

INTRODUCTION

This SEMS Emergency Operations Plan (Plan) reflects several recent advances in emergency management capabilities and changes in the Emergency Services Act (ESA), as well as the creation of the United States Department of Homeland Security, and reorganization of the Federal Emergency Management Agency (FEMA). The Plan addresses the four fundamental elements of comprehensive emergency management:

1. Mitigation
2. Preparedness
3. Response
4. Recovery

The Plan addresses the City of El Segundo's planned response to extraordinary emergency situations, and incorporates the newly constructed Emergency Operations Center (EOC), phone systems, and other infrastructure changes that have occurred since 1997, when the 1st Edition of the SEMS Multi-Hazard Functional Plan was created.

The Plan addresses the consolidation of the City's Departments from 1999 to 2001, and the personnel changes reflected in the consolidation. The Plan organizes the tasks, assignments, and supervision in a manner that reflects day-to-day relationships as much as possible, yet remains fully compliant with the Standardized Emergency Management System (SEMS) guidance and standards. The Plan has evolved into a modern emergency operations plan, and has adopted the terminology changes reflected by the name of the current Plan from the "Multi-Hazard Functional Plan" nomenclature.

The objective of the Plan is to centralize coordination of all necessary personnel and facilities of the City into an organization capable of responding to any emergency.

This Plan is a preparedness document – designed to be read, understood, and exercised prior to an emergency. It:

1. Establishes the emergency organization;
2. Assigns tasks, specifies policies and procedures; and
3. Provides for coordination of planning efforts of the various emergency staff utilizing the Standardized Emergency Management System.

State of California SEMS Model



ASSUMPTIONS

The following assumptions are the basis of the Plan:

- Mitigation activities conducted prior to the occurrence of a disaster result in a potential reduction in loss of life, injuries, damage to property, preservation of the environment; and
- The City of El Segundo is primarily responsible for emergency actions and will commit all available resources to save lives, minimize injury to persons, and minimize damage to the environment and property;
- Mutual Aid is requested when needed and provided as available;
- The City of El Segundo maintains operational control and responsibility for emergency management activities within the city, unless otherwise superseded by statute or agreement; and
- Supporting plans and procedures are updated and maintained by responsible parties.

OPERATIONAL PRIORITIES

The following operational priorities are inherit within the Plan:

- Mitigating hazards that pose a threat to life, the environment, and property;
- Protecting life (highest priority after an incident), the environment, and property;
- Meeting the immediate emergency needs of people, to secure the resources necessary to provide for rescue, medical care, food, shelter, and health and social services.
- Temporarily restoring facilities that are essential to the health, safety, and welfare of people (i.e. medical, sanitation, sewage, water, electricity, and emergency road repair);
- Provide for the rapid resumption of impacted businesses and community services; and
- Provide accurate documentation and records required for cost recovery efforts; and
- Provide factual information and communicate with the community on the nature, impact, and priorities of the emergency organization in a timely manner.
- The City of El Segundo will use all available means to provide information to the community (through news (press releases), newsletters, public notices, information stations, Internet, Community Cable, and radio).

THREAT ADVISORY SYSTEM

The City of El Segundo does not utilize the Federal Department of Homeland Security Threat Advisory System (color-coded system). The system is based on classified Intelligence Information and is too subjective in nature to be applied at the local government level. The State of California and County of Los Angeles Operational Area is creating a localized Threat Advisory System. When the system is adopted locally under standardized policy, procedures and guidance, the City of El Segundo will adopt a threat advisory system and incorporate it into the Plan.

The City of El Segundo will monitor federal advisories and determine the local impact, if any, on the nature of any potential threat, and provide public safety services in accordance with the direction provided by the Director of Emergency Services (City Manager) under local Ordinance and the Plan.

The city maintains an alert and information process through the Office of Emergency Services website at: <http://www.elsegundo.org/cityservices/safety/fire/emergency/alerts.php>

Information is available from the city's Emergency Services Coordinator at (310) 524-2252.

ACTIVATION OF THE PLAN:

Under direction of the City Manager, the Emergency Operations Center (EOC) is opened and the Plan is activated.

PROCLAMATION OF A LOCAL EMERGENCY

To qualify for assistance under the State of California Natural Disaster Assistance Act (NDAA), a proclamation must be made within 10 days of the event. The City of El Segundo may formally proclaim the emergency or the Los Angeles County Operational Area may proclaim a blanket State of Emergency if two or more cities proclaim a state of emergency.

1. A Local State of Emergency may be proclaimed by the City Council or City Manager. A Local Emergency proclaimed by the City Manager must be ratified by the City Council within seven days. The City Council may convene an emergency Council session.
2. The City Council if meeting weekly, must review the need for continuing the Local Emergency Proclamation **at least every 14 days**.
3. The Proclamation of a Local Emergency may be in the form of a Resolution adopted by the City Council.
4. The Proclamation of Local Emergency:
 - a. Gives employees and the city certain legal immunities for emergency actions taken.
 - b. Enables the city to request state assistance under the State NDAA.

- c. Gives the City Manager the authority to:
 - i. Establish curfews
 - ii. Take any measures necessary to protect and preserve public health and safety.
 - iii. Exercise all powers and authority granted by Local Ordinance.

APPROVAL AND PROMULGATION

The plan was updated and formatted by the City's Emergency Services Coordinator. The City Attorney has reviewed and reviewed and approved the Administrative Elements of the Plan. This Plan was reviewed by all departments/agencies assigned a primary function; each department representative has submitted a statement of concurrence based on their review of the Plan. The Plan has been reviewed by the State of California Office of Emergency Services, follows the Local Emergency Planning Guidance (LEPG), and has been approved by the City Manager. Upon review and concurrence by the City Council, the Plan will be officially adopted and promulgated.

TRAINING, EXERCISING, AND MAINTENANCE OF THE EMERGENCY OPERATIONS PLAN:

- The Emergency Services Coordinator (ESC) is responsible for coordination and scheduling of training and exercising of this Plan. The Plan will be reviewed annually to ensure that plan elements are valid and current. Each department will participate in the update and review process and/or modify the plan as required under the supervision of the Emergency Services Coordinator. Modifications will be based in identified deficiencies experienced in drills, exercises, actual occurrences, statutory/regulatory revisions or policies that mandate such changes.
- **DISASTER SERVICE WORKERS:** Chapter 8 of Division 4 of Title 1, Section 3100 of the California Government Code states..."all public employees are hereby declared to be disaster service workers subject to such disaster service activities as may assigned to them by their superiors or by law." All employees in the City of El Segundo have been informed of their requirement to respond in the event of an emergency.

CITY PLAN: CONFIGURATION

The Plan is divided into three elements as noted below and is summarized in the following pages:

1. Administrative Element (Part I)

- Table of Contents
- Chapter 1 - Introduction
- Chapter 2 - Administrative Features
- Chapter 3 - Hazard Analysis
- Chapter 4 - Emergency Operations Center
- Chapter 5 - Legal Documents & Reference

2. Operational Element (Part II)

- Chapter 6 - SEMS Functions and Checklists
- Chapter 7 - Recovery Operations

3. Appendix (Part III)

The Appendix is maintained for reference, supporting documents, and policy/procedural issues that are an extension of the Plan. The elements of the Appendix may change without impacting the overall content of the Plan.

ADMINISTRATIVE ELEMENT

PART I

ADMINISTRATIVE ELEMENT (Part I)

The Administrative Element comprises the reference elements of the Plan. It addresses all administrative issues, background, policy, procedures, and statutory requirements in the Plan.

Chapter 1 – Introduction

1. Contains the **Foreword** and **Assumptions** of the Plan.
2. **Activation** and **Maintenance Standards** are defined.
 - a. Activation of the Plan is based on a proclamation of a Local Emergency under the options listed under the Emergency Services Act (Government Code §§ 8550, et seq).
 - b. Annual review of the Plan.
3. **Intended Audience** - Emergency management professionals from the city, special districts, and volunteer agencies.
4. **Planning Process and Format**
 - a. Seven Chapters and an appendix
 - b. Compliance with the Standardized Emergency Management System (SEMS).
5. The **Plan Use** and **Standard Operating Procedures** are defined.
6. **Promulgation and Approval**
 - a. Review by all Departments in the City of El Segundo.
 - b. Letter of Promulgation signed by all principal departments/agencies.
 - c. Letter of Promulgation signed by the Mayor on approval of the City Council.
7. **Plan Updates** and **Schedules** are defined.
8. **Distribution List is defined (who gets a copy of the Plan)**
9. **Training, Documentation and Exercises**
 - a. Defines minimum standards for city personnel related to SEMS, exercises, and EOC policy and procedures.
10. **Hazard Mitigation** – identifies the role, responsibilities, and commitment of the city to mitigate known hazards, the hazard mitigation process, provision of public assistance, and the application standards under Presidentially Declared Disasters for the Hazard Mitigation Grant Program (HMGP) under the Robert T. Stafford Disaster Relief and Emergency Assistance Act.
11. **Mutual Aid** – defines the Mutual Aid processes at the local, state, and federal levels. It also includes the role of volunteer and private agencies that support emergency and recovery operations in an emergency.

