizations (NGOs)
- Volunteers
- News outlets

Some examples of essential information collected may include:

- Status of the incident
- Impact to life safety, property and environment
- Involved agencies
- Evacuation areas
- Road closures
- Shelter locations
- Points of Distribution
- Weather reports
- Impacted Infrastructure
- Damage Assessments

### **Information Dissemination to Stakeholders**

All information collected is reviewed and verified by EOC personnel and involved agencies following EOC procedures and protocols. The Planning Section within the EOC generate written Situation Reports with the collected information. These reports are reviewed and approved by the EOC Director, or their designee and disseminated to essential stakeholders throughout the incident.

## **COMMUNICATION AND COORDINATION WITH FIELD RESPONSE**

EOC coordination with field response will happen in one of two ways:

**City personnel and resources** – City personnel who work in the field during a disaster include Public Works, Community Services, and Environmental Sustainability Department staff. The Operations Section in the EOC will include staff from these departments who will serve as a liaison to each of these groups to obtain and provide information between the EOC and field response.

**Outside agency personnel and resources** – The EOC Director will assign at least one staff member to the Incident Command Post to obtain and provide information between the EOC and field Incident Command. In addition, in some cases, representatives from outside agencies will be asked to provide a representative in the City's EOC to increase coordination and communication.

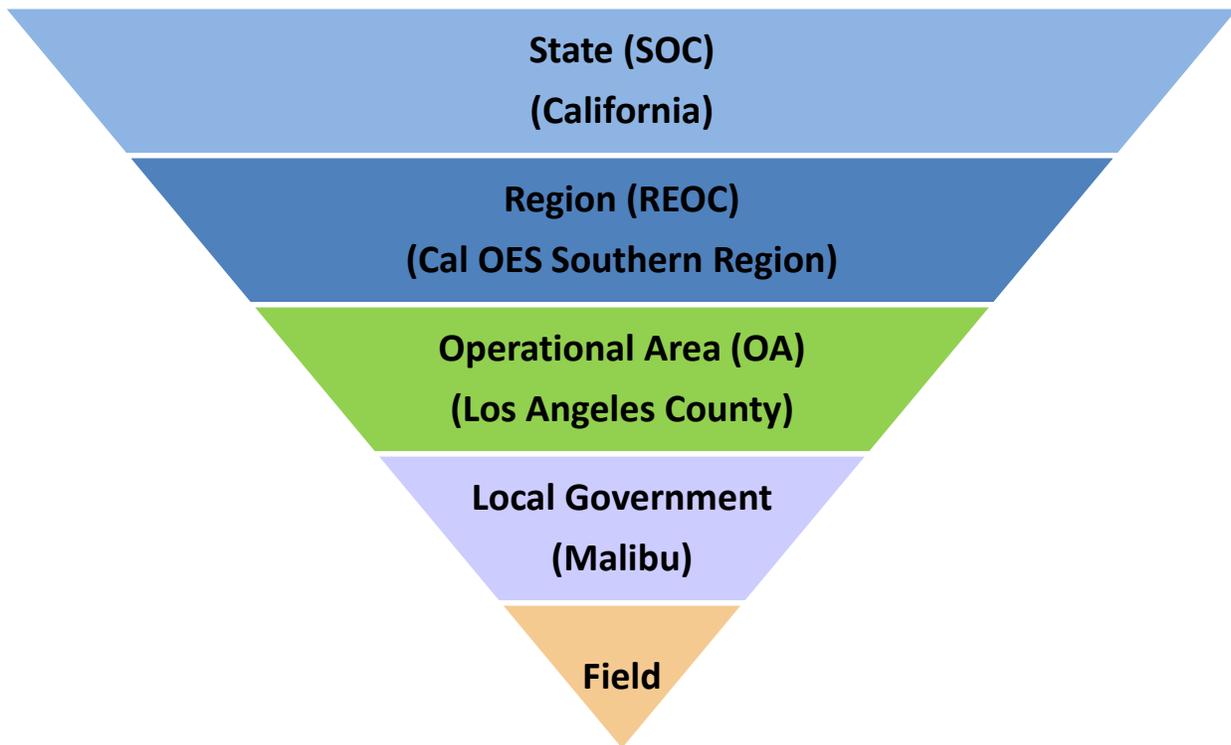
## **COORDINATION WITH THE LOS ANGELES OPERATION AREA**

Coordination and communications will be established between the City's EOC and the Area B Disaster Management Area Coordinator and/or directly with the Operational Area EOC. The communications links are telephone, satellite phone, radio, data and amateur radio, the Los Angeles County Disaster Communication Services (DCS) radio system, runner, etc.

