

OPERATIONS SECTION

SUPPORTING DOCUMENTATION

REFERENCE DOCUMENTS BY POSITION
--

CARE AND SHELTER BRANCH (Look in Forms also)

PRE-IDENTIFIED SHELTER SITES	OS-3
RESIDENTIAL CARE AND SKILLED NURSING FACILITIES	OS-3
SHELTER-IN-PLACE	OS-4

POLICE BRANCH (Look in Forms also)

ALERTING AND WARNING.....	OS-5
EAS	OS-5
Electronic News Network (ENN)	OS-6
National Weather Service	OS-6
California Emergency Services Fire Radio Systems	OS-6
California Law Enforcement Mutual Aid Radio System.....	OS-7
California Law Enforcement Telecommunications System	OS-7
Caltech/U.S. Geological Survey Broadcast Of Earthquakes	OS-7
Community Notification	OS-7
City Owned Cable TV	OS-8
WPIE 1500 AM Radio.....	OS-8
Sirens.....	OS-8
Telephone Hotline.....	OS-8
Internet Communications and Social Media.....	OS-8
Other Types of Issuances	OS-9
NATIONAL WEATHER SERVICE ISSUANCES.....	OS-10
PROCEDURES TO BE FOLLOWED FOR HANDLING THE DEAD	OS-12

FIRE/RESCUE/HAZMAT BRANCH (Look in Forms also)

CASUALTY COLLECTION POINTS (FIELD TREATMENT SITES)	OS-15
BEVERLY HILLS AND CCPS AND FIELD TREATMENT SITE LOCATIONS (FTS)	OS-17
RADIOLOGICAL PROTECTION PROCEDURES	OS-22
CIVIL PREPAREDNESS GUIDE – RADIOLOGICAL PROTECTION REQUIREMENTS	OS-23

SEMS/NIMS Emergency Operations Plan
SUPPORT DOCUMENTATION

PUBLIC WORKS BRANCH (Look in Forms also)

EMERGENCY POTABLE WATER-PROCUREMENT AND DISTRIBUTION..... OS-25
WATER CONCEPT OF OPERATIONS OS-26

FORMS

OPERATIONS SIGN-IN SHEET OS-29
AMERICAN RED CROSS SHELTER OPERATIONS FORMS..... OS-30
DAILY SHELTER ACTIVITY REPORT FORM..... OS-31
BODY IDENTIFICATION SHEET..... OS-33
ACTIVITY LOG OS-34

OTHER INSTRUCTIONAL BOOKLETS

ANIMALS IN DISASTER RESPONSE PLAN
PANDEMIC INFLUENZA RESPONSE PLAN

CITY OF BEVERLY HILLS

LIST OF FACILITIES THAT MAY BE USED AS SHELTERS

La Cienega Park	8400 Gregory Way
Roxbury Park	471 S. Roxbury Drive
Beverly Hills High School	241 Moreno Drive
El Rodeo School	605 N. Whittier Drive
Hawthorne School	624 N. Rexford Drive
Beverly Vista School	200 S. Elm Drive
Horace Mann School	8701 Charleville Blvd.

RESIDENTIAL CARE AND SKILLED NURSING FACILITIES

Bridgepoint (Assisted Living) 220 N. Clark Dr.	(310) 860-9234 (888) 669-4018	60 units
Sunrise (Assisted Living) 201 N. Crescent Drive	(310) 274-4479	
Beverly Hills Senior Housing 225 N. Crescent Drive	(310) 276-5209	151

SHELTER-IN-PLACE

These instructions are to give you guidelines if the EOC needs to shelter-in-place due to hazardous materials exposure from outside the EOC. These instructions could also be used by the Public Information Officer to disseminate information about how to shelter in place during a hazardous materials incident.

-Bring people inside and-

1. Close all doors to the outside and close and lock all windows (windows sometimes seal better when locked).
2. Use tape and plastic food wrapping, wax paper, or aluminum wrap to cover and seal bathroom exhaust fan grilles, range vents, dryer vents, and other openings to the outside to the extent possible (including any obvious gaps around external windows and doors).
3. Where possible, ventilation systems should be turned off. Where this is not possible, building superintendents should set all ventilation systems to 100 percent recirculation so that no outside air is drawn into the structure.
4. Turn off all heating systems.
5. Turn off all air conditioners and switch inlets to the “closed” position. Seal any gaps around window-type air conditioners with tape and plastic sheeting, wax paper, or aluminum wrap.
6. Turn off all exhaust fans in kitchens, bathrooms and other areas.
7. Close as many internal doors as possible in your buildings.
8. If the gas or vapor is soluble or even partially soluble in water-hold a wet cloth or handkerchief over your nose and mouth if the gases start to bother you. Don=t worry about running out of air to breathe. That is highly unlikely in normal buildings.
9. In case of an earthquake, after shocks will occur-close drapes, curtains and shades over windows. Stay away from external windows to prevent potential injury from flying glass.
10. Minimize the use of elevators in buildings. These tend to “pump” outdoor air in and out of a building as they travel up and down. Elevators can also fail.
11. Tune in to your local radio news station.

ALERT AND WARNING **ALERT AND WARNING PROCEDURES**

The City of Beverly Hills is responsible for warning the citizens and community of the threat of imminent extraordinary danger. The City is committed to achieving success in saving lives and property which is dependent upon timely dissemination of warning and emergency information to persons in threatened areas. Although the Police Department has the primary responsibility to alert and warn the community, other departments may be required to initiate or assist in this task as needed.

There are various mechanical systems in place, described below, whereby an alert or warning may originate or be disseminated. Following the description of the systems is an explanation of the "Emergency Conditions and Warning Actions" through which these systems may be accessed.

ALERT AND WARNING SYSTEMS

Emergency Alerting System [EAS]

The EAS is administered by the Sheriff of Los Angeles County. Activation of the Los Angeles County EAS shall be for emergency events and conditions of concern to a significant segment of the population of Los Angeles County.

The Emergency Alerting System (EAS) is designed for the broadcast media to disseminate emergency public information. This system enables the President, and federal, state and local governments to communicate with the general public through commercial broadcast stations.

