

**PART ONE**  
**TABLE OF CONTENTS**

	<b>Page No.</b>
<b>SECTION ONE: BASIC PLAN</b> .....	One-1
Purpose.....	One-1
Authorities and References .....	One-1
Hazard Identification and Analysis.....	One-1
Concept of Operations .....	One-1
Preparedness Phase.....	One-1
Mitigation Phase.....	One-2
Emergency Response Phase .....	One-2
Peacetime Emergencies.....	One-2
National Security Emergencies .....	One-2
Pre-Emergency .....	One-2
Emergency Response .....	One-2
Sustained Emergency .....	One-3
Recovery Phase.....	One-3
 <b>SECTION TWO: STANDARDIZED EMERGENCY MANAGEMENT SYSTEM AND THE NATIONAL INCIDENT MANAGEMENT SYSTEM</b> .....	 One-5
Purpose.....	One-5
General.....	One-5
Organizational Levels .....	One-5
Field Response Level.....	One-5
Local Government Level .....	One-5
SEMS/NIMS Requirements .....	One-6
Operational Area.....	One-6
Regional.....	One-7
State .....	One-7
Federal Emergency Management .....	One-8
Functional Levels.....	One-8
National Incident Management System .....	One-8
 <b>SECTION THREE: THREAT SUMMARY AND ASSESSMENTS</b> .....	 One-11
Purpose.....	One-11
City Summary .....	One-11
Threat Assessment 1: Major Earthquake.....	One-13
Threat Assessment 2: Urban Interface/Wild land Fire .....	One-22
Threat Assessment 3: Terrorism.....	One-24
Threat Assessment 4: Imminent/Actual Flooding .....	One-31
Threat Assessment 5: Imminent/Actual Landslide.....	One-33
Threat Assessment 6: Hazardous Material Incident .....	One-34
Threat Assessment 7: Imminent/Actual Dam/Reservoir Failure.....	One-36
Threat Assessment 8: Transportation: Major Air Crash.....	One-38
Threat Assessment 9: Civil Unrest.....	One-40
Threat Assessment 10: National Security Emergency.....	One-41

<b>SECTION FOUR: AUTHORITIES AND REFERENCES</b> .....	One-42
Purpose.....	One-42
General.....	One-42
Authorities.....	One-42
Federal .....	One-42
State .....	One-42
City of Beverly Hills.....	One-44
References .....	One-44
Continuity of Government .....	One-46
Preservation of City Government .....	One-46
Lines of Succession .....	One-46
Immediate Duties of Council after An Emergency .....	One-46
Temporary City Seat.....	One-46
Preservation of Vital Records.....	One-47
References .....	One-48
Day to Day Organizational Chart .....	One-49
Emergency Proclamations .....	One-50
Local Emergency.....	One-50
County Emergency .....	One-52
State of Emergency.....	One-52
Federal Declaration.....	One-53
Templates (See <b>Management Support Documentation, Templates</b> )	
<b>SECTION FIVE: SEMS/NIMS COMMAND AND CONTROL</b> .....	One-54
Purpose.....	One-54
Objectives .....	One-54
Concept of Operations .....	One-54
Level One: Decentralized Coordination and Direction .....	One-54
Level Two: Centralized Coordination – Decentralized Direction.....	One-54
Level Three: Centralized Coordination and Direction .....	One-54
Organization and Responsibilities .....	One-55
<b>SECTION SIX: EMERGENCY OPERATIONS CENTER</b> .....	One-56
Purpose.....	One-56
General.....	One-56
EOC Location and Description.....	One-56
Displays .....	One-57
Communications.....	One-57
EOC Management.....	One-57
EOC Activation Policy .....	One-58
When to Activate.....	One-58
EOC Activation and Staffing Guide.....	One-59
Who Can Activate .....	One-60
How to Activate.....	One-60
EOC Operations .....	One-60
EOC Organization.....	One-61
Organization Flexibility.....	One-62
Management of Personnel .....	One-62
EOC Action Plans .....	One-62
Multi-Department or Inter-Department Coordination .....	One-63

***SEMS/NIMS Emergency Operations Plan***

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Coordination with the Field Response Level..... One-64  
Coordination with Los Angeles County Operational Area Level ..... One-64  
BHUSD and Special District Involvement..... One-64  
Chart 1: SEMS/NIMS EOC Organization..... One-65  
Chart 2: SEMS/NIMS EOC Responsibilities ..... One-66  
Chart 3: Matrix of Department Responsibilities by EOC Section..... One-67  
Chart 4: Matrix of EOC Positions by City Department ..... One-68  
Chart 5: EOC Operations Activities Matrix ..... One-69

**SECTION SEVEN: MUTUAL AID..... One-70**  
Purpose..... One-70  
Introduction..... One-70  
Mutual Aid System ..... One-70  
Mutual Aid Regions ..... One-71  
Mutual Aid Coordinators ..... One-71  
    Los Angeles County Operational Area Emergency Management Organization ..... One-71  
    Los Angeles County Operational Area Provision of Assistance to Cities..... One-71  
    Mutual Aid Region Emergency Management Organization ..... One-72  
    State Emergency Management Organization ..... One-72  
Participation of Volunteer and Private Agencies ..... One-72  
Emergency Facilities Used for Mutual Aid ..... One-72  
Policies and Procedures ..... One-73  
Authorities and References ..... One-73  
    City of Beverly Hills Mutual Aid Agreements..... One-74  
    Chart 1: Mutual Aid System Flow Chart..... One-75  
    Chart 2: Mutual Aid Coordinators Flow Chart..... One-76  
    Chart 3: State Mutual Aid Regions Map ..... One-77  
    Chart 4: Los Angeles County Operational Area Organization Matrix ..... One-78  
    Chart 5: Los Angeles County Operational Coordination & Reporting Protocol..... One-79  
    Chart 6: Los Angeles County Operational Area City Assistance Requests ..... One-80  
    Chart 7: State of California Emergency Organization Matrix..... One-81

**SECTION EIGHT: ACRONYMS, ABBREVIATIONS AND GLOSSARY ..... One-82**

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## **SECTION ONE: BASIC PLAN**

### **PURPOSE**

Part One, Section One: The Basic Plan Section 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).

### **AUTHORITIES AND REFERENCES**

Disaster response and recovery operations will be conducted as outlined in Concept of Operations, and in accordance with the enabling legislation, plans, and agreements listed in **Part One, Section Four: Authorities and References**.

### **HAZARD IDENTIFICATION AND ANALYSIS**

A hazard analysis has indicated that the City is at risk to certain incidents and to national security emergencies. These hazards are identified in **Part One, Section Three: Threat Assessments**, which also provide general and specific information on their possible impact on the City. These hazards are also discussed in the City's Hazard Mitigation Plan. See the City's Hazard Mitigation Action Plan for additional information.

### **CONCEPT OF OPERATIONS**

Operations, during peacetime or national security emergencies, could range from a minor incident, to a major earthquake, to an act of terrorism. Some emergencies will be preceded by a build-up or warning period, providing sufficient time to warn the public 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 departments must be prepared to respond promptly and effectively to any foreseeable emergency, including the provision and utilization of mutual aid (**See Part One, Section Seven: Mutual Aid**).

Emergency management activities are associated with the four emergency management phases: preparedness, mitigation, response, and recovery.

### **PREPAREDNESS PHASE**

The preparedness phase involves activities taken prior to an emergency. These activities develop operational capabilities and effective responses to a disaster. The City will place emphasis on emergency planning; training of personnel; public awareness and education; and assuring the adequacy and availability of sufficient resources to cope with emergencies. All departments will prepare, complete, and maintain *Standard Operation Procedures (SOPs)/Emergency Operating Procedures (EOPs)* which includes detailing personnel assignments, policies, notification rosters, and resource lists. Personnel should be familiar with these *EOPs* and checklists through periodic training in the activation and execution procedures. These SOPs are located within each department and with each department head.

## **MITIGATION PHASE**

The City of Beverly Hills will conduct mitigation efforts both before and following disaster events in order to eliminate or reduce the impact of hazards, which exist within the City and to reduce losses from disaster which are a threat to life and property. See the City of Beverly Hills Hazard Mitigation Action Plan. Mitigation strategies have been developed and will be followed.

## **EMERGENCY RESPONSE PHASE**

### **Peacetime Emergencies**

Response to a major emergency during peacetime will progress from local, to county, to state, to federal involvement.

Specific operational concepts, to include the emergency response actions of the various elements of the Standardized Emergency Management System, are reflected in this Plan.

### **National Security Emergencies**

National security emergencies may range from minor inconveniences such as food and petroleum shortages to a worst-case scenario such as an attack on the United States utilizing nuclear weapons. A National Security Emergency Event is declared by the President of the United States.

### **Pre-Emergency**

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 and update of emergency plans, *SOPs/EOPs*, and resources listings
- dissemination of accurate and timely emergency public information
- accelerated training of staff
- inspection of critical facilities
- recruitment of additional staff and Disaster Services Workers
- mobilization of resources
- testing warning and communications systems
- evacuation of threatened populations to safe areas
- advising the Los Angeles County Operational Area of the emergency
- identifying the need for mutual aid and requesting such through the Los Angeles County Operational Area via the West Hollywood Sheriff's Station
- proclamation of a Local Emergency

### **Emergency Response**

During this phase, emphasis is placed on saving lives, protecting property and the environment, controlling the situation and minimizing the effects of the disaster to the City. Immediate response is accomplished within the City by City Departments. **(See Introduction: Emergency Management Goals)**

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

- dissemination of accurate and timely emergency public information and warning to the public (Police and Communications & Marketing)

- situation analysis (all)
- resource allocation and control (all)
- evacuation (Police) and rescue operations (Fire)
- medical care operations (Fire)
- coroner operations (Police)
- care and shelter operations (Recreations & Parks)
- access and perimeter control (Police)
- public health operations (Fire or Public Works)
- restoration of vital services and utilities (Public Works)

When City resources are strained to capacity, and additional resources are required, requests for mutual aid will be initiated through the Los Angeles County Operational Area. Fire and Police will request or render mutual aid directly through established channels. Any action that involves financial outlay by the City, or a request for military assistance must be authorized by the Director of Emergency Services (EOC Director) or his designee.

Depending on the severity of the emergency, the City may proclaim a Local Emergency, and the City's Emergency Operating Center (EOC) may be activated; if either of these happens, the Los Angeles County Operational Area should be advised. The County may proclaim a County emergency. **If the County proclaims an emergency, the City does not have to proclaim a local emergency, but it is preferable to do so.** If the City proclaims a local emergency, the Director of Emergency Services may then exercise the emergency powers provided in the City's Emergency Services Ordinance.

The State CalOES Director may also request a gubernatorial proclamation of a State of Emergency. Should a State of Emergency be proclaimed state agencies would respond to requests for assistance. These activities will be coordinated with the State CalOES Director. The State may request a Federal declaration to support the emergency with Federal resources. **(See Part One, Section Four: Authorities and References)**

### **Sustained Emergency**

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

### **RECOVERY PHASE**

The City's goal in this phase will be to assist the recovery of the City, both residential and business and to recover as a body within itself. The Director of Emergency Management will oversee the process that ensures the City of Beverly Hills receives all emergency assistance and disaster recovery costs for which it is eligible. The Administrative Services will be the lead department in cost recovery.

The City can anticipate as soon as possible, the State CalOES Director will bring together representatives from federal, state, county, and City agencies, as well as the American Red Cross, to coordinate the implementation of assistance programs and the establishment of support priorities. FEMA will open their tele-registration hotline.

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

## *SEMS/NIMS Emergency Operations Plan*

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- 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

The City will abide by all rules and regulations of the American with Disabilities Act. The City will try to do everything possible to meet the needs of special populations.

The City will also seek reimbursement for any disaster costs from the state and federal government in accordance with the California Disaster Assistance Act and the federal Robert T. Stafford Disaster Relief and Emergency Assistance Act. Refer to the Finance Support Documentation for a description of the state and federal reimbursement process.

**SECTION TWO:  
STANDARDIZED EMERGENCY MANAGEMENT  
SYSTEM (SEMS) AND THE NATIONAL INCIDENT  
MANAGEMENT SYSTEM (NIMS)**

**PURPOSE**

Part One, Section Two: The Standardized Emergency Management System (SEMS) Section and The National Incident Management System (NIMS) provides an overview of the SEMS and NIMS and describes the overall responsibilities of the federal, state, county and City governments for protecting life, property, the environment and assuring the overall well being of the population.

**GENERAL**

The Standardized Emergency Management System (SEMS) is the system required by Government Code Section 8607(a) for managing response to multi-agency and multi-jurisdiction emergencies in California. SEMS consists of five organizational levels, which are activated as necessary: field response, local government, operational area, regional and state.

SEMS incorporates the use of the Incident Command System (ICS), the Master Mutual Aid Agreement and existing mutual aid systems (**See Part One, Section Seven: Mutual Aid**), the Operational Area Concept, the Operational Area Satellite Information System (OASIS), and multi-agency or inter agency coordination. The City must use SEMS to be eligible for funding of its personnel-related costs under state disaster assistance programs.

At the national level, Homeland Security Presidential Directive-5, *Management of Domestic Incidents*, established the National Incident Management System (NIMS) as the required emergency/disaster response system. This system will provide a consistent nationwide approach for Federal, State, local and tribal governments to work effectively and efficiently together to prepare for, prevent, respond to and recover from domestic incidents, regardless of cause, size or complexity. NIMS is based on many of the SEMS fundamentals. It is believed that agencies using SEMS will have very minor adjustments incorporating NIMS into their plans, training and exercises.

**ORGANIZATIONAL LEVELS**

**FIELD RESPONSE LEVEL**

The City's personnel responding at the field level will, under the command of an appropriate authority, carry out tactical decisions and activities in direct response to an incident or threat. The City will use the SEMS/NIMS Incident Command System (ICS) which has the following field functions to be used for emergency management: command, operations, planning/intelligence, logistics, and finance/administration.

**LOCAL GOVERNMENT LEVEL**

In an emergency, governmental response is an extraordinary extension of responsibility and action, coupled with normal day-to-day activity. The Standardized Emergency Management

## ***SEMS/NIMS Emergency Operations Plan***

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System (SEMS) has been adopted by the City of Beverly Hills; Resolution No. 96-R-9526 adopted November 26, 1996, for managing response to multi-department and multi-jurisdiction emergencies and to facilitate communications and coordination between all levels of the system and among all responding departments and agencies. Furthermore, the National Incident Management System (NIMS) has been adopted by the City, Resolution No. 06-R12046 adopted February 21, 2006, to satisfy the nationwide approach to domestic incident management. Chapter 1 of Division 2 of Title 19 of the California Code of Regulations establishes the standard response structure and basic protocols to be used in emergency response and recovery. **The basic role of the City is to manage and coordinate the overall emergency response and recovery activities within its jurisdiction.** The City is responsible for coordinating with other local governments, the operational area and special districts. The City is also responsible for providing mutual aid within our capabilities.

### **SEMS/NIMS Requirements**

The City of Beverly Hills will comply with SEMS/NIMS regulations in order to be eligible for state funding of response-related personnel costs and federal funds and will:

- 1) Use SEMS/NIMS when a multi-department response is required, during a pre-planned event, during/after an event, a local emergency is proclaimed or the EOC is activated.
- 2) Establish coordination and communications with Incident Commanders either through Departmental Operating Centers (DOCs) to the EOC, when activated or applicable, or directly to the EOC, when not activated.
- 3). Use existing mutual aid systems for coordinating fire and police resources.
- 4) Establish coordination and communications between the City of Beverly Hills EOC when activated, and any state or local emergency response agency having jurisdiction at an incident within the City's boundaries.
- 5). Use multi-agency or inter agency coordination to facilitate decisions for overall local government level, emergency response activities.

**The development of SEMS/NIMS is a cooperative effort of all departments within the City of Beverly Hills with an emergency response role. The Director of Emergency Management has the lead staff responsibility for SEMS/NIMS development, implementation and planning.**

### **OPERATIONAL AREA**

The City of Beverly Hills falls under the Los Angeles County Operational Area. Political subdivisions include 88 cities, counties, districts or other local governmental agencies, or public agencies 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 the Los Angeles County are

organized into the Los Angeles County Operational Area and that the Los Angeles County Board of Supervisors is responsible for its establishment.

In compliance with SEMS, on July 5, 1995, the Los Angeles County Board of Supervisors reaffirmed its commitment to assume responsibility for operational area coordination through a formal resolution established the Los Angeles County Operational Area. An Operational Area Advisory Board was formed which meets quarterly. The jurisdictions within Los Angeles County are represented on this board by the Disaster Management Area Coordinators (DMACs).

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

1. A local government within the Los Angeles County Operational Area has activated its EOC and requested activation of the operational area EOC to support their emergency operations.
2. Two or more cities within the Los Angeles County Operational Area have proclaimed a local emergency.
3. Los Angeles and one or more cities have proclaimed a local emergency.
4. A City or Los Angeles County has requested a governor's proclamation of a state of emergency, as defined in the Government Code Section 8558(b).
5. A state of emergency is proclaimed by the governor for Los Angeles County or two or more cities within the Los Angeles County Operational Area.
6. Los Angeles County Operational Area is requesting resources from outside its boundaries. This does not include resources used in normal day-to-day operations which are obtained through existing mutual aid agreements.
7. Los Angeles County Operational Area has received resource requests from outside its boundaries. This does not include resources used in normal day-to-day operations which are obtained through existing mutual aid agreements.

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

## **REGIONAL**

In SEMS/NIMS, the regional level manages and coordinates information and resources among operational areas within the mutual aid region and also among 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/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**

### **Department of Homeland Security**

The Homeland Security Act of 2002 established the Department of Homeland Security (DHS) to prevent terrorist attacks with the United States; reduce the vulnerability of the United States to terrorism, natural disasters, and other emergencies; and minimize the damage and assist in the recovery from terrorist attacks, natural disasters, and other emergencies.

### **Federal Emergency Management Agency**

On March 1, 2003, the Federal Emergency Management Agency (FEMA) became part of the DHS. FEMA's continuing mission within the new department is to lead the effort to prepare the nation for all hazards and effectively manage federal response and recovery efforts following any national incident. FEMA also initiates proactive mitigation activities, trains first responders, and manages the National Flood Insurance Program and the U.S. Fire Administration.

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

## **FUNCTIONAL LEVELS**

SEMS/NIMS regulations require the City to provide for five functions: Management, Operations, Planning/Intelligence, Logistics, and Finance/Administration. These functions are discussed later in this section and in Section Two of this plan.

## **NATIONAL INCIDENT MANAGEMENT SYSTEM (NIMS)**

### **OVERVIEW**

The NIMS integrates existing best practices into a consistent, nationwide approach to domestic incident management that is applicable at all jurisdictional levels and across functional disciplines in an all-hazards context. Six major components make up this systems approach.

### **NIMS COMPONENTS**

The following discussion provides a synopsis of each major component of the NIMS, as well as how these components work together as a system to provide the national framework for preparing for, preventing, responding to, and recovering from domestic incidents, regardless of cause, size, or complexity.

#### **Command and Management**

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

- **The ICS** - ICS defines the operating characteristics, interactive management components, and structure of incident management and emergency response organizations engaged throughout the life cycle of an incident;
- **Multi Agency Coordination Systems** - These define the operating characteristics, interactive management components, and organizational structure of supporting incident

management entities engaged at the Federal, State, local, tribal, and regional levels through mutual-aid agreements and other assistance arrangements; and

- **Public Information Systems** - These refer to processes, procedures, and systems for communicating timely and accurate information to the public during crisis or emergency situations.

### **Preparedness**

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

- **Planning** - Plans describe how personnel, equipment, and other resources are used to support incident management and emergency response activities. Plans provide mechanisms and systems for setting priorities, integrating multiple entities and functions, and ensuring that communications and other systems are available and integrated in support of a full spectrum of incident management requirements.
- **Training** - Training includes standard courses on multi agency incident command and management, organizational structure, and operational procedures; discipline-specific and agency-specific incident management courses; and courses on the integration and use of supporting technologies.
- **Exercises** - Incident management organizations and personnel must participate in realistic exercises—including multi-disciplinary, multi-jurisdictional, and multi-sector interaction—to improve integration and interoperability and optimize resource utilization during incident operations.
- **Personnel Qualification and Certification** - Qualification and certification activities are undertaken to identify and publish national-level standards and measure performance against these standards to ensure that incident management and emergency responder personnel are appropriately qualified and officially certified to perform NIMS-related functions.
- **Equipment Acquisition and Certification** - Incident management organizations and emergency responders at all levels rely on various types of equipment to perform mission essential tasks. A critical component of operational preparedness is the acquisition of equipment that will perform to certain standards, including the capability to be interoperable with similar equipment used by other jurisdictions.
- **Mutual Aid** - Mutual-aid agreements are the means for one jurisdiction to provide resources, facilities, services, and other required support to another jurisdiction during an incident. Each jurisdiction should be party to a mutual-aid agreement with appropriate jurisdictions from which they expect to receive or to which they expect to provide assistance during an incident.
- **Publications Management** - Publications management refers to forms and forms standardization, developing publication materials, administering publications—including establishing naming and numbering conventions, managing the publication and promulgation of documents, and exercising control over sensitive documents—and revising publications when necessary.

### **Resource Management**

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

### **Communications and Information Management**

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

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

### **Supporting Technologies**

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

### **Ongoing Management and Maintenance**

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

## **NIMS COMPLIANCE**

The State of California's Standardized Emergency Management Maintenance System issued "*California Implementation Guidelines for the National Incident Management System, 2006*" to assist state agencies, local governments, tribes and special districts to incorporate NIMS into already existing programs, plans, training and exercises. The City of Beverly Hills is following this document and will follow all future documents to ensure NIMS compliance.

The Los Angeles County Office of Emergency Management (OEM) has the responsibility to oversee and to ensure the City is NIMS compliant. Documentation of this compliance is found on file in the OEM office.

**SECTION THREE:  
THREAT SUMMARY FOR  
THE CITY OF BEVERLY HILLS**

**PURPOSE**

Part One, Section Three: The Threat Summary for the City of Beverly Hills Section consists of a series of threat summaries based on the results of the City of Beverly Hills hazard analysis. An official hazard analysis was completed in 1990 and in 2004. The purpose is to describe the area at risk and the anticipated nature of the situation, which could result should the event threaten or occur. For further details, refer to the Hazard Mitigation Action Plan.

**Geographic Characteristics, population at risk to each identified hazard, and potential hazard considerations on which the plan is based:**

**CITY SUMMARY**

The City of Beverly Hills is a 5.7 square mile municipality surrounded by the cities of Los Angeles and West Hollywood. It was incorporated in 1914. Approximately 34,109 people now live in Beverly Hills and the City's daytime population has been estimated as low as 110,000 and as high as 250,000. As a General Law City, the City is governed by five City Council members elected for overlapping terms. The City employs over 642 full time and approximately 300 part time employees. Departments include: Policy and Management, Community Development, City Clerk, City Attorney, Capital Assets, Fire Department, Administrative Services, Information Technology, Police Department, Community Services and Public Works Services. The City of Beverly Hills Police and Fire Departments maintain a response time of less than three minutes and under four minutes, respectively. High standards for training and state of the art equipment have resulted in an incidence of crime that is lower than that in any surrounding agency. Moreover, Beverly Hills is acknowledged as one of the seven most fire-safe cities in the country.

The City of Beverly Hills' appeal also results from its lush garden-like setting created by its many municipal parks, botanical gardens, and tree lined streets. To maintain this distinctive urban environment, the City tends more than 30,000 park and street trees and budgets seven times the national City average. The homeowners also pride themselves in the rich and lush landscaping. Although beautiful, this makes the City especially vulnerable to wildland fires.

Although Beverly Hills has a diverse population, its popular image is that of homes to the rich and famous. Today Beverly Hills is an important retail, financial, and professional center. Property value within the City's radius exceeds \$8.1 billion, and real estate is priced accordingly. The Business Triangle attracts many commercial businesses. The average commercial office rent in City is \$47.09 per square foot. Retail space rents at \$82.61 per square foot. Prices for a single residence in Beverly Hills average between \$2.0 million and 2.8 million and range from three bedrooms to 40+ room mansions.<sup>1</sup>

With its celebrity residents, international boutiques, luxury hotels, and acclaimed restaurants,

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<sup>1</sup> *City of Beverly Hills Hazard Mitigation Action Plan, 2011-2015.*

Beverly Hills has become the most popular destination for Southern California visitors. The following threat assessments identify and summarize the hazards that could impact the City of Beverly Hills:

- An earthquake would impact the total population.
- The City is at high risk at its interface for Urban Wildfire.
- The entire Los Angeles basin is considered as a risk area for a nuclear event or act of terrorism; therefore both sheltering and evacuation should be considered.
- The City is at high risk for an act of terrorism.
- The City is not vulnerable to storm surge inundation associated with hurricanes and tropical storms.
- The City has little industry and therefore is not affected by stationary hazardous materials users.<sup>2</sup>

The region above Sunset Blvd. has been declared a High Fire Hazard Zone. Emergencies and disasters can cause damage to the City of Beverly Hills its residents, businesses, infrastructure and our environment. These disasters can cost tremendous amounts of money in terms of response and recovery dollars, economic and can cause death or injuries. As the population of the City continues to increase, the exposure to hazards creates an even higher risk than previously experienced.<sup>3</sup>

Throughout its history, the residents of City of Beverly Hills have dealt with the various hazards affecting the area. State, County and local history shows that the residents of the area have dealt or will deal with earthquakes, earth movements including landslide and mudslide, flooding, fires (including wildland and structural), wind storms and terrorism.