## **INTEGRATION OF STATE AND FEDERAL RESOURCES**

State and Federal resources operating in the City will be coordinated through the County/OA EOC, and the City EOC, if applicable, and will ultimately operate at the direction of the

appropriate field Incident/Unified Commanders. There are some instances where a State or Federal agency will have a field response within the City due to statutory authority. State agency field responses may result from an oil spill, hazardous materials accident on PCH or other hazard scenarios. Federal field response could result from the same scenarios, a military aircraft accident, and/or terrorism incidents. State or federal agencies operating in the field may be found in any ICS section, branch, or unit, or part of a Unified Command. The agency’s responsibilities in responding to the incident will determine their location in the organization. Per NIMS, any multi-agency response will require the formation of a Unified Command structure. When a State or Federal agency is involved in field operations, coordination may be established with County/OA EOC and the appropriate jurisdiction where the incident occurs.



## SECTION SIX - CONTINUITY OF GOVERNMENT

### PURPOSE

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

### RESPONSIBILITIES

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

### PRESERVATION OF LOCAL GOVERNMENT

Article 15 of the California Emergency Services Act (CESA, Chapter 7 of Division 1 of Title 2 of the Government Code) provides the authority, as well as the procedures to be employed, to ensure the continued functioning of political subdivisions within the State of California during a peacetime or national security emergency.

Generally, Article 15 permits the appointment of up to three standby officers for each member of the governing body, and up to three standby officers for the chief executive, if not a member of the governing body. Article 15 provides for the succession of officers who head departments responsible for maintaining law and order, or in furnishing public services relating to health and safety. Article 15 also outlines procedures to assure continued functioning of political subdivisions in the event the governing body, including standby officers, is unavailable to serve.

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

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

#### City Council

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

regular officers and are designated Number 1, 2, or 3 as the case may be.

Article 15, Section 8644 of the CESA 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 chairman of the board of any other county within 150 miles (nearest and most populated down to farthest and least populated).
- By the mayor of any city within 150 miles (nearest and most populated down to farthest and least populated).

Article 15, Section 8642 CESA 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 CESA describes duties of a governing body during emergencies as follows:

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

**Director of Emergency Services & Department Heads**

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

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

First Alternate:	Assistant City Manager
Second Alternate:	Deputy City Manager
Third Alternate:	Public Safety Director

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

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

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

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

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

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

- 1st Alternate: Landen Center at Malibu Bluffs Park
- 2nd Alternate: Malibu Library (County)

If the two Alternate locations, as well as any other location in the City are not usable, then the City will reach out to neighboring cities to find a suitable location.

## **PRESERVATION OF VITAL RECORDS**

In the City of Malibu, the City Clerk is responsible for the preservation of vital records. If the City Clerk is unavailable, the Deputy City Clerk will be responsible for the preservation of vital records.

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

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

Please refer to the Appendix Section of this Plan (a confidential/security document) to see where vital records of the City of Malibu are routinely stored.

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

**LINES OF SUCCESSION FOR DEPARTMENT HEADS**

SERVICE/DEPARTMENT	TITLE/POSITION	
City Manager (Director of Emergency Services)	1.	City Manager
	2.	Assistant City Manager
	3.	Deputy City Manager
Administrative Services/Finance	1.	Assistant City Manager
	2.	Financial Controller
	3.	Department Head (Council discretion)
City Clerk	1.	City Clerk
	2.	Deputy City Clerk
	3.	Deputy City Clerk
Community Services	1.	Community Services Director
	2.	Recreation Manager
	3.	Recreation Supervisor
Environmental Sustainability	1.	Environmental Sustainability Director
	2.	Environmental Sustainability Dept. Manager
	3.	Environmental Health Administrator
Planning	1.	Planning Director
	2.	Assistant Planning Director
	3.	Senior Planner
Public Safety	1.	Public Safety Director
	2.	Emergency Services Coordinator
	3.	Public Safety Liaison
Public Works and Engineering	1.	Public Works Director
	2.	Deputy Public Works Director
	3.	Public Works Superintendent

