



City of Santa Monica

SEMS/NIMS Multi Hazard Functional Emergency Plan 2013

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City Disclaimer:

This Multi Hazard Functional Emergency Plan is written in compliance with California's Standardized Emergency Management System and the National Incident Management System. The plan is developed with a multi-hazard perspective to make it applicable to the widest range of emergencies and disasters, both natural and manmade. However, Incident Commanders and Emergency Operations Center Directors retain the flexibility to modify procedures and/or organization structure as necessary to accomplish the emergency/disaster response and recovery missions in the context of a particular hazard scenario.

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GENERAL

This Multi Hazard Functional Emergency Plan addresses the City of Santa Monica's planned response to emergency/disaster situations associated with natural disasters, technological incidents and national security emergencies. The plan does not address 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 large-scale events.

This plan is a preparedness document designed to be read, understood and exercised prior to an emergency/disaster. The plan incorporates the concepts and principles of the California Standardized Emergency Management System (SEMS), National Incident Management System (NIMS) and the Incident Command System (ICS) into the emergency operations of the City of Santa Monica. This plan is flexible enough to use in all emergencies and will facilitate response and short-term recovery activities.

Assumptions

- The City of Santa Monica is hereafter referred to as the "City" in this plan unless otherwise noted.
- The City is responsible for emergency/disaster actions and will commit all available resources to save lives, minimize injury to persons, minimize damage to property and preserve the environment.
- The City will utilize SEMS and NIMS in emergency/disaster response operations.
- The City will use the Incident Command System (ICS) and the Multi-agency Coordination System (MACS) at all incidents and events.
- The Director of Emergency Services and/ or Office of Emergency Management will coordinate the City's disaster response. The City is part of the Los Angeles County Operational Area.
- The Los Angeles County Operational Area is hereafter referred to as the "Operational Area" in this plan unless otherwise noted.
- Mutual aid assistance will be requested when disaster response and relief requirements exceed the City's ability to meet them.

Scope

This Multi Hazard Functional Emergency Plan:

- 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, assignment of responsibilities, administration and logistics, plan development and maintenance, authorities and references.
- Pre-designates jurisdictional and/or functional area representatives to the Incident Command, Unified Command and the Emergency Operations Center (EOC) whenever possible to facilitate responsive and collaborative incident management.

Emergency/Disaster Management Goals

- Provide effective life safety measures and reduce property loss.
- Provide for the rapid resumption of community services.
- Provide accurate documentation required for cost recovery efforts.
- Protection of the built and natural environment.

Organization of the Multi Hazard Functional Emergency Plan

Basic Plan - Overall organizational and operational concepts of preparedness, response, recovery, mitigation, an overview of potential hazards and a description of the emergency/disaster response organization. Checklists and supporting documents for each function/position.

Supporting Documentation – Hazard specific plans, operational plans, standard operating procedures, etc.

Activation of the Multi Hazard Functional Emergency Plan

- On the order of the **City Manager, Assistant City Manager, Emergency Manager, Chief of Police, Chief of Fire Department, Director of Public Works.**
- When the Governor has proclaimed a State of Emergency in an area including the City of Santa Monica.
- 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 confirmation of a nuclear detonation.

Maintenance of the Multi Hazard Emergency Functional Plan

The Multi Hazard Functional Emergency Plan will be reviewed regularly to ensure that plan elements are valid and current. Changes in government structure and emergency response organizations will also be considered in the Multi Hazard Functional Emergency Plan revisions. The City's Office of Emergency Management is responsible for making revisions to the Multi Hazard Functional Emergency Plan and will prepare, coordinate, publish and distribute any necessary changes to the plan

The City Attorney's Office will also review documents that provide the legal basis for emergency planning to ensure conformance to SEMS/NIMS requirements and modify the Multi Hazard Functional Emergency Plan as necessary.

Purpose

The Basic Plan addresses the City's planned response to natural or human-caused disasters. It provides an overview of operational concepts, identifies components of the City's emergency/disaster management organization within the Standardized Emergency Management System (SEMS) and the National Incident Management System (NIMS). It describes the overall responsibilities of the federal, state and county entities and the City for protecting life and property and assuring the overall well-being of the population.

Preparedness Elements

The City will place emphasis on:

- Emergency/disaster planning.
- Training of full-time, auxiliary and reserve personnel and volunteers.
- Public awareness and education.
- Identifying the resources needed to cope with emergency/disaster response.

Emphasis will also be placed on prevention and mitigation measures to reduce losses from disasters, as detailed in the City's Local Hazard Mitigation Plan.

Concept of Operations

Operations involve a full spectrum of response activities, from a minor incident, to a major earthquake, to a nuclear detonation. There are a number of similarities in operational concepts for responding to natural and man-made disasters. Some emergencies/disasters will be preceded by a build-up or warning period, providing sufficient time to warn the population and implement mitigation measures designed to reduce loss of life and property damage. Other emergencies occur with little or no advance warning, thus requiring immediate activation of the emergency/disaster operations plan and commitment of resources. All Departments and Divisions must be prepared to respond promptly and effectively to any emergency/disaster, including the provision and utilization of mutual aid.

Emergency Management Phases:

There are typically four phases of Emergency Management:

- Mitigation
- Preparedness
- Response
- Recovery

Mitigation Phase

Mitigation efforts occur both before and following disasters. Post-disaster mitigation is part of the recovery process. Eliminating or reducing the impact of hazards which exist within the City and are a threat to life and property are part of the mitigation efforts. Mitigation efforts are ongoing and are intended to minimize the impacts of disasters to the community.

Mitigation tools include:

- City's Local Hazard Mitigation Plan.
- Local ordinances & statutes (zoning ordinance, building codes & enforcement, etc.).
- Structural measures.
- Tax levee or abatements.
- Public information and community relations.
- Land use planning.
- Professional training.
- Alerting and Notification utilizing SM Alerts.

Preparedness Phase

The preparedness phase involves activities taken in advance of an emergency/disaster. These activities help develop operational capabilities for disaster response. These actions might include mitigation activities, emergency/disaster planning, training, exercises and public education. The agencies and departments identified in this plan as having either a primary or support role relative to response and recovery will utilize standard operating procedures (SOPs) and checklists detailing personnel assignments, policies, notification rosters and resource lists. Personnel should be acquainted with these SOPs and checklists through periodic training in the activation and use of procedures.

Day to Day

The preparedness phase involves activities undertaken in advance of an emergency. Disaster plans are developed and revised to guide disaster response and increase the readiness of available resources.

Planning activities include:

- Developing hazard analysis.
- Writing mutual aid plans.
- Developing standard operating procedures (SOPs) and checklists.
- Training personnel and volunteers.
- Improving public information and communications systems.

- Developing systems for logistical support and financial accountability, i.e. disaster accounting system, pre-approved disaster contacts, vendor lists.
- Develop and implement a plan for photo documentation of pre-disaster condition of public buildings and infrastructure.
- Review and update emergency/disaster plans, standard operating procedures (SOPs) and resources listings.
- Review emergency purchasing agreements and contractor/vendor lists.
- Review disaster cost accounting procedures.
- Disseminate accurate and timely public information.
- Accelerate training of all staff and volunteers.
- Recruit volunteers as Disaster Services Workers.
- Prepare resources for possible mobilization.
- Test warning and communications systems.

Response Phase

Pre-Emergency/Disaster

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/disaster and notifying them of safety measures to be implemented.
- Advising the Operational Area of the emergency/disaster.
- Identifying the need for and requesting mutual aid.
- Consider activation of the City Emergency Operations Center (EOC).
- Consider Proclamation of a Local Emergency by local authorities.

Emergency/Disaster 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, the private sector and volunteer agencies.

The EOC will give priority to the following operations:

- Protection of lives.
- Protection of property.
- Preservation of the environment.
- Dissemination of accurate and timely information and warning to the public.
- Situation analysis.
- Resource allocation and tracking.
- Evacuation and rescue operations.
- Medical care operations.
- Coroner operations.

- Care and shelter operations.
- Perimeter and access control.
- Public health operations.
- Photographic documentation of all disaster damage to public property.
- Restoration of vital services and utilities.
- Protecting the environment.
- Ensuring plans are in place to accommodate members of the community with Access and Functional Needs.

When local resources are committed or are anticipated to be fully committed and additional resources are required, requests for mutual aid will be initiated through the Operational Area. Fire and law enforcement agencies will request or render mutual aid directly through existing mutual aid channels.

Depending on the severity of the emergency/disaster, the local Emergency Operations Center (EOC) may be activated and a Local Emergency may be proclaimed. If a Local Emergency is proclaimed, the EOC must be activated.

Sustained Disaster Operations

In addition to continuing life and property protection operations, mass care, relocation, of displaced persons and damage assessment operations will be continued until conditions are stabilized.

Recovery Phase

Recovery is both short-term activity intended to return critical systems to operation and long-term activity designed to return life to normal in the community.

The City will implement economic recovery plans, mitigation plans and local legislative strategies necessary to promote recovery. City departments will review impacts on programs, and the City will aggressively pursue state and federal assistance for local recovery.

The City will work with community partners and outside agencies in an effort to provide some short-term assistance to disaster victims. Local Assistance Centers (LACs) or telephone call centers may also be established, providing a "one-stop" service to begin the process of receiving federal, state and local recovery assistance for the community.

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

- Reunification of families.
- Restoring government and community services.
- Rebuilding damaged property.
- Identifying and mitigating hazards caused by the disaster.
- Recovering disaster costs associated with response and recovery efforts.

The following recovery issues are addressed in Supporting Documentation:

- The recovery organization.
- The recovery damage assessment organization and responsibilities.
- Recovery documentation procedures.
- Recovery After-Action Reports.
- Recovery Disaster Assistance (programs, purpose, restrictions and application process).

Hazard Identification and Analysis

A Hazard Identification and Analysis is part of this plan. Hazard analysis is also addressed in the City's Local Hazard Mitigation Plan.

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 improve their ability to prepare for, respond to, and recover from disasters.

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 ongoing programs are coordinated among local, state and federal officials to ensure their contribution to emergency preparedness and response operations. Emergency Public Information procedures are addressed in the Alerting and Warning sections of the Plan and detailed procedures and checklists regarding public information are included.

Access and Functional Needs Considerations for Local Government

Emergency preparedness and response programs must be made accessible to people with Access and Functional Needs and is required by the Americans with Disabilities Act of 1990 (ADA). Disabilities include but are not limited to mobility, vision, hearing, cognitive disorders, mental illnesses and language barriers. **(See Supporting Documentation).**

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 for mobility devices or service animals while in transit or at shelters.
- Accessibility to emergency information.

Disaster Animal Care Considerations for Local Government

The PETS Act (Pets Evacuation and Transportation Standards Act of 2006) directs that state and local emergency preparedness plans address the needs of people with pets and service animals after a major disaster, including the rescue, care and sheltering of animals. Santa Monica Animal Control will be the lead agency in planning and response for animal care issues related to disaster preparedness, response, and recovery. An annex addressing these needs is included in Supporting Documentation.

Training and Exercises

The Office of Emergency Management 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 Office of Emergency Management is responsible for coordinating, scheduling and documenting training, exercises and After-Action and Corrective Action Reports.

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 Standardized Emergency Management System (SEMS)/National Incident Management System (NIMS)/Incident Command Systems (ICS) training.

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 which will be used in a disaster.

There are several forms of exercises:

- **Tabletop exercises** provide a convenient and low-cost method designed to evaluate policies, plans and procedures and resolve coordination and responsibility issues. Such exercises are a good way to test the effectiveness of policies and procedures.
- **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 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.

After an exercise or actual event, After Action and Corrective Action Reports may be written.

The City has developed an exercise program that provides periodic exercises for EOC, DOC and field personnel under SEMS/NIMS.

Alerting and Warning

Warning is the process of alerting government agencies and the general public to the threat of imminent danger. Santa Monica utilizes “SMAlerts”, an internal mass notification and warning system to alert both City staff and the community at large, in times of emergencies. **The SM Alerts usage policy is included in Supporting Documentation.**

STANDARDIZED EMERGENCY MANAGEMENT SYSTEM (SEMS)

The Standardized Emergency Management System was formally adopted by the City of Santa Monica on November 9th, 1999, 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.

The National Incident Management System (NIMS) was formally adopted by the City of Santa Monica on March 28th, 2006. NIMS principles and components have been integrated into the planning for emergency preparedness, response, and recovery of the Santa Monica Multi Hazard Functional Emergency Plan.

SEMS consists of five organizational levels: field response, local government, operational area, regional and state.

Field Response Level

The field response level is where emergency response personnel and resources carry out tactical activities. SEMS and NIMS 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.

Requests for any resources or support that cannot be obtained at the field level are sent to the City Emergency Operations Center (EOC).

Local Government Level

Local governments include cities, counties and special districts. Local governments manage and coordinate the overall emergency/disaster response and recovery activities in their jurisdictional EOC. Local governments are required to use SEMS when their EOC is activated or a local emergency is proclaimed in order to be eligible for state funding of response-related personnel costs. Local governments shall provide the following functions in the EOC: management, operations, planning/intelligence, logistics and finance/ administration.

The City EOC will submit all requests for resources that cannot be obtained through local sources, along with other pertinent disaster information, to the Operational Area.

Local jurisdictions are responsible for overall direction of personnel and equipment provided for emergency/disaster operations through mutual aid (Government Code Section 8618). 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.

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

SEMS Requirements for Local Governments

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

- A local emergency is proclaimed, or
- The local government EOC is activated.

Establish coordination and communications with Incident Commanders either:

- Through department operations centers (DOCs) to the EOC, when activated, or
- Directly to the EOC, when activated.

Use existing mutual aid systems for coordinating fire and law enforcement resources.

Establish coordination and communications between the City EOC and any state or local emergency response agency having jurisdiction at an incident within the City.

Use multi-agency or inter-agency coordination to facilitate decisions for overall local government level disaster/emergency response activities.

City Responsibilities under SEMS/NIMS

The integration of SEMS/NIMS will be a cooperative effort of all departments and agencies within the City that have a disaster/emergency response role. The Office of Emergency Management is the Point of Contact for SEMS/NIMS compliance for the City with responsibilities for:

- Communicating information within the City on SEMS/NIMS requirements and guidelines.
- Coordinating SEMS/NIMS compliance among departments and agencies.
- Incorporating SEMS /NIMS into the City's procedures.
- Incorporating SEMS/NIMS into the City's emergency ordinances, agreements, memorandum of understandings, etc.

- Identification of special districts that operate or provide services within the City. The disaster/emergency role of these special districts should be determined and provisions made for coordination during emergencies.
- Identification of local volunteer and private agencies that have a disaster/emergency response role.

Operational Area (Los Angeles County Operational Area)

Under SEMS, the operational area is defined in the California Emergency Services Act as the 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, counties and special districts. 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.
- 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 Santa Monica. 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). Los Angeles County Office of Emergency Management (OEM) is the coordinating agency for the Operational Area.

When the 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 resource requests by cities. The Operational Area submits all requests for resources that cannot be obtained within the County, and other relevant information, to CalEMA Southern Region.

The Los Angeles County 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 or the county has requested a governor's proclamation of a state of emergency, as defined in the Government Code Section 8558(b).

5. A state of emergency is proclaimed by the governor for the county or two or more cities within the operational area.
6. The operational area requests or receives resources from outside its boundaries. This procedure 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 and three administrative regions. Los Angeles County is within CalEMA Mutual Aid Region I and the CalEMA Southern Administrative Region, which includes eleven counties. The primary mission of the Southern Region's emergency management organization is to support all the operational areas' 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 within the State of California is overseen and directed by the California Emergency Management Agency (Cal-EMA).

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

Federal

U.S. Department of Homeland Security (DHS)

The Homeland Security Act of 2002 established the Department of Homeland Security (DHS) to:

- Secure the United States from terrorist threats or attacks.
- Reduce the vulnerability of the United States to terrorism, natural disasters and other emergencies.
- Minimize the damage and assist in the recovery from terrorist attacks, natural disasters and other emergencies.

Federal Emergency Management Agency (FEMA)

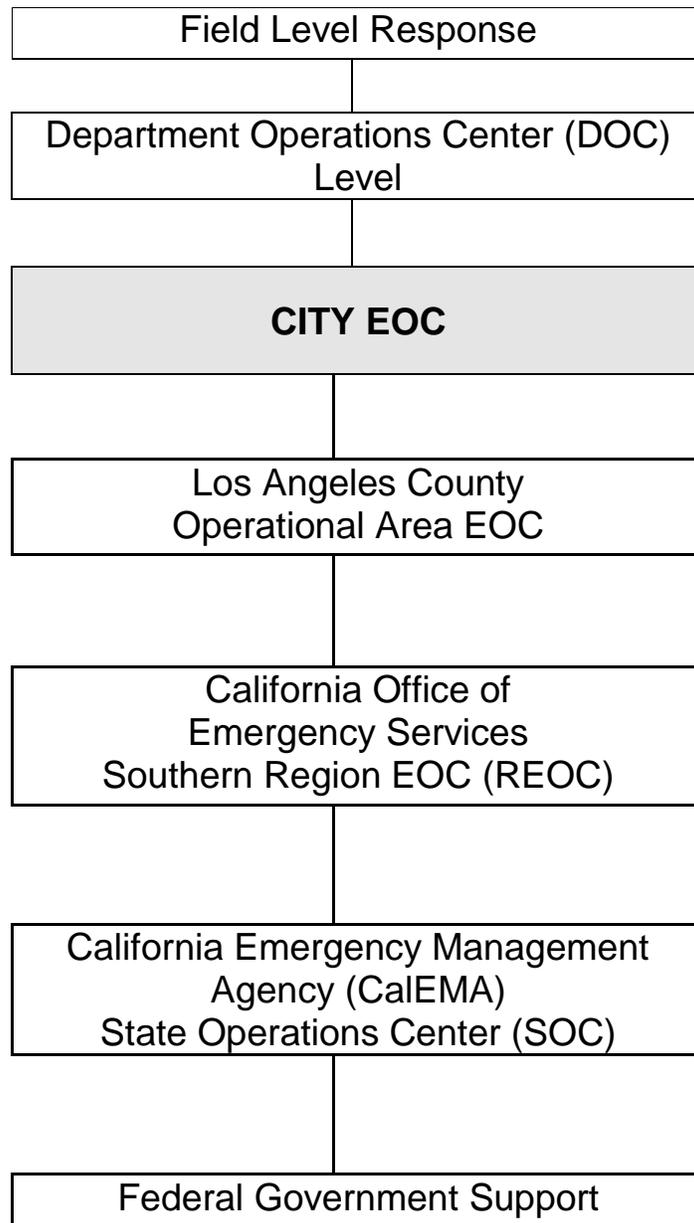
The Federal Emergency Management Agency (FEMA) serves as the main federal government contact during disasters and national security emergencies. In a disaster, different federal agencies may be involved in the response and recovery operations. Federal disaster assistance is organized under the concept of the Emergency Support Functions (ESFs) as defined in the National Response Framework. All contact with 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 FEMA and other federal agencies.

Emergency Support Functions

The federal government organized much of its resources and capabilities under 15 Emergency Support Functions (ESFs) as described in the National Response Framework (NRF). When the federal government deploys its resources to assist in an emergency, it provides the greatest possible access to federal department and agency assets regardless of which organization has those resources.

SEMS/NIMS COMMUNICATIONS AND COORDINATION



SEMS EOC Organization

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

- **Management:** Responsible for overall emergency policy and coordination through the joint efforts of governmental agencies and private organizations.
- **Operations:** Responsible for coordinating all jurisdictional operations in support of the disaster/emergency response through implementation of the local government's EOC Action Plan.
- **Planning/Intelligence:** Responsible for collecting, evaluating and disseminating information; developing the 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 also include representatives from special districts, volunteer agencies, and private agencies with significant response roles.

Special District Involvement

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

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

Local special districts in Santa Monica include: The Santa Monica Airport, the Santa Monica Malibu Unified School District, and the Santa Monica College.

It may not be feasible for the City EOC to accommodate representatives from all special districts during area-wide disasters. In such cases, the City should work with the special districts to develop alternate ways of establishing coordination and communications.

The initial reporting contact for a special district would be with the Liaison Officer at both the EOC and field levels.

Coordination with Nongovernmental Agencies and Private Sector Businesses

The City partners with nongovernmental agencies and private sector business to ensure coordination of disaster/emergency preparedness, response, recovery, and mitigation activities.

- 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 disabilities. These groups collaborate with first responders, governments at all levels and other agencies and organizations.
- Key business partners should be involved in the local crisis decision-making process or have a direct link to the EOC during an incident.

City EOCs will be a focal point for coordination of response activities with many of these nongovernmental agencies and key businesses. The EOC should establish communication with private and volunteer agencies providing services within the city.

In Santa Monica, community partners include:

- Santa Monica Malibu Unified School District
- Santa Monica College
- Santa Monica Chamber of Commerce
- Downtown District of Santa Monica
- Santa Monica Convention and Visitor's Bureau
- American Red Cross of Greater Los Angeles
- St John's Hospital
- UCLA- Santa Monica Hospital
- Santa Monica Organizations Active in Disasters

Agencies that play key roles in the response should have representatives at the EOC or at the Incident Command Post, and their initial contact would be with the Liaison Officer. If an agency is supporting one function only, its representative may be located with that functional element. Some agencies may have several personnel participating in functional elements in the EOC. For example, American Red Cross personnel may be part of the staffing for the Care and Shelter element of the EOC.

Agencies that have countywide response roles and cannot respond to numerous city EOCs should be represented at the operational area level.

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.

Major Concepts of SEMS

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 which are needed but not staffed will be the responsibility of the next higher element in the organization.

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

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 every 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 including, 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 and beyond. The operational period is determined by first establishing a set of priority actions that need to be performed. A reasonable time frame is then established for accomplishing those actions. The action plans need not be complex, but should be sufficiently detailed to guide EOC elements in implementing the priority actions. Guidelines for developing action plans and example action plan formats are contained in **Supporting Documentation**.

Multi-Agency or Inter-Agency Coordination at the Local Government Level (EOC)

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.

NATIONAL INCIDENT MANAGEMENT SYSTEM (NIMS)

Homeland Security Presidential Directive-5 (HSPD-5) established the National Incident Management System (NIMS) as the required emergency/disaster response system. NIMS integrates existing best practices into a consistent, flexible and adjustable nationwide approach for emergency management. Using NIMS, Federal, State, local and tribal governments; 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, 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 (MACS)** – Provides coordination for incident prioritization, critical resource allocation, communications systems and information coordination. These systems include facilities, equipment, emergency operation centers (EOCs), personnel, procedures and communications.
- **Public Information Systems (PIS)** – These refer to processes, procedures and systems for communicating timely and accurate information to the public during crisis or emergency situations.

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 provide assistance during an incident.

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

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 provides 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*” to assist state agencies, local governments, tribes and special districts to incorporate NIMS into already existing programs, plans, training and exercises. The City is following this document to ensure NIMS compliance. Cities should be familiar with the National Response Framework and the Emergency Support Functions (ESFs) process that may provide federal assistance for response and recovery.

INCIDENT COMMAND SYSTEM (ICS)

The Incident Command System (ICS) is a nationally recognized system for managing incidents as well as pre-planned events. It consists of a modular and flexible organizational structure as well as features such as management by objectives, action planning, span of control, organizational hierarchy, accountability and resource management. Detailed information on the Incident Command System (ICS) can be found at www.fema.gov.

Use of ICS at the Field Level

The concepts, principles and organizational structure of the Incident Command System (ICS) will be used in managing field operations. The size, complexity, hazard environment and objectives of the situation will determine the ICS size and the support that will be required to support field activities. The incident will be managed by objectives to be achieved and those objectives are communicated to field and EOC personnel through the use of the action planning process.

Typically, an Incident Commander (IC) will communicate with the EOC Director as to situation and resource status through established communications channels. Members of the IC Command and General Staff will communicate with their counterparts in the EOC using the same communications methods. Some members of the EOC Command or General Staff may be asked to attend briefings or planning meetings at the Command Post.

When multiple agencies respond to the incident, the IC will establish a Unified Command/Multi-Agency Coordination System and agency representatives will be asked to report to the Liaison Officer. Outside agencies including those from county, state and federal agencies will participate in the Unified Command/Multi-Agency Coordination System by assisting in identifying objectives, setting priorities and allocating critical resources to the incident.

Field/EOC Communications and Coordination

The City's Police and Fire communication centers coordinate the communications channels and protocols to be used during an incident. Typically, field to EOC communications will occur at the Command and General Staff levels or, if they are established, field units will communicate with a Department Operations Center (DOC) who will, in turn, relay the information to the appropriate section/function in the EOC.

The City EOC will communicate situation and resource status information to the Los Angeles County Operational Area and other outside agencies via designated countywide emergency reporting systems and other systems referenced in the Los Angeles County Operational Area Disaster Information Reporting Procedures.

Field/EOC Direction and Control Interface

The EOC Director will establish jurisdictional objectives and priorities and communicate those to everyone in the organization through the EOC Action Plan. Incident Commander(s) will ensure incident objectives and priorities are consistent with those policies and guidelines established at the city level by the EOC Director.

It is the responsibility of the Incident Commander to communicate critical information to the EOC Director in a timely manner.

Field/EOC Coordination with Department Operations Centers (DOCs)

If a department within the City establishes a DOC to coordinate and support their departmental field activities, its location, time of establishment and staffing information will be communicated to the City EOC. All communications with the field units of that department will be directed to the DOC who will then relay situation and resource information to the EOC. DOCs act as an intermediate communications and coordination link between field units and the City EOC.

MANAGEMENT SECTION

Purpose

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

Overview

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

Objectives

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

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

Concept of Operations

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

- The 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. While in a disaster mode, operational periods will be 12 hours for the duration of the event.
- Operational periods will normally change at 07:00 a.m. and 7:00 p.m.
- 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 One — Decentralized Coordination and Direction

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.

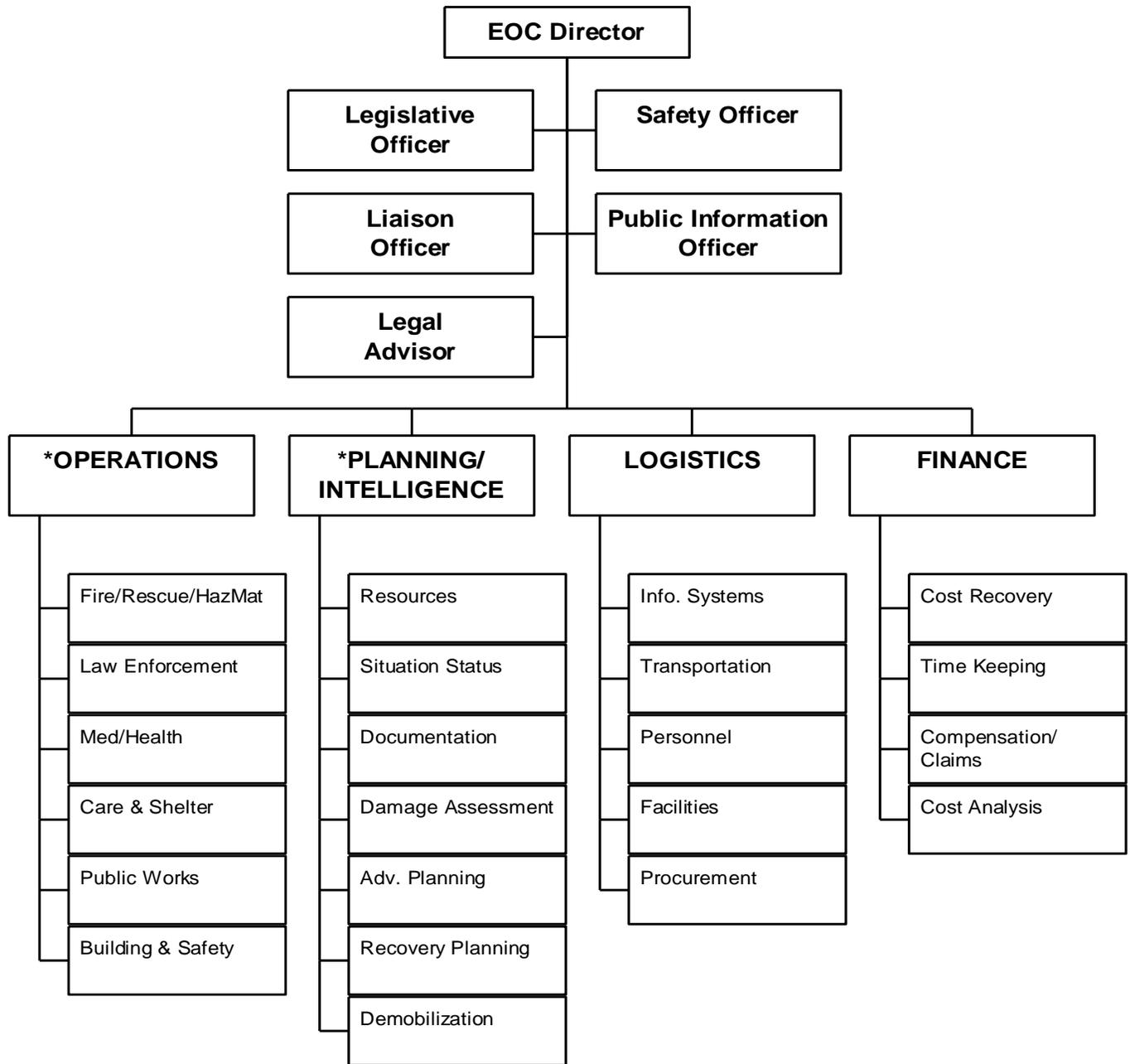
Level Two — Centralized Coordination and Decentralized Direction

A moderate to severe emergency wherein local resources are not adequate and mutual aid may be required on a regional or even statewide basis. Key management level personnel from the principal involved agencies will co-locate in a central location to provide jurisdictional or multi-jurisdictional coordination. The EOC should be activated. Off-duty personnel may be recalled. A Local Emergency will be proclaimed and a State of Emergency may be proclaimed.

Level Three — Centralized Coordination and Direction

A major local or regional disaster wherein resources in or near the impacted area are overwhelmed and extensive state and/or federal resources are required. A Local Emergency 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. All off-duty personnel will be recalled.

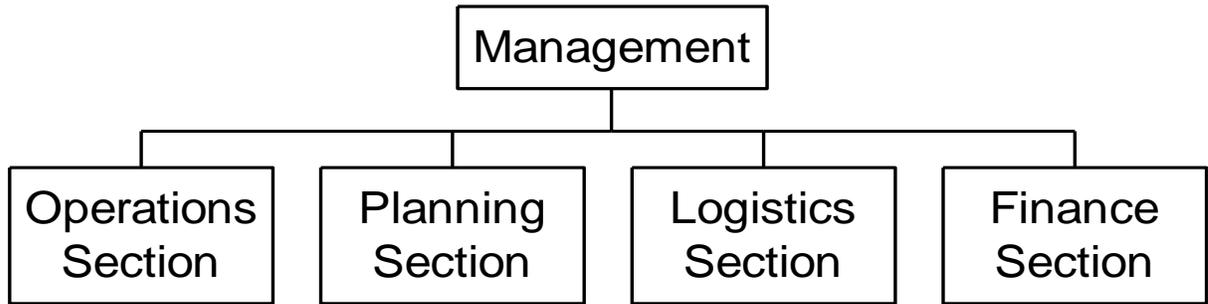
SEMS/NIMS ORGANIZATION CHART



* If all elements are activated, a deputy may be appointed to provide a manageable span of control.

Field Units will be coordinating and communication with each of the Branches under the Operations Section. The Incident Command System will be used in the field.

SEMS/NIMS RESPONSIBILITIES CHART



Responsibilities:

Management (Management Section)

Responsible for overall emergency management policy and coordination through the joint efforts of governmental agencies and private organizations. The EOC Director will either activate appropriate sections or perform their functions as needed.

Operations Section

Responsible for coordinating all jurisdictional operations in support of the emergency response through implementation of the city's EOC Action Plan.

Planning/Intelligence Section

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

Logistics Section

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

Finance/Administration Section

Responsible for financial activities and other administrative aspects.

EOC DIRECTOR

SUPERVISOR: City Council

GENERAL DUTIES:

- Serve as the Director of Emergency Services for the City of Santa Monica.
- Make executive decisions based on policies of the City Council.
- Develop and issue rules, regulations, proclamations and orders.
- Establish the appropriate level of organization, and continuously monitor the effectiveness of that organization. Make changes as required.
- Be prepared to form additional branches/groups/units as dictated by the situation.
- Exercise overall management responsibility for the coordination of the response efforts within the affected area. In conjunction with the General Staff, set priorities for response efforts, and ensure that all agency actions are accomplished within the priorities established.
- Ensure that multi-agency or inter-agency coordination is accomplished effectively within the EOC.

YOUR RESPONSIBILITY:

Overall management of the City of Santa Monica's emergency response and recovery effort.

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

CHECKLIST

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.
- Activate an alternate EOC as required. When there is damage to the primary EOC sufficient to render it unusable, report to the alternate EOC.

- Obtain briefing from whatever sources are available.

Position Start-Up Actions

- Review your position responsibilities.
- Identify yourself as the EOC Director by putting on the vest with your title
- Direct the implementation of the City of Santa Monica's SEMS/NIMS Emergency Plan.
- Confirm level of EOC activation and ensure that EOC positions and ICS field positions are filled as needed.
- Notify the Los Angeles County Operational Area that the City EOC is activated via the West Hollywood Sheriff's Station EOC (Station EOC activated) or Watch Commander (Station EOC not activated).
- Assign staff to initiate check-in procedures.
- Ensure that the EOC Organization and staffing chart is posted and that arriving team members are assigned by name.
- Ensure the EOC is properly set up and ready for operations.
- Authorize activation of emergency volunteer organizations.
- Advise Logistics Section to activate employee recall protocols.
- Appoint and ensure that EOC Section Chiefs (General Staff) are in place as soon as possible and are staffing their respective sections.
 - ◆ EOC Operations Section Chief
 - ◆ EOC Planning/Intelligence Section Chief
 - ◆ EOC Logistics Section Chief
 - ◆ EOC Finance/Administration Section Chief
- Ensure that the Management Section is staffed as soon as possible at the level needed.
 - ◆ Public Information Officer
 - ◆ Liaison Officer/EOC Coordinator
 - ◆ Safety Officer

- Request additional personnel to maintain a 24-hour operation as required.
- 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, brief staff and make staff assignments.
- Open and maintain a position log.
- Using activity log, maintain all required records and documentation to support the After-Action Report and the history of the emergency/disaster. Document:
 - ◆ Messages received
 - ◆ Action taken
 - ◆ Decision justification and documentation
 - ◆ Requests filled
 - ◆ EOC personnel, time on duty and assignments

Precise information is essential to meet requirements for possible reimbursement by CalEMA and FEMA.

- Ensure that all EOC Management Team meetings, General Staff meetings and policy decisions are documented by a scribe.
- Ensure that all relevant communication systems are established and operable.
- Ensure that all departments account for personnel and work assignments.
- Confirm the delegation of authority. Obtain any guidance or direction as necessary.
- Determine appropriate delegation of purchasing authority to the Purchasing Unit of the Finance/Administration Section.
- Schedule the first planning meeting.

- Confer with EOC Operations Section Chief and other General Staff to determine what representation is needed at the EOC from other agencies.
- Ensure that the field agency representatives have been assigned to other facilities as necessary.
- Determine need and establish, if necessary, a deputy director position.
- Establish the frequency of briefing sessions.
- Based on the situation as known or forecast, determine likely future EOC Management Section needs.
- Think ahead and *anticipate* situations and problems before they occur.
- Request additional resources through the appropriate EOC Logistics Section Unit.

General Operational Duties

- Carry out responsibilities of your EOC Section not currently staffed.
- Make a list of key issues currently facing your Section to be accomplished within the next operational period.
- Ensure that all your Section logs and files are maintained.
- Monitor your Section activities and adjust Section organization as appropriate.
- Resolve problems that arise in conducting your Section and EOC responsibilities.
- Anticipate potential situation changes, such as severe aftershocks, in all Section and EOC planning. Develop a backup plan for all plans and procedures requiring off-site communications.
- Conduct periodic briefings for your Section. Ensure that all organizational elements are aware of priorities.
- Use face-to-face communication in the EOC whenever possible and document decisions and policy.
- Ensure that all your Section personnel and equipment time records and a record of expendable materials used are provided to the Time Unit and Cost Analysis Unit of the Finance/Administration Section at the end of each operational period.

- Brief your relief at shift change time. Ensure that in-progress activities are identified and follow-up requirements are known.

Operational Duties

- Carry out responsibilities of all other EOC Sections not currently staffed.
- Assess situation, work in progress, resources and estimate incident duration.
- Set up EOC planning meeting schedule with all EOC Section Chiefs.
- Develop overall strategy with the EOC Section Chiefs.
- Ensure that EOC Sections are carrying out their principle duties:
 - ◆ Implementing operational objectives per the EOC Action Plan.
 - ◆ Preparing action plans and status reports.
 - ◆ Providing adequate facility and operational support.
 - ◆ Providing administrative and fiscal record keeping and support.
- Develop and issue appropriate rules, regulations, proclamations and orders.
- Initiate **Emergency Proclamations** as needed (**See Supporting Documentation**).
- Establish City Hall hours of operation.
- Conduct periodic briefing sessions with the entire EOC Management Team to update the overall situation.
- Conduct periodic briefing sessions with the City Council to update the overall situation.
- Set priorities for restoration of city services.
- Hold action planning meeting of section and branch coordinators, agency representatives (as required) and key staff. The activities to be covered in an action planning meeting are:
 - ◆ Provide briefings on current and forecasted situation and major reportable incidents within affected Operational Area.
 - ◆ Obtain any additional information from other sources on the current situation assessment.
 - ◆ Review availability and status of ordered, enroute or staged resources.
 - ◆ Establish with staff the next Operational Period for which the EOC Action Plan should be developed.

- ◆ Define priority actions to be accomplished or undertaken within the next Operational Period in light of the known and forecasted situation and status of available resources.
 - ◆ Establish assignments for available and incoming resources based on current and forecast situation and established priorities.
 - ◆ Determine need for additional resources. Establish specific responsibilities for ordering.
 - ◆ Discuss and resolve any internal coordination issues.
 - ◆ Ensure that staff is clear on the EOC Action Plan. Have pertinent elements documented for distribution as necessary.
 - ◆ Establish time for next action planning meeting.
- Approve and authorize the implementation of the EOC Action Plan developed and prepared by the EOC Planning/Intelligence Section and EOC Management Team.
 - In conjunction with the EOC Public Information Officer (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 via the Santa Monica Alert and Notification system, SM Alerts and the Los Angeles County's Emergency Alert System (EAS).
 - 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.
 - In conjunction with the EOC Safety Officer, establish and maintain a safe working environment.
 - Ensure that proper security of the EOC is maintained at all times.
 - Ensure that the EOC 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.
 - Monitor section level activities to assure that all appropriate actions are being taken.
 - Brief your relief at shift change time. Ensure that in-progress activities are identified and follow-up requirements are known.

Deactivation

- Authorize deactivation of sections, branches or units when they are no longer required.
- Notify Los Angeles County Operational Area via the West Hollywood Sheriff's Station EOC or Watch Commander, 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.
- Be prepared to provide input to the EOC After-Action Report/Corrective Action Report.
- Deactivate the EOC and close out logs when emergency situation no longer requires activation.
- Proclaim termination of the emergency and proceed with recovery operations.

NOTES:

LIAISON OFFICER

SUPERVISOR: EOC Director

GENERAL DUTIES:

- 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.
- 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.

YOUR RESPONSIBILITY:

Serve as the point of contact for Agency Representatives from assisting organizations and agencies outside the city government structure; aid in coordinating the efforts of these outside agencies to reduce the risk of their operating independently. Any state and/or federal emergency official should make contact with the Liaison Officer to ensure continuity of operations.

Multi-agency or inter-agency coordination is defined as the participation of agencies and disciplines involved at any level of the SEMS/NIMS 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.

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

CHECKLIST

Activation

- Check-in upon arrival at EOC.
- Report to the EOC Director.

- Obtain a briefing on the situation.
- Determine your personal operating location and set up as necessary.
- Review your position responsibilities.
- Identify yourself as the Liaison Officer by putting on the vest with your title.
- Clarify any issues regarding your authority and assignments and what others in the organization do.
- Open and maintain a position activity log.
- Determine 24-hour staffing requirements and request additional support as required.
- Request additional resources through the appropriate EOC Logistics Section Unit.
- Based on the situation as known or forecast determine likely future Section needs.
- Think ahead and **anticipate** situations and problems before they occur.
- Using activity log, maintain all required records and documentation to support the After-Action Report and the history of the emergency/disaster. Document:
 - ◆ Messages received
 - ◆ Action taken
 - ◆ Decision justification and documentation
 - ◆ Requests filled
 - ◆ EOC personnel, time on duty and assignments

General Operational Duties

- Keep up to date on the situation and resources associated with your position. Maintain current status reports and displays.
- Keep the EOC Director advised of your status and activity and on any problem areas that now need or will require solutions.
- Establish operating procedure with the Information Systems Branch of the EOC Logistics Section for use of telephone, radio and data systems. Make any priorities or special requests known.
- Review situation reports as they are received. Verify information where questions exist.

- Anticipate potential situation changes, such as severe aftershocks, in all planning. Develop a backup plan for all plans and procedures requiring off-site communications.
- Determine and **anticipate** support requirements and forward to your Section Chief.
- 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.
- Ensure that your personnel and equipment time records and a record of expendable materials used are provided to your Section Chief at the end of each operational period.
- Brief your relief at shift-change time. Ensure that in-progress activities are identified and follow-up requirements are known.

Position Operational Duties

- Arrange and coordinate VIP tours with PIO, Legislative Liaison and City Council members.
- 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).
- Determine if outside liaison is required with other agencies such as:
 - ◆ Local/county/state/federal agencies.
 - ◆ Schools.
 - ◆ Volunteer organizations.
 - ◆ Private sector organizations.
 - ◆ Utilities not already represented.
- Determine status and resource needs and availability of other agencies.
- Brief Agency Representatives on current situation, priorities and EOC Action Plan.
- Request Agency Representatives contact their agency, determine level of activation of agency facilities, and obtain any intelligence or situation information that may be

useful to the EOC.

- Notify and coordinate with adjacent jurisdictions on facilities and/or dangerous releases that may impose risk across boundaries.
- Respond to requests for liaison personnel from other agencies.
- Act as liaison with state or federal emergency response officials and appropriate city personnel.
- Determine if there are communication problems in contacting outside agencies. Provide information to the Information Systems Branch of the EOC Logistics Section.
- 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 Chiefs.
- Respond to requests from sections and branches/groups/units for Agency information. Direct requesters to appropriate Agency Representatives.
- Provide periodic update briefings to Agency Representatives as necessary.

Deactivation

- Release Agency Representatives no longer required in the EOC after coordination with the EOC Director and rest of the General Staff.
- Ensure that all required forms or reports are completed prior to your release and departure.
- Be prepared to provide input to After-Action/Corrective Action Report.
- Determine what follow-up to your assignment might be required before you leave.
- Deactivate the Liaison Officer position and close out logs when authorized by the EOC Director.

NOTES:

EOC COORDINATOR

SUPERVISOR: EOC Director

GENERAL DUTIES:

- Coordinate Emergency Operations Center (EOC) internal management systems.
- Liaison with outside public jurisdictions and internal departments.
- Assist and serve as an advisor to the EOC Director and General Staff as needed.
- Provide information and guidance to the EOC Management Team.
- Maintain contact with the Los Angeles County Operational Area EOC Liaison Officer.
- Serve (temporary assignment) as a Section Chief if assigned by the EOC Director
- Coordinate all visits to the EOC in conjunction with the Liaison Officer.

YOUR RESPONSIBILITY:

Facilitate the overall functioning of the EOC, coordinate with other agencies and SEMS/NIMS levels and serve as a resource to the EOC Director.

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

CHECKLIST

Activation

- Check-in upon arrival at the EOC.
- Report to the EOC Director.
- Clarify EOC Activation Level.
- Activate Department Emergency Voicemail.
- Receive incident briefing from the EOC Director.
- Notify the Operational Area.
- Clarify activation of volunteer organizations.
- Determine your personal operating location and set up as necessary.

- Review your position responsibilities.
- Identify yourself as the EOC Coordinator by putting on the vest with your title.
- Clarify any issues regarding your authority and assignment and what others in the organization do.
- Open and maintain a position activity log.
- Ensure Information Systems has activated the Alert Notification System.
- Assess emergency impacts and provide advice to the EOC Director as to the extent of EOC activation.
- Assist the EOC Director in filling needed workstation assignments.
- Provide assistance and information to Section Chiefs as required.
- Determine 24-hour staffing requirements and request additional support as required.
- Request additional resources through the appropriate Logistics Section Unit.
- Based on the situation as known or forecast determine likely future Section needs.
- Think ahead and **anticipate** situations and problems before they occur.
- Using activity log to maintain all required records and documentation to support the After-Action Report and the history of the emergency/disaster. Document:
 - ◆ Messages received
 - ◆ Action taken
 - ◆ Decision justification and documentation
 - ◆ Requests filled
 - ◆ EOC personnel, time on duty and assignments

Precise information is essential to meet requirements for possible reimbursement by CalEMA and FEMA.

General Operational Duties

- Keep up to date on the situation and resources associated with your position. Maintain current status reports and displays.
- Keep the EOC Director advised of your status and activity and on any problem areas that now need or will require solutions.

- Establish operating procedure with the Information Systems Branch of the EOC Logistics Section for use of telephone, radio and data systems. Make any priorities or special requests known.
- Review situation reports as they are received. Verify information where questions exist.
- Anticipate potential situation changes, such as severe aftershocks, in all planning. Develop a backup plan for all plans and procedures requiring off-site communications.
- Determine and **anticipate** support requirements and forward to your Section Chief.
- 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.
- Ensure that your personnel time records are provided to your Section Chief at the end of each operational period.
- Brief your relief at shift-change time. Ensure that in-progress activities are identified and follow-up requirements are known.

Position Operational Duties

- Assist the General Staff and the EOC Director in developing an overall strategy, including:
 - ◆ Assess the situation.
 - ◆ Define the problem.
 - ◆ Establish priorities.
 - ◆ Determine the need for evacuation.
 - ◆ Estimate the incident duration.
 - ◆ Determine if there is a need to make an “Emergency Proclamation”.
- Advise the EOC Director about proclamations, emergency ordinances and other legal documents required by the City Council and the EOC Director.
- Assist the Planning/Intelligence Section in the development, continuous updating and execution of the EOC Action Plan.

- Ensure efficient operating procedures within the EOC. Assist any function in addressing any issues that might arise.
- Monitor performance of EOC personnel for signs of stress or under-performance; advise EOC Director of condition.
- Ensure that EOC personnel are properly maintaining all documentation.
- Facilitate and attend periodic briefing sessions conducted by the EOC Director.
- Advise the EOC Director of any issues that need to be addressed and of any responsibilities that need to be assigned.
- Liaison with other agencies (Operational Area, State and FEMA) as assigned. Ensure that all notifications are made to the Los Angeles County Operational Area and verify that requests for assistance have been addressed or forwarded to the State Regional EOC.
- Ensure that all necessary communications have been established.
- Coordinate and monitor all EOC visitations.
- Coordinate all EOC functions with neighboring jurisdictions, the Los Angeles County Operational Area and other support and response organizations.
- Assist in shift change issues.

Deactivation

- Ensure that all required forms or reports are completed prior to your release and departure.
- Be prepared to provide input to the EOC After-Action/Corrective Report.
- Determine what follow-up to your assignment might be required before you leave.
- Deactivate the EOC Coordinator position and close out logs when authorized by the EOC Director.

NOTES:

SAFETY OFFICER

SUPERVISOR: EOC Director

GENERAL DUTIES:

- 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.

YOUR RESPONSIBILITY:

Identify and mitigate safety hazards and situations of potential City liability during EOC operations and ensure a safe working environment in the EOC.

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

CHECKLIST

Activation

- Check-in upon arrival at the EOC.
- Report to the EOC Director.
- Obtain a briefing on the situation.
- Determine your personal operating location and set up as necessary.
- Review your position responsibilities.
- Identify yourself as the Safety Officer by putting on the vest with your title.
- Clarify any issues regarding your authority and assignment and what others in the organization do.
- Open and maintain a position activity log.
- Determine 24-hour staffing requirements and request additional support as required.

- Request additional resources through the appropriate EOC Logistics Section Unit.
- Based on the situation as known or forecast determine likely future Branch/Unit needs.
- Think ahead and **anticipate** situations and problems before they occur.
- Using activity log, maintain all required records and documentation to support the EOC After-Action Report and the history of the emergency/disaster. Document:
 - ◆ Messages received
 - ◆ Action taken
 - ◆ Decision justification and documentation
 - ◆ Requests filled
 - ◆ EOC personnel, time on duty and assignments

Precise information is essential to meet requirements for possible reimbursement by *CalEMA* and FEMA.

General Operational Duties

- Keep up to date on the situation and resources associated with your position. Maintain current status reports and displays.
- Keep the EOC Director advised of your status and activity and on any problem areas that now need or will require solutions.
- Ensure that all relevant communication systems are established and operable.
- Review situation reports as they are received. Verify information where questions exist.
- Anticipate potential situation changes, such as severe aftershocks, in all planning. Develop a backup plan for all plans and procedures requiring off-site communications.
- Determine and **anticipate** support requirements and forward to your EOC Section Chief.
- 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.

- Ensure that your personnel and equipment time records and record of expendable materials used are provided to your EOC Section Chief at the end of each operational period
- Brief your relief at shift-change time. Ensure that in-progress activities are identified and follow-up requirements are known.

Position Operational Duties

- Advise EOC Security Officer of your function. Secure information regarding emergency conditions.
- 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 in compliance 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 potability, etc.)
- If the event that caused activation is an earthquake, provide guidance regarding actions to be taken in preparation for aftershocks.
- Coordinate with EOC Security to obtain assistance for any special safety requirements.
- Keep the EOC Director advised of safety conditions.
- Coordinate with Compensation/Claims Unit of the Finance/Administration Section on any personnel injury claims or records preparation as necessary for proper case evaluation and closure.

Deactivation

- Ensure that all required forms or reports are completed prior to your release and departure.
- Be prepared to provide input to the EOC After-Action/Correction Report.
- Determine what follow-up to your assignment might be required before you leave.
- Deactivate the EOC Safety Officer position and close out logs when authorized by the EOC Director.

NOTES:

LEGAL OFFICER

SUPERVISOR: EOC Director

GENERAL DUTIES:

- Prepare proclamations, emergency ordinances and other legal documents and provide legal services as required.
- Maintain legal information, records and reports relative to the emergency.
- Commence legal proceedings as needed.

YOUR RESPONSIBILITY:

Act as the City Attorney, provide legal advice to the EOC Director in all legal matters relative to the emergency and assist in the proclamation of an emergency.

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

CHECKLIST

Activation

- Check-in upon arrival at the EOC.
- Report to the EOC Director.
- Obtain a briefing on the situation.
- Determine your personal operating location and set up as necessary.
- Review your position responsibilities.
- Identify yourself as the Legal Advisor/Officer by putting on the vest with your title.
- Clarify any issues regarding your authority and assignment and what others in the organization do.
- Open and maintain a position activity log.

- Determine 24-hour staffing requirements and request additional support as required.
- Request additional resources through the appropriate EOC Logistics Section Unit.
- Based on the situation as known or forecast determine likely future needs.
- Think ahead and **anticipate** situations and problems before they occur.
- Using activity log, maintain all required records and documentation to support the EOC After-Action Report and the history of the emergency/disaster. Document:
 - ◆ Messages received
 - ◆ Action taken
 - ◆ Decision justification and documentation
 - ◆ Requests filled
 - ◆ EOC personnel, time on duty and assignments

Precise information is essential to meet requirements for possible reimbursement by CalEMA and FEMA.

