



Agenda Item #: \_\_\_\_\_

# Staff Report

## City of Manhattan Beach

**TO:** Honorable Mayor Montgomery and Members of the City Council

**THROUGH:** Geoff Dolan, City Manager

**FROM:** Scott Ferguson, Fire Chief  
Frank Chiella, Battalion Chief

**DATE:** February 17, 2009

**SUBJECT:** Considerations of Resolutions Adopting the Updated Emergency Operations Plan

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### **RECOMMENDATION:**

Staff recommends that City Council adopt Resolution No.6175 which adopts the updated Emergency Operations Plan (“EOP”) and authorizes the City Manager to amend and update the Plan as needed in the future. Staff also recommends that City Council adopt Resolution No.6174 which adopts the National Incident Management System (NIMS) as the basis for all incident management in the city of Manhattan Beach.

The adoption of NIMS is a requirement for the EOP to be approved by the State of California and FEMA. Approval of the EOP by the State of California ensures that the City of Manhattan can apply for the maximum disaster assistance available from both the State and Federal Governments. Further, adoption legitimizes the plan and authorizes departments and their staffs to execute their responsibilities.

### **BACKGROUND:**

The Emergency Operations Plan addresses the City of Manhattan Beach’s planned response to extraordinary emergency situations associated with natural disasters, technological incidents, and national security emergencies in both war and peacetime. The plan does not address normal day-to-day emergencies or the well-established and routine procedures used in coping with such emergencies. Instead, the operational concepts reflected in this plan focus on potential large-scale disasters, which can generate unique situations requiring unusual emergency responses. Such disasters pose major threats to life, the environment and property and can impact the well being of large numbers of people.

This plan integrates regulations pertaining to California’s Standardized Emergency Management System, while meeting the requirements of the concepts and principles established in federal National Incident Management System regulations.

The City of Manhattan Beach created the Emergency Operations Plan founded in the ICS principles and concepts within California's Standardized Emergency Management System (SEMS) and the National Incident Management System (NIMS). SEMS and NIMS are compatible guidelines, and the City of Manhattan Beach recognizes these policies and utilizes SEMS/NIMS as a basis for the Incident Command System (ICS) structure. The Emergency Operations Plan creates a standard incident management system that is scalable and modular, and can be used in incidents of any size or complexity. These functional areas include command, operations, planning, logistics and finance. The SEMS/NIMS incorporate such principles as Unified Command (UC) and Area Command (AC), ensuring further coordination for incidents involving multiple jurisdictions or agencies at any level of government.

This plan is a preparedness document designed to be read, understood, and exercised prior to an emergency. It provides the planning basis for hazard identification, hazard mitigation, disaster preparedness, emergency response, and recovery efforts. The Plan creates a uniform structure for emergency management. It is designed to include the City of Manhattan Beach as part of the California Standardized Emergency Management System (SEMS). However, it is written primarily for (1) City Management Staff, (2) City Employees, (3) Federal, State and County Governments, (4) Special Districts who serve City of Manhattan Beach residents, and (5) Private and volunteer organizations involved in emergencies.

City departments identified in this plan will develop and maintain current Standard Operating Procedures (Department SOPs), which will detail how their assigned responsibilities will be performed to support implementation of the Emergency Operations Plan.

Emergency Planning Consultants was contracted to assist the City in drafting the Emergency Operations Plan and associated operational documents and guidelines. A Planning Team was formed consisting of representatives from the Fire Department, Police Department, Public Works Department, Human Resources, Parks and Recreation, Community Development Department, Management Services, and Finance Department.

The Emergency Operations Plan update was based in part on the 1991 City of Manhattan Beach Multi-Hazard Functional Plan. In addition to updating the 1991 plan, many changes were required in order to comply with state and federal regulations pertaining to homeland security.

In advance of tonight's City Council meeting, review copies of the Emergency Operations Plan were available at the Fire Station #1, Community Development Department, Website, Library and City Clerk's Office.

**DISCUSSION:**

*Emergency Operation Plan*

There are two documents that guide the City's emergency response activities during a major emergency or disaster. Those documents are the Emergency Operations Plan (EOP) and the Emergency Operations Center Manual (EOC Manual). The EOP contains information on the overall organizational and operational concepts relative to response and recovery, as well as an

overview of potential hazards. The intended audience of the EOP is the City's decision makers and managers. The EOC Manual contains descriptions of the emergency response organization and emergency action checklists for departments with responsibilities in the City's Emergency Operations Center. The EOC Manual is operational in nature and its intended audience is departments with EOC responsibilities and individuals assigned duties in the EOC.