Presidential messages, national programming, and news will be routed over established network facilities of the broadcast industry. State programming will originate from the state operations center and will be transmitted through the state using the state's CLERS VHF/UHF radio relay stations.

Message priorities are as follows:

PRIORITY ONE	Immediate and positive action without delay is required to save lives
PRIORITY TWO	Actions required for the protection of property and instructions to the public requiring expedient dissemination
PRIORITY THREE	Information to the public and all others

(Reference: State EAS Operations Plan, Emergency Alert System, November 2002.)

Any one of the following parties can authorize local EAS activation:

- Sheriff of Los Angeles County or designate

SEMS/NIMS Emergency Operations Plan
SUPPORT DOCUMENTATION

- Chairman of the Los Angeles County Board of Supervisors or designate
- authorized public official of the incorporated cities of Los Angeles County
- authorized representative of National Oceanic & Atmosphere Administration (NOAA)

Examples of emergencies identified by Los Angeles County Operational Area, which may warrant either immediate or delayed response under EAS by the broadcast industry include earthquakes, serious fires, heavy rains and flooding, widespread power failures, severe industrial accidents, and hazardous material accidents and acts of terrorism. The context of any emergency broadcast transmitted on EAS should be of concern to a significant segment of the population of Los Angeles County.

Electronic News Network (ENN)

The ENN is a subset of the EAS. It is a digital format that allows messages to be sent via the State of California's EDIS system. The media, schools, large business and anyone who monitors the AQMD channels will receive the digital message. It is less restrictive than an EAS broadcast and can be originated by any agency with access to a JDIC terminal. It allows for routine or test messages, in addition to emergency messages.

An ENN message should be concise and direct and be approved by the EOC Director or the Director of Emergency Services. The Public Information Officer is responsible for creating the message and its content, however, law enforcement personnel with JDIC clearance must physically send the message.

To access ENN, type EDIS on a blank JDIC administration screen and fill in the appropriate prompts, including the full text of the message. When the message is sent, LASD personnel rebroadcast it over VHF frequencies.

National Weather Service (NWS)

The National Weather Service transmits continuous weather information on 162.40, 162.475, and 162.55 MHz frequencies and on the Internet at www.nwsla.noaa.gov. The frequency for the Los Angeles area, including Beverly Hills, is 162.55 MHz in the VHF radio band.

The City should report any unusual (funnel cloud, etc.) or other potentially hazardous weather situation to the NWS as quickly as possible.

California Emergency Services Fire Radio System (CESFRS)

White #1 is located in Dispatch and in the Mobile Command Center vehicle. White #1, White #2, and White #3 are in every Fire Apparatus. CESFRS is the statewide communications network, available to all fire agencies. The three available channels have been designated Fire White #1, #2, and #3. All three white channels are designated by the Federal Communications Commission as Intersystem channels and are intended solely for inter-agency fire operations, i.e. for mutual aid. White #2 and White #3 are intended for on-scene use only. Several Fire handhelds contain White #1, #2, and #3 frequencies. All White frequencies are in the VHF radio band and will not work on the Police or Fire UHF radios.

California Law Enforcement Mutual Aid Radio System (CLEMARS)

All Police Department supervisor car radios are programmed with CLEMARS. The City of Beverly Hills participates in CLEMARS and is licensed for mobile, portable, and base station communications. CLEMARS is found on many of the mobile and portable radios owned by the City. Police Department radios are programmed with UHF CLEMARS, indicated as “GOLD22” on the radio’s display. The Regional Law Enforcement Coordinator is responsible for coordination of use of the system within the Mutual Aid Region.

CLEMARS was established to provide common police radio frequencies for use statewide by state and local law enforcement agencies during periods of man-made or natural disasters or other emergencies where inter-agency coordination is required. It operates under appropriate FCC rules and regulations and is administered by the State of California through the Office of Emergency Services.

Participation in CLEMARS is open to all California Law Enforcement agencies, which are eligible to operate on radio frequencies authorized by the FCC for the Police Radio Service. It usually operates in “simplex” or “direct” modes, without the use of a radio repeater.

California Law Enforcement Telecommunications System (CLETS)

The CLETS terminal in the City of Beverly Hills is housed at the Police Department. The CLETS Information Manual is located in the Police Records Division. CLETS is a high-speed message switching system, which became operational in 1970. CLETS provides law enforcement and criminal justice agencies access to various data bases and the ability to transmit and receive point-to-point administrative messages to other agencies within California or via the National Law Enforcement Telecommunications System (NLETS) to other states and Canada. Broadcast messages can be transmitted intrastate to participating agencies in the Group Bulletin Network and to regions nationwide via NLETS.

Caltech/U.S. Geological Survey Broadcast of Earthquakes

Earthquake data is collected at Caltech Seismological Laboratory in Beverly Hills and is reduced to provide earthquake time, location, intensity and magnitude. Earthquake information can also be obtained at www.trinet.org or www.cish.org.

Community Notification

The following are specific means to notify only the Beverly Hills community of an emergency.

Mass Notification System

The Mass Notification System, operated by the police department, is a net-native application that is capable of quickly disseminating information to the entire population of the City of Beverly Hills and recalling City staff. The system is also able to contact any GIS set (ZIP code, radius, street assignment, polygon, etc.) and subset (zone, neighborhood, etc.), within the City. Individuals can be contacted via business or residential landline phone, business or residential mobile phone, SMS (text messaging), or email. The system will cycle through the list of contact information until each recipient is successfully reached. A variety of

individuals in the Police Department can send a message as well as the Director of Emergency Management or by calling Everbridge's toll free number.

NOTE: The unpublished list of telephone numbers may only be used in emergencies. All outgoing mass communications must be approved by the Director of Emergency Management via the Public Information Officer.

Residents and businesses can visit www.beverlyhills.org/emergencynotification to sign up for the system. Contact the Office of Emergency Management (City Hall) or the Police Department's Emergency Management Officer with questions.