## SECTION SEVEN - MUTUAL AID

### INTRODUCTION

Mutual aid is designed to ensure that adequate resources, facilities, and other support are provided to jurisdictions whenever their own resources prove to be inadequate to cope with a given situation(s). The basis for the system is the California Disaster and Civil Defense Master Mutual Aid Agreement, as provided for in the California Emergency Services Act (**see Part Two Management Support Documentation-Legal Documents**). This Agreement was developed in 1950 and has been adopted by the state, all 58 counties and most incorporated cities in the State of California. The Master Mutual Aid Agreement creates a formal structure wherein each jurisdiction retains control of its own facilities, personnel, and resources, but may also receive or render assistance to other jurisdictions within the state. State government is obligated to provide available resources to assist local jurisdictions in emergencies. It is the responsibility of the local jurisdiction to negotiate, coordinate and prepare mutual aid agreements. In addition to the Mutual Aid agreements that are in place within the state of California, more recently, the Governor signed (September 2005) the Emergency Management Assistance Compact (EMAC) that allows the state of California to participate with 50 other states in a nationwide mutual aid system.

### 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 **Chart 1**.

The statewide mutual aid system includes several discipline-specific mutual aid systems, such as fire and rescue, law, medical, emergency management and public works. The adoption of SEMS and NIMS does not alter existing mutual aid systems. These systems work through local government, operational area, regional and state levels consistent with SEMS.

Mutual aid may also be obtained from other states via the Emergency Management Assistance Compact.

### MUTUAL AID REGIONS

Mutual aid regions are established under the Emergency Services Act. Six mutual aid regions numbered I-VI have been established within California. The City of Malibu is within Region 1. Each mutual aid region consists of designated counties. Region 1 is in the CalOES Southern Administrative Region (**See Chart 3**).

## MUTUAL AID COORDINATORS

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

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

## 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, Disaster Communication Services, 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.

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

## POLICIES AND PROCEDURES

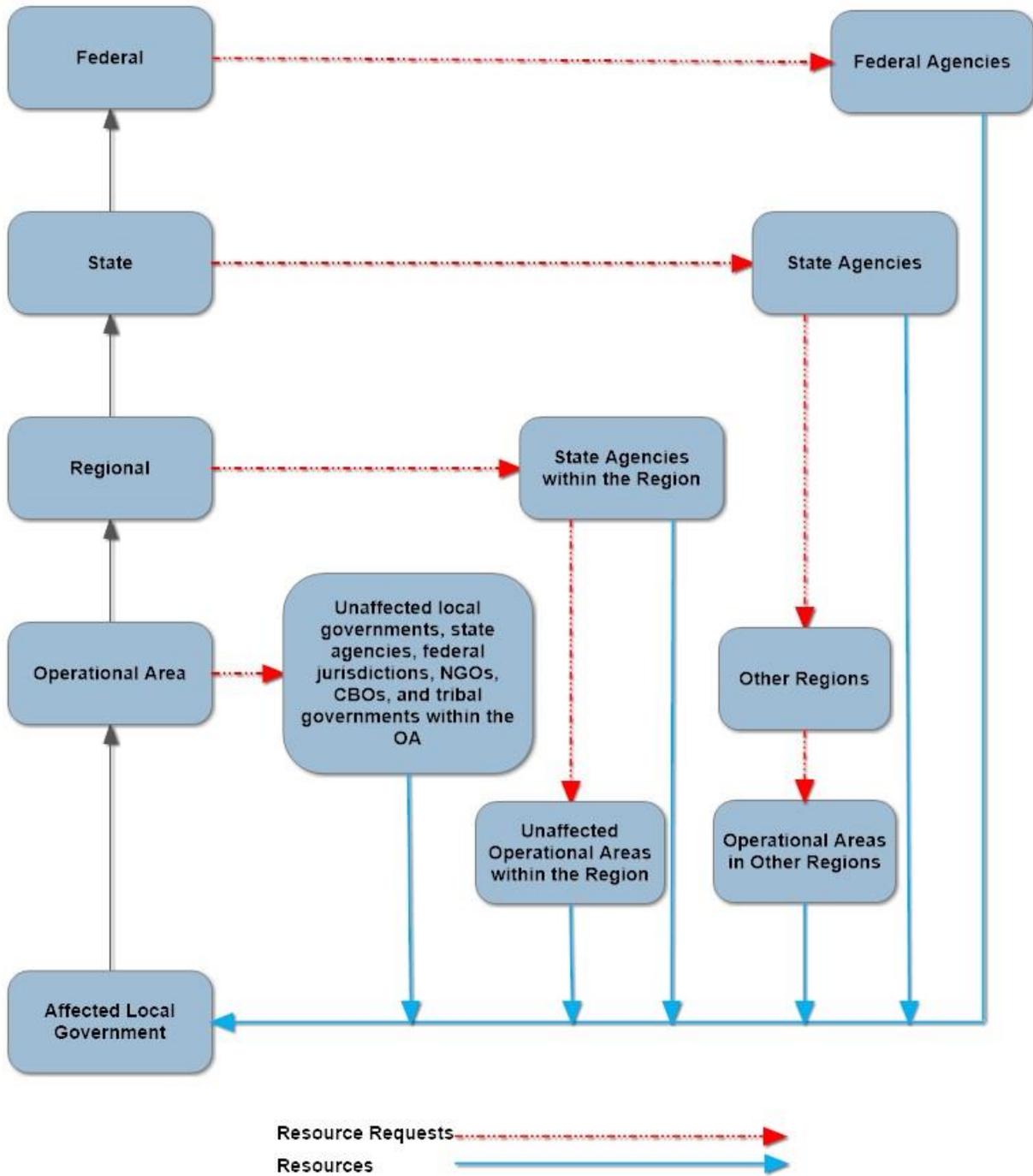
- Mutual aid resources will be provided and utilized in accordance with the California Master Mutual Aid Agreement.
- During a proclaimed emergency, inter-jurisdictional mutual aid will be coordinated at the county, operational area, or mutual aid regional level.
- Because different radio frequencies 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 non-law and non-fire mutual aid requests via the Los Angeles

