EMERGENCY OPERATIONS PLAN

CITY OF MALIBU
Incorporated March 28, 1991

2018
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ACKNOWLEDGMENTS

This plan was prepared and edited by Wendy Haddock Milligan of Terra Firma Enterprises and Susan Dueñas, Public Safety Manager with the City of Malibu. The following vital documents were used as reference information in compiling this plan:

- OES: “SEMS Guidelines”
- City of Malibu Emergency Operations Plan, 2012
- City of Malibu, Safety and Health Element, 1995

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).
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INTRODUCTION

FOREWORD

This Emergency Operations Plan (EOP) addresses the City of Malibu’s planned response to extraordinary emergency situations associated with natural disasters, technological incidents, and national security emergencies. The plan does not address normal day-to-day emergencies or the well-established and routine procedures used in coping with such emergencies. Instead, the operational concepts reflected in this plan focus on potential large-scale disasters that can generate unique situations requiring unusual emergency responses.

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

Each element of the emergency management organization is responsible for assuring the preparation and maintenance of appropriate and current Standard Operating Procedures (SOPs) resource lists and checklists that detail how assigned responsibilities are performed to support implementation of the EOP and to ensure an effective response during a major disaster. Such SOPs should include the specific emergency authorities that designated officials and their successors can assume during emergency situations.

ASSUMPTIONS:

- 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.
- 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 Director of Emergency Services, City Manager, 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 resources of the City of Malibu will be made available to local agencies and citizens to cope with disasters affecting this area.
- The City 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's ability to meet them.
EMERGENCY OPERATIONS PLAN - 2018

EMERGENCY MANAGEMENT GOALS:

- 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.

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 - Emergency Response Organization Functions.** Description of the emergency response organization and emergency action checklists and reference material.

- **Annexes** – Specific Plans that augment the EOP, i.e. Evacuation Plan, Tsunami Response Plan.

- **Appendix** – A restricted-use document - 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 will be 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 will be submitted to the California Office of Emergency Services (Cal OES) for review and then to the City Council for review and approval. Upon concurrence by the City Council, the plan will be officially adopted and promulgated.
MAINTENANCE OF EOP:

The EOP will be reviewed annually to ensure that plan elements are valid and current. Each responsible organization or agency will review and upgrade its portion of the EOP and/or modify its SOP/EOP as required based on identified deficiencies experienced in drills, exercises or actual occurrences. Changes in government structure and emergency response organizations will also be considered in the EOP revisions. The Public Safety Manager is responsible for making revisions to the EOP that will enhance the conduct of response and recovery operations. The Public Safety Manager 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.

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

_____________________     ____________________
Jefferson Wagner      Reva Feldman
Mayor, City of Malibu      City Manager
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<td>Reva Feldman</td>
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<td>Robert DuBoux</td>
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PART ONE – BASIC PLAN
SECTION ONE - OVERVIEW

PURPOSE
The Plan addresses the City’s planned response to emergencies associated with natural disasters and technological incidents. It provides an overview of operational concepts, identifies components of the City’s emergency management organization within the Standardized Emergency Management System (SEMS), National Incident Management System (NIMS) and describes the overall responsibilities of the federal, state, county and city entities for protecting life and property and assuring the overall well-being of the population.

SCOPE
This Emergency Operations Plan (EOP):

- Defines the scope of preparedness and incident management activities.
- Describes the organizational structures, roles and responsibilities, policies and protocols for providing emergency support.
- Facilitates response and short-term recovery activities.
- Is flexible enough for use in all emergencies/disasters.
- Describes the purpose, situation and assumptions, concept of operations, organization and assignment of responsibilities, administration and logistics, plan development and maintenance and authorities and references.
- Pre-designates City representatives to functional positions within the City’s emergency management organization.
- Includes pre-incident and post-incident public awareness, education and communications plans and protocols.

CONCEPT OF OPERATIONS
Operations during peacetime and national security emergencies involve a full spectrum of activities from a minor incident, to a major earthquake, to a nuclear detonation. There are a number of similarities in operational concepts for peacetime and national security emergencies. Some emergencies will be preceded by a build-up or warning period, providing sufficient time to warn the population and implement mitigation measures designed to reduce loss of life and property damage. Other emergencies occur with little or no warning, thus requiring immediate activation of the emergency operations plan and commitment of resources. All agencies must be prepared to respond promptly and effectively to any foreseeable emergency, including the provision and utilization of mutual aid (see Part One - Section Six- Mutual Aid).

Emergency management activities during peacetime and national security emergencies are often associated with the four emergency management 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, training and exercises and public
education. Those identified in this plan as having either a primary or support mission relative to
response and recovery should prepare Standard Operating Procedures (SOPs)/Emergency
Operating Procedures (EOPs) and checklists detailing personnel assignments, policies,
notification rosters, and resource lists. Personnel should be acquainted with these SOPs/EOPs
and checklists through periodic training in the activation and execution procedures.

Increased Readiness
Increased readiness actions will be initiated by the receipt of a warning or the observation
that an emergency 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

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

- Evacuation of threatened populations to safe areas.
- Advising threatened populations of the emergency and apprising them of safety
  measures to be implemented.
- Advising the Los Angeles County Operational Area of the emergency.
- Identifying the need for mutual aid and requesting such through appropriate
  channels.
- Proclamation of a Local Emergency by local authorities. (See Management Support
  Documentation).

Emergency Response
During this phase, emphasis is placed on saving lives and property, control of the situation
and minimizing effects of the disaster. Immediate response is accomplished within the
affected area by local government agencies and segments of the private sector.
One of the following conditions will apply to the City during this phase:

- The situation can be controlled without mutual aid assistance.
- Evacuation of portions of the City is required due to uncontrollable immediate and
  ensuing threats.
• Mutual aid from outside the City is required.
• The City is either minimally impacted or not impacted at all and is requested to provide mutual aid to other jurisdictions.

The emergency management organization will give priority to the following operations:

• Dissemination of accurate and timely emergency public information and warning 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.

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. Any action which involves financial outlay by the jurisdiction, or a request for military assistance, must be authorized by the appropriate local official.

Depending on the severity of the emergency, a Local Emergency may be proclaimed, the local Emergency Operating Center (EOC) may be activated, and Los Angeles County Operational Area will be advised. The Director of California Office of Emergency Services (Cal OES) 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 Cal OES Director.

Cal OES may also activate the State Operations Center (SOC) in Sacramento to support Cal OES 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.

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. All emergency response efforts and initial recovery support will be coordinated by the REOC.

**Sustained Emergency**
In addition to continuing life, property and environment protection operations, the following activities will be initiated: mass care, relocation, registration of displaced persons, and damage assessment operations will be initiated.
Recovery Phase
As soon as possible, the Director of Cal OES, 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 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:

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

Mitigation Phase\textsuperscript{1}
Mitigation includes activities that provide a critical foundation in the effort to reduce the loss of life and property from natural and/or man-made disasters by avoiding or lessening the impact of a disaster and providing value to the public by creating safer communities.\textsuperscript{2} 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 ordinance, building codes and enforcement, etc.).
- Structural measures.
- Tax levy or abatements.
- Public information and community relations.
- Land use planning.
- Professional training.

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

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

\textsuperscript{1} National Fire Protection Association’s Standard 1600 recommends a fifth “Prevention Phase” to prevent damage and life impacts from disasters. Federal Emergency Management Agency and Cal OES recognizes “prevention” as a component of the Mitigation Phase.

coordinated among local, state and federal officials to ensure their contribution to emergency preparedness and response operations. The City of Malibu has a progressive public awareness and education program that includes public preparedness trainings and presentations to the community and building the capabilities of the City’s Community Emergency Response Team (CERT). Emergency Public Information procedures are addressed in Part Two, Management Section Support Documentation.

ADA CONSIDERATIONS FOR LOCAL GOVERNMENT

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.

Included in the City’s planning efforts for those with disabilities are:

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

The City of Malibu also participates in the County’s Specific Needs Awareness Planning (SNAP) voluntary disaster registry. The SNAP registry is an Internet-based system that allows residents to provide information to public safety officials about their access or functional needs. SNAP does not guarantee priority response to registrants. It assists emergency response officials in planning and responding to the requirements of people with access and functional needs during a disaster by integrating database and mapping technology together.3

DISASTER ANIMAL CARE CONSIDERATIONS

The PETS Act (Pets Evacuation and Transportation Standards Act of 2006) directs that state and local emergency preparedness plans to 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.

TRAINING AND EXERCISES

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 Public Safety Manager is responsible for coordinating, scheduling and documenting the training and exercises.

The objective is to train and educate public officials, emergency/disaster response personnel and

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volunteers. Both training and exercises are important components to prepare personnel for managing disaster operations.

Training includes classroom instruction and drills. All staff who may participate in emergency response in the EOC, in department operating centers (DOCs) or at the field level must receive appropriate SEMS/NIMS/ICS training. Refer to Cal OES’s Training Matrix for specific SEMS/NIMS/ICS classes and target audiences at www.caloes.gov.

Regular exercises are necessary to maintain the readiness of operational procedures. Exercises provide personnel with an opportunity to become thoroughly familiar with the procedures, facilities and systems that will be used in a disaster. Annual exercises are required by both SEMS and NIMS. There are several forms of exercises:

- **Tabletop exercises** designed to evaluate policy, plans and procedures and resolve coordination and responsibilities. Such exercises are a good way to see if policies and procedures exist to handle certain issues.

- **Functional exercises** usually take place in the EOC and simulate an emergency in the most realistic manner possible, without field activities. They are used to test or evaluate the capabilities of one or more functions, such as evacuation, communications, public information or overall city response.

- **Full-scale exercises** simulate an actual emergency, typically involving personnel in both the field and EOC levels and are designed to evaluate operational capabilities.

The City uses the Homeland Security Exercise Evaluation Program (HSEEP) building block concept in the development of its exercise program. Exercises are planned in a cycle that increases in complexity to train and strengthen EOC personnel to specific target capabilities.

**ALERTING AND WARNING**
Success in saving lives and property depends on the timely dissemination of warning and emergency information to persons in threatened areas. Local government is responsible for warning the populace of the jurisdiction. The City will utilize various modes to alert and warn the community. Special attention will be paid to those population groups that may need additional alerting and warning assistance, i.e. hard of hearing, hearing and visually impaired. The various systems are described and the "Emergency Conditions and Warning Actions" through which these systems may be accessed is in Part Two, Management Section Support Documentation.
SECTION TWO - STANDARDIZED EMERGENCY MANAGEMENT SYSTEM (SEMS)

GENERAL
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 (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. Local governments must use SEMS to be eligible for funding of their personnel-related costs under state disaster assistance programs.

The National Incident Management System (NIMS) was adopted by the State of California and is integrated into the existing SEMS. NIMS is further discussed in Part One, Section Three.

SEMS consists of five levels: field response, local government, operational areas (countywide), Cal OES Mutual Aid Regions, and state government.

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

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

Cities are responsible for emergency response within their boundaries, although some cities contract for some municipal services from other agencies. Note: City of Malibu contracts with Los Angeles County for both fire and law enforcement services. The City requests all mutual aid (except fire and law) through the Operational Area. Fire and law mutual aid is coordinated through the designated Regional Fire and Law Coordinators.

Special districts are primarily responsible in emergencies for restoration of services that they normally provide. They may also be responsible for safety of people at their facilities or on their property and for warning of hazards from their facilities or operations. Some special districts
may assist other local governments in the emergency response.

All local governments are responsible for coordinating with other local governments, the field response level and the operational area. Local governments are also responsible for providing mutual aid within their capabilities.

**Operational Area**

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

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

In compliance with SEMS regulations, on July 5, 1995, the Los Angeles County Board of Supervisors adopted a formal resolution establishing the Los Angeles County Operational Area, which includes the City. An Operational Area Advisory Board was formed which meets quarterly. The cities within Los Angeles County are represented on this Board by the Disaster Management Area Coordinators (DMACs). Malibu is within Area B of the Los Angeles County Operational Area. Los Angeles County Office of Emergency Management (OEM) is the coordinating agency for the Operational Area.

When the Los Angeles County Operational Area EOC is activated, the Sheriff of Los Angeles County, designated by County Ordinance, is the Operational Area Coordinator and has the overall responsibility for coordinating and supporting emergency/disaster operations within the County. The Operational Area is the focal point for information sharing and support requests by cities within the County. The Operational Area staff submits all requests for support that cannot be obtained within the County, and other relevant information, to Cal OES Southern Region, Mutual Aid Region I.

The Los Angeles County Sheriff’s EOC will fulfill the role of the Operational Area EOC. Activation of the Operational Area EOC during a State of Emergency or a Local Emergency is required by SEMS regulations under the following conditions:

1. A local government within the operational area has activated its EOC and requested activation of the operational area EOC to support their emergency operations.
2. Two or more cities within the operational area have proclaimed a local emergency.
3. The county and one or more cities have proclaimed a local emergency.
4. A city, city and county, or county has requested a governor's proclamation of a state of
5. A state of emergency is proclaimed by the governor for the county or two or more cities within the operational area.

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

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

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

Cal OES has also established three Administrative Regions (Coastal, Inland and Southern). These Administrative Regions are how Cal OES maintains day-to-day contact with emergency services organizations at local, county and private sector organizations.

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

The City of Malibu is within Cal OES’s Southern Administrative Region and Region 1 mutual aid region.

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

Federal
Department of Homeland Security (DHS), Federal Emergency Management Agency (FEMA)
DHS/FEMA serves as the main federal government contact during disasters and national security emergencies. In a disaster, different federal agencies may be involved in the response and recovery operations. Federal disaster assistance is organized under the concept of the Emergency Support Functions (ESFs) as defined in the National Response Framework. All contact with DHS/FEMA and other federal agencies must be made through the Operational Area during the response phase. During the recovery phase, there may be direct city contact with DHS/FEMA and other federal agencies.

SEMS REQUIREMENTS FOR LOCAL GOVERNMENTS
The City of Malibu will comply with SEMS regulations in order to be eligible for state funding of response-related personnel costs 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 departmental 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 Manager 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 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.

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

**MAJOR SEMS COMPONENTS**

**Organization Flexibility - Modular Organization**
The SEMS organization is modular and can be expanded or contracted as the situation develops. The types of activated functions and their relationship to one another will depend upon the size and nature of the incident. Only those functional elements that are required to meet current objectives will be activated. Those functions that are needed but not staffed will be the responsibility of the next higher element in the organization.

**Management of Personnel - Hierarchy of Command and Span-of-Control**
Each activated function will have a person in charge of it, but a supervisor may be in charge of more than one functional element. Every individual will have a supervisor and each supervisor will generally be responsible for no more than seven employees, with the ideal span-of-control being one supervisor to ever five persons or units.

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

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

The action planning process should include all EOC functions and other agency representatives, as needed. The Planning/Intelligence Section is responsible for coordinating the development of the action plan and for facilitation of action planning meetings.

Action plans are developed for a specified operational period which may range from a few hours
to 24 hours. The operational period is determined by first establishing a set of priority actions that need to be performed. A reasonable 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. Guidelines for developing action plans and example action plan formats are contained in Part Two - Planning/Intelligence Support Documentation --Action Planning.

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 clearly 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 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. During disasters, some types of special districts will be more extensively involved in the emergency response by assisting other local governments.
The City of Malibu has various special districts but only a few that 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 22,300 people through 7,500 connections\(^4\)
- West Basin Municipal Water District – a wholesale water agency that provides imported drinking water to Los Angeles County Waterworks District 29
- Santa Monica – Malibu Unified School District – oversees the 5 public schools in the city
- Point Dume Community Services District – oversees the use of the City of Malibu Community Center.

**Coordination with Volunteer and Private Agencies**

In emergency preparedness, response and recovery, the City partners with nongovernmental 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.

- Nongovernmental Organizations (NGOs) provide vital support services to promote the disaster recovery process for disaster victims and some may provide specialized services that help individuals with access and functional needs. These groups collaborate with first responders, governments at all levels and other agencies and organizations. The City coordinates regularly with the American Red Cross (ARC), Disaster Communication Services (amateur radio operators) and Community Emergency Response Teams (CERT).
- Key business partners should 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 that have 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, liaison with community councils that represent several agencies or involvement of agencies in special multi-agency groups on specific issues.

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\(^4\) [https://dpw.lacounty.gov/wwd/web/About/Overview.aspx](https://dpw.lacounty.gov/wwd/web/About/Overview.aspx), August 14, 2017
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SECTION THREE - NATIONAL INCIDENT MANAGEMENT SYSTEM

GENERAL
Homeland Security Presidential Directive-5 (HSPD-5) established the National Incident Management System (NIMS) as the required emergency response system. NIMS integrates existing best practices into a consistent, flexible and adjustable nationwide approach for emergency management. Using NIMS, Federal, State, local, tribal governments and the private sector and non-governmental organizations work together to prepare for, respond to and recover from domestic incidents, regardless of cause, size or complexity.

NIMS COMPONENTS
Six major components make up NIMS.

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

- **The Incident Command System (ICS)** - ICS is a standardized, on-scene, all-hazard incident management concept. Its organizational structure allows its users to match the complexities and demands of single or multiple incidents without being hindered by jurisdictional boundaries.

- **Multi Agency Coordination Systems** - Provides coordination for incident prioritization, critical resource allocation, communication systems integration and information coordination. These systems include facilities, equipment, emergency operation centers (EOCs), personnel, procedures and communications.

- **Public Information Systems** - Includes processes, procedures and systems for communicating timely and accurate information to the public during an emergency.

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

- **Planning** - Plans describe how personnel, equipment, and other resources are used to support incident management and emergency response activities. Plans provide mechanisms and systems for setting priorities, integrating multiple entities and functions, and ensuring that communications and other systems are available and integrated in support of a full spectrum of incident management requirements.

- **Training** - Training includes standard courses on multi agency incident command and management, organizational structure, and operational procedures; discipline-specific and agency-specific incident management courses; and courses on the integration and use of supporting technologies.
• **Exercises** - Incident management organizations and personnel must participate in realistic exercises—including multi-disciplinary, multi-jurisdictional, and multi-sector interaction—to improve integration and interoperability and optimize resource utilization during incident operations.

• **Personnel Qualification and Certification** - Qualification and certification activities are undertaken to identify and publish national-level standards and measure performance against these standards to ensure that incident management and emergency responder personnel are appropriately qualified and officially certified to perform NIMS-related functions.

• **Equipment Acquisition and Certification** - Incident management organizations and emergency responders at all levels rely on various types of equipment to perform mission essential tasks. A critical component of operational preparedness is the acquisition of equipment that will perform to certain standards, including the capability to be interoperable with similar equipment used by other jurisdictions.

• **Mutual Aid** - Mutual-aid agreements are the means for one jurisdiction to provide resources, facilities, services, and other required support to another jurisdiction during an incident. Each jurisdiction should be party to a mutual-aid agreement with appropriate jurisdictions from which they expect to receive or to which they expect to assist during an incident.

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

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

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

• **Incident Management Communications** - Incident management organizations must ensure that effective, interoperable communications processes, procedures, and systems exist to support a wide variety of incident management activities across agencies and jurisdictions.

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

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

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

NIMS COMPLIANCE
The State of California’s NIMS Advisory Committee issued “California Implementation Guidelines for the National Incident Management System, 2006” to assist state agencies, local governments, tribes and special districts to incorporate NIMS into already existing programs, plans, training and exercises. The City of Malibu is following this document to ensure NIMS compliance.
SECTION FOUR - CITY OF MALIBU EMERGENCY MANAGEMENT ORGANIZATION

GENERAL
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.

CONCEPT OF OPERATIONS
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. 

**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 on a regional or even statewide basis. Key management-level personnel will co-locate in an EOC to provide jurisdictional or multi-jurisdictional coordination. Off-duty personnel may be recalled. A Local and or State Emergency may be proclaimed. The Operational Area will be notified, and a request will be made to activate the Operational Area Response and Recovery System (OARRS). 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 Charts 4 and 5 – Information Reporting Process).

**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.

EMERGENCY MANAGEMENT ORGANIZATION AND RESPONSIBILITIES
The City of Malibu operates under the Standardized Emergency Management System (SEMS) and the National Incident Management System (NIMS), which are discussed in detail under SEMS and NIMS in this Section. The City of Malibu's emergency management organization (including emergency response and recovery) will be directed by the City Manager who serves as the Director of Emergency Services. 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

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5 State of California, Emergency Response Plan, June 1, 2016 (Draft), page 25.
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.

**Los Angeles County Operational Area (See Chart 2)**

If the Los Angeles County Operational Area is activated, the Sheriff of Los Angeles County, designated by County Ordinance, will function as the Operational Area Coordinator and will have the overall responsibility for coordinating and supporting emergency operations within the County. The Operational Area will also be the focal point for information transfer and support requests by cities within the County. The Operational Area Coordinator and supporting staff will constitute the Operational Area Emergency Management Staff. The Operational Area staff will submit all requests for support that cannot be obtained within the county, and other relevant information, to Cal OES Mutual Aid Southern Region EOC (REOC).

The City requests all mutual aid (except fire and law) through the Los Angeles County Operational Area via 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.
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 Cal OES Mutual Aid Region I and the CAL OES 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 Cal OES 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 Cal OES Director or, assisted by State agency directors and their staffs and identified volunteer agency staff, will constitute the State emergency management staff.
## CHART 1
### MALIBU EOC ORGANIZATIONAL MATRIX

<table>
<thead>
<tr>
<th>EOC Organization Matrix</th>
<th>City of Malibu</th>
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<th>Others</th>
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</table>

**P** = Primary  \  **S** = Support
### CHART 2

**LOS ANGELES COUNTY OPERATIONAL AREA ORGANIZATION MATRIX**

| County Departments/ Special Districts/ Local Agencies | Alerting & Warning | Information Technology | Damage Assessment | Management Analysis | Emergency Public Information | Radiological Protection | Fire and Rescue | Law Enforcement | Law Enforcement & Emergency Services | Public Health | Public Health | Public Safety | Personal Protection | Urban Search & Rescue | Emergency Medical Services | Care & Shelter/Human Services | Evacuation (Movement) | Const. Eng. & Recovery | Supply Procurement | Personnel | Transportation Resources | Utilities | Finance/Administration | Hazardous Materials | Status of County Government | Initial Recovery |
|--------------------------------------------------------|--------------------|-------------------------|------------------|---------------------|----------------------------|------------------------|-----------------|---------------|-----------------|----------------|---------------|----------------|------------------------|------------------------|--------------------------|------------------------|------------------------|------------------------|----------------|----------------------|----------------|------------------------|------------------------|
| Chief Exec. Officer                                   | R                  | R                       | R                | S                   | R                          | R                      | R               | R             | R               | S              | S             | S              | R                      | R                      | R                       | S                      | R                      | R                      | R                      | R                      | R                      | R                      | R                      | R                      | R                      | R                      | R                      | R                      |
| Agriculture/Weights & Measures                       | R                  | R                       | S                | S                   | S                          | S                      | S               | R             | S               | S              | S             | S              | S                      | R                      | R                       | S                      | R                      | R                      | R                      | R                      | R                      | R                      | R                      | R                      | R                      | R                      | R                      | R                      |
| Alternate Public Defender                             | R                  | R                       | S                | S                   | S                          | S                      | S               | S             | S               | S              | S             | S              | S                      | R                      | R                       | S                      | R                      | R                      | R                      | R                      | R                      | R                      | R                      | R                      | R                      | R                      | R                      | R                      |
| Animal Care & Control                                 | R                  | R                       | R                | R                   | R                          | R                      | R               | R             | R               | S              | S             | S              | R                      | R                      | R                       | S                      | R                      | R                      | R                      | R                      | R                      | R                      | R                      | R                      | R                      | R                      | R                      | R                      |
| Assessor                                              | R                  | R                       | S                | S                   | S                          | S                      | S               | R             | R               | S              | S             | S              | S                      | R                      | R                       | S                      | R                      | R                      | R                      | R                      | R                      | R                      | R                      | R                      | R                      | R                      | R                      | R                      |
| Auditor                                               | R                  | R                       | R                | R                   | R                          | R                      | R               | R             | R               | S              | S             | S              | S                      | R                      | R                       | S                      | R                      | R                      | R                      | R                      | R                      | R                      | R                      | R                      | R                      | R                      | R                      | R                      |
| Beaches and Harbors                                  | R                  | R                       | S                | S                   | S                          | S                      | S               | R             | S               | S              | S             | S              | S                      | R                      | R                       | S                      | R                      | R                      | R                      | R                      | R                      | R                      | R                      | R                      | R                      | R                      | R                      | R                      |
| Children & Family Svcs                                | R                  | R                       | S                | S                   | S                          | S                      | S               | R             | R               | S              | S             | S              | S                      | R                      | R                       | S                      | R                      | R                      | R                      | R                      | R                      | R                      | R                      | R                      | R                      | R                      | R                      | R                      |
| Community/Senior Services                            | R                  | R                       | S                | S                   | S                          | S                      | S               | R             | R               | S              | S             | S              | S                      | R                      | R                       | S                      | R                      | R                      | R                      | R                      | R                      | R                      | R                      | R                      | R                      | R                      | R                      | R                      |
| Coroner                                               | R                  | R                       | R                | R                   | P                          | R                      | R               | R             | R               | P              | P             | P              | P                      | R                      | R                       | P                      | R                      | R                      | R                      | R                      | R                      | R                      | R                      | R                      | R                      | R                      | R                      | R                      |
| County Counsel                                       | R                  | R                       | S                | S                   | S                          | S                      | S               | R             | R               | S              | S             | S              | S                      | R                      | R                       | S                      | R                      | R                      | R                      | R                      | R                      | R                      | R                      | R                      | R                      | R                      | R                      | R                      |
| District Attorney                                     | R                  | R                       | S                | S                   | S                          | S                      | S               | R             | R               | S              | S             | S              | S                      | R                      | R                       | S                      | R                      | R                      | R                      | R                      | R                      | R                      | R                      | R                      | R                      | R                      | R                      | R                      |
| Fire                                                  | R                  | R                       | R                | S                   | P                          | R                      | R               | R             | R               | P              | R             | R              | S                      | R                      | R                       | S                      | R                      | R                      | R                      | R                      | R                      | R                      | R                      | R                      | R                      | R                      | R                      | R                      |
| Health Services                                       | R                  | R                       | R                | R                   | S                          | R                      | R               | R             | R               | S              | S             | S              | S                      | R                      | R                       | S                      | R                      | R                      | R                      | R                      | R                      | R                      | R                      | R                      | R                      | R                      | R                      | R                      |
| Human Resources                                       | R                  | R                       | R                | R                   | S                          | R                      | R               | R             | R               | S              | S             | S              | S                      | R                      | R                       | S                      | R                      | R                      | R                      | R                      | R                      | R                      | R                      | R                      | R                      | R                      | R                      | R                      |
| Internal Services                                     | R                  | R                       | R                | R                   | S                          | R                      | R               | R             | R               | S              | S             | S              | S                      | R                      | R                       | S                      | R                      | R                      | R                      | R                      | R                      | R                      | R                      | R                      | R                      | R                      | R                      | R                      |
| Mental Health                                         | R                  | R                       | R                | R                   | R                          | R                      | R               | R             | R               | S              | S             | S              | S                      | R                      | R                       | S                      | R                      | R                      | R                      | R                      | R                      | R                      | R                      | R                      | R                      | R                      | R                      | R                      |
| Military & Veterans                                    | R                  | R                       | S                | S                   | S                          | S                      | S               | R             | S               | S              | S             | S              | S                      | R                      | R                       | S                      | R                      | R                      | R                      | R                      | R                      | R                      | R                      | R                      | R                      | R                      | R                      | R                      |
| Parks & Recreation                                     | R                  | R                       | S                | R                   | R                          | R                      | R               | R             | R               | S              | S             | S              | S                      | R                      | R                       | S                      | R                      | R                      | R                      | R                      | R                      | R                      | R                      | R                      | R                      | R                      | R                      | R                      |
| Probation                                             | S                  | S                       | S                | S                   | S                          | S                      | S               | R             | S               | S              | S             | S              | S                      | R                      | R                       | S                      | R                      | R                      | R                      | R                      | R                      | R                      | R                      | R                      | R                      | R                      | R                      | R                      |
| Public Defender                                       | S                  | S                       | R                | R                   | R                          | R                      | R               | R             | R               | S              | S             | S              | S                      | R                      | R                       | S                      | R                      | R                      | R                      | R                      | R                      | R                      | R                      | R                      | R                      | R                      | R                      | R                      |
| Public Health                                          | S                  | R                       | P                | P                   | P                          | R                      | R               | R             | R               | S              | S             | S              | S                      | R                      | R                       | S                      | R                      | R                      | R                      | R                      | R                      | R                      | R                      | R                      | R                      | R                      | R                      | R                      |
| Public Library                                         | R                  | S                       | S                | S                   | S                          | S                      | S               | R             | S               | S              | S             | S              | S                      | R                      | R                       | S                      | R                      | R                      | R                      | R                      | R                      | R                      | R                      | R                      | R                      | R                      | R                      | R                      |
| Public Social Services                                 | P                  | P                       | P                | S                   | S                          | S                      | S               | R             | S               | S              | S             | S              | S                      | R                      | R                       | S                      | R                      | R                      | R                      | R                      | R                      | R                      | R                      | R                      | R                      | R                      | R                      | R                      |
| Public Works                                           | R                  | P                       | P                | P                   | P                          | R                      | R               | R             | R               | S              | S             | S              | S                      | R                      | R                       | S                      | R                      | R                      | R                      | R                      | R                      | R                      | R                      | R                      | R                      | R                      | R                      | R                      |
| Regional Planning                                      | S                  | S                       | R                | S                   | R                          | R                      | R               | R             | R               | S              | S             | S              | S                      | R                      | R                       | S                      | R                      | R                      | R                      | R                      | R                      | R                      | R                      | R                      | R                      | R                      | R                      | R                      |
| Registrar- Recorder/ CO Clerk                          | P                  | P                       | P                | R                   | P                          | R                      | R               | R             | R               | S              | S             | S              | S                      | R                      | R                       | S                      | R                      | R                      | R                      | R                      | R                      | R                      | R                      | R                      | R                      | R                      | R                      | R                      |
| Sheriff                                               | P                  | P                       | P                | R                   | P                          | R                      | R               | R             | R               | S              | S             | S              | S                      | R                      | R                       | S                      | R                      | R                      | R                      | R                      | R                      | R                      | R                      | R                      | R                      | R                      | R                      | R                      |
| Treasurer/Tax Collector                                | R                  | R                       | R                | R                   | R                          | R                      | R               | R             | R               | S              | S             | S              | S                      | R                      | R                       | S                      | R                      | R                      | R                      | R                      | R                      | R                      | R                      | R                      | R                      | R                      | R                      | R                      |
| All Departments                                        | R                  | R                       | R                | R                   | R                          | R                      | R               | R             | R               | S              | S             | S              | S                      | R                      | R                       | S                      | R                      | R                      | R                      | R                      | R                      | R                      | R                      | R                      | R                      | R                      | R                      | R                      |

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City of Malibu
CHART 3’

LOS ANGELES COUNTY OPERATIONAL AREA COORDINATION

- Federal Emergency Management Agency (FEMA)
- National Operations Center (NOC)
- Other Federal Agencies

- State Operations Center (SOC)

- State Regional Emergency Operations Center (REOC)

- Los Angeles County Operational Area (CEOC/OAEOC)

- County Department Operations Centers (DOC)/ Local Government Emergency Operations Centers (EOC)

- Field Level Incident Command Posts

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CHART 4
CITY TO OPERATIONAL AREA RESPONSE AND RECOVERY SYSTEM –
OARRS IS OPERATIONAL

DISASTER OCCURS
▼

City EOC is activated
▼

Contact your Disaster Management Area Coordinator
▼

IF OARRS IS OPERATIONAL
▼

Enter Initial Event via OARRS if it is not already in the system
▼

City should call OEM (during normal work hours) or Duty Officer (after work hours)
to verify receipt of the report unless OEM has already verified with the City
If County cannot verify receipt of report, see Chart 5
▼

All Cities should enter Recon Report in 30 minutes (even if not impacted)
▼

City should call OEM (during normal work hours) or Duty Officer (after work hours)
to verify receipt of the Recon Report unless OEM has already verified receipt with the City
▼

Reports and Updates:
City Status Report (first report filed within 2 hours; subsequent reports as conditions change)
Initial Damage Report (when possible or when requested)
Resource Requests (ongoing)
Major Incident Reports (ongoing)
Messages (ongoing)
▼

OEM will make notification to Cal OES and Cal OES will notify other levels of government

Note: Telephone numbers for the various agencies are located in confidential/security
documents that can be found in a separate secure binder in the EOC.
CHART 5
CITY TO OPERATIONAL AREA RESPONSE AND RECOVERY SYSTEM – OARRS IS NOT OPERATIONAL

DISASTER OCCURS

City EOC is activated

Contact your Disaster Management Area Coordinator

IF OARRS IS NOT OPERATIONAL

Notify your Contact Sheriff Station of the Initial Event

Contact Sheriff Station notifies the Emergency Operations Bureau (EOB) and then relays all reports from the City (both Initial and follow-up) to the EOB until OARRS is operational

EOB notifies OEM of all reports from the City

City should contact OEM (during normal work hours) or Duty Officer (after work hours) to verify receipt of all reports and updates unless OEM has already verified receipt with the City

Reports and Updates:
Recon Report (all cities should enter in 30 minutes even if not impacted)
City Status Report (first report filed within 2 hours; subsequent reports as conditions change)
Initial Damage Report (when possible or when requested)
Resource Requests (ongoing)
Major Incident Reports (ongoing)
Messages (ongoing)

OEM will make notification to Cal OES and Cal OES will notify other levels of government

Follow these procedures until OARRS is operational

Note: Telephone numbers for the various agencies are located in confidential/security documents that can be found in a separate secure binder in the EOC.
CITY OF MALIBU’S 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, emergency management staff and representatives from organizations who are assigned emergency management responsibilities. The level of EOC staffing will vary with the specific emergency situation.

An EOC provides a central location of authority and information and allows for face-to-face coordination among personnel who must make emergency decisions. The following functions are performed in the City of Malibu’s EOC:

- Managing and coordinating emergency operations.
- Receiving and disseminating warning information.
- Developing emergency policies and procedures.
- Collecting intelligence from, and disseminating information to, the various EOC representatives, and, as appropriate, to County and State agencies, military, and federal agencies.
- Preparing intelligence/information summaries, situation reports, operational reports, and other reports as required.
- Maintaining general and specific maps, information display boards, and other data pertaining to emergency operations.
- Continuing analysis and evaluation of all data pertaining to emergency operations.
- Controlling and coordinating, within established policy, the operational and logistical support of departmental resources committed to the emergency.
- Maintaining contact and coordination with 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.

DESCRIPTION
The EOC space is divided among the Management, Operations, Logistics, Planning and Finance and Administration functions and totals approximately 2,600 square feet. An amateur radio area is in the office next to the Senior Center offices and provides radio, ham radio and packet communications capabilities. The amateur radio area is staffed by Malibu CERT Team members who are also Disaster Communications Services volunteers and registered Disaster Service Worker. Emergency power is provided by a 25-kW diesel fueled generator. The emergency fuel reserve is sufficient for 32-34 hours (308 gallons). On-site services include kitchen, bathrooms, food and water supply and sleeping cots and blankets.

The alternate EOC will be activated only when the primary EOC is damaged, inaccessible, and/or evacuation of EOC staff members becomes necessary. When the use of an alternate EOC becomes necessary, those occupying the primary EOC will be asked to relocate to the alternate
EOC site. If the primary EOC is unusable before its activation, staff members will be asked to report to the alternate EOC site. The Logistics Section will arrange for relocation of EOC staff members to the alternate EOC. Direction and control authority will be transferred from the primary EOC to an alternate EOC when necessary by the EOC Director. All Section Coordinators will advise their 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 Manager will ensure the operational readiness of both the primary and alternate EOC.

For information on the location of the primary and alternate EOCs, refer to the Appendix Section of this Plan, a confidential/security document.

DISPLAYS
Because the EOCs major purpose is accumulating and sharing information to ensure coordinated and timely emergency response, status boards for tracking emergency activities will be made available for use in both the primary and alternate EOCs. 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 display of information. All display charts, boards, and materials are stored in the EOC closet.

At the onset of any disaster, a significant events log should also be compiled for the duration of the emergency situation. Key disaster related information will be recorded in the log; 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 are provided in the EOC and include telephone, satellite phone, fax, computers, amateur radio, and data.

Communication facilities will be continuously staffed during EOC activations, either by volunteers or city staff. The Logistics Section is responsible for communications.

CITY OF MALIBU EOC ACTIVATION POLICY
The City EOC is activated when field response agencies need support, a citywide perspective is needed, or multi-departments need to coordinate. The EOC may be partially or fully staffed to meet the demands of the situation.

The Operational Area must be notified via the designated countywide emergency reporting systems when the EOC is activated. The Disaster Management Area Coordinator must also be notified.

EOC set up procedures are contained in the Appendix – EOC Set-Up Procedures
When to Activate:
- An emergency situation that has occurred or might occur of such a magnitude that it will require a large commitment of resources from two or more City Departments over an extended period of time.
- 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 (See Local and State Proclamations in the Management Support Documentation);
- 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 EOC:
- City Manager
- Assistant City Manager
- Director of any City department
- Public Safety Manager

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.
- 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.

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

EMPLOYEE RESPONSE:
Ultimately, 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 the designated Emergency Alert System (EAS) radio station for Los Angeles County (KFI 640 AM, KNX 1070 AM to broadcast information relative to Malibu City employees.
The City will utilize a telephonic system to quickly recall EOC personnel. The system dials home, work, cell, and other numbers until it reaches the person.

All city personnel need to realize that as disaster service workers they may need to use good judgment and “self-activate” to their job site if the situation warrants and all means of communication is down.
# LOCAL GOVERNMENT EOC STAFFING GUIDE

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<tr>
<th>Event/Situation</th>
<th>Activation Level</th>
<th>Minimum Staffing</th>
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</thead>
<tbody>
<tr>
<td>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.</td>
<td>Alert</td>
<td>Designated staff members. <strong>The EOC will not be activated.</strong></td>
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<td>Unusual occurrences with severe potential impacts on the health and safety of the public and/or environment</td>
<td>Three</td>
<td>EOC Director</td>
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<td>Other Designees</td>
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<td><strong>Severe Weather Issuances (see Operations Support Documentation -NWS)</strong></td>
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<td><strong>Note: May be limited to Department Operations Center activation.</strong></td>
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<td>Significant incidents involving 2 or more departments</td>
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<tr>
<td>Earthquake Advisory/Prediction Level One</td>
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<tr>
<td>Power outages and Stage 1 and 2 power emergencies.</td>
<td>Two</td>
<td>EOC Director</td>
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<td>Earthquake with damage reported</td>
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<td>Section Coordinators, Branches and Units as appropriate to situation</td>
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<tr>
<td>Earthquake Advisory/Prediction Level Two or Three</td>
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<td>Liaison/Agency representatives as appropriate.</td>
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<td>Major wind or rain storm</td>
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<td>Public Information Officer</td>
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<td>Two or more large incidents involving 2 or more departments</td>
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<td>Wildfire affecting developed area</td>
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<td>Major scheduled event</td>
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<tr>
<td>Severe hazardous materials incident involving large-scale or possible large-scale evacuations</td>
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<tr>
<td>Unusual occurrences with severe potential impacts on the health and safety of the public and/or environment</td>
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<tr>
<td>Large scale power outages and Stage 3 power emergencies</td>
<td>One</td>
<td>All EOC positions</td>
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<td>Major city or regional emergency-multiple departments with heavy resource involvement</td>
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<tr>
<td>Earthquake with damage in City or adjacent cities.</td>
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</tr>
<tr>
<td>Unusual occurrences with severe potential impacts on the health and safety of the public and/or environment</td>
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SECTION FIVE - 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. Government at all levels is responsible for providing continuity of effective leadership, authority and adequate direction of emergency and recovery operations. 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 continued functioning of political subdivisions within the State of California. Generally, Article 15 permits the appointment of up to three standby officers for each member of the governing body, and up to three standby officers for the chief executive, if not a member of the governing body. Article 15 provides for the succession of officers who head departments responsible for maintaining law and order, or in furnishing public services relating to health and safety.

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.

The CESA provides for the preservation of city government in the event of a peacetime or national security emergency.

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.

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: Public Safety Manager

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.)

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 the duties of a governing body during emergencies as follows:

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

<table>
<thead>
<tr>
<th>Service/Department</th>
<th>Title/Position</th>
</tr>
</thead>
<tbody>
<tr>
<td>City Manager (Director of Emergency Services)</td>
<td>1. City Manager</td>
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<tr>
<td></td>
<td>2. Assistant City Manager</td>
</tr>
<tr>
<td></td>
<td>3. Department Head (Council discretion)</td>
</tr>
<tr>
<td>Administrative Services/Finance</td>
<td>1. Assistant City Manager</td>
</tr>
<tr>
<td></td>
<td>2. Department Head (Council discretion)</td>
</tr>
<tr>
<td></td>
<td>3. Department Head (Council discretion)</td>
</tr>
<tr>
<td>City Clerk</td>
<td>1. City Clerk</td>
</tr>
<tr>
<td></td>
<td>2. Deputy City Clerk</td>
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<tr>
<td></td>
<td>3.</td>
</tr>
<tr>
<td>Community Services</td>
<td>1. Community Services Director</td>
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<tr>
<td></td>
<td>2. Recreation Manager</td>
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<tr>
<td></td>
<td>3. Recreation Supervisor</td>
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<tr>
<td>Environmental Sustainability</td>
<td>1. Environmental Sustainability Director</td>
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<tr>
<td></td>
<td>2. Environmental Sustainability Dept. Manager</td>
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<tr>
<td></td>
<td>3. Environmental Health Administrator</td>
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<tr>
<td>Planning</td>
<td>1. Planning Director</td>
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<tr>
<td></td>
<td>2. Senior Planner</td>
</tr>
<tr>
<td></td>
<td>3. Senior Planner</td>
</tr>
<tr>
<td>Public Works and Engineering</td>
<td>1. Public Works Director</td>
</tr>
<tr>
<td></td>
<td>2. Assistant Public Works Director</td>
</tr>
<tr>
<td></td>
<td>3. Public Works Superintendent</td>
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</tbody>
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SECTION SIX - 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. Mutual aid agreements exist in law enforcement, fire services, building and safety, medical and public works and emergency managers (EMMA). 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 the diagram in Chart 1.

The statewide mutual aid system includes several discipline-specific mutual aid systems, such as fire and rescue, law, medical 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 Cal OES 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.

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

Federal

State

Region

Operational Area

Affected Local Government

Federal Agencies

State Agencies

State Agencies Within the Region

Other Regions

Operational Areas in Other Region

Unaffected Operational Areas Within the Region

Unaffected Local Governments, State Agencies, Federal Jurisdictions, NGOs, CBOs and Tribal Governments within the OA.

Resource Requests
Resources
Chart 2
DISCIPLINE-SPECIFIC MUTUAL AID SYSTEMS

Sems Level

State
Cal OES Director
Chief, Fire & Rescue Coordinator
Chief, Law Enforcement Coordinator
Functional Coordinator

Regional
Cal OES Regional Administrator
Fire & Rescue Coordinator
Law Enforcement Coordinator
Functional Coordinator

Operational Area
Emergency Management Staff
Fire & Rescue Coordinator
Law Enforcement Coordinator
Functional Coordinator

Local Government
Emergency Management Staff
Fire Chief
Law Enforcement Coordinator
Functional Coordinator

Resource Requests
Information Flow and Coordination

* Includes Disaster Medical/Health System (under development)

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CHART 3
STATE MUTUAL AID REGION MAP

Governor's Office of Emergency Services

Mutual Aid and Administrative Regions

Coastal Region

Inland Region

Southern Region

City of Malibu
SECTION SEVEN - AUTHORITIES AND REFERENCES

GENERAL

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

The Standardized Emergency Management System (SEMS) Regulations (Chapter 1 of Division 2 of Title 19 of the California Code of Regulations), 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, 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)
- 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)
• Federal Civil Defense Act of 1950, Public Law 920, as amended
• Homeland Security Presidential Directive #8, December 17, 2005
• Robert T. Stafford Disaster Relief and Emergency Assistance Act of 1988, Public Law 93-288, as amended
• Emergency Management Assistance Compact (EMAC)

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, CAL OES, 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, Chapter 7.5 of Division 1 of Title 2 of the Government Code
• Executive Order S-2-05, National Incident Management System Integration into the State of California
• “Good Samaritan” Liability
• Orders and Regulations Promulgated by the Governor to Take Effect upon the Existence of a State of War Emergency
• Orders and Regulations which may be 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
• 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, adopted December 17, 1991.
• Resolution No. 91-86 adopting the Master Mutual Aid agreement, adopted December 17, 1961.
• City Resolution No. 91-87 adopting the Multi-County Public Works Mutual Aid Agreement, December 17, 1991.
• 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
• National Fire Protection Association (NFPA) Standard 1600
• NIMS Emergency Operations Plan (EOP) Compliance Checklist
• U.S. Dept. of Homeland Security: Local and Tribal NIMS Integration

State
• Disaster Assistance Procedure Manual (Cal OES).
• California Emergency Plan, 2016 (Draft Updated)
• California (CAL OES) 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 (CAL OES) Implementation Guidelines for the National Incident Management System (NIMS)
• California Law Enforcement Mutual Aid Plan

Local
• City of Malibu Multi-Hazard Mitigation Plan, 2013
• City of Malibu Emergency Response Plan, 2006
• City of Malibu Public Health Emergency Operations Plan, September 2009
• City of Malibu Volunteer Management Plan, date
• City of Malibu Hazardous Material Emergency Response Plan, revised 2006
• Los Angeles County Emergency Operations Plan, 2008 Draft
• Los Angeles County Mass Evacuation Guide, 2009
SECTION EIGHT – CITY OVERVIEW AND THREAT SUMMARY FOR CITY OF MALIBU

CITY OVERVIEW

The City of Malibu is located within Area B of Los Angeles County Disaster Management Areas and is part of State Mutual Aid Region 1 and the State’s Southern Administrative Region.

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 12,645 (2010 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%).

In 2000, the City had approximately 605 people between 16 and 64 years of age, or about 7% of the working age population, who reported a work-related disability. Of those aged 65 and above, 299 (about 17.5%) reported some form of physical disability. Reported disabilities included persons whose disability hinders their ability to go outside the home (1.7% of the working age population and 10.2% of the senior population).

The City of Malibu has three public elementary schools, one public secondary school that incorporates both Malibu High School and Malibu Middle School (grades 6-12), four private schools and one private University (Pepperdine University). In addition, there are numerous pre-schools or childcare centers.

INFRASTRUCTURE AND FACILITIES
The primary transportation route consists of a single four lane State Highway (Hwy 1) traversing Malibu from the Pacific Palisades on the east, to the Ventura County line on the west. This route is named the Pacific Coast Highway, or PCH, and is maintained by Cal Trans. Supplementing PCH are six north-south routes which originate at Highway 1 and connect to the Hwy 101 corridor in the north. Five of these canyon roads are City maintained, and the sixth, State Highway 23 (Decker Road) is maintained by Cal Trans. Numerous lesser roads and drives, some private, make up the balance of the thoroughfares throughout the City. These north-south routes include Las Flores Canyon Road, Malibu Canyon Road, Latigo Canyon Road, Kanan Dume Road, Encinal Canyon Road, and Decker Road.

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10 https://www.privateschoolreview.com/schools-by-location/Malibu%2C%20CA/34.0259216/-118.77975709999998/5/None/0/0/None/None, August 29, 2017.
City traffic is compounded twice daily Monday through Friday by the traffic of over 38,000 commuters, who travel through to areas beyond Malibu’s city limits. During summer months and holidays over 100,000 beach goers use the City’s network of roadways each day. The Metropolitan Transit Authority maintains a single bus route through the City along the Pacific Coast Highway.

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

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

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

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

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

The City of Malibu owns the 500 acre Charmlee Park on Encinal Canyon Road, 4 miles north of PCH. The City also owns Las Flores Park, a small park located on Las Flores Canyon Road ½ mile north of PCH. As well as offering the obvious recreational facilities; Charmlee, Bluffs and Las Flores Parks are all potential evacuation areas in an emergency other than fire.
NOTIFICATION SYSTEMS
The City of Malibu has a disaster notification system, Everbridge, that is used in case of major disasters or evacuations to send urgent, critical information. The system includes landline phone numbers and 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.

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

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.

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

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

THREAT SUMMARIES
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 live downwind from hazardous material releases. Many families would be separated particularly if the earthquake should occur during working hours. Emergency operations could be seriously 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 poor 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 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.

**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.\(^{11}\)

**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.\(^{12}\)

**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”.\(^{13}\)

**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.

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.\(^{14}\)


\(^{12}\) City of Malibu, *General Plan*, November 1995, page 243


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 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 Services.
The Las Virgenes-Malibu Council of Governments *Multi-Jurisdictional Hazard Mitigation Plan* identifies Earthquake, Wildfire and Sever 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.
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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
Cal OES  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
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<tr>
<th>Abbreviation</th>
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<tr>
<td>FCC</td>
<td>Federal Communications Commission</td>
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<td>FCO</td>
<td>Federal Coordinating Officer</td>
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<td>FEMA</td>
<td>Federal Emergency Management Agency</td>
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<td>FHWA</td>
<td>Federal Highway Administration</td>
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<td>FTS</td>
<td>Field Treatment Sites</td>
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<td>GAR</td>
<td>Governor's Authorized Representative</td>
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<td>GIS</td>
<td>Geographic Information System</td>
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<td>HAZMAT</td>
<td>Hazardous Materials</td>
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<td>HSC</td>
<td>Homeland Security Council</td>
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<td>HSOC</td>
<td>Homeland Security Operations Center</td>
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<td>HSPD</td>
<td>Homeland Security Presidential Directive</td>
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<td>IAP</td>
<td>Incident Action Plan</td>
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<td>IC</td>
<td>Incident Commander</td>
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<td>ICP</td>
<td>Incident Command Post</td>
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<td>ICS</td>
<td>Incident Command System</td>
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<td>IDE</td>
<td>Initial Damage Estimate</td>
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<td>IMT</td>
<td>Incident Management Team</td>
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<td>IPAWS</td>
<td>Integrated Public Alert and Warning System</td>
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<td>JFO</td>
<td>Joint Field Office</td>
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<td>JPA</td>
<td>Joint Powers Agreement</td>
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<td>JIC</td>
<td>Joint Information Center</td>
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<td>Joint Information System</td>
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<td>JOC</td>
<td>Joint Operations Center</td>
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<td>Joint Terrorism Task Force</td>
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<td>LAC</td>
<td>Local Assistance Center</td>
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<td>Multi-Agency Coordination System</td>
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<td>Mutual Aid Regional Advisory Committee</td>
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<td>U.S. Army Military Affiliate Radio System</td>
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<td>Metropolitan Medical Response Team</td>
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<td>Memorandum of Agreement</td>
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<td>Memorandum of Understanding</td>
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<td>National Warning System</td>
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<td>National Disaster Medical System</td>
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<td>NIFCC</td>
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<td>National Security Council</td>
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<td>NSSE</td>
<td>National Special Security Event</td>
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<td>National Voluntary Organizations Active in Disaster</td>
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<td>National Weather Service</td>
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<td>OASIS</td>
<td>Operational Area Satellite Information System</td>
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<td>Office of Emergency Management</td>
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<td>OSC</td>
<td>On-Scene Coordinator</td>
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<td>Standardized Emergency Management System</td>
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<td>SITREP</td>
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<td>Terrorism Working Group</td>
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<td>USACE</td>
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<td>United States Fire Administration</td>
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<td>United States Geological Survey</td>
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<td>VOAD</td>
<td>Volunteer Organizations Active in Disaster</td>
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<tr>
<td>WMD</td>
<td>Weapons of Mass Destruction</td>
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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 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 locations at the SEMS Field level include: Incident Command Post (Resources Unit), Incident Base, Camps, Staging Areas, Helibases, Helispots, and Division Supervisors (for direct line assignments).

**Civil Air Patrol:** A civilian auxiliary of the United Stated 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 of 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 permissioned 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 as 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]. 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, that 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, that requires action by emergency response personnel to prevent or minimize loss of life or damage to property and/or natural resources.

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

Incident Base: Location at the incident where the primary logistics functions are coordinated and administered. (Incident name or other designator will be added to the term "Base.") The Incident Command Post may be collocated with the Base. There is only one 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 an 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, CDAA, 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 point 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
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 recovery 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 one and only one designated person.
* If all elements are activated, a deputy may be appointed to provide a manageable span of control. The Incident Command System will be used in the field. Field units will coordinate and communicate with each of the Branches under the Operations Section.
Responsibilities:

**Management (Management Function)**
Responsible for overall emergency management policy and coordination through the joint efforts of governmental agencies, non-governmental organizations and private organizations. Management will either activate appropriate sections or perform their functions as needed.

**Operations Section**
Responsible for coordinating all field operations in support of the disaster response through implementation of the city’s EOC Action Plan.

**Planning/Intelligence Section**
Responsible for collecting, evaluating and disseminating information; coordinating the development of the city’s EOC Action Plan in coordination with other sections; tracking resources assigned to the event, initiating and preparation of the city’s After-Action/Corrective Action Report, Improvement Plan and maintaining documentation.

**Logistics Section**
The Logistics Section is responsible for providing communications, facilities, services, personnel, equipment, supplies, and materials.

**Finance/Administration Section**
Responsible for financial activities and other administrative aspects.
COMMON EOC RESPONSIBILITIES
(The following is a checklist applicable to all EOC positions).

ACTIVATION
- Check-in upon arrival at the EOC. (The Finance Section, Time Unit is responsible for Check-In of personnel resources to the EOC).
- Report to your EOC organizational supervisor.
- Identify yourself by putting your EOC vest on. Print your name on the EOC organization chart next to your assignment.
- Obtain a briefing on the situation.
- Determine your personal operating location and set up as necessary.
- Review your position responsibilities.
- Clarify any issues regarding your authority and assignment and what others in the organization do.
- Ensure all functions within your Section are appropriately staffed. Make required personnel assignments as staff arrives.
- Based on the situation as known or forecast determine likely future Section needs.

GENERAL OPERATIONAL DUTIES
- Establish operating procedure with the Communications Branch of the Logistics Section for use of telephone, radio and data systems. Make any priorities or special requests known.
- Anticipate potential situation changes, such as severe aftershocks, in all planning. Develop a backup plan for all plans and procedures requiring off-site communications.
- Determine and anticipate support requirements and forward to your EOC organizational supervisor.
- Monitor your position activities and adjust staffing and organization to meet current needs.
- Use face-to-face communication in the EOC whenever possible and document decisions and policy.

DOCUMENTATION AND REPORTS
- Open and maintain a position activity log. Make sure you note your check-in time on the Activity Log. (Activity Log can be found in the Support Documentation.) Maintain all required records and documentation to support the After-Action/Corrective Action Report and the history of the emergency/disaster. Document:
  - Messages received
  - Action taken
  - Decision justification and documentation
  - Requests filled
  - EOC personnel, time on duty and assignments

Precise information is essential to meet requirements for possible reimbursement by Cal OES and FEMA.
- Review situation reports as they are received. Verify information where questions exist.
Ensure that your personnel and equipment time records and a record of expendable materials used are provided to your EOC organizational supervisor at the end of each operational period.

Do NOT throw any paperwork (notes, memos, messages, etc.) away. This documentation can be used for FEMA reimbursement.

Keep your EOC organizational supervisor advised of your status and activity and on any problem areas that now need or will require solutions.

Brief your relief at shift-change time. Ensure that in-progress activities are identified and follow-up requirements are known. Use the EOC Change of Shift Briefing Worksheet. (See Management Support Documentation for the EOC Change of Shift Briefing Worksheet).

RESOURCES

- Determine 24-hour staffing requirements and request additional support as required.
- Keep up to date on the situation and resources associated with your position.
- Request additional resources through the appropriate Logistics Section Unit.

SHIFT CHANGE

- Brief incoming personnel and identify in-progress activities that need follow-up. Use the EOC Change of Shift Briefing Worksheet. (See Management Support Documentation for the EOC Change of Shift Briefing Worksheet.)
- Provide incoming personnel the next EOC Action Plan.
- Submit completed logs, time cards, etc. to your EOC Organizational supervisor before you leave.
- Determine when you should return for your next work shift.
- Leave contact information where you can be reached.

DEACTIVATION

- Ensure that all required forms or reports are completed and submitted to your EOC Organizational supervisor prior to your release and departure.
- Be prepared to provide input to the EOC After-Action/Corrective Action Report.
- Determine what follow-up to your assignment might be required before you leave.
- Deactivate your position and close out logs when authorized by your EOC organizational supervisor.
- Leave contact information where you can be reached.
- Maintain current status reports and displays.
- Sign out with your supervisor and on large EOC organization/sign-in sheet.
MANAGEMENT SECTION – GENERAL INFORMATION

PURPOSE
To direct and manage the City of Malibu’s response and recovery from an emergency in a uniformed, collective, collaborative and coordinated effort.

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

Functions in the Management Section include:
- EOC Director
- Public Information Officer
- Liaison Officer
  - Sheriff Agency Representative
  - Fire Agency Representative
- Legal Officer
- Safety Officer
- Policy Group

OBJECTIVES
The overall objective of emergency management is to ensure the effective management of response and recovery activities and resource allocation associated with all hazards. To carry out its responsibilities, Management Section will accomplish the following objectives during a disaster:

- Overall management and coordination of emergency response and recovery operations, including prioritization of critical resources.
- Coordinate and liaison with appropriate federal, state and other local government agencies, as well as applicable segments of private sector entities and volunteer agencies.
- Establish priorities and resolve any conflicting demands for support.
- Prepare and disseminate emergency public information to inform, alert and warn the public.
- Disseminate damage information and other essential data.

CONCEPT OF OPERATIONS
The Management Section will operate under the following policies during a disaster as the situation dictates:

- The Standardized Emergency Management System (SEMS) and the National Incident Management System (NIMS) will be followed.
- All existing city and departmental operating procedures will be adhered to unless modified by the Policy Group or EOC Director.
• All on-duty personnel are expected to remain on duty until properly relieved of duty. Off-duty personnel will be expected to make contact with City of Malibu EOC in order to arrange working hours in accordance with existing agreements.
• While in a disaster mode operational periods will be 12 hours for the duration of the event, unless changed by the EOC Director. Operational periods should be event driven.
• City emergency response and recovery operations will be managed in one of three modes, depending on the magnitude of the emergency: Level 1, Level 2, or Level 3. (See Part One, Section Four for a description of the emergency management levels).