While the City cannot prevent disasters from happening, their effects can be reduced or eliminated through a well organized public education and awareness effort, preparedness and mitigation. Most hazards cannot be fully mitigated; therefore the community must be prepared to provide efficient and effective response and recovery.

The City is characterized by the unique and attractive landscape that makes the area so popular. However, the potential impacts of hazards associated with the terrain make the environment and population vulnerable to natural disaster situations.

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<sup>2</sup> *City of Beverly Hills Hazard Mitigation Action Plan, 2011-2015*

<sup>3</sup> *City of Beverly Hills Hazard Mitigation Action Plan, 2011-2015*

## **THREAT ASSESSMENT 1: MAJOR EARTHQUAKE**

### **GENERAL SITUATION**

The catastrophic effects of a major earthquake will trigger extensive search and rescue operations to locate and assist trapped or injured persons. At the same time, a large number of people and equipment would be required to clear streets of debris, set up emergency shelters, care for the injured, etc. The magnitude of the response required could easily exceed the capabilities and resources of the City. Damage control and disaster relief support would undoubtedly be required from other governmental agencies and private organizations. In a worst case scenario, earthquake damage should affect a large portion of the Los Angeles basin and support would have to be provided by the Federal, State, and other local governments.

Extensive federal assistance would be required for an extended period of time.

### **SPECIFIC TO THE CITY OF BEVERLY HILLS**

The Santa Monica Mountains, located in the northern portion of the City, are in the Transverse Ranges Physiographic province. The coastal plain of the Los Angeles Basin, located in the southern portion of the City, is part of the peninsular Ranges Physiographic Province. The majority of the City lies in a transitional area between the mountains and the coastal plain. This transitional area consists of broad coalescing alluvial fans that have developed over geologic time from debris that have been eroded from the Santa Monica mountains.

The presence of these three distinct physiographic features (the mountains, the alluvial fans, and the Los Angeles coastal plain) within the City provides considerable topographic relief. The lowest point within the City is 120 feet above sea level at Olympic Blvd and La Cienega Blvd and the highest point is 1400 feet above sea level along Carla Ridge Dr in Trousdale Estates area.

Areas north of Sunset Blvd are characterized by the typical rugged topography of the Santa Monica Mountains with steep sided ridges and narrow ravines or valleys. Between Sunset Boulevard and Santa Monica Boulevard, the surface of the alluvial fans slopes about 2 to 3 percent in a south southeast direction. South of Santa Monica Boulevard the terrain flattens as the alluvial fans merge into the coastal plain.

The City of Beverly Hills is located along the boundary between the Transverse Ranges and Peninsular Ranges physiographic of southern California. The Transverse Ranges consist of a complex series of elongate, east-west trending mountains, such as the Santa Monica Mountains, and intervening valleys. In contrast, the Peninsular Ranges province consists of northwest-southwest trending mountains, such as the Santa Ana Mountains, and intervening valleys. Both the Transverse Ranges and Peninsular Ranges physiographic provinces are seismically active and contain many active faults.<sup>4</sup>

### **Local Soil Conditions**

The areas north of Sunset Boulevard in the Santa Monica Mountains are underlain primarily by Triassic metamorphic, Jurassic granitic, and upper Miocene sedimentary rocks. The alluvial fans that underlie most of the City south of Sunset Boulevard consist of Quaternary debris generated

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<sup>4</sup> City of Beverly Hills Hazard Mitigation Action Plan, 2011-2015.

from erosion of the Santa Monica Mountains.

Certain soils greatly amplify the shaking in an earthquake. Passing from rock to soil, seismic waves slow down but get bigger. Hence a soft, loose soil may shake more intensely than hard rock at the same distance from the same earthquake.

Ground shaking, landslides, liquefaction, and amplification are the specific hazards associated with earthquakes. The severity of these hazards depends on several factors, including soil and slope conditions, proximity to the fault, earthquake magnitude, and the type of earthquake.

### **EARTHQUAKE FAULTS IN OR NEAR BEVERLY HILLS**

Numerous active earthquake faults present a potential danger to the City of Beverly Hills. The City of Beverly Hills is in the vicinity of several known active and potentially active earthquake faults including the San Andreas, Santa Monica, Hollywood, Newport-Inglewood, Puente Hills, Palos Verdes, Raymond and the Whittier-Elsinore.

New faults within the region are continuously being discovered. Scientists have identified almost 100 faults in the Los Angeles area known to be capable of a magnitude 6.0 or greater earthquake. Recent reports from scientists of the U.S. Geological Survey and the Southern California Earthquake Center say that the Los Angeles Area could expect one earthquake every year of magnitude 5.0 or more for the foreseeable future.

The Santa Monica, Hollywood and the Newport-Inglewood Fault are the three main faults in the City. The following provides additional information on the faults closest to the City.

#### **THE NEWPORT/INGLEWOOD FAULT**

This fault extends to just south of the City and is capable of producing a 6.9 magnitude earthquake. It has a slip rate at 1mm/yr. Because of its proximity to the City, it is thought to present a greater danger to the City in terms of death and destruction than the San Andreas.

#### **THE SANTA MONICA FAULT**

This fault actually runs through the northern part of the City and with a slip rate of 1 mm/yr, it is capable of producing a 6.6 magnitude earthquake. Thus, like the Newport/Inglewood Fault, the Santa Monica Fault is also thought to present a great danger to the City.

#### **THE HOLLYWOOD FAULT**

This fault is located near the base of the Santa Monica Mountains. The fault dips steeply to the north beneath the Santa Monica Mountains. Movement on the fault has juxtaposed the granitic, metamorphic, and sedimentary rocks of the Santa Monica Mountains up and over the sedimentary deposits south of the mountains. This fault actually runs through the northern part of the City and with a slip rate of 1 mm/yr, it is capable of producing a 6.4 magnitude earthquake.

#### **THE PUENTE HILLS FAULT**

This fault system runs under downtown Los Angeles could generate an earthquake of magnitude 7.0 or greater. The fault snakes underground for at least 25 miles, from Puente

Hills in northern Orange County through downtown Los Angeles and west toward Beverly Hills.

### **THE SAN ANDREAS FAULT**

Undoubtedly the most well known fault in California, the San Andreas Fault is located approximately nearly forty (40) miles to the east and with a slip rate of 24 mm/yr, it is capable of an 8.5 magnitude earthquake. Although capable of causing major damage throughout the Los Angeles Basin, it is now thought by many experts that because of its distance from Metropolitan Los Angeles (including Beverly Hills), it may presents less danger to the City than some of the other faults mentioned above.

### **EARTHQUAKE RELATED HAZARDS IN BEVERLY HILLS**

Amount of damage to a building does not depend solely on how hard it is shaken. In general, smaller buildings such as houses are damaged more by higher frequencies, so usually a house must be relatively close to the hypocenter to be severely damaged. Larger structures such as high-rises are damaged more by lower frequencies and will be more noticeably affected by the largest earthquakes, even at considerable distances.

In addition to regional aspects of the earthquake hazard, there are location-specific hazards that can cause additional damage: surface rupture, ground shaking, amplification, settlement, liquefaction, and landslides. State laws require that every person buying a home or real property in California to be told if the property is in on one of these zones.

#### **Ground Shaking**

Ground shaking is the motion felt on the earth's surface caused by seismic waves generated by the earthquake. It is the primary cause of earthquake damage. The strength of ground shaking depends on the magnitude of the earthquake, the type of fault, and distance from the epicenter (where the earthquake originates). Buildings on poorly consolidated and thick soils will typically see more damage than buildings on consolidated soils and bedrock.

#### **Earthquake Induced Landslides**

Earthquake induced landslides are secondary earthquake hazards that occur from ground shaking. They can destroy the roads, buildings, utilities, and other critical facilities necessary to respond and recover from an earthquake. The City of Beverly Hills has a high likelihood of encountering such risks, especially in areas with steep slopes. See earth movement (Landslide) section for more information.

#### **Earthquake Induced Liquefaction**

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

Liquefaction- induced ground failure has historically been a major cause of earthquake damage in Southern California. During the 1971 San Fernando and 1994 Northridge earthquakes, significant damage to roads, utility pipelines, buildings, and other structures in the Los Angeles area was caused by liquefaction-induced ground displacement.

Localities most susceptible to liquefaction-induced damage are underlain by loose, water saturated granular sediments at depths less than 40 feet subsurface. These geological and groundwater conditions exist in the City of Beverly Hills.

**Liquefaction Zone**

Some areas of the City have a high water table. Where this condition occurs, it is possible for the ground to liquefy during an earthquake, becoming like quicksand. If this occurs, buildings may settle or tilt. Such damage occurred in the Marina District in San Francisco in the 1989 Loma Prieta earthquake. The potential for liquefaction is considered for all new construction in the City. In Beverly Hills, there are about 1000 buildings that are within the Liquefaction Zone

**DAMAGE TO VITAL PUBLIC SERVICES, SYSTEMS AND FACILITIES**

**Bed Loss in Hospitals**

Beverly Hills depends on hospitals outside of the City. Cedars Sinai Hospital is located two miles away from Beverly Hills in the City of Los Angeles. Public service agencies and volunteer personnel would be used to assist in the care of the injured.

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

**Communications - Telephone System**

Telephone communication systems may fail due to physical damage of equipment, facilities and support utilities. Circuits could be overloaded by telephone receivers being knocked off their cradles and/or individuals trying to call in and out of the area. There may be an immediate telephone communications blackout following the earthquake, with partial communications being restored after the first 24 to 72 hours. 9-1-1 may also be disrupted.

The commercial carriers will institute network control procedures to regain control of the situation as quickly as possible. Priorities have been assigned to all critical circuits transiting the key facilities, based on established criteria.

**Radio Systems**

Most 2-way radio communications systems consist of a source of power, an antenna, and a radio. Emergency power failures have been the primary cause of communications shortfalls in past disasters. The presumed scarcity of propane and gasoline after this earthquake will strictly limit the viability of surviving communications sites, since these are the primary fuels for backup generators.

Frequent maintenance of equipment in installations according to approved seismic specifications could reduce the failure potential.

Earthquake movement has little effect on properly installed antenna systems. Most failures are due to the failure of the building or structure supporting the antenna. Repeaters, used to extend the radio's range, are positioned on mountain tops. Antennas and related structures are expected to remain about 70% viable. Mobile relays may be 60% effective and microwave systems 30% or less.

Solid state electronics has produced communication devices which are small, lightweight and dependable. The amount of damage they sustain will depend on their location and how well they are secured. Fixed 2-way radio systems are expected to operate at about 40% effectiveness for the first 12 hours following a major earthquake. It is recommended to maintain a cache of charged portable radios and batteries ready to deploy during a large scale disaster or any sustained response operation.

City of Beverly Hills: City Corp Disaster Communications Services group will be called upon to provide support communications.

### **Dam and Flood Control Channels**

There is one major dam located in or upstream from the Beverly Hills area, the Greystone Reservoir and nine above ground and partially below-ground storage reservoirs<sup>5</sup> that could potentially impact the City if these structures were compromised. The Lower Franklin Dam was taken out of service in 1976 and now serves as a small water leftover reservoir (200 acre-feet). Current design and construction practices and ongoing programs of review and modification make catastrophic dam failure very unlikely.

### **Landslides**

Landslides may also occur during aftershocks in areas already weakened by the first shock. Large boulders and/or soft soil could be jarred loose. Secondary health problems due to resulting high concentrations of dust could cause problems for victims and rescue workers.

### **Electrical Power**

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

### **Fire Operations**

Although total collapse of fire stations is not expected, possible disruption of utilities, twisted doors and loss of power can create major problems. Numerous fires due to disruption of power and natural gas networks can be expected. The area's water supply may be greatly impacted. Connections to major water sources, water mains and storage facilities may be damaged resulting

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<sup>5</sup> City of Beverly Hills General Plan Update Technical Background Report, page 6-28

in an unstable water supply for Fire and Rescue Operations. Fire and Rescue personnel will need to complete a preliminary assessment to determine and establish response and recovery needs. In addition, Fire and Rescue Operations may take days because of the disruption to the transportation corridors. The movement of department personnel and equipment may be very difficult.

Secondary responses by the fire service after assessment will be to accomplish search and rescue of trapped persons. Major problems the Fire Service should expect are loss of power and water, jammed doors, restricted mobility due to debris, possible loss of primary dispatch capability and delays in reaching maximum effectiveness due to personnel shortages.

### **Highways**

Damage to freeway systems is expected to be major. Interstate Highway No. 2, (Santa Monica Boulevard) is the only highway traversing through Beverly Hills. This section of Highway 2 is constructed on street grade and has no elevated bridges. There are 143 miles of public streets and alleys in Beverly Hills. There are four major arterials in Beverly Hills, Sunset, Wilshire, Santa Monica and Olympic Boulevards. These major streets are reconstructed or resurfaced within the last 10 years. All the public streets and alley are old and they are maintained under the City's Pavement Management Program. Many surface streets in the older central business districts will be blocked by debris from buildings, falling electrical wires and pavement damage. In the event that the street is damaged in a disaster, the roadway will be repaired as quickly as possible by either the City's Public Works Street Maintenance division or outside Contractor.<sup>6</sup>

### **Natural Gas Pipelines**

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

### **Sanitation Systems**

All of the wastewater flows generated from the City (not including stormwater) are collected and treated at the Los Angeles Hyperion Wastewater Treatment Plant. Many of the waste water treatment facilities in the area could be out of service from 4 to 6 months depending on the damage caused by the severity of intensity and liquefaction. There is a limited volume of storage available in the waste water treatment plants; if the treatment facility cannot be restored before storage is exceeded, the waste water will require discharge with emergency chlorination to reduce health hazards. Overflow of sewage through manholes and from ponds can be expected due to breakage in mains and loss of power. As a result, there will be a danger of excessive collection of explosive gas in sewer mains, and flow of untreated sewage in some street gutters.

### **Water Supply**

Two of the three major aqueducts serving Southern California are expected to be out of service

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<sup>6</sup> City of Beverly Hills Hazard Mitigation Plan, 2011-2015

from 3 to 6 months following the event; only the Colorado River Aqueduct is expected to remain in service. This indicates the imported water supply to Los Angeles County may be only partial for a 3 to 6 months period. Several ruptures are anticipated along the water pipelines in the County. Anticipated damage to reservoir outlet works could take weeks to repair. The majority of water wells are expected to be disabled by loss of electricity and the lack of backup power sources. In addition, shear forces could render about a third of the wells inoperative for an indefinite period. Many areas could be dependent on tanker trucks to provide for their basic needs.

Several ruptures are anticipated along the water pipelines in the County. Anticipated damage to reservoir outlet works could take weeks to repair.

The City's water supply comes from Metropolitan Water District (MWD) of Southern California. Beverly Hills imports 90% of its water from MWD and approximately 10% is currently provided from local groundwater production wells.<sup>7</sup>

## **EMERGENCY RESPONSE CONSIDERATIONS**

The Fire Department will be the lead agency. Emergency response actions applicable to all common hazards are presented in the **Checklist Actions in Part Two of this Plan.**

## **MITIGATION**

See the Hazard Mitigation Plan for current and future mitigation activities.

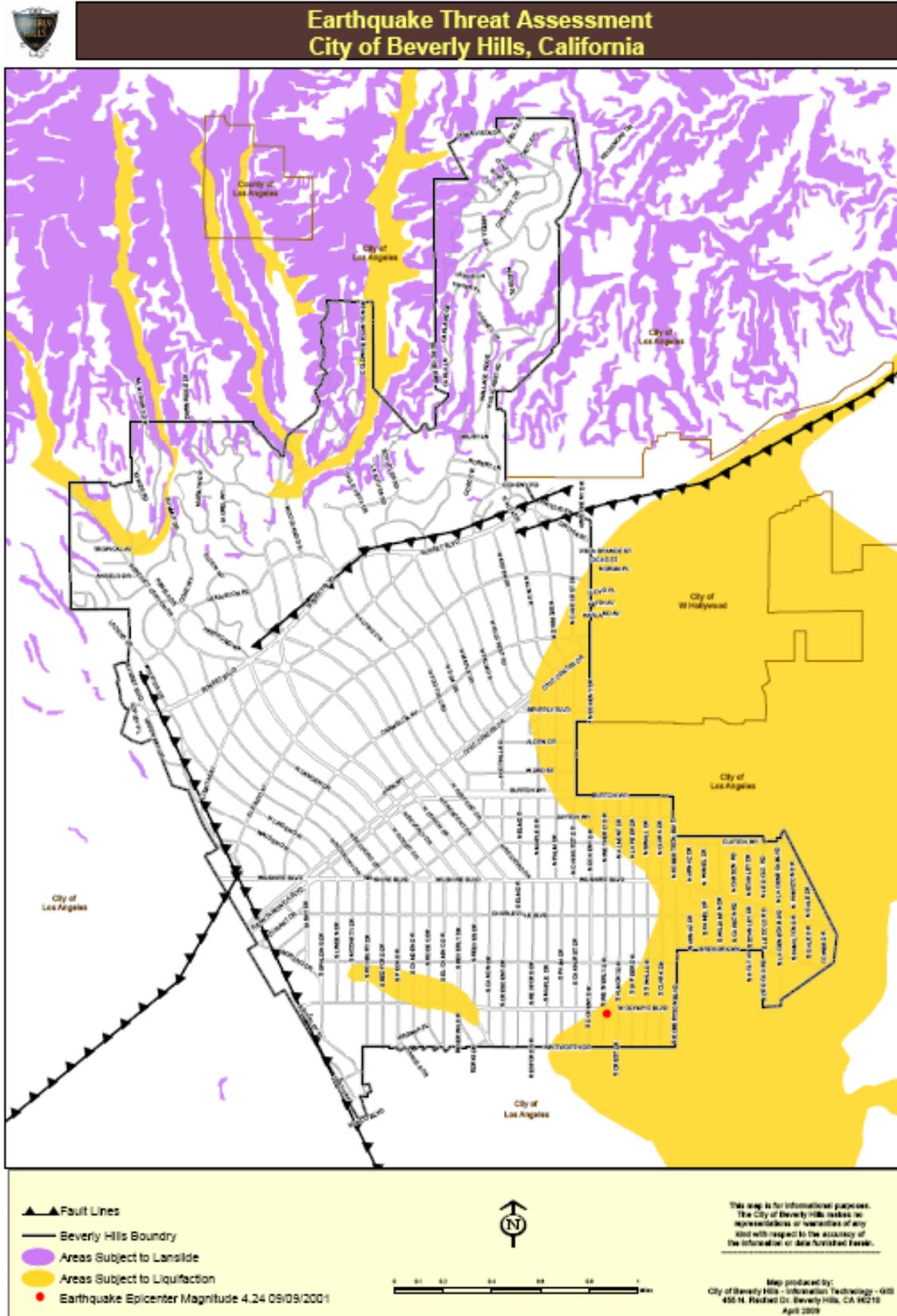
## **ATTACHMENTS:**

1. Earthquake/Liquefaction/Landslide Hazard Map

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<sup>7</sup> City of Beverly Hills General Plan Update Technical Background Report, page 3-5

# ATTACHMENT 1 EARTHQUAKE/LIQUEFACTION/LANDSLIDE HAZARD MAP



## **THREAT ASSESSMENT 2: URBAN INTERFACE / WILDLAND FIRE**

### **GENERAL SITUATION**

Due to population density and the encroachment of urban communities into wild land areas, wild land fires have a greater potential for injuries, deaths and extensive property damage. Also, the intrusion of the population into these once isolated areas has increased the potential incidents of wild land fire. The extent of property damage and the number of casualties is dependent on many variables. Among the most important are: wind, weather, available fuel, topography, mitigation, and fire suppression efforts.

### **SPECIFIC TO THE CITY OF BEVERLY HILLS**

#### **Wildland Fire Hazard**

The City of Beverly Hills is bounded on the north by hillside and canyon areas. Canyons that empty into the City's boundaries are Benedict, Franklin, Coldwater and Trousdale Canyons. Benedict, Coldwater and Trousdale Canyons are densely populated, with Franklin Canyon the least developed of the four. Historically, wild land fires have occurred in these areas. The intensity and seriousness of these fires has depended on the conditions present at the time. Beverly Hills is an example of what is termed, Urban/Wild land Interface. The dense, wild brush of Franklin Canyon extends to the boundaries of the City. If a fire ignited in or around this vicinity, the brush would provide plenty of fuel to send fire brands (embers) raining down on the City within minutes. Combustible roofing and the beautiful vegetation and palm trees that line City streets provide more fuel making the flatland in Beverly Hills just as vulnerable as the hillside. Due to the extensive hazards originating in the hills north of Sunset Blvd., the area has been designated a Very High Fire Hazard Severity Zone (VHFHSZ). Approximately 36 percent of the City is located in the VHFHSZ, with approximately 1,640 single family residences and 3,700 people.<sup>8</sup>

#### **Urban Fire Hazard**

Due to the extensive amount of spotting anticipated during a wildfire, wildfires will not be confined to the VHFHSZ. Homes will continue to ignite and burn south of Sunset Boulevard, affecting the entire City. Areas outside the VHFHSZ could also ignite as a result of an earthquake, or some other phenomena. A disruption in the water system could allow a normally controllable structure fire to escape containment by fire forces and spread to adjoining buildings; or a fire that starts in the flatlands could be wind driven from the roof of one building to the roofs of adjoining buildings. In the area outside the VHFHSZ, many wood shake or shingle roofs exist and there is a potential for fires being driven from roof to roof faster than firefighting efforts can keep up under strong Santa Ana wind conditions.

Other potential high cost or fatal fire scenarios exist within the City. Beverly Hills is home to four very large hotels having occupancies in excess of 500 persons per day, 32 high-rise buildings, and a densely populated retail and commercial district. Of particular concern are two high-rise buildings that are residential occupancies and did not fall under the 1998 retrofit

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<sup>8</sup> City of Beverly Hills General Plan Update Technical Background Report 6-35

sprinkler mandate imposed on buildings 55 feet or higher. These are the only two high-rise buildings in the City that are not equipped with sprinkler systems and no plans exist to install the systems.

Another identified area of concern for Beverly Hills is the lack of adequate gallons per minute of the water supply in the area served by Zone 9, which is located between the City limit and Coldwater Canyon Drive north of North Beverly Drive.<sup>9</sup>

### **Prevention/Suppression**

Wild land fires that occur during high winds and/or low humidity conditions can create a situation beyond the capabilities of the City's available fire fighting force. Under these conditions it would become necessary to activate the Mutual Aid System.

In 1998, the Beverly Hills Fire Department (BHFD) installed a Remote Automated Weather Station (RAWS) in the hillside area just outside the City in Franklin Canyon. Data from the RAWS assists fire officials in determining the need for augmenting or redeploying fire resources depending on current and anticipated weather conditions. As a result of RAWS, the BHFD instituted a Red Flag Engine Program whereby the firefighting resources are augmented in the VHFHSZ on days where the fire weather danger is extremely high. The program calls for hiring additional personnel to staff an engine company, which is then housed at Fire Station 2 for the duration of the extreme danger period. In addition, pre-designated streets which normally allow parking are posted as no parking zones to allow for ingress of fire resources and egress of civilian traffic. For the VHFHSZ, The BHFD has also developed "Pre-Attack Plans" that enable the fire suppression resources to locate combustible roofs, evacuation routes, safe refuge areas, and resident assemblage locations. These resources help firefighting forces make critical decisions during emergency situations. Pre-Attack Plans are also made available to outside agencies who are called for Mutual Aid assistance and that may not be familiar with the area.

In addition, in 2004, the BHFD and residents within the VHFHSZ initiated the *Firewise Communities/USA Program*, which is designed to enable communities to achieve a high level of protection against wildland/urban interface fire loss while maintaining a sustainable ecosystem balance. The BHFD established a Beverly Hills Firewise Board comprised of residents within the VHFHSZ, and both the BHFD and Board are currently in the process of implementing area-specific solutions within the VHFHSZ to protect this area from wildland fire. The BHFD also provides ongoing community education and warning.

### **Evacuation**

Evacuation will be difficult and may of delay ingress and deployment of fire resources.

## **EMERGENCY RESPONSE CONSIDERATIONS**

The Fire Department is the lead agency. Emergency response actions applicable to all common hazards are presented in the **Checklist Actions in Part Two of this Plan.**

## **MITIGATION**

See the Hazard Mitigation Plan for current and future mitigation activities.