County Operational Area via OARRS if operational or via the Lost Hills Sheriff's Station if OARRS is not operational. Requests should specify, at a minimum:

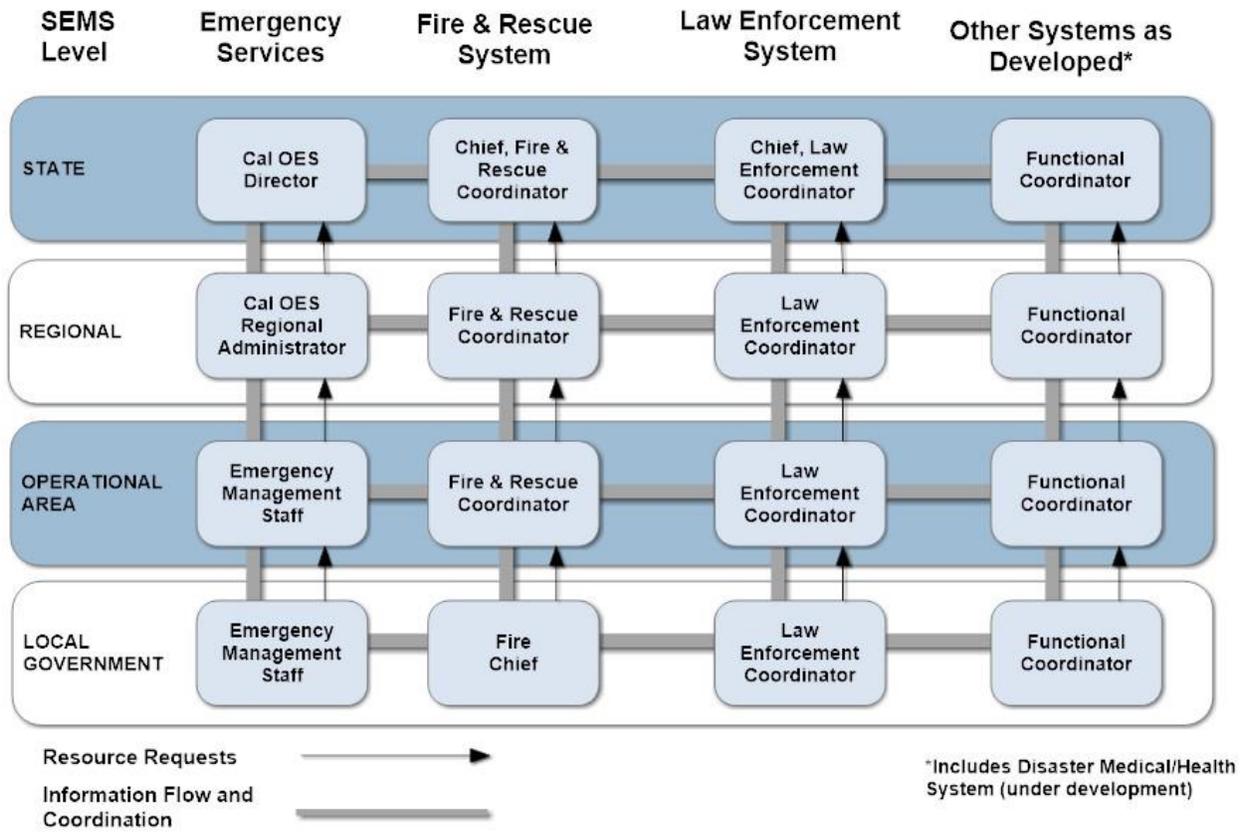
- Number and type of personnel needed.
- Type and amount of equipment needed.
- Reporting time and location.
- Authority to whom forces should report.
- Access routes.
- Estimated duration of operations.
- Risks and hazards.