SECTION ACTIVATION PROCEDURES
The EOC Director is authorized to activate the Management Section.

When to Activate
The Management Section may be activated when the City’s EOC is activated or upon the order of the EOC Director or designee. The Director of Emergency Services (EOC Director) will determine call-back instructions for staff to report to work. If communication systems are damaged due to a disaster, personnel shall assume they are needed and report to work immediately.

Where to Report
Due to the sensitive nature of the location of the EOC, this information regarding the primary and the alternate EOC is found in the restricted use section of this plan, the Appendix (a confidential/security document).

Reporting Procedures
The following Procedures are set forth to ensure a rapid, effective response by the City of Malibu following an earthquake or other major disaster or emergency.

All full and part time City staff are considered essential emergency personnel and under Chapter 1 (section 3211.92) of Part I of Division 4 of the State of California Labor Code are defined as “Disaster Services Workers.” As such all staff members are expected to make every reasonable effort to return to work following any disaster situation that may require the activation of the EOC or their individual department or unit. If at work, staff members are expected to stay at their workstations or emergency locations unless they are injured, relieved or dismissed by the Director of Emergency Services or their designee, the EOC Manager or their immediate supervisor.
The Management Section is led by the EOC Director and is established for every EOC activation to coordinate EOC operations. The City Manager by city ordinance will fill this position while serving as the Director of Emergency Services during a disaster/emergency. The EOC Director, the Management Staff, the General Staff (Section Coordinators), and others as designated make up the EOC Management Team. The Management team is responsible for advising the EOC Director on policy matters. They also assist the EOC Director in the development of overall strategy to mitigate the incident and rules, regulations, proclamations and orders. Management Section also includes certain staff functions required to support Management function.

**EOC Director**
The EOC Director directs the overall emergency response and recovery effort.

**Public Information Officer**
The Public Information Officer (PIO) ensures that information support is provided on request; that information released is consistent, accurate and timely and appropriate information is provided to all required agencies and the media. The PIO will oversee media staff that ensures the video recording of public announcements, important meetings and special interviews within the Emergency Operations Center, and the subsequent broadcast of these when instructed by the EOC Director, and when the TV Channel is not being used as part of the Emergency Alert System (EAS) run by Los Angeles County. PIO staff will also maintain and manage the announcements that are broadcast on the Malibu AM Radio station and telephone Hotline to
ensure message continuity.

**Liaison Officer**
The Liaison Officer serves as the point of contact for Agency Representatives from assisting organizations and agencies outside our city government structure. The Liaison Officer aids in coordinating the efforts of these outside agencies to reduce the risk of their operating independently. This ensures each agency is doing what it does best and maximizes the effectiveness of available resources. Any state and/or federal emergency official should make contact with the Liaison Officer to ensure continuity of operations.

The Liaison Officer may also serve as the multi-agency or inter-agency representative for the City to coordinate the response efforts. Multi-agency or inter-agency coordination is defined as the participation of agencies and disciplines involved at any level of the emergency response 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.

**Safety Officer**
The Safety Officer is responsible for identifying and mitigating safety hazards and situations of potential city liability during EOC operations and ensuring a safe working environment in the EOC. This position will be needed mostly at the beginning of activating the EOC. Once the safety of the EOC has been assessed, this position may be filled as needed.

**Legal Advisor/Officer**
The Legal Advisor is the City Attorney and provides legal advice to the EOC Director in all legal matters relative to the emergency and assists in the proclamation of an emergency.

**Policy Group**
The Policy Group is made up of key department directors depending on the type and size of the incident, and gives support to the EOC Director. This Policy Group functions as a Multi Agency Coordinating Group according to NIMS terminology and will meet as needed.

**City Council**
Proclaim and/or ratify a local emergency, approve emergency orders and serve as City Officials.
SUPervisor: Electorate

Primary Responsibilities:

- *Proclaim and/or **ratify a local emergency.
- Approve policies, recommendations, and emergency proclamations as submitted by the City Manager.
- Communicate with other elected officials.
- Disseminate disaster related information provided by the EOC to their constituents.
- Support the EOC Director and provide policy guidance when needed.
- Obtain briefings from EOC Director and provide information to the public and media in coordination with the Public Information Officer.
- Host and accompany VIP’s and government officials on tours of the emergency.

READ ENTIRE CHECKLIST AT START-UP AND AT BEGINNING OF EACH SHIFT

☐ See Common EOC responsibilities on page 87.

Assignments/Staffing

☐ Do not respond to the EOC, unless requested to do so by the EOC Director.

Notifications (None applicable to this checklist)

Meetings/Briefings

☐ Receive incident briefing from EOC Director (City Manager) or designee by phone or arranged meeting location.

☐ Call emergency meetings of the City Council to proclaim and/or ratify a local emergency and approve emergency orders as needed.
  - Three members of the City Council are needed for an official quorum.
  - Emergency proclamations must be ratified within seven (7) days.
  - Approve extraordinary expenditure requirements as necessary.

Action Planning (None applicable to this checklist)

Documentation (None applicable to this checklist)

Policies

☐ Review, at least every 30 days, the need for continuing the Local Emergency and proclaim the termination of the Local Emergency as conditions warrant.

☐ In consultation with the EOC Director, Policy Group and General Staff, develop temporary emergency policies for managing the strategic aspects of the emergency.
RESOURCES (None applicable to this checklist)

ONGOING ACTIVITIES

- Upon request of PIO or Liaison Officer, host and accompany VIP’s and governmental officials on tours of the emergency area. Coordinate all tours with PIO.
- Provide interviews to the media as arranged by the PIO.
- Refer all requests for emergency information to the EOC Director or PIO.
- Develop or utilize existing citizen’s advisory group to address concerns, as appropriate.
- Consider developing an emergency planning task force within the local business or trade association to discuss concerns and disseminate pre-event planning information and post-event recovery information.
- Encourage post-event discussions in the community to identify perceived areas of improvements.

*Proclaim a local emergency – The City Council, if in session, and the Director of Emergency Services, when City Council is not in session, can proclaim a local emergency.

**Ratify a local emergency – Whenever a local emergency is proclaimed by the Director of Emergency Services, the City Council shall take action to ratify the proclamation within seven (7) days thereafter or the proclamation shall have no further force or effect. If the City Council does not ratify the local emergency, such inaction shall not affect the validity of the local emergency during the period of time it was in effect.
POLICY GROUP

SUPERVISOR: EOC Director

PRIMARY RESPONSIBILITIES:

- Participate as a member of the Policy Group providing support to the EOC Director.
- Ensure that the EOC Director has clear policy direction.
- Assist in making executive decisions based on policies of the City Council.
- Assist the EOC Director in the development of rules, regulations, proclamations and orders.

READ ENTIRE CHECKLIST AT START-UP AND AT BEGINNING OF EACH SHIFT

☐ See Common EOC responsibilities on page 87.

ASSIGNMENTS/STAFFING

☐ Assign Department staff to the EOC as needed.

NOTIFICATIONS

☐ Determine if all your key Department personnel or alternates have been notified or are en-route to the EOC as necessary.

MEETINGS/BRIEFINGS

☐ Provide the EOC Director with a status report of your Department.
☐ Obtain a briefing or preliminary survey of the emergency/disaster from your staff and impact on your Department’s operational capability.
☐ Receive an incident briefing from the EOC Director.

ACTION PLANNING

☐ Assist the EOC Director in the preparation of the Action Plan.

DOCUMENTATION (None applicable to this checklist)

POLICIES (None applicable to this checklist)

RESOURCES

☐ Request additional personnel to maintain a 24-hour operation as required.

ONGOING ACTIVITIES

☐ Advise department staff to activate your Department emergency voicemail or answering machine with an appropriate message.
☐ Determine information needs and advise the EOC Director of those needs.
Advise and assist the EOC Director in the release of information to the public and the media, requests for additional resources, requests for release of resources and plans for recovery, reconstruction and demobilization.

In consultation with the EOC Director, develop temporary emergency policies for managing the strategic aspects of the emergency.

Ensure Continuity of Government and Continuity of Operations and prepare the EOC for transition to a recovery organization to restore the City to pre-disaster conditions as quickly and effectively as possible.
EMERGENCY OPERATIONS PLAN - 2018

EOC DIRECTOR

SUPERVISOR: City Council

PRIMARY RESPONSIBILITIES:

- Serve as the Director of Emergency Services for the City of Malibu.
- Make executive decisions based on policies of the City Council.
- Develop and issue rules, regulations, proclamations and orders.
- Activate the EOC and establish appropriate staffing level.
- Exercise overall management responsibility for the coordination of the response and recovery efforts within the affected area. In conjunction with the General Staff, set priorities for response efforts, and ensure that all agency actions are accomplished within the priorities established.
- Liaison with legislative representatives as necessary to acquire vital support for your jurisdiction.
- Ensure that multi-agency or inter-agency coordination is accomplished effectively within the EOC.

READ ENTIRE CHECKLIST AT START-UP AND AT BEGINNING OF EACH SHIFT

See Common EOC responsibilities on page 87.

ACTIVATION

- Determine the operational status and appropriate level of activation based on situation as known.
- Confirm level of EOC activation and ensure that EOC positions and ICS field positions are filled as needed.
- As appropriate, respond to the EOC.
- Mobilize appropriate personnel for initial activation of the EOC.
- Activate an alternate EOC as required. When there is damage to the primary EOC sufficient to render it unusable, report to the alternate EOC.
- Ensure the EOC is properly set up and ready for operations.

START-UP

- Direct the implementation of the City’s Emergency Operations Plan.
- Obtain a copy of the current EOC Action Plan (not available at initial EOC activation).

ASSIGNMENTS/STAFFING

- Ensure that the Management Section is staffed as soon as possible at the level needed.
  - Public Information Officer
  - Liaison Officer
  - Safety Officer

City of Malibu 97
Assign Section Coordinators (General Staff) as needed for:
- Operations
- Planning/Intelligence
- Logistics
- Finance/Administration

Assign person to record EOC Director’s actions.
Assign staff to initiate check-in procedures. (See Finance/Administration Support Documentation-Check-In Form.)
Ensure that the EOC Organization and staffing chart is posted and that arriving team members are assigned by name.

NOTIFICATIONS
Ensure the Liaison Officer notifies the Los Angeles County Operational Area that the City EOC is activated.

MEETINGS/BRIEFINGS
Obtain briefing from current Incident Commander, or with persons responsible for public works, fire and police operations to obtain incident status and information or from whatever sources are available.
Brief incoming EOC Section personnel prior to their assuming their duties. Briefings should include:
- Current situation assessment
- Identification of specific job responsibilities
- Identification of co-workers within the job function and/or geographical assignment
- Availability of communications
- Location of work area
- Identification of eating and sleeping arrangements as appropriate
- Procedural instructions for obtaining additional supplies, services and personnel
- Identification of operational period work shifts
- Prepare work objectives for Section staff.
Ensure that all EOC management team meetings, General Staff meetings and policy decisions are documented by a scribe.
Establish the frequency of briefing sessions.
Conduct periodic briefings for your Section. Ensure that all organizational elements are aware of priorities.
Conduct periodic briefing sessions with the City Council to update the overall situation.

ACTION PLANNING
Schedule the first planning meeting.
Establish overall EOC priorities and develop objectives for the Management function.
EMERGENCY OPERATIONS PLAN - 2018

☐ Approve and authorize the implementation of the EOC Action Plan developed and prepared by the Planning/Intelligence Section and EOC management team.

DOCUMENTATION

☐ See Documentation and Reports in Common EOC Responsibilities on page 87.
☐ Ensure that all your Section personnel and equipment time records and a record of expendable materials used are provided to the Time Keeping Unit and Cost Recovery Unit of the Finance/Administration Section at the end of each operational period.

POLICIES

☐ Confirm the delegation of authority. Obtain any guidance or direction as necessary.
☐ Determine appropriate delegation of purchasing authority to the Supplies/Procurement Unit of the Logistics Section.

ONGOING ACTIVITIES

☐ Direct the implementation of the City’s Emergency Operations Plan.
☐ Ensure that telephone, radio and data communications with other facilities are established and tested.
☐ Ensure that all departments account for personnel and work assignments.
☐ Carry out responsibilities of all other EOC Sections not currently staffed.
☐ Develop and issue appropriate rules, regulations, proclamations and orders.
☐ Initiate Emergency Proclamations as needed (See Management Support Documentation – Legal Documents.)
☐ Consider activating the Policy Group to address citywide issues (i.e. reduced hours of operations for regular city business), continuity of government and continuity of operations issues.
☐ Set priorities for restoration of city services.
☐ In conjunction with the PIO, coordinate and conduct news conferences and review media releases as required. Establish procedure for information releases affecting inter-agency coordination.
☐ Authorize PIO to release information to the media and to access the Emergency Alert System (EAS) via the Los Angeles County Operational Area EOC if necessary.
☐ Ensure that the Liaison Officer is providing for and maintaining positive and effective inter-agency coordination.
☐ Establish and maintain contacts with adjacent jurisdictions/agencies and with other organizational levels as appropriate.
☐ Keep the Mayor, City Council and the Operational Area informed of all problems and decisions.
☐ Monitor performance of EOC personnel for signs of stress or under-performance; initiate Critical Incident Stress Debriefing as appropriate in coordination with Personnel Unit of the Logistics Section.
RESOURCES

- Request additional personnel to maintain a 24-hour operation as required.
- Determine if support is required from other jurisdictions; request mutual aid from the Los Angeles County Operational Area. Logistics Section will implement all Mutual Aid requests.

DEACTIVATION

- Authorize deactivation of sections, branches or units when they are no longer required. Approve the Demobilization Plan (drafted by Planning).
- Ensure that the Liaison Officer notifies the Los Angeles County Operational Area, adjacent facilities and other EOCs as necessary of planned time for deactivation.
- Ensure that any open actions not yet completed will be taken care of after deactivation.
- Ensure that all required forms or reports are completed prior to deactivation.
- Ensure that the Planning Section Coordinator schedules a debriefing and critique of the disaster operations to incorporate into the After-Action/Corrective Action Report.
- Deactivate the EOC and close out logs when the emergency no longer requires activation.
- Proclaim termination of the emergency and proceed with recovery operations.
PUBLIC INFORMATION OFFICER

SUPERVISOR: EOC Director

PRIMARY RESPONSIBILITIES:

- Serve as the City’s contact person for all media issues.
- Ensure that the public within the affected area receives complete, accurate, timely, and consistent information about lifesaving procedures, health preservation instructions, emergency status and other information, and relief programs and services. (See Management Support Documentation – PIO Support Information.)
- Review and coordinate all related information releases, including dissemination of emergency information to city departments to keep employees apprised of the situation.
- Maintain a relationship with the media representatives and hold periodic press conferences as required.
- Disseminate information through news releases, media interviews, local websites, social networking tools and arrange for tours or photo opportunities of the incident.
- Establish a media center or Joint Information Center (JIC) for media use and dissemination of information.

READ ENTIRE CHECKLIST AT START-UP AND AT BEGINNING OF EACH SHIFT

☐ See Common EOC responsibilities on page 87.

ASSIGNMENTS/STAFFING

☐ Clarify any issues regarding your authority and assignment.
☐ Determine need for additional PIO personnel and request approval from the EOC Director. Forward the request to Logistics Section. (Note: In a large-scale event, providing public information will exceed the capabilities of a single individual. The public information function may grow to a team effort. (See Management Section Supporting Documents for information on a PIO team organization.)
☐ Provide sufficient staffing and telephones to handle incoming media and public calls and to gather status information.
☐ Consider establishing and staffing a hotline to answer inquiries from the public as needed.
☐ Establish staff to monitor a rumor control function to identify false or erroneous information. Develop procedure to be used to correct such information.

NOTIFICATIONS

☐ Notify EOC sections and PIO’s in the field that the PIO function as been established in the EOC. Distribute PIO phone numbers and contact information.
☐ Notify local media of PIO contact numbers.
☐ Notify the Op Area JIC that the PIO function has been established and provide PIO contact numbers.
MEETINGS/BRIEFINGS
- Attend all Section meetings and briefings.
- Arrange for meetings between media and city officials or incident level PIOs for information on specific incidents.
- Periodically prepare briefings for the elected officials or executives, as needed and directed by the EOC Director.
- Coordinate with the City Council Liaison for media contact with city officials.

ACTION PLANNING
- Assist the Management Section in developing Section objectives for the EOC Action Plan.

DOCUMENTATION
- See Documentation and Reports in Common EOC Responsibilities on page 87.
- Maintain file copies of all information releases.
- Prepare, update and distribute to the public a Disaster Assistance Information Directory containing locations to obtain food, shelter, supplies, health services, etc.
- Prepare a briefing sheet to be distributed to all employees at the beginning of each shift so they can answer questions from the public, such as shelter locations, water distribution sites, etc.
- Prepare materials that describe the health risks associated with each hazard, the appropriate self-help or first aid actions and other appropriate survival measures.
- Prepare instructions for people who must evacuate from a high-risk area, including the following information for each threat: evacuation routes; suggestions on types and quantities of clothing, food, medical items, etc. the evacuees should bring; location of shelters.
- Develop a fact sheet for field personnel to distribute to residences and local businesses, as appropriate (include information about water and electrical outages/shortages, water supply stations, health services, etc.).
- Ensure file copies are maintained of all information released and posted in the EOC.
- Provide copies of all releases to the EOC Director.
- Provide personnel and equipment time records to the EOC Director at the end of each work shift.

POLICIES
- Implement City PIO/media procedures. (Management Section Supporting Documents.)
- Obtain approval from the EOC Director for the release of all information.
- Secure guidance from the EOC Director regarding the release of available information, and authorization to access the Emergency Alert System (EAS) and the cable system, if needed. (See Management Support Documentation, Emergency Alert System Procedures.)
- Be sure that all elected officials, departments, agencies and response organizations in the jurisdiction are aware that they must coordinate release of emergency information through the PIO and that all press releases must be cleared with the EOC Director before releasing information to the media.
- Coordinate PIO activities with County of Los Angeles PIO if an Op Area JIC is established.
ONGOING ACTIVITIES

- Coordinate all media events with the EOC Director.
- Respond to information requests from the EOC Director and EOC management team.
- Keep the EOC Director advised of all unusual requests for information and of all major, critical or unfavorable media comments.
- Coordinate with Incident Commanders and field PIOs to work with the media at incidents.
- Coordinate with an activated Op Area JIC to:
  - Ensure coordination of local, state and federal and the private sector public information activities.
  - Get technical information (health risks, weather, etc.).
  - Consider sending a city PIO representative to the Op Area JIC if established.
- Establish a Media Information Center. Provide necessary work space, materials, telephones and staffing. If there are multiple local, state and federal agencies involved consider establishing a Joint Information Center (JIC) or if a JIC is established, designate staff to participate at the JIC.
- Schedule and post times and locations of news briefings in the EOC, Media Information Center and other appropriate areas.
- Develop an information release program.
- Obtain, process, and summarize information in a form usable in presentations.
- Develop secure maps, fact sheets, pictures, status sheets and related visual aids for media.
- Prepare and provide approved information to the media. Post news releases in the EOC, Media Information Center and other appropriate areas.
- Determine which radio and TV stations are operational. (See Management Support Documentation.)
- Broadcast emergency information/updates on cable television, either through message board or live taping of Mayor or EOC Director.
- Ensure you make a digital recording of all interviews that you give.
- Interact with other branches/groups/units to provide and obtain information relative to public information operations.
- Coordinate with the Situation Status Unit of the Planning/Intelligence Section and define areas of special interest for public information action. Identify means for securing the information as it is developed.
- Maintain an up-to-date picture of the situation for presentation to media.
- Provide escort service to the media and VIPs; arrange for tours and photo opportunities when available staff and time permit. Coordinate VIP tours with Liaison Officer, and EOC Director.
- Monitor broadcast media to:
  - Get general information
  - Identify and correct inaccurate information
  - Identify and address any rumors
- Ensure that announcements, information and materials are translated and prepared for special populations (non-English speaking; non-readers; elderly; the hearing, sight and mobility impaired; etc.).
- Warn all non-English speaking and hearing impaired persons of the emergency situation/hazard by:
  - Using bilingual employees whenever possible.
Translating all warnings, written and spoken, into appropriate languages.
- Contacting media outlets (radio/television) that serve the languages you need.
- Utilizing 9-1-1 translation services and video services to contact the deaf.

Issue timely and consistent advisories and instructions for life safety, health and assistance:
- What to do and why.
- What not to do and why.
- Hazardous areas and structures to stay away from.
- Evacuation routes, instructions and arrangements for persons without transportation or access and functional needs (non-ambulatory, sight-impaired, etc.).
- Location of mass care shelters, first aid stations, food/water distribution points, etc.
- Location where volunteers can register and be given assignments.
- Street, road, bridges and freeway overpass conditions, congested areas to avoid and alternate routes to take.
- Instructions from the coroner and public health officials pertaining to dead bodies, potable water, human waste and spoiled food disposal.
- Curfew information.
- School information (The School District should issue specific information. The City PIO can issue general information authorized by the School District).
- Weather hazards when appropriate.
- Public information hotline numbers.
- Status of Local Proclamation, Governor’s Proclamation or Presidential Declaration.
- Local, state and federal assistance available; locations and times to apply.
- Local Application Center (LAC) locations, opening dates and times.
- How and where people can obtain information about relatives/friends in the emergency/disaster area. (Coordinate with the American Red Cross on the release of this information).

Prepare final news releases and advise media representatives of points-of-contact for follow-up stories.

RESOURCES
- See Resources in Common EOC Responsibilities on page 88.
- Determine requirements for support to the emergency public information function at other EOC levels.

DEACTIVATION
- See Deactivation in Common EOC Responsibilities on page 88.
LIAISON OFFICER

SUPERVISOR: EOC Director

PRIMARY RESPONSIBILITIES:

- Coordinate with Agency Representatives assigned to the EOC and handle requests from other agencies for sending liaison personnel to other EOCs.
- Function as a central location for incoming Agency Representatives, provide workspace, and arrange for support as necessary and provide an orientation briefing, as appropriate.
- Assist the EOC Director in providing orientations for VIPs and other visitors to the EOC.
- Interact with other sections and branches/groups/units within the EOC to obtain information assist in coordination and ensure the proper flow of information.
- Ensure that all developed guidelines, directives, action plans and appropriate situation information is disseminated to Agency Representatives.

ASSIGNMENTS/STAFFING

- Contact all on-site Agency Representatives. Make sure:
  - They have signed into the EOC.
  - They understand their assigned function.
  - They know their work location.
  - They understand EOC organization and floor plan (provide both).
  - They have a copy of the EOC Action Plan once available.
- Determine if outside liaison is required with other agencies such as:
  - Local/county/state/federal agencies
  - Schools
  - Volunteer organizations
  - Private sector organizations
  - Utilities not already represented
  - Special Districts not already represented
- Respond to requests for liaison personnel from other agencies.
- Know the working location for any Agency Representative assigned directly to a branch/group/unit.
- Compile list of Agency Representatives (agency, name, EOC phone) and make available to all Section and Branch/Group/Unit Coordinators.
- Be sure that Agency Representatives are assigned to other facilities as necessary.
## Notifications
- Notify pre-identified outside agency reps that the EOC has been activated. Request an Agency Representative.
- Determine if there are communication problems in contacting outside agencies. Provide information to the Communications Branch of the Logistics Section.

## Meetings/Briefings
- Attend and participate in Management Section meetings and briefings.
- Brief Agency Representatives on current situation, priorities and EOC Action Plan.
- Provide periodic update briefings to Agency Representatives as necessary.

## Action Planning
- Assist the EOC Director in developing Management objectives for the EOC Action Plan.

## Documentation
- See Documentation and Reports in Common EOC Responsibilities on page 87.
- Provide personnel and equipment time records to the EOC Director at the end of each work shift.

## Policies (None applicable to this checklist)

## Resources
- See Resources in Common EOC responsibilities on page 88.
- Determine status and resource needs and availability of other agencies.

## Ongoing Activities
- Provide EOC organization chart, floor plan and contact information to all Agency Representatives.
- Maintain ongoing contact with all agency Liaisons involved with the incident response and provide information to the Planning/Intelligence Section. If agency liaisons are not assigned to be on-site at the EOC, establish plan of communication with each appropriate liaison.
- Request Agency Representatives contact their agency, determine level of activation of agency facilities, and obtain any intelligence or situation information that may be useful to the EOC.
- Arrange and coordinate VIP tours with PIO, EOC Director and City Council members.
- Notify and coordinate with adjacent jurisdictions on facilities and/or dangerous releases that may impose risk across boundaries.
- Act as liaison with county, state or federal emergency response officials and appropriate city personnel.
- Respond to requests from sections and branches/groups/units for Agency information. Direct requesters to appropriate Agency Representatives.
- With the approval of the EOC Director, provide agency representatives from the City of Malibu EOC to other EOCs as requested, if available.
AGENCY REPRESENTATIVE – SHERIFF

PRIMARY RESPONSIBILITIES:

- Coordinate movement and evacuation operations during the disaster.
- Alert and notify the public of the pending or existing emergency.
- Activate any public warning systems.
- Coordinate all law enforcement and traffic control operations during the disaster.
- Ensure the provision of security at incident facilities.
- Coordinate incoming law enforcement mutual aid resources during the emergency.
- Coordinate and communicate with Departmental Operations Center if Activated.

This position will be filled by a representative from the Los Angeles County Sheriff’s Department (LASD). The LASD standard operations procedures for disasters will be followed.

*Note: Coroner activities are the responsibility of the Los Angeles County Coroner, however, in a wide-scale disaster within Los Angeles County, this agency may not be able to respond to the City of Malibu’s EOC. In this situation, the Los Angeles County Sheriff’s Department will support the Coroner with Coroner operations, as needed.*

The checklist below serves as a guideline for the Agency Representative to ensure essential tasks are not overlooked. Department standard operations procedures take precedence over these guidelines.

- See Common EOC responsibilities on page 87.

ASSIGNMENTS/STAFFING:

- Clarify any issues regarding your authority and assignment.
- Determine 24-hour staffing requirement and request additional support as required.

NOTIFICATIONS:

- Notify Watch Commander of status.

ALERTING/WARNING OF PUBLIC (See Operations/Alerting and Warning)

- Coordinate with field units to designate area to be warned and/or evacuated.
- Develop the warning/evacuation message to be delivered. At a minimum the message should include:
  - Nature of the emergency and exact threat to public
  - Threat areas
  - Time available for evacuation
  - Evacuation routes
  - Location of evacuee assistance center
  - Radio stations carrying instructions and details
COORDINATE ALL EMERGENCY WARNING AND MESSAGES WITH THE EOC DIRECTOR AND THE PIO. CONSIDER FOLLOWING DISSEMINATION METHODS:

− Loudspeakers and sirens to announce warning messages.
− Determining if helicopters are available and/or appropriate for announcing warnings.
− Using automated notification systems, cable TV, local radio stations and social media to deliver warning or emergency messages.
− Using the Wire Emergency Alert system (WEA) for cell phone alerts.
− Requesting the County EOC to activate the Emergency Alert System for local radio and television delivery of warnings. (See Management Support Documentation – Alerting and Warning.)
− Using Sheriff and Fire volunteers and other City personnel as necessary to help with warnings. Request through the Logistics Section.

ENSURE THAT DISPATCH NOTIFIES SPECIAL FACILITIES REQUIRING WARNING AND/OR NOTIFICATION (I.E., HOSPITALS, SCHOOLS, GOVERNMENT FACILITIES, SPECIAL INDUSTRIES, ETC.)

WARN ALL NON-ENGLISH SPEAKING; HEARING, VISUALLY OR MOBILITY IMPAIRED PERSONS; AND OTHER SPECIAL NEEDS POPULATIONS OF THE EMERGENCY SITUATION/HAZARD BY:

− Using bilingual employees whenever possible.
− Translating all warnings, written and spoken, into appropriate languages.
− Contacting media outlets (radio/television) that serve the languages you need.
− Utilizing video phones, TDD machines, text messaging, e-mails and 9-1-1 translation services to contact the hearing impaired.
− Using pre-identified lists and non-governmental organizations with outreach to people with access and functional needs.

MEETINGS/BRIEFINGS:

BRIEF NEW OR RELIEF PERSONNEL FOR THE POSITION. BRIEFINGS SHOULD INCLUDE:

− Current situation assessment.
− Identification of specific job responsibilities.
− Identification of co-workers within the job function and/or geographical assignment.
− Availability of communications.
− Location of work area.
− Identification of eating and sleeping arrangements as appropriate.
− Procedural instructions for obtaining additional supplies, services, and personnel.
− Identification of operational period work shifts.

ATTEND PERIODIC BRIEFING SESSIONS CONDUCTED BY EOC DIRECTOR.

OBTAIN REGULAR BRIEFINGS FROM FIELD COMMAND POST(S) OR LOST HILLS SHERIFF’S STATION.

ENSURE LOST HILLS SHERIFF’S STATION ARE AWARE OF CITY PRIORITIES.

ACTION PLANNING:

ASSIST IN THE PREPARATION OF THE EOC ACTION PLAN.

ATTEND PLANNING MEETINGS AT THE REQUEST OF THE OPERATIONS SECTION COORDINATOR.

ENSURE CITY IS AWARE OF LOS ANGELES COUNTY SHERIFF’S DEPARTMENT PRIORITIES.

IMPLEMENT THE EVACUATION PORTION OF THE EOC ACTION PLAN.
DOCUMENTATION:

- See Documentation and Reports in Common EOC Responsibilities on page 87.
- Open and maintain an Activity Log (See Support Documentation - Forms, Activity Log).

ONGOING ACTIVITIES:

- Keep the EOC Director advised of the Los Angeles County Sheriff’s Department status and activity and on any problem areas that now need or will require solutions.
- Ensure that field units begin safety/damage assessment survey of critical facilities and report status information to the Agency Representative – Sheriff position.
- Ensure that all relevant communication systems are operational.
- Review situation reports as they are received. Verify information where questions exist.
- Refer all media contacts to Public Information Officer.
- Provide information to the PIO on matters relative to public safety.
- Maintain contact with the Lost Hills Sheriff’s Station to coordinate resources and response personnel.
- Establish emergency traffic routes in coordination with the Public Works Branch, utilizing the County Operational Area Disaster Route Priority Plan.
- If requested, assist the Los Angeles County Coroner with removal and disposition of the dead. Coordinate and support Coroner operations if the County Coroner’s Office is unable to staff the position.
- Coordinate with Animal Services Unit and the Facilities and Supplies/Procurement Units of the Logistic Section. Take required animal control measures as necessary.

EVACUATION ACTIVITIES

- Coordinate the implementation of the evacuation portion of the EOC Action Plan and/or support field operations.
- Establish emergency traffic routes in coordination with the Public Works Branch, utilizing the County Operational Area Disaster Route Priority Plan.
- Coordinate with the Public Works Branch to determine capacity and safety of evacuation routes and time to complete evacuation.
- Ensure that evacuation routes do not pass through hazard zones.
- Assist Public Works with identifying and clearing debris from critical routes required to support emergency response vehicles.
- Identify alternate evacuation routes where necessary.
- Identify persons/facilities that may have special evacuation requirements; i.e. people with access and functional needs, hospitalized, elderly, institutionalized, incarcerated etc. (The Community Services Department maintains records for dial-a-ride pickups that may assist to identify populations with special needs.)
  - Check status.
  - Evacuate if necessary.
  - Coordinate with the Transportation Unit of the Logistics Section for special transportation needs, i.e. wheelchair lift-equipped buses, transit buses, and paratransit vans.
Make sure the individuals are not separated from their durable medical equipment, i.e. wheelchairs, and walkers or service animals.

- Coordinate use of City vehicles (trucks, vans, etc.) with the Transportation Unit of the Logistics Section. Encourage the use of private vehicles if possible.
- Establish evacuation assembly points.
- Coordinate the evacuation of hazardous areas with neighboring jurisdictions and other affected agencies.
- Coordinate with Care and Shelter Branch to open evacuation centers.
- Establish traffic control points and provide traffic control for evacuation and perimeter control for affected areas.
- Place towing services on stand-by to assist disabled vehicles on evacuation routes.
- Monitor status of warning and evacuation processes.
- Coordinate with the Public Works Branch to obtain necessary barricades and signs.

SECURITY ACTIVITIES

- Coordinate security for critical facilities and resources.
- Enforce curfew and other emergency orders, as identified in the EOC Action Plan.
- Coordinate security in the affected areas to protect public and private property by establishing access controls and screening traffic entering the City, as required.
- Coordinate the assisting fire units/ambulances/medical teams/emergency supply vehicles in entering and leaving incident areas, when needed.
- Coordinate with the Public Works Branch for street closures and boarding up of buildings.
- Coordinate law enforcement and crowd control services at mass care and evacuation centers.
- Ensure that detained inmates are protected from potential hazards. Ensure adequate security, and relocate if necessary.
- Develop procedures for safe re-entry into evacuated areas.

HAZARDOUS MATERIALS INCIDENTS ACTIVITIES

- Ensure that all personnel remain upwind or upstream of the incident site. This may require repositioning of personnel and equipment as conditions change.
- Notify appropriate local, state, and federal hazard response agencies.
- Consider wind direction and other weather conditions. Contact the Situation Status Unit of the Planning/Intelligence Section for updates.
- Assist with the needs from the Incident Command/Unified Command Post as requested.

MAJOR AIR CRASH ACTIVITIES

- Notify the Federal Aviation Agency or appropriate military command for all air crash incidents.
- Request temporary flight restrictions, as necessary

FLOODING/TSUNAMI ACTIVITIES

- Notify all units in and near inundation areas of flood arrival time.
- Direct mobile units to warn public to move to higher ground immediately. Continue warning as long as needed.
Coordinate with PIO to notify radio stations to broadcast warnings.

RESOURCES:
- See Resources in Common EOC Responsibilities on page 88.
- Estimate need for law enforcement mutual aid.
- Request mutual aid assistance through the Lost Hills Sheriff’s Station.
- Coordinate with the appropriate units of the Logistics Section for supplies, equipment, personnel, and transportation for field operations.
- Establish a multi-purpose staging area as required for incoming law enforcement mutual aid resources.
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AGENCY REPRESENTATIVE – FIRE

PRIMARY RESPONSIBILITIES:

- Coordinate fire, search and rescue and hazardous materials operations within the City of Malibu and assist neighboring communities if called upon.
- Maintain communications with Los Angeles County Fire Department.
- Assist and serve as an advisor to the EOC Director as needed.
- Coordinate the provision of emergency medical care.

This position will be filled by a representative from the Los Angeles County Fire Department (LACoFD). The LACoFD standard operations procedures for disasters will be followed.

The checklist below serves as a guideline for the Agency Representative to ensure essential tasks are not overlooked. Department standard operations procedures take precedence over these guidelines.

- See Common EOC responsibilities on page 87.

ASSIGNMENTS/STAFFING

- Clarify any issues regarding your authority and assignment.

NOTIFICATIONS

- Notify appropriate local, state, and federal hazard response agencies.

MEETINGS/BRIEFINGS

- Attend periodic briefing sessions conducted by the EOC Director.

ACTION PLANNING

- Assist in preparation of the EOC Action Plan.
- Attend planning meetings.
- Ensure City is aware of LACoFD priorities.

DOCUMENTATION

- See Documentation and Reports in Common EOC Responsibilities on page 87.

ONGOING ACTIVITIES

- Assess the impact of the disaster on the Fire Department operational capacity.
- Report to the EOC Director when:
  - EOC Action Plan needs modification.
  - Additional resources are needed or surplus resources are available.
  - Significant events occur.
- Assist with the needs of the Incident Command Post(s) as requested.
Advise emergency management staff to the dangers associated with fire/hazardous materials.

Coordinate fire, search and rescue and hazardous materials operations with the City of Malibu.

Request activation of evacuation centers or mass care shelters when need is indicated through Care and Shelter Branch.

Assist law enforcement with the direction and management of population evacuation; assist in evacuating non-ambulatory persons.

Assist in dissemination of warning to the public.

Provide for radiation monitoring and decontamination operations and implement the Radiological Protection Procedures if needed. (See Management Support Documentation - Radiological Protection Procedures.)

Determine if current and forecasted weather conditions will complicate large and intensive fires, hazardous material release, major medical incidents and/or other potential problems. Contact the Situation Status Unit of the Planning/Intelligence Section for updates.

Assist in efforts to identify spilled substances, including locating shipping papers and placards, and contacting as required. County Health, Cal OES, shipper, manufacturer, CHEMTREC, etc.

Ensure that proper clean-up arrangements are made with Los Angeles County Department of Public Health - Environmental Health.

Coordinate emergency medical care and transportation to appropriate facilities.

Provide support for decontamination operations.

Coordinate firefighting water supplies with the Public Works Branch. Obtain status of water system and report to field Incident Commander or Command Post.

RESOURCES

See Resources in Common EOC Responsibilities on page 88.

Request mutual aid assistance through the LACoFD.
LEGAL OFFICER

SUPERVISOR: EOC Director

PRIMARY RESPONSIBILITIES:

- Prepare proclamations, emergency ordinances and other legal documents and provide legal services as required.
- Maintain legal information, records and reports relative to the emergency. (See Management Support Documentation – Legal Documents.)
- Commence legal proceedings as needed.
- Participate as a member of the EOC management team when requested by EOC Director.

ASSIGNMENTS/STAFFING

- Report to the EOC Director.
- Clarify issues regarding your authority and assignment.
- Determine 24-hour staffing requirements and request additional support as required.

NOTIFICATIONS (None applicable to this checklist)

MEETINGS/BRIEFINGS

- Attend Management Section meetings and briefings as requested.

ACTION PLANNING

- Assist the Section in developing Section objectives for the EOC Action Plan.

DOCUMENTATION

- See Documentation and Reports in Common EOC Responsibilities on page 87.
- Prepare proclamations, emergency ordinances and other legal documents required by the City Council and the EOC Director.
- Prepare documents relative to the demolition of hazardous structures or conditions.
- Develop rules, regulations and laws required for the acquisition and/or control of critical resources.
- Provide personnel and equipment time records to the EOC Director at the end of each work shift.

POLICIES (None applicable to this checklist)

READ ENTIRE CHECKLIST AT START-UP AND AT BEGINNING OF EACH SHIFT

- See Common EOC responsibilities on page 87.
RESOURCES
- See Resources in Common EOC Responsibilities on page 88.

ONGOING ACTIVITIES
- Develop rules, regulations and laws required for the acquisition and/or control of critical resources.
- Develop emergency ordinances and regulations to provide a legal basis for evacuation and/or population control.
- Commence civil and criminal proceedings as necessary and appropriate to implement and enforce emergency actions.
- Advise the EOC Director on areas of legal responsibility and identify potential liabilities.
- Advise the City Council, EOC Director and management personnel of the legality and/or legal implications of contemplated emergency actions and/or policies.
- Keep the EOC Director advised of your status and activity.
SAFETY OFFICER

SUPERVISOR: EOC Director

PRIMARY RESPONSIBILITIES:

- Ensure that all facilities used in support of EOC operations have safe operating conditions.
- Monitor all EOC and related facility activities to ensure that they are being conducted in as safe a manner as possible under the circumstances that exist.
- Stop or modify all unsafe operations.

READ ENTIRE CHECKLIST AT START-UP AND AT BEGINNING OF EACH SHIFT

☐ See Common EOC responsibilities on page 87.

ASSIGNMENTS/STAFFING

☐ Report to the EOC Director.
☐ Clarify issues regarding your authority and assignment.

NOTIFICATIONS (None applicable to this checklist)

MEETINGS/BRIEFINGS

☐ Attend all Management Section meetings and briefings.

ACTION PLANNING

☐ Assist the Section in developing Section objectives for the EOC Action Plan.

DOCUMENTATION

☐ See Documentation and Reports in Common EOC Responsibilities on page 87.
☐ Provide personnel and equipment time records to the EOC Director at the end of each work shift.

POLICIES (None applicable to this checklist)

RESOURCES

☐ See Resources in Common EOC Responsibilities on page 88.

ONGOING ACTIVITIES:

☐ Secure information regarding emergency conditions.
☐ Support Safety Officers in the field to ensure safety of field operations for employees and volunteers.
☐ Tour the entire facility area and determine the scope of on-going operations.
- Evaluate conditions and advise the EOC Director of any conditions and actions which might result in liability—e.g. oversights, improper response actions, etc.
- Coordinate with the Personnel Unit of the Logistics Section to ensure that training for personnel includes safety and hazard awareness and is compliant with OSHA requirements.
- Study the facility to learn the location of all fire extinguishers, fire hoses and emergency pull stations.
- Be familiar with particularly hazardous conditions in the facility.
- Ensure that the EOC location is free from environmental threats (i.e., radiation exposure, air purity, water quality, etc.)
- If the event that caused activation is an earthquake, provide guidance regarding actions to be taken in preparation for aftershocks.
- Coordinate assistance for any special safety requirements.
- Keep the EOC Director advised of safety conditions.
- Coordinate with Compensation/Claim Unit of the Finance Administration Section on any personnel injury claims or records preparation as necessary for proper case evaluation and closure.
OPERATIONS SECTION - GENERAL INFORMATION

PURPOSE
To enhance the capability of the City to respond to emergencies by coordinating and supporting tactical operations in the field based upon the EOC Action Plan. It is the policy of this Section that the priorities of responses are to:

- Protect life, property and environment.
- Carry out objectives of the EOC Action Plan.
- Ensure coordinated incident response.
- Cooperate with other sections of the City’s emergency response team.

OVERVIEW
The Operations Section’s primary responsibility is to coordinate the response operations of various elements involved in the disaster. These elements may include:

- Care and Shelter Branch
  - Animal Services Unit
- Public Works Branch
- Building and Safety Branch

OBJECTIVES
The Operations Section is responsible for coordination of all response elements applied to the disaster. The Operations Section carries out the objectives of the EOC Action Plan and requests additional resources as needed.

CONCEPT OF OPERATIONS
The Operations Section will operate under the following policies during a disaster/emergency as the situation dictates:

- The Standardized Emergency Management System (SEMS) and the National Incident Management System (NIMS) will be followed.
- All existing City and departmental operating procedures will be adhered to unless modified by the City Council or City Manager.
- All on-duty personnel are expected to remain on duty until properly relieved of duty. Off-duty personnel may be expected to return to work according to City policies.
- While in a disaster mode, operational periods will be 12 hours for the duration of the event. Operational periods should be event driven.
OPERATIONS SECTION STAFF

The Operations Section Coordinator will determine, based on present and projected requirements, the need for establishing specific and/or specialized branches. The following branches may be established as the need arises:

- Public Works Branch
- Care and Shelter Branch
  - Animal Services Unit
- Building and Safety Branch

The Operations Section Coordinator may activate additional units as necessary to fulfill an expanded role.

Operations Section Coordinator
The Operations Section Coordinator, a member of the EOC Director’s General Staff, is responsible for coordinating the City’s operations in support of the disaster/emergency response through implementation of the City’s EOC Action Plan and for coordinating all requests for mutual aid and other operational resources. The Coordinator is responsible for:

- Understanding the current situation.
- Predicting probable resource needs.
- Preparing alternative strategies for procurement and resources management.
Public Works Branch
The Public Works Branch is responsible for coordinating all Public Works operations; debris removal, maintaining public facilities, surviving utilities and services, as well as restoring those that are damaged or destroyed; assisting other functions with traffic issues, search and rescue, transportation, inspections, etc. as needed.

Care & Shelter Branch
The Care and Shelter Branch is responsible for providing care and shelter for disaster victims and will coordinate efforts with the American Red Cross and other volunteer agencies. The Animal Services Unit, under the Care and Shelter Branch, will coordinate care and evacuation of animals impacted from a natural or man-made disaster.

Building and Safety Branch
The Building and Safety Branch is responsible for the evaluation and inspection of all City-owned and private structures damaged in an incident.
OPERATIONS SECTION COORDINATOR

SUPERVISOR: EOC Director

PRIMARY RESPONSIBILITIES:

- Ensure that the Operations Section function is carried out, including the coordination of response for Public Works, Care and Shelter, and Building and Safety.
- Establish and maintain mobilization areas for incoming mutual aid resources.
- Develop and ensure that the EOC Action Plan’s operational objectives are carried out.
- Exercise overall responsibility for the coordination of activities within the Section.
- Report to the EOC Director on all matters pertaining to Section activities.

READ ENTIRE CHECKLIST AT START-UP AND AT BEGINNING OF EACH SHIFT

☐ See Common EOC responsibilities on page 87.

ACTIVATION

☐ Determine the operational status and appropriate level of activation based on situation as known.
☐ As appropriate, respond to the EOC.
☐ Mobilize appropriate personnel for initial activation of the EOC

START-UP

☐ Direct the implementation of the City’s Emergency Operations Plan.
☐ Obtain a copy of the current EOC Action Plan (not available at initial EOC activation).

ASSIGNMENTS/STAFFING

☐ Clarify any issues regarding your authority and assignment.
☐ Determine what Section positions should be activated and staffed.
☐ Confirm that all key Operations Section personnel or alternates are in the EOC or have been notified. Recall the required staff members necessary for the emergency.
☐ Request additional personnel for the Section to maintain a 24-hour operation as required.
☐ Carry out responsibilities of your Section not currently staffed.

NOTIFICATIONS

☐ Notify EOC Director when your Section is fully operational.
☐ Establish field communications with affected areas.

MEETINGS/BRIEFINGS

☐ Brief new or relief personnel in your Branch. Briefings should include:
  – Current situation assessment.
EMERGENCY OPERATIONS PLAN - 2018

- Identification of specific job responsibilities.
- Identification of co-workers within the job function and/or geographical assignment.
- Availability of communications.
- Location of work area.
- Identification of eating and sleeping arrangements as appropriate.
- Procedural instructions for obtaining additional supplies, services, and personnel.
- Identification of operational period work shifts.

☐ Meet with other activated Section Coordinators.
☐ Attend periodic briefing sessions conducted by the EOC Director.
☐ Brief the EOC Director on major problem areas that need or will require solutions.
☐ Conduct periodic Operations Section briefings and work to reach consensus for forthcoming operational needs.

ACTION PLANNING

☐ Participate in the EOC Director’s action planning meetings.
☐ Work closely with the Planning/Intelligence Section Coordinator in the development of the EOC Action Plan. Ensure the development Operations Section objectives. (See Planning/Intelligence Support Documentation – Action Planning.)
☐ Work closely with each Branch leader to ensure Operations Section objectives as defined in the current EOC Action Plan are being addressed.
☐ Work closely with Logistics Section-Communications Unit in the development of a Communications Plan.

DOCUMENTATION

☐ See Documentation and Reports in Common EOC Responsibilities on page 87.
☐ Open and maintain an Activity Log (See Operations Support Documentation, Activity Log).
☐ Provide personnel and equipment time records for the entire Section to the Time Keeping Unit in the Finance Section at the end of each work shift.
☐ Provide copies of any reports to the Documentation Unit of the Planning/Intelligence Section at end of each operational period.

ONGOING ACTIVITIES

☐ Receive, evaluate, and disseminate information relative to the Operations Section.
☐ Evaluate the field conditions associated with the disaster and coordinate with the Situation Status Unit of the Planning/Intelligence Section.
☐ From the Situation Status Unit of the Planning/Intelligence Section, obtain and review major incident reports and additional field operational information that may pertain to or affect your Section operations. Provide information to appropriate branches.
☐ Coordinate with Incident Commanders and support any field activities.
☐ Coordinate with Law Enforcement, Fire Agency Representatives and Incident Commanders, as appropriate, to determine the need for In-Place Sheltering or evacuations. Coordinate notification orders with Law Enforcement and Fire Agency Representatives and the PIO. (See Operations Support Documentation – Shelter-In-Place.)
Coordinate the designation of primary and alternate evacuation routes for each incident with Law Enforcement and Fire Agency Representatives and the Public Works Branch.

Coordinate with the Situation Status Unit in the Planning Section to ensure primary and alternate evacuation routes are displayed on the situation maps.

Direct Operations Branch Coordinators to maintain up-to-date Incident Charts, Incident Reports, and Branch specific maps. Ensure that only ACTIVE, ESSENTIAL information is depicted on the charts and maps. All Branch related items of interest should be recorded on an Incident Report.

Coordinate the activities of all departments and agencies involved in the operations.

Provide all relevant emergency information to the PIO.

Ensure that intelligence information from Branch leaders is made available to the Planning/Intelligence Section.

Ensure that unusual weather occurrences within the jurisdiction are reported to the National Weather Service (NWS) (see Operations Support Documentation – NWS.)

Ensure Care and Shelter Branch works with the Los Angeles County Animal Services for animal care issues.

Ensure that all fiscal and administrative requirements are coordinated through the Finance/Administration Section, i.e., notification of any emergency expenditures.

RESOURCES

See Resources in Common EOC Responsibilities on page 88.

Determine resources committed and resource needs.

Identify, establish, and maintain mobilization areas for Operations-related equipment and personnel that come through Mutual Aid, as needed. Authorize release of equipment and personnel to incident commanders in the field.

Review suggested list of resources to be released and initiate recommendations for their release. Notify the Resources Unit of the Planning/Intelligence Section.
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PUBLIC WORKS BRANCH DIRECTOR

SUPERVISOR: Operations Section Coordinator

PRIMARY RESPONSIBILITIES:

- Receive and process all field resource requests for Public Works resources. Coordinate those requests internally and externally as necessary to make sure there are no duplicate orders.
- Coordinate with the Logistics Section on the acquisition of all resources and support supplies, materials and equipment.
- Determine the need for and location of general staging areas for unassigned resources by coordinating with the Operations Section Coordinator and the Facilities Unit of the Logistics Section.
- Prioritize the allocation of resources to individual incidents according to overall incident priorities established by the EOC Director. Monitor resource assignments. Adjust assignments based on requirements.

ASSIGNMENTS/STAFFING

- Clarify any issues regarding your authority and assignment.

NOTIFICATIONS

- Ensure that all on-duty Public Works personnel have been alerted and notified of the current situation.
- Ensure that all off-duty Public Works personnel have been notified of callback status, (when they should report) in accordance with current department emergency procedures.
- Notify transportation officials (Caltrans) of City’s emergency status. Coordinate assistance as required.

MEETINGS/BRIEFINGS

- Attend periodic briefing sessions conducted by the Section Coordinator.

ACTION PLANNING

- Assist in preparation of the EOC Action Plan.
- Attend planning meetings at the request of the Operations Section Coordinator.

DOCUMENTATION

- See Documentation and Reports in Common EOC Responsibilities on page 87.

READ ENTIRE CHECKLIST AT START-UP AND AT BEGINNING OF EACH SHIFT

- See Common EOC responsibilities on page 87.
ONGOING ACTIVITIES

- Coordinate with the Building and Safety Branch to determine priorities for identifying, inspecting and designating hazardous structures to be demolished.
- Develop priorities and coordinate with utility companies for restoration of utilities to critical and essential facilities.
- In coordinate with the Los Angeles County Transportation Department, determine status of the Disaster Routes and other transportation routes into and within the affected area. Determine present priorities and estimated times for restoration. Clear and reopen Disaster Routes on a priority basis. Maintain priority transportation routes clear of debris.
- Advise Operations Section of transportation problems.
- Coordinate with the Sheriff’s Agency Representative in the Management function to ensure the safety of evacuation routes following a devastating event.
- Coordinate with Sheriff’s Agency Representative in the Management function when implementing any traffic control strategies.
- Support cleanup and recovery operations during disaster events. Coordinate with County’s Mass Debris Management Team, as appropriate.
- Coordinate the clearance of debris from waterways to prevent flooding. Drain flooded areas, as needed.
- Activate City’s Debris Management Team to develop a debris removal plan to facilitate city clean-up operations, which addresses:
  - Disaster Event Analysis/Waste characterization analysis.
    - Conduct field assessment survey
    - Use video and photographs
    - Quantify and document amounts and types of disaster debris
    - Coordinate with Building and Safety Branch and track their information on damaged buildings inspected to determine the location, type and amount of potential debris
    - Expect normal refuse volumes to double after a disaster
    - Develop a list of materials to be diverted
    - Make diversion programs a priority
    - Get pre-approval from FEMA, if federal disaster, for recycling programs. Coordinate this with County Office of Emergency Management (OEM).
  - Determine debris removal/building deconstruction and demolition needs.
    - Coordinate with Building and Safety Branch to determine if a city contractor will be needed to remove debris from private property or perform demolition services. (Refer to Public Works Standard Operating Procedures for Waiver Liability)
    - Consider requesting a Policy decision regarding deconstruction or demolition services on private property at no cost, as appropriate, to accelerate the process to remove debris and structures that may cause a public health hazard.
Building and Safety Branch should seek reimbursement if property owner coordinates with Building and Safety Branch to include separation and salvaging.

- Select debris management program(s) from the following:
  - Curbside collection – source separation of wood, concrete, brick, metals and Household Hazardous Waste
  - Drop-off sites for the source separation of disaster debris
  - Household Hazardous Waste – collection event or curbside program

- Identify temporary debris management sites, if necessary.
  - Coordinate with surrounding cities and the County
  - Determine capacity needs
  - Selection of sites will depend on type of debris and proximity to where debris is generated
  - Coordinate with FEMA regarding reimbursement for temporary debris management sites and sorting which may require moving materials twice. Coordinate this activity with the EOC Director

- Identify facilities and processing operations to be used

- Determine contract needs
  - Develop estimates of types and quantities of debris, location of debris and unit cost data for contracts
  - Document how contract price was developed

- Work with the PIO to establish a public information program for debris removal. Establish program length and develop monitoring and enforcement program

- Prepare report of program activities and results

- Prepare documentation for reimbursement

**RESOURCES**

- See Resources in Common EOC Responsibilities on page 88.
- Receive and process all requests for Public Works resources. Allocate personnel and equipment in accordance with established priorities.
- Assure that all emergency equipment has been moved from unsafe areas.
- Mobilize personnel, heavy equipment and vehicles to designated general staging areas.
- Obtain Public Works resources through the Logistics Section, utilizing mutual aid process when appropriate.
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The City of Malibu is within the jurisdiction of the American Red Cross-Santa Monica Bay.

Santa Monica Bay American Red Cross
1450 11th Street,
Santa Monica, CA  90401-2985
Phone: 310-394-3773

If the disaster is large enough, the affected American Red Cross chapter(s) may consolidate operations into a disaster operations headquarters at a site to be determined.

The Care and Shelter Branch shall ensure that plans are in place to open and operate evacuation and mass care facilities until, and if, the American Red Cross assumes responsibility. Thereafter, the Care and Shelter Branch will work closely with and support the American Red Cross and other volunteer services the City has agreements with to assist disaster victims.

The Los Angeles County Department of Public Social Services has the Operational Area responsibility for Care and Shelter activities.

POTENTIAL SHELTER SITES
The following potential shelter facilities have been pre-identified:

- Malibu Bluff’s Park (Landon Center): Previously was a designated ARC Shelter but is no longer as it may have other uses.
- Malibu High School (Gymnasium): Designated ARC Shelter; contains supplies to shelter 300 individuals. Restrooms on-site.
- Webster Elementary School (Gymnasium): Non-designated as shelter but may be suitable. A metal shipping container located outside Webster elementary school contains 60 cots and associated supplies.
- Zuma Beach parking-lot #12 (at Trancas). This is a designated City Evacuation Area. For use as a temporary evacuation site; no food or sleeping facilities are available.

REQUIRED FOR ALL POTENTIAL SHELTER SITES:
- Be pre-identified as potential sites with Site Surveys completed.
- In conjunction with the American Red Cross, have permission and Memos of Understanding secured for shelter usage.
- In conjunction with the American Red Cross, have procedures for the following inspections and access, both during regular and after hour use, before a shelter is established.
  - Structural safety inspection arranged with local Building Department.
  - OSHA safety inspection for safety of clients and workers.
Facility Walk-Through Survey prior to use (to protect owner and user against damage claims).

Potential shelter locations should meet all health, safety and Americans with Disabilities Act (ADA) requirements and should have:
- An open space suitable for cots, tables, etc.
- Sanitation and hygiene facilities, as available.

See Operations Support Documentation/Care and Shelter for City of Malibu pre-identified shelter sites and for access and functional needs considerations

Depending upon the scope of the emergency, additional shelter sites may need to be obtained and/or existing shelters upgraded. All suitable buildings, other than those used for other emergency functions, may be used for sheltering.

Community centers and other city-owned facilities have become the most preferred facilities for shelter operations as they are public facilities and can usually accommodate large numbers of people. Churches are also appropriate as they are often large and have kitchen facilities on the premises. Because it is important that a community return to normal activities as soon after a disaster as possible, schools should be used in shelter operations only when other resources are unavailable.

PRIMARY RESPONSIBILITIES:

- Identify the care and shelter needs of the community.
- Coordinate with the American Red Cross and other emergency welfare agencies for emergency mass feeding and to identify, set up, staff and maintain evacuation centers and mass care facilities for disaster victims.
- Via the media, encourage residents to go to the shelter nearest their residence.
- Assist the American Red Cross with inquiries and registration services to reunite families or respond to inquiries from relatives or friends.
- Assist the American Red Cross with the transition from mass care to separate family/individual housing.

READ ENTIRE CHECKLIST AT START-UP AND AT BEGINNING OF EACH SHIFT

☐ See Common EOC responsibilities on page 87.

ASSIGNMENTS/STAFFING

☐ Clarify any issues regarding your authority and assignment.

NOTIFICATIONS
If need is established, contact the Santa Monica Bay American Red Cross and request an ARC liaison for the City of Malibu’s EOC.

The Santa Monica Bay American Red Cross should be contacted when considering opening a mass care facility.

**MEETINGS/BRIEFINGS**

- Attend periodic briefing sessions conducted by the Section Coordinator.

**ACTION PLANNING**

- Assist in preparation of the EOC Action Plan.
- Attend planning meetings at the request of the Operations Section Coordinator.

**DOCUMENTATION**

- See Documentation and Reports in Common EOC Responsibilities on page 87.
- Ensure shelter managers make periodic activity reports to the EOC including requests for delivery of equipment and supplies, any City expenditures, damages, casualties and numbers and types of persons sheltered. The reporting period will be determined by the Operations Section.