General Operational Duties

- Keep up to date on the situation and resources associated with your position. Maintain current status reports and displays.
- Keep the EOC Director advised of your status and activity and on any problem areas that now need or will require solutions.
- Ensure that all relevant communication systems are established and operable.
- Review situation reports as they are received. Verify information where questions exist.
- Anticipate potential situation changes, such as severe aftershocks, in all planning. Develop a backup plan for all plans and procedures requiring off-site communications.
- Determine and **anticipate** support requirements and forward to your Section Chief.
- 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.

- Ensure that your personnel and equipment time records and a record of expendable materials used are provided to your Section Chief at the end of each operational period.
- Brief your relief at shift-change time.
- Ensure that in-progress activities are identified and follow-up requirements are known.

Position Operational Duties

- Prepare proclamations, emergency ordinances and other legal documents required by the City Council and the EOC Director.
- 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.
- Prepare documents relative to the demolition of hazardous structures or conditions.

Deactivation

- Ensure that all required forms or reports are completed 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 the Legal Advisor/Officer position and close out logs when authorized by the EOC Director.

NOTES:

LEGISLATIVE LIAISON OFFICER

SUPERVISOR: EOC Director

GENERAL DUTIES:

- Work closely with the EOC Director to ensure proper support from all legislative entities.
- Liaison with legislative representatives as necessary to acquire vital support for your jurisdiction.
- Assist EOC Director as needed.

YOUR RESPONSIBILITY:

Although this is not a position described in ICS or SEMS/NIMS, it is a management level function that has demonstrated its necessity during recent disasters. The Legislative Liaison is a part of the management staff and may be a singular person or group who, as an incident indicates, establishes and maintains personal contact with the elected officials representing the impacted area at the county/state/federal levels.

Ensure that a link has been established between the City of Santa Monica and the legislative body to pass on information and requests and to lobby for the filling of requests when the established request channels are overloaded and not responsive. Communicate local needs to your community's legislative officers and establish a continued link between the jurisdiction and all other potential entities as needed. Identify issues that should be forwarded to the proper political entities to ensure the best possible response to your community.

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

CHECKLIST

Activation

- Check in upon arrival at the EOC.
- Report to the EOC Director.
- Receive incident briefing from the EOC Director.

- Determine your personal operating location and set up as necessary.
- Review your position responsibilities.
- Identify yourself as the Legislative Liaison by putting on the vest with your title.
- Clarify any issues regarding your authority and assignment and what others in the organization do.
- Open and maintain a position log.
- Determine 24-hour staffing requirements and request additional support as required.
- Request additional resources through the appropriate EOC Logistics Section Unit.
- Based on the situation as known or forecast determine likely future Branch/Unit needs.
- Think ahead and **anticipate** situations and problems before they occur.
- Using activity log, maintain all required records and documentation to support the After-Action Report and the history of the emergency/disaster. Document:
 - ◆ Messages received
 - ◆ Action taken
 - ◆ Decision justification and documentation
 - ◆ Requests filled
 - ◆ EOC personnel, time on duty and assignments

Precise information is essential to meet requirements for possible reimbursement by CalEMA and FEMA.

General Operational Duties

- Keep up to date on the situation and resources associated with your position. Maintain current status reports and displays.
- Keep the EOC Director advised of your status and activity and on any problem areas that now need or will require solutions.
- Ensure that all relevant communication systems are established and operable.
- Review situation reports as they are received. Verify information where questions exist.

- Anticipate potential situation changes, such as severe aftershocks, in all planning. Develop a backup plan for all plans and procedures requiring off-site communications.
- Determine and **anticipate** support requirements and forward to your Section Chief.
- 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.
- Ensure that your personnel and equipment time records and a record of expendable materials used are provided to your Section Chief at the end of each operational period.
- Brief your relief at shift-change time. Ensure that in-progress activities are identified and follow-up requirements are known.

Position Operational Duties

- Assist EOC Director in preparing a city strategy dealing with legislative issues during this event.
- Establish a link between your jurisdiction, its political bodies and the county and state legislative bodies.
- Assist EOC in addressing any political issues that might arise. Determine, with the EOC Director, the need to contact specific legislative bodies to ensure the best possible response to your community.
- Brief and coordinate with PIO, Liaison Officer and City Council members on VIP tours.
- Ensure that all documentation is being properly maintained. Forward pertinent documents to appropriate elected officials. As needed, forward pertinent documentation upward through proper channels to expedite response to your jurisdiction.
- Advise the EOC Director of any political issues that may need to be addressed and of any responsibilities that may need to be assigned.

Deactivation

- Ensure that all required forms or reports are completed prior to your release and departure.
- Be prepared to provide input to the After-Action Report.
- Determine what follow-up to your assignment might be required before you leave.
- Deactivate the Legislative Liaison position and close out logs when authorized by the EOC Director.

NOTES:

AGENCY REPRESENTATIVE

SUPERVISOR: Liaison Officer

YOUR RESPONSIBILITY:

As an individual assigned to the EOC from another agency, the Agency Representative should be able to speak for his/her agency within established limits.

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

CHECKLIST

Activation

- Check-in upon arrival at the EOC.
- Report to EOC Liaison Officer if that position has been activated. If not activated, report to the EOC Director.
- Obtain a briefing on the situation.
- Unpack any kit materials you may have brought with you and set up your assigned workstation.
- Obtain EOC organization chart, floor plan and telephone listing. Review the locations and general duties of all sections and branches/groups/units that have been activated.
- Review your position responsibilities.
- Identify yourself as an Agency Representative by putting on the vest with your title.
- Clarify any issues regarding your authority and assignment and what others in the organization do.
- Establish communications link(s) with home agency. If unable to communicate, notify the Information Systems Branch of the EOC Logistics Section.
- If necessary, clarify your decision making authority with your agency.

- Open and maintain a position activity log.
- Determine 24-hour staffing requirements and request additional support as required.
- Request additional resources through the appropriate EOC Logistics Section Unit.
- Based on the situation as known or forecast determine likely future Branch/Unit needs.
- Think ahead and **anticipate** situations and problems before they occur.
- Using activity log, maintain all required records and documentation to support EOC After-Action Report and the history of the emergency/disaster. Document:
 - ◆ Messages received
 - ◆ Action taken
 - ◆ Decision justification and documentation
 - ◆ Requests filled
 - ◆ EOC personnel, time on duty and assignments

Precise information is essential to meet requirements for possible reimbursement by CalEMA and FEMA.

General Operational Duties

- Keep up to date on the situation and resources associated with your position. Maintain current status reports and displays.
- Keep the EOC Liaison Officer advised of your status and activity and on any problem areas that now need or will require solutions.
- Ensure that all relevant communication systems are established and operable.
- Review situation reports as they are received. Verify information where questions exist.
- Anticipate potential situation changes, such as severe aftershocks, in all planning. Develop a backup plan for all plans and procedures requiring off-site communications.
- Determine and **anticipate** support requirements and forward to your Section Chief.
- 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.
- Ensure that your personnel and equipment time records and a record of expendable materials used are provided to the Liaison Officer at the end of each operational period.
- Brief your relief at shift-change time. Ensure that in-progress activities are identified and follow-up requirements are known.

Position Operational Duties

- Obtain current situation briefing from person you are relieving, or from the EOC Liaison Officer.
- Contact EOC sections or branches/groups/units appropriate to your responsibility, and advise them of your presence and assigned work location.
- If relocating to work directly with a functional branch/group/unit, advise Liaison Officer of your location.
- Facilitate requests for support or information that your agency can provide.
- Keep up to date on the general status of resources and activity associated with your agency.
- Provide appropriate situation information to the Situation Status Unit of the EOC Planning/Intelligence Section.
- Represent your agency at planning meetings as appropriate. Be prepared to provide update briefings about your agency's activities and priorities at these meetings.
- Inform your agency periodically on EOC priorities and actions that may be of interest.

Deactivation

- Coordinate deactivation with EOC Liaison Officer. Ensure your agency's representation is no longer needed prior to leaving.
- 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.
- Leave forwarding phone number where you can be reached.

NOTES:

PUBLIC INFORMATION OFFICER

SUPERVISOR: EOC Director

GENERAL DUTIES:

- Serve as the dissemination point for all media releases within the affected area. Other agencies wishing to release information to the public should coordinate through the Public Information function.
- Coordinate as necessary to 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. Information released should be posted on the Press Release Clip- Board in the EOC. **(See Supporting Documentation)**
- 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.
- Setup CityTV Conference Room as the Media Center (1654 19th Street Santa Monica, CA 90404).

YOUR RESPONSIBILITY:

Ensure that information support is provided on request; that information released is consistent, accurate, and timely and that appropriate information is provided to all required agencies.

In larger disasters, the Emergency Public Information function may, as conditions and/or activation levels require, expand into a Branch structure and may send a representative to the federal Joint Information Center (JIC).

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

CHECKLIST

Activation

- Check-in upon arrival at the EOC.

- Report to EOC Director.
- Obtain a briefing on the situation.
- Determine your personal operating location and set up as necessary.
- Review your position responsibilities.
- Identify yourself as the PIO by putting on the vest with your title.
- Clarify any issues regarding your authority and assignment and what others in the organization do.
- Open and maintain a position activity log.
- Determine 24-hour staffing requirements and request additional support as required.
- Determine the need for group or unit establishment. Make required personnel assignments as staff arrives at the EOC or media center.
- Request additional resources through the appropriate Logistics Section Unit.
- Based on the situation as known or forecast determine likely future Section needs.
- Think ahead and *anticipate* situations and problems before they occur.
- Using activity log, maintain all required records and documentation to support the After-Action Report and the history of the emergency/disaster. Document:
 - ◆ Messages received
 - ◆ Action taken
 - ◆ Decision justification and documentation
 - ◆ Requests filled
 - ◆ EOC personnel, time on duty and assignments

Precise information is essential to meet requirements for possible reimbursement by CalEMA and FEMA.

General Operational Duties

- Keep up to date on the situation and resources associated with your position. Maintain current status reports and displays.
- Keep the EOC Director advised of your status and activity and on any problem areas that now need or will require solutions.

- Establish operating procedure with the Information Systems Branch of the Logistics Section for use of telephone, radio and data systems. Make any priorities or special requests known.
- Review situation reports as they are received. Verify information where questions exist.
- Anticipate potential situation changes, such as severe aftershocks, in all planning. Develop a backup plan for all plans and procedures requiring off-site communications.
- Determine and **anticipate** support requirements and forward to your Section Chief.
- 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.
- Ensure that your personnel and equipment time records and a record of expendable materials used are provided to your Section Chief at the end of each operational period.
- Brief your relief at shift-change time. Ensure that in-progress activities are identified and follow-up requirements are known.

Position Operational Duties

- Secure guidance from the EOC Director regarding the release of available information.
- Keep the EOC Director advised of all unusual requests for information and of all major critical or unfavorable media comments. Provide an estimate of the impact and severity and make recommendations as appropriate.
- Coordinate all media events with the EOC Director.
- Ensure that all 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.
- Establish the Media Information Center at the CityTV conference room or at a site away from the EOC, Command Post and incident for media use and dissemination

of information. Provide necessary work space, materials, telephones and staffing. Announce safe access routes to Media Information Center for media.

- Schedule and post times and locations of news briefings in the EOC, Media Information Center and other appropriate areas.
- Prepare and provide approved information to the media. Post news releases in the EOC, Media Information Center and other appropriate areas.
- Develop an information release program.
- 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.
- Obtain, process, and summarize information in a form usable in presentations.
- Provide periodic briefings and press releases about the disaster situation throughout the affected areas. Refer media representatives to incident level PIOs for specific information.
- As required, periodically prepare briefings for the jurisdiction executives or elected officials.
- Respond to information requests from the EOC Director and EOC Management Team.
- Ensure that a rumor control function is established as necessary, and has the means for identifying false or erroneous information. Develop procedure to be used to squelch such information.
- Provide sufficient staffing and telephones to efficiently handle incoming media and public calls and to gather status information.
- Establish and staff a hot-line to answer inquiries from the public as needed.
- Provide sufficient staffing and telephones to efficiently handle incoming media and public calls and to gather status information.

- 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.
- Broadcast emergency information/updates on local TV, and CityTV – Channel 16, either through the message board or live taping of Mayor or EOC Director.
- Provide regular updates to the City’s social media outlets including Facebook, Twitter, and other sources.
- Provide information to be disseminated through SM Alerts
- Arrange for meetings between media and city officials or incident personnel.
- Prepare a briefing 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, Disaster Assistant Center, Local Assistant Center, etc.
- 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, City Council and Legislative Liaison.
- Assist in making arrangements with adjacent jurisdictions for media visits.
- Determine which radio and TV stations are operational.
- Monitor broadcast media, and use information to develop follow-up news releases and rumor control.
- When federal emergency response teams respond, coordinate activities through the Los Angeles County Operational Area to ensure coordination of local, state and federal public information activities. If a federal Joint Information Center (JIC) is established, designate a City representative to the JIC.
- 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.).
- 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.

- During periods of increased national readiness, or in time of need, prepare materials that address national security survival tips.
- Issue timely and consistent advisories and instructions for life safety, health and assistance:
 - ◆ What to do and why.
 - ◆ What not to do and why.
 - ◆ Hazardous areas and structures to stay away from.
 - ◆ Evacuation routes, instructions and arrangements for persons without transportation or special needs (non-ambulatory, sight-impaired, etc.).
 - ◆ Location of mass care shelters, first aid stations, food and water distribution points, etc.
 - ◆ Location where volunteers can register and be given assignments.
 - ◆ Street and freeway 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.
 - ◆ 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.
 - ◆ How and where people can obtain information about relatives/friends in the emergency/disaster area (Coordinate with the Red Cross on the release of this information).
- Implement city crisis communications plan (**See Supporting Documentation**).
- Issue other information pertaining to the emergency/disaster (acts of heroism, historical property damaged or destroyed, prominence of those injured or killed, other human interest stories).
- Through the Los Angeles County Operational Area, coordinate with state, federal or private sector agencies to get technical information (health risks, weather, etc.) for release to the public and media.
- Ensure file copies are maintained of all information released and posted in the EOC.
- Provide copies of all releases to the EOC Director.

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

Deactivation

- Ensure that all required forms or reports are completed prior to your release and departure.
- Be prepared to provide input to the After-Action/Corrective Action Report.
- Determine what follow-up to your assignment might be required before you leave.
- Deactivate the Emergency Public Information position and close out logs when authorized by the EOC Director.

NOTES:

OPERATIONS SECTION

Purpose

To enhance the capability of the City of Santa Monica to respond to emergencies by carrying out coordinated tactical operations based upon the EOC Action Plan. It is the policy of this Section that the priorities of responses are to be:

- Protect life, property, and then 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 EOC Operations Section's primary responsibility is to manage the tactical operation of various response elements involved in the disaster/emergency. These elements may include:

- Fire/Rescue/Hazardous Materials
- Law/Coroner
- Medical/Health
- Care and Shelter
- Public Works
- Building and Safety

Objectives

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

Concept of Operations

The EOC 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.
- 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 in accordance with department specific procedures.
- While in a disaster mode, operational periods will be 12 hours for the duration of the event. Operational periods should be event driven.

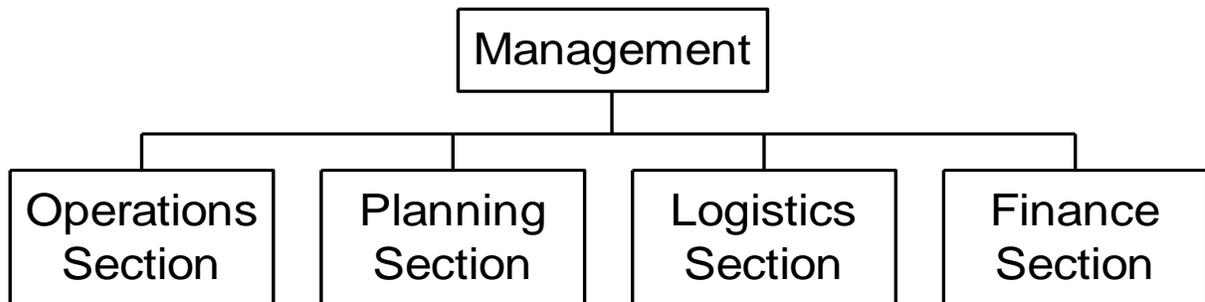
SECTION ACTIVATION PROCEDURES

The EOC Director is authorized to activate the EOC Operations Section.

When to Activate

The EOC Operations Section may be activated when the City's Emergency Operations Center (EOC) is activated or upon the order of the EOC Director.

SEMS/NIMS RESPONSIBILITIES CHART



Responsibilities:

Management (Management Section)

The Management Section is responsible for overall emergency management policy and coordination through the joint efforts of governmental agencies and private organizations. The EOC Director will either activate appropriate sections or perform their functions as needed.

Operations Section

Responsible for coordinating all jurisdictional operations in support of the emergency response through implementation of the city's EOC Action Plan.

Planning/Intelligence Section

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

Logistics Section

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

Finance/Administration Section

The Finance Section is responsible for financial activities and other administrative aspects.

OPERATIONS SECTIONS CHIEF

SUPERVISOR: EOC Director

Responsibilities:

- Ensure that the EOC Operations Function is carried out, including the coordination of response for all operational functions assigned to the EOC, such as Fire, Law, Medical/Health, Care and Shelter, Public Works and Building and Safety.
- Ensure that operational objectives and assignments identified in the EOC Action Plan are carried out effectively.
- Establish the appropriate level of branch and unit organization within the EOC Operations Section, continuously monitoring the effectiveness and modifying accordingly.
- Exercise overall responsibility for the coordination of Branch and Unit activities within the EOC Operations Section.
- Ensure that the EOC Planning/Intelligence Section is provided with Branch Status Reports and Major Incident Reports utilizing Los Angeles County Operational Area Regional Resource System (OARRS).
- Conduct periodic EOC Operations briefings for the EOC Director as required or requested.
- Overall supervision of the EOC Operations Section.

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

CHECKLIST

Activation

- Check in upon arrival at the EOC.
- Report to the EOC Director.
- Obtain a briefing on the situation and meet with EOC Planning/Intelligence Section Chief to obtain a preliminary briefing.
- Set up your EOC Section workstation, including maps and status boards. Use your EOC Section materials and on-site supplies.
- Activate the Emergency Alert Notification System, SM Alerts.

- Review your position responsibilities.
- Identify yourself as the EOC Operations Section Chief by putting on the vest with your title.
- Clarify any issues you may have regarding your authority and assignment and what others in the organization do.
- Confirm that key EOC Operations Section personnel or alternates are in the EOC or have been notified. Recall the required staff members necessary for the emergency.
- Activate organizational elements within your EOC Section as needed and designate leaders for each element or combination of elements.
 - ◆ Fire Branch
 - ◆ Law Branch
 - ◆ Medical/Health Branch
 - ◆ Care and Shelter Branch
 - ◆ Public Works Branch
 - ◆ Building and Safety Branch
 - ◆ Water Branch
- Request additional personnel for the EOC Section to maintain a 24-hour operation as required.
- 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.
- Inform the EOC Director and General Staff when your Section is fully operational.
- Open and maintain Section activity logs.

- ❑ Using activity log maintain all required records and documentation to support the EOC 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 the CalEMA and FEMA.

- ❑ Review responsibilities of branches/groups/units in your Section. Develop plan for carrying out all responsibilities.
- ❑ Prepare work objectives for EOC Section staff and make staff assignments.
- ❑ Meet with other activated EOC Section Chiefs.
- ❑ From the Situation Status Unit of the EOC Planning/Intelligence Section, obtain and review major incident reports and additional field operational information that may pertain to or affect your EOC Section operations. Provide information to appropriate branches/units.
- ❑ Based on the situation as known or forecast, determine likely future EOC Operations Section needs.
- ❑ Think ahead and anticipate situations and problems before they occur.
- ❑ Request additional resources through the EOC Logistics Section or established ordering procedures, as needed.

General Operational Duties

- ❑ Carry out responsibilities of the EOC Operations Section branches/groups/units that are not currently staffed.
- ❑ Evaluate the need for Critical Incident Stress Debriefing for all affected personnel, victims and bystanders. Arrange debriefings through the Personnel Unit of the EOC Logistics Section.
- ❑ Make a list of key issues currently facing your Section to be accomplished within the next operational period.

- Keep up to date on situation and resources associated with your Section. Maintain current status and displays at all times.
- Brief the EOC Director on major problem areas that need or will require solutions.
- Provide situation and resources information to the Situation Status Unit of the EOC Planning/Intelligence Section on a periodic basis or as the situation requires.
- Establish operating procedure with the Information Systems Branch of the EOC Logistics Section for use of telephone, data and radio systems. Make any priorities or special requests known.
- Determine status of transportation system into and within the affected area in coordination with the Transportation Unit of the EOC Logistics Section. Find out present priorities and estimated times for restoration of the disaster route system. Provide information to appropriate Branches/Units.
- Ensure that your EOC Section logs and files are maintained.
- Ensure that all EOC section personnel are maintaining their individual position logs.
- Monitor your EOC Section activities and adjust Section organization as appropriate.
- Ensure internal coordination between branch/group/unit leaders.
- Update status information with other sections as appropriate.
- Resolve problems that arise in conducting your Section responsibilities.
- Anticipate potential situation changes, such as severe aftershocks, in all EOC Section planning. Develop a backup plan for all plans and procedures requiring off-site communications.
- Conduct periodic briefings for your Section. Ensure that all organizational elements are aware of priorities.
- Use face-to-face communication in the EOC whenever possible and document decisions and policy.
- Make sure that all contacts with the media are fully coordinated first with the Public Information Officer (PIO).
- Participate in the EOC Director's action planning meetings.

- Ensure that all your EOC Section personnel and equipment time records and record of expendable materials used are provided to the Time and Cost Analysis Units of the Finance/Administration Section at the end of each operational period.
- Brief your relief at shift change time. Ensure that in-progress activities are identified and follow-up requirements are known.

EOC Section Operational Duties

- Establish field communications with affected areas.
- Evaluate the field conditions associated with the disaster/emergency and coordinate with the Situation Status Unit of the EOC Planning/Intelligence Section.
- Determine the need to evacuate and issue evacuation orders.
- Determine the need for In-Place Sheltering and issue notification orders. (**See Supporting Documentation**)
- In coordination with the Situation Status Unit of the EOC Planning/Intelligence Section, designate primary and alternate evacuation routes for each incident.
- Display on maps the primary and alternate evacuation routes which have been determined for the incident.
- Identify, establish and maintain staging areas for field Operations-related equipment and personnel.
- Direct EOC Operations Branch/Unit Coordinators to maintain up-to-date Incident Charts, Incident Reports and Branch/Unit specific maps. Ensure that only ACTIVE, ESSENTIAL information is depicted on the charts and maps. All Branch/Unit related items of interest should be recorded on an EOC Incident Report.
- Provide copies of the daily EOC Incident Report to the Documentation Unit of the EOC Planning/Intelligence Section at end of each operational period.
- Coordinate the activities of all departments and agencies involved in the operations.
- Determine resources committed and resource needs.
- Receive, evaluate and disseminate information relative to the Operations of the disaster/emergency.
- Provide all relevant emergency information to the Public Information Officer.

- Conduct periodic EOC Operations Section briefings and work to reach consensus for forthcoming operational periods.
- Work closely with the EOC Planning/Intelligence Section Chief in the development of the EOC Action Plan.
- Work closely with each Branch/Unit leader to ensure EOC Operations Section objectives as defined in the current EOC Action Plan are being addressed.
- Ensure that intelligence information from Branch/Unit leaders is made available to the EOC Planning/Intelligence Section.
- Coordinate with the Facilities and Procurement Units of the EOC Logistics Section on animal care issues.
- Ensure that all fiscal and administrative requirements are coordinated through the EOC Finance/Administration Section, i.e., notification of any emergency expenditure.
- Review suggested list of resources to be released and initiate recommendations for their release. Notify the Resources Unit of the EOC Logistics Section.

Deactivation

- Deactivate Section when no longer required.
- Ensure that any open actions are handled by your EOC Section or Authorize deactivation of organizational elements within your transferred to other EOC elements as appropriate.
- Ensure that any required forms or reports are completed prior to your release and departure.
- Be prepared to provide input to the EOC After-Action/Corrective Action Report.
- Deactivate your Section and close out logs when authorized by the EOC Director.

NOTES:

FIRE BRANCH

SUPERVISOR: EOC Operations Section Chief

GENERAL DUTIES:

- Coordinate the prevention, control and suppression of fires and hazardous materials incidents.
- Coordinate the provision of emergency medical care.
- Coordinate all search and rescue operations.
- Implement that portion of the EOC Action Plan appropriate to the Fire Branch.

YOUR RESPONSIBILITY:

Coordinate personnel, equipment and resources committed to the fire, field medical, search and rescue and hazardous materials elements of the incident. **Reference City of Santa Monica Hazardous Materials Plan.**

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

CHECKLIST

Activation

- Check in upon arrival at the EOC.
- Report to the EOC Operations Section Chief and obtain a briefing.
- Determine your personal operating location and set up as necessary.
- Review your position responsibilities.
- Activate Department Emergency Voicemail.
- Obtain a briefing from the field command post(s), if activated, prior to assuming EOC assignment and brief the EOC Operations Section Chief.
- Identify yourself as the Fire Branch Director by putting on the vest with your title.
- Ensure that all required supplies are available and equipment is working properly (phones, radios, forms, lists, maps, etc.)

- Ascertain if all key Fire Department personnel have been notified.
- Clarify any issues regarding your authority and assignment.
- Activate elements of your Branch/Unit, establish work area, assign duties and ensure Branch/Unit journal/log is opened.
- Ensure that all on-duty Fire personnel have been alerted and notified of the current situation.
- Ensure that all off-duty Fire personnel have been notified of call-back status (when they should report), in accordance with current department emergency procedures.
- Ensure that all Fire personnel have completed status check on equipment, facilities and operational capabilities.
- Determine 24-hour staffing requirement and request additional support as required.
- Request additional resources through the EOC Logistics Section or established ordering procedures, as needed.
- Ensure that all your incoming Branch/Unit personnel are fully briefed.
- Based on the situation as known or forecast, determine likely future Branch/Unit needs.
- Think ahead and anticipate situations and problems before they occur.
- Using activity log, maintain all required records and documentation to support the EOC After-Action Report and the history of the emergency/disaster. Document:
 - ◆ Messages received
 - ◆ Action taken
 - ◆ Decision justification and documentation
 - ◆ Requests filled
 - ◆ EOC personnel, time on duty and assignments

Precise information is essential to meet requirements for possible reimbursement by CalEMA and FEMA.

General Operational Duties

- Develop a plan for your Branch/Unit operations and support of field operations as requested. Assign specific responsibilities.

- Keep up to date on the situation and resources associated with your Branch/Unit. Maintain current status reports and displays.
- Ensure that the Safety/Damage Assessment plan is being carried out by field units
- Obtain regular briefings from field command post(s) or DOC.
- Maintain contact with established DOCs and work/control/dispatch centers to coordinate resources and response personnel.
- Direct field units to report pertinent information (casualties, damage observations, evacuation status, radiation levels, chemical exposures, etc.) to the appropriate EOC Operations Branch.
- Keep the EOC Operations Section Chief advised of your Branch/Unit status and activity and on any problem areas that now need or will require solutions.
- Provide periodic situation or status reports to your EOC Section Chief for updating information to the EOC Planning/Intelligence Section.
- Ensure that all relevant communication systems are established and operable.
- Review situation reports as they are received. Verify information where questions exist.
- Anticipate potential situation changes, such as severe aftershocks, in all Branch/Unit planning. Develop a backup plan for all activities and procedures requiring off-site communications.
- Determine and anticipate your support needs and forward to your EOC Section Chief.
- Conduct periodic briefings for your Branch/Unit. Ensure they are aware of priorities.
- Monitor your Branch/Unit activities and adjust staffing and organization as appropriate to meet current needs.
- Use face-to-face communication in the EOC whenever possible and document decisions and policy.
- Refer all media contacts to your EOC Section Chief.
- Be prepared to participate in the EOC Director's action planning meetings and policy decisions if requested.

- Ensure that all your Branch/Unit personnel and equipment time records and record of expendable materials used are provided to your EOC Section Chief at the end of each operational period.
- Brief your relief at shift-change time. Ensure that in-progress activities are identified and follow-up requirements are known.

Operational Duties

- Assess the impact of the disaster on the Fire Department operational capabilities.
- Set Fire Department priorities based on the nature and severity of the disaster.
- Attend planning meetings at the request of the EOC Operations Section Chief.
- Assist in the preparation of the EOC Action Plan.
- Estimate need for fire mutual aid.
- Request mutual aid resources through proper channels and notify the EOC Operations Section Chief.
 - ◆ Order all fire resources through the Area “A” Fire Mutual Aid Coordinator.
 - ◆ Order all other resources through the Logistics Section.
- Report to the EOC Operations Section Chief when:
 - ◆ EOC Action Plan needs modification.
 - ◆ Additional resources are needed or surplus resources are available.
 - ◆ Significant events occur.
- Report to the Area “A” Fire Mutual Aid Coordinator on major problems, actions taken and resources available or needed.
- Alert all emergency responders to the dangers associated with hazardous materials and fire. **Reference City of Santa Monica Hazardous Materials Plan**
- Provide emergency medical care and transportation of injured to appropriate facilities.
- Assist in dissemination of warning to the public, as needed.
- Provide fire protection and safety assessment of shelters.
- Provide support for radiation monitoring and decontamination operations. **Reference City of Santa Monica Hazardous Materials Plan**

- Coordinate with the Procurement and Facilities Units of the EOC Logistics Section for feeding and shelter of fire personnel.
- Determine if current and forecasted weather conditions will complicate large and intense fires, hazardous material releases major medical incidents and/or other potential problems.
- Review and approve accident and medical reports originating within the Fire Branch.
- Resolve logistical problems reported by the field units.

Deactivation

- Ensure that all required forms or reports are completed prior to your release and departure.
- Be prepared to provide input to the EOC After-Action Report.
- Determine what follow-up to your assignment might be required before you leave.
- Deactivate the Fire Branch position and close out logs when authorized by the Operations Section Chief or EOC Director.

NOTES:

LAW BRANCH

SUPERVISOR: EOC Operations Section Chief

GENERAL DUTIES:

- 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 with the Public Information Officer.
- 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.
- Provide windshield surveys of damage, especially at designated critical facilities. Coordinate with Field Operation's staff. Report information (**See Supporting Documentation**).
- Maintain oversight of EOC Security Officer(s) if necessary.
- Coordinate and assume responsibility as necessary for Coroner Operations.

YOUR RESPONSIBILITY:

Alert and warn the public, coordinate evacuations, enforce laws and emergency orders, establish safe traffic routes, ensure that security is provided at incident facilities, ensure emergency access control to damaged areas, order and coordinate appropriate mutual aid resources and assume responsibility for the Coroner function in the absence of the Los Angeles County Coroner. Necessary units or groups may be activated as needed to carry out these functions (**See Supporting Documentation**).

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

CHECKLIST

Activation

- Check in upon arrival at the EOC.
- Report to the EOC Operations Section Chief and obtain a briefing.
- Determine your personal operating location and set up as necessary.
- Review your position responsibilities.

- Activate Emergency Alert Notification System.
- Obtain a briefing from the field command post(s) or DOC prior to assuming EOC assignment and brief the EOC Operations Section Chief.
- Identify yourself as the Law Branch by putting on the vest with your title.
- Clarify any issues regarding your authority and assignment and what others in the organization do.
- Activate elements of your Branch/Unit, establish work area, assign duties and ensure Branch/Unit journal/log is opened.
- Determine 24-hour staffing requirement and request additional support as required.
- Request additional resources through the EOC Logistics Section or established ordering procedures, as needed.
- Ensure that all your incoming Branch/Unit personnel are fully briefed.
- Based on the situation as known or forecast, determine likely future Branch/Unit needs.
- Think ahead and anticipate situations and problems before they occur.
- Using activity log, maintain all required records and documentation to support the After-Action Report and the history of the emergency/disaster. Document:
 - ◆ Messages received
 - ◆ Action taken
 - ◆ Decision justification and documentation
 - ◆ Requests filled
 - ◆ EOC personnel, time on duty and assignments

Precise information is essential to meet requirements for possible reimbursement by CalEMA and FEMA.

General Operational Duties

- Develop a plan for your Branch/Unit operations and support of field operations as requested. Assign specific responsibilities.
- Keep up to date on the situation and resources associated with your Branch/Unit. Maintain current status reports and displays.

- Obtain regular briefings from field command post(s) or DOC.
- Keep the EOC Operations Section Chief advised of your Branch/Unit status and activity and on any problem areas that now need or will require solutions.
- Provide periodic situation or status reports to your EOC Section Chief for updating information to the EOC Planning/Intelligence Section.
- Ensure that all relevant communication systems are operational.
- Review situation reports as they are received.
- Anticipate potential situation changes, such as severe aftershocks, in all Branch/Unit planning. Develop a backup plan for all activities and procedures requiring off-site communications.
- Determine and anticipate your support needs and forward to your EOC Section Chief.
- Conduct periodic briefings for your Branch/Unit. Ensure they are aware of priorities.
- Monitor your Branch/Unit activities and adjust staffing and organization as appropriate to meet current needs.
- Use face-to-face communication in the EOC whenever possible and document decisions and policy.
- Refer all media contacts to your Section Chief.
- Be prepared to participate in the EOC Director's action planning meetings and policy decisions if requested.
- Ensure that all your Branch/Unit personnel and equipment time records and record of expendable materials used are provided to your EOC Section Chief at the end of each operational period.
- Brief your relief at shift-change time. Ensure that in-progress activities are identified and follow-up requirements are known.

EOC Branch/Unit Operational Duties

Branch/Unit Operational Duties are organized into categories: Mobilization, Initial Response, Alerting/Warning, Evacuation, Security, Other, and Additional Actions in Response to Hazardous Materials, Air Crash, or Flooding/Reservoir Failure.

Mobilization

- Ensure that all on-duty Law Enforcement personnel have been alerted and notified of the current situation.
- Ensure that all off-duty Law Enforcement personnel have been notified of callback status, (when they should report) in accordance with current department emergency procedures.
- Ensure that Law Enforcement personnel have completed status checks on equipment, facilities, and operational capabilities.
- Alter normal patrol procedures to accommodate the emergency situation.

Initial Response

- Ensure that field units begin windshield survey of critical facilities and report status information to the EOC Planning/Intelligence Section through the EOC Operations Section.
- Notify West Hollywood Sheriff's Station EOC or Watch Commander of status.
- Coordinate with the appropriate units of the EOC Logistics Section for supplies, equipment, personnel, and transportation for field operations.
- Establish a multi-purpose staging area as required.
- Maintain contact with established DOCs and dispatch centers to coordinate resources and response personnel.
- Direct field units to report pertinent information (casualties, damage observations, evacuating status, radiation levels, chemical exposure, etc.) to the appropriate EOC Operations Branch.
- 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:
 - ◆ Utilize Emergency Alert Notification System.
 - ◆ Notifying police units to use loudspeakers and sirens to announce warning messages.
 - ◆ Determining if helicopters are available and/or appropriate for announcing warnings.
 - ◆ Using cable TV, local radio stations or local low-power radio stations to deliver warning or emergency messages upon approval of the EOC Director.
 - ◆ Using the SM Alerts Notification System, Social Media Outlets, and Emergency Alert System (EAS) for local radio and television delivery of warnings.
 - ◆ Using explorers, volunteers, reserves and other city personnel as necessary to help with warnings. Request through the EOC Logistics Section.
 - ◆ Ensure that dispatch notifies special facilities requiring warning and/or notification (i.e. hospitals, schools, government facilities, special industries, etc.)
- ❑ Warn all special populations such non-English speaking and hearing and sight 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 TDD machines and 9-1-1 translation services to contact the deaf.
 - ◆ Using pre-identified lists of disabled and hearing and sight impaired persons for individual contact.
- ❑ Check vacated areas to ensure that all people have received warnings.

Evacuation

- ❑ Establish emergency traffic routes in coordination with the Public Works Branch, utilizing the County Operational Area Disaster Route Priority Plan.
- ❑ Coordinate with the EOC Public Works Branch traffic engineering to determine capacity and safety of evacuation routes and time to complete evacuation.
- ❑ Ensure that evacuation routes do not pass through hazard zones.
- ❑ Identify alternate evacuation routes where necessary.
- ❑ Through field unit requests, identify persons/facilities that have special evacuation requirements; i.e. disabled, hospitalized, elderly, institutionalized, incarcerated etc.

Check status. Evacuate if necessary. Coordinate with the Transportation Unit of the EOC Logistics Section for transportation.

- Consider use of city vehicles if threat is imminent. Coordinate use of city vehicles (buses, trucks, vans, etc.) with the Transportation Unit of the EOC 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

- Enforce curfew and other emergency orders, as identified in the EOC Action Plan.
- Request mutual aid assistance through established protocols.
- Coordinate security in the affected areas to protect public and private property.
- Coordinate security for critical facilities and resources. **(See Supporting Documentation)**
- Coordinate with the Public Works Branch for street closures and board up of buildings.
- Coordinate law enforcement and crowd control services at mass care and evacuation centers.
- Provide information to the PIO on matters relative to public safety.
- Ensure that detained inmates are protected from potential hazards. Ensure adequate security, and relocate if necessary.

- Consider vehicle security and parking issues at incident facilities and coordinate security if necessary.
- Develop procedures for safe re-entry into evacuated areas.

Other

- Coordinate with appropriate animal care agencies and the Facilities and Procurement Units of the EOC Logistic Section. Take required animal control measures as necessary **(See Supporting Documentation)**.
- If requested, assist the County Coroner with removal and disposition of the dead.
- Activate the EOC Coroner Unit if the Coroner is needed and the County cannot provide service.

Additional Actions in Response to Hazardous Materials Incidents

- Insure 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 EOC Planning/ Intelligence Section for updates.
- Assist with the needs at the Unified Command Post as requested.
- Assist in efforts to identify spilled substances, including locating shipping papers and placards, and contacting as required: County Health, CalEMA, shipper, manufacturer, CHEMTREC, etc.

Additional Actions in Response to a Major Air Crash

- Notify the Federal Aviation Agency or appropriate military command.
- Request temporary flight restrictions.

Additional Actions in Response to Flooding and/or Reservoir Failure

- 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 CityTV and PIO to notify radio stations to broadcast warnings.

Deactivation

- Ensure that all required forms or reports are completed 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 the Law Branch position and close out logs when authorized by the Operations Section Chief or EOC Director.

NOTES:

MED/HEALTH BRANCH

SUPERVISOR: EOC Operations Section Chief

In the event of a major disaster, there may be an extended period of time before the County service can be provided. As resources allow, the Medical/Health Branch will coordinate the appropriate actions until the County responds.

The Los Angeles County Department of Health Services, in coordination with the private hospitals designated as Casualty Collection Points (CCP) or Medical Field Treatment Sites, is responsible for assigning medical staff to CCPs. (See Supporting Documentation).

GENERAL DUTIES:

- Monitor and coordinate all tactical operations of triage, emergency medical care and treatment of the sick and injured resulting from the incident.
- Assess medical casualties and needs.
- Coordinate resources and communication with medical/health care facilities and transportation companies for the evacuation and continual patient care consistent with the EOC Action Plan.
- Coordinate preventive health services and other health-related activities and advise on general sanitation matters.

YOUR RESPONSIBILITY:

Manage personnel, equipment and resources to provide the best patient care possible consistent with the EOC Action Plan. Coordinate the provision of public health and sanitation consistent with the EOC Action Plan.

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

CHECKLIST

Activation

- Check in upon arrival at the EOC.
- Report to the EOC Operations Section Chief and obtain a briefing.
- Determine your personal operating location and set up as necessary.

- Review your position responsibilities.
- Obtain a briefing from the field command post(s) or DOC, if activated, prior to assuming EOC assignment and brief the EOC Operations Section Chief.
- Identify yourself as the Medical/Health Branch Coordinator by putting on the vest with your title.
- Ensure that all required supplies are available and equipment is working properly (phones, radios, forms, lists, maps, etc.)
- Clarify any issues regarding your authority and assignment and what others in the organization do.
- Activate elements of your Branch/Unit, establish work area, assign duties and ensure Branch/Unit journal/log is opened.
- Ensure that a status check on equipment, facilities and operational capabilities has been completed.
- Ensure that field units begin safety/damage assessment survey of critical facilities and report status information to the EOC Planning/Intelligence Section through the EOC Operations Section.
- Determine 24-hour staffing requirement and request additional support as required.
- Request additional resources through the EOC Logistics Sections or established ordering procedures, as needed.
- Ensure that all your incoming Branch/Unit personnel are fully briefed.
- Based on the situation as known or forecast, determine likely future Branch/Unit needs.
- Think ahead and anticipate situations and problems before they occur.
- Using activity log, maintain all required records and documentation to support the EOC After-Action Report and the history of the emergency/disaster. Document:
 - ◆ Messages received
 - ◆ Action taken
 - ◆ Decision justification and documentation
 - ◆ Requests filled
 - ◆ EOC personnel, time on duty and assignments

Precise information is essential to meet requirements for possible reimbursement by CalEMA and FEMA.

General Operational Duties

- Develop a plan for your Branch/Unit operations and support of field operations as requested. Assign specific responsibilities.
- Keep up to date on the situation and resources associated with your Branch/Unit. Maintain current status reports and displays.
- Obtain regular briefings from field command post(s) or DOC.
- Direct field units to report pertinent information (casualties, damage observations, evacuation status, etc.) to the appropriate EOC Operations Branch.
- Keep the EOC Operations Section Chief advised of your Branch/Unit status and activity and on any problem areas that now need or will require solutions.
- Provide periodic situation or status reports to your EOC Section Chief for updating information to the EOC Planning/Intelligence Section.
- Ensure that all relevant communication systems are operational.
- Review situation reports as they are received.
- Anticipate potential situation changes, such as severe aftershocks, in all Branch/Unit planning. Develop a backup plan for all plans and procedures requiring off-site communications.
- Determine and anticipate your support needs and forward to your EOC Section Chief.
- Conduct periodic briefings for your Branch/Unit. Ensure they are aware of priorities.
- Monitor your Branch/Unit activities and adjust staffing and organization as appropriate to meet current needs.
- Use face-to-face communication in the EOC whenever possible and document decisions and policy.
- Refer all media contacts to your EOC Section Chief.
- Be prepared to participate in the EOC Director's action planning meetings and policy decisions if requested.

- Ensure that all your Branch/Unit personnel and equipment time records and record of expendable materials used are provided to your EOC Section Chief at the end of each operational period.
- Brief your relief at shift-change time. Ensure that in-progress activities are identified and follow-up requirements are known.

Branch/Unit Operational Duties

- Access County medical/health response by contacting the Los Angeles County Operational Area EOC.
- Arrange for emergency medical support and hospital care for disaster victims during and after an incident.
- Determine number and location of casualties that require hospitalization.
- Identify hospitals, nursing homes and other facilities that could be expanded into emergency treatment centers for disaster victims and inform the Los Angeles County Operational Area EOC.
- In the event of an evacuation, coordinate with the Law Branch to reduce the patient population in hospitals, nursing homes and other care facilities.
- Provide continued medical care for patients who cannot be moved when hospitals, nursing homes and other health care facilities are evacuated.
- In conjunction with the Shelter Branch, establish and staff medical care stations at shelter facilities.
- Establish and operate first aid stations for emergency workers as appropriate to the incident.
- Coordinate with the Personnel Unit of the EOC Logistics Section to obtain additional health/medical personnel.
- In conjunction with the Transportation Unit of the EOC Logistics Section, coordinate transportation and care of injured persons to treatment areas.
- Provide information on the disaster routes established within the EOC Action Plan to local hospitals, health care facilities, ambulance companies, etc.

- Provide to the PIO the locations of shelters, first aid facilities, Casualty Collection Points (CCPs), public health hazards and mitigation procedures and other information for press release.
- In conjunction with the Situation Status Unit of the EOC Planning/Intelligence Section, establish a patient tracking system.
- Protect sources of potable water and sanitary sewage systems from effects of potential hazards.
- Identify sources of contamination dangerous to the health of the community and post as needed.
- Coordinate inspection of health hazards in damaged buildings.
- Coordinate with the Los Angeles County Operational Area in developing procedures to distribute medications to shelters or treatment areas as needed.
- Coordinate with the Los Angeles County Operational Area in appropriate disease prevention measures, i.e., inoculation, water purification, pest control, inspection of foodstuffs and other consumables, etc.
- Coordinate local medical staff with National Disaster Medical System (NDMS) responders.

Additional Actions in Response to Flooding and/or Reservoir Failure

- Identify facilities subject to flooding and prepare to move people from facilities.

Additional Actions in Response to Hazardous Material Incidents

- Identify patients and notify hospitals if contaminated or exposed patients are involved.
- Implement the Radiological Protection Procedures as needed. **Reference City of Santa Monica Hazardous Materials Plan.**

Deactivation

- Ensure that all required forms or reports are completed 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 the Medical Branch position and close out logs when authorized by the EOC Operations Section Chief or EOC Director.

NOTES:

CARE AND SHELTER BRANCH

SUPERVISOR: EOC Operations Section Chief

The City of Santa Monica works with the Santa Monica Chapter of the American Red Cross. 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 centers and mass care facilities until, and if, the American Red Cross assumes responsibility of the facilities. Thereafter, the Care and Shelter Branch will work closely with and support the American Red Cross and any other volunteer service agencies providing assistance to disaster victims.

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

SHELTER SITES

Pre-identified sites with Site Surveys completed include:

1. Santa Monica College, 1900 Pico Boulevard
2. John Adams Middle School, 2425 16th Street
3. Santa Monica High School, 601 Pico Boulevard
4. Lincoln Middle School, 1501 California Avenue
5. Memorial Park Gym, 1401 Olympic Boulevard

In conjunction with the Santa Monica Chapter, American Red Cross, have permission and Memos of Understanding secured for shelter usage.

In conjunction with the American Red Cross and the Santa Monica- Malibu Unified School District, the city of Santa Monica has established the following inspections prior to opening a shelter.

- ◆ Structural safety inspection arranged with local Building Inspector.
- ◆ OSHA safety inspection for safety of shelterees and workers.
- ◆ Facility Walk-Through Survey prior to use (to protect owner and user against damage claims).

Additional Potential shelter sites

- ◆ City-owned facilities such as community centers, recreational facilities or auditoriums.
- ◆ Churches and other privately owned facilities.
- ◆ School multi-purpose buildings and gymnasiums.
- ◆ Santa Monica Civic Auditorium

Care and Shelter Branch should coordinate with the American Red Cross in identifying potential sites. Potential shelters should have the following and meet all Americans with Disabilities Act (ADA) requirements:

- ◆ An open space suitable for cots, tables, etc.
- ◆ Sanitation and hygiene facilities, as available.

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

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 as possible after a disaster, schools should be used in shelter operations only when other resources are unavailable.

GENERAL DUTIES:

- Identify the care and shelter needs of the community.
- Coordinate with the American Red Cross and other emergency welfare agencies 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.

YOUR RESPONSIBILITY:

Provide care and shelter for disaster victims and coordinate efforts with the American Red Cross and other volunteer agencies.

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

CHECKLIST

Activation

- Check in upon arrival at the EOC.
- Report to the EOC Operations Section Chief and obtain a briefing.
- Determine your personal operating location and set up as necessary.
- Review your position responsibilities.
- Obtain a briefing from the field command post(s) or DOC, if activated, prior to assuming EOC assignment and brief the EOC Operations Section Chief.
- Identify yourself as the Care and Shelter Branch Coordinator by putting on the vest with your title.
- Ensure that all required supplies are available and equipment is working properly (phones, radios, forms, lists, maps, etc.)
- Ascertain if all key Care and Shelter personnel are in the EOC or have been notified.
- Clarify any issues regarding your authority and assignment and what others in the organization do.
- Activate elements of your Branch/Unit, establish work area, assign duties and ensure Branch/Unit journal/log is opened.
- Ensure that all Care and Shelter personnel have completed status check on equipment, facilities and operational capabilities.
- Determine 24-hour staffing requirement and request additional support as required.
- Request additional resources through the EOC Logistics Section or established ordering procedures, as needed.
- Ensure that all your incoming Branch/Unit personnel are fully briefed.
- Based on the situation as known or forecast, determine likely future Branch/Unit needs.
- Think ahead and anticipate situations and problems before they occur.
- Using activity logs maintain all required records and documentation to support the EOC After-Action Report and the history of the emergency/disaster. Document:
 - ◆ Messages received
 - ◆ Action taken

- ◆ Decision justification and documentation
- ◆ Requests filled
- ◆ EOC personnel, time on duty and assignments

Precise information is essential to meet requirements for possible reimbursement by CalEMA and FEMA.

General Operational Duties

- Develop a plan for your Branch/Unit operations and support of field operations as requested. Assign specific responsibilities.
- Keep up to date on the situation and resources associated with your Branch/Unit. Maintain current status reports and displays.
- Obtain regular briefings from field command post(s) or DOC.
- Direct field units to report pertinent information (casualties, damage observations, evacuation status, etc.) to the appropriate EOC Operations Branch.
- Keep the EOC Operations Section Chief advised of your Branch/Unit status and activity and on any problem areas that now need or will require solutions.
- Provide periodic situation or status reports to your EOC Section Chief for updating information to the Planning/ Intelligence Section.
- Ensure that all relevant communication systems are operational.
- Review situation reports as they are received. Verify information where questions exist.
- Anticipate potential situation changes, such as severe aftershocks, in all Branch/Unit planning. Develop a backup plan for all plans and procedures requiring off-site communications.
- Determine and anticipate your support needs and forward to your EOC Section Chief.
- Conduct periodic briefings for your Branch/Unit. Ensure they are aware of priorities.
- Monitor your Branch/Unit activities and adjust staffing and organization as appropriate to meet current needs.
- Use face-to-face communication in the EOC whenever possible and document decisions and policy.

- Refer all media contacts to your EOC Section Chief.
- Be prepared to participate in the EOC Director's action planning meetings and policy decisions if requested.
- Ensure that all your Branch/Unit personnel and equipment time records and record of expendable materials used are provided to your EOC Section Chief at the end of each operational period.
- Brief your relief at shift-change time. Ensure that in-progress activities are identified and follow-up requirements are known.

Branch/Unit Operational Duties

- If need is established, contact Santa Monica Chapter of the American Red Cross and request an ARC liaison for the City of Santa Monica's EOC. (The Los Angeles Chapter of the American Red Cross will arrange for a liaison at the Operational Area EOC which may satisfy local government needs.)
- 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.
- The Santa Monica Chapter of the American Red Cross should be contacted when considering opening a mass care facility.
- Identify and prioritize which designated mass care facilities will be needed and if they are functional.
- Ensure that a building inspector 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 conjunction with the American Red Cross, manage care and shelter activities (staffing, registration, shelter, feeding, pertinent evacuee information, etc.) **(See Supporting Documentation)**.
- 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 Personnel Unit of the EOC 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 Los Angeles County Operational Area Care and Shelter Unit for sheltering of residential care and special needs populations.
- Provide and maintain shelter and feeding areas that are free from contamination and meet all health, safety and ADA standards.
- Coordinate with the Santa Monica Chapter of the American Red Cross, Salvation Army and other volunteer agencies for emergency mass feeding operations.
- Coordinate with the Los Angeles County Operational Area Care and Shelter Unit, 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 Information Systems Branch of the EOC Logistic Sections to provide communications where needed to link mass care facilities, the EOC and other key facilities.
- Coordinate with the Procurement and Facilities Units of the EOC Logistics Section the care of shelterees' animals.
- Coordinate with the Transportation Unit of the EOC Logistics Section the transportation needs of shelterees.
- 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.
- Assist the American Red Cross to ensure adequate food supplies, equipment and other supplies to operate mass care facilities. Coordinate procurement and distribution through the Red Cross or the Procurement Unit of the EOC Logistics Section if requested by Red Cross.
- Coordinate with the Facilities Unit of the EOC Logistics Section in the evacuation and relocation or shelter-in-place of any mass care facilities which may be threatened by any hazardous condition.
- Coordinate with the American Red Cross in the opening, relocating and closing of shelter operations. Also coordinate the above with adjacent communities if needed.

