



CITY of CALABASAS
CITY COUNCIL AGENDA REPORT

DATE: APRIL 12, 2023

TO: HONORABLE MAYOR AND COUNCILMEMBERS

FROM: MICHAEL DYER- PUBLIC SAFETY AND PREPAREDNESS MANAGER

SUBJECT: ADOPTION OF RESOLUTION NO. 2023-1852 TO APPROVE THE
UPDATED CITY OF CALABASAS 2023 EMERGENCY OPERATIONS
PLAN

MEETING DATE: MAY 24, 2023

SUMMARY RECOMMENDATION:

Review and approve the updated Calabasas Emergency Operations Plan.

BACKGROUND:

The purpose of this report is to request adoption of Resolution No. 2023-1852, approving the update of the 2012 Calabasas Emergency Operations Plan (). The Plan meets the requirements of the California Governor's Office of Emergency Services (OES) as established by California Government Code §8607(a) and California Code of Regulations §§ 2400-2450. The previous Plan was approved by the California Office of Emergency Services on March 10, 2012.

The updated Plan was developed based on the Standardized Emergency Management Systems (SEMS) guidelines and adapted to Los Angeles County Emergency Operations Area formats and specifications.

The updated Plan has been customized with input from City staff, City of Calabasas Public Safety Commission, City of Calabasas Public Safety Taskforce, and previous public review. The Plan has been updated to reflect the way the City is currently structured to respond to emergencies and consists of two parts. Part One is considered the Basic Plan and contains:

- 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 Two of the Plan contains Emergency Operations Center (EOC) Operations and Appendixes such as mass evacuation principles (Los Angeles County) and City contact lists. The Appendix which contains the emergency disaster organization's notification numbers and other essential contact information will not be available in the public document. Appendixes may be updated, added or deleted as needed without requiring a full update of the Plan.

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

DISCUSSION/ANALYSIS:

The Plan provides for effective mobilization of all of the resources of the City to meet any condition resulting in a local emergency, state of emergency, or state of war emergency; and provides for the organization, powers and duties, services, and staff of the City's emergency organization.

The Plan continues the City's compliance with the California Standardized Emergency Management System (SEMS) and the National Incident Management System (NIMS). It facilitates multi-agency and multi-jurisdictional coordination during emergency operations, public information functions, and resource

management. The Plan also requires the Director of Emergency Services (City Manager) with ensuring City staff and elected officials receive initial and refresher training in the use of the Plan.

The Public Safety Commission reviewed the Plan and provided input in February 2023. A public review period was conducted beginning with a public workshop held on March 6, 2023, and public input was completed on March 16, 2023. After public input closed, the Plan was reviewed by the Public Safety Taskforce.

The updated Plan will be reviewed annually with minor edits to ensure operational features and contact information are current. A full update of the Plan should be conducted every 3-5 years and will be posted on the city website.

FISCAL IMPACT/SOURCE OF FUNDING:

The City contracted with Municipal Resource Group (MRG) consultants to assist staff with updating the Emergency Operations Plan at a cost of \$6975 independent of travel expenses to attend the Council meeting in-person.

REQUESTED ACTION:

That the City Council adopt Resolution No. 2023-1852 approving the updated 2023 Calabasas Emergency Operations Plan

ATTACHMENT:

- A. Calabasas Emergency Operations Plan Part 1
- B. Calabasas Emergency Operations Plan Part 2
- C. Resolution No. 2023-1852
- D. Presentation