**ONGOING ACTIVITIES**

- Identify the care and shelter needs of the community, in coordination with the other Operations Branches.
- Determine the need for an evacuation center or mass care shelter.
- Identify and prioritize which designated mass care facilities will be needed and if they are functional.
- Ensure that Building & Safety Unit has inspected each shelter site prior to occupancy following an earthquake and after each significant aftershock.
- If evacuation is ordered, in conjunction with the American Red Cross if available, open evacuation centers in low risk areas and inform public of locations.
- In coordination with the American Red Cross, ensure that mass care facilities and staff can accommodate unaccompanied children, individuals with access and functional needs, and aged individuals.
- In conjunction with the American Red Cross, manage care and shelter activities (staffing, registration, shelter, feeding, pertinent evacuee information, etc.)
- Ensure shelter management teams are organized and facilities are ready for occupancy meeting all health, safety and ADA standards, in conjunction with the American Red Cross.
- Coordinate with the Los Angeles County Public Health Department for sheltering of residential care and medically fragile individuals.
- Provide and maintain shelter and feeding areas that are free from contamination and meet all health, safety and ADA standards.
- Coordinate with the American Red Cross, other volunteer organizations and private sector if mass feeding or other support is required at spontaneous shelter sites, e.g., in parks, schools, etc.
Coordinate with the Los Angeles County Department of Animal Care and Control for the care of shelterees’ animals.

Notify the Post Office to divert incoming mail to designated relocation areas or mass care facilities, as necessary.

Coordinate with the Facilities Unit of the Logistics Section in the evacuation and relocation or shelter-in-place of any mass care facilities that may be threatened by any hazardous condition.

Request that the American Red Cross establish Reception Centers, as needed, to reunite rescued individuals with their families and to provide other necessary support services.

Coordinate with the American Red Cross in the opening, relocating and closing of shelter operations. Also, coordinate the above with adjacent communities if needed.

**RESOURCES**

See Resources in Common EOC Responsibilities on page 88.

Coordinate with the Personnel Unit of the Logistics Section to contact volunteer agencies and recall City staff to assist with mass care functions including basic first aid, shelter and feeding of evacuees and sanitation needs.

Coordinate with the Communications Unit of the LOGISTIC SECTIONS to provide communications where needed to link mass care facilities, the EOC and other key facilities.

Coordinate with the Transportation Unit of the Logistics Section for the transportation needs of shelterees.

Assist the American Red Cross to ensure there are adequate food supplies, equipment and other supplies to operate mass care facilities, including food, water and relief areas for service animals. Ensure there are some foods and beverages available for people with dietary restrictions. Coordinate procurement and distribution through the American Red Cross or the Supplies/Procurement Unit of the Logistics Section if requested by American Red Cross.
ANIMAL SERVICES UNIT LEADER

SUPERVISOR: Care and Shelter Branch Director

PRIMARY RESPONSIBILITIES:
- Notify the Los Angeles County Department of Animal Care and Control and request a representative in the City’s EOC.
- Coordinate with the Los Angeles County Department of Animal Care and Control for the overall management of animal care issues for the incident in the City.
- Provide information to the EOC about animal rescues, shelters, and other emergency situations involving animal disaster care.
- Set animal care priorities for response efforts, and ensure that all actions are accomplished within the priorities established.
- Ensure safe and prompt evacuation of domestic animals when in danger.
- Provide shelter and/or confinement, proper feed, routine care, and medical triage and treatment to affected animals during an emergency/disaster and the immediate recovery period afterwards.
- Ensure security of all animal services facilities and personnel access.
- Ensure safe decontamination of animals who may have come in contact with toxic substances during the course of an emergency/disaster.
- Provide special care needed by service animals, whether they are evacuated with their owners or cared for in animal services facilities, and support their co-evacuation with their service partner.

ASSIGNMENTS/STAFFING
- Clarify any issues regarding your authority and assignment.

NOTIFICATIONS
- Notify Los Angeles County Department of Animal Care and Control of EOC activation and request a representative in the City’s EOC.

MEETINGS/BRIEFINGS
- Attend periodic briefing sessions conducted by the Section Coordinator.

ACTION PLANNING
- Assist in preparation of the EOC Action Plan.
- Attend planning meetings at the request of the Operations Section Coordinator.

☐ See Common EOC responsibilities on page 87.
DOCUMENTATION
- See Documentation and Reports in Common EOC Responsibilities on page 87.

ONGOING ACTIVITIES
- Manage and coordinate local animal protection activities for the city.
- Establish the appropriate level of organization to support animal care issues, and continuously monitor the effectiveness of that organization. Make changes as required.
- As requested, provide estimate of the emergency’s impact on area animals, and the need for animal control and care.
- Maintain contact with Animal Care and Control field units.
- If necessary, assist with the set-up of a temporary animal shelter at designated mass care and shelter locations. Coordinate all activities with the American Red Cross.

RESOURCES
- See Resources in Common EOC Responsibilities on page 88.
- Coordinate mutual aid resource requests with the Los Angeles County Department of Animal Care and Control.
BUILDING AND SAFETY BRANCH

SUPERVISOR: Operations Section Coordinator

PRIMARY RESPONSIBILITIES:

- Begin the immediate inspection for re-occupancy of key City facilities by departments responsible for emergency response and recovery.
- Provide inspections of each shelter site prior to occupancy.
- Provide the technical, engineering support as requested for other Operations Section Branches.
- Coordinate investigation and safety assessment of damage to buildings, structures and property within the City for the purpose of:
  - Identifying life-threatening hazardous conditions for immediate abatement.
  - Inspecting and identifying buildings and property for re-occupancy and posting and declaring unsafe conditions.
  - Determining the cost and percentage of damage to all buildings, structures and properties.
- Provide safety assessment information and statistics to the Situation Status Unit of the Planning/Intelligence Section.
- Coordinate investigation of building code performance. Determine the extent of damage to buildings and structures and develop recommendations for building code changes.

READ ENTIRE CHECKLIST AT START-UP AND AT BEGINNING OF EACH SHIFT

☐ See Common EOC responsibilities on page 87.

ASSIGNMENTS/STAFFING

☐ Clarify any issues regarding your authority and assignment.
☐ Coordinate with the Personnel Unit of the Logistics Section to ensure that training for personnel includes safety and hazard awareness and is compliant with OSHA requirements.

NOTIFICATIONS

☐ Alert and stage Building and Safety assessment teams as needed.

MEETINGS/BRIEFINGS

☐ Attend briefing sessions conducted by the Section Coordinator.
☐ Brief all personnel on Building and Safety procedures and assignments.

ACTION PLANNING

☐ Assist in preparation of the EOC Action Plan.
Attend planning meetings at the request of the Operations Section Coordinator.

**DOCUMENTATION**
- See Documentation and Reports in Common EOC Responsibilities on page 87.
- Provide detailed safety assessment information to the Planning/Intelligence Section, with associated loss damage estimates.

**ONGOING ACTIVITIES**
- Coordinate with Los Angeles County Building and Safety regarding local jurisdictional needs.
- Oversee the inspection of the following critical facilities (priority) and other facilities:
  - EOC
  - Police stations
  - Fire Stations
  - *Hospital
  - *Congregate care facilities (including private schools, convalescent care hospitals, board and care facilities, day care centers, etc.)
  - *Public schools
  - City facilities
  - Potential hazardous materials facilities, including gas stations
  - Designated shelters
  - Unreinforced masonry buildings
  - Concrete tilt-up buildings
  - Multi-story structures-commercial, industrial and residential
  - *Mobile homes/modular structures
  - Single-family dwellings

*Note: Certain facilities may fall under the jurisdiction of State or County inspectors. These agencies may exercise their jurisdictional authority to inspect these facilities. As a practical matter, there are very few State inspectors available and they may not be able to respond in a timely during the initial stages of the emergency/disaster.*

- Use a three-phase approach to inspection based upon existing disaster intelligence:
  - General Area Survey of structures
  - ATC-20 Rapid Inspection
  - ATC-20 Detailed Inspection

*Be prepared to start over due to aftershocks.*

- Determine priorities for identifying, inspecting and designating hazardous structures to be demolished.
- Track the information on damaged buildings inspected to determine the location, type and amount of potential debris.
Implement procedures for posting of building occupancy safety status using ATC-20 guidelines.

Activate data tracking system to document and report safety assessment information and forward to the Situation Status Unit of the Planning/Intelligence Section.

Assess the need to require potentially unsafe structures to be vacated.

Provide structural evaluation of mass care and shelter facilities in coordination with the Care & Shelter Branch.

Consider establishing an area field site to direct and coordinate safety assessment and inspection teams.

Support Building Inspectors and Safety Officers in the field to ensure safety of field operations for employees and volunteers.

Coordinate with the Public Works Branch on immediate post-event issues (i.e., debris removal, demolition, fences, etc.)

Provide policy recommendations to appropriate City officials for:
- Emergency Building and Safety ordinances.
- Expediting plan checking and permit issuance on damaged buildings.

Coordinate with the PIO to establish public information and assistance hotlines.

Consider using 24-hour inspection call-in lines to take damage reports and requests for safety inspections.

Direct field personnel to advise property owners and tenants that multiple inspections of damaged property will be required by various assisting agencies, including American Red Cross; FEMA; Cal OES; local Building and Safety; insurance carriers and other local, state and federal agencies.

If needed, request law enforcement escort of safety assessment and inspection personnel.

RESOURCES

See Resources in Common EOC Responsibilities on page 88.

Request mutual aid building inspectors through the Los Angeles County Operational Area EOC.

Assess the need and establish contacts for requesting or providing mutual aid assistance.

After completion of the safety/damage survey, develop a preliminary estimate of the need for mutual aid assistance.

Arrange for necessary communications equipment from the Communications Unit of the Logistics Section and distribute to all field personnel (e.g., radios, cellular phones, etc.)
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PLANNING/INTELLIGENCE SECTION - GENERAL INFORMATION

PURPOSE
To enhance the capability of the City of Malibu to respond to disasters by collecting, evaluating, displaying and disseminating incident information.

OVERVIEW
The Planning/Intelligence Section's primary responsibility is to collect, evaluate, display and disseminate incident information and status of all assigned, available and “out-of-service” resources. This Section functions as the primary support for decision-making to the overall disaster organization. This Section also provides anticipatory appraisals and develops plans necessary to cope with changing field events. This Section gathers and documents information to answer critical questions: Where are the incidents? How bad are the incidents? How much worse will the incidents become? How can we best manage the incidents? During a disaster, other department heads will advise the Planning/Intelligence Coordinator on various courses of action from their departmental level perspective.

OBJECTIVES
The Planning/Intelligence Section ensures that safety/damage assessment information is compiled, assembled and reported in an expeditious manner to the various EOC sections, City departments and the Los Angeles County Operational Area via the Operational Area Response and Recovery System (OARSS) via the Internet. This Section is responsible for the preparation and documentation of the EOC Action Plan (with input from Management Section Staff, Section Coordinators, and other appropriate agencies/jurisdictions). The Planning/Intelligence Section is also responsible for the detailed recording (Documentation Unit) of the entire response effort and the preservation of these records during and following the disaster. The Planning/Intelligence Section will accomplish the following specific objectives during a disaster:

- Collect initial situation and safety/damage assessment information.
- Display situation and operational information in the EOC using maps and visual aids.
- Disseminate intelligence information to the EOC Director, Public Information Officer, Section Coordinators, and the Los Angeles County Operational Area via OARSS.
- Conduct mapping and recording operations.
- Prepare summary safety/damage assessment reports for dissemination to other sections, City departments, Cal OES, FEMA and the Los Angeles County Operational Area via OARSS.
- Prepare required reports identifying the extent of damage and financial losses.
- Determine the City's post-event condition.
- Provide Planning/Intelligence support to other sections.
- Ensure accurate recording and documentation of the incident.
- Prepare the City’s EOC Action Plan.
- Prepare the City’s After-Action/Corrective Action Report.
- Prepare a post-disaster recovery plan.
- Maintain proper and accurate documentation of all actions taken to ensure that all required records are preserved for future use and Cal OES and FEMA filing requirements.
• Acquire technical experts for special interest topics or special technical knowledge subjects.

CONCEPT OF OPERATIONS
The Planning/Intelligence Section will operate under the following policies during a disaster as the situation dictates:

• The Standardized Emergency Management System (SEMS) and the National Incident Management System (NIMS) will be followed.
• All existing City and departmental operating procedures will be adhered to unless modified by the City Council or EOC Director.
• All on-duty personnel are expected to remain on duty until properly relieved of duty. Off-duty personnel will be expected to return to work.
• While in a disaster mode, operational periods will be 12 hours for the duration of the event. Operational periods will be event driven.

PLANNING/INTELLIGENCE SECTION ORGANIZATION CHART

PLANNING/INTELLIGENCE SECTION STAFF
The Planning/Intelligence Section Coordinator will determine, based on present and projected requirements, the need for establishing specific units. The following may be established as the need arises:

• Resources Unit
• Situation Status Unit
• Documentation Unit
The Planning/Intelligence Section Coordinator may activate additional units as necessary to fulfill an expanded role.

The Planning/Intelligence Section Coordinator is responsible for overseeing all demobilization post-disaster. All Planning/Intelligence staff will account for all equipment, personnel, and supplies at the end of any operation.

**Planning/Intelligence Section Coordinator**
The Planning/Intelligence Section Coordinator, a member of the EOC Director's General Staff, is responsible for the collection, evaluation, forecasting, dissemination and use of information about the development of the incident. Information is needed to:

- Understand the current situation.
- Predict probable course of incident events.
- Prepare alternative strategies for the incident.
- Prepare the EOC organization for transition to recovery operations to restore the City to pre-disaster condition as quickly and effectively as possible.

**Resources Unit**
The Resources Unit is responsible for maintaining detailed tracking records of resources allocation and use (resources available, resources assigned, resources requested but not yet on scene, “out-of-service” resources and estimates of future resource needs); for maintaining logs and invoices to support the documentation process and for resources information displays in the EOC. This Unit cooperates closely with the Operations Section (to determine resources currently in place and resources needed).

**Situation Status Unit**
The Situation Status Unit is responsible for the collection and organization of incident status and situation information. This Unit will also maintain detailed records of safety/damage assessment information and for the evaluation, analysis and display of information for use by EOC staff.

**Documentation Unit**
The Documentation Unit is responsible for initiating and coordinating the preparation of the City’s EOC Action Plans and After-Action/Corrective Action Reports; maintaining accurate and complete incident files; establishing and operating an EOC Message Center; providing copying services to EOC personnel and preserving incident files for legal, analytical and historical purposes.

**Demobilization Unit**
The Demobilization Unit is responsible for preparing a Demobilization Plan to ensure an orderly, safe and cost-effective release of personnel and equipment.
Technical Specialist
Technical Specialists are advisors with special skills needed to support a field or function not addressed elsewhere or by any other discipline. Technical Specialists (which may or may not be an employee of a public or private agency) may report to the Planning/Intelligence Section Coordinator; may function within an existing unit such as the Situation Status Unit; form a separate unit if required or be reassigned to other parts of the organization, i.e. Operations, Logistics, or Finance/Administration.
PLANNING/INTELLIGENCE SECTIONS COORDINATOR

SUPERVISOR: EOC Director

PRIMARY RESPONSIBILITIES:

- Ensure that the Planning/Intelligence function is performed consistent with SEMS/NIMS Guidelines, including:
  - Collecting, analyzing and displaying situation information.
  - Preparing periodic situation reports
  - Initiating and documenting the City’s Action Plan and After-Action/Corrective Action Report
  - Advance planning
  - Transitioning to recovery operations
  - Planning for demobilization
  - Providing Geographic Information Services and other technical support services to the various organizational elements within the EOC
- Exercise overall responsibility for the coordination of branch/group/unit activities within the Section.
- Report to the EOC Director on all matters pertaining to Section activities.

READ ENTIRE CHECKLIST AT START-UP AND AT BEGINNING OF EACH SHIFT

☐ See Common EOC responsibilities on page 87.

ACTIVATION

☐ Determine the operational status and appropriate level of activation based on situation as known.
☐ As appropriate, respond to the EOC.
☐ Mobilize appropriate personnel for initial activation of the EOC

ASSIGNMENTS/STAFFING

☐ Clarify any issues regarding your authority and assignment.
☐ Activate organizational elements within your Section as needed and designate leaders for each element or combination of elements.
  - Resources Unit
  - Situation Status Unit
  - Documentation Unit
  - GIS/Mapping Unit
  - Demobilization Unit
  - Technical Specialist
EMERGENCY OPERATIONS PLAN - 2018

- Confirm that all key Planning/Intelligence Section personnel or alternates are in the EOC or have been notified. Recall the required staff members necessary for the emergency.
- Request additional personnel for the Section to maintain a 24-hour operation as required.
- Carry out responsibilities of your Section not currently staffed.

NOTIFICATIONS
- Notify EOC Director when your Section is fully operational.

MEETINGS/BRIEFINGS
- Brief new or relief personnel in your Branch. Briefings should include:
  - Current situation assessment.
  - Identification of specific job responsibilities.
  - Identification of co-workers within the job function and/or geographical assignment.
  - Availability of communications.
  - Location of work area.
  - Identification of eating and sleeping arrangements as appropriate.
  - Procedural instructions for obtaining additional supplies, services, and personnel.
  - Identification of operational period work shifts.
- Meet with other activated Section Coordinators.
- Attend periodic briefing sessions conducted by the EOC Director.
- Brief the EOC Director on major problem areas that need or will require solutions.
- Conduct periodic Planning Section briefings and work to reach consensus for forthcoming operational needs.
- Direct the coordination of periodic disaster and strategy plans briefings to the EOC Director and General Staff, including analysis and forecast of incident potential.

ACTION PLANNING
- Initiate the EOC Action Plan development for the current and forthcoming operational periods.
- Work closely with the EOC Director and General Staff in the development of the EOC Action Plan. Ensure the development of the Planning Section objectives. (See Planning/Intelligence Support Documentation – Action Planning.)
- Participate in the EOC Director's action planning meetings.
- Work closely with each Unit leader to ensure Planning/Intelligence Section objectives as defined in the current EOC Action Plan are being addressed.
- Work closely with Logistics Section-Communications Unit in the development of a Communications Plan.

DOCUMENTATION
- See Documentation and Reports in Common EOC Responsibilities on page 87.
- Open and maintain an Activity Log (See Planning/Intelligence Support Documentation, Activity Log).
Provide personnel and equipment time records for the entire Section to the Time Keeping Unit in the Finance Section at the end of each work shift.

Review major incident reports and additional field operational information that may pertain to or affect Section operations.

Review and approve reconnaissance, City status and safety/damage assessment reports for transmission by the Situation Status Unit to the Los Angeles County Operational Area.

Ensure that your Section logs and files are maintained.

Provide copies of any reports to the Documentation Unit of the Planning/Intelligence Section at end of each operational period.

With Section Coordinators, develop a plan for initial recovery operations.

ONGOING ACTIVITIES

Review responsibilities of branches in your Section. Develop plan for carrying out all responsibilities.

Direct the Situation Status Unit leader to initiate collection and display of significant disaster events and safety/damage assessment information.

Ensure coordination of collection and dissemination of disaster information and intelligence with other sections.

Ensure Situation Status Unit develops information on the impact of the emergency from within the EOC and outside agencies and departments.

Ensure that the Situation Status Unit determines the status of the transportation system into and within the affected area in coordination with the Transportation Unit of the Logistics Section. Find out present priorities and estimated times for restoration of the disaster route system. Provide information to appropriate Branches/Units.

Direct the Documentation Unit Leader to initiate collection and display of disaster and safety/damage assessment information.

Make a list of key issues currently facing your Section to be accomplished within the next operational period.

Assemble information on alternative strategies.

Ensure that pertinent disaster information is disseminated through appropriate channels to response personnel, City EOC section staff, City departments, Los Angeles County Operational Area via OARRS. Also ensure that the public is kept informed through the PIO.

Ensure internal coordination between branch/group/unit leaders.

Ensure status and display boards are current.

Update status information with other sections as appropriate.

Resolve problems that arise in conducting your Section responsibilities.

Make sure that all contacts with the media are fully coordinated first with the Public Information Officer (PIO).

Begin planning for recovery.

- Identify issues to be prioritized by the EOC Director on restoration of services to the City.
- In coordination with the Building and Safety Branch of the Operations Section:
• Establish criteria for temporary entry of posted buildings so owners/occupants may retrieve business/personal property and re-occupancy of posted buildings. Posting includes, as a minimum, the categories of Inspected, Restricted Access and Unsafe.

• Establish criteria for emergency demolition of buildings/structures that are considered an immediate and major danger to the population or adjacent structures. Ensure that homeowners’ and business owners’ rights are considered and arrangements are made for appropriate hearings, if possible.

• Ensure that buildings considered for demolition that come under Historical Building classification follow the special review process that should be adopted as part of the emergency procedures. (Demolition of historic structures requires a “Certificate of Appropriateness” from the Planning Commission. An alternate process should be adopted after proclamation of a disaster giving this authority to the City Planner.)

  − Prepare the EOC organization for transition to Recovery Operations.
  − Coordinate with Planning Department for all land use and zoning variance issues; permits and controls for new development; revision of building regulations and codes; code enforcement; plan review; and building and safety inspections.
  − Coordinate with Public Works for debris removal; demolition; construction; management of and liaison with construction contractors; and restoration of utility services.
  − Coordinate with Community Services and Public Safety Departments for housing the needy; oversight of care facility property management; and low income and special housing needs.
  − Coordinate with Finance Department for public finance; budgeting; contracting; accounting and claims processing; taxation; and insurance settlements.
  − Coordinate with Planning Department for redevelopment of existing areas; planning of new redevelopment projects; and financing new projects.
  − Coordinate with City Attorney on emergency authorities; actions, and associated liabilities; preparation of legal opinions; and preparation of new ordinances and resolutions.
  − Coordinate with FEMA, Cal OES, Los Angeles County Operational Area and non-profit organizations to expedite disaster assistance for individuals, families, businesses, public entities and others entitled to disaster assistance.
  − Coordinate with City Manager’s Office for continuity of operations and communications; space acquisition; supplies and equipment; vehicles; personnel; and related support.

RESOURCES

- See Resources in Common EOC Responsibilities on page 88.
- Keep up to date on situation and resources associated with your Section.
- Identify the need for use of special resources.
RESOURCES UNIT

SUPERVISOR: Planning/Intelligence Section Coordinator

PRIMARY RESPONSIBILITIES:

- Maintain detailed tracking records of critical resource allocation and use (critical resources available, critical resources assigned, critical resources requested but not yet on scene, “out-of-service” critical resources and estimates of future critical resource needs.)
- Prepare and maintain displays, charts and lists that reflect the current status and location of controlled critical resources, transportation and support vehicles.
- Establish a critical resources reporting system for field and EOC units.
- Prepare and process critical resource status change information.
- Provide information to assist the Situation Status and Documentation Units of the Planning/Intelligence Section in strategy planning and briefing presentations.

ASSIGNMENTS/STAFFING

- Clarify any issues regarding your authority and assignment.

MEETINGS/BRIEFINGS

- Attend periodic briefing sessions conducted by the Section Coordinator.

ACTION PLANNING

- Assist in preparation of the EOC Action Plan.
- Attend planning meetings at the request of the Planning/Intelligence Section Coordinator.

DOCUMENTATION

- See Documentation and Reports in Common EOC Responsibilities on page 87.
- Maintain a master list of all critical resources reported.
- Provide a critical resources overview and summary information to the Situation Status Unit of the Planning/Intelligence Section as requested and written status reports on critical resource allocations as requested by the Section Coordinators.

ONGOING ACTIVITIES

- Develop a system to track critical resources deployed for disaster response. Critical resources include personnel and equipment.
Direct the collection, organization and display status of critical incident resources to include allocation, deployment and staging areas.

Establish a reporting procedure for critical resources at specified locations.

Provide for an authentication system in case of conflicting resources status reports.

Assist in strategy planning based on the evaluation of the critical resources allocation, resources en route and projected resources shortfalls.

Keep Operations Section informed of the estimated time-of-arrival of ordered personnel, support vehicles/units, transportation and other critical resources. (Coordinate with Logistics Section).

RESOURCES

See Resources in Common EOC Responsibilities on page 88.

Prepare and maintain displays, charts and lists that reflect the status and location of controlled resources, transportation and support vehicles.

Ensure that available critical resources are not overlooked by EOC staff.

Make recommendations to the Planning/Intelligence Section Coordinator of resources that are not deployed or should be activated.
SITUATION STATUS UNIT

SUPERVISOR: Planning/Intelligence Section Coordinator

PRIMARY RESPONSIBILITIES:

- Collect, organize and analyze situation information from EOC sources.
- Provide current situation assessments based on analysis of information received from a variety of sources and reports.
- Develop situation reports for dissemination to Planning/Intelligence Section Coordinator, EOC Director, and other section coordinators to initiate the action planning process.
- Transmit approved reports to the Los Angeles County Operational Area via OARRS. (See OARRS in the Planning Support Documentation).
- Develop and maintain current maps and other displays (locations and types of incidents).
- Assess, verify and prioritize situation information into situation intelligence briefings and situation status reports.
- Seek from any verifiable source available information which may be useful in the development of current situation assessments of the affected area.
- Evaluate the content of all incoming field situation and major incident reports. Provide incoming intelligence information directly to appropriate EOC Sections, summarize and provide current information on central maps and displays.
- Monitor and ensure the orderly flow of disaster intelligence information within the EOC.

READ ENTIRE CHECKLIST AT START-UP AND AT BEGINNING OF EACH SHIFT

☐ See Common EOC Duties on page 87.

ASSIGNMENTS/STAFFING

☐ Clarify any issues regarding your authority and assignment.

MEETINGS/BRIEFINGS

☐ Attend periodic briefing sessions conducted by the Section Coordinator.
☐ Meet with the Planning/Intelligence Section Coordinator and EOC Director to determine needs for planning meetings and briefings. Determine if there are any special information needs.

ACTION PLANNING

☐ Assist in preparation of the EOC Action Plan.
☐ Attend planning meetings at the request of the Planning/Intelligence Section Coordinator.

DOCUMENTATION

☐ See Documentation and Reports in Common EOC Responsibilities on page 87.
 Establish and maintain an open file of situation reports and major incident reports for review by other sections/units.

 Prepare required Operational Area reports. Obtain approval from the Planning/Intelligence Section Coordinator and transmit to the Los Angeles County Operational Area via OARRS.

 Prepare written situation reports at periodic intervals at the direction of the Planning/Intelligence Section Coordinator.

### ONGOING ACTIVITIES

- Direct the collection, organization and display of status of disaster events according to the format that the Documentation Unit is utilizing, including:
  - Location and nature of the disaster/emergency.
  - Special hazards.
  - Number of injured persons.
  - Number of deceased persons.
  - Road closures and disaster routes.
  - Safety/damage assessment information from the Building and Safety Branch and Public Works Branch.
    - Structural property damage (estimated dollar value).
    - Personal property damage (estimated dollar value).
  - Damage assessment information on the communications infrastructure: wired, data, cable and wireless from the Logistics Section, Communications Unit.
  - Additional safety/damage assessment information from the American Red Cross, utility companies and other sources.
  - Shelters, type, location and number of people that can be accommodated.

- Possible Information Sources include:
  - Within the EOC:
    - Disaster briefings
    - EOC Action Plan
    - Section Reports
    - Intelligence Reports
    - Field Observations
    - Casualty Information
    - Resource Status Reports
    - Aerial Reports and Photographs
    - Values and Hazards Information
    - On duty personnel from other Sections
    - OARRS
  - City departments/Agencies and Organizations
    - Fire Department – Agency Representative
    - Sheriff’s Department – Agency Representative
    - Public Works
      - Engineering
      - Street Maintenance
      - Water Treatment Facilities
    - Community Services
• Parks Management
• Recreation
• Senior Services
• Environmental Sustainability
  • Building and Safety
  • Water Quality
  • Wastewater Management
  • Environmental Services
• Planning
• Santa Monica-Malibu Unified School District
• Malibu Chamber of Commerce
• Red Cross, Santa Monica Bay Chapter
• Police and Fire Volunteers
• Disaster Communication Services
• Media (Radio and Television)

☐ Direct the collection of photographs, videos, and/or sound recordings of disaster events, as appropriate.

☐ Prepare and maintain EOC displays. Clearly identify incidents. Ensure that all displays reflect the most current and correct information.

☐ Post to the significant events log casualty information, health concerns, property damage, fire status, size of risk area, scope of the hazard to the public, number of evacuees, etc. (Note: Casualty information cannot be released to the press or public without authorization from EOC Director and the Public Information Officer).

☐ Gather patient and casualty tracking information with the Fire Agency Representative.

☐ Provide for an authentication process in case of conflicting status reports on events.

☐ Meet with the PIO to determine best methods for exchanging information and providing the PIO with Situation Status Unit information.

☐ Provide information to the PIO for use in developing media and other briefings.

☐ Determine weather conditions, current and upcoming. Keep current weather information posted.

☐ Prepare an evaluation of the disaster situation and a forecast on the potential course of the disaster event(s) at periodic intervals or upon request of the Planning/Intelligence Section Coordinator.

☐ As appropriate, assign “field observers” to gather information.

RESOURCES

☐ See Resources in Common EOC Responsibilities on page 88.
DOCUMENTATION UNIT

SUPERVISOR: Planning/Intelligence Section Coordinator

PRIMARY RESPONSIBILITIES:

- Maintain an accurate and complete record of significant disaster events.
- Assist other parts of the EOC organization in setting up and maintaining files, journals and special reports.
- Collect and organize all written forms, logs, journals and reports at completion of each shift from all sections.
- Provide documentation and copying services to EOC staff.
- Maintain and preserve disaster files for legal, analytical and historical purposes.
- Compile, copy and distribute the EOC Action Plans as directed by the Section Coordinators.
- Compile, copy and distribute the After-Action Report with input from other sections/units.

READ ENTIRE CHECKLIST AT START-UP AND AT BEGINNING OF EACH SHIFT

- See Common EOC responsibilities on page 87.

ASSIGNMENTS/STAFFING
- Clarify any issues regarding your authority and assignment.

MEETINGS/BRIEFINGS
- Attend periodic briefing sessions conducted by the Section Coordinator.
- Meet with the Planning/Intelligence Section Coordinator to determine what EOC materials should be maintained for official records.

ACTION PLANNING
- Assist in preparation of the EOC Action Plan.
- Attend planning meetings at the request of the Planning/Intelligence Section Coordinator.

DOCUMENTATION
- See Documentation and Reports in Common EOC Responsibilities on page 87.
- Ensure that the EOC Action Plans and After-Action Report/Correction Action are compiled, approved, copied and distributed to EOC Sections and Units. (See Planning/Intelligence Support Documentation – Action Planning After Action/Corrective Action Reports.)
- Coordinate documentation with the Situation Status Unit.
- Following planning meetings, assist in the preparation of any written action plans or procedures.
EMERGENCY OPERATIONS PLAN - 2018

- Periodically collect, maintain and store messages, records, reports, logs, journals and forms submitted by all sections and units for the official record.
- Verify accuracy/completeness of records submitted for file – to greatest extent possible; correct errors by checking with EOC personnel as appropriate.
- Prepare an overview of the documented disaster events at periodic intervals or upon request from the Planning/Intelligence Section Coordinator.

ONGOING ACTIVITIES

- Contact other EOC sections and units and inform them of the requirement to maintain official records. Assist them as necessary in setting up a file records system.
- Ensure the development of a filing system to collect and log according to procedures approved by the Planning/Intelligence Section Coordinator.
- Identify and establish a “runner” support system for collecting, duplicating journals, and logs throughout the EOC.
- Establish copying service and respond to authorized copying requests.
- Establish a system for collecting all section and unit journal/logs at completion of each operational period.

RESOURCES

- See Resources in Common EOC Responsibilities on page 88.
GEOGRAPHIC INFORMATION SYSTEMS (GIS) UNIT LEADER

SUPERVISOR: Planning/Intelligence Section Coordinator

PRIMARY RESPONSIBILITIES:

- Review geographic area of incident and inventory available spatial data.
- Determine planning unit needs for maps and GIS products and services.
- Gather and compile spatial data from different incident-sections.
- Develop and maintain current maps (locations and types of incidents) for various components of the incident. Work with the Situation Status Unit.

READ ENTIRE CHECKLIST AT START-UP AND AT BEGINNING OF EACH SHIFT

☐ See Common EOC responsibilities on page 87.

ASSIGNMENTS/STAFFING

☐ Clarify any issues regarding your authority and assignment.

MEETINGS/BRIEFINGS

☐ Attend periodic briefing sessions conducted by the Section Coordinator.
☐ Meet with the Planning Section Coordinator and EOC Director to determine needs for planning meetings and briefings. Determine if there are any special information needs.
☐ Meet with the PIO to determine best methods for exchanging information and providing the PIO with location information.

ACTION PLANNING

☐ Assist in preparation of the EOC Action Plan and prepare maps that are needed for the EOC Action Plan
☐ Attend planning meetings at the request of the Planning/Intelligence Section Coordinator.

DOCUMENTATION

☐ See Documentation and Reports in Common EOC Responsibilities on page 87.
☐ Prepare written situation reports at periodic intervals at the direction of the Planning Section Coordinator.

ONGOING ACTIVITIES

☐ Coordinate with the Situation Status Unit the collection, mapping and display of status of disaster events according to the format that the Documentation Unit is utilizing, including:
  - Location and nature of the incident
  - Special hazards
  - Road closures and alternate routes
- Structural property damage (estimated dollar value)
- Personal property damage (estimated dollar value)
- City resources committed to the disaster/emergency
- City resources available
- Assistance provided by outside agencies and resources committed
- Shelters, type, location and number of people that can be accommodated

Possible Information Sources include:
- City GIS layers
- OES, California Spatial Information Library (CASIL), Cal Fire’s Fire and Resource Program (FRAP), Los Angeles County and other cities
- Disaster briefings
- EOC Action Plan
- Section Reports
- Intelligence Reports
- Field Observations from on-duty Personnel from other Sections
- Resource Status Reports
- Aerial Reports and Photographs
- Values and Hazards Information
- OARRS

Direct the collection of maps and spatial data of events.
Prepare and maintain EOC map displays. Clearly identify incidents. Ensure that all displays reflect the most current and correct information.
Post maps that describe changes in the spatial character of the incident.
Provide for an authentication process in case of conflicting location reports on events.
Provide mapping information to the PIO for use in developing media and other briefings.
Establish and maintain an open file of location and incident reports for review by other sections.
Identify potential problem areas along evacuation routes, i.e., weight restrictions, narrow bridges, road sections susceptible to secondary effects of an incident, etc.
Provide maps and location information in response to specific requests.
Prepare required standard map products. Obtain approval from the Planning Section Coordinator and transmit to the Los Angeles County Operational Area.
As appropriate, assign “field observers” to gather information.

RESOURCES

See Resources in Common EOC Responsibilities on page 88.
DEMOBILIZATION UNIT

SUPERVISOR: Planning Section Coordinator

PRIMARY RESPONSIBILITIES:

- Provide assistance to the EOC Planning/Intelligence Section Coordinator and EOC Director in planning for the EOC demobilization.
- Develop demobilization strategy and plan with Section Coordinators.
- Prepare written demobilization plan or procedures for all responding departments and agencies if necessary.
- Follow through on the implementation of the plan and monitor its operation.

See Common EOC responsibilities on page 87.

ASSIGNMENTS/STAFFING

- Clarify any issues regarding your authority and assignment.

MEETINGS/BRIEFINGS

- Attend periodic briefing sessions conducted by the Section Coordinator.
- Brief EOC Planning/Intelligence Section Coordinator on demobilization progress.

ACTION PLANNING

- Assist in preparation of the EOC Action Plan.
- Attend planning meetings at the request of the Planning/Intelligence Section Coordinator.

DOCUMENTATION

- See Documentation and Reports in Common EOC Responsibilities on page 87.
- Prepare a Demobilization Plan to include the following:
  - Release plan strategies and general information
  - Priorities for release (according to agency and kind and type of resource)
  - Phase over or transfer of authorities
  - Completion and submittal of all required documentation
  - Notify Los Angeles County Operational Area of demobilization plan.
- Obtain approval of the Demobilization Plan from the EOC Director.
- Ensure that the plan, once approved, is distributed.

ONGOING ACTIVITIES

- Coordinate with any the field level Demobilization Unit Leaders.
Review the organization and current staffing to determine the likely size and extent of demobilization effort.

Request the General Staff to assess long-term staffing needs within their sections and provide listing of positions and personnel for release by priority.

Coordinate with the Agency Representatives to determine:
- Agencies not requiring formal demobilization
- Personal rest and safety needs
- Coordination procedures with cooperating/assisting agencies

Evaluate logistics and transportation capabilities to support the demobilization effort.

Ensure that all sections and branches/groups/units understand their specific demobilization responsibilities.

Supervise execution of the Demobilization Plan.

RESOURCES

- See Resources in Common EOC Responsibilities on page 88.
- Obtain identification and description of surplus resources.
- Establish “check-in” stations, as required, to facilitate the return of supplies, equipment and other resources.
LOGISTICS SECTION - GENERAL

PURPOSE
To enhance the capability of the City of Malibu to respond to emergencies by establishing logistics protocols in managing personnel and equipment. It is City policy that the priorities of responses are to be:

- Protect life, property and the environment.
- Provide operational and logistical support for emergency response personnel and optimize the utilization of resources.
- Provide support to the other sections of the City’s emergency response team.
- Support the restoration of essential services and systems.

OVERVIEW
The Logistics Section’s primary responsibility is to ensure the acquisition, transportation, mobilization and tracking of resources to support the response effort at the disaster sites, public shelters, EOCs, etc. This Section provides all necessary personnel, supplies and equipment procurement support. Methods for obtaining and using facilities, equipment, supplies, services and other resources to support emergency response at all operational sites during disaster conditions will be the same as that used during normal operations unless authorized by the EOC Director or emergency orders of the City Council.

OBJECTIVES
The Logistics Section ensures that all other sections are supported for the duration of the incident. Any personnel, equipment, supplies or services required by the other sections will be ordered through the Logistics Section except for those resources obtained through already established mutual aid agreements.

The Logistics Section will accomplish the following specific objectives during a disaster:

- Collect information from other sections to determine resource needs and prepare for expected operations.
- Coordinate provision of logistical support with the EOC Director.
- Prepare required reports identifying the activities performed by the Logistics Section.
- Determine the City’s logistical support needs and plan for both immediate and long-term requirements.
- Maintain proper and accurate documentation of all actions taken and all items procured to ensure that all required records are preserved for future use and Cal OES and FEMA filing requirements.

CONCEPT OF OPERATIONS
The Logistics Section will operate under the following policies during a disaster/emergency as the situation dictates:
The Standardized Emergency Management System (SEMS) and the National Incident Management System (NIMS) will be followed.

All existing City and departmental operating procedures will be adhered to unless modified by the City Council or EOC Director.

All on-duty personnel are expected to remain on duty until properly relieved of duty. Off-duty personnel will be expected to return to work.

While in a disaster mode, operational periods will be 12 hours for the duration of the event. Operational periods should be event driven.

Available and accessible resources from neighboring jurisdictions, the private sector, and volunteer organizations will be accessed through the City’s own resources and private sector contacts. Non-fire and non-law mutual aid will be accessed through the Los Angeles County Operational Area via the Operational Area Response and Recovery System (OARRS).

**LOGISTICS SECTION STAFF**

The Logistics Section Coordinator will determine, based on present and projected requirements, the need for establishing specific and/or specialized units. The following units may be established as the need arises:

- Supplies/Procurement Unit
  - Transportation Unit
- Communications Unit
- Facilities Unit
- Personnel Unit
The Logistics Section Coordinator may activate additional units as necessary to fulfill an expanded role.

**Logistics Section Coordinator**
The Logistics Section Coordinator, a member of the EOC Director’s General Staff, is responsible for supporting the response effort and the acquisition, transportation and mobilization of resources. Information is needed to:

- Understand the current situation.
- Predict probable resource needs.
- Prepare alternative strategies for procurement and resources management.

**Supplies/Procurement Unit**
The Supplies/Procurement Unit is responsible for obtaining all non-fire and non-law enforcement mutual aid materials, equipment and supplies to support emergency operations and arranging for delivery of those resources. The Supplies/Procurement Unit is responsible for identifying sources of equipment, preparation and signing equipment rental agreements, processing all administrative paperwork associated with equipment rental and supply contracts, including incoming and outgoing mutual aid resources and for ensuring that all records identify scope of work and site-specific work location. If Transportation resources are needed the Supplies/Procurement Unit Leader may activate a Transportation Unit to coordinate these resources.

**Communications Unit**
The Communications Unit is responsible for managing all radio, data, and telephone needs of the EOC staff.

**Facilities Unit**
The Facilities Unit is responsible for ensuring that adequate facilities are provided for the response effort, including securing access to the facility and providing staff, furniture, supplies and materials necessary to configure the facility in a manner adequate to accomplish the mission.

**Personnel Unit**
The Personnel Unit is responsible for obtaining, coordinating and allocating all non-fire and non-law enforcement mutual aid personnel support requests, for registering volunteers as Disaster Services Workers and for managing EOC personnel issues and requests.
LOGISTICS SECTIONS COORDINATOR

SUPERVISOR: EOC Director

PRIMARY RESPONSIBILITIES:

- Ensure the logistics function is carried out consistent with SEMS/NIMS guidelines, including:
  - Managing all radio, data and telephone needs of the EOC.
  - Coordinating transportation needs and issues and the Disaster Route Priority Plan.
  - Managing personnel issues and registering volunteers as Disaster Services Workers.
  - Obtaining all materials, equipment and supplies to support emergency operations in the field and in the EOC.
  - Coordinating management of facilities used during disaster response and recovery.
- Establish the appropriate level of organization within the Section, and continuously monitor the effectiveness of that organization. Make changes as required.
- Be prepared to form additional units as dictated by the situation.
- Exercise overall responsibility for the coordination of unit activities within the Section.
- Report to the EOC Director on all matters pertaining to Section activities.

READ ENTIRE CHECKLIST AT START-UP AND AT BEGINNING OF EACH SHIFT

☐ See Common EOC responsibilities on page 87.

ACTIVATION

☐ Determine the operational status and appropriate level of activation based on situation as known.
☐ As appropriate, respond to the EOC.
☐ Mobilize appropriate personnel for initial activation of the EOC

ASSIGNMENTS/STAFFING

☐ Clarify any issues regarding your authority and assignment.
☐ Activate organizational elements within your Section as needed and designate leaders for each element or combination of elements.
  - Supplies/Procurement Unit
    o Transportation Unit
  - Communications Unit
  - Facilities Unit
  - Personnel Unit
☐ Confirm that all key Logistics Section personnel or alternates are in the EOC or have been notified. Recall the required staff members necessary for the emergency.
☐ Request additional personnel for the Section to maintain a 24-hour operation as required.
☐ Carry out responsibilities of your Section not currently staffed.
NOTIFICATIONS
- Notify EOC Director when your Section is fully operational.

MEETINGS/BRIEFINGS
- Brief new or relief personnel in your Branch. Briefings should include:
  - Current situation assessment.
  - Identification of specific job responsibilities.
  - Identification of co-workers within the job function and/or geographical assignment.
  - Availability of communications.
  - Location of work area.
  - Identification of eating and sleeping arrangements as appropriate.
  - Procedural instructions for obtaining additional supplies, services, and personnel.
  - Identification of operational period work shifts.
- Provide briefing to the General Staff on operating procedure for use of telephone, data and radio systems.
- Meet with other activated Section Coordinators.
- Attend periodic briefing sessions conducted by the EOC Director.
- Brief the EOC Director on major problem areas that need or will require solutions.
- Conduct periodic Logistics Section briefings and work to reach consensus for forthcoming operational needs.

ACTION PLANNING
- Participate in the EOC Director’s action planning meetings.
- Prepare work objectives for Section staff and make staff assignments.
- Work closely with each Unit leader to ensure Logistics Section objectives as defined in the current EOC Action Plan are being addressed.
- Ensure the Communications Unit develops a Communications Plan, if necessary.
- Following Action Planning meetings, ensure that orders for additional resources necessary to meet known or expected demands have been placed and are being coordinated within the EOC and field units.

DOCUMENTATION
- See Documentation and Reports in Common EOC Responsibilities on page 87.
- Open and maintain an Activity Log (See Logistics Support Documentation, Activity Log).
- Provide personnel and equipment time records for the entire Section to the Time Keeping Unit in the Finance Section at the end of each work shift.
- Ensure that your Section logs and files are maintained.
- Develop a backup plan for all plans and procedures requiring off-site communications.

ONGOING ACTIVITIES
- Make a list of key issues currently facing your Section to be accomplished within the next operational period.
From Planning/Intelligence Section Coordinator, obtain and review major incident reports and additional field operational information that may pertain to or affect Section operations.

From Planning/Intelligence Section and field sources, determine status of transportation system into and within the affected area. Find out present priorities and estimated times for restoration of the disaster route system. Provide information to other Sections.

Meet with Finance/Administration Section Coordinator and review financial and administration support needs and procedures. Determine level of purchasing authority to be delegated to Logistics Section.

Evaluate the need for Critical Incident Stress Debriefing for all affected personnel, victims and bystanders. Arrange debriefings through the Personnel Unit of the Logistics Section.

Provide situation and resources information to the Situation Status Unit and Resources Unit of the Planning/Intelligence Section on a periodic basis or as the situation requires.

Ensure internal coordination between branch/group/unit leaders.

Update status information with other sections as appropriate.

Resolve problems that arise in conducting your Section responsibilities.

Make sure that all contacts with the media are fully coordinated first with the Public Information Officer (PIO).

**RESOURCES**

See Resources in Common EOC Responsibilities on page 88.

Keep up to date on situation and resources associated with your Section.

Identify the need for use of special resources.

Identify service/support requirements for planned and expected operations.

Oversee the allocation of personnel, equipment, services and facilities required to support emergency management activities.

Resolve problems associated with requests for supplies, facilities, transportation, communication and food.

Keep the Los Angeles County Operational Area Logistics Coordinator apprised of overall situation and status of resource requests.
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SUPPLIES/PROCUREMENT UNIT

SUPERVISOR: Logistics Section Coordinator

PRIMARY RESPONSIBILITIES:

- Coordinate and oversee the procurement, allocation and distribution of resources not normally obtained through existing mutual aid sources, such as food, potable water, fuels, heavy and special equipment and other supplies and consumables.
- Provide supplies for the EOC, field operations and other necessary facilities.
- Determine if the required items exist within the City supply system.
- Manage all equipment rental agreements.
- Procure items within limits of delegated authority from EOC Director.
- Coordinate with the Finance/Administration Section on actions necessary to purchase or contract for items exceeding delegated authority.
- Arrange for the delivery of the items requisitioned, contracted for or purchased.
- Maintain records to ensure a complete accounting of supplies procured and monies expended.
- Support activities for restoration of disrupted services and utilities.

The procurement of resources will follow the priority outlined below:
1. Resources within the City inventory (City-owned).
2. Other sources that may be obtained without direct cost to the City.
3. Resources that may be leased/purchased within spending authorizations.

READ ENTIRE CHECKLIST AT START-UP AND AT BEGINNING OF EACH SHIFT

☐ See Common EOC responsibilities on page 87.

ASSIGNMENTS/STAFFING

☐ Clarify any issues regarding your authority and assignment.

MEETINGS/BRIEFINGS

☐ Attend periodic briefing sessions conducted by the Section Coordinator.
☐ Meet and coordinate activities with EOC Director and determine purchasing authority to be delegated to Supplies/Procurement Unit. Review emergency purchasing and contracting procedures.

ACTION PLANNING

☐ Assist in preparation of the EOC Action Plan.
☐ Attend planning meetings at the request of the Logistics Section Coordinator.
DOCUMENTATION

- See Documentation and Reports in Common EOC Responsibilities on page 87.
- Ensure that all records identify scope of work and site specific locations.
- Provide updated reports on resource status to Resources Unit.
- Identify and maintain a list of available and accessible equipment and supplies to support response and recovery efforts.

ONGOING ACTIVITIES

- Maintain information regarding:
  - Resources readily available
  - Resources requests
  - Status of shipments
  - Priority resource requirements
  - Shortfalls
- Coordinate with other branches/groups/units as appropriate on resources requests received from operations forces to ensure there is no duplication of effort or requisition.
- Issue purchase orders for needed items within dollar limits of authority delegated to Unit.
- Notify EOC Director of procurement needs that exceed delegated authority and obtain needed authorizations and paperwork, as necessary.
- Verify cost data in any pre-established vendor contracts with Finance Section.
- Establish contact with the appropriate Operations Section Branches and Red Cross representatives(s) and discuss the food and potable water situation with regard to mass care shelters and mass feeding locations. Coordinate actions.
- Establish a plan for field and EOC feeding operations, as appropriate. Coordinate with EOC Operations Section to avoid duplication. (See Logistics Support Documentation – Emergency Response Feeding.)
- Coordinate the provision of veterinary care and feeding of animals with the Animal Services Unit (Los Angeles County Animal Care and Control). (See Logistics Support Documentation - Animal Care)
- Assemble resource documents that will allow for agency, vendor and contractor contacts; e.g., telephone listings, procurement catalogs, directories and supply locations.
- Continually update communications availability information with the Communications Unit. Revise contact methods with suppliers as improved communications become available.
- Review the situation reports as they are received. Determine/anticipate support requirements. Verify information where questions exist.
- Arrange for storage, maintenance and replenishment or replacement of equipment and materials.
- Support activities for restoration of utilities to critical facilities.
- Ensure the organization, management, coordination and channeling of donations of goods from individual citizens and volunteer groups during and following the disaster.

RESOURCES

- See Resources in Common EOC Responsibilities on page 88.
Review, verify and process requests from other sections for resources.

Determine if needed resources are available from City stocks, mutual aid sources or other sources. Arrange for delivery if available.

Determine availability and cost of resources from private vendors.

Arrange for delivery of procured resources. Coordinate with Transportation Unit, if activated.

Identify to the Logistics Section Coordinator any significant resource request(s) that cannot be met through local action. Suggest alternative methods to solve the problem if possible.

Provide and coordinate with Operations Section the allocation and distribution of utilities, fuel, water, food, other consumables and essential supplies to all disaster operation facilities, including mass care shelters.

Procure and arrange for basic sanitation and health needs at mass care facilities (toilets, showers, etc.) as requested by Operations Section.

Procure and coordinate water resources for consumption, sanitation and firefighting.

Obtain and coordinate necessary medical supplies and equipment for persons with access and functional needs.

Obtain necessary protective respiratory devices, clothing, equipment and antidotes for personnel performing assigned tasks in hazardous radiological and/or chemical environments, as needed.

In coordination with Los Angeles County Fire Department Agency Representative support Field Treatment Sites and/or Points of Distribution with needed resources.
TRANSPORTATION UNIT

SUPERVISOR: Logistics Section Coordinator

PRIMARY RESPONSIBILITIES:

- Coordinate the transportation of emergency personnel and resources within the City by all available means.
- Coordinate all public transportation resources.
- Coordinate the Disaster Route Priority Plan with the Operations Section.

ASSIGNMENTS/STAFFING

- Clarify any issues regarding your authority and assignment.

MEETINGS/BRIEFINGS

- Attend periodic briefing sessions conducted by the Section Coordinator.

ACTION PLANNING

- Assist in preparation of the EOC Action Plan.
- Attend planning meetings at the request of the Logistics Section Coordinator.

DOCUMENTATION

- See Documentation and Reports in Common EOC Responsibilities on page 87.
- Establish a transportation plan for movement of:
  - Personnel, supplies and equipment to the EOC, field units, shelters and Field Treatment Sites (FTSs).
  - Individuals to medical facilities as requested by Operations Section.
  - Emergency workers and volunteers to and from risk area.
  - Dependents and families of emergency workers as requested by the Care and Shelter Branch.

ONGOING ACTIVITIES

- Coordinate with the Planning/Intelligence and Operations Sections to determine which disaster routes are available for emergency vehicles entering and exiting the City.
- Coordinate use of disaster routes with the Operations Section.
- Coordinate with other sections and branches/groups/units to identify transportation priorities.

READ ENTIRE CHECKLIST AT START-UP AND AT BEGINNING OF EACH SHIFT

- See Common EOC responsibilities on page 87.
Coordinate with the Operations Section on the movement of persons with access and functional needs. Coordinate with paratransit companies as necessary.

Coordinate with the Animal Services Unit (Los Angeles County Animal Care and Control) for transportation of animals as required.

As reports are received from field units and EOC sections and as sufficient information develops, analyze the situation and anticipate transportation requirements.

Prepare schedules as required to maximize use of available transportation.

Provide Resources Unit of Planning Section with current information regarding transportation vehicles (location and capacity). Notify Resources Unit of all vehicle status change.

Establish mobilization areas for vehicles as directed.

Coordinate with staff and other agency representatives to ensure adherence to service and repair policies.

Ensure that vehicle usage is documented by activity and date and hours in use.

RESOURCES

See Resources in Common EOC Responsibilities on page 88.

Coordinate with local transportation agencies and School Districts to establish availability of resources for use in evacuations and other operations as needed.

Maintain inventory of support and transportation vehicles (staff cars, passenger vans, buses, pick-up trucks, light/heavy trucks).

Arrange for fueling of all transportation resources.
SUPervisor: Logistics Section Coordinator

Primary Responsibilities:

- Notify support agencies and oversee the installation, activation and maintenance of all radio, data and telephone communications services inside of the EOC and between the EOC and outside agencies.
- Determine the appropriate placement of all radio transmitting equipment brought to the EOC to support operations. Approve all radio frequencies to minimize interference conditions.
- Provide necessary communication system operators, and ensure effective continuous 24-hour operation of all communications services.
- Copy and log incoming radio, data and telephone reports on situation reports, major incident reports, resource requests and general messages.
- Make special assignment of radio, data and telephone services as directed by the EOC Director.
- Organize, place and oversee the operation of amateur radio services working in support of the EOC.

ASSIGNMENTS/STAFFING

- Clarify any issues regarding your authority and assignment.

MEETINGS/BRIEFINGS

- Attend periodic briefing sessions conducted by the Section Coordinator.
- Provide a briefing on EOC on-site and external communications needs, capabilities and restrictions and operating procedures for the use of telephones, computer and radio systems.

ACTION PLANNING

- Assist in preparation of the EOC Action Plan.
- Attend planning meetings at the request of the Logistics Section Coordinator.
- Provide communications briefings as requested at action planning meetings.

DOCUMENTATION

- See Documentation and Reports in Common EOC Responsibilities on page 87.
- Coordinate with all operational units and the EOC to establish a communications plan to

READ ENTIRE CHECKLIST AT START-UP AND AT BEGINNING OF EACH SHIFT
minimize communication issues that include radio, data and telephone needs utilizing established communications, the private sector, amateur radio and volunteers. (See Logistics Support Documentation – Communications Plan).

- Establish a plan to ensure staffing and repair of communications equipment.

**ONGOING ACTIVITIES**

- Coordinate with all sections and branches/groups/units on operating procedures for use of telephone, data and radio systems. Receive any priorities or special requests.
- Monitor operational effectiveness of EOC communications systems. Obtain additional communications capability as needed.
- Coordinate all communications activities.
- Coordinate frequency and network activities with Los Angeles County Operational Area.
- Establish a primary and alternate system for communications. Link with utilities and contracting and cooperating agencies to establish communications as soon as possible.
- Coordinate with volunteer and private sector organizations to supplement communications needs.
- Protect equipment from weather, aftershocks, electromagnetic pulse, etc.
- Coordinate needed telephone data lines.
- Support activities for restoration of computer services.

**RESOURCES**

- See Resources in Common EOC Responsibilities on page 88.
SUPervisor: Logistics Section Coordinator

PRIMARY RESPONSIBILITIES:

- Ensure that adequate facilities are provided for the response effort, including securing access to the facility and providing staff, furniture, supplies and materials necessary to configure the facility in a manner adequate to accomplish the mission.
- Coordinate with other EOC branches/groups/units for support required for facilities.
- Support activities for restoration of disrupted services and utilities to facilities.
- Coordinate with Finance/Administration Section on any claims or fiscal matters relating to facilities' operations.
- Close out each facility when no longer needed.

READ ENTIRE CHECKLIST AT START-UP AND AT BEGINNING OF EACH SHIFT

☐ See Common EOC responsibilities on page 87.

ASSIGNMENTS/STAFFING

☐ Clarify any issues regarding your authority and assignment.

MEETINGS/BRIEFINGS

☐ Attend periodic briefing sessions conducted by the Section Coordinator.

ACTION PLANNING

☐ Assist in preparation of the EOC Action Plan.
☐ Attend planning meetings at the request of the Logistics Section Coordinator.

DOCUMENTATION

☐ See Documentation and Reports in Common EOC Responsibilities on page 87.

ONGOING ACTIVITIES

☐ Maintain information in the Unit regarding:
  • Facilities opened and operating.
  • Facility managers.
  • Supplies and equipment at the various locations.
  • Specific operations and capabilities of each location.
☐ As the requirement for emergency-use facilities is identified, coordinate the acquisition of required space to include any use permit, agreement or restriction negotiations required.
In coordination with the Operations Section, provide support to facilities used for disaster response and recovery operations; i.e., staging areas, shelters, local application centers (LACs), etc.

- Identify communications requirements to the Communications Unit.
- Identify equipment, material and supply needs to the Supplies/Procurement Unit.
- Identify personnel needs to the Personnel Unit.
- Identify transportation requirements to the Transportation Unit. Coordinate evacuation schedules and identify locations involved.
- Monitor the actions at each facility activated and provide additional support requested in accordance with Unit capabilities and priorities established.
- Account for personnel, equipment, supplies and materials provided to each facility.
- Ensure that operational capabilities are maintained at facilities.
- Ensure that basic sanitation and health needs at mass care facilities (toilets, showers, etc.) are met.
- Ensure that access and other related assistance for residential care and special needs persons are provided in facilities.

RESOURCES

- See Resources in Common EOC Responsibilities on page 88.
- Provide facilities for sheltering essential workers and volunteers. Coordinate with the Care and Shelter Branch.
- Coordinate with the Animal Services Unit in the Operations Section to provide facilities for animal boarding as required. (See Logistics Support Documentation-Animal Care).
- Coordinate water resources for consumption, sanitation and firefighting at all facilities.
- Coordinate the receipt of incoming resources to facilities.
- Oversee the distribution of utilities, fuel, water, food, other consumables and essential supplies to all disaster operation facilities.
PERSONNEL UNIT

SUPERVISOR: Logistics Section Coordinator

PRIMARY RESPONSIBILITIES:

- Obtain, coordinate and allocate all non-fire and non-law enforcement mutual aid personnel support requests received; register volunteers as Disaster Services Workers and manage EOC personnel issues and requests.
- Identify sources and maintain an inventory of personnel support and volunteer resources. Request personnel resources from those agencies as needed.
- Ensure that all Disaster Service Workers and volunteers are registered and integrated into the emergency response system.
- Assign personnel within the EOC as needs are identified.
- Coordinate emergency management mutual aid (EMMA) through the Los Angeles County Operational Area EOC via the Operational Area Response and Recovery System (OARRS).