All mutual aid requests will be made through the Operational Area Response and Recovery System (OARRS) using the OARRS Request Form. This form is found in **Part Two, Logistics Support Documentation**.

CHART 1  
MUTUAL AID SYSTEM FLOW CHART

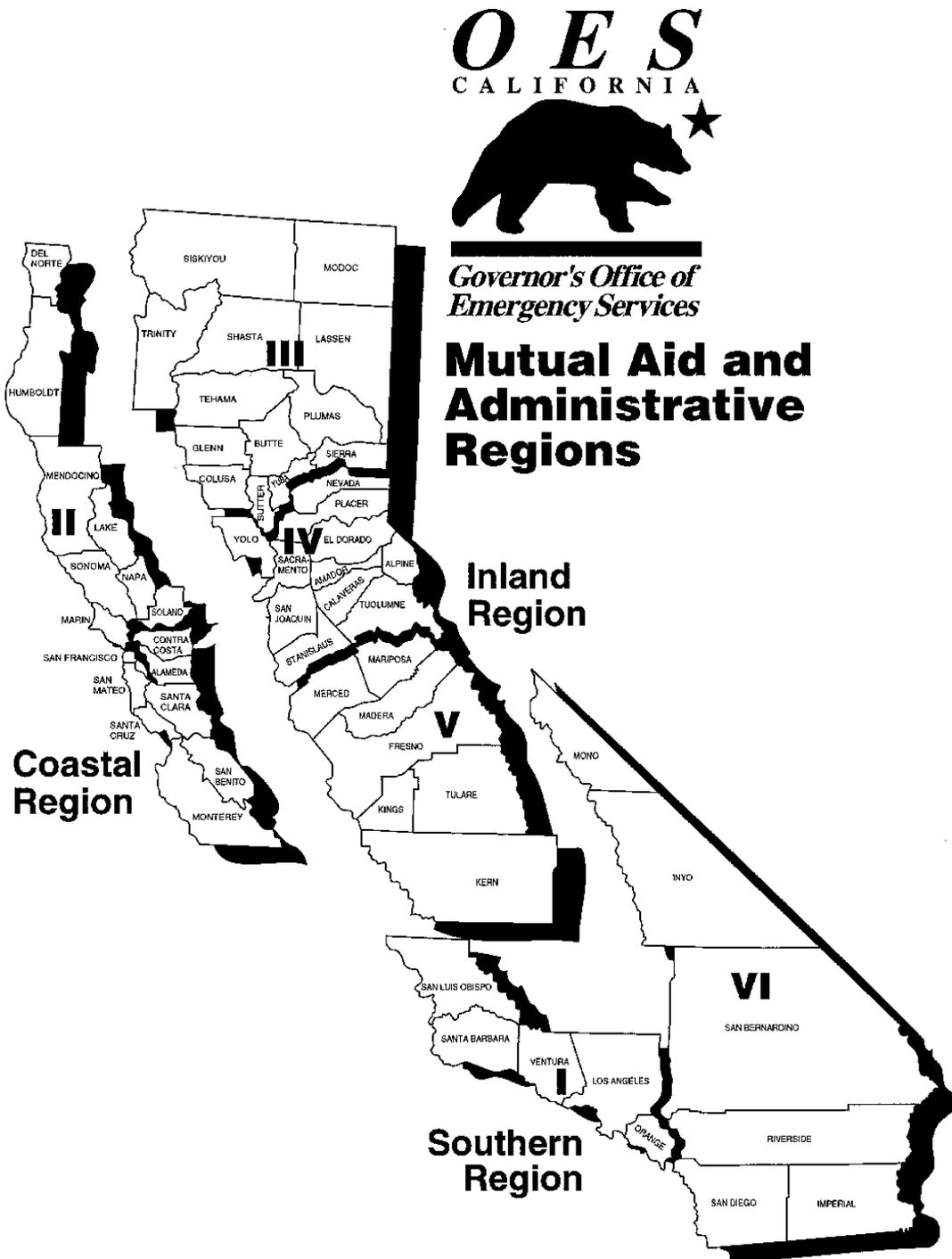


**CHART 2**  
DISCIPLINE-SPECIFIC MUTUAL AID SYSTEMS<sup>10</sup>



<sup>10</sup> California Governor's Office of Emergency Services, *State of California Emergency Plan, 2023 (Draft)*.

