

CALABASAS



EMERGENCY
OPERATIONS
PLAN

Public Safety
Committee
Briefing

January 23, 2023

Purpose

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

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

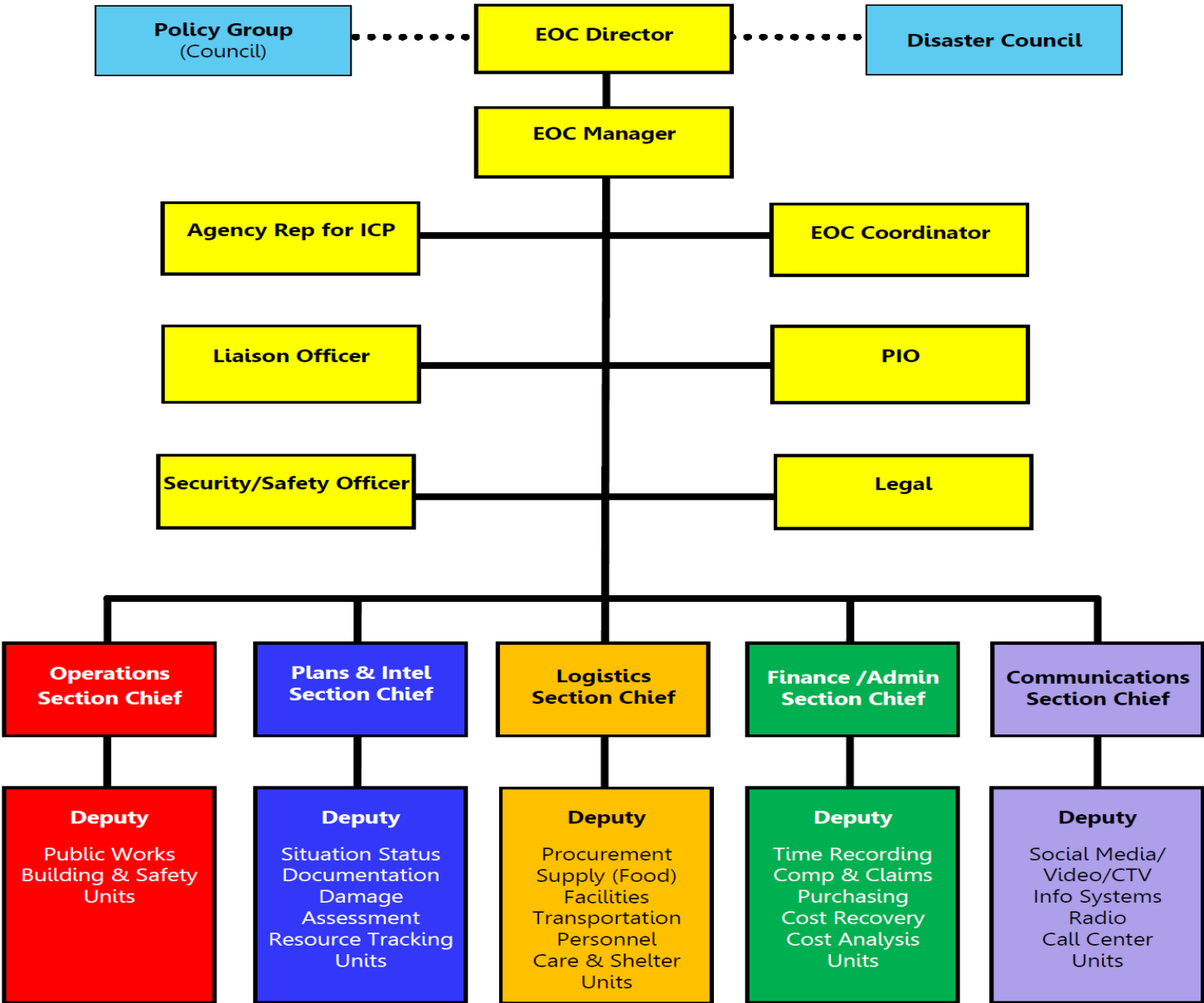
Part Two

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

Strategic

Tactical and Task

Calabasas EOC 2023 Organization Chart





Calabasas EOC

Position Checklist – EOC Director



CALABASAS EMERGENCY OPERATIONS CENTER

EOC DIRECTOR/MANAGER

Job Aid: EOC Director/Manager						
POSITION OVERVIEW		<ul style="list-style-type: none"> Overall responsibility and authority for the operation of the EOC. Will assure EOC is staffed and operated at a level commensurate with the emergency. 				
REPORT TO		CITY COUNCIL or DESIGNEE DISASTER COUNCIL				
	TO ME	<table border="0"> <tr> <td>GENERAL STAFF</td> <td>MANAGEMENT STAFF</td> </tr> <tr> <td> <ul style="list-style-type: none"> Operations Section Leader Planning/Intelligence Leader Logistics Section Leader Finance/Administration Section Leader Communications Section Leader </td> <td> <ul style="list-style-type: none"> EOC Coordinator Public Information Officer Liaison Officer/Agency Representative Security/Safety Officer Legal Officer Agency Representative for ICP </td> </tr> </table>	GENERAL STAFF	MANAGEMENT STAFF	<ul style="list-style-type: none"> Operations Section Leader Planning/Intelligence Leader Logistics Section Leader Finance/Administration Section Leader Communications Section Leader 	<ul style="list-style-type: none"> EOC Coordinator Public Information Officer Liaison Officer/Agency Representative Security/Safety Officer Legal Officer Agency Representative for ICP
GENERAL STAFF	MANAGEMENT STAFF					
<ul style="list-style-type: none"> Operations Section Leader Planning/Intelligence Leader Logistics Section Leader Finance/Administration Section Leader Communications Section Leader 	<ul style="list-style-type: none"> EOC Coordinator Public Information Officer Liaison Officer/Agency Representative Security/Safety Officer Legal Officer Agency Representative for ICP 					
PLANS & REPORTS		EOC ACTION PLAN REVIEW + APPROVAL ADVANCE PLAN(S) REVIEW + APPROVAL DEMOBILIZATION PLAN REVIEW + APPROVAL PRESS RELEASES REVIEW + APPROVAL REPORTS REVIEW + APPROVAL				
