



CITY OF MANHATTAN BEACH

EMERGENCY OPERATIONS PLAN



Last Updated: January 2017



CITY COUNCIL LETTER OF APPROVAL/ADOPTION

EOP RESOLUTION NO. _____

WHEREAS, the preservation of life and property is an inherent responsibility of local, state and federal government;

WHEREAS, the City has prepared this Emergency Operations Plan (EOP) to ensure the most effective and economical allocation of resources for the maximum benefit and protection of the civilian population in time of emergency;

WHEREAS, while no plan can prevent death and destruction, good plans carried out by knowledgeable and well trained personnel can and will minimize losses;

WHEREAS, this plan establishes the emergency organization, assigns tasks, specifies policies and general procedures, and provides for coordination of planning efforts of the various emergency staff and service elements utilizing the Standardized Emergency Management System (SEMS) and the National Incident Management System (NIMS) and the objective of this plan is to incorporate and coordinate all the facilities and personnel of the City into an efficient organization capable of responding to any emergency;

WHEREAS, this Emergency Operations Plan is an extension of the California Emergency Plan and it will be reviewed and exercised periodically and revised as necessary to meet changing conditions; and

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



Concurrence of this promulgation letter constitutes the adoption of the Standardized Emergency Management System, the National Incident Management System and the Incident Command System by the City. This EOP will become effective on adoption by the City Council;

NOW, THEREFORE, I, _____, Mayor of the City of Manhattan Beach, by the virtue of the authority vested in me by the Constitution and Laws of the State of California, do hereby accept the Emergency Operations Plan as the directive for establishing an emergency organization.

Mayor
City of Manhattan Beach

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APPROVAL AND IMPLEMENTATION

Foreword

This Emergency Operations Plan (EOP) addresses the City of Manhattan Beach' s planned response to extraordinary emergency situations associated with natural disasters, technological incidents, and national security emergencies. The plan does not address normal day-to-day emergencies or the well-established and routine procedures used in coping with such emergencies. Instead, the operational concepts reflected in this plan focus on potential large-scale disasters, which can generate unique situations requiring unusual emergency responses. Such disasters pose major threats to life, the environment and property and can impact the well being of large numbers of people.

This plan integrates regulations pertaining to California' s Standardized Emergency Management System (SEMS), while meeting the requirements of the concepts and principles established in federal National Incident Management System (NIMS) regulations, including Homeland Security Presidential Directive 8 (HSPD-8) and the National Response Framework (NRF).

This EOP:

- Assigns responsibilities to organizations and individuals for carrying out specific actions that exceed routine responsibilities during an emergency
- Sets forth lines of authority and organizational relationships, and shows how these actions will be coordinated
- Describes how all community members, including unaccompanied minors, individuals with disabilities and others with access and functional needs, and individuals with limited English proficiency are protected
- Describes how property and other assets are protected
- Identifies personnel, equipment, facilities, supplies, and other resources available within the jurisdiction or by agreement with other jurisdictions
- Reconciles requirements with other jurisdictions, including Los Angeles County and the State of California



The City of Manhattan Beach created the Emergency Operations Plan founded on the principles and concepts of the Incident Command System (ICS) within SEMS. The SEMS and the NIMS are compatible systems, and the City of Manhattan Beach recognizes and utilizes SEMS/NIMS as a basis for the ICS structure. The SEMS/NIMS create a standard incident management system that is scalable and modular, and can be used in incidents of any size/complexity. These functional areas include command, operations, planning, logistics and finance/administration. The SEMS/NIMS incorporate such principles as Unified Command (UC) and Area Command (AC), ensuring further coordination for incidents involving multiple jurisdictions or agencies at any level of government.

This plan is designed to be read, understood, and exercised prior to an emergency. It provides the planning bases for hazard identification, hazard mitigation, disaster preparedness, emergency response, and recovery efforts. The Plan creates a uniform structure for emergency management and is intended primarily for (1) City Management Staff, (2) City Employees, (3) Federal, State and County Governments, (4) Special Districts who serve the residents of the City of Manhattan Beach, and (5) Private and volunteer organizations involved in emergencies.



Plan Approval and Implementation

This plan will be reviewed by all departments/agencies assigned a primary function in the Emergency Responsibilities Matrix (EOC Manual - Management Section). Upon completion of review and written concurrence by these departments/agencies, the plan will be submitted to _____ the _____ City _____ Council _____ for review and approval. Upon concurrence by the City Council, the plan will be officially adopted and promulgated.

City departments identified in this plan will develop and maintain current Standard Operating Procedures (Department SOPs), which will detail how their assigned responsibilities will be performed to support implementation of this Emergency Operations Plan.

Plan Modifications

Upon the delegation of authority from the Emergency Services Coordinator, specific modifications can be made to this plan without the signature of the City Council. This 2015 Emergency Operations Plan and its Hazard Specific Annexes supersedes all previous versions of the City of Manhattan Beach Emergency Operations Plan.



SIGNED CONCURRENCE BY DEPARTMENTS

Each Department Head whose department has responsibilities under the EOP has reviewed and approved the plan, as documented below:

HAVING REVIEWED THE FOREGOING CITY OF MANHATTAN BEACH EMERGENCY OPERATIONS PLAN AND APPROVED SAME, I HERETO SET MY SIGNATURE.

Finance, Director

Community Development Department, Director

City Clerk' s Office, City Clerk

City Manager' s Office, City Manager

Parks and Recreation Department, Director

Fire Department, Fire Chief

Police Department, Police Chief

Public Works Department, Manager

City of Manhattan Beach
Emergency Operations Plan



GIS, Director

Purchasing Department, Manager

Human Resources Department, Director

Information Systems, Director



RECORD OF CHANGES

Record changes to the Emergency Operations Plan on this page, as directed by the Emergency Management Coordinator. The Emergency Management Coordinator will maintain the official copy.

DATE	SECTION	PAGE(S)	PERSON MAKING CHANGE	DESCRIPTION



DISTRIBUTION LIST

The Basic Plan, Appendices, and Annexes have been distributed as shown below. Future changes or revisions will be distributed by the Emergency Services Coordinator.

Figure 1: EOP Distribution List

LOCATION	# OF COPIES
INTERNAL DEPARTMENTS	
City Council/Mayor	5
CITY MANAGER'S OFFICE	
City Manager	1
Assistant to the City Manager	1
Public Information Officer	1
CITY ATTORNEY'S OFFICE	
City Attorney	1
CITY CLERK	
City Clerk	1
PARKS AND RECREATION DEPARTMENT	
Director	1
PUBLIC WORKS DEPARTMENT	
Director	1
City Engineer	1
FIRE DEPARTMENT	
Fire Chief	1
Battalion Chiefs	2
Emergency Services Coordinator	1
Emergency Operations Center Copies	1
COMMUNITY DEVELOPMENT DEPARTMENT	
Director	1
POLICE DEPARTMENT	
Police Chief	1
Captains	2
Watch Commander's Office	1
FINANCE DEPARTMENT	
Director	1
HUMAN RESOURCES	
Director	1
INFORMATION TECHNOLOGY	
Director	1
EXTERNAL AGENCIES	
State Office of Emergency Services (Regional Office – Los Alamitos)	1

City of Manhattan Beach
Emergency Operations Plan



Los Angeles County Operational Area Office of Emergency Services	1
DMAC – Area G	1



PURPOSE, SCOPE, SITUATION, AND ASSUMPTIONS

Purpose

The Basic Plan addresses the City of Manhattan Beach's planned response to emergencies associated with natural, human-made and technological disasters. The plan provides an overview of operational concepts, identifies components of the City's emergency management organization within the Standardized Emergency Management System (SEMS) and the National Incident Management System (NIMS), and describes the overall responsibilities of the federal, state and county entities and the City for protecting life and property and assuring the overall wellbeing of the population.

Plan Organization

The plan is organized into three elements included within the document, as well as companion documents which are incorporated into the EOP by reference:

- **Basic Plan.** The Basic Plan contains information on the overall organizational and operational concepts relative to response and recovery, as well as an overview of potential hazards. The intended audience of the Basic Plan is the City's decision makers and managers.
- **Appendices.** The Appendices provide supplemental reference information.
- **Hazard Specific Annexes.** Separate Hazard Specific Annexes provide detailed information and procedures for responding to specific hazards.
- **EOC Manual (under separate cover).** The EOC Manual contains descriptions of the emergency response organization and emergency action checklists. The intended audience of the EOC Manual is the EOC staff. The EOC Manual – Appendix contains the reference materials identified in the EOC Manual.

Scope

The Emergency Operations Plan has been designed to serve the growing needs of the City of Manhattan Beach. As the population continues to increase and with it, vulnerability to hazards, it's important that the EOP be flexible enough to use in all emergencies. This plan not only meets that need but will also increase the effectiveness and efficiency of the community's response and short-term recovery activities.



Relationship to Other Plans

This EOP is supplemented by the Local Hazard Mitigation Plan (LHMP) which details the natural and human-caused hazards facing the City, and identifies specific mitigation measures to reduce the adverse impacts of hazards should they occur.

Situation Overview

This section describes the city and a number of potential hazards that could affect the City of Manhattan Beach upon their occurrence, which would warrant the activation of this plan.

Community Profile

The City of Manhattan Beach is located in southwest Los Angeles County. The City consists of 3.88 square miles. The City was incorporated on December 12, 1912. The City is governed by a five member City Council. The office of the Mayor of Manhattan Beach rotates every nine months among the members of the City Council, so each City Council member serves one term. Day-to-day management is conducted by the City Manager. The City maintains its own Police and Fire Departments.

Geography and Natural Features

Manhattan Beach is a small coastal city on the Pacific coast, bounded on the north by El Segundo, on the south by Hermosa Beach, on the east by Redondo Beach and Hawthorne. Manhattan Beach is one of the three Beach Cities in the South Bay area of Los Angeles County. Manhattan Beach benefits from ocean breezes that provide clean air and summer temperatures that are cooler than the inland regions of Southern California.

Demographics

As of 2010 the population of the City was 35,135, according to the 2010 US Census. The racial makeup of Manhattan Beach was 84.5% White (79.3% Non-Hispanic White), 0.8% Black or African American, 0.2% Native American, 8.6% Asian, 0.1% Pacific Islander, 1.2% from other races, and 4.6% from two or more races. Hispanic or Latino of any race was 6.9%.

Threats and Hazards



The City is subject to both natural and human-caused hazards, as well as industrial accidents from an adjacent oil refinery, proximity to LAX, and major transportation routes. The table below depicts the Critical Priority Index for each identified hazard facing the community.

Figure 2: Critical Priority Risk Index

HAZARD	PROBABILITY		MAGNITUDE/SEVERITY		WARNING TIME		DURATION		Weighted Total
	Score	Weight (45%)	Score	Weight (30%)	Score	Weight (15%)	Score	Weight (10%)	
Earthquake	3	1.35	4	1.2	4	0.6	1	0.1	3.25
Flooding	3	1.35	3	0.9	3	0.45	3	0.3	3.00
Landslide	3	1.35	2	0.6	4	0.6	1	0.1	2.65
Tsunami	2	0.90	3	0.9	4	0.6	1	0.1	2.50
Windstorm	1	0.20	2	0.6	2	0.3	2	0.2	1.30
Drought	1	0.20	2	0.6	2	0.3	4	0.4	1.50
Other Hazard Terrorism	1	0.20	2	0.6	4	0.6	1	0.1	1.50
Other Hazard Hazardous	1	0.20	2	0.6	4	0.6	1	0.1	1.50
Other Hazard Urban Fire	1	0.20	2	0.6	4	0.6	1	0.1	1.50
CPRI Total	16	5.95	22	6.6	31	4.65	15	1.5	18.7



Planning Assumptions

Certain assumptions were used during the development of this plan. These assumptions are associated with emergency management operations in preparation for, response to, and recovery from major emergencies/disasters. The assumptions provide context, requirements, and situational realities that must be addressed in plan development and emergency operations. The following assumption apply to this plan:

- The City of Manhattan Beach is primarily responsible for emergency actions and will commit all available resources to save lives, minimize injury to persons and minimize damage to property.
- The City of Manhattan Beach will utilize SEMS/NIMS/ICS in emergency response operations.
- The City will use the Incident Command System (ICS) at all incidents.
- Battalion Chief Hafdell will coordinate the City's disaster response in conformance with Emergency Services Ordinance No. 1259.
- The City of Manhattan Beach will participate in the Los Angeles County Operational Area.
- The resources of the City of Manhattan Beach will be made available to local agencies and citizens to cope with disasters affecting this area.
- The City will commit its resources to a reasonable degree before requesting mutual aid assistance.

Mutual Aid assistance will be requested when disaster relief requirements exceed the City's ability to meet them.



CONCEPT OF OPERATIONS

General

Operations during all types of emergencies involve a full spectrum of activities from a minor incident and to a major earthquake. Some emergencies will be preceded by a build-up or warning period, providing sufficient time to warn the population and implement mitigation measures designed to reduce loss of life and property damage. Other emergencies occur with little or no advance warning, thus requiring immediate activation of the emergency operations plan and commitment of resources. All agencies must be prepared to respond promptly and effectively to any foreseeable emergency, including the provision and utilization of mutual aid.

Operational Priorities

Operational priorities govern resource allocation and the response strategies for the City of Manhattan Beach during an emergency. Below are operational priorities addressed in this plan:

- **Save Lives** – The preservation of life is the top priority of emergency managers and first responders and takes precedence over all other considerations.
- **Protect Health and Safety** – Measures should be taken to mitigate the impact of the emergency on public health and safety.
- **Protect Property** – All feasible efforts must be made to protect public and private property and resources, including critical infrastructure, from damage during and after an emergency.
- **Preserve the Environment** – All possible efforts must be made to preserve California's environment and protect it from damage during an emergency.

Operational Strategies

To meet the operational goals, emergency responders will consider the following strategies:

- **Mitigate hazards** – As soon as practical, suppress, reduce or eliminate hazards and/or risks to persons and property during the disaster response. Lessen the actual or potential effects and/or consequences of future emergencies.



- **Meet Basic Human Needs** – All possible efforts must be made to supply resources to meet basic human needs, including food, water, shelter, medical treatment and security during the emergency. Afterwards provisions will be made for temporary housing, general needs assistance, and support for re-establishing employment after the emergency passes.
- **Address Needs of People with Disabilities and others with Access and Functional Needs** – People with access and functional needs are more vulnerable to harm during and after an emergency. The needs of people with access and functional needs must be considered and addressed.
- **Restore Essential Services** – Power, water, sanitation, transportation and other essential services must be restored as rapidly as possible to assist communities in returning to normal daily activities.
- **Support Community and Economic Recovery** – All members of the community must collaborate to ensure recovery operations are conducted efficiently and effectively, promoting expeditious recovery to the affected areas.

Emergency Management Phases

Emergency management activities during peacetime and national security emergencies are often associated with the five emergency management phases indicated below. However, not every disaster necessarily includes all indicated phases.

Prevention

The prevention phase includes actions taken to avoid an incident or to intervene and stop an incident from occurring. This involves actions taken to protect lives and property. It also involves applying intelligence and other information to a range of activities that may include such countermeasures as:

- Deterrence operations
- Heightened inspections
- Improved surveillance



- Interconnections of health and disease prevention among people, domestic animals and wildlife

Preparedness

The preparedness phase involves activities taken in advance of an emergency. These activities develop operational capabilities and effective responses to a disaster. These actions might include mitigation activities, emergency/disaster planning, training and exercises and public education. City Departments identified in this plan as having either a primary or support mission relative to response and recovery should prepare Standard Operating Procedures (SOP), Emergency Operations Plans (EOP) 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 execution procedures.

The receipt of a warning or the observation that an emergency situation is imminent or likely to occur soon will initiate increased readiness actions. Actions to be accomplished include, but are not necessarily limited to:

- Review EOP, SOPs, and resources listings
- Disseminate accurate and timely emergency public information
- Accelerate training of permanent and auxiliary staff
- Inspect critical facilities
- Recruit additional staff and Disaster Services Workers, as needed
- Mobilize of resources
- Test warning and communications systems

Response

The response phase includes *initial response* and *extended response* activities. During this phase,

the priority is to save lives and to minimize the effects of the emergency or disaster.

The City's *initial response* activities are primarily performed at the field response level. Emphasis is placed on minimizing the effects of the emergency or disaster. Field responders



will use the Incident Command System (ICS). Some examples of initial response activities include:

- Brief the City Manager, key officials or employees on the situation
- Disseminate warnings, emergency public information, and instructions to the citizens of the city
- Conduct evacuations and/or rescue operations
- Care for displaced persons and treat the injured
- Conduct initial damage assessments and surveys
- Assess the need for mutual aid assistance
- Restrict movement of traffic and people
- Establish Unified Command(s)
- Coordinate with state and federal agencies working in the field
- Develop and implement Incident Action Plans

The City' s *extended response* activities are conducted in the field and at the City of Manhattan Beach 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:

- Preparation of detailed damage and safety assessments
- Operation of mass care facilities
- Procure required resources to sustain operations
- Document situation status
- Protect, control, and allocate resources
- Restore vital utility services
- Document expenditures
- Develop and implement Action Plans for extended operations
- Disseminate emergency public information
- Declare a local emergency
- Request a gubernatorial and/or federal declaration, if required



- Prioritize resource allocations
- Inter/multiagency coordination

Recovery

Recovery is the phase of Emergency Management designed to bring the community back to "normal" following a disaster. Recovery includes physical (restoration of homes, businesses, and infrastructure); economic (business recovery, return to employment, recovery of financial losses); and community well-being (return to normal civic life.) The Recovery Phase in the City is led by the Finance Department, with significant assistance from Community Development, Public Works and other City departments.

Following a declared disaster, the State Governor's Office of Emergency Services (OES) Director will bring together representatives of federal, state, county, and city agencies, as well as representatives of the American Red Cross, to coordinate the implementation of assistance programs and establishment of support priorities. Disaster Application Centers (DACs) may also be established, providing a "one-stop" service to initiate the process of receiving federal, state and local recovery assistance.



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

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



Mitigation

Mitigation efforts occur both before and following disaster events. Post-disaster mitigation is part of the recovery process. Eliminating or reducing the impact of hazards that exist within the City and are a threat to life and property are part of the mitigation efforts. The City's Local Hazard Mitigation Plan (LHMP) provides details and guidance for the City's mitigation strategies.

EOP Activation

The City of Manhattan Beach Emergency Operations Plan will be activated under any of the following conditions:

- On the order of the official designated by the City of Manhattan Beach's Ordinance No. 1259, provided that the existence or threatened existence of a Local Emergency has been proclaimed in accordance with the ordinance. (Ordinance No. 104 defines "emergency" as the actual or threatened existence of conditions of disaster or of extreme peril to the safety of persons and property within the City caused by such conditions as fire, flood, wind, or earthquake).
- When the Governor has proclaimed a State of Emergency in an area including this jurisdiction.
- Automatically on the proclamation of a State of War Emergency as defined in California Emergency Services Act (Chapter 7, Division 1, Title 2, California Government Code).
- A Presidential declaration of a National Emergency.
- Automatically on receipt of an attack warning or the observation of a nuclear detonation.

Upon activation of the EOP the Designated Official shall notify, or cause to be notified the following:

- The Mayor and members of the City Council
- The City Manager
- The Chief of Police



- The Fire Chief
- Department Heads of all City departments with EOP responsibilities
- The Operational Area Emergency Operations Center

Notifications should include the following information, at a minimum:

- Reason for activation
- Time of activation
- Summary of emergency actions already taken, planned, or in progress
- City resources deployed
- Expected duration of emergency (if known)
- Whether outside resources may be needed. (NOTE: this is a situational awareness conversation, not an official Mutual Aid Request. Mutual Aid requests must be made through appropriate SEMS procedures.)

Standardized Emergency Management System (SEMS) and National Incident Management System (NIMS)

Both SEMS and NIMS recognize local jurisdictions are the first line of response for emergency preparedness and response. As stated in the National Response Framework (NRF):

"The responsibility for responding to incidents, both natural and manmade, begins at the local level with individuals and public officials in the county, city or town affected by the incident."