CHART 3  
STATE MUTUAL AID REGION MAP



*Governor's Office of  
Emergency Services*

### Mutual Aid and Administrative Regions

**Inland  
Region**

**Coastal  
Region**

**Southern  
Region**

## SECTION EIGHT - AUTHORITIES AND REFERENCES

### GENERAL

**The California Emergency Services Act** (2017 California Code, Government Code Title 2, Division 1, Chapter 7), 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** (2023 California Code of Regulations, Title 19, Division 2, Chapter 1, Article 2, Section 2401), hereafter referred to as SEMS, establishes SEMS which incorporates the use of the Incident Command System (ICS), the Master Mutual Aid Agreement and existing mutual aid systems, the Operational Area concept and multi-agency or inter-agency coordination.

**The California Emergency Plan** 2017 California Code, Government Code, Title 2, Article 3, Section 8568), which is promulgated by the Governor, is published in accordance with the Act and provides overall statewide authorities and responsibilities and describes the functions and operations of government at all levels during emergencies or disasters. Section 8568 of the Act states, in part, that "the State Emergency Plan shall be in effect in each political subdivision of the state, and the governing body of each political subdivision shall take such action as may be necessary to carry out the provisions thereof". Local emergency plans are, therefore, considered to be extensions of the California Emergency Plan.

**The National Incident Management System**, hereafter referred to as NIMS, was mandated by Homeland Security Presidential Directive (HSPD) - 5 and is based on the Incident Command System and the multi-agency coordination system.

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

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

### AUTHORITIES

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

## Federal

- Americans with Disabilities Act of 1990 (ADA), including changes made by the ADA Amendments Act of 2008
- 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), as Amended 2018
- Federal Civil Defense Act of 1950, Public Law 920, as amended
- Homeland Security Act, Public Law 107-296, as amended (6 U.S.C. §101-557)
- Homeland Security Presidential Directive #5, February 28, 2003
- Homeland Security Presidential Directive #8, March 30, 2011
- Robert T. Stafford Disaster Relief and Emergency Assistance Act of 1988, Public Law 93-288, as amended
- Volunteer Protection Act of 1997, Public Law 105-19 (42 U.S.C. §§ 14501-14505)
- Emergency Management Assistance Compact (EMAC), Public Law 104-321, October 1996

## State

- California Constitution
- California Emergency Services Act, Ch. 7 of Div. 1 of Title 2 of the Government Code
- California Government Code, Title 19, Public Safety, Div. 1, CalOES, Chapter 2, Emergency and Major Disasters, Subchapter 3, Disaster Services Worker Volunteer Program
- California Master Mutual Aid Agreement
- California Health and Safety Code, Division 20, Chapter 6.5, Sections 25115 and 25117, Chapter 6.95, Sections 2550 et seq., Chapter 7, Sections 25600 through 25610, dealing with hazardous materials
- California Disaster Assistance Act, Government Code Chapter 7.5 of Division 1 of Title 2
- Executive Order S-2-05, National Incident Management System Integration into the State of California Emergency Management System
- “Good Samaritan” Liability, California Health and Safety Code, Division 2.5, Chapter 9, Section 1799.102
- Orders and Regulations Promulgated by the Governor to Take Effect upon Existence of a State of War Emergency
- Orders and Regulations Selectively Promulgated by the Governor during a State of Emergency
- Standardized Emergency Management System (SEMS) Regulations, Chapter 1 of Division 2 of Title 19 of the California Code of Regulations and Government Code Section 8607(a)

## Local

- Area B Joint Powers Agreement, September 22, 2004.
- Title 2, Chapter 2.52, Emergency Services Organization, City of Malibu Municipal Code.
- Resolution No. 91-85 adopting Workers Compensation Benefits for Disaster Service Workers, December 17, 1991.
- Resolution No. 91-86 adopting the Master Mutual Aid agreement, December 17, 1991.
- City Resolution No. 91-87 adopting the Multi-County Public Works Mutual Aid Agreement,

December 17, 1991.