A variety of mutual aid systems are available to the city:

- Police
- Fire
- Public Works
- Medical/Health (RDMHC)
- Emergency Managers (EMMA)
- Building Inspectors
- Veterinary
- Coroner
- CERT

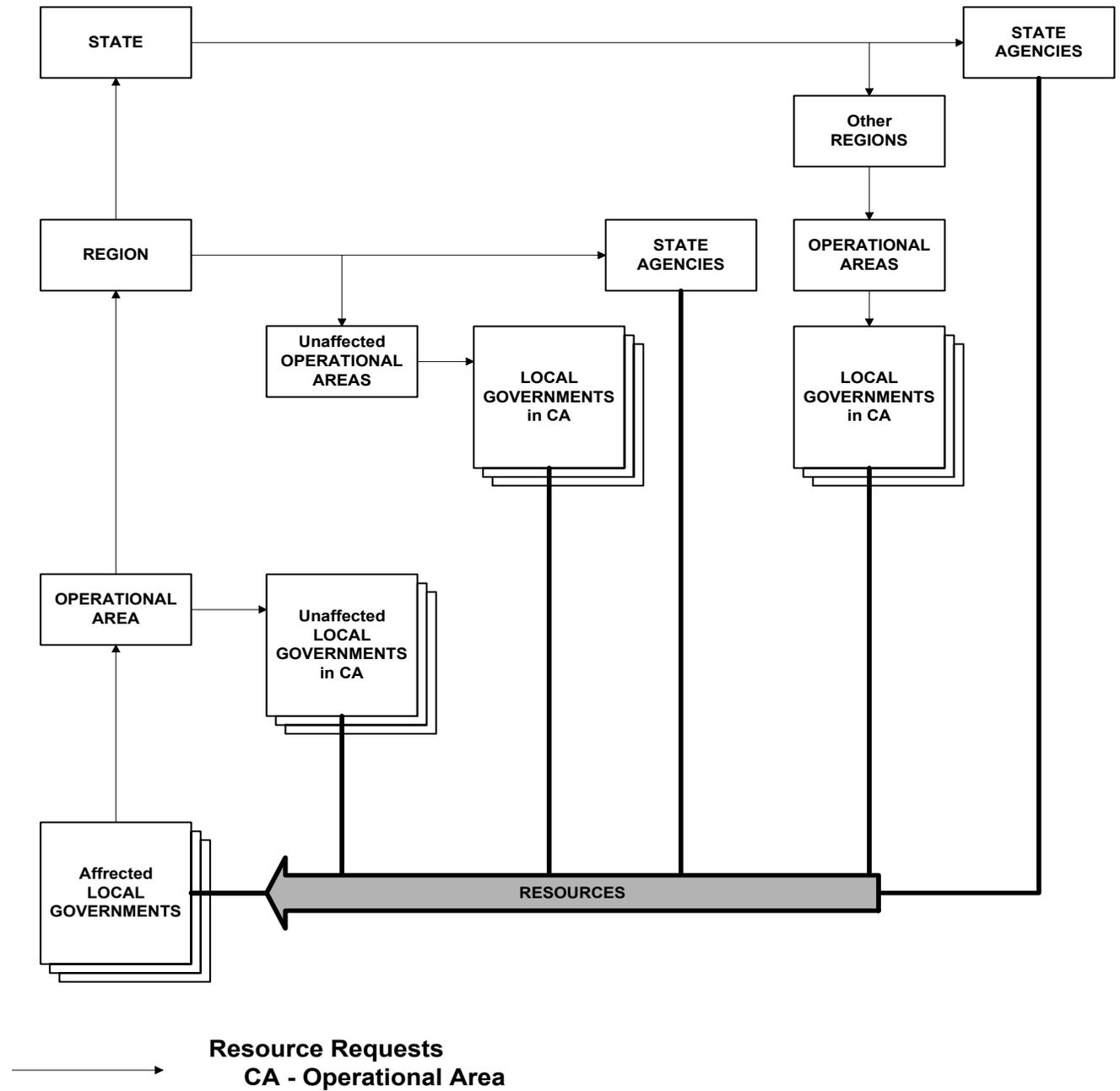
Mutual Aid Systems and Processes are defined on the preceding pages:

LOCAL MUTUAL AID PROCESS

FLOW OF REQUESTS



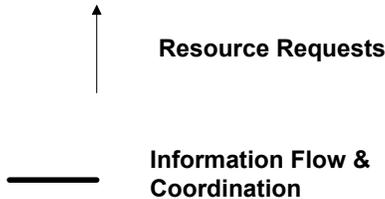
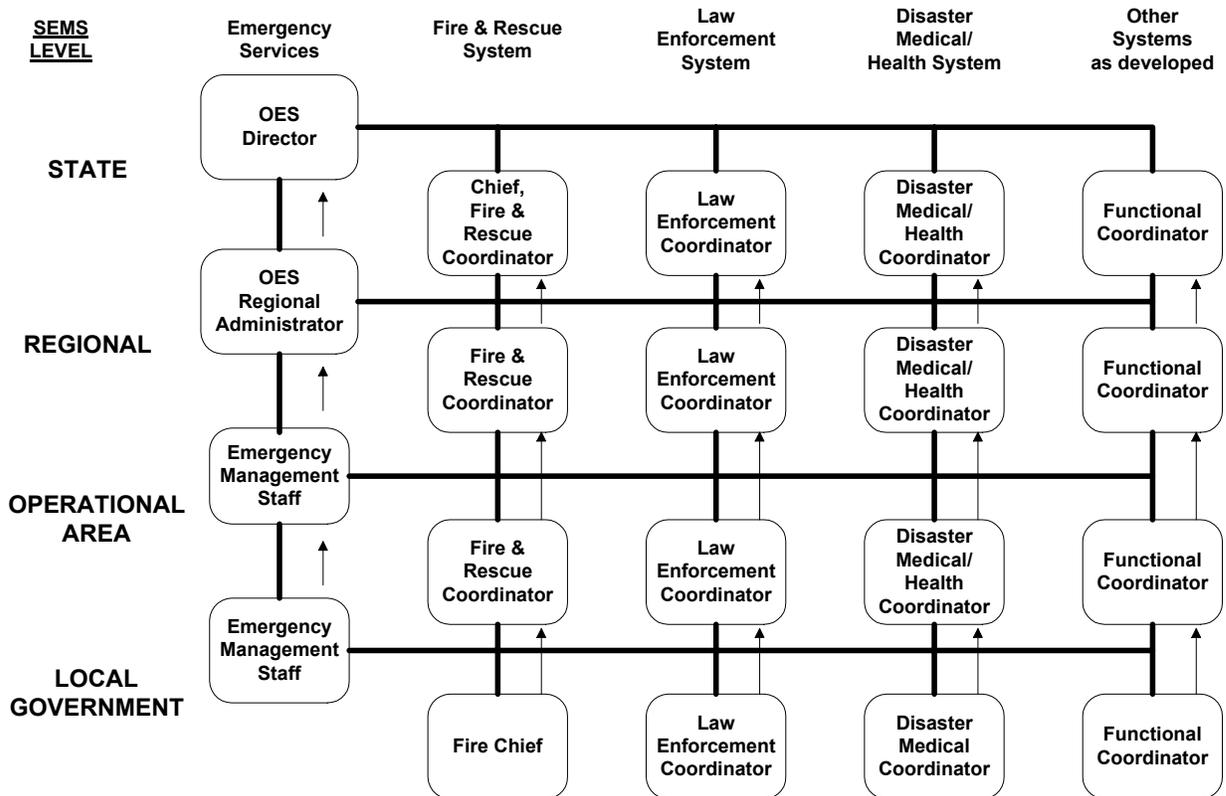
MUTUAL AID SYSTEM FLOW CHART



MUTUAL AID COORDINATORS FLOW CHART

Mutual Aid Coordinators: General Flow of Resource Requests and Information

Discipline-specific Mutual Aid Systems



CHAPTER 1 – Introduction, cont'd

12. **Emergency Proclamations** – defines the process for declaration of local emergencies, the types of declarations available, and authorities granted in a declaration.
13. **Authorities and References** – the statutory and procedural references used in the development of the Plan:
 - Local Ordinances and Policies
 - State Plans and Statutory guidance (SEMS & Emergency Services Act)
 - Federal mandates, rules, policies, and statute (Stafford Act)

CHAPTER 2 – Administrative Features of the Plan

1. **City of El Segundo Emergency Organization** – defines the overall management and coordination of emergency response and recovery activities within the jurisdiction.
2. **Goals of Emergency Management:**
 - a. Provide for effective life-safety measures, reduce property loss, and protect the environment.
 - b. Provide for rapid resumption of impacted businesses and community services.
 - c. Provide accurate documentation and records required for cost recovery efforts.
3. **Continuity of Government** – guidance for resumption of government services.

Major elements that are addressed in the Plan:

1. Pre-delegation of emergency authorities to key officials
 2. Emergency action steps provided in the emergency action plans
 3. Emergency Operations Center (EOC)
 4. Alternate EOC facilities
 5. Alternate Seats of Government
 6. Safeguarding Vital Records
 7. Protection of government resources, facilities, and personnel
4. **Lines of Succession** – under the authority of the Emergency Services Act, and in accordance with the El Segundo Municipal Code (ESMC), successors to the position of Director of Emergency Services (City Manager) are appointed by approval of the Plan. The Plan defines the following line of succession:
 - a. First Alternate: Assistant City Manager
 - b. Second Alternate: Chief of Police
 - c. Third Alternate: Chief of Fire