City-Owned Cable TV Channels

The City's cable Channel 35 can provide notifications and directions to citizens via scrolled information. Information can be obtained on Channels 3, 10, and 35. This includes a leader that will scroll across any TV station that is turned on, directing viewers to tune to their local cable channel for more information.

The Public Information Officer and the Communications Office are responsible for coordinating cable TV operations during a disaster. During normal business hours, contact the cable TV Office (IT Department) to post a message. After hours, contact the Director of Emergency Management.

WPIE 1500 AM

Located in the IT Department, WPIE 1500 AM is a low-power radio channel. The City operates the channel and broadcasts traffic, parking, and emergency information, 24 hours a day, seven days a week.

The Cable TV Office (IT Department) is responsible for managing the radio system. . During normal business hours, contact the Cable TV Office (IT Department) to post a message. After hours, contact the Director of Emergency Management.

Telephone Hotline

The City maintains a telephone hotline that will be activated during an emergency to disseminate pre-recorded announcements. The hotline is reachable at (310) 550-4680. The Director of Emergency Management is responsible for activating and updating this system.

Sirens

The City does not maintain siren systems.

Internet Communications and Social Media

The City website may be used to disseminate information: www.beverlyhills.org. The Public Information Officer and/or Communications Office are responsible for posting content.

The Office of Emergency Management maintains a Twitter feed that may also be used to disseminate emergency information: www.twitter.com/beverlyhillsoem. The Director of Emergency Management is responsible for posting content.

Other

The following are other methods to disseminate emergency alerts and notifications to City residents and businesses:

- Mobile emergency vehicle sirens and loudspeakers
- Helicopters using sirens and loudspeakers
- Door-to-door notification
- Volunteer groups
- Neighborhood watch block captains, CERT members, and DCS members

NATIONAL WEATHER SERVICE ISSUANCES

TYPES OF ISSUANCES

OUTLOOK-For events possible to develop in the extended period (extended definition depends on the type of event)

ADVISORY-For events that are occurring or are forecast to develop in the short term (generally within the next 6 hours)

WATCH-For the **possibility** of an event happening within the short term (generally refers to the next 6 to 12 hours)

WARNING-The most serious issuance! For life-threatening events occurring or forecast to develop within the short term (generally within the next 6 hours)

STATEMENTS (OR UPDATES)-Issued as updates to the above products

SPECIFIC TYPES OF ISSUANCES

FLASH FLOODING:

Flash Flood Warning: Flash Flooding is occurring or imminent.

Urban and Small Stream Flood Advisory: Flooding is occurring or imminent, but is not life threatening. (Nuisance flooding.) This may be upgraded to a Flash Flood Warning if conditions worsen.

Flash Flood Watch: There is a good possibility of Flash Flooding, but it is neither occurring nor imminent (generally means the possibility exists within the next 24 hours).

Flash Flood Statement: Updates any of the above three issuances.

Tornado and Severe Thunderstorm Warnings: Issued on the observation of a tornado, funnel cloud, or severe thunderstorm (a thunderstorm is defined as severe when it is accompanied by 58 mph winds or 3/4" hail), or the indication of any of the above based on radar data.

Tornado and Severe Thunderstorm Watches: Issued (by the National Severe Storms Forecast Center in Kansas City, MO) when there is a likelihood of development of either tornadoes or severe thunderstorms.

OTHER TYPES OF ISSUANCES

Dense Fog Advisory: Issued when dense fog (visibility below 2 mile) is expected to last for three hours or longer)

Dense Fog Warning: Issued when widespread zero or near-zero visibilities are forecast to last three hours or longer.

PROCEDURES TO BE FOLLOWED FOR HANDLING THE DEAD

Overview: The Department of Coroner is responsible for the collection, identification, and disposition of decedents during conditions of disaster or extreme peril. Responsibilities include the following:

1. Identify human remains and provide adequate and decent storage.
2. Determine the cause and manner of death.
3. Inventory and protect personal effects found on the decedent.
4. Locate and notify the next-of-kin.
5. Release of remains.
6. Files and records death certificates.

Additional responsibilities include:

1. Coordinate with all agencies both public and private for the collection, identification, notification and disposition of human remains and their personal property.
2. Recruit additional, qualified personnel to perform those various duties.
3. Establishes collection points and body staging areas for processing the dead.

Assumptions: It is likely that fatalities will occur during a major disaster. Communications and transportation may be disrupted. The Department of Coroner may not be able to provide assistance for 72 hours or longer. Therefore, the City must take action to ensure the safe handling and storage of decedents until the Coroner or Coroner-designated personnel can respond.

The Police Department's Detectives Unit has responsibilities until the Medical Examiner arrives.

In the event of a major disaster within Los Angeles County, it may be several days before the dead can be collected and processed by the Department of the Chief Medical Examiner-Coroner.

Therefore, the following guidelines have been prepared to aid the City in handling the dead until the Coroner can relieve the City of that responsibility

Handling the Dead

When it becomes necessary to remove the dead from disaster sites because rescue work is in progress or the health and safety of the community is threatened, specific procedures **must** be followed:

Procedures:

- I. Handling of decedents who have been located.