READ ENTIRE CHECKLIST AT START-UP AND AT BEGINNING OF EACH SHIFT

☐ See Common EOC responsibilities on page 87.

ASSIGNMENTS/STAFFING

☐ Clarify any issues regarding your authority and assignment.

MEETINGS/BRIEFINGS

☐ Attend periodic briefing sessions conducted by the Section Coordinator.

ACTION PLANNING

☐ Assist in preparation of the EOC Action Plan.
☐ Attend planning meetings at the request of the Logistics Section Coordinator.

DOCUMENTATION

☐ See Documentation and Reports in Common EOC Responsibilities on page 87.

ONGOING ACTIVITIES

☐ Establish Disaster Service Worker and Volunteer registration and interview locations. Assign staff to accomplish these functions.
☐ Issue ID cards to Disaster Service Workers, as appropriate.
☐ Maintain information regarding:
  - Personnel/volunteers processed.
  - Personnel/volunteers allocated, assigned and on standby by agency/location.
- Special personnel requests by category not filled.
- Develop a system for tracking personnel/volunteers processed by the Unit. Maintain sign in/out logs. Control must be established for the accountability of personnel used in the response effort. Personnel/volunteers relieved from assignments will be processed through the Demobilization Unit.
- Ensure training of assigned response staff and volunteers to perform emergency functions. Coordinate with Safety Officer to ensure that training for personnel includes safety and hazard awareness and is compliant with OSHA requirements.
- Obtain crisis counseling for emergency workers. (See Logistics Support Documentation-CISM).
- Coordinate feeding, shelter and care of personnel, employee’s families and volunteers with the Supplies/Procurement Unit, Facilities Unit and the Care and Shelter Branch.
- Establish a plan for childcare for City employees, as needed. Coordinate with Facilities Unit for suitable facilities and with the Care and Shelter Branch for staff support.
- Assist and support employees and their families who are also disaster victims.
- Develop a plan for communicating with those agencies and non-governmental agencies having personnel resources capable of meeting special needs, i.e. persons with access and functional needs (AFN). (See Agencies and Non-Governmental Organizations with Outreach to AFN Communities in the Appendices of this Plan).
- Coordinate transportation of personnel and volunteers with the Transportation Unit.
- If the need for a call for volunteers is anticipated, coordinate with the PIO and provide the specific content of any broadcast item desired.
- Keep the PIO advised of the volunteer situation. If the system is saturated with volunteers, advise the PIO of that condition and take steps to reduce or redirect the response.

**RESOURCES**

- See Resources in Common EOC Responsibilities on page 88.
- Receive and process all incoming requests for personnel support. Identify number of personnel, special qualifications or training, location where needed and person to report to upon arrival. Secure an estimated time of arrival for relay back to the requesting agency.
- Ensure the recruitment, registration, mobilization and assignment of volunteers.
- Coordinate with the Los Angeles County Operational Area EOC for additional personnel needs via OARRS.
- Ensure the organization, management, coordination and channeling of the services of individual citizens and volunteer groups during and following the emergency.
- Obtain health/medical personnel, e.g., nurse’s aides, paramedics, Red Cross personnel and other trained volunteers to meet health/medical needs.
- Request technical expertise resources not available within the jurisdiction (hazardous materials, environmental impact, structural analysis, geotechnical information, etc.) through established channels, mutual aid channels or the Los Angeles County Operational Area EOC via OARRS.
FINANCE/ADMINISTRATION SECTION - GENERAL

PURPOSE
To enhance the capability of the City of Malibu to respond to disasters by providing financial support and coordination to City disaster operations and coordinating the recovery of costs as allowed by Federal and State law. It is the policy of this section that the priorities are to be:

- Protect life, property and environment.
- Provide continuity of financial support to the City and community.
- Cooperate with the other sections of the City's disaster response team.
- Document the City's costs and recovery of those costs as allowable.
- Maintain a positive image for the City in its dealings with the community.

OVERVIEW
The Finance/Administration Section’s primary responsibility is to maintain to the greatest extent possible the financial systems necessary to keep the City functioning during a disaster. These systems include:

- Payroll
- Payments
- Revenue collection
- Claim processing
- Cost recovery documentation

The Section also supervises the negotiation and administration of vendor and supply contracts and procedures.

The extent of the disaster/emergency will determine the extent to which the Finance/Administration Section will mobilize. In a low-level emergency, only part of the section will mobilize. In a widespread disaster that damages communications and systems, the entire section will mobilize.

OBJECTIVES
The Finance/Administration Section acts in a support role in all disasters to ensure that all required records are preserved for future use and Cal OES and FEMA filing requirements are adhered to through maintenance of proper and accurate documentation of all actions taken. To carry out its responsibilities, the Finance/Administration Section will accomplish the following objectives during a disaster:

A. For all disasters:
   1. Notify the other sections and City departments that the Disaster Accounting System is to be used for the disaster/emergency.
   2. Determine the extent to which the City's computer systems are accessible and/or usable.
3. Determine if the City's bank can continue handling financial transactions.
4. Maintain, as best possible, the financial continuity of the City (payroll, payments and revenue collection).
5. Disseminate information about the Disaster Accounting System to other sections and departments as necessary.
6. Upon declaration of a disaster by the State and/or Federal Governments, coordinate with disaster agencies to initiate the recovery process of the City’s costs.
7. Coordinate with the other sections and departments the collection and documentation of costs pertaining to the disaster.
8. Coordinate with the disaster assistance agencies for the required inspections, documentation, audits, and other necessary work in order to recover costs.

B. For disasters where the City's computer systems and bank are accessible and usable:

1. Inform the other sections and City departments that the payroll and payments processing will be handled on a "business-as-usual" basis except that the Disaster Accounting System will be used for disaster/emergency-related costs.
2. Continue with objectives A.5. through A.8. above.

C. For disasters where the City's computer systems and/or bank are either inaccessible or unusable for a short period of time; i.e., less than one week:

1. Inform the other sections and City departments that payroll and payments will be on hold for a short time and that processing will continue on a normal basis as of a specified date.
2. Continue with objectives A.4. through A.8. above.

D. For disasters where the City's computer and/or bank systems are either inaccessible or unusable for an extended period of time; i.e., one week or more:

1. Inform the other sections and City departments that disaster accounting procedures will be necessary for the next payroll and all critical payments.
2. Activate other Finance/Administration Section Units as necessary.

CONCEPT OF OPERATIONS

The Finance/Administration Section will operate under the following policies during a disaster/emergency as the situation dictates:

- The Standardized Emergency Management System (SEMS) and the National Incident Management System (NIMS) will be followed.
- All existing City and departmental fiscal operating procedures will be adhered to unless modified by City Council or EOC Director.
- For disasters that render the accounting systems either inaccessible or unusable for any period of time, appropriate personnel in the activated units will be on an operational period determined by the EOC Director. This may be a period of 12 hours.
FINANCE/ADMINISTRATION SECTION STAFF

The Finance/Administration Section Coordinator will determine, based on present and projected requirements, the need for establishing specific and/or specialized branches/groups/units.

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

The Finance/Administration Section Coordinator may activate additional units to fulfill an expanded role if necessary.

**Finance/Administration Section Coordinator**

The Finance/Administration Section Coordinator supervises the financial support, response and recovery for the disaster; ensures that the payroll and revenue collection process continues and activates the Disaster Accounting System.

**Purchasing Unit**

The Purchasing Unit is responsible for administering all financial matters pertaining to purchases, vendor contracts, leases, fiscal agreements, and tracking expenditures. The Purchasing Unit is responsible for identifying sources of equipment, preparation and signing equipment rental agreements, and processing all administrative paperwork associated with equipment rental and supply contracts, including incoming and outgoing mutual aid resources. The Purchasing Unit is also responsible for ensuring that all records identify scope of work and site-specific work location.
Cost Recovery Documentation Unit
The Cost Recovery Documentation Unit should be activated at the onset of any disaster and is responsible for maintaining the Disaster Accounting System and procedures to capture and document costs relating to a disaster in coordination with other sections and departments. The Unit also acts as liaison with the disaster assistance agencies and coordinates the recovery of costs as allowed by law. Maintaining records that will pass audit is also an extremely important task of this Unit. Accurate and timely documentation is essential to financial recovery.

Time Keeping Unit
The Time Keeping Unit is responsible for tracking hours worked by paid personnel, volunteers, contract labor, mutual aid and all others and ensuring that daily personnel time recording documents are prepared and compliance to agency’s time policy is being met. The Time Unit is responsible for ensuring that time and equipment use records identify scope of work and site-specific work location consistent with initial safety/damage assessment records, sites and Project Worksheets.

Personnel time and equipment use records should be collected and processed for each operational period as necessary. Records must be verified, checked for accuracy and posted according to existing policy. Excess hours worked must also be determined and separate logs will be maintained. Time and equipment use records must be compiled in appropriate format for cost recovery purposes.

Compensation/Claims Unit
The Compensation/Claims Unit is responsible for managing the investigation and compensation of physical injuries and property damage claims involving the City arising out of an disaster, including completing all forms required by workers’ compensations programs and local agencies, maintaining a file of injuries and illnesses associated with the incident and for providing investigative support of claims and for issuing checks upon settlement of claims.
FINANCE/ADMINISTRATION SECTION COORDINATOR

SUPERVISOR: EOC Director

PRIMARY RESPONSIBILITIES:

• Ensure that the Finance/Administration function is performed consistent with SEMS/NIMS Guidelines, including:
  - Implementing a Disaster Accounting System- *(See Finance/Administration Support Documentation.)*
  - Maintaining financial records of the disaster.
  - Tracking and recording of all agency staff time.
  - Processing workers’ compensation claims received at the EOC.
  - Handling travel and expense claims.
  - Providing administrative support to the EOC.

• Supervise the Finance/Administration Section staff.

• Establish the appropriate level of organization within the Section, and continuously monitor the effectiveness of that organization. Make changes as required.

• Be prepared to form additional units as dictated by the situation.

• Exercise overall responsibility for the coordination of unit activities within the Section.

• Ensure that the Section is supporting other EOC sections consistent with priorities established in the EOC Action Plan.

• Keep the EOC Director updated on all significant financial developments.

READ ENTIRE CHECKLIST AT START-UP AND AT BEGINNING OF EACH SHIFT

☐ See Common EOC responsibilities on page 87.

ACTIVATION

☐ Determine the operational status and appropriate level of activation based on situation as known.

☐ As appropriate, respond to the EOC.

☐ Mobilize appropriate personnel for initial activation of the EOC

ASSIGNMENTS/STAFFING

☐ Clarify any issues regarding your authority and assignment.

☐ Activate organizational elements within your Section as needed and designate leaders for each element or combination of elements.
  - Purchasing Unit
  - Time Keeping Unit
  - Compensation/Claims Unit
  - Cost Recovery Unit

☐ Confirm that all key Finance Section personnel or alternates are in the EOC or have been notified. Recall the required staff members necessary for the emergency.
Request additional personnel for the Section to maintain a 24-hour operation as required.

Carry out responsibilities of your Section not currently staffed.

NOTIFICATIONS

Notify EOC Director when your Section is fully operational.

MEETINGS/BRIEFINGS

Brief new or relief personnel in your Branch. Briefings should include:
- Current situation assessment.
- Identification of specific job responsibilities.
- Identification of co-workers within the job function and/or geographical assignment.
- Availability of communications.
- Location of work area.
- Identification of eating and sleeping arrangements as appropriate.
- Procedural instructions for obtaining additional supplies, services, and personnel.
- Identification of operational period work shifts.

Meet with other Section Coordinators.

Brief the EOC Director on major problem areas that need or will require solutions.

Meet with assisting and cooperating agency representatives as required.

ACTION PLANNING

Participate in the EOC Director’s action planning meetings.

Prepare work objectives for Section staff and make staff assignments.

Provide input in all planning sessions on finance and cost analysis matters.

DOCUMENTATION

See Documentation and Reports in Common EOC Responsibilities on page 87.

Open and maintain an Activity Log (See Finance Support Documentation, Activity Log).

Provide personnel and equipment time records for the entire Section to the Time Keeping Unit in the Finance Section at the end of each work shift.

Ensure that all obligation documents initiated during the disaster are properly prepared and completed.

Ensure that your Section logs and files are maintained.

ONGOING ACTIVITIES

Authorize use of the Disaster Accounting System. (See Finance/Administration Support Documentation – Disaster Accounting.)

Make a list of key issues currently facing your Section to be accomplished within the next operational period.

Monitor your Section activities and adjust Section organization as appropriate.

Work closely with each Unit leader to ensure Finance Section objectives as defined in the current EOC Action Plan are being addressed.
- Evaluate the need for Critical Incident Stress Debriefing for all affected personnel, victims and bystanders. Arrange debriefings through the Personnel Unit of the Logistics Section.
- Ensure internal coordination between branch/group/unit leaders.
- Update status information with other sections as appropriate.
- Resolve problems that arise in conducting your Section responsibilities.
- Develop a backup plan for all plans and procedures requiring off-site communications.
- Make sure that all contacts with the media are fully coordinated first with the Public Information Officer (PIO).
- Ensure that the payroll and revenue collection process continues.
- Organize, manage, coordinate, and channel the donations of money received during and following the emergency from individual citizens and volunteer groups.
- Make recommendations for cost savings to the General Staff.
- Keep the General Staff apprised of overall financial situation.

**RESOURCES**
- See Resources in Common EOC Responsibilities on page 88.
- Keep up to date on situation and resources associated with your Section. Maintain current status and displays at all times.
PURCHASING UNIT

PRIMARY RESPONSIBILITIES:

- Administration of all financial matters pertaining to purchases, vendor contracts, leases, fiscal agreements, equipment rentals, supply contracts and tracking expenditures.
- Identify sources for equipment, expendable materials, and resources.
- Manage all equipment rental agreements.
- Initiate vendor contracts associated with EOC activities within purchase authority limits established by the City Council or EOC Director.
- Ensure that all records identify scope of work and site-specific work location.

ASSIGNMENTS/STAFFING

- Clarify any issues regarding your authority and assignment.

MEETINGS/BRIEFINGS

- Attend periodic briefing sessions conducted by the Section Coordinator.

ACTION PLANNING

- Assist in preparation of the EOC Action Plan.
- Attend planning meetings at the request of the Finance Section Coordinator.

DOCUMENTATION

- See Documentation and Reports in Common EOC Responsibilities on page 87.
- Prepare and sign contracts as needed within established contracting authority.
- Establish contracts and agreements with supply vendors.
- Ensure that all records identify scope of work and site-specific locations.
- Finalize all agreements and contracts.
- Complete final processing and send documents for payment.

ONGOING ACTIVITIES

- Contact appropriate branch/group/unit leaders on needs and any special procedures.
- Review/prepare EOC purchasing procedures.
- Ensure that a system is in place that meets the City’s property management requirements. Ensure proper accounting for all new property.
- Interpret contracts/agreements and resolve claims or disputes within delegated authority.
- Coordinate with Compensations/Claims Unit on procedures for handling claims.

☐ See Common EOC responsibilities on page 87.

☐ Clarify any issues regarding your authority and assignment.

☐ Attend periodic briefing sessions conducted by the Section Coordinator.

☐ Assist in preparation of the EOC Action Plan.

☐ Attend planning meetings at the request of the Finance Section Coordinator.

☐ See Documentation and Reports in Common EOC Responsibilities on page 87.

☐ Prepare and sign contracts as needed within established contracting authority.

☐ Establish contracts and agreements with supply vendors.

☐ Ensure that all records identify scope of work and site-specific locations.

☐ Finalize all agreements and contracts.

☐ Complete final processing and send documents for payment.

☐ Contact appropriate branch/group/unit leaders on needs and any special procedures.

☐ Review/prepare EOC purchasing procedures.

☐ Ensure that a system is in place that meets the City’s property management requirements. Ensure proper accounting for all new property.

☐ Interpret contracts/agreements and resolve claims or disputes within delegated authority.

☐ Coordinate with Compensations/Claims Unit on procedures for handling claims.
 Verify cost data in pre-established vendor contracts with Cost Recovery Unit.

**RESOURCES**

- See Resources in Common EOC Responsibilities on page 88.
SUPERVISOR: Finance/Administration Section Coordinator

RESPONSIBILITIES:

- Track, record and report staff time for all personnel/volunteers working at the emergency/disaster.
- Establish and maintain a file for all personnel working at the disaster.
- Ensure that daily personnel time recording documents are prepared and are compliant with specific City, Cal OES and FEMA time recording policies.
- Track, record and report equipment use and time.

Ensure that time and equipment use records identify scope of work and site-specific work location consistent with initial safety/damage assessment records, sites and Project Worksheets (PWs).

See Common EOC responsibilities on page 87.

It there is enough staffing for the Finance Section you may want to have a person focus on Personnel Time Recording and another person focus on Equipment Time Recording. If you are limited in staff, make sure that the tasks associated with both of these focus areas are accomplished.

ASSIGNMENTS/STAFFING

- Clarify any issues regarding your authority and assignment.

MEETINGS/BRIEFINGS

- Attend periodic briefing sessions conducted by the Section Coordinator.

ACTION PLANNING

- Assist in preparation of the EOC Action Plan.
- Attend planning meetings at the request of the Finance Section Coordinator.

DOCUMENTATION

- See Documentation and Reports in Common EOC Responsibilities on page 87.
EMERGENCY OPERATIONS PLAN - 2018

ONGOING ACTIVITIES

PERSONNEL TIME RECORDER
- Initiate, gather, or update a time report from all applicable personnel assigned to the disaster for each operational period. (See Finance/Administration – Disaster Labor Record - Sample)
- Ensure that all records identify scope of work and site-specific work location.
- Track all travel requests, forms, and claims.
- Ensure that daily personnel time recording documents are accurate and prepared in compliance with City policy.
- Ensure that all employee identification information is verified to be correct on the time report.
- Ensure that all volunteers assigned as Disaster Service Workers maintain detailed and accurate time cards.
- Ensure that time reports are signed.
- Maintain separate logs for overtime hours.
- Establish and maintain a file for employee time records within the first operational period for each person.
- Maintain records security.
- Close out time documents prior to personnel leaving emergency assignment.
- Keep records on each shift (Twelve-hour shifts recommended).
- Coordinate with the Personnel Unit of the Logistics Section.

EQUIPMENT TIME RECORDER
- Assist sections and branches/groups/units in establishing a system for collecting equipment time reports and service records. Design and distribute Force Account and Rented Equipment Records.
- Ensure that all records identify scope of work and site-specific work location. (See Finance/Administration – Disaster Equipment Records - Sample.)
- Establish and maintain a file of time reports on owned, rented, donated and mutual aid equipment (including charges for fuel, parts, services and operators). Track the type of equipment used, make/model numbers, date and time of usage, operator name/agency affiliation, charges for fuel, parts, and services. Track city-owned equipment separate from rented equipment.
- Maintain list of damaged or lost equipment (for billing and claims purposes) in coordination with Planning Section, Resource Status Unit.
- Maintain records security.

RESOURCES
- See Resources in Common EOC Responsibilities on page 88.
COMPENSATION/CLAIMS UNIT

SUPERVISOR: Finance/Administration Section Coordinator

RESPONSIBILITIES:

- Accept as agent for the City claims resulting from a disaster.
- Collects information for all forms required for claim’s filings.
- Maintain a file of injuries and illness associated with the personnel activity at the EOC and maintains a file of written statements on injuries.
- Manage and direct all Workers’ Compensation and claims specialists assigned to the disaster.
- Provide investigative support in areas of claims for bodily injury and property damage compensation presented to the City.

> READ ENTIRE CHECKLIST AT START-UP AND AT BEGINNING OF EACH SHIFT

☐ See Common EOC responsibilities on page 87.

ASSIGNMENTS/STAFFING

☐ Clarify any issues regarding your authority and assignment.

MEETINGS/BRIEFINGS

☐ Attend periodic briefing sessions conducted by the Section Coordinator.

ACTION PLANNING

☐ Assist in preparation of the EOC Action Plan.
☐ Attend planning meetings at the request of the Finance Section Coordinator.

DOCUMENTATION

☐ See Documentation and Reports in Common EOC Responsibilities on page 87.
☐ Maintain a log of all injuries occurring during the disaster.
☐ Develop and maintain a log of potential and existing claims.
☐ Ensure that all Compensation–for-injury and Claims logs and forms are complete and routed to the appropriate department for post-EOC processing.
☐ Periodically review all logs and forms produced by Unit to ensure:
  - Work is complete
  - Entries are accurate and timely
  - Work is compliant with City of Malibu requirements and policies.
☐ Prepare claims relative to damage to City property. Notify and file the claims with insurers.
☐ Provide report of injuries and coordinate with the Safety Officer for mitigation of hazards.
ONGOING ACTIVITIES

- Coordinate with the Liaison Officer, Agency Representatives, Personnel Unit of the Logistics Section and ICS Field Level Compensation/Claims Unit Leader.
- Determine if there is a need for Compensation-for-injury and Claims Specialists and order personnel as needed.
- Ensure the investigation of all accidents, if possible.
- Ensure that the Personnel Unit of the Logistics Section completes claims for any injured personnel or volunteers working at the emergency.
- Obtain all witness statements pertaining to claim and review for completeness.

RESOURCES

- See Resources in Common EOC Responsibilities on page 88.
COST RECOVERY UNIT

SUPERVISOR: Finance/Administration Section Coordinator

RESPONSIBILITIES:
- Activate and maintain Disaster Accounting System. (See Finance/Administration Support Documentation – Disaster Accounting Procedures.)
- Document information for reimbursement from the state and federal governments.
- Act as liaison with the disaster assistance agencies and insurance companies, and coordinate the recovery of costs as allowed by law and ensure records are maintained in such a manner that will pass audit.
- Receive and allocate payments.
- Coordinate documentation of costs with other sections and departments.

RESPONSIBILITIES:
The Cost Recovery Documentation Unit should be activated at the onset of any disaster. Accurate and timely documentation is essential to financial recovery.

READ ENTIRE CHECKLIST AT START-UP AND AT BEGINNING OF EACH SHIFT

☑ See Common EOC responsibilities on page 87.

ASSIGNMENTS/STAFFING
☐ Clarify any issues regarding your authority and assignment.

MEETINGS/BRIEFINGS
☐ Attend periodic briefing sessions conducted by the Section Coordinator.
☐ Inform all sections and departments that the Disaster Accounting System is to be used.

ACTION PLANNING
☐ Assist in preparation of the EOC Action Plan.
☐ Attend planning meetings at the request of the Finance Section Coordinator.

DOCUMENTATION
☐ See Documentation and Reports in Common EOC Responsibilities on page 87.
☐ Prepare all required state and federal documentation as necessary to recover all allowable disaster costs.
☐ Work with EOC sections and appropriate departments to collect all required documentation.
☐ Organize and prepare records for final audit.
ONGOING ACTIVITIES

- Activate and maintain the Disaster Accounting System and procedures to capture and document costs relating to a disaster in coordination with other sections and departments. (See Finance/Administration Support Documentation – Disaster Accounting Procedures.)

- Make decisions on cost codes and items to be tracked by the Disaster Cost Accounting System.

- Coordinate cost recovery with disaster assistance agencies and insurance companies.

- Receive and allocate payments.

- Act as liaison with the disaster assistance agencies and coordinate the recovery of costs as allowed by law.

- Provide analyses, summaries and estimates of costs for the Finance/Administration Section Coordinator, EOC Director, and the Los Angeles County Operational Area as required.

- Maintain contact with Los Angeles County Operational Area and Cal OES and FEMA for advice and assistance in obtaining maximum eligible funds for disaster costs.

- Prepare recommendations as necessary.

RESOURCES

- See Resources in Common EOC Responsibilities on page 88.
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MANAGEMENT SUPPORT DOCUMENTATION
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ORDERS AND REGULATIONS WHICH MAY BE SELECTIVELY PROMULGATED BY THE GOVERNOR
DURING A STATE OF EMERGENCY

Order 1 (Employment)
It is hereby ordered that the period of employment for State Personnel Board emergency
appointments, as provided in Section 19120 of the Government Code and State Personnel Board
Rules 301-303, be waived for positions required for involvement in emergency and/or recovery
operations. The requirements and period of employment for such appointments will be
determined by the Director, California Office of Emergency Services, but shall not extend beyond
the termination date of said State of Emergency.

Order 2 (Medical Supplies)
It is hereby ordered that in the area proclaimed to be in a State of Emergency and/or that specific
area(s) designated by the Director, California Office of Emergency Services, outside of the
proclaimed area(s) but which is (are) essential to the relief and aid of the lives and property within
the proclaimed area, all drugs and medical supply stocks intended for wholesale distribution shall
be held subject to the control and coordination of the Department of Health Services, Food and
Drug Section. Authority imparted under this Order, and specific to the proclaimed emergency, shall
not extend beyond the termination date of said State of Emergency.

Order 3 (Salary Payment)
It is hereby ordered that during the proclaimed State of Emergency appropriate parts of Sections
18020-18026 of the Government Code and State Personnel Board Rules 130-139 be waived to
permit cash compensation to personnel whose work is designated by the Director, California Office
of Emergency Services, as essential to expedite emergency and recovery operations for all time
worked over the employee's regular workweek, at a rate of 1-1/2 times the regular rate of pay.
The Director, Office of Emergency Services, will also designate the beginning and ending dates for
such overtime for each individual involved. This waiver shall not extend beyond the termination
date of said State of Emergency.

Order 4 (Bonding)
It is hereby ordered that, in the area proclaimed to be in a State of Emergency and/or that specific
area(s) designated by the Director, California Office of Emergency Services, outside of the
proclaimed area(s) but which is (are) essential to the relief and aid of the lives and property within
the proclaimed area, the provisions of Sections 3247-3258 of the Civil Code relating to state
contracting bonding requirements for the performance of heavy rescue, debris removal, expedient
construction, preparation of mobile home sites, and related activities are suspended. This
suspension shall not extend beyond the termination date of said State of Emergency.
Order 5 (Temporary Housing)
It is hereby ordered that in the area proclaimed to be in a State of Emergency and/or that specific area(s) designated by the Director, California Office of Emergency Services, outside of the proclaimed area(s) but which is (are) essential to the relief and aid of the lives and property within the proclaimed area, those zoning, public health, safety, or intrastate transportation laws, ordinances, regulations, or codes which the Director, California Office of Emergency Services, determines impair the provision of temporary housing be suspended for a time not to exceed 60 days, after the proclaimed State of Emergency and authorization by the President upon the declaration of a Major Disaster for the Temporary Housing Program as prescribed in Section 404 of Public Law 93-288 and Section 8654(a) of the Government Code.

Order 6 (Petroleum Fuels)
It is hereby ordered that in the area proclaimed to be in a State of Emergency and/or that specific area(s) designated by the Director, California Office of Emergency Services, outside of the proclaimed area(s) but which is (are) essential to the relief and aid of the lives and property within the proclaimed area, distribution of intra-state petroleum stocks including those in refinery storage, major distribution installations and pipeline terminals, shall be held subject to the control and coordination of the Energy Resources Conservation and Development Commission. Petroleum stocks may be prioritized and diverted for use into a disaster area or in support of disaster mitigation operations. Any and all actions taken shall be at the discretion and judgment of the State Fuel Allocator, California Energy Commission, for use in disaster mitigation. Such actions shall be coordinated with and prioritized by the Director, Office of Emergency Services, but shall not extend beyond the termination date of said State of Emergency.

Order 7 (Banking)
It is hereby ordered that in the area proclaimed to be in a State of Emergency and/or that specific area(s) designated by the Director, California Office of Emergency Services, outside of the proclaimed area(s) but which is (are) essential to the relief and aid of the lives and property within the proclaimed area, all banks will take emergency operating actions pursuant to Section 1916 of the Financial Code. Actions taken under this Order, and specific to the proclaimed emergency, shall not extend beyond the termination date of said State of Emergency.
ORDERS AND REGULATIONS PROMULGATED BY THE GOVERNOR TO TAKE EFFECT UPON THE EXISTENCE OF A STATE OF WAR EMERGENCY

Order 1 (Orders and Regulations in Effect)
It is hereby ordered that the following orders and regulations, numbered 2 through 12, having been duly made in advance of a State of War Emergency, approved by the California Emergency Council, and filed with the Secretary of State and the county clerk of each county, shall take full effect upon the existence of a State of War Emergency and shall remain in full force and effect until amended or rescinded or until termination of said State of War Emergency. (See Section 8567(a), (b), and (d), State Emergency Services Act.)

Order 2 (Warning)
It is hereby ordered that, immediately upon the existence of a State of War Emergency, all counties, cities and counties, and cities of the State will immediately sound the indicated warning signal and/or take all other appropriate actions to warn residents. The warning signals necessary to effectuate this action shall be those prescribed by the Federal Government for this purpose.

Order 3 (Authority and Implementation under State of War Emergency)
It is hereby ordered that the Director of the Office of Emergency Services is authorized and directed to act on behalf of the Governor and in the name of the State of California in implementing and operating the California War Emergency Plan; and he is authorized to assume command and control of operations within the state in accordance with such plan, insofar as adherence to such plan is adequate, and to deviate from such plan, as directed by the Governor or to the extent and in such manner as he may deem necessary for the protection of life, property, and resources of or within the state against unforeseen circumstances or hazards which, by reason of their character or magnitude, are beyond the scope of such plan; and

It is further ordered that the Director of the Office of Emergency Services is authorized to delegate such powers as are herein granted, or as authorized under Article 5 of the California Emergency Services Act, to personnel of his office as he may deem necessary, and such personnel may act on behalf of and in the name of the Director of the Office of Emergency Services in carrying out any authority so delegated.

Order 4 (Personnel)
It is hereby ordered that all public employees or persons holding positions of responsibility in the State or in accredited local emergency organizations, and all registered disaster service workers, and all unregistered persons impressed into service during a State of War Emergency by a person having the authority to command the aid of citizens in the execution of his duties, are hereby declared to be members of the Statewide War-Emergency Organization; and

It is further ordered that all officials of local political subdivisions of the State and all registered disaster service workers who perform duties in the State or Regional emergency operations headquarters are hereby declared to be personnel of the State War-Emergency Organization for the period of the State of War Emergency, subject to the direction of the Governor, the Director of the Office of Emergency Services, and/or the Manager of the regional headquarters to which such persons are assigned or attached; and
It is further ordered that all officials and registered disaster service workers heretofore designated as Coordinators or as staff personnel of Operational Area organizations, which have been ratified by the California Emergency Council, are hereby declared to be personnel of the State War Emergency Organization.

Order 5 (War Powers)
It is hereby ordered that the governmental functions for the protection of lives, property, and resources of the State and of every political subdivision thereof shall continue in full force and effect, and all duly constituted officials of the State and of every political subdivision thereof shall continue to discharge their responsibilities and shall comply with, enforce, and assume the responsibility for implementing such regulations and orders not inconsistent with or contradictory to rules, regulations, or orders issued by the President of the United States or the Commanding General, Sixth United States Army, as are now or may hereafter be promulgated by the Governor, in accordance with approved plans and procedures.

Order 6 (Sales Restrictions)
It is hereby ordered that, in accordance with national and state policy, as reflected in the General Freeze Order, Part A, California Emergency Resources Management Plan, all retail sales and transfers of consumer items are prohibited for a period of at least five days following the onset of a State of War Emergency, except for the most essential purposes as determined by federal, state, or local authorities and except for essential health items and perishables in danger of spoilage.

Order 7 (Alcohol Sales)
It is hereby ordered that the sale of alcoholic beverages shall be discontinued immediately.

Order 8 (Petroleum Sales)
It is hereby ordered that all petroleum stocks for California distribution, including those in refinery storage, major distributing installations, and pipe line terminals, shall be held subject to the control of the State Petroleum Director; and

It is further ordered that, following the period of prohibition of sales imposed by Order 6, retail outlets for petroleum products shall operate in accordance with rules and regulations prescribed by the State Petroleum organization as outlined in Part B-VII of the California Emergency Resources Management Plan.

Order 9 (Food Sales)
It is hereby ordered that all wholesale food stocks, including those under the control of processors, wholesalers, agents and brokers, be held subject to the control of the State Food Director, except that:

1. Fresh fluid milk, fresh vegetables, and bread are not subject to this order; and

2. Supplies necessary for immediate essential use, on the basis of 2000 calories per person per day, of persons in homes or in mass care centers, restaurants, hotels, hospitals, public institutions, and similar establishments feeding approximately 100 persons or more per day, may be obtained from wholesale and/or retail sources upon approval by local authorities operating in accordance with existing state and federal food supply policies; and

It is further ordered that, following the period of prohibition of sales imposed by Order 6, retail
outlets for food stocks shall operate in accordance with rules and regulations prescribed by the State Food Organization as outlined in Part B-III of the California Emergency Resources Management Plan.

**Order 10 (Medical Supplies)**
It is hereby ordered that all drugs and medical supply stocks in California, intended for wholesale distribution, shall be held subject to the control of the Chief, State Emergency Medical and Health Organization; and

It is further ordered that, following the period of prohibition of sales imposed by Order 6, retail outlets for drugs and medical supplies shall operate in accordance with rules and regulations prescribed by the State Emergency Medical and Health Organization as outlined in Part B-IV of the California Emergency Resources Management Plan.

**Order 11 (Banking)**
It is hereby ordered that all banks will take emergency operating actions pursuant to Sections 1915 and 1916 of the Financial Code.

**Order 12 (Rent Control/Rationing)**
It is hereby ordered that, pursuant to the California Emergency Resources Management Plan, Part B-II, Economic Stabilization, and in conjunction with the lifting of the General Freeze Order as referred to in Order 6, price and rent control and consumer rationing will be invoked and administered by the State Economic Stabilization Organization. Rationed items may include those identified in the list of essential survival items contained in Part A, California Emergency Resources Management Plan, and such other items as may be in short supply.
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LOCAL AND STATE EMERGENCY PROCLAMATIONS

When there is a condition of extreme peril or potential peril to the safety of persons and property, and the condition is beyond the capability of the local forces to control effectively, the local governing body (City Council, Board of Supervisors or a person authorized by ordinance) may proclaim that a local emergency exists. A local emergency may be proclaimed to exist due to a specific situation, such as flood, fire, storm, earthquake, epidemic, drought, sudden and severe energy shortage, or other condition. The type of disaster, date of occurrence and area affected are to be identified. (See examples of local emergency proclamations/resolutions in Exhibits 1, 2 and 3.) A copy of the resolution must be provided to the Los Angeles County Operational Area for transmission to Cal OES.

To qualify for assistance under the state California Disaster Assistance Act (CDAA), such proclamations must be made within 10 days of the event. The governing body must review the need for continuing the Local Emergency Proclamation at least every 30 days.

The Proclamation of a Local Emergency:
- Gives public employees and governing bodies certain legal immunities for emergency actions taken.
- Enables local agencies to request state assistance under the State CDAA.
- Allows the chief executive or other authorized official designated by local ordinance to:
  - Establish curfews.
  - Take any measures necessary to protect and preserve public health and safety.
  - Exercise all authority granted by local ordinance.

LOCAL RESOLUTION REQUESTING STATE DIRECTOR, OFFICE OF EMERGENCY SERVICES, CONCURRENCE IN LOCAL EMERGENCIES

Following the proclamation of a local emergency and in the event public real property has been damaged or destroyed and assistance is needed in the repair and restoration, the governing body may request the Cal OES Director to concur in their proclamation of a local emergency and to provide assistance under the California Disaster Assistance Act (CDAA). The resolution must indicate the nature and date of the emergency, and the person designated to receive process and coordinate all aid. The resolution will be sent to Cal OES through the Los Angeles County Operational Area.

To assist the Cal OES Director in evaluating the situation, and in making a decision on whether or not to concur in the local emergency, the following is required to accompany the resolution:

- Certified copy of Local Emergency Proclamation (see Exhibits 1, 2 or 3).
- Damage Assessment Summary

Note: The Local Emergency proclamation must be made within 10 days of the occurrence to qualify for assistance under the California Disaster Assistance Act. The following financial assistance is available through Cal OES under the CDAA:

- Assistance to repair, restore, reconstruct or replace public real property or public facilities belonging to local agencies damaged as a result of natural disasters;
- Indirect costs; and
- Direct costs of grant administration.
STATE OF EMERGENCY/PRESIDENTIAL DECLARATION

Resolution Requesting Governor to Proclaim a State of Emergency
After a proclamation of a local emergency, the governing body of the city or county, having determined that local forces are unable to mitigate the situation, may request by resolution that the Governor proclaim a state of Emergency in the area to invoke mandatory mutual aid and provide state assistance under CDAA (see Exhibits 4 and 5). A copy of the request for a Governor’s Proclamation, with the following supporting data, will be forwarded to the Cal OES Director through the Los Angeles County Operational Area.

- Certified copy of the local emergency proclamation (see Exhibits 1, 2 and 3).
- Damage Assessment Summary (to be provided if state financial assistance under provisions of the California Disaster Assistance Act is requested).
- Financial assistance available:
  - Eligible disaster response costs;
  - Assistance to repair, restore, reconstruct or replace public real property or public facilities belonging to local agencies damaged as a result of natural disasters;
  - Indirect costs; and
  - Direct costs of grant administration.

The Cal OES prepares a recommendation as to the action that should be taken by the Governor. If the action recommends a Governor’s Proclamation, Cal OES prepares the proclamation.

Presidential Declaration
Following the above procedures, the governing body of the local jurisdiction may also pass a resolution (see Exhibit 5) asking the Cal OES Director to recommend that the Governor request a Presidential Declaration of a Major Disaster under the authority of Public Law 93-288. The Governor’s Request to the President is submitted through the Federal Emergency Management Agency (FEMA). Supplementary justification data may be required to accompany the local resolution (certified copy) and Damage Assessment Survey.

Financial assistance available:

- Individual assistance to the private sector;
- Matching fund assistance for cost sharing required under federal disaster assistance programs (subject to state eligible project criteria);
- Local agency overtime costs and the costs of supplies used during eligible disaster response projects;
- Assistance to repair, restore, reconstruct or replace public real property or public facilities belonging to local agencies damaged as a result of natural disasters;
- Indirect costs; and
- Direct costs of grant administration.
LOCAL PROCLAMATION OF TERMINATION OF LOCAL EMERGENCY
The governing body must review the need for continuing the local Emergency Proclamation at least every 14 days, and proclaim the termination at the earliest possible date (see Exhibit 7).

SAMPLE EMERGENCY PROCLAMATION FORMS
The following suggested resolutions were developed by Cal OES to carry out the authority granted in Chapter 2.52 of the City of Malibu’s Municipal Code relating to Emergency Organization and Functions. As the provisions of the emergency ordinance in effect in any particular city or county may differ, it is suggested that these resolutions be reviewed prior to the occurrence of any emergency by the city attorney concerned, and such changes made as may be necessary to bring them into conformance with the emergency ordinance of the particular city.

Government Code Section No. 8630:
“(a) A local emergency may be proclaimed only by the governing body of a county, city and county, city, or port district or by an official designated by ordinance adopted by that governing body.
(b) Whenever a local emergency is proclaimed by an official designated by ordinance, the local emergency shall not remain in effect for a period in excess of seven days unless it has been ratified by the governing body.
(c) The governing body shall review the need for continuing the local emergency at least once every 60 days until the governing body terminates the local emergency.
(d) The governing body shall proclaim the termination of the local emergency at the earliest possible date that conditions warrant.”

When a county proclaims a local emergency pursuant to Section 8630 of the Government Code, based upon conditions which include both incorporated and unincorporated territory of the county, it is not necessary for the cities to also proclaim the existence of a local emergency independently. Further, cities within a county are bound by county rules and regulations adopted by the county pursuant to Section 8634 of the Government Code during a county proclaimed local emergency when the local emergency includes both incorporated and unincorporated territory of the county even if the cities do not independently proclaim the existence of a local emergency.

Exhibit 1 - Resolution Proclaiming Existence of a Local Emergency (by City Council).
Exhibit 2 - Resolution Proclaiming Existence of a Local Emergency (by Director of Emergency Services). Must be ratified by governing body within 7 days.
Exhibit 3 - Resolution Confirming Existence of a Local Emergency (used by a City Council within 7 days to ratify the proclamation of local emergency issued by the Director of Emergency Services).
Exhibit 4 - Resolution Requesting Governor to Proclaim a State of Emergency.
Exhibit 5 - Resolution Proclaiming Existence of a Local Emergency and Requesting Governor to (1) Proclaim a State of Emergency; and (2) Request a Presidential Declaration.
Exhibit 6 - Local Resolution Requesting Secretary of Cal OES's Concurrence in Local Emergencies.

Exhibit 7 - Resolution Proclaiming Termination of a Local Emergency.
EXHIBIT 1 - RESOLUTION PROCLAIMING EXISTENCE OF A LOCAL EMERGENCY
(by City Council)

WHEREAS, Title 2, Chapter 2.52 of the City of Malibu’s Municipal Code empowers the City Council to
proclaim the existence or threatened existence of a local emergency when said city is affected or likely to be
affected by a public calamity; and

WHEREAS, said City Council has been requested by the Director of Emergency Services of said city to
proclaim the existence of a local emergency therein; and

WHEREAS, said City Council does hereby find:

That conditions of extreme peril to the safety of persons and property have arisen within said city, caused
by
_____________________________________________________________________________________________
(fire, flood, storm, epidemic, riot, earthquake, drought, energy shortage, or other causes)
commencing on or about _____ _____ m. on the ______ day of ______________, 20___); and

That the aforesaid conditions of extreme peril warrant and necessitate the proclamation of the existence
of a local emergency;

NOW, THEREFORE, IT IS HEREBY PROCLAIMED that a local emergency now exists throughout said city; and

IT IS HEREBY FURTHER PROCLAIMED AND ORDERED that during the existence of said local emergency the
powers, functions, and duties of the Director of Emergency Services* and the emergency organization of this city
shall be those prescribed by state law, by ordinances, and resolutions of this city and approved by the City Council
on __________________, 20____.

IT IS FURTHER PROCLAIMED AND ORDERED that said local emergency shall be deemed to continue to
exist until its termination is proclaimed by the City Council of the City of Malibu, State of California.*

ADOPTED this _______ day of ______________________, 20___,

AYES:
NOES:
ABSENT:

ATTEST:

By _________________________________
City Clerk

REVIEWED & APPROVED AS TO FORM: ________________________________
City Attorney

*Section 8630 of the Government Code provides: "(c) The governing body shall review the need for continuing the
local emergency at least once every 60 days until the governing body terminates the local emergency.”
EXHIBIT 2 - RESOLUTION PROCLAIMING EXISTENCE OF A LOCAL EMERGENCY*
(by Director of Emergency Services)

WHEREAS, Title 2, Chapter 2.52 of the City of Malibu’s Municipal Code empowers the Director of Emergency Services to proclaim the existence or threatened existence of a local emergency when said city is affected or likely to be affected by a public calamity and the City Council is not in session; and

WHEREAS, the Director of Emergency Services of the City of Malibu does hereby find;

That conditions of extreme peril to the safety of persons and property have arisen within said city, caused by ___________________ ; and ___________________ ;

(fire, flood, storm, epidemic, riot, earthquake, drought, energy shortage, or other causes)

That the City Council of the City of Malibu is not in session (and cannot immediately be called into session);

NOW, THEREFORE, IT IS HEREBY PROCLAIMED that a local emergency now exists throughout said city; and

IT IS FURTHER PROCLAIMED AND ORDERED that during the existence of said local emergency the powers, functions, and duties of the emergency organization of this city shall be those prescribed by state law, by ordinances, and resolutions of this city, and by the City of Malibu Emergency Operations Plan, as approved by the City Council on _________________, 20___.

ADOPTED this ______ day of ______________________, 20___.

ATTEST: CITY OF MALIBU, CALIFORNIA

By ______________________________ ______________________________

City Clerk  City Manager

Dir. of Emergency Services

REVIEWED & APPROVED AS TO FORM: __________________________________________

City Attorney

* This form may be used when the director is authorized by ordinance to issue such a proclamation. Section 8630 of the Government Code provides: "(b) Whenever a local emergency is proclaimed by an official designated by ordinance, the local emergency shall not remain in effect for a period in excess of seven days unless it has been ratified by the governing body."
EXHIBIT 3 - RESOLUTION CONFIRMING EXISTENCE OF A LOCAL EMERGENCY*

WHEREAS, Title 2, Chapter 2.52 of the City of Malibu’s Municipal Code empowers the Director of Emergency Services to proclaim the existence or threatened existence of a local emergency when said city is affected or likely to be affected by a public calamity and the City Council is not in session, subject to ratification by the City Council within seven days; and

WHEREAS, conditions of extreme peril to the safety of persons and property have arisen within this city, caused by (fire, flood, storm, epidemic, riot, earthquake, drought, energy shortage, or other causes) commencing on or about _____ ____.m. on the _____ day of ___________, 20____, at which time the City Council of the City of Malibu was not in session; and

WHEREAS, said City Council does hereby find that the aforesaid conditions of extreme peril did warrant and necessitate the proclamation of the existence of a local emergency; and

WHEREAS, the Director of Emergency Services of the City of Malibu did proclaim the existence of a local emergency within said city on the _____ day of _______________, 20___;

NOW, THEREFORE, IT IS HEREBY PROCLAIMED AND ORDERED that said local emergency shall be deemed to continue to exist until its termination is proclaimed by the City Council of the City of Malibu, State of California.**

ADOPTED this _______ day of ______________________, 20___,

AYES:
NOES:
ABSENT:

ATTEST:

By ______________________________
City Clerk

REVIEWED & APPROVED AS TO FORM: __________________________________________________

City Attorney

* This form may be used by a City Council to ratify the proclamation of existence of a local emergency, issued by the Director of Emergency Services.

** Section 8630 of the Government Code provides: “(c) The governing body shall review the need for continuing the local emergency at least once every 60 days until the governing body terminates the local emergency.”
EXHIBIT 4 - RESOLUTION REQUESTING GOVERNOR TO PROCLAIM A STATE OF EMERGENCY

WHEREAS, on _________________, 20__, the City Council of the City of Malibu found that due to ________________________________, (fire, flood, storm, epidemic, riot, earthquake, drought, energy shortage, or other causes) a condition of extreme peril to life and property did exist within said city; and

WHEREAS, in accordance with state law the City Council proclaimed an emergency did exist throughout said City; and

WHEREAS, it has now been found that local resources are unable to cope with the effects of said emergency;

NOW, THEREFORE, IT IS HEREBY PROCLAIMED AND ORDERED that a copy of this resolution be forwarded to the Governor of California with the request that he proclaim the City of Malibu to be in a state of emergency; and

IT IS FURTHER ORDERED that a copy of this resolution be forwarded to the State Secretary of the California Emergency Management Agency; and

IT IS FURTHER RESOLVED that ____________________, (Title)__________________, is thereby designated as the authorized representative for public assistance and ____________________, (Title)__________________, is hereby designated as the authorized representative for individual assistance of the City of Malibu for the purpose of receipt, processing, and coordination of all inquiries and requirements necessary to obtain available state and federal assistance.

ADOPTED this _______ day of ______________________, 20__,

AYES:
NOES:
ABSENT:

ATTEST:
By ______________________________
City Clerk

REVIEWS & APPROVED AS TO FORM: ____________________________________________
City Attorney
EXHIBIT 5 - RESOLUTION PROCLAIMING EXISTENCE OF A LOCAL EMERGENCY AND REQUESTING GOVERNOR TO (1) PROCLAIM A STATE OF EMERGENCY; AND (2) REQUEST A PRESIDENTIAL DECLARATION

WHEREAS, Title 2, Chapter 2.52 of the City of Malibu’s Municipal Code empowers the Director of Emergency Services to proclaim the existence or threatened existence of a local emergency when said city is affected or likely to be affected by a public calamity; and

WHEREAS, the City Council has been requested by the Director of Emergency Services of said city to proclaim the existence of a local emergency therein; and

WHEREAS, said City Council does hereby find:

That conditions of extreme peril to the safety of persons and property have arisen within said city, caused by ____________________________; and

(fire, flood, storm, epidemic, riot, earthquake, drought, energy shortage, or other causes)

That the aforesaid conditions of extreme peril warrant and necessitate the proclamation of the existence of a local emergency;

NOW, THEREFORE, IT IS HEREBY PROCLAIMED that a local emergency now exists throughout said city; and

IT IS FURTHER PROCLAIMED AND ORDERED that during the existence of said local emergency the powers, functions, and duties of the Director of Emergency Services and the emergency organization of the city shall be those prescribed by state law, by ordinances, and resolutions of this city approved by the City Council on ______________________________.

WHEREAS, it has now been found that local resources are unable to cope with the effects of said emergency;

NOW, THEREFORE, IT IS HEREBY PROCLAIMED AND ORDERED that a copy of this resolution be forwarded to the Governor of California with the request that he proclaim the City of Malibu to be in a state of emergency; and further that the Governor request a Presidential Declaration.

IT IS FURTHER ORDERED that a copy of this resolution be forwarded to the State Director of the Office of Emergency Services.

IT IS FURTHER RESOLVED that ____________________, (Title)________________, is designated as the local Hazard Mitigation Coordinator of the City of Malibu for the purpose of assessing damage within said city and consulting with Federal/State survey teams about hazard mitigation actions; and

IT IS FURTHER RESOLVED that ____________, (Title)________________, is hereby designated as the authorized representative for public assistance and ________________, (Title)________________ is hereby designated as the authorized representative for individual assistance of the City of Malibu for the purpose of receipt, processing, and coordination of all inquiries and requirements necessary to obtain available...
EMERGENCY OPERATIONS PLAN - 2018

state and federal assistance.

ADOPTED this ______ day of ______________________, 20___,

AYES:
NOES:
ABSENT:

ATTEST:

By ______________________________
City Clerk

REVIEWED & APPROVED AS TO FORM: ________________________________
City Attorney
EXHIBIT 6 - RESOLUTION REQUESTING STATE DIRECTOR, OFFICE OF EMERGENCY SERVICES' CONCURRENCE IN LOCAL EMERGENCIES*

WHEREAS, on _________________, 20___, the City Council of the City of Malibu found that due to ____________________________; (fire, flood, storm, epidemic, riot, earthquake, drought, energy shortage, or other causes) a condition of extreme peril to life and property did exist within said city; and

WHEREAS, in accordance with state law the City Council now proclaims an emergency does exist throughout said City;

NOW, THEREFORE, IT IS HEREBY PROCLAIMED AND ORDERED that a copy of this resolution be forwarded to the State Secretary of the California Emergency Management Agency with a request that he find it acceptable in accordance with provisions of the California Disaster Assistance Act; and

IT IS FURTHER RESOLVED that _____________________, (Title) ____________________, is hereby designated as the authorized representative of the City of Malibu for the purpose of receipt, processing, and coordination of all inquiries and requirements necessary to obtain available state assistance.

ADOPTED this ________ day of ______________________, 20___,

AYES: 
NOES: 
ABSENT: 

ATTEST: 

By ______________________________
City Clerk

REVIEWED & APPROVED AS TO FORM: ______________________________
City Attorney

* Proclamation of local emergency must be made within 10 days of the disaster occurrence in order to qualify for assistance under the California Disaster Assistance Act.

Note: Attach list of damaged Public Facilities showing location and estimated cost of repairs.
EXHIBIT 7 - RESOLUTION NO. XX OF THE CITY COUNCIL OF THE CITY OF MALIBU, CALIFORNIA
PROCLAIMING TERMINATION OF LOCAL EMERGENCY

WHEREAS, a local emergency existed in the City of Malibu in accordance with the
resolution thereof by the City Council on the _____ day of _______________, 20___,
or
Director of Emergency Services on the _____ day of ________________________,
20____, and its ratification by the City Council on the ______ day of _________________,
20____, as a result of conditions of extreme peril to the safety of persons and property caused
by________________________________________; and
(fire, flood, storm, epidemic, riot, earthquake, drought, energy shortage, or other causes)

WHEREAS, the situation resulting from said conditions of extreme peril is now deemed
to be within the control of the normal protective services, personnel, equipment, and facilities
of and within said City of Malibu;

NOW, THEREFORE, the City Council of the City of Malibu, State of California, does
hereby proclaim the termination of said local emergency.

ADOPTED this ______ day of ________________________, 20___.

AYES: 
NOES: 
ABSENT: 

ATTEST:

By ______________________________
City Clerk

REVIEWED & APPROVED AS TO FORM: ________________________________
City Attorney
This agreement was adopted by the City of Malibu, December 17, 1961.

This agreement made and entered into by and between the STATE OF CALIFORNIA, its various departments and agencies, and the various political subdivisions, municipal corporations, and other public agencies of the State of California;

WITNESSETH:

WHEREAS, It is necessary that all of the resources and facilities of the State, its various departments and agencies, and all its political subdivisions, municipal corporations, and other public agencies be made available to prevent and combat the effect of disasters which may result from such calamities as flood, fire, earthquake, pestilence, war, sabotage, and riot; and

WHEREAS, It is desirable that each of the parties hereto should voluntarily aid and assist each other in the event that a disaster should occur, by the interchange of services and facilities, including, but not limited to, fire, law enforcement, medical and health, communication, and transportation services and facilities, to cope with the problems of rescue, relief, evacuation, rehabilitation, and reconstruction which would arise in the event of a disaster; and

WHEREAS, It is necessary and desirable that a cooperative agreement be executed for the interchange of such mutual aid on a local, county-wide, regional, state-wide, and interstate basis;

NOW, THEREFORE, IT IS HEREBY AGREED by and between each and all of the parties hereto as follows:

(1) Each party shall develop a plan providing for the effective mobilization of all its resources and facilities, both public and private, to cope with any type of disaster.

(2) Each party agrees to furnish resources and facilities and to render services to each and every other party to this agreement to prevent and combat any type of disaster in accordance with duly adopted mutual aid operational plans, whether heretofore or hereafter adopted, detailing the method and manner by which such resources, facilities, and services are to be made available and furnished, which operational plans may include provisions for training and testing to make such mutual aid effective; provided, however, that no party shall be required to deplete unreasonably its own resources, facilities, and services in furnishing such mutual aid.

(3) It is expressly understood that this agreement and the operational plans adopted pursuant thereto shall not supplant existing agreements between some of the parties hereto providing for the exchange or furnishing of certain types of facilities and services on a reimbursable, exchange, or other basis, but that the mutual aid extended under this agreement and the operational plans adopted pursuant thereto, shall be without reimbursement unless otherwise expressly provided for by the parties to this agreement or as provided in Sections 1541, 1586, and 1587, Military and Veterans Code; and that such mutual aid is intended to be available in the event of a disaster of such magnitude that it is, or is likely to be, beyond the control of a single party and requires the combined forces of several or all of the parties to this agreement to combat.
(4) It is expressly understood that the mutual aid extended under this agreement and the operational plans adopted pursuant thereto shall be available and furnished in all cases of local peril or emergency and in all cases in which a STATE OF EXTREME EMERGENCY has been proclaimed.

(5) It is expressly understood that any mutual aid extended under this agreement and the operational plans adopted pursuant thereto, is furnished in accordance with the "California Disaster Act" and other applicable provisions of law, and except as otherwise provided by law that: "The responsible local official in whose jurisdiction an incident requiring mutual aid has occurred shall remain in charge at such incident including the direction of such personnel and equipment provided him through the operation of such mutual aid plans." (Sec. 1564, Military and Veterans Code.)

(6) It is expressly understood that when and as the State of California enters into mutual aid agreements with other states and the Federal Government that the parties to this agreement shall abide by such mutual aid agreements in accordance with law.

(7) Upon approval or execution of this agreement by the parties hereto all mutual aid operational plans heretofore approved by the State Disaster Council, or its predecessors, and in effect as to some of the parties hereto, shall remain in full force and effect as to them until the same may be amended, revised, or modified. Additional mutual aid operational plans and amendments, revisions, or modifications of existing or hereafter adopted mutual aid operational plans, shall be adopted as follows:

(a) County-wide and local mutual aid operational plans shall be developed by the parties thereto and are operative as between the parties in accordance with the provisions of such operational plans. Such operational plans shall be submitted to the State Disaster Council for approval. The State Disaster Council shall notify each party to such operational plans of its approval, and shall also send copies of such operational plans to other parties to this agreement who did not participate in such operational plans and who are in the same area and affected by such operational plans. Such operational plans shall be operative as to such other parties 20 days after receipt thereof unless within that time the party by resolution or notice given to the State Disaster Council, in the same manner as notice of termination of participation in this agreement, declines to participate in the particular operational plan.

(b) State-wide and regional mutual aid operational plans shall be approved by the State Disaster Council and copies thereof shall forthwith be sent to each and every party affected by such operational plans. Such operational plans shall be operative as to the parties affected thereby 20 days after receipt thereof unless within that time the party by resolution or notice given to the State Disaster Council, in the same manner as notice of termination of participation in this agreement, declines to participate in the particular operational plan.

(c) The declination of one or more of the parties to participate in a particular operational plan or any amendment, revision, or modification thereof, shall not affect the operation of this agreement and the other operational plans adopted pursuant thereto.

(d) Any party may at any time by resolution or notice given to the State Disaster Council, in the same manner as notice of termination of participation in this agreement, decline to participate in any particular operational plan, which declination shall become effective
20 days after filing with the State Disaster Council.

(e) The State Disaster Council shall send copies of all operational plans to those state departments and agencies designated by the Governor. The Governor may, upon behalf of any department or agency, give notice that such department or agency declines to participate in a particular operational plan.

(f) The State Disaster Council, in sending copies of operational plans and other notices and information to the parties to this agreement, shall send copies to the Governor and any department or agency head designated by him; the chairman of the board of supervisors, the clerk of the board of supervisors, and County Disaster Council, and any other officer designated by a county; the mayor, the clerk of the city council, the City Disaster Council, and any other officer designated by a city; the executive head, the clerk of the governing body, or other officer of other political subdivisions and public agencies as designated by such parties.

(8) This agreement shall become effective as to each party when approved or executed by the party, and shall remain operative and effective as between each and every party that has heretofore or hereafter approved or executed this agreement, until participation in this agreement is terminated by the party. The termination by one or more of the parties of its participation in this agreement shall not affect the operation of this agreement as between the other parties thereto. Upon approval or execution of this agreement the State Disaster Council shall send copies of all approved and existing mutual aid operational plans affecting such party which shall become operative as to such party 20 days after receipt thereof unless within that time the party by resolution or notice given to the State Disaster Council, in the same manner as notice of termination of participation in this agreement, declines to participate in any particular operational plan. The State Disaster Council shall keep every party currently advised of who the other parties to this agreement are and whether any of them has declined to participate in any particular operational plan.

(9) Approval or execution of this agreement shall be as follows:

(a) The Governor shall execute a copy of this agreement on behalf of the State of California and the various departments and agencies thereof. Upon execution by the Governor a signed copy shall forthwith be filed with the State Disaster Council.