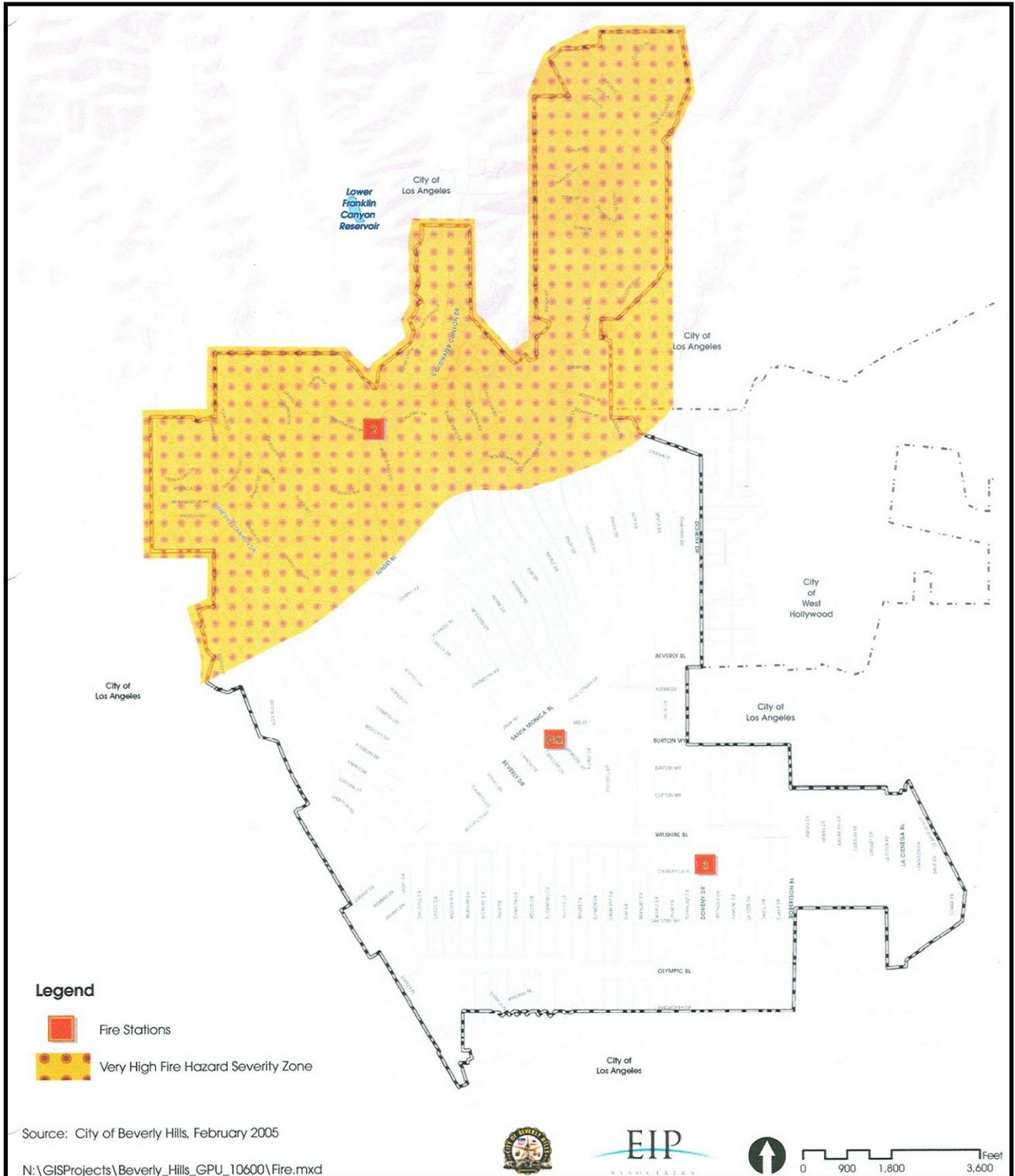
## **ATTACHMENTS:**

1. Fire Hazard Map

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<sup>9</sup> City of Beverly Hills General Plan Update Technical Background Report 6-36

# ATTACHMENT 1 FIRE HAZARD MAP



## **THREAT ASSESSMENT 3: TERRORISM**

### **GENERAL SITUATION**

Los Angeles County is home to 9.3 million persons, many businesses, government agencies, transportation, infrastructure, and cultural facilities, which are vulnerable to terrorist attack. Terrorism is a continuing threat throughout the world and within the United States. A variety of political, social, religious, cultural, and economic factors underlie terrorist activities. Terrorists target civilian targets to spread their message or communicate dissatisfaction with the status quo. The media interest generated by terrorist attacks makes this a high visibility threat.

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

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

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

- The situation may not be recognizable until there are multiple casualties or a secondary event occurs that indicates that the first was not an accident. Most chemical and biological agents are not detectable by conventional methods used for explosives and firearms. Most agents can be carried in containers that look like ordinary items.
- There may be multiple events (i.e., one event in an attempt to influence another event's outcome).
- Responders are placed at a higher risk of becoming casualties because agents are not readily identifiable. Responders may become contaminated before recognizing the agents involved. First responders may, in addition, be targets for secondary releases or explosions.

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

### **TERRORISM HAZARDS**

Weapons of mass destruction are defined as any weapon that is designed or intended to cause death or serious bodily injury through the release, dissemination, or impact of toxic or poisonous chemicals; disease organisms; radiation or radioactivity; or explosion or fire. WMD can be categorized into five categories using the acronym B-NICE: Biological, nuclear, incendiary, chemical and explosive. The typical routes for exposure to the body include inhalation, ingestion, absorption and/or injection. Each category is further described below.

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

**Chemical**

Chemical agents can be classified into five categories: nerve agents, blister agents, blood agents, choking agents, and irritating agents. These agents are man-made. agents are intended to kill, seriously injure, or incapacitate people through physiological effects. A terrorist incident involving a chemical agent will demand immediate reaction from emergency responders—fire departments, police, hazardous materials (HazMat) teams, emergency medical services (EMS), and emergency room staff—who will need adequate training and equipment. Hazardous chemicals, including industrial chemicals and agents, can be introduced via aerosol devices (e.g., munitions, sprayers, or aerosol generators), breaking containers, or covert dissemination. Such an attack might involve the release of a chemical warfare agent, such as a nerve or blister agent or an industrial chemical, which may have serious consequences. Some indicators of the possible use of chemical agents are listed in Table 1. Early in an investigation, it may not be obvious whether an outbreak was caused by an infectious agent or a hazardous chemical; however, most chemical attacks will be localized, and their effects will be evident within a few minutes. There are both persistent and non-persistent chemical agents. Persistent agents remain in the affected area for hours, days, or weeks. Non-persistent agents have high evaporation rates, are lighter than air, and disperse rapidly, thereby losing their ability to cause casualties after 10 to 15 minutes, although they may be more persistent in small, unventilated areas.

**Table 1. General Indicators of Possible Chemical Agent Use**

<b>Stated Threat to Release a Chemical Agent</b>
<b>Unusual Occurrence of Dead or Dying Animals</b> <ul style="list-style-type: none"><li>• For example, lack of insects, dead birds</li></ul>
<b>Unexplained Casualties</b> <ul style="list-style-type: none"><li>• Multiple victims</li><li>• Surge of similar 911 calls</li><li>• Serious illnesses</li><li>• Nausea, disorientation, difficulty breathing, or convulsions</li><li>• Definite casualty patterns</li></ul>
<b>Unusual Liquid, Spray, Vapor, or Powder</b> <ul style="list-style-type: none"><li>• Droplets, oily film</li><li>• Unexplained odor</li><li>• Low-lying clouds/fog unrelated to weather</li></ul>
<b>Suspicious Devices, Packages, or Letters</b> <ul style="list-style-type: none"><li>• Unusual metal debris</li><li>• Abandoned spray devices</li><li>• Unexplained munitions</li></ul>

**BIOLOGICAL**

The four most common types of biological agents are bacteria, viruses, rickettsia, and toxins. These agents occur in nature, however they can be, and have been, produced by man for use as

weapons.

Recognition of a biological hazard can occur through several methods, including identification of a credible threat, discovery of bioterrorism evidence (devices, agent, clandestine lab), diagnosis (identification of a disease caused by an agent identified as a possible bioterrorism agent), and detection (gathering and interpretation of public health surveillance data).

When people are exposed to a pathogen such as anthrax or smallpox, they may not know that they have been exposed, and those who are infected, or subsequently become infected, may not feel sick for some time. This delay between exposure and onset of illness, the incubation period, is characteristic of infectious diseases. The incubation period may range from several hours to a few weeks, depending on the exposure and pathogen. Unlike acute incidents involving explosives or some hazardous chemicals, the initial detection and response to a biological attack on civilians is likely to be made by direct patient care providers and the public health community.

Terrorists could also employ a biological agent that would affect agricultural commodities over a large area (e.g., wheat rust or a virus affecting livestock), potentially devastating the local or even national economy.

Responders should be familiar with the characteristics of the biological agents of greatest concern for use in a bioterrorism event. Unlike victims of exposure to chemical or radiological agents, victims of biological agent attack may serve as carriers of the disease with the capability of infecting others (e.g., smallpox, plague). Some indicators of biological attack are given in Table 2.

**Table 2. General Indicators of Possible Biological Agent Use**

<b>Stated Threat to Release a Biological Agent</b>
<b>Unusual Occurrence of Dead or Dying Animals</b>
<b>Unusual Casualties</b> <ul style="list-style-type: none"><li>• Unusual illness for region/area</li><li>• Definite pattern inconsistent with natural disease</li></ul>
<b>Unusual Liquid, Spray, Vapor, or Powder</b> <ul style="list-style-type: none"><li>• Spraying; suspicious devices, packages, or letters</li></ul>

### **Nuclear/Radiological**

Nuclear terrorism can occur in two different ways: either detonation or threat of detonation of a nuclear bomb; or dispersion of radiological material using a conventional explosive or other dispersal device. Nuclear terrorism threat is on the rise due to recent activity amongst foreign countries and the discussions regarding their nuclear capabilities. Recent revelations have surfaced regarding the ability to purchase uranium. Because of this current climate, the potential for the creation of “Dirty Bombs” or a small nuclear device is a strong possibility.

The difficulty of responding to a nuclear or radiological incident is compounded by the nature of radiation itself. In an explosion, the fact that radioactive material was involved may or may not

be obvious, depending upon the nature of the explosive device used. The presence of a radiation hazard is difficult to ascertain, unless the responders have the proper detection equipment and have been trained to use it properly. Detection devices exist and are being used in the City.

### **Conventional Explosives and Secondary Devices**

The easiest to obtain and use of all weapons is still a conventional explosive device, or improvised bomb, which may be used to cause massive local destruction or to disperse chemical, biological, or radiological agents. The components are readily available, as are detailed instructions on constructing such a device. Improvised explosive devices are categorized as being explosive or incendiary, employing high or low filler explosive materials to explode and/or cause fires. Explosions and fires also can be caused by projectiles and missiles, including aircraft used against high-profile targets such as buildings, monuments, and special events. Bombs and firebombs are cheap and easily constructed, involve low technology, and are the terrorist weapon most likely to be encountered. Large, powerful devices can be outfitted with timed or remotely triggered detonators and can be designed to be activated by light, pressure, movement, or radio transmission. The potential exists for single or multiple bombing incidents in single or multiple municipalities. Explosive materials can be employed covertly with little signature and are not readily detectable. Secondary explosive devices may also be used as weapons against responders and the public in coincident acts. Other diversionary events or attacks could also be aimed at responders.

### **Combined Hazards**

WMD agents can be combined to achieve a synergistic effect—greater in total effect than the sum of their individual effects. They may be combined to achieve both immediate and delayed consequences. Mixed infections or toxic exposures may occur, thereby complicating or delaying diagnosis. Casualties of multiple agents may exist; casualties may also suffer from multiple effects, such as trauma and burns from an explosion, which exacerbate the likelihood of agent contamination. Attacks may be planned and executed so as to take advantage of the reduced effectiveness of protective measures produced by employment of an initial WMD agent. Finally, the potential exists for multiple incidents in single or multiple municipalities.

### **Other Terrorism Hazards**

Planners also need to consider the possibility of unusual or unique types of terrorist attacks previously not considered likely.<sup>10</sup> Although it is not realistically possible to plan for and prevent every conceivable type of terrorist attack, planners should anticipate that future terrorism attempts could range from simple, isolated attacks to complex, sophisticated, highly coordinated acts of destruction using multiple agents aimed at one or multiple targets. Therefore, the plans developed for terrorist incidents must be broad in scope yet flexible enough to deal with the unexpected. These considerations are particularly important in planning to handle the consequences of attacks using low-tech devices and delivery, assaults on public infrastructure, and cyber terrorism. In these cases, the training and experience of the responders may be more important than detailed procedures.

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<sup>10</sup> Prior to the World Trade Center attack, the use of multiple commercial airliners with full fuel loads as explosive, incendiary devices in well-coordinated attacks on public and governmental targets, was not considered a likely terrorist scenario.

### **Low-Tech Devices and Delivery**

Planning for the possibility of terrorist attacks must consider the fact that explosives can be delivered by a variety of methods. Most explosive and incendiary devices used by terrorists would be expected to fall outside the definition of a WMD. Small explosive devices can be left in packages or bags in public areas for later detonation, or they can be attached directly to a suicide bomber for detonation at a time and place when and where the terrorist feels that maximum damage can be done. The relatively small size of these explosive devices and the absence of specific security measures in most areas make these types of terrorist attacks extremely difficult to prevent. Small explosive devices can also be brought onto planes, trains, ships, or buses, within checked bags or hand carried. Larger quantities of explosive materials can be delivered to their intended target area by means of car or truck bombs.

### **Infrastructure Attacks**

Potential attacks on elements of the nation's, State's, County, and Local infrastructure require protective considerations. Infrastructure protection involves proactive risk management actions taken to prevent destruction of or incapacitating damage to networks and systems.

### **Cyber Terrorism**

Cyber terrorism involves the malicious use of electronic information technology to commit or threaten to commit acts dangerous to human life, or against a nation's critical infrastructures in order to intimidate or coerce a government or civilian population to further political or social objectives (FBI NIPC, Congressional testimony, August 29, 2001). As with other critical infrastructure guidance, most cyber protection guidance focuses on security measures to protect computer systems against intrusions, denial of service attacks, and other forms of attack.

## **SPECIFIC TO THE CITY OF BEVERLY HILLS**

The City of Beverly Hills is known around the world for its wealth, hosting visiting international dignitaries and celebrities, and to being the home to many famous people. This makes the City a target for terrorist activity.

Recent trends toward large scale incidents generating significant casualties make preparedness and the mechanisms for effective response essential. In addition to large scale attacks, a full range of assault styles must be considered. Contemporary terrorist activity runs the gamut from simple letter bombings, assassinations with small arms, bio-chemical attacks, car suicide and building bombings to full-out attacks.

Bombings and arson remain significant sources of terrorist activity. Related threats include bomb threats, which disrupt the normal operations. Venues likely to suffer the impact of terrorism include government facilities, entertainment and cultural facilities: the business triangle, City Hall and the hotels are possible targets. Conventional political motivations for terrorism continue, however, issues involving weapons proliferation, organized crime and narcotics trafficking are seen as having increasing influence. The potential for nuclear, biological, or chemical (NBC) is a concern. Recent events make NBC emergencies a plausible scenario necessitating the detailed contingency planning and preparation of emergency responders to protect the civilian populace in Beverly Hills and in Los Angeles County.

## **EMERGENCY RESPONSE CONSIDERATIONS**

The Police Department will be the lead agency. In incidents with high Mass Casualty, the Fire Department may be the lead agency. Response is always commanded from the local level. During a terrorist incident the FBI, will be part of the Unified Command structure in responding to the event as indicated by HSPD-5. There is no longer a crisis management lead federal agency and a crisis management federal lead agency as was earlier described in the Terrorism Annex of the Federal Response Plan. The FBI is responsible for marshaling specialized federal resources including Nuclear Emergency Search Teams (NEST) and other technical assistance from the Department of Energy and the Department of Home and Security.

There is now an integral network on the federal, state, county, and local level to monitor trends and potentials that may result in terrorism threats or attacks within LA County. This early warning element evaluates data and researches threat information.

The Homeland Security Advisory System has been replaced with the National Terrorism Advisory System. This new system will more effectively communicate information about terrorist threats by providing timely, detailed information to the public, government agencies, first responders, airports and other transportation hubs, and the private sector.

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

## **MITIGATION**

See the Hazard Mitigation Plan for current and future mitigation activities.

**ATTACHMENTS:** National Terrorism Advisory System Handout in the Operations Support Documentation.

## **THREAT ASSESSMENT 4: IMMINENT/ACTUAL FLOODING**

### **GENERAL SITUATION**

Floods are generally classed in two types, flash or slow-rise. Flash floods result from large and intense rainfalls that occur over short durations, while slow-rise floods occur in flood plains near rivers or other bodies of water. The City of Beverly Hills is most susceptible to flash floods.

### **SPECIFIC TO THE CITY OF BEVERLY HILLS**

Flash flooding in the City of Beverly Hills is localized due to the topography of the area. Significant rainfalls drain quickly from the elevated areas both in and out of the City and are channeled through the Los Angeles County Flood Control System that cuts through the City. In large and intense rainfalls in the watershed in which the City lies, the county storm drain system may become overloaded. When the system is saturated, there is the potential for localized flooding in the southeast sector of the City. Since the potential for flash flooding is dependent upon a variety of factors (i.e. intensity and length of rainfall, area subject to rainfall, and tides), preparation time is minimal at best.

The Federal Emergency Management Agency (FEMA) has classified the City under Flood Zone “C,” which does not require mandatory flood mitigation enforcement. However, there are two areas located in the City that are considered “Flood Areas.” A total of 1,233 parcels (a mix of commercial, single and multifamily) are located within the City’s Flood Zones. Since the completion of the upgrade to the Holly Hills Unit 7 Drainage System, the continued susceptibility of these areas to flooding is being reassessed. Flooding during the rainy seasons between 2004 - 2012 did not occur in the portions of the City described as an area previously prone to flooding.

### **EMERGENCY READINESS STAGES**

Preparation for flooding requires resources to be readied at the onset of the rainy season. Response to flooding is coordinated by the Fire Department and Public Works: Street Maintenance Division.

**Stage I: Watch.** Crews begin monitoring the storm drain system at the onset of heavy rainfall.

**Stage II: Full Alert.** Street crews begin sandbagging procedures.

**Stage III: Emergency.** Street crews begin pumping operations in underground structures at the direction of the Fire Department.

**Stage IV: Localized Evacuation.** Evacuation may be ordered by the Fire Department from structures that are in imminent danger from floodwaters or other associated hazards.

### **EMERGENCY RESPONSE CONSIDERATIONS**

The Fire Department will be the lead agency. Emergency response actions applicable to all common hazards are presented in the **Checklist Actions in Part Two of this Plan.**

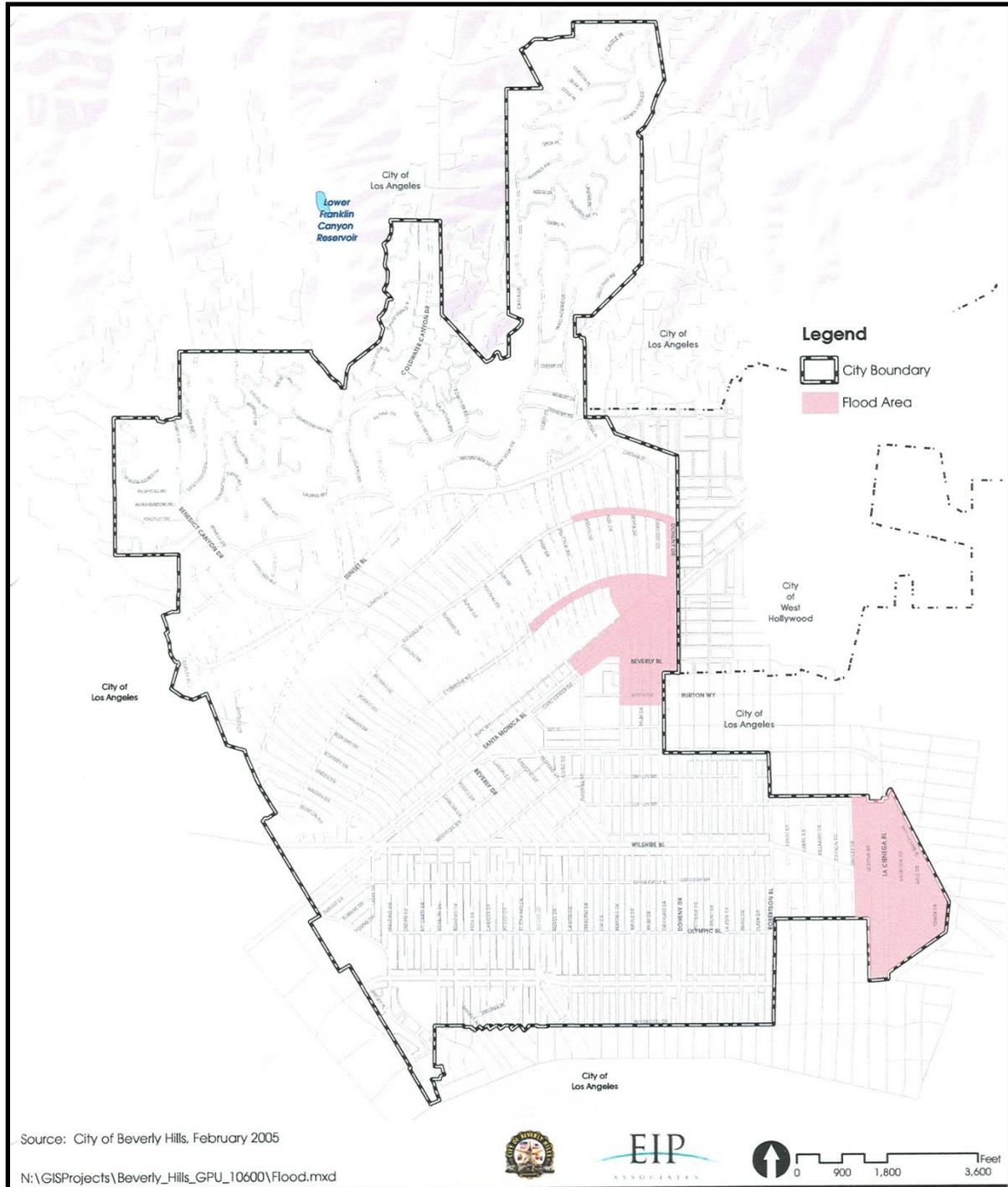
### **MITIGATION**

See the Hazard Mitigation Plan for current and future mitigation activities.

### **ATTACHMENTS:**

1. Flood Zone Map

# ATTACHMENT 1 FLOOD ZONE MAP



## **THREAT ASSESSMENT 5: IMMINENT/ACTUAL LANDSLIDE**

### **GENERAL SITUATION**

Landslides result from a number of natural and (less numerous) manmade causes and often in combination of two or more factors. Erosion from natural or piped water flows, broken or weak bedrock, earthquakes of subsurface water pockets can initiate surface movement and a resulting landslide.

The speed with which landslides occur is dependent upon a number of factors including the severity of the causal action. Landslides can cause loss of life and property. The rapid shifts in the surface hold the greatest potential for loss of life due to the absence of warning time. The sudden disruption of utilities and loss of access if roads are blocked or destroyed pose additional problems to emergency operations. The destruction of gas lines can result in wildfire or structure fires with little or no water available for suppression. Restricted access on closed or destroyed roads may isolate the injured and hamper search and rescue operations. Additionally, engineering assessments of the slide area should precede search and rescue operations to maximize continuity of response and personal safety.

### **SPECIFIC TO THE CITY OF BEVERLY HILLS**

The hillside area of the City of Beverly Hills is the only sector that is subject to landslide potential. Surface movements in the hillside area could be triggered by rain, a breach in a reservoir, damage to potable water reservoirs or pumping facilities or earthquake. Hillside development has placed additional loads on the subsurface bedrock. Erosion and the loss of vegetation during periods of drought tend to increase the potential for localized landslides in the hillside areas of the City. In the canyon areas, the presence of subsurface water provides the potential for liquefaction during earthquakes. Significant surface movement along the streets that access Coldwater Canyon Drive would tend to isolate populations in those areas due to the extreme gradient and right of way siting and would disrupt underground utilities.

### **EMERGENCY RESPONSE CONSIDERATIONS**

The Fire Department or Public Works Department will be the lead agency. Emergency response actions applicable to all common hazards are presented in the **Checklist Actions in Part Two of this Plan.**

### **MITIGATION**

See the Hazard Mitigation Plan for current and future mitigation activities.

**ATTACHMENTS:** See the Earthquake/Liquefaction/Landslide Hazard Map on Part One-17.

## **THREAT ASSESSMENT 6: HAZARDOUS MATERIAL INCIDENT**

### **GENERAL SITUATION**

The seriousness of a hazardous material incident depends on many factors. The simultaneous presence of these factors can create destructive conditions, which may result in mass injuries; destruction; and the contamination of property and the environment in general. Types of material, quality of material, location, time of day/day of the week, and weather conditions are all examples of factors.

### **SPECIFIC TO THE CITY OF BEVERLY HILLS**

The City of Beverly Hills can be affected by hazardous materials incidents. The spills/releases of material can result from both stationary and mobile sources. The level of exposure from stationary sources is considered to be very low, due to the types of business and industry conducted within the City. The exposure to the City from mobile sources is slightly higher, due to the types of thoroughfares within the City, including the state highway, Santa Monica Blvd., which crosses through the center of the City.

### **TRANSPORTATION ACCIDENTS**

The greatest probability of a major hazmat incident is from a transportation accident. The amount of hazardous materials transported over roadways on a daily basis is unknown, but estimated to be steadily increasing as our economy grows. There is the potential for a hazardous materials incident almost anywhere on the highways and roads throughout Beverly Hills. Two of the major truck routes in the City are Wilshire Boulevard and Santa Monica Boulevard, both of which crosses through the south-central portion of the City. In general, with the exception of high-level radioactive materials and certain poisons and explosives, all classes of hazardous materials can be transported on roadways in the City. However, because Section 31303 of the California Vehicle Code and U.S. Department of Transportation regulations require that hazardous materials be transported by routes with the least overall travel time whenever practicable, many of the local streets in the City are not used for the transport of hazardous materials. There has been no record of a hazardous material spill or incident in the City.<sup>11</sup> Although the City has little or no industry that uses significant amounts of hazardous materials, materials are in transit through the City from other locations outside the City, and traverse the City en route to other destinations outside the City.