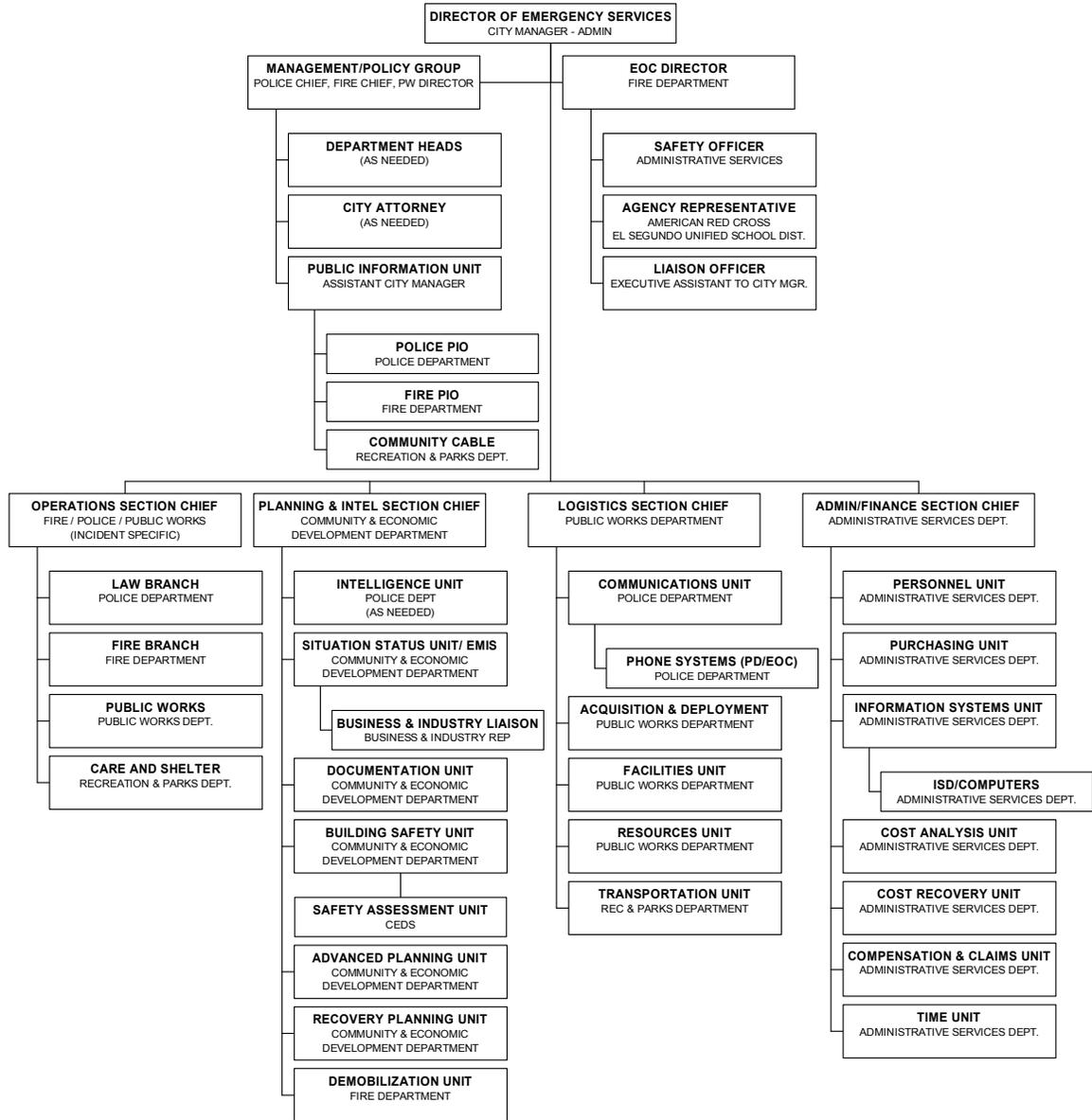
The Plan notes the City Manager reserves the right to appoint a successor from any of the above listed alternates if an acting City Manager needs to be identified.

5. **Lines of Succession for El Segundo Departments** are identified in the Plan.
6. **Alternate Seat of Government** – the Plan identifies the provisions outlined in Section 23600 of the Government Code to establish a temporary seat of government under emergency conditions.
7. **Vital Record Protection** – identifies the preservation methods and practices utilized by the City Clerk in protecting and storing the city’s vital records.
8. **Phases of Emergency Management** – identifies the four phases of emergency management; preparedness, response, recovery, and mitigation phases, events that may trigger increased readiness, response and recovery activities.
9. **Standardized Emergency Management System (SEMS)** – identifies the SEMS guidance and framework, and how the system is be utilized in the County of Los Angeles Operational Area.

10. **City of El Segundo’s Responsibilities under SEMS** – defines the guidelines under which the City of El Segundo will practice and follow the SEMS guidelines in accordance with the Emergency Services Act.

11. **SEMS Emergency Plan, Training, and Exercises** – defines the participation in the Operational Area, training requirements for all levels of SEMS instruction, and how exercises will be conducted. Requires an annual EOC exercise, and semi-annual field exercises.

12. **Emergency Organization under SEMS:**



NOTES:

Management Section: The Assistant City Manager manages the Public Information Unit, reporting directly to the City Manager in the Management Section. The Planning & Intelligence Section will provide support to the PIO function. All Rumor control, press releases, Internet and Community Cable advisories will be coordinated under the PIO Unit, with the approval of the City Manager. This ensures information has been adequately screened, is factual, and approved prior to release to the public and media.

Operations Section: Los Angeles County may assume some of the jurisdictional functions under Operations (Coroner, Medical/Health, and Veterinary). When done so, a unified command structure may be utilized. El Segundo may support these functions until County resources are in place.

13. **EOC Action Plans** – defines the process of using an EOC Action Plan to provide guidance on the goals and objectives of the emergency organization when the EOC is activated.
14. **Multi-Agency and Inter-Agency Coordination** – defines how the departments and outside agencies will coordinate to address priorities for response, coordination of resources, and communication practices.
15. **Coordination with the Field Response Level** – defines the use of department operations centers (DOC), and incident command teams in the field.
16. **Coordination with the Los Angeles Operational Area** – defines the coordination between El Segundo and Los Angeles County.
17. **Special District Involvement** – defines the use of liaisons and coordination with special district agency staff when the EOC is activated.
18. **Coordination with Volunteer and Private Agencies** – defines the use and coordination of volunteer agencies such as the American Red Cross and how the city will liaison with these entities.
19. **Statewide Emergency Management** – defines the Statewide Levels of coordination, beginning with the local response area, Area G, Regional, State, and coordination with Federal agencies.

See attached chart
(Next page)

20. **Alerting and Warning Systems** used in greater Los Angeles County Operational Area – defines all of the various systems utilized within the County and by local government.

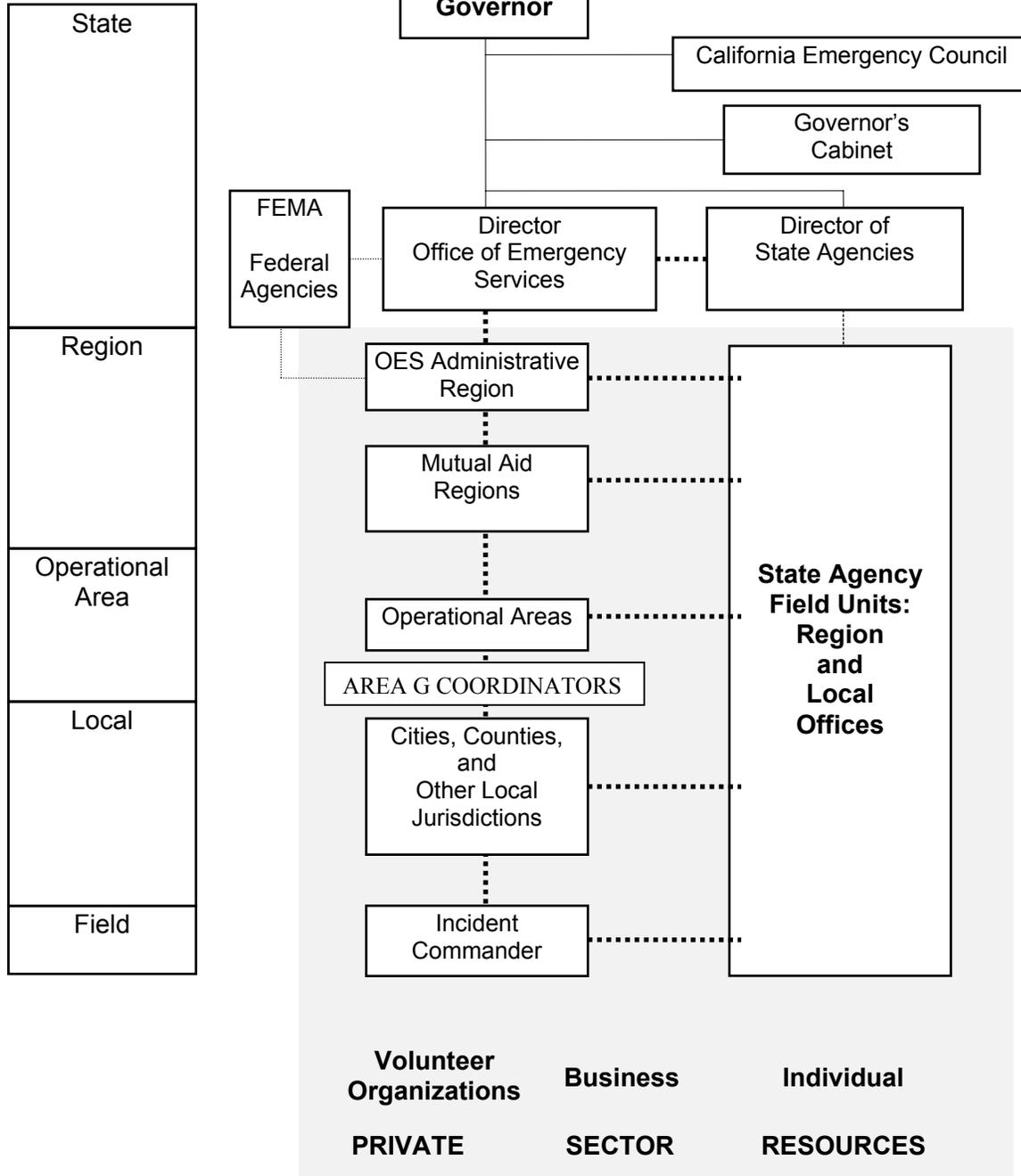
Major systems include:

- 1) Community Alert Network (CAN)
- 2) Low Power AM Radio Station – city activated radio system.
- 3) Cable TV – Community Cable Channels 3 & 22
- 4) Internet – City’s web page, Special Alert pages housed in the Emergency Services Division.
- 5) Emergency Alert System (EAS) Stations – AM 1070 KNX, and 980 AM KFWB.
- 6) El Segundo Amateur Radio Group (ESARG) – local organization of ham (amateur) radio operators that have communication links to the Emergency Operations Centers (EOC).