(b) Counties, cities, and other political subdivisions and public agencies having a legislative or governing body shall by resolution approve and agree to abide by this agreement, which may be designated as "CALIFORNIA DISASTER AND CIVIL DEFENSE MASTER MUTUAL AID AGREEMENT." Upon adoption of such a resolution, a certified copy thereof shall forthwith be filed with the State Disaster Council.

8 The executive head of those political subdivisions and public agencies having no legislative or governing body shall execute a copy of this agreement and forthwith file a signed copy with the State Disaster Council.

(10) Termination of participation in this agreement may be affected by any party as follows:

(a) The Governor, upon behalf of the State and its various departments and agencies, and the executive head of those political subdivisions and public agencies having no legislative or governing body, shall file a written notice of termination of participation in this agreement with the State Disaster Council and this agreement is terminated as
to such party 20 days after the filing of such notice.

(b) Counties, cities, and other political subdivisions and public agencies having a legislative or governing body shall by resolution give notice of termination of participation in this agreement and file a certified copy of such resolution with the State Disaster Council, and this agreement is terminated as to such party 20 days after the filing of such resolution.

IN WITNESS WHEREOF this agreement has been executed and approved and is effective and operative as to each of the parties as herein provided.

/signed/ EARL WARREN
GOVERNOR
On behalf of the State of
California and all its
Departments and Agencies

ATTEST: /signed/ FRANK M. JORDAN
Secretary of State

November 15, 1950
(GREAT SEAL)

Note:

There are references in the foregoing agreement to the California Disaster Act, State Disaster Council, and various sections of the Military and Veterans Code. Effective November 23, 1970, by enactment of Chapter 1454, Statutes 1970, the California Disaster Act (Sections 1500 ff., Military and Veterans Code) was superseded by the California Emergency Services Act (Sections 8550 ff., Government Code), and the State Disaster Council was superseded by the California Emergency Council.

Section 8668 of the California Emergency Services Act provides:

(a) Any disaster council previously accredited, the State Civil Defense and Disaster Plan, the State Emergency Resources Management Plan, the State Fire Disaster Plan, the State Law Enforcement Mutual Aid Plan, all previously approved civil defense and disaster plans, all mutual aid agreements, and all documents and agreements existing as of the effective date of this chapter, shall remain in full force and effect until revised, amended, or revoked in accordance with the provisions of this chapter.

In addition, Section 8561 of the new act specifically provides:

"Master Mutual Aid Agreement" means the California Disaster and Civil Defense Master Mutual Aid Agreement, made and entered into by and between the State of California, its various departments and agencies, and the various political subdivisions of the state, to facilitate implementation of the purposes of this chapter.

Substantially the same provisions as previously contained in Section 1541, 1564, 1586 and 1587 of the Military and Veterans Code, referred to in the foregoing agreement, are now contained in Sections 8633, 8618, 8652 and 8643, respectively, of the Government Code.
EMERGENCY MANAGEMENT ASSISTANCE COMPACT (EMAC)

ARTICLE I - PURPOSE AND AUTHORITIES

This compact is made and entered into by and between the participating member states which enact this compact, hereinafter called party states. For the purposes of this agreement, the term "states" is taken to mean the several states, the Commonwealth of Puerto Rico, the District of Columbia, and all U.S. territorial possessions.

The purpose of this compact is to provide for mutual assistance between the states entering into this compact in managing any emergency or disaster that is duly declared by the governor of the affected state(s), whether arising from natural disaster, technological hazard, man-made disaster, civil emergency aspects of resources shortages, community disorders, insurgency, or enemy attack.

This compact shall also provide for mutual cooperation in emergency-related exercises, testing, or other training activities using equipment and personnel simulating performance of any aspect of the giving and receiving of aid by party states or subdivisions of party states during emergencies, such actions occurring outside actual declared emergency periods. Mutual assistance in this compact may include the use of the states' National Guard forces, either in accordance with the National Guard Mutual Assistance Compact or by mutual agreement between states.

ARTICLE II - GENERAL IMPLEMENTATION

Each party state entering into this compact recognizes many emergencies transcend political jurisdictional boundaries and that intergovernmental coordination is essential in managing these and other emergencies under this compact. Each state further recognizes that there will be emergencies which require immediate access and present procedures to apply outside resources to make a prompt and effective response to such an emergency. This is because few, if any individual states have all the resources they may need in all types of emergencies or the capability of delivering resources to areas where emergencies exist. The prompt, full, and effective utilization of resources of the participating states, including any resources on hand or available from the Federal Government or any other source, that are essential to the safety, care, and welfare of the people in the event of any emergency or disaster declared by a party state, shall be the underlying principle on which all articles of this compact shall be understood.

On behalf of the governor of each state participating in the compact, the legally designated state official who is assigned responsibility for emergency management will be responsible for formulation of the appropriate interstate mutual aid plans and procedures necessary to implement this compact.

ARTICLE III - PARTY STATE RESPONSIBILITIES

A. It shall be the responsibility of each party state to formulate procedural plans and programs for interstate cooperation in the performance of the responsibilities listed in this article. In formulating such plans, and in carrying them out, the party states, insofar as practical, shall:

   i. Review individual state hazards analyses and, to the extent reasonably possible, determine all those potential emergencies the party states might jointly suffer, whether due to natural disaster, technological hazard, man-made disaster, emergency aspects of resource shortages, civil disorders, insurgency, or enemy attack.

   ii. Review party states' individual emergency plans and develop a plan which will determine the mechanism for the interstate management and provision of assistance concerning any potential emergency.

   iii. Develop interstate procedures to fill any identified gaps and to resolve any identified inconsistencies or overlaps in existing or developed plans.
iv. Assist in warning communities adjacent to or crossing the state boundaries.

v. Protect and assure uninterrupted delivery of services, medicines, water, food, energy and fuel, search and rescue, and critical lifeline equipment, services, and resources, both human and material.

vi. Inventory and set procedures for the interstate loan and delivery of human and material resources, together with procedures for reimbursement or forgiveness.

vii. Provide, to the extent authorized by law, for temporary suspension of any statutes or ordinances that restrict the implementation of the above responsibilities.

B. The authorized representative of a party state may request assistance of another party state by contacting the authorized representative of that state. The provisions of this agreement shall only apply to requests for assistance made by and to authorized representatives. Requests may be verbal or in writing. If verbal, the request shall be confirmed in writing within 30 days of the verbal request. Requests shall provide the following information:

i. A description of the emergency service function for which assistance is needed, such as but not limited to fire services, law enforcement, emergency medical, transportation, communications, public works and engineering, building inspection, planning and information assistance, mass care, resource support, health and medical services, and search and rescue.

ii. The amount and type of personnel, equipment, materials and supplies needed, and a reasonable estimate of the length of time they will be needed.

iii. The specific place and time for staging of the assisting party’s response and a point of contact at that location.

C. There shall be frequent consultation between state officials who have assigned emergency management responsibilities and other appropriate representatives of the party states with affected jurisdictions and the United States Government, with free exchange of information, plans, and resource records relating to emergency capabilities.

ARTICLE IV – LIMITATIONS

Any party state requested to render mutual aid or conduct exercises and training for mutual aid shall take such action as is necessary to provide and make available the resources covered by this compact in accordance with the terms hereof; provided that it is understood that the state rendering aid may withhold resources to the extent necessary to provide reasonable protection for such state.

Each party state shall afford to the emergency forces of any party state, while operating within its state limits under the terms and conditions of this compact, the same powers (except that of arrest unless specifically authorized by the receiving state), duties, rights, and privileges as are afforded forces of the state in which they are performing emergency services. Emergency forces will continue under the command and control of their regular leaders, but the organizational units will come under the operational control of the emergency services authorities of the state receiving assistance. These conditions may be activated, as needed, only subsequent to a declaration of a state of emergency or disaster by the governor of the party state that is to receive assistance or commencement of exercises or training for mutual aid and shall continue so long as the exercises or training for mutual aid are in progress, the state of emergency or disaster remains in effect or loaned resources remain in the receiving state(s), whichever is longer.
ARTICLE V - LICENSES AND PERMITS

Whenever any person holds a license, certificate, or other permit issued by any state party to the compact evidencing the meeting of qualifications for professional, mechanical, or other skills, and when such assistance is requested by the receiving party state, such person shall be deemed licensed, certified, or permitted by the state requesting assistance to render aid involving such skill to meet a declared emergency or disaster, subject to such limitations and conditions as the governor of the requesting state may prescribe by executive order or otherwise.

ARTICLE VI – LIABILITY

Officers or employees of a party state rendering aid in another state pursuant to this compact shall be considered agents of the requesting state for tort liability and immunity purposes; and no party state or its officers or employees rendering aid in another state pursuant to this compact shall be liable on account of any act or omission in good faith on the part of such forces while so engaged or on account of the maintenance or use of any equipment or supplies in connection therewith. Good faith in this article shall not include willful misconduct, gross negligence, or recklessness.

ARTICLE VII - SUPPLEMENTARY AGREEMENTS

Inasmuch as it is probable that the pattern and detail of the machinery for mutual aid among two or more states may differ from that among the states that are party hereto, this instrument contains elements of a broad base common to all states, and nothing herein contained shall preclude any state from entering into supplementary agreements with another state or affect any other agreements already in force between states. Supplementary agreements may comprehend, but shall not be limited to, provisions for evacuation and reception of injured and other persons and the exchange of medical, fire, police, public utility, reconnaissance, welfare, transportation and communications personnel, and equipment and supplies.

ARTICLE VIII – COMPENSATION

Each party state shall provide for the payment of compensation and death benefits to injured members of the emergency forces of that state and representatives of deceased members of such forces in case such members sustain injuries or are killed while rendering aid pursuant to this compact, in the same manner and on the same terms as if the injury or death were sustained within their own state.

ARTICLE IX – REIMBURSEMENT

Any party state rendering aid in another state pursuant to this compact shall be reimbursed by the party state receiving such aid for any loss or damage to or expense incurred in the operation of any equipment and the provision of any service in answering a request for aid and for the costs incurred in connection with such requests; provided, that any aiding party state may assume in whole or in part such loss, damage, expense, or other cost, or may loan such equipment or donate such services to the receiving party state without charge or cost; and provided further, that any two or more party states may enter into supplementary agreements establishing a different allocation of costs among those states. Article VIII expenses shall not be reimbursable under this provision.

ARTICLE X – EVACUATION

Plans for the orderly evacuation and interstate reception of portions of the civilian population as the result of any emergency or disaster of sufficient proportions to so warrant, shall be worked out and maintained between the party states and the emergency management/services directors of the various jurisdictions where any type of incident requiring evacuations might occur. Such plans shall be put into effect by request of the state from which evacuees come and shall include the manner of transporting such evacuees, the number of evacuees to be received in different areas, the manner in which food, clothing, housing, and medical care will be provided, the registration of the evacuees, the providing of facilities for the notification of relatives or friends, and the forwarding of such
evacuees to other areas or the bringing in of additional materials, supplies, and all other relevant factors. Such plans shall provide that the party state receiving evacuees and the party state from which the evacuees come shall mutually agree as to reimbursement of out-of-pocket expenses incurred in receiving and caring for such evacuees, for expenditures for transportation, food, clothing, medicines and medical care, and like items. Such expenditures shall be reimbursed as agreed by the party state from which the evacuees come. After the termination of the emergency or disaster, the party state from which the evacuees come shall assume the responsibility for the ultimate support of repatriation of such evacuees.

ARTICLE XI – IMPLEMENTATION

A. This compact shall become operative immediately upon its enactment into law by any two (2) states; thereafter, this compact shall become effective as to any other state upon its enactment by such state.

B. Any party state may withdraw from this Compact by enacting a statute repealing the same, but no such withdrawal shall take effect until 30 days after the governor of the withdrawing state has given notice in writing of such withdrawal to the governors of all other party states. Such action shall not relieve the withdrawing state from obligations assumed hereunder prior to the effective date of withdrawal.

C. Duly authenticated copies of this compact and of such supplementary agreements as may be entered into shall, at the time of their approval, be deposited with each of the party states and with the Federal Emergency Management Agency and other appropriate agencies of the United States Government.

ARTICLE XII – VALIDITY

This Act shall be construed to effectuate the purposes stated in Article I hereof. If any provision of this compact is declared unconstitutional, or the applicability thereof to any person or circumstances is held invalid, the constitutionality of the remainder of this Act and the applicability thereof to other persons and circumstances shall not be affected thereby.

ARTICLE XIII - ADDITIONAL PROVISIONS

Nothing in this compact shall authorize or permit the use of military force by the National Guard of a state at any place outside that state in any emergency for which the President is authorized by law to call into federal service the militia, or for any purpose for which the use of the Army or the Air Force would in the absence of express statutory authorization be prohibited under Section 1385 of title 18, United States Code.

Ratified during the 2nd session of the 104th Congress and became Public Law 104-321, October 1996
CITY OF MALIBU MUNICIPAL CODE RELATING TO EMERGENCY ORGANIZATION AND FUNCTIONS

Chapter 2.52 EMERGENCY SERVICES ORGANIZATION

2.52.010 Purposes.
The declared purposes of this chapter are to provide for the preparation and carrying out of plans for the protection of persons and property within the city in the event of an emergency; the direction of the emergency organization; and the coordination of the emergency functions of the city with all other public agencies, corporations, organizations and affected private persons. (Prior code § 3600)

2.52.020 Emergency defined.
As used in this chapter “emergency” means the actual or threatened existence of conditions of disaster or of extreme peril to the safety of persons and property within this city caused by such conditions as air pollution, fire, flood, storm, landslide, epidemic, riot, or earthquake, or other conditions, including conditions resulting from war or the imminent threat of war, but other than conditions resulting from a labor controversy, which conditions are or are likely to be beyond the control of the services, personnel, equipment, and facilities of this city, requiring the combined forces of other political subdivisions to combat. (Prior code § 3601)

2.52.030 Disaster council membership.
The city disaster council is created and shall consist of the following:
A. The mayor, who shall be chairperson;
B. The director of emergency services, who shall be vice-chairperson;
C. The assistant director of emergency services;
D. Such chiefs of emergency services as are provided for in a current emergency plan of the city, adopted pursuant to this chapter;
E. Such representatives of civic, business, labor, veterans, professional, or other organizations having an official emergency responsibility, as may be appointed by the director with the advice and consent of the city council. (Prior code § 3602)

2.52.040 Disaster council powers and duties.
It shall be the duty of the city disaster council, and it is empowered, to develop and recommend for adoption by the city council, emergency and mutual aid plans and agreements and such ordinances and resolutions and rules and regulations as are necessary to implement such plans and agreements. The disaster council shall meet upon call of the chairperson, or, in his or her absence from the city or inability to call such meeting, upon call of the vice-chairperson. (Prior code § 3603)

2.52.050 Director and assistant director of emergency services.
A. There is created the office of director of emergency services. The city manager shall be the director of emergency services.
B. There is created the office of assistant director of emergency services, who shall be appointed by the director. (Prior code § 3604)

2.52.060 Powers and duties of the director and assistant director of emergency services.
A. The director is empowered to:
   1. Request the city council to proclaim the existence or threatened existence of a local emergency if the city council is in session, or to issue such proclamation if the city
council is not in session. Whenever a local emergency is proclaimed by the director, the city council shall take action to ratify the proclamation within seven days thereafter or the proclamation shall have no further force or effect;

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

3. Control and direct the effort of the emergency organization of the city for the accomplishment of the purposes of this chapter;

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

5. Represent the city in all dealings with public or private agencies on matters pertaining to emergencies as defined herein;

6. In the event of the proclamation of a local emergency as herein provided, the proclamation of a state of emergency by the Governor or the Director of the State Office of Emergency Services, or the existence of a state of war emergency, the director is empowered:
   a. To make and issue rules and regulations on matters reasonably related to the protection of life and property as affected by such emergency; provided, however, such rules and regulations must be confirmed at the earliest practicable time by the city council,
   b. To obtain vital supplies, equipment, and such other properties found lacking and needed for the protection of life and property and to bind the city for the fair value thereof and, if required immediately, to commandeer the same for public use,
   c. To require emergency services of any city officer or employee, and, in the event of the proclamation of a state of emergency in the county in which the city is located or the existence of a state of war emergency, to command the aid of as many citizens of this community as he deems necessary in the execution of his or her duties; such persons shall be entitled to all privileges, benefits, and immunities as are provided by state law for registered disaster service workers,
   d. To requisition necessary personnel or material of any city department or agency, and
   e. To execute all of his or her ordinary power as city manager, all of the special powers conferred upon him or her by this chapter or by resolution or emergency plan pursuant hereto adopted by the city council, all powers conferred upon him or her by any statute, by any agreement approved by the city council, and by any other lawful authority.

B. The director of emergency services shall designate the order of succession to that office, to take effect in the event the director is unavailable to attend meetings and otherwise perform his or her duties during an emergency. Such order of succession shall be approved by the city council.

C. The assistant director shall, under the supervision of the director and with the assistance of emergency service chiefs, develop emergency plans and manage the emergency programs of the city; and shall have such other powers and duties as may be assigned by the director. (Prior code § 3605)
2.52.070 Emergency organization.
All officers and employees of the city, together with those volunteer forces enrolled to add them during an emergency, and all groups, organizations, and persons who may be agreement or operation of law, including persons impressed into service under the provisions of Section 2.52.060(A)(6)(c) of this chapter, be charged with duties incident to the protection of life and property in the city during such emergency, shall constitute the emergency organization of the city. (Prior code § 3606)

2.52.080 Emergency plan.
The city disaster council shall be responsible for the development of the city emergency plan, which plan shall provide for the effective mobilization of all of the resources of the city, both public and private, to meet any condition constituting a local emergency; state of emergency, or state of war emergency; and shall provide for the organization, powers and duties, services, and staff of the emergency organization. Such plan shall take effect upon adoption by resolution of the city council. (Prior code § 3607)

2.52.090 Expenditures.
Any expenditures made in connection with emergency activities, including mutual aid activities, shall be deemed conclusively to be for the direct protection and benefit of the inhabitants and property of the city. (Prior code § 3608)

2.52.100 Punishment of violations.
It shall be a misdemeanor, punishable by a fine of not to exceed one thousand dollars ($1,000.00) or by imprisonment in the county jail for not to exceed six months, or both, for any person, during an emergency, to:

A. Willfully obstruct, hinder, or delay any member of the emergency organization in the enforcement of any lawful rule or regulation issued pursuant to this chapter, or in the performance of any duty imposed upon him or her by virtue of this chapter;

B. Do any act forbidden by any lawful rule or regulation issued pursuant to this chapter, if such act is of such a nature as to give or be likely to give assistance to the enemy or to imperil the lives or property of inhabitants of this city, or to prevent, hinder, or delay the defense or protection thereof: Wear, carry, or display, without authority, any means of identification specified by the emergency agency of the state. (Prior code § 3609)
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AUTHORITIES AND RESPONSIBILITIES OF LOCAL HEALTH OFFICERS IN DISASTERS

These references have been prepared strictly as a guide, and should not be construed as providing legal advice. To ensure compliance with applicable laws and regulations, city or county legal counsel should be consulted prior to invoking the authorities discussed in this document.

HSC = Health and Safety Code
GC = Government Code
CCR = California Code of Regulations
PC = Penal Code

GENERAL DUTIES AND RESPONSIBILITIES OF COUNTY HEALTH OFFICER

The local health officer is delegated the responsibility for enforcement of public health laws and regulations.

HSC § 101000 County Health Officer Appointment
“Each board of supervisors shall appoint a health officer who is a county officer.”

HSC § 101460 City Health Officer; Appointment.
“Every governing body of a city shall appoint a health officer, except when the city has made other arrangements as specified in this code, for the county to exercise the same powers and duties within the city, as are conferred upon city health officers by law.”

HSC § 101400 Contracts For County Performance Of City Health Functions.
“The board of supervisors may contract with a city in the county, and the governing body of a city may contract with the county for the performance by health officers or other county employees of any or all enforcement functions within the city related to ordinances of public health and sanitation, and all inspections and other related functions.”

HSC § 101025 Duties Of Governing Body Of County
“The board of supervisors of each county shall take measures as may be necessary to preserve and protect the public health in the unincorporated territory of the county, including, if indicated, the adoption of ordinances, regulations and orders not in conflict with general laws, and provide for the payment of all expenses incurred in enforcing them.”

HSC § 101030 Enforcement Duties.
“The county health officer shall enforce and observe all of the following in the unincorporated area of the county:

(a) Orders and ordinances of the board of supervisors pertaining to public health and sanitary matters;

(b) Orders including quarantine and other regulations prescribed by the department; and (c) Statutes related to public health.”
HSC § 101375 Consent Of City; Enforcement Duties Of County Health Officer.
“When the governing body of a city in the county consents by resolution or ordinance, the county health officer shall enforce and observe in the city all of the following:

(a) Orders and quarantine regulations prescribed by the department and other regulations issued under this code.

(b) Statutes relating to the public health.”

HSC § 101405 Powers of County Health Officers In City.
“Whenever a contract has been duly entered into, the county health officer and his or her deputies shall exercise the same powers and duties in the city as are conferred upon city health officers by law.”

EMERGENCIES, EMERGENCY PROCLAMATIONS, AND HEALTH OFFICER AUTHORITY DURING A PROCLAIMED EMERGENCY

GC § 8558 Degrees of Emergency.
“Three conditions or degrees of emergency are established by this chapter:

(a) "State of war emergency" means the condition which exists immediately, with or without a proclamation thereof by the Governor, whenever this state or nation is attacked by an enemy of the United States, or upon receipt by the state of a warning from the federal government indicating that such an enemy attack is probable or imminent.

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

(c) "Local emergency" means the duly proclaimed existence of conditions of disaster or of extreme peril to the safety of persons and property within the territorial limits of a county, city and county, or city, caused by such conditions as air pollution, fire, flood, storm, epidemic, riot, drought, sudden and severe energy shortage, plant or animal infestation or disease, the Governor’s warning of an earthquake or volcanic prediction, or an earthquake, or other conditions, other than conditions resulting from a labor controversy, which conditions are or are likely to be beyond the control of the services, personnel, equipment, and facilities of that political subdivision and require the combined forces of other political subdivisions to combat, or with respect to regulated energy utilities, a sudden severe energy shortage requires extraordinary measures beyond the authority vested in the California Public Utilities Commission.”
Health Officer's Authority during a Proclaimed Emergency

HSC § 101040 Authority To Take Preventive Measures During Emergency.

“The county health officer may take any preventive measure that may be necessary to protect and preserve the public health from any public health hazard during any "state of war emergency," "state of emergency," or "local emergency," as defined by Section 8558 of the Government Code, within his or her jurisdiction. "Preventive measure" means abatement, correction, removal or any other protective step that may be taken against any public health hazard that is caused by a disaster and affects the public health. Funds for these measures may be allowed pursuant to Sections 29127 to 29131, inclusive, and 53021 to 53023, inclusive, of the Government Code and from any other money appropriated by a county board of supervisors or a city governing body to carry out the purposes of this section. The county health officer, upon consent of the county board of supervisors or a city governing body, may certify any public health hazard resulting from any disaster condition if certification is required for any federal or state disaster relief program.”

Health Emergency

HSC § 101080 Declaration of Health Emergency; Conditions; Duration; Review. “Whenever a release, spill, escape, or entry of waste occurs as described in paragraph (2) of subdivision (b) of Section 101075 and the director or the local health officer reasonably determines that the waste is a hazardous waste or medical waste, or that it may become a hazardous waste or medical waste because of a combination or reaction with other substances or materials, and the director or local health officer reasonably determines that the release or escape is an immediate threat to the public health, the director may declare a health emergency and the local health officer may declare a county health emergency in the county or any area thereof affected by the threat to the public health. Whenever a local health emergency is declared by a local health officer pursuant to this section, the local health emergency shall not remain in effect for a period in excess of seven days unless it has been ratified by the board of supervisors. The board of supervisors shall review, at least every 14 days until the local health emergency is terminated, the need for continuing the local health emergency and shall proclaim the termination of the local health emergency at the earliest possible date that conditions warrant the termination.”

Health Officer's Authority during a Declared Health Emergency

HSC §101085 Health Emergencies; Powers of Health Officials.

“(a) After the declaration of a health emergency or a county health emergency pursuant to Section 101080, the director or local health officer may do any or all of the following:

(1) Require any person or organization that the director or local health officer shall specify to furnish any information known relating to the properties, reactions, and identity of the material that has been released, spilled, or escaped. The director or local health officer may require information to be furnished, under penalty of perjury, by the person, company, corporation, or other organization that had custody of the material, and, if the material is being transferred or transported, by any person, company, corporation, or organization that caused the material to be transferred or transported. This information shall be furnished to the director or local health officer upon request in sufficient detail, as determined by the director or local health officer, as required to take any action necessary to abate the health emergency or county health emergency or protect the health of persons in the county, or any area thereof, who are, or may be affected. However, the burden, including costs, of furnishing the information shall bear a reasonable relationship to the need for the information and the benefits to be obtained there from.
(2) Provide the information, or any necessary portions thereof, or any other necessary information available to the director or local health officer to state or local agencies responding to the health emergency or county health emergency or to medical and other professional personnel treating victims of the local health emergency.

(3) Sample, analyze, or otherwise determine the identifying and other technical information relating to the health emergency or county health emergency as necessary to respond to or abate the county health emergency and protect the public health.

(b) This section does not limit or abridge any of the powers or duties granted to the State Water Resources Control Board and to each regional water quality control board by Division 7 (commencing with Section 13000) of the Water Code. This section also does not limit or abridge the powers or duties granted to the State Air Resources Board or to any air pollution control district by Division 26 (commencing with Section 39000). This section does not limit or abridge any of the powers or duties granted to the Director of Food and Agriculture or to any county agricultural commissioner by Division 6 commencing with Section 11401) or by Division 7 (commencing with Section 12501) of the Food and Agricultural Code.”

Personnel Resources Available to the Health Officer during a Health or Local Emergency

HSC § 101310 Health Emergencies.

“In the event a health emergency is declared by the board of supervisors in a county, or in the event a county health emergency is declared by the county health officer pursuant to Section101080, the local health officer shall have supervision and control over all environmental health and sanitation programs and personnel employed by the county during the state of emergency”.

Note: A “health emergency” that is declared by the board of supervisors under HSC §101310 is a “local emergency” which has been proclaimed for a health-related reasons as defined under GC § 8558 (c) pursuant to GC § 8630. Historically, this has been interpreted to include emergencies with public health consequences such as an earthquake, flood, or other disaster.

The Authority to Order an Evacuation

PC § 409.5

“(a) Whenever a menace to the public health or safety is created by a calamity including a flood, storm, fire, earthquake, explosion, accident, or other disaster, officers of the Department of the California Highway Patrol, police departments, marshal's office or sheriff's office, any officer or employee of the Department of Forestry and Fire Protection designated a peace officer by subdivision (g) of Section 830.2, any officer or employee of the Department of Parks and Recreation designated a peace officer by subdivision (f) of Section 830.2, any officer or employee of the Department of Fish and Game designated a peace officer under subdivision (e) of Section 830.2, and any publicly employed full-time lifeguard or publicly employed full-time marine safety officer while acting in a supervisory position in the performance of his or her official duties, may close the area where the menace exists for the duration thereof by means of ropes, markers, or guards to any and all persons not authorized by the lifeguard or officer to enter or remain within the enclosed area. If the calamity creates an immediate menace to the public health, the local health officer may close the area where the menace exists pursuant to the conditions set forth in this section. (emphasis added)
(b) Officers of the Department of the California Highway Patrol, police departments, marshal's office or sheriff's office, officers of the Department of Fish and Game designated as peace officers by subdivision (e) of Section 830.2, or officers of the Department of Forestry and Fire Protection designated as peace officers by subdivision (g) of Section 830.2 may close the immediate area surrounding any emergency field command post or any other command post activated for the purpose of abating any calamity enumerated in this section or any riot or other civil disturbance to any and all unauthorized persons pursuant to the conditions set forth in this section whether or not the field command post or other command post is located near to the actual calamity or riot or other civil disturbance.

(c) Any unauthorized person who willfully and knowingly enters an area closed pursuant to subdivision (a) or (b) and who willfully remains within the area after receiving notice to evacuate or leave shall be guilty of a misdemeanor.

(d) Nothing in this section shall prevent a duly authorized representative of any news service, newspaper, or radio or television station or network from entering the areas closed pursuant to this section.”

COMMUNICABLE DISEASE PREVENTION AND CONTROL

HSC §120100. Definition of Health Officer
"Health Officer," as used in the Communicable Disease Prevention and Control Act (§27) includes county, city, and district health officers, and city and district health boards, but does not include advisory health boards.

HSC §120130 Isolation and Quarantine
...A health officer may require isolation (strict or modified) or quarantine for any case of contagious, infectious, or communicable disease when this action is necessary for the protection of the public health.

HSC §120175 Measures to Prevent Spread of Disease
Each health officer knowing or having reason to believe that any case of the disease made reportable by regulation of the department, or any other contagious, infectious or communicable disease may exist, or has recently existed, within the territory under his or her jurisdiction, shall take measures as may be necessary to prevent the spread of the disease or occurrence or additional cases.

HSC §120275 Violation of Isolation or Quarantine Order
Any person who, after notice, violates, or who, upon the demand of any health officer, refuses or neglects to conform to, any rule, order, or regulation prescribed by the department respecting a quarantine or disinfection of persons, animals, things, or places, is guilty of a misdemeanor.
THE PUBLIC INFORMATION OFFICER (PIO) SUPPORT DOCUMENTS

The City has a responsibility for providing the public with accurate, timely, and consistent information in an emergency. Informing the public is a special priority during emergency incidents, and the public expects timely information about the emergency.

The objectives of Emergency Public Information are to:

- Rapidly provide the general public with information about the emergency and instructions about what they should do.
- Provide the media with accurate, timely information about the extent of the emergency and response efforts.

To meet these objectives, public information officers (PIOs) at all levels must work together and with media representatives to disseminate information and instructions to the public when emergencies occur. The PIO team should:

- Provide a PIO planning/work area in or near the EOC.
- Coordinate with the Incident Command Post staff to establish a Media Photo Site for visual access near the scene of the incident.
- Establish a Media Information Center for briefing the news media.
- Establish a rumor control function to respond to public and media inquiries.
- Coordinate with the Liaison Officer to handle VIP tours.

Any public information materials are to be developed with inclusionary messaging, meaning that the documents should be provided in accessible formats and integrate the needs of persons with disabilities.

PIO team should use multiple delivery methods to ensure maximum coverage to all population groups, such as social media (Facebook, Twitter, Nixle).

The primary role of the PIO is to disseminate emergency instructions and critical information through the media to the public.

A secondary function is to provide the public (through the media) with accurate and complete information regarding incident cause, size, status, resources committed and potential short or long-term impacts, if known. For large incidents or incidents involving numerous response agencies, PIOs from all responding agencies should combine to form a public information team under the direction of the designated PIO in the EOC.

EMERGENCY NOTIFICATION

Emergency notification instructions and advisories are primarily the City’s responsibility. During the initial emergency phase, the PIO will assist in alerting the public to hazards and for providing emergency instructions regarding protective actions to be taken to avoid injury and protecting property. These public notifications should be made as soon as possible through the broadcast media to provide adequate time for response.
Notifications should include local and national wire services. To notify news media of a breaking story, give the following information:

- Your name
- City of Malibu
- Type of incident
- Safety information
- Location of incident
- Any additional information for the news media (command post location, equipment on scene, best access route, etc.).

The PIOs will release emergency public information locally and provide status information to PIOs at higher levels of government. This information should be coordinated with all agencies involved in the incident.

**EMERGENCY PHASE**

During this phase the public information system is mobilized to provide public information of a pending hazard or to respond to media and public inquiries.

The PIO is an essential part of the field level and EOC Command Staff. The PIO function should be established as soon as possible to ensure prompt access to all current emergency response and health or safety information available. On-scene PIOs will coordinate with the PIO in the EOC.

Rapid dissemination of information is especially critical in a breaking event. The information should advise the public of the potential hazards and the nature of the hazard, area involved, evacuations and traffic control.

**Rumor Control**

Government is responsible for providing information and instructions to the public along with establishing an effective rumor control system. It is important to establish Rumor Control to respond to direct public and media inquiry.

**MEDIA INFORMATION**

**Joint Information Center or Media Center**

Media accommodation begins with access to the scene through a Joint Information Center or Media Center. It is important to remember that the media is an important element of emergency response as they can provide critical information to the Incident Commander/EOC Director and staff as well as the public.

On smaller incidents a Media Information Center should be established to provide warning or precautionary information and to release information:

- On general safety instructions to the public via the media.
- Relating to the response activities on scene, medical, shelter, road/street closures and damage assessment.
- On the status of the incident, deaths (when confirmed by the Coroner), injuries, displaced persons, damages, hospital status, school status and major problems.
The Media Information Center should be clearly marked if located within law enforcement lines. It should be staffed by qualified PIOs and open to all authorized news media representatives. The Media Information Center should be closed to the general public. Appropriate government officials and incident specialists may be brought into the Media Information Center area for interviews. When working with the media it is important to provide:

- Location of media center(s)
- Best access routes to media center
- Location of media access photo sites
- Times of news briefings
- Airspace restrictions
- Street closures/detours
- Shelter and hospital addresses
- Hazardous materials dangers
- Language assistance for non-English speaking journalists
- Scheduled media tours of incident area (coordinate with the Liaison Officer)
- Weather information

A Joint Information Center should be established when multiple jurisdictions, agencies and level of government are involved in the response. The PIOs at the Joint Information Center will employ the Joint Information System to share and coordinate public information, whether formally or informally, to ensure delivery of accurate and timely information the public needs and wants.

**Media Identification**

Provisions for press passes should be determined before an incident occurs. Generally, the law enforcement agency issues press passes to representatives from legitimate news gathering agencies. Provisions for a system of temporary press passes should be addressed to cover the occasion when legitimate journalists arrive on the scene of a major incident.

As a general guideline, any person employed by a news gathering agency, be it newspaper, wire service, television or radio station, or as a freelance journalist or photojournalist, is authorized access to disaster areas under Penal Code section 409.5 (d) or PC 409.6(d). As a general rule, media representatives should not be admitted to National Defense Areas such as the crash site of a military aircraft (66 Ops. Cal. Atty. Gen. 497(1983).

Other means of identification are Media Vehicle Placards and Press Photographer license plates (California vehicle Code Section 5008). The Department of Motor Vehicles, Special Plate Section states in part:

"Any person who is regularly employed or engaged as a bona fide newspaper, newsreel, or television photographer or cameraman may apply for press photographer’s plates. No more than one set of the special plates will be issued to a press photographer. Photojournalists must derive more than 50% of their personal income as a press photographer from a bona-fide news organization."

These plates can be identified by the letters PP inside a triangle shaped shield, followed by a number.
These vehicle identification plates serve only to identify the vehicle as the property of a media representative and all persons inside the vehicle should be properly identified.

**News Conferences and Briefings**

The Media Information Center should be able to accommodate all media representatives during news conference briefings. State policy allows all media representatives equal access to information developed for release. Physical access to the media center and site could be controlled or restricted. If access is controlled or restricted, public safety personnel at perimeter/barriers must be instructed in these procedures. For access within police and fire lines, media representatives must have valid "authorized" media identification issued by public safety agency or authorization on company letterhead (67 Ops.Cal.Atty.Gen.535 (1984)).

Media briefings and press conferences should be conducted on a regular or "as needed" basis. In preparing for briefings and press conferences, PIOs shall:

- Arrange for an official spokesperson.
- Announce briefings times to all media.
- Arrange media tours, if such action will not hinder response efforts. (coordinate with the liaison officer.)
- Conduct tours for media pool representatives as needed.

PIOs should ensure that all information available for release is clear, concise, confirmed and approved by appropriate authority before release to the media or public. PIOs should not release unconfirmed information or speculate. Information, which is not confidential, would not hamper an investigation or jeopardize the rights and safety of an individual can and should be released.

**Media Pools**

The media should be allowed reasonable access. If restrictions or limitations are unavoidable, a "pool" system may be used to avoid congestion. Journalists on the scene should be permitted to select representatives from each medium (radio, television, newspaper, wire service, magazine, video and still photographers). They should also consider selecting representatives from each level of coverage (local, regional, national and international). These are then escorted into the area. These representatives will then share all information, photographs and video/audio tape with other accredited journalists. Only journalists present when the pool is activated should be allowed access to pool material. A sign-up sheet may be used to record participants.

When access by the media must be denied or severely restricted, a valid explanation must be provided. The media pool is seen as a restriction placed on the media and coverage of the news. Media pools should be considered only as a last resort. Media representatives must be reasonably accommodated at disaster scenes.

Journalists selected as pool members must be willing and able to meet deadlines and share video, audio or still coverage, in a timely manner to all entitled to material generated by the media pool. Journalists not assigned to the media pool must obey lawful orders of public safety officers. Once the media pool is formed, only authorized pool members may have access to the immediate scene while access is limited.
Media Access Photo Sites (MAPS)

Media Access Photo Sites (MAPS) should be established for photojournalists to provide visual access. MAPS are specific locations designated for use by still and video media to provide visual access to emergency, crime, and hazardous materials scenes. The MAPS should be identified and established as a priority by the PIO or knowledgeable representative of the Incident Commander.

Criteria considered in identifying locations for Media Access Photo Sites:

- The site should be as close as possible to the incident yet not interfere with the operation of public safety officers or compromise the safety of media representative.
- The location should be chosen to give the best visual access to all areas of interest associated with the incident.
- The need to locate video trucks and support equipment as close as possible for technical reasons should be considered.

Journalists will have access to the media photo site; however all media briefings and interviews should be conducted at the Media Information Center near the Command Post or EOC.

In the event that the incident falls under the jurisdiction of the National Transportation Safety Board (NTSB), the media photo site should be activated immediately by the PIO Function. The law enforcement agency will act as the investigator's agent when restricting access. They will decide on access. Officers are urged to treat the area as a crime scene, even though the incident may not have been the result of an obvious criminal act. Media photo sites should be placed outside the immediate crime scene area(s).

POST-EMERGENCY PHASE

Recovery

Information will continue to be released after termination of the emergency. This will include information on clean-up, possible health effects, traffic reports, restoration of essential services, extent of damage and available assistance programs available. It is the responsibility of the PIO to:

- Advise the public of recovery efforts
- Provide for public meetings to address public concerns.
- Continue monitoring public attitudes and revise public information strategies accordingly.
- Reduce tension by issuing news releases on a regular basis.
- Record and evaluate actions taken during incident for after action report.
- Consider contacting the media for their input into the after action report.
- Ensure that the PIO has business cards with phone numbers to give to media.

The following information should be released to the public when providing EMERGENCY public information.

LIFESAVING/HEALTH PRESERVATION INSTRUCTIONS

- What to do (and why) and what not to do (and why)
- Information (for parents) on status and actions of schools (if in session)
- Hazardous/contaminated/congested areas to avoid
Curfews
Road, bridge, freeway overpass, dam conditions, and alternate routes to take.

Evacuation:
  - Routes.
  - Instructions (including what to do if vehicle breaks down).
  - Arrangements for persons without transportation.
  - Location of mass care/medical/
  - Coroner facilities, food, safe water. Status of hospitals.

First aid information
Firefighting instructions
Emergency telephone number (otherwise request people not to use telephone). Stress to out-of-area media that people should NOT telephone into the area. Lines must be kept open for emergency calls.
Instructions/precautions about utility use, sanitation, how to turn off utilities
Essential services available: hospitals, grocery stores, banks, pharmacies, etc.
Weather hazards/health risks (if appropriate)

EMERGENCY STATUS INFORMATION
Before release, clear all information with the EOC Director.
Verify all information before release
Provide all hotline numbers
Description of the emergency situation, including:
  - Number of deaths and injuries
  - Property damage to city and businesses and dollar value
  - Persons displaced
  - Magnitude of earthquake, number of fires, etc.
Description of government and private response efforts (mass care, medical, search and rescue, emergency repair, debris clearance, fire/flood fighting, etc.)
Status of Local Proclamation, Governor’s Proclamation and Presidential Declaration
Where people should report/call to volunteer
How people in other areas can obtain information about relatives/friends in the disaster area (coordinate with Red Cross on release of this information). How disaster victims can locate family members

OTHER USEFUL INFORMATION
Usually this type of information will be released in the Recovery Period because of lack of time and other priorities during other phases.
  - State/Federal assistance available.
  - Disaster Application Center opening dates/times.
  - Historical events of this nature.
  - Charts/photographs/statistics from past events.
  - Human interest stories
  - Acts of heroism
  - Historical value of property damaged/destroyed
  - Prominence of those killed/injured.
MEDIA PHONE LIST - RADIO/TV/PRINT

TELEVISION

CNN (Cable News Network)
6430 Sunset Boulevard, Suite 300
Los Angeles, CA 90028
General Information  323/993-5000 www.cnn.com
Fax 323/993-5081

KCBS - Channel 2
CBS Studio City Broadcast Center
4200 Radford Avenue
Studio City, CA 91604
General Information  818/655/2000 www.cbs2.com
News Room Direct  323/460-3316
Fax 323/464-2526

KNBC - Channel 4
3000 W. Alameda Avenue, Room 2201
Burbank, CA 91523
General Information  818/840-4444 www.knbc.com
News Room Direct  818/840-3425
Fax 818/840-3535

KTLA - Channel 5
5800 Sunset Boulevard
Los Angeles, CA 90028
General Information  323/460-5500 www.ktla.trb.com
News Room Direct  323/460-5501
Fax 323/460-5333

KABC - Channel 7
500 Circle Seven Drive
Glendale, CA 91201
General Information  818/863-7777 www.abclocal.go.com/kabc
News Room Direct  818/863-7500
After 6:00 p.m.  818/863-7600
Fax 818/863-7080

KCAL - Channel 9
Same information as KCBS (Absorbed by KCBS parent company in 2002)  www.kcal 9.com
EMERGENCY OPERATIONS PLAN - 2018

KTTV (FOX) - Channel 11
1999 S. Bundy Drive
Los Angeles, CA 90025
- News Room Direct: 310/584-2025
- Fax: 310/584-2024

KCOP - Channel 13 (soon to be absorbed by FOX 11)
915 N. La Brea Avenue
Los Angeles, CA 90038
- General Information: 323/851-1000 www.upn13.com
- News Room Direct: 323/850-2222, Ext. 409 or 419
- Fax: 323/850-1265

RADIO

KFWB - 980 AM
5670 Wilshire Blvd., Suite 200
Los Angeles, CA 90036
- General Information: 323/525/0980 www.kfwb.com
- News Room Direct: 323/900/2098
- Fax: 323/930/8797

KNX - 1070 AM
5670 Wilshire Blvd., Suite 200
Los Angeles, CA 90036
- Fax: 323/964/8329

KFI - 640 AM
3400 W. Olive Ave., Suite 550
Burbank, CA 91505
- General Information: 818/599/2252 www.kfi640.com
- News Room Direct: 818/566-6397
- Fax: 818/729-2514

KBUU – 99.1 FM
424-442-9862
hanslaetz@gmail.com
## NEWSPAPERS

<table>
<thead>
<tr>
<th>Newspaper</th>
<th>Phone 1</th>
<th>Phone 2</th>
<th>Fax</th>
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<tbody>
<tr>
<td>LA Times</td>
<td>213-237-5000</td>
<td>213-237-7679</td>
<td></td>
</tr>
<tr>
<td>202 W. 1st Street</td>
<td>800-LA-TIMES</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Los Angeles, CA 90012</td>
<td>213/237-7001</td>
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<tr>
<td><a href="http://www.LaTimes.com">www.LaTimes.com</a></td>
<td></td>
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<tr>
<td>La Opinion</td>
<td>213/622-8332</td>
<td>213/896-2171</td>
<td></td>
</tr>
<tr>
<td>411 W. 5th Street</td>
<td>213/896-2011</td>
<td></td>
<td></td>
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<tr>
<td>Los Angeles, CA 90013</td>
<td></td>
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<td><a href="http://www.laopinion.com">www.laopinion.com</a></td>
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<tr>
<td>Malibu Times</td>
<td>310-456-5607</td>
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<tr>
<td>3864 Las Flores Canyon Road</td>
<td></td>
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<tr>
<td>Malibu, CA 90265</td>
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<tr>
<td>Malibu Surfside News</td>
<td>310-457-2112</td>
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<tr>
<td>P.O. Box 6854</td>
<td></td>
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<tr>
<td>Malibu, CA 90264</td>
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<tr>
<td>The Wave</td>
<td>323/556-5720 x 235</td>
<td>323/556-5706</td>
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<tr>
<td>4201 Wilshire Blvd., Suite. 600</td>
<td></td>
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<tr>
<td>Los Angeles, CA 90010</td>
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## NEWS SERVICES

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<tr>
<th>Service</th>
<th>Phone 1</th>
<th>Phone 2</th>
<th>Fax</th>
</tr>
</thead>
<tbody>
<tr>
<td>Associated Press</td>
<td>213/626-1200</td>
<td>213/346-0200</td>
<td></td>
</tr>
<tr>
<td>221 S. Figueroa Street, Suite 300</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Los Angeles, CA 90012</td>
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<tr>
<td><a href="http://www.ap.org">www.ap.org</a></td>
<td></td>
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<tr>
<td>City News Service</td>
<td>310/481-0404</td>
<td>310/481-0416</td>
<td></td>
</tr>
<tr>
<td>1900 Avenue of the Stars, Suite 1870</td>
<td></td>
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<tr>
<td>Los Angeles, CA 90067</td>
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<tr>
<td><a href="http://www.socalnews.com">www.socalnews.com</a></td>
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MEDIA RELATIONS DOS AND DON’TS

<table>
<thead>
<tr>
<th>DO</th>
<th>DON’T</th>
</tr>
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<tbody>
<tr>
<td>Prepare</td>
<td>Lie</td>
</tr>
<tr>
<td>Assume you’re being recorded</td>
<td>Fake it</td>
</tr>
<tr>
<td>Respect their deadlines</td>
<td>Go “off the record”</td>
</tr>
<tr>
<td>Know the law regarding media</td>
<td>Say “no comment”</td>
</tr>
<tr>
<td>Speak officially-no opinions</td>
<td>Use industry slang or terminology</td>
</tr>
<tr>
<td>Give the whole story</td>
<td>Speculate</td>
</tr>
<tr>
<td>Treat them all equally</td>
<td>Make flippant remarks</td>
</tr>
<tr>
<td>Highlight your priorities</td>
<td>Tell one news agency what another is doing</td>
</tr>
<tr>
<td>Say “I don’t know”</td>
<td>Wear sunglasses on camera</td>
</tr>
<tr>
<td>Be there for them-return calls</td>
<td>Fill the “pregnant pause”</td>
</tr>
<tr>
<td>Prepare a fact sheet of frequently asked questions</td>
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</tr>
<tr>
<td>Suggest interesting story ideas</td>
<td>Argue with the press</td>
</tr>
<tr>
<td>Offer tours or support information</td>
<td>Try to say everything at once</td>
</tr>
<tr>
<td>Think “sound bite” or quote</td>
<td>Answer hypotheticals</td>
</tr>
<tr>
<td>Listen to the question</td>
<td>Say “Ah”</td>
</tr>
<tr>
<td>Practice</td>
<td>Respond to emotional appeals with emotion</td>
</tr>
<tr>
<td>Anticipate questions</td>
<td>Send a news release unless it’s newsworthy</td>
</tr>
<tr>
<td>Correct their mistakes</td>
<td>Break the connection</td>
</tr>
<tr>
<td>Remember you are the expert</td>
<td></td>
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</tbody>
</table>

Speak only for your agency or level of government.

- Arrange for meetings between the media and incident (field) personnel.
- Make sure telephones, coffee, etc., are available for media representatives if possible.
- Try to stay with your prepared statement.
- Stay cool; don’t let questions unnerve you.
- Be direct and **only** comment on what you know - **DO NOT SPECULATE!**
- Have information release policy pre-set with EOC Director.
- Try to make the media your friend—they can either help or hinder your operation.
SAMPLE MESSAGES FOR RELEASE TO THE PUBLIC AND MEDIA

POWER OUTAGE

Please be advised that Edison is undergoing a Stage III Power Alert, resulting in temporary rolling power outages for portions of the City of Malibu. Power will be restored within a given amount of time, generally within one hour. For more information, contact Edison at 1.800.655.4555

RADIO MESSAGE
EARTHQUAKE - NO INFORMATION AVAILABLE

This is (identify presenter) __________ at the __________. An earthquake of undetermined magnitude has just been felt in the __________ area. At this time we have no confirmed reports of injuries or damage. Law enforcement and fire units are responding to the area. We will keep you updated as reports come in. Meanwhile, be prepared for aftershocks. If shaking begins again and you can safely do so, quickly seek shelter under a sturdy piece of furniture. Avoid dangerous objects such as tall, unsecured bookcases, mirrors and windows. If your house has been damaged and you smell gas, shut off the main gas valve. Switch off electrical power if you suspect damage to the wiring. Do not use your telephone unless you need emergency help. Check your house for damage. Leave your house only if it is severely damaged.

If you know of someone who is unable to understand, see, or hear this message, please tell them about it and assist them, if possible. If you are unable to help, please notify the (sheriff/fire dept.) of the location and condition of the person/s.

RADIO MESSAGE
EARTHQUAKE - UPDATE ON EARTHQUAKE

This is (identify presenter) __________ at the __________. The magnitude of the earthquake which struck the __________ area at ___ today has been determined to be __________. The epicenter has been fixed at __________ by (scientific authority)

This office has received reports of ____ deaths (confirmed by coroner), ____ injuries, and homes damaged. No dollar damage figure is yet available. Law enforcement and fire units are on the scene to assist residents.

(Continue with summary of situation.)

Aftershocks continue to be felt in the area. If you feel shaking and it is safe to do so, quickly seek shelter under a sturdy piece of furniture. Avoid danger spots. Do not use your telephone unless you need emergency help.

If you know of someone who is unable to understand, see, or hear this message, please tell them about it and assist them, if possible. If you are unable to help, please notify the (sheriff/fire dept.) of the location and condition of the person/s.
SUMMARY STATEMENT FOR MEDIA  

EARTHQUAKE

At approximately ___ today, a magnitude ___ earthquake struck the ____________ area, with its epicenter at ____________. Fire and law enforcement units were immediately dispatched to assess injuries and damage.

(Indicate injuries, deaths (confirmed by the Coroner), property damage, fires, etc., reported to date.)

___ aftershocks were felt, the largest occurring at (time) _____. No additional damage was reported (or specify damage).

Over ___ response personnel from law enforcement agencies, fire agencies and other City staff were called into action. The American Red Cross opened shelters at ________________ for persons unable to remain in their homes. At (time) ____ on (date) _____, the County Board of Supervisors/City Council proclaimed the existence of a Local Emergency and requested that the Governor proclaim a State of Emergency. The Board/Council also asked the Governor to request the President to declare a Major Disaster/Emergency. Damage to private and public buildings has been estimated to exceed $____.

If you know of someone who is unable to understand, see, or hear this message, please tell them about it and assist them, if possible. If you are unable to help, please notify the (sheriff/fire dept.) of the location and condition of the person/s.

RADIO MESSAGE

HAZARDOUS MATERIAL INCIDENT (INCLUDING WMD)

UNIDENTIFIED SPILL/RELEASE IN HEAVY TRAFFIC AREA

This is (identify presenter) __________ at the ___________. An unidentified substance has been spilled/released at (specific location) _________________. Please avoid the area, if possible, while crews are responding. The best alternate routes are ________________.

If you are already in the area, please be patient and follow directions of emergency response personnel. The substance will be evaluated by specially trained personnel, and further information will be released as soon as possible.

If you know of someone who is unable to understand, see, or hear this message, please tell them about it and assist them, if possible. If you are unable to help, please notify the (sheriff/fire dept.) of the location and condition of the person/s.

Thank you for your cooperation.
RADIO MESSAGE
HAZARDOUS MATERIAL INCIDENT (INCLUDING WMD)

LOW HAZARD/CONFINED SPILL/RELEASE - NO GENERAL EVACUATION

This is (identify presenter) __________ at the __________. A small amount of ________________, a hazardous substance, has been spilled/released at ________________. Streets are blocked, traffic is restricted, and authorities have asked residents in the immediate __________ block area to evacuate. Please avoid the area. The material is slightly/highly harmful to humans and can cause the following symptoms: __________________________________________. If you think you may have come in contact with this material, you should (give health instructions and hotline number, if available). For your safety, please avoid the area if at all possible. Alternate routes are (Insert alternate routes) and traffic is being diverted. If you are now near the spill/release area, please follow directions of emergency response personnel. Cleanup crews are on the scene.

If you know of someone who is unable to understand, see, or hear this message, please tell them about it and assist them, if possible. If you are unable to help, please notify the (sheriff/fire dept.) of the location and condition of the person/s.

(Suggest EAS use: request repeated broadcast.)

RADIO MESSAGE
HAZARDOUS MATERIAL INCIDENT (INCLUDING WMD)

HIGH HAZARD SPILL/RELEASE-GENERAL EVACUATION REQUESTED/MANDATORY

This is (identify presenter) __________ at the __________. A large/small amount of ________________, a highly hazardous substance, has been spilled/released at ________________. Because of the potential health hazard, authorities are requesting/requiring all residents within ___ blocks/miles of the area to evacuate. If you are (give evacuation zone boundaries) ________________, you and your family should/must leave as soon as possible/now. Go immediately to the home of a friend or relative outside the evacuation area or to (indicate shelter) __________________________.

If you can drive a neighbor who has no transportation, please do so. If you need transportation, call _______. Children attending the following schools: (list) will be evacuated to: __________________________. Do not drive to your child's school. Pick your child up from school authorities at the evacuation center.

Listen to this station for instructions.
The material is highly harmful to humans and can cause the following symptoms: _______________. If you are experiencing any of these symptoms, seek help at a hospital outside the evacuation area, or at the evacuation center at

To repeat, if you are in the area of ______________ you should/must leave, for your own safety. Do not use your telephone unless you need emergency assistance.

If you know of someone who is unable to understand, see, or hear this message, please tell them about it and assist them, if possible. If you are unable to help, please notify the (sheriff/fire dept.) of the location and condition of the person/s.

**SUMMARY STATEMENT FOR MEDIA**  
HAZARDOUS MATERIAL INCIDENT (INCLUDING WMD)  
(TO BE ADAPTED ACCORDING TO THE SITUATION)

At approximately _________ a.m./p.m. today (a private citizen, city employee, etc) reported a spill/release of a potentially hazardous substance to this office.

(Law enforcement/fire) units were immediately dispatched to cordon off the area and direct traffic. The material was later determined to be (describe) ________________, a (hazardous/harmless) (chemical/substance/material/gas) which, upon contact, may produce symptoms of _________________.

Precautionary evacuation of the ________________ (immediate/X-block) area surrounding the spill was (requested/required) by (agency) ________________.

Approximately (number) ___ persons were evacuated.

Clean-up crews from (agency/company) ______________ were dispatched to the scene, and normal traffic had resumed by (time) ____________, at which time residents were allowed to return to their homes. There were no injuries reported (or) ____ persons, including (no. of) (fire/law enforcement) personnel, were treated at area hospitals for ________________ and (all, number) ____ were later released. Those remaining in the hospital are in _______ condition.

Response agencies involved were ________________.

If you know of someone who is unable to understand, see, or hear this message, please tell them about it and assist them, if possible. If you are unable to help, please notify the (sheriff/fire dept.) of the location and condition of the person/s.
RADIO/TV MESSAGE  
FLOODING  
ROADS CLOSED  
This is (identify presenter) ___________ from the ___________. The recent storm has caused severe/moderate flooding in several/many areas of the city/county. As of ___ today, the following roads/streets have been closed by law enforcement officials: _____________________________. 
Please avoid these roads/streets. If you must travel, use alternate routes. Avoid all coastal roads. 
Again, those roads/streets which have been closed are _____________________________. 
_________________________________________. 
Please stay tuned to this station for additional road closure information. 
If you know of someone who is unable to understand, see, or hear this message, please tell them about it and assist them, if possible. If you are unable to help, please notify the (sheriff/fire dept.) of the location and condition of the person/s.  

RADIO/TV MESSAGE  
FLOODING  
APPROVED VIEWING SPOTS  
This is (identify presenter) ___________ from the ___________. The following storm-damaged areas are still extremely hazardous and should be avoided: _____________________________. 
Please do not try to sightsee in these areas. You could be hurt. 
Again, please avoid the storm-damaged areas, flood control channels and streams. You may place your life and that of others in danger. 
If you know of someone who is unable to understand, see, or hear this message, please tell them about it and assist them, if possible. If you are unable to help, please notify the (sheriff/fire dept.) of the location and condition of the person/s. 
Thank you for your cooperation.
EMERGENCY OPERATIONS PLAN - 2018

RADIO/TV MESSAGE

EVACUATION ORDERED
(specify mandatory or voluntary)

This is (identify presenter) ____________________________. The (disaster) situation continues in parts of the City of Malibu. For your safety, I am asking that you leave the (give boundaries of local area, evacuation routes) ____________________________ area as soon as possible.

Be sure to take essential items - medicine, special foods, personal items, baby supplies, clothing, money, and valuable papers - but do not overload your car. Secure your home before you leave. Be sure to check on any neighbors who may need assistance.

If you cannot stay with relatives or friends outside of the evacuated area, go to (one of) the Red Cross shelter(s) at ____________________________ .

Pets will not be allowed in American Red Cross shelters. If you cannot make arrangements for someone outside the evacuated area to take care of your pet, (give instructions) ____________________________ .

Do not allow your pet to run loose. If you cannot make arrangements for your large animals, (give instructions) ____________________________ .

If you have no means of transportation or if you are physically unable to evacuate on your own, ask a neighbor to assist you or call ________. Otherwise, please do not use your telephone except to report an emergency.

I repeat. If you live in the (give boundaries) _________ area, you are requested/required to evacuate for your own safety. Stay tuned to this station for more information and instructions.

If you know of someone who is unable to understand, see, or hear this message, please tell them about it and assist them, if possible. If you are unable to help, please notify the (sheriff/fire dept.) of the location and condition of the person/s.

Thank you for your cooperation and your courtesy to others.

Repeat complete message.
FIRE WARNING MEDIA RELEASE (IMPELLING EVACUATION)

This is ________________________, speaking for The City of Malibu. Officials report that a major fire exists in the area(s) of _________________________________.

All citizens in The City of Malibu should begin preparations for the impending evacuation and take the following precautions. (List precautions).

Tune to radio station _____________ or channel ______________ for further instructions.