Besides the immediate effect of a hazardous materials incident on scene, there are also ancillary effects such as the impact drainage systems, and the evacuation of schools, business districts, and residential areas.

### **CLANDESTINE DUMPING**

Clandestine dumping is the criminal act of disposing of toxic materials and hazardous waste on public or private property. As the costs and restrictions increase for legitimate hazardous waste

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<sup>11</sup> Beverly Hills, City of. 2004. Hazard Mitigation Action Plan 2004-2009, 19 October.

disposal sites, it might be anticipated that illegal dumping of hazardous materials will increase proportionately. However, Beverly Hills has seen significant decreases in this activity over the past decade.

## **EMERGENCY RESPONSE CONSIDERATIONS**

The Fire Department has primary responsibility in hazardous materials incidents and will respond on basic hazardous materials incidents. The Los Angeles County Fire Department is the Administering Agency for hazardous materials as required by Chapter 6.95 of the Health and Safety Code. Los Angeles City Fire Department should be called immediately for a mutual aid Hazardous Materials Emergency Response Team. Los Angeles County Fire will provide assistance if Los Angeles City Fire cannot, either with their resources or through the Master Mutual Aid plan as the Region 1 Coordinator. All response procedures follow the Los Angeles County Hazardous Materials Plan.

Specific priorities are (following the CSTI-developed response acronym: SIN-CIA-PCP-DDD):

**Safety:** Determining the nature of the event and avoiding expanding it.

**Isolation:** Keeping uninvolved civilians and responders out of the danger area.

**Notifications:** Notifying all necessary response and regulatory agencies.

**Command:** Establish the Incident Command System to manage and coordinate response.

**Identification:** (Hazard Assessment) Identification of the material and assessment of the hazards to people, the environment and to property.

**Action Planning:** Develop Site Safety and Action Plans based on the Hazard Assessment.

**Protective Equipment:** Are responders equipped for offensive or defensive actions.

**Containment/Control:** Prevent the incident from escalating with safe actions.

**Protective Actions:** Evacuate or Shelter in Place depending on the hazard, population involved, and resources.

**Decontamination:** To protect lives and health and to prevent spread of the material.

**Disposal:** Proper disposal and site clean-up/re-mediation. Responsible party pays.

**Documentation:** Thoroughly document all aspects of the event response.

## **MITIGATION**

See the Hazard Mitigation Plan for current and future mitigation activities.

**ATTACHMENTS:** None

## **THREAT ASSESSMENT 7: IMMINENT/ACTUAL DAM/RESERVOIR FAILURE**

### **GENERAL SITUATION**

Dam/reservoir failures result from a number of causes, which can be natural and/or manmade. An earthquake, erosion of the foundation, improper siting, structural/design flaws or rising floodwaters, individually or in combination, can result in the release of large amounts of water.

In the event of an earthquake or other disaster, which could threaten the structural integrity of the dam, personnel will be directed to dam and reservoir sites to inspect those structures for actual or potential hazard.

The City of Beverly Hills maintains ten (10) reservoirs as part of the potable water system. Of these, six (6) are located above ground and the remaining four (4) are constructed below or partially below ground level. The reservoir at the Greystone Mansion is constructed below ground level, yet is built at an elevation that a breach in the structure would create a flood wave in the area below the mansion. If the reservoir were to fail, the escaping water would flow in a southerly direction reaching the area bounded by Doheny Road and Foothill Road to the west, Doheny Drive to the east, and Sunset Boulevard and Santa Monica Boulevard to the south. Several factors influence the severity of such an event, including the amount of water impounded and the type of infrastructure located downstream.<sup>12</sup>

Greystone reservoir is constructed of concrete and holds 19.2 million gallons of water.

Reservoirs 3A, 4B, 5, 6 and 7 are above ground structures constructed of steel. Capacities of these reservoirs are one million gallons each for 3A, 4B, 5, 6 and 7 and two million gallons for 4A. Each reservoir is capable of producing a flood wave if the structure suffers a catastrophic breach. Damage to the structures caused by an earthquake however, would most probably be a minor breach, which would allow time for warning and reduction of the stored water in the reservoir. \*The City has added a 1.8 mg above grade concrete reservoir at Booster Station #2 on Woodland Drive.

The two (2) remaining reservoirs, Coldwater and Sunset, present no potential for flood wave.

### **EMERGENCY RESPONSE CONSIDERATIONS**

Public Works is responsible for the City's reservoir system. In case of a failure, the Fire Department or Public Works Department will be the lead agency.

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

### **MITIGATION**

See the Hazard Mitigation Plan for current and future mitigation activities.

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<sup>12</sup> City of Beverly Hills Hazard Mitigation Plan, September 2004, page 150

**ATTACHMENTS:** None

## **THREAT ASSESSMENT 8: MAJOR AIR CRASH**

### **GENERAL SITUATION**

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

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

It can be anticipated that the mental health needs of survivors and the surrounding residents will greatly increase due to the trauma associated with such a catastrophe. A coordinated response team, comprised of mental health professionals, should take a proactive approach toward identifying and addressing mental health needs stemming from any traumatic disaster. The American Red Cross is mandated by Congress to provide assistance to families and victims of air crashes.

It is impossible to totally prepare, either physically or psychologically, for the aftermath of a major air crash. However, since Southern California has become one of the nation's most overcrowded air space, air crash incidents are no longer a probability but a reality. Therefore, air crash incidents must be included among other potential disasters.

### **SPECIFIC TO THE CITY OF BEVERLY HILLS**

The City of Beverly Hills is located in the west portion of Los Angeles County. The City is comprised of residential and commercial areas. The skies above Beverly Hills are occupied by small aircraft and helicopters originating and departing from a number of airports located in Southern California. The airports nearest to Beverly Hills which handle the greatest amount of air traffic are as follows:

- Los Angeles International Airport (LAX)

## ***SEMS/NIMS Emergency Operations Plan***

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- Van Nuys Airport
- Burbank Airport
- Long Beach Airport
- John Wayne Airport
- Ontario International Airport

City of Beverly Hills is not a restricted flight path, so commercial airlines can fly through it. Although not typically in the flight pattern of large commercial airlines, the City could still be affected by a commercial and small aircraft. Individual or mid air collisions could occur.

During favorable weather conditions it is common practice that aircraft arriving into the Los Angeles (LAX) basin from the North will fly to the Santa Monica navigation aid located at Santa Monica Municipal Airport, then fly easterly towards the Los Angeles Coliseum and then proceed South along the Harbor Freeway, then making a turn to align with the runways in use. Since they fly easterly they could possibly fly above Beverly Hills.

### **EMERGENCY RESPONSE CONSIDERATIONS**

The Fire Department will be the lead agency. Response should be in accordance with the National Transportation Act and Family Assistance Plan for Aviation Disasters (See **Part Three, Misc**)

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

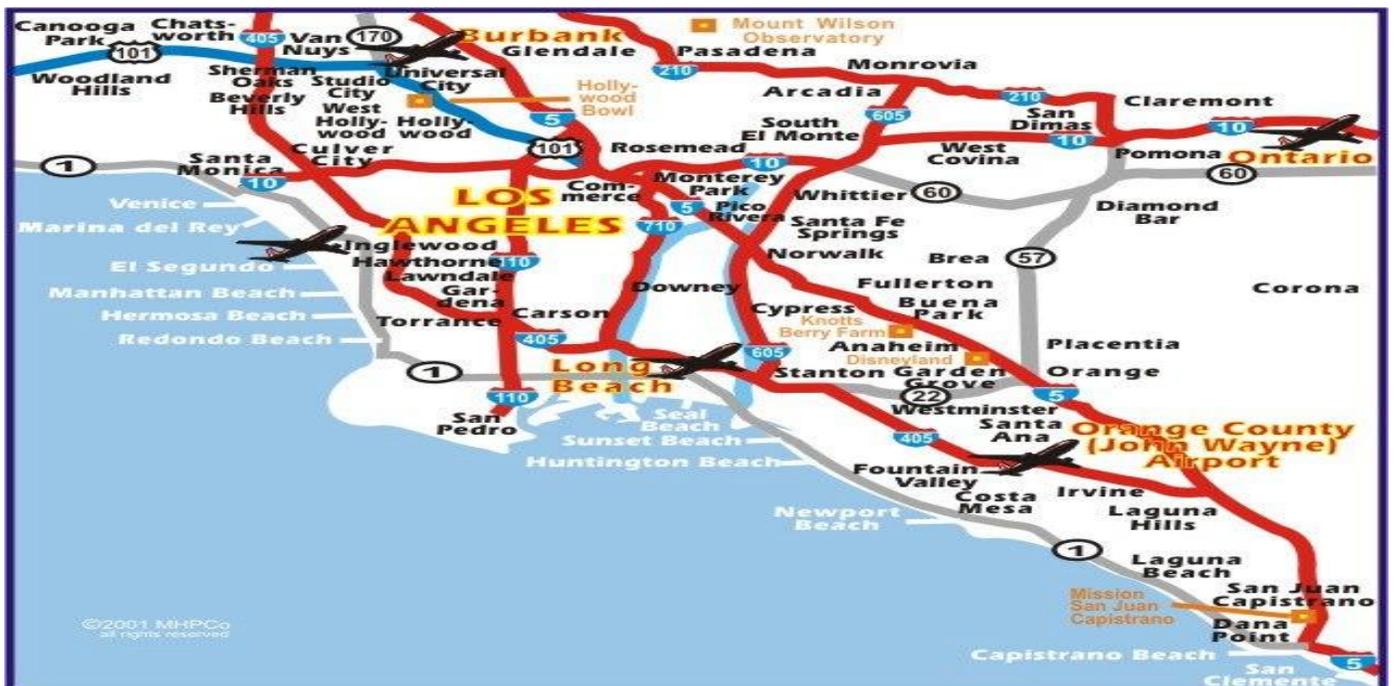
### **MITIGATION**

See the Hazard Mitigation Plan for current and future mitigation activities.

### **ATTACHMENTS:**

1. Map of Local Airports

## **ATTACHMENT 1 MAP OF LOCAL AIRPORTS**



## **THREAT ASSESSMENT 9: CIVIL UNREST**

### **GENERAL SITUATION**

Occasionally, group or mob violence erupts as the result of underlying inter-group tensions, or as a consequence of mob behavior at large gatherings or protests. This group violence, also known as civil unrest, is characterized by rioting, looting, arson fires, and attacks on law enforcement and public safety personnel.

Positive government action, including containing and isolating the disorder, dispersing participants, and arresting offenders is essential to control the spread of minor disturbances into large-scale civil disaster. Should a large disturbance or state of civil disorder occur, steps must be taken to ensure the rapid restoration of order and the protection of life and property.

### **SPECIFIC TO THE CITY OF BEVERLY HILLS**

The City of Beverly Hills has a medium risk to civil unrest. Los Angeles County has experienced both small and large-scale incidents of civil disorder, for example, the 1992 Los Angeles Civil Unrest.

### **EMERGENCY RESPONSE CONSIDERATIONS**

The Police Department will be the lead agency. The Police Department must rapidly and accurately assess the situation, concentrate their activities on protecting life and property and deploy an appropriate level of personnel to manage the situation. Clear Police Department objectives must be stated by the Police Chief. Clear Citywide objectives must be stated by the Director of Emergency Services (EOC Director). These objectives should include the protection of non-involved persons and the protection of emergency responders. Clear rules of engagement articulating the amount of force to be used should be communicated to all responders.

Key tactical objectives include:

- 1) Contain: Confine the disorder to the smallest area possible
- 2) Isolate: Prevent the growth of the disorder
- 3) Disperse: Make arrests if possible in a controlled and coordinated manner.

If necessary, the Police Department may request the enactment of emergency ordinances to contain the spread of a disorder. Such measures include curfews, closing areas, restricting the sale of dangerous goods, etc.

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

### **MITIGATION**

See the Hazard Mitigation Plan for current and future mitigation activities.

**ATTACHMENTS:** None

**TREAT ASSESSMENT: 10**  
**NATIONAL SECURITY EMERGENCY**

**GENERAL SITUATION**

National Security Emergencies may range from minor inconveniences, such as, food or petroleum shortages to worst case scenario involving an attack on the United States utilizing nuclear weapons. While the likelihood of large scale nuclear war has diminished, threats resulting from weapons proliferation, smuggling nuclear materials, and the potential for nuclear, biological, or chemical (NBC) terrorism employed by sub-national actors remain. A potential threat involves the dispersal of radiological material or the use of a crude nuclear device by terrorists. The diversion of a nuclear weapon (known as loose nukes) cannot be discounted. Future threats may arise as smaller regional powers acquire intercontinental missile capability. The ability to reason or manage a nuclear incident remains necessary.

**SPECIFIC TO THE CITY OF BEVERLY HILLS**

LA County and Beverly Hills are at risk of a National Security emergency.

**EMERGENCY RESPONSE CONSIDERATIONS**

Response activities and the lead department would depend on the type of National Security declared. Most likely, the Police Department would be the lead department for City response/crisis management.

Response activities to nuclear materials threat will consist of in-place protection measures, relocation, and spontaneous evacuation. City EOC activities should be coordinated with the LA County EOC. Federal efforts for national security emergencies are coordinated by FEMA through the National Response Framework.

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

**MITIGATION**

See the Hazard Mitigation Plan for current and future mitigation activities.

**ATTACHMENTS:** None

## **SECTION FOUR: AUTHORITIES AND REFERENCES**

### **PURPOSE**

Part One, Section Four: The Authorities and References Section describes the authorities and references for conducting and supporting disaster operations, describes the Emergency Proclamation process and establishes the Continuity of Government.

### **GENERAL**

The California Emergency Services Act (Chapter 7 of Division 1 of Title 2 of the Government Code §§ 8550 *et seq*), hereafter referred to as the CESA, provides the basic authorities for conducting emergency operations following a proclamation of Local Emergency, State of Emergency, or State of War Emergency by the Governor and/or appropriate local authorities, consistent with the provisions of the CESA.

The State of California Emergency Plan, which is promulgated by the California Office of Emergency Services (CalOES), is published in accordance with the CESA and provides overall statewide authorities and responsibilities, and describes the Lines of Authority functions and operations of government at all levels during extraordinary emergencies, including wartime. Section 8568 of the CESA states, in part, that "the State Emergency Plan shall be in effect in each political subdivision of the state, and the governing body of each political subdivision shall take such action as may be necessary to carry out the provisions thereof". Therefore, local emergency plans are considered to be extensions of the State of California Emergency Plan. The California Emergency Plan is located in the EOC, in the City's Office of Emergency Management and on the Internet at <http://www.calema.ca.gov/PlanningandPreparedness/Pages/State-Emergency-Plan.aspx>.

### **AUTHORITIES AND REFERENCES**

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

#### **FEDERAL**

- Robert T. Stafford Disaster Relief and Emergency Assistance Act, Public Law 93-288, as amended (42 U.S.C. § 5121-5208)
- Emergency Planning and Community Right-To-Know Act of 1986, also known as the Superfund Amendments and Reauthorization Act of 1986, SARA Title III (42 U.S.C. §§ 11001-11050)
- Homeland Security Act, P.L. 107-296, as amended
- Volunteer Protection Act of 1997, P.L. 105-19 (42 U.S.C. §§ 14501-14505)

#### **STATE**

- Standardized Emergency Management System (SEMS) Regulations (Chapter 1 of Division 2 of Title 19 of the California Code of Regulations) and California Government Code Section 8607(a)

- Standardized Emergency Management System (SEMS) Guidelines (September 2006)
- California Emergency Services Act (Chapter 7 of Division 1 of Title 2 of the California Government Code, §§ 8550-8668)
- California Disaster and Civil Defense Master Mutual Aid Agreement, also known as the California Master Mutual Aid Agreement
- California Disaster Assistance Act (Chapter 7.5 of Division 1 of Title 2 of the Government Code, §§ 8680-8692)
- Disaster Assistance Act (Chapter 6 of Division 2 of Title 19 of the California Code of Regulations, §§ 2900-2990)
- Disaster Recovery Reconstruction Act of 1986 (Chapter 12.4 of Division 1 of Title 2 of the California Government Code, § 8877.1-8877.6)
- Emergencies and Major Disasters (Chapter 2 of Division 2 of Title 19 of the California Code of Regulations, §§ 2501-2578.3)
- Farr Economic Disaster Act of 1984 (Chapter 7.6 of Division 1 of Title 2 of the California Government Code, §§ 8695-8697.5)
- Floods and Storms (California Department of Water Resources authorized to work with cities: California Water Code § 128)
- Disaster Service Workers, Government Code §§ 3100-3109, 8557, 8657, Labor Code §§ 3211.9-3211.93a, 3352.94, 3600.6, 4350-4355
- Disaster Service Worker Volunteer Program Regulations, Title 19 of the California Code of Regulations, Sections 2570-2573.3
- Good Samaritan Liability Limitation (Chapter 9 of Division 2.5 of the California Health & Safety Code, §§ 1799.100-1799.112; California Gov. Code §§ 8656-8660; California Bus. & Prof. Code §§ 1627.5 [Dentists], 2395 [Physicians and surgeons], 2727.5 [Nursing], 5536.27 [Architects]) and California Civil Code §§ 1714.5 Hazardous Materials (various code sections dealing with hazardous materials: Chapter 6.5 of Division 20, of the Health & Safety Code, §§ 25100-25249.2; Chapter 6.95, Division 20, of the Health & Safety Code, §§ 25500-25546.5; Chapter 5, Division 104, of the Health & Safety Code, §§ 114705-114835)
- Hazardous Material Release Reporting, Inventory, and Response Plan Regulations (Chapter 4 of Division 2, Title 19 of the California Code of Regulations, §§ 2620-2728) Community Redevelopment Disaster Project Law (Part 1.5 of Division 24 of the California Health and Safety Code, §§ 34000-34009)
- Natural Disaster Community Assistance (Chapter 1 of Part 1.6 of Division 24 of the Health and Safety Code, §§ 34050-34055)
- Natural Disaster Emergency Shelter Program (Chapter 2 of Part 1.6 of Division 24 of the California Health and Safety Code, §§ 34070-34082)
- Public Contracting – Bidding Requirements Waiver (Public Contract §§ 1102, 10101, 20168, 22050).
- Sabotage Prevention Act of 1950 (Chapter 2 of Division 6 of the California Military and Veterans Code, §§ 1630-1674)
- Shelter Crisis (Chapter 7.8 of Division 1 of Title 2 of the California Government Code, §§ 8698-8698.2)
- Orders and Regulations which may be Selectively Promulgated by the Governor during a State of Emergency (**On File**)
- Orders and Regulations Promulgated by the Governor to Take Effect upon the Existence of a State of War Emergency (**On File**)

- Emergency Management Assistance Compact, September 21, 2005

## **CITY OF BEVERLY HILLS**

- The City of Beverly Hills Resolution adopting the Master Mutual Aid Agreement adopted April 1952
- Resolution No. 1279 designating the City of Beverly Hills as an accredited Disaster Council, adopting a volunteer Disaster Service Worker registration plan, and invoking Worker's Compensation Benefits for Disaster Service Workers, adopted January 21, 1947
- Resolution No. 96-R-9526 approving the use of the Standardized Emergency Management System (SEMS) as part of the City of Beverly Hills' Multi-Hazard Functional Plan, adopted November 26, 1996
- Joint Powers Agreement to Provide for Inter-Agency Cooperation in Major Natural or Man-Made Disaster between Disaster Management Area A Cities and the County of Los Angeles, adopted June 14, 2000
- Public Works Mutual Aid Agreement between Los Angeles County, Orange County, the City of Beverly Hills and other public entities, adopted June 26, 1990
- Resolution No.06-R-12046 adopting the use of the National Incident Management System in the City of Beverly Hills, adopted February 21, 2006
- Resolution No. 11-R-12814 appointing Standing Officers for the City Council, adopted May 24, 2011
- Resolution No. 07-R 12359 reaffirming (1) the City of Beverly Hills as an accredited Disaster Council, (2) the volunteer Disaster Service Worker registration plan, and (3) Worker's Compensation Benefits Eligibility for Disaster Service Workers, adopted June 19, 2007
- Emergency Services Ordinance No. 07-O-2521, title 2, chapter 4, article 1 of the Beverly Hills Municipal Code, adopted July 10, 2007 by the City Council
- Anti-Price Gouging Ordinance No. 07-O-2522, title 2, chapter 4, article 2 of the Beverly Hills Municipal Code, adopted July 10, 2007 by the City Council
- Public Works Contracts – Emergency Procurement, Ordinance No. 06-O-2504, title 3, chapter 3, article 3, section 3-3-303 of the Beverly Hills Municipal Code, adopted \_\_\_ by the City Council
- Purchasing of Supplies – Emergencies, Ordinance No. 06-O-2504, title 3, chapter 3, article 2, section 3-3-206 of the Beverly Hills Municipal Code, adopted by the City Council
- Resolution No. DC-07-01 delegating to certain employees of the City of Beverly Hills the authority to administer the oath of office to Disaster Service Workers, adopted October 3, 2007.
- Resolution No. \_\_\_\_ of the Disaster Council recommending that the City Council adopt the City of Beverly Hills Emergency Operations Plan, adopted\_\_\_\_.
- Resolution No. \_\_\_\_ approving the Emergency Operations Plan, adopted\_\_\_\_. (***Will change when plan is approved.***)

## **REFERENCES**

- National Response Framework and related Annexes (January 2008 Homeland Security)
- NRT-1, Hazardous Materials Emergency Planning Guide and NRT-1A Plan Review Guide (Environmental Protection Agency's National Response Team)

## ***SEMS/NIMS Emergency Operations Plan***

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- National Incident Management System, U.S. Department of Homeland Security, December 2008.
- Guide for All-Hazard Emergency Operations Planning, State and Local Guide (SLG) 101, Federal Emergency Management Agency (September 1996)
- Managing the Emergency Consequences of Terrorist Incidents, an Interim Planning Guide for State and Local Governments, Federal Emergency Management Agency (July 2002)
- Disaster Assistance Procedure Manual (State CalOES)
- California Emergency Plan
- California Emergency Resources Management Plan, , California Governor's Office of Emergency Services (1968) (See California Gov. Code § 8668)
- California Fire and Rescue Emergency Mutual Aid System, California Governor's Office of Emergency Services (April 2002)
- California Hazardous Materials Incident Contingency Plan of 1991 and the Hazardous Materials Incident Toolkit
- California Law Enforcement Mutual Aid Plan
- California Fire and Rescue Operations Plan
- Disaster Recovery and Mitigation Handbook, California Governor's Office of Emergency Services (July 2004)
- Law Enforcement Mutual Aid Plan, California Governor's Office of Emergency Services (January 2003)
- Legal Guidelines for Controlling the Movement of People and Property during an Emergency, Standardized Emergency Management System (SEMS) Advisory Board (July 28, 1999)
- Recovery Manual, California Governor's Office of Emergency Services (July 2004)
- State of California Multi-Hazard Mitigation Plan, California Governor's Office of Emergency Services (September 2004)
- City of Beverly Hills Hazard Mitigation Action Plan (2004-2009)
- City of Beverly Hills General Plan and Technical Background Reports

**Most of the above authorities and references are located on file in the City's Office of Emergency Management or the EOC.**

If any of the authorities cited are amended, re-codified, renumbered, or superseded, it is the intent of the City that the references contained in this Plan to each authority or reference cited be interpreted as referencing the amended, re-codified, or renumbered authority or reference that replaced it, or the authority or reference that superseded it, whichever is applicable.

## **CONTINUITY OF GOVERNMENT** **PRESERVATION OF CITY GOVERNMENT**

Unless otherwise stated, all Section references below are to the California Government Code.

A major disaster or national security emergency could result in great loss of life and property, including the death or injury of key government personnel. At the same time, there could be partial or complete destruction of established seats of government and/or the destruction of public and private records essential to continued operations of the City.

In the aftermath of a major disaster, law and order must be preserved, and essential government services must be maintained. To this end, it is particularly essential that City government continues to function.

Section 8635 *et seq.* of the CESA provides the authority, as well as the procedures to be employed, to ensure continued functioning of political subdivisions within the State of California.

### **LINES OF SUCCESSION**

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

The City Manager is designated in the Municipal Code as the Director of Emergency Services (BHMC Section 2-4-105). Should the City Manager be unable to serve as Director of Emergency Services, the Municipal Code provides that the individuals who hold permanent appointments to the following positions in government shall automatically serve as Acting Director of Emergency Services, in the order shown, and shall serve until the City Manager, or an individual holding the permanent appointment to a position above the Acting Director of Emergency Services (in the order shown), is available to serve. An individual serving as Acting Director shall have the authority and powers of the Director.

In the absence or incapacity of the City Manager, the following is the Official Chain-of-Command in sequential order to serve as the Acting City Manager and/or sometimes the Director of Emergency Services (EOC Director), when an emergency is declared. This authorization pertains to the specific persons noted and not to titles. This Chain-of-Command shall stay in effect until further ordered by the City Manager. **During normal operations, the City Manager reserves the right to name any member of the Executive Team as Acting City Manager. In the case of a Local or County Emergency Declaration the following Chain of Command becomes effective and supersedes any other management structure. Only the City Manager may change the following order.**

1. City Manager
2. Assistant City Manager
3. Deputy City Manager: Capital Assets
4. Chief of Police
5. Fire Chief

6. Public Works Services Director
7. Director Community Development
8. Administrative Services Director/Chief Financial Officer
9. Director Community Services
10. Chief Information Officer
11. Assistant Director Public Works Services
12. Assistant Director Community Development /Building Official
13. Assistant Director Community Development
14. Assistant Director Community Services
15. Deputy Fire Chief
16. Police Captain
17. Police Captain

A full succession list outlining succession plans for City department heads can be found at the EOC Director's desk. Policy and Management staff will assist the Acting City Manager with City related business and with duties during an emergency as described in the Emergency Operations Plan and by City Ordinance. The City Council also names three successors should they become unavailable in a declared disaster. A list of these are found in the City Clerk's Office and in the Emergency Director's file Cabinet.