Phone Bank: The city has a phone bank in the EOC with up to 34 telephone lines that can be used for public information and outreach in an emergency or major incident (Amber Alert).

CALIFORNIA EMERGENCY ORGANIZATION

SEMS LEVELS



- Emergency Management Lines of Authority
- Emergency Resource Coordination/Support
- Coordination Per FEMA/OES MOU-Federal State Agreement

CHAPTER 3 – Hazard (Threat) Analysis for the City of El Segundo

1. **General Summary of the City** - defines the overall geographic makeup of the city, its residential and industry populations, and public safety services available in the city.
2. **Overview of Water and Sewage Systems.**
3. **Overview of Hazardous Materials** – response, coordination, training, and oversight.
4. **Types of Businesses** – general summary of locations that pose an above average risk of hazardous materials incident handling Class I and Class II flammable liquids and substances.
5. **Airports** – defines the local airports serving the greater Los Angeles area.
6. **Civil Unrest** – general summary of civil unrest activity in the greater South Bay Area.
7. **Nuclear Event** – general summary of planning for nuclear event.
8. **Detailed Threat Assessments** – detailed planning and coordination for the threats most likely to be encountered in the City of El Segundo:

I. Threat Assessment 1 – Earthquake

- **General Situation** –earthquakes and disaster recovery issues.
- **Hazard Mitigation** – goals the city has in reducing known hazards.
- **Worst Case Scenario**
- **Damage to Vital Public Services, Systems, and Facilities**
- **Public Safety Communications Center**
- **Police and Fire Department Communications**
- **Dam/Flood Control Channels**
- **Electrical Power**
- **Energy Emergency**
- **Fire Operations**
- **Highways and Bridges**
- **Natural Gas**
- **Mitigation Measures**
- **Maps** – various maps are provided for reference and planning

II. Threat Assessment 2 – Hazardous Material Incident

- **General Situation** – provides and assessment and overview of the plans (Area Haz-Mat Plan & Materials Response Plan) that exist and general responses issues.
- **Specific Situations** – identifies 7 sources for hazardous materials incidents, and references the map of known hazardous materials handlers.
- **Freeway/Transportation Routes** – identifies the routes and general summary for the potentials of incidents occurring on these routes.
- **Air Transportation** – overview of the threat for aviation incidents involving carriers, which would create a haz-mat incident in El Segundo.

- **Pipelines** – References that El Segundo has many pipelines running throughout the city and provides mapping of pipelines in the city.
- **Fixed facility** – references 250 known manufacturing and storage facilities in the city.
- **Clandestine Dumping** – identifies the risk of dumping and potential impact on the city.
- **Emergency Response Actions** – references Chapter 6, SEMS Functions and Checklists for the operational issues and coordination of these types of emergencies.

III. Threat Assessment 2A – Pipeline Emergency

- **General Situation** – provides an overview of the pipelines running in the city and discusses various risks associated with the pipelines.
- **Evacuation Routes** – Identifies the city has prepared an evacuation plan and identifies and references maps for evacuations.
- **County Response** – references that many agencies from within Los Angeles County and the State of California may respond to a pipeline emergency. Many of these agencies have regulatory oversight and jurisdiction for pipeline emergencies.
- **Emergency Response Actions** – references Chapter 6, SEMS Functions and Checklists for the operational issues and coordination of these types of emergencies.

IV. Threat Assessment 3 – Severe Weather

- **General Situation** – provides an overview of the city as a “Zone C” city. References the sites to monitor in a severe storm (100 year Flood Boundary). Identifies priorities for storm management – rescue, securing utilities, removing debris, cordoning off flooded areas, crowd and traffic control measures, and evacuations if necessary.
- **Evacuation Routes** – Identifies the city has prepared an evacuation plan and identifies and references maps for evacuations.
- **County Response** – references that many agencies from within Los Angeles County and the State of California may respond to a pipeline emergency.
- **Emergency Response Actions** – references Chapter 6, SEMS Functions and Checklists for the operational issues and coordination of these types of emergencies.
- **References include maps for sewage systems and pumping stations.**

V. Threat Assessment 4 – Transportation/Major Air Crash

- **General Situation** – provides an overview of the city as a “Zone C” city. References the sites to monitor in a severe storm (100 year Flood Boundary). Identifies priorities for storm management – rescue, securing utilities, removing debris, cordoning off flooded areas, crowd and traffic control measures, and evacuations if necessary.
- **Specific Situation** – General summary of the local airports and history of aviation emergencies in the greater South Bay Area.
- **Emergency Response Actions** – addresses the primary coordination issues involved in an aviation emergency:
 - Incident and Unified Command
 - On-Scene Coordination – mutual aid (Area G), exercises, and communications.

- Coordination with the airport – family assistance, damage surveys, relief organizations, media, and Public Information.
- Long-term, extended operations issues are addressed.
- Need and use of liaisons, tours, VIP's, in addressing impact area(s).
- References Aviation Emergency Plan, and Federal Family Assistance Act.

VI. Threat Assessment 5 –Transportation: Commercial Transportation Incident

- **General Situation** – provides a general summary that a major transportation incident involving rail and/or trucking may result in property damage, injury, or loss of life.
- **Emergency Response Actions** – references Chapter 6, SEMS Functions and Checklists for the operational issues and coordination of these types of emergencies.

VII. Threat Assessment 6 – Civil Unrest

- **General Situation** – provides a general summary that civil unrest incidents can result in property damage, injury, or loss of life.
- **Specific Situations** – references that El Segundo has faced or been impacted by civil unrest in various forms (Watts 1964 and Rodney King Trial 1992).
- **Emergency Response Actions** – Identifies the Police Department is incident commander in these events and response may involve a unified command with agencies providing support. References Chapter 6, SEMS Functions and Checklists for the operational issues and coordination of these types of emergencies.

VIII. Threat Assessment 7 – National Security Emergency

- **General Situation** – provides a general summary that terrorist activities and radiological events can trigger a national security emergency. Identifies various potential threats.
- **Emergency Response Actions** – references Chapter 6, SEMS Functions and Checklists for the operational issues and coordination of these types of emergencies includes evacuation, and shelter-in-place.

IX. Threat Assessment 8 – Domestic Terrorism

- **General Situation** – provides a general summary what terrorism, its objectives include disruption of services, media coverage, and may result in property damage, injury, or loss of life.
- **Specific Situations** – addresses obvious targets, potential targets and special events that may trigger or attract terrorism.
- **Emergency Response Actions** – references Chapter 6, SEMS Functions and Checklists for the operational issues and coordination of these types of emergencies.

X. Threat Assessment 9 – Tsunami

- **General Situation** – provides a general summary on tsunami damage potential on the West Coast. What constitutes a tsunami, and the projection of a worst-case scenario of an 18-meter wave (54 feet) and runup in the El Segundo coastal area. Reviews the history of Tsunami's in California and the tsunami threat in Southern California.
- **References the Tsunami Inundation Map.**
- **Emergency Response Actions** – references Chapter 6, SEMS Functions and Checklists for the operational issues and coordination of these types of emergencies.

XI. Threat Assessment 10 – Fire

- **General Situation** – provides a general summary of the fire threat in El Segundo. Fires may result in property damage, injury, or loss of life. Identifies that the highest structure in El Segundo is presently 24 stories and strict ordinances govern building, safety, and fire codes for the city.
- **Specific Situations** – identifies 3 major threats; residential fires, hi-rise fires, and commercial-industrial fires.
- **Emergency Response Actions** – references Chapter 6, SEMS Functions and Checklists for the operational issues and coordination of these types of emergencies.

XII. Threat Assessment 11 – Public Health Emergency

- **General Situation** – provides a general summary of the public health threats most likely to impact the City of El Segundo and Los Angeles County. Public epidemiology is conducted for 83 diseases.
- **General Overview of the Public Health System in California**
 - Potential threats; pandemic (flu, influenza), terrorism – smallpox, anthrax, and other biological hazards, and the surveillance efforts of the county health system.
- **Bioterrorism Preparations** – identifies what the city is doing to prepare for public health emergencies. References include the State of California plans for quarantine and evacuations.
- **Emergency Response Actions** – references Chapter 6, SEMS Functions and Checklists for the operational issues and coordination of these types of emergencies.

CHAPTER 4 – Emergency Operations Center

1. **Purpose and Function** – identifies the facility as the central point of coordination to manage overall city response to major disasters and long-term emergencies.
2. **Departmental Operations Centers (DOC)** – identifies the use of a DOC for departmental coordination of field personnel, incident command posts and resources.
3. **EOC Activation and Deactivation** – identifies who has the authority to activate the EOC, and which events may trigger an automatic activation. Identifies the selection of the EOC Section Chief by discipline and nature/type of incident.
4. **Primary and Alternate EOC** – identifies the primary EOC at 348 Main Street – Public Safety Communications Center and facilities that may be considered for secondary EOC use if needed. Identifies the Emergency Services Coordinator as responsible for maintaining the EOC in a state of readiness.
5. **EOC Management** – identifies the Director of Emergency Services as responsible party to direct overall emergency management policy and coordination. Provides a detailed overview of the EOC Management Section its primary responsibilities.
6. **EOC Levels of Activation** – identifies the level of activation and staffing requirements under each level.
7. **EOC Notification Procedures** – identifies the appropriate notifications based on the levels of activation
8. **Emergency Response Policy** – identifies all city employees as Disaster Service Workers and required support for emergency services planning and coordination under local Ordinance and Emergency Services Act.
9. **Emergency Personnel Assignments** – defines the responsibility of Department Heads to assign employees to one of three categories; Essential, Back-Up, or Stand-by.
10. **Emergency Reporting Procedures** – directs staff requirements to report to the EOC upon notification using the personnel assignments, and the systems available to determine if need is present. Directs staff where to report, on-duty and off-duty issues that may affect ability to report.
11. **Child Care** – Child Care policy is defined for staff working in the EOC and in support of the emergency organization. Policy also defines the facilities and resources available to support this operation.
12. **Public Safety Communications Center** – provides an overview of the systems used in the 9-11 response, emergency generation, computer and phone backup systems, and use of the message center in the EOC.
13. **Volunteer Agencies** – identifies the agencies that would support the city in an EOC activation.