Therefore response is organized in a tiered fashion, starting with the local jurisdiction, supported by county, regional, state and national resources as required. The following section describe the tiered SEMS organization levels:

Local Government

Local governments include cities, counties, and special districts. Local governments manage and coordinate the overall emergency response and recovery activities within their jurisdiction. Local governments are required to use SEMS and NIMS when their emergency



operations center is activated or a local emergency is declared or proclaimed in order to be eligible for state funding of response-related personnel costs.

Operational Area

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

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

SEMS regulations specify that all local governments within a county geographic area be organized into a single operational area and the County Board of Supervisors is responsible for its establishment. The County of Los Angeles is the lead agency for the Los Angeles County Operational Area, which includes the City of Manhattan Beach.

The Operational Area will 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 the OES Southern Region EOC (REOC). The County of Los Angeles EOC will fulfill the role of Operational Area EOC.

Region

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



and coordination of mutual aid and other emergency related activities. The regional level manages and coordinates information and resources among operational areas within the mutual aid region and also between the operational areas and the state level. The regional level also coordinates overall state agency support for emergency response activities within the region.



State

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

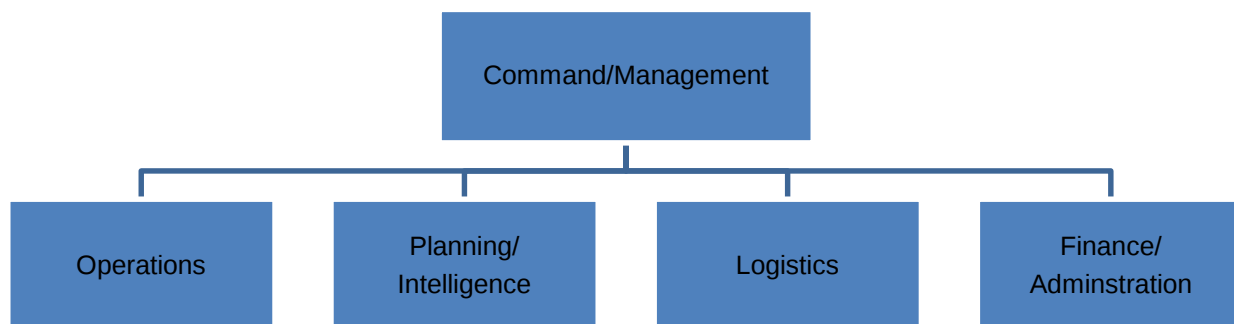
Federal

Though not a defined level within SEMS, the Federal Emergency Management Agency (FEMA) serves as the main federal government contact during emergencies, major disasters and national security emergencies.

SEMS Functions

SEMS requires that every emergency response involving multiple jurisdictions or multiple agencies include the five functions identified below. These functions must be applied at each level of the SEMS organization.

Figure 3: SEMS Functions



Command/Management

Command is responsible for the directing, ordering, and/or controlling of resources at the field response level. Management is responsible for overall emergency policy and coordination at the SEMS EOC levels.

Operations



The Operations Section is responsible for coordinating and supporting all jurisdictional operations in support of the response to the emergency. At the Field Level, the Operations Section is responsible for the coordinated tactical response directly applicable to, or in support of the objectives in accordance with the Incident Action Plan (IAP). In the EOC, the Operations Section Coordinator manages functional coordinators who share information and decisions about discipline-specific operations.

Logistics

Logistics is responsible for providing facilities, services, personnel, equipment and materials in support of the emergency. Unified ordering takes place through the Logistics Section Ordering Managers to ensure control and accountability over resource requests. As needed, Unit Coordinators are appointed to address the needs for communications, food, medical, supplies, facilities and ground support.

Planning/Intelligence

Planning/Intelligence is responsible for the collection, evaluation and dissemination of operational information related to the incident for the preparation and documentation of the IAP at the Field Level or the AP at an EOC. Planning/Intelligence also maintains information on the current and forecasted situation and on the status of resources assigned to the emergency or the EOC. As needed, Unit Coordinators are appointed to collect and analyze data, prepare situation reports, develop action plans, set Geographic Information Systems (GIS) priorities, compile and maintain documentation, conduct advance planning, manage technical specialists and coordinate demobilization.

Finance/Administration

Finance/Administration is responsible for all financial and cost analysis aspects of the emergency and for any administrative aspects not handled by the other functions. As needed, Unit Leaders are appointed to record time for incident or EOC personnel and hired equipment, coordinate procurement activities, process claims and track costs.

Continuity of Government

A major disaster or national security emergency could result in the death or injury of key government officials and/or the partial or complete destruction of established seats of



government, and public and private records essential to continued operations of government. Government at all levels is responsible for providing continuity of effective leadership, authority and adequate direction

of emergency and recovery operations. The California Government Code Section 8643(b) and the Constitution of California provide the authority for state and local government to reconstitute itself in the event incumbents are unable to serve. EOC Manual - Management Section provides complete details on the Continuity of Government Program in California.

Emergency Declarations

As necessary, the Emergency Operations Center (EOC) will be activated and EOC staff will convene to evaluate the situation and make recommendations for a possible Local Declaration. There are four types of emergency declarations possible. They are:

Local Declaration

A Local Declaration will usually be proclaimed for large-scale emergencies or disasters threatening the safety of the persons and property within the City of Manhattan Beach. Typically, EOC staff will discuss the emergency situation. If warranted, Ordinance No. 1259 authorizes the City Manager or City Council to issue a Local Declaration. The City Council must formally ratify the declaration within seven days. The Proclamation of a Local Declaration provides the City of Manhattan Beach with legal authority to:

- Request the governor proclaim a State of Emergency.
- Issue or suspend orders and regulations necessary to provide the protection of life and property, including issuing orders or regulations imposing a curfew.
- Exercise full power to request mutual aid from state agencies and other jurisdictions.
- Require the emergency services of any Manhattan Beach official or employee.
- 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 per Article 17 of the Emergency Services Act.

State of Emergency

A State of Emergency may be proclaimed by the Governor when a City or County declares an emergency. The Governor may also declare a State of Emergency when conditions of disaster

or extreme peril exist, which threaten the safety of persons and property within the state. Whenever the Governor declares a State of Emergency the following will apply:

- Mutual aid shall be rendered as needed.
- The Governor shall have the right to exercise all police powers vested in the State by the Constitution and the laws of the State of California within the designated area.
- The Governor may suspend 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 media) in carrying out the responsibilities of his office.
- The Governor may promulgate, issue and enforce orders and regulations deemed necessary.

State of War Emergency

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

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

Presidential Declaration

If an emergency is beyond the ability of local and state government to manage effectively, the Governor will request federal assistance. The Federal Emergency Management Agency (FEMA) evaluates the request and recommends an action to the White House based on the disaster, the local community, and the state's ability to recover.



The President approves the request for federal disaster funding or FEMA informs the governor it has been denied. This decision process could take a few hours or several weeks depending on the nature of the disaster. Following a Presidential Declaration, federal assistance is available to supplement the efforts and resources of state and local governments to alleviate public and private sector damage and loss.

Public Information

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

Public awareness and education prior to any emergency are crucial to successful public information efforts during and after the emergency. The pre-disaster awareness and education programs must be viewed as equal in importance to all other preparations for emergencies and receive an adequate level of planning. These programs must be coordinated among local, state and federal officials to ensure their contribution to emergency preparedness and response operations.

Community Outreach

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

Manhattan Beach Disaster Web Information

The City maximizes use of its website to provide the public with disaster related public education materials and emergency public information. In the future emergency public information could possibly include specific locations of hazmat incidents, fires, earthquakes, road closures, shelter/aid stations, and other relevant incident information. In addition, links could provide incident summaries, up-to-the-minute announcements, shelter information,



press notifications, a family reunification search, City requests for donations that might be necessary during an emergency, and emergency preparedness tips.

In addition to the website, the City's main telephone line is 310-802-5000. This landline access provides an excellent means for providing real-time information to the public. In addition to web and telephone access, disaster information will be available through KNX 1070AM (radio channel).

Procedures for Emergency Public Information are addressed in EOC Manual - Management Section.

Community Emergency Response Team (CERT)

The Manhattan Beach Community Emergency Response Team Association (MBCERTA) is an all-volunteer, non-profit organization created to enhance disaster preparedness and emergency response for the citizens of Manhattan Beach. MBCERTA accomplishes this through participation in community awareness events, various training programs and drills, and by providing volunteer support to the Manhattan Beach Fire and Police Departments when a disaster strikes or upon activation by the Manhattan Beach Fire or Police Departments in the event of an emergency. MBCERTA also trains and drills with other CERT organizations in the South Bay.



ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

General

All participating agencies and response organizations will have various roles and responsibilities throughout an emergency. Therefore, it is critical the local command structure be established to support response and recovery efforts and maintain a significant amount of flexibility to expand and/or contract as the situation evolves. Typical duties may also change depending on the severity and size of the incident(s) and the availability of local resources. Because of this, it is also important to develop and maintain depth within the command structure and response organizations.

The City of Manhattan Beach conducts all emergency management functions in accordance with SEMS and NIMS. During an emergency, the City has the responsibility to manage and coordinate the overall emergency response and recovery activities. The Emergency Services Coordinator along with each Department is responsible for ensuring critical staff are identified and trained at a level enabling effective execution of existing response policies, plans, and procedures.

Organization

In the event of an EOC activation, each city department and selected allied agency are assigned specific functions to support emergency management operations. These assignments may involve direct participation within the EOC or provide indirect support. See the Emergency Organization Matrix on the following page for Primary (P) and Support (S) roles for each department or agency.

Figure 4: City of Manhattan Beach Emergency Organization Matrix and Primary Department Assignments

Position	Finance	GIS	Community Development	City Clerk	City Manager's Office	Parks & Recreation	Fire	Police	Public Works	Information Systems	Human Resources	Purchasing
MANAGEMENT SECTION					P							



Position	Finance	GIS	Community Development	City Clerk	City Manager's Office	Parks & Recreation	Fire	Police	Public Works	Information Systems	Human Resources	Purchasing
EOC DIRECTOR					P, S							
PUBLIC INFORMATION OFFICER					P, S			P				
LIAISON OFFICER	S			P								
SAFETY OFFICER								S	P			
SECURITY OFFICER						S		P				
EOC COORDINATOR							P	S				
OPERATIONS SECTION												
OPERATIONS SECTION CHIEF							S	P	S			
FIRE & RESCUE							P	S				
LAW ENFORCEMENT							S	P				
CONSTRUCTION & ENGINEERING			S							P		
HEALTH & WELFARE					S	P						
PLANNING & INTELLIGENCE SECTION												
PLANNING & INTELLIGENCE SECTION CHIEF			P					S				
SITUATION ANALYSIS			P						S			
MAPPING		P, S										
DOCUMENTATION	S		P			S				S	S	
ADVANCE PLANNING			P				S	S				
DEMOBILIZATION			P									
TECHNICAL SPECIALIST (as needed)												
LOGISTICS SECTION												



Position	Finance	GIS	Community Development	City Clerk	City Manager's Office	Parks & Recreation	Fire	Police	Public Works	Information Systems	Human Resources	Purchasing
LOGISTICS SECTION CHIEF										P	S	S
RESOURCE TRACKING	P										S	
INFORMATION & COMMUNICATIONS SYSTEM										P, S		
TRANSPORTATION						P, S						
PERSONNEL			S								P	
SUPPLY & PROCUREMENT	S											P
FACILITIES						P			S			
FINANCE & ADMINISTRATION SECTION												
FINANCE & ADMINISTRATION SECTION CHIEF	P			S								
RECOVERY	P											
TIME KEEPING	P											
PURCHASING	P											
COMPENSATION & CLAIMS											P	
COST ACCOUNTING	P											

Organization Roles and Responsibilities

Roles and responsibilities of individual city departments, other levels of government, private sector, nongovernmental organizations and individuals and households are described below to further clarify the City's emergency management structure:

Manhattan Beach

City Council



- Communicate with other Elected Officials
- Consult with and assist in making important decisions with the Director of Emergency Services that might affect overall policy direction
- Assist with the dissemination of public information
- Proclaim the existence of a local emergency

Office of City Manager

- Staff EOC Director position
- Staff EOC Public Information Officer position
- Liaison with City Council
- Organizing, staffing, and operating the EOC
- Operating communications and warning systems
- Providing information and guidance to the public
- Maintaining information on the status of resources, services, and operations
- Directing overall operations
- Obtaining support for the City of Manhattan Beach and providing support to other jurisdictions as needed
- Identifying and analyzing potential hazards and recommending appropriate countermeasures
- Collecting, evaluating, and disseminating damage assessment and other essential information
- Providing status and other reports to the Los Angeles County Operational Area via the Emergency Services Coordinator

City Clerk

- Staff EOC Liaison Officer position
- Provide for a secure and safe place for all vital records of the City
- Must be present at City Council meetings and is responsible for recording the minutes
- Assist with the Local Emergency Proclamation and Resolution process

Fire

- Staff EOC Coordinator position
- Staff Fire and Rescue Branch



- Respond to all types of fires, including structure, vegetation, and those involving vehicles or aircraft
- Assist with medical aids from injuries or medical conditions
- Respond to all types of hazardous materials spills, exposures, and releases
- Assist with rescues such as swift water, steep terrain, vehicle collisions, confined spaces, and structural collapses
- Identify the need and request for mutual aid

Police

- Staff EOC Security Officer position
- Staff EOC Operations Section Chief position
- Staff EOC Law Enforcement Branch
- Maintain law and order of the community
- Protect lives, property and the environment
- Conduct and supervise evacuations
- Provide force protection for fire and other responders
- Access and perimeter control
- Identify the need and request for mutual aid

Public Works

- Staff EOC Safety Officer Position
- Staff EOC Operations Section Chief position
- Staff EOC Construction and Engineering Branch
- Take protective measure to minimize damage to private and public facilities and infrastructure
- Perform infrastructure and building damage assessments
- Perform/arrange for emergency repair of critical infrastructure
- Perform/arrange for debris management

Community Development

- Staff EOC Planning/Intelligence Section Chief
- Staff EOC Situation and Analysis Unit
- Staff EOC Documentation Unit



- Staff EOC Advance Planning Unit
- Staff EOC Demobilization Unit
- Assist with the infrastructure and building damage assessments
- Assist with the review and permit process for the repair or replacement of damaged structures, both public and private

Information Technology

- Staff EOC Mapping Unit
- Provide mapping capabilities to support emergency operations in the EOC and field
- Staff EOC Information and Communications System Unit
- Support computer and phone equipment needs and services in the EOC and field

Parks and Recreation

- Staff EOC Health and Welfare Branch
- Staff EOC Transportation Unit
- Staff EOC Facilities Unit
- Coordinate with American Red Cross to establish and operate emergency shelters
- Assist in any transportation needs to the shelters

Human Resources

- Staff EOC Personnel Unit
- Staff EOC Compensation and Claims Unit
- Process claims for injuries to emergency responders including volunteer disaster service workers
- Act as liaison with contracted third party administrator for workers compensation and risk liability

Finance

- Staff EOC Logistics Chief position
- Staff EOC Finance Chief position
- Staff EOC Resource Tracking Unit
- Staff EOC Recovery Unit
- Staff EOC Time Keeping Unit



- Staff EOC Purchasing Unit
- Staff EOC Cost Accounting Unit
- Manage timekeeping records for the EOC and field
- Staff EOC Supply and Procurement Unit
- Oversee the procurement and allocation of supplies and materials not normally proved through mutual aid channels
- Coordinate recovery efforts
- Maintain cost records
- Maintain list(s) of suppliers for emergency procurements
- Track resource deployment
- Prepare FEMA and State reimbursement paperwork

Outside Agencies

Los Angeles County Disaster Management (DMA) Area G

The City of Manhattan Beach is located in Disaster Management Area "G" along with thirteen (13) other cities in the South Bay. Los Angeles County is divided into eight (8) DMAs, with a Coordinator assigned to each. The Coordinator provides information and assistance to the cities in the DMA, as well as acts as liaison to County, state and Federal agencies.

Los Angeles County Department of Public Health

The Los Angeles County Department of Public Health is the Public Health agency for the City of Manhattan Beach. The Los Angeles County Public Health Officer is responsible for coordinating the response to pandemics, disease outbreaks, and biological terrorist incidents.

Los Angeles County Fire Department

The Los Angeles County Fire Department is designated as the Administering Agency for hazardous materials for the City of Manhattan Beach as required by Chapter 6.95 of the Health and Safety Code. This Emergency Operations Plan complies with and relies on the City's hazardous materials response plan as required by NRT1-A.

Private Sector



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

Nongovernmental Organizations

Nongovernmental organizations (NGOs) play extremely important roles before, during, and after an emergency. For the City of Manhattan Beach, NGOs such as the American Red Cross provide sheltering, emergency food supplies, counseling services, and other vital services to support response and promote the recovery of disaster victims. NGOs collaborate with responders, governments at all levels, and other agencies and organizations. The City has an agreement with the American Red Cross South Bay District to open and operate shelters in the event of an emergency or disaster that requires the evacuation of residents from an area of the City.

Individuals and Households

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

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

Persons with Disabilities and others with Access and Functional Needs

The City of Manhattan Beach, valuing its diverse population and attending to all community needs, strives to comply with the Americans with Disability Act (ADA). This need became evident after significant challenges surfaced following the 1989 Loma Prieta Earthquake and the 1994 Northridge Earthquake. The City must ensure that disaster planning,



response, and recovery takes into consideration the citizens highlighted in the Americans with Disability Act.

To ensure inclusive disaster planning, the City of Manhattan Beach trains members of public safety divisions in cultural sensitivity. This training ensures that these employees are aware of the special needs of community members. The training provided by the Risk Management Department also ensures that employees understand the diversity within the disability community and the limitations placed on disabled citizens inappropriately by unfriendly community facilities and programs. To further strengthen disaster planning, emergency management will work with the public education division to ensure proper outreach to disability-focused agencies for cooperation, involvement, and insight.

After a disaster strikes, response to citizens-in-need will be initiated without prejudice. However, ample opportunity for exclusion may surface when providing disabled citizens with critical needs such as shelter and important recovery information. The City will therefore depend and coordinate with the American Red Cross. According to the 1996 Statement of Operational Relationship between the California Department of Social Services and the American Red Cross, the Red Cross will make every effort possible to select shelter sites that are accessible for citizens with disabilities and work to include compensatory equipment in their shelter design. Furthermore, the American Red Cross will provide disabled shelter residents with appropriate literature and, through the use of their human relations liaisons, they will ensure the needs of their clients are being met in accordance with the ADA. The City of Manhattan Beach will work closely with the American Red Cross, California Department of Social Services, County of Los Angeles Department of Public Social Services, and the California Department of Rehabilitation to ensure that other response and recovery needs such as food, transportation, and communication are appropriately addressed.

The National Response Framework (NRF) recognizes that effective emergency management must involve the whole community; private sector, non-governmental agencies, and individual citizens, in conjunction with the participation of local, county and state governments.



DIRECTION, CONTROL, AND COORDINATION

EOC Coordination

EOC Activation

Generally the City' s EOC will be activated to coordinate the City' s response to natural, human-caused or technological incidents/disasters. EOC Operations will be conducted in accordance with procedures documented in the Manhattan Beach Emergency Operations Center Manual.

Coordination of Field Operations

During EOC activation, field operations will be conducted by various departments in accordance with their assigned EOP responsibilities and departmental Standard Operating Procedures (SOPs) and/or departmental Emergency Operations Plans. During field operations units will maintain active communications with the EOC directly, or via their applicable Department Operations Center (DOC).

Coordination with Los Angeles County Operational Area

During an emergency, the Emergency Services Coordinator or designee will establish and maintain communications between the Manhattan Beach EOC and the Los Angeles County Operational Area EOC, by the Operational Area Response and Recovery System (OARRS); by passing information through the South Bay Sheriff' s station; by ham radio via the Disaster Communications System (DCS); phone, or radio.

Disaster Management Area G Coordination

Direct coordination/communications may be conducted with neighboring jurisdictions and special districts, as well as with other jurisdictions within Disaster Management Area G with whom the City has established relationships.

EOC Deactivation

Deactivation occurs based on incident status and may occur through a gradual decrease in staffing or all at once, in accordance with procedures detailed in the EOC Manual. The Los Angeles Operational Area EOC, if activated, or the Los Angeles County Office of Emergency Management (OEM) must be notified when the Manhattan Beach EOC is deactivated.



