May 24, 2023

# Emergency Operations Plan



CITY of CALABASAS

### Introductions

- Dave Jeffries, Emergency Management Consultant
  - 40 Years in Public Safety
  - Certified Emergency Manager, International Assoc. of Emergency Managers
  - Professional Emergency Manager, California Emergency Services Assoc.
  - Masters, Emergency and Disaster Management American Military University
  - Incident Commander (Type 3) North Bay Incident Management Team
- Michael Dyer, Public Safety and Emergency Preparedness Director
- Debbie Larson, Public Safety Coordinator

## What is the Calabasas Emergency Operations Plan?

- The City of Calabasas Emergency Operations Plan is:
  - Based on a template developed specifically for Los Angeles County municipalities.
  - Customized with input from City staff.
  - Updated to reflect the way the City is currently structured to respond to emergencies.
  - Has been reviewed by the City of Calabasas Public Safety Commission, the public, and the City Council Public Safety Task Force.
  - Consists of Two Parts.

### Part One — The Basic Plan

- Purpose, Scope, Situation and Assumptions
- Concept of Operations
- Organization and Assignment of Responsibilities
- Direction, Control and Coordination
- Communication
- Information Collection, Analysis and Distribution
- Administration, Finance and Logistics
- Plan Development and Maintenance
- Authorities and References
- Acronyms
- Glossary of Terms

### Part One – The Basic Plan

Field and Emergency Operations Centers

Management Management



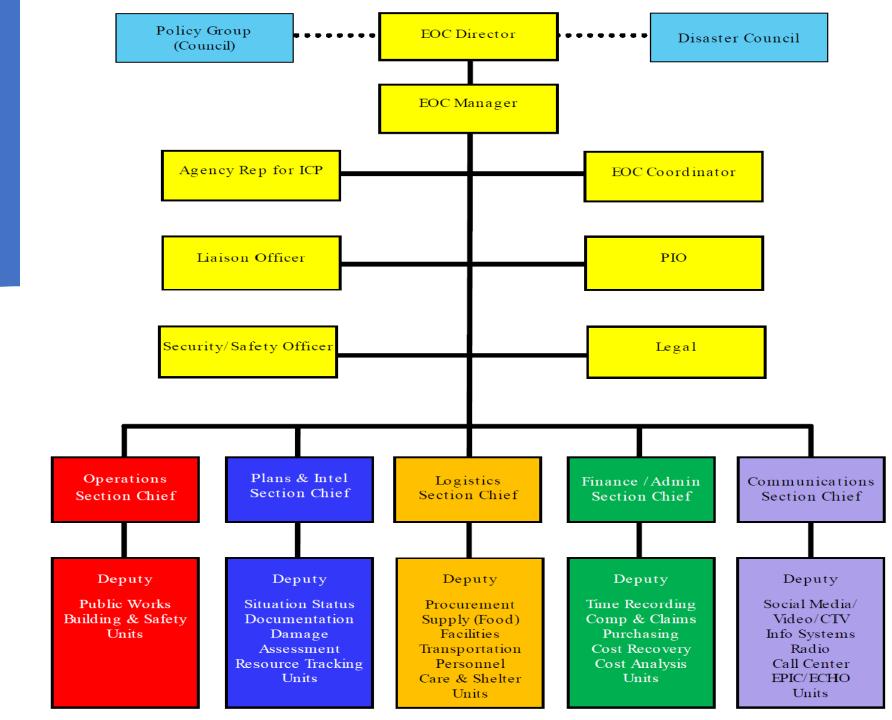
SEMS Function	Field Level	EOCs
Command / Management	Command is responsible for directing, ordering and/or controlling resources	Management is responsible for facilitation of overall policy, coordination, and support of the incident
Operations	The coordinated tactical response of all field operations in accordance with the Incident Action Plan	The coordination of all jurisdictional operations in support of the response to the emergency in accordance with the Emergency Center Action Plan
Planning & Intelligence	The collection, evaluation, documentation and use of intelligence related to the incident	Collecting, evaluating, and disseminating information and maintaining documentation relative to all jurisdictional activities
Logistics	Providing facilities, services, personnel, equipment, and materials in support of the incident	Providing facilities, services, personnel, equipment, and materials in support of all jurisdictional activities as required
Finance & Administration	Financial and cost analysis and administrative aspects not handled by the other functions	Responsible for coordinating and supporting administrative and fiscal consideration surrounding and emergency incident
Communications	N/A	Responsible for Social Media, city-to-resident communications service (BlackBoard Connect, Video/CTV, Information Systems and Radio)

- EOC Activation
- EOC Operations
- EOC Position Checklists
- EOC Forms and Tools

- EOC Locations:
  - Primary 100 Civic Center Drive, Calabasas
  - Secondary 300 Civic Center Drive, Calabasas
  - Mobile Mobile EOC Trailer under development

### Activation Levels

- Three Minimum Activation, lowest level
  - Lower Risk Events, Power Outages, Weather Alerts
- Two Partial Activation
  - 2 or more significant incidents, Major weather incident, moderate earthquake, small to moderate wildfire
- One Full Activation, highest level
  - Major City/Regional Incident, Major Earthquake, Terror threat or incident, major wildfire





### Position Checklists

#### Management Section

- EOC Director/Manager
- EOC Coordinator
- Legal Officer
- Liaison Officer
- Agency Representative
- Public Information Officer
- Security/Safety Officer

#### Operations Section

- Operations Section Chief
- Public Works Unit
- Building and Safety Unit

#### Plans Section

- Plans Section Chief
- Situation Status Unit
- Documentation Unit
- Damage Assessment Unit
- Resource Tracking Unit