14. **Position Description and EOC Assignments** – provides a general description of the EOC position assignments and identifies the vest color assignments for each Section and Branch assignment in the EOC.
15. **Department Emergency Management Responsibilities** – provides an overview of the various assignments city personnel are likely to be assigned in an EOC activation.
16. **Resources** – diagrams of the analog and digital phones systems, phone assignments, EOC setup instructions, organization charts for each department are provided as reference.

CHAPTER 5 – Legal Documents, Authorities and References

Provides a detailed overview of the documents, statutory authorities under local, state, and federal law, and reference materials used to put the Plan together.

PART II

OPERATIONAL ELEMENT

CHAPTER 6 – SEMS Functions and Checklists

Chapter 6 defines the various levels of SEMS, Sections, and defined duties and responsibilities performed in the operation of the Emergency Organization.

A detailed outline for each function is provided. The general layout of the Standardized Emergency Management System is comprised of 5 functions using the principals established under the Incident Command System (ICS):



RESPONSIBILITIES:

Director Of Emergency Services (Management Section)

Responsible for overall emergency management policy and coordination through the joint efforts of governmental agencies and private organizations. The EOC Director will either activate appropriate sections or perform their functions as needed.

Operations Section

Responsible for coordinating all jurisdictional operations in support of the emergency response through implementation of the city’s EOC Action Plan.

Planning/Intelligence Section

Responsible for collecting, evaluating and disseminating information; developing the city’s EOC Action Plan in coordination with other sections; initiating and preparation of the city’s After-Action Report and maintaining documentation.

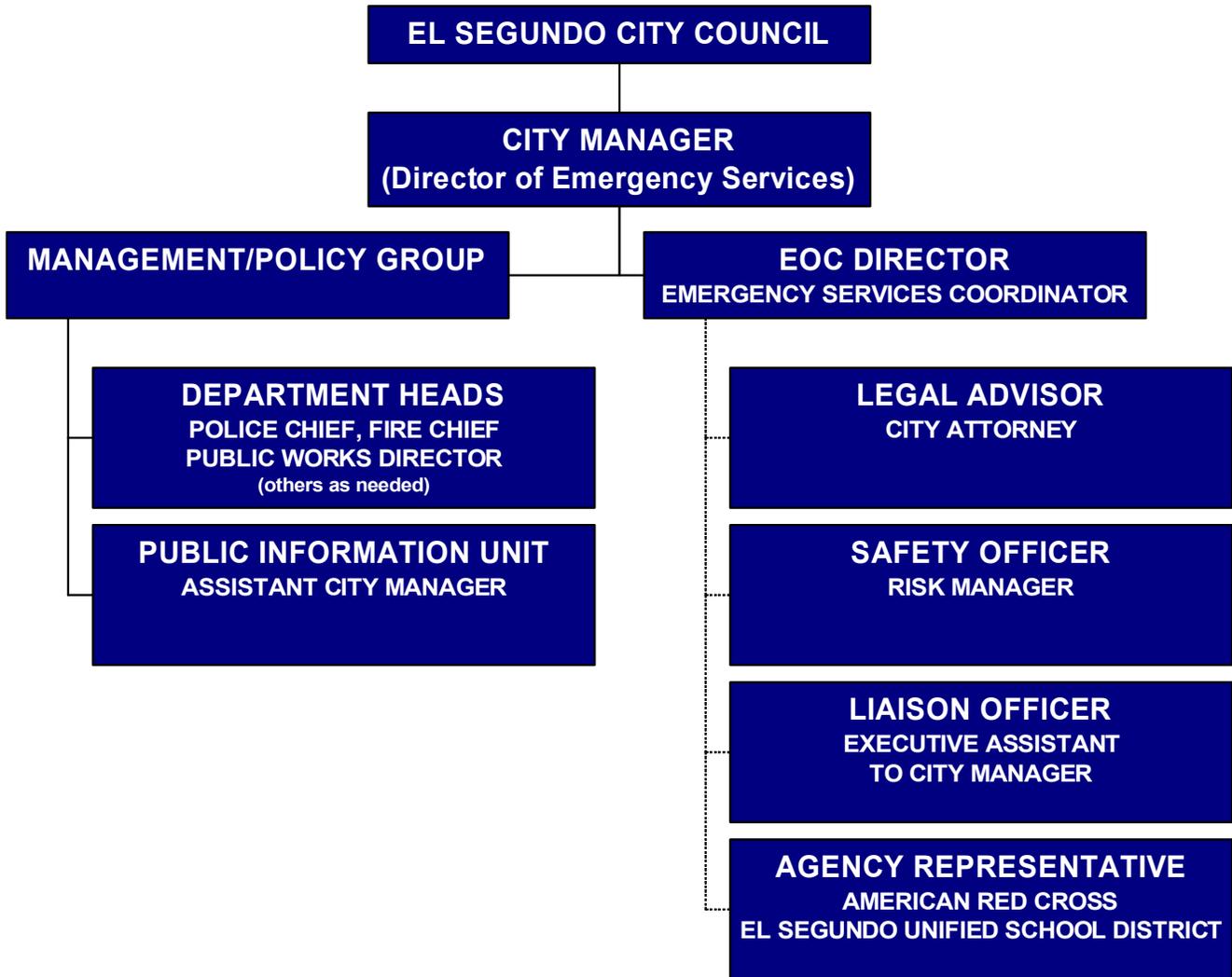
Logistics Section

Responsible for providing communications, facilities, services, personnel, equipment, supplies and materials.

Finance/Administration Section

Responsible for financial activities and other administrative aspects.

MANAGEMENT SECTION



..... Coordination
——— Direction/Supervision

Note: Under SEMS (ICS), positions are filled as needed based on the incident. Positions are filled incrementally to solve planning and staffing associated needs. Most positions will not be staffed for most events.

MANAGEMENT SECTION OVERVIEW

Management is responsible for overall emergency policy and coordination through the joint efforts of governmental agencies and private organizations.

MANAGEMENT SECTION OBJECTIVES

The overall objective of emergency management is to ensure the effective management of response forces and resources in preparing for and responding to situations associated with natural disasters, technological incidents and national security emergencies. To carry out its responsibilities, the Management Section will accomplish the following objectives during a disaster/emergency:

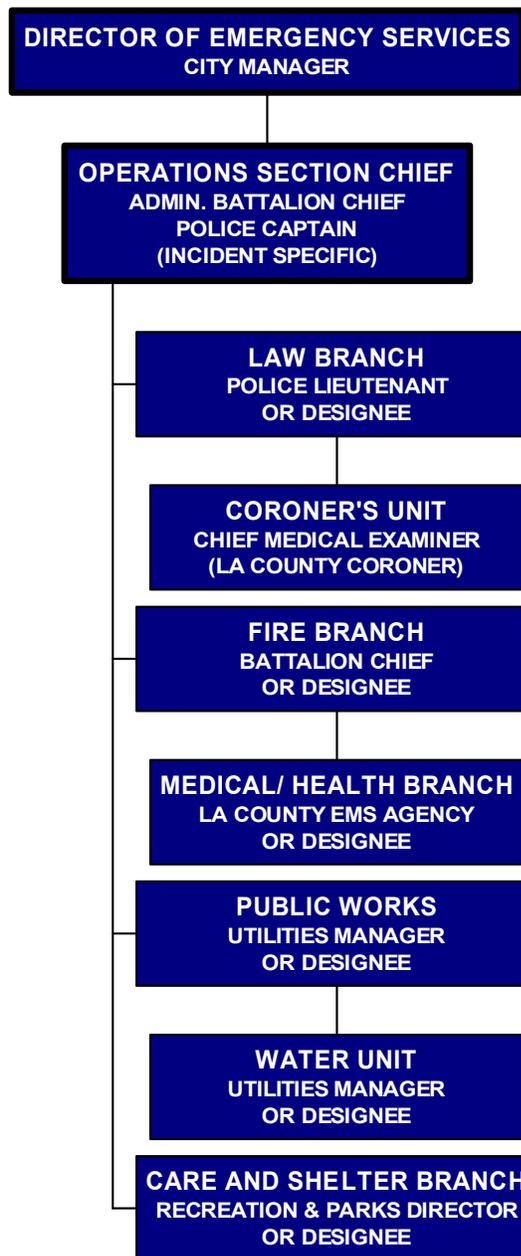
- Overall management and coordination of emergency response and recovery operations, including on-scene incident management as required.
- Coordinate and liaison with appropriate federal, state and other local government agencies, as well as applicable segments of private sector entities and volunteer agencies.
- Establish priorities and resolve any conflicting demands for support.
- Prepare and disseminate emergency public information to inform, alert and warn the public.
- Disseminate damage information and other essential data.

Primary Management Functions (summarized)

1. **Director of Emergency Services** - Responsibility: Overall management of the City of El Segundo's emergency response and recovery effort.
2. **EOC Policy Group** (comprised of the Police Chief, Fire Chief, Public Works Director, and other Department Heads as needed). Tasked with assisting the Director of Emergency Services in the development of rules, regulations, proclamations and orders.
3. **PIO Unit Leader** – Ensure that information support is provided on request; that information released is consistent, accurate, and timely and that appropriate information is provided to all required agencies (co-linked with the Planning & Intelligence Section).
 - a. **Public Information Officer** - Serve as the dissemination point for all media releases within the affected area. Other agencies wishing to release information to the public should coordinate through the Public Information function.
 - b. **Rumor Control Unit** – Ensure that information support is provided on request; that information released is consistent, accurate, and timely and that appropriate information is provided to all parties who request it.
4. **EOC Director** – Facilitate the overall functioning of the EOC, coordinate with other agencies and SEMS levels and serve as a resource to the Director of Emergency Services.