EOC Primary and Alternate Location

The City's primary EOC is located at the Fire Department Headquarters, 400 15th Street, Manhattan Beach, CA 90266. The Public Works Department's Operations Center (DOC), located at 3621 Bell Avenue, Manhattan Beach, CA 90266, serves as the alternate EOC.

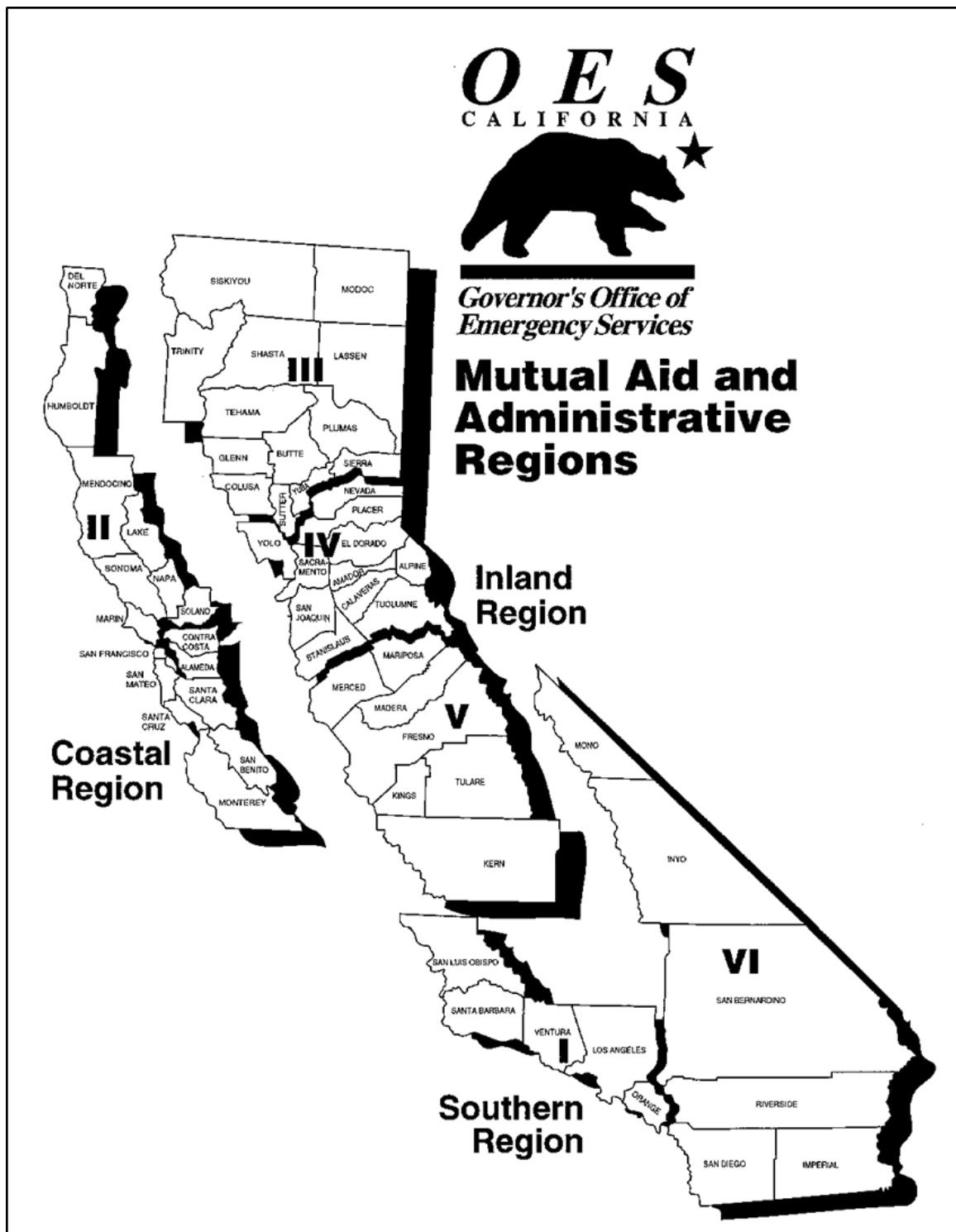
Mutual Aid

California participates in a statewide mutual aid system that is designed to ensure additional resources are provided to jurisdictions whenever their own resources are exhausted. The basis for the system is the California Disaster and Civil Defense Master Mutual Aid Agreement (MMAA). The agreement obligates each signatory entity to provide aid to each other during an emergency without expectation of reimbursement. Under specific conditions, federal and state monies may be appropriated to reimburse public agencies that aid other jurisdictions. If other agreements, memoranda and contracts are used to provide assistance for consideration, the terms of those documents may affect disaster assistance eligibility and local entities may only be reimbursed if funds are available.

Mutual Aid Regions and Systems

To facilitate the coordination and flow of mutual aid and other emergency operations, the State is divided into six Mutual Aid Regions. The City of Manhattan Beach is located in Region I.

Figure 5: State Mutual Aid Region Map





There are four approved, formal Mutual Aid Systems in California. Those systems are:

- Fire and Rescue
- Law Enforcement
- Coroner
- Emergency Management (resources not covered by the other three systems)

Other informal mutual aid involves, but is not limited to the interchange of:

- Public Information
- Medical and Health
- Communications
- Transportation Services
- Facilities
- Hazardous Materials Mutual Aid System
- Public Works
- Volunteer and Private Agencies

Mutual Aid Coordination

Formal mutual aid requests will follow specified procedures and are processed through pre-identified mutual aid coordinators. Mutual aid requests will follow discipline-specific chains (e.g., fire, law enforcement, emergency manager, etc.) from one level of government to the next. The mutual aid coordinator receives the mutual aid request and coordinates the provision of resources from within the coordinator's geographic area of responsibility. In the event resources are unavailable at one level of government, the request is forwarded to the next higher level of government to be filled.

- **Field Level Requests:** Requests for MMAA resources originate from the Field Level and are managed by the Incident Commander (IC). If the IC is unable to obtain the resource through existing local channels, the request is elevated to the next successive government level until obtained or cancelled.
- **Local Government Request:** Local jurisdictions are responsible for the protection of life and property within the municipal geographic boundaries. The local jurisdiction



where the incident occurred should assess its resource inventory and existing local agreements to determine if the requested resource is available. When locally committed resources are exhausted and mutual aid is needed, the local official will request assistance from the OA Mutual Aid Coordinator.

- **Operational Area Requests:** The OA is a composite of its political subdivisions, (i.e. municipalities, contract cities, special districts and county agencies). The OA Mutual Aid Coordinator assesses the availability of resources within the OA and fulfills the resource request based upon that assessment. In the event resources are unavailable at the OA level, the request is forwarded to the responsible Regional Mutual Aid Coordinator to be filled.
- **Region Level Requests:** The state is geographically divided into six Mutual Aid Regions. For Law Enforcement Mutual Aid, Region I is divided into two sub-regions. Each Mutual Aid Region is comprised of multiple Operational Areas and has a Regional Mutual Aid Coordinator. The Regional Mutual Aid Coordinator is granted the authority to coordinate the mutual aid response of discipline-specific resources within the Region to support a mutual aid request by a jurisdiction also within the Region. In the event resources are unavailable at the Region level, the request is forwarded to the State Mutual Aid Coordinator to be filled.
- **State Level Requests:** On behalf of the Governor, the Secretary of Cal OES has the responsibility for coordination of state mutual aid resources in support of local jurisdictions during times of emergency. The Secretary will analyze and coordinate the request by forwarding the request to an unaffected REOC or tasking an appropriate state agency to fill the need.

The Figure 6: **Discipline Specific Mutual Aid Systems** documents the flow of information, resource requests and resources with specific mutual aid agreements relative to the SEMS organization levels.

The Figure 7: **Flow of Requests and Resources** depicts the resource management process for the state under SEMS. In this model, the affected local government has the ability to access all stakeholders at all levels of the system.

Figure 6: Discipline Specific Mutual Aid Systems

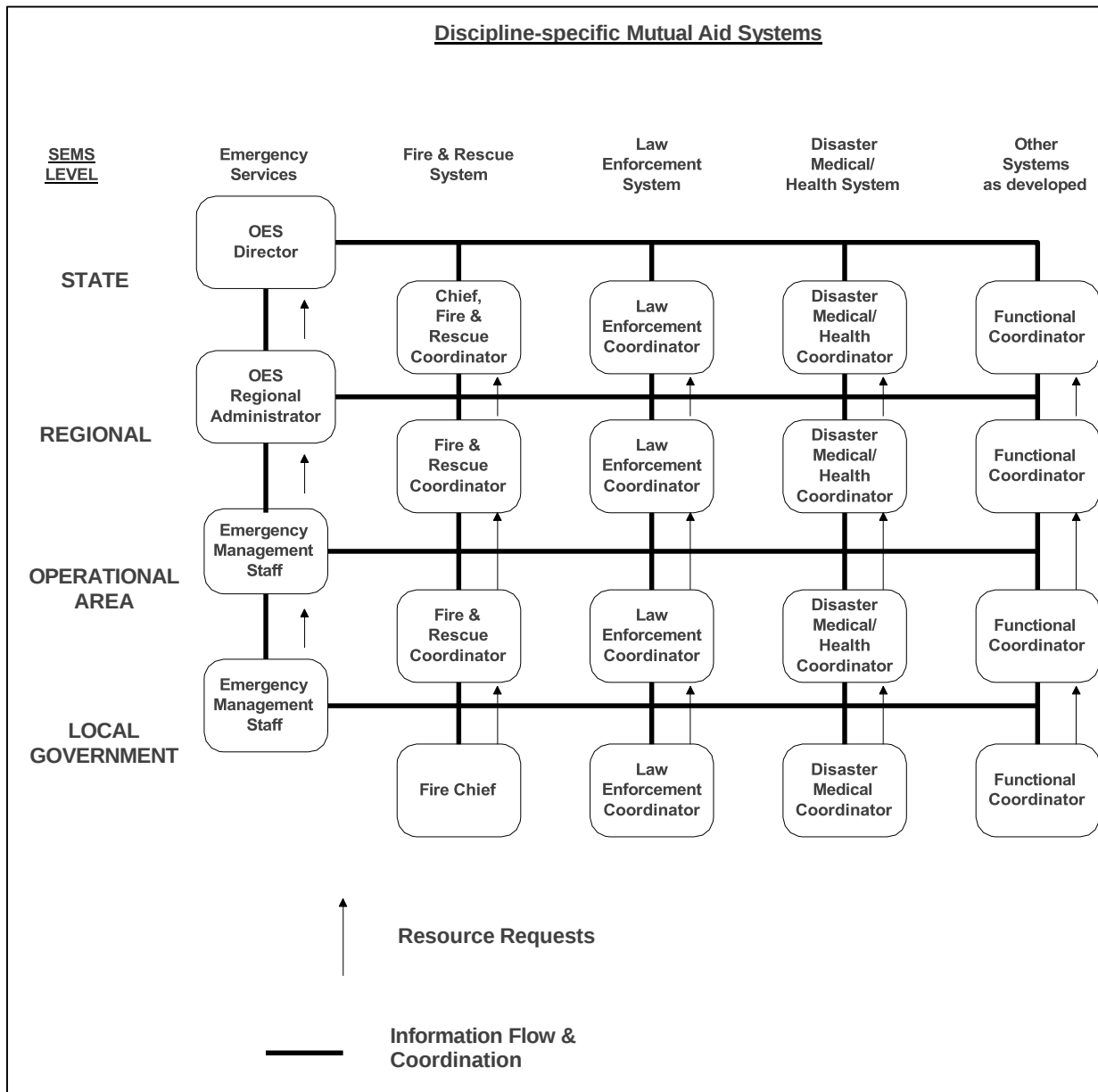
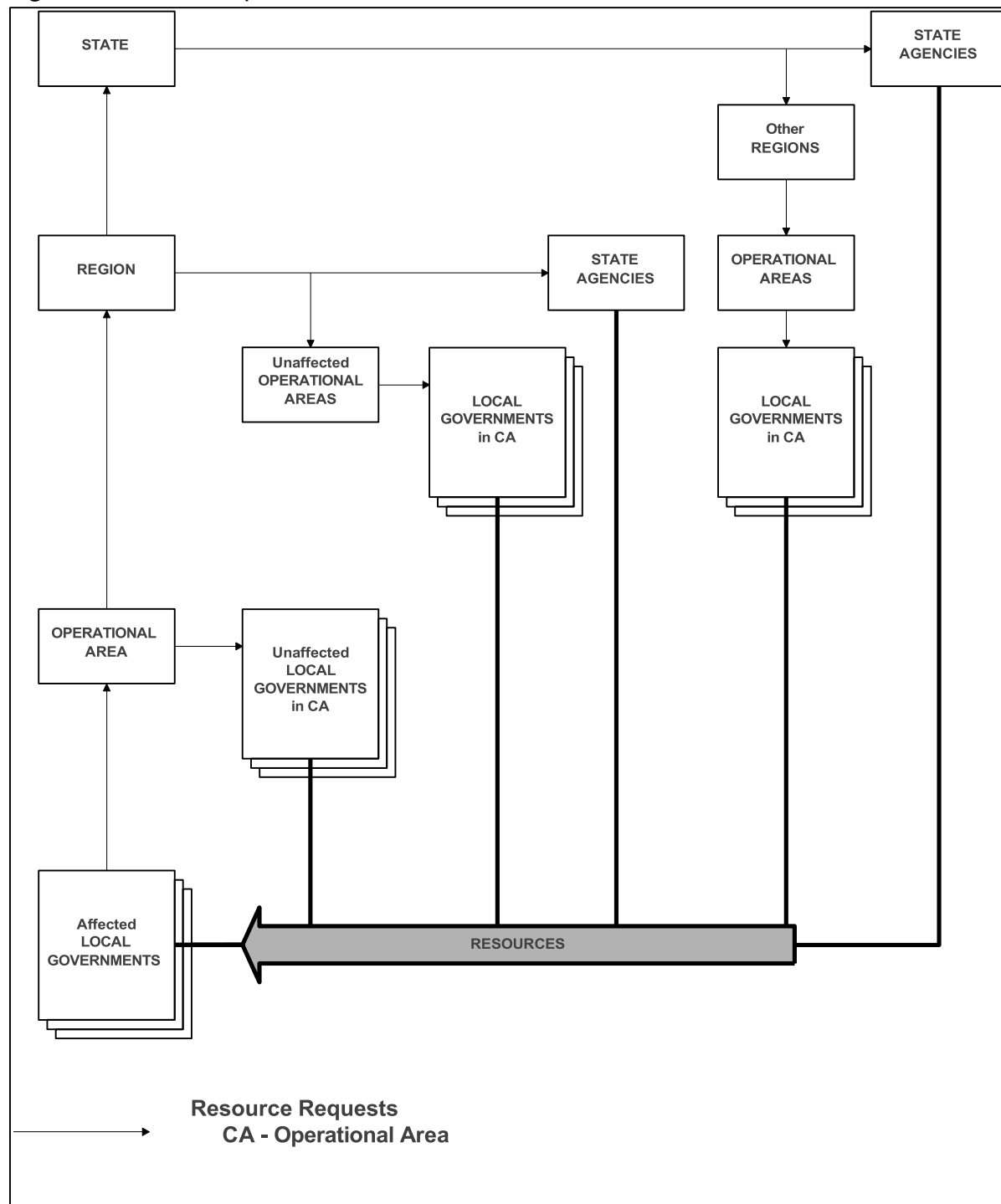




Figure 7: Flow of Requests and Resources





Interstate Mutual Aid

Mutual aid may also be obtained from other states. California is a member of the interstate Emergency Management Assistance Compact (EMAC), a congressionally ratified organization that provides form, structure and procedures for rendering emergency assistance between states. After a state of emergency declaration, California can request and receive reimbursable assistance through EMAC for other member states quickly and efficiently without issues of liability. The Secretary of Cal OES and the states' EMAC Coordinator are responsible for facilitating requests for assistance pursuant to EMAC.

Volunteer and Private Mutual Aid

A significant component of our mutual aid system is through volunteer and private agencies. These include agencies such as the American Red Cross (ARC) and Salvation Army who mobilize to provide assistance with mass care and sheltering. During these large-scale incidents, these agencies will typically provide a representative to the Manhattan Beach EOC.

Many private agencies, churches, non-profits and other organizations offer to provide their assistance during emergencies. If needed, the City may request the agency to provide a liaison to the EOC to help facilitate and coordinate mutual aid.

Federal Assistance

When resources are not available within the state or through existing agreements with other states, California may request assistance from the federal government. Requests for federal assistance during an emergency will be coordinated through the State Operations Center (SOC).

Requests for Mutual Aid

When local resources are exhausted and additional resources are required, resource requests (mission tasking) will follow an established process for ordering, tracking, mobilizing and demobilizing. For discipline-specific requests see the Mutual Aid section of this document. All other resource requests will go through Los Angeles County OEM. Resource requests for equipment, personnel or technical assistance not available to the County will be coordinated with the REOC then with the SOC. Once the request is coordinated, approved, and resources deployed, the Resource Tracking Unit, in coordination with the Operations' Branches, is responsible for tracking the resources.



For the City of Manhattan Beach, the EOC Director will initiate Mutual Aid requests. Mutual Aid requests will be prepared by the EOC Logistics Section using ICS 213 Resource Request Form and submitted to the Operational Area EOC per SEMS requirements. The City of Manhattan Beach will make mutual aid requests through the Los Angeles County Operational Area via OARRS (primary), telephone or Operational Area Radio 1.

Resource ordering: All resource requests must include the following:

- Clearly describe the current situation
- Describe the requested resources
- Specify the type or nature of the service the resource(s) will provide
- Provide delivery location with a common map reference
- Provide local contact at delivery location with primary and secondary means of contact
- Provide the name of the requesting agency and/or OA Coordinator contact person
- Indicate time frame needed and an estimate of duration
- Resource requests involving personnel and/or equipment with operators will need to indicate if logistical support is required, (e.g., food, shelter, fuel and reasonable maintenance)

INFORMATION COLLECTION, ANALYSIS, AND DISSEMINATION

The Manhattan Beach EOC is responsible for gathering timely, accurate, accessible and consistent intelligence during an Emergency. The flow of reporting should occur as:

- **Field:** Field reports should be disseminated to the EOC.
- **EOC:** The EOC will summarize reports received from the field, Department Operation Centers (DOCs) and other reporting disciplines, and send to the Operational Area (OA) EOC.
- **OA EOC:** The OA EOC will summarize reports received from responsible local EOCs, county field units, county DOCs and other reporting disciplines, and forward to the Cal OES Regional Emergency Operations Center (REOC).

Preliminary Reports



Preliminary Reports are used during the first two (2) hours of an emergency to provide an initial picture of the scope and magnitude of the current situation.

Situation Reports

Situation Reports are brief narratives that present a concise picture of the emergency situation and are prepared for a specific time period. At the beginning of an emergency response, the EOC management and planning staff will determine appropriate times for submitting data and issuing Situation Reports. The Situation Report is intended for use after the first two (2) hours of an emergency and can be updated as requested or needed.

Flash Reports

Flash Reports are used for transmitting critical, time-sensitive information apart from the regularly scheduled Preliminary Reports or Situation Reports. For example, a Flash Report would be used to report an impending dam failure or a receipt of a Federal Declaration of a Major Disaster.



COMMUNICATIONS

In coordination with established public safety warning protocols, the Manhattan Beach EOC will manage the dissemination of timely and suitable warnings to the threatened population in the most effective and possible manner. Warning information will be issued as quickly as a threat is detected. Typically, warnings will be issued during flash flooding events, major hazardous material incidents, public health emergencies, fast-moving fires, severe weather conditions, and potential acts of violence. Warnings may also be issued whenever a threat is perceived and the potential for assuring public safety is possible through rapid alerting.

Alert and Warning Mechanisms

Depending upon the threat and time availability, the EOC will initiate alerts and warnings utilizing any of the following methods:

- Emergency Alert System (EAS)
- Alert LA County
- 211 LA County (through Los Angeles County)
- NIXLE
- Facebook
- Twitter
- KNX 1070AM
- Manhattan Beach Website



ADMINISTRATION, FINANCE AND LOGISTICS

Administration

The administration function manages all administrative, financial, and cost analysis aspects of the incident. Initially, this work may be done in the EOC, but after the EOC is deactivated the activities can also be conducted from the city department locations.