SEMS/NIMS Emergency Operations Plan
SUPPORT DOCUMENTATION

1. Determine if the decedent(s) can be safely moved.
 - a. Structural damage and debris may prevent the safe removal of one or more decedents. If this is the case, clearly mark area for later removal of decedent by the Coroner Team and support personnel. Use an indelible marker or spray paint. Write letters DOA and arrow pointing to the location of the decedent.
 - b. If decedent or body parts can be removed, refer to body-wrapping procedures before removing to fatality collection area.
2. Set aside an area that can be used as a collection point for fatalities. This can be termed the building mortuary. Cement parking structures, covered areas, nearby parks, etc. are ideal for this purpose. The following supplies are recommended to be kept on hand for the number of possible fatalities: body bags, heavy duty gloves, rubber gloves, plastic aprons, face masks, household Clorox, indelible markers.
3. When handling decedents, follow precautions for infection control. Wear rubber or heavy duty leather gloves, facemask, and protective clothing. Always wash hands with antiseptic solution after handling decedents.
 - a. If a body can be moved, perform the following:
 - (1) **Do not** remove any personal effects from the body at any time. Personal effects must remain with the body **at all times**.
 - (2) Secure body in plastic or vinyl body bag. If a body bag is not available, wrap and secure body with plastic sheet approximately .25mm in thickness. Place body in center of sheet cut 4 ft. X 10 ft. or use two heavy duty lawn debris trash bags. Secure in such a manner that fluids are contained using tie wrap or 3 ply cotton rope. Do not damage body when securing (For example, do not secure rope around the face. This may disfigure the body and hinder identification efforts.).
 - (3) Complete Body Identification Sheet (See Attached).
 - a. Attach a tag or label to the body with the following information (see attached sample):
 - b. Record identity, if known, e.g. through personal recognition, and important details on the discovery of the body (i.e. address, location, position).
 - c. Date and time found.
 - d. Exact location where found, including floor/room number, etc.
 - e. Name/address of decedent, if known.
 - f. If identified, how, when and by whom.
 - g. Name/phone number of person filling out tag.
 - e. If body is contaminated, so state with type of contamination.
 - f. Other casualties (living and dead) found nearby.
 - (4) Place each body in a separate disaster pouch or in plastic sheeting and tie securely to prevent unwrapping. Securely attach a second tag with the same information stated in Item No. 2 to the outside of the sheeting or pouch.

SEMS/NIMS Emergency Operations Plan
SUPPORT DOCUMENTATION

- (5) If personal effects are found and thought to belong to a body, place them in a separate container and labeled as in Item No. 2. **Do not** assume any loose effects belong to a body and do not attach loose effects to the body but, store separately.
- (6) Move the properly tagged body with its personal effects to a convenient location, i.e., garage or other cool building, preferably one with refrigeration. In case of extreme heat or direct sunlight, move the body **as soon as possible**.
- (7) Move bagged body to fatality collection area. Establish security to prevent looting of bodies. Keep log sheet for number of bodies stored and a grid showing the location of each body.

II. The putrefaction process is strongly temperature-dependent and also dependent on exposure.

- A. Temperature (the season of the year) makes a big difference in the speed of putrefaction of exposed human bodies in Los Angeles County. The following approximations are dependent on the temperatures prevailing at the time:

	Summer	Winter
Facially identifiable	day 1	day 5
Bloating	day 2	day 2 - 6
Putrefaction/external maggots	day 3	day 3 - 10
Collapse of face and abdomen/internal maggots	day 4 - 8	week 2 - 3
Skeletonizing	week 2	week 3+
Dismemberment	week 3+	week 6+

FOR MORE INFORMATION, CONTACT THE LOS ANGELES COUNTY DEPARTMENT OF CORONER/DISASTER AND COMMUNITY SERVICES PROGRAM AT (213) 343-0634.

CASUALTY COLLECTION POINT (CCP) FIELD TREATMENT SITES (FTS)

DEFINITION:

Casualty Collection Point or Field Treatment Site are interchangeable terms referring to a location within a jurisdiction that is used for the assembly, triage (sorting), medical stabilization and subsequent evacuation of casualties. These could be established by an Incident Commander in an event such as a transportation accident, bombing, or other mass casualty event. In a large scale catastrophic disaster CCPs and FTSs could be established to provide medical treatment when hospital surge capacity is overrun.

DIRECTION AND GUIDELINES:

Incident Commanders and field responders, working with EMS, will establish the FTSs and CCPs. In a catastrophic multi-incident event, the Health Officer, along with emergency management officials, will establish CCPs and FTSs throughout the County.

For a large scale catastrophic disaster, the following assumptions are made for planning purposes:

1. The flow of casualties is unpredictable depending upon its distance from casualties, success of public information efforts, its accessibility, and the pace of search and rescue operations.
2. Due to limited availability of transportation, evacuation of casualties from some FTS s may not begin until 72 hours after the disaster occurs.
3. Supplies from outside the disaster area may not reach some FTS s for 12-48 hours after the disaster occurs.
4. Water, power, and other resources will be extremely scarce, limiting the type of medical field treatment feasible at a FTS.
5. You must plan from a worst-case incident involving dam failures, flooding, shaking intensity, liquefaction, etc.

The primary purpose of FTSs is to facilitate the stabilization of casualties for evacuation from the disaster site to a more definitive facility designated by the County or State. FTSs will be able to provide only the most austere medical field treatment directed primarily to the moderately/severely injured or ill requiring later definitive care and who have a substantial potential of surviving until they are evacuated to the other county, state, hospital, or other medical field treatment center. This, however, will probably require a minimum of 48 hours to set up and staff. Additionally, National Medical Teams can be activated to support response activities.

Field Treatment Sites are chosen according to the following criteria:

1. Proximity to hospitals (to allow rapid staffing and delivery of supplies).
2. Proximity to areas which are most likely to have large numbers of casualties.
3. Distribution of locations throughout the jurisdiction.
4. Ease of access for staff, supplies, and casualties.
5. Ease of evacuation (by land when practical, or if necessary, air and water).

SEMS/NIMS Emergency Operations Plan
SUPPORT DOCUMENTATION

6. Capability of utilization of large amounts of open space so that immediate use of buildings is not necessary.
7. Site without competing use (i.e., mass care and shelter areas)
8. Ability to secure the area.

BEVERLY HILLS CASUALTY COLLECTION POINTS AND FIELD TREATMENT SITES

The following locations within the City could be used for medical field treatment sites or casualty collection points. These areas can be used for assembly, triage (sorting), medical stabilization, subsequent evacuation of casualties or as the receipt of incoming medical resources (doctors, nurses, supplies, etc.):

Roxbury Park
471 S. Roxbury Dr.
Beverly Hills, CA

La Cienega Park
8400 Gregory Way
Beverly Hills, CA

Coldwater Canyon Park
1100 N. Beverly Drive
Beverly Hills, CA

Hilton Hotel/Robinson's Dept. Store Parking Lot
9900 Wilshire Blvd
Beverly Hills, CA

A. Responsibilities

The Fire Department is responsible for the casualty collection points or medical field treatment sites in the City in large-scale disasters. Although initially the City could set-up "local medical field treatment sites" or CCP's, the designation, establishment, organization, and operation of CCP's are the responsibility of County government. In a large scale disaster the Fire Department may not have the resources to adequately staff or supervise for the Fire Department would delegate and regulate support from other City departments including members of the City Emergency Response Team.