5. **EOC Legal Officer** – Act as the City Attorney; provide legal advice to the Director of Emergency Services in all legal matters relative to the emergency and assist in the proclamation of an emergency.
6. **Legislative Liaison** – Work closely with the Director of Emergency Services to ensure proper support from all legislative entities.
7. **Liaison Officer** – Serve as the point of contact for Agency Representatives from assisting organizations and agencies outside the city government structure; aid in coordinating the efforts of these outside agencies to reduce the risk of their operating independently.
8. **Safety Officer** - Identify and mitigate safety hazards and situations of potential City liability during EOC operations and ensure a safe working environment in the EOC.
9. **EOC Security Officer** – Security of all EOC facilities and personnel access.

OPERATIONS SECTION



OPERATIONS SECTION OVERVIEW

The EOC Operations Section's primary responsibility is to manage the tactical operation of various response elements involved in the disaster/emergency. These elements may include:

- Fire/Rescue/Hazardous Materials
- Law/Coroner
- Medical/Health
- Care and Shelter
- Public Works
- Building and Safety

The Administrative Battalion Chief/Battalion Chief or designee, Police Captain/designee, or Public Works Director/designee may fill the position of EOC Operations Section Chief. The EOC Operations Section Chief is determined by the nature of the incident and the agency with jurisdictional/investigative authority. The identified Fire, Police, and Public Works designees shall serve as first alternate. The Director of Emergency Services also may designate the EOC Section Chief.

The EOC Operations Section Chief will determine, based on present and projected requirements, the need for establishing specific and/or specialized branches/units. The following branches/units may be established as the need arises:

- Fire Branch
- Law Branch
- Coroner's Unit (County Coordinated Resource)
- Medical/Health Branch (County Coordinated Resource)
- Care and Shelter Branch
- Public Works Branch
- Building and Safety Branch (in coordination w/Planning & Intelligence Section)

The EOC Operations Section Chief may activate additional units as necessary to fulfill an expanded role.

OPERATIONS SECTION OBJECTIVES

The Operations Section is responsible for coordination of all response elements applied to the disaster/emergency. The EOC Operations Section carries out the objectives of the EOC Action Plan and requests additional resources as needed.

Primary Operations Section Functions (summarized)

EOC Operations Section Coordinator

The EOC Operations Section Chief, a member of the Director of Emergency Service's General (Management) Staff, is responsible for coordinating all jurisdictional operations in support of the emergency response through implementation of the City's EOC Action Plan and for coordinating all requests for mutual aid and other operational resources. The Coordinator is responsible for:

- Understanding the current situation.
- Predicting probable resource needs.
- Preparing alternative strategies for procurement and resources management.

Fire Branch

The Fire Branch is responsible for coordinating personnel, equipment and resources committed to the fire, field medical, search and rescue and hazardous materials elements of the incident.

Law Branch

The Law Branch is responsible for alerting and warning the public, coordinating evacuations, enforcing laws and emergency orders, establishing safe traffic routes, ensuring that security is provided at incident facilities, ensuring access control to damaged areas, ordering and coordinating appropriate mutual aid resources and assuming responsibility for the Coroner function in the absence of the Los Angeles County Coroner.

Medical/Health Branch

The Medical/Health Branch is a liaison position and will coordinate with Los Angeles County Operational Area for appropriate medical/health response and is responsible for managing personnel, equipment and resources to provide the best patient care possible and coordinating the provision of public health and sanitation.

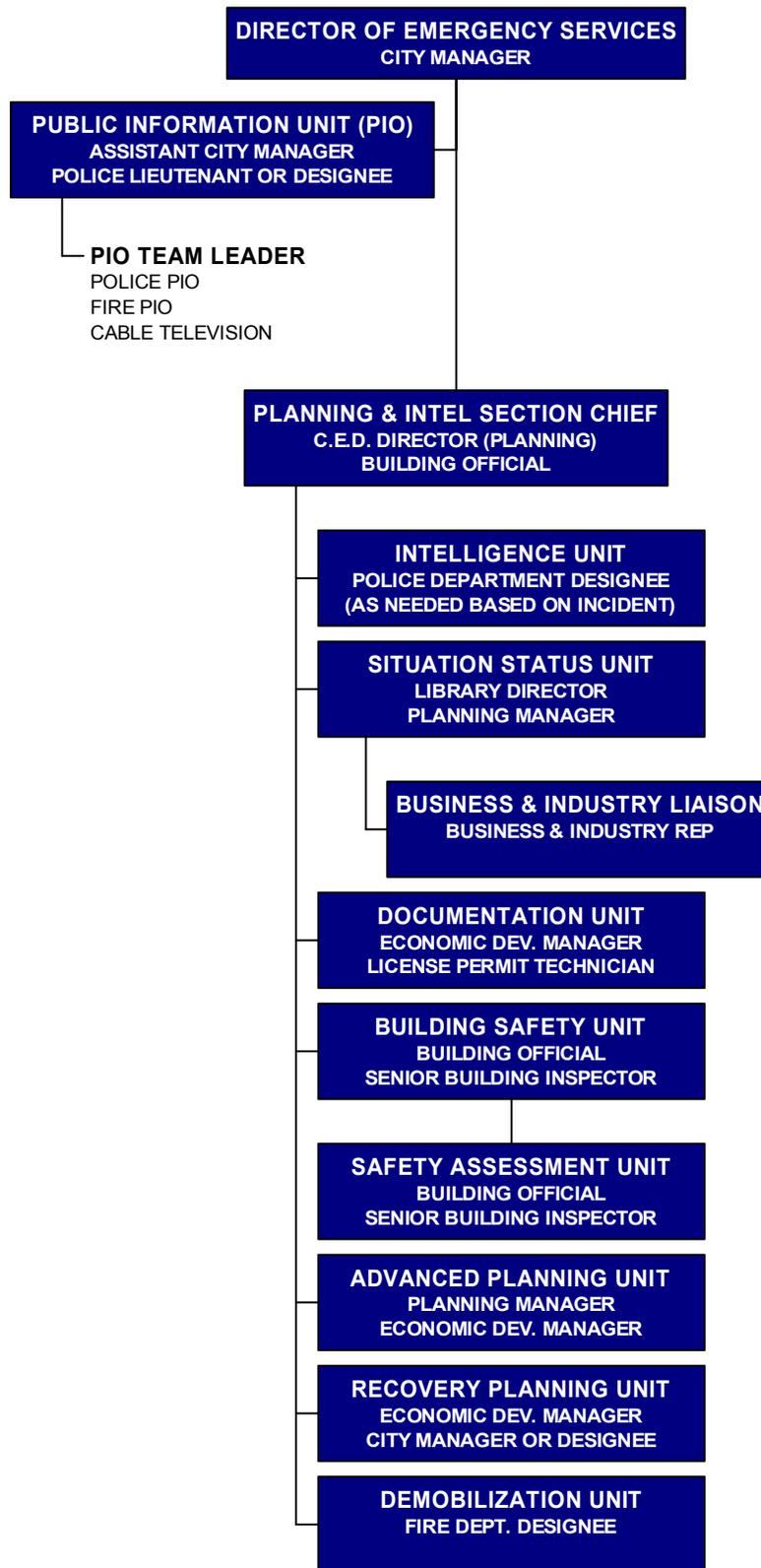
Care and Shelter Branch

The Care and Shelter Branch is responsible for providing care and shelter for disaster victims and will coordinate efforts with the American Red Cross and other volunteer agencies.

Public Works Branch

The Public Works Branch is responsible for coordinating all Public Works operations; maintaining public facilities, surviving utilities and services, as well as restoring those that are damaged or destroyed; assisting other functions with traffic issues, search and rescue, transportation, etc. as needed.

PLANNING AND INTELLIGENCE SECTION



PLANNING AND INTELLIGENCE SECTION OVERVIEW

The EOC Planning/Intelligence Section's primary responsibility is to collect, evaluate, display and disseminate incident information and status of resources. This Section functions as the primary support for decision-making to the overall emergency organization. This Section also provides anticipatory appraisals and develops plans necessary to cope with changing field events. During a disaster/emergency, other department heads will advise the EOC Planning/Intelligence Chief on various courses of action from their departmental level perspective.

PLANNING AND INTELLIGENCE SECTION OBJECTIVES

The EOC Planning/Intelligence Section ensures that safety/damage assessment information is compiled, assembled and reported in an expeditious manner to the various EOC sections, City departments and the Los Angeles County Operational Area via the Lennox Sheriff's Station EOC or Watch Commander, and or using the Emergency Management Information System (EMIS). The EOC Planning/Intelligence Section is also responsible for the detailed recording (Documentation Unit) of the entire response effort and the preservation of these records during and following the disaster. The EOC Planning/Intelligence Section will accomplish the following specific objectives during a disaster/emergency:

- Collect initial situation and safety/damage assessment information.
- Display situation and operational information in the Emergency Operations Center (EOC) using maps and visual aids.
- Disseminate intelligence information to the Director of Emergency Services, EOC Director, Public Information Officer, General Staff and the Los Angeles County Operational Area via the Lennox Sheriff's Station EOC or Watch Commander and or by using EMIS.
- Conduct mapping and recording operations.
- Prepare summary safety/damage assessment reports for dissemination to other sections, City departments, State OES, FEMA and the Los Angeles County Operational Area via the Lennox Sheriff's Station EOC or Watch Commander.
- Prepare required reports identifying the extent of damage and financial losses.
- Determine the City's post-event condition.
- Provide Planning/Intelligence support to other sections.
- Ensure accurate recording and documentation of the incident.
- Prepare the City's EOC Action Plan.
- Prepare the City's After-Action Report.
- Prepare a post-disaster recovery plan.
- Maintain proper and accurate documentation of all actions taken to ensure that all required records are preserved for future use and State OES and FEMA filing requirements.
- Acquire technical experts for special interest topics or special technical knowledge subjects.