FORMS & GUIDES		<table border="0"> <tr> <td> <ul style="list-style-type: none"> POSITION JOBAID ALL ICS FORMS (IF USING) PROCLAMATION RESOLUTION </td> <td>GUIDE</td> </tr> <tr> <td></td> <td> <ul style="list-style-type: none"> PLANNING "P" Emergency Operations Plan COOP Plan </td> </tr> </table>	<ul style="list-style-type: none"> POSITION JOBAID ALL ICS FORMS (IF USING) PROCLAMATION RESOLUTION 	GUIDE		<ul style="list-style-type: none"> PLANNING "P" Emergency Operations Plan COOP Plan
<ul style="list-style-type: none"> POSITION JOBAID ALL ICS FORMS (IF USING) PROCLAMATION RESOLUTION 	GUIDE					
	<ul style="list-style-type: none"> PLANNING "P" Emergency Operations Plan COOP Plan 					
TECHNOLOGY		<ul style="list-style-type: none"> LAPTOP PHONE (DESK OR CELL) 				
RESOURCES		<ul style="list-style-type: none"> WORKSTATION POSITION BINDER (CAN BE VIRTUAL) VEST 				

CALABASAS EMERGENCY OPERATIONS CENTER

EOC DIRECTOR/MANAGER

TYPE	TIME	STATUS
		C=Complete I=In-Progress P=Pending
DUTIES		
		<ul style="list-style-type: none"> 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.
		<ul style="list-style-type: none"> 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
		Mobilize/Recall appropriate personnel to the EOC for initial activation.
		Respond immediately to EOC site and determine operational status.
		<ul style="list-style-type: none"> 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
		 (FORM EOC-207)
		Determine needed EOC sections, assign Section Leaders and ensure sections are adequately staffed.
		<input type="checkbox"/> Operations Section Leader <input type="checkbox"/> Logistics Section Leader <input type="checkbox"/> Planning/Intelligence Section Leader <input type="checkbox"/> Finance/Administration Section Leader <input type="checkbox"/> Communications Section Leader

EOC Forms



CITY of CALABASAS

INCIDENT OBJECTIVES (EOC-202)

PAGE ____ OF ____

1. Incident Name:	2. Incident Number:	3. Operational Period	
		Date From:	Date To:
		Time From:	Time To:

4. Objective(s): Enter clear, concise objectives for managing the response. Objectives should be listed in priority order and follow the SMART model.