1. Responsibilities:

- a. Defining the area.
- b. Identifying staff available to be assigned to the CCP/FTS, including a CCP/FTS site manager (CCP/FTS Manager).
- c. Obtain equipment, supplies and services, which can support CCP/FTS operations.
- d. Request Police Department assistance to control entry into the CCP/FTS.
- g. Identifying resources needed from County to support CCP/FTS.
- h. Maintain records and documentation of personnel and equipment.
- i. Transfer to health care facility as soon as possible.

B. Activation

1. Set Up

The Fire Department will initially establish the location of a CCP/FTS or medical field treatment center. The Fire Department should consult appropriate EOC Branches, City Departments and the county if necessary when choosing a location.

2. Shut down

At the end of the response or when no longer needed, the CCP/FTS Manager should systematically shut down the operation. This will involve inventorying remaining equipment, supplies and pharmaceuticals; arranging for their storage or safe disposal, disposing of remaining waste products; and, reconciling patient, staff, and financial records.

C. Space

1. Ideally, medical field treatment areas and CCP/FTSs should combine large, open areas with adjacent covered areas. This provides versatility for weather conditions. An example might be a parking structure located adjacent to a parking lot or open, flat grassy area.
2. The space should be large enough to provide a treatment and holding area for at least 50 stretcher patients. (Each stretcher requires a 10' X 5' space to allow room for the stretcher and walking room around it.)
3. A treatment area capable of handling 10 ambulatory patients/hour (240/day) at a minimum, is desired.
4. A designated area for mental health counseling is desired.
5. In addition to patient care areas referred to in "B" and "C", space must be allocated for supplies and equipment, registration, portable restrooms, triage, morgue, waiting areas, food distribution (for staff and patients), administration and communications.

D. Medical Care

1. Basic medical services to be provided include:

- a. Casualty congregation and registration
- b. Triage
- c. Austere (life saving) medical care
- d. Casualty holding
- e. Casualty evacuation

2. Types of injuries

Injuries/health problems which may be present include:

- | | |
|---|--------------------------------|
| a. Lacerations | i. Genital-urinary emergencies |
| b. Fractures | j. Eye emergencies |
| c. Shock | k. Chest injuries |
| d. Burns | l. Spinal injuries |
| e. Hazardous substance contamination/exposure | m. Penetrating body injuries |
| f. Cardiac emergency care | n. Crush injuries |
| g. Respiratory emergencies | o. Psychological emergencies |
| h. Childbirth emergency | |

3. Specific medical procedures include:

- | | |
|------------------------|---------------------------|
| a. Triage | f. Splinting of fractures |
| b. Wound care | g. Pain relief |
| c. Control of bleeding | h. Initial care of burns |
| d. Treatment of shock | i. Mental health |
| e. Fluid replacement | |

4. Medical Supplies

Besides medical supplies within the Fire department, the City containers have basic First Aid supplies.

5. Medical Personnel

Operations are very labor intensive. Physicians, nurses, CERT members and other medical person are within the center may be used as needed to triage, treat, and monitor the condition of casualties.

E. Human Services Support

Human Services support functions are the functions required to sustain the physical and mental health of staff and casualties. Assistance should be requested from the Personnel Branch (Human Services). Supplies and equipment should be requested through the Logistics Branch.

1. Sanitation including sanitary facilities

Sanitation facilities will need to be established for solid and liquid human waste disposal and hand washing.

2. Food and Water

Food and water will need to be provided for casualties and staff. Water will be especially critical if normal supplies are interrupted by the disaster. The lack of water will critically limit the ability to function. A minimum of two quarts of water per person per day are required by each person for drinking and cooking purposes.

3. Shelter

If weather is inclement or nighttime temperatures low, casualties will need to be sheltered. In any event, casualties should be adequately protected from heat loss through the ground and/or floors. An estimated 60 square feet per litter patient just for holding will be required.

4. Child Care

Children are often heavily impacted by disasters. Staff is needed to watch over uninjured children, ensure they are moved to shelters if appropriate or kept from harm at the CCP/FTS.

5. Social Services and Mental Health

Social service and mental health workers can be provided by the Maple Counseling Center, the American Red Cross, or County Mental Health.

- 6. Welfare and Inquiry Services** The Welfare and Inquiry function will create a casualty roster and record the destination for each evacuated or discharged casualty. This information will be forwarded to County welfare and inquiry officials.

F. Direction and Control, Setup and Logistical Support

1. Direction and Control

As with any large medical operation, CCPs/FTSs will need both administrative and medical direction and control.

2. Set Up

The Fire Department – Incident Commander will designate a person (and backup) to coordinate the set up and initial operation of each CCP/FTS.

3. Security/Safety

The Police Department should establish a perimeter around the CCP/FTS to control access and entry. It is especially important to control entry to helicopter operating areas and controlled substance storage areas.

4. Signs/Maps/Layouts

Information Technology will provide maps. Signs will be provided by Graphic Services.

5. Logistical Support

a. Registration/Record Keeping

Registration and record keeping should establish a record for all workers.

b. Communications

External - The City EOC should ensure contact with County medical or general emergency services operations. It is through this link that the CCP/FTS will request augmentation of supply and personnel resources and report status and evacuation needs to County officials.

Internal - The internal communication function ensures communication between and among the various functions within the CCP/FTS. DCS members, runners can be employed.

c. Non-medical equipment and supplies

The logistic support demands on operation are considerable. CCP/FTSs will need to maintain stocks of non-medical items such as blankets, food, water, and perhaps fuel for vehicles and generators, batteries for radios, sleeping bags, rope, tape, etc.

d. Inventory Maintenance

The manager will need to assign staff to manage the inventories of both medical and non-medical resources. These staff members should be experienced in inventory control to ensure timely ordering of critical materials.

e. Power/Utilities

Public Works can provide generator power if needed.