If you know of someone who is unable to understand, see, or hear this message, please tell them about it and assist them, if possible. If you are unable to help, please notify the (sheriff/fire dept.) of the location and condition of the person/s.

(Repeat the Message.)

NOTE: Have media repeat periodically; update times and events while interspersing necessary information to citizens.

WILD FIRE WARNING MEDIA RELEASE (EVACUATION NEEDED)

This is        (Name)         , speaking for The City of Malibu. Officials report that a fire is presently burning out of control in the area of (                  ).

All citizens living in the affected area, especially (               ) should begin immediate evacuation to (                  ) or to (                    ).

It is anticipated that the fires may interrupt travel along ___________________ and the following major streets ___________________ by ( Time ).

The populated areas of (               ) may be impacted by ( Time ).

Move Calmly, but quickly. Listen to instructions of your local officials.

If you know of someone who is unable to understand, see, or hear this message, please tell them about it and assist them, if possible. If you are unable to help, please notify the
(sheriff/fire dept.) of the location and condition of the person/s.

(Repeat the Message.)

NOTE: Have media repeat periodically; update times and events while interspersing necessary information to evacuees.

30 SECOND DONATIONS ANNOUNCEMENT

In response to the relief efforts for the disaster in the City of Malibu, there are questions as to what items and services are needed.

The City encourages all individuals desiring to help to give cash donations to an organized voluntary agency of your choice, such as the American Red Cross, United Way or the Salvation Army.

The City of Malibu is helping to coordinate between individuals and businesses who wish to donate money, goods and services with agencies that are able to receive, store and distribute donated items.

For more information on what and where to donate, call the City of Malibu Donations Desk at ____________________.
MEDIA ACCREDITATION PROCEDURES

During a local emergency the City Hall Downstairs Public Lobby will be used as the Media Check-in Center. All media personnel requesting information should report there.

Media personnel should be prepared to present photo I.D. in the form of a valid signed and dated photo identification card issued to the bearer from the Los Angeles County Sheriff's Department. Additional verification may be required.

No provisions will be made to feed or house media personnel.

Members of the media may not be allowed to enter the Emergency Operations Center (EOC) without authorization, as their presence may disrupt emergency operations.
MEDIA ACCESS REGULATIONS

The following are extracts from Government Codes and Regulations relating to the granting of access to the media to closed or restricted areas during incidents and disasters:

California Penal Code

Section 409.5 Power of peace officers to close areas during emergencies; Entering or remaining within area as misdemeanor; Exception as to newspaper representatives, etc.

(a) Whenever a menace to the public health or safety is created by a calamity such as flood, storm, fire, earthquake, explosion, accident or other disaster, officers of the California Highway Patrol, California State Police, police departments or sheriff’s office, any officer or employee of the Department of Forestry designated a peace officer by subdivision (f) of Section 830.3, and any officer or employee of the Department of Parks and Recreation designated a peace officer by subdivision (l) of Section 830.3, may close the area where the menace exists for the duration thereof by means of ropes, markers or guards to any and all persons not authorized by such officer to enter or remain within the closed area. If such a calamity creates an immediate menace to the public health, the local health officer may close the area where the menace exists pursuant to the conditions which are set forth above in this section.

(b) Officers of the California Highway Patrol, California State Police, police departments, or sheriff’s office or officers of the Department of Forestry designated as peace officers by subdivision (f) of Section 830.3 may close the immediate area surrounding any emergency field command post or any other command post activated for the purpose of abating any calamity enumerated in this section or any riot or other civil disturbance to any and all unauthorized persons pursuant to the conditions which are set forth in this section whether or not such field command post or other command post is located near to the actual calamity or riot or other civil disturbance.

(c) Any unauthorized person who willfully and knowingly enters an area closed pursuant to subdivision (a) or (b) and who willfully remains within such area after receiving notice to evacuate or leave shall be guilty of a misdemeanor.

(d) Nothing in this section shall prevent a duly authorized representative of any news service, newspaper, or radio or television station or network from entering the areas closed pursuant to this section.
Federal Aviation Regulations

Subpart B - Flight Rules
Section 91.91 Temporary Flight Restrictions

(a) Whenever the Administrator determines it to be necessary in order to prevent an unsafe congestion of sight-seeing aircraft above an incident or event which may generate a high degree of public interest, or to provide a safe environment for the operation of disaster relief aircraft, a Notice to Airmen will be issued designating an area within which temporary flight restrictions apply.

(b) When a Notice to Airmen has been issued under this section, no person may operate an aircraft within the designated area unless:

(1) That aircraft is participating in disaster relief activities and is being operated under the direction of the agency responsible for relief activities;

(2) That aircraft is being operated to or from an airport within the area and is operated so as not to hamper or endanger relief activities;

(3) That operation is specifically authorized under an IFR ATC clearance;

(4) VFR flight around or above the area is impracticable due to weather, terrain, or other considerations, prior notice is given to the Air Traffic Service facility specified in the Notice to Airmen, and enroute operation through the area is conducted so as not to hamper or endanger relief activities; or,

(5) That aircraft is carrying properly accredited news representatives, or persons on official business concerning the incident or event which generated the issuance of the Notice to Airmen; the operation is conducted in accordance with 91.79 of this chapter; the operation is conducted above the altitudes being used by relief aircraft unless otherwise authorized by the agency responsible for relief activities; and further, in connection with this type of operation, prior to entering the area the operator has filed with the Air Traffic Service facility specified in the Notice to Airmen a flight plan that includes the following information:

(i) Aircraft identification, type and color.
(ii) Radio communications frequencies to be used.
(iii) Proposed types of entry and exit of the designated areas.
(iv) Name of news media or purpose of flight.
(v) Any other information deemed necessary by ATC.
EOC VISITOR CONTROL PROCEDURES

Visitors wishing to enter the Emergency Operations Center during an actual emergency or disaster must fill out a Visitation Request Form (See Forms Section).

All Visitation Request Forms will be reviewed by the EOC Liaison Officer. Only those visitors whom the EOC Liaison Officer determines will benefit the emergency operations effort will be allowed into the Emergency Operations Center. This might include, but is not limited to officials, representatives from other cities, etc.
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SHELTER-IN-PLACE

These instructions are to give you guidelines if the EOC needs to shelter-in-place due to hazardous materials exposure from outside the EOC. These instructions could also be used by the Public Information Officer to disseminate information about how to shelter in place during a hazardous materials incident.

-Bring people inside and-

1. Close all doors to the outside and close and lock all windows (windows sometimes seal better when locked).

2. Use tape and plastic food wrapping, wax paper, or aluminum wrap to cover and seal bathroom exhaust fan grilles, range vents, dryer vents, and other openings to the outside to the extent possible (including any obvious gaps around external windows and doors).

3. Where possible, ventilation systems should be turned off. Where this is not possible, building superintendents should set all ventilation systems to 100 percent recirculation so that no outside air is drawn into the structure.

4. Turn off all heating systems.

5. Turn off all air conditioners and switch inlets to the “closed” position. Seal any gaps around window-type air conditioners with tape and plastic sheeting, wax paper, or aluminum wrap.

6. Turn off all exhaust fans in kitchens, bathrooms and other areas.

7. Close as many internal doors as possible in your buildings.

8. If the gas or vapor is soluble or even partially soluble in water-hold a wet cloth or handkerchief over your nose and mouth if the gases start to bother you. Don’t worry about running out of air to breathe. That is highly unlikely in normal buildings.

9. In case of an earthquake, aftershocks will occur-close drapes, curtains and shades over windows. Stay away from external windows to prevent potential injury from flying glass.

10. Minimize the use of elevators in buildings. These tend to “pump” outdoor air in and out of a building as they travel up and down. Elevators can also fail.

11. Tune in to your local radio news station.
ACCESS AND FUNCTIONAL NEEDS CONSIDERATIONS

The following information is provided to assist the City of Malibu to better meet the needs of persons who have limitations in the areas of seeing, hearing, speaking, moving, breathing, understanding and learning.

For the purposes of emergency preparedness and response, “needs” are organized into 5 categories: Communication, Medical, Independence, Supervision and Transportation (C-MIST).

Communication:
This category includes people who have limited or no ability to speak, see, hear or understand. During an emergency, people with communication needs may not be able to hear announcements, see signs, understand messages or verbalize their concerns.

Medical:
People in this group require assistance in managing activities of daily living such as eating, dressing, grooming, transferring and going to the toilet. It includes managing chronic, terminal or contagious health conditions (such as ongoing treatment and administration of medications, IV therapy, catheters, tube feeding, dialysis, oxygen, operating life-sustaining equipment). During an emergency, people may be separated from family and friends. Early identification of these needs and intervention can avoid deterioration of health.

Independence:
This includes people who are able to function independently if they have their assistive devices and/or equipment. Items consist of mobility aids (such as wheelchairs, walkers, canes, crutches); communication aids; medical equipment, (such as catheters, oxygen, syringes, medications); and service animals. Individuals may become separated from their assistive equipment and/or animals in an emergency. Those at risk whose needs are recognized and restored early are able to maintain their independence and manage in mass shelters. Effectively meeting their functional needs prevents secondary complications.

Supervision:
People with supervision needs may include those who have psychiatric conditions (such as dementia, Alzheimer, Schizophrenia, depression or severe mental illness); addiction problems; brain injury, or become anxious due to transfer trauma. During an emergency, some people with mental illness may be able to function well while others require a more protected and supervised setting.

Transportation:
Emergency response requires mobility and this category includes people who are unable to drive because of disability, age, temporary injury, poverty, addiction, legal restriction or have no access to a vehicle. Wheelchair accessible transportation may be necessary. Pre-planning evacuation needs helps prevent chaos during an emergency and many people can function independently once evacuated to safety.
FUNCTIONAL PLANNING AREAS TO CONSIDER

COMMUNICATIONS

Any emergency hotline or information service such as 211 created for an emergency or disaster should include TTY/TDD (text telephone, also known as telecommunication device for the deaf) numbers, when available, or the instruction "TTY callers use relay." Make sure the same information is provided by the official spokesperson and is used on television and radio.

Frequently repeat the most essential emergency information in a simple message format that those with cognitive disabilities can follow.

Provide information in alternate formats (e.g. Braille, audio recording, large font, text messages, e-mails, etc.) whenever possible ahead of time based on the needs of the population.

Ensure that web-based information is accessible. Web accessibility is based on the principle that no potential Website visitors, including those with varied disabilities, should be precluded from accessing content or services the site provides. This is especially important when it comes to helping the public take self-preserving actions based on emergency management information.

When designing the Website, be certain it meets accessibility standards so that the information will be available to all visitors, including people with disabilities. The following are recommendations for compliance:

1. Avoid hidden texts/sections
2. Avoid pop-ups
3. Alt tags on images must be used
4. Use large print since small print is not in compliance
5. Avoid Flash media

WARNING AND NOTIFICATION

Many traditional emergency notification methods are not accessible to or usable by people with disabilities. People who are deaf or hard of hearing cannot hear radio, television, sirens, or other audible alerts. Those who are blind or who have low vision may not be aware of visual cues, such as flashing lights. Often, using a combination of methods will be more effective than relying on one method alone. For instance, combining visual and audible alerts will reach a greater audience than either method would by itself. Use telephone calls, auto-dialed TTY (teletypewriter) messages, text messaging, E-mails, and even direct door-to-door contact with pre-registered individuals.

Local TV stations and cable TV providers should also use open-captioning for emergency communications.
EVACUATION

Individuals with disabilities will face a variety of challenges in evacuating, depending on the nature of the emergency. People with a mobility disability may need assistance leaving a building without a working elevator. Individuals who are blind or who have limited vision may no longer be able to independently use traditional orientation and navigation methods. An individual who is deaf may be trapped somewhere unable to communicate with anyone because the only communication device relies on voice. Procedures should be in place to ensure that people with disabilities can evacuate the physical area in a variety of conditions and with or without assistance. Special evacuation considerations include:

Durable Medical Equipment (DME)

In the past, people with disabilities were sometimes forced to leave expensive DME (augmentative communication devices, wheelchairs, walkers, respirators, etc.) at airports, bus loading areas, shelters, etc. Individuals should not be separated from their DME.

1. Tag all DME not easily replaced or that must be left behind with the owner’s name.
2. Attempt to return a DME to an owner as soon as possible. Use systems similar to posting missing children’s photos on specific web sites.

Service Animals

Service animals are not household pets and a person with a disability accompanied by a service animal may not be segregated in any public accommodation. While you cannot unnecessarily segregate persons who use service animals from others, you may consider the potential presence of persons who, for safety or health reasons, should not be with certain types of animals.

Many people with disabilities are utilizing service animals to maintain their independence in the community. The Americans with Disabilities Act provides protection and guidelines in the use of service animals in public places and work places. Like DME - service animals must remain with their owners. In addition – the city needs to be prepared to provide food, water and relief areas for service animals.

Here is a partial listing of service dog types.

2. Mobility Dog - retrieve items, open doors, push buttons, also assisting people with disabilities with walking, balance and transferring from place to place.
3. Hearing Alert - assist people with a hearing impairment to sounds.
4. Seizure Alert/Seizure Response also known as Medical Alert – alerts to oncoming seizures and is trained to respond to seizures such as get help or stay with the person.
5. Medical Alert/Medical Response - alerts to oncoming medical conditions, such as: heart attack, stroke, diabetes, epilepsy, panic attack, anxiety attack or post-traumatic stress disorder.
Note: Not all people accompanied by a service animal have visible disabilities. Examples are: hearing, epilepsy, visual, heart disease and physiological/emotional conditions. Lack of a visible disability cannot be used as justification for turning away a service animal.

Some, but not all, service animals wear special collars and harnesses. Some, but not all, are licensed or certified and have identification papers. If you are not certain that an animal is a service animal, you may ask the person who has the animal: “Is this a service animal required because of a disability?” However, you may not ask if it is a service animal for any particular disability.

An individual may not be carrying documentation of his or her medical condition or disability. Therefore, such documentation cannot be required as a condition for providing service to an individual accompanied by a service animal. You may not insist on proof or certification before permitting the service animal to accompany the person with a disability.

You may exclude any animal, including a service animal, from your facility when that animal’s behavior poses a direct threat to the health or safety of others. For example, any service animal that displays vicious behavior towards other guests or customers may be excluded.

Although a public accommodation may exclude any service animal that is out of control, it should give the individual with a disability who uses the service animal the option of continuing to enjoy its goods and services without having the service animal on the premises.

SHELTERING AND MASS CARE
When disasters occur, people are often provided safe refuge in temporary shelters. Some may be located in schools, office buildings, tents, or other areas. Many of these shelters have not been accessible to people with disabilities. Individuals using a wheelchair or scooter have often been able to get to the shelter, only to find no accessible entrance, accessible toilet, or accessible shelter area.

If space permits, each shelter should offer low-stimulation “stress-relief zones.” These areas should be available on a priority basis to people whose disabilities are aggravated by stress. Each shelter should have a Functional Needs Coordinator (FNC). This person can be an employee of the City of Malibu; a representative from an agency that serves populations with access and functional needs; a pre-identified volunteer; or a person provided by the LACOA or the California FAST (Functional Assessment Service Team). If no FNC is available then the Shelter Manager will assume the FNC responsibilities. The FNC should:

- Ensure that all shelter locations can accommodate persons with disabilities.
- Ensure ample parking and that no barriers exist in pathways, entrances, sleeping and dining areas, toilet facilities, bathing facilities, first aid/medical facilities, recreation areas, and the routes to all of these areas.
- Ensure kitchen-access policies allow residents and volunteers with disabilities access to food and refrigerated medication.
• Ensure that at least some kinds of foods and beverages are available for people with dietary restrictions, such as diabetes or severe food allergies.
• Ensure that there is an effective way for people with disabilities to request and receive durable medical equipment and medication.
• Ensure that people with disabilities can request cots and beds, modifications to cots and beds, securement of cots and beds, and specific placement of cots, beds, or sleeping mats when needed.

Power and Refrigeration
Shelter locations should have back-up generators and a way to keep medications refrigerated (such as a refrigerator or a cooler with ice). Power and refrigeration should be made available on a priority basis to people whose disabilities require access to electricity and refrigeration, for example, for using life-sustaining medical devices, providing power to motorized wheelchairs, and preserving certain medications, such as insulin, that require refrigeration.

Accessible Communications
Shelter locations should provide accessible communication for people who are deaf or hard of hearing and for people with severe speech disabilities. Staff should be trained on the basic procedures for providing accessible communication, including exchanging notes or posting written announcements to go with spoken announcements. Staff should read printed information, upon request, to persons who are blind or who have low vision.

Shelters should also accommodate persons who are blind or have low vision by providing way-finding assistance to people to provide orientation to the shelter environment and assistance in locating shelter areas or features.

The following are options for providing assistive communications to people with access or functional needs:

• Audible announcements
• Bulletin Boards – all bulletin boards should be located in a central area and placed so their contents are accessible to people in wheelchairs. All materials posted should be written in large font – for example: Times New Roman 16 point or greater.
• On-call sign-language interpreters
• Video Remote Interpreting – American Sign language only
• California Relay Service (711) – persons with speech disabilities

The availability of each of these methods will be based on available resources and if the appropriate service contracts can be negotiated by the City.

Unaccompanied Minors
Unaccompanied minors are persons under the age of 18 who have become separated from their parents or guardians and should be regarded as a vulnerable population who may be unable to
care for themselves and/or may be at risk of abduction or other criminal activity. In addition, unaccompanied minors within the community may be unable to understand the scope of the emergency, access information, or know where to go for help.

Unaccompanied minors should be segregated from the general shelter population and placed in an area that can be continually monitored by shelter staff. In addition shelter staff with access to unaccompanied minors should be limited to those who have been cleared for access to children. One way to achieve this would be to assign teachers or substitute teachers from the Santa Monica-Malibu Unified School District to provide supervision of, and care for, unaccompanied minors.

**Personal Attendants**

Personal attendants should be allowed to remain in the same shelter as the person they assist or be allowed access to the shelter both inside and outside of the normal hours. Shelter personnel will not provide personal attendant care services to any shelter resident but will assist in coordinating personal care attendant services. If the shelter personnel are not able to coordinate personal care attendant services, the person should be referred to a medical shelter.

**Service Animals**

Federal regulations for a service animal differ from those for a household pet. Service animal means any dog that is individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability. Other species of animals, whether wild or domestic, trained or untrained, are not service animals for the purposes of this definition.

In addition to the provisions about service dogs, the revised Americans with Disabilities Act (ADA) regulations have a new, separate provision about miniature horses that have been individually trained to do work or perform tasks for people with disabilities. (Miniature horses generally range in height from 24 inches to 34 inches measured to the shoulders and generally weigh between 70 and 100 pounds.) Entities covered by the ADA must modify their policies to permit miniature horses where reasonable. The regulations set out four assessment factors to assist entities in determining whether miniature horses can be accommodated in their facility. The assessment factors are:

1. Whether the miniature horse is housebroken
2. Whether the miniature horse is under the owner’s control
3. Whether the facility can accommodate the miniature horse’s type, size, and weight
4. Whether the miniature horse’s presence will not compromise legitimate safety requirements necessary for safe operation of the facility

People with disabilities who use service animals should not be separated from their service animals when sheltering during an emergency, even if pets are normally prohibited in shelters. Shelters cannot unnecessarily segregate persons who use service animals from others, however, the potential presence of persons who, for safety or health reasons, should not be with certain types of animals.
Special Needs Shelters
Individuals who require minimal support or assistance should not be directed to a shelter that provides a greater level of support services than what they need. For example, an elderly individual who functions without assistance in his or her home may be confused and in need of assistance in the shelter environment. A person with a cognitive or psychiatric disability may need direction with the change in daily routine. These individuals may be accommodated with minimal assistance in a general population shelter. Likewise, individuals with special needs usually function best when kept with their family or caregiver.

If a “special needs” or “medical” shelter is established, eligibility policies and procedures will be adopted to ensure that shelter personnel do not require people with disabilities to stay in these shelters solely because they have a disability. Special needs and medical shelters are intended to house people who are medically fragile, such as those who require hospital or nursing home care.

Medications and Replacement Medications
Public and private insurance programs frequently limit the amount of prescription drugs people can order at one time. This restriction therefore limits individuals who may need to fill prescriptions immediately following an emergency. The Los Angeles County Public Health Department will be the lead agency in replacement of prescriptions for persons dependent on medications and not able to access their regular supply of medication.

RE-ENTRY, TEMPORARY AND LONG TERM HOUSING
The needs of individuals with disabilities should be considered, too, when they leave a shelter or are otherwise allowed to return to their home. If ramps have been destroyed or blocked, people with mobility impairments will be unable to get into and out of their homes. People with access and functional needs are likely to face additional barriers in returning to their homes or in obtaining suitable housing that the non-disabled will not.

Re-Entry
Additional care must be taken in returning the disabled and elderly to their home environments. Conditions that would not pose a hazard to the able-bodied can pose a hazard to the disabled. Additionally, in many cases cleanup and simple repairs that will return a home to a usable state are beyond the capabilities of people with disabilities.

People with access and functional needs may require additional assistance during the re-entry phase. Prior to their leaving a shelter we will need to ensure that they are connected with either their support network or an outside organization that can evaluate their home and – if necessary - take corrective action to ensure that it is safe for that person. ENLA and/or VOAD may be able to provide referrals to organizations that can meet these needs.

Temporary Housing
Any temporary housing identified to be used after leaving the short-term shelters need to also meet the needs of persons with access and functional needs, i.e. have appropriate communication devices, such as TTY’s, to ensure individuals with communication disabilities can
communicate with family, friends, and medical professionals and have the necessary features such as ramps or electrical systems. People with access or functional needs will be given priority for temporary accessible housing.

The City can request assistance from State FAST members to coordinate transition from a shelter setting into the community. FAST members are trained and knowledgeable in regard to a variety of types of disability. They are able to assist in prevention of inappropriate institutionalization, and secure long-term health and mental health services.

**Permanent and Replacement Housing**

Lack of accessible housing opportunities for individuals with disabilities does and will continue to result in unnecessary and expensive institutionalization. Available data discloses that the costs of providing appropriate housing options for people with disabilities is well worth the investment because of the significant savings that results from enabling people with disabilities to live in the community, find employment, and pay taxes. People with access or functional needs should be given priority for accessible housing.

**RESTORATION OF PUBLIC BUILDINGS AND SERVICES**

In disaster it is not only the city’s residents and businesses that are disrupted but the city government will be disrupted as well. However this is also an opportunity to repair or rebuild older facilities that are not accessible to people with disabilities in a manner that makes those facilities accessible. Any damaged accessibility features should be addressed before a public building is returned to operation after repairs. In some cases ADA requirements can be used as justification for replacing a facility instead of repairing it.

Facilities constructed or altered because of emergency- or disaster-related damage must comply with the accessibility requirements of Title II of the ADA. Facilities constructed after January 26, 1992, and repairs to such facilities, must comply with Title II’s new construction requirements. Alterations to facilities constructed before the ADA became effective, must comply with Title II’s requirements for alterations to existing facilities. Alterations may not decrease accessibility.

In instances where critical infrastructure is destroyed, the recovery process presents an opportunity for urban planners to ensure new buildings meet accessibility requirements, where perhaps the old buildings did not. This should be considered as part of the long term mitigation of future impacts on the community.

As Federal and/or State funding is received, the jurisdiction should recognize its obligations to involve special needs populations in the planning for community restoration.

**PUBLIC AND DISASTER ASSISTANCE PROGRAMS**

The recovery phase of a disaster is never easy, and the difficulties can be compounded for individuals with special needs. In addition to personal losses and injuries, individuals with special needs might lose vital connections with personal care providers, service animals, community liaisons, public transportation, neighbors, and other people integral to their everyday support.
network. These disconnections create disruptions in services that people with special needs rely on to participate in daily life.

Many people will need assistance, including the provision of individual case management support, with reestablishing and applying for human services programs and benefits. They may not be aware of the full array of services available to disaster victims and they may need assistance in completing forms, understanding eligibility requirements, and arranging for continuity of services. Local collaboration between planners and providers will be necessary to quickly and effectively reestablish human services support for persons with special needs. In addition, important information relating to the agency and recipient civil rights obligations, assistance options, and resources for those experiencing difficulty in accessing services, should be provided in multiple languages. Planning for the reestablishment of the human services infrastructure and alternate arrangements is best achieved during the initial stages of emergency planning with input from a local human services network. Keep in mind that local human service providers will need support in developing emergency plans for themselves as well as their constituents.

Outreach with Disability Advocacy Organizations and VOAD’s
Jurisdictions most successful at recovering from disasters have established formal relationships with a variety of community organizations that provide a link to the special needs populations they serve. By working together on an ongoing basis to develop a joint plan of recovery, government agencies and community organizations will be better able to identify not only assets and capabilities, but also opportunities for improvement and cooperation.

Mental Health and Behavioral Services
Adequate support mechanisms should be planned to meet mental and behavioral health needs in the weeks and months following a disaster. Previous disasters have demonstrated that these stressful situations often lead to dramatic increases in suicide, domestic violence, and child abuse, as well as exacerbations of pre-existing physical and mental health issues. Mental health resources should be available and organizations serving individuals with special needs should be made aware of the availability of such resources and the means of accessing them. Ideally, assistance should be provided in familiar settings, such as schools, service provider offices, and community healthcare provider offices.

Considerations for Service and Assistance Programs
Continuity of operations plans need to address continuity of access to programs, services, and activities for people with disabilities. Programs relocated from damaged facilities must remain accessible to people with disabilities, whether the relocation is permanent or temporary.

1. Ensure that medical, social service, and other benefit programs are accessible to people with disabilities, including people who use wheelchairs, scooters, and other mobility aids and people who use service animals.
2. Ensure that medical, social service, and other benefit programs do not have eligibility criteria that screen out or tend to screen out people with disabilities, or application
processes or procedures that deny access to people with disabilities.

3. Establish policies and procedures to ensure that medical, social service, and other benefit programs provide effective communication to people with disabilities, including primary consideration of the method of communication preferred by an individual with a disability.

4. Make allowances at blockades, shelters, and other affected areas for access by attendants, home health aides, visiting nurses, service/guide animals, and other individuals crucial to the immediate healthcare needs of people with disabilities.

5. Address how people with disabilities who are employed by businesses that are able to open soon after a disaster will get to work.

Each location providing public assistance and disaster assistance programs should provide translation and interpreter services to support the disaster assistance application process, medical care, and other services needed as a result of the disaster. Volunteer assistance provided by individuals with special needs can also help disaster victims receive the level of support they require during recovery operations.
ALERT AND WARNING - ALERT AND WARNING PROCEDURES
This section outlines the receipt of warning and alerting and notification by the City of Malibu and methods for warning the public if there is a major emergency, especially one requiring evacuation. Such warnings may be necessary for fires, floods, hazardous materials incidents, and, as a precautionary measure, for a short-term earthquake prediction.

These procedures should be closely coordinated with the Public Information Officer to assure the most complete and conforming information delivery to the public.

LOCAL ALERTING AND WARNING SYSTEMS
All warning systems will be coordinated through the City of Malibu’s EOC Director. The following persons are authorized to activate the warning systems:

- Watch Commander
- EOC Director or designate (when EOC is activated)

Activation procedures and geographical boundaries of the systems are detailed below:

- **Mobile Emergency Vehicle Sirens and Loudspeakers**
  The primary warning system for the City of Malibu will be mobile emergency vehicle sirens and loudspeakers. Vehicles will be dispatched to specific locations and assignments made as directed by the Los Angeles County Sheriff’s Department or Incident Commander. All areas of the jurisdiction are accessible by vehicle.

- **Disaster Notification System**
  The Disaster Notification System sends text and voice messages to landlines, and text, voice and e-mail messages to people who have registered their cell phone in the system. In the event of major earthquakes, fires, unplanned utility outages, public health emergencies and other potentially life-threatening incidents, the City will send out instructions on how to protect your life and safety. This system also has the capability to send Wireless Emergency Alerts, which people do not need to subscribe to.

- **Cable TV**
  The City’s cable channel (Channel 3) will provide directions to the citizens via scrolled information. This includes a “leader” that will scroll across any TV station that is turned on directing viewers to tune to their local cable channel for more information.

- **Emergency Alert System (EAS)** - Refer to the Appendix, a restricted use document, for EAS Activation Procedures. Access to EAS for local emergency events of concern to a significant segment of the population of Los Angeles County is through the Los Angeles County Sheriff’s Department.
  City officials requesting County-wide activation should first review the following criteria:
  - Pertinent data
  - Area involved
• Actions desired from citizens
• Urgency of broadcast (immediate or delayed)
• Period of time broadcasting should continue

• **City Website** - Recent emergency information may also be accessed via www.malibucity.org

• **Social Media** – The city can post emergency messages at their Twitter account at @citymalibu and on the city’s Facebook page.

Other warning systems utilized by the City include mobile emergency vehicle sirens and loudspeakers, door-to-door notification by Volunteers on Patrol, Community Emergency Response Team and other volunteers.

**OPERATIONAL AREA ALERTING, NOTIFICATION AND WARNING SYSTEMS**

**Public Notification System**
The Los Angeles County Sheriff’s Department uses a mass notification system (Alert LA County) to alert residents and businesses by phone, text, and e-mail of emergencies in their area.

**OASIS - Operational Area Satellite Information System**
The County of Los Angeles has State Office of Emergency Services OASIS equipment installed in the County EOC. OASIS is a system that consists of a communications satellite, multiple remote sites and a hub. Through this system the County has the capability of contacting any other County in California either through voice or data transmission. The system also allows the County to have direct access to the California Emergency Management Agency and other participating state agencies.

**EAS Emergency Alert System** – Refer to the Appendix, a restricted use document, for EAS Activation Procedures.

**The Common Program Control Station (CPCS)** is a primary station in an operational area which, preferably, has special communication links with appropriate authorities, (i.e., National Weather Service, Civil Defense, Government authorities, etc.) as specified in the State EAS Operational Plan. The primary CPCS station is responsible for coordinating the carriage of common emergency programs for its area. If it is unable to carry out this function, other Primary Stations in the operational area will be assigned the responsibility as indicated in the State EAS Operational Plan. Los Angeles County Operational Area CPCS stations are:

KFI (AM)  640 KHz  Los Angeles, CA
KNX (AM) 1070 KHz  Los Angeles, CA
Examples of emergencies identified by Los Angeles County Operational Area which may warrant either immediate or delayed response under EAS by the broadcast industry are earthquake, serious fires, heavy rains and flooding, widespread power failures, severe industrial accidents and hazardous material accidents.

EAS activation can be authorized by any one of the following parties:
- Sheriff of Los Angeles County - Director of Emergency Services or designee
- Chairman of the Los Angeles County Board of Supervisors or designee
- Mayor of the City of Los Angeles or designee
- Chief of Police of the City of Los Angeles or designee
- Authorized public official of the incorporated cities of Los Angeles County
- Authorized representative of the National Oceanic and Atmosphere Administration (NOAA)

The Sheriff of Los Angeles County, while not the originator of the EAS material, is responsible for the content and authenticity of the information broadcast over the local EAS. Local broadcast stations have the right to edit or use any or all of an EAS broadcast. Any jurisdiction may make separate programming arrangements with any broadcast station independent of the EAS.

STATE ALERTING AND WARNING SYSTEMS

CALWAS California Warning System
CALWAS is the state portion of NAWAS that extends to communications and dispatch centers throughout the state. The California Emergency Management Agency headquarters ties into the federal system through the Warning Center in Sacramento. Circuits then extend to county warning points. The California Highway Patrol headquarters in Sacramento is the state's alternate warning point. Both state and federal circuits are monitored 24 hours a day at the Warning Center, the alternate point and each of the local warning points. Counties not on this system will receive warning through other means (normally over the California Law Enforcement Telecommunications System [CLETS]).

Immediately following the NAWAS test through the Warning Center, the state conducts the CALWAS test. On alternate Wednesdays, the alternate state warning point, CHP, conducts a test at 10:00 a.m. local time.

Backup systems for CALWAS includes:
- CESFRS California Emergency Services Fire Radio System
- CESRS California Emergency Services Radio System
- CLEMARS California Law Enforcement Mutual Aid Radio System
- CLERS California Law Enforcement Radio System
- CLETS California Law Enforcement Telecommunications System
**CESFRS California Emergency Services Fire Radio System**
CESFRS is the statewide communications network, available to all fire agencies. The three available channels have been designated Fire White #1, #2 and #3. White #1 is authorized for base station and mobile operations. White #2 and White #3 are for mobile and portable use only. All three white channels are designated by the Federal Communications Commission as “Intersystem” channels and are intended solely for inter-agency fire operations, i.e. mutual aid. White #2 and White #3 are intended for on-scene use only.

**CESRS California Emergency Services Radio System**
CESRS serves as an emergency communications system for Cal OES and county emergency services organizations. The system assists in the dissemination of warning information and to support disaster and emergency operations. The system may be used on a day-to-day basis for administrative emergency services business. Statewide communications are provided through a number of microwave interconnected mountain top relays. It operates under appropriate FCC rules and regulations and is administered by the State of California through the Office of Emergency Services.

**CLEMARS California Law Enforcement Mutual Aid Radio System**
CLEMARS was established to provide common police radio frequencies for use statewide by state and local law enforcement agencies during periods of man-made or natural disasters or other emergencies where inter-agency coordination is required. It operates under appropriate FCC rules and regulations and is administered by the State of California through the Office of Emergency Services.

Participation in CLEMARS is open to all California Law Enforcement agencies which are eligible to operate on radio frequencies authorized by the FCC for the Police Radio Service. In addition, the agency’s political subdivision must be a signatory to the California Disaster and Civil Defense Master Mutual Aid Agreement and have developed a mutual aid response capability with trained personnel who will respond when requested by their operational area or regional mutual aid coordinator to provide required assistance.

The Regional Law Enforcement Coordinator is responsible for coordination of use of the system within the Mutual Aid Region. The City of Malibu participates in CLEMARS through the Los Angeles County Sheriff’s Department who is licensed for mobile and base station communications.

**CLETS California Law Enforcement Telecommunications System**
CLETS is a high-speed message switching system which became operational in 1970. CLETS provides law enforcement and criminal justice agencies access to various data bases and the ability to transmit and receive point-to-point administrative messages to other agencies within California or via the National Law Enforcement Telecommunications System (NLETS) to other states and Canada. Broadcast messages can be transmitted intrastate to participating agencies in the Group Bulletin Network and to regions nationwide via NLETS. CLETS has direct interface with the FBI-NCIC, NLETS, DMV, Oregon and Nevada. The State
provides the computer hardware, switching center personnel, administrative personnel, and the circuitry to one point in each county. The local agencies provide the circuitry and equipment which link them to their county termination point.

**EAS Emergency Alert System**

Each state has been divided into a number of EAS operational areas, consisting of one or more counties within radio reception range of EAS stations serving the area. California has thirty EAS Operational Areas (OA). Almost all AM-FM and TV broadcast stations have national defense emergency authorizations and several of these are protected from fallout. The purpose of EAS in California is to provide warning, emergency information, guidance, instructions and news of a manmade or natural threat to the public safety, health and welfare.

One primary station in each OA assumes the function of the Common Program Control Broadcast Station for the OA. It is called the CPCS-1 station. If for any reason a CPCS-1 is unable to carry out this responsibility, either primary or alternate broadcast stations assigned as CPCS locations, will be activated in descending order. CPCS assignments are made by the FCC, not the State or local governments. OAs are urged to develop EAS systems that employ a system whereby the local OES feeds all the radio stations simultaneously and not just the CPCS-1 station.

See the Federal EAS description for Program Priorities. Message priorities are as follows:

- **Priority One** - Immediate and positive action without delay is required to save lives.
- **Priority Two** - Actions required for the protection of property and instructions to the public requiring expedient dissemination.
- **Priority Three** - Information to the public and all others.

**EDIS - Emergency Digital Information System**

The EDIS provides local, state and federal agencies with a direct computer link to the news media and other agencies during emergencies. EDIS supplements existing emergency public information systems such as the Emergency Alert System. By combining existing data Input Networks with a digital radio Distribution System, EDIS gives authorized agencies a direct data link to the news media and other agencies.

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

EDIS may be used to transmit information in the following categories, listed in priority order:

- **FLASH** - Alerts and warning of immediate life-safety value to members of the public.
- **NEWS** - Information of immediate benefit to the public. Releases in this category may include reports of unusual natural, social or technological events; notices of government
activities requiring specific action by members of the public; road and traffic information and instructions for those affected by an emergency.

- **INFO** - Advisory messages for coordination between government and the news media. Topics might include: times and locations of news briefings, schedules for media tours of emergency scenes, “pool coverage” arrangements, airspace restrictions.

- **TEST** - Transmissions to verify operation of equipment and for training of originating personnel.

Senders of EDIS messages should bear in mind that almost anyone can obtain the equipment to receive EDIS messages. Confidential or sensitive information should never be transmitted over EDIS. *(Reference: Emergency Digital Information System Plan [EDIS], July 1991, written by the OES Telecommunications Division.)*

**OASIS  Operational Area Satellite Information System**

The Operational Area Satellite Information System (OASIS) is a network of over 80 earth stations (terminals) located statewide. The terminals provide broadband internet and telephone access immune to regional failures in the terrestrial network. The inventory of terminals includes both fixed and transportable terminals.

Fixed terminals are sited at Emergency Operations Centers in all 58 California Counties. Additional fixed remotes serve locations of particular importance to Disaster Response; seismological laboratories, California National Guard Headquarters, etc.

A fleet of transportable units is available for both response and recovery missions. The transportables regularly serve Incident Command Posts providing reachback communications from locations in austere conditions. Transportables are also used to provide needed internet and telephone communications in a variety of recovery settings; shelters, local assistance centers, logistics marshalling, etc.

**FEDERAL ALERTING AND WARNING SYSTEMS**

**EAS Emergency Alert System** The Emergency Alert System (EAS) is designed for the broadcast media to disseminate emergency public information. This system enables the President, and federal, state and local governments to communicate with the general public through commercial broadcast stations.

This system uses the facilities and personnel of the broadcast industry on a volunteer basis. EAS is operated by the broadcast industry according to established and approved EAS plans, standard operating procedures and within the rules and regulations of the Federal Communications Commission (FCC). FCC rules and regulations require all participating stations with an EAS operating area to broadcast a common program. Each broadcast station volunteers to participate in EAS and agrees to comply with established rules and regulations of the FCC.
EAS can be accessed at federal, state, and local levels to transmit essential information to the public. Message priorities under Part 73.922(a) of the FCC’s rules are as follows:

- **Priority One**  Presidential Messages (carried live)
- **Priority Two**  EAS Operational (Local) Area Programming
- **Priority Three**  State Programming
- **Priority Four**  National Programming and News

Presidential messages, national programming and news will be routed over established network facilities of the broadcast industry. State programming will originate from the state operations center and will be transmitted through the state using the state's CLERS VHF/UHF radio relay stations.

The FCC has established committees of broadcast industry personnel at each governmental level to develop EAS plans. These include:

- **Federal**  The EAS Advisory Committee
- **State**  State Emergency Communications Co
- **Local**  Operational Area Emergency Communications Committee

**NAWAS National Warning System**

NAWAS is a dedicated wire-line system that provides two-way voice communications between federal warning center, state warning points and local warning points. If the situation ever presents itself, NAWAS is a nationwide system developed to send warnings of impending attack throughout the nation. The system may be activated from two federal facilities that are staffed 24 hours daily: the National Warning Center (North American Air Defense Command, Colorado Springs) and the Alternate National Warning Center (Olney, Maryland).

During major peacetime emergencies, state agencies may use portions of NAWAS augmented by state and local systems. Each state has a warning point that controls the NAWAS connection within the state. See State Level CALWAS for more information.

**Tests**

NAWAS is tested three times daily at unscheduled times. The state warning point, Cal OES, acknowledges the test for California. If Cal OES does not respond, the alternate, CHP, will acknowledge the test. Immediately following the national test, the state NAWAS test is conducted.

**National Weather Service (NWS)**

The numbers for the NWS are in the Appendix section of this plan due to the fact that the numbers are restricted and confidential.
National Weather Service
520 No. Elevar St.
Oxnard, CA 93030
http://www.nwsla.noaa.gov/

The National Weather Service transmits continuous weather information on 162.40, 162.475, and 162.55 MHz frequencies and on the Internet at www.nwsla.noaa.gov.

The City should report any unusual (funnel cloud, etc.) or other potentially hazardous weather situation to the NWS as quickly as possible.

More contact information for NWS is found in the Appendix.
EMERGENCY CONDITIONS AND WARNING ACTIONS

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

Earthquake
Earthquakes occur without warning. Cal OES could receive notification of an earthquake as well as subsequent information, including damage reports, from various sources, such as:
- University of California Seismological Observatory, Berkeley
- California Institute of Technology, Pasadena
- Water Resources Department
- Cal OES Regional Offices
- Local Governments
- Federal/State Agencies
- Honolulu Observatory

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

Earthquake Advisories
Earthquake Advisories are statements by Cal OES regarding scientific assessment that, within a specified period (usually 3-5 days) there is an enhanced likelihood for damaging earthquakes to occur in areas designated in the Advisory. Advisories are not formal predictions and are issued following earthquakes in which there is concern about subsequent damaging earthquakes. The basis of the advisories is existing knowledge of the seismic history and potential of the area under consideration.

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

Notification Process
Cal OES will notify State agencies, local governments and designated Federal agencies of all Earthquake Advisories through a telecommunications and radio fan-out process.

The method of contact to State agencies, local governments and Federal agencies will vary depending upon the availability of communications. Systems to be used may include: The California Warning System (CALWAS), the California Law Enforcement Telecommunications System (CLETS), the California Emergency Services Radio System (CESRS), FAX and commercial telephone service.
Cal OES WILL FOLLOW A FOUR-STEP PROCESS IN ISSUING AND CANCELING ADVISORIES:

1. Information regarding additional seismic activity will be disseminated in the form of an Earthquake Advisory. The Advisory will include information on the background of the Advisory, the areas included in the Advisory and the period of time in which the Advisory is in effect. The Earthquake Advisory will be issued to jurisdictions determined to be located within the area of enhanced risk. Advisories are usually issued for a 3-5 day period. Cal OES will keep local governments advised of any updates on the situation as they become available.

   In most instances, the notification of the issuance of an Earthquake Advisory will be to the affected counties via CLETS, followed by an announcement over CALWAS. It is the responsibility of county offices that receive the Advisory to forward the information immediately to all cities within the county and county emergency services coordinators. City offices that receive the Advisory should, in turn, forward the information to the city emergency services coordinator.

2. Following the issuance of the Earthquake Advisory to jurisdictions within the area of enhanced risk, Cal OES will issue a Notice of Earthquake Advisory to State departments, specified Federal agencies and all other counties in the State.

   The Notice of Earthquake Advisory is issued for informational purposes. No specific actions are recommended to jurisdictions receiving this notice, except at the discretion of local officials. It will be disseminated via the same telecommunications systems as the Earthquake Advisory.

3. Cal OES will inform the news media and public of an Earthquake Advisory by the issue of an Earthquake Advisory News Release.

4. At the end of the period specified in the initial Advisory, Cal OES will issue an End of Earthquake Advisory Period message. This cancellation message will be issued over the same telecommunications systems as were used to initially issue the Advisory and Notice of Advisory to State agencies, local government, specified Federal agencies, the news media and the public. An Advisory may be extended if scientific assessments continue to indicate reasons for such a continuation.

Earthquake Prediction (Short-Term)
The Short-Term Earthquake Prediction Response Plan provides direction and guidance to State agencies for responding to (1) a prediction that an earthquake may occur within a few hours to a few days or (2) issuance of an Advisory regarding an increase likelihood that a damaging earthquake may occur. When implemented, the actions recommended within this Plan will result in increased operational readiness and preparedness of State agencies to deal effectively with a short-term earthquake prediction and with the predicted earthquake, should it occur.

Formal predictions include specific identification of expected magnitude, location, time and likelihood of occurrence (i.e., probability), that have been rigorously reviewed and confirmed by
the California Earthquake Prediction Evaluation Council (CEPEC).

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

**Flood**
A flood emergency is normally preceded by a buildup period that permits marshaling of forces as required to combat the emergency. During the buildup period, Cal OES cooperates with the National Weather Service and the State Department of Water Resources by relaying pertinent weather information and river bulletins to local government officials in the affected areas. Cal OES receives this information over selected circuits and relays it to Cal OES Regions through the Cal OES private line teletype system and to law enforcement agencies via CLETS.

**Flood Stages and Bulletins**
During periods of potential flooding in Southern California, the National Weather Service, Los Angeles County, will issue the appropriate bulletins typically from San Diego. After receiving these messages, the state Warning Center transmits these messages immediately on CLETS to local governments in areas that are likely to be affected.

**Hazardous Materials**
Potential hazardous materials situations are identified during the planning phase by the Los Angeles County Fire Department Hazardous Materials Unit. Area Plans address in detail the specifics for hazardous materials planning for the local area. Initial notifications of an incident are made by the responsible party or the responding agency to the California Warning Center in Sacramento at 800/852-7550 as soon as the incident occurs. The Warning Center then makes notifications to various state agencies and the regional duty officer.

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

TYPES OF ISSUANCES

OUTLOOK - For events possible to develop in the extended period (extended definition depends on the type of event)

ADVISORY - For events that are occurring or are forecast to develop in the short term (generally within the next 6 hours)

WATCH - For the possibility of an event happening within the short term (generally refers to the next 6 to 12 hours)

WARNING - The most serious issuance! For life-threatening events occurring or forecast to develop within the short term (generally within the next 6 hours)

STATEMENTS (OR UPDATES) - Issued as updates to the above products

SPECIFIC TYPES OF ISSUANCES

FLASH FLOODING:

Flash Flood Warning: Flash Flooding is occurring or imminent.

Urban and Small Stream Flood Advisory: Flooding is occurring or imminent, but is not life threatening (nuisance flooding). This warning may be upgraded to a Flash Flood Warning if conditions worsen.

Flash Flood Watch: There is a good possibility of Flash Flooding, but it is neither occurring nor imminent (generally means the possibility exists within the next 24 hours).

Flash Flood Statement: Updates any of the above three issuances.

TORNADO AND SEVERE THUNDERSTORM WARNINGS: Issued on the observation of a tornado, funnel cloud, or severe thunderstorm (a thunderstorm is defined as severe when it is accompanied by 58 mph winds or 3/4” hail), or the indication of any of the above based on radar data.

TORNADO AND SEVERE THUNDERSTORM WATCHES: Issued (by the National Severe Storms Forecast Center in Kansas City, MO) when there is a likelihood of development of either tornadoes or severe thunderstorms.

OTHER TYPES OF ISSUANCES

Dense Fog Advisory: Issued when dense fog (visibility below 2 mile) is expected to last for three hours or longer.

Dense Fog Warning: Issued when widespread zero or near-zero visibilities are forecast to last three hours or longer.

Refer to the Appendix section for contact numbers for the National Weather Service.
FIELD TREATMENT SITE

DEFINITION:

Field Treatment Sites (FTS): Sites pre-designated by county officials which are used for the assembly, triage (sorting), medical and austere medical treatment, relatively long-term holding, and subsequent evacuation of casualties.

DESIGNATION OF FIELD TREATMENT SITES:

Local Emergency Medical Services Agency (LEMSA) criteria for the designation of temporary Field Treatment Sites include:

- Proximity to hospitals
- Proximity to shelters
- Proximity to other areas with high probability of having large numbers of casualties
- Distribution of locations in potential high-risk areas throughout the affected area
- Ease of access for staff, supplies and casualties
- Ease of evacuation by air or land
- Ability to secure the area

LEMSAs identify facilities with which OES and other agencies have existing agreements as potential sites for the establishment of temporary FTS.

That facility is responsible for opening, staffing, and supplying this point. It is anticipated that prior assessment addressing numbers of professional and paraprofessional personnel available in each area will be done. Volunteer medical personnel will be requested by emergency alert stations to report to the nearest FTS when they are able to do so. A recent photo I.D. listing medical training and licensure should be presented. FTSs will be opened by decision of the Health Officer in the event of multi-casualty incident(s) or requests for medical mutual aid from neighboring counties.

FTSs will be established, as necessary on the premises of local hospitals. If no hospital exists in the area, the EMS agency will coordinate with local emergency management agencies to establish a location.

For planning purposes, the following assumptions are made:

1. The flow of casualties is unpredictable depending upon its distance from casualties, success of public information efforts, its accessibility, and the pace of search and rescue operations. It is assumed, for planning purposes, that an influx of 600 casualties per 24-hour period is appropriate.
2. Due to limited availability of transportation, evacuation of casualties from some FTSs may not begin until 72 hours after the disaster occurs.
3. Supplies from outside the disaster area may not reach some FTSs for 12-48 hours after the disaster occurs.
4. Water, power, and other resources will be extremely scarce, limiting the type of medical treatment feasible at a FTS.
5. You must plan from a worst-case incident involving dam failures, flooding, shaking intensity, liquefaction, etc.

The primary purpose of FTSs is to facilitate the stabilization of casualties for evacuation from the disaster site to a more definitive facility (Designated by the State). FTSs will be able to provide only the most austere medical treatment directed primarily to the moderately/severely injured or ill requiring later definitive care and who have a substantial potential of surviving until they are evacuated to other medical treatment center.

The Field Treatment Sites will be supported by Mobile First Aid Caches and Disaster Medical Assistance Centers. The Mobile First Aid Cache has enough Basic Life Support supplies to meet the needs of 100 patients. Each Disaster Medical Assistance Center has enough Basic Life Support supplies to treat up to 200 people.

**LOS ANGELES COUNTY PRE-DESIGNATED FIELD TREATMENT SITES**

<table>
<thead>
<tr>
<th>RESPONSE GROUP 1</th>
<th>RESPONSE GROUP 5</th>
<th>RESPONSE GROUP 7</th>
</tr>
</thead>
<tbody>
<tr>
<td>LAC + U.S.C. Medical Center</td>
<td>Queen of the Valley Hospital</td>
<td>Northridge Hospital Medical Center</td>
</tr>
<tr>
<td>1200 N. State Street</td>
<td>1115 South Sunset Avenue</td>
<td>18300 Roscoe Boulevard</td>
</tr>
<tr>
<td>Los Angeles, CA 90033</td>
<td>West Covina, CA 91790-3999</td>
<td>Northridge, CA 91328</td>
</tr>
</tbody>
</table>

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<tr>
<th>RESPONSE GROUP 2</th>
<th>RESPONSE GROUP 6</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Kaiser Permanente, Harbor City</td>
<td>Henry Mayo Hospital</td>
<td>VA Medical Center - W. Los Angeles</td>
</tr>
<tr>
<td>25825 S. Vermont Ave.</td>
<td>23845 W. McBean Parkway</td>
<td></td>
</tr>
<tr>
<td>Harbor City, CA 90710</td>
<td>Valencia, CA 91355</td>
<td></td>
</tr>
</tbody>
</table>

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<thead>
<tr>
<th>RESPONSE GROUP 3</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Rancho Los Amigos Medical Center</td>
<td>Pacifica Hospital of the Valley</td>
<td></td>
</tr>
<tr>
<td>7601 Imperial Highway</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Downey, CA 90242</td>
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<td></td>
</tr>
</tbody>
</table>

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<thead>
<tr>
<th>RESPONSE GROUP 4</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>VA Medical Center - Long Beach</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5901 East Seventh Street</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Long Beach, CA 90822</td>
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</tr>
</tbody>
</table>
RADIOLOGICAL PROTECTION PROCEDURES
FOR CITIES IN THE LOS ANGELES COUNTY OPERATIONAL AREA

RADIOLOGICAL INCIDENTS: TIERED RESPONSE

First Responder
Resources within the jurisdiction

Specialized Units
LA City Fire
LA County Fire
Santa Monica Fire

Cal OES
Request State resources. Through Cal OES request federal resources such as Nuclear Emergency Support Team, Aerial Measuring System, Accident Response Group and other resources.

Nuclear Regulatory Commission and National Response Team
(Atlanta and Washington, D.C.)

PROCEDURES
Refer to Los Angeles County Fire Department Emergency Operations Manual.

Refer to Fire Department SOPs for Hazardous Materials/Radiological Incidents.
EMERGENCY POTABLE WATER PROCUREMENT & DISTRIBUTION

INTRODUCTION
The following procedures are designed to facilitate acquisition and distribution of alternative potable water. They set forth specific activities that should be considered to evaluate emergency situations and then to procure and distribute potable water to critical locations if needed.

Primary Response Agency Roles and Responsibilities:

<table>
<thead>
<tr>
<th>Agent:</th>
<th>Function:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Malibu Public Works</td>
<td>Primary agency responsible for purchase and distribution of alternate source of potable water for populations within the City. Coordinates water resources and manages operations for distribution of alternative potable water to affected populations.</td>
</tr>
<tr>
<td>Los Angeles County</td>
<td>Operates Operational Area Emergency Operations Center (OAEOC) coordinates county resources and assists LEOC(s) in providing potable water to affected population(s).</td>
</tr>
<tr>
<td>(Operational Area)</td>
<td></td>
</tr>
<tr>
<td>California Office of</td>
<td>Coordinates federal, state, and regional resources to assist OAEOC(s) in providing alternative source of potable water to affected populations. Operates Regional Emergency Operations Center (REOC) and State Operations Center (SOC).</td>
</tr>
<tr>
<td>Emergency Services</td>
<td></td>
</tr>
<tr>
<td>Federal Emergency</td>
<td>Coordinates federal emergency response resources and provides alternate source of potable water to affected populations, as requested by State.</td>
</tr>
<tr>
<td>Management Agency (FEMA)</td>
<td></td>
</tr>
</tbody>
</table>

Note: For the purpose of this document: "alternative potable water" and "emergency potable water" means water that is supplied from an alternative source and/or delivery system. Cal OES will assist local government in pursuing possible Federal reimbursement for costs incurred.
WATER - CONCEPT OF OPERATIONS

During the initial hours following an emergency it is especially important to ascertain the scale of the emergency and the areas where the potable water supply and delivery system has been affected.

PROCUREMENT AND DISTRIBUTION PROCESS
Successful implementation of these procedures will require the support of public, private, and volunteer agencies. The following identifies the public, private, and volunteer agencies, which will play a part in the acquisition and distribution of emergency potable water and assigns to them specific roles and responsibilities.

THE CITY OF MALIBU PUBLIC WORKS DEPARTMENT
The City will ensure that alternate sources of potable water will be available to affected populations when the water delivery system is damaged. Public Works will coordinate with the Los Angeles County Water Works District 29.

OPERATIONAL AREA
The Los Angeles County Department of Health is the primary agency responsible for the purchase and distribution of emergency potable water to populations within its jurisdiction.

CALIFORNIA OFFICE OF EMERGENCY SERVICES (Cal OES)
If the Operational Area cannot provide enough alternate source of potable water to affected populations Cal OES will activate Regional Emergency Operations Center(s) (REOC) and State Operations Center (SOC). Implement duties pursuant to REOC and SOC roles and responsibilities.

FEDERAL EMERGENCY MANAGEMENT AGENCY (FEMA)
Provide alternate source of potable water to affected populations, as requested by State. Implement duties pursuant to FEMA roles and responsibilities.

RESPONSIBILITY
The City Public Works Department is responsible for evaluating situation assessments and prioritizing resource allocation. When necessary, the water coordinator will activate a water task group to help establish or assist in the establishment and operation of the alternative potable water procurement and distribution program. The size, makeup and specific assignment of the water task group will be dependent on the magnitude of the problem at hand.

The Water Coordinator and Water Task Group will be staffed by the City of Malibu Public Works Department. The unit will report to the Public Works Branch.
Duties of the water coordinator/water task group are as follows:

1. Serve as EOC primary contact for all potable water procurement and distribution matters.
2. Coordinate conference calls with other level EOC water coordinators to assess potable water needs.
3. Obtain consolidated situation information compiled by the Planning/Intelligence Section and other sources. This information would include:
   - cause and extent of water system damage
   - estimated duration of system outage
   - geographical area affected
   - population affected
   - actions taken to restore system
   - resources needed to reactivate system
   - emergency potable water needs (quantity and prioritized areas)
4. Prioritize distribution locations (include needs of critical facilities) and make recommendations to Public Works Branch Director who will discuss with the Operations Section Coordinator.
5. Identify and secure potable water resources with assistance from the Logistics Section, Procurement Unit.
6. Identify transportation and equipment needs and secure required resources through the Logistics Section, Procurement Unit.
7. Coordinate with Los Angeles County Public Health Department, water utilities, and EOC Public Information Officer for appropriate public information announcements and media interface.
8. Document all information related to expenditures, resource commitments, contracts and other costs related to procurement and distribution of potable water and provide such information to the Finance and Administration Section.

**EMERGENCY POTABLE WATER SUPPLY CONSIDERATIONS**

When there is a need for emergency potable water, everyone should work with the Operational Area and with the State Department of Health Services, Division of Drinking Water and Environmental Management. When there is a "Boil Water" advisory, the public should be advised to bring water to a rapid boil for 1-2 minutes. In the event of any other situation that may require supplying potable water, the Local Emergency Operations Center (LEOC) and Operational Area Emergency Operations Center (OAEOC) will utilize the following options in the order listed below. All City requests should go through the Operational Area EOC.

**Bottled Water**

Water in one-gallon plastic containers is by far the most convenient and effective way to initially provide emergency water to the public. A list of approved commercial vendors is maintained by the State Department of Health Services, Food and Drug Branch, is available through the REOC Operations Section Water Coordinator.
The Regional Emergency Operations Center (REOC) can arrange transportation, if necessary, with state assets. Water and beverage bottlers sometimes offer free bottled water and delivery.

**Bulk Potable Water Deliveries:** (If bottled water is not a viable option)
Bulk potable water deliveries are for limited use and should only be employed for immediate crisis situations when the first option is not available. Bulk potable water may also be needed for critical facilities such as hospitals, clinics and other health facilities.

Portions of the existing potable water system, or nearby systems, may continue to have potable water in their normal distribution systems. These sources are closest and easiest to access and should be used for bulk water deliveries.

National Guard water buffaloes (500 gallon trailers) are available in limited numbers and should only be used to support evacuation efforts and immediate crisis situations. The small volume necessitates that water tenders keep buffaloes filled.

**Water Purification Systems:** (If bulk potable water deliveries are not a viable option):
Commercial portable water purification systems are available where connection to an approved water source and some means of storing or distributing water is available. Approved and licensed commercial vendors can provide limited water storage (approximately 1,000 gallons). The State Department of Health Services Drinking Water Program or City Public Health must approve the water source to assure that the treatment is sufficient to deal with the level of contamination, and confirm the integrity of the system. The National Guard has limited purification capability, which should only be requested when all other options are exhausted.
DISASTER ROUTE PRIORITY PLAN

WHAT IS THE DISASTER ROUTE PRIORITY PLAN?
The Disaster Route Priority Plan is a Countywide multijurisdictional plan to quickly assess the condition of the highway system, identify emergency access into heavily damaged areas, critical facilities, and prioritize the clearing, repair, and restoration of key regional highway routes following a major disaster, such as a large earthquake. The Disaster Routes would also serve as alternate interim transportation routes to the freeway system should portions of the freeway system be destroyed or damaged.