Primary Planning & Intelligence Section Functions (summarized)

EOC Planning/Intelligence Section Chief

The EOC Planning/Intelligence Section Chief, a member of the Director of Emergency Service's General Staff, is responsible for the collection, evaluation, forecasting, dissemination and use of information about the development of the incident and status of resources. Information is needed to:

- Understand the current situation.
- Predict probable course of incident events.
- Prepare alternative strategies for the incident.

Situation Status Unit

The Situation Status Unit is responsible for the collection and organization of incident status and situation information. The Unit is also responsible for the evaluation, analysis and display of information for use by EOC staff.

Business & Industry Liaison

Under the supervision of the Situation Status Unit, and in coordination with the Public Information Unit, the Business & Industry Liaison will gather information from local business and industry officials on the status of their facilities, damage assessments, immediate needs, and other impacts from the incident. In addition, they will relay information from the City of El Segundo to local business and industry officials to facilitate the flow of information, address rumor control issues, evacuations, business closures, and other major issues.

Documentation Unit

The Documentation Unit is responsible for initiating and preparing the City's EOC Action Plans and After-Action Reports; maintaining accurate and complete incident files; establishing and operating an EOC Message Center; providing copying services to EOC personnel and preserving incident files for legal, analytical and historical purposes.

Building Safety Branch

The Building Safety Branch is responsible for the evaluation of all city-owned and private structures damaged in an incident. This will be accomplished by identifying damage in the community, collecting reports from the Operations Section, and assembling teams of engineers, inspectors and planners to evaluate and tag damaged buildings. This unit prepares detailed records of damage information and supporting the documentation process. This unit submits its findings to the Safety Assessment Unit.

Safety Assessment Unit

The Safety Assessment Unit compiles all records of damage assessed by the Building Safety Branch and Operations Sections. It is important to differentiate between two processes (damage assessment and safety assessment), as all safety assessment activity is reimbursable – damage assessment is not. The Building Safety Branch compiles the costs of damage and submits this information to the Operational Area, State, and Federal agencies. The Safety Assessment Unit responds to all known damage scenes,

conducts assessments to determine fitness for occupancy, safety, and immediate needs (water, gas, utilities, etc.) and any environmental safety issues that may pose a threat to the safety of individuals.

Advance Planning Unit

The Advance Planning Unit is responsible for developing reports and recommendations for future time periods and for preparing reports and briefings for use in strategy and/or planning meetings.

Recovery Planning Unit

The Recovery Unit is responsible for ensuring that the City receives all emergency assistance and disaster recovery costs for which it is eligible. The Unit is also responsible for all initial recovery operations and for preparing the EOC organization for transition to a recovery operations organization to restore the City to pre-disaster condition as quickly and effectively as possible.

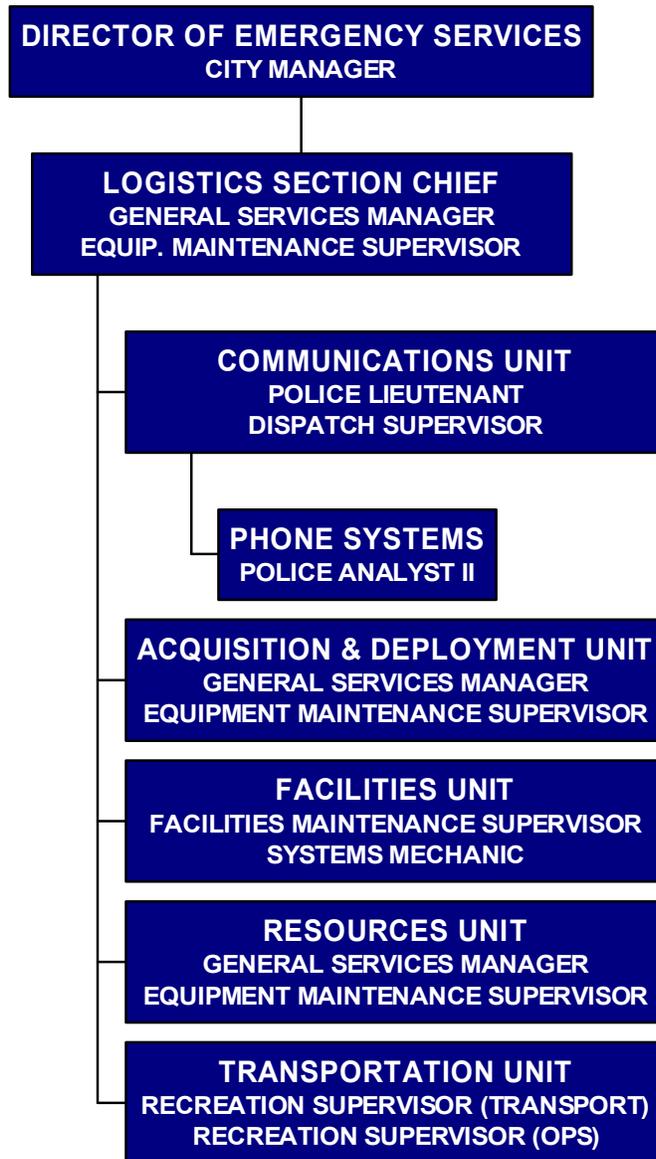
Technical Specialist

Technical Specialists are advisors with special skills needed to support a field or function not addressed elsewhere or by any other discipline. Technical Specialists (which may or may not be an employee of a public or private agency) may report to the EOC Planning/Intelligence Section Chief; may function within an existing unit such as the Situation Status Unit; form a separate unit if required or be reassigned to other parts of the organization, i.e. Operations, Logistics, or Finance/Administration.

Demobilization Unit

The Demobilization Unit is responsible for preparing a Demobilization Plan to ensure an orderly, safe and cost-effective release of personnel and equipment.

LOGISTICS SECTION



LOGISTICS SECTION OVERVIEW

The EOC Logistics Section's primary responsibility is to ensure the acquisition, transportation and mobilization of resources to support the response effort at the disaster sites, public shelters, EOCs, etc. This Section provides all necessary personnel, supplies and equipment procurement support. Methods for obtaining and using facilities, equipment, supplies, services and other resources to support emergency response at all operational sites during emergency/disaster conditions will be the same as that used during normal operations unless authorized by the Director of Emergency Services or emergency orders of the City Council.

LOGISTICS SECTION OBJECTIVES

The EOC Logistics Section ensures that all other sections are supported for the duration of the incident. Any personnel, equipment, supplies or services required by the other sections will be ordered through the EOC Logistics Section.

The EOC Logistics Section will accomplish the following specific objectives during a disaster/emergency:

- Collect information from other sections to determine needs and prepare for expected operations.
- Coordinate provision of logistical support with the Director of Emergency Services.
- Prepare required reports identifying the activities performed by the EOC Logistics Section.
- Determine the City's logistical support needs and plan for both immediate and long-term requirements.
- Maintain proper and accurate documentation of all actions taken and all items procured to ensure that all required records are preserved for future use and State OES and FEMA filing requirements.

Primary Logistics Section Functions (summarized)

EOC Logistics Section Chief

The Logistics Section Chief, a member of the Director of Emergency Service's General Staff, is responsible for supporting the response effort and the acquisition, transportation and mobilization of resources.

Information is needed to:

- Understand the current situation.
- Predict probable resource needs.
- Prepare alternative strategies for procurement and resources management.

Communications Unit

The Communications Unit manages all radio, data, and telephone needs of the EOC.

Acquisition & Deployment Unit

The Acquisition & Deployment Unit is responsible for obtaining all non-fire and non-law enforcement mutual aid materials, equipment and supplies to support emergency operations and arranging for delivery of those resources.

Facilities Unit

The Facilities Unit is responsible for ensuring that adequate facilities are provided for the response effort, including securing access to the facility and providing staff, furniture, supplies and materials necessary to configure the facility in a manner adequate to accomplish the mission.