G. Transportation and Casualty Evacuation

CCP/FTSs will be the focus for tremendous traffic flow. Managing this traffic flow will be extremely important not only to ensure the smooth flow of vehicles, but also to minimize the risk of accidents.

1. Ground Transportation Operations

a. Emergency Vehicles

If possible, emergency and non-emergency vehicles should be routed differently in and around the CCP/FTS. A traffic control officer and staff should be available to guide arriving vehicles to their destinations and to route non-emergency traffic to alternative routes. The traffic control function must also be prepared to route private automobiles carrying casualties to the appropriate destination.

b. Other Vehicles

Non-emergency vehicles also need to be met and routed to their destinations.

2. Air Operations

Air operations may be needed to support the CCP/FTSs. This must be discussed with the EOC Director.

H. Other Functions

1. Operations Staging

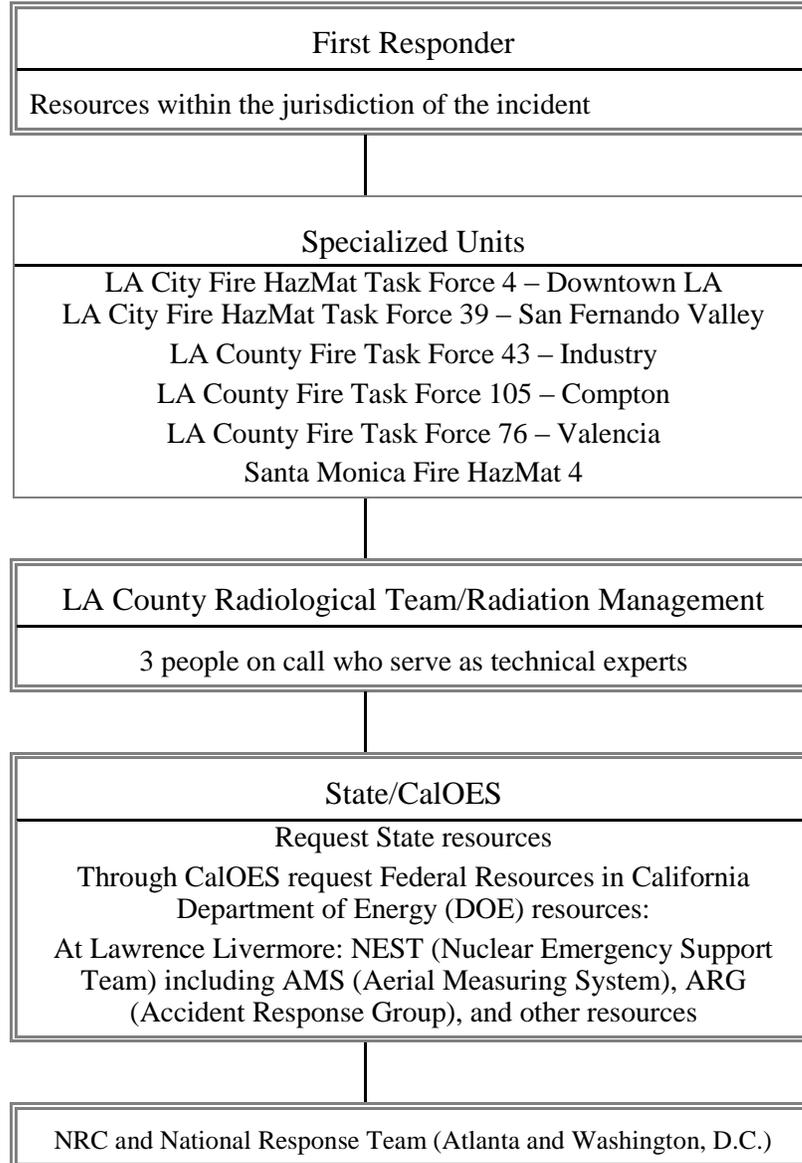
CCP/FTSs may also serve as staging areas for search, rescue and medical operations in nearby areas. Because of the amount of medical and logistical support concentrated at CCP/FTSs, they can serve as a base of operations for search and rescue teams. Their proximity to the directly impacted area allows for reduced supply lines to the field and reduced casualty transport distances.

2. Resource Staging

Casualty Collection Points may also serve as staging areas for the receipt of medical personnel and resources provided by County, State and federal response agencies. These medical response resources may be used for CCP/FTS operations only or for support of the overall medical response. If a CCP/FTS is to be used as a resource staging area, it should have two landing sites—one for casualty evacuation and one for resource staging.

RADIOLOGICAL PROTECTION PROCEDURES FOR CITIES IN THE LOS ANGELES COUNTY OPERATIONAL AREA

RADIOLOGICAL INCIDENTS: TIERED RESPONSE



PROCEDURES

Refer to Los Angeles County Fire Department Emergency Operations Manual.

Refer to Fire Department SOPs for Hazardous Materials/Radiological Incidents.

CIVIL PREPAREDNESS GUIDE (CPG) RADIOLOGICAL PROTECTION REQUIREMENTS

In conjunction with the Logistics Section, obtain and maintain radiation and hazardous materials detection devices.

- All LA County Fire Department fire apparatus carry radiological equipment that will detect beta and gamma radiation.
- LA County Fire Department HazMat Squads carry radiological equipment that can detect alpha, beta and gamma radiation.
- City of Beverly Hills Fire Department does maintain RADEF equipment.
(All Fire Department front line apparatus carry dosimeters. District Engines, the Truck and the Command Vehicle carry monitors capable of detecting alpha, beta and gamma radiation as well as radiological contamination.)
- City of Beverly Hills should contact LA County Health HazMat to augment radiation protection capabilities.

Maintain radiation exposure records for response personnel and require dosimeter readings at appropriate frequencies, if necessary, during emergency operations.

- Safety Officer at incident site
- Long-term maintenance (career exposure)
 - Individual personnel records. Radiation exposure records for Fire personnel will be maintained at the Beverly Hills Fire Department
 - Health care providers

Follow Fire Department procedures for radiological decontamination of response personnel, equipment, supplies, instruments and facilities.