The Plan identifies nearly fourteen natural and human-caused hazards that could result in significant impacts to the City. The EOP identifies an emergency organization and action checklists for departments to manage vital resources and services during a response to a major emergency or disaster.

#### National Incident Management System (NIMS)

In 1995 the Standardized Emergency Management System (SEMS) was implemented in California. The law stipulated that local governments must use SEMS in responding to emergencies involving multiple jurisdictions or multiple agencies in order to be eligible for state funding of response related personnel costs. Therefore, local governments are required to use SEMS when a local emergency is declared or proclaimed or the local government emergency operations center (EOC) is activated. Coordination and communication must be through emergency operation centers. When assistance is needed we use existing mutual aid agreements that are currently in place. Coordination and communication within the Operational Area (Los Angeles County) is essential to providing the few resources to the area of most need. The City of Manhattan Beach adopted SEMS. We also signed the agreement for participation in the Los Angeles County Operational Area.

In 2004 the federal government implemented the National Incident Management System (NIMS). The principles and concepts of NIMS are the same as the SEMS with a few nuances. As with SEMS, the City of Manhattan Beach needs to adopt NIMS formally in order to continue eligibility for federal grants and for reimbursement for costs expended during major emergency and disaster response and recovery operations. On tonight's agenda is the updated City of Manhattan Beach Emergency Operations Plan reflecting the new standards associated with the National Incident Management System. Additionally, the City's Emergency Operations Planning Committee (at least one representative from each department) continues to meet and plan for the prevention, response and recovery of large emergencies that may affect the City of Manhattan Beach.

#### Emergency Operation Center Follow-up

At the special council meeting held December 18, 2008, Council raised several issues concerning emergency preparedness in Manhattan Beach and asked staff to report back to Council on those issues. The following is a status update on those issues.

*Training for City Council:* All elected City Officials, including City Council Members, are required to complete 3 NIMS courses. They are SEMS Executive, ICS 402, NIMS IS 700, all courses are approximately 1-2 hours in length. A certificate of your completion of these courses needs to be submitted to the Fire Department for proper documentation. ICS 402 is planned to be presented to the entire City Council in the second quarter of this year. Any Council Members who need to complete the other courses can make arrangements to do so

with the Fire Department.

*City relationship with partnering agencies:* Discussions are currently underway with the School District and Red Cross for better communication and coordination during a disaster and future discussions with other non profit agencies and Faith-based Organizations are planned for the near future.

*Managing emergency preparedness information:* Updated information will continue to be placed on the Intranet/Internet. The City Newsletter will provide disaster preparation to the entire community; see attachment E. Implementation of the Hazard Mitigation Plan has begun. The Emergency Operation Plan will provide a systematic and organized approach for disaster response; see attachment C. The Emergency Operation Manual clarifies the roles and responsibilities of the personnel assigned to the Emergency Operations Center.

*Review of the EOC Organizational Chart:* The Emergency Operations Center Organizational Chart has been updated; see attachment D.

*Budget needs analysis:* The Emergency Planning Team will be prioritizing Department needs and submit one request for funding into the 2009-10 budget process.

*City Emergency Preparedness Team:* The team comprised of representatives from each Department has identified Goals and Objectives related to disaster preparedness for 2009. The City of Manhattan Beach will also participate in the statewide Golden Guardian disaster exercise scheduled for this November.

*Furthering community involvement in disaster preparedness:* CERT has completed its first class for 2009 and a second class is planned for September and additional training for current members is being planned on a quarterly basis. Neighborhood Watch through Map Your Neighborhood is continuing to prepare our residents to be self sufficient for three to seven days. Senior housing residents are receiving instruction in disaster preparedness. The Fire and Police Departments are continuing there efforts with the School District to improve disaster preparedness and potential community shelters at the different school sites.

*Need for a City Disaster Coordinator:* The Fire Department currently provides the City coordination for disaster preparedness and the responsibilities of that role is currently under review by the Fire Department.

