CALABASAS



EMERGENCY OPERATIONS PLAN

Public Safety Committee Briefing

January 23, 2023

Provide a Planning Basis

For Coordinated Response

To Extraordinary Emergency Situations

From Natural and Human-Caused Emergencies or Disasters

Within or Affecting the City of Calabasas

Purpose

Parts

Part One

- Structure and Organization of the **Emergency Management Structure**
- Roles and Responsibilities
- Concept of Emergency Operations
- How the City Implements SEMS and NIMS

Part Two

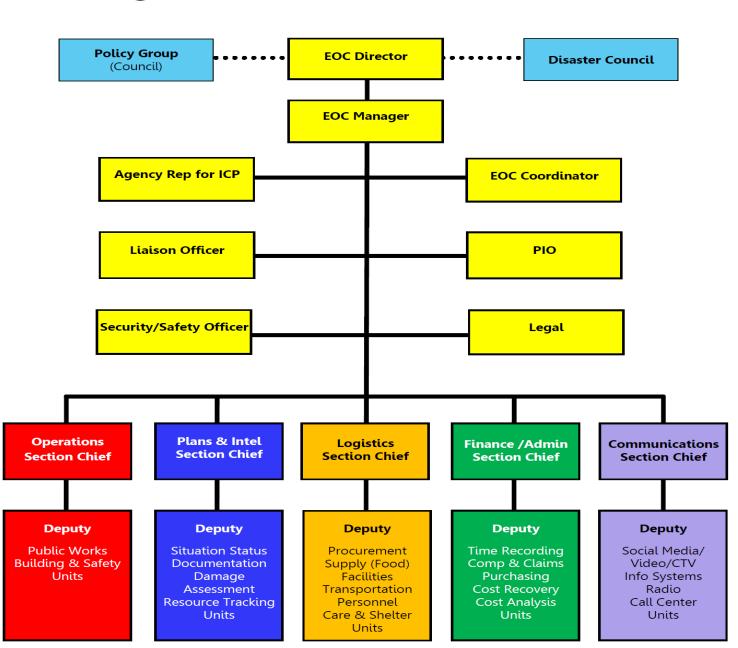
- Introduction to EOC Operations, Processes and Considerations
- EOC Sections and Positions
- Position Checklists, Plans and Forms



Calabasas EOC 2023 Organization Chart







Position Checklist – EOC Director

CALABASAS EMERGENCY OPERATIONS CENTER

VEST

EOC DIRECTOR/MANAGER

Job Aid: EOC Director/Manager POSITION · Overall responsibility and authority for the operation of the EOC. **OVERVIEW** Will assure EOC is staffed and operated at a level commensurate with REPORT TO CITY COUNCIL or DESIGNEE DISASTER COUNCIL GENERAL STAFF MANAGEMENT STAFF Operations Section Leader EOC Coordinator Planning/Intelligence Leader Public Information Officer Logistics Section Leader Liaison Officer/Agency Representative Finance/Administration Section · Security/Safety Officer Agency Representative for ICP **PLANS EOC ACTION PLAN | REVIEW + APPROVAL** & REPORTS ADVANCE PLAN(S) | REVIEW + APPROVAL **DEMOBILIZATION PLAN | REVIEW + APPROVAL** PRESS RELEASES | REVIEW + APPROVAL REPORTS | REVIEW + APPROVAL FORMS GUIDE POSITION JOBAID & GUIDES PLANNING "P" ALL ICS FORMS (IF USING) Emergency Operations Plan PROCLAMATION RESOLUTION TECHNOLOGY PHONE (DESK OR CELL) RESOURCES WORKSTATION POSITION BINDER (CAN BE VIRTUAL)