#### Logistics Section

- Logistics Section Chief
- Procurement Unit
- Supply Unit
- Facilities Unit
- Transportation Unit
- Personnel Unit
- Care and Shelter Unit

#### Finance Section

- Finance Section Chief
- Time Recording Unit
- Compensation and Claims Unit
- Purchasing Unit
- Cost Recovery Unit

#### Communications Section

- Communications Section
   Chief
- Social Media / Video / CTV
   Unit
- Information Systems Unit
- Radio Unit
- Call Center Unit
- EPIC/ECHO Unit



Action Planning

#### **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 projected field needs
- Compiled by Operations
   Section
- 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 Incident Commander(s)
- 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 readiness
- · EOC Team staff checks in
- POC 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 remaining AP elements

EOC

AP

PRODUCTION

Regular SitReps are

completed and

routed

"Heads Up" briefing

updates are utilized

for rapid information

dissemination

ONGOING

FIELD

**SUPPORT &** 

**ASSESSMENTS** 

APPROVAL &

DISTRI-

BUTION

EOC

BRIEFING

**NEW OPS** 

PERIOD

**BEGINS** 

Assembles the AP

**PLANNING** 

MEETING

DETERMINE

EOC

RESCOURCES

TO SUPPORT

FIELD NEEDS

FOC

**OBJECTIVES** 

UPDATED

**AND POLICIES** 

CONFIRMED

INITIAL

BRIEFING

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

### ACTIVATED ONGOING FIELD SUPPORT & ASSESSMENT & INFORMATION EXCHANGE

Initial

Response

- · 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.



**EOC Forms** 



#### EOC Forms in BOLD are typically part of the EOC Action Plan.

#### # Name

- 1. FORM\_EOC 201\_Incident Briefing
- 2. FORM\_EOC 202\_Incident Objectives (EOC Action Plan)
- 3. FORM\_EOC 205A\_Communication List (EOC Action Plan)
- 4. FORM\_EOC 207\_Organization Chart (EOC Action Plan)
- FORM\_EOC 208\_Safety Message (EOC Action Plan)
- **6.** FORM\_EOC 209\_Incident Status Summary
- 7. FORM\_EOC 210\_Resource Status Change
- 8. FORM\_EOC 211\_Check-In
- 9. FORM\_EOC 213\_Resource Request
- 10. FORM\_EOC 214\_Activity Log
- 11. FORM\_EOC 215\_Resource Planning Worksheet
- 12. FORM\_EOC 227\_Claims Log
- 13. FORM\_EOC 230\_Meeting Schedule
- **14.** STATUS\_FORM\_Communications
- **15.** STATUS\_FORM\_Energy
- 16. STATUS\_FORM\_Mass Care
- 17. STATUS\_FORM\_Public Works
- 18. STATUS\_FORM\_Transportation
- 19. STATUS\_FORM\_Water/Sanitation
- 20. EOC\_PLAN\_Demobilization
- 21. EOC\_PROCLAMATIONS\_Samples
- **22.** EOC\_RESOURCE\_Damage Categories
- 23. EOC RESOURCE Planning "P" Guide
- 24. CAL OES EOC After Action Report

**EOC Forms** 



#### EOC PROCLAMATIONS: Samples (6 Pages)



#### RESOLUTION PROCLAIMING EXISTENCE OF A LOCAL EMERGENCY (by City Council)

WHEREAS, Ordinance No. <u>Text Here</u> of the City of Calabasas\_empowers the City Council to proclaim the existence or threatened existence of a local emergency when said City is affected or likely to be affected by a public calamity; and

WHEREAS, said City Council has been requested by the Director of Emergency Services\* of said City to proclaim the existence of a local emergency therein; and

WHEREAS, said City Council does hereby find:

That conditions of extreme peril to the safety of persons and property have arisen within said City, caused by **Text Here**;

(fire, flood, storm, epidemic, riot, earthquake, drought, energy shortage, or other causes) commencing on or about <u>Text Here</u>.m. on the <u>Text Here</u> day of <u>Text Here</u>, 20 <u>Text Here</u>); and

That the aforesaid conditions of extreme peril warrant and necessitate the proclamation of the existence of a local emergency;

NOW, THEREFORE, IT IS HEREBY PROCLAIMED that a local emergency now exists throughout said City; and

IT IS HEREBY FURTHER PROCLAIMED AND ORDERED that during the existence of said local emergency the powers, functions, and duties of the Director of Emergency Services\* and the emergency organization of this City shall be those prescribed by state law, by ordinances, and resolutions of this City and approved by the City Council on <u>Text Here</u>, 20 <u>Text Here</u>.

IT IS FURTHER PROCLAIMED AND ORDERED that said local emergency shall be deemed to continue to exist until its termination is proclaimed by the City Council of the City of Calabasas, State of California.\*\*

Dated: <u>Text Here</u> ATTEST: <u>Text Here</u>	CITY COUNCIL City of Calabasas
ATTEST: Text Here	City of Calabasas

<sup>\*</sup> Use appropriate title, as established by ordinance.

Section 8630 of the Government Code provides: "...(c) (1) the governing body shall review, at its regularly scheduled meetings until the local emergency is terminated, the need for continuing the local emergency. However, in no event shall a review take place more than 21 days after the previous review. (2) Notwithstanding paragraph (1), if the governing body meets weekly, it shall review the need for continuing the local emergency at least every 14 days, until the local emergency is terminated. (d) The governing body shall proclaim the termination of the local emergency at the earliest possible date that conditions warrant."

### Questions