Documentation

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

Damage Assessment

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

- **Initial Damage Assessment (IDA)** – This assessment begins immediately after the incident occurs and helps to determine life safety issues, identify hardest hit areas, and to estimate the damaged infrastructure within the jurisdiction. The initial damage assessment determines whether more detailed damage assessments are necessary and identifies certain areas where continued efforts should be concentrated.
- **Preliminary Damage Assessment (PDA)** – This assessment is done to verify the initial damage assessment (especially for state/federal assistance). A FEMA/State team will



usually visit local jurisdictions and view their damage first-hand to assess the scope of damage and estimate repair costs. The assessment also identifies any unmet needs that may require immediate attention.

After Action Reporting

SEMS and NIMS protocols require any city, city and county, or county declaring a local emergency for which the Governor proclaims a State of Emergency, to complete and transmit an After-Action Report (AAR) to Cal OES with ninety days of the close of the incident period.

The AAR will serve as a documented source for the City of Manhattan Beach' s emergency response during that incident. It will also be utilized to develop a work plan for implementing improvements. The AAR will include an overview of the indent, including attachments, and will address specific assessments of the functions during the response.

The Emergency Services Coordinator, with assistance from the Finance Department is responsible for the completion and distribution of the AAR to Los Angeles County OEM and Cal OES within the required ninety-day timeframe.

Finance

The City of Manhattan Beach may be reimbursed from insurance, state and/or federal sources for disaster-related expenses. Accurate record keeping will assist the recovery process for the said expenses after an incident.

Eligible Expenses

Eligible costs are extraordinary costs incurred while providing emergency services required by the direct impact of a declared disaster and which service was the responsibility of the applicant agency. Eligible costs are generally considered to be the net costs over and above any increased revenue or subsidy for the emergency service. Ineligible expenses include costs for standby personnel and/or equipment and lost revenue.

Recordkeeping Requirements

State and federal governments require detailed information to support claims for reimbursement. Funding will be approved or denied based upon the information supplied



by applicant agencies. Documentation supporting all costs claimed will be required, and all information must relate back to the original source records. The following guidelines should be followed when documenting disaster-related reimbursable expenses:

- Costs and revenues associated with emergency operations should be segregated from normal operation expenses.
- Separate records should be maintained for each vehicle and piece of heavy equipment used for emergency operations.
- Vehicle and equipment documentation should include the miles and/or hours operated by location and by operator.
- Vehicle operating expenses should include fuel, tires, tubes, and maintenance.
- Labor costs should be compiled separate from vehicle and/or equipment expenses.
- Equipment documentation should include exactly where the equipment was used and for what; hours and minutes used; and the name of the equipment operator if applicable.
- Revenues and subsidies for emergency operations must be subtracted from any costs claimed.
- Requisitions, purchase orders, and invoices must be maintained for all supplies, materials and equipment expenses claimed.
- Cost for supplies and materials must include documentation of exactly where resources were used and for what purpose.
- All non-competitive procurements must be justified.

Expenditure tracking should commence in any occurrence of an incident that requires expense

of labor, equipment used, materials, and other expenses. The Incident Commander(s), EOC Director and EOC staff are responsible for maintaining written records of all disaster-related personnel overtime, requests for supplies, equipment and contract personnel, and receipts for emergency purchases of supplies, equipment and other disaster-related expense. The City will activate a special



coding

for emergency expenditure tracking which is used for both labor and equipment.

The Finance Section will compile reports, including total expenditures by category. The Finance Section Chief will submit a summary report on total costs to the EOC Director as requested.

This information will be used for state and federal disaster assistance applications. The expenditure data and documentation is vital to state and federal agencies for requesting financial assistance during and after the incident.

Logistics

The Logistics Section provides facilities, services, resources and other support services both to agencies responding to the emergency, and to meet internal EOC operating requirements.



PLAN DEVELOPMENT AND MAINTENANCE

Plan Development

This Emergency Operations Plan supersedes the previous plan, adopted February 2, 2009. It was developed under the direction of City of Manhattan Beach Fire Department Battalion Chief Scott Hafdell, Emergency Services Coordinator for the City of Manhattan Beach, with the assistance of Battalion Chief Frank Chiella.

Development of the EOP was overseen by the City' s Emergency Preparedness Committee, consisting of:

Name	Agency/Organization
Idris Al-Oboudi	Parks & Recreation
Jan Buike	Parks & Recreation
George Butts	CERT
Frank Chiella	Fire Department
Scott Combs	Police Department
Leilani Emnace	Information Technology
Gwen Eng	Finance Department
Scott Hafdell	Fire Department
Andy Harrod	Police Department
Ron McFarland	Building & Safety
Janna Payne	Human Resources
Tatyana Peltekova	Management Services
Jeffrey Robinson	Area G DMAC
Raul Saenz	Public Works
Bonnie Shrewsbury	Information Technology
Liza Tamura	Management Services
Christine Tomikawa	Human Resources



Plan Maintenance

The City of Manhattan Beach Fire Department Battalion Chief designated as the City' s Emergency Services Coordinator is responsible for maintaining the Plan. The Plan will be reviewed every three years to ensure that plan elements are valid and current. Each responsible department or agency will review and upgrade its portion of the plan and/or modify its SOP as required based on identified deficiencies experienced in drills, exercises or actual occurrences. Changes in government structure and emergency response organizations will also be considered in the plan revisions. The Emergency Management Coordinator is responsible for distribution of Plan revisions in accordance with Figure 1: EOP Distribution List.



TRAINING AND EXERCISES

The City's Emergency Services Coordinator (Manhattan Beach Fire Department Battalion Chief) is responsible for coordination and scheduling of training and exercising of this plan. The City of Manhattan Beach's Emergency Management Organization will conduct regular exercises of this plan to train all necessary City staff in the proper response to disaster situations.

An exercise is a simulation of a series of emergencies for identified hazards affecting the City. During these exercises, emergency response organizations are required to respond as though a real emergency had occurred. The public will be made aware of these exercises through normal media communications.

The plan will be evaluated through actual use, trainings, and exercises. The results of the evaluations will be gathered and reviewed by the Emergency Services Coordinator. The Coordinator is responsible for making revisions to the Emergency Operations Plan that will enhance the conduct of response and recovery operations. The Coordinator will prepare, coordinate, publish and distribute any necessary changes to the plan to all City departments and other agencies as shown on the Distribution List on page 10. The Coordinator will also review documents that provide the legal basis for emergency planning to ensure conformance to SEMS/NIMS requirements and modify as necessary.

The appropriate SEMS/NIMS/ICS training, e.g. IS-100 Basic Incident Command System and IS-700 National Incident Management System, or the equivalent, will be provided to all responders, commensurate with individual responsibilities. Exercises will be conducted utilizing the concepts and principles of the SEMS/NIMS.



AUTHORITIES AND REFERENCES

Authorities

Federal

- Robert T. Stafford Disaster Relief and Emergency Assistance Act of 1988 (Public Law 93-288, as amended)
- Federal Civil Defense Act of 1950 (Public Law 920), as amended
- Homeland Security Presidential Directive 5, Management of Domestic Incidents, February 28, 2003
- Homeland Security Presidential Directive 8, National Preparedness, December 17, 2003
- The Code of Federal Regulations, Title 44, Chapter 1, Federal Emergency Management Agency, October 1, 2007

State

- California Emergency Services Act (CA government Code Section 8550 et. seq.)
- California Disaster Assistance Act (CA government Code Section 8680 et. seq.)
- California Code of Regulations Title 19, (Standardized Emergency Management System)
- California Civil Code, Chapter 9, Section 1799.102 – Good Samaritan Liability
- California Disaster and Civil Defense Master Mutual Aid Agreement

Local

- Emergency Services Ordinance adopted by the City Council (Ordinance No. 1259, November 16, 1971)
- Resolution adopting the Master Mutual Aid Agreement (Resolution No. 4986)
- Resolution adopting Public Works Mutual Aid Agreement with Los Angeles County (Resolution No. 4690)
- Resolution adopting Workmen's Compensation Benefits for Disaster Service Work (Resolution No. 3479)
- Resolution adopting Workers' Compensation Benefits to Reserve/Volunteer Police Officers and City Volunteers (Resolution No. 5137)
- Adoption of Multi-Functional Disaster Plan (Minutes dated February 4, 1992)



References

Federal

- National Incident Management System (NIMS)
- National Response Framework, as revised
- Department of Homeland Security Comprehensive Preparedness Guide (CPG) 101

State

- California State Emergency Plan, July 2009 edition
- Standardized Emergency Management System (SEMS)
- California Disaster Assistance Act (CDAA)
- Continuity of Government in California (Article IV, Section 21 of the State Constitution)
- California Law Enforcement Mutual Aid Plan
- California Fire Service and Rescue Emergency Mutual Aid Plan



Local

- Los Angeles County Operational Area Emergency Response Plan
- City of Manhattan Beach City Charter



APPENDICES

APPENDIX A: Glossary and Acronyms

Glossary

A

Action Plan

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

Aerial Surveys

An aerial assessment of the damaged area. Information gathered includes the level and extent of damage, as well as identifying potentially hazardous areas for further on-site inspection.

Agency Representative

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

Alquist-Priolo Special Study Zone

Area within which special studies are required prior to building structures for human occupancy.

American Red Cross

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

Annex

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



Area Command

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

Attachment

Supporting material related to a plan or annex used to elaborate or provide additional detail.

Attack (Nuclear or Conventional)

Any hostile action taken against the United States which results in destruction of military or civilian targets through use of nuclear or conventional weapons.

Avoidance

Measures taken, including relocation of persons and prohibition of construction, in areas susceptible to risk.

B

Base

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

Branch

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



C

Cache

A pre-determined complement of tools, equipment, and/or supplies stored in a designated location, available for incident use.

California Emergency Council

The official advisory body to the Governor on all matters pertaining to statewide emergency preparedness.

Camp

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

Care and Shelter

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

Casualty Collection Point (CCP)

Sites pre-designated by county officials for the congregation, triage, austere medical treatment, relatively long-term holding, and evacuation of casualties following a major disaster.

Community Emergency Response Team (CERT)

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

Chain of Command

A series of management positions in order of authority.



Check-in

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

Checklist

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

Civil Air Patrol

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

Civil Disorder

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

Compacts

Formal working agreements among agencies to obtain mutual aid.

Complex

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

Comprehensive Emergency Management

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

- a) Mitigation – pre-event planning and actions which aim to lessen the effects of potential disasters.
- b) Preparedness – those activities which governments, organizations, and individuals develop to save lives and minimize damage.
- c) Response – those actions taken to save life, protect health and property, and minimize damage to the environment.



- d) Recovery – short and long-term activities which improve or return all systems to normal.

Concept of Operations

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

Construction Practices

Codes, standards, and specifications that apply to repairs, alterations, or new construction of a facility or structure.

Contamination

Deposits of radioactive or other toxic materials that occur on the surfaces of structures, areas, objects, people's bodies, flora, and fauna.

Contingency Plan

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

D

Dam Failure

Partial or complete collapse of a dam causing downstream flooding.

Decontamination/Contamination Control Radioactive Materials.

The reduction or removal of radioactive material from a structure, area, person, or object. A surface may be treated, washed down, or swept to remove the contamination. Contamination can also be controlled by isolating the area or object contaminated, and letting the material stand. Decontamination consists of removing contaminants or changing their chemical nature to innocuous substances.



Demobilization Unit

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

Destructive Force

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

Direction and Control (Emergency Management)

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

Disaster Recovery Center (DRC)

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

Disaster Field Office (DFO)

A central facility established by the Federal Coordinating Officer within or adjacent to an affected area. DFOs are used to coordinate and control state and federal efforts, which support disaster relief and recovery operations.

Disaster-Proofing

Alterations to or modifications of facilities that can substantially reduce or prevent future damage to facilities.

Disaster Service Worker

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



Disaster Support Area (DSA)

A special facility where disaster relief resources can be received, stockpiled, allocated, and dispatched. A separate portion of the area may be used to receive and provide emergency treatment to casualties and for their transfer to adequate medical care facilities.

Disaster Welfare Inquiry (DWI)

A service that provides health and welfare reports about relatives, friends and coworkers believed to be in a disaster area.

Documentation Unit

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

Dose

Accumulated or total exposure to gamma radiation, commonly expressed in REM.

Dosimeter

An instrument for measuring and registering total accumulated exposure to gamma radiation.

Drought

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

E

Earthquake

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

Economic Stabilization

The government's use of direct and indirect controls to stabilize the economy during emergencies. Direct controls include such actions as the setting or freezing of wages, prices,



and rents, or the direct rationing of goods. Indirect controls can be put into effect by the government through the use of monetary, credit, tax, or other policy measures.

Electromagnetic Pulse (EMP)

Energy released by detonation of a nuclear weapon at high altitudes. This energy can cause damage or malfunction in unprotected electrical systems, including broadcast stations.

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

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

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

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

Emergency Alert System (EAS)

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

Emergency Broadcast System (EMS)

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

Emergency Communications Center (ECC)

That facility designated by a political entity as a focal point for receiving and transmitting emergency communications.



Emergency Congregate Care – *see Care and Shelter*

Emergency Dose Limit

The upper limit of radiation a person can absorb without excessive risk to health.

Electromagnetic Pulse (EMP)

The EMP is a small proportion of energy released by detonation of a high altitude nuclear weapon appearing in the form of a high intensity, short duration pulse, somewhat similar to that generated by lightning. EMP can cause damage to unprotected electrical or electronic systems including broadcast stations, car radios, televisions, and battery-operated portable radios.

Emergency Management

The provision of overall operational control or coordination of emergency operations at each level of the statewide emergency organization, whether by the actual direction of field forces or by the coordination of joint efforts of government and private agencies.

Emergency Medical Services

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

Emergency Operations

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

Emergency Operating Center (EOC)

A centralized facility from which emergency operations can be directed and coordinated.

Emergency Operations Center (EOC)

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

Emergency Organization

Civil government augmented or reinforced during an emergency by auxiliaries, volunteers, persons pressed into service, and the private sector.



Emergency Period

A period which begins with the recognition of an existing, developing, or impending situation that poses a potential threat to a community. It includes the waning (where applicable) and impact phases and continues until immediate and ensuing effects of the disaster no longer constitute a hazard to life or threat to property.

Emergency Plans

Documents that describe principles, policies, and methods to be applied in carrying out emergency operations and rendering mutual aid during emergencies, including such elements as continuity of government, emergency functions of governmental agencies, mobilization of resources, and public information.

Emergency Public Information (EPI)

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

Emergency Public Information Center

A designated location adjacent to the EOC shall be designated as the EPIC.

Emergency Public Information System

A network of information officers and their staff at all levels of government that provides information to the public during an emergency.

Emergency Resources Management

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

Essential Facilities

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



Evacuation

Moving people to a safer area.

Evacuee – *see also Relocatee*

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

Expedient Shelter

Any shelter constructed during an emergency or crisis on a “crash basis” by individuals, single families, or small groups of families.

Explosive Ordinance Disposal

The location and deactivation of explosive devices by qualified personnel.

F

Fallout

The fallback to earth of particles contaminated with radiation from a nuclear weapon’ s explosion or from a leak at a nuclear power plant. Early and local fallout refers to those particles, which reach the earth within 24 hours of a nuclear explosion. Delayed or worldwide fallout consists of smaller particles that rise into the stratosphere and are carried by winds to all parts of the earth. Delayed fallout is brought to earth mainly by rain or snow over an extended period of time.

Federal Agency (Federal Definition)

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

Federal Assistance (Federal Definition)

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



Federal Communications Commission (FCC)

Manages radio frequencies. Manages licensing for frequencies and amateur radio operators.

Federal Coordinating Officer (Federal Definition) (FCO)

The person appointed by the President to coordinate federal assistance following an emergency or major disaster declaration.

Federal Disaster Assistance

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

Federal Disaster Relief Act

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

Federal-State Agreement

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

Field Coordination Center

A temporary facility established by the Office of Emergency Services within or adjacent to areas affected by a disaster. It functions under the operational control of the OES mutual aid regional manager and is supported by mobile communications and personnel provided by OES and other state agencies.

First Aid Station

A location within a mass care facility or casualty collection point where disaster victims may receive first aid.



Flood

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

G

Governor's Authorized Representative

The person named by the Governor to execute for the state all necessary documents for disaster assistance, including certification of applications for public assistance.

Governor's Emergency Operations Executive Council

An advisory body to the Governor on the coordination and application of state resources during emergencies and civil disorders.

H

Hazard

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

Hazard Area

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

Hazardous Material

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



Hazardous Materials Incident (Stationary)

Any uncontrolled release of material capable of posing a risk to health, safety, and property. Areas at risk include facilities that produce, process, or store hazardous material, as well as all sites that treat, store, and dispose of hazardous material.

Hazardous Materials Incident (Transportation)

Any spill during transport of material that is potentially a risk to health and safety.

Hurricane/Tropical Storm

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

I

Incident Command Post (ICP)

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

Incident Command System (ICS)

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

Incident Objectives

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

Information Officer

A member of the Command Staff responsible for interfacing with the public and media or with other agencies requiring information directly from the incident. There is only one Information Officer per incident. The Information Officer may have assistants. This position



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

Initial Action

The actions taken by resources which are the first to arrive at an incident.

Initial Response

Resources initially committed to an incident.

Institutionalized Persons

Persons who reside in public or private group quarters rather than households; for example, residents of hospitals, nursing homes, orphanages, colleges, universities, and correctional facilities. These residents generally lack major household possession or transportation, or require special care and custody.

J

Joint Information Center (JIC)

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

Joint Information System (JIS)

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



Joint Operating Center (JOC)

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

L

Land Use Regulations

Zoning for prudent land use, as well as preventative and corrective restrictions on construction, repairs, or alterations of buildings. Preventive restrictions regulate new land use. Corrective restrictions include flood-proofing, acquiring, insuring, and removing non-conforming structures.

Landslide

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

Lifelines

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

Light Search and Rescue – *see also Heavy Rescue*

Activities ranging from finding lost or injured persons to extricating victims of accidents, downed aircraft, and industrial accidents. The characteristic focus of light search and rescue is usually on a single site, where the surrounding area is not damaged.

Local Government (Federal Definition)

Any county, city, village, town, district, or other political subdivision of any state, any Indian tribe or organization that includes any rural community or incorporated town or village or any other public entity for which an application for assistance is made by a state or political subdivision thereof.



Local Emergency (State Definition)

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



M

Major Disaster (Federal) – *see also Emergency*

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

Management by Objectives

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

Mass Care Facility

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

Master Mutual Aid Agreement

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

Media

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

Medical Self-Help

Medical treatment provided for the sick and injured by citizens and emergency forces in the absence of professional care.



Mitigation – *see also Comprehensive Emergency Management*

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

Mobilization

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

Mobilization Center

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

Multi-Agency or Inter-Agency Coordination

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

Multi-Agency Coordination System (MACS)

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

Multi-Purpose Staging Area (MSA)

A location that serves as a local base for coordinating emergency operations, a rally point for mutual aid coming into an area, and a site for post-disaster population support and recovery activities. The multi-purpose staging area should have a large parking area and shelter for equipment and operations.

Mg/mgd

A Million gallon/Million gallons per day.



MHz

MegaHertz.

Mutual Aid Agreement

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

Mutual Aid Agreement

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

Mutual Aid Region

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

Mutual Aid Staging Area

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

N

National Incident Management System

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



National Warning System

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

Nuclear Incident (Fixed Facility)

Any occurrence at a nuclear power plant resulting in a potential or actual release of radioactive material in sufficient quantity which threatens the health and safety of nearby populations.

Nuclear Threat

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

Nuclear Weapon

A general name given to any weapon capable of producing a nuclear detonation.

O

Office of Emergency Services (OES)

Part of the Governor's Office, the primary state agency in the coordination and administration of statewide operations to support local jurisdictions' emergency planning and response.

