

May 24, 2023

# Emergency Operations Plan



CITY *of* CALABASAS

# Introductions

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- 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?

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- 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

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- 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

**Command  
v  
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)



# Part Two – The Emergency Operations Center

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

# Part Two – The Emergency Operations Center

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

# Part Two – The Emergency Operations Center

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- Activation Levels

- Three – Minimum Activation, lowest level

- Lower Risk Events, Power Outages, Weather Alerts

- Two – Partial Activation

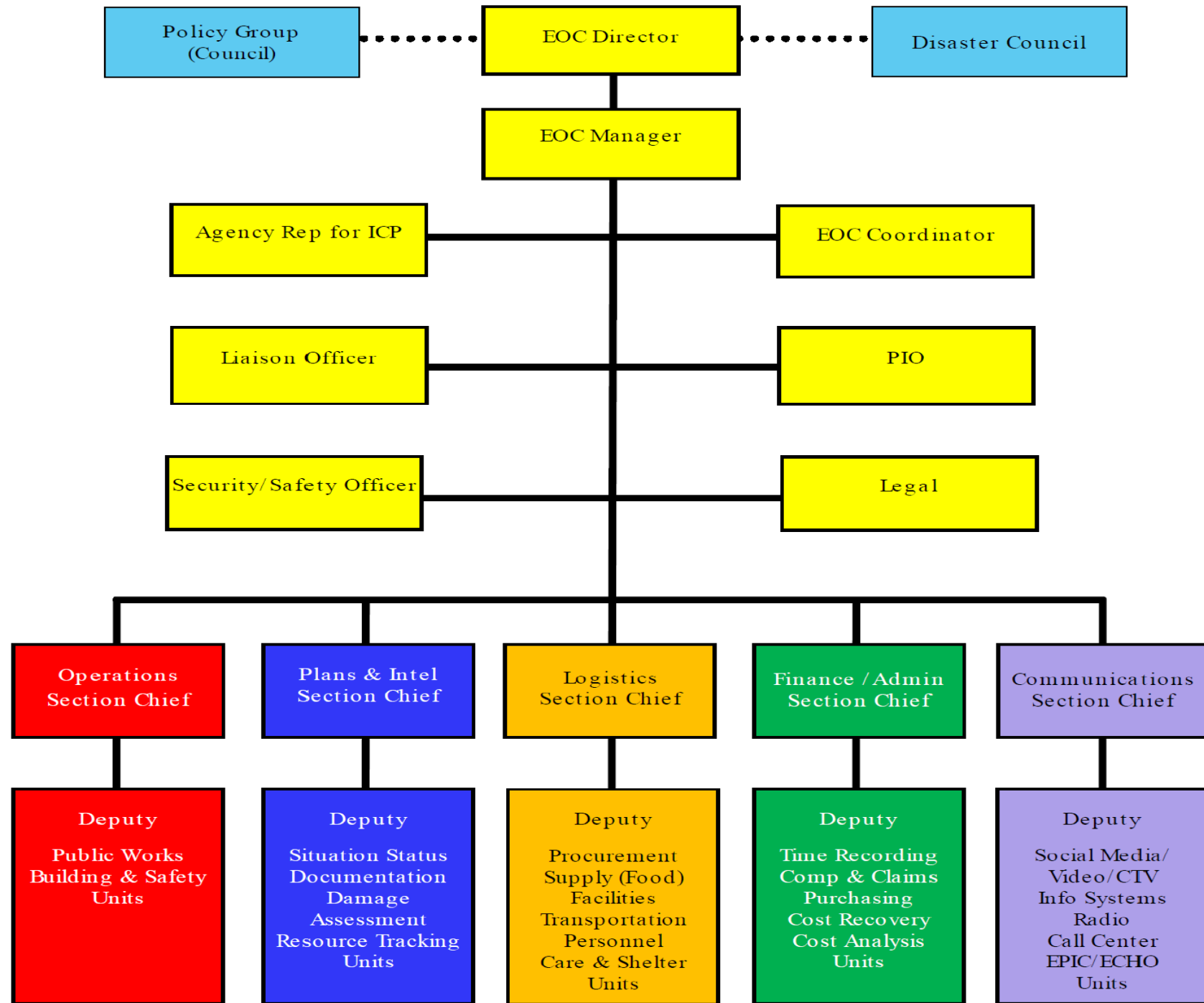
- 2 or more significant incidents, Major weather incident, moderate earthquake, small to moderate wildfire

- One – Full Activation, highest level

- Major City/Regional Incident, Major Earthquake, Terror threat or incident, major wildfire