Deactivation

- Ensure that all required forms or reports are completed prior to your release and departure.
- Be prepared to provide input to the After-Action Report.
- Determine what follow-up to your assignment might be required before you leave.
- Deactivate the Care and Shelter Branch position and close out logs when authorized by the Operations Section Chief or EOC Director.

NOTES:

PUBLIC WORKS BRANCH

SUPERVISOR: Operations Section Chief

GENERAL DUTIES:

- 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 EOC Logistics Section on the acquisition of all resources and support supplies, transportation, materials and equipment.
- Determine the need for and location of general staging areas for unassigned resources.
- Coordinate with the Facilities Unit of the EOC Logistics Section and participate in any action planning meetings pertaining to the establishment of additional locations.
- Prioritize the allocation of resources to individual incidents. Monitor resource assignments. Make adjustments to assignments based on requirements.
- As needed, provide for the procurement and distribution of potable water supplies and coordinate with the Health Branch on water purification notices. **(See Supporting Documentation)**

YOUR RESPONSIBILITY:

Coordinate all Public Works operations; maintain public facilities, utilities and services, as well as restore those that are damaged or destroyed; assist other functions with traffic issues, search and rescue, transportation, etc. as needed. Necessary units or groups may be activated as needed to carry out these functions.

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

CHECKLIST

Activation

- Check in upon arrival at the EOC.
- Report to the EOC Operations Section Chief and obtain a briefing.
- Determine your personal operating location and set up as necessary.

- Review your position responsibilities.
- Obtain a briefing from the field command post(s) or DOC, if activated, prior to assuming EOC assignment and brief the EOC Operations Section Chief.
- Identify yourself as the Public Works Branch Coordinator by putting on the vest with your title.
- Ensure that all required supplies are available and equipment is working properly (phones, radios, forms, lists, maps, etc.)
- Ascertain if all key Public Works Department personnel are in the EOC or have been notified.
- Clarify any issues regarding your authority and assignment and what others in the organization do.
- Activate elements of your Branch/Unit, establish work area, assign duties and ensure Branch/Unit journal/log is opened.
- 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 call-back status (when they should report), in accordance with current department emergency procedures.
- Ensure that all Public Works personnel have completed status check on equipment, facilities and operational capabilities.
- Ensure that field units begin the safety assessment survey of public works and operations facilities and report status information to the EOC Planning/Intelligence Section.
- Determine 24-hour staffing requirement and request additional support as required.
- Request additional resources through the Logistics Section or established ordering procedures, as needed.
- Ensure that all your incoming Branch/Unit personnel are fully briefed.
- Based on the situation as known or forecast, determine likely future Branch/Unit needs.
- Think ahead and anticipate situations and problems before they occur.

- Using activity log maintain all required records and documentation to support the After-Action Report and the history of the emergency/disaster. Document:
 - ◆ Messages received
 - ◆ Action taken
 - ◆ Decision justification and documentation
 - ◆ Requests filled
 - ◆ EOC personnel, time on duty and assignments

Precise information is essential to meet requirements for possible reimbursement by CalEMA and FEMA.

General Operational Duties

- Develop a plan for your Branch/Unit operations and support of field operations as requested. Assign specific responsibilities.
- Keep up to date on the situation and resources associated with your Branch/Unit. Maintain current status reports and displays.
- Obtain regular briefings from field command post(s) or DOC.
- Maintain contact with established DOCs and work/control/dispatch centers to coordinate resources and response personnel.
- Direct field units to report pertinent information (casualties, damage observations, evacuation status, etc.) to the appropriate EOC Operations Branch.
- Keep the EOC Operations Section Chief advised of your Branch/Unit status and activity and on any problem areas that now need or will require solutions.
- Provide periodic situation or status reports to your EOC Section Chief for updating information to the EOC Planning/Intelligence Section.
- Ensure that all relevant communication systems are operational.
- Review situation reports as they are received. Verify information where questions exist.
- Anticipate potential situation changes, such as severe aftershocks, in all Branch/Unit planning. Develop a backup plan for all activities and procedures requiring off-site communications.
- Determine and anticipate your support needs and forward to your EOC Section Chief.

- Conduct periodic briefings for your Branch/Unit. Ensure they are aware of priorities.
- Monitor your Branch/Unit activities and adjust staffing and organization as appropriate to meet current needs.
- Use face-to-face communication in the EOC whenever possible and document decisions and policy.
- Refer all media contacts to your EOC Section Chief.
- Be prepared to participate in the EOC Director's action planning meetings and policy decisions if requested.
- Ensure that all your Branch/Unit personnel and equipment time records and record of expendable materials used are provided to your EOC Section Chief at the end of each operational period.
- Brief your relief at shift-change time. Ensure that in-progress activities are identified and follow-up requirements are known.

Branch/Unit Operational Duties

- Receive and process all requests for Public Works resources.
- Maintain back-up power in the EOC.
- 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 EOC Logistics Section, utilizing mutual aid process when appropriate.
- Allocate available resources based on requests and EOC priorities.
- Determine priorities for identifying, inspecting and designating hazardous structures to be demolished.
- Ensure that sources of potable water and sanitary sewage systems are available and protected from potential hazards. **(See Supporting Documentation)**
- Develop priorities and coordinate with utility companies for restoration of utilities to critical and essential facilities.

- ❑ In coordination with the Los Angeles County Department of Public Works, 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
- ❑ Coordinate with the Law Branch to ensure the safety of evacuation routes following a devastating event.
- ❑ Coordinate with the Procurement Unit of the EOC Logistics Section for sanitation service during an emergency.
- ❑ Support clean-up and recovery operations during disaster events.
- ❑ Clear debris from waterways to prevent flooding. Drain flooded areas, as needed.
- ❑ Develop a debris removal plan to facilitate city clean-up operations, which addresses:
 - ◆ Identification of agencies such as the County Sanitation Districts of Los Angeles and coordination of the debris removal process.
 - ◆ Identification of and cooperation with landfills (consider fee waivers, modification of landfill operating hours, and public concerns)
 - ◆ Cooperation with various waste management regulatory agencies to address associated debris removal problems.
 - ◆ Identification and establishment of debris collection sites.
 - ◆ Evaluation of potential recycling of debris.
 - ◆ Prioritization and completion of the debris removal process.
 - ◆ Disaster Event Analysis and 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 Services.
 - ◆ Determine debris removal/building deconstruction and demolition needs.
 - coordinate with Building and Safety to determine if a city contractor will be needed to remove debris from private property or perform demolition services.
 - Building and Safety should seek reimbursement if property owner does have to coordinate with Building and Safety 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 storage/processing 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 sites and sorting which may require moving materials twice. Coordinate this activity through County.
- ◆ 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
- ◆ 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
- Determine the need to staff a water task group and secure resources through the Logistics Section
 - ◆ Contact DHS District Office of Drinking Water, local health department, local water utilities, Public Works, Fire Department, Police Department and other sources to compile situation information including:
 - 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)
 - ◆ Notify the Los Angeles County Operational Area EOC (OAEOC) of the situation and need for mutual aid and participate in OAEOC Drinking Water conference calls as requested.
 - ◆ Evaluate and prioritize potable water needs (quantity/location/duration: minimum 2 gallons per person per day).

- ◆ In coordination with the Logistics Section, identify and obtain potable water resources. (If necessary, recommend Deputy EOC Director request mutual aid to identify and/or obtain water resources. (A list of approved commercial vendors is maintained by the Food and Drug Branch of DHS and is available through the Regional EOC [REOC] Water Chief.)
- ◆ Identify and secure locations for water distribution points (e.g., parks, city halls, shelters, etc.).
- ◆ In coordination with the Logistics Section, identify and secure staff resources needed to operate water distribution points. (If necessary recommend that the Deputy EOC Director request mutual aid to obtain required staff resources.)
- ◆ Consult with DHS District Office, water utilities and PIO for appropriate public information announcements and media interface.
- ◆ Transmit to Finance/Administration Section data on costs incurred in EOC effort to purchase and distribute potable water.

Please note: Going directly to the State agency (DHS District Office of Drinking Water) is not the normal channel of coordination. However, the local level must coordinate directly with and obtain approval of the State water quality agency for water system restoration.

- Maintain information in the Unit regarding facilities opened and operating, 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.
- In coordination with the Operations Section Chief, provide support to facilities used for disaster response and recovery operations, i.e., staging areas, shelters, disaster application centers (DACs), etc.
- Identify communications requirements to the Information Systems Branch.
- Identify equipment, material and supply needs to the Supply/Procurement Unit.
- Identify personnel needs to the Personnel Branch.
- Identify transportation requirements and support to the Transportation Unit and other departments.
- Identify security requirements to the Law Branch of the Operations Section.
- 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.
- Oversee the distribution of utilities, fuel, water food, other consumables and essential supplies to all disaster operations facilities.
- Ensure that basic sanitation and health needs are met.

Deactivation

- Ensure that all required forms or reports are completed prior to your release and departure.
- Be prepared to provide input to the EOC After-Action Report.
- Determine what follow-up to your assignment might be required before you leave.
- Deactivate the Public Works Branch position and close out logs when authorized by the EOC Operations Section Chief or EOC Director.

NOTES:

BUILDING AND SAFETY BRANCH

SUPERVISOR: EOC Operations Section Chief

GENERAL DUTIES:

- Begin the immediate inspection for re-occupancy of key city facilities by departments responsible for emergency response and recovery.
- Provide engineering support as requested for other EOC Operations Section Branches; i.e. Urban Search and Rescue teams.
- 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 Damage Assessment Unit of the EOC Planning/Intelligence Section.
 - Impose emergency building regulations as determined from performance of structures.
 - Coordinate investigation of building code performance. Determine the extent of damage to buildings and structures and develop recommendations for building code changes.

YOUR RESPONSIBILITY:

Evaluation of all city-owned and private structures that may have been damaged in an incident. The Building Official in the City of Santa Monica is the ultimate authority in safety assessment and in determining whether or not a building is inhabitable or safely accessible, and those orders will be enforced by local law enforcement.

In a large incident, the need for outside resources to accomplish building inspection will be required. The coordination of such incoming resources is handled by this branch.

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

CHECKLIST

Activation

- Check in upon arrival at the EOC.
- Report to the EOC Operations Section Chief and obtain a briefing.
- Determine your personal operating location and set up as necessary.
- Review your position responsibilities.
- Obtain a briefing from the field command post(s) or DOC, if activated, prior to assuming EOC assignment and brief the EOC Operations Section Chief.
- Identify yourself as the Building and Safety Branch Coordinator by putting on the vest with your title.
- Ensure that all required supplies are available and equipment is working properly (phones, radios, forms, lists, maps, etc.)
- Ascertain if all key Building and Safety Department personnel are in the EOC or have been notified.
- Clarify any issues regarding your authority and assignment.
- Activate elements of your Branch/Unit, establish work area, assign duties and ensure Branch/Unit journal/log is opened.
- Ensure that all on-duty Building and Safety personnel have been alerted and notified of the current situation.
- Ensure that all off-duty Building and Safety personnel have been notified of call-back status (when they should report), in accordance with current department emergency procedures.
- Ensure that all Building and Safety personnel have completed status check on equipment, facilities and operational capabilities.
- Ensure that field units begin safety/damage assessment survey of critical facilities and report status information to the EOC Planning/Intelligence Section through the EOC Operations Section.
- Determine 24-hour staffing requirement and request additional support as required.
- Request additional resources through the EOC Logistics Section or established ordering procedures, as needed.
- Ensure that all your incoming Branch/Unit personnel are fully briefed.

- Based on the situation as known or forecast, determine likely future Branch/Unit needs.
- Think ahead and anticipate situations and problems before they occur.
- Using activity log maintain all required records and documentation to support the After-Action Report and the history of the emergency/disaster. Document:
 - ◆ Messages received
 - ◆ Action taken
 - ◆ Decision justification and documentation
 - ◆ Requests filled
 - ◆ EOC personnel, time on duty and assignments

Precise information is essential to meet requirements for possible reimbursement by CalEMA and FEMA.

General Operational Duties

- Develop a plan for your Branch/Unit operations and support of field operations as requested. Assign specific responsibilities.
- Keep up to date on the situation and resources associated with your Branch/Unit. Maintain current status reports and displays.
- Ensure that field units are carrying out the Safety/Damage Assessment plan.
- Obtain regular briefings from field command post(s) or DOC.
- Maintain contact with established DOCs and work/control/dispatch centers to coordinate resources and response personnel.
- Direct field units to report pertinent information (casualties, damage observations, evacuation status, etc.) to the appropriate EOC Operations Branch.
- Keep the EOC Operations Section Chief advised of your Branch/Unit status and activity and on any problem areas that now need or will require solutions.
- Provide periodic situation or status reports to your EOC Section Chief for updating information to the Planning/Intelligence Section.
- Ensure that all relevant communication systems are operational.

- Review situation reports as they are received. Verify information where questions exist.
- Anticipate potential situation changes, such as severe aftershocks, in all Branch/Unit planning. Develop a backup plan for all activities and procedures requiring off-site communications.
- Determine and anticipate your support needs and forward to your EOC Section Chief.
- Conduct periodic briefings for your Branch/Unit. Ensure they are aware of priorities.
- Monitor your Branch/Unit activities and adjust staffing and organization as appropriate to meet current needs.
- Use face-to-face communication in the EOC whenever possible and document decisions and policy.
- Refer all media contacts to your Section Chief.
- Be prepared to participate in the EOC Director's action planning meetings and policy decisions if requested.
- Ensure that all your Branch/Unit personnel time and equipment records and record of expendable materials used are provided to your EOC Section Chief at the end of each operational period.
- Brief your relief at shift-change time. Ensure that in-progress activities are identified and follow-up requirements are known.

Branch/Unit Operational Duties

- Coordinate with Los Angeles County Building and Safety regarding local jurisdictional needs.
- Activate the Operational Area Safety/Damage Assessment Plan. It should include inspection of the following critical facilities (priority) and other facilities (See Unit Two, Operations Support Documentation):
 - ◆ EOC/DOCs
 - ◆ Police stations
 - ◆ Fire stations
 - ◆ *Hospitals
 - ◆ Schools

- Congregate care facilities (including private schools, convalescent care facilities, board and care facilities, day care centers, etc.)
 - ◆ *Public schools
 - ◆ Public Works facilities
 - ◆ Potential HazMat 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 manner 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.
 - After completion of the safety/damage survey, develop a preliminary estimate of the need for mutual aid assistance.
 - Assess the need and establish contacts for requesting or providing mutual aid assistance.
 - Alert and stage safety assessment teams as needed.
 - Implement procedures for posting of building occupancy safety status using ATC-20 guidelines.
 - Activate department procedures and systems to document and report safety assessment information and forward to the Damage Assessment Unit of the Planning/Intelligence Section.
 - Arrange for necessary communications equipment from the Information Systems Branch of the EOC Logistics Section and distribute to all field personnel (e.g., radios, cellular phones, etc.)

- Brief all personnel on Department Emergency Operating Procedures and assignments.
- Assess the need to require potentially unsafe structures to be vacated.
- Provide structural evaluation of mass care and shelter facilities to the Shelter Branch.
- Provide public school inspection reports to the state Architect.
- Consider establishing a staging area field site to direct and coordinate safety assessment and inspection teams.
- 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 and existing city internet based applications to take damage reports and requests for safety inspections.
- Direct field personnel to advise property owners and tenants that multiple inspections of damage property will be required by various assisting agencies, including American Red Cross; FEMA; CAL-EMA; local Building and Safety; insurance carriers and other local, state and federal agencies.
- If needed, request police escort of safety assessment and inspection personnel.

Deactivation

- Ensure that all required forms or reports are completed 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 the Building and Safety Branch position and close out logs when authorized by the Operations Section Chief or EOC Director.

NOTES:

PLANNING SECTION

Purpose

The Planning Section enhances the capability of the City of Santa Monica to respond to emergencies by planning application and coordination of available resources. It is the policy of this section that the priorities of responses are to be:

- Protect life, property, and the environment.
- Provide planning and direction for the emergency operations and optimize the management of resources.
- Provide support to the other sections of the City's emergency response team.
- At the earliest possible opportunity restore essential services and systems.

Overview

The EOC Planning/Intelligence Section's primary responsibility is to collect, evaluate, display and disseminate incident information and status of resources. This Section functions as the primary support for decision-making to the overall emergency organization. This Section also provides anticipatory appraisals and develops plans necessary to cope with changing field events. During a disaster/emergency, other department heads will advise the EOC Planning/Intelligence Coordinator on various courses of action from their departmental level perspective.

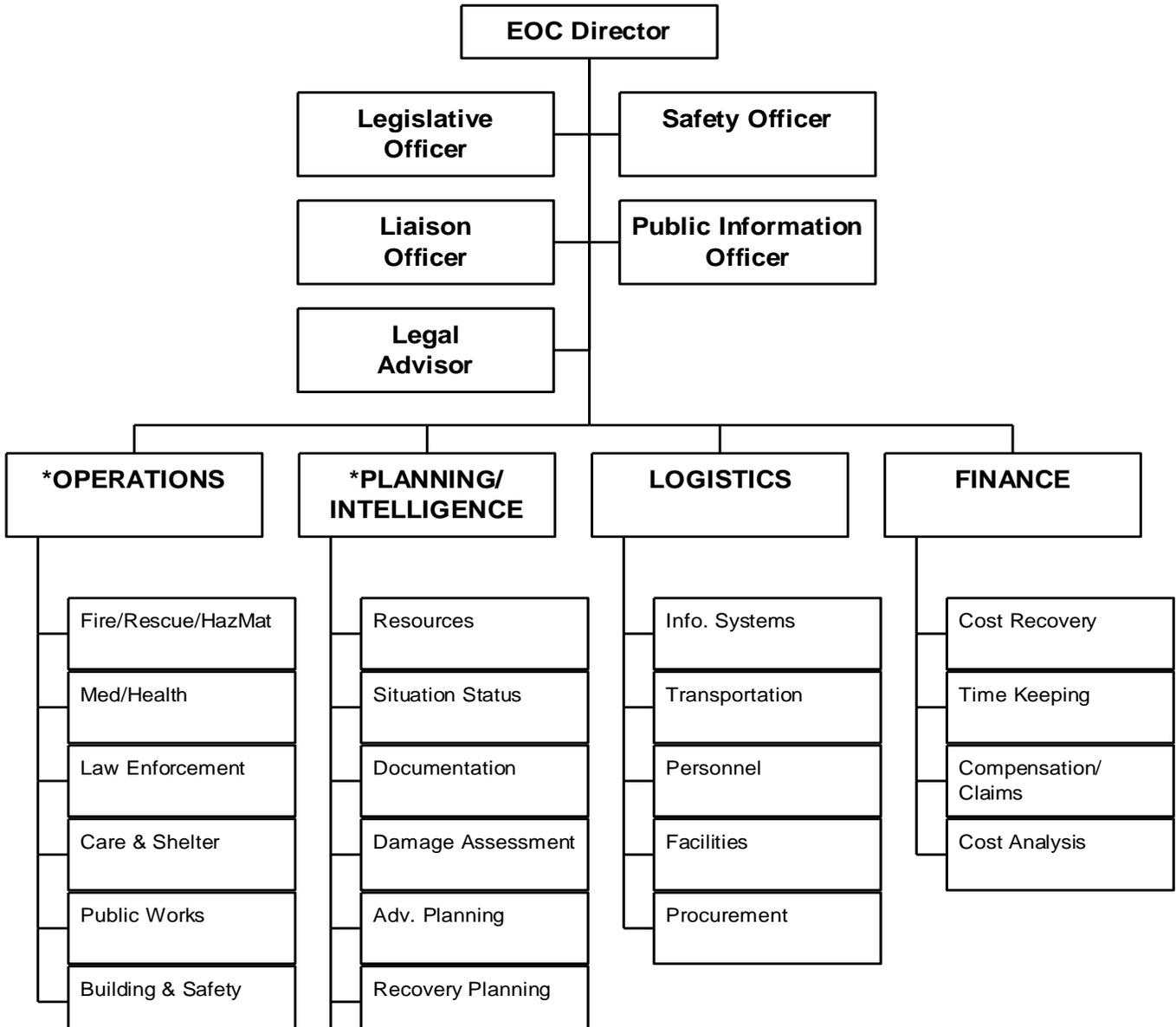
Objectives

The EOC 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 West Hollywood Sheriff's Station EOC or Watch Commander, and or using the Los Angeles County Operational Area Response and Recovery System (OARRS). The EOC 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 EOC Planning/Intelligence Section will accomplish the following specific objectives during a disaster/emergency:

- Collect initial situation and safety/damage assessment information.
- Display situation and operational information in the Emergency Operations Center (EOC) using maps and visual aids.

- Disseminate intelligence information to the EOC Director, EOC Coordinator, Public Information Officer, General Staff and the Los Angeles County Operational Area via the West Hollywood Sheriff's Station EOC or Watch Commander and or by using Operational Area Regional Reporting System (OARRS)
- Conduct mapping and recording operations.
- Prepare summary safety/damage assessment reports for dissemination to other sections, City departments, CalEMA, FEMA and the Los Angeles County Operational Area via the West Hollywood Sheriff's Station EOC or Watch Commander.
- 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 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 CalEMA and FEMA filing requirements.
- Acquire technical experts for special interest topics or special technical knowledge subjects.

SEMS/NIMS ORGANIZATION CHART



* If all elements are activated, a deputy may be appointed to provide a manageable span of control.

Field Units will be coordinating and communication with each of the Branches under the Operations Section. The Incident Command System will be used in the field.

Responsibilities:

Management (Management Section)

The Management Section is responsible for overall emergency management policy and coordination through the joint efforts of governmental agencies and private organizations. The EOC Director will either activate appropriate sections or perform their functions as needed.

Operations Section

Responsible for coordinating all jurisdictional operations in support of the emergency response through implementation of the city's EOC Action Plan.

Planning/Intelligence Section

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

Logistics Section

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

Finance/Administration Section

The Finance Section is responsible for financial activities and other administrative aspects.

PLANNING SECTION CHIEF

SUPERVISOR: EOC Director

GENERAL DUTIES:

- Ensure that the Planning/Intelligence function is performed consistent with SEMS/NIMS Guidelines, including:
- Collecting, analyzing and displaying situation information
- Preparing periodic situation reports
- Initiating and documenting the City's Action Plan and After-Action Report
- Advance planning
- Planning for demobilization
- Providing Geographic Information Services and other technical support services to the various organizational elements within the EOC.
- Establish the appropriate level of organization within the Section, and continuously monitor the effectiveness of that organization. Make changes as required.
- Be prepared to form additional branches/groups/units as dictated by the situation.
- Exercise overall responsibility for the coordination of branch/group/unit activities within the Section.
- Report to the EOC Director on all matters pertaining to Section activities.

YOUR RESPONSIBILITY:

Collect, evaluate, forecast, formulate, disseminate and use of information about the development of the incident and status of resources.

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

CHECKLIST

Activation

- Check in upon arrival at the EOC.
- Report to the EOC Director or Operations Section Chief.
- Obtain a briefing on the situation.
- Set up your Section workstation, including maps and status boards.

- Use your EOC Section materials and on-site supplies.
- Review your position responsibilities.
- Identify yourself as the EOC Planning/Intelligence Section Chief by putting on the vest with your title.
- Clarify any issues you may have regarding your authority and assignment and what others in the organization do.
- Review organization in place at the EOC. Know where to go for information or support.
- Determine if other Section staff is at the EOC.
- Confirm that all key EOC Planning/Intelligence Section personnel or alternates are in the EOC or have been notified. Recall the required staff members necessary for the emergency.
- 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
 - ◆ Damage Assessment Unit
 - ◆ Advance Planning Unit
 - ◆ Recovery Planning Unit
 - ◆ Demobilization Unit
 - ◆ Technical Specialist
- Request additional personnel for the Section to maintain a 24-hour operation as required.
- Brief incoming Section personnel prior to their assuming their duties. Briefings should include:
 - ◆ Current situation assessment
 - ◆ Identification of specific job responsibilities
 - ◆ Identification of co-workers within the job function and/or geographical assignment
 - ◆ Availability of communications
 - ◆ Location of work area
 - ◆ Identification of eating and sleeping arrangements as appropriate

- ◆ Procedural instructions for obtaining additional supplies, services and personnel
- ◆ Identification of operational period work shifts
- ❑ Inform the EOC Director and General Staff when your Section is fully operational.
- ❑ Open and maintain Section activity logs.
- ❑ Using activity log, maintain all required records and documentation to support the After-Action Report and the history of the emergency/disaster. Document:
 - ◆ Messages received
 - ◆ Action taken
 - ◆ Decision justification and documentation
 - ◆ Requests filled
 - ◆ EOC personnel, time on duty and assignments

Precise information is essential to meet requirements for possible reimbursement by the CalEMA and FEMA.

- ❑ Review responsibilities of branches/groups/units in your Section. Develop plan for carrying out all responsibilities.
- ❑ Prepare work objectives for Section staff and make staff assignments.
- ❑ Meet with other Section Chiefs.
- ❑ Review major incident reports and additional field operational information that may pertain to or affect Section operations.
- ❑ Obtain and review major incident reports and other reports from adjacent areas that have arrived at the EOC.
- ❑ Direct the Situation Status Unit leader to initiate collection and display of significant disaster events.
- ❑ Direct the Documentation Unit leader to initiate collection and display of disaster information.
- ❑ Based on the situation as known or forecast, determine likely future Planning/Intelligence Section needs.
- ❑ Think ahead and **anticipate** situations and problems before they occur.
- ❑ Request additional resources through the appropriate Logistics Section Unit, as needed.

General Operational Duties

- Carry out responsibilities of the Planning/Intelligence Section branches/groups/units that are not currently staffed.
- 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.
- Make a list of key issues currently facing your Section to be accomplished within the next operational period.
- Keep up to date on situation and resources associated with your Section. Maintain current status and displays at all times.
- Brief the EOC Director on major problem areas that need or will require solutions.
- Establish operating procedure with the Information Systems Branch of the Logistics Section for use of telephone, data and radio systems. Make any priorities or special requests known.
- Determine status of 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.
- Ensure that your Section logs and files are maintained.
- Monitor your Section activities and adjust Section organization as appropriate.
- Ensure internal coordination between branch/group/unit leaders.
- Update status information with other sections as appropriate.
- Resolve problems that arise in conducting your Section responsibilities.
- Anticipate potential situation changes, such as severe aftershocks, in all Section planning.
- Develop a backup plan for all plans and procedures requiring off-site communications.
- Conduct periodic briefings for your Section. Ensure that all organizational elements are aware of priorities.

- Use face-to-face communication in the EOC whenever possible and document decisions and policy.
- Make sure that all contacts with the media are fully coordinated first with the Public Information Officer (PIO).
- Provide direction and information to the EOC Director for the action planning meetings.
- Ensure that all your Section personnel and equipment time records and record of expendable materials used are provided to the Time and Cost Analysis Units of the Finance/Administration Section at the end of each operational period.
- Brief your relief at shift change time. Ensure that in-progress activities are identified and follow-up requirements are known.

Section Operational Duties

- Assess the impact of the disaster/emergency on the City of Santa Monica, including the initial safety/damage assessment by field units.
- Develop situation analysis information on the impact of the emergency from the following sources:
 - ◆ Fire Department
 - ◆ Police Department
 - ◆ Public Works
 - ◆ Community and Cultural Services
 - ◆ Santa Monica/Malibu School District
 - ◆ Transportation
 - ◆ Red Cross, Santa Monica Chapter
 - ◆ Disaster Communications Services (DCS)
 - ◆ Media (Radio, Television, and Internet)
- Ensure that pertinent disaster/emergency information is disseminated through appropriate channels to response personnel, City EOC section staff, City departments, Los Angeles County Operational Area.
- 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 or by using OARRS operational area regional resource system **(See Supporting Documentation)**.

- Working with the EOC Management Team and the Documentation Unit, prepare an EOC Action Plan to identify priorities and objectives.
- Assemble information on alternative strategies.
- Identify the need for use of special resources.
- Initiate the EOC Action Plan development for the current and future operational periods.
- Coordinate action planning briefing to the EOC Director and General Staff, including analysis and forecast of incident potential.
- Ensure coordination of collection and dissemination of disaster information and intelligence with other sections.
- Begin planning for recovery. (Refer to Recovery Planning Unit).

Deactivation

- Authorize deactivation of organizational elements within your Section when they are no longer required.
- Ensure that any open actions are handled by your Section or transferred to other EOC elements as appropriate.
- Ensure that any required forms or reports are completed prior to your release and departure.
- Be prepared to provide input to the After-Action Report.
- Deactivate your Section and close out logs when authorized by the EOC Director.

NOTES:

RESOURCES UNIT

SUPERVISOR: EOC Planning Section Chief

GENERAL DUTIES:

- Prepare and maintain displays, charts and lists that reflect the current status and location of controlled resources, transportation and support vehicles.
- Establish a resource reporting system for field and EOC units.
- Prepare and process resource status change information.
- Provide information to assist the Situation Status and Documentation Units of the EOC Planning/Intelligence Section in strategy planning and briefing presentations.

YOUR RESPONSIBILITY:

Maintain detailed tracking records of resources allocation and use (resources already in place, resources requested but not yet on scene, “out-of-service” resources and estimates of future resource needs); logs and invoices to support the documentation process and resources information displays in the EOC. Cooperate closely with the EOC Operations Section (to determine resources currently in place and resources needed) and with the EOC Planning/Intelligence Section (to provide resources information to the EOC Action Plan) **(See Supporting Documentation)**.

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

CHECKLIST

Activation

- Check in upon arrival at the EOC.
- Report to the EOC Planning Section Chief.
- Obtain a briefing on the situation.
- Locate your workspace and set up as necessary.
- Review your position responsibilities.
- Identify yourself as the Resources Unit leader by putting on the vest with your title.

- Clarify any issues regarding your authority and assignment and what others in the organization do.
- Activate elements of your Unit, establish work area, assign duties and ensure Unit journal/log is opened.
- Determine 24-hour staffing requirement and request additional support as required.
- Request additional resources through the appropriate Logistics Unit, as needed.
- Ensure that all your incoming Unit personnel are fully briefed.
- Based on the situation as known or forecast, determine likely future Unit needs.
- Think ahead and anticipate situations and problems before they occur.
- Using activity log maintain all required records and documentation to support the After-Action/Corrective Action Report and the history of the emergency/disaster. **(See Supporting Documentation) 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 CalEMA and FEMA.

General Operational Duties

- Develop a plan for your Unit operations and support of field operations as requested. Assign specific responsibilities.
- Keep up to date on the situation and resources associated with your Unit. Maintain current status reports and displays.
- Keep the EOC Logistics Section Chief advised of your Unit status and activity and on any problem areas that now need or will require solutions.
- Provide periodic situation or status reports to the EOC Planning/Intelligence Section.
- Review situation reports as they are received. Verify information where questions exist.

- Anticipate potential situation changes, such as severe aftershocks, in all Unit planning. Develop a backup plan for all activities and procedures requiring off-site communications.
- Determine and anticipate your support needs and forward to your Section Chief.
- Conduct periodic briefings for your Unit. Ensure they are aware of priorities.
- Monitor your Unit activities and adjust staffing and organization as appropriate to meet current needs.
- Use face-to-face communication in the EOC whenever possible and document decisions and policy.
- Refer all media contacts to your Section Chief.
- Be prepared to participate in the EOC Director's action planning meetings and policy decisions if requested.
- Ensure that all your Unit personnel and equipment time records and a record of expendable materials used are provided to your Section Chief at the end of each operational period.
- Brief your relief at shift-change time. Ensure that in-progress activities are identified and follow-up requirements are known.

Unit Operational Duties

- Implement resource tracking system.
- Establish a reporting procedure for resources at specified locations.
- Direct the collection, organization and display status of incident resources to include allocation, deployment and staging areas.
- Maintain a master list of all resources by utilizing the Santa Monica Resource Management Guide.
- Provide a resources overview and summary information to the Situation Status Unit of the EOC Planning/Intelligence Section as requested and written status reports on resources allocations as requested by the Section Chiefs.
- Assist in strategic planning based on the evaluation of resource allocation, resources requested and anticipated resource needs.

- Ensure that available resources are not overlooked by the EOC Operations Section staff.
- Make recommendations to the EOC Logistics Section Chief of resources that are not deployed or should be deactivated.

Deactivation

- Ensure that all required forms or reports are completed prior to your release and departure.
- Be prepared to provide input to the After-Action/Corrective Action Report.
- Determine what follow-up to your assignment might be required before you leave.
- Deactivate the Resources Unit position and close out logs when authorized by the EOC Logistics Section Chief or EOC Director.

NOTES:

SITUATION STATUS UNIT

SUPERVISOR: EOC Planning Section Chief

GENERAL DUTIES:

- Collect, organize and analyze situation information from EOC sources.
- Provide current situation assessments.
- Develop situation reports for dissemination to EOC Planning/Intelligence Section Chief, EOC Director and other Section Chiefs.
- Using Operational Area Regional Response System (OARRS), transmit approved reports to the Los Angeles County Operational Area.
- Develop and maintain current maps and other display tools.
- Assess, verify and prioritize situation information.
- 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 maps and displays.
- Monitor and ensure the orderly flow of disaster and intelligence information within the EOC.

YOUR RESPONSIBILITY:

Collect and organize incident status and situation information and evaluate, analyze and display information for use by EOC staff.

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

CHECKLIST

Activation

- Check in upon arrival at the EOC.
- Report to the Planning/Intelligence Section Chief.
- Obtain a briefing on the situation.
- Determine your personal operating location and set up as necessary.
- Review your position responsibilities.

- Identify yourself as the Situation Status Unit leader by putting on the vest with your title.
- Clarify any issues regarding your authority and assignment and what others in the organization do.
- Activate elements of your Unit, establish work area, assign duties and ensure Unit journal/log is opened.
- Determine 24-hour staffing requirement and request additional support as required.
- Request additional resources through the appropriate Logistics Section Unit, as needed.
- Ensure that all your incoming Unit personnel are fully briefed.
- Based on the situation as known or forecast, determine likely future Branch/Unit needs.
- Think ahead and anticipate situations and problems before they occur.
- Using activity log, maintain all required records and documentation to support the After-Action Report and the history of the emergency/disaster. Document:
 - ◆ Messages received
 - ◆ Action taken
 - ◆ Decision justification and documentation
 - ◆ Requests filled
 - ◆ EOC personnel, time on duty and assignments

Precise information is essential to meet requirements for possible reimbursement by CalEMA and FEMA.

General Operational Duties

- Develop a plan for your Unit operations and support of field operations as requested. Assign specific responsibilities.
- Keep up to date on the situation and resources associated with your Unit. Maintain current status reports and displays.
- Keep the Planning/Intelligence Section Chief advised of your Unit status and activity and on any problem areas that now need or will require solutions.

- Provide periodic situation or status reports to your Section Chief.
- Ensure that all relevant communication systems are operational.
- Review situation reports as they are received. Verify information where questions exist.
- Anticipate potential situation changes, such as severe aftershocks, in all Unit planning. Develop a backup plan for all activities and procedures requiring off-site communications.
- Determine and anticipate your support needs and forward to your Section Chief.
- Conduct periodic briefings for your Unit. Ensure they are aware of priorities.
- Monitor your Unit activities and adjust staffing and organization as appropriate to meet current needs.
- Use face-to-face communication in the EOC whenever possible and document decisions and policy.
- Refer all media contacts to your Section Chief.
- Be prepared to participate in the EOC Director's action planning meetings and policy decisions if requested.
- Ensure that all your Unit personnel and equipment time records and record of expendable materials used are provided to your Section Chief at the end of each operational period.
- Brief your relief at shift-change time. Ensure that in-progress activities are identified and follow-up requirements are known.

Unit Operational Duties

- Direct the collection, organization and display of status of disaster, including:
 - Location and nature of the disaster/emergency
 - Special hazards
 - Number of injured persons
 - Number of deceased persons
 - Road closures and disaster routes
 - Structural property damage (estimated dollar value)
 - Personal property damage (estimated dollar value)
 - City of Santa Monica resources committed to the disaster/emergency
 - City of Santa Monica 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:
 - 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
 - Prepare and maintain EOC displays.
 - 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.
 - Develop sources of information and assist the Planning/Intelligence Section Chief in collecting, organizing and analyzing data from the following:
 - Management Team
 - Operations Section
 - Logistics Section
 - Finance/Administration Section
 - Provide for an authentication process in case of conflicting status reports on events.
 - Meet with the Planning/Intelligence Section Chief and the EOC Director to determine needs for planning meetings and briefings. Determine if there are any special information needs.
 - Direct the collection of photographs, videos, and/or sound recordings or disaster events, as appropriate.
 - 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.
 - Establish and maintain an open file of situation reports and major incident reports for review by other sections/units.

- Determine weather conditions; current and upcoming. Keep up-to-date weather information posted.
- Identify potential problem areas along evacuation routes; i.e., weight restrictions, narrow bridges, road sections susceptible to secondary effects of an incident, etc.
- In coordination with the Operations Section, estimate the number of people who will require transportation out of the risk areas. Coordinate with the Transportation Unit of the Logistics Section on transportation methods.
- Provide resource and situation status information in response to specific requests.
- Prepare an evaluation of the disaster situation and a forecast on the potential course of the disaster event(s) at periodic intervals or upon request of the Planning/Intelligence Section Chief.
- Prepare required Operational Area reports (Operation Area Resource System, OARRS). Obtain approval from the Planning/Intelligence Section Chief and transmit to the Los Angeles County EOC.
- Prepare written situation reports at periodic intervals at the direction of the Planning/Intelligence Section Chief.
- Assist at planning meetings as required. Provide technical assistance.
- During a radiological incident, activate the Radiological Protection Procedures as needed for reporting and documentation.

Deactivation

- Ensure that all required forms or reports are completed prior to your release and departure.
- Be prepared to provide input to the After-Action/Corrective Action Report.
- Determine what follow-up to your assignment might be required before you leave.
- Deactivate the Status Unit position and close out logs when authorized by the Planning/Intelligence Section Chief or EOC Director.

NOTES:

DOCUMENTATION UNIT

SUPERVISOR: EOC Planning Section Chief

GENERAL DUTIES:

- 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.
- Establish and operate a Message Center at the EOC, and assign appropriate internal and external message routing.
- Provide documentation and copying services to EOC staff.
- Maintain and preserve disaster/emergency files for legal, analytical and historical purposes.
- Compile, copy, and distribute the EOC Action Plans as directed by the Section Chiefs.
- Compile, copy, and distribute the After-Action/Corrective Action Report with input from other sections/units.

YOUR RESPONSIBILITY:

Compile and distribute the City's EOC Action Plans and After-Action/Corrective Action Reports; maintain accurate and complete incident files; establish and operate an EOC Message Center; provide copying services to EOC personnel and preserve incident files for legal, analytical and historical purposes.

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

CHECKLIST

Activation

- Check in upon arrival at the EOC.
- Report to the Planning/Intelligence Section Chief.
- Obtain a briefing on the situation.

- Determine your personal operating location and set up as necessary.
- Review your position responsibilities.
- Identify yourself as the Documentation Unit leader by putting on the vest with your title.
- Clarify any issues regarding your authority and assignment and what others in the organization do.
- Activate elements of your Branch/Unit, establish work area, assign duties and ensure Unit journal/log is opened.
- Determine 24-hour staffing requirement and request additional support as required.
- Request additional resources through the appropriate Logistics Section Unit, as needed.
- Obtain necessary equipment and supplies (forms, paper, pens, date/time stamp, copy machine, computer, software, etc.).
- Ensure that all your incoming Branch/Unit personnel are fully briefed.
- Based on the situation as known or forecast, determine likely future Unit needs.
- Think ahead and anticipate situations and problems before they occur.
- Using activity log, maintain all required records and documentation to support the After-Action Report and the history of the emergency/disaster. Document:
 - ◆ Messages received
 - ◆ Action taken
 - ◆ Decision justification and documentation
 - ◆ Requests filled
 - ◆ EOC personnel, time on duty and assignments

Precise information is essential to meet requirements for possible reimbursement by CalEMA and FEMA.

General Operational Duties

- Develop a plan for your Branch/Unit operations and support of field operations as requested. Assign specific responsibilities.

- Keep up to date on the situation and resources associated with your Branch/Unit. Maintain current status reports and displays.
- Keep the Planning/Intelligence Section Chief advised of your Branch/Unit status and activity and on any problem areas that now need or will require solutions.
- Provide periodic situation or status reports to your Section Chief.
- Ensure that all relevant communication systems are operable.
- Review situation reports as they are received. Verify information where questions exist.
- Anticipate potential situation changes, such as severe aftershocks, in all Unit planning. Develop a backup plan for all activities and procedures requiring off-site communications.
- Determine and **anticipate** your support needs and forward to your Section Chief.
- Conduct periodic briefings for your Unit. Ensure they are aware of priorities.
- Monitor your Unit activities and adjust staffing and organization as appropriate to meet current needs.
- Use face-to-face communication in the EOC whenever possible and document decisions and policy.
- Refer all media contacts to your Section Chief.
- Be prepared to participate in the EOC Director's action planning meetings and policy decisions if requested.
- Ensure that all your Unit personnel and equipment time records and record of expendable materials used are provided to your Section Chief at the end of each operational period.
- Brief your relief at shift-change time. Ensure that in-progress activities are identified and follow-up requirements are known.

Branch/Unit Operational Duties

- Meet with the Planning/Intelligence Section Chief to determine what EOC materials should be maintained for official records.

- Contact other EOC sections and units and inform them of the requirement to maintain official records. Assist them as necessary in setting up a file records system.
- Coordinate documentation with the Situation Status Unit.
- Following planning meetings, assist in the preparation of any written action plans or procedures.
- Ensure that the EOC Action Plans and After-Action/Corrective Action Reports are compiled, approved, copied and distributed to EOC Sections and Units.
- Ensure distribution and use of message center forms to capture a written record of actions requiring application of resources, requests for resources or other directions/information requiring use of the message center form.
- Implement filing system.
- Identify and establish a “runner” support system for collecting, duplicating journals, logs and message center forms throughout the EOC.
- Establish copying service and respond to authorize copying requests.
- Establish a system for collecting all section and unit journal/logs at completion of each operational period.
- Collect, maintain and store messages, records, reports, logs, journals and forms submitted by all sections and units for the official record.
- Participate in and support action planning briefings.

Deactivation

- Ensure that all required forms or reports are completed prior to your release and departure.
- Be prepared to provide input to the After-Action/Corrective Action Report.
- Determine what follow-up to your assignment might be required before you leave.
- Deactivate the Documentation Unit position and close out logs when authorized by the Planning/Intelligence Section Chief or EOC Director.

NOTES:

DAMAGE ASSESSMENT UNIT

SUPERVISOR: EOC Planning Section Chief

GENERAL DUTIES:

- Collect safety/damage assessment information from the EOC Operations Section and other verifiable sources and prepare appropriate reports.
- Provide safety/damage assessment information to the EOC Planning/Intelligence Section Chief.
- Coordinate with the Building and Safety Branch of the EOC Operations.

YOUR RESPONSIBILITY:

Maintain detailed records of safety/damage assessment information and support the documentation process.

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

CHECKLIST

Activation

- Check in upon arrival at the EOC.
- Report to the EOC Planning/Intelligence Section Chief.
- Obtain a briefing on the situation.
- Determine your personal operating location and set up as necessary.
- Review your position responsibilities.
- Identify yourself as the Damage Assessment Unit leader by putting on the vest with your title.
- Clarify any issues regarding your authority and assignment and what others in the organization do.

- Activate elements of your Unit, establish work area, assign duties and ensure Branch/Unit journal/log is opened.
- Determine 24-hour staffing requirement and request additional support as required.
- Request additional resources through the appropriate EOC Logistics Section Unit, as needed.
- Ensure that all your incoming Branch/Unit personnel are fully briefed.
- Based on the situation as known or forecast, determine likely future Unit needs.
- Think ahead and **anticipate** situations and problems before they occur.
- Using activity log, maintain all required records and documentation to support the After-Action Report and the history of the emergency/disaster. Document:
 - ◆ Messages received
 - ◆ Action taken
 - ◆ Decision justification and documentation
 - ◆ Requests filled
 - ◆ EOC personnel, time on duty and assignments

Precise information is essential to meet requirements for possible reimbursement by CalEMA and FEMA.

General Operational Duties

- Develop a plan for your Unit operations and support of field operations as requested. Assign specific responsibilities.
- Keep up to date on the situation and resources associated with your Unit. Maintain current status reports and displays.
- Keep the Planning/Intelligence Section Chief advised of your Unit status and activity and on any problem areas that now need or will require solutions.
- Provide periodic situation or status reports to your Section Chief.
- Ensure that all relevant communication systems are operational.
- Review situation reports as they are received. Verify information where questions exist.

- Anticipate potential situation changes, such as severe aftershocks, in all Unit planning. Develop a backup plan for all activities and procedures requiring off-site communications.
- Determine and anticipate your support needs and forward to your Section Chief.
- Conduct periodic briefings for your Unit. Ensure they are aware of priorities.
- Monitor your Unit activities and adjust staffing and organization as appropriate to meet current needs.
- Use face-to-face communication in the EOC whenever possible and document decisions and policy.
- Refer all media contacts to your Section Chief.
- Be prepared to participate in the EOC Director's action planning meetings and policy decisions if requested.
- Ensure that all your Unit personnel and equipment time records and record of expendable materials used are provided to your Section Chief at the end of each operational period.
- Brief your relief at shift-change time. Ensure that in-progress activities are identified and follow-up requirements are known.

Unit Operational Duties

- Coordinate collection of safety/damage assessment information with the Building and Safety Branch of the EOC Operations Section.
- Prepare safety/damage assessment information and provide to the EOC Planning/Intelligence Section Chief for approval.
- Collect, record and total the type, location and estimate value of damage.
- Document those structures requiring immediate demolition to ensure the public safety through inspection records, videos, photographs, etc.
- Provide documentation to Legal Advisor/Officer on those structures that may need to be demolished in the interest of public safety.
- Coordinate with the American Red Cross, utility companies, and other local organizations for additional safety/ damage assessment information.

- Coordinate with all EOC Operations branches (Police, Fire, Public Works, Medical/Health, Care and Shelter and Building and Safety) for possible information on damage to structures.
- Provide final safety/damage assessment reports to the Documentation Unit.

Deactivation

- Ensure that all required forms or reports are completed prior to your release and departure.
- Be prepared to provide input to the After-Action/Corrective Action Report.
- Determine what follow-up to your assignment might be required before you leave.
- Deactivate the Demobilization Unit position and close out logs when authorized by the Planning/Intelligence Section Chief or EOC Director.

NOTES:

ADVANCE PLANNING UNIT

SUPERVISOR: EOC Planning Section Chief

GENERAL DUTIES:

- Identify issues that will require advanced planning.
- Prepare reports and briefings as necessary for use in strategic planning meetings.
- Monitor action-planning activity to determine the shift in operational objectives from response to recovery

YOUR RESPONSIBILITY:

Develop reports and recommendations for future time periods and prepare reports and briefings for use in strategy and/or planning meetings.

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

CHECKLIST

Activation

- Check in upon arrival at the EOC.
- Report to the EOC Planning/Intelligence Section Chief.
- Obtain a briefing on the situation.
- Determine your personal operating location and set up as necessary.
- Review your position responsibilities.
- Identify yourself as the Advance Planning Unit leader by putting on the vest with your title.
- Clarify any issues regarding your authority and assignment and what others in the organization do.

- Activate elements of your Unit, establish work area, assign duties and ensure Unit journal/log is opened.
- Determine 24-hour staffing requirement and request additional support as required.
- Request additional resources through the appropriate EOC Logistics Section Unit, as needed.
- Ensure that all your incoming Unit personnel are fully briefed.
- Based on the situation as known or forecast, determine likely future Unit needs. Think ahead and anticipate situations and problems before they occur.
- Using activity log, maintain all required records and documentation to support the After-Action Report and the history of the emergency/disaster (**See Supporting Documentation**). 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 CalEMA and FEMA.

General Operational Duties

- Develop a plan for your Unit operations and support of field operations as requested. Assign specific responsibilities.
- Keep up to date on the situation and resources associated with your Unit. Maintain current status reports and displays.
- Keep the EOC Planning/Intelligence Section Chief advised of your Unit status and activity and on any problem areas that now need or will require solutions.
- Provide periodic situation or status reports to your Section Chief.
- Ensure that relevant communication systems are operational.
- Review situation reports as they are received. Verify information where questions exist.

- Anticipate potential situation changes, such as severe aftershocks, in all Unit planning. Develop a backup plan for all activities and procedures requiring off-site communications.
- Determine and anticipate your support needs and forward to your Section Chief.
- Conduct periodic briefings for your Branch/Unit. Ensure they are aware of priorities.
- Monitor your Unit activities and adjust staffing and organization as appropriate to meet current needs.
- Use face-to-face communication in the EOC whenever possible and document decisions and policy.
- Refer all media contacts to your Section Chief.
- Be prepared to participate in the EOC Director's action planning meetings and policy decisions if requested.
- Ensure that all your Branch/Unit personnel and equipment time records and record of expendable materials used are provided to your Section Chief at the end of each operational period.
- Brief your relief at shift-change time. Ensure that in-progress activities are identified and follow-up requirements are known.

Branch/Unit Operational Duties

- Obtain current briefing on the operational situation from the Situation Status Unit.
- Determine advanced planning needs.
- Determine current priorities and policies from the EOC Planning/Intelligence Section Chief and EOC Director.
- In coordination with other EOC sections, develop written forecasts for future operational periods as requested. These should include any or all of the following:
 - ◆ Determine top priorities for actions and resources.
 - ◆ Identify any recommended changes to EOC policy, organization or procedures.
 - ◆ Identify any issues and constraints that should be addressed.
- Provide reports to the EOC Planning/Intelligence Section Chief and/or EOC Director and others as directed.

- Coordinate advanced planning with EOC Operations Section and assist the EOC Planning/Intelligence Section staff in making recommendations on priority response and recovery actions.

Deactivation

- Ensure that all required forms or reports are completed prior to your release and departure.
- Be prepared to provide input to the After-Action Report.
- Determine what follow-up to your assignment might be required before you leave.
- Deactivate the Advance Planning Unit position and close out logs when authorized by the EOC Planning/Intelligence Section Chief or EOC Director.

NOTES:

RECOVERY PLANNING UNIT

SUPERVISOR: EOC Planning Section Chief

GENERAL DUTIES:

- Implement disaster cost recovery program to enable the city to recover cost for which it is eligible.
- Ensure that the City of Santa Monica is prepared to participate jointly with FEMA, CalEMA, 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.
- Ensure that required and/or approved mitigation measures are carried out.
- Assist in the implementation of the City's Hazard Mitigation Plan.

YOUR RESPONSIBILITY:

Conduct all initial recovery operations and prepare the EOC organization for transition to recovery operations to restore the City to pre-disaster conditions as quickly and effectively as possible.

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

CHECKLIST

Activation

- Check in upon arrival at the EOC.
- Report to the EOC Planning/Intelligence Section Chief.
- Obtain a briefing on the situation.
- Determine your personal operating location and set up as necessary.
- Review your position responsibilities.

- Identify yourself as the Recovery Planning Unit leader by putting on the vest with your title.
- Clarify any issues regarding your authority and assignment and what others in the organization do.
- Activate elements of your Unit, establish work area, assign duties and ensure Unit journal/log is opened.
- Determine 24-hour staffing requirement and request additional support as required.
- Request additional resources through the appropriate EOC Logistics Section Unit, as needed.
- Ensure that all your incoming Unit personnel are fully briefed.
- Based on the situation as known or forecast, determine likely future Unit needs.
- Think ahead and anticipate situations and problems before they occur.
- Using activity log, maintain all required records and documentation to support the After-Action/Corrective Action Report and the history of the emergency/disaster. **(See Supporting Documentation)**. 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 CalEMA and FEMA.

General Operational Duties

- Develop a plan for your Unit operations and support of field operations as requested. Assign specific responsibilities.
- Keep up to date on the situation and resources associated with your Unit. Maintain current status reports and displays.
- Keep the EOC Planning/Intelligence Section Chief advised of your Unit status and activity and on any problem areas that now need or will require solutions.
- Provide periodic situation or status reports to your Section Chief.