Operational Area

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

Operational Area Coordinator

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



Operational Period

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

Operations Section

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

P

Plan

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

Planning Meeting

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

Planning Zone

A subdivision of a county consisting of a city, a city and its sphere of influence in adjacent unincorporated areas, a portion of the unincorporated area of a county, a military installation, or a state facility such as a correctional institution.

Political Subdivision (State Definition)

Any city, city and county, county, district, or other local government agency or public agency authorized by law.



Pollution Incident

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

Power Failure

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

Preparedness – *see Comprehensive Emergency Management*

Protection Factor (PF)

A number used to compare the relationship between the amount of radiation an unprotected person would receive with the amount a sheltered person would receive.

Public Health or Welfare

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

Public Information Officer (PIO)

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

R

Radio Amateur Civil Emergency Service (RACES)

An emergency service designed to make efficient use of skilled radio amateurs throughout the state in accordance with approved civil defense communications plans. Operators are registered with an OES agency to provide emergency communications support.

Radiological Defense (RADEF) Officer

A member of the emergency management staff responsible for radiological protection operations. The radiological officer is the principal advisor to the director and other officials on matters pertaining to radiological protection.

Radioactive Fallout – *see also Fallout Radiological Monitor*

An individual trained to measure, record, and report radiation exposure and exposure rates, who provides limited field guidance on radiation hazards, and performs operator' s checks and maintenance on radiological instruments.



Radiological Monitoring System

The facilities, equipment, and personnel organized to collect and report radiological information to all levels of government.

Radiological Protection

The organized effort to minimize the effect of nuclear radiation on people and resources, through warning, detection, prevention, and remedial measures.

Reconnaissance

A preliminary survey to gain information concerning the damage sustained in the affected area.

Recover – *see also Comprehensive Emergency Management*

Reception and Care Center

A facility established in a low-risk area to receive and process incoming relocatees, assign them to lodging facilities, and provide them with information on food, medical care, and other essential services.

Reception Area

An area in which the basic needs of displaced people are met. For example, a place at the periphery of a dam failure inundation area, which can accommodate evacuated persons.

Reduction

To diminish the strength and intensity of, or lessen the damage resulting from, a major disaster or damage expected from future disasters.

Regional Director (Federal Definition)

A director of a regional office of the Federal Emergency Management Agency (FEMA).

Relocatee – *see also Evacuee*

An individual moved from a hazardous area to a safer area that may not return.

Remedial Movement

The post-attack or post-event movement of people to better protected facilities or less hazardous areas.



Remedial Operations

Actions taken as a result of a pending or existing emergency situation to offset or alleviate its effects.

Rescue Groups

Two or more rescue teams responding as one group under the supervision of a designated group leader.

Rescue, Heavy

Rescue requiring heavy lifting, prying or cutting, and/or consisting of several tasks, which require involvement of two or more teams working concurrently.

Rescue, Light

Rescue not requiring use of heavy lifting, prying, or cutting operations and not more than one rescue team to accomplish in one hour.

Rescue Team

A group of people organized to work as a unit with one person designated as team leader.

Rescue Vehicle, Heavy

A mobile unit equipped to support two or more rescue teams involved in heavy rescue operations.

Response – *see Comprehensive Emergency Management*

Response Plan – *see Contingency Plan*

S

Scene Management System

A standard system for organizing state agency response to hazardous material incidents.

Search

Systematic investigation of an area or premises to locate persons entrapped, injured, immobilized, or missing.



Search Dog Team

A skilled handler with one or more dogs trained to find entrapped persons.

Section 404

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

Section 406

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

Section 408

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

Section 414

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

Section Chief

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

Self-Help

A concept describing self-reliance and self-sufficiency in an adverse environment without external assistance.

Sensitive Facilities

Facilities in reception areas that will not normally be used as lodging facilities for relocatees. These facilities are either considered unsuitable or are required for essential activities (food establishments, fire stations, banks, radio stations, service stations, etc.). However, if any of these facilities provide adequate protection against radioactive fallout, they may be used as fallout shelters.

Service

An organization assigned to perform a specific function during an emergency.



Shelter Complex

A geographic grouping of facilities used as fallout shelters when such an arrangement serves planning, administrative, or operational purposes. Normally, a complex will include a maximum of twenty-five individual shelters within a diameter of about one half mile.

Shelter Facility – see also Mass Care Facility Shelter Manager

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

Span of Control

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

Special District

A special district is any city or county service area, but not a school district, and not a special assessment district formed under the Improvement Act of 1911, the Municipal Improvement Act of 1913, the Street Opening Act of 1903, the Vehicle Parking Mall Law of 1943, the Parking District Law of 1951, the Pedestrian Mall Law of 1960, or any similar assessment law, or any similar procedural ordinance adopted by a chartered city.

Staging Area

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

Standardized Emergency Management System (SEMS)

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

Standard Operating Procedures (SOP)

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



State Agency (State Definition)

Any department, division, independent establishment, or agency of the executive branch of the state government.

State Coordination Center

A facility established by the Office of Emergency Services near the site of a major disaster, which supports local governmental operations and coordinates an overall response.

State Coordinating Officer (SCO)

The person appointed by the Governor to cooperate and work with the Federal Coordinating Officer.

State Emergency Organization

The agencies, boards, commissions of the executive branch of state government, and other local government and private sector organizations responding to emergencies.

State Emergency Plan

The State of California Emergency Plan, as approved by the Governor, which serves as the basis for statewide emergency planning and response.

State of Emergency (State Definition)

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



State of War Emergency (State Definition)

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

State Operating Authority

The person with the responsibility and authority for overseeing the state's response to hazardous material incidents.

State Operating Team

A designated group of individuals who implement the scene management system, representing the various state agencies with hazardous material responsibilities.

State Operations Center (SOC)

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

Stay-Put

A resident in a hazardous, or potentially hazardous, area who refuses to evacuate during a directed evacuation, or who is too ill or infirm to be evacuated.



T

Task Force

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

Technological Incident

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

Technological Services

A group of functions whose performance requires a high degree of technical expertise and equipment.

Tornado

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

Traffic Control Points (TCP)

Sites along movement's routes that are staffed by emergency personnel to direct and control the flow of traffic.

Transportation Accident

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

Triage

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



Tsunami

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

U

Unified Area Command

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

Unified Command

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

Unit

An organizational element having functional responsibility. Units are commonly used in incident Plans & Intelligence, Logistics, or Finance & Administration sections and can be used in operations for some applications. Units are also found in EOC organizations.

Unity of Command

The concept by which each person within an organization reports to one and only one designated person.

Urban Fire

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



Urban Rescue

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

V

Validated Earthquake Prediction

A prediction or method of predicting an earthquake, which is approved by the California Earthquake Prediction Evaluation Commission (CEPEC) and includes expected location, approximate magnitude, and probability of occurrence.

Vector Control

Actions to limit the spread of disease-carrying insects and animals.

Volcano

An eruption from the earth's interior which produces lava flows or violent explosions issuing gases, rock, and debris. Areas covered by eruptions can be confined to the volcano or range up to hundreds of miles from the site of the eruption.

Volunteers

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

W

Wildfire

Any instance of uncontrolled burning in grasslands, brush, or woodlands.

Winter Storm (Severe)

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



Acronyms

AC	Area Command
ADA	Americans with Disabilities Act
AQMD	Air Quality Management District
ARC	American Red Cross
ASCS	U.S. Agricultural Stabilization and Conservation Services
ARES	Amateur Radio Emergency Services
BLM	Bureau of Land Management
BOR	Bureau of Reclamation
BPA	Blanket Purchasing Agreements
CAA	Clean Air Act
CALDAP	California Disaster Assistance Program
CalTrans	California Department of Transportation
CALWAS	California Warning System
CAO	Chief Administrative Officer
CCA	Comprehensive Cooperative Agreement
CCC	California Conservation Corps
CCP	Casualty Collection Points
CD	Civil Defense
CDBG	Community Development Block Grant
CDC	Centers for Disease Control, U.S. Public Health Service
CAL FIRE	California Department of Forestry and Fire Protection
CDL	Community Disaster Loan
CDRG	Catastrophic Disaster Response Group
CEO	Chief Executive Officer
CEPEC	California Earthquake Prediction Evaluation Council
CEPPO	Chemical Emergency Preparedness and Prevention Office
CEQA	California Environmental Quality Act



CERCLA	Comprehensive Environmental Response Compensation and Liability Act
CESA	California Emergency Services Association
CESFRS	California Emergency Service Fire Radio System
CESRS	California Emergency Services Radio System
CFR	Code of Federal Regulations
CHP	California Highway Patrol
CLEMARS	California Law Enforcement Mutual Aid Radio System
CLERS	California Law Enforcement Radio System
CLETS	California Law Enforcement Telecommunications System
COE	Corps of Engineers (US Army)
COG	Continuity of Government
CPG	Civil Preparedness Guide
CPI	Consumer Price Index
CWA	Clean Water Act

DA	Damage Assessment
DAE	Disaster Assistance Employee
DAP	Disaster Assistance Programs
DCS	Disaster Communications Service
DFCO	Deputy Federal Coordinating Officer
DFO	Disaster Field Office
DHA	Disaster Housing Assistance
DHHS	Department of Health and Human Services
DLS	Disaster Legal Services
DMA	Disaster Management Area
DMAC	Disaster Management Area Coordinator
DMIS	Disaster Management Information System
DOB	Duplication of Benefits
DOC	Department Operations Center
DOD	Department of Defense
DOE	Department of Energy



DOL	Department of Labor
DOT	Department of Transportation
DP	Disaster Preparedness
DPIG	Disaster Preparedness Improvement Grant
DRM	Disaster Recovery Manager
DRC	Disaster Recovery Center
DRO	Disaster Recovery Operations
DSA	Disaster Support Area
DSA	Division of the State Architect (California)
DSR	Damage Survey Report
DUA	Disaster Unemployment Assistance
DWI	Disaster Welfare Inquiry
DWR	California Department of Water Resources

EAS	Emergency Alert System
EBS	Emergency Broadcast System
DOE	United States Department of Education
EDD	Employment Development Department
EDIS	Emergency Digital Information System
EEIs	Essential Elements of Information
EEO	Equal Employment Opportunity
EIR	Environmental Impact Review
EMA	Emergency Management Assistance
EMI	Emergency Management Institute
EMMA	Emergency Managers Mutual Aid
EMP	Electromagnetic Pulse
EMSA	Emergency Medical Services Authority
EMS	Emergency Medical Services
EMT	Emergency Medical Technician
ENN	Emergency News Network
EOC	Emergency Operations Center
EOP	Emergency Operating Procedures
EOP	Emergency Operations Plan



EPA	Environmental Protection Agency
EPI	Emergency Public Information
EPIC	Emergency Public Information Center
ER	Emergency Relief Program
ERT	Emergency Response Team
ESA	California Emergency Services Act
ESA	Endangered Species Act
ESC	Earthquake Service Center
ESC	Emergency Services Coordinator
ESF	Emergency Support Functions
EST	Emergency Support Team
FA	Fire Administration (office symbol)
FAA	Federal Aviation Administration
FAS	Federal Aid System Road
FAST	Federal Agency Support Team
FAX	Facsimile
FBI	Federal Bureau of Investigation
FCC	Federal Communications Commission
FCO	Federal Coordinating Officer
FEMA	Federal Emergency Management Agency
FFY	Federal Fiscal Year
FHWA	Federal Highway Administration
FIA	Federal Insurance Administration
FIPS Number	Same as Project Application Number
FIRESCOPE	Firefighting Resources of Calif. Organized for Potential Emergencies
FmHA	Farmers Home Administration
FONSI	Finding of No Significant Number
FPM	Flood Plain Management
FRERP	Federal Radiological Emergency Response Plan
FTB	Franchise Tax board (State of California)
GAR	Governor's Authorized Representative



GIS	Geographic Information System
GSA	General Services Administration
HAZMAT	Hazardous Materials
HEW	U.S. Department of Health, Education and Welfare
HM	Hazard Mitigation
HMC	Hazard Mitigation Coordinator
HMDA	Hazard Mitigation and Disaster Assistance
HMGP	Hazard Mitigation Grant Program
HMO	Hazard Mitigation Officer
HMT	Hazard Mitigation Team
HUD	Housing and Urban Development Program
IA	Individual Assistance
IA/O	Individual Assistance/Officer
IC	Incident Commander
ICC	Interstate Commerce Commission
ICP	Incident Command Post
ICS	Incident Command System
IFG	Individual and Family Grant Program (State of California program)
IFGP	Individual and Family Grant Program
IG	Inspector General
IMA	Individual Mobilization Augmentee
IRS	U.S. Internal Revenue Service
IRMS	Information Resources Management Service
JIC	Joint Information Center
JDIC	Justice Data Interface Controller
JPA	Joint Powers Agreement
JPIC	Joint Public Information Center
JIS	Joint Information System



LGAC	Local Government Advisory Committee
MACS	Multi-Agency Coordination System
MARAC	Mutual Aid Regional Advisory Committee
MARS	U.S. Army Military Affiliate Radio System
MASF	Mobile Aeromedical Staging Facility
MBCERTA	Manhattan Beach CERT Association
MC	Mobilization Center
MCR	Military Communications Representative
MOA	Memorandum of Agreement
MOU	Memorandum of Understanding
MRA	Mortgage and Rental Assistance Program
MRE	Meals Ready to Eat
MSA	Multi-Purpose Staging Area
MTA	Metropolitan Transit Authority
NAWAS	National Warning System
NCCEM	National Coordinating Council on Emergency Management
NCS	National Communications System
NCSP	National Communications Support System
NCSRM	National Communications System Regional Manager
NDAA	California Natural Disaster Assistance Act
NDEA	National Defense Education Act
NDMS	National Disaster Medical System
NECC	National Emergency Coordination Center (FEMA)
NEIS	National Earthquake Information Service
NEST	Nuclear Emergency Search Team
NETC	National Emergency Training Center
NFA	National Fire Academy
NFDA	National Funeral Directors Association
NFIP	National Flood Insurance Program
NHC	National Hurricane Center
NHPA	National Historic Preservation Act



NIFCC	National Interagency Fire Coordination Center, U.S. Forest Service
NIMS	National Incident Management System
NOAA	National Oceanic and Atmospheric Administration
NOI	Notice of Interest
NRC	Nuclear Regulatory Commission
NRF	National Response Framework
NRT	National Response Team
NTC	National Teleregistration Center
NVOAD	National Voluntary Organizations Active in Disaster
NWS	National Weather Service
OA	Operational Area
OARRS	Operational Area Response and Recovery System
OASIS	Operational Area Satellite Information System
OES	Office of Emergency Services
OFA	Other Federal Agencies
OMB	Office of Management and Budget (Federal)
OPA	Oil Pollution Act
OPM	Office of Personnel Management
OSA	California Office of the State Architect
OSC	On-Scene Coordinator
OSHA	Occupational Safety and Health Administration
OSTP	Office of Science Technology Policy
PA	Public Affairs
PAO	Public Affairs Officer
PA	Public Assistance
PA/O	Public Assistance Officer
PA#	Project Application Number
PBX	Private Branch Exchange
PDA	Preliminary Damage Assessment
PDH	Packaged Disaster Hospital
PDS	Professional Development Series



PFT	Permanent Full-Time Employee
PIO	Public Information Officer
PL	Public Law - U.S. Public Law 93-288, Federal Disaster Relief Act of 1974
PNP	Private Nonprofit Organization
PSI	Pounds per Square Inch
PSR	Personal Service Radio
PUC	California Public Utilities Commission
RACES	Radio Amateur Civil Emergency Services
RADEF	Radiological Defense
RCP	Regional Oil and Hazardous Substances Pollution Contingency Plan
RD	Regional Director (FEMA)
REACT	Radio Emergency Associated Communication Team
REC	Regional Emergency Coordinator
REOC	Regional Emergency Operations Center
RM	Radiological Monitor
RO	Radiological Officer
RRT	Regional Response Team
RTOS	Rail Transit Operations Supervisor
SA	Salvation Army
SAP	State Assistance Program
SAR	Search and Rescue
SARA	Superfund Amendment Reauthorization Act (Title III)
SAST	California State Agency Support Team
SBA	Small Business Administration
SCAQMD	South Coast Air Quality Management District
SCESA	Southern California Emergency Services Association
SCO	State Coordinating Officer
SEMO	State Emergency Management Office
SEMS	Standardized Emergency Management System
SF	Standard Form
SHMO	State Hazard Mitigation Officer



SHPO	State Historic Preservation Officer
SITREP	Situation Report
SLPS	State and Local Programs and Support Directorate (FEMA)
SOC	State Operations Center
SOP	Standard Operating Procedure
STO	State Training Officer
Subgrantee	An eligible applicant in Federally declared disasters
TH	Temporary Housing
TSCA	Toxic Substances Control Act
USACE	United States Army Corps of Engineers
USAR	Urban Search and Rescue
USDA	U.S. Department of Agriculture
USFA	United States Fire Administration
USGS	United States Geological Survey
VA	Veterans Administration
VSAT	Very Small Aperture Terminal
VOAD	Volunteer Organizations Active in Disaster



APPENDIX B: Legal Documents

1. NIMS Resolution No. _____
2. Good Samaritan Liability
3. Orders and Regulations which may be Selectively Promulgated by the Governor during a State of Emergency
4. Orders and Regulations Promulgated by the Governor to take effect upon the Existence of a State of War Emergency
5. California Disaster and Civil Defense Master Mutual Aid Agreement
6. City of Manhattan Beach Emergency Services Ordinance No. 1259
7. Resolution Adopting a Mutual Aid Agreement
8. Resolution Adopting the Public Works Mutual Aid Agreement with Los Angeles County
9. Resolution Adopting Workmen' s Compensation Benefits for Registered Volunteer "Disaster Service Workers"
10. Resolution Extending Workers' Compensation Benefits to Reserve/Volunteer Police Officers and City Volunteers





NIMS RESOLUTION NO. _____

WHEREAS, the President in Homeland Security Directive (HSPD)-5, directed the Secretary of the Department of Homeland Security to develop and administer a National Incident Management System (NIMS), which would provide a consistent nationwide approach for federal, state, local, and tribal governments to work together more effectively and efficiently to prevent, prepare for, respond to and recover from domestic incidents, regardless of cause, size or complexity;

WHEREAS, the collective input and guidance from all federal, state, local, and tribal homeland security partners has been, and will continue to be, vital to the development, effective implementation and utilization of a comprehensive NIMS;

WHEREAS, it is necessary and desirable that all federal, state, local and tribal emergency agencies and personnel coordinate their efforts to effectively and efficiently provide the highest levels of incident management;

WHEREAS, to facilitate the most efficient and effective incident management it is critical that federal, state, local, and tribal organizations utilize standardized terminology, standardized organizational structures, interoperable communications, consolidated action plans, unified command structures, uniform personnel qualification standards, uniform standards for planning, training, and exercising, comprehensive resource management, and designated incident facilities during emergencies or disasters;

WHEREAS, the NIMS standardized procedures for managing personnel, communications, facilities and resources will improve the cities ability to utilize federal funding to enhance local and state agency readiness, maintain first responder safety, and streamline incident management processes.

WHEREAS, the Incident Command System components of NIMS are already an integral part of various incident management activities throughout the city, including current emergency management training programs; and

WHEREAS, the National Commission on Terrorist Attacks (9-11 Commission) recommended adoption of a standardized Incident Command System;

NOW, THEREFORE, I, _____, Mayor of the City of Manhattan Beach, by the virtue of the authority vested in me by the Constitution and Laws of the State of California, do hereby establish the National Incident Management System (NIMS) as the City's standard for incident management.

Insert City's Signature Block



GOOD SAMARITAN LIABILITY

CALIFORNIA CIVIL CODE, CHAPTER 9, SECTION 1799.102

No person, who in **good faith** and not for compensation, renders emergency care at the scene of an emergency shall be liable for any civil damages resulting from any act or omission. The scene of an emergency shall not include emergency departments and other places where medical care is usually offered.

CALIFORNIA GOVERNMENT CODE, SECTION 8659

Any physician or surgeon (whether licensed in this state or any other state), hospital, pharmacist, nurse or dentist who renders services during any state of war emergency, a state of emergency, or a local emergency at the express or implied request of any responsible state or local official or agency shall have no liability for any injury sustained by any person by reason of such services, regardless of how or under what circumstances or by what cause such injuries are sustained; provided, however, that the immunity herein granted shall not apply in the event of a willful act or omission.