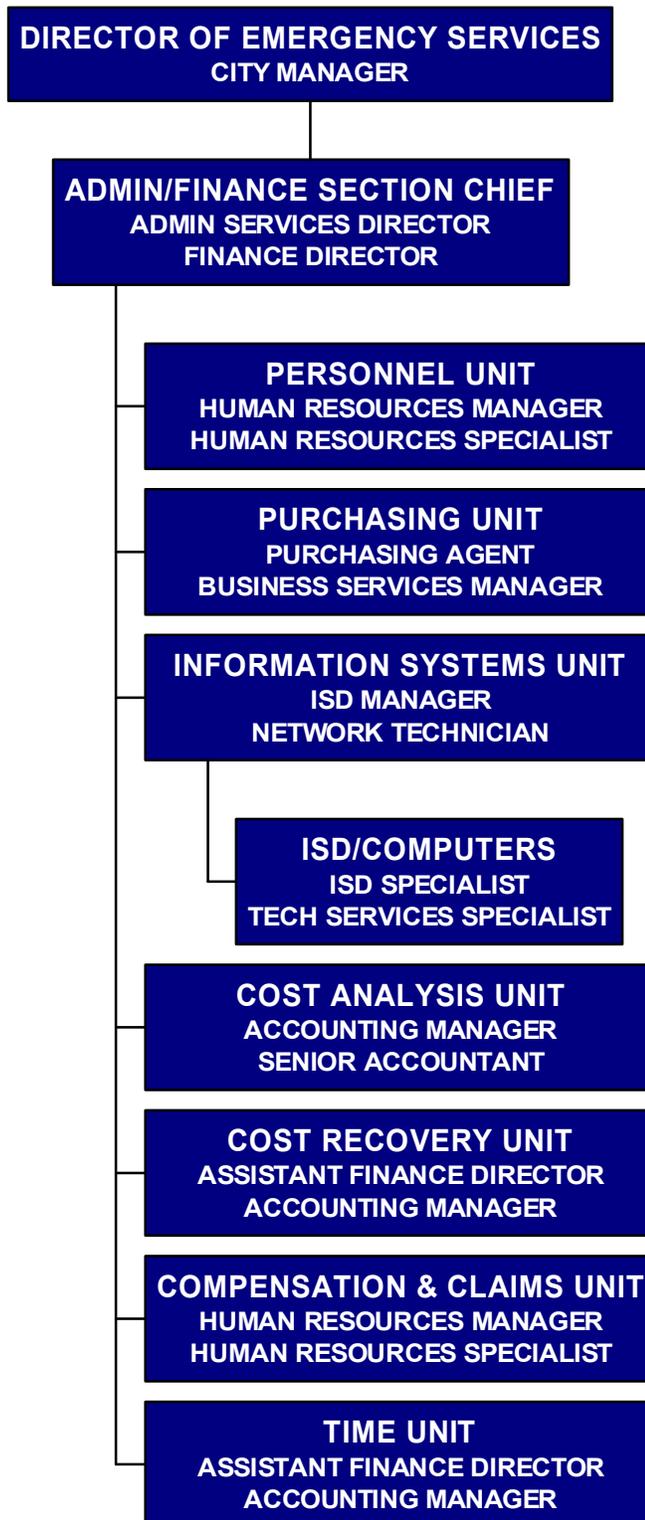
Resources Unit

The Resources Unit is responsible for maintaining detailed tracking records of resources allocation and use (resources already in place, resources requested but not yet on scene and estimates of future resource needs); for maintaining logs and invoices to support the documentation process and for resources information displays in the EOC. It cooperates closely with the Operations Section (to determine resources currently in place and resources needed) and with the Planning/Intelligence Section (to provide resources information to the EOC Action Plan).

Transportation Unit

The Transportation Unit is responsible for transportation of emergency personnel, equipment and supplies and for coordinating the Disaster Route Priority Plan.

FINANCE AND ADMINISTRATION SECTION



FINANCE AND ADMINISTRATION SECTION OVERVIEW

The EOC Finance/Administration Section's primary responsibility is to maintain to the greatest extent possible the financial systems necessary to keep the City functioning during a disaster/emergency. These systems include:

- Payroll Payments Revenue collection
- Claim processing
- Cost recovery documentation

The Section also supervises the negotiation and administration of vendor and supply contracts and procedures.

The extent of the disaster/emergency will determine the extent to which the EOC Finance/Administration Section will mobilize. In a low-level emergency, only part of the section will mobilize. In a wide-spread disaster that damages communications and systems, the entire section will mobilize.

FINANCE AND ADMINISTRATION SECTION OBJECTIVES

The EOC Finance/Administration Section acts in a support role in all disasters/emergencies to ensure that all required records are preserved for future use and State OES and FEMA filing requirements through maintenance of proper and accurate documentation of all actions taken. To carry out its responsibilities, the EOC Finance/Administration Section will accomplish the following objectives during a disaster/emergency:

EOC Finance/Administration Section Coordinator

The EOC Finance/Administration Section Chief supervises the fiscal management of response and recovery for the disaster/emergency; ensures that the payroll and revenue collection process continues and activates the Disaster Accounting System.

Personnel Unit

The Personnel Unit is responsible for obtaining, coordinating and allocating all non-fire and non-law enforcement mutual aid personnel support requests received; for registering volunteers as Disaster Services Workers and for managing EOC personnel issues and requests.

Purchasing Unit

The Purchasing Unit is responsible for administering all financial matters pertaining to purchases, vendor contracts, leases, fiscal agreements and tracking expenditures. The Purchasing Unit is responsible for identifying sources of equipment, preparation and signing equipment rental agreements, and processing all administrative paperwork associated with equipment rental and supply contracts, including incoming and outgoing mutual aid resources. The Purchasing Unit is also responsible for ensuring that all records identify scope of work and site-specific work location.

Information Systems Branch

The Information Systems Branch is responsible for managing all radio, data, and telephone needs of the EOC staff. This unit will work in close coordination with the Communications Unit in Logistics to obtain whatever resources are necessary to support EOC and field operations.

ISD/Computer Unit

The ISD/Computer Unit is responsible for establishing and managing all necessary computer support to the EOC staff and field units.

Cost Analysis Unit

The Cost Analysis Unit is responsible for providing cost analysis data for the incident to help the planning and recovery efforts. The Unit must ensure that all pieces of equipment and personnel that require payment are properly identified; obtain and record all cost data; analyze and prepare estimates of incident costs and maintain accurate records of incident costs.

The Cost Analysis Unit will be increasingly tasked to support the planning function in terms of cost estimates of resources used. The Unit must maintain accurate information on the actual costs for the use of all assigned resources.

Cost Recovery Unit

The Cost Recovery Unit should be activated at the onset of any disaster/emergency and is responsible for maintaining the Disaster Accounting System and procedures to capture and document costs relating to a disaster/emergency in coordination with other sections and departments. The Unit also acts as liaison with the disaster assistance agencies and coordinates the recovery of costs as allowed by law. Maintenance of records in such a manner that will pass audit is also an extremely important task of this Unit. *Accurate and timely documentation is essential to financial recovery.*

Compensation/Claims Unit

The Compensation/Claims Unit is responsible for managing the investigation and compensation of physical injuries and property damage claims involving the City of El Segundo arising out of an emergency/disaster, including completing all forms required by worker's compensations programs and local agencies, maintaining a file of injuries and illnesses associated with the incident and for providing investigative support of claims and for issuing checks upon settlement of claims.

Time Unit

The Time Unit is responsible for tracking hours worked by paid personnel, volunteers, contract labor, mutual aid and all others and ensuring that daily personnel time recording documents are prepared and compliance to agency's time policy is being met. The Time Unit is responsible for ensuring that time and equipment use records identify scope of work and site-specific work location consistent with initial safety/damage assessment records, sites and Damage Survey Reports (DSRs).

Personnel time and equipment use records should be collected and processed for each operational period as necessary. Records must be verified, checked for accuracy and posted according to existing policy. Excess hours worked must also be determined and separate logs maintained. Time and equipment use records must be compiled in appropriate format for cost recovery purposes.

RECOVERY OPERATIONS

Recovery Operations will address providing assistance individuals, families, and businesses to recover by ensuring that the following services are available, and by seeking additional resources if the community needs them:

- Assessment of the extent and severity of damage to homes and other property;
- Restoration of services such as water, food and medical assistance, utilities, etc.;
- Providing coordination and assistance to the community to allow the community access to information about how to address the repair of damaged homes, businesses, and other personal property;
- Provide or request professional counseling services when the sudden changes from the emergency have resulted in mental anguish and inability to cope.

The city's response to an emergency is driven by the type and magnitude of the emergency. The Recovery Section is not a stand-alone unit; rather it is likely to be a combination of efforts from already established from the 5 primary SEMS/ICS functional elements (Management, Operations, Planning & Intelligence, Logistics, and Finance & Administration).

Because of the complex nature of recovery, and the political and economic issues that will drive recovery efforts, the Director of Emergency Services and the City Council will take primary leadership in this area. These elements will establish policy, assign personnel, and establish the goals and objectives through policy decisions made by the Council. The Mayor, under local Ordinance, may convene the Disaster Council, or establish recovery type subcommittees to address the short and long terms issues affecting recovery.

It is the Recovery Section's responsibility to determine which units should be activated for the recovery effort. The following units may be established to support a Recovery Section as the need is identified and their primary responsibilities are:

Planning Unit (Planning & Intelligence Section):

- Land use and zoning or re-zoning for development of damaged areas.
- Environmental assessment.
- Housing programs and assistance.

Building Safety Unit (Operations Section)

- Building and Safety inspections
- Demolition and debris removal
- Restoration of utility services

Finance and Administration Section

- Accounting and claims processing
- Contracting for recovery service and supplies
- Applications for disaster financial assistance
- Liaison with assistance providers
- Disaster financial assistance project management
- On-site recovery support

Mental Health Unit

- Mental health services to city employees
- Mental health services to the community (Operations)

Recovery Activities - Common terms for recovery activities are listed below:

- **Category A: Debris Clearance**

Clearance of debris, wreckage, demolition, and removal of buildings damaged beyond repair.

- **Category B: Protective Measures**

Measures to eliminate or lessen immediate threats to life, and public health, and safety.

- **Category C: Roads & Bridges**

All non-emergency work and any that may require more time for decision-making, preparation of detailed design, construction plans, cost estimates, and schedules.

- **Category D: Water Control Facilities**

Includes flood control, drainage, levees, dams, dikes, irrigation works, seawalls, and bulkheads.

- **Category E: Public Buildings and Equipment**

Buildings, vehicles or other equipment, transportation systems, fire stations, supplies or inventory, higher education facilities, libraries, and schools.

- **Category F: Utilities**

Water supply systems, sanitary sewerage treatment plants, storm drainage, light/power.

- **Category G: Other**

Park facilities, piers, boat ramps, public and private non-profit facilities, recreational facilities, playground equipment.

Recovery occurs in two phases: short and long term.

Short Term Recovery

Begins during the response phase of the emergency. The major objectives include:

- Debris removal and clean up; and
- Coordinated restoration of essential services (electricity, water, gas, and sewage systems).

Long Term Recovery

Begins after the emergency, or concurrently (depending on the resources available). The major objectives are:

- Coordinate with the Operational Area (the County of Los Angeles) to provide for long-term social and health services.
- Re-establish the city's local economy to pre-disaster levels;
- Recovery of the city disaster response costs; and
- Identify future mitigation strategies.