Specific – Is the wording precise and unambiguous? **Measurable** – How will achievements be measured? **Action-oriented** – Is an action verb used to describe expected accomplishments? **Realistic** – Is the outcome achievable with given available resources? **Time-sensitive** – What is the timeframe?

5. General Situational Awareness:

6. Incident Action Plan (the items checked below are included in this Incident Action Plan):

- EOC 201 – Incident Briefing
- EOC 205A – Communications List
- EOC 207 – Organization Chart
- EOC 208 – Safety Message/Plan
- EOC 211 – Check-In
- Map/Chart
- Weather Forecast/Tides/Currents

Other Attachments:

- _____
- _____
- _____

7. Prepared by: Name: _____ Position/Title: _____ Signature: _____

Date/Time: _____

8. Approved by: Name: _____ Position/Title: (EOC Director)

Signature: _____

Date/Time: _____



CITY of CALABASAS

DAILY MEETING SCHEDULE (EOC-230)

PAGE ____ OF ____

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	

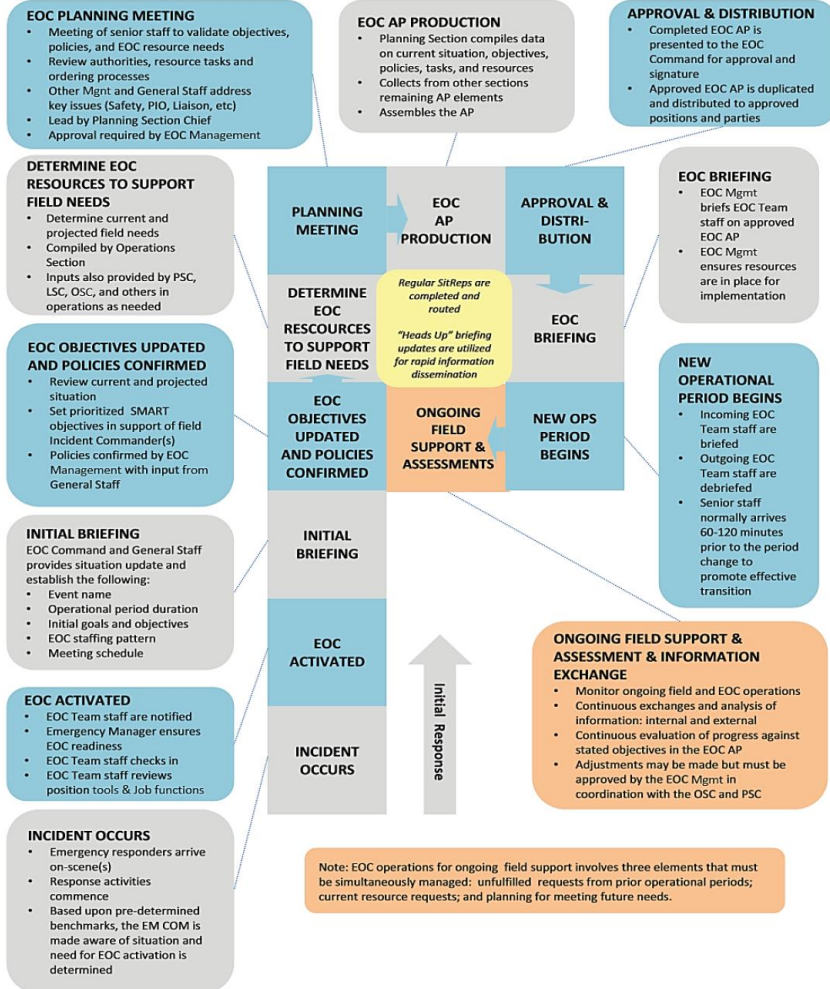
6. Prepared by: Name: _____ Position/Title: _____ Signature: _____

Date/Time: _____

Plans and Guides



PLANNING "P" GUIDE



ENERGY STATUS

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.](#)

Situation:
[Click here to enter text.](#)

Electrical System Damages				
System Owner	Name/ID of Line	System Type	Areas Served	Population Served
		Choose an item.		
		Choose an item.		
		Choose an item.		
		Choose an item.		

Natural Gas System Damages				
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)

_____ in _____ psig

_____ in _____ psig

Hydroelectric Systems			
System 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