### **IMMEDIATE DUTIES OF THE CITY COUNCIL IN AN EMERGENCY**

Section 8642 of the CESA compels the City Council to convene as soon as possible whenever a State of War Emergency, State of Emergency, or Local Emergency exists. The meeting may be called by the City Manager, also known as Director of Emergency Services, or by a majority of the members of the governing body. Should there be only one member of the governing body, that member may call and hold the meeting and perform acts necessary to reconstitute the governing body by activating the City Council.

Section 8643 of the CESA describes the duties of the City Council during emergencies as follows:

- ascertain the damage to the jurisdiction and its personnel and property
- reconstitute itself and fill City vacancies
- perform functions in preserving law and order and furnishing local services

### **TEMPORARY COUNCIL MEETING LOCATION AND CITY SEAT**

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

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

## ***SEMS/NIMS Emergency Operations Plan***

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- made in a notice to the local media that have requested notice pursuant to Section 54956 of the Government Code, and
- by the most rapid means of communication available at the time. (Section 54954(e))

The Beverly Hills Municipal Code, Section 2-1-4, provides that the “presiding officer” of the City Council is the mayor, or in the mayor’s absence, the vice mayor.

In the event that City Hall is not usable because of emergency conditions, the temporary office of City government will be established as close to City Hall as possible. Pre-identified locations are as follows:

1st Alternate:	Fire Station, Administration Offices
2nd Alternate:	Public Works Facility
3rd Alternate:	Beverly Gardens (Civic Center buildings alternate evacuation area)
4th Alternate:	Greystone Mansion
5 <sup>th</sup> Alternate:	Horace Mann Elementary (or other available school with minimal damage)
6 <sup>th</sup> Alternate:	Santa Monica City Hall
7 <sup>th</sup> Alternate:	Santa Clarita City Hall
8 <sup>th</sup> Alternate:	Huntington Beach City Hall

## **PRESERVATION OF VITAL RECORDS**

In the City of Beverly Hills, the following departments are responsible for the preservation of vital records:

- 1) City Clerk’s Office
- 2) Information Technology

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

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

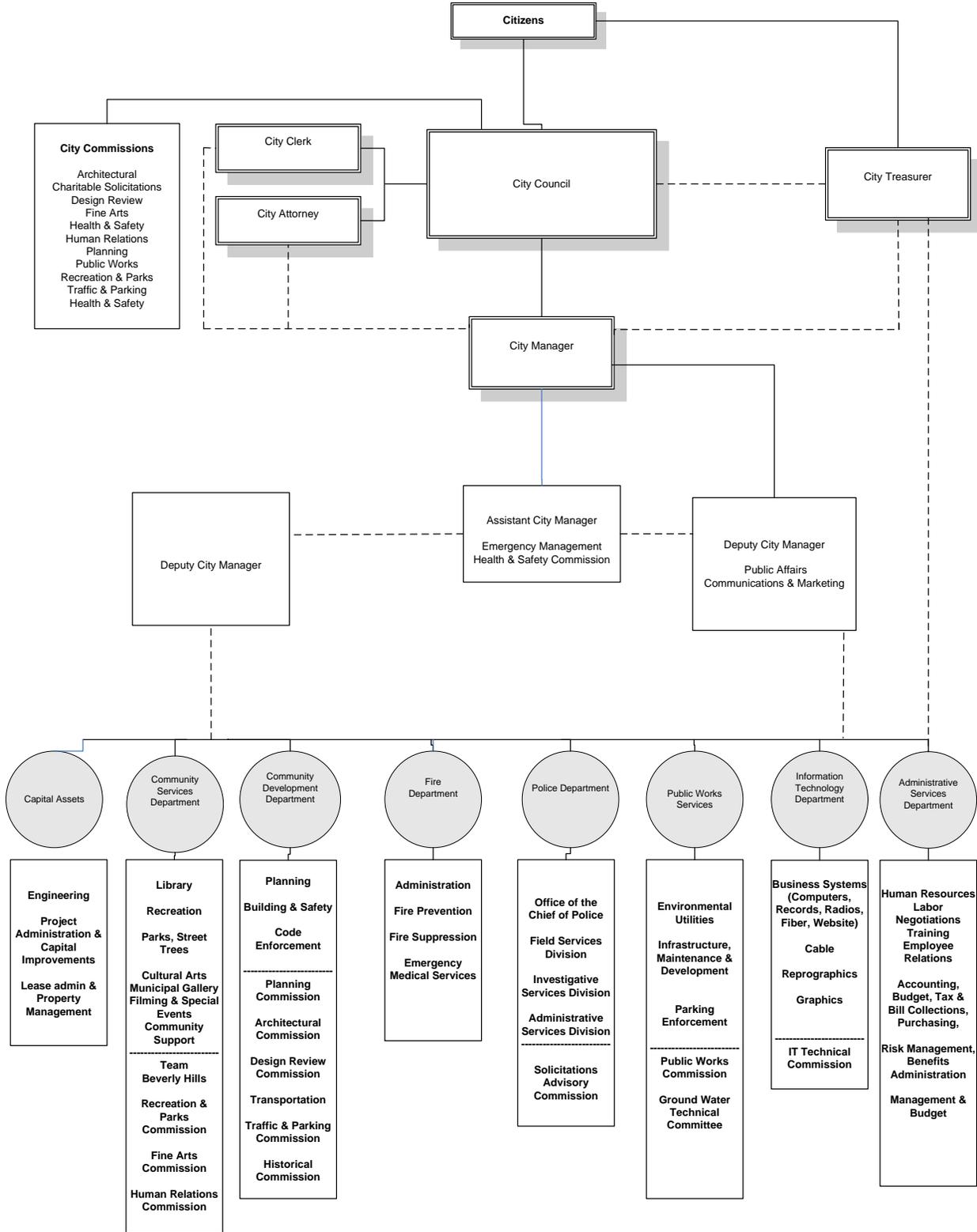
Vital records of the City of Beverly Hills are routinely stored in the individual departments and the basement of the Library. Microfilmed records are stored outside of the City at Hutchinson, Kansas. Back-up data systems are stored off-site at Arcus Computer Services.

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

## **REFERENCES**

- Local Government, Article XI, of the Constitution of California.
- Preservation of Local Government, Article 15 of the California Emergency Services Act (Chapter 7 of Division 1 of Title 2 of the Government Code, § 8635 *et seq.*).

**CHART 1:  
CITY OF BEVERLY HILLS  
DAY-TO-DAY ORGANIZATION CHART**



## **EMERGENCY PROCLAMATIONS**

### **LOCAL EMERGENCY**

A Local Emergency may be proclaimed by the City Council or by the Director of Emergency Services (EOC Director) (BHMC Section 2-4-107). A Local Emergency proclaimed by the Director of Emergency Services (EOC Director) must be ratified by the City Council within seven days. The City Council body must review the need to continue the proclamation at least once every thirty days until the Local Emergency is terminated. (Section 8630) The Local Emergency must be terminated by resolution as soon as conditions warrant.

Proclamations of a Local Emergency are normally made when conditions of disaster or of extreme peril to the safety of persons and property within the City exist, caused by natural or man-made situations. (Section 8558) Natural or man-made situations include air pollution, fire, flood, storm epidemic, riot, drought, sudden and severe energy shortage, plant or animal infestation or disease, the Governor's warning of an earthquake or volcanic predication, or an earthquake, or other conditions (other than conditions resulting from a labor controversy), which are or are likely to be beyond the control of the services, personnel, equipment, and facilities of the City and require the combined forces of other political subdivisions to combat.

#### **Criteria For Proclamation**

- A. As defined by the California Emergency Management Agency, there are no distinct legal definitions that delineate the point at which an emergency should be declared. It is a judgmental decision to be made by the authorized personnel, based on assessment of the severity of the situation, as it affects both the public and private sectors. However, to be eligible for state financial assistance under the California Disaster Assistance Act, the proclamation of a local emergency must be made within 10 days after the occurrence of a disaster and must be acceptable to the California Secretary of Emergency Management. (Section 8685.2)
- B. In the City of Beverly Hills, the following criteria may be used as a basis for determining that a situation is beyond the control of local services:
1. There exist conditions of disaster or of extreme peril to the safety of persons and property.
  2. The means to resolve conditions of extreme peril may exceed the City's ability to respond.
  3. The extent of the emergency may exceed the capabilities of the City Fire Department to provide fire control, effect rescues, perform inspections and evaluate safety of target hazard locations.
  4. The extent of the emergency may exceed the capabilities of the City Police Department to provide adequate law enforcement and traffic control.
  5. The damage to public facilities is such that various outside public and private agencies must provide assistance in protecting, clearing, or repairing such facilities, and the extent of the assistance exceeds that amount of monies allotted by the City as a Public Services contingency fund.
  6. Evacuation of residents from their homes to a relocation center is required for a period of sufficient duration to tax the ability of the City to staff the relocation center and/or provide the services needed by the evacuees.

7. The extent of the damage to the private sector is such that substantial assistance is needed to provide shelter and basic services, and to mitigate the effects of the disaster.
8. There is a need to protect those who provide emergency services. This protection includes:
  - Immunity from negligence in the performance of emergency related duties.
  - Protection of the City and its work force from personal injury claims resulting from actions in shelters. (California Civ. Code Section 1714.5)
  - The need to promulgate orders and regulations to facilitate the maintenance of order and reduction in potential loss of life and property.
  - The need to employ extraordinary police powers.
  - The need to temporarily allow exceptions to statutorily mandated procedures to facilitate emergency operations.
9. Additionally, there may be a need to send a firm message to the public that will clearly demonstrate government's resolve to deal with potentially perilous situations.

City of Beverly Hills Emergency and Disaster Services Ordinance 07-O-2521 adopted July 10, 2007 outlines the types of emergencies, and defines the role, powers and duties of the Disaster Council, the Director of Emergency Services (EOC Director), the Assistant Director of Emergency Services, and other officers and City staff.

The City Council adopted the City of Beverly Hills Emergency Plan by Resolution No. 76-R-5544 on November 3, 1976. This plan was amended and renamed the "City of Beverly Hills Multi Hazard Functional Plan" in 1989. The 1989 Plan has since been amended and renamed the "City of Beverly Hills Emergency Operations Plan" on October 3, 2007 by Resolution 07-R-12440. The 2007 Plan has been amended, and the amended plan was approved by the City Council on \_\_\_\_, in Resolution \_\_\_\_, and is followed by the City on all emergency situations and the degree of implementation is based on the level of the emergency.

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

- if necessary, request that the Governor proclaim a State of Emergency (Section 8625)
- promulgate or suspend orders and regulations necessary to provide for the protection of life and property including issuing orders or regulations imposing a curfew within designated boundaries (Section 8634)
- exercise full power to provide mutual aid to any affected area in accordance with local ordinances, resolutions, emergency plans, or agreements (Section 8631)
- request state agencies and other jurisdictions to provide mutual aid (Section 8632)
- require the emergency services of any local official or employee (Section 3100 *et seq.*)
- requisition necessary personnel and materials from any City department or agency (Municipal Code Section 2-4-107)
- obtain vital supplies and equipment and, if required, immediately commandeer the same for public use (Municipal Code Section 2-4-107)
- impose penalties for violation of lawful orders
- conduct emergency operations without incurring legal liability for performance, or failure of performance (Note: Article 17 of the CESA, Section 8655, and California Civil Code Section 1714.5 provide for certain privileges and immunities.)

- give City employees and governing bodies certain legal immunities for emergency action taken (Section 8655 and 8657)
- expend funds in connection with the emergency (Section 53021)
- appoint additional police officers when necessary for preservation of the public order (Section 38631)
- in some cases, to waive public contract bidding requirements (Public Contract Sections 1102, 10101, 20168, 22050)

Templates of forms are found in the **Management Support Documentation** section part of this Plan. The City Attorney's Office is responsible for preparing and submitting with the assistance of the City Clerk's Office the paperwork. Documents are on file in both the City Attorney's and City Clerk's Office and in the EOC. The City should immediately send a copy to the Los Angeles County Operational Area so that the County, if applicable, can request that a Local Emergency be proclaimed by the County Board of Supervisors.

## **COUNTY EMERGENCY**

The Los Angeles County Office of Emergency Management (OEM) is the Coordinator for the Operational Area (OA). When the City proclaims a local emergency, the City's OEM will forward the City's proclamation to the County OEM. The County OEM will make an analysis to determine whether or not the County will proclaim a local emergency to support the City's proclamation and will then forward either a County's proclamation of a local emergency or if the emergency was localized to the City then the County will more than likely simply forward the City's proclamation of local emergency to the California Emergency Management Agency.

If the County of Los Angeles proclaims an emergency, the City will be covered under the County proclamation. (62 Ops.California.Atty.Gen. 701, 708 (1979).) However, it is recommended that the City also proclaim a Local Emergency, as that will enable the City to adopt emergency ordinances and promulgate regulations that would not otherwise be valid. Note that, according to the Attorney General, the county's ordinances prevail in the event there is a conflict between the county's ordinances and ordinances adopted by the City. (62 Ops.California.Atty.Gen. 701, 708 (1979).)

If the County proclaims a local emergency, the proclamation will request that the State proclaim a State of Emergency.

## **STATE OF EMERGENCY**

The Governor may proclaim a State of Emergency when:

- conditions of disaster or of extreme peril exist which threaten the safety of persons and property within the state caused by natural or man-made incidents and the Governor
- is requested to do so by the mayor or chief executive of a City, or by county authorities, or
- finds the City(ies) and county(ies) are inadequate to cope with the emergency (Section 8625)

Whenever the Governor proclaims a State of Emergency:

- mutual aid shall be rendered in accordance with approved emergency plans (Section 8616)

- the Governor shall, to the extent the Governor deems necessary, have the right to exercise all police power vested in the state by the Constitution and the laws of the State of California within the designated area (Section 8627)
- the City Council may, by ordinance or resolution, authorize public officers, employees and registered volunteers to command the aid of citizens as deemed necessary to cope with an emergency (Section 8610)
- the Governor may suspend the provisions of orders, rules, or regulations of any state agency, and any regulatory statute or statute prescribing the procedure for conducting state business (Section 8571)
- the Governor may commandeer or make use of any private property or personnel (other than the media) in carrying out the responsibilities of his office (Section 8572)
- the Governor may promulgate, issue and enforce orders and regulations deemed necessary, and City ordinances, orders, and regulations continue in effect except as to any provision suspended or superseded by an order or regulation issued by the Governor (Section 8614(c) and 8627)
- the Governor may temporarily suspend any statute, ordinance, regulation or rule that imposes non-safety related restrictions on the delivery of food products, pharmaceuticals, and other emergency necessities distributed through retail or institutional channels (Section 8627.5(a))
- the Governor may direct any state agency to utilize and employ state personnel, equipment, and facilities to perform any and all activities designed to prevent or alleviate actual and threatened damaged due to the emergency (Section 8628)
- the Governor may direct state agencies to provide supplemental services and equipment to political subdivisions to restore services necessary for the health and safety of the affected citizens (Section 8628)
- if the President has also proclaimed an emergency or major disaster exists in the state, the Governor may take certain actions involving the provision of temporary housing for disaster victims (Section 8654)
- the emergency power vested in local public officials are subject or subordinate to the powers vested in the Governor by CESA when exercised by the Governor (Section 8614(b))
- under certain circumstances, the Governor may suspend any and all laws of the State which require advertisement for bids for purchases of supplies or employment of services (Military & Veterans Code Section 147)

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. 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 CESA.

## **FEDERAL DECLARATION**

The Governor can request the President declare a Federal Emergency. This allows for Federal assistance, and it allows the public agency to agree to terminate a public works contract under certain circumstances (Section 4410).

## **SECTION FIVE: SEMS/NIMS COMMAND AND CONTROL**

### **PURPOSE**

Part One, Section Five: SEMS/NIMS Command and Control establishes policies and procedures and assigns responsibilities to ensure the effective management of emergency operations under the Standardized Emergency Management System (SEMS) and the National Incident Management System (NIMS). It provides information on the City of Beverly Hills' emergency management structure and how the emergency management team is activated.

### **OBJECTIVES**

The overall objective of emergency management is to ensure the effective management of response forces and resources in preparing for and responding to situations associated with natural and man-made disasters, technological incidents and national security emergencies.

### **CONCEPT OF OPERATIONS**

City emergency response and recovery operations will be managed in one of three modes, depending on the magnitude of the emergency.

#### **LEVEL ONE – Decentralized Coordination and Direction**

A minor to moderate incident wherein the City's resources are adequate and available. A Local Emergency may or may not be proclaimed. Key management level personnel from the principal involved departments may co-locate in a central location to provide coordination. The City EOC may or may not be activated. Off-duty personnel may or may not be recalled.

#### **LEVEL TWO– Centralized Coordination – Decentralized Direction**

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

#### **LEVEL THREE – Centralized Coordination and Direction**

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

## **ORGANIZATION AND RESPONSIBILITIES**

The City of Beverly Hills operates under the Standardized Emergency Management System (SEMS) and National Incident Management System (NIMS). The City of Beverly Hills' Emergency Management Organization (including emergency response and recovery) will be directed by the City Manager who serves as the Director of Emergency Services (EOC Director). The Director of Emergency Services (EOC Director) is responsible to the City Council and Disaster Board Council per Chapter Four of the City of Beverly Hills Municipal Code. The Director of Emergency Services (EOC Director) is responsible for implementing the SEMS/NIMS Emergency Operations Plan.

The City-wide response will be managed by the Emergency Operations Center Director. The Emergency Operations Center Director supports the Director of Emergency Services (EOC Director). Whereas the Director of Emergency Services (EOC Director) has the responsibility of directing the overall disaster, the Emergency Operations Center Director has the responsibility of managing the emergency. These two positions will work very closely to ensure a Citywide response and recovery effort.

The Emergency Operations Center Director is supported by the Emergency Management Organization and has overall responsibility for:

- organizing, staffing and operating the Emergency Operations Center (EOC)
- operating communications and warning systems
- providing information and guidance to the public
- maintaining information on the status of resources, services, and operations
- managing overall operations
- obtaining support for the City of Beverly Hills and providing support to other jurisdictions as required
- identifying and analyzing potential hazards and recommending appropriate countermeasures
- collecting, evaluating, and disseminating damage assessment and other essential information
- providing status and other reports to the Los Angeles County Operational Area via the West Hollywood Sheriff's Station EOC (Station EOC activated) or On-Duty Watch Commander (Station EOC not activated)
- City operations will be divided into five SEMS/NIMS functional areas:

\*Management

\*Logistics

\*Finance

\*Operations

\*Planning & Intelligence

These functional levels must be used in all multi-department and jurisdictional responses.

The City of Beverly Hills' Emergency Organization Chart and Operation Matrix is contained in **Part One, Section Six: Emergency Operations Center Section.**

## **SECTION SIX: EMERGENCY OPERATIONS CENTER (EOC)**

### **PURPOSE**

Part One, Section Six: Emergency Operations Center (EOC) discusses the City's Emergency Operations Center and its activation, its organization and the multi-departments, multi-agencies and multi-jurisdictional coordination.

### **GENERAL**

Day-to-day operations are conducted from departments throughout the City. An EOC is a location from which centralized emergency management can be performed during a major emergency or disaster. This facilitates a coordinated response by the Director of Emergency Management, Emergency Management Staff and representatives from departments. The level of EOC staffing will vary with the specific emergency situation.

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

- managing and coordinating emergency operations
- receiving and disseminating warning information
- developing emergency policies and procedures
- collecting intelligence from, and disseminating information to, the various EOC representatives, and, as appropriate, to County and State agencies, military, and federal agencies
- preparing intelligence/information summaries, situation reports, operational reports, and other reports as required
- maintaining general and specific maps, information display boards, and other data pertaining to emergency operations
- continuing analysis and evaluation of all data pertaining to emergency operations
- controlling and coordinating, within established policy, the operational and logistical support of departmental resources committed to the emergency
- maintaining contact and coordination with support DOCs, other local government EOCs, and the Los Angeles County Operational Area
- providing emergency information and instructions to the public, making official releases to the news media and the scheduling of press conferences as necessary

### **EOC LOCATION AND DESCRIPTION**

The primary EOC is located at:

**464 N. Rexford Drive  
Police Department**

The EOC totals 3000+ square feet and includes 5 SEMS/ICS Sections, a policy, breakout and radio room, audio-visual equipment room, storage room, kitchen, GIS area. Bathrooms and adjacent office areas are down hall

Emergency power is provided by a diesel generator. The emergency fuel reserve is sufficient for seven days. Re-supply of emergency fuel will be obtained through the City Maintenance yard. The facility has full power. The EOC has the capability to house and feed staff for 48(+) consecutive hours. On-site services include kitchen, bathrooms, food supply and sleeping cots.

The alternate EOC is located at:

**445 N. Rexford Drive  
Fire Department Training Room**

The alternate EOC will be activated only when the primary EOC is damaged, inaccessible, and/or evacuation of EOC staff members becomes necessary. When the use of an alternate EOC becomes necessary, those occupying the primary EOC will be asked to relocate to the alternate EOC site. If the primary EOC is unusable before its activation, staff members will be asked to report to the alternate EOC site. Public Works, with assistance from the Logistics Section, will arrange for relocation of EOC staff members to the alternate EOC. Direction and control authority will be transferred from the primary EOC to an alternate EOC when necessary by the Emergency Operations Director. All Section Chiefs will advise their emergency response field forces of the transition to the alternate EOC. The operational capabilities of the alternate EOC will be similar to those of the primary EOC.

**If needed a tent can be used to establish an EOC in Beverly Gardens. Supplies are kept in the Emergency Management and Communications Trailer.**

**DISPLAYS**

Because the major purpose of EOC is accumulating and sharing information to ensure coordinated and timely emergency response, status boards for tracking emergency activities will be made available for use in both the primary and alternate EOCs. All EOC sections must maintain display devices so that other sections can quickly comprehend what actions have been taken, what resources are available, and to track the damage in the City resulting from the disaster. The Planning/Intelligence Section is responsible for coordinating display of information. All display charts, boards, and materials are stored in the back storage room of the EOC.

At the onset of any disaster, a significant events log should also be compiled for the duration of the emergency situation. Key disaster related information will be recorded in the log; i.e., casualty information, health concerns, property damage, fire status, size of risk area, scope of the hazard to the public, number of evacuees, etc. The posting of the significant event log is the responsibility of the Planning/Intelligence Section. **(See Part Two, Planning & Intelligence: (OARRS) Emergency Management Information System.**

**COMMUNICATIONS**

Communications are provided in the City EOC and include all City frequencies and most county, state, and mutual aid frequencies. Communication facilities will be continuously staffed during emergencies, either by volunteers or City staff. The Logistics Section: Information Technology is responsible for communications.

## **EOC MANAGEMENT**

The Office of Emergency Management has overall responsibility of the City's EOC facility and maintaining the operational readiness of the primary EOC. Day-to-Day responsibilities of the EOC are shared with the Police Department Emergency Management Officer.

Positions assigned to the EOC will advise/brief City decision makers of the emergency situation and recommend actions to protect the public, i.e., alerting and warning the public, evacuation of risk area, activation of shelters, request for State/Federal assistance, etc.

Emergency Notification and Scheduling Procedures are contained in **Part Two, Logistics: Emergency Notification and Scheduling**.

The Director of Emergency Services (EOC Director) will have the primary responsibility for ensuring that the City Council is kept apprised of the situation and will bring all major policy issues to the Council for review and decision.

## **EOC ACTIVATION POLICY**

The EOC is activated when field response needs support, a City-wide perspective is needed, or multi-departments need to coordinate.

SEMS/NIMS may function from the EOC or from other locations e.g. Watch Commander Office, depending on the situation. The EOC may be partially or fully staffed to meet the demands of the situation.

When the City of Beverly Hills EOC is activated, the Los Angeles County Operational Area should be notified via one of the following:

- OARRS [www.oarrs.lacounty.gov](http://www.oarrs.lacounty.gov)
- Contacting the Los Angeles County Operational Area Duty Officer via on duty pager/telephone
- West Hollywood Sherriff's Station
- Watch Commander

Procedures are found in the Planning/Intelligence Supporting Documentation of this Plan.

### **WHEN TO ACTIVATE:**

- An emergency situation that has occurred or might occur of such a magnitude that it will require a large commitment of resources from two or more City Departments over an extended period of time. Examples include an earthquake, brush fire, bombing, flooding, major hazardous material incident, civil disturbance, aircraft disaster, high rise structure fire, severe weather conditions or act of terrorism, large scale school incident and special event.
- An impending or declared "State of War Emergency".