See Los Angeles County Fire Department Emergency Operations Manual
Hazardous Materials Incidents: Vol. 10, chapter 6, subject 1, pages 12-13
Radiological Monitoring: volume 5, chapter 7, subject 1, pages 78-80

See City of Beverly Hills Fire Department SOPs for Radiological Protection Procedures.

Identify medical facilities with the capability to decontaminate radiological or chemically contaminated casualties.

The Hospital Council of Southern California's Radiation Accident Guidelines dated January 1978 (currently under revision) states: *"If victims are required to be transported to hospitals, this activity will be coordinated by Los Angeles County: The Medical Alert Center (MAC)"*

In conjunction with the Health Branch, develop procedures for determining the levels of radiation exposure of affected individuals and providing treatment and care.

- Utilize the radiological equipment at scene to determine levels of radiation exposure.
- Apply regular department procedures for treatment.

SEMS/NIMS Emergency Operations Plan
SUPPORT DOCUMENTATION

Appoint personnel to perform radiological monitoring, reporting and decontamination duties during emergencies.

- Appointment of personnel is specific to the incident tiered response.
- Every Beverly Hills City Fire Fighter has received minimum training competencies in radiological response.
- Every LA County fire fighter has radiological training

In conjunction with the Planning/Intelligence Section, prepare radiological reports for submission to the state or federal governments, as appropriate.

Utilizing federal guidance with input from the state and local health agencies, arrange for crisis training of emergency services staff and shelter teams for radiological monitoring reporting and decontamination duties.

- Station in-service drills are held on radiological monitoring to update field personnel.

In conjunction with the Logistics Section, the FD Training Officer will identify instructors for crisis training in radiological monitoring, reporting and decontamination for field and EOC operations.

In conjunction with the Logistics Section, maintain an inventory list of the source and quantity of available RADEF instruments.

- All LA County Fire Department fire engines and LA County Health HazMat units carry appropriate equipment to detect high and low levels of radiation.
- City of Beverly Hills Fire Department apparatus carry radiation detection equipment. All apparatus carry dosimetry equipment capable of measuring gamma radiation. All three District engines, as well as the Truck and Battalion Car, carry detection equipment for alpha, beta and gamma-capable for use in determining contamination as well as the need for and effectiveness of decontamination procedures.

EMERGENCY POTABLE WATER PROCUREMENT & DISTRIBUTION

INTRODUCTION

The following procedures are designed to facilitate acquisition and distribution of alternative potable water. They set forth specific activities that should be considered to evaluate emergency situations and then to procure and distribute potable water to critical locations if needed.

Primary Response Agency Roles and Responsibilities:

Agent:

Function:

City of Beverly Hills

Primary responsibility for purchase and distribution of alternate source of potable water for populations within its jurisdiction. Operates Local Emergency Operations Center (LEOC): Coordinates resources and manages operations for distribution of alternative potable water to affected populations.

Los Angeles County
(Operational Area)
Dept. of Health

Operates Operational Area Emergency Operations Center (OAEOC): Coordinates county resources and assists LEOC(s) in providing potable water to affected population(s).

State Governor's Office
of Emergency Services

Coordinates federal, state, and regional resources to assist OAEOC(s) in providing alternative source of potable water to affected populations. Operates Regional Emergency Operations Center (REOC) and State Operations Center (SOC).

Federal Emergency
Management Agency
(FEMA)

Coordinates federal emergency response resources and provides alternate source of potable water to affected populations, as requested by State.

Note: For the purpose of this document: "alternative potable water" and "emergency potable water" means water that is supplied from an alternative source and/or delivery system. The Governor's Office of Emergency Management will assist local government in pursuing possible Federal reimbursement for costs incurred.

WATER

CONCEPT OF OPERATIONS

During the initial hours following an emergency it is especially important to ascertain the scale of the emergency and the areas where the potable water supply and delivery system has been affected.

PROCUREMENT AND DISTRIBUTION PROCESS

Successful implementation of these procedures will require the support of public, private, and volunteer agencies. The following identifies the public, private, and volunteer agencies, which will play a part in the acquisition and distribution of emergency potable water and assigns to them specific roles and responsibilities.

OPERATIONAL AREA

The **Los Angeles County Department of Health** is the primary agents responsible for the purchase and distribution of emergency potable water to populations within its jurisdiction.

CITY OF BEVERLY HILLS

Provide alternate source of potable water to affected populations. Deploy Field Response personnel activate Local Emergency Operations Center(s) (LEOC) and Operational Area Emergency Operations Center (OAEOC). Implement duties pursuant to Field Response Agent, LEOC and OAEOC roles and responsibilities.

GOVERNOR'S CALIFORNIA Office of Emergency Services (CalOES)

If the Operational Area cannot provide enough alternate source of potable water to affected populations the State CalOES will activate Regional Emergency Operations Center(s) (REOC) and State Operations Center (SOC). Implement duties pursuant to REOC and SOC roles and responsibilities.

FEDERAL EMERGENCY MANAGEMENT AGENCY (FEMA)

Provide alternate source of potable water to affected populations, as requested by State. Implement duties pursuant to FEMA roles and responsibilities.

RESPONSIBILITY

The Department of Public Works is the lead agency for establishing and operating emergency potable water distribution sites.

The Department of Public Works is responsible for evaluating situation assessments and prioritizing resource allocation. When necessary, the water coordinator will activate a water task group to help establish or assist in the establishment and operation of the alternative potable water procurement and distribution program. The size, makeup and specific assignment of the water task group will be dependent on the magnitude of the problem at hand.

SEMS/NIMS Emergency Operations Plan
SUPPORT DOCUMENTATION

The Water Coordinator and Water Task Group will be staffed by the City of Beverly Hills, Department of Public Works. The unit will report to the Public Works Branch.