- Ensure that all relevant communication systems are operable.
- Review situation reports as they are received. Verify information where questions exist.
- Anticipate potential situation changes, such as severe aftershocks, in all Unit planning. Develop a backup plan for all activities and procedures requiring off-site communications.
- Determine and anticipate your support needs and forward to your Section Chief.
- Conduct periodic briefings for your Unit. Ensure they are aware of priorities.
- Monitor your Unit activities and adjust staffing and organization as appropriate to meet current needs.
- Use face-to-face communication in the EOC whenever possible and document decisions and policy.
- Refer all media contacts to your Section Chief.
- Be prepared to participate in the EOC Director's action planning meetings and policy decisions if requested.
- Ensure that all your Branch/Unit personnel and equipment time records and record of expendable materials used are provided to your Section Chief at the end of each operational period.
- Brief your relief at shift-change time. Ensure that in-progress activities are identified and follow-up requirements are known.

Unit Operational Duties

- Identify issues to be prioritized by the EOC Director on restoration of services to the City.
- Assist in the implementation of the city's Hazard Mitigation Program.
- Maintain contact with Los Angeles County Operational Area and CAL-EMA and FEMA sources for advice and assistance in obtaining maximum eligible funds for disaster costs.
- In coordination with the Building and Safety Branch of the EOC Operations Section, establish criteria for temporary entry of posted buildings so owners/occupants may

retrieve business/personal property.

- In coordination with the Building and Safety Branch of the EOC Operations Section, establish criteria for re-occupancy of posted buildings.
- In coordination with Building and Safety Branch of the EOC Operations Section, establish criteria for emergency demolition of buildings/structures that are considered to be an immediate and major danger to the population or adjacent structures. Ensure that homeowners' and business owners' rights are considered to the fullest extent and arrangements are made for appropriate hearings, if at all possible.
- Ensure that "Historical Buildings" considered for demolition follow the city's Historical Building Preservation guidelines.
- With Section Chiefs, develop a plan for initial recovery operations.
- Prepare the EOC organization for transition to Recovery Operations.
- Coordinate with Planning and Development 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 L.A County Department of Health Services for restoration of medical facilities and associated services; continue to provide mental health services; and perform environmental reviews.
- Coordinate with Public Works for debris removal; demolition; construction; management of and liaison with construction contractors; and restoration of utility services.
- Coordinate with Finance Department for public finance; budgeting; contracting; accounting and claims processing; taxation; and insurance settlements.
- Coordinate with Planning and Community Development for redevelopment of existing areas; planning of new redevelopment projects; and financing new projects.
- Coordinate applications for disaster financial assistance; liaison with assistance providers, onsite recovery support; and disaster financial assistance project manager with the Finance Department.
- Coordinate with City Attorney regarding emergency authorities; actions, and associated liabilities; preparation of legal opinions; and preparation of new ordinances and resolutions.

- Coordinate with City Manager's Office for continuity of operations and communications; space acquisition; supplies and equipment; vehicles; personnel; and related support.

Deactivation

- Ensure that all required forms or reports are completed prior to your release and departure.
- Be prepared to provide input to the After-Action/Corrective Action Report.
- Determine what follow-up to your assignment might be required before you leave.
- Deactivate the Recovery Planning Unit position and close out logs when authorized by the Planning/Intelligence Section Chief or EOC Director.

NOTES:

DEMOBILIZATION UNIT

SUPERVISOR: EOC Planning Section Chief

GENERAL DUTIES:

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

YOUR RESPONSIBILITY:

Prepare an EOC Demobilization Plan to ensure the orderly, safe and cost-effective release of personnel and equipment.

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

CHECKLIST

Activation

- Check in upon arrival at the EOC.
- Report to the EOC Planning/Intelligence Section Chief.
- Obtain a briefing on the situation.
- Determine your personal operating location and set up as necessary.
- Review your position responsibilities.
- Identify yourself as the Demobilization Unit leader by putting on the vest with your title.

- Clarify any issues regarding your authority and assignment and what others in the organization do.
- Activate elements of your Unit, establish work area, assign duties and ensure Unit journal/log is opened.
- Determine 24-hour staffing requirement and request additional support as required.
- Request additional resources through the appropriate EOC Logistics Section Unit, as needed.
- Ensure that all your incoming Unit personnel are fully briefed.
- Based on the situation as known or forecast, determine likely future Unit needs.
- Think ahead and anticipate situations and problems before they occur.
- Using activity log, maintain all required records and documentation to support the After-Action Report and the history of the emergency/disaster. Document:
 - ◆ Messages received
 - ◆ Action taken
 - ◆ Decision justification and documentation
 - ◆ Requests filled
 - ◆ EOC personnel, time on duty and assignments

Precise information is essential to meet requirements for possible reimbursement by CalEMA and FEMA.

General Operational Duties

- Develop a plan for your Unit operations and support of field operations as requested. Assign specific responsibilities.
- Keep up to date on the situation and resources associated with your Unit. Maintain current status reports and displays.
- Keep the EOC Planning/Intelligence Section Chief advised of your Unit status and activity and on any problem areas that now need or will require solutions.
- Provide periodic situation or status reports to your Section Chief.
- Ensure that all relevant communication systems are operable.

- Review situation reports as they are received. Verify information where questions exist.
- Anticipate potential situation changes, such as severe aftershocks, in all Unit planning. Develop a backup plan for all activities and procedures requiring off-site communications.
- Determine and anticipate your support needs and forward to your Section Chief.
- Conduct periodic briefings for your Unit. Ensure they are aware of priorities.
- Monitor your Unit activities and adjust staffing and organization as appropriate to meet current needs.
- Use face-to-face communication in the EOC whenever possible and document decisions and policy.
- Refer all media contacts to your Section Chief.
- Be prepared to participate in the EOC Director's action planning meetings and policy decisions if requested.
- Ensure that all your Unit personnel and equipment time records and record of expendable materials used are provided to your Section Chief at the end of each operational period.
- Brief your relief at shift-change time. Ensure that in-progress activities are identified and follow-up requirements are known.

Unit Operational Duties

- Coordinate with the field level Demobilization Unit Leader.
- Review the organization and current staffing to determine the likely size and extent of demobilization effort.
- Request the General Staff to assess long-term staffing needs within their sections and provide listing of positions and personnel for release by priority.
- Coordinate with the Agency Representatives to determine:
 - ◆ Agencies not requiring formal demobilization
 - ◆ Personal care and safety needs
 - ◆ Coordination procedures with cooperating/assisting agencies
- Evaluate logistics and transportation capabilities to support the demobilization effort.

- Prepare a Demobilization Plan to include the following:
 - ◆ Release plan strategies and general information
 - ◆ Priorities for release (according to agency, kind, and type of resource)
 - ◆ Transfer of authorities, where appropriate
 - ◆ Completion and submit all required documentation
- Obtain approval of the Demobilization Plan from the EOC Director.
- Ensure that all sections and branches/groups/units understand their specific demobilization responsibilities.
- Supervise execution of the Demobilization Plan.
- Brief EOC Planning/Intelligence Section Chief on demobilization progress.
- Obtain identification and description of surplus resources.
- Establish “check-in” stations, as required, to facilitate the return of supplies, equipment and other resources.

Deactivation

- Ensure that all required forms or reports are completed prior to your release and departure.
- Be prepared to provide input to the After-Action/Corrective Action Report.
- Determine what follow-up to your assignment might be required before you leave.
- Deactivate the Demobilization Unit position and close out logs when authorized by the EOC Planning/Intelligence Section Chief or EOC Director.

NOTES:

TECHNICAL SPECIALIST

SUPERVISOR: EOC Planning Section Chief

GENERAL DUTIES:

- Provide technical expertise to the EOC Planning/Intelligence Section and others as required.
- Provide mapping and Crisis Information Management Systems support to EOC operations.

YOUR RESPONSIBILITY:

Provide support specific to a field or function not addressed elsewhere or by any other discipline.

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

CHECKLIST

Activation

- Check in upon arrival at the EOC.
- Report to the EOC Planning/Intelligence Section Chief.
- Obtain a briefing on the situation.
- Determine your personal operating location and set up as necessary.
- Review your position responsibilities.
- Identify yourself as Technical Specialist by putting on the vest with your title. Print your name on the EOC organization chart next to your assignment.
- Clarify any issues regarding your authority and assignment and what others in the organization do.

- Determine 24-hour staffing requirement and request additional support as required.
- Request additional resources through the appropriate EOC Logistics Section Unit, as needed.
- Based on the situation as known or forecast, determine likely future needs.
- Think ahead and anticipate situations and problems before they occur.
- Using activity log, maintain all required records and documentation to support the After-Action Report and the history of the emergency/disaster. **(See Supporting Documentation)**. 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 CalEMA and FEMA.

General Operational Duties

- Develop a plan for operations and support of field operations as requested. Assign specific responsibilities.
- Keep up to date on the situation and resources associated with your position. Maintain current status reports and displays.
- Keep the EOC Planning/Intelligence Section Chief advised of your position status and activity and on any problem areas that now need or will require solutions.
- Provide periodic situation or status reports to your Section Chief.
- Ensure that all relevant communication systems are operable.
- Review situation reports as they are received. Verify information where questions exist.
- Anticipate potential situation changes, such as severe aftershocks, in all position planning. Develop a backup plan for all plans and procedures requiring off-site communications.
- Determine and anticipate your support needs and forward to your Section Chief.

- Use face-to-face communication in the EOC whenever possible and document decisions and policy.
- Refer all media contacts to your Section Chief.
- Be prepared to participate in the EOC Director's action planning meetings and policy decisions if requested.
- Ensure that all your personnel time and equipment records and record of expendable materials used are provided to your Section Chief at the end of each operational period.
- Brief your relief at shift-change time. Ensure that in-progress activities are identified and follow-up requirements are known.

Branch/Unit Operational Duties

- Act as a resource to members of the EOC staff in matters relative to your technical specialty.

Deactivation

- Ensure that all required forms or reports are completed prior to your release and departure.
- Be prepared to provide input to the After-Action/Corrective Action Report.
- Determine what follow-up to your assignment might be required before you leave.
- Deactivate the Technical Specialist position and close out logs when authorized by the Planning/Intelligence Section Chief or EOC Director.

NOTES:

LOGISTICS SECTION

Purpose

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

- Protect life, property and the environment.
- Provide operational and logistical support for 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 EOC Logistics Section's primary responsibility is to ensure the acquisition, transportation and mobilization of resources to support the response effort at the disaster sites, public shelters, 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 emergency/disaster conditions will be the same as that used during normal operations unless authorized by the EOC Director or emergency orders of the City Council.

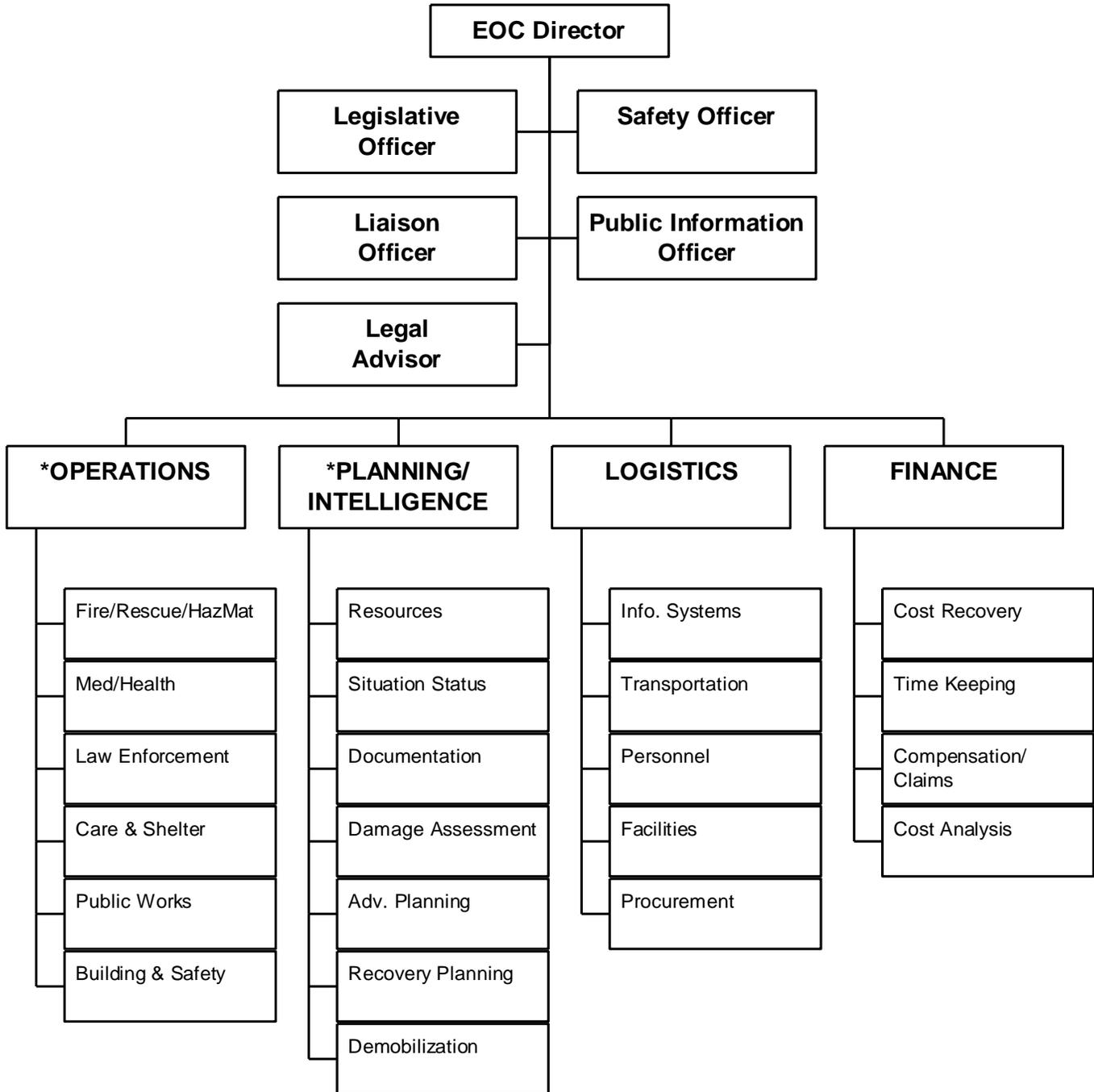
Objectives

The EOC 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 EOC Logistics Section.

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

- Collect information from other sections to determine needs and prepare for expected operations.
- Coordinate provision of logistical support with the EOC Director.
- Prepare required reports identifying the activities performed by the EOC 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 CalEMA and FEMA filing requirements.

SEMS/NIMS ORGANIZATIONCHART

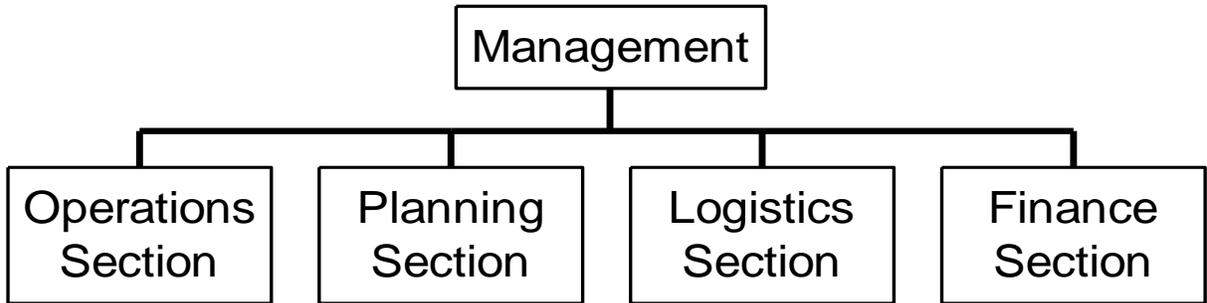


* If all elements are activated, a deputy may be appointed to provide a manageable span of control.

** Position is normally coordinated by the County, but a local coordinator may be designated, if needed

Field Units will be coordinating and communication with each of the Branches under the Operations Section. The Incident Command System will be used in the field.

SEMS/NIMS RESPONSIBILITIES CHART



Responsibilities:

Management (Management Section)

The Management Section is responsible for overall emergency management policy and coordination through the joint efforts of governmental agencies and private organizations. The EOC Director will either activate appropriate sections or perform their functions as needed.

Operations Section

Responsible for coordinating all jurisdictional operations in support of the emergency response through implementation of the city's EOC Action Plan.

Planning/Intelligence Section

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

Logistics Section

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

Finance/Administration Section

The Finance Section is responsible for financial activities and other administrative aspects.

LOGISTICS SECTION CHIEF

SUPERVISOR: EOC Director

GENERAL DUTIES:

- Ensure the logistics function is carried out consistent with SEMS/NIMS guidelines, including:
- Resources management and tracking.
- Coordinate all radio, data and telephone needs of the EOC.
- Coordinate transportation needs and issues.
- Manage personnel issues and registering volunteers as Disaster Services Workers **(See Supporting Documentation)**.
- Obtain all materials, equipment and supplies to support emergency operations.
- Coordinate management of facilities used during disaster response and recovery.
- Establish the appropriate level of staffing within the Section, and continuously monitor the effectiveness of the section. Make changes as required.
- Be prepared to form additional branches/groups/units as dictated by the situation.
- Exercise overall responsibility for the coordination of branch/group/unit activities within the Section.
- Coordinate the provision of logistical support for the EOC.
- Report to the EOC Director on all matters pertaining to Section activities.

YOUR RESPONSIBILITY:

Support the response effort and oversee procurement, transportation and mobilization of resources.

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

CHECKLIST

Activation

- Check in upon arrival at the EOC.

- Report to the EOC Director.
- Obtain a briefing on the situation.
- Set up your Section workstation, including maps and status boards.
- Review your position responsibilities.
- Identify yourself as the EOC Logistics Section Chief by putting on the vest with your title.
- Clarify any issues you may have regarding your authority and assignment and what others in the organization do.
- Review organization in place at the EOC.
- Confirm that all key EOC Logistics Section personnel or alternates are in the EOC or have been notified. Recall the required staff members necessary for the emergency.
- Activate organizational elements within your Section and designate leaders, as needed:
 - ◆ Information Systems Branch
 - ◆ Transportation Unit
 - ◆ Personnel Unit
 - ◆ Procurement Unit
 - ◆ Facilities Unit
- Request additional personnel for the Section to maintain a 24-hour operation as required.
- Brief incoming Section personnel prior to their assuming 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.
- Inform the EOC Director and General Staff when your Section is fully operational.

- Open and maintain Section logs.
- Using activity log, 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 the CalEMA and FEMA.

- Review responsibilities of branches/groups/units in your Section. Develop plan for carrying out all responsibilities.
- Prepare work objectives for Section staff and make staff assignments.
- Meet with other EOC Section Chiefs.
- Obtain and review major incident reports and additional field operational information that may pertain to or affect your Section operations. Provide information to appropriate branches/units.
- Determine likely future Logistics Section needs.
- Request additional resources through the appropriate Logistics Unit, as needed.

General Operational Duties

- Carry out responsibilities of the EOC Logistics Section branches/groups/units that are not currently staffed.
- Evaluate the need for Critical Incident Stress Debriefing for all affected personnel, victims and bystanders. Arrange debriefings through the Personnel Unit of the EOC Logistics Section. **(See Supporting Documentation)**
- Make a list of key issues currently facing your Section to be accomplished within the next operational period.
- Keep up to date on situation and resources associated with your Section. Maintain current status and displays at all times.

- Brief the EOC Director on major problem areas that need or will require solutions.
- Provide situation and resource information to the Situation Status Unit of the EOC.
- Provide briefing to the General Staff on operating procedure for use of telephone, data and radio systems.
- Determine status of transportation system into and within the affected area.
- Ensure that your Section activity logs and files are maintained.
- Monitor your Section activities and adjust Section organization as appropriate.
- Ensure internal coordination between branch/group/unit leaders.
- Update status information with other sections as appropriate.
- Resolve problems that arise in conducting your Section responsibilities.
- Anticipate potential situation changes, such as severe aftershocks, in all Section planning.
- Develop a backup plan for all activities and procedures requiring off-site communications.
- Conduct periodic briefings for your Section. Ensure that all organizational elements are aware of priorities.
- Use face-to-face communication in the EOC whenever possible and document decisions and policy.
- Make sure that all contacts with the media are fully coordinated first with the Public Information Officer (PIO).
- Participate in the EOC Director's action planning meetings.
- Ensure that all your Section personnel and equipment time records and a record of expendable materials used are provided to the Time Unit and Cost Analysis Unit of the Finance/Administration Section at the end of each operational period.
- Brief your relief at shift change time. Ensure that in-progress activities are identified and follow-up requirements are known.

Section Operational Duties

- Meet with EOC Finance/Administration Section Chief and review financial and administration support needs and procedures. Determine level of purchasing authority to be delegated to EOC Logistics Section.
- Ensure that orders for additional resources necessary to meet known or expected demands have been placed and are being coordinated with the EOC and field units.
- Keep the Los Angeles County Operational Area Logistics Section Chief apprised of overall situation and status of resource requests via the EOC.
- Identify resource 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.
- Receive, coordinate and process requests for resources.

Deactivation

- Authorize deactivation of organizational elements within your Section when they are no longer required.
- Ensure that any open actions are handled by your Section or transferred to other EOC elements as appropriate.
- Ensure that any required forms or reports are completed prior to your release and departure.
- Be prepared to provide input to the After-Action/Corrective Action Report.
- Deactivate your Section and close out logs when authorized by the EOC Director.

NOTES:

INFORMATION SYSTEMS BRANCH

SUPERVISOR: EOC Logistics Section Chief

GENERAL DUTIES:

- Oversee the installation, activation and maintenance of all radio, data and telephone communications services inside of the EOC and agencies.
- Ensure effective continuous 24-hour operation of all communications services.
- Make special assignment of radio, data and telephone services as directed by the EOC Director.
- Oversee the operation of Disaster Communications System (DCS) amateur radio services working in support of the EOC.

YOUR RESPONSIBILITY:

Manage all radio, data, and telephone needs of the EOC staff.

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

CHECKLIST

Activation

- Check in upon arrival at the EOC.
- Report to the EOC Logistics Section Chief.
- Obtain a briefing on the situation.
- Determine your personal operating location and set up as necessary.
- Review your position responsibilities.
- Identify yourself as the Information Systems Branch leader by putting on the vest with your title.
- Clarify any issues regarding your authority and assignment and what others in the organization do.

- Activate elements of your Branch/Unit, establish work area, assign duties and ensure Branch/Unit journal/log is opened.
- Determine 24-hour staffing requirement and request additional support as required.
- Request additional resources through the appropriate Logistics Unit, as needed.
- Ensure that all your incoming Branch/Unit personnel are fully briefed.
- Based on the situation as known or forecast, determine likely future Branch/Unit needs.
- Think ahead and anticipate situations and problems before they occur.
- Using activity log. 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
 - ◆ Requests filled
 - ◆ EOC personnel, time on duty and assignments

Precise information is essential to meet requirements for possible reimbursement by CalEMA and FEMA.

General Operational Duties

- Develop a plan for your Branch/Unit operations and support of field operations as requested. Assign specific responsibilities.
- Keep up to date on the situation and resources associated with your Branch/Unit. Maintain current status reports and displays.
- Keep the EOC Logistics Section Chief advised of your Branch/Unit status and activity and on any problem areas that now need or will require solutions.
- Provide periodic situation or status reports to your Section Chief for updating information to the EOC Planning/Intelligence Section.
- Establish operating procedure for use of telephone, radio and data systems and provide to other units.
- Review situation reports as they are received.

- Anticipate potential situation changes, such as severe aftershocks, in all Branch/Unit planning. Develop a backup plan for all activities and procedures requiring off-site communications.
- Determine and anticipate your support needs and forward to your Section Chief.
- Conduct periodic briefings for your Branch/Unit. Ensure they are aware of priorities.
- Monitor your Branch/Unit activities and adjust staffing and organization as appropriate to meet current needs.
- Use face-to-face communication in the EOC whenever possible and document decisions and policy.
- Refer all media contacts to your Section Chief.
- Be prepared to participate in the EOC Director's action planning meetings and policy decisions if requested.
- Ensure that all your Branch/Unit personnel and equipment time records and a record of expendable materials used are provided to your Section Chief at the end of each operational period.
- Brief your relief at shift-change time. Ensure that in-progress activities are identified and follow-up requirements are known.

Branch/Unit Operational Duties

- Coordinate operating procedures for use of telephone, data and radio systems for all EOC and field personnel.
- Monitor operational effectiveness of EOC communications systems. Obtain additional communications capability as needed.
- Coordinate frequency and network activities with Los Angeles County Operational Area.
- Provide communications briefings as requested at action planning meetings.
- Participate in developing the EOC Communication Plan

Deactivation

- Ensure that all required forms or reports are completed prior to your release and departure.

- Be prepared to provide input to the After-Action/Corrective Action Report.
- Determine what follow-up to your assignment might be required before you leave.
- Deactivate the Information Systems Branch position and close out logs when authorized by the EOC Logistics Section Chief or EOC Director.
- NOTES:**

ACCESS AND FUNCTIONAL NEEDS COORDINATOR

SUPERVISOR: EOC Logistics Section Chief

GENERAL DUTIES:

The EOC AFN Coordinator is a member of the Logistics Section Staff and is responsible for making recommendations on issues related to persons with disabilities and others with Access and Functional Needs (AFN) in Santa Monica. This position will work with EOC General Staff as needed to ensure that the Sections address and coordinate response and recovery functions as they relate to and affect people with disabilities and others with access and functional needs in accordance with the Americans with Disability Act (ADA), the California State Emergency Plan as well as the City's Multi Hazard Functional Emergency Plan. When the EOC is activated, the AFN Coordinator will report to the EOC Logistics Section Chief to provide an overall safety oversight.

- AFN Coordinator is responsible for working with and assisting EOC General Staff on issues related to AFN.
- Work with EOC General Staff as needed to ensure that the Sections address and coordinate response and recovery functions as they relate to AFN in accordance with the ADA, the California State Emergency Plan as well as the Santa Monica Multi Hazard Functional Emergency Plan.
- Maintain and monitor situation reports and the EOC Action Plan for potential issues affecting the AFN community.
- Work with Management Section regarding public information and outreach to AFN community. This includes the content and means of delivery of public safety and emergency alerting and warning messages.
- Work with the EOC Care and Shelter Branch on any AFN needs and issues.
- Work with the EOC Transportation Branch on any AFN needs and issues.
- Review the EOC Action Plan for AFN implications.
- Maintain Unit Log

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

CHECKLIST

Activation

- Check in upon arrival at the EOC.

- Review the WebEOC checklist for your position
- Obtain a briefing and the current EOC Action Plan and Situation Report from the EOC Director or his/her designee
- Establish and maintain a Duty Log through WebEOC to chronologically describe actions taken during your shift

General Operational Duties

- Maintain a WebEOC Activity Log of key activities
- Take part in Logistics Section briefings and staff meetings as needed.
- Consult with the Logistics Section Chief on all issues related to AFN community members.
- Document all AFN issues observed during the incident or event.
- Provide recommendations as appropriate to the EOC Director and Logistics Section Chief related to the AFN community.
- Prepare and present briefings for the EOC Director, Management Staff, Logistics Section and General Staff as appropriate regarding the AFN community.
- Establish contact with Law Branch, Fire Branch, Community and Cultural Services Department, and other relevant EOC Sections and City Departments to stay informed of all AFN issues that may develop in the response and/ or recovery process.
- Work with PIO to coordinate press releases associated with AFN needs issues
- Brief supervisor on any significant issues relating to AFN needs.
- Determine if additional representation is required from:
 - ◆ Volunteer organizations
 - ◆ Disability organizations
 - ◆ Other agencies
- Monitor and maintain copies of all Action Plans, Situation Reports, Press Releases and other documents as necessary
- Monitor incident operations to identify potential AFN problems. Keep Logistics Section Chief apprised of such issues. (Logistical problems, inadequate communications, and strategic and tactical direction, etc.)

End of Shift Actions

- ◆ Participate in shift change briefings with your position replacement
- ◆ Ensure that open actions are assigned for completion
- ◆ Provide input for the After Action Report
- ◆ Closeout your WebEOC Duty log

Deactivation

- Follow all end of shift, demobilization and/or deactivation procedures
- Demobilize in accordance with EOC Demobilization Plan

COMMUNICATIONS UNIT

SUPERVISOR: Information Systems Branch Coordinator

YOUR RESPONSIBILITY:

Manage all radio, data and telephone needs of the EOC staff.

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

CHECKLIST

Activation

- Check in upon arrival at the EOC.
- Report to the Information Systems Branch Coordinator.
- Obtain a briefing on the situation.
- Determine your personal operating location and set up as necessary.
- Review your position responsibilities.
- Identify yourself as the Communications Unit leader by putting on the vest with your title.
- Clarify any issues regarding your authority and assignment and what others in the organization do.
- Activate elements of your Branch/Unit, establish work area, assign duties and ensure Branch/Unit journal/log is opened.
- Determine 24-hour staffing requirement and request additional support as required.
- Request additional resources through the appropriate EOC Logistics Unit, as needed.
- Ensure that all your incoming Branch/Unit personnel are fully briefed.

- Based on the situation as known or forecast, determine likely future Branch/Unit needs.
- Think ahead and anticipate situations and problems before they occur.
- Using activity log, 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
 - ◆ Requests filled
 - ◆ EOC personnel, time on duty and assignments

Precise information is essential to meet requirements for possible reimbursement by CalEMA and FEMA.

General Operational Duties

- Develop a plan for your Branch/Unit operations and support of field operations as requested. Assign specific responsibilities.
- Keep up to date on the situation and resources associated with your Branch/Unit. Maintain current status reports and displays.
- Keep the Information Systems Branch Coordinator advised of your Branch/Unit status and activity and on any problem areas that now need or will require solutions.
- Provide periodic situation or status reports to your Branch Coordinator for updating information to the EOC Planning/Intelligence Section.
- Establish operating procedure for use of telephone, radio and data systems and provide to the Information Systems Branch Coordinator.
- Review situation reports as they are received.
- Anticipate potential situation changes, such as severe aftershocks, in all Branch/Unit planning. Develop a backup plan for all activities and procedures requiring off-site communications.
- Determine and anticipate your support needs and forward to your Section Chief.
- Conduct periodic briefings for your Branch/Unit. Ensure they are aware of priorities.

- Monitor your Branch/Unit activities and adjust staffing and organization as appropriate to meet current needs.
- Use face-to-face communication in the EOC whenever possible and document decisions and policy.
- Refer all media contacts to your Section Chief.
- Be prepared to participate in the EOC Director's action planning meetings and policy decisions if requested.
- Ensure that all your Branch/Unit personnel and equipment time records and a record of expendable materials used are provided to your Section Chief at the end of each operational period.
- Brief your relief at shift-change time. Ensure that in-progress activities are identified and follow-up requirements are known.

Branch/Unit Operational Duties

- Meet with section and branch/group/unit coordinators and provide a briefing on EOC on-site and external communications needs, capabilities and restrictions and operating procedures for the use of telephones and radio systems.
- Coordinate all communications activities.
- Establish a primary and alternate system for communications
- Coordinate with volunteer and private sector organizations to supplement communications needs.
- Establish a plan to ensure staffing and repair of communications equipment.
- Protect equipment from weather, aftershocks, electromagnetic pulse, etc.

Deactivation

- Ensure that all required forms or reports are completed prior to your release and departure.
- Be prepared to provide input to the After-Action/Corrective Action Report.
- Determine what follow-up to your assignment might be required before you leave.

- Deactivate the Communications Unit and close out logs when authorized by the Logistics Section Chief or EOC Director.

NOTES:

COMPUTER UNIT

SUPERVISOR: Information Systems Branch Coordinator

YOUR RESPONSIBILITY:

Establish and manage all necessary computer support to the EOC staff and field units.

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

CHECKLIST

Activation

- Check in upon arrival at the EOC.
- Report to the Information Systems Branch Coordinator.
- Obtain a briefing on the situation.
- Determine your personal operating location and set up as necessary.
- Review your position responsibilities.
- Identify yourself as the Computer Unit leader by putting on the vest with your title.
- Clarify any issues regarding your authority and assignment and what others in the organization do.
- Activate elements of your Unit, establish work area, assign duties and ensure Unit journal/log is opened.
- Determine 24-hour staffing requirement and request additional support as required.
- Request additional resources through the appropriate Logistics Unit, as needed.
- Ensure that all your incoming Unit personnel are fully briefed.

- Based on the situation as known or forecast, determine likely future Unit needs.
- Think ahead and anticipate situations and problems before they occur.
- Using activity log, 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 CalEMA and FEMA.

General Operational Duties

- Develop a plan for your Unit operations and support of field operations as requested. Assign specific responsibilities.
- Keep up to date on the situation and resources associated with your Unit. Maintain current status reports and displays.
- Keep the Information Systems Branch Coordinator advised of your Unit status and activity and on any problem areas that now need or will require solutions.
- Provide periodic situation or status reports to your Branch Coordinator for updating information to the EOC Planning/Intelligence Section.
- Review situation reports as they are received.
- Anticipate potential situation changes, such as severe aftershocks, in all Branch/Unit planning. Develop a backup plan for all activities and procedures requiring off-site communications.
- Determine and anticipate your support needs and forward to your Section Chief.
- Conduct periodic briefings for your Branch/Unit. Ensure they are aware of priorities.
- Monitor your Unit activities and adjust staffing and organization as appropriate to meet current needs.

- Use face-to-face communication in the EOC whenever possible and document decisions and policy.
- Refer all media contacts to your Section Chief.
- Be prepared to participate in the EOC Director's action planning meetings and policy decisions if requested.
- Ensure that all your Branch/Unit personnel and equipment time records and a record of expendable materials used are provided to your Section Chief at the end of each operational period.
- Brief your relief at shift-change time. Ensure that in-progress activities are identified and follow-up requirements are known.

Branch/Unit Operational Duties

- Coordinate needed telephone data lines with the Communications Unit.
- Support activities for restoration of computer services.

Deactivation

- Ensure that all required forms or reports are completed prior to your release and departure.
- Be prepared to provide input to the After-Action/Corrective Action Report.
- Determine what follow-up to your assignment might be required before you leave.
- Deactivate the Computer Unit and close out logs when authorized by the EOC Logistics Section Chief or EOC Director.

NOTES:

TRANSPORTATION UNIT

SUPERVISOR: EOC Logistics Section Chief

GENERAL DUTIES:

- Coordinate the transportation of emergency personnel and resources within the City by all available means.
- Coordinate all public transportation resources.

Your Responsibility:

Transportation of emergency personnel, equipment and supplies and coordinate the Disaster Route Priority Plan.

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

CHECKLIST

Activation

- Check in upon arrival at the EOC.
- Report to the EOC Logistics Section Chief.
- Obtain a briefing on the situation.
- Determine your personal operating location and set up as necessary.
- Review your position responsibilities.
- Identify yourself as the Transportation Unit/Branch leader by putting on the vest with your title.
- Clarify any issues regarding your authority and assignment

- Activate elements of your Branch/Unit, establish work area, assign duties and ensure Branch/Unit journal/log is opened.

- Determine 24-hour staffing requirement and request additional support as required.
- Request additional resources through the appropriate EOC Logistics Unit, as needed.
- Ensure that all your incoming Branch/Unit personnel are fully briefed.
- Based on the situation as known or forecast, determine likely future Branch/Unit needs.
- Think ahead and anticipate situations and problems before they occur.
- Using activity log, 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
 - ◆ Requests filled
 - ◆ EOC personnel, time on duty and assignments

Precise information is essential to meet requirements for possible reimbursement by CalEMA and FEMA.

General Operational Duties

- Develop a plan for your Branch/Unit operations and support of field operations as requested. Assign specific responsibilities.
- Keep up to date on the situation and resources associated with your Branch/Unit. Maintain current status reports and displays.
- Keep the EOC Logistics Section Chief advised of your Branch/Unit status and activity and on any problem areas that now need or will require solutions.
- Provide periodic situation or status reports to your Section Chief for updating information to the EOC Planning/Intelligence Section.
- Review situation reports as they are received.
- Anticipate potential situation changes, such as severe aftershocks, in all Branch/Unit planning. Develop a backup plan for all activities and procedures requiring off-site

communications.

- Determine and anticipate your support needs and forward to your Section Chief.
- Conduct periodic briefings for your Branch/Unit. Ensure they are aware of priorities.
- Monitor your Branch/Unit activities and adjust staffing and organization as appropriate to meet current needs.
- Use face-to-face communication in the EOC whenever possible and document decisions and policy.
- Refer all media contacts to your Section Chief.
- Be prepared to participate in the EOC Director's action planning meetings and policy decisions if requested.
- Ensure that all your Branch/Unit personnel and equipment time records and a record of expendable materials used are provided to your Section Chief at the end of each operational period.
- Brief your relief at shift-change. Ensure that in-progress activities are identified and follow-up requirements are known.

Branch/Unit Operational Duties

- Coordinate with the EOC Planning/Intelligence and Operations Sections to determine which disaster routes are available for emergency use.
- Coordinate use of disaster routes with the Operations Section.
- Identify transportation priorities.
- Establish a transportation plan for movement of:
 - ◆ Personnel, supplies and equipment
 - ◆ Individuals to medical facilities.
 - ◆ Emergency workers and volunteers to and from risk area.
 - ◆ Dependents and families of emergency workers as requested by the Care and Shelter Branch.
- Coordinate with the movement of disabled and elderly persons with EOC operations.
- Coordinate transportation of animals as required. **(See Supporting Documentation)**

- Coordinate with local and private transportation agencies to establish availability of resources for use in evacuations and other operations as needed.
- Analyze the situation and anticipate transportation requirements.
- Maintain inventory of support and transportation vehicles (staff cars, buses, pick-up trucks, light/heavy trucks).
- Arrange for fueling of all transportation resources.
- Establish mobilization staging 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 properly documented to include date, time, activity, project and personnel.

Deactivation

- Ensure that all required forms or reports are completed prior to your release and departure.
- Be prepared to provide input to the After-Action/Corrective Action Report.
- Determine what follow-up to your assignment might be required before you leave.
- Deactivate the Transportation Branch/Unit position and close out logs when authorized by the EOC Logistics Section Chief or EOC Director.

NOTES:

PERSONNEL UNIT

SUPERVISOR: EOC Logistics Section Chief

GENERAL DUTIES:

- Coordinate all requests for personnel.
- Identify sources and maintain an inventory of personnel 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. **(See Supporting Documentation)**
- Assign personnel within the EOC as needs are identified.
- Coordinate emergency management mutual aid (EMMA) as necessary through the Los Angeles County Operational Area.

YOUR RESPONSIBILITY:

Obtain, coordinate and allocate all non-fire and non-law enforcement mutual aid personnel. Register volunteers as Disaster Services Workers and manage EOC personnel issues and requests.

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

CHECKLIST

Activation

- Check in upon arrival at the EOC.
- Report to the EOC Logistics Section Chief.
- Obtain a briefing on the situation.
- Determine your personal operating location and set up as necessary.
- Review your position responsibilities.
- Identify yourself as the Personnel Unit/Branch leader by putting on the vest with your title.

- Clarify any issues regarding your authority and assignment.
- Activate elements of your Branch/Unit, establish work area, assign duties and ensure Branch/Unit journal/log is opened.
- Determine 24-hour staffing requirement and request additional support as required.
- Request additional resources through the appropriate Logistics Unit, as needed.
- Ensure that all your incoming Branch/Unit personnel are fully briefed.
- Based on the situation as known or forecast, determine likely future Branch/Unit needs.
- Think ahead and anticipate situations and problems before they occur.
- Using activity log, 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
 - ◆ Requests filled
 - ◆ EOC personnel, time on duty and assignments

Precise information is essential to meet requirements for possible reimbursement by CalEMA and FEMA.

General Operational Duties

- Develop a plan for your Branch/Unit operations and support of field operations as requested. Assign specific responsibilities.
- Keep up to date on the situation and resources associated with your Branch/Unit. Maintain current status reports and displays.
- Keep the EOC Logistics Section Chief advised of your Branch/Unit status and activity and on any problem areas that now need or will require solutions.
- Provide periodic situation or status reports to your Section Chief for updating information to the Planning/Intelligence Section.
- Review situation reports as they are received.

- Anticipate potential situation changes, such as severe aftershocks, in all Branch/Unit planning. Develop a backup plan for all activities and procedures requiring off-site communications.
- Determine and anticipate your support needs and forward to your Section Chief.
- Conduct periodic briefings for your Branch/Unit. Ensure they are aware of priorities.
- Monitor your Branch/Unit activities and adjust staffing and organization as appropriate to meet current needs.
- Use face-to-face communication in the EOC whenever possible and document decisions and policy.
- Refer all media contacts to your Section Chief.
- Be prepared to participate in the EOC Director's action planning meetings and policy decisions if requested.
- Ensure that all your Branch/Unit personnel and equipment time records and record of expendable materials used are provided to your Section Chief at the end of each operational period.
- Brief your relief at shift-change time. Ensure that in-progress activities are identified and follow-up requirements are known.

Branch/Unit Operational Duties

- 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.
- 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.
- Maintain information regarding:
 - ◆ Personnel/volunteers processed.
 - ◆ Personnel/volunteers allocated and assigned by agency/location.
 - ◆ Personnel/volunteers on standby.
 - ◆ Special personnel requests by category not filled.

- 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 in compliance with OSHA requirements.
- Obtain crisis counseling for emergency workers.
- Coordinate feeding, shelter and care of personnel, employees' families and volunteers with the Procurement and Facilities Unit.
- Activate Child Care Plan for City employees as needed. Coordinate with Facilities Unit for suitable facilities **(See Supporting Documentation)**.
- Assist and support employees and their families.
- Coordinate with agencies who have personnel resources capable of assisting those with special needs.
- Coordinate with the Los Angeles County Operational Area via the EOC.
- Ensure the recruitment, registration, mobilization and assignment of volunteers.
- Establish Disaster Service Worker and Volunteer registration and interview locations. Assign staff to accomplish these functions.
- Issue ID cards to Disaster Service Workers.
- Coordinate transportation of personnel and volunteers with the Transportation Unit.
- If the need for a call for volunteers is anticipated, coordinate with the PIO and provide the specific content of any broadcast item desired.
- Keep the PIO advised of the volunteer situation. If the system is saturated with volunteers, advise the PIO of that condition and take steps to reduce or redirect the response.
- 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., nurses' 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.

Deactivation

- Ensure that all required forms or reports are completed prior to your release and departure.
- Be prepared to provide input to the After-Action/Corrective Action Report.
- Determine what follow-up to your assignment might be required before you leave.
- Deactivate the Personnel Unit position and close out logs when authorized by the EOC Logistics Section Chief or EOC Director.

NOTES:

PROCUREMENT UNIT

SUPERVISOR: EOC Logistics Section Chief

GENERAL DUTIES:

- Coordinate and oversee the procurement, allocation and distribution of resources not normally obtained through existing mutual aid sources, such as food, potable water, petroleum fuels, heavy and special equipment and other supplies and consumables.
- Provide supplies for the EOC, field operations and other necessary facilities.
- Determine if the required items exist within the City supply system.
- Determine the appropriate supply houses, vendors or contractors who can supply the item, product or commodity if City stocks do not exist.
- Purchase items within limits of delegated authority from EOC Finance/Administration Section. Coordinate with the EOC Finance/Administration Section on actions necessary to purchase or contract for items exceeding delegated authority.
- Arrange for the delivery of the items procured, 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.

YOUR RESPONSIBILITY:

Obtain all non-fire and non-law enforcement mutual aid material, equipment and supplies to support emergency operations and arrange for delivery of those resources.

PROCUREMENT POLICY:

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**

CHECKLIST

Activation

- Check in upon arrival at the EOC.
- Report to the EOC Logistics Section Chief.
- Obtain a briefing on the situation.
- Determine your personal operating location and set up as necessary.
- Review your position responsibilities.
- Identify yourself as the Procurement Unit/Branch leader by putting on the vest with your title.
- Clarify any issues regarding your authority and assignment and what others in the organization do.
- Activate elements of your Branch/Unit, establish work area, assign duties and ensure Branch/Unit journal/log is opened.
- Determine 24-hour staffing requirement and request additional support as required.
- Obtain additional resources, as needed.
- Ensure that all your incoming Branch/Unit personnel are fully briefed.
- Based on the situation as known or forecast, determine likely future Branch/Unit needs.
- Think ahead and anticipate situations and problems before they occur.
- Using activity log 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
 - ◆ Requests filled
 - ◆ EOC personnel, time on duty and assignments

Precise information is essential to meet requirements for possible reimbursement by CalEMA and FEMA.

General Operational Duties

- Develop a plan for your Branch/Unit operations and support of field operations as requested. Assign specific responsibilities.
- Keep up to date on the situation and resources associated with your Branch/Unit. Maintain current status reports and displays.
- Keep the EOC Logistics Section Chief advised of your Branch/Unit status and activity and on any problem areas that now need or will require solutions.
- Provide periodic situation or status reports to your Section Chief for updating information to the Planning/Intelligence Section.
- Review situation reports as they are received.
- Anticipate potential situation changes, such as severe aftershocks, in all Branch/Unit planning. Develop a backup plan for all activities and procedures requiring off-site communications.
- Determine and anticipate your support needs and forward to your Section Chief.
- Conduct periodic briefings for your Branch/Unit. Ensure they are aware of priorities.
- Monitor your Branch/Unit activities and adjust staffing and organization as appropriate to meet current needs.
- Use face-to-face communication in the EOC whenever possible and document decisions and policy.
- Refer all media contacts to your Section Chief.
- Be prepared to participate in the EOC Director's action planning meetings and policy decisions if requested.
- Ensure that all your Branch/Unit personnel and equipment time records and record of expendable materials used are provided to your Section Chief at the end of each operational period.
- Brief your relief at shift-change. Ensure that in-progress activities are identified and follow-up requirements are known.

Branch/Unit Operational Duties

- Meet and coordinate activities with EOC Finance/Administration Coordinator and determine purchasing authority to be delegated to Procurement Unit. Review emergency purchasing and contracting procedures.
- Review, verify and process requests from other sections for resources.
- Maintain information regarding:
 - ◆ Resources readily available
 - ◆ Resources requests
 - ◆ Status of shipments
 - ◆ Priority resource requirements
 - ◆ Shortfalls
- Coordinate with other branches/groups/units as appropriate on resources requests.
- Determine if needed resources are available from City stocks, mutual aid sources or other mutual aid partners. Arrange for delivery if available.
- Determine availability and cost of resources from private vendors.
- Issue purchase orders for goods and resources.
- Notify EOC Finance/Administration Section Chief of procurement needs that exceed delegated authority. Obtain needed authorizations and paperwork.
- If contracts are needed for procuring resources, request that the Purchasing Unit of the EOC Finance/Administration Section develop necessary agreements.
- Arrange for delivery of procured resources. Coordinate with Transportation and Facilities Units.
- Identify any significant resource request(s) which cannot be met locally.
- Establish contact with the appropriate Operations Section Branches and Red Cross representatives(s) regarding food and potable water situation with regard to mass care shelters and mass feeding locations. Coordinate actions.
- Establish a plan for field and EOC feeding operations. Coordinate with EOC Operations Section to avoid duplication. **(See Supporting Documentation)**
- Be prepared to provide veterinary care and feeding of animals. **(See Supporting Documentation)**

- Assemble resource documents that will allow for agency, vendor and contractor contacts; e.g., telephone listings, procurement catalogs, directories and supply locations.
- Revise contact methods with suppliers as improved communications become available.
- Review the situation reports as they are received. Determine/anticipate support requirements.
- Begin disaster documentation and record tracking of disaster-related requests for expenditures of equipment, supplies, personnel, funds, etc.
- 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.
- Arrange for storage, maintenance and replenishment or replacement of equipment and materials.
- Provide and coordinate with EOC 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 EOC Operations Section.
- Support activities for restoration of utilities to critical facilities.
- Procure and coordinate water resources for consumption, sanitation and firefighting.
- Coordinate resources with relief agencies (American Red Cross, etc.)
- Obtain and coordinate necessary medical supplies and equipment for special needs persons.
- Obtain necessary protective respiratory devices, clothing, equipment and antidotes for personnel performing assigned tasks in hazardous radiological and/or chemical environments.
- Ensure the organization, management, coordination of donations of goods from individual citizens and volunteer groups during and following the disaster/emergency.

- Identify supply sources to augment and/or satisfy expanded medical needs during emergency operations.
- In coordination with EOC Operations Section and Los Angeles County Operational Area, maintain essential medical supplies in designated Field Treatment Sites.

Deactivation

- Ensure that all required forms or reports are completed prior to your release and departure.
- Be prepared to provide input to the After-Action/Corrective Action Report.
- Determine what follow-up to your assignment might be required before you leave.
- Deactivate the Procurement Unit position and close out logs when authorized by the Logistics Section Chief or EOC Director.

NOTES:

FACILITIES UNIT

SUPERVISOR: EOC Logistics Section Chief

GENERAL DUTIES:

- Coordinate and oversee the management of and support to the EOC and other essential facilities and sites used during disaster operations.
- 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 EOC Finance/Administration Section on any claims or fiscal matters relating to facilities' operations.
- Close out each facility when no longer needed.

YOUR RESPONSIBILITY:

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.

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

CHECKLIST

Activation

- Check in upon arrival at the EOC.
- Report to the EOC Logistics Section Chief.
- Obtain a briefing on the situation.
- Determine your personal operating location and set up as necessary.
- Review your position responsibilities.
- Identify yourself as the EOC Facilities Unit leader by putting on the vest with your title.

- Clarify any issues regarding your authority and assignment.
- Activate elements of your Unit, establish work area, assign duties and ensure Branch/Unit journal/log is opened.
- Determine 24-hour staffing requirement and request additional support as required.
- Request additional resources through the appropriate Logistics Unit, as needed.
- Ensure that all your incoming Unit personnel are fully briefed.
- Based on the situation as known or forecast, determine likely future Branch/Unit needs.
- Think ahead and anticipate situations and problems before they occur.
- Using activity log, maintain all required records and documentation to support the After-Action Report and the history of the emergency/disaster (**See Supporting Documentation**). Document:
 - ◆ Messages received
 - ◆ Action taken
 - ◆ Decision justification
 - ◆ Requests filled
 - ◆ EOC personnel, time on duty and assignments

Precise information is essential to meet requirements for possible reimbursement by CalEMA and FEMA.

General Operational Duties

- Develop a plan for your Branch/Unit operations and support of field operations as requested. Assign specific responsibilities.
- Keep up to date on the situation and resources associated with your Branch/Unit. Maintain current status reports and displays.
- Keep the EOC Logistics Section Chief advised of your Branch/Unit status and activity and on any problem areas that now need or will require solutions.
- Provide periodic situation or status reports to your Section Chief for updating information to the EOC Planning/Intelligence Section.
- Review situation reports as they are received.

- Anticipate potential situation changes, such as severe aftershocks, in all Branch/Unit planning. Develop a backup plan for all activities and procedures requiring off-site communications.
- Determine and anticipate your support needs and forward to your Section Chief.
- Conduct periodic briefings for your Branch/Unit. Ensure they are aware of priorities.
- Monitor your Branch/Unit activities and adjust staffing and organization as appropriate to meet current needs.
- Use face-to-face communication in the EOC whenever possible and document decisions and policy.
- Refer all media contacts to your Section Chief.
- Be prepared to participate in the EOC Director's action planning meetings and policy decisions if requested.
- Ensure that all your Branch/Unit personnel and equipment time records and record of expendable materials used are provided to your Section Chief at the end of each operational period.
- Brief your relief at shift-change. Ensure that in-progress activities are identified and follow-up requirements are known.

Branch/Unit Operational Duties

- 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, etc.
- Identify communications requirements to the Information Systems Branch.
- Identify equipment, material and supply needs to the Procurement Unit.