# Part Two – The Emergency Operations Center



# Part Two – The Emergency Operations Center

## 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

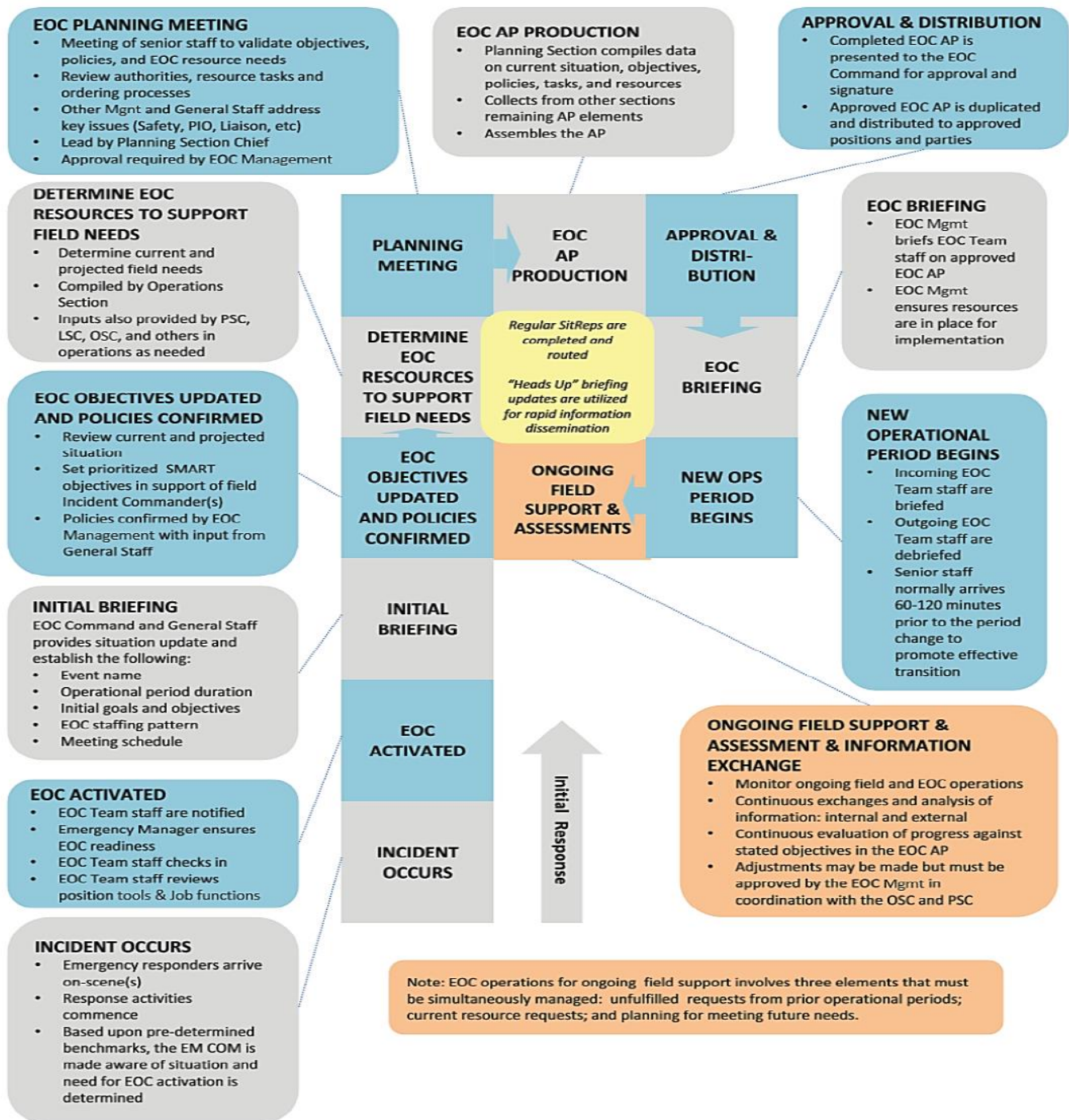
- **Communications Section**

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



# Part Two – The Emergency Operations Center

## Action Planning



# Part Two – The Emergency Operations Center

## EOC Forms

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

#	Name
1.	FORM_EOC 201_Incident Briefing
2.	<b>FORM_EOC 202_Incident Objectives (EOC Action Plan)</b>
3.	<b>FORM_EOC 205A_Communication List (EOC Action Plan)</b>
4.	<b>FORM_EOC 207_Organization Chart (EOC Action Plan)</b>
5.	<b>FORM_EOC 208_Safety Message (EOC Action Plan)</b>
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





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

WHEREAS, Ordinance No. Text Here 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 Text Here.m. on the Text Here day of Text Here, 20 Text Here); 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 Text Here, 20 Text Here.

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: Text Here  
ATTEST: Text Here

CITY COUNCIL  
City of Calabasas

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\* 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."

# Part Two – The Emergency Operations Center

## EOC Forms



# Questions

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