CALIFORNIA GOVERNMENT CODE, SECTION 13970

Direct action on the part of private citizens in preventing the commission of crimes against the person or property of others, or in apprehending criminals, or rescuing a person in immediate danger of injury or death as a result of fire, drowning, or other catastrophe, benefits the entire public. In recognition of the public purpose served, the state may indemnify such citizens, their surviving spouses, their surviving children, and any persons dependent upon such citizens for their principal support in appropriate cases for any injury, death, or damage sustained by such citizens, their surviving spouses, their surviving children, and any persons dependent upon such citizens for their principal support as a direct consequence of such meritorious action to the extent that they are not compensated for the injury, death or damage from any other source. A claim shall be denied if an award has been made under Article I (commencing with Section 13960) of this chapter for the same incident.

CALIFORNIA GOVERNMENT CODE, SECTION 50086

No person who is summoned by the county sheriff, city police department, fire department, park range, or other local agency to voluntarily assist in a search or rescue operation, who



possesses first aid training equivalent to the Red Cross advanced first aid and emergency care training standards, and who in good faith renders emergency services to a victim prior to or during the evacuation or extrication of the victim, shall be liable for any civil damages as a result of any acts or omissions by such person in rendering such emergency services.



ORDERS AND REGULATIONS WHICH MAY BE SELECTIVELY PROMULGATED BY THE GOVERNOR DURING A STATE OF EMERGENCY

Order 1 (Employment)

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

Order 2 (Medical Supplies)

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

Order 3 (Salary Payment)

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



Order 4 (Bonding)

It is hereby ordered that, in the area proclaimed to be in a State of Emergency and/or that specific area(s) designated by the Director, California Office of Emergency Services, outside of the proclaimed area(s) but which is (are) essential to the relief and aid of the lives and property within the proclaimed area, the provisions of Sections 3247-3258 of the Civil Code relating to state contracting bonding requirements for the performance of heavy rescue, debris removal, expedient construction, preparation of mobile home sites, and related activities are suspended. This suspension shall not extend beyond the termination date of said State of Emergency.

Order 5 (Temporary Housing)

It is hereby ordered that in the area proclaimed to be in a State of Emergency and/or that specific area(s) designated by the Director, California Office of Emergency Services, outside of the proclaimed area(s) but which is (are) essential to the relief and aid of the lives and property within the proclaimed area, those zoning, public health, safety, or intrastate transportation laws, ordinances, regulations, or codes which the Director, California Office of Emergency Services, determines impair the provision of temporary housing be suspended for a time not to exceed 60 days, after the proclaimed State of Emergency and authorization by the President upon the declaration of a Major Disaster for the Temporary Housing Program as prescribed in Section 404 of Public Law 93-288 and Section 8654(a) of the Government Code.

Order 6 (Petroleum Fuels)

It is hereby ordered that in the area proclaimed to be in a State of Emergency and/or that specific area(s) designated by the Director, California Office of Emergency Services, outside of the proclaimed area(s) but which is (are) essential to the relief and aid of the lives and property within the proclaimed area, distribution of intra-state petroleum stocks including those in refinery storage, major distribution installations and pipeline terminals, shall be held subject to the control and coordination of the Energy Resources Conservation and Development Commission. Petroleum stocks may be prioritized and diverted for use into a disaster area or in support of disaster mitigation operations. Any and all actions taken shall be at the discretion and judgment of the State Fuel Allocator, California Energy Commission, for use in disaster mitigation. Such actions shall be coordinated with and



prioritized by the Director, Office of Emergency Services, but shall not extend beyond the termination date of said State of Emergency.

Order 7 (Banking)

It is hereby ordered that in the area proclaimed to be in a State of Emergency and/or that specific area(s) designated by the Director, California Office of Emergency Services, outside of the proclaimed area(s) but which is (are) essential to the relief and aid of the lives and property within the proclaimed area, all banks will take emergency operating actions pursuant to Section 1916 of the Financial Code. Actions taken under this Order, and specific to the proclaimed emergency shall not extend beyond the termination date of said State of Emergency.



ORDERS AND REGULATIONS PROMULGATED BY THE GOVERNOR TO TAKE EFFECT UPON THE EXISTENCE OF A STATE OF WAR EMERGENCY

Order 1 (Orders and Regulations in Effect)

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

Order 2 (Warning)

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

Order 3 (Authority and Implementation under State of War Emergency)

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

It is further ordered that the Director of the Office of Emergency Services is authorized to delegate such powers as are herein granted, or as authorized under Article 5 of the California Emergency Services Act, to personnel of his office as he may deem necessary, and



such personnel may act on behalf of and in the name of the Director of the Office of Emergency Services in carrying out any authority so delegated.

Order 4 (Personnel)

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

It is further ordered that all officials of local political subdivisions of the State and all registered disaster service workers who perform duties in the State or Regional emergency operations headquarters are hereby declared to be personnel of the State War-Emergency Organization for the period of the State of War Emergency, subject to the direction of the Governor, the Director of the Office of Emergency Services, and/or the Manager of the regional headquarters to which such persons are assigned or attached; and

It is further ordered that all officials and registered disaster service workers heretofore designated as Coordinators or as staff personnel of Operational Area organizations, which have been ratified by the California Emergency Council, are hereby declared to be personnel of the State War Emergency Organization.

Order 5 (War Powers)

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



Order 6 (Sales Restrictions)

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

Order 7 (Alcohol Sales)

It is hereby ordered that the sale of alcoholic beverages shall be discontinued immediately.

Order 8 (Petroleum Sales)

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

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

Order 9 (Food Sales)

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

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

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



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

Order 10 (Medical Supplies)

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

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

Order 11 (Banking)

It is hereby ordered that all banks will take emergency operating actions pursuant to Sections 1915 and 1916 of the Financial Code.

Order 12 (Rent Control/Rationing)

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



CALIFORNIA DISASTER AND CIVIL DEFENSE MASTER MUTUAL AID AGREEMENT

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

WITNESSETH:

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

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

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

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

- (1) Each party shall develop a plan providing for the effective mobilization of all its resources and facilities, both public and private, to cope with any type of disaster.
- (2) Each party agrees to furnish resources and facilities and to render services to each and every other party to this agreement to prevent and combat any type of disaster in accordance with duly adopted mutual aid operational plans, whether heretofore or hereafter adopted, detailing the method and manner by which such resources, facilities, and services are to be made available and furnished, which operational plans may include provisions for training and testing to make such mutual aid effective; provided, however, that no party shall be required to deplete unreasonably its own resources, facilities, and services in furnishing such mutual aid.
- (3) It is expressly understood that this agreement and the operational plans adopted pursuant thereto shall not supplant existing agreements between some of the parties hereto providing for the exchange or furnishing of certain types of facilities and services on a reimbursable, exchange, or other basis, but that the mutual aid extended under this agreement and the operational plans adopted pursuant thereto, shall be without reimbursement unless otherwise expressly provided for by the parties to this agreement or as provided in Sections 1541, 1586, and 1587, Military and Veterans Code; and that such mutual aid is intended to be available in the event of a disaster of such magnitude that it is, or is likely to be, beyond the control of a single party and requires the combined forces of several or all of the parties to this agreement to combat.



- (4) It is expressly understood that the mutual aid extended under this agreement and the operational plans adopted pursuant thereto shall be available and furnished in all cases of local peril or emergency and in all cases in which a STATE OF EXTREME EMERGENCY has been proclaimed.
- (5) It is expressly understood that any mutual aid extended under this agreement and the operational plans adopted pursuant thereto, is furnished in accordance with the "California Disaster Act" and other applicable provisions of law, and except as otherwise provided by law that: "The responsible local official in whose jurisdiction an incident requiring mutual aid has occurred shall remain in charge at such incident including the direction of such personnel and equipment provided him through the operation of such mutual aid plans." (Sec. 1564, Military and Veterans Code.)
- (6) It is expressly understood that when and as the State of California enters into mutual aid agreements with other states and the Federal Government that the parties to this agreement shall abide by such mutual aid agreements in accordance with law.
- (7) Upon approval or execution of this agreement by the parties hereto all mutual aid operational plans heretofore approved by the State Disaster Council, or its predecessors, and in effect as to some of the parties hereto, shall remain in full force and effect as to them until the same may be amended, revised, or modified. Additional mutual aid operational plans and amendments, revisions, or modifications of existing or hereafter adopted mutual aid operational plans, shall be adopted as follows:
 - (a) County-wide and local mutual aid operational plans shall be developed by the parties thereto and are operative as between the parties in accordance with the provisions of such operational plans. Such operational plans shall be submitted to the State Disaster Council for approval. The State Disaster Council shall notify each party to such operational plans of its approval, and shall also send copies of such operational plans to other parties to this agreement who did not participate in such operational plans and who are in the same area and affected by such operational plans. Such operational plans shall be operative as to such other parties 20 days after receipt thereof unless within that time the party by resolution or notice given to the State Disaster Council, in the same manner as notice of termination of participation in this agreement, declines to participate in the particular operational plan.
 - (b) State-wide and regional mutual aid operational plans shall be approved by the State Disaster Council and copies thereof shall forthwith be sent to each and every party affected by such operational plans. Such operational plans shall be operative as to the parties affected thereby 20 days after receipt thereof unless within that time the party by resolution or notice given to the State Disaster Council, in the same manner as notice of termination of participation in this agreement, declines to participate in the particular operational plan.
 - (c) The declination of one or more of the parties to participate in a particular operational plan or any amendment, revision, or modification thereof, shall not affect the operation of this agreement and the other operational plans adopted pursuant thereto.
 - (d) Any party may at any time by resolution or notice given to the State Disaster Council, in the same manner as notice of termination of participation in this agreement, decline to participate in any particular operational plan, which declination shall become effective 20 days after filing with the State Disaster Council.



- (e) The State Disaster Council shall send copies of all operational plans to those state departments and agencies designated by the Governor. The Governor may, upon behalf of any department or agency, give notice that such department or agency declines to participate in a particular operational plan.
 - (f) The State Disaster Council, in sending copies of operational plans and other notices and information to the parties to this agreement, shall send copies to the Governor and any department or agency head designated by him; the chairman of the board of supervisors, the clerk of the board of supervisors, and County Disaster Council, and any other officer designated by a county; the mayor, the clerk of the city council, the City Disaster Council, and any other officer designated by a city; the executive head, the clerk of the governing body, or other officer of other political subdivisions and public agencies as designated by such parties.
- (8) This agreement shall become effective as to each party when approved or executed by the party, and shall remain operative and effective as between each and every party that has heretofore or hereafter approved or executed this agreement, until participation in this agreement is terminated by the party. The termination by one or more of the parties of its participation in this agreement shall not affect the operation of this agreement as between the other parties thereto. Upon approval or execution of this agreement the State Disaster Council shall send copies of all approved and existing mutual aid operational plans affecting such party which shall become operative as to such party 20 days after receipt thereof unless within that time the party by resolution or notice given to the State Disaster Council, in the same manner as notice of termination of participation in this agreement, declines to participate in any particular operational plan. The State Disaster Council shall keep every party currently advised of who the other parties to this agreement are and whether any of them has declined to participate in any particular operational plan.
- (9) Approval or execution of this agreement shall be as follows:
- (a) The Governor shall execute a copy of this agreement on behalf of the State of California and the various departments and agencies thereof. Upon execution by the Governor a signed copy shall forthwith be filed with the State Disaster Council.
 - (b) Counties, cities, and other political subdivisions and public agencies having a legislative or governing body shall by resolution approve and agree to abide by this agreement, which may be designated as "CALIFORNIA DISASTER AND CIVIL DEFENSE MASTER MUTUAL AID AGREEMENT." Upon adoption of such a resolution, a certified copy thereof shall forthwith be filed with the State Disaster Council.
 - (c) The executive head of those political subdivisions and public agencies having no legislative or governing body shall execute a copy of this agreement and forthwith file a signed copy with the State Disaster Council.
- (10) Termination of participation in this agreement may be affected by any party as follows:
- (a) The Governor, upon behalf of the State and its various departments and agencies, and the executive head of those political subdivisions and public agencies having no legislative or governing body, shall file a written notice of termination of participation in this agreement with the State Disaster Council and this agreement is terminated as to such party 20 days after the filing of such notice.
 - (b) Counties, cities, and other political subdivisions and public agencies having a legislative or



governing body shall by resolution give notice of termination of participation in this agreement



and file a certified copy of such resolution with the State Disaster Council, and this agreement is terminated as to such party 20 days after the filing of such resolution.

IN WITNESS WHEREOF this agreement has been executed and approved and is effective and operative as to each of the parties as herein provided.

/signed/ EARL WARREN GOVERNOR

On behalf of the State of California and all its Departments and Agencies

ATTEST: /signed/ FRANK M. JORDAN

Secretary of State

November 15, 1950 (GREAT SEAL)

Note:

There are references in the foregoing agreement to the California Disaster Act, State Disaster Council, and various sections of the Military and Veterans Code. Effective November 23, 1970, by enactment of Chapter 1454, Statutes 1970, the California Disaster Act (Sections 1500 ff., Military and Veterans Code) was superseded by the California Emergency Services Act (Sections 8550 ff., Government Code), and the State Disaster Council was superseded by the California Emergency Council.

Section 8668 of the California Emergency Services Act provides:

- (a) Any disaster council previously accredited, the State Civil Defense and Disaster Plan, the State Emergency Resources Management Plan, the State Fire Disaster Plan, the State Law Enforcement Mutual Aid Plan, all previously approved civil defense and disaster plans, all mutual aid agreements, and all documents and agreements existing as of the effective date of this chapter, shall remain in full force and effect until revised, amended, or revoked in accordance with the provisions of this chapter.

In addition, Section 8561 of the new act specifically provides:

"Master Mutual Aid Agreement" means the California Disaster and Civil Defense Master Mutual Aid Agreement, made and entered into by and between the State of California, its various departments and agencies, and the various political subdivisions of the state, to facilitate implementation of the purposes of this chapter.

Substantially the same provisions as previously contained in Section 1541, 1564, 1586 and 1587 of the Military and Veterans Code, referred to in the foregoing agreement, are now contained in Sections 8633, 8618, 8652 and 8643, respectively, of the Government Code.



CITY OF MANHATTAN BEACH EMERGENCY SERVICES ORDINANCE (ORDINANCE NO. 1259)

ORDINANCE NO. 1259

AN ORDINANCE OF THE CITY OF MANHATTAN BEACH, CALIFORNIA, REPEALING CHAPTER 3, TITLE 3 AND ADOPTING A NEW CHAPTER 3, TITLE 3 OF THE MANHATTAN BEACH MUNICIPAL CODE RELATING TO EMERGENCY ORGANIZATION AND FUNCTIONS (DISASTER COUNCIL).

The Council of the City of Manhattan Beach, California, does ordain as follows:

SECTION 1. REPEALS. Chapter 3, Title 3 of the Manhattan Beach Municipal Code is hereby repealed.

SECTION 2. AMENDMENT OF CODE. A new Chapter 3 is hereby added to Title 3 of said Code to read as follows:

CHAPTER 3. EMERGENCY ORGANIZATION AND FUNCTIONS

SEC. 3-3.01. Purposes. The declared purposes of this chapter are to provide for the preparation and carrying out of plans for the protection of persons and property within this City in the event of an emergency; the direction of the emergency organization; and the coordination of the emergency functions of this City with all other public agencies, corporations, organizations, and affected private persons.

SEC. 3-3.02. Definition. As used in this chapter, "emergency" shall mean the actual or threatened existence of conditions of disaster or of extreme peril to the safety of persons and property within this City caused by such conditions as air pollution, fire, flood, storm, epidemic, riot, or earthquake, or other conditions, including conditions resulting from war or imminent threat of war, but other than conditions resulting from a labor controversy, which conditions are or are likely to be beyond the control of the services, personnel, equipment, and facilities of this City, requiring the combined forces of other political subdivisions to combat.

SEC. 3-3.03. Disaster Council membership. The City of Manhattan Beach Disaster Council is hereby created and shall



1 consist of the following:

- 2 (a) The Mayor, who shall be Chairman.
- 3 (b) The Director of Emergency Services, who shall
- 4 be Vice Chairman.
- 5 (c) The Assistant Director of Emergency Services.
- 6 (d) Such chiefs of emergency services as are
- 7 provided for in a current emergency plan of this City, adopted
- 8 pursuant to this chapter.
- 9 (e) Such representatives of civic, business,
- 10 labor, veterans, professional, or other organizations having an
- 11 official emergency responsibility, as may be appointed by the
- 12 Director with the advice and consent of the City Council.

13 SEC. 3-3.04. Disaster Council powers and duties.

14 It shall be the duty of the City of Manhattan Beach Disaster

15 Council, and it is hereby empowered, to develop and recommend

16 for adoption by the City Council, emergency and mutual aid plans

17 and agreements and such ordinances and resolutions and rules and

18 regulations as are necessary to implement such plans and agree-

19 ments. The Disaster Council shall meet upon call of the Chairman,

20 or in his absence from the City or inability to call such meeting,

21 upon call of the Vice Chairman.

22 SEC. 3-3.05. Director and Assistant Director of

23 Emergency Services.

- 24 (a) There is hereby created the office of
- 25 Director of Emergency Services. The City Manager shall be
- 26 the Director of Emergency Services.
- 27 (b) There is hereby created the office of
- 28 Assistant Director of Emergency Services, who shall be appointed
- 29 by the Director.

30 SEC. 3-3.06. Powers and duties of the Director and

31 Assistant Director of Emergency Services.

- 32 (a) The Director is hereby empowered to:





1 (1) Request the City Council to proclaim
2 the existence or threatened existence of a "local emergency" if
3 the City Council is in session, or to issue such proclamation
4 if the City Council is not in session. Whenever a local emergency
5 is proclaimed by the Director, the City Council shall take action
6 to ratify the proclamation within seven (7) days thereafter or
7 the proclamation shall have no further force or effect.

8 (2) Request the Governor to proclaim a
9 "state of emergency" when, in the opinion of the Director, the
10 locally available resources are inadequate to cope with the
11 emergency.

12 (3) Control and direct the effort of the
13 emergency organization of this City for the accomplishment of
14 the purposes of this chapter.

15 (4) Direct cooperation between and coordination
16 of services and staff of the emergency organization of this City;
17 and resolve questions of authority and responsibility that may
18 arise between them.

19 (5) Represent this City in all dealings
20 with public or private agencies on matters pertaining to emer-
21 gencies as defined herein.

22 (6) In the event of the proclamation of a
23 "local emergency" as herein provided, the proclamation of a
24 "state of emergency" by the Governor or the Director of the
25 State Office of Emergency Services, or the existence of a "state
26 of war emergency", the Director is hereby empowered:

27 (i) To make and issue rules and
28 regulations on matters reasonably related to the protection of
29 life and property as affected by such emergency; provided, how-
30 ever, such rules and regulations must be confirmed at the earliest
31 practicable time by the City Council;

32 (ii) To obtain vital supplies, equip-





1 ment, and such other properties found lacking and needed for the
2 protection of life and property and to bind the City for the fair
3 value thereof and, if required immediately, to commandeer the same
4 for public use;

5 (iii) To require emergency services
6 of any City officer or employee and, in the event of the pro-
7 clamation of a "state of emergency" in the county in which this
8 City is located or the existence of a "state of war emergency",
9 to command the aid of as many citizens of this community as he
10 deems necessary in the execution of his duties; such persons shall
11 be entitled to all privileges, benefits, and immunities as are
12 provided by state law for registered disaster service workers;

13 (iv) To requisition necessary per-
14 sonnel or material of any City department or agency; and

15 (v) To execute all of his ordinary
16 power as City Manager, all of the special powers conferred upon
17 him by this chapter or by resolution or emergency plan pursuant
18 hereto adopted by the City Council, all powers conferred upon
19 him by any statute, by any agreement approved by the City Council
20 and by any other lawful authority.

21 (b) The Director of Emergency Services shall
22 designate the order of succession to that office, to take effect
23 in the event the Director is unavailable to attend meetings and
24 otherwise perform his duties during an emergency. Such order
25 of succession shall be approved by the City Council.