## **EOC ACTIVATION AND STAFFING GUIDE**

<b>Event/Situation</b>	<b>Activation Level</b>	<b>Minimum Staffing</b>
Unusual occurrences with severe potential impacts on the health and safety of the public and/or environment	<b>ONE</b>	Notify Director of Emergency Services (EOC Director) or Director of Emergency Management. See note below. Established EOC can be without any staff.
Severe Weather Issuance		
Significant incidents involving 2 or more departments		
Preplanned Event		
Power outages and Stage 1 and 2 power emergencies		
Earthquake Advisory/Prediction Level One		
Earthquake with damage reported	<b>TWO</b>	Notify Director of Emergency Services (EOC Director) and/or Director of Emergency Management  Section Chiefs, Branches and Units as appropriate to situation  Liaison/Agency representatives as appropriate  Notify Los Angeles County/OEM  EOC will be established.  Open Disaster Accounting System.
Earthquake Advisory/Prediction Level Two or Three		
Major wind or rain storm		
Two or more large incidents involving 2 or more departments		
Major scheduled event		
Unusual occurrences with severe potential impacts on the health and safety of the public and/or environment		
Major City or regional emergency—multiple departments with heavy resource involvement		
Severe hazardous materials incident involving large-scale or possible large-scale Evacuations		
Large scale power outages and Stage 3 power emergencies.		
Earthquake with damage		
Occurrences with severe potential impacts on the health and safety of the public and/or environment		
Wildfire affecting developed area		

The Director of Emergency Services (EOC Director) may increase or decrease EOC staffing as deemed appropriate.

The Emergency Management Staff operates from the EOC and is directed by the City Manager who serves as the Director of Emergency Services (EOC Director). The Director of Emergency Services (EOC Director) has the authority to direct all EOC activity and is responsible for the City's overall Emergency Management policy and coordination. This is accomplished by the joint assistance of the Policy Group (all department heads) and the efforts of all City departments, other public and private organizations (as needed) and volunteer agencies. The Emergency Operations Center Director manages all Emergency Response efforts for the incident. Example: primary responsibility for severe storm conditions would be the responsibility of the Public Works Department, fires the Fire Department and civil disturbances the Police Department. Other City departments provide support. Staffing can be added or deleted to meet the demands of the emergency

### **WHO CAN ACTIVATE:**

The following individuals, either acting as the Director of Emergency Services (EOC Director) or on behalf of the Director of Emergency Services (EOC Director), or their appointed representatives (**as referenced in Part One, Section Four: Continuity of Government Lines of Succession**) are authorized to activate the EOC:

- City Manager
- Assistant City Manager
- Deputy City Manager
- Chief of Police
- Fire Chief
- Director of Emergency Management
- Director of Public Works
- Any Department Head or their designee

### **HOW TO ACTIVATE:**

- contact the Director of the Office of Emergency Management and/or the Police Department Watch Commander
- identify yourself and provide a callback confirmation phone number if requested
- designate personnel to set up the EOC
- briefly describe the emergency/disaster situation causing this request
- request EOC "level two" or "level three" activation
- request notification of EOC "Level Two" or "Level Three" staff

Procedures for EOC set-up activation are located on the back wall of the Emergency Operations Center.

### **EOC OPERATIONS**

The City's EOC is not a "command" center. Command decisions on how to best solve tactical field problems (e.g., rescue, fire fighting, arrests, etc.) are usually made by field incident commanders.

The City's EOC facilitates and coordinates the interdepartmental and inter agency:

- Situation Awareness & Situation Analysis
- Determine Priority of Incident(s)
- Acquire/Allocate Critical Resources
- Crisis Information Management
- Develop/Advise/Support Policy Level Decisions
- Coordinate with Elected/Appointed Officials
- Coordinate with Systems Components

### **EOC ORGANIZATION:**

At each level of the City's response, the person in charge (e.g., Incident Commander, Director of Emergency Services (EOC Director), etc.) must address five functional responsibilities:

- Management
- Operations
- Planning/Intelligence
- Logistics
- Finance/Administration

The "management" function is responsible for liaison and public information.

City of Beverly Hills EOC operations are divided into five SEMS/NIMS functional areas as noted below.

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

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

## **ORGANIZATION FLEXIBILITY – MODULAR ORGANIZATION**

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

## **MANAGEMENT OF PERSONNEL — HIERARCHY OF COMMAND AND SPAN-OF-CONTROL**

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

The Emergency Operations Center Director, Chiefs of the Operations, Planning/Intelligence, Logistics and Finance/Administration sections constitute the EOC General Staff. The Director of Emergency Services (EOC Director) and General Staff function as the EOC Management Team. The General Staff are responsible for:

- overseeing the internal functioning of their section
- interacting with each other, the Emergency Operations Center Director, the Director of Emergency Services (EOC Director), and other entities within the EOC to ensure the effective functioning of the EOC organization

## **EOC ACTION PLANS**

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

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

The action planning process should involve the Director of Emergency Services (EOC Director) and General Staff along with other EOC elements, special district representatives and other agency representatives, as needed. The Planning/Intelligence Section is normally responsible for development of the action plan and for facilitation of action planning meetings. (**see Part Two: Planning/Intelligence/Action Planning**)

## **MULTI-DEPARTMENT OR INTER-DEPARTMENT COORDINATION**

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

- establishing priorities for response
- allocating critical resources
- developing strategies for handling multi-agency response problems
- sharing information
- facilitating communications

**Emergency response is coordinated at the EOC through:**

- representatives from departments
- representatives from outside agencies including special districts, volunteer agencies and private organizations
- coordination with agencies not represented in the EOC may be accomplished through various methods of communications
- involvement in the EOC action planning process is essential for effective emergency management involving multi agencies

**COORDINATION WITH THE FIELD RESPONSE LEVEL**

Coordination among SEMS/NIMS levels is clearly necessary for effective emergency response. In a major emergency, the City of Beverly Hills EOC may be activated to coordinate the overall response while the Incident Command System is used by field responders. Incident Commanders may report to Department Operations Centers (DOCs) which in turn will coordinate with the EOC. In some instances, Incident Commanders may report directly to the EOC, usually to their counterpart in the Operations Section. When the EOC is directly overseeing Incident Command teams, the EOC is operating in a centralized coordination and direction mode. In most field incidents a Unified Command will be used.

It is also possible for Area Commands to be established between the Incident Command teams and the EOC. During a major Citywide disaster, the City may be divided into areas, with an Area Command overseeing the Incident Command teams within each area. The Area Commands would receive policy direction and resources from the EOC.

Another scenario for EOC-Area Command interaction would be the occurrence of several similar type incidents located in close proximity but in different jurisdictions. A Unified Area Command may be established to oversee Incident Commands operating in general proximity to each other. The Unified Area Command would coordinate with activated local government EOCs.

**COORDINATION WITH LOS ANGELES COUNTY OPERATIONAL AREA LEVEL**

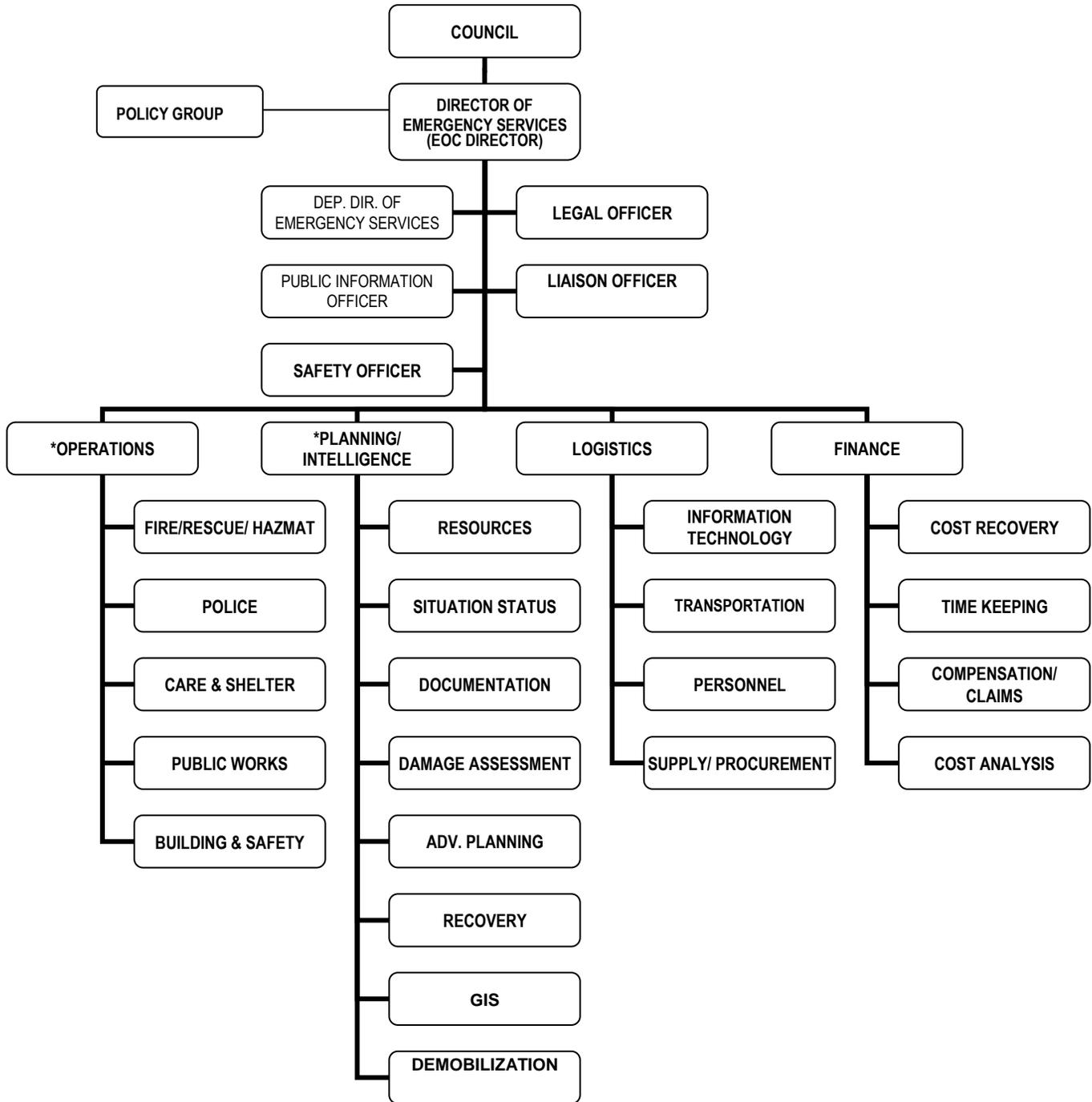
**Coordination and communications must be established between the City and the Operational Area.**

**BHUSD AND SPECIAL DISTRICT INVOLVEMENT**

The Beverly Hills Unified School District should have a liaison representative at the City EOC, and direct communications should be established between the school districts EOC and the City EOC.

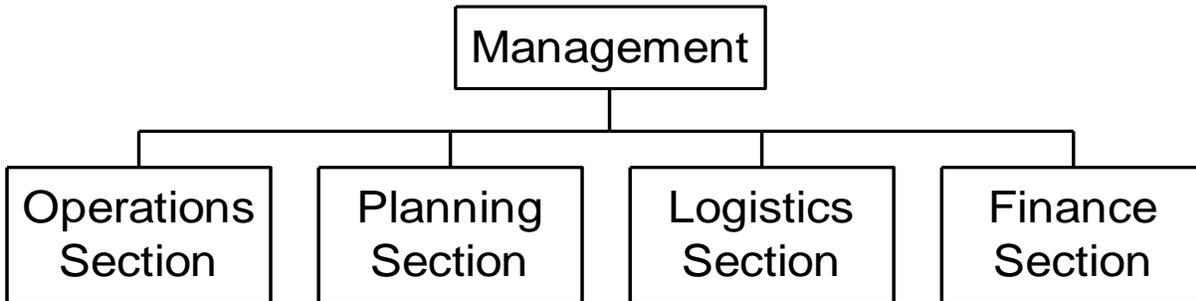
Utility, special district boundaries cross municipal boundary lines. A special district may serve several cities and county unincorporated areas. Some special districts serve more than one City. In such a situation, the special district may wish to provide a liaison representative to the Operational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

**Chart 1:  
SEMS/NIMS EOC ORGANIZATION**



\* If all elements are activated, a deputy may be appointed to provide a manageable span of control. Field Units will be coordinating and communication with each of the Branches under the Operations Section. The Incident Command System will be used in the field.

**Chart 2:  
SEMS/NIMS EOC RESPONSIBILITIES**



**RESPONSIBILITIES:**

**Management Section**

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

**Operations Section**

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

**Planning/Intelligence Section**

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

**Logistics Section**

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

**Finance/Administration Section**

Responsible for financial activities and other administrative aspects.

**Chart 3:  
MATRIX OF DEPARTMENT  
RESPONSIBILITIES BY EOC SECTION**

**FUNCTIONAL RESPONSIBILITIES OF CITY DEPARTMENTS/OFFICES**  
(P = Primary Responsibility) (S = Support Role)

Department	Management	Operations	Planning/ Intelligence	Logistics	Finance/ Administration
City Council	P				
Policy/Management	P				
Community Development		P	P		
City Attorney	P				
City Clerk	P				
Community Services	S	P			
Emergency Management	P	S	S	S	S
Administrative Services				P	P
Fire		P	S		
Information Technology				P	
Police		P	S		
Public Works Services		P			
Capital Assets	P			P	

**Chart 4:  
MATRIX OF EOC POSITIONS  
BY CITY DEPARTMENT**

The following matrix provides information on the Department responsible for each Section and Function in the Disaster Table of Organization. The Department Head has the responsibility to ensure the function is prepared for and performed.

<b>Department Responsible</b>	<b>Management</b>	<b>Operations</b>	<b>Planning/ Intelligence</b>	<b>Logistics</b>	<b>Finance/ Administration</b>
City Council	Policy				
Policy/Management	Policy Group Management Section Director of Emergency Services (EOC Director) Dep. Dir. Emer. Svcs. Dir. PIO				
Community Development		B&S Branch	P&I Chief & all Units	Transportation Unit	
City Attorney	Legal Officer				
City Clerk	Policy				
Community Services	Hotline	Care & Shelter Branch			
Administrative Services	Safety Officer			Personnel Branch & Supply/ Procurement Branch	Finance Section Chief & All Units
Fire		Operations Section Chief & Fire Branch	Situation Status Unit		
Information Technology				Info. Technology Branch	
Police		Police Branch	Situation Status Unit		
Public Works		Public Works Branch			
Capital Assets	Liaison Officer			Section Chief Logistics	

**Chart 5:  
EOC ACTIVITIES MATRIX**

**Bold = Primary Responsibility**  
*Italics = Support Responsibility*

FUNCTIONS	MANAGEMENT & STAFF	OPERATIONS	PLANNING/ INTELLIGENCE	LOGISTICS	FINANCE/ ADMIN.
Access Control	<i>PM:Comm*</i>	<b>PD</b>		<i>PW:Trans</i>	
Alerting/ Warning	<i>PM:Comm*</i>	<b>PD/Fire</b>			
Animal Control LACO		<b>CD</b>			
Bldg. Safety Assessments		<b>CD</b>			
Care & Shelter		<b>CS/ARC BHUSD</b>			
Civil Disorder		<b>PD</b>			
Computers/ Telephones Data Processing				<b>IT</b>	
Construction/ Engineering		<b>PW CD</b>	<i>CD</i>		
Coroner LACO		<b>PD/Fire</b>			
Damage Assessment		<b>CD</b>			
Documentation			<i>CD</i>		
Emergency Declarations	<b>City Attorney City Clerk</b>				
Employee/ Family Care				<b>Admin. Svcs/ Library</b>	
Feeding Employees				<b>Admin Svcs/Library</b>	
EOC Set-Up	<b>OEM</b>	<b>PD</b>			
Evacuation	<i>PM:Comm*</i>	<b>PD/ Fire</b>			
Facility Coordination		<b>PW</b>			
FEMA (Claims) All Depts.	<i>OEM</i>				<b>Admin Services</b>
Fire, Search & Rescue		<b>Fire/ PD/PW</b>			
Community Hotline		<b>CS</b>			
Perimeter Control		<b>PD</b>			

\*Support for communication to public not operation

## **SECTION SEVEN: MUTUAL AID**

### **PURPOSE**

Part One, Section Seven: The Mutual Aid Section explains the Mutual Aid system and provides information on the organizational structure.

### **INTRODUCTION**

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

### **MUTUAL AID SYSTEM**

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

The statewide mutual aid system includes several discipline-specific mutual aid systems, such as fire and rescue, law, medical and public works. The adoption of SEMS or NIMS does not alter existing mutual aid systems. These systems work through local government, operational area, regional and state levels consistent with SEMS and NIMS. Mutual aid may also be obtained from other states.

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

Governor Schwarzenegger signed legislation on September 21, 2005 making the State of California the 49<sup>th</sup> state to join the Emergency Management Assistance Compact (EMAC). EMAC is a partnership between states. California's participation in EMAC has been extended through March 1, 2015.

## **MUTUAL AID REGIONS**

The Governor establishes mutual aid regions under the Emergency Services Act. Six mutual aid regions numbered I-VI have been established within California. The City of Beverly Hills is within Region I, which is divided into two regions for law enforcement mutual aid: Regions I and Region IA. Each mutual aid region consists of designated counties. Region I is in the CalOES Southern Administrative Region. (See **Chart 3**)

## **MUTUAL AID COORDINATORS**

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

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

Some incidents require mutual aid but do not necessitate activation of the cities or operational area EOCs because of the incident's limited impacts. When the City's EOC is activated, all activated department-specific mutual aid systems should establish coordination and communications with the EOC.

## **LOS ANGELES COUNTY OPERATIONAL AREA MANAGEMENT ORGANIZATION**

If the Los Angeles County Operational Area is activated, the Los Angeles County Sheriff's designated by County Ordinance, will function as the Operational Area Coordinator and will have the overall responsibility for coordinating and supporting emergency operations within the County. The Operational Area will also be the focal point for information transfer and support requests by cities within the County. The Operational Area Staff will submit all requests for support that cannot be obtained within the county, and other relevant information, to CalOES Mutual Aid Region I. The Los Angeles County Operational Area Organization Matrix is contained in **Chart 4**.

## **LOS ANGELES COUNTY OPERATIONAL AREA PROVISION OF ASSISTANCE TO CITIES**

When a disaster or emergency occurs, the City will normally use its own internal assets to provide emergency services. If the City's internal assets are not sufficient to provide required services, the City will normally make a request to Area A cities: City of Santa Monica, West Hollywood, and Beverly Hills, for pre-arranged mutual aid. Los Angeles County Operational Area Channel of Coordination is contained in **Chart 5**. Los Angeles County Operational Area City Assistance Requests is contained in **Chart 6**. The City's Director of Emergency Services (EOC Director) should be apprised of all mutual aid requests in order to be aware of City costs and obligations.

If mutual aid is not available, a request for Operational Area support will be made to the Operational Area via the West Hollywood Sheriff's Station EOC or On-Duty Watch Commander. The City should enter the request into OARRS and forward it to the appropriate County EOC (CEOC) agency. CEOC staff will analyze the request and forward it appropriately. The CEOC or County Department will inform the City of the status of the request. Existing mutual aid agreements and financial protocols will be followed. **(See Part One, Section Seven: Mutual Aid, Chart 1).**

## **MUTUAL AID REGION EMERGENCY MANAGEMENT ORGANIZATION**

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

## **STATE EMERGENCY MANAGEMENT ORGANIZATION**

The Governor, through State CalOES and its Mutual Aid Regions, will coordinate statewide operations to include the provision of mutual aid and other support to local jurisdictions and the redirection of essential supplies and other resources as required. The CalOES Director assisted by State agency directors and their staffs and identified volunteer agency staff will constitute the State emergency management staff. The State of California Emergency Organization Chart is contained in **Chart 7**.

## **PARTICIPATION OF VOLUNTEER AND PRIVATE AGENCIES**

Volunteer agencies and private agencies may participate in the mutual aid system along with governmental agencies. For example, the disaster medical mutual aid system relies heavily on private sector involvement for medical/health resources. Some volunteer agencies such as the American Red Cross, Salvation Army and others are an essential element of the statewide emergency response to meet the needs of disaster victims. Volunteer agencies with extensive involvement in the emergency response should be represented in the City EOC as appropriate.

Some private agencies have established mutual aid arrangements to assist other private agencies within their functional area. For example, electric and gas utilities have mutual aid agreements within their industry and established procedures for coordinating with governmental EOCs.

## **EMERGENCY FACILITIES USED FOR MUTUAL AID**

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

**Marshaling Area:** Defined in the National Response Plan as an area used for the complete assemblage of personnel and other resources prior to their being sent directly to the disaster affected area. Marshaling areas may be established in other states for a catastrophic California earthquake.

**Mobilization Center:** Off-incident location at which emergency service personnel and equipment are temporarily located pending assignment, release or reassignment. For major area-

wide disasters, mobilization centers may be located in or on the periphery of the disaster area.

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

## **POLICIES AND PROCEDURES**

Mutual aid resources will be provided and utilized in accordance with the California Master Mutual Aid Agreement.

During a proclaimed emergency, inter-jurisdictional mutual aid will be coordinated at the county, operational area or mutual aid regional level.

Because different radio frequencies are in use among most agencies, The City of Beverly Hills should provide incoming mutual aid forces with portable radios having City frequencies.

The City of Beverly Hills will make mutual aid requests through the Los Angeles County Operational Area via OARRS. The P&I: Resource Unit is in charge of sending and tracking this information.

Requests should specify, at a minimum:

- number and type of personnel needed
- type and amount of equipment needed
- reporting time and location
- authority to whom forces should report
- access routes
- estimated duration of operations
- risks and hazards

## **AUTHORITIES AND REFERENCES**

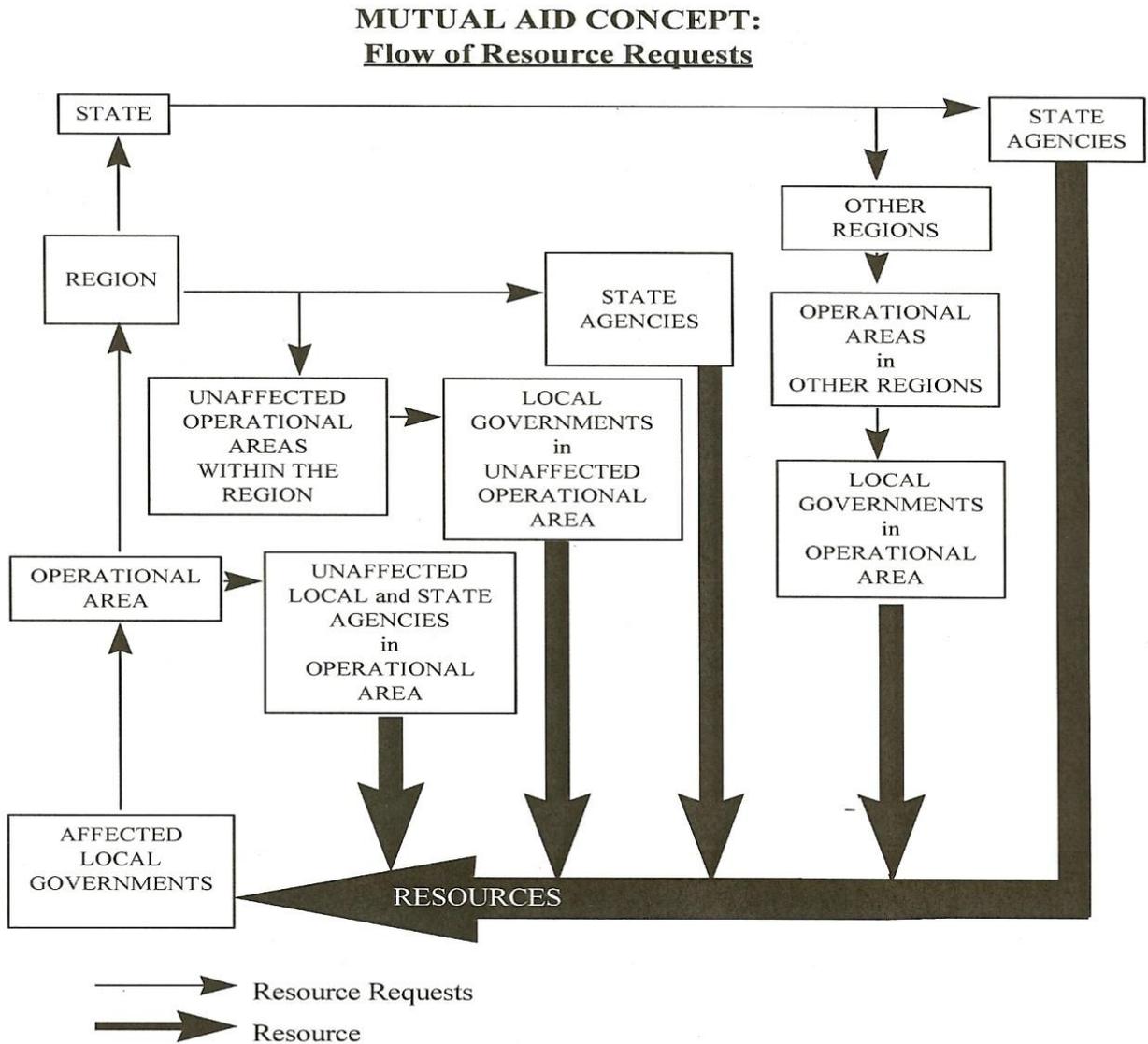
Mutual aid assistance may be provided under one or more of the following authorities:

- California Master Mutual Aid Agreement
- California Fire and Rescue Emergency Plan
- California Law Enforcement Mutual Aid Plan
- Robert T. Stafford Disaster Relief and Emergency Assistance Act (Public Law 93-288, as amended) - provides federal support to state and local disaster activities
- California Emergency Managers Mutual Aid Agreement, November 1997
- Emergency Management Assistance Compact, September 21, 2005