- City of Malibu Letter of Promulgation adopting the Emergency Operations Plan, **XXXX 2024**.
- City of Malibu Resolution No. 06-02 adopting the National Incident Management System, January 1, 2006.
- Los Angeles County Operational Area Organization Agreement adopted July 5, 1995.

## **REFERENCES**

### **Federal**

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

### **State**

- Disaster Assistance Procedure Manual (CalOES).
- California Emergency Plan, 2016 (Draft Updated)
- California (CalOES) Emergency Planning Guidance for Local Government and Crosswalk (Checklist for Reviewing Emergency Plans)
- California Emergency Resources Management Plan
- California Fire and Rescue Operations Plan
- California Hazardous Materials Incident Contingency Plan
- Standardized Emergency Management System (SEMS) Guidelines
- California (CalOES) Implementation Guidelines for the National Incident Management System (NIMS)
- California Law Enforcement Mutual Aid Plan

### **Local**

- City of Malibu Multi-Jurisdictional Hazard Mitigation Plan, 2018
- City of Malibu Pandemic Response Plan, 2020
- City of Malibu Mass Evacuation Plan, 2020
- City of Malibu Volunteer Management Plan, 2024
- City of Malibu Emergency Operations Plan, 2024
- Los Angeles County Emergency Operations Plan, 2023

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## SECTION NINE - LIST OF ACRONYMS AND ABBREVIATIONS

AC	Area Command
ADA	Americans with Disabilities Act
AFN	Access and Functional Needs
ARC	American Red Cross
ARES	Amateur Radio Emergency Services
Caltrans	California Department of Transportation
CAL FIRE	California Department of Forestry and Fire Protection
CalOES	California Office of Emergency Services
CALWAS	California Warning System
CCP	Casualty Collection Points
CDAA	California Disaster Assistance Act
CDC	Centers for Disease Control, U.S. Public Health Service
CEO	Chief Executive Officer
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
CHP	California Highway Patrol
CIKR	Critical Infrastructure, Key Resources
CLEMARS	California Law Enforcement Mutual Aid Radio System
CLERS	California Law Enforcement Radio System
CLETS	California Law Enforcement Telecommunications System
CMAS	Commercial Mobile Alert System
COE	Corps of Engineers (US Army)
DCS	Disaster Communications Service
DFCO	Deputy Federal Coordinating Officer
DFO	Disaster Field Office
DHS	Department of Homeland Security
DMAT	Disaster Medical Assistance Team
DMORT	Disaster Mortuary Operational Response Team
DOC	Department Operations Center
EAS	Emergency Alert System
EDIS	Emergency Digital Information System
EMAC	Emergency Management Assistance Compact
EMMA	Emergency Managers Mutual Aid
EOC	Emergency Operations Center
EOP	Emergency Operations Plan
EPI	Emergency Public Information

EPIC	Emergency Public Information Center
ESC	Emergency Services Coordinator
ESF	Emergency Support Functions
FBI	Federal Bureau of Investigation
FCC	Federal Communications Commission
FCO	Federal Coordinating Officer
FEMA	Federal Emergency Management Agency
FHWA	Federal Highway Administration
FTS	Field Treatment Sites
GAR	Governor's Authorized Representative
GIS	Geographic Information System
HAZMAT	Hazardous Materials
HSC	Homeland Security Council
HSOC	Homeland Security Operations Center
HSPD	Homeland Security Presidential Directive
IAP	Incident Action Plan
IC	Incident Commander
ICP	Incident Command Post
ICS	Incident Command System
IDE	Initial Damage Estimate
IMT	Incident Management Team
IPAWS	Integrated Public Alert and Warning System
JFO	Joint Field Office
JPA	Joint Powers Agreement
JIC	Joint Information Center
JIS	Joint Information System
JOC	Joint Operations Center
JTTF	Joint Terrorism Task Force
LAC	Local Assistance Center
MACS	Multi-Agency Coordination System
MARAC	Mutual Aid Regional Advisory Committee
MARS	U.S. Army Military Affiliate Radio System
MMRS	Metropolitan Medical Response Team
MOA	Memorandum of Agreement
MOU	Memorandum of Understanding
NAWAS	National Warning System
NDMS	National Disaster Medical System
NFIP	National Flood Insurance Program
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
NRF	National Response Framework
NRT	National Response Team
NSC	National Security Council
NSSE	National Special Security Event
NTAS	National Terrorism Advisory System
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
OSC	On-Scene Coordinator
PA	Public Affairs
PAO	Public Affairs Officer
PA	Public Assistance
PA/O	Public Assistance Officer
PA#	Project Application Number
PDA	Preliminary Damage Assessment
PDD	Presidential Decision Directive
PFO	Principal Federal Officer
PIO	Public Information Officer
PNP	Private Nonprofit Organization
PW	Project Worksheet
REOC	Regional Emergency Operations Center
ROC	Regional Operations Center
RRCC	Regional Response Coordinating Center
SA	Salvation Army
SAC	Special Agent in Charge
SAP	State Assistance Program
SAR	Search and Rescue
SARA	Superfund Amendment Reauthorization Act (Title III)
SBA	Small Business Administration
SCO	State Coordinating Officer
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
SITREP	Situation Report
SLPS	State and Local Programs and Support Directorate (FEMA)
SNAP	Special Needs Awareness Program
SOC	State Operations Center
SOP	Standard Operating Procedure
TEWG	Terrorism Early Warning Group
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
VOAD	Volunteer Organizations Active in Disaster
WMD	Weapons of Mass Destruction