Duties of the water coordinator/water task group are as follows:

1. Serve as EOC primary contact for all potable water procurement and distribution matters.
2. Coordinate conference calls with other level EOC water coordinators to assess potable water needs.
3. Obtain consolidated situation information compiled by the Planning/Intelligence Section and other sources. This information would include:
 - Cause and extent of water system damage
 - Estimated duration of system outage
 - Geographical area affected
 - Population affected
 - Actions taken to restore system
 - Resources needed to reactivate system
 - Emergency potable water needs (quantity and prioritized areas)
4. Prioritize distribution locations (include needs of critical facilities) and make recommendations to Public Works Branch Director who will discuss with the Operations Section Chief.
5. Identify and secure potable water resources with assistance from the Logistics Section, Procurement Unit.
6. Identify transportation and equipment needs and secure required resources through the Logistics Section, Procurement Unit.
7. Coordinate with DHS, water utilities, and EOC Public Information Officer for appropriate public information announcements and Media interface.
8. Document all information related to expenditures, resource commitments, contracts and other costs related to procurement and distribution of potable water and provide such information to the Finance and Administration Section.

EMERGENCY POTABLE WATER SUPPLY CONSIDERATIONS

When there is a need for emergency potable water, everyone should work with the Operational Area and with the State Department of Health Services, Division of Drinking Water and Environmental Management. When there is a "Boil Water" advisory, the public should be advised to bring water to a rapid boil for 1-2 minutes. In the event of any other situation that may require supplying potable water, the Local Emergency Operations Center (LEOC) and

SEMS/NIMS Emergency Operations Plan
SUPPORT DOCUMENTATION

Operational Area Emergency Operations Center (OAEOC) will utilize the following options in the order listed below. All City requests should go through the Operational Area EOC.

Bottled Water

Water in one-gallon plastic containers is by far the most convenient and effective way to initially provide emergency water to the public. A list of approved commercial vendors is maintained by the State Department of Health Services, Food and Drug Branch, is available through the REOC Operations Section Water Coordinator.

The Regional Emergency Operations Center (REOC) can arrange transportation, if necessary, with state assets. Water and beverage bottlers sometimes offer free bottled water and delivery.

Bulk Potable Water Deliveries: (If bottled water is not a viable option)

Bulk potable water deliveries are for limited use and should only be employed for immediate crisis situations when the first option is not available. Bulk potable water may also be needed for critical facilities such as hospitals, clinics and other health facilities.

Portions of the existing potable water system, or near by systems, may continue to have potable water in their normal distribution systems. These sources are closest and easiest to access and should be used for bulk water deliveries.

National Guard water buffaloes (500 gallon trailers) are available in limited numbers and should only be used to support evacuation efforts and immediate crisis situations. The small volume necessitates that water tenders keep buffaloes filled.

Water Purification Systems: (If bulk potable water deliveries are not a viable option):

Commercial portable water purification systems are available where connection to an approved water source and some means of storing or distributing water is available. Approved and licensed commercial vendors can provide limited water storage (approximately 1,000 gallons). The State Department of Health Services Drinking Water Program or County Health Department must approve the water source to assure that the treatment is sufficient to deal with the level of contamination, and confirm the integrity of the system. The National Guard has limited purification capability, which should only be requested when all other options are exhausted.

OPERATIONS SECTION

EOC SIGN-IN- SHEET

NAME	POSITION	DEPARTMENT	TIME -IN	TIME -OUT
	Operations Chief			
	Fire Branch			
	Police Branch			
	Care & Shelter Branch			
	Public Works Branch			
	Building & Safety Branch			

SHELTER OPERATIONS

The American Red Cross, if able, is the designated agency in charge of operating all shelters. The American Red Cross has trained City staff to serve in this role to either open the shelter until Red Cross workers can arrive or to assist in staffing under their umbrella. American Red Cross volunteers are considered affiliated volunteers and are not the responsibility of the City. If the City is managing and operating the shelter, vests used must be Disaster Service Workers (DSW). Any City volunteers desiring to work at an American Red Cross managed and operated shelter will be asked to register with the American Red Cross.

The following is information on forms for use in Red Cross-managed shelters. These forms are located in each container. If the City opens a shelter with the idea that eventually the American Red Cross will manage the shelter, these forms will be used. The City's WEB EOC manages shelter information and availability. This database should be kept updated, whether it is a City operated or American Red Cross operated shelter.

<i>Form Number</i>	<i>Form Name</i>	<i>Description</i>
ARC-6564	Mass Care Facility Survey	Survey of building and information for opening the shelter
ARC-6621	Facility Agreement	Agreement to use facility for a specific disaster operation
ARC-6513	Staff Roster	List of people working in the shelter
ARC-5972	Registration Form	Registration of Families located at the Shelter
ARC-6455	Disaster Resource	Vendors used, donations received
ARC-6450	Mass Care--Feeding Control	Supplies used, meals served at shelter or other feeding operation
ARC-6505	Self-Inspection Worksheet	Facility inspection for liability and safety concerns

Mass Care Facility Survey (Form ARC -6564) can be found in the EOC file cabinet.

Facility Agreement (Form ARC -6621) can be found in the EOC Care and Shelter Branch for the following locations:

- La Cienega Park
- La Cienega Tennis Center
- Roxbury Park

The Beverly Hills School District has an agreement with the American Red Cross for Beverly Hills High School and all elementary schools.

DISASTER NAME _____

DISASTER # _____ **Page** _____ **of** _____

Day S M T W Th F S Operational Period # _____		City of Beverly Hills - EOC Section/Branch/Unit	
Date _____ From _____ PM to _____ AM		Daily Activity Log	
From _____ AM to _____ PM			
EOC Position:	Name: _____		
Time of Activity	Decisions, Resource Requests, Messages, Notes	Action Taken/Justification	
AM			
PM			
AM			
PM			
AM			
PM			
AM			
PM			
AM			
PM			
AM			
PM			
AM			
PM			
Originator: All Section/Branch/Unit Chiefs. Retain copy. Copy to incoming replacement staff Routing: Documentation Unit (Planning/Intelligence Sect)		Journal to record verbal conversations, decisions made, assignments, completed tasks, etc. Should reflect activity of all personnel in Section/Branch/Unit. Personal record of time should be recorded by the Section Chiefs on Daily EOC Section Time Log (EOC-003.)	