The Plan was developed by public works directors and city engineers from throughout the County of Los Angeles and its neighboring counties following the 1971 Sylmar earthquake. It has been approved by the County of Los Angeles Board of Supervisors, most of the cities in the County and the Los Angeles Emergency Preparedness Commission.

WHY DO WE NEED IT?
The Disaster Route Plan is critically needed by first-line emergency responders such as fire, search and rescue, and emergency medical personnel in the early period immediately following the disaster to gain access to the impacted areas to save lives and protect property. It is also critically needed to provide access to these areas as the recovery and restoration efforts begin, so that the needed resources can be brought in as quickly as possible.

WHAT DOES THE PLAN CONSIST OF?
The Disaster Route Priority Plan consists of a network of key major highways providing access to all areas of the County. A critical element of the Plan is that it calls upon the public works/city engineer departments of the County and all the cities to work together in a coordinated effort to assess the condition of the selected Disaster Routes and clear and reopen them on a priority basis.

WHAT ARE THE COUNTY’S AND CITIES’ ROLES IN CARRYING OUT THE PLAN?
The State of California by-laws require that the Counties and cities throughout the State respond to disasters under the adopted Standardized Emergency Management Systems (SEMS) Operational Area concept in order to be eligible for State disaster reimbursement of personnel costs. Under this concept, the County is to act as the coordinator of emergency response and point of contact for State emergency assistance. The Disaster Route Priority Plan carries out this concept by designating the Director of the County of Los Angeles Department of Public Works (DPW) to work with the cities in a disaster to quickly determine the condition of the Disaster Routes (and other transportation routes), and to coordinate assistance to those cities who need it in clearing or repairing the Disaster Routes. This assistance would normally be provided under the terms of the Public Works Mutual Aid Agreement.
SPECIFICALLY, HOW WILL THE PLAN WORK IN A DISASTER?
In a major disaster, such as a large earthquake which creates widespread major damage, the County DPW road maintenance force will immediately survey and report the condition of the portions of the Disaster Routes in the unincorporated areas and contract cities. Cities providing their own street maintenance shall report road closures and damages as an Incident in the County’s Operational Area Response and Recovery System (OARRS). If OARSS is not available, damage/closure to disaster routes will be reported directly to County DPW’s Dispatch center by calling (800) 456-HELP (4357). County DPW personnel will also gather information on the status of the freeway system from Caltrans and the California Highway Patrol. All information will all be reported to and analyzed at the County DPW Department Operations Center (DOC), where it will be disseminated immediately to the County EOC for further dissemination to all emergency response agencies, cities’ EOCs, and the public.

CITY OF MALIBU DESIGNATED DISASTER ROUTES
The following disaster routes are identified within the City of Malibu:

- State Route 23
- State Route 1
- Los Angeles County N9
- Malibu Canyon Road

Note: A large copy of the disaster route map is located in the EOC and Alternate EOC.
Page intended to be blank.
ACTION PLANNING

EOC ACTION PLANNING (EOC)
The Action Planning process is an essential tool for the City, particularly in managing sustained emergency operations. If the City is to have a well planned and executed approach to resolving the problems posed by the disaster, the City must remain focused and unified in its efforts. The Action Planning process is a key element in ensuring that the entire City will be focused and acting as a unified, coordinated body. If the City is going to move forward in a unified manner, there must be clear understanding of what goals are being pursued, what time frame is being used (the Operational Period) and how individual unit efforts are a part of the overall City efforts.

For the City to continue its efforts, it is important that common City organizational goals are maintained and pursued. These goals are set by EOC Director. For the EOC Director to draft appropriate goals, they must have a good understanding of the current situation and some idea of where the situation is going. They need to know not only what has happened in the last operational period, but also what is likely to occur in the next and future operational periods. This information should be provided by the Planning/Intelligence Section in the form of a Situation Status Report. The Situation Status Report must contain all key information and should also illustrate what outcomes are to be expected.

Once the EOC Action Plan has been delivered, the EOC Director shall determine the strategic goals for the next operational period. These may or may not be different from the operational goals from the last period. This short list of organizational goals must be verifiable and measurable.

Once the city goals are set, they should be communicated to the other sections, which in turn should communicate to their departments!! The Policy Group must receive copies of the EOC Action Plan.

SUMMARY OF ACTIVITIES BY SECTION
1. PLANNING/INTELLIGENCE Presents the verbal Action Report or the situation status report
2. MANAGEMENT Sets goals
3. PLANNING/INTELLIGENCE Posts goals for organization’s use
4. OPERATIONS Determines strategies to achieve goals
5. LOGISTICS Determines how it will support operations
6. FINANCE/ADMINISTRATION Determines how it will support operations
7. PLANNING/INTELLIGENCE Prepares Action Plan (document); continues collecting, analyzing and displaying information and continues Action Planning process
ACTION PLANNING AT EOC LEVELS

Action planning at all EOC levels, like that of the field level, is based around the use of an operational period. The length of the operational period for the EOC is determined by first establishing a set of objectives and priority actions that need to be performed and then establishing a reasonable time frame for accomplishing those actions. Generally, the actions requiring the longest time period will define the length of the operational period.

Typically, operational periods at the beginning of an emergency are short, sometimes only a few hours. As the emergency progresses, operational periods may be longer, but should not exceed twenty-four hours. Operational periods should not be confused with staffing patterns or shift change periods. They may be the same, but need not be.

The initial EOC Action Plan may be a verbal plan put together in the first hour after EOC activation. It is usually done by the EOC Director in concert with the general staff. Once the EOC is fully activated, EOC Action Plans should be written.

EOC Action Plans should not be complex or create a time-consuming process. The format may vary somewhat within EOC levels, but the EOC Action Plan should generally cover the following elements:

- Listing of objectives to be accomplished (should be measurable)
- Statement of current priorities related to objectives
- Statement of strategy to achieve the objectives (identify if there is more than one way to accomplish the objective, and which way is preferred.)
- Assignments and actions necessary to implement the strategy
- Operational period designation: the time frame necessary to accomplish the actions
- Organizational elements to be activated to support the assignments (also, later EOC action plans may list organizational elements that will be activated during or at the end of the period.)
- Logistical or other technical support required

FOCUS OF THE EOC ACTION PLAN

The primary focus of the EOC Action Plan should be on citywide issues. The plan sets overall objectives for the City and establishes the citywide priorities as determined by the EOC Director. It can also include mission assignments to departments, provide policy and cost constraints, and include inter-agency considerations, etc. Properly prepared, the EOC Action Plan becomes an essential input to developing departmental action plans.

ACTION PLAN MEETING

This meeting is critical. The status of the incident and action plan should be discussed. The Planning & Intelligence Section Coordinator is responsible for holding this meeting.

THE PLANNING “P” TOOL (Found at the end of this section)

The Planning “P” is a guide to the process and steps involved in planning for an incident. The leg of the “P” describes the initial response period: Once the incident/event begins, the steps are
Notifications, Initial Assessment, Incident Briefing and Initial Management Meeting.

- At the top of the leg of the “P” is the beginning of the first operational planning period cycle. In this circular sequence, the steps are Setting Incident Priorities, Section Meetings (to develop Section Objectives), Preparing for the Coordinators Meeting, Section Coordinators Meeting, Preparing for the Planning Meeting, Planning Meeting, EOC Action Plan Prep & Approval, and Section Briefing (briefing of new shift coming on).
- At this point a new operational period begins. The next step is Execute Plan & Assess Progress, after which the cycle begins again.

Initial Assessment
Planning begins with a thorough size-up that provides information needed to make initial management decisions. The EOC Action Plan provides Management Staff with information about the incident situation and the resources allocated to the incident. This form serves as a permanent record of the initial response to the incident and can be used for transfer of command.

The Start of Each Planning Cycle
- **Setting Incident Priorities:** The EOC Director with input from the General Staff establishes incident priorities and General Objectives for the incident.
- **Section Meetings:** Each Section Coordinator will meet with their staff and develop Section-specific objectives to accomplish the EOC priorities and General Objectives for the Operational Period. Each Section will fill-out the appropriate page in the EOC Action Plan for their specific Section. Objectives should be Specific, Measurable, Attainable, Realistic and Time Oriented.
- **Preparing for the Coordinators Meeting:** The Planning/Intelligence Section will compile all of the Section Objectives submitted by each Section Coordinator and have it ready for the Section Coordinator’s Meeting.
- **Section Coordinator’s Meeting:** EOC Director and General Staff will review completed objectives for all Sections and fine tune them for the upcoming Planning Meeting.
- **Prep for the Planning Meeting:** The Planning/Intelligence Section will compile the entire EOC Action Plan with any attachments and have it ready for the Planning Meeting.
- **Planning Meeting and Action Plan Prep & Approval:** Management and General Staff attend the Planning Meeting to review and validate the EOC Action Plan. The Planning/Intelligence Section Coordinator facilitates this meeting. The Agenda for the Planning Meeting is:
  - Give situation and resource briefing; conduct planning meeting – Planning Intelligence Coordinator
  - Provide priorities and policy issues – EOC Director
  - Provide Section Objectives and/or Objective Status – Management and General Staff
  - Provide a status on resources – Logistics Section Coordinator
  - Provide a Safety & Security Briefing – Safety Officer and Security Officer
Finalize, approve and implement the EOC Action Plan – Planning/Intelligence Section Coordinator finalizes the EOC Action Plan, EOC Director approves the EOC Action Plan, Management and General Staff implement the EOC Action Plan.

- **Section Briefing:** The Section Briefing may be referred to as the shift briefing. This briefing is conducted at the beginning of each Operational Period.
- **New Operational Period Begins:** After the Section Briefing a new Operational Period begins and the EOC Action Plan process starts all over.

**PLANNING P TOOL**
AFTER ACTION/CORRECTIVE ACTION REPORTS
(This information is based on the SEMS Guidelines, After Action Reports [6/22/11])

Introduction
The completion of after action reports is a part of the required SEMS reporting process. The Emergency Services Act, Section 8607 (f) mandates that the California Office of Emergency Services (Cal OES) in cooperation with involved state and local agencies complete an after action report within 120 days after each declared disaster.

Legal Authorities
Section 2450 (a) of the SEMS Regulations states that...."Any city, city and county, or county declaring a local emergency for which the governor proclaims a state of emergency, and any state agency responding to that emergency shall complete and transmit an after action report to Cal OES within ninety (90) days of the close of the incident period as specified in the California Code of Regulations, section 2900(j).

Use of After Action Reports
After action reports are made available to all interested public safety and emergency management organizations and serve the following important functions:

- A source for documentation of response activities and transitional recovery activities
- The AAR captures an overview of response activities through the Close of Incident date, as determined by Cal OES
- Identification of problems/successes during emergency operations
- Analysis of the effectiveness of components of the SEMS
- Identification of areas for improvement and a description of the actions planned to correct areas needing improvement

The SEMS approach to the use of after action reports emphasizes the improvement of emergency management at all levels. The after action report provides a vehicle for not only documenting system improvements, but also can, if desired, provide a work plan for how these improvements can be implemented.

Tiered Approach to AAR Development
The method for development of an AAR and the format used for the AAR is based upon the size or scope of the event or incident. The following two tiers have been established:

(a) Tier One: Condensed AAR
A Governor’s Emergency Proclamation is signed, only one OA was involved, and the response was isolated in nature, with no mutual aid requested and limited state involvement.

Examples: water contamination or utility shut off, road sink hole, snow load, heat or freeze, small weather event, police action, etc.
An event that is unusual, where we want to capture the challenges or successes for future consideration.

In the case of a condensed AAR, Cal OES may opt to use a facilitated one day Hot Wash to gather information for development of an AAR.

(b) Tier Two: Full AAR
A Governor’s Emergency Proclamation is signed, more than one OA is impacted and multiple state agency response Statewide Mutual Aid systems are used.

NOTE: Several proclaimed emergencies that are caused by the same general hazard may be grouped in a single AAR. Grouping or merging proclaimed emergencies is based upon; similarities in events (e.g. multiple storms or fire siege), geographic proximity, and timeframes.

After Action Process
It may be useful to coordinate the after-action report process when multiple agencies/jurisdictions are involved in the same emergency. Jurisdictions are encouraged to work together in the development of after action reports when appropriate and feasible. For example, an operational area may take the lead in coordinating the development of an after action report which involves several jurisdictions.

If appropriate, jurisdictional reports may become part of an overall operational area report.

Suggested processes for developing after action reports for local governments, state agencies, and for Cal OES are described below.

**Local Government and State Agency Report Process**

1. Assign Responsibility for after action report

   This assignment should be initiated as early as possible during the response phase of any emergency which will require an after action report. Ideally, the person assigned should have a background in the planning function, be familiar with emergency organization functions, and have an understanding of SEMS.

   At both the field and EOC levels in SEMS the responsibility for initiating the after action report process should be assigned to the Documentation Unit within the Planning/Intelligence Function.

   At the completion of the emergency period, and after the field ICS and EOC level organizations have been deactivated, the responsibility for the continuance of the after action report process should be assigned elsewhere within the organization. In many organizations, the same personnel may actually be assigned to the after action report function to provide continuity.
While it may appear to be premature to assign a person to this duty early in an emergency, it actually permits several key things to occur.

- It emphasizes the importance of documentation.
- It allows for early identification of possible system improvements and possible on-the-spot improvements.
- It allows data to be compiled before too much time has elapsed and participants have returned to their normal duties.
- It allows for establishment of timelines and expedites the preparation of the AAR.
- Early assignment also allows for establishment of timelines and expedites the actual preparation of the after action report.

2. Initiate the Documentation Process

Documentation actions should be initiated in the early stages of an emergency. Although it may be tempting to forgo documentation during the emergency response, adequate documentation;

- Is essential to operational decision-making
- May have future legal ramifications
- May have implications for reimbursement eligibility
- Provides the foundation for development of the AAR and Corrective Action

Depending upon the situation, different types of documentation comprise the source documents or "data base" for the after action report. Documentation should not be restricted to those reports or forms used exclusively by the planning function, but should include materials from the entire emergency organization. Ideally, key components of this data base such as time-keeping procedures, would be identified as part of pre-event planning and would then be used during and actual event.

There are many types of documentation. Some recommended types include:

- Action plans developed to support operational period activities
- Forms used in the SEMS field level Incident Command Systems
- Unit activity logs and journals
- Cal EOC forms and locally developed "feeder" forms/reports that support the Cal EOC forms
- Written messages
- Function and position checklists
- Public information and media reports
- FEMA-developed forms
- Other forms or documentation
3. Data Gathering Methods

Aside from reliance on documentation developed during emergency operations, other methods for gathering information include:

- Exit interview or critique forms distributed and completed as personnel rotate out of a function.
- Critiques performed at various time frames after and operation. Some critiques may be conducted immediately after an event and may be fairly informal in approach. Others may be conducted substantially later and may employ more formal, carefully structured workshops.
- Surveys distributed to individuals and organizations after the fact which can be used either for direct input to the after action report or as a basis for workshop discussions.
- After action report research teams, whose function is to gather information, and perhaps, write the applicable portions of the after action report.

There are many approaches to structuring and organizing data compilation. Some questions to consider are:

- What is the purpose of the critique or survey?
- Who is the survey's audience?
- Have all key "players" been included in the workshop?
- Does the survey/workshop process permit identification of internal, agency-specific improvements?
- Does the survey/workshop process permit identification of external improvements? Improvements involving the SEMS levels?
- Are SEMS functions (planning/intelligence, logistics, etc.) being assessed?
- Does the critique/survey format mesh with the after action report format?
- Does the research team understand its assignment and tasks?

4. AAR Preparation
A four step process to prepare the after action report for local governments and state agencies is recommended:

a. Compile the results of surveys, critiques, and workshops and sort the information according to the areas covered in the attached sample after action report.

b. Use documentation and data to complete the online AAR Survey, as discussed later in these Guidelines.

c. The AAR can be distributed for review and approval to participating agencies, advisory boards, political bodies, and other appropriate interested parties.
d. Prepare final after action report and forward it to the city, operational area, Cal OES Region, or Cal OES Headquarters, as appropriate.

Sample After Action Report Outline

The automated AAR Survey meets the AAR submittal requirements unless local requirements state otherwise. Where appropriate, OAs and State agencies are encouraged to use the automated AAR Survey for submittal of after action and corrective action information.

If an OA or State agency chooses to submit a written AAR, the following is an example of one way to structure an after action report. Other options are possible. The format of the report should fit the situation, and there is no requirement to force the report into a single structured format.

1. Introduction and Background:
   a. Type/location of event (describe and attach maps if available)
   b. Chronological Summary (provide description and list items such as key evacuations, areas destroyed, etc.)
   c. Date/Time and content of Proclamations/Declarations

2. Discussion of Response at Designated SEMS Levels:
   Cover the levels appropriate to the jurisdiction and situation. Include:

   Summary of response
   Conclusions
   Recommendations (will be summarized at the end)
   
   a. Field Response Level
      Command
      Operations (includes Air Operations)
      Planning/Intelligence
      Logistics (includes Communications) Finance/Administration (if activated)
   
   b. Local Government Level
      Emergency Operations Center (EOC)
      Department Operations Center (DOC)
      Special Districts
      Other local government support
      Community Based Organizations

      (Note: For each item above, discuss Management, Operations, Planning/Intelligence, Logistics, Finance/Administration, and multi or interagency coordination as appropriate.)

   c. Interaction with the Operational Area (discuss as appropriate)

   d. Interaction with the Regional Level
      Regional EOC (REOC)
Other State Agencies (if not part of REOC)

e. Interaction with State above Regional Level (discuss as appropriate)

f. Interaction with Federal Agencies (discuss as appropriate)

3. Interacting Systems, Agencies and Programs

a. Mutual Aid Systems (Law Enforcement, Fire and Rescue, Medical and others if used)

b. Cooperating Agencies
   Utilities (telephone, electric, gas, etc.) American Red Cross
   Salvation Army
   Others (as appropriate)

c. Telecommunications and Information Processing
   Field Level
   Local Government Operational Area Interface with Region Interface with State

d. Training Needs (Consider all levels)

e. Recovery Activities to Date

f. Summary of Principal Recommendations

g. References
   Maps Charts Bibliography
   Other Items (as appropriate)

Corrective Action Plan for Improvements

This section of the report can be done separately or included as appropriate. Submitting Corrective Action Plan separately may allow the responding agency time to consider the plans for improvement and action needed to bring the improvements to fruition. Corrective Actions will be entered in the Cal OES Corrective Action Database and progress on each corrective action will be provided periodically by each responding agency. Cal OES may develop and disseminate reports outlining the status of the corrective actions taken to date.

It should describe for each of the principal recommendations:

   Description of actions to be taken
   Associated costs
   Timetable for completion
OARRS SITREP HOW TO GUIDE
FILING JURISDICTIONAL (CITY) SITUATIONAL STATUS REPORTS USING THE OPERATIONAL
AREA RESPONSE AND RECOVERY SYSTEM (OARRS)
Note: Information approved 4/3/12 by LA County OEM

Jurisdiction Situation Report (SitRep) “How To”

If this is an actual event, make sure you are in the Operations database.

You will submit a Jurisdiction SitRep if:

1) The OAEOC/CEOC has been activated; or
2) You are requested by the LA County Op Area; or
3) If an emergency event is impacting your jurisdiction and you activate your EOC; or
4) If you have a Planned Event and have activated your EOC for management of the event.

The following information will assist you in submitting the Jurisdiction Situation Report. Please note
that critical information is requested within specific time frames. You are reporting information on an
Emergency Event, NOT an Incident. Reporting major incidents and updating that information is done
using the Incident reporting form.

To better understand the difference between an event and an incident:

Emergency Events: Only OEM will create Emergency Events. Emergency Events are
emergencies such as a major flood or earthquake. Events are often the cause of incidents, or
have multiple incidents related to them. Cities, school districts, colleges and universities should
NOT create Emergency Events;

Incidents: Incidents are localized emergencies such as building collapses or HAZMAT spills.
Often they are a result of a larger Emergency Event, such as an earthquake or flood.

To Update SitReps

Update SitReps as frequently as needed but, at a minimum, you should be submitting an updated
SitRep at least twice a day, even if there are no changes, until notified by the OEM that the event is
now closed.

Do NOT create a new SitRep after your first one has been submitted. You should only be updating
the one that already exists.

NOTIFICATIONS

Notify your DMAC and the OEM Duty Officer when you submit or update a Jurisdiction SitRep.
See Notifications at the end of this document for step-by-step instructions.
To print a copy of the How To guide, click on the How To tab in the Jurisdiction SitRep view for a link to the document. You can also access the guide by going to the References menu on the left side of the screen, then clicking on Document Library, then clicking on How To for a listing of all How To documents.

To create a Jurisdiction SitRep:

1) From the Center View screen, on the left hand side, you will see a menu bar in blue.
2) Scroll down and click on Situation.
3) Click on Jurisdiction SitRep. This is the report to be used by cities, school districts, colleges and universities.
4) In the Center View, just to right of the blue menu bar, at the top left you will see a Create button. Click on it and a Jurisdiction SitRep will open.

Within 30 minutes:

Initial Situation – The purpose of reporting this basic information is to assist in determining the initial impact of the event and its level of severity.

1) Click on the Basic Info tab
   a. Jurisdiction: From the drop down menu, select your city or agency. **This is a required field.**
   b. Overall Status: From the drop down menu, select the color code that best describes your current situation. **This is a required field.**
   c. City: If you are a city, enter the name of your city. If you are a school district, college or university or another type of organization, enter the city where your primary office is located.
   d. County: From the drop down menu, select Los Angeles.
   e. State: This field will automatically default to California.
   f. Related Event/Incident/Activity: Click on the Select button for a drop down menu of all Emergency Events (E), Incidents (I) and Planned Events (P) currently listed in the system. Scroll through the list until you find the event on which you are reporting and click on it. If you are unsure which event to relate the report to, relate it to “Next Real Event”. It will now show that event in the box. If you made a mistake, click on Clear. Note: There is no “Next Real Event” in the Training database.
   g. **Submit only one (1) SitRep per city/organization per event. After the initial SitRep is submitted, you will be updating the report, NOT creating a new one!**
   h. **You must select an Emergency Event to relate your report to; do not leave this field blank. If you leave it blank, it will automatically default to the “Not Reported” category. If you make a mistake, update the report and relate it to the right Event.**
i. **Initial Situation Summary**: Provide short, concise information (bullet points) as to general conditions in your jurisdiction/organization.

j. **Current Objectives**: In the first 30 minutes you may not have developed objectives. If you haven’t, leave this blank and you can update it later.

k. **Projected Objectives**: If you have not yet identified future objectives, leave this blank and update it later.

l. **Concerns/Problems**: List any major issues you have identified at this time. If you have not yet determined this, leave it blank and update it later.

m. **What Emergency Declarations Have Been Made**

   i. **Date Requested - Local/City**: If you have asked your city council to declare or ratify a local state of emergency, click on Set to select the date of your request. If you haven’t been able to do this yet, leave this blank and update it later. Leave Local/County, Gubernatorial and Presidential boxes blank.

   ii. **Date Granted – Local/City**: If you have been able to declare a local state of emergency either through your Director of Emergency Services, City Council, or if your city Council has ratified your declaration, click on Set to select a date when you declared or ratified a declaration. If you haven’t been able to do this yet, leave this blank and update it later. Leave Local/County, Gubernatorial and Presidential boxes blank.

n. Do **NOT** fill in the Organization Activation field.

2) Click on CECO SitRep tab

   o. Complete Contact Info as this is a required field

   p. Click **Submit** in the upper right corner.

   q. A completed Initial SitRep will now show on your screen. You now have the opportunity to change or make additions to the information you just submitted.

   r. If you make a mistake, you can correct it by updating the report.

   s. If you have information on fatalities and injuries, include this information in your report. Try to complete the report with as much information as you have available.

   **Due to the critical nature of having initial impact information, you are not requested to submit information other than what is contained on the Basic Info and CECO SitRep tab at this time.**

**Within 2 hours:**

Updated Situation – Provide as much information as you currently have to provide a more accurate picture of what is happening in your city/organization.

**To find your SitRep:**
1) From the Center View screen, go to the blue menu bar on the left side and scroll up to All/My Views/Forms and click on it.

2) Next, click on All Views/Forms.

3) In the Center View screen, you will see 4 types of categories listed:
   a. Emergency Event (E)
   b. Planned Event (P)
   c. Incident (I)
   d. Not Reported (NR)

4) You will see an ▶ to the left of Emergency Event.

5) Click once on the symbol to “expand” the selection. Note: the symbol now changes to a downward symbol ▼. Whenever an item is expanded, the arrow will point down.

6) A list of all Events in the system will now appear.

7) Scroll down to the Event to which you related your initial SitRep and click on the ▶

8) If you can’t find your report, try looking in the NR category; when you find it, relate it to the correct event.

9) All cities/agencies who have related reports or incidents to the event will now be listed with links to these various reports and incidents highlighted in blue.

10) Scroll down until you find Jurisdiction SitReps. Scroll down to find your city/organization name (to the right of the reports). When you find your city/organization name, click on the blue link and your initial city/organization SitRep will now appear on the screen.

11) To update the report, click on Update in the upper right corner.

12) Each time you update the SitRep, remember to update the Situation Summary field as this will provide a date and time stamp for your most recent information.

13) The following information should now be updated or provided on the Basic Info tab:
   a. Overall Status: Update to reflect your current situation.
   b. Situation Summary: Update by clicking on the blue Add New Situation Summary and entering your current information.
   c. Current Objectives: If you have developed objectives, list them as short, concise bullets. If you haven’t, leave this blank and you can update it later.
   d. Projected Objectives: If you have identified future objectives, list them as short, concise bullets. If you haven’t, leave this blank and update it later.
   e. Concerns/Problems: List any major issues you have identified at this time. If you have not yet determined this, leave it blank and update it later.
   f. What Emergency Declarations Have Been Made
      i. Date Requested - Local/Count: If you have asked your city council to declare or ratify a local state of emergency, click on Set to select the date of your request. If you haven’t been able to do this yet, leave this blank and update it later. Leave Local/County, Gubernatorial and Presidential boxes blank.
      ii. Date Granted - Local/Count: If you have been able to declare a local state of emergency either through your Director of Emergency Services, City Council, or if your city Council has ratified your declaration, click on Set to select a
date when you declared or ratified a declaration. If you haven’t been able to
do this yet, leave this blank and update it later. Leave Local/County,
Gubernatorial and Presidential boxes blank.

g. Do **NOT** fill in the Organization Activation field.

h. In the What Information Can You Provide Regarding Number Of Casualties, if
you have numbers of estimated Fatalities and Injuries, list that information in the
boxes. These are numeric fields only. **DO NOT ENTER INFORMATION IN THE
CONFIRMED BOXES.** LA County Coroner and LA Public Health/Health Services
are the only agencies authorized to enter “confirmed” information. Any information
you enter in the confirmed boxes will be a duplicate of information already provided.

14) Return to the top of the report and on the blue menu bar across the top, go to the
Additional Info tab and click on it.

<table>
<thead>
<tr>
<th>Initial Damage Estimates (IDE) and updates to the IDE are entered on the <strong>Additional Info Tab</strong></th>
</tr>
</thead>
</table>

a. **Provide Damage Information:** Information in this area is considered to be Initial
Damage Estimate

i. Enter Information in the Residences, Business, and Government boxes if
you have it; if not, provide the information as soon as it is available. The
information is meant to be your “best guess” in the early stages of the disaster
and can be updated as more accurate information becomes available.

ii. Estimates – County Departments: Provide information in Categories A-G if
it is available at this time. If you don’t have this information, update the report
as the information becomes available. The information is an estimate only
and can be updated as more accurate information becomes available.

b. **What Evacuation Information Can You Provide**

i. **No. of People Evacuated:** If you have information on the number of people
currently evacuated, enter that number. This is a numeric field. As numbers
change, you can update the report.

ii. **No. of People in Shelter:** If you have information on the number of people
currently in shelters, enter that number. This is a numeric field. As numbers
change, you can update the report.

iii. **Comments:** If you have additional comments regarding number of people
evacuated or in shelters, enter them here.

c. **What Additional Information Can You Provide**

i. If there is additional information regarding damage assessment or
evacuations, enter it here.

15) Return to the top of the report and on the blue menu bar across the top, go to tab **CEOC SitRep** and click on it.
a. Evacuations
   i. **Areas Evacuated**: If you have ordered evacuations, please enter information on the areas evacuated (north, south, east and west). If you have more than one evacuation, please list the details in the text box.
   ii. **Estimated Number of Evacuees**: Provide additional information on evacuees that may not have been provided on the Additional Info tab.
   iii. **Evacuation Order Issued**: **Date and Time**: Provide information as available.
   iv. **Evacuation Order Lifted**: **Date and Time**: Provide information as available.

b. **EOC Status**
   i. **Staffing Level**: Indicate if you have activated to a Level 1, 2 or 3.
   ii. **Other Issues**: List in short, concise bullets any issues associated with your EOC activation.
   iii. **Activated**: **Date and Time**: Provide information.
   iv. **Deactivate**: **Date and Time**: Provide information.

<table>
<thead>
<tr>
<th>Activation Levels</th>
</tr>
</thead>
<tbody>
<tr>
<td>Remote Activation: EOC function being coordinated away from the EOC</td>
</tr>
<tr>
<td>Level 1:</td>
</tr>
<tr>
<td>Level 2:</td>
</tr>
<tr>
<td>Level 3:</td>
</tr>
</tbody>
</table>

16) Click on **Submit** when you have finished updating the **SitRep**.
17) Your updated report will now appear on the screen with a new date and time stamp.

**Reminder**: Update the SitRep as often as needed but, at a minimum, twice a day. Also, make sure you have related the SitRep to the correct event.

**Closing Out A SitRep**
1) Find your SitRep and open it
2) Click Update
3) On the Basic Info tab, click Overall Status to open the drop down menu
4) Select Blue – Closed (emergency reporting is no longer required)
5) In the Situation Summary field, enter information as to what time you are shutting down your operation and any other pertinent information.
6) Go to the CEOC SitRep tab and scroll down to the bottom of the page and enter Date and Time of Deactivation of your EOC.
7) Click on Submit in the upper right corner of the screen.
8) Your event is now closed.
NOTIFICATIONS

Notify your DMAC and the OEM Duty Officer when you submit or update a Jurisdiction SitRep by using the following steps after you have filled out the SitRep:

Go to the third tab: Notification

1. Send Notification: Select “Yes” to send.
2. Message: Type in a message that your city has submitted a SitRep
3. Select recipient:
   - Click on Individual: scrolling down through the list, find your DMAC’s name and click on it; it will now appear in the Notification List box.
   - While still in the Individual drop down list, scroll through the list and find Duty Officer, OEM and click on it; it will also now appear in the Notification List box.
4. Click on the Submit button in the top right corner.
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LOGISTICS SUPPORT DOCUMENTATION
Before you request from the county goods, services, equipment, personnel and facilities you require for emergency operations, make sure you have attempted to get the resources from within your jurisdiction/agency or through normal channels such as existing agreements or your normal procurement process.

Note:
Under certain circumstances, the requesting agency may incur costs associated with the request.

To print a copy of the How To guide, click on the How To tab in the Resource Request view for a link to the document. You can also access the guide by going to the References menu on the left side of the screen, then clicking on Document Library, then clicking on How To for a listing of all How To documents.

To create a Resource Request:
1. From the Center View screen, on the left hand side of the screen, you will see a menu bar in blue.
2. Scroll down and click on Resources.
3. Click on Resource Request. This is the form used by all jurisdictions and other agencies as well as county departments.
4. In the Center View, just to right of the blue menu bar, at the top left you will see a Create button. Click on it and a Resource Request will open.
5. Priority: Click on the blue Priority Key for an explanation of the levels of priorities when requesting resources. Once you have determined the priority level, from the drop down menu select the priority of this request.
6. Status: From the drop down menu, select the current status of this request. All new requests will be BLACK.
7. Tracking Number – Local: This field is automatically completed.
8. Tracking Number- State: This will be completed if the request is being filled by the state.
9. Tracking Number – FEMA: This will be completed if the request is being filled through FEMA.
10. Tracking Number – EMAC: This will be completed if the request is being filled through EMAC.
11. Requesting Organization: Select your jurisdiction/agency from the drop down menu.
12. Requestor’s Contact Info: This information will be automatically filled in based on the information in your Personal Profile. If you need to add additional contact information,
click on the Expand button and a pop up box will give you space to add more information.

13. **Related Event/Incident/Activity**: Click on the Select button for a list of events and incidents to which this request is related.

14. **Display All Resources Requests Related to**: Click on Display for a complete listing of resource requests for the Event/Incident you selected in the Related Event/Incident/Activity field.

15. **Resource Category**: From the drop down menu, select a category that most closely describes your request. Leave on Select One for a complete listing of all resource categories. If you select a category from the drop down menu, you will see only the list for that particular Resource Type/Kind as each category has its own list of resources. If the complete list does not appear, click on Clear to reset the list.

16. **Quantity**: Enter the number

17. **Resource Type/Kind**: If you do not find the resource you need in the drop down menu, click on the Search/Add button. A pop up box will appear and you can add the resource you need by entering the name in the Other box and then clicking on Add.

18. **Qty Unit of Measure**: From the drop down menu, make a selection or, if you don’t see the correct unit of measure, click on the Search/Add button. A pop up box will appear and you can add the unit of measure you need by entering the name in the Other box and then clicking on Add.

19. **When Needed**: Click on the blue Set for a calendar and select a date and time.

20. **Mission**: Describe the problem or how the resource will be used.

21. **Resource Must Come With**: Check all boxes that apply to the resource. Use the Other box for additional information.

22. **Special Instructions**: Use this area to provide any extra information to those who would be providing the resource.

23. **Forward Request To**:
   a. **Individual**: DO NOT USE!
   b. **Organization/Location**: From the drop down menu select CECOG Logistics
   c. **Position**: From the drop down menu select Logistics Section Chief
   d. **Agency**: DO NOT USE!
   e. **Vendor**: DO NOT USE!
   f. **Summary of actions taken**: DO NOT USE!
   g. **Estimated Resource cost**: DO NOT USE!

24. Return to the top of the screen and click on Submit.

To update or change a Resource Request:

1. From the Center View screen, go to the blue menu bar on the left side and scroll up to All/My Views/Forms and click on it.

2. Next, click on All Views/Forms.

3. In the Center View screen, you will see 4 types of categories listed:
EMERGENCY OPERATIONS PLAN - 2018

a. Emergency Event (E)
b. Planned Event (P)
c. Incident (I)
d. Not Reported (NR)

4. You will see a ▶ to the left of both Emergency Event and Incident.

5. Click once on the symbol to “expand” the selection. Note: the symbol now changes to a downward symbol ▼. Whenever an item is expanded, the arrow will point down.

6. A list of all Events in the system will now appear.

7. Scroll down to the Emergency Event or Incident to which you related your Resource Request and click on the ▶.

8. If you can’t find your report, try looking in the NR category; when you find it, relate it to the correct event.

9. All jurisdictions/agencies who have related resource requests, reports or incidents to an Emergency Event or Incident will now be listed with links to these various reports and incidents highlighted in blue.

10. Scroll down until you find Resource Requests. Scroll down to find your jurisdiction/agency name (to the right of the reports). When you find your jurisdiction/agency name, click on the blue link and your jurisdiction/agency Resource Request will now appear on the screen.

11. To update the report, click on Update in the upper right corner.
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PRE-DISASTER TELECOMMUNICATIONS CHECKLIST

• Consider establishing an out-of-area (sister city) contact point for employees’ and their family members.
• List the number and location of all pay phones in and near your facility. This will be very helpful in the event that your phone system crashes.
• List the number and location of all fax and direct lines into your facility.
• Develop a list of employees and key vendors, suppliers and contractors which includes telephone numbers and addresses.
• Plan to maximize the fax machines. Printed copy is easily shared and not often misunderstood. An outgoing fax posted on a wall provides a "briefing" tool for updating incoming staff. These documents will also be helpful in creating the after-action report.
• Survey your organization to find out how many amateur/ham/ radio operators you have. Do they have hand-held or mobile radios?

COMMUNICATIONS OPTIONS

• Cellular phones
• Satellite phones
• E-mail
• Faxes
• Modems utilizing radio frequencies instead of wires connect portable data devices to reliable radio networks (i.e., wireless communications, packet radio).
• Portable satellite telephone
• Fax, data and secure digitized voice is transmitted directly to a communications satellite.
• Portable two-way radios
  - Get written reciprocal agreements to share the frequencies of other emergency agencies
  - Verify with your vendor that the two-way radios will be compatible with the frequencies of the other agencies.
  - Consider renting when needed rather than purchase.
    ▪ Ensures access to the latest technology
    ▪ Establish operational requirements with the vendor. Establish billing, shipping and contact information.
    ▪ Ensure that vendor can program rental radios to meet your requirements and ship them out, fully charged on a short notice.
• Cellular phones vs. two-way radios
  - The time consumed by dialing and ringing makes cellular a slower choice for on-site communications than two-ray radio.
  - The “one-to-one” cellular telephone format is often less efficient than the “one-to-many” concept that two-way radio users are familiar with.
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PERSONNEL RECALL AND NOTIFICATION POLICY AND PROCEDURES FOR DISASTER RESPONSE

EMPLOYEE RESPONSIBILITY
The citizens of Malibu rely on City government for leadership and assistance in the event of a disaster. In response to such occurrences, it is imperative that all City employees be available to assist in this type of emergency response.

The Government Code of the State of California Chapter 8 of Division 4 of Title 1 Section 3100: Declaration; Public Employees as Disaster Workers states:

• It is hereby declared that the protection of the health and safety and preservation of the lives and property of the people of the state from the effects of natural, manmade, or war-caused emergencies which result in conditions of disaster or in extreme peril to life, property, and resources is of paramount state importance requiring the responsible efforts of public and private agencies and individual citizens. In furtherance of the exercise of the police power of the state in protection of its citizens and resources, all public employees are hereby declared to be disaster service workers subject to such disaster service activities as may be assigned to them by their superiors or by law.

The City’s Emergency Operations Plan and Chapter 2.52 of the City’s Municipal Code specify that:

• The City Manager (or designee) may require emergency service of any City officer, employee or citizen, and may requisition necessary personnel or material of any City department or agency.
• In any emergency, City employees may be assigned, regardless of their Job Description/Checklist Actions, any duties that they are capable of performing safely.

In the event a disaster occurs during normal working hours:

• All City employees shall remain at work to provide for disaster relief if required.
• Department heads (or designee) shall be responsible for ensuring employees remain at work.
• Department heads (or designee) shall authorize release of employees.
• Employees who leave without authorization may be subject to disciplinary action.

In the event a disaster occurs beyond normal working hours:

• All employees in public safety operations shall respond to established emergency response procedures for their departments.
• All non-public safety employees will be expected to report to work unless informed otherwise via automated phone systems, the media or the Emergency Alert System that non-essential employees are not required to report to work. Radio stations providing information: KFI 640AM, KFWB 980FM, KNX 1070AM and KBUU 99.1 FM.
• All employees have an obligation to attempt, and continue to try contacting their department or the employee emergency call-in numbers to determine whether it is necessary to report to work.
In the event of an emergency in or affecting the City of Malibu, City employees have been instructed in writing to call one of the emergency call-in numbers to receive further information if, when and where they should report to work.

RELEASE OF EMPLOYEES (by City Manager or designee authority)

Only the City Manager (or designee) has the authority to order a general release of City employees in the event of a disaster. However, the City Manager (or designee) may authorize department heads (or their designee) to exercise their judgment in releasing individual employees or work units to return home. Such decisions will consider the total scope of the emergency at hand, including but not limited to, the following factors:

- The condition of local transportation routes; employees will not be permitted to leave work if doing so would exacerbate existing transportation problems;
- The availability of safe work sites and in the event of an extended stay, the availability of food and other support services and facilities;
- The need for City personnel;
- The scope of the disaster and the resources needed to respond; and
- Whether the need to provide support services for City employees would otherwise interfere with or detract from the efforts to respond to the disaster.

RELEASE OF EMPLOYEES (by Department Head or designee authority)

Notwithstanding the release authority of the City Manager (or designee), department heads (or appointed designees) may otherwise release employees by authorizing emergency leave or personal leave in the following cases:

- When an employee is psychologically or physically incapacitated to the degree that he/she is unable to function effectively (provided that no employee will be released unless they are able to care for and transport themselves safely);
- When the City is unable to provide shelter or services to support the continued presence of the employee(s) at work;
- When the City Manager (or designee) has called for a general release of employees in non-disaster response positions and the department head (or designee) is aware that the employees will not be needed for disaster relief; and/or
- When the continued presence of the employee(s) at the work site would present a direct hazard.

DEPARTMENTAL REQUIREMENTS

The primary responsibility for managing City employees during and following a disaster lies with the individual operating departments. It is important for all departments to consider that even though their department may not have direct responsibility for disaster response; all employees represent a valuable resource for disaster relief. All departments are, therefore, required to develop a Departmental Emergency Operations Plan (EOP) to be submitted for review by the City's Public Safety Manager. Such plans shall assist in the identification of emergency assignments. The departmental EOP will provide City employees with an effective means for responding to emergencies and major disasters.
EMERGENCY SCHEDULING

In the event of a major disaster, or at the direction of the City Manager or his/her designee, an Emergency Scheduling Plan will be put into effect. It is the responsibility of individual departments to plan for staffing their departments and to provide staff to other City departments during a disaster. Departments should have a staff "recall plan". In the event of an earthquake, or other sudden disaster, scheduling will be put into effect automatically by departments and affected employees know ahead of time that they are to report for work.

If employees are unable to report to their regular facility or alternate staging area, they are encouraged to report to their closest local governmental jurisdiction to register as a Disaster Services Worker for that agency. All City employees are declared to be Disaster Services Workers by Section 3100 of Chapter 8 of Division 4 of Title 1 of the Government Code.
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CONSIDERATIONS FOR FEEDING - EOC SUPPORT AND FIELD STAFF

- Coordinate all feeding operations for the EOC, support and field personnel.
- Establish a feeding plan, which identifies cost limits, authorized vendors and catering companies, type of food, etc. Ensure everyone is aware of this policy.
- Set meal schedules. Consider the impact of curfews on businesses you may use.
- Set up and manage eating areas for EOC, staff and field personnel. Notify workers of food schedules and locations.
- Pre-identify low-cost vendors and catering companies to maximize efficiency and lower costs (FEMA may question upscale or expensive restaurants or catering).
- Arrange with local catering services or restaurants for in-house feeding.
- Establish a personnel-feeding account for EOC, support and field personnel at local restaurants.
- Brief all EOC personnel as to location, cost limitations and incident number to be used for each restaurant or caterer.
- Coordinate acquisition, preparation and service of meals.
- Be aware of and provide for special diets.
- Consider providing on-site employee child-care needs, if needed.
- Arrange for and coordinate cleanup of eating, food preparation and serving areas.
- Provide snacks/water/coffee/beverages for EOC, support and field personnel.
- Consider a chit or voucher system at the location set up for feeding operations to identify those employees’ meals, which are reimbursable under FEMA guidelines. FEMA may not reimburse for all feeding operations. **Currently FEMA will not reimburse for meals provided during an employee's normal working hours unless it is stipulated in the employer’s MOU. FEMA will reimburse for meals given to volunteers or unpaid workers and employees working overtime. This may be the individual call/interpretation of the disaster adjuster.**
- Document cost of meals and report daily to the Finance/Administration Section for cost recovery purposes.
- Advise disaster workers regarding agency policy for reimbursement of disaster-related meals.
- Encourage all EOC staff to take regular meal and snack breaks.
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CONSIDERATIONS FOR ANIMAL CARE DURING DISASTERS

Animals will not be kept where their owners are sheltered. They will be sheltered in various locations depending on the disaster and the area of the city affected.

Coordinate plans with Los Angeles County Animal Control to access the Equine Emergency Response Teams and small animal volunteer forces.

Identify within the local jurisdiction:

- Small animal veterinarians
- Large animal veterinarians
- Small animal shelters
- Potential large animal shelters

- Determine animal shelter needs.
- Identify appropriate areas to accommodate animals.
- Manage animal rescue and care activities.
- Coordinate rescue of trapped animals.
- Coordinate evacuation of animals which might be endangered by hazardous conditions.
- Coordinate transport of animals.
- Ensure that an Animal Registration System has been activated.
- Maintain an updated list of animals and their locations.
- Coordinate disposal of dead animals.
- Evaluate and relocate any animal shelter areas which become endangered by hazardous conditions.
- Coordinate return of animals to their owners when disaster has ended.
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REQUESTING CRITICAL INCIDENT STRESS MANAGEMENT (CISM) PROCEDURES

PURPOSE:
Case studies by medical groups of work-related incidents where injuries or fatalities occurred have revealed that significant numbers of employees experience some form of stress-related symptoms following the incident. Many of these symptoms were transitory and most personnel had no long-term detrimental effects. These studies, however, have also revealed that a small percentage of personnel do experience continuing, long-term detrimental effects resulting from exposure to such incidents. Some of these effects have been delayed, surfacing later after a period with no apparent symptoms.

Without professional intervention, these personnel have experienced declining work performance and deterioration of family relationships, as well as increased health problems. The objective of this procedure is to provide professional intervention immediately after major critical incidents or crises to minimize stress-related injuries to city personnel and to provide all necessary support to city personnel during a crisis.

Incident debriefing is not a critique of an incident. Performance issues will not be discussed during the debriefing. The debriefing process provides a format where personnel can discuss their feelings and reactions and, thus, reduce the stress resulting from exposure to critical incidents and crisis situations. All debriefings will be strictly confidential.

Debriefings may be conducted anywhere that provides ample space, privacy and freedom from distractions. Selection of the site will be determined by the city’s CISM coordinator based on the type of debriefing required.

The debriefing team will consist of CISM professionals (mental health counselors specifically trained in stress-related counseling) as well as trained peer counselors. The team members’ role in the debriefing process will be to assist and support the professional counselors as necessary. All follow-up care will be approved by the Human Resources Department prior to beginning treatment.

ACTIVATION OF CISM

Department directors, managers and supervisors bear the responsibility for identifying/recognizing significant incidents that may qualify for debriefing. When an incident is identified as a critical incident or crisis, a request for debriefing consideration should be made as soon as possible to the CISM coordinator. If additional assistance is required the CISM coordinator will contact Los Angeles County Operational Area via the Lost Hills Sheriff’s Station by means coordinated with and agreed to by the Watch Commander and City staff and request that a CISM team be assembled.
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GUIDELINES FOR UTILIZATION OF VOLUNTEERS

INTRODUCTION
As recent disasters have shown, volunteers play a significant role in both the response and recovery phases of a disaster. Volunteers are among the first to arrive on scene following a major event or disaster. They will be essential to the sheltering, mass feeding, and other operations established in the wake of these disasters.

Volunteers will come forward in every major disaster—whether they emerge spontaneously or have been pre-registered and trained by a response agency. Having a plan in place for how volunteers will be recruited, managed and utilized will assist jurisdictions in improving the overall effectiveness of their disaster response.

Management of the volunteer function is in the Logistics Section of the EOC. Management of claims for Workers Compensation Insurance is handled by the Finance/Administration Section.

PURPOSE
The following materials provide guidelines for registering volunteer Disaster Service Workers in the State Workers' Compensation and Safety Program. It also provides general guidance for managing volunteer workers during an emergency.

BACKGROUND
Workers' Compensation Insurance provides benefits for employees injured on the job or who become ill from job related conditions. Damage to artificial limbs, dentures or medical braces is also considered an injury. Workers' Compensation benefits are set by the legislature and spelled out in the Labor Code. One section of the Labor Code defines Disaster Service Workers as "employees" under certain conditions and describes their benefits.

ELIGIBILITY
A Disaster Service Worker is anyone registered with a Disaster Council certified by the California Emergency Council or any person ordered by a person or body having authority to command the aid of citizens to carry out assigned duties to perform services during a State of War Emergency or any State of Emergency or Local Emergency.

A partial list of Disaster Service Workers includes:

- Reserve law enforcement officer
- Auxiliary firefighter
- Emergency welfare worker
- Communications specialist
- Medical worker
- Clerk
Any Disaster Service Worker is eligible for Workers' Compensation benefits while performing duties or undergoing any authorized training activities. Any injury, under these circumstances is covered no matter where it occurs.

**Exclusions:**
If the Disaster Service Worker is paid for these services, an "employer-employee" relationship exists. A Disaster Service Worker injured while in this relationship would be entitled to Workers’ Compensation benefits under their regular employer’s program. Members registered as active firefighters of any regularly organized and municipally supported volunteer fire department are excluded from disaster service benefits.

**VOLUNTEER DISASTER SERVICE WORKERS**
Volunteers active in emergency services and/or disaster relief operations usually belong to one of two categories: organized volunteers or spontaneous (convergent) volunteers. Depending on circumstances, different registration procedures are utilized to serve each group’s needs.

**ORGANIZED VOLUNTEERS**
Organized volunteers are defined as individuals affiliated with specific organizations prior to an emergency or disaster. These organizations are usually chartered to provide volunteer emergency and/or disaster relief services. Members of these organizations usually participate in scheduled exercises to practice their disaster relief skills and integrate with the local community’s emergency plan and response effort.

Examples of these organizations include:

- American Radio Relay League
- American Red Cross
- California Rescue Dog Association
- Salvation Army
- Civil Air Patrol

Public safety agencies usually prefer to utilize trained, organized volunteers because their organizations are familiar with working under a unified structure. They also provide their own supervision, transportation and support needs.

**Agency Trained Volunteers:**
To ensure that they have an adequate pool of organized volunteers, some jurisdictions organize and train teams of civilian volunteers to act as disaster first responders within their own neighborhoods or jurisdictions. These volunteer organizations possess several advantages:

- Familiarity with the disaster area, its hazards and resources
- Knowledge of the jurisdiction’s emergency organization
- Opportunity to regularly exercise and drill with the jurisdiction served
The City of Malibu has supported and helped to develop the following agency trained volunteer groups:

- Community Emergency Response Team
- Disaster Communication Services
- Volunteers on Patrol

**SPONTANEOUS (CONVERGENT) VOLUNTEERS**

Spontaneous (convergent) volunteers are members of the general public who spontaneously volunteer during emergencies. They are not usually involved with organized volunteer organizations and may lack specific disaster relief training when there is very little time and few resources to train them. They come from all walks of life and comprise the majority of volunteer personnel available to local public safety agencies during a disaster response.

Public safety agencies often form volunteer assembly points for recruiting and classifying volunteers during disaster response operations. To be eligible for Workers' Compensation, the spontaneous volunteer must also be registered as a Disaster Services Worker.

**CONSIDERATIONS IN VOLUNTEER UTILIZATION**

In order to manage volunteers effectively, there are several issues that need to be addressed. For pre-registered volunteers, the process may be fully organized and accomplished over a period of time. Because this process must be accomplished under extreme conditions with convergent volunteers, it is essential that the planning and execution of the process be thoroughly worked out in advance of the disaster.

Issues to be addressed include:

**Recruiting:**

Volunteer recruitment may become an issue if the disaster lasts a long time and the initial number of convergent volunteers begins to dwindle. It also may become necessary to recruit volunteers with specific skills, such as heavy equipment operators, medical personnel, translators, etc.

Recruitment avenues include the local media and other organizations. Organizations to contact for recruitment assistance include local labor unions, educational institutions and private companies.

**Screening:**

Pre-registered volunteers will have been screened in advance. Walk-ins, however, will have to be screened at the time that they appear for assignment prior to duty.

Certain vital information is essential if volunteers are to be properly and efficiently used; and screening teams must be identified and trained in advance on the screening of volunteers. The data or information required regarding the volunteers should also be developed in advance. The
actual data requirements should be held to a minimum, consistent with the needs of the local jurisdiction.

**Identification:**
Once screening is completed, all volunteers must be issued proper I.D. and be required to sign for any equipment issued for their position. Organized volunteers will possess identification issued by their organizations. The jurisdiction is responsible for providing identification to convergent volunteers. Forms of I.D. include arm bands, vests, patches, and city I.D. cards.

**Training:**
Before being deployed, it is essential that volunteers receive an adequate amount of training. At a minimum, volunteers must be thoroughly briefed on the legal aspects of the tasks to which they are to be assigned. They should also fully understand their responsibilities and the limits to which they may go in performing their assigned duties.

Records must be established for each volunteer that reflects the training received. Training records should be maintained as part of the permanent record of the emergency response to the specific disaster.

**Supervision:**
More so than paid staff, volunteers must be supervised according to the task assigned. Ideally, though not always possible, paid staff personnel should supervise all volunteer effort. When this is not possible, skilled, highly trained volunteers should be assigned as supervisors.

**Planning:**
The jurisdiction must recognize that volunteers will appear after the onset of a major disaster. Established plans are needed for the proper management of volunteer personnel in order to optimize this resource and prevent convergent volunteers from becoming a problem. Properly managed, volunteer resources may mean the difference between success and failure of the emergency response.

**Recognition:**
The final requirement of the jurisdiction is to ensure that volunteers are properly recognized for their services. Recognition may be in the form of individual commendation by the elected officials, public acknowledgment by the media, or a letter of appreciation from the local emergency manager.

**THESE GUIDELINES DO NOT SUPERSEDE GUIDELINES FOR VOLUNTEER UTILIZATION SET FORTH BY THE GOVERNOR’S OFFICE OF EMERGENCY SERVICES. FOR MORE INFORMATION AND REGISTRATION FORMS, SEE “THEY WILL COME—Post-Disaster Volunteers and Local Governments”, Dec. 1995 (OES).**
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DISASTER ACCOUNTING RECORDS

When a disaster strikes the City it may be in the form of an earthquake, storm damage, major oil or chemical/hazardous waste spill, civil disturbance, or a fire emergency. Those employees who are assigned work directly associated with the disaster are to use the Disaster Cost Accounting System numbers for their department. The use of these numbers will enable the city to collect, sort, and document costs associated with the disaster.

The purpose of separate accounting for these costs is to obtain sufficient backup data in the event the city qualifies for federal and/or state assistance.

Obtaining federal and state assistance requires the City to collect and retain a broad range of original documents that clearly demonstrate that they were used for the disaster/emergency including:

- Employee time cards showing hours (regular and overtime) worked and which indicate the type and location of the work.

- Use of city-owned equipment supported by equipment identification, dates and number of hours used each day, location and purpose for using the equipment.

- Use of city-owned supplies supported by a reasonable basis for determining costs, why the material was necessary, and location of where the material was used.

- Purchases of material supported by invoices showing quantity, description, unit cost, where, when and how the material was used.

- Rental of equipment supported by invoices identifying the type and description of equipment, rate per hour indicating with or without operator, dates and hours used each day, where and why the equipment was used.

- Invoices for work performed by contract must provide detailed breakdown of cost, where, when and why the work was performed.

The above records and documentation must be retained for **AT LEAST THREE YEARS** from the date of final settlement of claim. All such records should be forwarded to the Cost Recovery Unit for audit follow-up.
DO'S AND DON'TS FOR USING THE DISASTER ACCOUNTING SYSTEM

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<tr>
<td>• DO record all regular and overtime hours WORKED on the disaster, categories C through G.</td>
<td>• DO record all overtime hours WORKED on the disaster/emergency, categories A and B.</td>
<td>• DO write on time card the location and brief description of work performed.</td>
<td>• DO charge vehicles and equipment used and indicate when and where they were used.</td>
<td>• DO charge equipment rentals to the appropriate charge points.</td>
<td>• DO charge outside contracts to the appropriate charge points.</td>
</tr>
<tr>
<td>• DO document how contracts were awarded.</td>
<td>• DO place limits on contract with, “Amount not to exceed”. If more work needs to be done, then amend contract.</td>
<td>• DO use terms such as “Assess risk to public Health and Safety” instead of “Survey damage”.</td>
<td>• DO use terms such as “Direct”, “Control”, “Assign”, and “Dispatch” instead of “Administer”.</td>
<td>• DO report all damage to Cost Recovery Unit.</td>
<td>• DO keep all records and unit logs accurately and up to date.</td>
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<td>• DO ask questions of the Cost Recovery Unit for clarifications.</td>
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<tr>
<td>• DO NOT order everyone to charge all time to the disaster. Only charge those people and hours actually WORKED. (See above 1st and 2nd Do's)</td>
<td>• DO NOT charge stand-by time to the system. FEMA will only pay for time worked.</td>
<td>• DO NOT charge manager overtime to the system. The system will not post it, the City does not pay it, and FEMA will only reimburse what was paid. (If the city does compensate manager overtime, Do record this time.)</td>
<td>• DO NOT enter into sole source contracts without explicit documentation of why it was necessary.</td>
<td>• DO NOT enter into cost plus contracts.</td>
<td>• DO NOT enter into open ended contracts with no cap on expense. Place limits and amend if necessary.</td>
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<tr>
<td>• DO NOT use terms such as “Damage Survey”: use “Assess for risk to health and safety”.</td>
<td>• DO NOT use the term “Administer” in place of “Direct”, “Control”, “Assign”, or “Dispatch”.</td>
<td>• DO NOT assume damage to a City facility is not recoverable. It may be, but let the disaster assistance agencies make that decision. Let's not make it for them.</td>
<td>• DO NOT throw away records.</td>
<td>• DO NOT forget to ask questions.</td>
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**NOTE:**
While recent FEMA regulations do not allow recovery of straight time for emergency response activities (Categories A and B), record it anyway. Allocation for straight time shall be charged to your home function (program) covering categories A and B. The city can recover straight time for other categories and in some cases where we assist other agencies, therefore charge all Force Account Labor to the disaster function (program). Better to record and not use than not record and try to recreate.
PROCEDURES FOR APPLYING FOR FINANCIAL ASSISTANCE

GENERAL INFORMATION
Financial assistance may come from the state alone or both the state and federal governments. For state assistance, it is necessary for the Governor to proclaim a “Disaster” in specified counties. For federal assistance, it is necessary for the President to declare a “Disaster” in those same locations.

In both cases the lead agency is the California Office of Emergency Services (Cal OES). Their address and phone number is:

Cal OES
Disaster Assistance Division
3650 Schriver
Mather, CA 95655
Phone (916) 845-8100

PRE-DISASTER DECLARATION STEPS
Following a disaster, the City will report damage and a rough estimate of costs to the Los Angeles County Operational Area.