## GLOSSARY OF TERMS

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

**CLETS:** California Law Enforcement Telecommunications System. CLETS terminals can be

permitted to originate EDIS messages. Please see EDIS definition below.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

**Disaster Service Worker:** Includes public employees and any unregistered person impressed into service during a State of War emergency, a State of emergency, or a Local Emergency by a person

having authority to command the aid of citizens in the execution of his duties. It does not include anyone registered as an active firefighting member of any regularly organized volunteer fire department, having official recognition, and full or partial support of the county, city, town, or district in which such fire department is located.

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

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

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

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

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

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

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

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

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

**Emergency Operations Plan:** The plan that each jurisdiction has and maintains for responding to

appropriate hazards.

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

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

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

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

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

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

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

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

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

**Facilities Unit:** Functional unit within the Support Branch of the Logistics Section at the SEMS Field Response Level that provides fixed facilities for the incident. These facilities may include the

Incident Base, feeding areas, sleeping areas, sanitary facilities, etc.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

**Incident Command System (ICS):** The nationally used standardized on-scene emergency management concept specifically designed to allow its user(s) to adopt an integrated organizational structure equal to the complexity and demands of single or multiple incidents without being hindered by jurisdictional boundaries. ICS is the combination of facilities, equipment, personnel, procedures, and communications operating within a common organizational structure, with responsibility for the management of resources to effectively accomplish stated objectives pertinent to an incident.

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

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

**Individual Assistance (IA):** Supplementary Federal assistance provided under the Stafford Act to

individuals and families adversely affected by a major disaster or an emergency. Such assistance may be provided directly by the Federal Government or through State or local governments or disaster relief organizations.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

disaster or emergency.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

**Operational Area Coordinator:** The individual within the operational area responsible for a

specific function such as law enforcement, coroner's services, or emergency medical services.

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

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

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

**Planning Section:** (Also referred to as Planning/Intelligence). One of the five primary functions found at all SEMS levels. Responsible for the collection, evaluation, and dissemination of information related to the incident or an emergency, and for the preparation and documentation of Incident or EOC Action Plans. The section also maintains information on the current and forecasted situation, and on the status of resources assigned to the incident.

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

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

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

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

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

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

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

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

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

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

**Resources:** Personnel and equipment available, or potentially available, for assignment to incidents or to EOCs. Resources are described by kind and type and may be used in tactical support or supervisory capacities at an incident or at EOCs.

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

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

**Response:** Activities to address the immediate and short-term effects of an emergency or disaster. Response includes immediate actions to save lives, protect property and meet basic human needs. Based on the requirements of the situation, response assistance will be provided

to an affected State under the National Response Framework using a partial activation of selected ESFs or full activation of all ESFs to meet the needs of the situation.

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

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

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

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

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

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

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

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

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

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

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

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

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

**Staging Area Managers:** Individuals within ICS organizational units that are assigned special

managerial responsibilities at Staging Areas. (Also, Camp Manager.)

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

**Type:** Refers to resource capability. A Type 1 resource provides a greater overall capability due to power, size, capacity, etc., than would be found in a Type 2 resource. Resource typing provides managers with additional information in selecting the best resource for the task.

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

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

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

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