## MUTUAL AID AGREEMENTS IN EFFECT

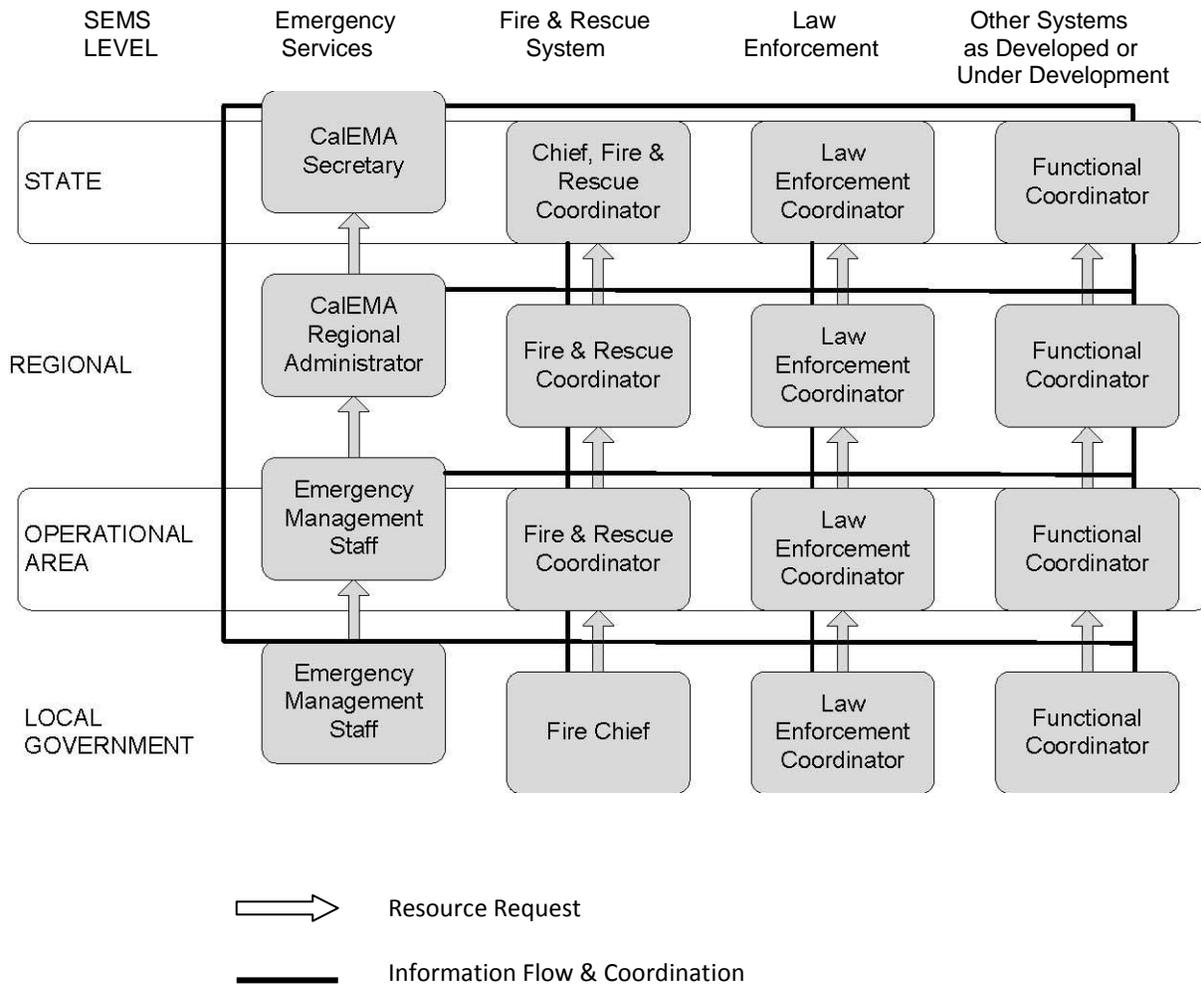
<u>WITH</u>	<u>FOR</u>	<u>DATE</u>
<i>State of California</i>	Master Mutual Aid	11/15/50
<i>Los Angeles City Fire</i>	Fire Protection Reserve Service	7/15/80
<i>Los Angeles Co. Fire Protection District</i>	Fire/ Emergency Medical	2/1/65
<i>Water/Wastewater Agency Response Network WARN 2001 Omnibus Mutual Assistance</i>	Water/Wastewater	7/10/2001
<i>Los Angeles Co. Health Dept.</i>	Health Services	6/28/63
<i>Los Angeles City DWP</i>	Emergency Water Supply	7/1/75
<i>City of Los Angeles Dept. of Animal Services</i>	Animal Control	2/09
<i>Los Angeles Co. Agriculture Commission</i>	Pest Control	5/20/86
<i>Area A and the County of Los Angeles</i>	Disaster Management	6/6/00
<i>LA County Public Works Mutual Aid Request Process</i>	Aid for Catastrophic Events	6/26/90
<i>American Red Cross</i>	Operation of Emergency Shelters	5/18/09
<i>PD Mutual Aid Plan</i>	Law Enforcement Agencies within the County of Los Angeles	1/2012
<i>Emergency Ambulance Agreement</i>	Fire Department Co.	4/2/91

**Chart 1:  
Mutual Aid System Flow Chart**



## Chart 2: Mutual Aid Coordinators: General Flow of Resource Requests and Information

### Discipline-Specific Mutual Aid Systems





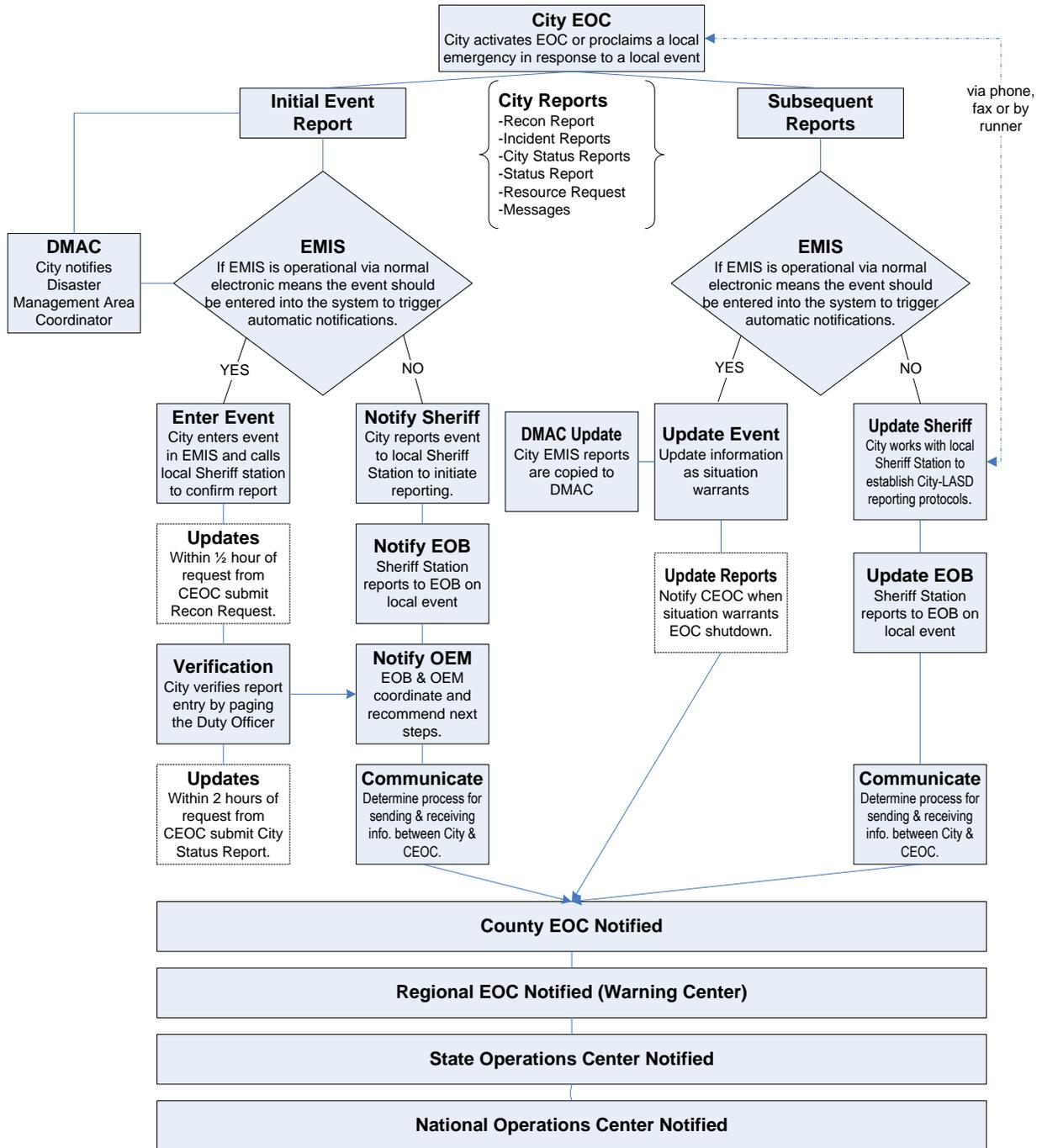
## Chart 4: LOS ANGELES COUNTY OPERATIONAL AREA ORGANIZATION MATRIX

County Departments and Emergency Functions	Alert & Warning	Information Technology	Damage Assessment	Management & Situation Analysis	Emergency Public Information	Radiological Protection	Fire & Rescue	Law Enforcement	Emergency Medical Services	Public Health	Coroner	Care & Shelter / Human Svcs.	Evacuation	Urban Search & Rescue	Construction Eng. & Recovery	Supplies & Procurement	Personnel	Transportation Resources	Utilities	Finance & Administration	Hazardous Materials	Status of County Government	Initial Recovery
Chief Executive Officer			R	S	S										S	S	P			P		P	P
Agricultural Weights & Measures										S													
Alternate Public Defender								S															
Animal Care & Control							R			R		R											
Assessor			R												R								
Auditor																	R						
Beaches & Harbors								S					R	S				R					
Children & Family Services												S											
Community & Senior Services					R							S											
Coroner					R				R	R	P												
County Counsel															S								
District Attorney								S															
Fire		R	R	R	R	S	P		R	R	R			P		R						P	
Health Services	R	R							P	R	R	R										R	
Human Resources																		S					
Internal Services		R	R	R			R	R				R	R	R	R	P		C	L				S
Mental Health					R		R	R	R	R	R	R											R
Military & Veteran's Affairs											R												
Parks & Recreation							R				R	S		R	R								
Probation								S						R									
Public Defender								S															
Public Health			S			P			R	P		S	S								S		R
Public Library					R							S											
Public Social Services												P	S										S
Public Works		R	P	R			R				R	R	R	R	P			R	R				S
Regional Planning															S								
Registrar-Recorder County Clerk																	R						
Sheriff	P	P	R	P	P	R	R	P			R	R	P	R				R					
Treasurer Tax Collector											R						R						
All Departments																R				R		R	

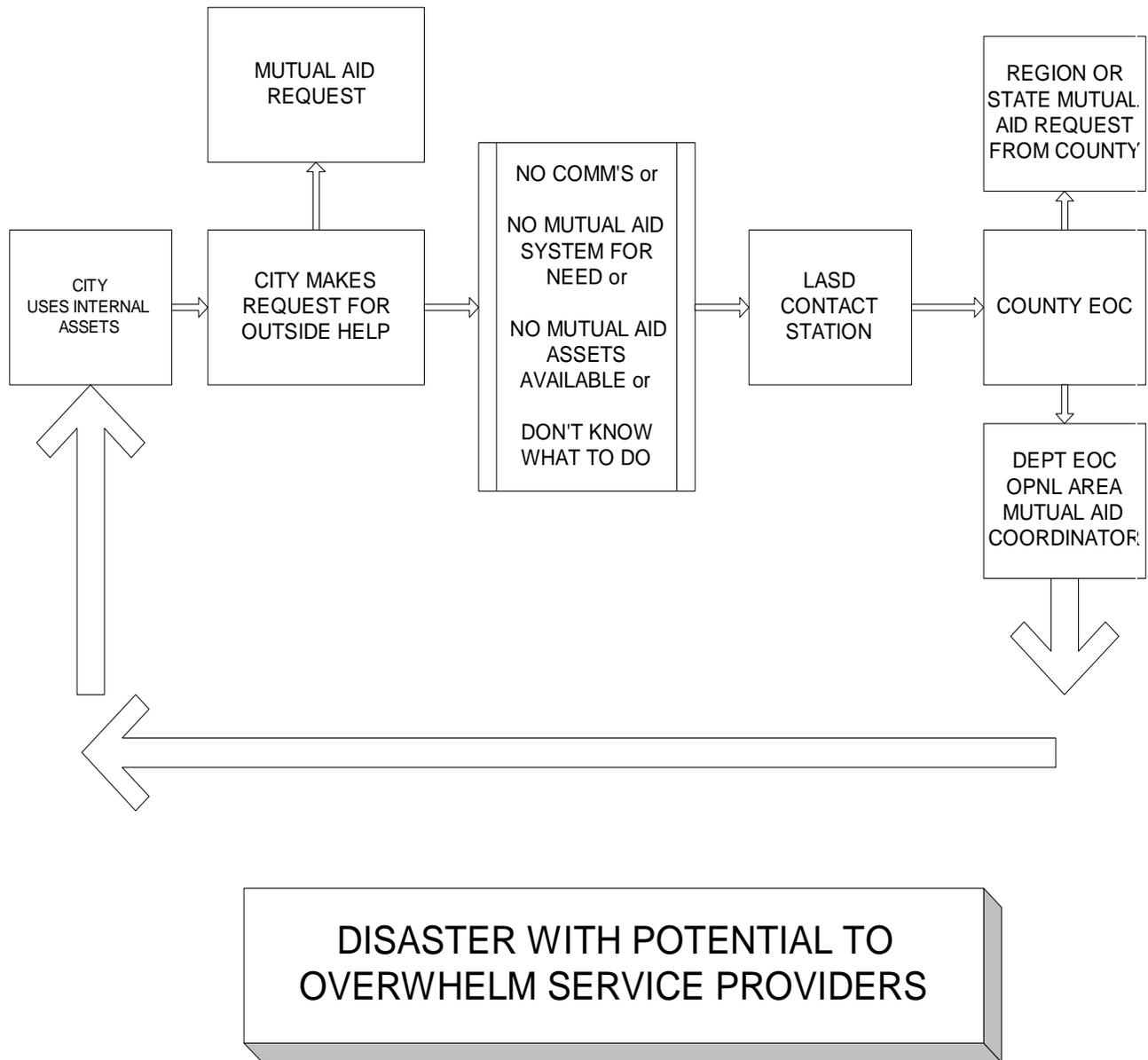
Legend
P-Primary
R-Resource
S-Support
L-Liaison
C-Coordinator

## Chart 5: Los Angeles County Operational Area Coordination and Reporting Protocol

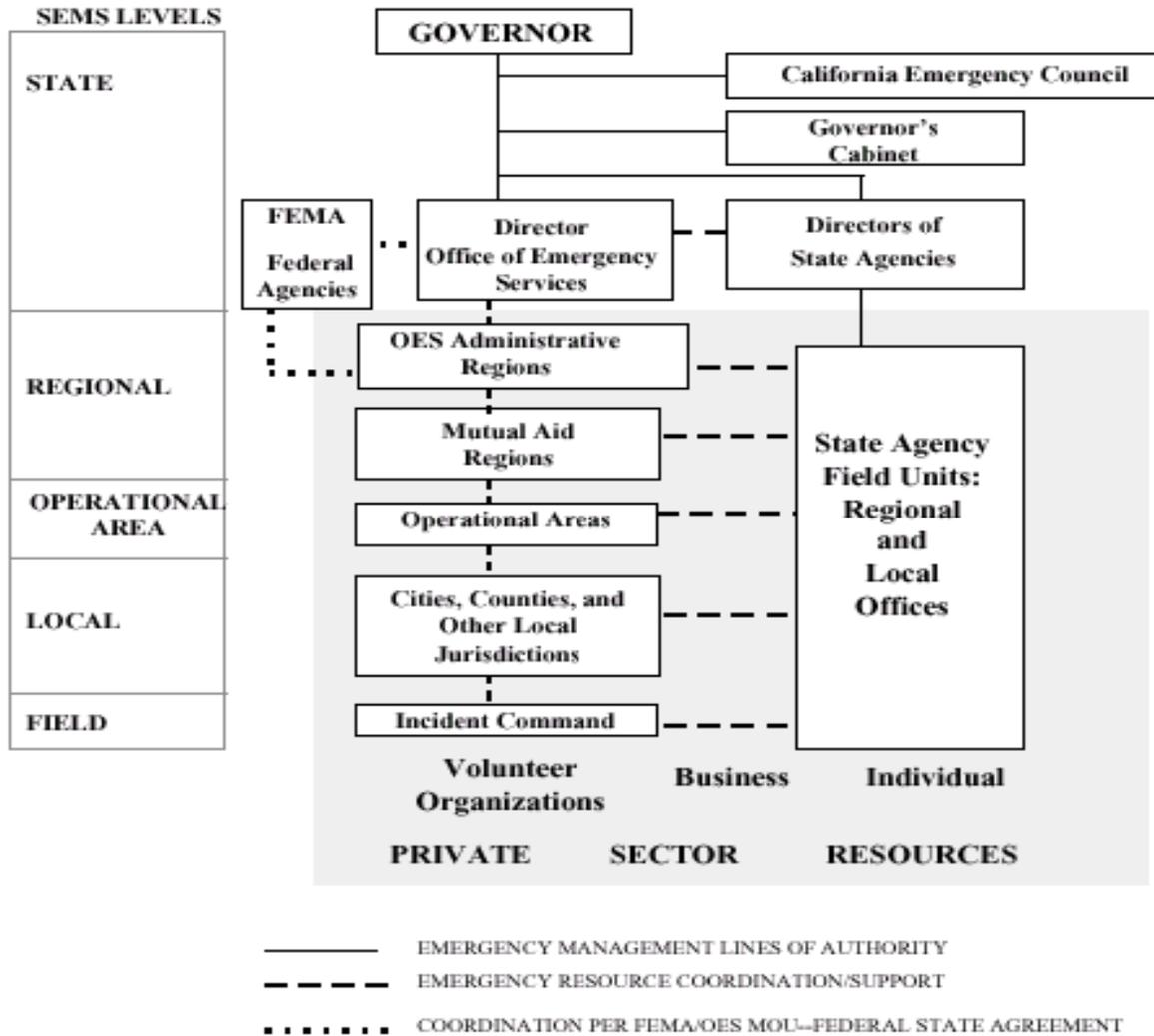
Los Angeles County Operational Area Coordination and Reporting Protocol



**Chart 6:  
LOS ANGELES COUNTY OPERATIONAL AREA  
CITY ASSISTANCE REQUESTS DIAGRAM**



## Chart 7: STATE OF CALIFORNIA EMERGENCY ORGANIZATION MATRIX



## **SECTION EIGHT: ACRONYMS, ABBREVIATIONS, AND GLOSSARY**

### **ACRONYMS AND ABBREVIATIONS**

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

## ***SEMS/NIMS Emergency Operations Plan***

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DA	Damage Assessment
DAC	Disaster Application Center
DAP	Disaster Assistance Programs
DCS	Disaster Communications Service
DEST	Disaster Emergency Support Team
DFCO	Deputy Federal Coordinating Officer
DFO	Disaster Field Office
DHA	Disaster Housing Assistance
DHS	US Department of Homeland Security
DMAT	Disaster Medical Assistance Team
DMORT	Disaster Mortuary Operational Response Team
DMIS	Disaster Management Information System
DOC	Department Operations Center
DOD	US Department of Defense
DOE	US Department of Energy
DOJ	US Department of Justice
DOI	US Department of Interior
DOL	US Department of Labor
DOS	US Department of State
DOT	US Department of Transportation
DP	Disaster Preparedness
DRC	Disaster Recovery Center
DRM	Disaster Recovery Manager
DRO	Disaster Recovery Operations
DSA	Disaster Support Area
DSA	Division of the State Architect (California)
DSR	Damage Survey Report
DWR	California Department of Water Resources
EAS	Emergency Alert System
ED	US Department of Education
EDD	California Employment Development Department
EDIS	Emergency Digital Information System
EEO	Equal Employment Opportunity
EIR	Environmental Impact Review
EMA	Emergency Management Assistance
EMI	Emergency Management Institute
EMIS	Emergency Management Information System (obsolete: See OARRS)
EMMA	Emergency Managers Mutual Aid
EMP	Electromagnetic Pulse
EMPG	Emergency Management Performance Grant
EMSA	California 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	US Environmental Protection Agency
EPI	Emergency Public Information
EPIC	Emergency Public Information Center
ERT	Emergency Response Team
ERT	Evidence Response Team (FBI)
ESA	California Emergency Services Act
ESA	US Endangered Species Act
ESC	Earthquake Service Center
ESC	Emergency Services Coordinator

## ***SEMS/NIMS Emergency Operations Plan***

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ESF	Emergency Support Functions
EST	Emergency Support Team
FA	Fire Administration (office symbol)
FAA	Federal Aviation Administration
FAS	Federal Aid System Road
FAST	Federal Agency Support Team
FBI	Federal Bureau of Investigation
FCC	Federal Communications Commission
FCO	Federal Coordinating Officer
FEMA	Federal Emergency Management Agency
FFY	Federal Fiscal Year
FHWA	Federal Highway Administration
FIA	Federal Insurance Administration
FIPS Number	Same as Project Application Number
FIRESCOPE	Firefighting Resources of Calif. Organized for Potential Emergencies
FmHA	Farmers Home Administration
FRMAC	Federal Radiological Monitoring and Assessment Center
GAR	Governor's Authorized Representative
GIS	Geographic Information System
GSA	US General Services Administration
Haz Mit	Hazard Mitigation (Measures taken in advance to lessen future damage)
HAZMAT	Hazardous Materials
HEW	US Department of Health, Education and Welfare
HM	Hazard Mitigation
HHS	US Department of Health and Human Services
HMC	Hazard Mitigation Coordinator
HMDA	Hazard Mitigation and Disaster Assistance
HMGP	Hazard Mitigation Grant Program
HMO	Hazard Mitigation Officer
HMT	Hazard Mitigation Team
HSAS	Homeland Security Advisory System
HSC	Homeland Security Council
HSOC	Homeland Security Operations Center
HSEEP	Homeland Security Exercise Evaluation Program
HSPD	Homeland Security Presidential Directive
HUD	US Department of Housing and Urban Development
IA	Individual Assistance
IAEM	International Association of Emergency Managers
IA/O	Individual Assistance/Officer
IACG	Inter Agency Coordinating Group
IAP	Incident Action Plan
IC	Incident Commander
ICP	Incident Command Post
ICS	Incident Command System
IDE	Initial Damage Estimate
IFG	Individual and Family Grant Program (State of California program)
IFGP	Individual and Family Grant Program
IG	Inspector General
IIMG	Interagency Incident Management Group
IMT	Incident Management Team
IRS	US Internal Revenue Service
IRMS	Information Resources Management Service
JIC	Joint Information Center

## ***SEMS/NIMS Emergency Operations Plan***

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JDIC	Justice Data Interface Controller
JFO	Joint Field Office
JPA	Joint Powers Agreement
JPIC	Joint Public Information Center
JIC	Joint Information Center
JIS	Joint Information System
JOC	Joint Operations Center
JTTF	Joint Terrorism Task Force
LFA	Lead Federal Agency
LGAC	Local Government Advisory Committee
MACS	Multi-Agency Coordination System
MARAC	Mutual Aid Regional Advisory Committee
MARS	US Army Military Affiliate Radio System
MC	Mobilization Center
MHFP	Multi-hazard Functional Planning
MMRS	Metropolitan Medical Response Team
MOA	Memorandum of Agreement
MOU	Memorandum of Understanding
MSA	Multi-Purpose Staging Area
MTA	Los Angeles County Metropolitan Transit Authority
NAWAS	National Warning System
NCS	National Communications System
NDAA	California Natural Disaster Assistance Act
NDEA	US National Defense Education Act
NDMS	National Disaster Medical System
NEP	National Exercise Program
NEST	Nuclear Emergency Search Team
NETC	National Emergency Training Center
NFA	National Fire Academy
NFDA	National Funeral Directors Association
NFIP	National Flood Insurance Program
NGO	Non-Governmental Organization
NHC	National Hurricane Center
NHPA	National Historic Preservation Act
NICC	National Interagency Coordinating Center / National Infrastructure Coordination Center
NIFCC	National Interagency Fire Coordination Center
NIMS	National Incident Management System
NMRT	National Medical Response Team
NOAA	National Oceanic and Atmospheric Administration
NOI	Notice of Interest
NRC	US Nuclear Regulatory Commission
NRCC	National Response Coordinating Center
NRCS	US Natural Resources Conservation Service
NRP	National Response Plan
NRT	National Response Team
NSC	National Security Council
NSSE	National Special Security Event
NTC	National Teleregistration Center
NVOAD	National Voluntary Organizations Active in Disaster
NWS	National Weather Service
OA	Operational Area
OARRS	Los Angeles County Operational Area Response and Recovery System
OASIS	Operational Area Satellite Information System

## ***SEMS/NIMS Emergency Operations Plan***

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OEM	Office of Emergency Management
OMB	US Office of Management and Budget
OPA	US Oil Pollution Act
OPM	US Office of Personnel Management
OSA	California Office of the State Architect
OSC	On-Scene Coordinator
OSHA	US Occupational Safety and Health Administration
PA	Public Affairs
PAO	Public Affairs Officer
PA	Public Assistance
PA/O	Public Assistance Officer
PA#	Project Application Number
PBX	Private Branch Exchange
PDA	Preliminary Damage Assessment
PDD	Presidential Decision Directive
PDH	Packaged Disaster Hospital
PFO	Principal Federal Officer
PIO	Public Information Officer
PL	Public Law - U.S. Public Law 93-288, Federal Disaster Relief Act of 1974
POC	Point of Contact
PNP	Private Non-Profit Organization
PSI	Pounds per Square Inch
PUC	California Public Utilities Commission
PW	Project Worksheet
RACES	Radio Amateur Civil Emergency Services
RADEF	Radiological Defense
RAP	Radiological Assistance Program
RCP	Regional Oil and Hazardous Substances Pollution Contingency Plan
RD	Regional Director (FEMA)
REACT	Radio Emergency Associated Communication Team
REC	Regional Emergency Coordinator
REOC	Regional Emergency Operations Center
RIMS	Response Information Management System
RM	Radiological Monitor
RO	Radiological Officer
ROC	Regional Operations Center
RRCC	Regional Response Coordinating Center
RRT	Regional Response Team
RTOS	Rail Transit Operations Supervisor
SA	Salvation Army
SAC	Special Agent in Charge
SAP	State Assistance Program
SAR	Search and Rescue
SARA	Superfund Amendment Reauthorization Act (Title III)
SAST	California State Agency Support Team
SBA	Small Business Administration
SCAQMD	South Coast Air Quality Management District
SCC	Sheriff's Communications Center, 1277 North Eastern Avenue.
SCESA	Southern California Emergency Services Association
SCO	State Coordinating Officer
SEMO	State Emergency Management Office
SEMS	Standardized Emergency Management System
SFLEO	Senior Federal Law Enforcement Officer

## ***SEMS/NIMS Emergency Operations Plan***

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SFO	Senior Federal Officer
SHMO	State Hazard Mitigation Officer
SHPO	State Historic Preservation Officer
SIOC	Strategic Information and Operations Center
SITREP	Situation Report
SLPS	State and Local Programs and Support Directorate (FEMA)
SOC	State Operations Center
SOP	Standard Operating Procedure
STO	State Training Officer
TEWG	Terrorism Early Warning Group
TH	Temporary Housing
TSCA	Toxic Substances Control Act
TWG	Terrorism Working Group
USACE	US Army Corps of Engineers
USAR	Urban Search and Rescue
USDA	United States Department of Agriculture
USFA	United States Fire Administration
USGS	United States Geological Survey
VA	US Department of Veterans Administration
VSAT	Very Small Aperture Terminal
VOAD	Volunteer Organizations Active in Disaster
WMD	Weapons of Mass Destruction

## GLOSSARY

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

### A

**Access and Functional Needs:** Populations whose members may have additional needs before, during and after an incident in functional areas.