- Identify personnel needs to the Personnel Unit.
- Identify transportation requirements to the Transportation Unit. Coordinate evacuation schedules and identify locations involved.
- Identify security requirements to the Law Branch of the EOC Operations Section.
- 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.
- Coordinate the receipt of incoming resources to facilities.
- Ensure that operational capabilities are maintained at facilities.
- Oversee the distribution of utilities, fuel, water, food, other consumables and essential supplies to all disaster operation facilities.
- Ensure that basic sanitation and health needs at mass care facilities (toilets, showers, etc.) are met.
- Ensure that access and other related assistance for residential care and special needs persons are provided in facilities.
- Provide facilities for sheltering essential workers, employees' families and volunteers.
- Be prepared to provide facilities for animal boarding as required (**See Supporting Documentation**).
- Coordinate water resources for consumption, sanitation and firefighting at all facilities.

Deactivation

- Ensure that all required forms or reports are completed prior to your release and departure.
- Be prepared to provide input to the After-Action/Corrective Action Report.
- Determine what follow-up to your assignment might be required before you leave.

- Deactivate the EOC Facilities Unit position and close out logs when authorized by the EOC Logistics Section Chief or EOC Director.

NOTES:

FINANCE SECTION

Purpose

This Section explains the organizational structure of Finance/Administration and assigns responsibilities for fiscal management, financial oversight and support to City emergency operations. It begins the cost recovery efforts of the City and provides the basis for transition to intermediate and long-term recovery.

Overview

The Finance/Administration Section is responsible for maintaining the financial and documentation systems necessary to keep the City functioning during a disaster and to begin the process for recovering disaster-related costs from the state and federal governments.

Objectives

The Finance/Administration Section ensures all required records are organized and preserved for cost recovery efforts, through maintenance of complete and accurate documentation of all expenditures and losses. In addition, this Section should assist with the development of pre-disaster policies and procedures which would provide for maximum reimbursement of disaster costs.

The Finance/Administration Section will prepare and maintain complete disaster documentation by:

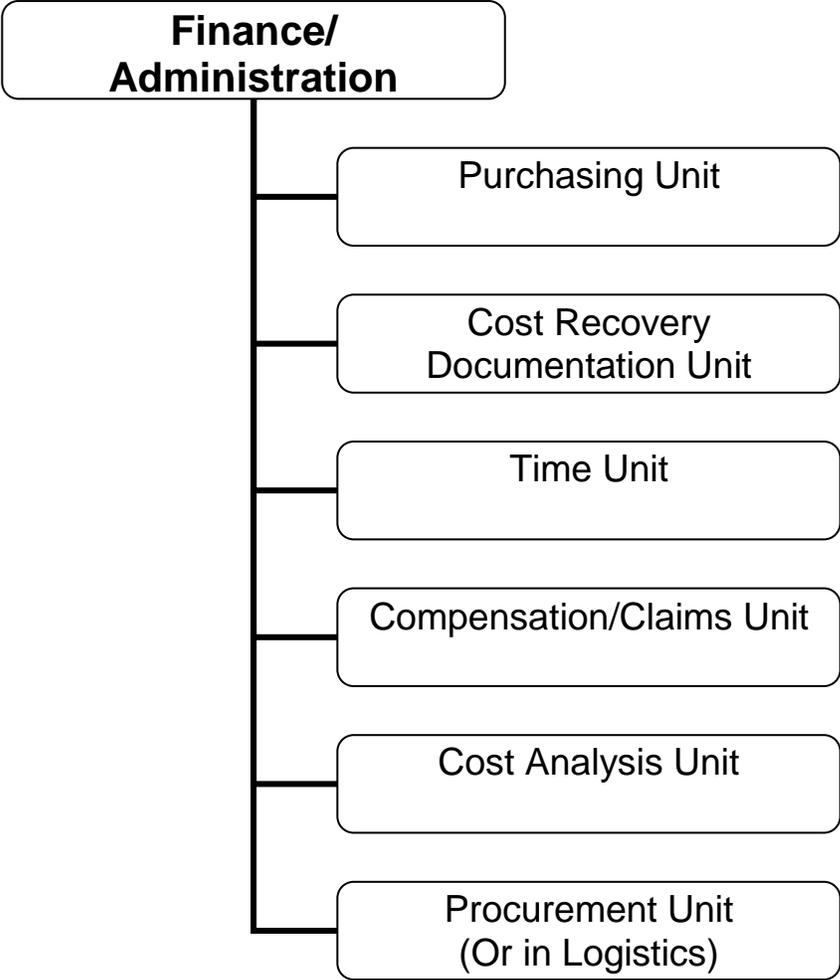
- Ensuring sufficient written and photographic documentation of disaster losses.
- Documenting all labor, equipment, supply and other costs associated with the disaster in a manner consistent with eligibility requirements of CalEMA and FEMA.
- Compiling a general summary of disaster losses throughout the community to analyze the economic and social impacts of the disaster.
- Ensuring that document retention policies follow state and federal audit guidelines.

Concept of Operations

The Finance/Administration 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.
- Use disaster financial operating systems that have been developed and adopted prior to the disaster. Otherwise, use existing city and departmental fiscal operating procedures.
- All on-duty personnel are expected to remain on duty until relieved of duty. Off-duty personnel will be expected to return to work in accordance with the City's policies.

- While in a disaster mode, work shifts typically will be 12 hours on and 12 hours off for the duration of the event. The length of the work shifts may be adjusted to meet local conditions.



FINANCE/ADMINISTRATION SECTION CHIEF

SUPERVISOR: EOC Director

GENERAL DUTIES:

- Supervise the Finance/Administration Section.
- Activate the City's disaster financial systems, which include: Disaster Accounting System and Disaster Purchasing Policy
- Be sure that all disaster damages and costs are documented.
- Participate in the action planning meeting and be sure that the Section plan objectives are met.

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

CHECKLIST

Activation

- Check in upon arrival at the EOC.
- Determine EOC assignment.
- Put on the vest with your title.
- Obtain a briefing on the situation.
- Activate the Disaster Accounting System.
- Obtain a copy of the current EOC Action Plan (not available at initial EOC activation).
- Determine your work location and set up as necessary.
- Review your position responsibilities.
- Begin documenting events and activities.
- Clarify issues regarding your authority and assignment.

- Confirm that all needed Section personnel are in the EOC or have been notified.
- When personnel arrive, assign and staff Section positions as needed for:
 - Cost Recovery Documentation Unit
 - Time Unit
 - Purchasing Unit
 - Compensation and Claims Unit
 - Cost Analysis Unit
 - Other units as needed
- Determine the ongoing need for personnel based on the EOC schedule
- Carry out responsibilities of the Section not currently staffed.
- Notify all personnel and vendors that the Disaster Accounting System is activated.
- Brief incoming or relief Section personnel prior to their beginning 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
 - Work shifts
- Conduct periodic briefings for the Section. Be sure that all personnel are aware of both Section and overall priorities.
- Brief the EOC Director on major problem areas that need solution.
- Identify Section priorities, objectives and significant problems.
- Participate in all Action Planning meetings
- Distribute EOC Action Plan to all Section supervisors.

Precise information is essential to meet requirements for possible reimbursement by CalEMA and FEMA.

General Operational Duties

- Open and maintain an Activity Log (Form #EOC-001). This is a log to record what you do during your shift at the EOC. Document such things as:
 - ◆ Messages received.
 - ◆ Action taken.
 - ◆ Decision and policy justification and documentation
 - ◆ Requests filled.
 - ◆ EOC assignments
- Be sure that all Section meetings are documented.
- Information supporting Section policy decisions and their justification should be documented.
- Be sure that all units account for personnel and work assignments.
- Be sure that all the Section logs and files are maintained.
- Provide Section personnel and equipment time records to the Time Unit at the end of each shift.
- Ensure that all records relating to personnel, equipment and materials used are received from other Sections and submitted to the Time Unit at the end of each shift **(See Supporting Documentation)**.
- Remind personnel to use the Disaster Accounting System [OR] Remind personnel to use the City's existing policy accounting system.
- Remind personnel to follow the City's established purchasing policy OR Remind personnel to follow the City's pre-existing Disaster Purchasing Policy.
- Determine levels of purchasing authority for the Finance/Administration and Logistics Sections.
- Identify critical City financial processes to be maintained during the disaster; i.e., payroll, accounts receivable, etc.

Branch/Unit Operational Duties

- Determine if the City's bank(s) can continue handling financial transactions.
- Ensure that all City financial processes (payroll, revenue collection, accounts receivable, audits, etc.) continue.

- Provide input in all planning sessions on financial matters.
- Ensure documents prepared during the disaster are completed.
- Keep the General Staff informed of overall financial situations.
- Organize, manage and distribute cash donations received during a disaster (Go to www.aidmatrix.org for valuable assistance with this task).
- Be prepared for inquiries and visits from state, federal and other high-ranking officials.
- Determine section logistical needs and request resources through Logistics Section.
- Monitor Section activities and organization and adjust as needed.
- As Coordinator for the Finance and Administration Section, coordinate with Logistics Section Personnel Unit regarding employee welfare issues.

Deactivation

- Brief incoming personnel and identify in-progress activities which need follow-up.
- Provide incoming personnel the next EOC Action Plan.
- Submit completed logs, time cards, etc. for the Section before you leave.
- Determine when you should return for your next work shift.
- Leave contact information where you can be reached.
- Authorize deactivation of branches or units in the Section when they are no longer required.
- Be sure that all required forms or reports are completed prior to deactivation.
- Prepare a list of outstanding issues that need to be addressed after the EOC has been deactivated.
- Deactivate the Section and close out logs when authorized by the EOC Director.
- Provide input to the After-Action Report/Corrective Action Report (AAR/CAR).

NOTES:

PURCHASING UNIT

SUPERVISOR: Finance/Administration Section Chief

GENERAL DUTIES:

- Coordinate vendor contracts and manage equipment use agreements.
- Confer with the Section Chief on disaster spending limits.
- Implement the pre-existing Disaster Purchasing Policy.
- Supervise the Purchasing Unit.

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

CHECKLIST

Activation

- Check in upon arrival at the EOC.
- Determine EOC assignment.
- Put on the vest with your title.
- Obtain a briefing on the situation.
- Obtain a copy of the current EOC Action Plan (not available at initial EOC activation).
- Determine your work location and set up as necessary.
- Review your position responsibilities.
- Begin documenting events and activities.
- Report to the Section Chief.
- Clarify issues regarding your authority and assignment.
- Brief new or relief personnel in the Unit.

- Attend all Section meetings and briefings.
- Assist the Section in developing Section objectives for the EOC Action Plan.

Precise information is essential to meet requirements for possible reimbursement by CalEMA and FEMA.

General Operational Duties

- Open and maintain any Activity Log (Form #EOC-001). Document such things as:
 - ◆ Messages received.
 - ◆ Action taken.
 - ◆ Decision and policy justification and documentation.
 - ◆ Requests filled.
 - ◆ EOC assignments.
- Provide personnel and equipment time records to the Section Chief at the end of each work shift.
- Implement Disaster Purchasing Policy.

Branch/Unit Operational Duties

- Review and use EOC disaster purchasing procedures.
- Brief EOC personnel on purchasing and procurement policies, procedures and issues.
- Process disaster related contracts and agreements for equipment, supplies, labor, etc.
- Ensure that all disaster records identify scope of work and site-specific locations.
- Implement disaster procedures for acquisition, inventory control and disposal of equipment and supplies.
- Interpret contract/agreements and resolve claims or disputes.

Deactivation

- Brief incoming personnel and identify in-progress activities which need follow-up.
- Provide incoming personnel the next EOC Action Plan.
- Submit completed logs, time cards, etc. for the Section before you leave.
- Determine when you should return for your next work shift.
- Authorize deactivation of branches or units in the Section when they are no longer required.
- Be sure that all required forms or reports are completed prior to deactivation.
- Prepare a list of outstanding issues that need to be addressed after the EOC has been deactivated.
- Provide input to the After-Action Report/Corrective Action Report (AAR/CAR).

NOTES:

COST RECOVERY DOCUMENTATION UNIT

SUPERVISOR: Finance/Administration Section Chief

GENERAL DUTIES:

- Coordinate cost recovery efforts with County, State and Federal agencies.
- Coordinate collection of cost documentation with other sections.
- Organize cost recovery documentation for the Public Assistance process.
- Supervise the Cost Recovery Documentation Unit.
- Implement the Disaster Accounting.

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

CHECKLIST

Activation

- Check in upon arrival at the EOC.
- Determine EOC assignment.
- Obtain a briefing on the situation.
- Obtain a copy of the current EOC Action Plan.
- Determine your work location and set up as necessary.
- Put on the vest with your title.
- Review your position responsibilities.
- Begin documenting events and activities.
- Activate pre-arranged agreements for service with vendors and suppliers.
- Assist the Section in developing Section objectives for the EOC Action Plan.
- Open and maintain an Activity log. Document such things as:

- ◆ Messages received.
- ◆ Action taken.
- ◆ Decision and policy justification and documentation.
- ◆ Requests filled.
- ◆ EOC assignments.

Precise information is essential to meet requirements for possible reimbursement by CalEMA and FEMA.

General Operational Duties

- Brief new or relief personnel in the Unit.
- Attend all Section meetings and briefings.
- Coordinate the collection and documentation of costs pertaining to the disaster.
- Provide personnel and equipment time records to the Section Chief at the end of each work shift.
- Keep the Section Chief advised of your status and activity.
- Provide estimates of damages and costs to the Section Chief and EOC Director.
- Determine Unit logistical needs and forward to the Section Chief for approval.
- Request approved resources through the Logistics Section.

Position Operational Duties

- Implement the Disaster Accounting System.
- Implement the City's Damage Documentation Procedures.
- Maintain the Disaster Accounting System and procedures to capture and document costs relating to a disaster in coordination with other sections and departments. **(See Supporting Documentation)**
- Assign disaster financial codes if not already in place.
- Inform all sections and departments that the Disaster Accounting System.

- Upon proclamation of a disaster, coordinate with disaster response, relief and recovery agencies.
- Compile a comprehensive list of all public sector damages.
- Coordinate with other Sections and outside agencies (i.e., American Red Cross, insurance companies, etc.) to compile a general list of all community damages, including homes, business, etc.
- Ensure costs are directly tied to corresponding damages (i.e., costs associated with replacing windows are tied to the specific building, floor or room).
- Act as liaison with the disaster assistance agencies and coordinate the recovery of costs as allowed by law.
- Collect and organize required documentation for the recovery of disaster costs. (Note: This responsibility will continue after the EOC is deactivated.)
- Coordinate with the Planning/Intelligence Documentation Unit.

Deactivation

- Brief incoming personnel and identify in-progress activities which need follow-up.
- Provide incoming personnel the next EOC Action Plan.
- Submit completed logs, time cards, etc. to the Section Chief before you leave.
- Determine when you should return for your next work shift.
- Be sure that all required forms or reports are completed prior to deactivation.
- Prepare a list of outstanding issues that need to be addressed after EOC has been deactivated.
- Provide input to the After-Action Report/Corrective Action Report (AAR/CAR).

NOTES:

TIME UNIT

SUPERVISOR: Finance/Administration Section Chief

GENERAL DUTIES:

- Record time for personnel, volunteers and equipment working on the disaster.
- Be sure time records comply with CAL-EMA and FEMA requirements.
- Supervise the Time Unit.

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

CHECKLIST

Activation

- Check in upon arrival at the EOC.
- Determine EOC assignment.
- Obtain a briefing on the situation.
- Obtain a copy of the current EOC Action Plan.
- Determine your work location and set up as necessary.
- Put on the vest with your title.
- Review your position responsibilities.
- Begin documenting events and activities.
- Clarify issues regarding your authority and assignment.
- Attend all Section meetings and briefings.
- Assist the Section in developing Section objectives for the EOC Action Plan.
- Open and maintain an Activity Log. This is a log to record what you do during your shift at the EOC. Document such things as:

- ◆ Messages received
- ◆ Action taken
- ◆ Decision and policy justification and documentation
- ◆ Requests filled
- ◆ EOC assignments

Precise information is essential to meet requirements for possible reimbursement by CalEMA and FEMA.

General Operational Duties

- Provide personnel and equipment time records to the Section Chief at the end of each work shift.
- Brief your relief at shift-change. Ensure that in-progress activities are identified and follow-up requirements are known.

Position Operational Duties

PERSONNEL TIME RECORDER

- Provide personnel and equipment time records to the Section Chief at the end of each work shift.
- Determine specific requirements for the time recording function.
- Initiate, gather or update a time report from all applicable personnel assigned to the emergency/disaster for each work shift (See Supporting Documentation).
- Ensure that all records identify scope of work and site-specific work location.
- Ensure that time data includes: travel, work hours (straight time and overtime), specific work location, mileage expense and any changes in personnel status that may affect costs
- Ensure that daily personnel time recording documents are accurate and prepared in compliance with policy.
- Process all travel requests, forms and claims.

- Ensure that all employee identification information is correct on the time report and that time reports are signed.
- Ensure that straight time and overtime hours are clearly identified on time records.
- In the first operational period, establish a file for employee time records for each person.
- Maintain records security and data backup.
- Make sure that each person has turned in time cards prior to leaving.

EQUIPMENT TIME RECORDER

- Coordinate with the Logistics Section for current inventory of disaster equipment.
- Assist EOC staff in establishing a system for collecting equipment time reports.
- Ensure that all records identify scope of work and site-specific work location (See Finance Section Supporting Document).
- Maintain records security and data backup.
- Establish and maintain a file of time reports on force account, rented, donated and mutual aid equipment, per CAL-EMA and FEMA requirements.
- Track the type of equipment used, make/model numbers, horsepower, date and time of usage, operator name/agency affiliation, per CAL-EMA and FEMA requirements.
- Track city-owned equipment separate from rented, donated or mutual aid equipment, per CAL-EMA and FEMA requirements.
- Determine Unit logistical needs and forward to the Section Chief for approval.
- Request approved resources through the Logistics Section.
- Keep the Section Chief advised of your status and activity.

Deactivation

- Brief incoming personnel and identify in-progress activities which need follow-up.
- Provide incoming personnel the next EOC Action Plan.
- Submit completed logs, time cards, etc. to the Section Chief before you leave.

- Determine when you should return for your next work shift.
- Be sure that all required forms or reports are completed prior to deactivation.
- Prepare a list of outstanding issues that need to be addressed after EOC has been deactivated.
- Provide input to the After-Action Report/Corrective Action Report (AAR/CAR).

NOTES:

COMPENSATION/CLAIMS UNIT

SUPERVISOR: Finance/Administration Section Chief

GENERAL DUTIES:

- Receive disaster related claims against the City.
- Assist with investigation of disaster related claims against the City.
- Maintain files of disaster related injuries and illnesses.
- Supervise the Compensation and Claims Unit.

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

CHECKLIST

Activation and General Operational Duties

- Check in upon arrival at the EOC.
- Determine EOC assignment.
- Obtain a briefing on the situation.
- Obtain a copy of the current EOC Action Plan (not available at initial EOC activation).
- Determine your work location and set up as necessary.
- Put on the vest with your title.
- Review your position responsibilities.
- Begin documenting events and activities.
- Clarify issues regarding your authority and assignment.
- Attend all Section meetings and briefings.
- Assist the Section in developing Section objectives for the EOC Action Plan.

- Open and maintain an Activity Log (Form #EOC-001). This is a log to record what you do during your shift at the EOC. Document such things as:
 - ◆ Messages received.
 - ◆ Action taken.
 - ◆ Decision and policy justification and documentation.
 - ◆ Requests filled.
 - ◆ EOC assignments.
- Provide personnel and equipment time records to the Section Chief at the end of each work shift.

Precise information is essential to meet requirements for possible reimbursement by CalEMA and FEMA.

Position Operational Duties

- Coordinate with the Safety Officer, Liaison Officer, Agency Representatives, Logistics Section Personnel Unit and ICS Field Level Compensation/Claims Unit Leader.
- Maintain a file of all injuries occurring during the disaster.
- Develop and maintain a log of existing and pending claims.
- Prepare property damage claims on City property and file with insurers.
- Determine if there is a need for a Risk Management Claims Specialist and request personnel.
- Ensure that all Workers Compensation Claims logs and forms are complete and routed to the appropriate department for post-EOC processing.
- Complete all forms required by worker's compensation program for both employees and the City's registered disaster service workers.
- Provide administrative support to the investigation of all disaster-related activities. Provide report of injuries and coordinate with the Safety Officer for mitigation of hazards.
- Obtain all witness statements pertaining to claims and review for completeness.
- Determine Unit logistical needs and forward to the Section Chief for approval.
- Request approved resources through the Logistics Section.

- Keep the Section Chief advised of your status and activity.

Deactivation

- Brief incoming personnel and identify in-progress activities which need follow-up.
- Provide incoming personnel the next EOC Action Plan.
- Submit completed logs, time cards, etc. to the Section Chief before you leave.
- Determine when you should return for your next work shift.
- Leave contact information where you can be reached.
- Be sure that all required forms or reports are completed prior to deactivation.
- Prepare a list of outstanding issues that need to be addressed after EOC has been deactivated.
- Provide input to the After-Action Report/Corrective Action Report (AAR/CAR).

NOTES:

COST ANALYSIS UNIT

SUPERVISOR: Finance/Administration Section Chief

GENERAL DUTIES:

- Prepare and analyze cost estimates of EOC and field operations.
- Analyze the impact of-revenue losses caused by the disaster.
- Analyze the extended economic impact of the disaster (i.e., property tax erosion, sales tax loss, etc).
- Evaluate alternative costs of City operations caused by damages to facilities and equipment
- Evaluate the City's uninsured losses resulting from the disaster.
- Supervise the Cost Analysis Unit.

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

CHECKLIST

Activation and General Operational Duties

- Check in upon arrival at the EOC.
- Determine EOC assignment.
- Obtain a briefing on the situation.
- Obtain a copy of the current EOC Action Plan (not available at initial EOC activation).
- Determine your work location and set up as necessary.
- Put on the vest with your title.
- Review your position responsibilities.
- Begin documenting events and activities.

- Clarify issues regarding your authority and assignment.
- Attend all Section meetings and briefings.
- Assist the Section in developing Section objectives for the EOC Action Plan.
- Open and maintain an Activity Log (Form #EOC-001). This is a log to record what you do during your shift at the EOC. Document such things as:
 - ◆ Messages received.
 - ◆ Action taken.
 - ◆ Decision and policy justification and documentation.
 - ◆ Requests filled.
 - ◆ EOC assignments.
- Provide personnel and equipment time records to the Section Chief at the end of each work shift.

Precise information is essential to meet requirements for possible reimbursement by CalEMA and FEMA.

Position Operational Duties

- Collect and record all cost data. (See Supporting Documentation)
- Maintain a fiscal record of all expenditures related to the emergency/disaster.
- Provide analyses and estimates of disaster losses and costs for the Section Chief and EOC Director.
- Maintain accurate information on the estimated and actual cost for the use of a assigned resources.
- Make recommendations for cost savings to the Finance/Administration Section Chief.

Deactivation

- Brief incoming personnel and identify in-progress activities which need follow-up.
- Provide incoming personnel the next EOC Action Plan.

- Submit completed logs, time cards, etc. to the Section Chief before you leave.
- Determine when you should return for your next work shift.
- Leave contact information where you can be reached.
- Be sure that all required forms or reports are completed prior to deactivation.
- Prepare a list of outstanding issues that need to be addressed after EOC has been deactivated.
- Provide input to the After-Action Report/Corrective Action Report (AAR/CAR).

NOTES:

THREAT SUMMARY AND ASSESSMENT FOR CITY OF SANTA MONICA

This section of the Basic Plan consists of a series of threat summaries for the City of Santa Monica. The purpose is to describe the area at risk and the anticipated nature of the situation, which could result should the event threaten or occur.

The City is located within Disaster Management Area A in Los Angeles County and in the Southern Administrative Region of the California Emergency Management Agency. The City is located 8 miles north of Los Angeles International Airport and 9.5 miles west of downtown Los Angeles. The City is bordered by Los Angeles on three sides and the Pacific Ocean. The latitude is 34° 1' 9" N and longitude is 118° 29' 25" W.

The City of Santa Monica is 8.3 square miles and according to the 2010 Census has a population of approximately 90,000 residents or about 10,100 persons per square mile. The daytime population is approximately 150,000, with a summer weekend population of approximately 250,000. Median age of the population is 40.4 years. 72% of households are renters and 28% are homeowners. 38% are families and 62% are non-families. Serving the city are 2500 employees.

The City Manager's Office and other City Departments are located at City Hall, 1685 Main Street, Santa Monica, CA 90401.

The Santa Monica Office of Emergency Management (OEM) is located in the Public Safety Facility, 333 Olympic Drive, Santa Monica, CA 90401. The Emergency Operations Center is managed by OEM staff and is part of the City Manager's Office.

The Santa Monica Police Department and Fire Department Headquarters/Administration Offices are located at the Santa Monica Public Safety Facility, 333 Olympic Drive, Santa Monica, CA 90401.

The City's Fire Department has stations located at the following:

Fire Department Administration HQ 333 Olympic Drive

Station 1: 1444 7th Street

Station 2: 222 Hollister Avenue

Station 3 and 4: 1302 19th Street

Station 5: 2450 Ashland Avenue

Any single incident or a combination of events could require evacuation and/or sheltering of the population. Neither the City nor the County of Los Angeles has the capability to plan for the organized evacuation of the basin; therefore, the extent of planning at this time is restricted to assisting and expediting spontaneous evacuation. In the increased readiness stage, expedient shelters will be utilized as appropriate and information will be provided to the public as the City no longer maintains public fallout shelters.

Santa Monica is known for its excellent public and private schools. There are eleven elementary schools, four middle schools, three high schools and an alternative K-8 school in the Santa Monica-Malibu Unified School District, which serves both Santa Monica and Malibu residents. The City is also home to five private schools for children in elementary and high schools. The City is home to Santa Monica College, a two-year community college, with 30,000 fulltime and part-time students on several campuses offering more than 90 fields of study. The college is the leader among the state's 109 community colleges in transferring students to the University of California, University of Southern California, and other four-year campuses

Santa Monica is fortunate to have two highly renowned and respected health facilities within its city boundaries. Saint John's Health Center located at 2121 Santa Monica Blvd. Saint John's Health Center has approximately 266 beds.

Santa Monica-UCLA Medical Center is part of the UCLA Healthcare system and has been serving Santa Monica and West Los Angeles since 1926. The Medical Center is highly regarded for its primary and specialty care. Santa Monica- UCLA Medical Center has 266 beds.

Santa Monica offers convenient access to major freeways, bus lines and airports. It is served by two freeways, Santa Monica (Interstate 10) and San Diego (405); and by four major east-west thoroughfares: Santa Monica (Route 66), Wilshire, Olympic and Pico Boulevards.

Santa Monica has one general aviation airport that handles single-engine propeller airplanes, medium size twin propeller plans and turbo propeller airplanes, and business/corporate jets. The airport is located at 3223 Donald Douglas Loop South Santa Monica, CA 90405.

The City also works closely with the American Red Cross for assistance with emergency shelters and other necessary emergency services.

The following threat assessments identify and summarize the hazards that could impact the City.

- Threat Assessment 1: Major Earthquake
- Threat Assessment 2: Hazardous Materials
- Threat Assessment 3: Flooding
- Threat Assessment 4: Severe Storm and Flooding

Threat Assessment 5: Transportation: Major Air Crash
Threat Assessment 6: Civil Unrest
Threat Assessment 7: Terrorism
Threat Assessment 8: Tsunami
Threat Assessment 9: Fire
Threat Assessment 10: Landslide
Threat Assessment 11: Windstorm

THREAT ASSESSMENT 1 – MAJOR EARTHQUAKE

General Situation

Since 1800 there have been approximately 60 damaging seismic events, or "earthquakes," in the Los Angeles region. After a brief hiatus between major events (circa 1940-1972), the greater Los Angeles area has experienced a number of moderate events which have resulted in considerable disruption of the infrastructure, impact on social and economic life, loss of lives and extensive property damage within the City of Los Angeles, the greater metropolitan area and the adjacent region including Santa Monica. According to the Geological Survey's records, some 20 quakes of magnitude 6.0 or higher have occurred in Southern California since 1912. The most recent of these was the M6.7, 1994 Northridge Earthquake which was centered in the northwest part of the City, in the general vicinity of the 1971 San Fernando (a.k.a. Sylmar) quake.

Following the 1994 Northridge and 1995 Kobe, Japan earthquakes, a variety of studies and cooperative information exchange ventures were initiated to expand knowledge concerning earthquakes so that people could be better protected in the event of future significant seismic events. Kobe, Northridge and other seismic event information are being used in formulating methodologies for strengthening buildings and structures to more successfully withstand severe damage and to better protect occupants and equipment during various types and degrees of seismic events.

The California State Geologist's Seismic Hazards Mapping Program has provided maps that identify amplified shaking, liquefaction and landslide hazard zones. These maps are used in revising the City's building, zoning and other codes, plans, standards, procedures and/or development permit requirements.

Based on Richter scale and pre-Richter calculations, the second most-powerful tremor recorded in Los Angeles proper was in 1923 and centered in the San Jacinto Mountains, southeast of the City. The M6.3 earthquake caused only light damage in Los Angeles. In 1918, also in the isolated San Jacinto Mountains, some 150 miles from downtown, a mighty M6.8 quake occurred.

Los Angeles experienced two quakes of identical 6.3 magnitude - one in the Long Beach area in 1933 and another in Santa Barbara in 1925—that produced disastrous damage because their epicenters were near central cities. The Long Beach toll was \$40 million in property destruction and 115 lives lost. The Santa Barbara shake leveled much of the business district at a \$6 million loss there, and killing 20.

An earthquake in 1927 ranks--along with Tehachapi-Bakersfield in 1952--as the all-time southern California strongest earthquakes. Registering at M7.5, the 1927 upheaval centered just north of Point Arguello in the upper Santa Barbara channel, destroying railways bridges, crumbling cliffs and sending a seismic wave as far north as Pismo

Beach. The Kern County's series of quakes in 1952 reached M7.7 and rank as second-largest in the United States since records were kept, behind San Francisco's M8.3 cataclysm of 1906. The great Alaskan shake of March 27, 1964, with a magnitude of M8.5 was the strongest ever recorded in the nation.

The San Andreas fault is responsible for the April 18, 1906 San Francisco earthquake and fire. This earthquake, is one of many that have resulted from episodic displacement along the fault throughout its life of about 15-20 million years.

Santa Monica Fault

The Santa Monica fault is part of the Transverse Ranges Southern Boundary fault system, a west-trending system of reverse, oblique-slip, and strike-slip faults that extends for more than 200 km along the southern edge of the Transverse Ranges (Dolan et al., 1997, 2000a). Other faults in this system are the Hollywood and Raymond faults. The Anacapa-Dume, Malibu Coast, Santa Cruz Island, and Santa Rosa Island faults to the west are also part of this system. **(See Attachment 2 - Earthquake Planning Scenario Map)**

The Santa Monica fault extends east from the coastline in Pacific Palisades through Santa Monica and West Los Angeles and merges with the Hollywood fault at the West Beverly Hills Lineament in Beverly Hills, west of the crossing of Santa Monica Boulevard and Wilshire Boulevard, where its strike is northeast. Onshore, the fault offsets the surface 2-3.5 km south of the Santa Monica Mountains range front.¹

Vulnerability Assessment

At risk from earthquake damage are large stocks of old buildings and bridges: many high tech and hazardous materials facilities: extensive sewer, water, and natural gas pipelines; earth dams; petroleum pipelines; and other critical facilities and private property located in the county. The relative or secondary earthquake hazards, which are liquefaction, ground shaking, amplification, and earthquake-induced landslides, can be just as devastating as the earthquake.

The California Geological Survey has identified areas most vulnerable to liquefaction. Liquefaction occurs when ground shaking causes wet granular soils to change from a solid state to a liquid state. This results in the loss of soil strength and the soil's ability to support weight. Buildings and their occupants are at risk when the ground can no longer support these buildings and structures.

Southern California has many active landslide areas, and a large earthquake could trigger accelerated movement in these slide areas, in addition to jarring loose other unknown areas of landslide risk.

¹ Donlon, et. al., "Active Faults In the Los Angeles Metropolitan Region", Southern California Earthquake Center, Group C

The 1994 Northridge Earthquake

The January 17, 1994 magnitude 6.7 Northridge Earthquake (thrust fault), with its epicenter beneath Reseda, produced severe ground motions, caused 57 deaths, 9,253 injuries and left over 20,000 people displaced within the Los Angeles area. It was the most expensive disaster in the history of Santa Monica, which sustained more than \$250 million in damage. More than 530 buildings, including 2,300 housing units, were red or yellow-tagged, rendering them uninhabitable or with limited accessibility. An estimated 16,000 apartments, condominiums or houses sustained some damage and were green-tagged, or still inhabitable.

Because of the severe damage in Santa Monica, city officials implemented a number of measures to expedite recovery efforts, including a streamlined permit process and fee waivers, as well as rent increases to cover earthquake repairs in rent-controlled buildings. Funds received from the Federal Emergency Management Agency included \$93.4 million for home repairs, temporary housing, infrastructure repairs and retrofitting to help lessen the effects of future disasters.

The earthquake affected almost every building on the Santa Monica College campus with an estimated \$80 million spent on the recovery effort. Santa Monica Hospital Medical Center suffered significant damage leading to the hospital's partnership with UCLA. The hospital's pavilion and tower sustained about \$15 million in immediate damage, forcing the tower's closure for nine months. All of the hospital's operations were consolidated into the pavilion.

The hospital stayed open for three days before it was forced to shut down completely because of the extensive damage. On October 3, 1994, Saint John's was fully operational minus its north wing, which was demolished. The cost of repairs totaled \$32 million.

Magnitude and Intensity of an Earthquake

During an earthquake, energy stored up in faults is released. In major earthquakes, the energy released is sufficient to break a large portion of the causative fault. In the worst-case scenario the fault ruptures along its entire length. When the fault ruptures, seismic waves propagate, resulting in the ground vibrations normally felt during an earthquake. Ground shaking generally causes the most widespread damage in an earthquake. Strong ground motion can catastrophically damage vulnerable structures such as freeway overpasses and unreinforced masonry buildings. Ground shaking can also trigger a variety of secondary hazards such as liquefaction, landslides, soil subsidence, fire, dam failure and even toxic chemical releases.

USGS Earthquake Magnitude policy is to use Moment Magnitude (M), an earthquake magnitude measurement very similar to the Richter measurement, which measures the amount of energy released by the fault movement in relation to the fault area broken to determine the magnitude of an earthquake.

An earthquake size is usually expressed as a magnitude; however, an earthquake's destructiveness is commonly measured as seismic intensity. Intensity is used to measure the strength of shaking produced by the earthquake at a certain location, and is determined from effects on people, human structures and the natural environment. The intensity scale most often used is the Modified Mercalli (MMI). The MMI scale consists of 12 levels of shaking; the higher the number, the greater the damage

I. Not felt except by a very few under especially favorable conditions.

II. Felt only by a few persons at rest, especially on upper floors of buildings.

III. Felt quite noticeably by persons indoors, especially on upper floors of buildings. Many people do not recognize it as an earthquake. Standing motor cars may rock slightly. The vibrations are similar to the passing of a truck.

IV. Felt indoors by many, outdoors by few during the day. At night, some awakened. Dishes, windows, doors disturbed; walls make cracking sound. Sensation is like a heavy truck striking a building. Standing motor cars are rocked noticeably.

V. Felt by nearly everyone; many awakened. Some dishes, windows broken. Unstable objects overturned.

VI. Felt by all, many frightened. Some heavy furniture moved; a few instances of fallen plaster. Damage is likely to be slight.

VII. Damage negligible in buildings of good design and construction; slight to moderate in well-built ordinary structures; considerable damage in poorly built or badly designed structures; some chimneys may be broken.

VIII. Damage slight in specially designed structures; considerable damage in ordinary substantial buildings with partial collapse. Damage may be great in poorly built structures. Collapse is likely of chimneys, factory stacks, columns, monuments, and walls. Heavy furniture will likely be overturned.

IX. Damage considerable in specially designed structures; well-designed frame structures thrown out of plumb. Damage may be great in substantial buildings, with partial collapse. Buildings will be shifted off foundations.

X. Some well-built wooden structures destroyed; most masonry and frame structures destroyed with foundations.

XI. Few, if any (masonry) structures remain standing. Bridges destroyed. Rails are likely to be bent.

XII. Damage total. Lines of sight and level are distorted. Objects will be thrown into the air.

Scientists have stated that such devastating shaking should be considered the norm near any large thrust earthquake. Recent reports from scientists of the U.S. Geological Survey and the Southern California Earthquake Center say that the Los Angeles Area could expect one earthquake every year of magnitude 5.0 or more for the foreseeable future.

As experienced in the Northridge earthquake, 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, hazardous material/chemical accidents and possible failure of the waterways and dams. 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 individual cities, Los Angeles County Operational Area and the State of California Emergency Services. Damage control and disaster relief support would 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 would pose difficult problems; public health would be a major concern. Mass evacuation may be essential to save lives, particularly in areas 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.

The economic impact on the City of Santa Monica from a major earthquake would be considerable in terms of loss of employment and loss of tax base. Also, a major earthquake could cause serious damage and/or outage of computer systems. The loss of such facilities could curtail or seriously disrupt the operations of banks, insurance companies and other elements of the financial community. In turn, this could affect the ability of local government, business and the population to make payments and purchases.

Specific Situation

The potential hazards that the City of Santa Monica may face in an earthquake include the following:

Ground Shaking

The most significant earthquake action in terms of potential structural damage and loss of life is ground shaking. Ground shaking is the movement of the earth's surface in

response to a seismic event. The intensity of the ground shaking and the resultant damages are determined by the magnitude of the earthquake, distance from the epicenter, and characteristics of surface geology. This hazard is the primary cause of the collapse of buildings and other structures.

It is generally understood that an earthquake does not in itself present a seismic hazard, but that it becomes a hazard when it occurs in a highly urbanized area. Therefore, the significance of an earthquake's ground shaking action is directly related to the density and type of buildings and number of people exposed to its effect.

Earthquake Induced Landslides

Earthquake induced landslides are secondary earthquake hazards that occur from ground shaking. They can destroy the roads, buildings, utilities, and other critical facilities necessary to respond and recover from an earthquake. The City of Santa Monica has a high likelihood of encountering such risks, especially in areas with steep slopes.

Liquefaction

Liquefaction of soil may occur in the beach area. Structures, including the Santa Monica Pier, which are otherwise sound, may collapse if built on sandy water-saturated ground. Liquefaction is a phenomenon involving the loss of shear strength of a soil. The shear strength loss results from the increase of pore water pressure caused by the rearrangement of soil particles induced by shaking or vibration. Liquefaction has been observed in many earthquakes, usually in soft, poorly graded granular materials (i.e., loose sands), with high water tables. Liquefaction usually occurs in the soil during or shortly after a large earthquake. In effect, the liquefaction soil strata behave as a heavy fluid. Buried tanks may float to the surface and objects above the liquefaction strata may sink. Pipelines passing through liquefaction materials typically sustain a relatively large number of breaks in an earthquake.

Damage to Vital Public Services, Systems and Facilities

Bed Loss in Hospitals

Santa Monica has two major hospitals with a total capacity of 532 beds. Public service agencies and volunteer personnel would be used to assist in the care of the injured.

Santa Monica UCLA

The Santa Monica-UCLA Medical Center is staffed by more than 900 employees, whose efforts are complemented by over 300 volunteers and 200 care extenders. The medical staff consists of 750 physicians representing virtually all medical and surgical specialties.

Santa Monica-UCLA Medical Center has an Emergency Preparedness Program that addresses disasters both internal and external to the medical center. During an emergency the hospital operates under the Incident Command System/SEMS and will activate their Emergency Command Center. The Emergency Incident Commander (EIC) or the Liaison Officer will be the primary contact with the City of Santa Monica Fire Department and the City's Emergency Operations Center (EOC).

If an evacuation is necessary, patients are transferred from the hospital to an outside area, to other hospitals, or other alternative areas. In the event of a total facility evacuation when it has been determined that the facility is not safe to occupy, one or more of the following locations are to be utilized:

- 16th Street Emergency Department Parking Lot
- 16th Street Patient Pick-up Parking Lot
- 16th Street Out-Patient Parking Lot
- 16th Street Employee Parking Lot

The UCLA Emergency Medicine Center is the designated provider of emergency medical services for individuals involved in radiation accidents. If the Emergency Command Center at Santa Monica-UCLA Medical Center is contacted by phone by an outside source/agency, they are to contact the Radiation Safety Officer and the Emergency Medicine Center at UCLA.

Saint John's Health Center

Saint John's Hospital and Health Center is staffed by more than 1400 employees who are complemented by over 265 volunteers. The medical staff consists of over 900 physicians representing virtually all medical and surgical specialties.

Saint John's Health Center's Emergency Preparedness Program addresses disaster situations both internal and external to the Health Center. During an emergency, the Emergency Command Center is activated. The Health Center operates under the Incident Command System/SEMS (Standardized Emergency Management System) and Hospital Emergency Incident Command System (HEICS). The Emergency incident Commander or the Liaison Officer will be the primary contact with the City of Santa Monica Fire Department and the City's Emergency Operations Center.

Several of the acute care hospitals in Los Angeles County may be lost due to structural damage. This will impair the number of beds available and create the need for several field hospitals. Most of the subscribing hospitals to the Los Angeles County Department of Health and Human Services will be controlled by the Department as to the availability of beds and transfer of patients.

Although a percentage of the remaining beds could be made available by discharging or transferring non-emergency patients, it will probably be necessary to receive an

immediate influx of emergency medical aid and/or export some of the seriously injured to out-of-county facilities.

Communications

Telephone systems will be affected by system failure, overloads, loss of electrical power and possible failure of some alternate power systems. Immediately after the event, numerous failures will occur coupled with saturation overloads. This will disable up to 80% of the telephone system for approximately one day. In light of the expected situation, emergency planners should not plan on the use of telephone systems for the first few days after the event.

During a major emergency, communication from the City's Emergency Operations Center (EOC) to the outside world is a primary necessity.

Four separate and independent radio systems are available for emergency use by EOC personnel. They are already in place and are operated by the Public Works Department, Fire Department, the Police Department and Transportation Department. Each system has its own unique characteristics. In a disaster, it is possible that all systems could be rendered partially or completely inoperative.

REDINET - HEAR OPERATION - is used to monitor all transmissions from the Los Angeles County Emergency Network Medical Alert Center (MAC). The Los Angeles County Emergency Network Medical Alert Center (MAC) monitors the Redinet and HEAR Radio for Hospital availability and capability.

Additionally, the Disaster Communication Services (DCS) provides amateur radio communication. DCS Communication equipment is located at the EOC and Fire Station #5.

Department of Public Works Communications

The backbone of the Public Works radio system is a fully repeated receiver/transmitter located on the reservoir property in the 800-900 block of Franklin Street. There are five locations within the city that have remote control links connected to the system; City Hall; Police Headquarters; City Yards; Clover Park; and the Fire Department. The primary area of concern during a disaster would be whether or not the telephone lines would continue to function from the control points and receiver locations. If telephone lines were to fail and if the Franklin equipment were not damaged, the system would continue to operate by itself, for car to car operation, but with some range limitation. There is good possibility that the back-up system located at 2500 Michigan would enable one of these systems to work during and after a disaster.

Fire Department Communications

The Fire Department's radio system functions through three remote receivers which are connected via telephone lines to the main receiver site located at 2500 Michigan Avenue. The major disadvantage with this type of system lies with the telephone connections. If the main lines between the dispatcher and transmitter should fail, the dispatcher would lose the ability to hear or transmit to field units. To mitigate this problem, the fire department has installed a back-up transmitter at their dispatch center. Although providing only reduced coverage, this back-up will provide emergency communication should the main transmitter site fail.

Police Department Communications

The Police Department's radio system operates from their main transmitter site located on the roof of 100 Wilshire Boulevard. A backup transmitter is located at the Public Safety Facility, 333 Olympic Drive, Santa Monica. Receivers are placed in five strategic locations throughout the City. A sixth receiver is located in Beverly Hills. Received transmissions are routed via a mixture of leased telephone lines and microwave to comparators located at the Public Safety Facility. The best signal is selected and routed back up to the 100 Wilshire site for transmission. Generator power and battery backup is available at the Public Safety Facility and the 100 Wilshire site.. The City Hall telephone system, the 9-1-1 telephone system, and the Police dispatch equipment are all supported by battery backup and generator.

Dam/Flood Control Channels

No dam/flood control channels exist in Santa Monica. Portions of the City may be subject to flooding, due to flash flooding, or urban flooding (storm drain failure/infrastructure breakdown). The City has not historically been vulnerable to storm surge inundation associated with hurricanes and tropical storms.

Storage Reservoirs

Santa Monica maintains the capability to store 40 million gallons of water among its four storage reservoirs – Arcadia, Franklin Street (also referred to as Mt. Olivette), San Vicente, and Riviera. This discussion addresses the impacts of a sudden loss of water from the reservoirs due to a structural failure.

Arcadia reservoir was built in 1924 as a partially buried concrete tank. Its capacity is 5.0 million gallons. Given its age and construction methods employed at the time, a strong earthquake is likely to cause a rupture of the structural walls of the reservoir. The reservoir is located at the Arcadia Water Treatment Plant in West Los Angeles in a heavily urbanized area. Loss of reservoir water would result in short duration localized flooding; likely entering the storm drains in surrounding streets.

Franklin Street reservoir is located at the crest of the hill on Franklin Street in Santa Monica between Wilshire Boulevard and Montana Avenue. Its capacity is 5.0 million gallons. It is located in a residential area, and is constructed as a completely buried

concrete tank. Should the tank fail it could result in surface land erosion and possible damage to residences down slope to the south and west.

San Vicente Reservoir is a 5.0 million gallon concrete, completely buried tank situated under the median of San Vicente Boulevard between 23rd Street and 25th Street in Santa Monica. The surrounding land use is principally single family residential. A failure of this reservoir would not result in significant surface disruption or flooding as the reservoir is buried below grade. Water released from a tank failure would seep into the adjoining soil structure; should it ultimately find its way to the street level, the slope of the streets would carry water in a westerly direction toward existing storm water catch basins.

Riviera Reservoir is the largest of the city's water storage reservoirs. With a storage capacity of 25 million gallons, it is located underneath the tennis courts at Riviera Country Club in Pacific Palisades. It is rectangular in shape, with compacted fill on the north and west side of the structure. A tank wall failure on the north and/or west side of the structure will result in water seeping into the adjoining soil structure and potential soil erosion and possible damage to structures and homes adjacent to the area. Failure in the east side would release significant amounts of water, jeopardizing homes and golf course structures on that side. Failure on the south side would similarly release a significant amount of water and flood the golf course, ultimately being channeled through Santa Monica Creek to the Pacific Ocean.

Electrical Power

Major power plants are expected to sustain some damage due to liquefaction and the intensity of the earthquake. During the Northridge earthquake power was restored within 24 hours in most areas of Santa Monica. Up to 60% of the system load may be interrupted immediately following the initial shock. According to representatives of Southern California Edison Company, the electrical power will not be rerouted and will be lost for an undefined period of time. Much of the imported power is expected to be lost. In some areas of greatest shaking it should be anticipated that some of the distribution lines, both underground and surface, will be damaged. Much of the affected area may have service restored in days; damaged areas with underground distribution may require a longer time. Loss of Southern California Edison transmission lines is possible.

Fire Operations

Although total collapse of fire stations is not expected, possible disruption of utilities, inoperable apparatus doors and loss of power can create major problems. Numerous fires due to disruption of power and natural gas networks can be expected. Many connections to major water sources may be out and storage facilities would have to be relied on; water supply could vary from little or none to inadequate. First response from fire personnel is expected to be assessment of the area to establish what is needed to

determine response and recovery needs. Operations may take days because of the disruption of transportation routes for fire department personnel and equipment.

Secondary responses by the Fire Service after assessment will be placed upon diversion of resources to accomplish search and rescue of trapped persons and extinguishment of fires with conflagration potential. Major problems the Fire Service should expect are loss of power and water, restricted mobility due to debris, and possible loss of primary dispatch capability.

Highways and Bridges

Damage to freeway systems is expected to be major as experienced in the partial collapse of the Santa Monica Freeway (U.S. Highway 10) during the Northridge earthquake. Any inner surface transportation routes could be subject to delays and detours. A major portion of surface streets in the vicinity of freeways could be blocked due to collapsed overpasses. Many surface streets in the older central business districts will be blocked by debris from buildings, falling electrical wires and pavement damage.

Natural Gas

Damage to natural gas facilities will consist primarily of (a) some isolated breaks in major transmission lines, and (b) innumerable breaks in mains and individual service connections within the distribution systems, particularly in the areas of intense ground shaking. These many leaks in the distribution system will affect a major portion of the urban areas, resulting in a loss of service for extended periods. Fires should be expected at the sites of a small percentage of ruptures both in the transmission lines and the distribution system. Transmission pipelines serving the general basin area are most vulnerable to damage.

Crude Oil Pipelines

One crude oil pipeline runs beneath the City's streets traversing dense residential and commercial neighborhoods. A rupture of the pipeline could pose major hazards to persons, property and the environment. Information regarding the pipeline can be obtained from the Fire Department Hazardous Materials Specialist.

Railroads

No operational railroads exist in the City of Santa Monica. Metrolink is governed by the Southern California Regional Rail Authority (SCRRA), a joint powers authority that was formed in 1991 and comprises five county agencies that were tasked with reducing highway congestion and improving mobility throughout Southern California: Los Angeles County Metropolitan Transportation Authority (Metro), Orange County Transportation Authority, Riverside County Transportation Commission, San Bernardino Associated Governments and Ventura County Transportation Commission. SCRRA created

Metrolink in October 1992 to fill a void in Southern California's transportation infrastructure. Our organization has served as the link between six Southern California counties by providing commuters seamless transportation connectivity options. Metrolink has grown tremendously during our 19 years in service, expanding from three service lines, 11 stations and 2,300 daily passengers to seven service lines, 55 stations and 40,000 daily passengers, all over a 512 route-mile network. Since 2008, Metrolink implemented several safety enhancements in its mission to become the safest commuter railroad in the nation.

The Exposition Light Rail Project (Expo LRT) is a 15-mile light rail line extending from Downtown Los Angeles to Downtown Santa Monica and will be the first extension of Metro rail to the west side. Project completion is targeted for 2015. Expo LRT in Santa Monica will consist of three stations, a maintenance facility, a bike path, and approximately three miles of trackway. East of 17th Street, tracks will run in the existing Metro right-of-way located south of Colorado and crossing to the south side of Olympic Boulevard near 20th Street. West of 17th Street the tracks will run in the center of Colorado Avenue. The three stations in Santa Monica are located at Olympic/26th Street (Bergamot Station), at Colorado Avenue/17th Street (Memorial Park/17th St. Station), and at 4th/Colorado (Downtown Station).

The Expo LRT to Santa Monica is a significant and long-term public investment in transit, city-wide and regional mobility, and sustainability. It will provide Santa Monica residents, employees, students and visitors with easier access to major destinations both locally and regionally. The light rail stations were incorporated in the City's Land Use and Circulation Element (LUCE), and are part of an integrated citywide strategy to reduce greenhouse gases and achieve no net new evening peak trips.

Sanitation Systems

The sewer system is a collection system operated by the City of Santa Monica, with treatment performed by the City of Los Angeles at the Hyperion Treatment Plant in Playa del Rey. The collection system comprises approximately 125 miles of sanitary sewers. The City of Santa Monica operates the Moss Avenue Pumping Plant adjacent to Santa Monica Pier, which lifts waste water from PCH to Ocean Avenue for subsequent gravity flow to Hyperion.

Breakage of sewer mains throughout the City may result in sanitary sewer overflows and raw waste water flowing out of manholes and pavement ruptures. This will either flow on surface streets or in available storm drains into the Pacific Ocean. Raw wastewater on the surface streets or ponding at various locations creates a public health hazard, requiring emergency disinfection. Many private sewer laterals will break and become inoperative, resulting in sewer backups into private property. Assuming the treatment facilities at Hyperion are incapacitated by the same event which caused the collection system failures in Santa Monica, wastewater flow may back up into the regional sewer system and result in sewer overflows.