These estimates should include City personnel and equipment costs, damage to facilities with cost to repair, and cost to replace facilities and equipment damaged beyond repair.

The Los Angeles County Operational Area will transmit the estimates to Cal OES and then the Governor will decide whether to proclaim a State of Emergency in the County. If the Governor does proclaim a State of Emergency, then the State will request a Presidential declaration. If the President declares a Major Disaster, then FEMA will be involved.

POST DISASTER DECLARATION STEPS
At this point, Cal OES will notify the Los Angeles County Operational Area, who will in turn notify the City. There will usually be an orientation meeting where all agencies desiring to participate will be briefed on the application procedures and the reimbursement process.

Several Forms must be submitted. These are:

1. Request for Public Assistance (RPA) Form
   This form indicates that the City will be applying for assistance. Does not restrict City form making changes, but must be sent within 30 days of the declaration date.

2. Project Listing (OES Form)
   This indicates the categories and projects which the City is asking assistance for. It may be revised later on. It gives Cal OES an idea of the scope of the damage.
3. **Designation of Applicants' Agency Resolution (OES Form 130)**

   This is a resolution passed by the City Council authorizing specified individuals to act as the City’s agent in dealing with Cal OES and FEMA. There is no deadline, but payments cannot be made until Cal OES receives it. A City usually designates as agents one or more of the following:

   - Director of Finance Services
   - Assistant City Manager

4. **Vendor Data Record (Form STD 204)**

   For State's 1099 purposes. No deadline, but no payment until submitted.

5. **Project Application for Federal Assistance (OES Form 89)**

   Formal application for FEMA funding. No specific deadline, but no payment until submitted.

6. **Project Worksheet (PW)**

   The City will fill out this form for all small projects and submit to FEMA’s Program Delivery Manager (PGDM). The PGDM will assist the city to write the large project PW. The PWs are prepared based on Permanent Work or Emergency Work.

**ON-SITE INSPECTIONS**

Cal OES and FEMA may send an inspector to visit each applicant. You may get one inspector from one of the organizations or two to make up a team approach. The inspector(s) will meet with the City’s Designated Agent who will arrange meetings with other City personnel as necessary. These local representatives should be people who have detailed knowledge of damaged facilities, cost estimates and potential mitigation work that may prevent future damage.

Past experience has been that these meetings will be on short notice. Cal OES usually sets up a field office and starts scheduling visits soon after. **A week’s notice is the best that can be expected.**

The team may want to see:

- Damaged facilities
- Pictures or videos of damage/destruction
- Narratives on work done
- A broad summary of costs to date with estimates of work to be completed.
- Proposals on repair, reconstruction and mitigation projects
These need not be final, they can be changed

The team will want to discuss:

• How payroll costs are organized and developed
• How payroll cost relates to time worked
• How fringe benefit rates are made up

These last items are why it is so important to use the Disaster Accounting System. When used, it automatically provides a record of who worked for how many hours on which day on what type of task. The Labor Distribution reports can be merged with payroll data to provide the time records that Cal OES and FEMA want. They can also be used to create summary schedules for the inspectors.

There is a sixty-day period in which to bring new damage sites to the attention of the disaster assistance agencies from the date of the team's first on-site visit.

**POST PW PROCEDURES**

All documentation and costs must be gathered and sorted to support their respective PWs. Thus, if there is one PW for Debris Clearance, all payroll overtime costs and time cards for those personnel working on Debris Clearance must be sorted and organized to document these costs on that PW. Also all equipment costs (use FEMA rates), dump fees, etc. for this work becomes part of the documentation package for this PW.

The PWs for construction projects will require the same specific documentation. Each will require, as appropriate: engineering studies, architectural plans, bid packages, selection records, contracts, contractor's invoices, payment records, and all other costs. Also note that since government money is involved that the Davis Bacon Act and/or state prevailing wage clauses will apply and must also be documented.

**HOW PAYMENT IS MADE**

The State Public Assistance program is authorized under the California Disaster Assistance Act (CDAA). CAL OES administers this program. CDAA assistance may be obtained following a Local Emergency with the concurrence of the Director of Cal OES for permanent repairs only or for all eligible costs including personnel costs following the Governor’s proclamation of a State of Emergency. The cost share on eligible costs may be 75% state share and 25% local government share. For example: Cal OES determines that there are $100,000 in eligible emergency response costs for the city. Cal OES pays $75,000 and the city must handle the remaining $25,000. **Failure to follow SEMS, however, may disqualify the city from receiving all or part of the state’s share and accordingly change a $25,000 loss back to $100,000.** The CDAA program is coordinated as supplemental to the federal program following the Declaration of a Major Disaster by the President of the United States.

The Federal Public Assistance program is authorized under the Stafford Act and is administered by FEMA in coordination with Cal OES at the request of the Governor, who has designated
Cal OES Secretary as his representative. FEMA will pay eligible costs to local governments on a 75% federal share and a 25% state and/or local share. If Cal OES finds that the costs covered by FEMA are also eligible under CDA criteria, then the state may cover 75% of that 25% share. For example: a city is determined to have $100,000 of eligible emergency personnel costs by FEMA. FEMA will reimburse up to $75,000, leaving $25,000 for the state and local governments to handle. Cal OES determines that the costs are eligible under CDA and may pay $18,750 which leaves $6,250 for the local government to handle. **Failure to follow SEMS may jeopardize the state share and cause the $6,250 loss to increase up to the full $25,000 state local share.**

State and federal assistance are based upon reimbursements of eligible costs incurred. There are provisions for partial advances for emergency work; however, the amounts and conditions may change. Assistance is based upon uninsured loss and is not a substitute for insurance. The reimbursement process is a lengthy one involving the complete review of damage estimates and documentation. Actual receipt of funds may take weeks or months.

Sometime later, perhaps two years, the State Controller may audit the project. If discrepancies are found, they will require reimbursement of the disallowed costs if the allowable costs are less than what was already paid. If allowable costs are greater than prior payments, then the balance will follow after official sign off on the claim by FEMA and/or Cal OES. This also is a long process.

**Remember:**

1. **DOCUMENT EACH COST TO A SPECIFIC DISASTER ACTION AND LOCATION.**

2. **FAILURE TO FOLLOW SEMS MAY COST YOU NDAA ASSISTANCE ON ELIGIBLE EMERGENCY PERSONNEL COSTS.**
FEMA CATEGORIES OF WORK

To facilitate the processing of Public Assistance Program grants, FEMA has divided disaster related work into seven Categories of Work. These categories are listed below and are described in more detail elsewhere in FEMA’s Public Assistance Policy Digest and other Public Assistance documents.

Emergency Work

Category A: Debris Removal
Clearance of trees and woody debris; building wreckage; sand, mud, silt, and gravel; vehicles; and other disaster-related material deposited on public and, in very limited cases, private property.

Category B: Emergency Protective Measures
Measures taken before, during, and after a disaster to save lives, protect public health and safety, and protect improved public and private property.

Permanent Work

Category C: Roads and Bridges
Repair of roads, bridges, and associated features, such as shoulders, ditches, culverts, lighting and signs.

Category D: Water Control Facilities
Repair of irrigation systems, drainage channels, and pumping facilities. Repair of levees, dams, and flood control channels fall under Category D, but the eligibility of these facilities is restricted.

Category E: Buildings and Equipment
Repair or replacement of buildings, including their contents and systems; heavy equipment; and vehicles.

Category F: Utilities
Repair of water treatment and delivery systems; power generation facilities and distribution lines; and sewage collection and treatment facilities.

Category G: Parks, Recreational Facilities, and Other Items
Repair and restoration of parks, playgrounds, pools, cemeteries, and beaches. This category also is used for any work or facility that cannot be characterized adequately by Categories A-F.
## TYPES OF RECOVERY PROGRAMS

The matrix below depicts some of the recovery programs that may become available during the recovery phase.

<table>
<thead>
<tr>
<th>NO PROCLAMATION REQUIRED:</th>
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<tbody>
<tr>
<td>Emergency Loan Program</td>
<td>Farmers, Ranchers, Aquaculturists</td>
<td>U.S.D.A. Farm Services Agency</td>
<td>At least 30 percent crop production or physical loss. US Secretary of Agriculture has discretionary authority to consider other factors.</td>
</tr>
<tr>
<td>Physical Loss Loans</td>
<td>Individuals</td>
<td>U.S. Small Business Administration (SBA)</td>
<td>A minimum of 25 homes and/or businesses, each sustaining uninsured losses of 40 percent or more of value.</td>
</tr>
<tr>
<td>Economic Injury Loans</td>
<td>Businesses</td>
<td>SBA</td>
<td>Governor (or designee) must certify that at least five business concerns have experienced substantial economic injury as a result of disaster.</td>
</tr>
<tr>
<td>Fire Management Assistance Grant</td>
<td>State and Local Government</td>
<td>Federal Emergency Management Agency (FEMA)</td>
<td>Reimbursement of fire suppression costs that exceed state threshold.</td>
</tr>
</tbody>
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<thead>
<tr>
<th>LOCAL EMERGENCY PROCLAMATION REQUIRED:</th>
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<tbody>
<tr>
<td>California Disaster Assistance Act - Director’s Concurrency</td>
<td>Local Governments</td>
<td>CAL OES</td>
<td>Requires concurrence of the CAL OES . Reimbursement limited to Permanent restoration costs.</td>
</tr>
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<tr>
<th>GOVERNOR’S STATE OF EMERGENCY PROCLAMATION REQUIRED:</th>
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</tr>
</thead>
<tbody>
<tr>
<td>California Disaster Assistance Act</td>
<td>Local Governments</td>
<td>CAL OES</td>
<td>Permanent restoration and emergency work reimbursed.</td>
</tr>
</tbody>
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<tr>
<th>PRESIDENTIAL EMERGENCY DECLARATION REQUIRED:</th>
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<tbody>
<tr>
<td>Public Assistance - Emergency Declaration</td>
<td>Local Governments, State agencies, Certain Non-Profits, Indian Tribes</td>
<td>FEMA</td>
<td>Reimbursement limited to emergency work costs and to $5 million per event.</td>
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<tr>
<th>PRESIDENTIAL MAJOR DISASTER DECLARATION REQUIRED:</th>
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<tbody>
<tr>
<td>Assistance to Individuals and Households Program (IHP)</td>
<td>Individuals</td>
<td>FEMA/State cost share</td>
<td>Significant impacts to real and personal property when financial assistance cannot be addressed by other means (i.e., personal insurance).</td>
</tr>
<tr>
<td>State Supplemental Grant Program</td>
<td>Individuals</td>
<td>State of California</td>
<td>Significant impacts to real and personal property when financial assistance cannot be addressed by other means (i.e., IHP assistance, personal insurance).</td>
</tr>
<tr>
<td>Crisis Counseling</td>
<td>County Mental Health</td>
<td>FEMA</td>
<td>Disaster-related mental health needs beyond local government resources.</td>
</tr>
<tr>
<td>Disaster Unemployment Assistance</td>
<td>Individuals</td>
<td>U.S. Department of Labor</td>
<td>Significant impacts to employment or place of work as a result of a major disaster (including self-employed and farmers)</td>
</tr>
<tr>
<td>Public Assistance - Major Disaster Declaration</td>
<td>Local Governments, State agencies, Certain Non-Profits, Indian Tribes</td>
<td>FEMA</td>
<td>Reimbursement for permanent restoration and emergency work.</td>
</tr>
</tbody>
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City of Malibu
Individual Assistance Section
The Cal OES Individual Assistance Section coordinates with local, state and federal entities to provide recovery assistance following a disaster that impacts individuals, businesses, and/or the agricultural community in the State of California. This may include:

- Providing pre-disaster guidance and training to public entities in order to maximize assistance
- Facilitating and coordinating preliminary damage assessments to determine the impact of disaster
- Coordinating the implementation of local, state, and federal assistance programs to address disaster-related needs
- Monitoring programmatic progress and in certain circumstances provide oversight in program administration
- Establishing local assistance centers in partnership with local, state, and federal entities to facilitate disaster recovery

Types of Assistance Individual Assistance Program assistance may include:

- Loans or grants for real and/or personal property losses
- Tax relief
- Crisis counseling
- Information on veteran’s, Social Security, contractor, or insurance services
- Housing assistance
- Repair or replacement of real and personal property
- Unemployment and job training
- Assistance for agricultural losses
- Food commodities
- Business and personal tax relief
- Legal services
- Contractor information
- Insurance information
- Other unmet emergency needs.

Programs The following individual assistance (IA) programs are examples of assistance that may become available, dependent on the size and scope of the event.

- Assistance to Individuals and Households Program (IHP)
- State Supplemental Grant Program (SSGP)
- U.S. Department of Agriculture (USDA) Emergency Loans
- U.S. Small Business Administration (SBA) Disaster Loan Programs
- Disaster Unemployment Assistance (DUA)
- Mental Health services
HAZARD MITIGATION

PURPOSE
This section establishes actions, policies and procedures for implementing Section 409 (Minimum Standards for Public and Private Structures) of the Robert T. Stafford Disaster Relief and Emergency Assistance Act of 1988 (Public Law 93-288, as amended), following a Presidentially declared Emergency or Major Disaster. It also assigns hazard mitigation responsibilities to various elements of federal, state, and local governments in California.

AUTHORITIES AND REFERENCES
Activities enumerated in this enclosure will be conducted in accordance with the enabling legislation, plans, and agreements listed in Part One, Section Seven - Authorities and References.

GENERAL
Hazard mitigation is defined as any action taken to reduce or eliminate the long-term risk to human life and property from disasters. Section 322 of Public Law 106-390 requires, as a condition of receiving certain federal disaster aid, that local governments develop a mitigation plan that outlines processes for identifying the natural hazards, risks and vulnerabilities in their jurisdiction. Mitigation plans must:

- Describe actions to mitigate hazards, risks and vulnerabilities identified under the plan.
- Establish a strategy to implement those plans.

Specific plan requirements are listed in 44 CFR Section 201.6. Local jurisdictions without an approved hazard mitigation plan will not be eligible to receive funds for the Hazard Mitigation Grant (HMGP), Pre-Disaster Mitigation (PDM) or Flood Mitigation Assistance (FMA) programs.

Local mitigation plans are the jurisdiction’s commitment to reduce risks from natural hazards and guide decision makers as they commit resources to reduce the damage from natural hazards. Hazard mitigation planning and actions are continuous year-round efforts.

Pre-Disaster Mitigation (PDM)
The Pre-Disaster Mitigation (PDM) grant program may provide financial assistance to local jurisdictions to develop and update plans or identify and mitigate pre-disaster conditions to reduce vulnerability.

PDM funding is provided through the National Pre-Disaster Mitigation Fund and is subject to Congressional appropriations. PDM projects are nationally competitive and opportunities to apply for grants are announced once a year by the Governor’s Office of Emergency Services.
Hazard Mitigation Grant Program
Following a disaster, mitigation opportunities and financial assistance may be available through the Hazard Mitigation Grant Program (HMGP). The program funds projects that are cost-effective and which substantially reduce the risk of future damage, hardship, loss or suffering as a result of a natural disaster. The HMGP is funded for each disaster; total allocation is based upon a sliding scale of between 7.5 and 15 percent of the Federal Emergency Management Agency’s (FEMA) estimate of all public infrastructure damages (not emergency work) and individual assistance costs in a particular disaster. As an incentive to encourage the development of local plans, DMA2000 permits local government to be eligible for up to a 20 percent share of the total damages estimated in the Public and Individual Assistance programs if they have an approved local hazard mitigation plan. HMGP awards are competitive among jurisdictions that are part of the disaster declaration.

Flood Mitigation Assistance Program (FMA)
FEMA’s Flood Mitigation Assistance Program (FMA) provides funding to communities to reduce or eliminate the long-term risk of flood damage to buildings, manufactured homes and other structures insurable under the National Flood Insurance Program (NFIP). The program provides grants for mitigation planning, projects and technical assistance to reduce claims under the NFIP. A priority of the FMA Program is to fund flood mitigation activities that reduce the number of repetitive loss structures insured by the NFIP. Repetitive loss structures are those that have sustained two or more losses, each exceeding $1000, within a ten year period. FEMA encourages communities to develop plans that address repetitive loss properties.

The federal contribution for an individual HMGP, PDM or FMA project can be up to 75 percent of the cost of the proposed project with applicants providing match funding through a combination of either state, local or private sources. Awards go to projects that best demonstrate the goals and objectives of local mitigation programs. HMGP funding may not be used to fund any mitigation project that is eligible under Public Assistance or other federal programs, though it may be used to complement or enhance mitigation funded under Individual or Public Assistance.

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

- Evaluate or have the applicant evaluate specific natural hazards in the disaster area, and make appropriate recommendations to mitigate them.
- Follow up with applicants to ensure that the appropriate hazard mitigation actions are taken.
- Follow up with applicants to ensure that the appropriate hazard mitigation plan or plans are developed and submitted to the FEMA Regional Director for concurrence.
- Review and update as necessary disaster mitigation portions of emergency plans.
A hazard mitigation officer is appointed for the state and local applicant. These individuals will constitute the hazard mitigation survey team which will:

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

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

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

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

The State sets mitigation priorities and awards for HMGP grants. FEMA conducts the final eligibility review to ensure that all projects are compliant with Federal regulations. This includes the Federal law that requires States and communities to have FEMA-approved mitigation plans in place prior to receipt of HMGP project funds.

**Responsibilities**

Hazard mitigation measures include avoidance, reduction and land use regulations. Key responsibilities of local governments are to:

- **Participate** in the process of evaluating hazards and adoption of appropriate hazard mitigation measures, including land use and construction standards.
- **Appoint** a Local Hazard Mitigation Officer, if appropriate.
- **Participate** on Hazard Mitigation Survey Teams and Inter-agency Hazard Mitigation Teams, as appropriate.
- **Participate** in the development and implementation of section 409 plans or plan updates, as appropriate.
- **Coordinate and monitor** the implementation of local hazard mitigation measures.
SUPPORT DOCUMENTATION - FORMS
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# Public Information Summary

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<td>8. Areas Involved</td>
<td>14. Areas Evacuated</td>
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<td>9. Agencies Resources Committed</td>
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<td>10. Casualties</td>
<td>16. Hospital/Contact Person</td>
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<td>b. Fatalities</td>
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<td>22. Approved By</td>
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City of Malibu
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CITY OF MALIBU EOC VISITATION REQUEST FORM
(Return to EOC Coordinator)

DATE________________________

NAME____________________________________
(Please print)

ADDRESS _______________________________________

TELEPHONE (Work)_________________ (Home)_________________

ORGANIZATION REPRESENTED ________________________________

REASON FOR REQUEST _______________________________________

I understand that completion of this form does not constitute an agreement, expressed or implied, to permit me to enter the Emergency Operations Center (EOC).

If granted permission to enter the EOC, I agree to remain in the Visitor Control Area while in the EOC unless I am directed elsewhere by EOC staff. Further, I understand that visitation privileges may be terminated at any time and I agree to leave promptly upon notification of the termination of visitation privileges.

____________________________
Signature

Signature of Authorizing Employee ________________________________

Time In _____ Time Out _____ Areas Visited ___________________________
## EOC CHANGE OF SHIFT BRIEFING WORKSHEET

**Section: Operations**

<table>
<thead>
<tr>
<th>Operational period</th>
<th>Date:</th>
<th>Position: Section Coordinator</th>
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<tr>
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<td>Initial Update Final</td>
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**Off-going employee:**

**Disaster name:**

**EOC Director:**

**Section Coordinator:**

**Description of problem:**

**Cause:**

**Area involved:**

**Injuries (unofficial):**

**Deaths (unofficial):**

**Est. $ public damage:**

**Est. $ private damage:**

**Current threat:**

**Status of incident(s):**

**Other jurisdiction(s) involved:**

**Staging location:**

**Weather situation:**

**Your assigned task:**

**Your EOC phone #:**

**Equipment assigned to you:**

**Equipment available at:**

**Meals available at:**

**Medical care available at:**

**Lodging available at:**

**Supplies available at:**

**Fuel available at:**

**Autos available from:**

**Other information:**
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<th>MAJOR EVENTS</th>
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7. PREPARED BY:        DATE/TIME

INDIVIDUAL LOG          ICS 214a-OS
CITY OF MALIBU DAILY SHELTER ACTIVITY REPORT
Report due into City EOC by 8:00 A.M. each day

Shelter Site: ______________________  Date: ________________________________

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<th>Shelter Capacity</th>
<th>Overnight Capacity</th>
<th>Breakfast</th>
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Report Period: ________________  Shelter Phone: __________________________

Day Shift          Evening Shift

Shelter Manager

Asst. Shelter Manager

Nurse

Workers

**Narrative (Day Shift)**

---

**Narrative (Evening Shift)**

---
EMERGENCY OPERATIONS PLAN - 2018

Supplies Needed:

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<th>Future</th>
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Additional Comments:

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<td>□ All Persons Accounted for</td>
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<td>Sheriff Station</td>
<td></td>
<td>□ Number and type of injuries</td>
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<tr>
<td>Bluff's Park</td>
<td></td>
<td>□ Missing persons, names</td>
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<tr>
<td>Pepperdine Univ.</td>
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<td>□ Assistance required</td>
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<td>Malibu High School</td>
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### CITY OF MALIBU EOC ACTION PLAN

<table>
<thead>
<tr>
<th>Disaster/Event Name:</th>
<th>Date</th>
<th>Time Prepared:</th>
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Plan Prepared by: __________

Plan Reviewed by: __________
(Plans/Intel Coordinator)

Plan Approved by: __________
(EOC Director)

**Operational Period:**

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<th>From:</th>
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1 of __________

The City’s Emergency Management Policy is to provide effective life safety measures, reduce property loss, and protect the environment; provide a basis for the direction and control of emergency operations; plan for continuity of government, provide for the rapid resumption of impacted businesses and community services; provide accurate documentation and records required for cost recovery efforts; provide for the protection, use and distribution of remaining resources; coordinate operations with the emergency service organizations of other jurisdictions, if necessary.

**Current Situation Summary:**

- __________
- __________
- __________
- __________
- __________
- __________
- __________

**Major Events/Incidents:**

- __________
- __________
- __________
- __________
- __________
- __________
- __________

**Safety Issues:**

- __________
- __________
- __________
- __________
- __________
- __________
- __________
- __________

**Resources Needed:**

- __________
- __________
- __________
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**Other Information: (i.e., weather forecast, assignments/actions, etc.):**

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## Section Objectives for Period # __

(Date and Time)

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<th>Est Completed Date/Time</th>
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**Attachments:**

- Organization Chart
- Telephone Numbers
- Weather Forecast
- Maps
- LAC Locations
- Incident Map
- Safety Plan
- Transportation Plan
- Medical Plan
- Operating Facilities Plan
- Communication Plan
- Other

Based on situation and resources available, develop an Action Plan for each Operational Period.
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14. Prepared By: (Resources Unit) | Date/Time
EOC RADIO COMMUNICATIONS PLAN

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Basic Radio Channel Utilization

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</thead>
<tbody>
<tr>
<td>Approved By:</td>
<td>Title:</td>
<td>SEMS/NIMS Position: Logistics Sections Coordinator</td>
</tr>
</tbody>
</table>
AFTER ACTION/CORRECTIVE ACTION (AA/CA) REPORT SURVEY TEMPLATE

for response to

(EVENT NAME)

(This AA/CA Report template can be used for a declared, un-declared, or pre-planned event, an exercise, and/or training for SEMS/NIMS compliance).

GENERAL INFORMATION

<table>
<thead>
<tr>
<th>Information Needed</th>
<th>Text goes in text boxes below.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name of Agency:</td>
<td></td>
</tr>
<tr>
<td>Type of Agency:* (Select one)</td>
<td></td>
</tr>
<tr>
<td>* City, County, Operational Area (OA), State agency (State), Federal agency (Fed), special district, Tribal Nation Government, UASI City, non-governmental or volunteer organization, other.</td>
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<tr>
<td>Cal OES Admin Region:</td>
<td></td>
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<tr>
<td>(Coastal, Inland, or Southern)</td>
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<tr>
<td>Completed by:</td>
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<tr>
<td>Date report completed:</td>
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<tr>
<td>Position: (Use SEMS/NIMS positions)</td>
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<tr>
<td>Phone number:</td>
<td></td>
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<tr>
<td>Email address:</td>
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</tr>
<tr>
<td>Dates and Duration of event:</td>
<td></td>
</tr>
<tr>
<td>(Beginning and ending date of response or exercise activities - using mm/dd/yyyy)</td>
<td></td>
</tr>
<tr>
<td>Type of event, training, or exercise:*</td>
<td></td>
</tr>
<tr>
<td>*Actual event, table top, functional or full scale exercise, pre-identified planned event, training, seminar, workshop, drill, game.</td>
<td></td>
</tr>
<tr>
<td>Hazard or Exercise Scenario:*</td>
<td></td>
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<tr>
<td>*Avalanche, Civil Disorder, Dam Failure, Drought, Earthquake, Fire (structural), Fire (Woodland), Flood, Landslide, Mudslide, Terrorism, Tsunami, Winter Storm, chemical, biological release/threat, radiological release/threat, nuclear release/threat, explosive release/threat, cyber, or other/specify.</td>
<td></td>
</tr>
</tbody>
</table>
### SEMS/NIMS FUNCTION EVALUATION

#### MANAGEMENT (Public Information, Safety, Liaison, etc.)

<table>
<thead>
<tr>
<th>Overall Assessment of Function (check one)</th>
<th>Satisfactory</th>
<th>Needs Improvement</th>
</tr>
</thead>
</table>

If “needs improvement” please briefly describe improvements needed:

<table>
<thead>
<tr>
<th>Planning</th>
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<tbody>
<tr>
<td>Training</td>
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<tr>
<td>Personnel</td>
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<tr>
<td>Equipment</td>
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<tr>
<td>Facilities</td>
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</table>

#### FIELD COMMAND (Use for assessment of field operations, i.e., Fire, Law Enforcement, etc.)

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<thead>
<tr>
<th>Overall Assessment of Function (check one)</th>
<th>Satisfactory</th>
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</thead>
</table>

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<td>Equipment</td>
<td></td>
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<tr>
<td>Facilities</td>
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</tbody>
</table>

#### OPERATIONS (Law enforcement, fire/rescue, medical/health, etc.)

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<thead>
<tr>
<th>Overall Assessment of Function (check one)</th>
<th>Satisfactory</th>
<th>Needs Improvement</th>
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</thead>
</table>

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<td>Equipment</td>
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<td>Facilities</td>
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</tbody>
</table>
## PLANNING/INTELLIGENCE (Situation analysis, documentation, GIS, etc.)

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<th>Satisfactory</th>
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</thead>
</table>

If “needs improvement” please briefly describe improvements needed:

- Planning
- Training
- Personnel
- Equipment
- Facilities

## LOGISTICS (Services, support, facilities, etc.)

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<th>Satisfactory</th>
<th>Needs Improvement</th>
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</thead>
</table>

If “needs improvement” please briefly describe improvements needed:

- Planning
- Training
- Personnel
- Equipment
- Facilities

## FINANCE/ADMINISTRATION (Purchasing, cost unit, etc.)

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<th>Satisfactory</th>
<th>Needs Improvement</th>
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</thead>
</table>

If “needs improvement” please briefly describe improvements needed:

- Planning
- Training
- Personnel
- Equipment
- Facilities
<table>
<thead>
<tr>
<th>Response/Performance Assessment Questions</th>
<th>yes</th>
<th>no</th>
<th>Comments</th>
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</thead>
<tbody>
<tr>
<td>1. Were procedures established and in place for responding to the disaster?</td>
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<td>2. Were procedures used to organize initial and ongoing response activities?</td>
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<td>3. Was the ICS used to manage field response?</td>
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<td>4. Was Unified Command considered or used?</td>
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<td>5. Was the EOC and/or DOC activated?</td>
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<td>6. Was the EOC and/or DOC organized according to SEMS?</td>
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<td>7. Were sub-functions in the EOC/DOC assigned around the five SEMS functions?</td>
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<td>8. Were response personnel in the EOC/DOC trained for their assigned position?</td>
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<tr>
<td>9. Were action plans used in the EOC/DOC?</td>
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<td>10. Were action planning processes used at the field response level?</td>
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<td>11. Was there coordination with volunteer agencies such as the Red Cross?</td>
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<td>12. Was an Operational Area EOC activated?</td>
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<tr>
<td>13. Was Mutual Aid requested?</td>
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<td>14. Was Mutual Aid received?</td>
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<td>15. Was Mutual Aid coordinated from the EOC/DOC?</td>
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<td>16. Was an inter-agency group established at the EOC/DOC level? Were they involved with the shift briefings?</td>
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<td>17. Were communications established and maintained between agencies?</td>
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<td>18. Was the public alert and warning conducted according to procedure?</td>
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<td>19. Was public safety and disaster information coordinated with the media through the JIC?</td>
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<td>20. Were risk and safety concern addressed?</td>
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<td>21. Did event use Emergency Support Function (ESFs) effectively and did ESF have clear understanding of local capability?</td>
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<td>22. Was communications inter-operability an issue?</td>
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</table>
Additional Questions

23. What response actions were taken by your agency? Include such things as mutual aid, number of personnel, equipment and other resources. **Note:** Provide statistics on number of personnel and number/type of equipment used during this event. Describe response activities in some detail.

____________________________________________________________________________________________
____________________________________________________________________________________________
____________________________________________________________________________________________

24. As you responded, was there any part of SEMS/NIMS that did not work for your agency? If so, how would (did) you change the system to meet your needs?

____________________________________________________________________________________________
____________________________________________________________________________________________
____________________________________________________________________________________________

25. As a result of your response, did you identify changes needed in your plans or procedures? Please provide a brief explanation.

____________________________________________________________________________________________
____________________________________________________________________________________________
____________________________________________________________________________________________

26. As a result of your response, please identify any specific areas needing training and guidance that are not covered in the current SEMS Approved Course of Instruction or SEMS Guidelines.

____________________________________________________________________________________________
____________________________________________________________________________________________
____________________________________________________________________________________________

27. If applicable, what recovery activities have you conducted to date? Include such things as damage assessment surveys, hazard mitigation efforts, reconstruction activities, and claims filed.

____________________________________________________________________________________________

**NARRATIVE**

Use this section for additional comments.

____________________________________________________________________________________________
____________________________________________________________________________________________
____________________________________________________________________________________________
POTENTIAL CORRECTIVE ACTIONS
Identify issues, recommended solutions to those issues, and agencies that might be involved in implementing these recommendations. Address any problems noted in the SEMS/NIMS Function Evaluation.

Indicate whether issues are an internal agency specific or have broader implications for emergency management. (Code: I = Internal; R = Regional, for example, Cal OES Mutual Aid Region, Administrative Regions, geographic regions, S = Statewide implications)

<table>
<thead>
<tr>
<th>Code</th>
<th>Issue or Problem Statement</th>
<th>Corrective Action / Improvement Plan</th>
<th>Agency(s)/ Depts. To Be Involved</th>
<th>Point of Contact Name / Phone</th>
<th>Estimated Date of Completion</th>
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<tbody>
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**ONLY USE THE FOLLOWING FOR RESPONSE ACTIVITIES RELATED TO EMAC**

**EMAC / SEMS After Action/Corrective Action Report Survey**

**NOTE:** Please complete the following section **ONLY** if you were involved with EMAC related activities.

1. Did you complete and submit the on-line EMAC After Action Survey form for *[insert name of the disaster]*?

2. Have you taken an EMAC training class in the last 24 months?

3. Please indicate your work location(s) (State / County / City / Physical Address):

4. Please list the time frame from your dates of service (Example: 09/15/05 to 10/31/05):

5. Please indicate what discipline your deployment is considered (please specify):

6. Please describe your assignment(s):

Questions:
You may answer the following questions with a “yes” or “no” answer, but if there were issues or problems, please identify them along with recommended solutions, and agencies that might be involved in implementing these recommendations.

<table>
<thead>
<tr>
<th>#</th>
<th>Questions</th>
<th>Issues / Problem Statement</th>
<th>Corrective Action / Improvement Plan</th>
<th>Agency(s)/ Depts. To Be Involved</th>
<th>Point of Contact Name / Phone</th>
<th>Estimated Date of Completion</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Were you familiar with EMAC processes and procedures prior to your deployment?</td>
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<tr>
<td>2</td>
<td>Was this your first deployment outside of California?</td>
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<td>3</td>
<td>Where your travel arrangements made for you? If yes, by whom?</td>
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<td>4</td>
<td>Were you fully briefed on your assignment prior to deployment?</td>
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<tr>
<td>5</td>
<td>Were deployment conditions (living conditions and work environment) adequately described to you?</td>
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<td>6</td>
<td>Were mobilization instructions clear?</td>
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<td>7</td>
<td>Were you provided the necessary tools (pager, cell phone, computer, etc.) needed to complete your assignment?</td>
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<td>8</td>
<td>Were you briefed and given instructions upon arrival?</td>
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<td>9</td>
<td>Did you report regularly to a supervisor during deployment? If yes, how often?</td>
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<td>10</td>
<td>Were your mission assignment and tasks made clear?</td>
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<td>11</td>
<td>Was the chain of command clear?</td>
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<td>12</td>
<td>Did you encounter any barriers or obstacles while deployed? If yes, identify.</td>
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<tr>
<td>#</td>
<td>Questions</td>
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<tr>
<td>13</td>
<td>Did you have communications while in the field?</td>
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<td>14</td>
<td>Were you adequately debriefed after completion of your assignment?</td>
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<tr>
<td>15</td>
<td>Since your return home, have you identified or experienced any symptoms you feel might require “Critical Stress Management” (i.e., Debriefing)?</td>
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<tr>
<td>16</td>
<td>Would you want to be deployed via EMAC in the future?</td>
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</tbody>
</table>

Please identify any ADDITIONAL issues or problems below:

<table>
<thead>
<tr>
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</thead>
</table>

Additional Questions

Identify the areas where EMAC needs improvement (check all that apply):

- Executing Deployment
- Command and Control
- Logistics
- Field Operations
- Mobilization and Demobilization

Comments: ____________________________________________________________________________________
_____________________________________________________________________________________________

Identify the areas where EMAC worked well:

Identify which EMAC resource needs improvement (check all that apply):

- EMAC Education
As a responder, was there any part of EMAC that did not work, or needs improvement? If so, what changes would you make to meet your needs?

Please provide any additional comments that should be considered in the After Action Review process (use attachments if necessary):

Cal OES Only: Form received on: ________ Form reviewed on: ________ Reviewed By: ________
## OARRS RESOURCE REQUEST

### RESOURCE REQUEST

*Denotes required field

- **Priority: Select One:**
  - Black - Flash: Causing death or serious injury; imminent threat of death or serious injury.
  - Red - High: Potential threat of death or serious injury; damaging/destroying/imminent threat of damage to property/environment.
  - Yellow - Medium: Potential threat to property/environment.
  - Green - Low: Routine

- **Status: Select One:**
  - Black - New
  - Purple - Ops Chief - For CEOC use only
  - Red - Tasked to Section/Branch - For CEOC use only
  - Orange - Sent to REDC - For CEOC use only
  - Yellow - En Route - For CEOC use only
  - Green - On Scene
  - Teal - Demobilized/Completed
  - Gray - Cancelled
  - Blue - Closed

### Tracking Numbers

- **Tracking Number - Local**
- **Tracking Number - State – CEOC Use Only**

(Enter as: Jurisdiction or Agency – 6 number date (020511) - # of request)  
(Example: Rosemead – 020511 – 3)

- **Tracking Number – FEMA – CEOC Use Only**
- **Tracking Number – EMAC – CEOC Use Only**

### WHO IS MAKING THE REQUEST?

**Requesting Organization (Name of Jurisdiction/Agency)**

### Requestor's Contact Info

- **Name:**
- **Phone:**
- **Fax:**
- **Pager:**
- **Cell:**
- **Other:**

### Related Event/Incident/Activity

**Related Event/Incident/Activity**

### WHAT IS BEING REQUESTED?

- **Resource Category**
  - **Quantity**


- **Resource Type/Kind – Be as descriptive as possible**

### Qty Unit Of Measure (Choose from: bottles, boxes, each, gallons, pallets, etc.)

- **When Needed: Date and Time**
Mission – Describe what the resource needs to do

Resource must come with:
- Fuel
- Meals
- Operator(s)
- Water
- Maint
- Lodging
- Power
- Other

SPECIAL INSTRUCTIONS (E.G., SAFETY MESSAGE, INGRESS/EGRESS ROUTES, ETC.)

FORWARD REQUEST TO:

Individual: For CEOC Use Only

Organization/Location: - For new requests, send to CEOC Logistics

Position: For new requests, send to Logistics Section Chief

Agency: For CEOC Use Only

Vendor – For CEOC Use Only

Summary of actions taken – For CEOC Use Only

Estimated Resource Cost – FOR CEOC Use Only

Revised 3/3/2011
## PROCUREMENT FORM

<table>
<thead>
<tr>
<th>Date:</th>
<th>P.O. #</th>
<th>Vendor</th>
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<td>Delivery Location:</td>
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<td>Procured By:</td>
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<td>Qty:</td>
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</tr>
<tr>
<td>Procured By:</td>
<td></td>
<td>Delivered to Whom:</td>
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</tbody>
</table>
DESIGNATION OF APPLICANT’S AGENT RESOLUTION (CAL OES 130)

STATE OF CALIFORNIA  
GOVERNOR’S OFFICE OF EMERGENCY SERVICES  

Cal OES ID No: __________________________
Cal OES 130

DESIGNATION OF APPLICANT’S AGENT RESOLUTION  
FOR NON-STATE AGENCIES

BE IT RESOLVED BY THE __________________________ OF THE __________________________  
(Governing Body)  
(Name of Applicant)

THAT  
________________________________________ OR
________________________________________ OR
________________________________________

(Title of Authorized Agent)

is hereby authorized to execute for and on behalf of the __________________________, a public entity  
established under the laws of the State of California, this application and to file it with the California Governor’s Office of Emergency Services for the purpose of obtaining certain federal financial assistance under Public Law 93-388 as amended by the Robert T. Stafford Disaster Relief and Emergency Assistance Act of 1988, and/or state financial assistance under the California Disaster Assistance Act.

THAT the __________________________, a public entity established under the laws of the State of California, hereby authorizes its agent(s) to provide to the Governor’s Office of Emergency Services for all matters pertaining to such state disaster assistance the assurances and agreements required.

Please check the appropriate box below:

☐ This is a universal resolution and is effective for all open and future disasters up to three (3) years following the date of approval below.
☐ This is a disaster specific resolution and is effective for only disaster number(s) __________________________

Passed and approved this __________________________ day of __________________________, 20____

________________________________________
(Name and Title of Governing Body Representative)
________________________________________
(Name and Title of Governing Body Representative)
________________________________________
(Name and Title of Governing Body Representative)

CERTIFICATION

I, __________________________, duly appointed and __________________________ of  
(Name)  
(Title)  
(Name of Applicant)  
do hereby certify that the above is a true and correct copy of a
Resolution passed and approved by the __________________________ of the __________________________
on the __________________________ day of __________________________, 20____.

________________________________________
(Signature)  
(Title)  

Cal OES 130 (Rev 9/13)  
Page 1
EMERGENCY OPERATIONS PLAN - 2018

STATE OF CALIFORNIA
GOVERNOR’S OFFICE OF EMERGENCY SERVICES
Cal OES 130 - Instructions:

**Cal OES Form 130 Instructions:**

A Designation of Applicant’s Agent Resolution for Non-State Agencies is required of all Applicants to be eligible to receive funding. A new resolution must be submitted if a previously submitted Resolution is older than three (3) years from the last date of approval, is invalid or has not been submitted.

When completing the Cal OES Form 130, Applicants should fill in the blanks on page 1. The blanks are to be filled in as follows:

**Resolution Section:**

**Governing Body:** This is the group responsible for appointing and approving the Authorized Agents. Examples include: Board of Directors, City Council, Board of Supervisors, Board of Education, etc.

**Name of Applicant:** The public entity established under the laws of the State of California. Examples include: School District, Office of Education, City, County or Non-profit agency that has applied for the grant, such as: City of San Diego, Sacramento County, Burbank Unified School District, Napa County Office of Education, University Southern California.

**Authorized Agent:** These are the individuals that are authorized by the Governing Body to engage with the Federal Emergency Management Agency and the Governor’s Office of Emergency Services regarding grants applied for by the Applicant. There are two ways of completing this section:

1. **Titles Only:** If the Governing Body so chooses, the titles of the Authorized Agents would be entered here, not their names. This allows the document to remain valid (for 3 years) if an Authorized Agent leaves the position and is replaced by another individual in the same title. If “Titles Only” is the chosen method, this document must be accompanied by a cover letter naming the Authorized Agents by name and title. This cover letter can be completed by any authorized person within the agency and does not require the Governing Body’s signature.

2. **Names and Titles:** If the Governing Body so chooses, the names and titles of the Authorized Agents would be listed. A new Cal OES Form 130 will be required if any of the Authorized Agents are replaced, leave the position listed on the document or their title changes.

**Governing Body Representative:** These are the names and titles of the approving Board Members. Examples include: Chairman of the Board, Director, Superintendent, etc. The names and titles cannot be one of the designated Authorized Agents, and a minimum of two or more approving board members need to be listed.

**Certification Section:**

**Name and Title:** This is the individual that was in attendance and recorded the Resolution creation and approval. Examples include: City Clerk, Secretary to the Board of Directors, County Clerk, etc. This person cannot be one of the designated Authorized Agents or Approving Board Member (if a person holds two positions such as City Manager and Secretary to the Board and the City Manager is to be listed as an Authorized Agent, then the same person holding the Secretary position would sign the document as Secretary to the Board (not City Manager) to eliminate “Self Certification.”

Cal OES 130 (Rev 9/11)
PROJECT ASSURANCES FOR FEDERAL ASSISTANCE

STATE OF CALIFORNIA
GOVERNOR’S OFFICE OF EMERGENCY SERVICES
Cal OES 89

Disaster No: __________________________
Cal OES ID No: _________________________
DUNS No: _____________________________

PROJECT ASSURANCES FOR FEDERAL ASSISTANCE

SUBGRANTEE’S NAME: __________________________
(Name of Organization)

ADDRESS: __________________________________________

CITY: ______________________ STATE: __________ ZIP CODE: __________

TELEPHONE: ____________________ FAX NUMBER: __________

AUTHORIZED AGENT: ____________________ TITLE: ____________________

EMAIL ADDRESS: __________________________

ASSURANCES – CONSTRUCTION PROGRAMS

Note: Certain of these assurances may not be applicable to all of your projects. If you have questions, please contact the California Governor’s Office of Emergency Services. Further, certain federal assistance awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified.

As the duly authorized representative of the applicant, I certify that the subgrantee named above:

1. Has the legal authority to apply for federal assistance, and the institutional, managerial and financial capability (including funds sufficient to pay the non-federal share of project costs) to ensure proper planning, management, and completion of the project described in this application.

2. Will give the awarding agency, the Comptroller General of the Unites States, and if appropriate, the state, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the assistance; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.

3. Will not dispose of, modify the use of, or change the terms of the real property title, or other interest in the site and facilities without permission and instructions from the awarding agency. Will record the federal interest in the title of real property in accordance with awarding agency directives and will include a covenant in the title of real property acquired in whole or in part with federal assistance funds to assure nondiscrimination during the useful life of the project.

4. Will comply with the requirements of the assistance-awarding agency with regard to the drafting, review and approval of construction plans and specifications.

5. Will provide and maintain competent and adequate engineering supervision at the construction site to ensure that the complete work conforms with the approved plans and specifications and will furnish progress reports and such other information as may be required by the assistance awarding agency or state.

6. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.

7. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gains.

8. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§ 4801 et seq.), which prohibits the use of lead based paint in construction or rehabilitation of residence structures.

9. Will comply with all federal statutes relating to nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color, or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§ 1681–1683 and 1685–1688) which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. § 794) which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§ 6101–6107) which prohibits discrimination on the basis of age; (e) the Drug Abuse and Treatment Act of 1972 (P.L. 93-

Cal OES 89 (Rev. 7/13)

(Page 1 of 2)
255) as amended, relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-618) as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) §§ 523 and 527 of the Public Health Service Act of 1982 (42 U.S.C. 290 dd-3 and 290 ee-3) as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. § 3601 et seq.), as amended, relating to nondiscrimination in the sale, rental, or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) which may apply to the application.

10. Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provides for fair and equitable treatment of persons displaced or whose property is acquired as a result of federal and federally assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of federal participation in purchases.

11. Will comply with the flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is $5,000 or more.

12. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.O. 91-150) and Executive Order (EO) 11514, (b) notification of violating facilities pursuant to EO 11738, (c) protection of wetlands pursuant to EO 11968; (d) evaluation of flood hazards in floodplains in accordance with EO 11968, (e) assurance of joint participation in the approved state management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§ 1451 et seq.); (f) conformity of federal actions to State (Clean Air) Implementation Plans under Section 110(c) of the Clean Air Act of 1955, as amended (42 U.S.C. § 7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended, (P.L. 93-523); and (h) protection of endangered species under the Endangered Species Act of 1973, as amended (P.O. 93-205).


15. Will comply with Standardized Emergency Management (SEMS) requirements as stated in the California Emergency Services Act, Government Code, Chapter 7 of Division 1 of Title 2, Section 5607 1(c) and CCR Title 19, Sections 2445, 2446, 2447, and 2448.

16. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act of 1984 and the Single Audit Act Amendments of 1996.

17. Will comply with all applicable requirements of all other federal laws, Executive Orders, regulations and policies governing this program.

18. Has requested through the State of California, federal financial assistance to be used to perform eligible work approved in the subgrant application for federal assistance. Will, after the receipt of federal financial assistance, through the State of California, agree to the following:
   a. The state warrant covering federal financial assistance will be deposited in a separate account, and will be used to pay only eligible costs for projects described above;
   b. To return to the State of California such part of the funds so reimbursed pursuant to the above numbered application, which are excess to the approved actual expenditures as accepted by final audit of the federal or state government.
   c. In the event the approved amount of the above numbered project application is reduced, the reimbursement applicable to the amount of the reduction will be promptly refunded to the State of California.

19. Will not make any award or permit any award (subgrant or contract) to any party which is debarred or suspended or is otherwise excluded from participation in Federal assistance programs under Executive Order 12549 and 12689, “Debarment and Suspension.”

“I, the official named below, CERTIFY UNDER PENALTY OF PERJURY that I am duly authorized by the above named subgrantee to enter into this agreement for and on behalf of the said subgrantee, and by my signature do bind the subgrantee to the terms thereof.”

SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL

TITLE

DATE

Cal OES 89 (Rev. 4/11) (Page 2 of 2)
## PROJECT WORKSHEET

**U.S. DEPARTMENT OF HOMELAND SECURITY**  
**FEDERAL EMERGENCY MANAGEMENT AGENCY**  
**PROJECT WORKSHEET**

**PAPERWORK BURDEN DISCLOSURE NOTICE**
Public reporting burden for this form is estimated to average 90 minutes per response. Burden means the time, effort and financial resources expended by persons to generate, maintain, disclose, or to provide information to us. You may send comments regarding the burden estimate or any aspect of the collection, including suggestions for reducing the burden to Information Collections Management, U.S. Department of Homeland Security, Federal Emergency Management Agency, 500 C Street, SW, Washington, DC 20472, Paperwork Reduction Project (OMB Control Number 1660-0017). You are not required to respond to this collection of information unless a valid OMB number appears in the upper right corner of this form. NOTE: Do not send your completed questionnaire to this address.

<table>
<thead>
<tr>
<th>DISASTER</th>
<th>PROJECT NO.</th>
<th>PA ID NO.</th>
<th>DATE</th>
<th>CATEGORY</th>
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<table>
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<tr>
<th>DAMAGED FACILITY</th>
<th>WORK COMPLETE AS OF</th>
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<table>
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<tr>
<th>APPLICANT</th>
<th>COUNTY</th>
<th>LOCATION</th>
<th>LATITUDE</th>
<th>LONGITUDE</th>
</tr>
</thead>
</table>

**DAMAGE DESCRIPTION AND DIMENSIONS**

**SCOPE OF WORK**

Does the Scope of Work change the pre-disaster conditions at the site?  
- [ ] Yes  
- [ ] No

Special Considerations issues included?  
- [ ] Yes  
- [ ] No  
Hazard Mitigation proposal included?  
- [ ] Yes  
- [ ] No

Is there insurance coverage on this facility?  
- [ ] Yes  
- [ ] No

**PROJECT COST**

<table>
<thead>
<tr>
<th>ITEM</th>
<th>CODE</th>
<th>NARRATIVE</th>
<th>QUANTITY/UNIT</th>
<th>UNIT PRICE</th>
<th>COST</th>
</tr>
</thead>
</table>

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<tr>
<th>PREPARED BY</th>
<th>TITLE</th>
<th>SIGNATURE</th>
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<tr>
<th>APPLICANT REP.</th>
<th>TITLE</th>
<th>SIGNATURE</th>
</tr>
</thead>
</table>

**TOTAL COST**

FEMA Form 90-81, FEB 06  
REPLACES ALL PREVIOUS EDITIONS.
PROJECT WORKSHEET

INSTRUCTIONS

The Project Worksheet must be completed for each identified damaged project. A project may include damages more than one site.

After completing all Project Worksheets, submit the worksheets to your Public Assistance Coordinator.

Identifying Information

Disaster: Indicate the disaster declaration number as established by FEMA (e.g., "FEMA 1136-DR-TN", etc.).
Project No.: Indicate the project designation number you established to track the project in your system (i.e., 1.2.3, etc.).
PA ID No.: Indicate your Public Assistance identification number on this sheet. This is optional.
Date: Indicate the date the worksheet was prepared in MM/DD/YY format.
Category: Indicate the category of the project according to FEMA specified work categories (i.e., A,B,C,D,E,F,G). This is optional.
Applicant: Name of the government or other legal entity to which the funds will be awarded.
County: Name of the county where the damaged facility is located. If located in multiple counties, indicate "Multi-County."

Damage facility: Identify the facility and describe its basic function and pre-disaster condition.
Work Complete as of: Indicate the date the work was assessed in the format of MM/DD/YY and the percentage of work completed to that date.
Location: This item can range anywhere from an "address," an "intersection of...", "1 mile south of..."... to "county wide." If damages are in different locations or different counties please list each location. Include latitude and longitude of the project if known.

Damage Description and Dimensions: Describe the disaster-related damage to the facility, including the cause of the damage and the area or components affected.
Scope of Work: List that work has been completed, and work to be completed, which is necessary to repair disaster-related damage.

Does the Scope of Work change the pre-disaster conditions of the site? If the work described under the Scope of Work changes the site conditions (i.e., increases/decreases the size or function of the facility or does not replace damage components in kind with like materials), check (x) yes. If the Scope of Work returns the site to its pre-disaster configuration, capacity and dimensions check (x) no.

Special Considerations: If the project includes inaccessible work, and/or is affected by environmental (NEPA) or historic concerns, check (x) either the Yes or No box so that appropriate action can be initiated to avoid delays in funding. Refer to Applicant Handbook for further information.
Hazard Mitigation: If the pre-disaster conditions at the site can be changed to prevent or reduce the disaster-related damage, check (x) Yes. If no opportunities for hazard mitigation exist check (x) no. Appropriate action will be initiated and avoid delays in funding. Refer to Applicant Handbook for further information.

Is there insurance coverage for this facility? Federal law requires that FEMA be notified of any entitlement for proceeds to repair disaster-related damages from insurance or any other source. Check (x) yes if any funding or proceeds can be received for the work within the Scope of Work from any source besides FEMA.

Project Cost

Item: Indicate the item number on the column (i.e. 1, 2, 3, etc.). Use additional forms as necessary to include all items.
Code: If using the FEMA cost codes, place the appropriate number here.
Narrative: Indicate the work, material or service that best describes the work (i.e., "force account labor overtime", "42 in. RCP", "sheet rock replacement", etc.).
Quantity/Unit: List the amount of units and the unit of measure ("48' ey", "32' lift", "6/ea", etc.).
Unit Price: Indicate the price per unit.
Cost: This item can be developed from cost to date, contracts, bids, applicant's experience in that particular repair work, books which lend themselves to work estimates, such as RS Means, or by using cost codes supplied by FEMA.
Total Cost: Record total cost of the project.

Prepared By: Record the name, title, and signature of the person completing the Project Worksheet.
Applicant Rep.: Record the name, title, and signature of Applicant's representative.

Records Requirements

Please refer to the Applicant Handbook, FEMA 338 for detailed instructions and examples. For all completed work, the applicant must keep the following records:

* Force account labor documentation sheets identifying the employee, hours worked, date and location;
* Force account equipment documentation sheets identifying specific equipment, operator, usage by hour/meal and cost used;
* Material documentation sheets identifying the type of material, quantity used and cost;
* Copies of all contracts for work and any lease/rental equipment costs.

For all estimated work, keep calculations, quantity estimates, pricing information, etc. as part of the records to document the "cost/estimate" for which funding is being requested.
# EOC CHECK-IN LIST

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>EOC Position</th>
<th>Date &amp; Time In</th>
<th>Date &amp; Time Out</th>
<th>Total Hours</th>
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Page intended to be blank.
# FORCE ACCOUNT LABOR SUMMARY

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<thead>
<tr>
<th>Applicant</th>
<th>Paid No.</th>
<th>Project No.</th>
<th>Disaster</th>
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<tbody>
<tr>
<td>Location/Site</td>
<td>Category</td>
<td>Period Covering</td>
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</tr>
<tr>
<td>Description of Work Performed</td>
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</table>

<table>
<thead>
<tr>
<th>Name</th>
<th>Dates and Hours Worked Each Week</th>
<th>Costs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Job Title</td>
<td>Date</td>
<td>Total Hours</td>
</tr>
<tr>
<td>Name</td>
<td>REG.</td>
<td></td>
</tr>
<tr>
<td>Name</td>
<td>O.T.</td>
<td></td>
</tr>
<tr>
<td>Name</td>
<td>REG.</td>
<td></td>
</tr>
<tr>
<td>Name</td>
<td>O.T.</td>
<td></td>
</tr>
</tbody>
</table>

**Total Costs for Force Account Labor Regular Time**: $______________

**Total Cost for Force Account Labor Overtime**: $______________

I certify that the information above was obtained from payroll records, invoices, or other documents that are available for audit.

**Certified**

<table>
<thead>
<tr>
<th>Title</th>
<th>Date</th>
</tr>
</thead>
</table>

FEMA Form 90-123, FEB 09
# Materials Summary Record

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<tr>
<th>VENDOR</th>
<th>DESCRIPTION</th>
<th>QUAN.</th>
<th>UNIT PRICE</th>
<th>TOTAL PRICE</th>
<th>DATE PURCHASED</th>
<th>DATE USED</th>
<th>INFO FROM (CHECK ONE)</th>
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</table>

**Grand Total**

I certify that the information was obtained from payroll records, invoices, or other documents that are available for audit.

**CERTIFIED**

**DATE**
### FORCE ACCOUNT EQUIPMENT SUMMARY RECORD

<table>
<thead>
<tr>
<th>APPLICANT</th>
<th>PAID NO.</th>
<th>PROJECT NO.</th>
<th>DISASTER</th>
</tr>
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<tbody>
<tr>
<td>LOCATION/SITE</td>
<td>CATEGORY</td>
<td>PERIOD COVERING</td>
<td></td>
</tr>
</tbody>
</table>

#### DESCRIPTION OF WORK PERFORMED

<table>
<thead>
<tr>
<th>TYPE OF EQUIPMENT</th>
<th>EQUIPMENT CODE NUMBER</th>
<th>OPERATOR'S NAME</th>
<th>DATES AND HOURS USED EACH DAY</th>
<th>COSTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>INDICATE SIZE, CAPACITY, HORSEPOWER, MAKE AND MODEL AS APPROPRIATE</td>
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<table>
<thead>
<tr>
<th>DATE</th>
<th>TOTAL HOURS</th>
<th>EQUIPMENT RATE</th>
<th>TOTAL COST</th>
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<tbody>
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<td>HOURS</td>
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#### GRAND TOTAL

I CERTIFY THAT THE ABOVE INFORMATION WAS OBTAINED FROM PAYROLL RECORDS, INVOICES, OR OTHER DOCUMENTS THAT ARE AVAILABLE FOR AUDIT.

CERTIFIED | TITLE | DATE
---------|-------|-----

FEMA Form 90-127, AUG 10
# RENTED EQUIPMENT SUMMARY RECORD

<table>
<thead>
<tr>
<th>APPLICANT</th>
<th>PAY NO.</th>
<th>PROJECT NO.</th>
<th>DISASTER</th>
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</thead>
<tbody>
<tr>
<td>LOCATION/SITE</td>
<td>CATEGORY</td>
<td>PERIOD COVERING</td>
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## DESCRIPTION OF WORK PERFORMED

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<tr>
<th>TYPE OF EQUIPMENT</th>
<th>DATES AND HOURS USED</th>
<th>RATE PER HOUR</th>
<th>TOTAL COST</th>
<th>VENDOR</th>
<th>INVOICE NO.</th>
<th>DATE AND AMOUNT PAID</th>
<th>CHECK NO.</th>
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**GRAND TOTAL**

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CERTIFIED

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FEMA Form 90-125, FEB 09
# CONTRACT WORK SUMMARY

**DEPARTMENT OF HOMELAND SECURITY**  
**FEDERAL EMERGENCY MANAGEMENT AGENCY**  
**CONTRACT WORK SUMMARY RECORD**  
**Q.M.B. No. 1660-0017**  
Expires December 31, 2011

<table>
<thead>
<tr>
<th>APPLICANT</th>
<th>PA ID NO.</th>
<th>PROJECT NO.</th>
<th>DISASTER</th>
</tr>
</thead>
<tbody>
<tr>
<td>LOCATION/SITE</td>
<td>CATEGORY</td>
<td>PERIOD COVERING</td>
<td></td>
</tr>
</tbody>
</table>

**DESCRIPTION OF WORK PERFORMED**

<table>
<thead>
<tr>
<th>DATES WORKED</th>
<th>CONTRACTOR</th>
<th>BILLING/INVOICE NUMBER</th>
<th>AMOUNT</th>
<th>COMMENTS-SCOPE</th>
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</table>

**GRAND TOTAL**

I CERTIFY THAT THE INFORMATION WAS OBTAINED FROM PAYROLL, INVOICES, OR OTHER DOCUMENTS THAT ARE AVAILABLE FOR AUDIT.

<table>
<thead>
<tr>
<th>CERTIFIED</th>
<th>TITLE</th>
<th>DATE</th>
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