26 (c) The Assistant Director shall, under the
27 supervision of the Director and with the assistance of emergency
28 service chiefs, develop emergency plans and manage the emergency
29 programs of this City; and shall have such other powers and duties
30 as may be assigned by the Director.

31 SEC. 3-3.07. Emergency organization. All officers
32 and employees of this City, together with those volunteer forces



1 enrolled to aid them during an emergency, and all groups, organi-
2 zations, and persons who may by agreement or operation of law,
3 including persons impressed into service under the provisions of
4 Section 3-3.06 (a)(6)(iii) of this chapter, be charged with dutie
5 incident to the protection of life and property in this City duri
6 such emergency, shall constitute the emergency organization of th
7 City.

8 SEC. 3-3.08. Emergency plan. The City of Manhattan
9 Beach Disaster Council shall be responsible for the development
10 of the City of Manhattan Beach Emergency Plan, which plan shall
11 provide for the effective mobilization of all of the resources of
12 this City, both public and private, to meet any condition consti-
13 tuting a local emergency, state of emergency, or state of war
14 emergency; and shall provide insofar as possible for the organi-
15 zation, powers and duties, services, and staff of the emergency
16 organization. Such plan shall take effect upon adoption by reso-
17 lution of the City Council.

18 SEC. 3-3.09. Expenditures. Any expenditures made in
19 connection with emergency activities, including mutual aid
20 activities, shall be deemed conclusively to be for the direct
21 protection and benefit of the inhabitants and property of the
22 City.

23 SEC. 3-3.10. Punishment of violations. It shall be a
24 misdemeanor, punishable by a fine of not to exceed Five Hundred
25 and no/100ths (\$500.00) Dollars, or by imprisonment for not to
26 exceed six (6) months, or both, for any person, during an emergen
27 to:

28 (a) Willfully obstruct, hinder, or delay any
29 member of the emergency organization in the enforcement of any
30 lawful rule or regulation issued pursuant to this chapter, or
31 in the performance of any duty imposed upon him by virtue of
32 this chapter.



1 (b) To do any act forbidden by any lawful rule or
2 regulation issued pursuant to this chapter, if such act is of such a
3 nature as to give or be likely to give assistance to the enemy or
4 to imperil the lives or property of inhabitants of this City, or
5 to prevent, hinder, or delay the defense or protection thereof.

6 (c) Wear, carry, or display, without authority, any
7 means of identification specified by the emergency agency of the
8 State.

9 SEC. 3-3.11. Severability. If any provision of this
10 chapter or the application thereof to any person or circumstance is
11 held invalid, such invalidity shall not affect other provisions or
12 applications, and to this end the provisions of this chapter are
13 declared to be severable.

14 SECTION 2. EFFECTIVE DATE. This ordinance shall go into
15 effect and be in full force and operation from and after thirty days
16 after its final passage and adoption.

17 SECTION 3. PUBLICATION. The City Clerk shall certify to
18 the passage and adoption of this ordinance; shall cause the same to be
19 entered in the book of original ordinances of said City; shall make a
20 minute of the passage and adoption thereof in the records of the
21 meeting at which the same is passed and adopted; and shall within
22 fifteen days after the passage and adoption thereof cause the same to
23 be published once in the Manhattan Beach News, a weekly newspaper of
24 general circulation, published and circulated within said City of
25 Manhattan Beach and which is hereby designated for that purpose.

26 PASSED, APPROVED AND ADOPTED this 16th day of November,
27 1971.

28
29 ATTEST:

Michael W. Sweeney
Mayor of the City of Manhattan Beach,
California

30
31 *Wierman R. Brant*
City Clerk

32 (SEAL)



RESOLUTION APPROVING A MUTUAL AID AGREEMENT (RESOLUTION NO. 4986)

1 RESOLUTION NO. 4986

2 A RESOLUTION OF THE CITY COUNCIL OF THE CITY
3 OF MANHATTAN BEACH, CALIFORNIA, APPROVING A
4 MUTUAL AID AGREEMENT

5 WHEREAS, it is desirable and necessary to furnish
6 supplemental public safety services to other agencies located
7 within the County of Los Angeles toward mutual ends in the event
8 of local peril, local emergency, local disaster, civil
9 disturbance, and such other cases as the need may arise;

10 WHEREAS, the City Council of the City of Manhattan
11 Beach, California has heretofore determined that the public
12 interest and necessity require such mutual aid and such agreements
13 are authorized by Sections 8615, 8617 and 8668 of the Government
14 Code and in accordance with the provisions of the California
15 Disaster and Civil Defense Master Mutual Aid Agreement.

16 NOW, THEREFORE, BE IT RESOLVED by the City Council of
17 the City of Manhattan Beach, California as follows:

18 SECTION 1. The Council hereby approves that certain
19 agreement entitled Mutual Aid Agreement and authorized the Mayor
20 to execute said agreement on behalf of the City is substantially
21 the form attached hereto as Exhibit "A".

22 SECTION 2. The Council authorized the Chief of Police
23 of the City to act as an exclusive agent and representative of the
24 City in the administrative and execution of said Agreement.

25 SECTION 3. This resolution shall take effect
26 immediately.

27 SECTION 4. The City Clerk shall certify to the passage
28 and adoption of this resolution; shall cause the same to be
29 entered among the original resolutions of said City; and shall
30 make a minute of the passage and adoption thereof in the records
31 of the proceedings of the City Council of said City in the minutes

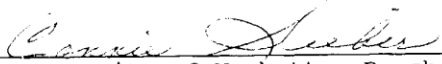


Res. 4986

of the meeting at which the same is passed and adopted.

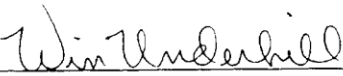
PASSED, APPROVED AND ADOPTED this 16th day of March,
1993.

Ayes: Stern, Napolitano, Lilligren, Barnes, Mayor Sieber
Noes: None
Absent: None
Abstain: None



Mayor, City of Manhattan Beach,
California

ATTEST:



City Clerk



RESOLUTION ADOPTING THE PUBLIC WORKS MUTUAL AID AGREEMENT WITH LOS ANGELES COUNTY (RESOLUTION NO. 4690)

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RESOLUTION NO. 4690

A RESOLUTION OF THE CITY COUNCIL OF THE
CITY OF MANHATTAN BEACH, CALIFORNIA, APPROVING
AND ADOPTING THE PUBLIC WORKS MUTUAL AID AGREEMENT
WITH LOS ANGELES COUNTY

WHEREAS, the California Office of Emergency Services,
the League of California Cities, the County Supervisors
Association of California, and the American Public Works
Association have expressed a mutual interest in the estab-
lishment of a plan to facilitate and encourage public works
mutual aid agreements between political subdivisions through-
out California; and

WHEREAS, such an agreement is in accord with the
California Emergency Services Act set forth in Title 2,
Division 1, Chapter 7 (Section 8550, et seq.) of the Calif-
ornia Government Code, and specifically with Article 14
(Section 8630, et seq.) of the Act;

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF MANHAT-
TAN BEACH, CALIFORNIA, DOES RESOLVE AS FOLLOWS:

SECTION 1. That the City of Manhattan Beach desires to
become a party to that certain agreement entitled "Public
Works Mutual Aid Agreement"; and

SECTION 2. That the City of Manhattan Beach hereby
approves and adopts said "Public Works Mutual Aid Agreement"
and authorizes and directs the City Manager to execute said
agreement on behalf of the City of Manhattan Beach.

SECTION 3. That the City Clerk be directed to send a
certified copy of this resolution with the executed agreement
to the Agreement Coordinator, County of Los Angeles.



1 PASSED, APPROVED and ADOPTED this 6th day of March,
2 1990.

3 Ayes: Barnes, Collins, Dougharty, Holmes, & Mayor Sieber
4 Noes: None
5 Absent: None
6 Abstain: None

Cornis Sieber
Mayor, City of Manhattan Beach,
California

7 ATTEST:

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9 *Timothy J. Lillgren*
10 City Clerk

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RESOLUTION ADOPTING WORKMEN'S COMPENSATION BENEFITS FOR REGISTERED VOLUNTEER "DISASTER SERVICE WORKERS" (RESOLUTION NO. 3479)

RESOLUTION NO. 3479

A RESOLUTION OF THE CITY COUNCIL OF THE
CITY OF MANHATTAN BEACH, CALIFORNIA,
RELATIVE TO WORKMEN'S COMPENSATION BENE-
FITS FOR REGISTERED VOLUNTEER "DISASTER
SERVICE WORKERS".

WHEREAS, Section 8580 of the Government Code
(Chapter 1454, Statutes 1970) provides:

"The Emergency Council shall establish by rule
and regulation various classes of disaster ser-
vice workers and the scope of the duties of
each class. The Emergency Council shall also
adopt rules and regulations prescribing the
manner in which disaster service workers of each
class are to be registered. All such rules and
regulations shall be designed to facilitate the
paying of workmen's compensation"; and

WHEREAS, the California Emergency Council has
adopted rules and regulations establishing classes of disaster
service workers, the scope of duties of each class and the
manner of registration of such volunteer workers; and

WHEREAS, Section 8612 of the Government Code pro-
vides:

"Any disaster council which both agrees to
follow the rules and regulations established
by the Emergency Council pursuant to the pro-
visions of Section 8580 and substantially
complies with such rules and regulations
shall be certified by the Emergency Council.
Upon such certification, and not before, the
disaster council becomes an accredited dis-
aster council"; and

WHEREAS, the City of Manhattan Beach, California,
has registered and will hereafter register volunteer disaster
service workers; and

WHEREAS, the City of Manhattan Beach, California,
desires to become an "accredited Disaster Council" organization
so that injured disaster service workers registered with it may
benefit by the provisions of Chapter 10 of Division 4 of
Part 1 of the Labor Code;

NOW, THEREFORE, the City Council of the City of
Manhattan Beach, California, does hereby agree to follow the



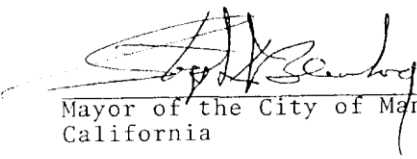


1 rules and regulations established by the California Emergency
2 Council pursuant to the provisions of Section 8580 of the
3 Government Code.

4 The City Clerk is hereby instructed to send two
5 certified copies hereof to the California Emergency Council.

6 PASSED, APPROVED AND ADOPTED this 7th day of
7 September, 1976.

8 Ayes: Cashin, Nordeck, Sweeney, Switzer and Blumberg
9 Noes: None
10 Absent: None
11 Not Voting: None


Mayor of the City of Manhattan Beach,
California

12 ATTEST:

13
14 
15 City Clerk
16 (SEAL)



RESOLUTION EXTENDING WORKERS' COMPENSATION BENEFITS TO RESERVE/VOLUNTEER POLICE OFFICERS AND CITY VOLUNTEERS (RESOLUTION NO. 5137)

RESOLUTION NO. 5137

A RESOLUTION OF THE CITY COUNCIL OF THE CITY
OF MANHATTAN BEACH, CALIFORNIA, EXTENDING
WORKERS' COMPENSATION BENEFITS TO RESERVE/
VOLUNTEER POLICE OFFICERS AND CITY VOLUNTEERS

WHEREAS, the City Council of the City of Manhattan
Beach, California, has determined that in the best public
interest, Workers' Compensation benefits shall be extended to
reserve/volunteer Police Officers and City volunteers;

WHEREAS, it is within the discretion of the City Council
to extend Workers' Compensation benefits;

WHEREAS, public interest, convenience and necessity
require it.

NOW, THEREFORE, the City Council of the City of
Manhattan Beach, California, hereby resolves as follows:

SECTION 1. That reserve/volunteer police officers
and volunteers of the City of Manhattan Beach are hereby entitled
to workers' compensation benefits.

SECTION 2. This resolution shall take effect
immediately.

SECTION 3. The City Clerk shall certify to the
passage and adoption of this resolution; shall cause the same to
be entered among the original resolutions of said City; and shall
make a minute of the passage and adoption thereof in the records
of the proceedings of the City Council of said City in the minutes
of the meeting at which the same is passed and adopted.



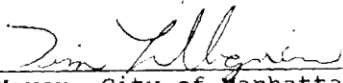
City of Manhattan Beach
Emergency Operations Plan



Res. 5137

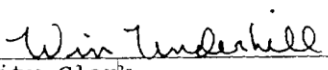
PASSED, APPROVED and ADOPTED this 6th day of December,
1994.

Ayes: Napolitano, Barnes, Jones, Cunningham, Mayor Lilligren
Noes: None
Absent: None
Abstain: None



Mayor, City of Manhattan Beach,
California

ATTEST:



City Clerk



HAZARD SPECIFIC ANNEXES

Annex 1: Earthquake

Purpose, Scope, Situation and Assumptions

Purpose

Earthquakes occur when tectonic plates deep beneath the surface of the earth collide or create friction, which causes the earth to shake. The purpose of this annex is to detail the specific actions, procedures, and responsibilities that will take effect in the event of an earthquake causing significant damage to structures and infrastructure to the City of Manhattan Beach, possibly causing personal injury or loss of life. This plan annex is to be used as a supplement to the Emergency Operations Plan.

Scope

This Annex addresses the actions to be taken by the City of Manhattan Beach and its departments and agencies to prepare for, respond to, and mitigate the effects of a potential devastating earthquake. The Annex includes the Concept of Operations including agency and departmental roles and responsibilities.

Situational Overview

Southern California is subject to earthquakes from the many faults underlying the region. Earthquake intensity can vary from hardly noticeable to devastating. The Compton Thrust Fault and the Palos Verde Fault are the two faults that are the closest to the City of Manhattan Beach and have the potential to cause the most damage. The Newport-Inglewood Fault and the Redondo Canyon Fault are additional faults that are not directly situated along Manhattan Beach but still have potential to cause damage. See Figure 8.

Mission

The mission of this Annex is the preservation of life and property; providing for other basic human needs such as emergency sheltering and welfare; and re-establishment of vital resources such as potable water, electricity, natural gas and sewer services.

Planning Assumptions



1. The City' s EOC will be activated if multiple casualties or significant property damage is reported as a result of the earthquake.
2. Communications infrastructure could be damaged, causing disruption in landline, telephone, cellular telephone, radio, Internet, and other communication services.
3. Many residential and commercial structures may be damaged requiring activation of Search & Rescue operations.
4. Transportation infrastructure could be damaged and in limited operation, potentially hampering response operations.
5. Vital infrastructure such as potable water supplies, electrical power, natural gas lines and sewer services could be compromised.
6. Residents could be displaced; requiring shelter and welfare needs. Sheltering activities could be short term or long term depending on the severity of the incident.
7. Shelters will be established for residents who lose their homes or have had their home red-tagged.
8. In the event of a catastrophic event, outside assistance may not be available for hours, or even days following the event.



Concept of Operations

Response

Response actions to an earthquake event include a large variety of resources and personnel. Individual department assignments are detailed in the Basic Plan. Critical functions include:

EOC Activation

Immediately following an earthquake the Emergency Services Coordinator or designated official will determine whether to activate the EOC. If activated all response and recovery activities conducted by City departments and agencies will be coordinated by the EOC. The level of activation will be dependent upon the extent of casualties and property damage.

Fire Suppression

Fires are common following a significant earthquake. The total number of fires in a jurisdiction may increase immediately after an earthquake due to ruptured utility lines and other fire hazards. The Manhattan Beach Fire Department is the organization responsible for ensuring the prioritization of calls and responses required to ensure that fires are suppressed. The response times after an earthquake may increase due the number of fires, debris, and road damage. Downed power lines may cut off traffic, making it difficult to navigate.

Search and Rescue

The first few hours following an earthquake are critical in saving the lives of people trapped in collapsed buildings. In situations that entail structural damage/collapse, people may require rescue and medical care. During the course of a catastrophic earthquake, rescue personnel may encounter extensive damage to the local infrastructure, such as buildings, roadways, public works, communications, and utilities. Such damage can create environmental safety and health hazards, such as downed power lines, unsafe drinking water, and a damaged sewer system. This could slow the rescue response.

The Manhattan Beach Fire Department is responsible for conducting search and rescue efforts following an earthquake. Local residents, workers, and converging volunteers may



initiate Search and Rescue efforts, but will usually lack specialized equipment and training, which can cause additional hazards. Spontaneous volunteers will require coordination and direction within the local incident command structure. Community Emergency Response Team (CERT) volunteers may be used to assist with Search and Rescue.

Persons with Disabilities or Access and Functional Needs

Persons with disabilities or other access and functional needs may be disproportionately affected by an earthquake or its aftermath, such as extended power outages or lack of access to needed services. All City departments will make special efforts to identify and locate such persons and to assure they receive appropriate assistance. The City may request the assistance of non-governmental organizations, such as faith-based organizations to identify and provide assistance as needed.

Maintenance of Public Order

Following a catastrophic event, loss of utilities might spark panic, causing public disruption. The Manhattan Beach Police Department is responsible for maintaining public order and protecting first responders who are assisting in fire suppression and search and rescue. Criminals often move into an area in a proactive and sometimes organized attempt to take advantage of the situation for their own benefit. Securing the affected area from unauthorized personnel will aid in maintaining public order.

Traffic Control

Disasters draw in people who are curious as to what has happened. The uncontrolled inward flow of unauthorized personnel is detrimental to the efficient handling of traffic flow in affected areas. The Manhattan Beach Police Department is responsible, with input from the Traffic Engineer, for developing traffic control plans for preventing the access of unauthorized people and controlling the movement of people and property in response to an earthquake that causes loss of utilities, debris, and structural damage.

Damage/Safety Assessment

Initial damage assessments will be made by the Manhattan Beach Fire Department, assisted by the Community Development Department. As soon as possible following an earthquake event, the initial assessment will include occupied structures and pre -



designated essential facilities such as hospitals, key bridges, public safety facilities, access roads, bridges and utilities. The assessment involves an immediate visual inspection by Assessment Teams to identify unsafe structures/areas and obvious hazards. Unsafe structures will be evacuated immediately, hazardous conditions secured, and occupied buildings posted as Unsafe, Restricted Use or Inspected, as indicated.

Debris Management

Debris removal is the clearance, removal, and/or disposal of items such as trees, sand, gravel, building components, wreckage, vehicles, and personal property. Safe, proper and timely management of debris is an essential but often overlooked component of an emergency response or disaster incident. Disaster debris must be properly managed so as to protect human health, comply with regulations, conserve disposal capacity, reduce injuries, and minimize or prevent environmental impacts. The Public Works Department is responsible for Debris Management.

Recovery

Recovery actions will be initiated immediately following the earthquake and initial actions to preserve life and property. Recovery actions will include the restoration of public utilities including water, power, sewer, gas and trash; restoration of City facilities and services; requests for cost reimbursement from the state, FEMA, and insurers; and coordination with county, state and Federal authorities to assist families and businesses affected. Recovery following a disaster can take anywhere from months to years, depending on the severity of the event.

Direction, Control and Coordination

Overall Direction

The Mayor and City Council, with the assistance of the City Manager will provide overall policy direction for response and recovery from an earthquake. If activated, the EOC will coordinate response and recovery operations. If the EOC is not activated, the Emergency Services Coordinator, or designee, will coordinate operations.