The City's Moss Avenue Pumping Station may experience failure of pumps, control systems, machinery, and backup power systems. The result will be a backup and spillage of raw wastewater in PCH. Additionally, the wet well adjacent to the Pumping Station will back up and overflow, resulting in a wastewater spill adjacent to the Santa Monica Pier and potentially in the Pacific Ocean.

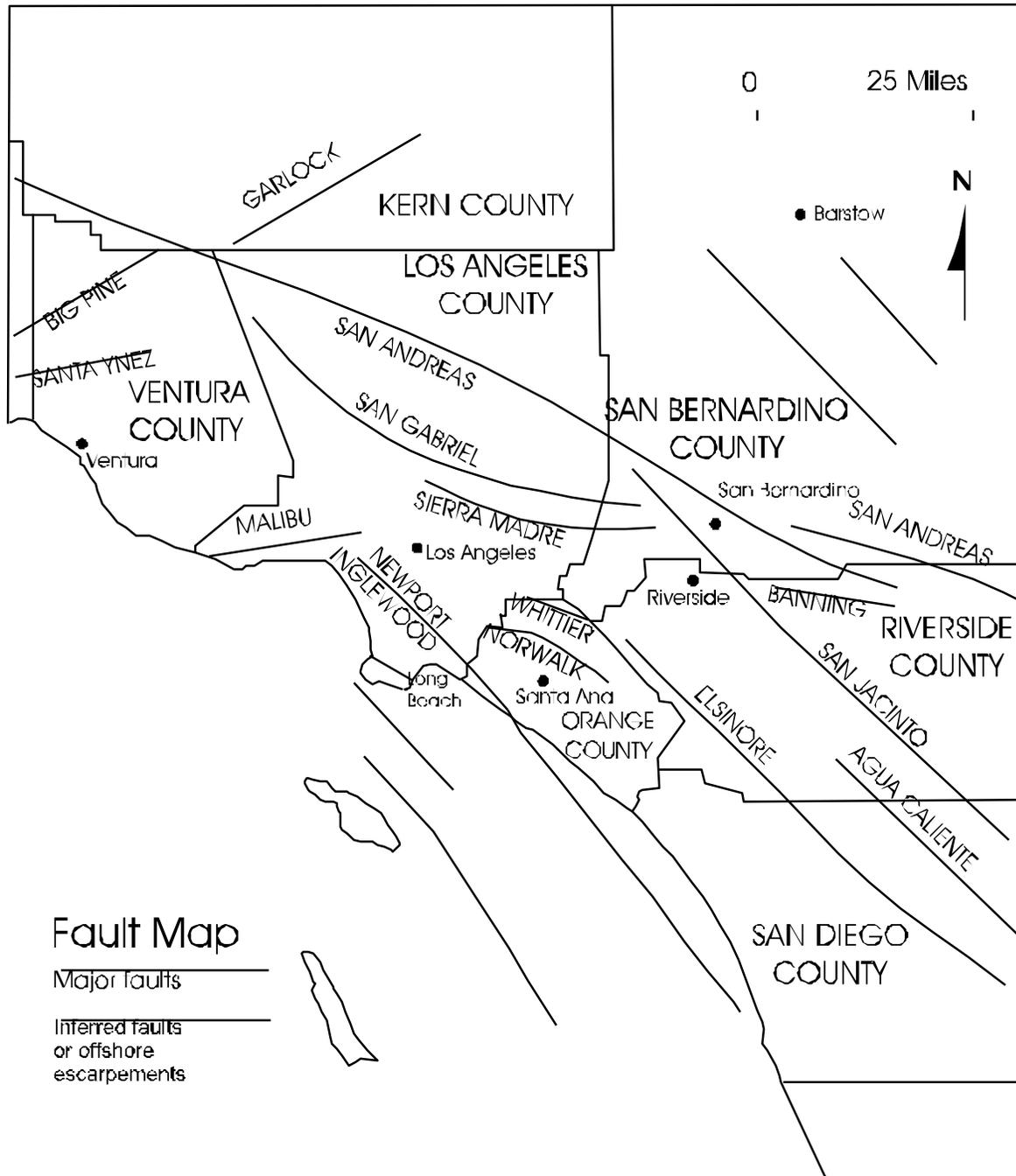
Water Supply

The City's water system serves residential and business customers through more than 17,000 service connections, 4,500 valves, and 236 miles of distribution and transmission mains. Fire protection is supported through a network of 1,100 fire hydrants and 865 fire sprinkler connections.

The majority of the City's water supply is provided by local wells, and supplemented by water purchased from the Metropolitan Water District (MWD). MWD imports water from Northern California and the Colorado River. The aqueducts serving Southern California will likely be out of service after a major earthquake, leaving Santa Monica to rely on water in storage and water available from local wells. Although water wells owned by the City have emergency backup power, this power supply may also be interrupted in a major earthquake. Should the loss of water from City wells be interrupted, available storage may provide up to four days of supply for the city. This estimated duration is likely to be shortened, depending on the level of storage at the time of the earthquake, and the amount of water being used for firefighting.

ATTACHMENT 1
MAJOR ACTIVE SURFACE FAULTS IN SOUTHERN CALIFORNIA

Southern California Earthquake Fault Map

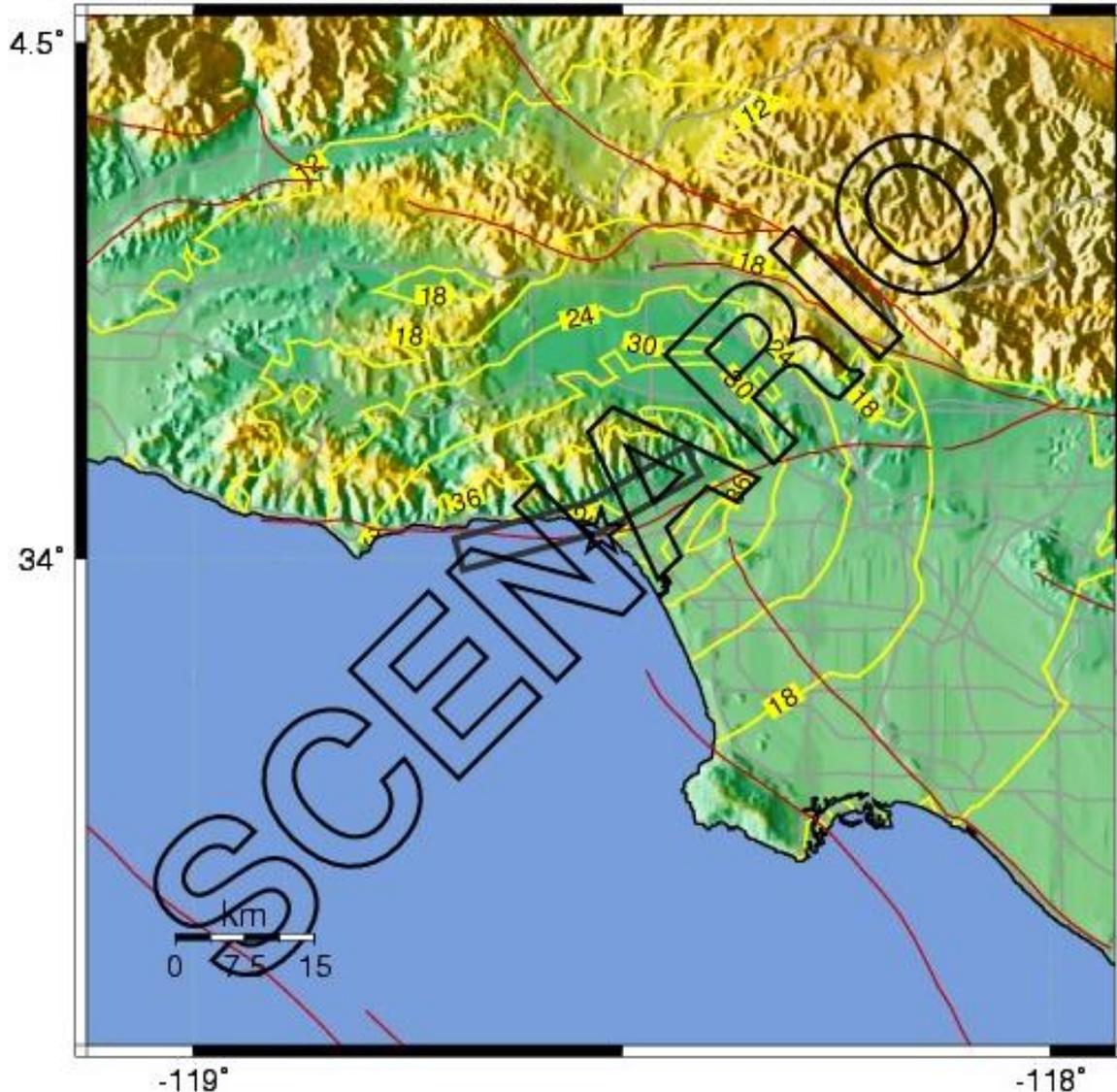


ATTACHMENT 2 EARTHQUAKE PLANNING SCENARIO MAP

-- Earthquake Planning Scenario --

Peak Accel. Map (in %g) for Santa Monica M6.6 Scenario

Scenario Date: Mon Jul 16, 2001 05:00:00 AM PDT M 6.6 N34.03 W118.52 Depth: 13.0km



TYPE OF FAULTING: left-reverse

LENGTH: 24 km

NEARBY COMMUNITIES: Pacific Palisades, Westwood, Beverly Hills, Santa Monica

MOST RECENT SURFACE RUPTURE: Late Quaternary

SLIP RATE: between 0.27 and 0.39 mm/yr

INTERVAL BETWEEN MAJOR RUPTURES: unknown

PROBABLE MAGNITUDES: M_w 6.0 - 7.0 (?)

OTHER NOTES: This is a north-dipping fault. Its slip rate may be greatest at its western end.²

² http://www.data.scec.org/fault_index/monica.html

Definition of Masonry A, B, C, D:

- Masonry A: Good workmanship, mortar, and design; reinforced, especially laterally, and bound together by using steel, concrete, etc.; designed to resist lateral forces.
- Masonry B: Good workmanship and mortar; reinforced, but not designed in detail to resist lateral forces.
- Masonry C: Ordinary workmanship and mortar; no extreme weaknesses like failing to tie in at corners, but neither reinforced nor designed against horizontal forces.
- Masonry D: Weak materials, such as adobe; poor mortar; low standards of workmanship; weak horizontally.

THREAT ASSESSMENT 2 - HAZARDOUS MATERIAL INCIDENT

General Situation

The City of Santa Monica has a Hazardous Materials Plan which provides an overview of the City's industrial locations and the potential involvement of hazardous material incidents. The Santa Monica Fire Department Hazardous Material Area Plan 2010 is available from the Santa Monica Fire Department and is updated regularly. Coupling the database of potentially hazardous locations with other elements of the plan provides an analysis and a beneficial planning tool. Hazardous materials are any substance or combination of substances which because of quantity, concentration, or characteristics may cause or significantly contribute to an increase in death or serious injury, or pose substantial hazards to humans and/or the environment.

Hazardous material incidents differ from other emergency response situations because of the wide diversity of causative factors and the pervasiveness of the potential threat. Circumstances such as the prevailing wind and geographic features in the vicinity of emergency incidents are relevant factors that may greatly increase the hazardous chemical dangers. Incidents may occur at fixed facilities where, most likely, the occupants have filed site specific emergency response contingency and evacuation plans. However, incidents may also occur at any place along any land, water or air transportation routes, and (in event of vessel mishaps, aircraft accidents, misuse of agricultural chemicals and illegal dumping) may occur in unpredictable areas, relatively inaccessible by ground transportation.

In Santa Monica the vast majority of hazardous material incidents are handled prior to their becoming a major disaster. Nevertheless, the emergency organization needs to be flexible and evolutionary in its response to a developing incident. The Hazardous Material Plan is designed to accommodate both the large number of relatively routine minor spill incidents and the truly catastrophic hazardous material disaster.

Specific Situation

The threat of a major hazardous material incident in Santa Monica exists from five different sources: (1) commercial vehicle, (2) air transportation; (3) pipeline; (4) fixed facility; and (5) clandestine dumping.

There are numerous locations within the city which pose an above average risk of hazardous materials incident occurrence. This is due to the nature of the business conducted at each location rather than unauthorized use of hazardous materials. Many of the businesses classified as posing an above average risk store and handle Class I and II flammable liquids. These businesses have been mapped and can due to the sensitive nature of the information is available for emergency response from the Fire Department. Mapping higher risk businesses has achieved two things; areas of high risk

business concentration have been identified, and local resources can now be located or positioned where they will do the most good.

Freeway/Transportation

The Santa Monica Freeway Interstate 10 passes through the center of the City. This freeway is part of the Inter-state system and is heavily traveled by trucks moving many types of materials, many of them hazardous.

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

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

SANTA MONICA TRUCKING ROUTES



Air Transportation

The Santa Monica Airport handles small, single-engine propeller airplanes, medium size twin props and turboprop, and business/corporate jets. No air carrier aircraft operate at the Santa Monica Airport. However, the City of Santa Monica is in the flight pattern of arriving and department aircraft carriers at the Los Angeles Airport.

Crude Oil Pipeline

A crude oil pipeline, owned and operated by Keystone XL Company runs beneath the City's streets. This pipeline enters from the north under 26th Street and travels west under Colorado, south beneath Cloverfield, west under Ocean Park, and exits the City to the south, beneath 23rd Street. The steel pipe is ten inches in diameter, is buried three to four feet deep. The pipeline runs within 50 feet of the municipal reservoir and well. It is located near 25th Street and San Vicente, and crosses the Santa Monica Fault between Montana and Idaho, it intersects a major storm drain at 26th Street and Broadway, and crosses over the Santa Monica Freeway on Cloverfield. Its route traverses dense residential and commercial neighborhoods. A rupture of the pipeline could pose major hazards to persons, property and the environment. Ruptures in the fifty-year old line have occurred at least three times at locations outside the City.

Fixed Facility

A serious hazardous material threat exists from an accidental spill and/or incident at one of the known facilities that manufacture, warehouse, and process toxic chemicals and/or generate hazardous waste materials within or next to City boundaries. Although there are numerous facilities involved with hazardous materials, they are less of a threat due to required plant contingency and evacuation plans.

Clandestine Dumping

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

Emergency Response Actions

Emergency response checklists applicable to all common hazards are presented in this Multi Hazard Functional Emergency Plan. Refer to the City of Santa Monica Hazardous Material Plan for specific information. Appropriate facility listings and maps are contained in that plan.

THREAT ASSESSMENT 3 - SEVERE STORMS & FLOODING

General Situation

Santa Monica is designated by the National Flood Insurance Program as a Zone "C", or City of minimal flood hazard. The hazardous situations caused by storms are generally dependent on the amount of warning time that the City receives prior to an actual disaster. Monitoring of storms by weather services have historically provided warning times that can vary from weeks to hours prior to the event. The ability of City personnel to conduct an evacuation, provide sandbagging, and perform other mitigating measures is dependent on the amount of warning time that the City receives from weather services

Emergency activities that take place in a storm situation include: rescuing people trapped by flood water, securing utilities, cordoning off flooded areas, crowd and traffic control, and evacuating the Pier and other impacted areas. These actions could overtax the City's capabilities and additional personnel and resources may be required. (See Attachment 6 - Storm Drain System and Attachment 7 - Sanitary Sewer System)

Specific Situation

The City of Santa Monica is familiar with the flooding and destruction caused by astronomical tides and heavy storm conditions. During the winter of 1983, the City suffered a major loss to the Pier facility. Most of the west end of the Pier and the section under Pacific Park was rebuilt with concrete pilings and caps following the 1983 storm. Again, in 1988, additional storm damage was sustained. In 1998, the El Nino Storms created approximated \$400,000 in flood damage and recurring landslides along Palisades Park blocking Pacific Coast Highway. The landslide was approximately 115 feet high and 150 feet wide. Sloughing affected the stability of the near vertical bluff. Mitigation measures of drilling vertically and horizontally into the hillside assisted in removing water from bluff and grading the top and bottom of the bluff reduced the threat to life and property.

Pier Emergency Response

Due to special considerations on the Pier, specific emergency procedures for the Pier have been developed. The Pier representatives and the Santa Monica Police Department have developed emergency response plans and protocols to ensure the safety of those who live and work on and around the Pier.

A decision to close and or reopen the Pier will be made by the Chief of Police Department, Chief of Fire Department, or City Manager. Once ordered, Police Department personnel will begin re-opening of the Pier. Re-entry into an evacuated area will require the individual to have proper identification and to be authorized and escorted by the Police Department.

Emergency coordination takes place with Los Angeles City, Los Angeles County Lifeguards, Cal Trans, California Highway Patrol (CHP), and County Public Works in coordinating EOC Planning, Operations, Logistics and Financial resources in the event of a major disaster.

Evacuation Routes

It is expected that major streets will be open. As such, evacuation should be easily facilitated. Other pertinent information relating to evacuation operations can be found in SEMS Functions and Checklist, Operations Section.

County Response

The Department of Public Works Emergency Response Plan involves numerous stages of response for affected County Departments, cities and agencies. Prioritized warning and alerting stages will be activated according to established procedures. Some of the agencies to be contacted include the County's Emergency Operations Center and Sheriff's Department, all Los Angeles County Departments, U.S. Army Corps of Engineers, Office of Emergency Management and the thirteen cities that lie within the 100-year flood inundation area.

STORM DRAIN SYSTEM MAP
See Supporting Documentation MAPS

SANITARY SEWER SYSTEM MAP
See Supporting Documentation MAPS

THREAT ASSESSMENT 4 - RESERVOIR/DAM FAILURE

General Situation

Dam failures can result from a number of natural or manmade causes such as earthquakes, erosion of the face or foundation, improper silting, rapidly rising flood waters, and structural/design flaws. There are three general types of dams: earth and rock fill, concrete arch or hydraulic fill, and concrete gravity. Each of these types of dams has different failure characteristics.

A dam failure will cause loss of life, damage to property, and other ensuing hazards, as well as the displacement of persons residing in the inundation path. Damage to electric transmission lines could impact life support systems in communities outside the immediate hazard areas. A catastrophic dam failure, depending on size of dam and population downstream, could exceed the response capability of local communities. Damage control and disaster relief support would be required from other local governmental and private organizations, and from the state and federal governments. Mass evacuation of the inundation areas would be essential to save lives, if warning time should permit. Extensive search and rescue operations may be required to assist trapped or injured persons. Emergency medical care, food, and temporary shelter would be required for injured or displaced persons. Identification and burial of many dead persons would pose difficult problems; public health would be a major concern. Many families would be separated, particularly if the failure should occur during working hours.

These and other emergency/disaster operations could be seriously hampered by the loss of communications, damage to transportation routes, and the disruption of public utilities and other essential services. Governmental assistance could be required and may continue for an extended period. Actions would be required to remove debris and clear roadways, demolish unsafe structures, assist in reestablishing public services and utilities, and provide continuing care and welfare for the affected population including, as required, temporary housing for displaced persons.

Storage Reservoirs

Santa Monica maintains the capability to store 40 million gallons of water among its four storage reservoirs – Arcadia, Franklin Street (also referred to as Mt. Olivette), San Vicente, and Riviera. This discussion addresses the impacts of a sudden loss of water from the reservoirs due to a structural failure.

Arcadia reservoir was built in 1924 as a partially buried concrete tank. Its capacity is 5.0 million gallons. Given its age and construction methods employed at the time, a strong earthquake is likely to cause a rupture of the structural walls of the reservoir. The reservoir is located at the Arcadia Water Treatment Plant in West Los Angeles in a

heavily urbanized area. Loss of reservoir water would result in short duration localized flooding; likely entering the storm drains in surrounding streets.

Franklin Street reservoir is located at the crest of the hill on Franklin Street in Santa Monica between Wilshire Boulevard and Montana Avenue. Its capacity is 5.0 million gallons. It is located in a residential area, and is constructed as a completely buried concrete tank. Should the tank fail it could result in surface land erosion and possible damage to residences down slope to the south and west.

San Vicente Reservoir is a 5.0 million gallon concrete, completely buried tank situated under the median of San Vicente Boulevard between 23rd Street and 25th Street in Santa Monica. The surrounding land use is principally single family residential. A failure of this reservoir would not result in significant surface disruption or flooding as the reservoir is buried below grade. Water released from a tank failure would seep into the adjoining soil structure; should it ultimately find its way to the street level, the slope of the streets would carry water in a westerly direction toward existing storm water catch basins.

Riviera Reservoir is the largest of the city's water storage reservoirs. With a storage capacity of 25 million gallons, it is located underneath the tennis courts at Riviera Country Club in Pacific Palisades. It is rectangular in shape, with compacted fill on the north and west side of the structure. A tank wall failure on the north and/or west side of the structure will result in water seeping into the adjoining soil structure and potential soil erosion and possible damage to structures and homes adjacent to the area. Failure in the east side would release significant amounts of water, jeopardizing homes and golf course structures on that side. Failure on the south side would similarly release a significant amount of water and flood the golf course, ultimately being channeled through Santa Monica Creek to the Pacific Ocean.

THREAT ASSESSMENT 5 - TRANSPORTATION: MAJOR AIR CRASH

General Situation

A major air crash that occurs in a heavily populated residential area can result in considerable loss of life and property. Damage assessment and disaster relief efforts associated with an air crash incident will require support from other local governments, private organizations and in certain instances from the state and federal governments.

Emergency medical care, food and temporary shelter will be required by injured or displaced persons. Investigators from the National Transportation and Safety Board and the Los Angeles County Coroner's Office will have short-term jurisdiction over the crash area and investigations will be completed before the area is released for clean up. The clean-up operation may consist of the removal of large debris, clearing of roadways, demolishing unsafe structures and towing of demolished vehicles.

A coordinated response team, comprised of mental health professionals, will take a proactive approach toward identifying and addressing mental health needs stemming from any traumatic disaster.

Specific Situation

Santa Monica Airport

Type: Airport, Status: Operational, Activation Date: 04/01/1940, Runways: 2, Land Area Covered By Airport: 215 acres, Ownership: Publicly owned, Facility Use: Open to public, Site Number: 02253.*A, Location ID: SMO, Region: Western-Pacific, District Office: LAX, Unicom Frequency: 122.950 Hz, Common Traffic Advisory Frequency (CTAF): 120.100 Hz, Aeronautical sectional chart: Los Angeles, Tie-In FSS: No, Tie-In FSS ID: HHR, Tie-In FSS Name: Hawthorne, Tie-In FSS Toll-Free Number: 1-800-WX-BRIEF, Elevation: 177 ft, Elevation determination method: Surveyed, Elevation Source: NGS (2006-02-12), Air traffic control tower: Yes, Boundary ARTCC (FAA) computer ID: ZCL, Boundary ARTCC ID: ZLA, Boundary ARTCC Name: Los Angeles, Airspace Determination: No Objection, Federal Agreements: NGPY3, NOTAM Service: Yes, NOTAM Facility ID: SMO, Last Inspection

State: California, County: Los Angeles, City: Santa Monica, GPS (Degrees): Latitude: 34° 00' 57", Longitude: -118° 27' 04.700", GPS (Seconds): Longitude: 34.015833, Latitude: -118. State: California, County: Los Angeles, City: Santa Monica, GPS (Degrees): GPS determination method: Estimated, Position Source: NGS (2006-02-12), Distance from central business district: 3 mi

Single Engine Aircraft: 254, Multi Engine Aircraft: 35, Jet Engine Aircraft: 7, Helicopters: 7

City Of Santa Monica, 3223 Donald Douglas Loop S., Santa Monica, Ca 90405, 310-458-8591

Runway #1

ID: '03/21, Length: 4973 ft, Width: 150 ft, Runway Surface Type Condition: Asphalt or bituminous concrete, Good condition, Runway Surface Treatment: Saw-cut or plastic grooved, Runway Weight Bearing Capacity: Single Wheel: 40,000 lbs, Dual Wheel: 60,000 lbs, Dual Tandem Wheel: 105,000 lbs, Edge Lights Intensity: Medium Base End Base End ID: '03, True Alignment: 44, Right Traffic Pattern: Yes, Runway Markings Type: Non-precision instrument, Markings Condition: Good, Physical GPS (Degrees): Lat: 34° 00' 39.435", Lng: -118° 27' 25.427", Physical GPS (Seconds): Lat: 34.010954, Lng: -118.457063, Physical Elevation: 118 ft, Threshold Crossing Height: 27.0 ft, Glide Path Angle: 0.04 °, Elevation At Touchdown Zone: 154.0 ft, Visual Glide Slope Indicators: V4L, Runway Visual Range Equipment (RVR): Midfield, Runway End Identifier Lights (REIL): Yes, Centerline Lights: No, Touchdown Lights: No, Controlling Object Description: TREE, FAA FAR Part 77 Category: Other than utility runway with a visual approach, Object Clear Slope: 6, Object Height: 45 ft, Object Distance From Runway: 475.0 ft, Object Offset From Runway: 150L ft, Runway End Gradient: 1.2, Position Source: NGS (02/12/2006), Elevation Source: NGS (02/12/2006), Touchdown Zone Elevation Source: NGS (02/12/2006) Reciprocal End Reciprocal End ID: '21, True Alignment: 224, Instrument Landing System (ILS) Type: Localizer-type directional aid, Right Traffic Pattern: No, Runway Markings Type: Non-precision instrument, Markings Condition: Good, Physical GPS (Degrees): Lat: 34° 01' 14.476", Lng: -118° 26' 43.964", Physical GPS (Seconds): Lat: 34.020688, Lng: -118.445546, Physical Elevation: 177 ft, Threshold Crossing Height: 65.0 ft, Glide Path Angle: 0.04 °, Elevation At Touchdown Zone: 177.0 ft, Visual Glide Slope Indicators: P4L, Runway Visual Range Equipment (RVR): Midfield, Runway End Identifier Lights (REIL): Yes, Centerline Lights: No, Touchdown Lights: No, FAA FAR Part 77 Category: Other than utility runway with a visual approach, Object Clear Slope: 50, Runway End Gradient: 1.2, Position Source: NGS (02/12/2006), Elevation Source: NGS (02/12/2006), Touchdown Zone Elevation Source: NGS (02/12/2006)

Runway #2

ID: 'H1, Length: 40 ft, Width: 40 ft, Runway Surface Type Condition: Asphalt or bituminous concrete, Good condition, Edge Lights Intensity: PERI Base End Base End ID: 'H1, Runway Markings Type: Basic, Markings Condition: Good

Emergency Response Actions

In the event Santa Monica experiences a major disaster and if the airport is not rendered inoperative, the following facilities/services will be provided:

- The Airport Manager is the designated Emergency Coordinator and the Airside Operations Coordinator is the Airport's Assistant Emergency Coordinator. The

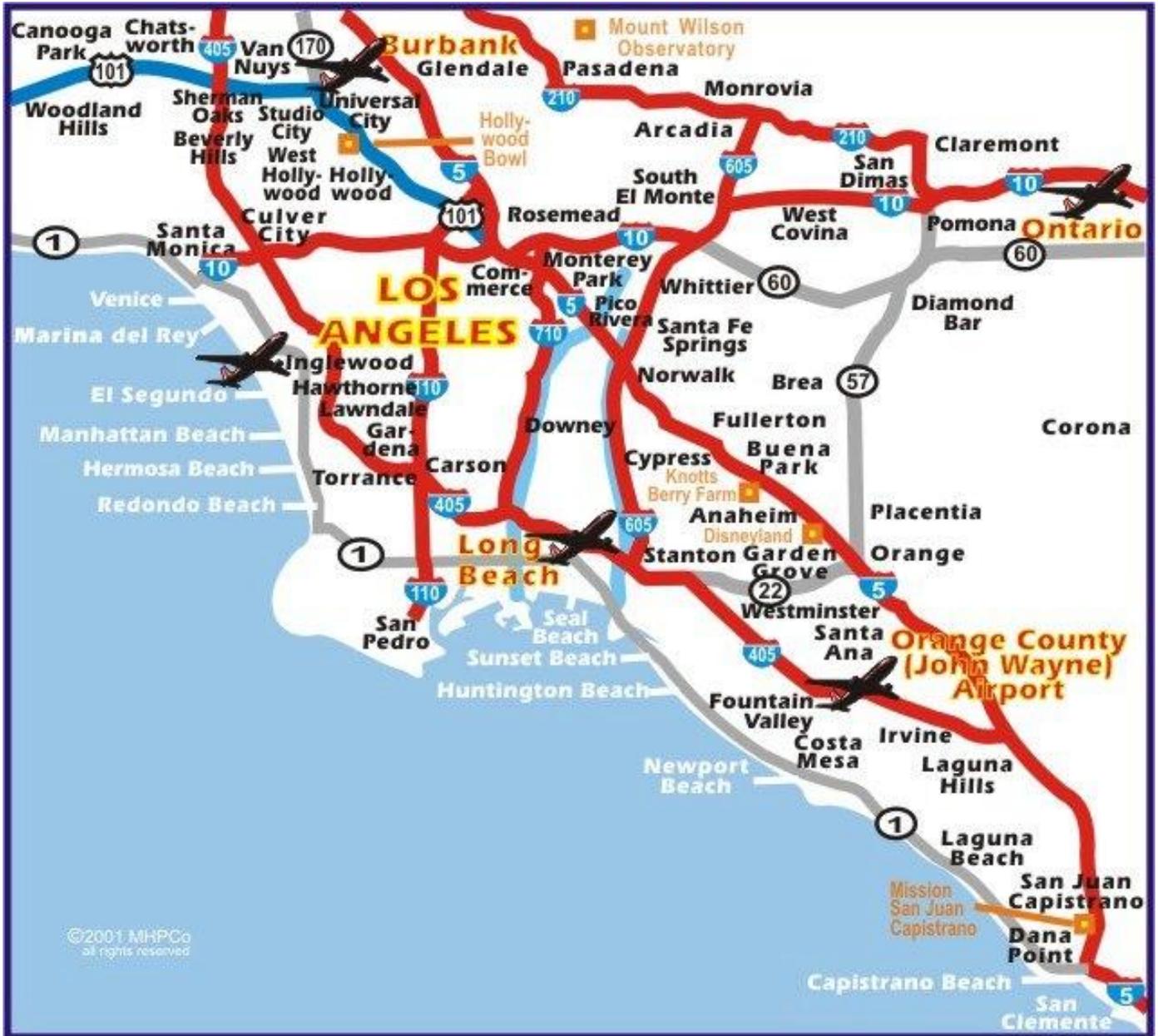
Airport Administration Building serves as the base for the Department Operations Center (DOC). Communications equipment includes a transmitter and receiver, telephones, personal cellular telephones, two-way radios used between airport staff and airport security staff, and a small, hand-held VHF transmitter and receiver with limited range.

- The airport is equipped to handle the arrival and transport of key staff and officials, and can provide a base for emergency activities such as damage surveyors, law enforcement, firefighting, relief organizations such as the American Red Cross, search and rescue teams, medical evacuation/air ambulances and the news media.
- The Federal Aviation Administration (FAA) Control Tower has complete backup power and is capable of communicating with all types of aircraft, and the Santa Monica EOC. VHF radio, microwave radio and telephone communications are available in the control tower. In the event the Control Tower becomes uninhabitable, the public observation deck located outside the Airport Administration Building is the designated emergency Control Tower and direct air traffic from this alternate location until such time the facility is deemed safe to occupy.
- The FAA Automated Terminal Information System (ATIS) gives current weather information of the Santa Monica Airport. The information is updated hourly and in the event of a significant change in weather conditions. The ATIS is broadcast on 119.15 MHz and is available via telephone 450-4620. Note: ATIS information is given in Greenwich Mean Time (by dialing ZULU Time).
- Airport Security personnel are on-site 24 hours per day, and are capable of responding to emergency needs as required and directed by the Santa Monica Police Department.
- The City of Santa Monica's Fire Station #5 is located immediately adjacent to the northwest edge of the Santa Monica Airport. That facility has an "immediate response" capability to respond to the airport. There are two fire trucks located at Station 5 – a triple pumper engine and a special aircraft firefighting apparatus.
- Aviation fuel for fixed wing props, turbo props, helicopters, and turbine-powered aircraft, can be obtained from American Flyers and Supermarine (both are FBOs located on the airfield). No automobile or diesel fuel is available.
- The Federal Aviation Administration (FAA) control tower has complete backup power and capable of communicating with aircraft, the EOC, VHF radio systems, as well as other forms of communications.
- The Civil Air Patrol (CAP) is a civilian auxiliary of the United States Air Force. CAP has offices located at Santa Monica Airport. Their emergency services mission includes search and rescue, civil defense, and disaster relief operations in support of local, state, federal, and other emergency services organizations. The CAP

maintains mutual support relationships with the American Red Cross, Salvation Army, Federal Emergency Management Agency (FEMA), FAA, U.S. Coast Guard Auxiliary, and other humanitarian organizations in conducting emergency relief operations. The CAP utilizes paging and radio systems in conducting their missions, and they have the ability to communicate nationally. They also have Emergency Locator Transmitters. CAP provides air and ground transportation.

- Angel Flight is a non-profit organization with over 450 volunteers, some based at Santa Monica Airport. Angel Flight's primary mission is to fly medically stable, ambulatory patients to hospitals and medical facilities throughout the state. However, they also have a Disaster Response Team consisting of volunteer pilots who hold state identification cards and are available to assist CalEMA in times of state or federally declared emergencies. The Disaster Response Team is activated by CalEMA, however Angel Flight can call CalEMA when a major emergency arises and let them know that they are available to provide assistance.
- Santa Monica Airport has numerous hangars that can be used for the purpose of providing temporary shelter, staging areas for supplies and equipment, and or staging for emergency medical treatment. The largest of these is Barker Hangar which is located on the south side of the airport. Barker Hangar can be used as a shelter, medical triage center, morgue, supply center, etc., in the event of a major emergency. Although the hangar does not have a back-up power generator on site, arrangements are in place for a generator to be brought in should a major emergency occur.

ATTACHMENT 9 LOCAL AIRPORTS



THREAT ASSESSMENT 7 - CIVIL UNREST

General Situation

The spontaneous disruption of normal, orderly conduct and activities in urban areas, or outbreak of rioting or violence that is of a large nature is referred to as civil unrest. 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. This is the time period when civil unrest can grow to large proportions. Threat to law enforcement, fire service and other safety personnel can be severe. Securing of essential facilities and services is necessary.

THREAT ASSESSMENT 8 - TERRORISM

General Situation

In the wake of the 1993 World Trade Center bombing in New York and the Oklahoma City bombing in 1995, terrorism became a serious concern for emergency management, emergency responders, and the public at large. However, the attack on the World Trade Center and the Pentagon in 2001 has elevated concern about terrorism to a very high level which requires us to be prepared for and able to respond to situations that go beyond previously considered terrorist incident scenarios

Terrorism is defined as the use of fear or intimidation, usually political goals. Terrorism is a crime where the threat of violence is often as effective as the commission of the violent act itself. Terrorism affects us through fear, physical injuries, economic losses, psychological trauma, and erosion of faith in government. Terrorism is not an ideology. Terrorism is a strategy used by individuals or groups to achieve their political goals.

Terrorists espouse a wide range of causes. They can be for or against almost any issue, religious belief, political position, or group of people of one national origin or another. Because of the tremendous variety of causes supported by terrorists and the wide variety of potential targets, there is no place that is truly safe from terrorism. Throughout California there is nearly limitless number of potential targets, depending on the perspective of the terrorist. Some of these targets include: government offices, pregnancy centers, religious facilities, public places (such as shopping centers), schools, power plants, refineries, utility infrastructures, water storage facilities, dams, private homes, prominent individuals, financial institutions and other businesses.

In Los Angeles County, the Joint Regional Information Center (JRIC) is tasked with gathering, analyzing, and disseminating terrorist threat information to local jurisdictions. The JRIC is coordinated by the Los Angeles County Sheriff's Department and shares information with Fire, Police, and Emergency Management officials regularly.

There are unique challenges to a terrorist event involving a Weapon of Mass Destruction (WMD), such as a nuclear, radiological, biological, explosive or chemical weapon. As in all incidents, WMD incidents may involve mass casualties and damage to buildings or other types of property. However, there are a number of factors surrounding WMD incidents that are unlike any other type of incidents that must be taken into consideration when planning a response.

- The situation may not be recognizable until there are multiple casualties or a secondary event occurs that indicates that the first was not an accident. Most chemical and biological agents are not detectable by conventional methods used for explosives and firearms. Most agents can be carried in containers that look like ordinary items.

- There may be multiple events (i.e., one event in an attempt to influence another event's outcome).
- Responders are placed at a higher risk of becoming casualties because agents are not readily identifiable. Responders may become contaminated before recognizing the agents involved. First responders may, in addition, be targets for secondary releases or explosions.
- The location of the incident will be treated as a crime scene. As such, preservation and collection of evidence is critical.

Therefore, it is important to ensure that actions on-scene are coordinated between response organizations to minimize any conflicts between law enforcement authorities, who view the incident as a crime scene, and other responders, who view it as a hazardous materials or disaster scene.

- In addition to local response coordination challenges, the WMD incident will add a myriad of state and federal agencies into the system. Coordination and communication issues between all response levels (local, state, and federal) will constantly need to be assessed.
- Contamination of critical facilities and large geographic areas may result. Victims may carry an agent unknowingly to public transportation facilities, businesses, residences, doctors' offices, walk-in medical clinics, or emergency rooms because they don't realize that they are contaminated. First responders may carry the agent to fire or precinct houses, hospitals, or to the locations of subsequent calls.
- The scope of the incident may expand geometrically and may affect mutual aid jurisdictions. Airborne agents flow with the air current and may disseminate via ventilation systems, carrying the agents far from the initial source.
- There will be a stronger reaction from the public than with other types of incidents. The deliberate destruction of life and property is both horrific and difficult to process, and the fear of additional attacks as well as the unknown makes the public's response more severe. Also, the thought of exposure to a chemical or biological agent or radiation evokes terror in most people.
- Time is working against responding elements. The incident can expand geometrically and very quickly. In addition, the effects of some chemicals and biological agents worsen over time.
- Support facilities, such as utility stations and 911 centers along with critical infrastructures, are at risk as targets.
- Specialized State and local response capabilities may be overwhelmed.

Terrorism Hazards

Terrorism hazards may be WMD (including conventional explosives, secondary devices, and combined hazards) or other means of attack (including low-tech devices and delivery, attacks on infrastructure, and cyber terrorism).

WMD Hazard Agents

Weapons of mass destruction are defined as any weapon that is designed or intended to cause death or serious bodily injury through the release, dissemination, or impact of toxic or poisonous chemicals; disease organisms; radiation or radioactivity; or explosion or fire. At least two important considerations distinguish these hazards from other types of terrorist tools.

First, in the case of chemical, biological, and radioactive agents, their presence may not be immediately obvious, making it difficult to determine when and where they have been released, who has been exposed, and what danger is present for first responders and medical technicians. Second, although there is a sizable body of research on battlefield exposures to WMD agents, there is limited scientific understanding of how these agents affect civilian populations.

Biological Threats

Biological agents are organisms or toxins that can kill or incapacitate people, livestock and crops. A biological attack is the deliberate release of germs or other biological substances that can make you sick.

The three basic groups of biological agents that would likely be used as weapons are bacteria, viruses and toxins. Most biological agents are difficult to grow and maintain. Many break down quickly when exposed to sunlight and other environmental factors, while others, such as anthrax spores, are very long lived. Biological agents can be dispersed by spraying them into the air, by infecting animals that carry the disease to humans and by contaminating food and water. Delivery methods include:

- **Aerosols** - biological agents are dispersed into the air, forming a fine mist that may drift for miles. Inhaling the agent may cause disease in people or animals.
- **Animals** - some diseases are spread by insects and animals, such as fleas, mice, flies, mosquitoes and livestock.
- **Food and water contamination** - some pathogenic organisms and toxins may persist in food and water supplies. Most microbes can be killed, and toxins deactivated, by cooking food and boiling water. Most microbes are killed by boiling water for one minute, but some require longer. Follow official instructions.
- **Person-to-person** - spread of a few infectious agents is also possible. Humans have been the source of infection for smallpox, plague, and the Lassa viruses.

Specific information on biological agents is available through the Centers for Disease Control and Prevention.

Chemical Threats

Chemical agents are poisonous vapors, aerosols, liquids and solids that have toxic effects on people, animals or plants. They can be released by bombs or sprayed from aircraft, boats and vehicles. They can be used as a liquid to create a hazard to people and the environment. Some chemical agents may be odorless and tasteless. They can have an immediate effect (a few seconds to a few minutes) or a delayed effect (2 to 48

hours). While potentially lethal, chemical agents are difficult to deliver in lethal concentrations. Outdoors, the agents often dissipate rapidly. Chemical agents also are difficult to produce.

A chemical attack could come without warning. Signs of a chemical release include people having difficulty breathing; experiencing eye irritation; losing coordination; becoming nauseated; or having a burning sensation in the nose, throat and lungs. Also, the presence of many dead insects or birds may indicate a chemical agent release.

Cyber Attack

Often times, we may not realize that our actions online might put us, our families, and even our country at risk. Learning about the dangers online and taking action to protect ourselves is the first step in making the Internet a safer place for everyone. Cybersecurity is a shared responsibility and we each have a role to play.

Cybersecurity involves protecting that infrastructure by preventing, detecting, and responding to cyber incidents. Unlike physical threats that prompt immediate action—like stop, drop, and roll in the event of a fire—cyber threats are often difficult to identify and comprehend. Among these dangers are viruses erasing entire systems, intruders breaking into systems and altering files, intruders using your computer or device to attack others, or intruders stealing confidential information. The spectrum of cyber risks is limitless; threats, some more serious and sophisticated than others, can have wide-ranging effects on the individual, community, organizational, and national level. These risks include:

- Organized cybercrime, state-sponsored hackers, and cyber espionage can pose national security risks to our country.
- Transportation, power, and other services may be disrupted by large scale cyber incidents. The extent of the disruption is highly uncertain as it will be determined by many unknown factors such as the target and size of the incident.
- Vulnerability to data breach and loss increases if an organization's network is compromised. Information about a company, its employees, and its customers can be at risk.
- Individually-owned devices such as computers, tablets, mobile phones, and gaming systems that connect to the Internet are vulnerable to intrusion. Personal information may be at risk without proper security.

Explosions

Terrorists have frequently used explosive devices as one of their most common weapons. Explosive devices can be highly portable, using vehicles and humans as a means of transport. They are easily detonated from remote locations or by suicide bombers.

Conventional bombs have been used to damage and destroy financial, political, social, and religious institutions. Attacks have occurred in public places and on city streets with thousands of people around the world injured and killed.

Nuclear Blast

A nuclear blast is an explosion with intense light and heat, a damaging pressure wave, and widespread radioactive material that can contaminate the air, water, and ground surfaces for miles around. A nuclear device can range from a weapon carried by an intercontinental missile launched by a hostile nation or terrorist organization, to a small portable nuclear device transported by an individual. All nuclear devices cause deadly effects when exploded, including blinding light, intense heat (thermal radiation), initial nuclear radiation, blast, fires started by the heat pulse and secondary fires caused by the destruction.

The nuclear threat present during the Cold War has diminished; however, the possibility remains that a terrorist could obtain access to a nuclear weapon. Called improvised nuclear devices (IND), these are generally smaller, less powerful weapons than we traditionally envision.

Air Burst

An air burst, by definition, is when a nuclear weapon is detonated and the fireball does not touch the surface of the earth. Usually, the weapon is set to detonate at a height of between 5,000 and 15,000 feet. Air bursts are generally selected for their capability to generate high over-pressure and shock effect over large areas, as well as to ignite fires for great distances. Neither radiation nor radioactive fallout is considered to be a significant factor in the event of an air burst.

Surface Burst

A nuclear detonation is considered to be a surface burst when the fireball generated touches the surface of the earth. Surface bursts could include water bursts, underwater bursts and underground bursts. Surface bursts produce large amounts of radioactive fallout. Therefore, some targets may be selected not only for the purpose of destroying facilities, but to also use the downwind fallout to prevent access or restrict movement in large geographical areas. Detonation of a nuclear bomb can produce various damaging effects. Included are blast and over-pressure, intense heat and light, nuclear radiation (fission and fusion), electromagnetic pulse, and for surface bursts, radioactive fallout.

Blast

When a weapon is detonated, a tremendous pressure is developed, called the blast. This over-pressure rapidly expands outward in all directions, creating extremely high winds. The expansion continues until the over-pressure is reduced to normal pressure. The rapid outward expansion of air creates a vacuum which must equalize. The winds then reverse to the opposite direction and continue until the air pressure is equalized.

Damage and injury are caused not only by the outward expansion phase of the wind and pressure, but also in the opposite direction when the air is rushing back to fill the vacuum. It is believed that an ordinary California home would be destroyed at about 1.5 to 2 psi, often 2 to 5 miles from the detonation.

Thermal Radiation

Thermal radiation is a burst of intense light and heat. This phenomenon can initiate fires as well as produce casualties. A one-megaton explosion can produce flash-blindness up to 13 miles on a clear day, or 53 miles on a clear night. Thermal radiation can cause skin and retinal burns many miles from the point of detonation. A one-megaton explosion can cause first-degree burns at distances of approximately 7 miles, second-degree burns at approximately 6 miles, and third-degree burns at approximately 5 miles from ground zero. Detonation of a single thermonuclear weapon could cause many thousands of burn casualties.

Initial Radiation

Initial radiation is defined as the radiation emitted during the first minute after detonation, comprised of gamma rays and neutrons. For large yield weapons, the range of the initial radiation is less than that of the lethal blast and thermal radiation effects. However, with respect to small yield weapons, the initial radiation may be the lethal effect with the greatest range.

Fallout

Fallout is produced by surface debris drawn into and irradiated by the fireball, then rising into the atmosphere and eventually returning to earth. When a nuclear detonation occurs, fission products and induced radioactive material from the weapon casing and debris are pulled up into the fireball and returns to earth as fallout. A source of ionizing radiation, fallout may be deposited miles from the point of detonation and thus affect people otherwise safe from the other effects of the weapon. The radiation danger associated with fallout decreases as the radioactive material decays. Decay rates range from several minutes to several years.

Electromagnetic Pulse (EMP)

An Electromagnetic Pulse is an intense electric and magnetic fields that can damage unprotected electronic equipment. This effect is most pronounced in high altitude bursts (above 100,000 feet). Surface bursts typically produce significant EMP up to the 1 psi over-pressure range, while air bursts produce somewhat less. No evidence exists suggesting that EMP produces harmful effects in humans.

Emergency Response Actions

Response activities to the nuclear materials threat will consist of in-place protection measures, relocation and spontaneous evacuation. The population at risk is 96,000 night-time residents and 150,000 to 250,000 during the day time. The fallout shelter identification program is no longer maintained and utilized within the State of California.

Radiological Dispersion Device (RDD)

The use of a Radiological Dispersion Device (RDD) — often called “dirty nuke” or “dirty bomb”, by terrorists, is considered far more likely than use of a nuclear explosive device. An RDD combines a conventional explosive device such as a bomb with radioactive material. It is designed to scatter dangerous and sub-lethal amounts of radioactive material over a general area. RDDs appeal to terrorists because they require limited technical knowledge to build and deploy compared to a nuclear device. Also, the radioactive materials in RDDs are widely used in medicine, agriculture, industry and research, and are easier to obtain than weapons grade uranium or plutonium.

The primary purpose of the use of an RDD is to cause psychological fear and economic disruption. Some devices could cause fatalities from exposure to radioactive materials. Depending on the speed at which the area of the RDD detonation was evacuated or how successful people were at sheltering-in-place, the number of deaths and injuries from an RDD might not be substantially greater than from a conventional bomb explosion.

The size of the affected area and the level of destruction caused by an RDD would depend on the sophistication and size of the conventional bomb, the type of radioactive material used, the quality and quantity of the radioactive material, and the local meteorological conditions - primarily wind and precipitation. The area affected could be placed off-limits to the public for several months during cleanup efforts.

THREAT ASSESSMENT 10 - TSUNAMI

What is a Tsunami?

A tsunami is a system of gravity waves formed in the sea as a result of a large-scale disturbance of sea level over a short duration of time. A tsunami can be generated by submarine volcanic eruptions, by displacement of submarine sediments, by coastal landslides into a bay or harbor, by meteor impact, or by vertical displacement of the earth's crust along a subduction zone/fault. The latter is by far the most frequent cause of tsunami and for all practical purposes the primary cause of tsunami capable of propagation across an ocean basin. The rupture of the earth's crust will also generate a major earthquake that will be detected and measured by seismic instrumentation throughout the world. However, not all major coastal or near-coastal earthquakes produce tsunami. At present, there is no operational method to determine if a tsunami has been generated except to note the occurrence and epicenter of the earthquake and then detect the arrival of the characteristic waves at a network of tide stations.

Types of Tsunamis:

Near Source Tsunami

A near source, or a locally generated tsunami, such as the one that Japan in 2011 and Sumatra in 2005 are possible at many points along the California Coast. These occur if a large earthquake displaces the sea floor near the coast; the first waves may reach the coast within minutes after the ground shaking stops. There is no time for authorities to issue a warning. People on the beach or in low coastal areas need to be aware of the tsunami risk and be prepared to move to higher ground as soon as they are able after a strong earthquake and stay there until told by an official source that the danger is passed.

Distance Source Tsunami

Distant source, or regional/pacific wide, tsunami may be generated by very large earthquakes in other areas of the Pacific Ocean and may reach our coastline many hours after the earthquake occurred. Tsunami Warning Centers are responsible for gathering information on earthquakes which may generate tsunami and alerting state and local officials who may order evacuation. The Japan earthquake in 2011 created a "Distant Source Tsunami" warning for areas outside of the earthquake impact area, including western Coast of the United States.

EMERGENCY STATUS: Sequence of Operational Activities

Tsunami Watch: A Tsunami Watch is issued to alert City officials and the public of an event that may later impact the watch area. The watch area may be upgraded to a warning or advisory - or canceled - based on updated information and analysis. Therefore emergency management officials and the public should prepare to take action. Watches are normally issued based on seismic information without confirmation that a destructive tsunami is underway.

Tsunami Advisory: A Tsunami Advisory is issued due to the threat of a potential tsunami, which may produce strong currents or waves dangerous to those in or near the water. Coastal regions historically prone to damage due to strong currents induced by tsunamis are at the greatest risk. The threat may continue for several hours after the arrival of the initial wave, but significant widespread inundation is not expected for areas under an advisory. Appropriate actions to be taken by local officials may include closing beaches, evacuating harbors and marinas, and repositioning of ships to deep waters when there is time to safely do so.

Tsunami Warning: A Tsunami Warning is issued when a potential tsunami with significant widespread inundation is imminent or expected. Warnings alert the public that widespread, dangerous coastal flooding accompanied by powerful currents is possible and may continue for several hours after arrival of the initial wave. Warnings also alert emergency management officials to take action for the entire tsunami hazard zone. Appropriate actions to be taken by local officials may include the evacuation of low-lying coastal areas and repositioning of ships to deep waters when there is time to safely do so. A local tsunami requires immediate self-evacuation possibly through areas damaged by earthquake and at risk of after-shocks. Distant events may allow several hours to implement emergency procedures and evacuation. Evacuation routes must take into account potential earthquake damage. In the event of a Tsunami warning, Los Angeles County will use the Emergency Alert System (EAS) to warn the public about an anticipated tsunami.

The City of Santa Monica will utilize all means of communications to inform the community of an impending tsunami event.

Primary means of notification will include:

- Utilization of the City of Santa Monica's Alert and Notification system called SM Alerts, which is capable of disseminating thousands of notifications in a short period of time. The Alert Santa Monica system has pre-loaded the contact information for those located in the designated "Tsunami Inundation Zone", and those who have "opted-in" to receive emergency notifications.
- Additionally, the Police Department will also utilize the Nixel Alert System as a redundant means of notification. Deployment of all available City vehicles with public address systems, bullhorns, and sirens to notify those located within the

designated “Tsunami Inundation Zone”. Door to door notifications by public safety personnel will also be conducted.