CALABASAS EMERGENCY OPERATIONS CENTER

EOC DIRECTOR/MANAGER

TYPE TIM	ε	STATUS C=Complete I=In-Progress P=Pending
DUTIES		
	Establish appropriate EOC staffing level Continuously monitor organizational effectiveness and make appropriate changes	
	Exercise overall management responsibility for the coordination between emergency response agencies in the jurisdiction.	
	 Alongside General Staff, set jurisdictional priorities for response. Ensure all department/agency actions support established EOC priorities. 	
	Ensure that inter-agency coordination is accomplished effectively.	
ACTIVATION		
	Determine appropriate level of activation based on known situation	
<u> </u>	Mobilize/Recall appropriate personnel to the EOC for initial activation.	
	Respond immediately to EOC site and determine operational status.	
	 Obtain briefing from available sources. Ensure that EOC is properly set up and ready for operations. Ensure that EOC check-in procedure is established (FORM EOC-211, FORM EOC-205A) 	
	Ensure that EOC organization and staffing chart is posted and completed	
	⑤ (FORM EOC-207)	
	Determine needed EOC sections, assign Section Leaders and ensure sections are adequately staffed.	
	Operations Section Leader Logistics Section Leader Planning/Intelligence Section Leader Finance/Administration Section Leader Communications Section Leader	

1 Ver: 01/2023

EOC Forms



INCIDENT OBJECTIVES (EOC-202)

PAGE ____ OF ____

1. Incident Name:	2. Incident Number:	3. Operational Date From: Time From:	Period Date To: Time To:
 Objective(s): Enter clear, concise object the SMART model. 	tives for managing the response. Objective	s should be listed in p	riority order and follo
Specific — Is the wording precise and unam action verb used to describe expected accor Time-sensitive — What is the timeframe?			
5. General Situational Awareness:			
6. Incident Action Plan (the items checke	d below are included		
n this Incident Action Plan):			
■ EOC 201 – Incident Briefing	Other Attachme	ents:	
■ EOC 205A – Communications List			
■ EOC 207 – Organization Chart			
EOC 208 – Safety Message/Plan			
EOC 211 – Check-In			
Map/Chart			
Weather Forecast/Tides/Currents			
. Prepared by: Name:	Position/Title:	Signature:	
	. oddory rido.	Date/Time	:
	Position/Title:(EOC Director)	Signature	



DAILY MEETING SCHEDULE (EOC-230)

1. Incident Name:		2. Incident Number:	3. Operational Period Date From: Date To Time From: Time To	
4. Meeting	Schedule (Commonly	-held meetings are included)		
Date/Time	Meeting Name	Purpose	Attendees	Location
	Initial Briefing	Go over situation (use EOC-201 Form or comparable EAP sections)	EOC General Staff	
	EOC Objectives Updated & Policies Confirmed	EOC Director gives direction to the Management & General staff including EOC objectives and priorities.	EOC Management + General Staff	
	Determine EOC Resources to Support EOC, DOC & Field Needs	Develop/review primary and alternate strategies to meet EOC objectives for next operational period.	Planning, Operations, and Logistic Section Chiefs / Coordinators	
	Planning Meeting	Review status and finalize strategies and assignments to meet EOC objectives for the next operational period.	Determined by EOC Director and Planning Section Chief / Coordinators	
	EOC Briefing	Present EOC Action Plan and assignments for the next operational period.	Management and General Staff, Field Support Teams & Personnel	

6. Prepared by: Name: _____ Position/Title: ____

Plans and Guides



PLANNING "P" GUIDE

PAGE 1 OF 3

EOC PLANNING MEETING

- Meeting of senior staff to validate objectives, policies, and EOC resource needs
- Review authorities, resource tasks and ordering processes
- Other Mgnt and General Staff address key issues (Safety, PIO, Liaison, etc)
- Lead by Planning Section Chief
- Approval required by EOC Management

DETERMINE EOC RESOURCES TO SUPPORT FIELD NEEDS

Determine current and

Section

- projected field needs

 Compiled by Operations
- Inputs also provided by PSC, LSC, OSC, and others in operations as needed