Information Direction and Dissemination



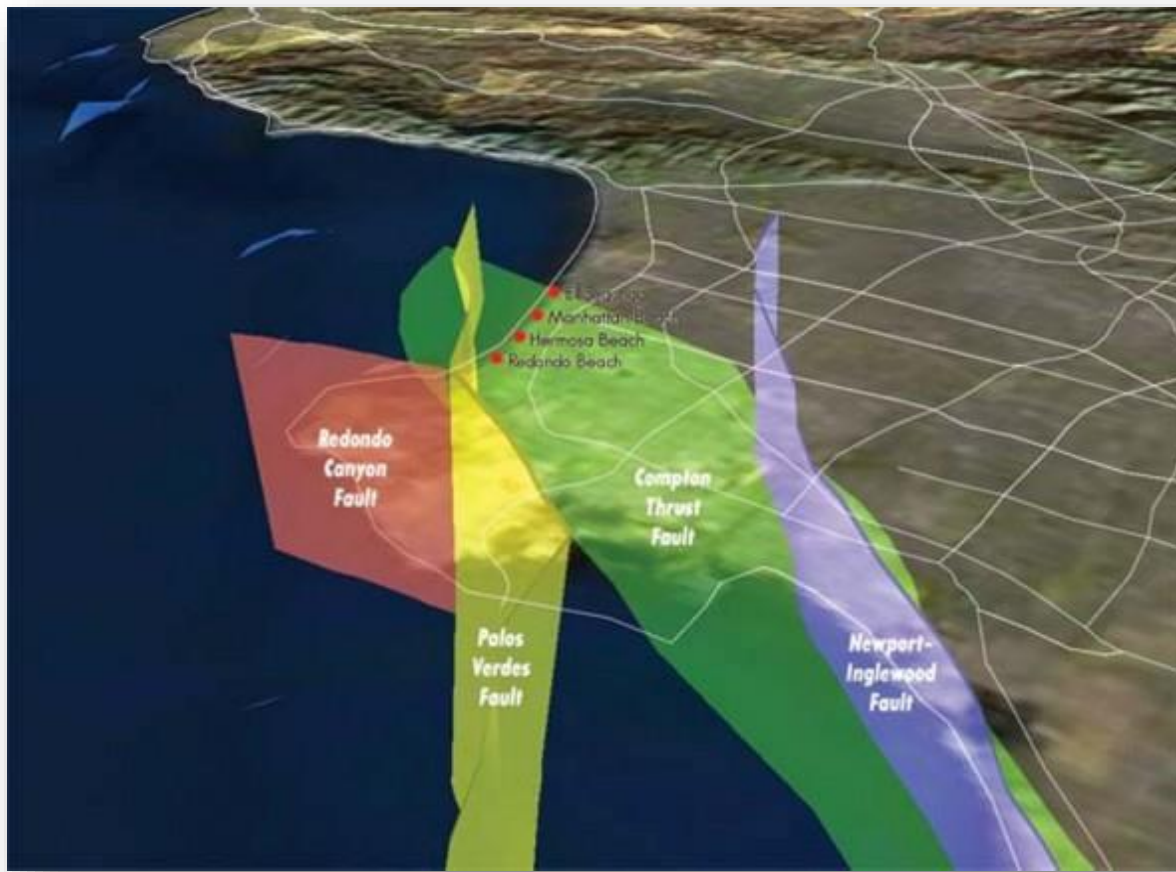
The collection and dissemination of information from field units and department operations centers will be coordinated by the EOC. Dissemination of information to the public will be as directed by the Office of the City Manager.

Development and Maintenance of the Annex

The responsibility for development and maintenance of this annex is the responsibility of the Emergency Services Coordinator, or designee. This Annex will be reviewed at least annually, or following an actual severe weather emergency, and updated as necessary.



Figure 8: Manhattan Beach Fault Map





Annex 2: Tsunami

Purpose, Scope, Situation and Assumptions

Purpose

Tsunamis are a series of ocean waves of extreme lengths that are almost always generated by undersea earthquakes or volcanic eruptions. The purpose of this Annex is to establish guidelines for the City of Manhattan Beach to reduce the loss of life and property from a potential Tsunami incident. The Annex provides information and guidance, and establishes roles and responsibilities of City Departments and agencies.

Scope

This Annex describes the response taken by the City of Manhattan Beach to prepare and mitigate the effects of a potential significant Tsunami. Included in this annex are the Concept of Operations including departmental/agency roles and responsibilities.

Situational Overview

The City of Manhattan Beach' s location, near the ocean in a region that is prone to earthquakes, renders it vulnerable to tsunamis. Earthquakes off shore can produce large waves that are called Tsunamis, which can cause significant damage to costal communities. There are two types of tsunamis that might affect Manhattan Beach:

1. Near Source Tsunamis: A near source tsunami (local) is one that can hit the coast within minutes following an offshore geological event. This type of locally generated tsunami is possible at many points along the Southern California coast and provides little time for warning the population and less time for evacuation. Studies have identified the Palos Verdes, Santa Cruz Island and Santa Rosa Island faults as active and potentially tsunami-genic.
2. Distant Source Tsunamis: A distant source tsunami is one that may be generated by a very large earthquake in remote areas of the Pacific Ocean, such as the Cascadia Subduction Zone near Eureka which is considered by experts as the most threatening. Since distant tsunamis, such as from Cascadia, may take several hours to reach the Southern California coast following the event, they allow time for warnings to be issued to give coastal residents time to evacuate.



Mission

The mission of this Annex is to reduce the potential for loss of life and property caused by a tsunami. City planning will be led by the City Manager supported by designated City departments, agencies and representatives from potentially impacted areas.

Planning Assumptions

While only limited areas of the City are considered threatened by tsunamis for a tsunami event, prudent planning will allow for a worst-case scenario. If a distant or local event has occurred and generated a tsunami, it might be expected that the following could occur depending on the size and scope of the undersea disruption:

1. The city EOC will activate if the event is large enough to trigger a tsunami of potentially dangerous proportion
2. A tsunami might be triggered by an earthquake off the coast
3. The City will have several hours to prepare for a distant tsunami
4. There may be loss of life
5. Properties located west of Highland Ave. may be severely damaged or destroyed
6. Local evacuations may be necessary causing the need for local shelter sites to be opened
7. Power and water outages may occur and communication systems may be damaged
8. Economic losses can occur that will require business resumption planning
9. There will be losses to the tourist industry

Concept of Operations

Response

This annex becomes effective when Manhattan Beach receives notification of a Tsunami Watch or Warning Alert from the Los Angeles County Office of Emergency Management. The sequence of operational activities for a tsunami event is detailed below:

Alerts

There are four levels of tsunami alerts that are issued by the West Coast/Alaska Tsunami Warning Center:



Tsunami Warning means a potential tsunami with significant widespread inundation is imminent or expected

Tsunami Advisory means there is the threat of a potential tsunami, which may produce strong currents or waves dangerous to those in or near the water.

Tsunami Watch is issued to alert emergency management officials and the public of an event that may later impact the watch area.

Tsunami Information Statement is issued to inform emergency management officials and the public that an earthquake has occurred, or that a tsunami warning, watch or advisory has been issued for another section of the ocean. Tsunami preparedness and response efforts can utilize preparedness and response efforts for flood hazards, including public education programs, warning, evacuation and other measures.

Potential Inundation and Evacuation Zone

The City has identified the area to be evacuated in the event that the City is threatened by a Tsunami. This Zone is depicted in Figure 9.

Evacuation

The most critical element of a tsunami plan is the evacuation and traffic control plan. The police department is responsible, in coordination with the Traffic Engineer, for developing evacuation and traffic control plans for possible implementation in response to a tsunami event in accordance with legal guidelines for controlling movement of people and property. These plans must take into account and address the unique evacuation and transportation needs of people with disabilities and others with access and functional needs. It is expected that the local jurisdictions articulate these plan elements.

Area Security

After an area has been evacuated, the Police Department will set up Traffic Control Points consisting of roadblocks, barricades, and/or a system of patrols to secure evacuated areas. Traffic Control Points require multi-agency coordination. Traffic Control Points should be set up at strategic locations to reduce traffic flow toward the coast and to restrict sightseer traffic to the coast, as required.



Shelters

If evacuations are ordered as a result of a tsunami warning, shelters will be established by the City of Manhattan Beach for displaced residents with the assistance of the American Red Cross. Designated shelter locations include:

1. Manhattan Beach Middle School
2. Mira Costa High School

Damage/Safety Assessment

Initial damage assessments will be made by the Manhattan Beach Fire Department. As soon as possible following an earthquake event, a Safety Assessment is conducted on occupied buildings and pre - designated essential facilities such as hospitals, key bridges, public safety facilities, occupied structures, access roads, bridges and utilities. The assessment involves an immediate visual inspection by Assessment Teams to identify unsafe structures/areas and obvious hazards. Unsafe structures are evacuated immediately, hazardous conditions are secured, and occupied buildings are posted as Unsafe, Restricted Use or Inspected, as indicated.

Persons with Disabilities or Access and Functional Needs

Persons with disabilities and access of functional needs may be disproportionately affected as a result of a tsunami or its aftermath, such as extended power outages or lack of access to needed services. All City departments will make special efforts to identify and locate such persons and to assure they receive appropriate assistance. The City may request the assistance of non-governmental organizations, such as faith-based organizations to identify and provide assistance as needed.

Area Re-entry

Evacuated areas must remain closed to the public until after the threat of a Tsunami no longer exists and local authorities announce an "all clear" . Residents should enter through control points to ensure that safety and sanitary precautions are provided. Local authorities will control re-entry via media releases, evacuation/staging area coordination, and modification of closure levels at Traffic Control Points.



Recovery

Recovery actions will be initiated immediately following the tsunami and initial actions to preserve life and property. Recovery actions will include the restoration of public utilities including water, power, sewer, gas and trash; restoration of City facilities and services; requests for cost reimbursement from the state, FEMA, and insurers; and coordination with county, state and Federal authorities to assist families and businesses affected. Recovery following a disaster can take anywhere from months to years, depending on the severity of the event.

Direction, Control and Coordination

Overall Direction

The Mayor and City Council, with the assistance of the City Manager will provide overall policy direction for response and recovery from a tsunami. If activated, the EOC will coordinate response and recovery operations. If the EOC is not activated, the Emergency Services Coordinator, or designee, will coordinate operations.

Information Direction and Dissemination

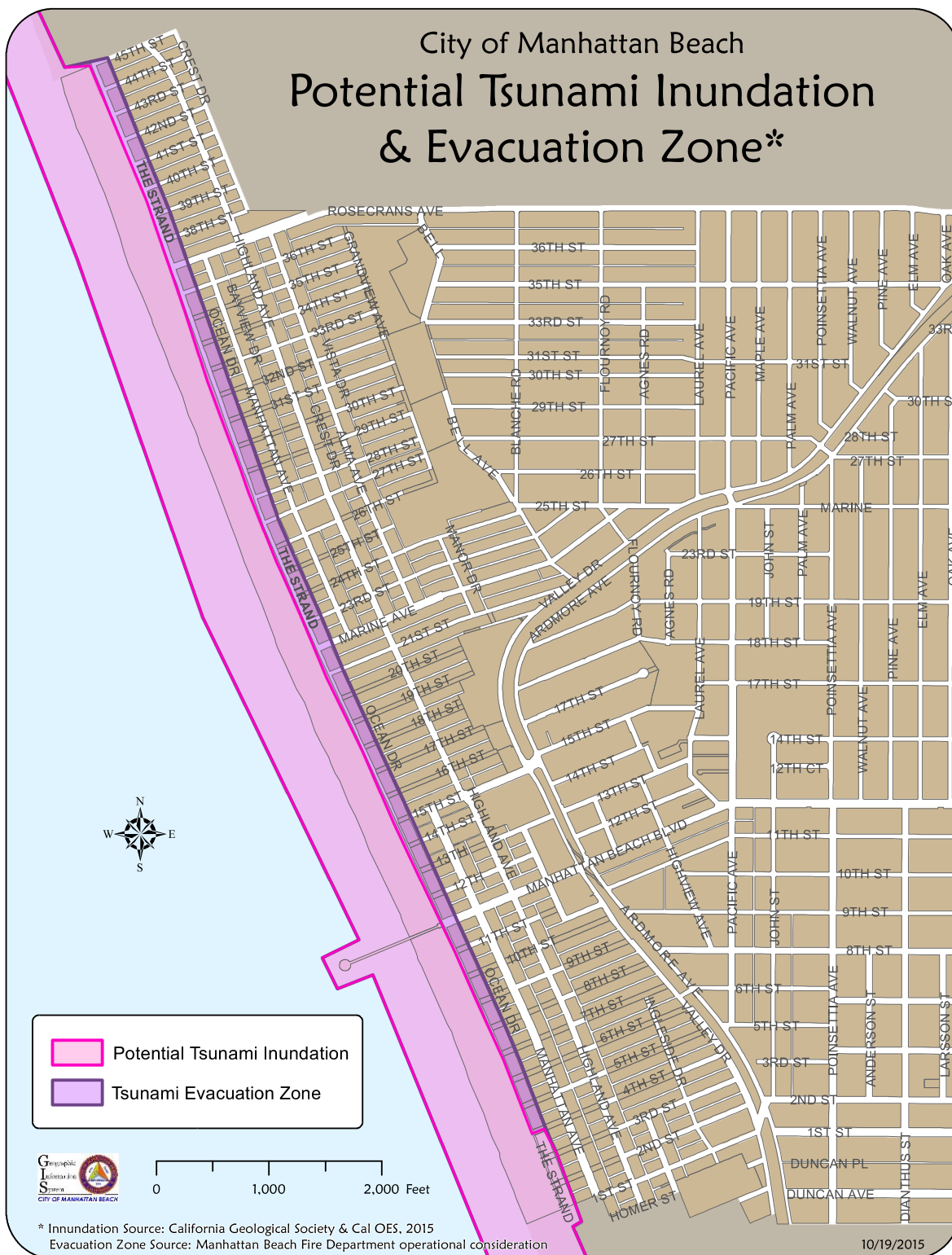
The collection and dissemination of information from field units and department operations centers will be coordinated by the EOC. Dissemination of information to the public will be as directed by the Office of the City Manager.

Development and Maintenance of the Annex

The responsibility for development and maintenance of this annex is the responsibility of the Emergency Services Coordinator, or designee. This Annex will be reviewed at least annually, or following an actual severe weather emergency, and updated as necessary.



Figure 9: City of Manhattan Beach Potential Tsunami Inundation & Evacuation Zone





Annex 3: Adverse Weather

Purpose, Scope, Situation and Assumptions

Purpose

The purpose of this Annex is to define the actions and roles necessary to provide a coordinated response within the City of Manhattan Beach to severe weather incidents. This Annex provides guidance to all City departments and agencies of the City of Manhattan Beach including emergency assignments before, during and following severe weather emergencies, and provides for the systematic integration of emergency resources. This Annex addresses the City of Manhattan Beach' s planned response to extraordinary emergency situations associated with severe weather incidents. The Annex does not address normal day-to-day emergencies or the well-established and routine procedures used in coping with such emergencies. Instead, the operational concepts reflected in this Annex focus on potential large-scale severe weather incidents, which can generate unique situations requiring unusual emergency responses. Such incidents pose major threats to life, the environment and property and can impact the well-being of large numbers of people.

This Annex integrates regulations pertaining to California' s Standardized Emergency Management System (SEMS), while meeting the requirements of the concepts and principles established in federal National Incident Management System (NIMS) regulations, including Homeland Security Presidential Directive 8 (HSPD-8) and the National Response Framework (NRF).

Scope

This Annex describes the response taken by the City of Manhattan Beach to prepare and mitigate the effects of potential significant severe weather events. Included in this annex is the Concept of Operations including departmental/agency roles and responsibilities.

Situation Overview

The City of Manhattan Beach Community Profile, Geography and Natural Features, and Demographics are described in the Basic Plan.

Hazard Profile



The City of Manhattan Beach is subject to a number of potential Severe Weather hazards, including:

1. High Winds. High winds may result from severe storms emanating from inland or from the Pacific Ocean, and Santa Ana conditions (hot, strong westerly winds). High winds can damage structures, fell trees, and power lines.
2. Hail Storms. Southern California has experienced several severe hailstorms in the recent past, including coastal areas.
3. Tornados/water spouts. While usually of lower magnitudes (F1, F2), tornadoes occur on a relatively frequent basis in Southern California, and can cause serious structural damage, personal injury, and loss of life. Occasional waterspouts occur offshore, which may threaten boaters and swimmers.
4. Local Flooding. Heavy rainfall poses a threat of local flooding if the storm drainage system is overwhelmed.
5. High Water. Ocean storms, coupled with high tides, have the potential to cause flooding in low-lying areas of the City.



Planning Assumptions

1. Effective prediction and warning systems have been established that make it possible to anticipate certain severe weather occurrences. However, severe weather conditions may occur with little or no warning.
2. It is assumed that severe weather may create emergency conditions within the City of Manhattan Beach and/or surrounding jurisdictions that necessitate that City departments and agencies take emergency response and recovery actions.
3. City departments and agencies will develop emergency plans and standard operating procedures for severe weather incidents.
4. The City's EOC will be activated if injury loss of life, or property damage has occurred, or is anticipated to occur as a result of severe weather conditions. If activated, the EOC will coordinate response actions undertaken by City departments and agencies, as well as any outside assistance that may be provided.
5. If response to a severe weather incident which exceeds City resources, the City will request mutual aid in accordance with SEMS and procedures described in the Basic Plan.
6. In the event of a catastrophic severe weather event, the City may have to rely on its own resources for an extended period of time before outside assistance is available.
7. Severe weather may result in damage to infrastructure, loss of utilities (gas, water, electricity), and street closures that hamper response operations.

Concept of Operations

Response

This annex becomes effective when Manhattan Beach receives notification of an impending or occurring severe weather event. The sequence of operational activities for a severe weather event is detailed below:

Early Warning

Upon being informed that a potential severe weather incident is imminent, all City departments will take immediate steps to secure and protect personnel, equipment and structures, and activate emergency plans and procedures as applicable. Off duty personnel will be recalled as needed. In the event that an alert or warning of potential



severe weather is received the Emergency Services Coordinator, or designated official, will:

1. Analyze the potential hazard and possible consequences
2. Determine protective actions
3. Determine the need for, content for, and media/systems to be used for public warning
4. Determine if the EOC should be activated

Immediate Response

City departments will respond in accordance with departmental emergency action plans and/or standard operating procedures. The priorities for immediate response are to protect life; reduce/mitigate property damage; and eliminate or mitigate hazards that pose a threat to life and property. Immediate response will include, but not be limited to:

1. Search and Rescue operations
2. Fire suppression
3. Evacuation of threatened or hazardous structures or areas
4. Traffic control
5. Maintenance of public order

Damage/Safety Assessment

As soon as practical the Fire Department, assisted by the Community Development Department will conduct an initial damage assessment to include critical facilities, hospitals, nursing homes and other care facilities, infrastructure, utilities and occupied structures. The inspections will involve an immediate visual inspection by Inspection Teams to identify unsafe structures/areas and obvious hazards. Unsafe structures/areas will be evacuated immediately and hazardous conditions secured. The results of the inspection will be reported to the EOC. Follow up and/or more detailed assessments will be conducted as required and as time and resources permit.

Shelters



If persons are, or are expected to be dislocated from dwellings, the City may request the Red Cross to activate emergency shelters. Designated shelter locations include:

1. Manhattan Beach Middle School
2. Mira Costa High School

Persons with Disabilities or Access and Functional Needs

Persons with disabilities or other access and functional needs may be disproportionately affected by severe weather or its aftermath, such as extended power outages or lack of access to needed services. All City departments will make special efforts to identify and locate such persons and to assure they receive appropriate assistance. The City may request the assistance of non-governmental organizations, such as faith-based organizations to identify and provide assistance as needed.

On-Going Response Operations

On-going response operations will be coordinated by the EOC, if activated, or the Emergency Services Coordinator, or designee, if not activated.

Recovery

Once initial response activities have been activated and damage assessments are conducted, the Finance Department will initiate recovery operations. Recovery operations may include, but not be limited to:

1. Restoration of city facilities and services
2. Assembly of financial records to support requests for reimbursement from the state, FEMA, and/or insurance providers
3. Working with outside utility providers (electricity, gas, telephone) to coordinate and facilitate the expeditious restoration of services and facilities
4. Working with the Operational Area and/or OES to establish a center for the provision of information and services to individuals, families, and business owners who have been adversely affected

Assignment of Responsibilities



Primary and Support functional responsibilities for City departments and agencies are described in the Basic Plan.

Direction, Control and Coordination

Overall Direction

The Mayor and City Council, with the assistance of the City Manager will provide overall policy direction for response and recovery from severe weather emergencies. If activated, the EOC will coordinate response and recovery operations. If the EOC is not activated, the Emergency Services Coordinator, or designee, will coordinate operations.

Information Direction and Dissemination

The collection and dissemination of information from field units and department operations centers will be coordinated by the EOC. Dissemination of information to the public will be as directed by the Office of the City Manager.

Development and Maintenance of the Annex

The responsibility for development, maintenance and update of this annex is the responsibility of the Emergency Services Coordinator, or designee. This Annex will be reviewed at least annually, or following an actual severe weather emergency, and updated as necessary.