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

**Activate:** At a minimum, a designated official of the emergency response agency that implements SEMS as appropriate to the scope of the emergency and the agency's role in response to the emergency.

**Advance Element of the Emergency Response Team (ERT-A):** The portion of the Emergency Response Team (ERT) which is the first group deployed to the field to respond to a disaster incident.

**Aerial Reconnaissance:** An aerial assessment of the damaged area which includes gathering information on the level and extent of damage and identifying potential hazardous areas for on-site inspections.

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

**Agency:** An agency is a division of government with specific function, or a non-governmental organization (e.g., private contractor, business, etc.) that offers a particular kind of assistance. In ICS, agencies are defined as jurisdictional (having statutory responsibility for incident mitigation), or assisting and/or cooperating (providing resources and/or assistance). (See Assisting, Cooperating Agency and Multi-agency.)

**Agency Assistance:** Grants for projects or planning activities, loans, and all other forms of financial or technical assistance provided by the Agency.

**Agency Dispatch:** The agency or jurisdictional facility from which resources are allocated to incidents.

**Agency Executive or Administrator:** Chief executive officer (or designee) of the agency or jurisdiction that has responsibility for the incident.

## ***SEMS/NIMS Emergency Operations Plan***

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

**Air Operations Branch Director:** The person primarily responsible for preparing and implementing the air operations portion of the Incident Action Plan. Also responsible for providing logistical support to helicopters operating on the incident.

**Allocated Resources:** Resources dispatched to an incident.

**AMBER Plan:** A Plan adopted locally or statewide that provide for an EAS Alert message to use the public to find abducted children. For more information contact the National Center for Missing and Exploited Children (NCMEC). (703) 837-6354

**American Red Cross:** A quasi-governmental volunteer agency that provides disaster relief to individuals and families.

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

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

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

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

**Attention Signal:** The two tone 853 /960 Hertz tone now shortened to eight seconds that was the old EBS signal that activated decoders and alerted the public to stand by for emergency information.

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

## **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 collocated with the Base.

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

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

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

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

## **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 the incident personnel.

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

**Casualty Collection Points (CCP):** A location within a jurisdiction which is used for the assembly, triage (sorting), medical stabilization, and subsequent evacuation of casualties. It may be used for the receipt of incoming medical resources (doctors, nurses, supplies, etc). Preferably the site should include or be adjacent to an open area suitable for use as a helicopter pad.

**Catastrophic Disaster:** Although there is no commonly accepted definition of a catastrophic disaster the term implies an event or incident which produces severe and widespread damages of such a magnitude as to result in the requirement for significant resources from outside the affected area to provide the necessary response.

## ***SEMS/NIMS Emergency Operations Plan***

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**Catastrophic Disaster Response Group (CDRG):** The national-level group of representatives from the Federal department and agencies under the Plan. The CDRG serves as a centralized coordinating group which supports the on-scene Federal response and recovery efforts. Its members have access to the appropriate policy-makers in their respective parent organizations to facilitate decisions on problems and policy issues.

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

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

**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.

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

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

**CLETS:** California Law Enforcement Telecommunications System. CLETS terminals can be permissioned to originate EDIS messages. Please see EDIS definition below.

**Code of Federal Regulations (CFR):** "49 CFR" refers to Title 49, the primary volume regarding hazmat transportation regulations.

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

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

**Command Staff:** The Command Staff at the SEMS Field level consists of the Information Officer, Safety Officer, and Liaison Officer. They report directly to the Incident Commander. They may have an assistant or assistants, as needed. These functions may also be found at the EOC levels in SEMS. At the EOC, they would report to the Director of Emergency Services (EOC Director) but may be designated as Coordinators. At EOCs, the functions may also be

established as Sections, or Branches to accommodate subsequent expansion.

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

**Community Right-to-Know:** Legislation requiring the communicating of chemical formation to local agencies or the public.

**Compact:** Formal working agreements among agencies to obtain mutual aid.

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

**Complex:** Two or more individual incidents located in the same general area which are assigned to a single Incident Commander or to a Management.

**Comprehensive Emergency Management (CEM):** An integrated approach to the management of emergency programs and activities for all four emergency phases (mitigation, preparedness, response, and recovery), for all types of emergencies and disaster (natural, manmade, and attack), and for all levels of government (local, State, and Federal) and the private sector.

**Computerized Hazard Identification Program (CHIP):** Part of FEMA's Integrated Emergency Management System, this evaluation program identifies the hazards posing the greatest threat to State and local governments and the capabilities of existing programs to respond (formerly referred to as Hazard Identification and Capability Assessment).

**Consequence Management:** Predominantly an emergency management function and included measures to protect public health and safety, restore essential government services, and provide emergency relief to governments, businesses, and individuals affected by the consequences of terrorism. The requirements of consequence management and crisis management are combined in the National Response Plan.

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

**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.

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

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

**Coordination Center:** Term used to describe any facility that is used for the coordination of agency or jurisdictional resources in support of one or more incidents.

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

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

**Crisis Management:** Predominantly a law enforcement function and included measures to identify, acquire, and plan the use of resources needed to anticipate, prevent, and/or resolve a threat or act of terrorism. The requirements of consequence management and crisis management are combined in the NRP

## **D**

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

**Dam Failure:** Part or complete collapse of a dam causing downstream flooding.

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

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

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

## ***SEMS/NIMS Emergency Operations Plan***

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

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

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

**Designated Area:** Any emergency or major disaster-affected portion of a State that has been determined eligible for Federal assistance.

**Designation:** The action by the Associate Director, SLPSD, to determine the type of assistance to be authorized under the Stafford Act for a particular declaration; and the action by the FEMA Regional director to determine specifically what counties, or county equivalents, are eligible for such assistance.

**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:** A sudden calamitous emergency event bringing great damage loss or destruction.

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

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

**Disaster Field Office:** A central facility established by the Federal Coordinating Office within or immediately adjacent to disaster impacted areas to be utilized as a point of coordination and control for state and federal governmental efforts to support disaster relief and recovery operations.

**Disaster Preparedness Improvement Grant Program (DPIG):** Authorized under Section 201 of the Stafford Act. Annual matching awards are provided to State to improve or update their disaster assistance plans and capabilities.

**Disaster Recovery Manager (DRM):** The person appointed to exercise the authority of a Regional Director for a particular emergency or disaster.

**Disaster Service Worker:** Includes public employees and any unregistered person impressed into service during a State of War emergency, a State of emergency, or a Local Emergency by a person having authority to command the aid of citizens in the execution of his duties. It does not include any member registered as an active fire fighting member of any regularly organized volunteer fire department, having official recognition, and full or partial support of the county, City, town or district in which such fire department is located.

**Disaster Support Area (DSA):** A pre-designated facility anticipated to be at the periphery of a disaster area, where disaster relief resources (manpower and material) can be received, accommodated or stockpiled, allocated, and dispatched into the disaster area. A separate portion of the area may be used for receipt and emergency treatment of casualty evacuees arriving via short-range modes of transportation (air and ground) and for the subsequent movement of casualties by heavy, long-range aircraft, to adequate medical care facilities.

**Disaster Welfare Inquiry (DWI):** A service that provides health and welfare reports about relatives and certain other individuals believed to be in a disaster area and when the disaster caused dislocation or disruption of normal communications facilities precludes normal communications.

**Dispatch:** The implementation of a command decision to move a resource or resources from one place to another.

**Dispatch Center:** A facility from which resources are assigned to an incident.

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

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

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

**Dog Team:** A skilled dog handler with one or more dogs trained especially for finding persons entrapped sufficiently to preclude detection by sight or sound. (NOTE: Search dogs are usually owned by their handler.)

**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.

## **E**

**Earthquake Advisory:** A statement issued by the State of California Office of Emergency Services (OES), usually following a medium-sized earthquake, regarding scientific opinion that there is an enhanced likelihood for additional seismic activity within a specified period (usually three to five days).

**Economic Stabilization:** The intended result of governmental use of direct and indirect controls to maintain and stabilize the nation's economy during emergency conditions. 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 government through use of monetary, credit, tax, or other policy measures.

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

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

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

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

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

**Emergency Medical Services:** Treatment of casualties necessary to maintain their vital signs prior to treatment at a medical center.

**Emergency Medical Technician (EMT):** A health-care specialist with particular skills and knowledge in pre-hospital emergency medicine.

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

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

**Emergency 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 warning (where applicable) and impact phase and continues until immediate and ensuing effects of the disaster no longer constitute a hazard to life or threat to property.

**Emergency Plans:** Those official and approved documents which describe principles, policies, concepts of operations, methods and procedures to be applied in carrying out emergency operations or rendering mutual aid during emergencies. These plans include such elements as continuity of government, emergency functions of governmental agencies, mobilization and application of resources, mutual aid, and public information.

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

**Emergency Services Director:** The individual within each political subdivision that has overall responsibility for jurisdiction emergency management coordination efforts.

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

**EOB** The Los Angeles County Sheriff's Department Emergency Operations Bureau. The EOB staffs and maintains the County Emergency Operations Center.

**EOM** The End Of Message FSK "digital" signal sent at the end of an EAS message that tells EAS decoders an alert sequence has ended. Without an EOM, decoders will not return to the normal program mode for a two-minute time out period.

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

**Emergency Response Agency:** Any organization responding to an emergency, whether in the field, at the scene of an incident, or to an EOC, in response to an emergency, or providing mutual aid support to such an organization.

**Emergency Response Personnel:** Personnel involved with an agency's response to an

emergency.

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

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

**Evacuee:** An individual who moves or is moved from a hazard area to a less hazardous area with anticipation of return when the hazard abates.

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

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

**Exercise Scenario:** Background detail (domestic, international, political, military) against which an exercise is conducted.

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

## **F**

**Facilities Unit:** Functional unit within the Support Branch of the Logistics Section at the SEMS Field Response Level that provides fixed facilities for the incident. these facilities may include the Incident Base, feeding areas, sleeping areas, sanitary facilities, etc.

**Federal Agency (Federal Definition):** Any department, independent establishment, government corporation, or other agency of the executive branch of the federal government, including the United States Postal Service, but not including the American Red Cross.

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

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

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

disasters.

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

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

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

**FEMA-State Agreement:** A formal legal document between FEMA and the affected State stating the understandings, commitments, and binding conditions for assistance applicable as the result of the major disaster or emergency declared by the President. It is signed by the FEMA Regional director, or designee, and the Governor.

**Federal Coordinating Officer (FCO) -** (1) The person appointed by the FEMA Director or in his/her absence, the FEMA Deputy Director, or alternatively the FEMA Associate Director for Response and Recovery, following a declaration of a major disaster or of an emergency by the President, to coordinate Federal assistance. The FCO initiates action immediately to assure that Federal Assistance is provided in accordance with the declaration, applicable laws, regulations, and the FEMA-State agreement. (2) The FCO is the senior Federal official appointed in accordance with the provisions of Public Law 93-288, as amended (the Stafford Act), to coordinate the overall consequence management response and recovery activities. The FCO represents the President as provided by Section 303 of the Stafford Act for the purpose of coordinating the administration of Federal relief activities in the designated area. Additionally, the FCO is delegated responsibilities and performs those for the FEMA Director as outlined in Executive Order 12148 and those responsibilities delegated to the FEMA Regional Director in the Code of Federal Regulations, Title 44, Part 205.

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

**Field Coordination Center:** A temporary facility established by 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.

**Field Operations Guide:** A pocket-size manual of instructions on the application of the Incident Command System.

**Finance/Administration Section:** One of the five primary functions found at all SEMS levels which is responsible for all costs and financial considerations. At the incident the Section can

include the Time Unit, Procurement Unit, Compensation/Claims Unit and Cost Unit.

**FIPS Code:** Federal Information Processing Identifier. A unique five digit number for every county, borough, parish or census district in the US and its possessions.

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

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

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

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

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

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

## **G**

**General Staff:** The group of management personnel reporting to the Incident Commander or to the Director of Emergency Services (EOC Director). They may each have a deputy, as needed. At the Field SEMS level, the General Staff consists of:

- Operations Section Chief
- Planning/Intelligence Section Chief
- Logistics Section Chief
- Finance/Administration Section Chief

**Generic ICS:** Refers to the description of ICS that is generally applicable to any kind of incident or event.

**Ground Support Unit:** Functional unit within the Support Branch of the Logistics Section at the SEMS Field Response Level that is responsible for the fueling, maintaining and repairing of vehicles, and the transportation of personnel and supplies.



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

## **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 presents 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 Material 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 materials well as all sites that treat, store, and dispose of hazardous material.

**Hazardous Material Incident (Transportation):** Any spill during transport of material that is potentially a risk to health and safety

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

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

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

**Helibase:** The main location for parking, fueling, maintenance, and loading of helicopters operating in support of an incident. It is usually located at or near the incident base.

**Helispot:** Any designated location where a helicopter can safely take off and land. Some helispots may be used for loading of supplies, equipment, or personnel.

**Hierarchy of Command:** (See Chain of Command)

**Homeland Security Advisory System (HSAS):** HSAS is a color-coded terrorism threat advisory scale. It was created by a Presidential Directive in order to provide a "comprehensive and effective means to disseminate information regarding the risk of terrorist acts to Federal, State, and local authorities and to the American people." The different levels trigger specific actions by federal agencies and state and local governments, and they affect the level of security at some airports and other public structures

## **I**

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

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

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

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

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

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

**Incident Communication Center:** The location of the Communications Unit and the Message Center.

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

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

**Individual Assistance (IA):** Supplementary Federal assistance provided under the Stafford Act to individuals and families adversely affected by a major disaster or an emergency. Such assistance may be provided directly by the Federal Government or through State or local governments or disaster relief organizations.

**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 Director of Emergency Services (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.

**Integrated Emergency Management System (IEMS):** Strategy for implementing emergency management activities which builds upon those functions common to preparedness for any type of occurrence and provides for special requirements of individual emergency situations. Seeks function based plan annexes that can be adapted to varied hazard events.

**Intermediate-Term Prediction:** A prediction of an earthquake that is expected within a period of a few weeks to a few years.

## **J**

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

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

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

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

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

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

## **L**

**Landing Zone:** (See Helispot)

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

**LECC:** Local Emergency Communications Committee. The LECC is the broadcast industry component of EAS that works closely with local government entities to form a partnership to make EAS work.

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

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

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

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

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

**Local Government Advisory Committee (LGAC):** Committees established by the Director of OES to provide a forum for the exchange of information among the cities and counties of a Mutual Aid region. The LGAC may develop a consensus of action and policy among local emergency managers on issues, policies, and programs of concern to local governments, and if necessary bring such concerns to the attention of OES Executive Management.

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

**Long-Term Earthquake Potential:** No specific time frame. Can refer to decades, centuries or millennia.

**Long-Term Prediction:** A prediction of an earthquake that is expected within a few years up to a few decades.

## **M**

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

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

**Marshaling Area:** An area used for the completed mobilization and assemblage of personnel and resources prior to their being sent directly to the disaster affected area. Marshaling Areas area utilized particularly for disasters outside of the continental United States.

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

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

## ***SEMS/NIMS Emergency Operations Plan***

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

**Medical Unit:** Functional unit within the Service Branch of the Logistics Section at SEMS Field levels responsible for the development of the Medical Emergency Plan, and for providing emergency medical treatment of incident personnel.

**Message Center:** The Message Center is part of the Incident or EOC Communications Center is collocated or placed adjacent to it. It receives, records, and routes information to appropriate locations at an incident or within an EOC.

**Mitigation:** Pre-event planning and actions which aim to lessen the effects of potential disaster. (See also Comprehensive Emergency Management).

**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 area temporarily located pending assignment to incidents, release, or reassignment.

**Medical Self-Help:** The medical treatment provided for the sick and injured by citizens and emergency forces in the absence of professional care.

**Multi-Agency Coordination:** The functions and activities of representatives of involved agencies and/or jurisdictions who make decisions regarding the prioritizing of incidents and the sharing and allocations of critical resources.

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

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

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

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

**Mutual Aid Agreement:** Written agreement between agencies and/or jurisdictions in which

they agree to assist one another upon request, by furnishing personnel and equipment.

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

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

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

## **N**

**National Emergency Training Center (NETC):** FEMA's campus in Emmitsburg, Maryland, composed of the United States Fire Administration (USFA) and the Emergency Management Institute (EMI).

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

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

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

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

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

**National 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.

## **O**

**OEM:** The Los Angeles County Office of Emergency Management whose offices are at the LA County EOC. It is the civilian component of County emergency management that reports directly to the County Chief Administrative Officer.

**Office of Emergency Services:** The Governor's Office of Emergency Services.

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

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

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

**Operational Area Satellite Information System (OASIS):** A statewide emergency management system based on the operational area concept. An operational area is defined in law (Section 8559, California Government Code) as an organization (not a jurisdiction) whose boundaries are those of a county. This organization is not necessarily a county government; it could be several cities, or a City and a county, a county government or several county governments, willing to undertake to coordinate the flow of mutual aid and information within the defined area. The operational area concept is the backbone of the statewide emergency management system.

**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.

## ***SEMS/NIMS Emergency Operations Plan***

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

**Out-of-Service Resources:** Resources assigned to an incident but unable to respond for mechanical, rest, or personnel reasons.

## **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 Section:** (Also referred to as Planning/Intelligence). One of the five primary functions found at all SEMS levels. Responsible for the collection, evaluation, and dissemination of information related to the incident or an emergency, and for the preparation and documentation of Incident or EOC Action Plans. The section also maintains information on the current and forecasted situation, and on the status of resources assigned to the incident. At the SEMS Field Response level, the Section will include the Situation, Resource, Documentation and Demobilization Units, as well as Technical Specialists. Other units may be added at the EOC level.

**Planning Zone:** A subdivision of a county consisting of: 1) a City; 2) a City and its sphere of influence in adjacent unincorporated areas; 3) a portion of the unincorporated area of a county; 4) a military installation; 5) a state facility such as a correctional institution. Zoning simplifies the process of collecting and compiling data according to geographical location.

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

**Principal Federal Official (PFO):** The Federal official designated by the Secretary of Homeland Security to act as his/her representative locally to oversee, coordinate, and execute the Secretary's incident management responsibilities under HSPD-5 for Incidents of National Significance.

**Procurement Unit:** Functional unit within the Finance/Administration Section responsible for financial matters involving vendor contracts.

## ***SEMS/NIMS Emergency Operations Plan***

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

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

## **R**

**Radio Amateur Civil Emergency Services (RACES):** Emergency services 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 Protection:** The organized effort, through warning, detection, and preventive and remedial measures, to minimize the effect of nuclear radiation on people and resources.

**Radiological Officer: (RO)** An individual assigned to an Emergency Management Staff who is responsible for radiological protection operations. The RO is the principal advisor to the Director/Coordinator and other officials on matters pertaining to radiological protection operations.

**Radiological Monitor:** An individual trained to measure, record, and report radiation exposure and exposure rates; provide limited field guidance on radiation hazards associated with operations to which he is assigned; and perform operator's checks and maintenance on radiological instrument.

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

**Recorders:** Individuals within ICS or EOC organizational units who are responsible for recording information. Recorders may be found in Planning, Logistics and Finance/Administration Units.

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

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

## ***SEMS/NIMS Emergency Operations Plan***

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

**Relocates:** An individual who is relocated from a hazard area to a low risk area with the possibility of not returning.

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

**Remedial Operations:** Actions taken after the onset of an emergency situation to offset or alleviate its effects.

**Reporting Locations:** Specific locations or facilities where incoming resources can check-in at the incident. (See Check-in)

**Rescue Group:** Two or more rescue teams responding as a unified group under supervision of a designated group leader.

**Rescue Team:** Four or more personnel organized to work as a unit. One member is designated team leader.

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

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

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

**Response:** Activities to address the immediate and short-term effects of an emergency or disaster. Response includes immediate actions to save lives, protect property and meet basic human needs. Based on the requirements of the situation, response assistance will be provided to an affected State under the Federal Response Plan using a partial activation of selected ESS or full activation of all ESS to meet the needs of the situation.

## **S**

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

**Search:** Systematic investigation of area or premises to determine the presence and/or location of persons entrapped, injured, immobilized, or missing.

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

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

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

**Service:** An organization assigned to perform a specific function during an emergency. It may be one department or agency if only that organization is assigned to perform the function, or it may be comprised of two or more normally independent organizations grouped together to increase operational control and efficiency during the emergency.

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

**SHB:** Sheriff's Headquarters Bureau. The Public Information arm of the Los Angeles County Sheriff's Department.

**Shelter Complex:** A geographic grouping of facilities to be used for fallout shelter when such an arrangement serves planning, administrative, and/or operation purposes. Normally, a complex will include a maximum of 25 individual shelter facilities, within a diameter of about 2 mile.

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

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

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

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

**Single Resource:** An individual, a piece of equipment and its personnel complement, or a crew or team of individuals with an identified work supervisor that can be used on an incident.

## ***SEMS/NIMS Emergency Operations Plan***

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

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

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

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

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

**Staging Area Managers:** Individuals within ICS organizational units that are assigned special managerial responsibilities at Staging Areas. (Also Camp Manager.)

**Standard Operating Procedures (SOPs):** 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.

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

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

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

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

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

## ***SEMS/NIMS Emergency Operations Plan***

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

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

**State Operations Center (SOC):** An EOC facility operated by the Governor's Office of Emergency Services at the state level in SEMS.

**Stay-Put:** A resident in a hazardous or potentially hazardous area who refuses to relocate during a directed relocation, or who is too ill or infirm to be evacuated.

**Strategy:** The general plan or direction selected to accomplish incident or EOC objectives.

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

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

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

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

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

## **T**

**Tactical Direction:** Direction given by the Operations Section Chief at the SEMS Field level which includes the tactics appropriate for the selected strategy, the selection and assignment of resources, tactics implementation, and performance monitoring for each operational period.

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

**Team:** (See Single Resource.)

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

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

**The Petris Bill #1841:** As a result of the lessons learned from the disasters in Northern California, the State of California passed into law in September of 1992 the Petris Bill. This legislation directs the Office of Emergency Services to implement the use of the ICS and MACS throughout the State by no later than December 1, 1996.

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

**Tort:** An act that harms another. It occurs when a person commits an act, without right and as a result another is harmed.

**Traffic Control Points (TCP):** Places along movement routes that are manned by emergency personnel to direct and control the flow of traffic.

**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 area, wave velocity decreases and wave height can increase to 100 feet or more on impact at the shore line.

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

## **U**

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

**Management:** In ICS, Management 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.

## ***SEMS/NIMS Emergency Operations Plan***

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

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

**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**

**Volunteers:** Individuals who make themselves available for assignment during an emergency. These people may or may not have particular skills needed during emergencies and may or may not be part of a previously organized group.

## **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.