- Coordinated Public Information notification Citywide utilizing existing local media sources and contacts including local and regional media outlets. Local newspaper, online media sources, radio, television organizations including (City TV Channel 16 and AM Radio KRS 1680)

Warnings may be updated, adjusted geographically, downgraded, or canceled. To provide the earliest possible alert, initial warnings are normally based on seismic information.

Damage Assessment Phase: The Public Works Department will serve as the lead for damage assessment and will be the representative for all utilities concerns. Additionally, the Building and Safety Division of the Planning and Community Development Department will work closely with the Police, Fire, and Public Works Departments to quickly and accurately evaluate impacted areas. Activities include reconnaissance of public infrastructure, alternate route identification, building access, utility access rerouting, and temporary repairs.

Emergency Public Information (all phases): The Office of Emergency Management is responsible for developing all public information related to a potential or imminent tsunami event. The City of Santa Monica has a pre-established Public Information Team that is comprised of staff from all City departments. This group will assist in the dissemination of all event related public information. The team will utilize the telephone based alert and notification system (“SM Alerts”) City T.V., local news television and radio stations, email group lists, the City’s internet website, and other forms of media.

People who live or work in the projected tsunami inundation zone can register for SM Alerts to receive information updates and notifications of potential tsunami alerts, watches, or warnings by telephone, email, and text message. Those who do not register with the City of Santa Monica’s notification system will be notified by landline telephone only.

As part of the Office of Emergency Management’s ongoing disaster preparedness public education efforts, tsunami preparedness is a primary focus of hazard mitigation community awareness. Tsunami preparedness information for Santa Monica is available from the Office of Emergency Management and can be found at the OEM website.

The Santa Monica Tsunami Response Plan is located in Supporting Documentation.

Planning Assumptions:

Based on current scientific and disaster planning information, the majority of the City of Santa Monica is well protected from damaging impacts of a near source or distant source tsunami. The height of the Santa Monica Bluffs, north of the Santa Monica Pier, protects much of the City from any damaging impacts from a tsunami event. South of the Santa Monica Pier, the length of sand between the water line and development, in most cases, is wide enough that impacts to the City resulting from a tsunami event are expected to be minimal. While the City of Santa Monica's evacuation zone includes all streets west of 4th street, this has been planned with an abundance of caution, and the effects of a significant tsunami event are expected to produce "ankle deep water on Main Street" according to the leading researchers and scientists

According to the leading researchers, The City of Santa Monica is largely protected from the damaging effects of a tsunami event. The businesses and residents located within the potential inundation zone for a tsunami event, prudent planning will allow for a worst case scenario. If a distant or local event has occurred and generated a tsunami, it might be expected that the following could occur depending on the size and scope of the undersea disruption:

- The activation of the city EOC if the event is large enough to trigger a tsunami of potentially dangerous proportion.
- The Tsunami inundation zone is identified as the four blocks east of the Ocean, south of Colorado Boulevard.
- There may be loss of life.
- There may be significant property damage.
- Large-scale evacuations may be necessary causing otherwise non-impacted jurisdictions to become a host for displaced populations, thus requiring advanced coordination with potential host cities for routes and safe refuge centers.
- Transportation and evacuation routes may be damaged /disrupted.
- Power outages may occur and communication systems may be damaged.
- Economic losses can occur that will require business resumption planning.
- Losses to the tourist industry.
- Releases of toxic pollutants due to the failure of the Santa Monica's Urban Runoff Recycling Facility.
- Impact to the City of Santa Monica Annenberg Public Beach House located at 415 Pacific Coast Highway
- Impact of people at the City of Santa Monica's Senior Center located on 1450 Ocean Avenue

CITY OF SANTA MONICA RESPONSIBILITIES:

Tsunami Watch: Reports from responsible authority indicate that a TSUNAMI WATCH HAS BEEN ISSUED.

1. Verify the situation, and anticipated landfall.
2. Alert City emergency response staff.
3. Alert City Council.
4. Make preliminary "Watch" notifications to the public.
5. Monitor media for confirmation of landfall.
6. Move available resources to pre-designated higher ground.
7. The City EOC may be opened at the direction of the City Manager, Assistant City Manager, Emergency Manager, Chief of Police Department, Chief of Fire Department, or Director of Public Works to help manage the emergency.

Tsunami Warning: Reports from responsible authority indicate that TSUNAMI INUNDATION IS IMMINENT OR HAS OCCURRED.

The primary concern of the City of Santa Monica is rescue of victims, saving lives, and protecting property.

1. Verify the situation with Sheriff's department or County EOC.
2. Make emergency notifications to the public.
3. Alert City emergency response staff.
4. Alert City Council.
5. Declare a State of Emergency.
6. Establish on-going communications with County via OARRS.
7. Open the City EOC at the direction of the City Manager, Assistant City Manager, Emergency Manager, Chief of Police Department, Chief of Fire Department, or Director of Public Works to help manage the emergency.
8. Ensure safety & logistical support for City staff.
9. Send a representative to Unified Command Post as a Liaison.
10. Anticipate and provide for Mutual Aid requirements.
11. Begin planning for the Recovery phase.
12. Continue public notifications.

Tsunami Watch/ Warning Cancellation:

1. Notify staff members and Council
2. Make necessary public notifications
3. Ensure documentation of all actions taken, for future reference
4. Return all resources that were relocated to their original locations.

Tsunami Response Plan Execution: In addition to their normal responsibilities, City Departments and agencies are responsible for the following specific actions as part of the Tsunami Response Plan:

- Plan Development And Maintenance-Office of Emergency Management
- Managing Emergency Operations-Office of Emergency Management
- Coordination With The Operational Area-Office of Emergency Management
- Evacuation Planning-Santa Monica Police Department
- Initial Recovery Planning-Office of Emergency Management
- Reports To The City Council-Office of Emergency Management
- Warning The Public-Santa Monica Police Department / Office of Emergency Management/ Public Information and Communications Team
- Assessing Damage To City Facilities-Public Works Department
- Evacuation Transportation-Big Blue bus
- Coordination With Utilities-Public Works Department
- Coordination With County Public Health On Health Impacts-Santa Monica Fire Department
- Coordination With The Red Cross On Sheltering Needs-Office of Emergency Management / Community and Cultural Services

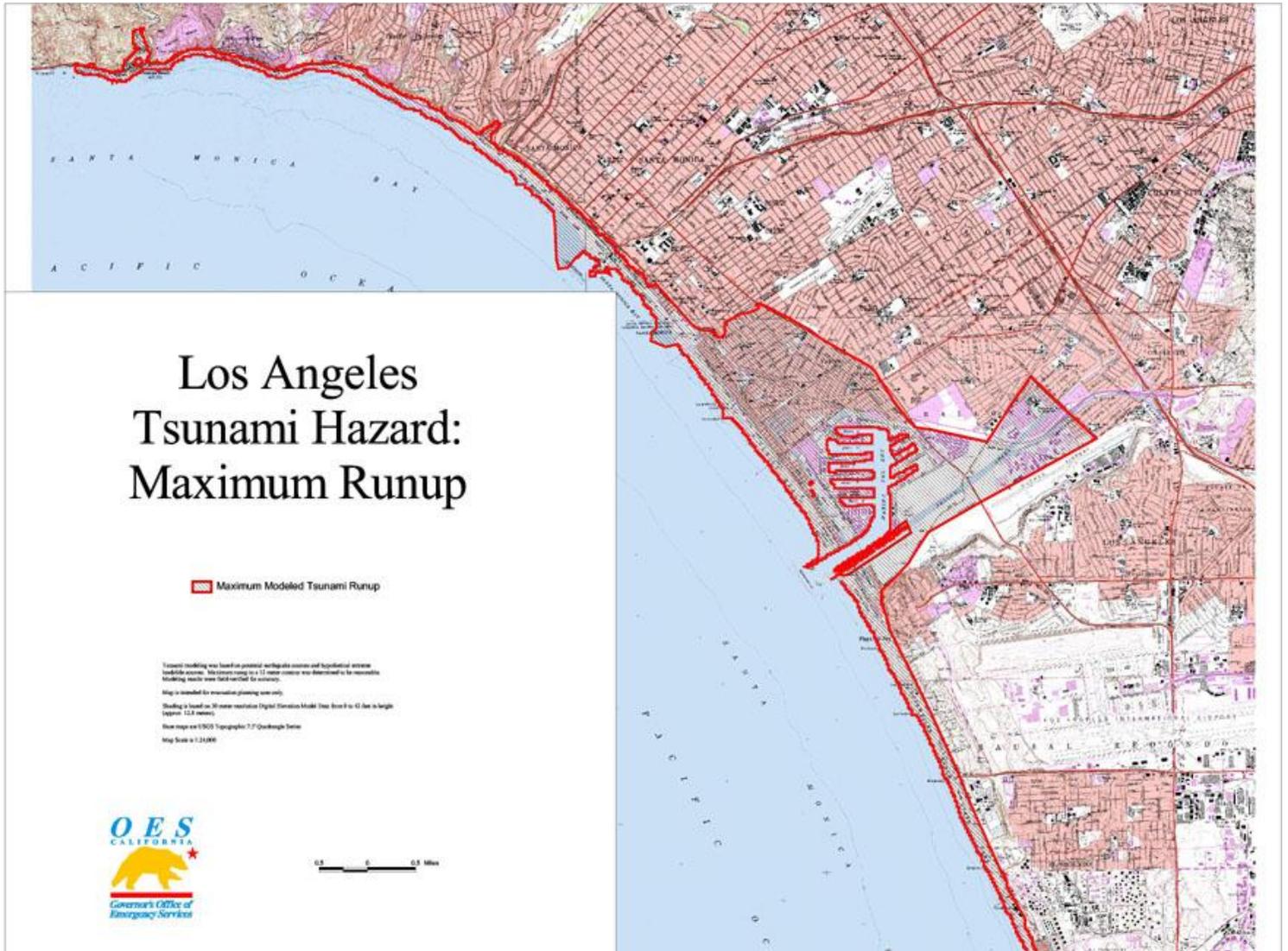
CITY OF SANTA MONICA TSUNAMI INUNDATION ZONE



CITY OF SANTA MONICA TSUNAMI EVACUATION ROUTES



TSUNAMI INUNDATION MAP



THREAT ASSESSMENT 11 - FIRE

General Situation

For thousands of years, fires have been a natural part of the ecosystem in Southern California. However, wildfires present a substantial hazard to life and property in communities built within or adjacent to hillsides and mountainous areas. There is a huge potential for losses due to wildland/urban interface fires in Southern California. According to the California Division of Forestry (CDF), there were over seven thousand reportable fires in California in 2003, with over one million acres burned. According to CDF statistics, in the October, 2003 Firestorms, over 4,800 homes were destroyed and 22 lives were lost.

The fall of 2003 marked the most destructive wildfire season in California history. In a ten day period, 12 separate fires raged across Southern California in Los Angeles, Riverside, San Bernardino, San Diego and Ventura counties. The massive "Cedar" fire in San Diego County alone consumed of 2,800 homes and burned over a quarter of a million acres.

Wildland/Urban Interface

One challenge Southern California faces regarding the wildfire hazard is from the increasing number of houses being built on the urban/wildland interface. Every year the growing population has expanded further and further into the hills and mountains, including forest lands. The increased "interface" between urban/suburban areas and the open spaces created by this expansion has produced a significant increase in threats to life and property from fires and has pushed existing fire protection systems beyond original or current design and capability. Property owners in the interface are not aware of the problems and threats they face. Therefore, many owners have done very little to manage or offset fire hazards or risks on their own property. Furthermore, human activities increase the incidence of fire ignition and potential damage.

There are three categories of interface fire: The **classic wildland/urban interface** exists where well-defined urban and suburban development presses up against open expanses of wildland areas; the mixed wildland/urban interface is characterized by isolated homes, subdivisions and small communities situated predominantly in wildland settings; and the occluded wildland/urban interface exists where islands of wildland vegetation occur inside a largely urbanized area. Certain conditions must be present for significant interface fires to occur. The most common conditions include: hot, dry and windy weather; the inability of fire protection forces to contain or suppress the fire; the occurrence of multiple fires that overwhelm committed resources; and a large fuel load (dense vegetation). Once a fire has started, several conditions influence its behavior, including fuel topography, weather, drought and development.

Areas of Risk

Southern California has two distinct areas of risk for wildland fire. The foothills and lower mountain areas are most often covered with scrub brush or chaparral. The higher elevations of mountains also have heavily forested terrain. The lower elevations covered with chaparral create one type of exposure.

Fuel

Fuel is the material that feeds a fire and is a key factor in wildfire behavior. Fuel is classified by volume and by type. Volume is described in terms of "fuel loading" or the amount of available vegetative fuel.

The type of fuel also influences wildfire. Chaparral is a primary fuel of Southern California wildfires. Chaparral habitat ranges in elevation from near sea level to over 5,000 in Southern California. Chaparral communities experience long dry summers and receive most of their annual precipitation from Winter rains. Although chaparral is often considered as a single species, there are two distinct types; hard chaparral and soft chaparral. Within these two types are dozens of different plants, each with its own particular characteristics.

Topography

Topography influences the movement of air, thereby directing a fire course. For example, if the percentage of uphill slope doubles, the rate of spread in wildfire will likely double. Gulches and canyons can funnel air and act as chimneys, which intensify fire behavior and cause the fire to spread faster. Solar heating of dry, south-facing slopes produces up slope drafts that can complicate fire behavior. Unfortunately, hillsides with hazardous topographic characteristics are also desirable residential areas in many communities. This underscores the need for wildfire hazard mitigation and increased education and outreach to homeowners living in interface areas.

Weather

Weather patterns combined with certain geographic locations can create a favorable climate for wildfire activity. Areas where annual precipitation is less than 30 inches per year are extremely fire susceptible. High-risk areas in Southern California share a hot, dry season in late summer and early fall when high temperatures and low humidity favor fire activity. The so-called "Santa Ana" winds, which are heated by compression as they flow down to Southern California from Utah create a particularly high risk, as they can rapidly spread what might otherwise be a small fire.

Drought

Recent concerns about the effects of climate change, particularly drought, are contributing to concerns about wildfire vulnerability. The term drought is applied to a period in which an unusual scarcity of rain causes a serious hydrological imbalance. Unusually dry winters, or significantly less rainfall than normal, can lead to relatively drier conditions and leave reservoirs and water tables lower. Drought leads to problems with irrigation and may contribute to additional fires, or additional difficulties in fighting fires.

Development

Growth and development in scrubland and forested areas is increasing the number of human-made structures in Southern California interface areas. Wildfire has an effect on development, yet development can also influence wildfire. Owners often prefer homes that are private, have scenic views, are nestled in vegetation and use natural materials. A private setting may be far from public roads, or hidden behind a narrow, curving driveway. These conditions, however, make evacuation and fire fighting difficult. The scenic views found along mountain ridges can also mean areas of dangerous topography. Natural vegetation contributes to scenic beauty, but it may also provide a ready trail of fuel leading a fire directly to the combustible fuels of the home itself.

Specific Situation

The City of Santa Monica Fire Department has an operations manual describing procedures for fire related emergencies within the cities 8.3 square miles. Eight % in industrial, 15 % commercial, and 60% residential. The maximum height of a structure is 20 stories with the majority of the buildings less than 15 stories. Construction within the city is governed by the Planning and Community Development Department and follows the uniform Building, Electrical, Fire and Mechanical Codes.

The threat of major fire incidents in Santa Monica exists from three different areas: (1) residential exposure to brush fire from neighboring city, (2) hi-rise fires, and (3) commercial-industrial fires.

Brush Fire Exposure

The entire northern limits are bordered by hillside brush which is located in the City of Los Angeles. Multi-million dollar homes overlook the brush area. In the event of a fire starting during high brush season, the spread to these homes could result due to many of them having wood shake roofs.

Hi-rise Fires

All buildings over 55 feet tall are equipped with automatic sprinklers which should contain all fires while they are small. In the event the system is shut down, the small fire will grow resulting in a major fire problem.

Commercial Industrial

Due to the large amount of square footage that makes up most industrial and commercial buildings, fire starting in any type could spread quickly. As with high-rise, most commercial and industrial buildings are equipped with automatic sprinklers. In the event of a system shutdown, fire may spread quickly and become large in a matter of minutes.

Emergency Response Actions

Emergency Response Actions applicable to all common hazards are in Part One, SEMS/NIMS Functions and Checklists. Please refer to Fire Department Operations Manual for specific information.

THREAT ASSESSMENT 12 – LANDSLIDES

General Situation

Landslides are a serious geologic hazard in almost every state in America. Nationally, landslides cause 25 to 50 deaths each year. The best estimate of direct and indirect costs of landslide damage in the United States range between \$1 and \$2 billion annually.³ As a seismically active region, California has had significant number of locations impacted by landslides. Some landslides result in private property damage, other landslides impact transportation corridors, fuel and energy conduits, and communication facilities. They can also pose a serious threat to human life.

Landslides can be broken down into two categories: (1) rapidly moving (generally known as debris flows), and (2) slow moving. Rapidly moving landslides or debris flows present the greatest risk to human life, and people living in or traveling through areas prone to rapidly moving landslides are at increased risk of serious injury. Slow moving landslides can cause significant property damage, but are less likely to result in serious human injuries.

Specific Situation

The topography of the City of Santa Monica is essentially flat and there is little (or no) danger of landslide activity. However, the Palisades Bluffs rise 30 to 150 feet above Pacific Coast Highway from the McClure tunnel to the northerly city limits. The slope of the bluff is steep to near vertical at various locations with deeply eroded gullies and areas of landslide debris. After the January 17, 1994 Northridge earthquake, various sections were impacted by earth falls, debris and mudflows, fractures and slides. Further sloughing after the disaster level storms of 1995 and 1998 exacerbated. The City of Santa Monica also does have liquefaction zones as indicated on Attachment 11. Since the settlement of the city in the 1800's, there have not (or have) been any instances of liquefaction associated with seismic activity.

Fortunately, there are no critical facilities that are at risk of being impacted by landslides in Santa Monica. The built environment that could be impacted by landslide activity at the Bluffs includes public walkways, lighting, irrigation systems, a senior center, and other structures in Palisades Park. Consideration should also be made on how a landslide, rock slide or debris flows could impact Pacific Coast Highway as a critical transportation route.

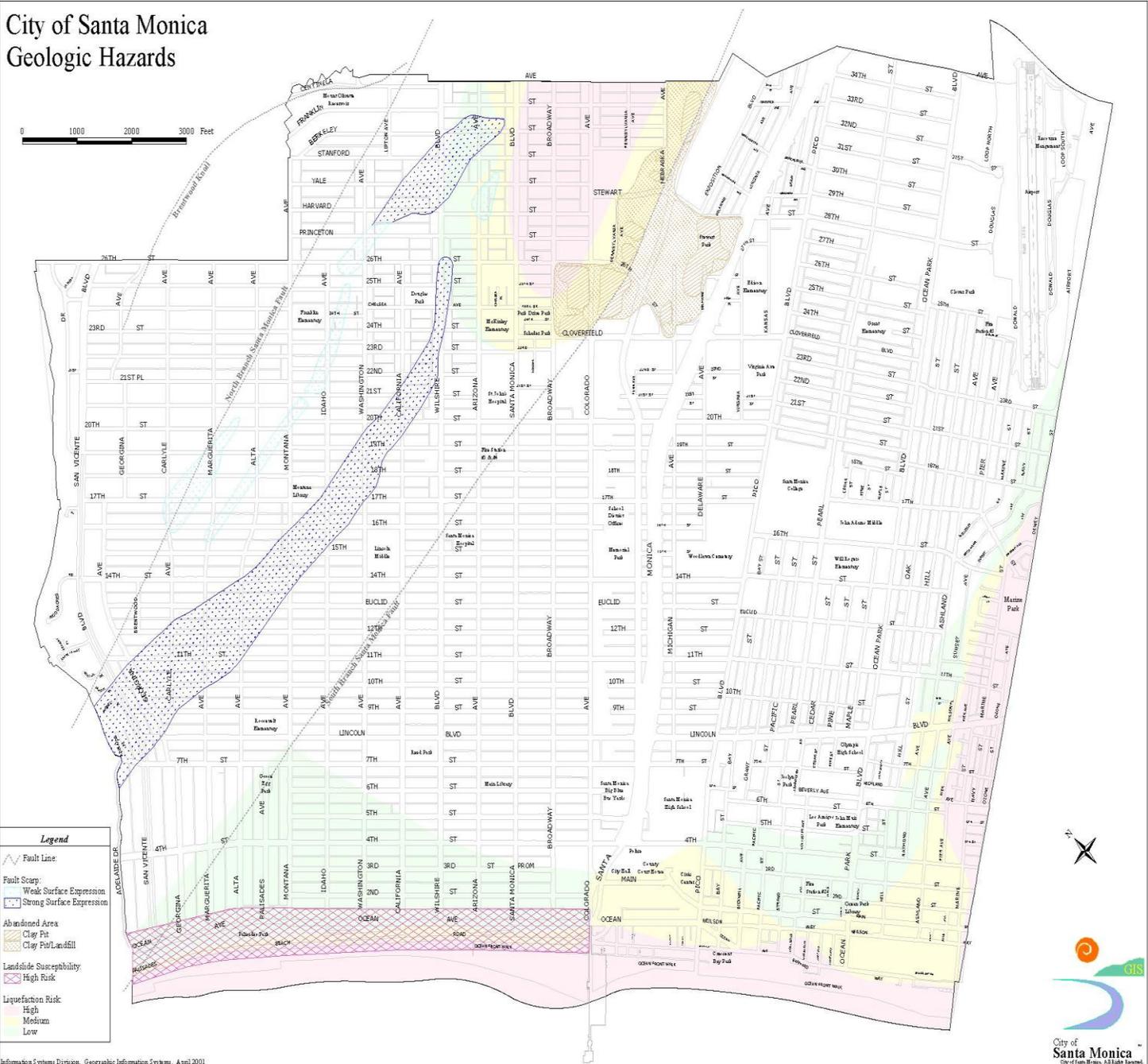
Emergency Response Actions

Emergency Response Actions applicable to all common hazards are in the SEMS/NIMS Functions and Checklists.

³ Brabb, E.E., and B.C. Harrod. (Eds.) Landslides: Extent and Economic Significance. Proceedings of the 28th International Geological Congress Symposium on Landslides (1989), Washington D.C. Rotterdam: Belkema.

LANDSLIDE SUSCEPTIBILITY IN SANTA MONICA

City of Santa Monica
Geologic Hazards



THREAT ASSESSMENT 13 – WINDSTORMS

General Situation

Based on local history, most incidents of high wind in the City of Santa Monica are the result of the Santa Ana wind conditions. While high impact wind incidents are not frequent in the area, significant Santa Ana Wind events and sporadic tornado activity have been known to negatively impact the local community.

What are Santa Ana Winds?

“Santa Ana winds are generally defined as warm, dry winds that blow from the east or northeast (offshore). These winds occur below the passes and canyons of the coastal ranges of Southern California and in the Los Angeles basin. Santa Ana winds often blow with exceptional speed in the Santa Ana Canyon (the canyon from which it derives its name). Forecasters at the National Weather Service offices in Oxnard and San Diego usually place speed minimums on these winds and reserve the use of "Santa Ana" for winds greater than 25 knots.”⁴ These winds accelerate to speeds of 35 knots as they move through canyons and passes, with gusts to 50 or even 60 knots.

“The complex topography of Southern California combined with various atmospheric conditions create numerous scenarios that may cause widespread or isolated Santa Ana events. Commonly, Santa Ana winds develop when a region of high pressure builds over the Great Basin (the high plateau east of the Sierra Mountains and west of the Rocky Mountains including most of Nevada and Utah). Clockwise circulation around the center of this high pressure area forces air downslope from the high plateau. The air warms as it descends toward the California coast at the rate of 5 degrees F per 1000 feet due to compressional heating. Thus, compressional heating provides the primary source of warming. The air is dry since it originated in the desert, and it dries out even more as it is heated.”⁵

These regional winds typically occur from October to March, and, according to most accounts are named either for the Santa Ana River Valley where they originate or for the Santa Ana Canyon, southeast of Los Angeles, where they pick up speed.

What are Tornadoes?

Tornadoes are spawned when there is warm, moist air near the ground, cool air aloft, and winds that speed up and change direction. An obstruction, such as a house, in the path of the wind causes it to change direction. This change increases pressure on parts of the house, and the combination of increased pressures and fluctuating wind speeds creates stresses that frequently cause structural failures.

⁴ <http://nimbo.wrh.hoaa.gov/Sandiego/shawind.html>

⁵ <http://nimbo.wrh.hoaa.gov/Sandiego/shawind.html>

In order to measure the intensity and wind strength of a tornado, Dr. T. Theodore Fujita developed the Fujita Tornado Damage Scale. This scale compares the estimated wind velocity with the corresponding amount of suspected damage. The scale measures six classifications of tornadoes with increasing magnitude from an “F0” tornado to a “F6+ tornado”.

Microbursts

Unlike tornados, microbursts are strong, damaging winds which strike the ground and often give the impression a tornado has struck. They frequently occur during intense thunderstorms. The origin of a microburst is downward moving air from a thunderstorm's core. But unlike a tornado, they affect only a rather small area. microbursts. Tornados, like those that occur every year in the Midwest and Southeast parts of the United States, are a rare phenomenon in most of California, with most tornado-like activity coming from micro-bursts.

A downburst is a straight-direction surface wind in excess of 39 mph caused by a small-scale, strong downdraft from the base of convective thundershowers and thunderstorms. In later investigations into the phenomena he defined two sub-categories of downbursts: the larger macrobursts and small microbursts.

Macrobursts are downbursts with winds up to 117 mph which spread across a path greater than 2.5 miles wide at the surface and which last from 5 to 30 minutes. The microburst, on the other hand is confined to an even smaller area, less than 2.5 miles in diameter from the initial point of downdraft impact. An intense microburst can result in damaging winds near 270 km/hr (170 mph) and often last for less than five minutes.

“Downbursts of all sizes descend from the upper regions of severe thunderstorms when the air accelerates downward through either exceptionally strong evaporative cooling or by very heavy rain which drags dry air down with it. When the rapidly descending air strikes the ground, it spreads outward in all directions, like a fast-running faucet stream hitting the sink bottom.

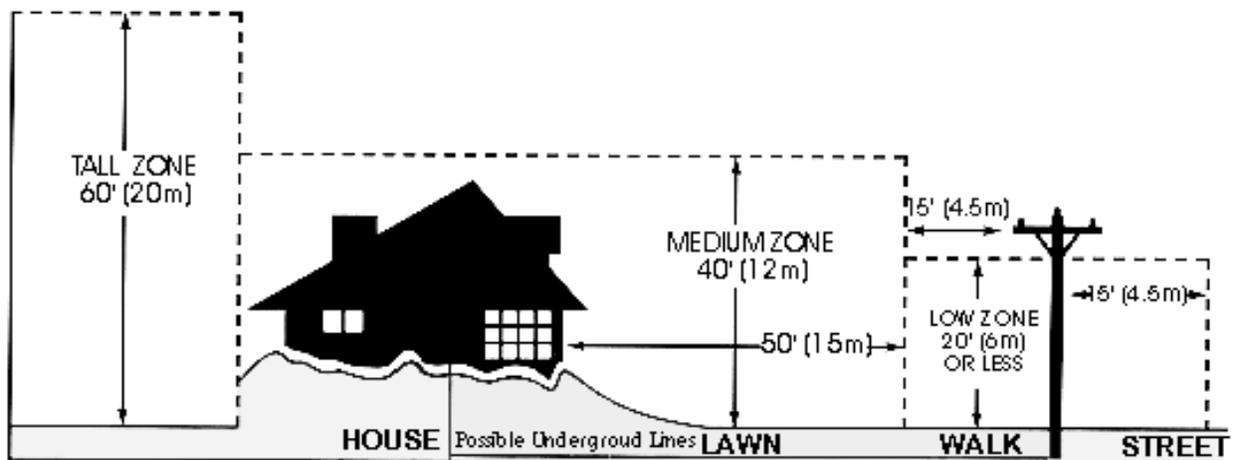
When the microburst wind hits an object on the ground such as a house, garage or tree, it can flatten the buildings and strip limbs and branches from the tree. After striking the ground, the powerful outward running gust can wreak further havoc along its path. Damage associated with a microburst is often mistaken for the work of a tornado, particularly directly under the microburst. However, damage patterns away from the impact area are characteristic of straight-line winds rather than the twisted pattern of tornado damage.”⁶

⁶ Santa Monica DRAFT Hazard Mitigation Plan, February 1, 2005

Specific Situation

Utilities

Historically, falling trees have been the major cause of power outages in the region. Windstorms such as strong microbursts and Santa Ana Wind conditions can cause flying debris and downed utility lines. For example, tree limbs breaking in winds of only 45 mph can be thrown over 75 feet. As such, overhead power lines can be damaged even in relatively minor windstorm events. Falling trees can bring electric power lines down to the pavement, creating the possibility of lethal electric shock. Rising population growth and new infrastructure in the region creates a higher probability for damage to occur from windstorms as more life and property are exposed to risk.



Infrastructure

Windstorms can damage buildings, power lines, and other property and infrastructure due to falling trees and branches. During wet winters, saturated soils cause trees to become less stable and more vulnerable to uprooting from high winds.

Windstorms can result in collapsed or damaged buildings or blocked roads and bridges, damaged traffic signals, streetlights, and parks, among others. Roads blocked by fallen trees during a windstorm may have severe consequences to people who need access to emergency services. Emergency response operations can be complicated when roads are blocked or when power supplies are interrupted. Industry and commerce can suffer losses from interruptions in electric services and from extended road closures. They can also sustain direct losses to buildings, personnel, and other vital equipment. There are direct consequences to the local economy resulting from windstorms related to both physical damages and interrupted services.

Increased Fire Threat

Perhaps the greatest danger from windstorm activity in Southern California comes from the combination of the Santa Ana winds with the major fires that occur every few years in the urban/wildland interface. With the Santa Ana winds driving the flames, the speed and reach of the flames is even greater than in times of calm wind conditions. The higher fire hazard raised by a Santa Ana wind condition requires that even more care and attention be paid to proper brush clearances on property in the wildland/urban interface areas.

Transportation

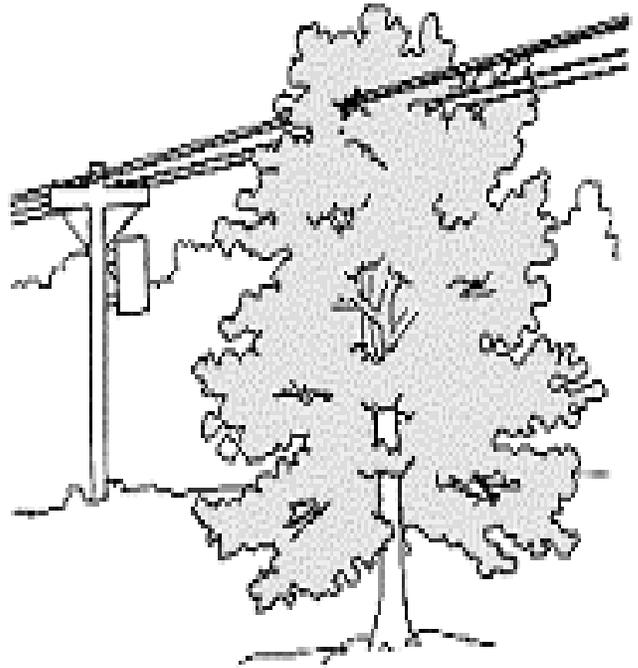
Windstorm activity can have an impact on local transportation in addition to the problems caused by downed trees and electrical wires blocking streets and highways. During periods of extremely strong Santa Ana winds, major highways can be temporarily closed to truck and recreational vehicle traffic. However, typically these disruptions are not long lasting, nor do they carry a severe long term economic impact on the region.

Emergency Response Actions

Emergency Response Actions applicable to all common hazards are in SEMS/NIMS Functions and Checklists. Please refer to Fire Department Operations Manual for specific information.

Existing Windstorm Mitigation Activities

As stated, one of the most common problems associated with windstorms is power outage. High winds commonly occur during winter storms, and can cause trees to bend, sag, or fail (tree limbs or entire trees), coming into contact with nearby distribution power lines. Fallen trees can cause short-circuiting and conductor overloading. Wind-induced damage to the power system causes power outages to customers, incurs cost to make repairs, and in some cases can lead to ignitions that start wild land fires.



One of the strongest and most widespread existing mitigation strategies pertains to tree clearance. Currently, California State Law requires utility companies to maintain specific clearances (depending on the type of voltage running through the line) between electric power lines and all vegetation.

Enforcement of the following California Public Resource Code Sections provides guidance on tree pruning regulations.

- 4293: Power Line Clearance Required
- 4292: Power Line Hazard Reduction
- 4291: Reduction of Fire Hazards Around Buildings
- 4171: Public Nuisances

The following pertain to tree pruning regulations and are taken from the California Code of Regulations:

- Title 14: Minimum Clearance Provisions
- Sections 1250-1258
- General Industry Safety Orders
- Title 8: Group 3: Articles 12, 13, 36, 37, 38
- California Penal Code Section 385

Finally, the following California Public Utilities Commission section has additional guidance:

- California Public Utilities Commission
- General Order 95: Rule 35

Homeowner Liability

Failure to allow a utility company to comply with the law can result in liability to the homeowner for damages or injuries resulting from a vegetation hazard. Many insurance companies do not cover these types of damages if the policy owner has refused to allow the hazard to be eliminated.

The power companies, in compliance with the above regulations, collect data about tree failures and their impact on power lines. This mitigation strategy assists the power company in preventing future tree failure. From the collection of this data, the power company can advise residents as to the most appropriate vegetative planting and pruning procedures.

MUTUAL AID

The foundation of California's emergency planning and response is a statewide mutual aid system which is designed to ensure that adequate resources, facilities, and other support is provided to jurisdictions whenever their own resources prove to be inadequate to cope with a given situation(s). The basis for the system is the California Disaster and Civil Defense Master Mutual Aid Agreement as provided for in the California Emergency Services Act. This Agreement was developed in 1950 and has been adopted by the state, all 58 counties, and most incorporated cities in the State of California. The Master Mutual Aid Agreement creates a formal structure wherein the City 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 the City in emergencies. It is the responsibility of the City of Santa Monica to negotiate, coordinate and prepare mutual aid agreements. Mutual aid agreements exist in law enforcement, fire services, medical and public works, building and safety, and emergency management.

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

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 or NIMS does not alter existing mutual aid systems. These systems work through local government, operational area, regional and state levels consistent with SEMS and NIMS. Mutual aid may also be obtained from other states.

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

Governor Schwarzenegger signed legislation on September 21, 2005 making the State of California the 49th state to join the Emergency Management Assistance Compact (EMAC). EMAC is a partnership between states.

MUTUAL AID REGIONS

The Governor established mutual aid regions under the Emergency Services Act. Six mutual aid regions numbered I-VI have been established within California. The City of

Santa Monica is within Region I which is divided into two regions for law enforcement mutual aid: Regions I and Region IA. Each mutual aid region consists of designated counties. Region I is in the CalEMA Southern Administrative Region.

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.

Some incidents require mutual aid but do not necessitate activation of the cities or operational area EOCs because of the incident's limited impacts. When the City's EOC is activated, all activated department-specific mutual aid systems should establish coordination and communications with the EOC.

LOS ANGELES COUNTY OPERATIONAL AREA MANAGEMENT ORGANIZATION

If the Los Angeles County Operational Area is activated, the Los Angeles County Sheriff's 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 Staff will submit all requests for support that cannot be obtained within the county, and other relevant information, to CalEMA Mutual Aid Region I.

LOS ANGELES COUNTY OPERATIONAL AREA PROVISION OF ASSISTANCE TO CITIES

When a disaster or emergency occurs, the City will normally use its own internal assets to provide emergency services. If the City's internal assets are not sufficient to provide required services, the City will normally make a request to Area A cities: City of Santa Monica, West Hollywood, Beverly Hills, and Culver City, for pre-arranged mutual aid.

If mutual aid is not available, a request for Operational Area support will be made to the Operational Area via the West Hollywood Sheriff's Station EOC or On-Duty Watch Commander. The City should enter the request into the Los Angeles County Operational Area Response and Recovery System (OARRS) and forward it to the appropriate County EOC (CEOC) agency. CEOC staff will analyze the request and forward it appropriately. The CEOC or County Department will inform the City of the status of the request. Existing mutual aid agreements and financial protocols will be followed.

MUTUAL AID REGION EMERGENCY MANAGEMENT ORGANIZATION

The City of Santa Monica is within CalEMA Mutual Aid Region I and the CalEMA Southern Administrative Region. The primary mission of the 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 ORGANIZATION

The Governor, through CalEMA 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 CalEMA Director assisted by State agency directors and their staffs and identified volunteer agency staff will constitute the State emergency management staff.

PARTICIPATION OF VOLUNTEER AND PRIVATE AGENCIES

Volunteer agencies and private agencies may participate in the mutual aid system along with governmental agencies. For example, the disaster medical mutual aid system relies heavily on private sector involvement for medical/health resources. Some volunteer agencies such as the American Red Cross, Salvation Army and others are an essential element of the statewide emergency response to meet the needs of disaster victims. Volunteer agencies with extensive involvement in the emergency response should be represented in the City EOC as appropriate.

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.

EMERGENCY FACILITIES USED FOR MUTUAL AID

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

Marshaling Area: Defined in the Federal Response Plan as an area used for the complete assemblage of personnel and other resources prior to their being sent directly to the disaster affected area. Marshaling areas may be established in other states for a catastrophic California earthquake.

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

Incident Facilities/Staging Areas: Incoming resources may be sent to staging areas, other incident facilities or directly to an incident, depending on the

circumstances. Staging areas are temporary locations at an incident where personnel and equipment are kept while awaiting tactical assignments.

POLICIES AND PROCEDURES

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

During a proclaimed emergency, 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, The City of Beverly Hills should provide incoming mutual aid forces with portable radios having city frequencies.

The City of Santa Monica will make mutual aid requests through the Los Angeles County Operational Area via the West Hollywood Sheriff's Station EOC or Watch Commander. Requests should specify, at a minimum:

- number and type of personnel needed
- type and amount of equipment needed
- reporting time and location
- authority to whom forces should report
- access routes
- estimated duration of operations
- risks and hazards

AUTHORITIES AND REFERENCES

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

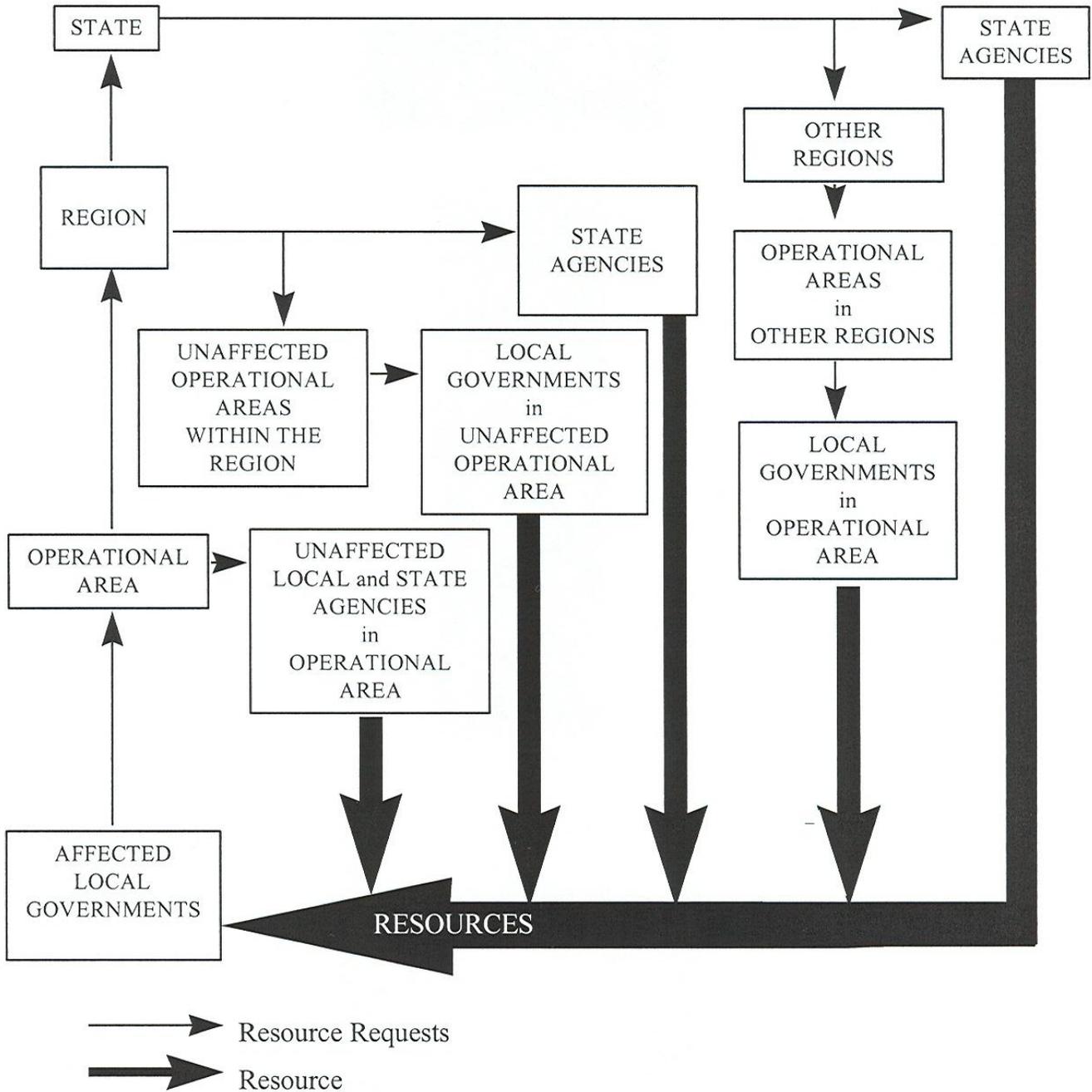
- California Master Mutual Aid Agreement
- California Fire and Rescue Emergency Plan
- California Law Enforcement Mutual Aid Plan
- Robert T. Stafford Disaster Relief and Emergency Assistance Act (Public Law 93-288, as amended) - provides federal support to state and local disaster activities
- California Emergency Managers Mutual Aid Agreement, November 1997
- Emergency Management Assistance Compact, September 21, 2005

CITY OF SANTA MONICA'S MUTUAL AID AGREEMENTS

<u>WITH</u>	<u>FOR</u>	<u>DATE</u>
California Master Mutual Aid	Statewide Mutual Aid	11/15/1950
Los Angeles County Fire Protection District	Uniform Mutual Assistance Agreement	11/10/1964
Area A & County of Los Angeles	Disaster Management	6/6/2000

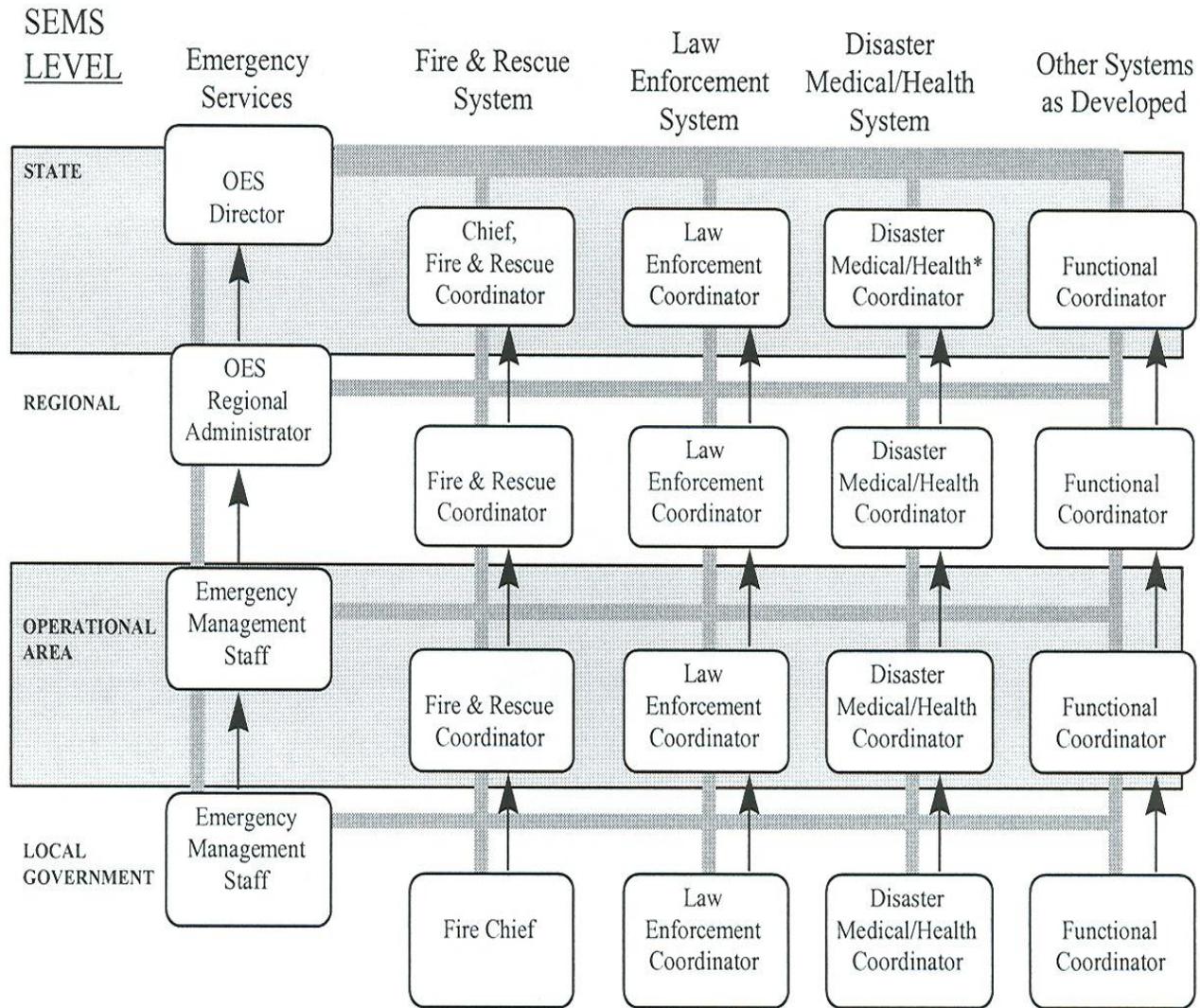
MUTUAL AID SYSTEM FLOW CHART⁷

MUTUAL AID CONCEPT: Flow of Resource Requests



⁷ California Emergency Plan, September 2005

MUTUAL AID COORDINATORS: GENERAL FLOW OF RESOURCE REQUESTS AND INFORMATION⁸



* Includes Mental Health Mutual Aid System

↑ Resource Requests

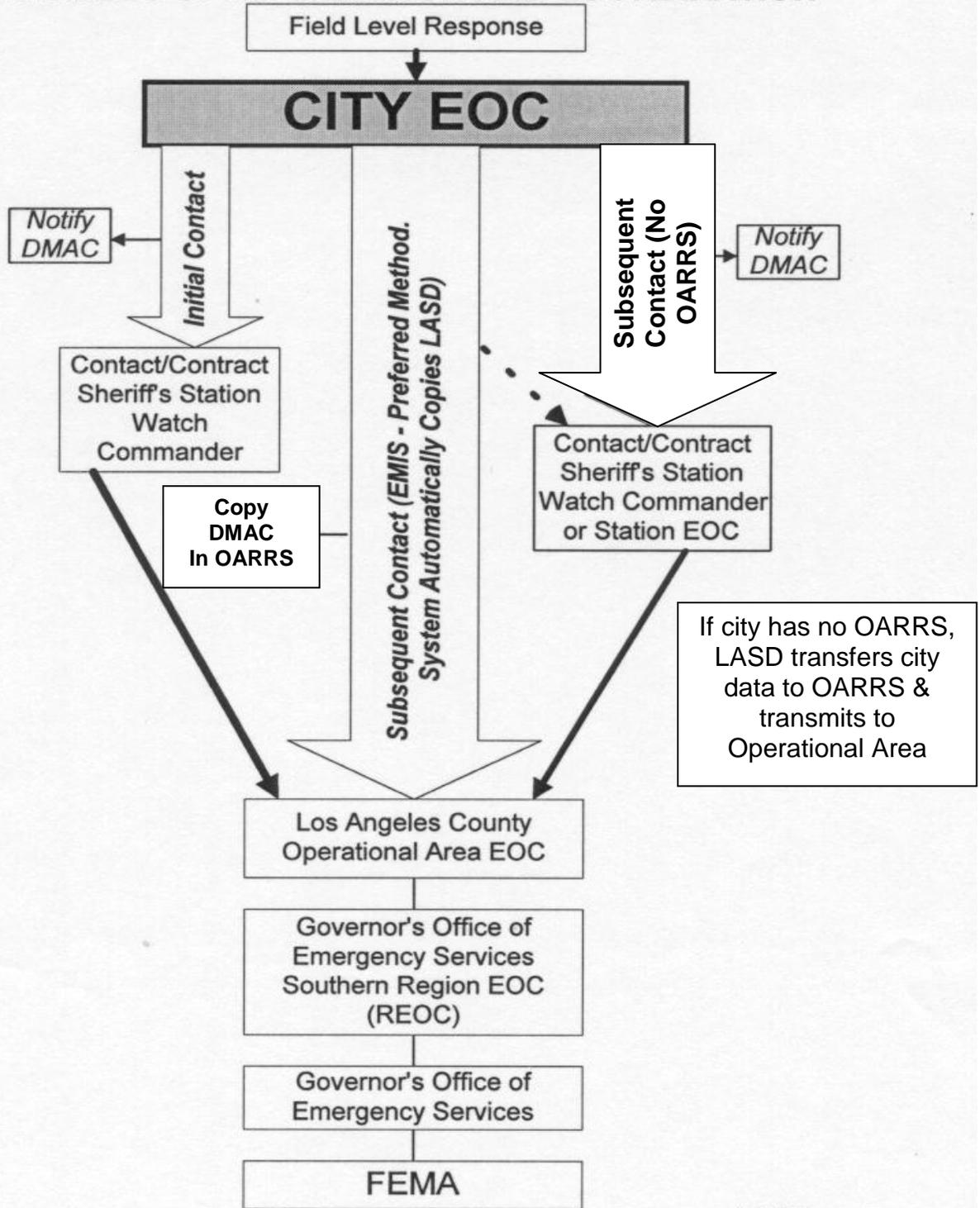
Information Flow and Coordination

⁸ California Emergency Plan, September 2005

STATE MUTUAL AID REGIONS MAP



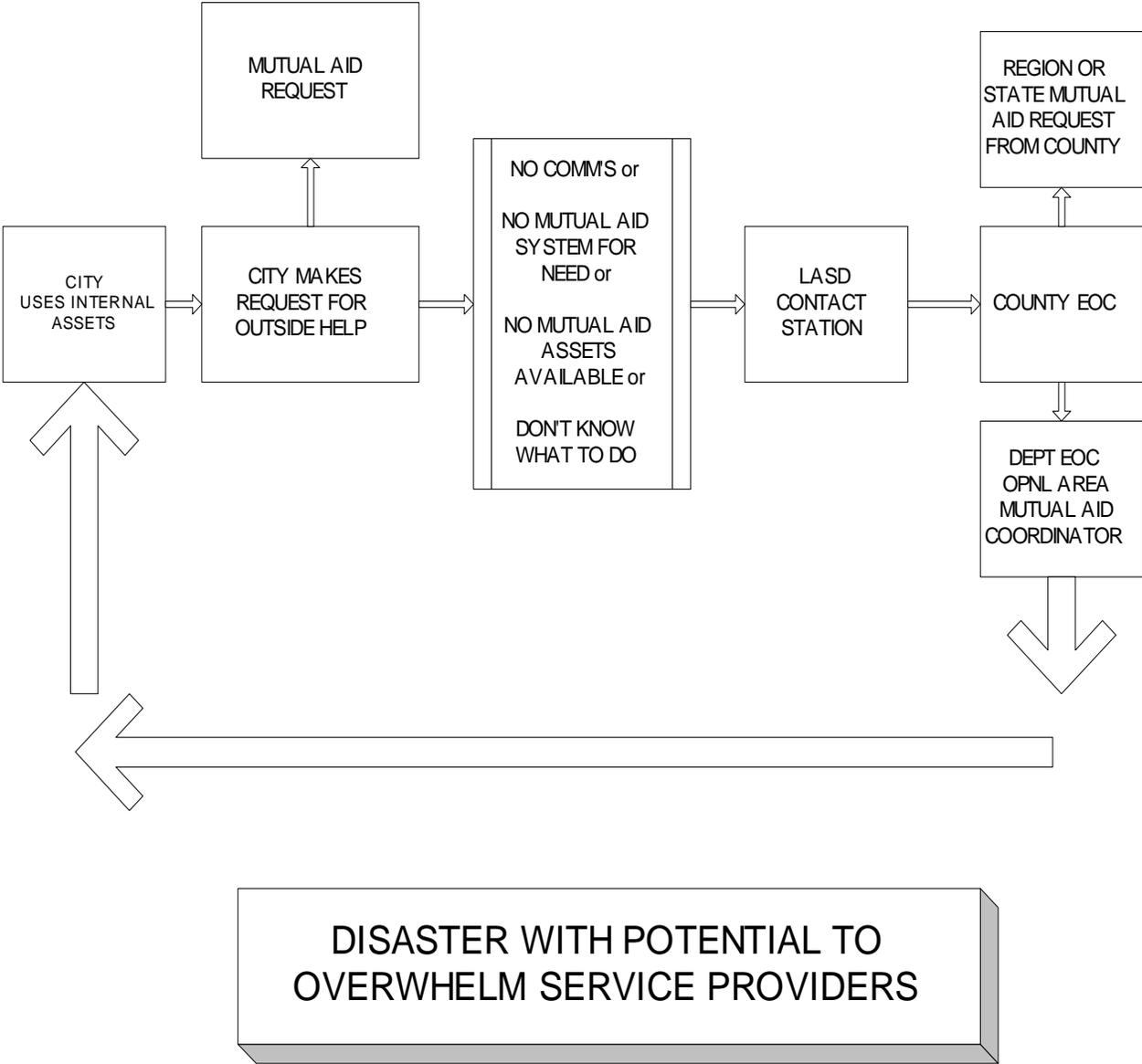
LOS ANGELES COUNTY OPERATIONAL AREA CHANNELS OF INFORMATION AND COORDINATION

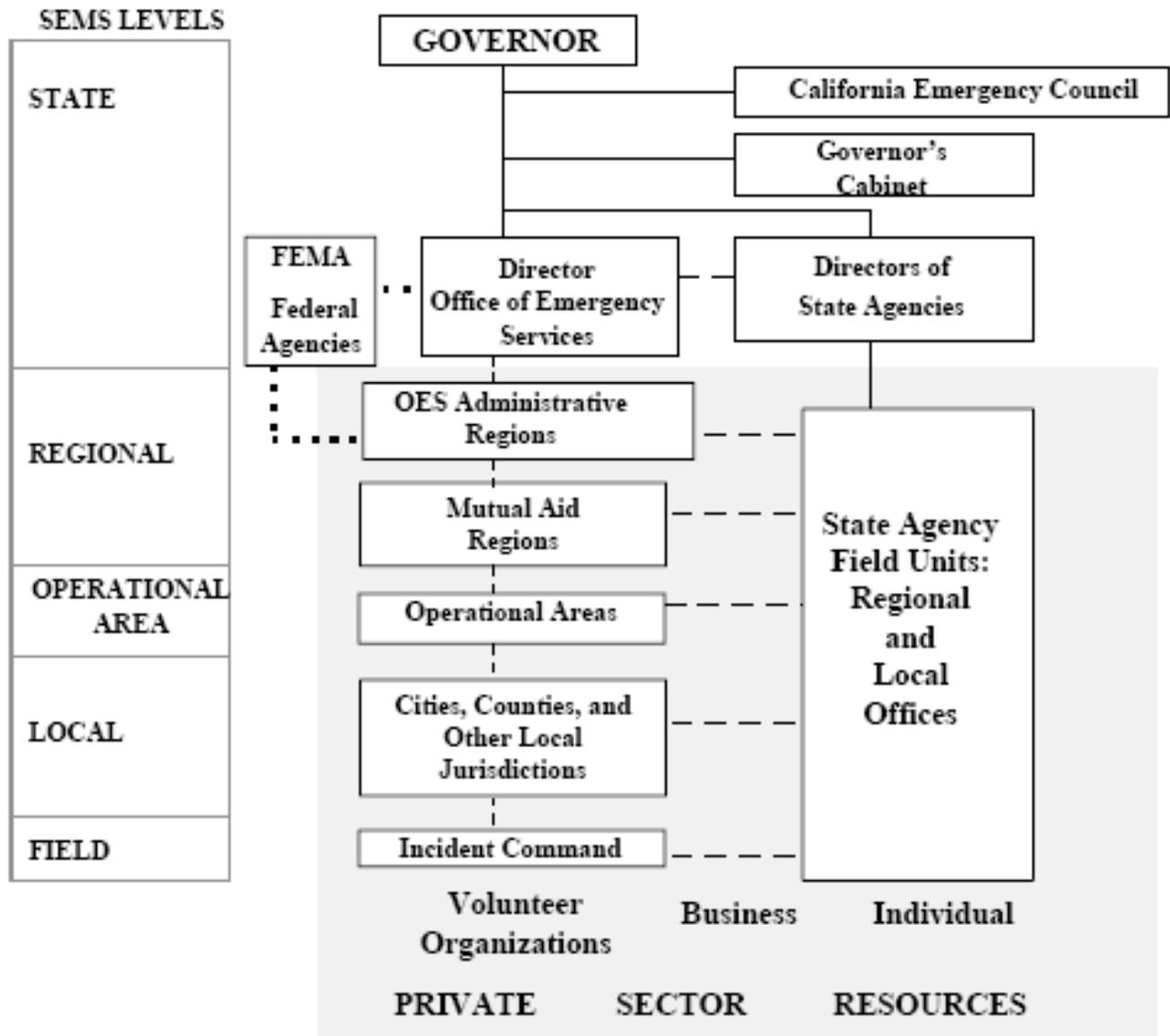


10/13/99

**LOS ANGELES COUNTY OPERATIONAL AREA
CITY ASSISTANCE REQUESTS DIAGRAM**

CALIFORNIA EMERGENCY ORGANIZATION





- EMERGENCY MANAGEMENT LINES OF AUTHORITY
- - - - EMERGENCY RESOURCE COORDINATION/SUPPORT
- COORDINATION PER FEMA/OES MOU--FEDERAL STATE AGREEMENT

EMERGENCY OPERATIONS

Concept of Operations

The City 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 city and department operating procedures will be adhered to unless directed otherwise by the Emergency Operations Center Director.
- All on-duty personnel are expected to remain on duty until relieved of duty. Off-duty personnel will be expected to return to work in accordance with the City's policies detailed in 2.16.060 of the Municipal Code.