EOC OBJECTIVES UPDATED AND POLICIES CONFIRMED

- · Review current and projected
- situation
 Set prioritized SMART
 objectives in support of field
- Policies confirmed by EOC
 Management with input from
 General Staff

INITIAL BRIEFING

EOC Command and General Staff provides situation update and establish the following:

- Event name
- Operational period duration
- Initial goals and objectives
- EOC staffing pattern
 Meeting schedule

EOC ACTIVATED

- EOC Team staff are notified
 Emergency Manager ensures
- EOC Team staff checks in
- EOC Team staff reviews
 position tools & Job functions

INCIDENT OCCURS

- Emergency responders arrive on-scene(s)
- Response activities
 commence
- Based upon pre-determined benchmarks, the EM COM is made aware of situation and need for EOC activation is determined

EOC AP PRODUCTION

- Planning Section compiles data on current situation, objectives,
- policies, tasks, and resources
 Collects from other sections

EOC

AP

PRODUCTION

Regular SitReps are

completed and

"Heads Up" briefing

updates are utilized

ONGOING

FIELD

SUPPORT &

ASSESSMENTS

APPROVAL &

DISTRI-

BUTION

EOC

BRIEFING

NEW OPS

PERIOD

BEGINS

remaining AP elements

• Assembles the AP

PLANNING

MEETING

DETERMINE

EOC

RESCOURCES

TO SUPPORT

FIELD NEEDS

EOC

OBJECTIVES

UPDATED

AND POLICIES

CONFIRMED

INITIAL

BRIEFING

EOC

ACTIVATED

INCIDENT

OCCURS

APPROVAL & DISTRIBUTION

- Completed EOC AP is presented to the EOC Command for approval and signature
- Approved EOC AP is duplicated and distributed to approved positions and parties

EOC BRIEFING

- EOC Mgmt briefs EOC Team staff on approved
- EOC AP
 EOC Mgmt
 ensures resources
 are in place for
 implementation

NEW OPERATIONAL PERIOD BEGINS

- Incoming EOC
 Team staff are
 briefed
- Outgoing EOC
 Team staff are
 debriefed
- Senior staff
 normally arrives
 60-120 minutes
 prior to the period change to
 promote effective

transition

ONGOING FIELD SUPPORT & ASSESSMENT & INFORMATION EXCHANGE

- Monitor ongoing field and EOC operations
- Continuous exchanges and analysis of information: internal and external
- Continuous evaluation of progress against stated objectives in the EOC AP
- Adjustments may be made but must be approved by the EOC Mgmt in coordination with the OSC and PSC

Note: EOC operations for ongoing field support involves three elements that must be simultaneously managed: unfulfilled requests from prior operational periods; current resource requests; and planning for meeting future needs.



ENERGY STATUS

PAGE 1 OF 5

Population

Served

Areas Served

Reported By: Click here to enter text.	Agency: Click here to enter text.
Position: Click here to enter text.	Phone: Click here to enter text.
Event Name: Click here to enter text.	Event Date: Click here to enter a date.

Area Affected: Choose an item.

System Owner

Name/ID of Line

Situation:			
Click here to enter text.			

Electrical System Damages

System Type

Choose an item

Choose an item.

		Choose an item.		
		Choose an item.		
	Natı	ural Gas System Dar	mages	
System Owner	Name/ID of Line	System Type	Areas Served	Population Served
		Choose an item.		
		Choose an item.		
		Choose an item.		
		Choose an item.		
For Transmission system lines listed above, indicate pipeline diameter (in inches) and operating pressure (psig)			psig in in	

Hydroelectric Systems				
ystem Owner	Name/ID of Line	Areas Served	Population Served	



Next Steps

- Obtain Feedback on EOP Pt 1 and Pt 2
- Prepare Final EOP for City Council Approval
- Develop a Continuity of Operations Plan (COOP)
 - Addresses High-Level Overview of the City's Response to Disruptions
 - Provides Operational Detail Necessary to Support those Disruptions