City Emergency Management Organization and Responsibilities

The City's Office of Emergency Management will be directed by the City Manager who serves as the Emergency Operations Center Director and responsibilities include:

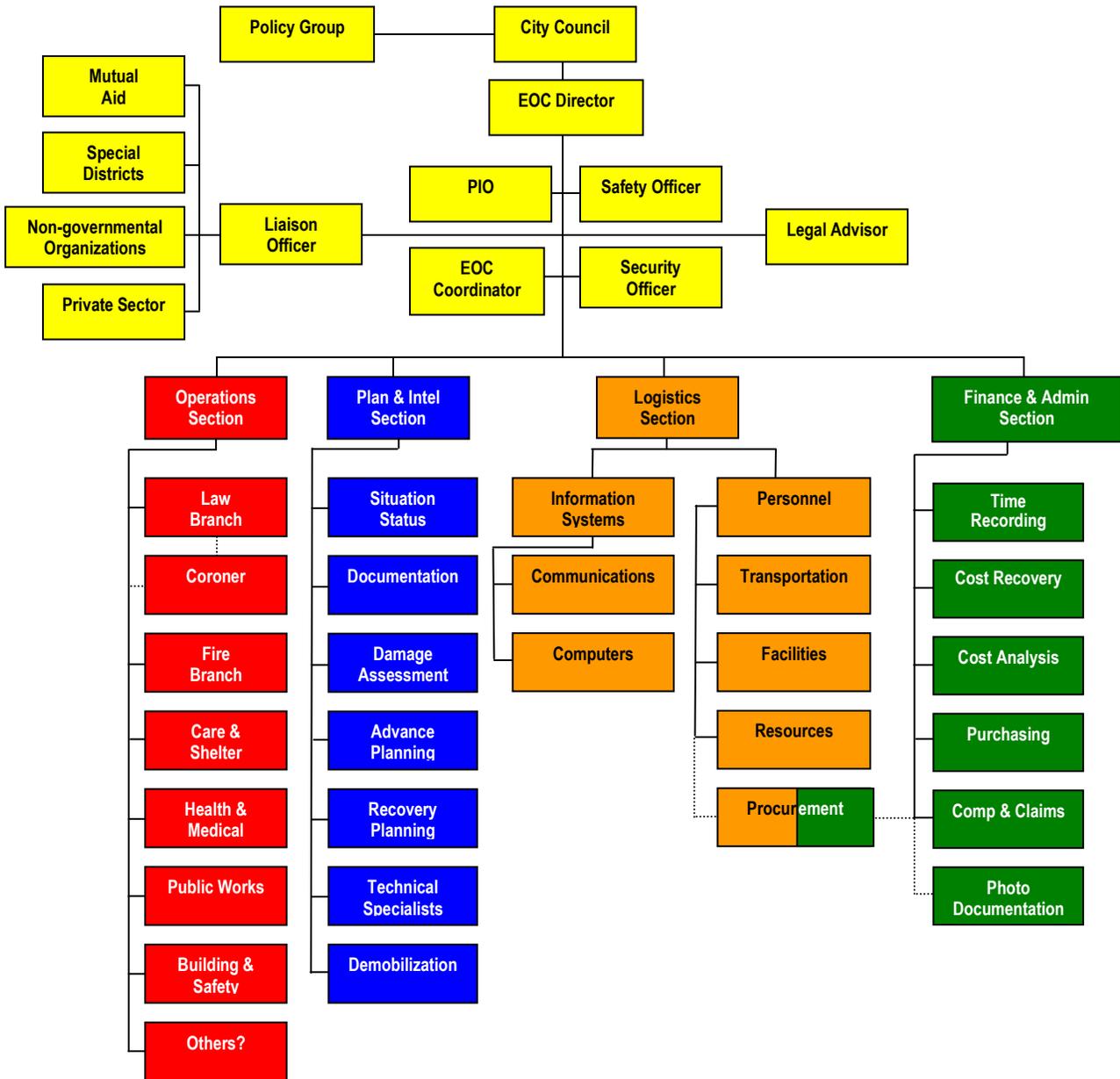
- Implementing the SEMS/NIMS Multi Hazard Functional Emergency Plan.
- Working with the City Council.
- Oversee all city disaster operations.

The designated EOC Director has overall responsibility for:

- Organizing, staffing and operating the Emergency Operations Center (EOC).
- All 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 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 Operational Area.

CHART 1 – SEMS/NIMS EOC FUNCTION CHART (EXAMPLE)



This ICS organization chart represents a full-scale EOC activation for a large organization. The EOC for the City may not have all branches and units fully staffed, depending on the nature and extent of an event. To maintain the span of control, deputies may be appointed. When sections, branches or units are not activated, the responsibility for those functions rises to the next highest level of supervision. The EOC Director is responsible for maintaining the appropriate staffing levels.

Employee Assignments and Responsibilities

California Labor Code §3211.92(b) identifies public agency employees as Disaster Service Workers. Consequently, all on-duty City employees are expected to remain at work. Off-duty employees should report for work in accordance with City policy. Santa Monica Municipal Code section 2.16.060 details the powers given to the City Manager regarding employee responsibilities in the event of disasters. If at home when a disaster occurs, employees are expected to ensure the welfare of their families and homes before reporting to work.

At the time of an emergency, all City employees are eligible to be called upon to assume an emergency assignment. Should that become necessary, the City Manager may suspend normal City business activities. The Personnel Unit in the City EOC Logistics Section will coordinate recruiting, orienting and assigning City employees and volunteers to emergency tasks.

In addition to being available for an emergency assignment, it is the responsibility of all City staff to:

- Be familiar with the City emergency organization, concept of emergency operations and the procedures outlined in this Multi Hazard Functional Emergency Plan.
- Be familiar with department emergency procedures.
- Attend required emergency training and exercises.
- Maintain proficiency in any special skills needed for emergency assignment.

City Employee Notification and Recall

The City of Santa Monica has implemented an automated alert and notification system called SM Alerts, designed to notify the public and city employees of emergency incidents and events. The SM Alerts system will be utilized to contact employees in times of emergencies through phone call, emails, and text messages. In the event of an emergency, all City personnel are expected to:

- ◆ Follow their respective department response plans.
- ◆ During an emergency, City radios should be limited to emergency radio traffic only.
- ◆ 1680 AM will broadcast local emergency information.
- ◆ For area wide emergency information, listen to one of the following Emergency Alert Systems (EAS).
- ◆ KSRF (103.1 FM) KFI (640 AM) KFVB (980 AM)
- ◆ KNX (1070 AM) KCRW (89.9 - Santa Monica College)
- ◆ Monitor radio and television news stations including KFI 640 AM, KFVB 980 AM or KNX 1070 AM for instructions.
- ◆ Refer to the City's website at www.smgov.net.

Emergency Operations Center (EOC)

In normal conditions, day-to-day operations are conducted by departments and agencies that are widely dispersed throughout the City. In a major emergency or disaster, the City will use an Emergency Operations Center (EOC), from which centralized disaster/emergency management can be performed. This facilitates a coordinated response by the City and representatives of other organizations who are involved in the emergency response and recovery. The level of EOC staffing will vary with the specific disaster/emergency situation.

An EOC provides a central location for information and decision making, and allows for face-to-face coordination among personnel who must make emergency decisions. The following functions may be performed in the City's EOC:

- Managing and coordinating disaster/emergency operations.
- Receiving and disseminating warning information.
- Developing emergency policies and procedures.
- Collecting intelligence from, and disseminating information to, the various EOC representatives and to County, State, Federal and other agencies.
- Preparing intelligence summaries, situation reports, operational reports and other reports.
- Maintaining maps, display boards and other disaster related information.
- Continuing analysis of disaster information.
- Coordinating operational and logistical support.
- Maintaining contact and coordination with department operations centers (DOCs), other local government EOCs and the Operational Area.
- Providing disaster/emergency information to the public and making official releases to the news media.
- Communications.
- Resource dispatching and tracking.

City emergency/disaster response and recovery operations will be managed in one of three modes, depending on the magnitude of the emergency/disaster.

Level One

Level One EOC 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 be activated at a minimal level 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 significant

event. Key management level personnel from the principal involved agencies will co-locate in a central location to provide jurisdictional or multi-jurisdictional coordination. The EOC should be activated. Off-duty personnel may be recalled. A Local Emergency may be proclaimed by the City/County and a State of Emergency may be proclaimed by the Governor.

Level Three

Level Three activation may be a local or regional disaster or incident wherein resources in or near the impacted area are overwhelmed and extensive state and/or federal resources are required. All response and early recovery activities will be conducted from the EOC.

EOC Location and Description

The primary EOC is located at the Public Safety Facility, 333 Olympic Drive, 2nd floor Santa Monica, CA 90401.

The alternate EOC is located at the Santa Monica Main Public Library Multi-Purpose Room, 601 Santa Monica Blvd. Santa Monica, CA 90401.

Emergency Operations Center

The EOC is divided among the Management, Operations, Logistics, Planning/Intelligence and Finance/Administration sections. Emergency power is provided by a diesel generator. The emergency fuel reserve is sufficient for 10 days. The EOC has the capability to house and feed staff for up to 5 days. On-site services include: kitchen, bathrooms, food and water supply and sleeping cots.

The alternate EOC may be activated when the primary EOC is unusable. The Logistics Section will coordinate the relocation to the alternate EOC. The operational functions of the alternate EOC will be the same as those of the primary EOC.

EOC Displays

Because the EOC's major purpose is gathering and sharing information for coordinated emergency response, The WebEOC computer based information management system will be used to track all incident related information. All EOC sections must track information so that other EOC staff can quickly comprehend what actions have been taken, what resources are available and the damage in the City resulting from the disaster. The Planning/Intelligence Section is responsible for coordinating displays of information.

Planning Section is responsible for compiling and sharing all disaster related information during EOC activations. This includes the creation of all Situation Status reports and Event and Incident Action Plans through the WebEOC system. This information will then be made available to the entire EOC in both print and electronic formats through the WebEOC system.

The City of Santa Monica utilizes a computer based Incident Management System called WebEOC. WebEOC is the primary tool for all EOC based operations. All EOC personnel are assigned WebEOC log in accounts and are required to be trained in the use of the system.

In the event that the WebEOC system is non-operational, status boards are located along the west facing windows of the EOC. Additionally, copies of the Multi Hazard Functional Emergency Plan, Position checklists, EOC, ICS, and FEMA forms, as well as office supplies and other materials are located in the cabinets on west side of the EOC. Additional office supplies are located in the EOC storage closet on the south end of the EOC and in the larger storage closet outside of the EOC, in the hallway on the north end of the facility next to the Police communications center.

EOC Communications

Communications in the EOC include the use of the WebEOC incident management system, telephones, emails, and radios located in the Operations Section. The Logistics Section is responsible for communications.

Disaster Communications Services (DCS)

Amateur communications or ham radio is an alternative mode of communication during a disaster. The City maintains a cadre of ham radios. Radio frequencies are:

- 145.280 - 127.3
- 145.280 Simplex
- 144.315 Simplex
- 144.360 Simplex
- 144.350 Simplex

EOC Facility Management

Management of and maintaining operational readiness of the primary and alternate EOC facilities is the responsibility of the Office of Emergency Management staff.

The EOC Director will have the primary responsibility for ensuring that the City Council is kept informed of the situation and will bring all major policy issues to the Council for review and decision.

EOC Activation Policy

The EOC is activated when field response agencies need support, a citywide perspective is needed or multiple-departments need to coordinate their response. Activated EOCs 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.

When to Activate the EOC

An emergency situation that has occurred or might occur that will require a large commitment of resources from two or more City Departments over an extended period of time. Examples include: an earthquake, brush fire, bombing, flooding, major hazardous material incident, civil disturbance, aircraft disaster, high rise structure fire, severe weather conditions, act of terrorism, large-scale school incident and special events.

An impending or declared "State of War Emergency".

Who Can Activate the EOC

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

- City Manager
- Assistant City Manager
- Emergency Manager
- Chief of Police Department
- Chief of Fire Department
- Director of Public Works

EOC Activation Guidelines

- Call an official who has authority to activate the EOC (see list above) and request activation.
- Identify yourself as the Incident Commander or other appropriate authority and provide a call-back confirmation phone number.
- Briefly describe the emergency/disaster situation requiring the EOC activation.
- Identify in general what EOC functions will be needed.
- Notify Office of Emergency Management staff of pending activation.

EOC Activation Procedures

- Determine level of EOC activation and staffing levels
- Notify Office of Emergency Management staff.
- Notify the Operational Area and your Disaster Management Area Coordinator (DMAC) that the City EOC has been activated.

EOC Deactivation Procedures

- The EOC Director will determine which units, branches or sections are no longer needed and order EOC deactivation to begin.
- Deactivated units will complete all required paperwork and transfer any remaining tasks or responsibilities to the appropriate unit, branch or section.
- As EOC deactivation continues, this process will repeat itself.
- The deactivation should be overseen by the Demobilization Unit to ensure procedures are followed.
- Notify the Operational Area and your Disaster Management Area Coordinator (DMAC) when the EOC deactivation is complete.

Coordination with the Field Response Level

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

Communication and Coordination with the Operational Area Level

Communications should be established between all cities and the Operational Area. Designated countywide emergency reporting systems should be used to coordinate and communicate reports and resource requests with the Operational Area EOC. If those systems are not available, all reports and requests are to be sent to the Sheriff's Station by means coordinated with and agreed to by the Watch Commander and City staff. The Sheriff's Station will then be responsible for sending the information to the Operational Area EOC.

A City should report its status to the Operational Area EOC whether or not it has any disaster damage. The Operational Area will use the Multi-Agency Coordinating System (MACS) concept when developing response and recovery operations.

Reporting to the Operational Area

City reports and notifications are to be made to the Operational Area. These reports and notifications include:

- Activation of the EOC.
- Proclamation of a Local Emergency.
- Reconnaissance (Recon) Reports.
- City Status Reports.
- Initial Damage Estimates.
- Incident Reports.
- Resource Requests.

Established reporting procedures include:

- Use of the designated countywide emergency reporting system.
- Phoning or faxing information to the Operational Area EOC.
- Contacting the West Hollywood Sheriff's Station by means coordinated with and agreed to by the Watch Commander and city staff. West Hollywood Sheriff's Station is responsible for sending the information to the Operational Area EOC if the City is unable to do so.
 - Verify with the Operational Area EOC as soon as possible that they have received your reports.

Resource Request Process

When a disaster or emergency occurs, a city will use its own internal assets to provide emergency services. If a city's internal assets are not sufficient, the City will normally make a request to a neighboring jurisdiction for assistance. Internal assets include supplies and equipment available from local vendors.

- If resources are still not available, resource requests should be directed to the Operational Area EOC via the designated countywide emergency reporting systems.
- Existing mutual aid agreements and financial protocols will be followed.

CITY OF SANTA MONICA'S EMERGENCY OPERATIONS CENTER

The Emergency Operations Center (EOC) serves as the centralized point to manage overall city response to major disasters. The EOC operates under the Standardized Emergency Management System (SEMS). EOC staff coordinates interdepartmental activity, implements city policy, determines the mission and priorities, engage in long range planning and coordination with outside agencies, and provides direction and authority to act. It is the link between the city and outside resources. The EOC provides the cost recovery efforts for the city, by tracking and reporting the personnel, supplies and equipment used by the various departments and agencies.

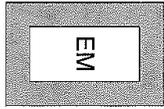
Under SEMS, the city has responsibilities at two levels, the field response and local government levels. At the field response level, all department and agencies will use the Incident Command System (ICS) to standardize the emergency response and report emergency related information to the emergency management organization in the City's EOC.

The Santa Monica EOC reports to the Los Angeles Operational Area (OA). SEMS regulations require an operational area EOC to be activated when a local government within the operational area activates its EOC, and/or when two or more cities within the Operational Area have declared a local emergency.

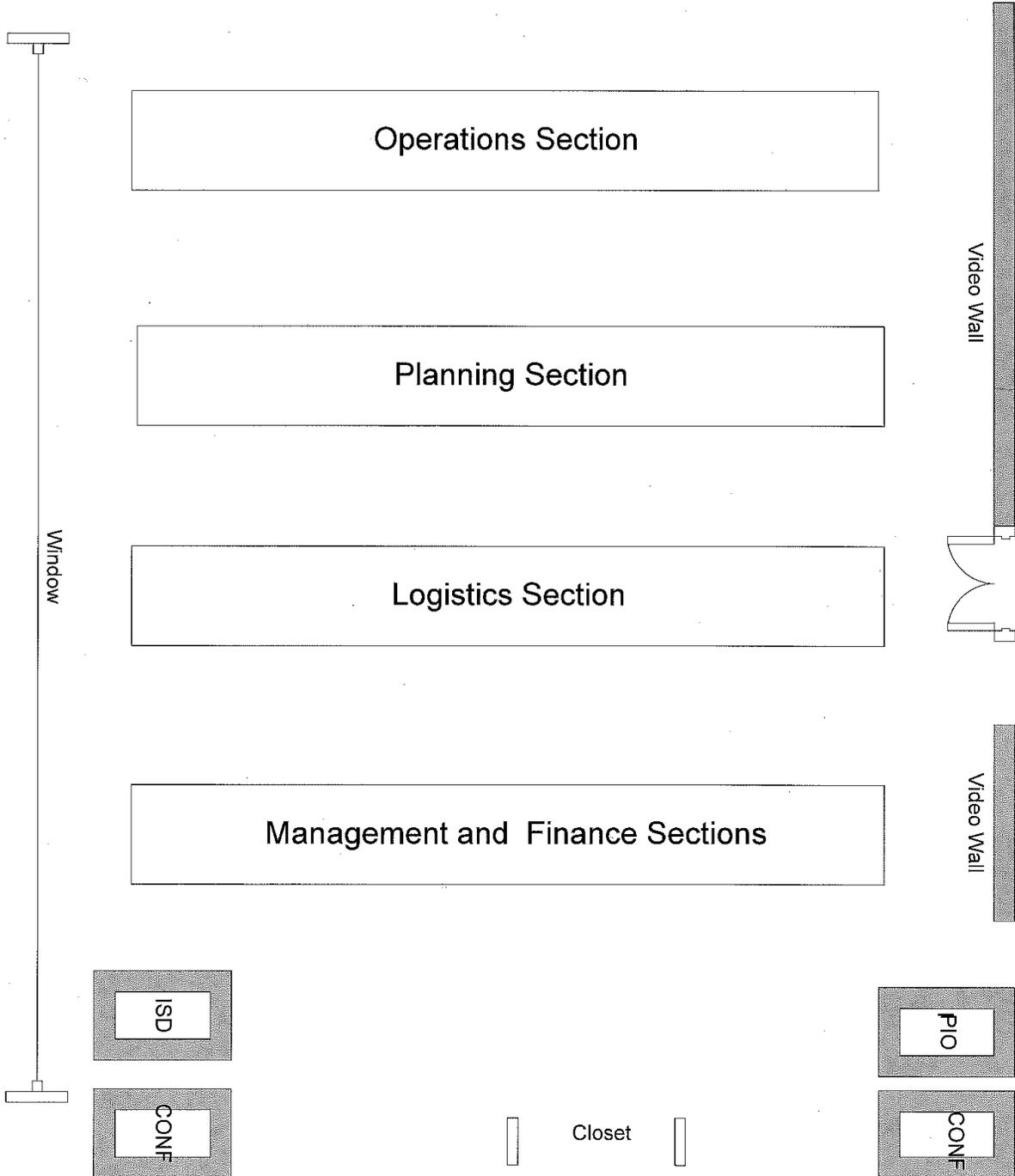
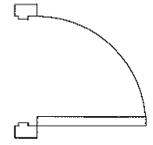
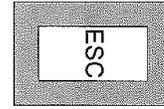
EOC LOCATION AND DESCRIPTION

The EOC is divided among the Management, Operations, Logistics, Planning and Finance sections. Emergency power is provided by a diesel generator. The emergency fuel reserve is sufficient for 10 days (2,500 gallons). Re-supply of emergency fuel will be obtained in house via a Public Works fuel truck that can get fuel from the pumping station at the City Yard. Power will provide for lighting panels, selected wall circuits, telephones and radios. The EOC has the capability to house and feed staff for 48 consecutive hours. On-site services include kitchen, bathrooms, food and water supply and sleeping cots.

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.



Santa Monica EOC Floor Plan



CITY OF SANTA MONICA'S EOC ACTIVATION POLICY

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

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

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

The Los Angeles County Operational Area should be notified when the City of Santa Monica's EOC is activated.

EOC ACTIVATION:

The City Manager, Assistant City Manager, Emergency Manager, Chief of Police, Chief of Fire Department and Director of Public Works Management have the authority to activate the EOC by notifying the Police Watch Commander to activate the Emergency Off-Duty Recall list. Additionally, the City Manager, Assistant City Manager, Emergency Manager, Chief of the Police, Chief of Fire Department, and or the Director of Public Works will determine when it is appropriate to deactivate the EOC.

The emergency management staff operates from the EOC and is directed by the City Manager who serves as the Director of Emergency Services. He/she is responsible to the City Council and Disaster Council per Article II, Section 2.16.020, of the Santa Monica Municipal Code. The Director of Emergency Services has the authority to direct all EOC activity and is responsible for the City's overall emergency management policy and coordination. This is accomplished through the joint efforts of all city departments, other public and private organizations, as needed and volunteer agencies.

EOC Activation will take place under the following circumstances:

- A significant earthquake causing damage in the City or neighboring jurisdictions.
- Upon notification of an uncontrolled release or failure of Stone Canyon Reservoir or Riviera Reservoir.
- Upon notification of a tsunami warning that will impact the City of Santa Monica.
- An impending or declared "State of War Emergency".
- An emergency situation that has occurred or might occur of such a magnitude that it will require a large commitment of resources from two or more City Departments over an extended period of time. Examples include a major hazardous material incident, civil disturbance, aircraft disaster, high-rise structure fire or severe weather conditions.

LOCAL GOVERNMENT EOC STAFFING GUIDE

Event/Situation	Activation Level	Minimum Staffing
Unusual occurrences with severe potential impacts on the health and safety of the public and/or environment	One	EOC Director Other Designees Note: May be limited to Department Operations Center activation.
Severe Weather Issuances (See Supporting Documentation)		
Significant incidents involving 2 or more departments		
Earthquake Advisory/Prediction Level One		
Earthquake with damage reported	Two	EOC Director Section Coordinators, Branches and Units as appropriate to situation Liaison/Agency representatives as appropriate. Public Information Officer
Earthquake Advisory/Prediction Level Two or Three		
Major wind or rain storm		
Two or more large incidents involving 2 or more departments		
Wildfire affecting developed area		
Major scheduled event		
Severe hazardous materials incident involving large-scale or possible large-scale evacuations		
Unusual occurrences with severe potential impacts on the health and safety of the public and/or environment		
Major city or regional emergency-multiple departments with heavy resource involvement	Three	All EOC positions
Earthquake with damage in Santa Monica or adjacent cities.		
Unusual occurrences with severe potential impacts on the health and safety of the public and/or environment		

EMPLOYEE RESPONSE:

If a disaster occurs during the regular work day, all staff should make contact with their immediate supervisor or return to the office as soon as possible and await further instruction.

Off-Duty Notification

It is the responsibility of each City department to be able to contact staff through the City's emergency alert and notification system, SM Alerts. Departments are required to have the ability to contact employees following incidents or emergencies. Employees should be informed of when and where they should report for duty when contacted. SM Alerts usage policy is included in the supporting documentation section of this plan.

Automatic EOC Activation

A minimum of a Level II EOC Activation will be initiated when an earthquake of 6.0 or greater magnitude occurs within a 50 mile radius of the City of Santa Monica, or a 7.0 earthquake occurs within the four (4) county areas of Los Angeles, San Bernardino, Orange, and Ventura, where the City of Santa Monica may have suffered serious damage, or where city manpower may be seriously impacted.

If telephones are not operating, employees should listen to the radio for emergency information to determine the extent of damage. If reports indicate extensive damage to the Santa Monica area and the Westside, employees should report to work as previously directed by supervisor.

In other disaster situations such as a hazardous materials incident, flood, or major fire, some City employees may not know if they are supposed to report to work. Generally, during these situations, an employee will be contacted by a supervisor or an assigned member of their department who will provide emergency instructions.

PHASES OF EMERGENCY MANAGEMENT

This SEMS/NIMS Emergency Plan addresses the entire spectrum of contingencies, ranging from relatively minor incidents to large-scale disasters, such as an earthquake. Some emergencies will be preceded by a buildup or warning period, providing sufficient time to warn the public and implement mitigation measures designed to reduce loss of life, property damage, and effects on the environment. Other emergencies occur with little or no advance warning, thus requiring immediate activation of the SEMS/NIMS Emergency Plan and efficient and coordinated mobilization and deployment of resources. All departments and agencies of the City must be prepared to promptly and effectively respond to any foreseeable emergency, taking all appropriate actions, including requesting and providing mutual aid.

Emergency management activities during peacetime and national security emergencies are often associated with the four federal defined phases:

- Mitigation Phase
- Preparedness Phase
- Response Phase
- Recovery Phase

Mitigation Phase

Mitigation efforts occur both before and after emergencies or disasters. Post-disaster mitigation is actually part of the recovery process. This includes eliminating or reducing the impact of hazards that exist within the City of Santa Monica.

The City of Santa Monica created and adopted the Santa Monica Local Hazard Mitigation Plan in 2004. The City Council adopted the Local Hazard Mitigation Plan in September of 2004. The Local Hazard Mitigation Plan was formally approved by the Federal Emergency Management Agency in April of 2005.

The goals of the Santa Monica Local Hazard Mitigation Plan include:

1. Protection of lives and property.
2. Improve emergency services capability.
3. Increase public awareness of local hazards.
4. Develop partnerships in implementation.
5. Promote sustainable living.

Preparedness Phase

The preparedness phase involves activities that are undertaken in advance of an emergency or disaster. These activities develop operational capabilities and effective responses to a disaster. Disaster plans are developed and revised to guide disaster

response and increase available resources. Planning activities include developing hazard analyses, training response personnel, and improving public information and communications systems.

Preparedness activities fall into two basic areas: readiness and capability. Preparedness activities are part of the implementation of the Emergency Services Act (ESA), the Master Mutual Aid Agreement (MMAA), and the State Emergency Plan.

Readiness activities shape the framework and create the basis of knowledge necessary to complete a task or mission. Readiness activities might include:

- Implementing hazard mitigation projects.
- Developing hazard analyses.
- Developing and maintaining emergency plans and procedures.
- Conducting general and specialized training.
- Conducting exercises.
- Developing mutual aid agreements.
- Improving emergency public education and warning systems.

Standard Operating Procedures

City departments and agencies that have responsibilities in this plan have prepared Department specific Standard Operating Procedures (SOPs) detailing personnel assignments, policies, notification rosters, and resource lists. Emergency response personnel should be acquainted with these SOPs, and receive periodic training on the policies and procedures contained within the SOPs.

Capability activities involve the procurement of items or tools necessary to complete the task(s) or mission(s). Capability activities include:

- Assessment of the City and its resources.
- Comparison and analysis of anticipated resource requirements and resources.
- Identification of local sources to meet anticipated resource "shortfall".

Response Phase

The response phase includes increased readiness, initial response, and extended response activities. Upon receipt of a warning or the observation that an emergency situation is imminent or likely to occur, Santa Monica will initiate actions to increase its readiness.

Events, which may trigger increased readiness activities, include:

- Issuance of a credible long-term earthquake prediction.
- Receipt of a flood advisory or other special weather statement.
- Receipt of a tsunami warning or watch.

- Receipt of a potential reservoir/dam failure advisory.
- Conditions conducive to fires, such as the combination of high heat, strong winds, and low humidity.
- An expansive hazardous materials incident.
- A rapidly-deteriorating international situation that could lead to an attack upon the United States.
- Information or circumstances indicating the potential for acts of violence or civil disturbance.

Increased Readiness

As a crisis begins to develop, local jurisdictions and government takes action to increase its readiness. Increased readiness activities may include, but are not limited to, the following:

- Briefing of City Manager and other key officials or employees of Santa Monica.
- Reviewing and updating of SEMS/NIMS Emergency Plan & SOPs.
- Increasing public information efforts.
- Accelerating training efforts.
- Inspecting critical facilities and equipment, including testing warning and communications systems.
- Recruiting additional staff and Disaster Service Workers.
- Warning threatened elements of the population.
- Conducting precautionary evacuations in the potentially impacted area(s).
- Mobilizing personnel and pre-positioning resources and equipment.
- Contacting county, state and federal agencies that maybe involved in field activities.

Initial Response

The City's initial response activities are primarily performed at the field response level. Emphasis is placed on saving lives, and minimizing the effects of the emergency or disaster.

Supporting Documentation provides hazard-specific information for departments who are responsible for initial response operations in the City.

Examples of initial response activities include:

- Making all necessary notifications, including City Departments and personnel, the American Red Cross (ARC), Salvation Army, other involved agencies, and the Operational Area.
- Disseminating warnings, emergency public information, and instructions to the citizens of Santa Monica.
- Conducting evacuations and/or rescue operations.
- Caring for displaced persons and treating the injured.
- Conducting initial damage assessments and surveys.

- Assessing need for mutual aid assistance.
- Restricting movement of traffic/people and unnecessary access to affected areas.
- Developing and implementing Initial Action Plans.

Extended Response

The City's extended response activities are primarily conducted in the emergency operations center (EOC). Extended emergency operations involve the coordination and management of personnel and resources to mitigate an emergency and facilitate the transition to recovery operations.

Examples of extended response activities include:

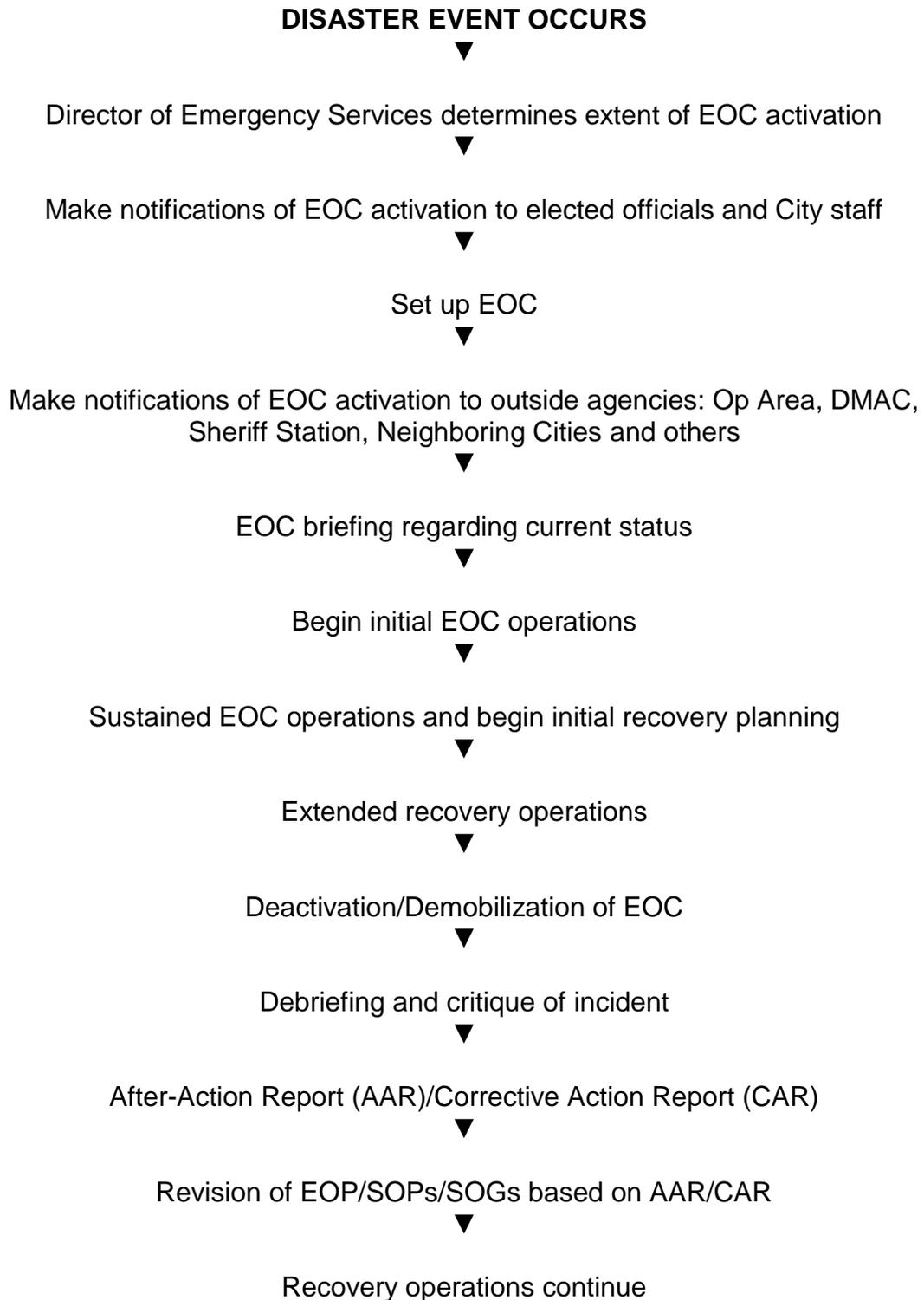
- Preparing detailed damage assessments
- Co-operating mass care facilities
- Coordinating and/or operating coroner operations
- Procuring required resources to sustain operations
- Documenting situation status
- Protecting, controlling, and allocating vital resources
- Restoring vital utility services
- Tracking resource allocation
- Conducting advance planning activities
- Documenting expenditures
- Developing and implementing Action Plans for extended operations
- Disseminating emergency public information
- Proclaiming a local emergency; and
- Coordinating with county and state and federal agencies working within the county.

Recovery Phase

Recovery activities involve the restoration of services to the public and returning the affected area(s) to pre-emergency conditions. Recovery activities may be both short-term and long-term, ranging from restoration of essential utilities such as water and power, to mitigation measures designed to prevent future occurrences of a given threat. Examples of recovery activities include:

- Restoring utilities
- Applying for state and federal assistance programs
- Conducting hazard mitigation analyses
- Identifying residual hazards
- Determining and recovering costs associated with response and recovery.

SEMS/NIMS EMERGENCY ACTIVITIES FLOW CHART



CONTINUITY OF GOVERNMENT

Purpose

A major disaster could result in great loss of life and property, including the death or injury of key government officials. At the same time, there could be partial or complete destruction of established seats of government, and the destruction of public and private records essential to continued operations of government and industry.

In the aftermath of a major disaster, law and order must be preserved and essential government services must be maintained. This preservation is best accomplished by civil government. To this end, it is particularly essential that local government continue to function.

Responsibilities

Government at all levels is responsible for providing continuous, effective leadership and authority under all aspects of emergency services operations (prevention, 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 (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 Emergency Services Act provides for the preservation of city government in the event of a major disaster.

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

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

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

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

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

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

Director of Emergency Services

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: Emergency Manager
Third Alternate: Chief of Police Department
Fourth Alternate: Chief of Fire Department

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

Department Heads

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

Temporary City Seat and City Council Meeting Location

Section 23600 of the California Government Code provides among other things:

- The City Council shall designate alternative city seats which may be located outside city boundaries.
- Real property cannot be purchased for this purpose.
- Additional sites may be designated if needed.

In the event the primary location is not usable because of emergency conditions, the temporary seat of city government will be as follows:

First Alternate: **Santa Monica Main Public Library**
601 Santa Monica Blvd,
Santa Monica, CA 90401

Second Alternate: **Annenberg Beach House**
415 Pacific Coast Highway
Santa Monica, CA 90402

Preservation of Vital Records

The following individuals are responsible for the preservation of vital records in the City:

1. City Clerk
2. Deputy City Clerk

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

- Protect and preserve the rights and interests of individuals, governments, corporations and other entities. Examples include contracts, legislative actions, land and tax records, license registers, birth and death records and articles of incorporation.

- Conduct emergency response and recovery operations. Records of this type include utility system maps, locations of emergency supplies and equipment, emergency operations plans and procedures, personnel rosters, etc.
- Reestablish normal governmental functions and protect the rights and interests of government. Constitutions and charters, statutes and ordinances, court records, official proceedings and financial records would be included here.

Record depositories should be located well away from potential danger zones and/or housed in facilities designed to withstand most destructive forces.

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

References

Judicial System, Article VI, Section 1, 4, 5 and 10, of the Constitution of California.

Local Government, Article XI, of the Constitution of California.

Preservation of Local Government, Article 15 of the California Emergency Services Act (Chapter 7 of Division 1 of Title 2 of the Government Code).

EMERGENCY PROCLAMATION PROCESS

General

The California Emergency Services 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. There are three types of proclamations of emergency in the State of California: local emergency, state of emergency and state of war emergency.

Local Emergency in Santa Monica

A Local Emergency may be proclaimed by the City Council or by the City Manager. A Local Emergency proclaimed by the City Manager must be ratified by the City Council within seven days. The governing body must review the need to continue the proclamation at least every fourteen days until the Local Emergency is terminated. The Local Emergency must be terminated by resolution as soon as conditions warrant. Proclamations are normally made when there is an actual incident or threat of disaster or extreme peril to the safety of persons and property within the city caused by natural or man-made situations.

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

- If necessary, request that the Governor proclaim a State of Emergency and/or request a Presidential declaration.
- Promulgate or suspend orders and regulations necessary to provide for the protection of life and property, including issuing orders or regulations imposing a curfew within designated boundaries.
- Exercise full power to provide mutual aid to any affected area in accordance with local ordinances, resolutions, emergency plans or agreements.
- Request state agencies and other jurisdictions to provide mutual aid.
- Require the emergency services of any local official or employee.
- Requisition necessary personnel and materials from any local department or agency.
- Obtain vital supplies and equipment and, if required, immediately commandeer the same for public use.
- Impose penalties for violation of lawful orders.
- Conduct emergency operations without incurring legal liability for performance, or failure of performance. (Note: Article 17 of the Emergency Services Act, Section 8655, provides for certain privileges and immunities.)

Note: Emergency proclamation forms are in Supporting Documentation.

The City Attorney is responsible for preparing and submitting the paperwork with the assistance of the City Clerk's Office. Documents will be on file in the EOC and intranet.

The City should immediately notify and send a copy of the City's proclamation to the Operational Area EOC so that the County can request a Local Emergency proclamation or a concurrence by the County.

Local Emergency in the County of Los Angeles

Los Angeles County Office of Emergency Management is the administrative coordinator of the Operational Area (OA). When the County's Office of Emergency Management (OEM) receives the City's proclamation, the County may:

- Proclaim a local emergency or;
- Concur with the City's proclamation or;
- Take no action.

The County then forwards to the California Emergency Management Agency (Cal-EMA) Southern Region:

- The City's proclamation.
- The County's proclamation.
- The County's concurrence with the local proclamation.

When the County of Los Angeles proclaims a local emergency, the City will be covered under the County proclamation (62 Ops.Cal.Atty.Gen. 701, 708 (1979)). If the emergency/disaster affects the City, it is recommended that the City also proclaim a local emergency, as that will enable the City to adopt emergency ordinances and promulgate regulations that would not otherwise be valid. Note that, according to the Attorney General, the County's ordinances prevail in the event there is a conflict between the County's ordinances and ordinances adopted by the City (62 Ops.Cal.Atty.Gen. 701, 708 (1979)).

When the County proclaims a local emergency, they may request that:

- The California Emergency Management Agency Secretary concur with the local proclamation;
- The Governor proclaim a State of Emergency and/or;
- The Governor request a Presidential Declaration of an Emergency or Major Disaster.

State of Emergency

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

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

Whenever the Governor proclaims a State of Emergency:

- Mutual aid shall be rendered in accordance with approved emergency plans when the need arises in any county or city for outside assistance.
- The Governor shall, to the extent deemed necessary, have the right to exercise all police power vested in the state by the Constitution and the laws of the State of California within the designated area.
- Jurisdictions may command the aid of citizens as deemed necessary to cope with an emergency.
- The Governor may suspend the provisions of orders, rules or regulations of any state agency; and any regulatory statute or statute prescribing the procedure for conducting state business.
- The Governor may commandeer or make use of any private property or personnel (other than the media) in carrying out the responsibilities of the office.
- The Governor may promulgate issue and enforce orders and regulations deemed necessary.

State of War Emergency

Whenever the Governor proclaims a State of War Emergency, or if a State of War Emergency exists, all provisions associated with a State of Emergency apply, plus: All state agencies and political subdivisions are required to comply with the lawful orders and regulations of the Governor which are made or given within the limits of authority as provided for in the Emergency Services Act.

Federal Declaration

The Governor can request a Presidential Declaration of an Emergency or a Major Disaster. This opens the door for federal disaster assistance. In some circumstances, a Presidential Declaration may allow for the termination of public works contracts (California Government Code 4410-4412).

SUPPORTING DOCUMENTATION CONTENTS

ACCESS AND FUNCTIONAL NEEDS

- a. State of California's People With Access And Functional Needs Shelter Annex
- b. FEMA Guidance on Planning for Integration of Functional Needs Support Services in General Population Shelters

ALERTING AND WARNING

- a. Emergency Alert Flow Chart
- b. SM Alerts Policy and Procedures

AUTHORITIES AND REFERENCES

- a. Authorities and References

COMMUNICATIONS

- b. Los Angeles County Operational Area Disaster Information Reporting System

EARTHQUAKE

- a. State of California, Southern California Earthquake Response Plan
- b. Windshield Survey Forms

FINANCE

- a. Procedures for Applying for Financial Assistance

Hazard Mitigation

- a. Final Local Hazard Mitigation Plan
- b. Hazard Mitigation Summary

LOGISTICS

- a. Emergency Volunteer Processing Forms

MAPS

- a. City Map
- b. Geologic Hazards Map
- c. CalEMA Map of Southern California Region
- d. Map of Sewer System in Santa Monica
- e. Map of Storm Drains in Santa Monica
- f. Map of Potable Water in Santa Monica

OPERATIONAL AREA RESPONSE AND RECOVERY SYSTEM (OARRS)

- a. Los Angeles County Operational Area Disaster Information Reporting System-Flow Chart

OPERATIONS

- a. Casualty Collection Point (CCP) Field Treatment Site
- b. Emergency Potable Water Procurement & Distribution
- c. Federal Aviation Regulations Flight Rules Section Temporary Flight Restrictions
- d. Procedures To Be Followed For Handling The Dead
- e. Radiological Protection Procedures For Cities In The Los Angeles County Operational Area
- f. Requesting Critical Incident Stress Debriefing (CISD) Procedures
- g. Shelter In Place

PLANNING

- a. Planning Forms
- b. Glossary and Acronyms
- c. Planning P
- d. Los Angeles Regional Recovery Guidance for Emergency Planners
- e. Los Angeles County Operational Area Recovery Annex Template

PROCLAMATIONS AND DECLARATIONS

- a. Authorities And Responsibilities of Local Health Officers In Disasters
- b. Emergency Management Assistance Compact
- c. Los Angeles County Operational Area Guide to Emergency Proclamations and Disaster Declarations
- d. Orders and Regulations Which May Be Selectively Promulgated by the Governor During a State of Emergency
- e. Sample Local Resolution Requesting State Director, Office of Emergency Services' Concurrence in Local Emergencies
- f. Sample Orders and Regulations Promulgated by the Governor to Take Effect Upon the Existence of a State Of War Emergency
- g. Sample Resolution Confirming Existence of A Local Emergency
- h. Sample Resolution Proclaiming Existence of A Local Emergency And Requesting Governor To (1) Proclaim a State Of Emergency; And (2) Request a Presidential Declaration
- i. Sample Resolution Proclaiming Existence of A Local Emergency
- j. Sample Resolution Proclaiming Termination of Local Emergency
- k. Sample Resolution Requesting Governor to Proclaim a State Of Emergency
- l. CalEMA Emergency Proclamations a Quick Reference Guide For Local Government

PUBLIC INFORMATION MATERIAL

- a. Media Contact List
- b. Sample Messages For Release To The Public And Media (Disasters/ Emergencies)

- c. The Public Information Officer Guide

SANTA MONICA EMERGENCY OPERATIONS CENTER

- a. EOC Floor Plan

SHELTERING

- a. City of Santa Monica Emergency Shelter Staff and Resources
- b. City of Santa Monica Daily Shelter Activity Report
- c. American Red Cross Facility Use Agreement
- d. Mass Care and Shelter Handbook
- e. Los Angeles County Animal Emergency Response Annex
- f. Los Angeles Operational Area Mass Care Guidance For Emergency Planners
- g. Los Angeles Operational Area Reception Processing Guidance For Emergency Planners
- h. Los Angeles County Operational Area Reception Annex Template
- i. Mass Care and Shelter Checklists
- j. Shelter Forms
- k. Santa Monica-Malibu Unified School District, Shelter Facilities and Contacts

TSUNAMI

- a. City of Santa Monica Tsunami Response Plan