**PLAN APPROVAL:**

Following approval of the Emergency Operations Plan by the City Council, the Plan will be submitted to the State's Office of Emergency Services (OES). The OES staff will provide a preliminary review of the document and provide input back to the City on the suitability and adequacy of the Plan. The EOP is expected to be approved by State in 6 to 8 months, however the City of Manhattan Beach will use the attached version of the EOP in training exercises as it did in the November Golden Guardian Exercise and in the event a real disaster should occur prior to approval by the State's Office of Emergency Services.

Agenda Item #: \_\_\_\_\_

**ATTACHMENTS:**

- A. NIMS Resolution No. 6174
- B. EOP Resolution No. 6175
- C. Emergency Operations Plan
- D. Emergency Operations Organizational Chart
- E. March 2009 City Newsletter article providing disaster preparedness information.

RESOLUTION NO. 6174

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MANHATTAN BEACH, CALIFORNIA, ESTABLISHING THE NATIONAL INCIDENT MANAGEMENT SYSTEM (NIMS) AS THE CITY'S STANDARD FOR INCIDENT MANAGEMENT.

SECTION 1. The City Council hereby makes the following findings:

WHEREAS, the President in Homeland Security Directive (HSPD)-5, directed the Secretary of the Department of Homeland Security to develop and administer a National Incident Management System (NIMS), which would provide a consistent nationwide approach for federal, state, local, and tribal governments to work together more effectively and efficiently to prevent, prepare for, respond to and recover from domestic incidents, regardless of cause, size or complexity; and

WHEREAS, the collective input and guidance from all federal, state, local, and tribal homeland security partners has been, and will continue to be, vital to the development, effective implementation and utilization of a comprehensive NIMS; and

WHEREAS, it is necessary and desirable that all federal, state, local and tribal emergency agencies and personnel coordinate their efforts to effectively and efficiently provide the highest levels of incident management; and

WHEREAS, to facilitate the most efficient and effective incident management it is critical that federal, state, local, and tribal organizations utilize standardized terminology, standardized organizational structures, interoperable communications, consolidated action plans, unified command structures, uniform personnel qualification standards, uniform standards for planning, training, and exercising, comprehensive resource management, and designated incident facilities during emergencies or disasters; and

WHEREAS, the NIMS standardized procedures for managing personnel, communications, facilities and resources will improve the cities ability to utilize federal funding to enhance local and state agency readiness, maintain first responder safety, and streamline incident management processes; and

WHEREAS, the Incident Command System components of NIMS are already an integral part of various incident management activities throughout the city, including current emergency management training programs; and

WHEREAS, the National Commission on Terrorist Attacks (9-11 Commission) recommended adoption of a standardized Incident Command System.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF MANHATTAN BEACH, CALIFORNIA, DOES RESOLVE AS FOLLOWS:

SECTION 2. The City Clerk shall make this Resolution reasonably available for public inspection within thirty (30) days of the date this Resolution is adopted.

SECTION 3. This resolution shall take effect immediately.

SECTION 4. The City Clerk shall certify to the adoption of this Resolution and thenceforth and thereafter the same shall be in full force and effect.

SECTION 5. The City Clerk shall certify to the passage and adoption of this resolution; shall cause the same to be entered among the original resolutions of said City; and shall make a minute

of the passage and adoption thereof in the records of the proceedings of the City Council of said City in the minutes of the meeting at which the same is passed and adopted.

PASSED, APPROVED and ADOPTED this 17<sup>th</sup> day of February, 2009.

Ayes:  
Noes:  
Absent:  
Abstain:

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Mayor, City of Manhattan Beach,  
California

ATTEST:

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City Clerk

RESOLUTION NO. 6175

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MANHATTAN BEACH, CALIFORNIA, ACCEPTING THE EMERGENCY OPERATIONS PLAN AS THE DIRECTIVE FOR ESTABLISHING AN EMERGENCY ORGANIZATION.

WHEREAS, the preservation of life and property is an inherent responsibility of local, state and federal government; and

WHEREAS, the City has prepared this Emergency Operations Plan (EOP) to ensure the most effective and economical allocation of resources for the maximum benefit and protection of the civilian population in time of emergency; and

WHEREAS, while no plan can prevent death and destruction, good plans carried out by knowledgeable and well trained personnel can and will minimize losses; and

WHEREAS, this plan establishes the emergency organization, assigns tasks, specifies policies and general procedures, and provides for coordination of planning efforts of the various emergency staff and service elements utilizing the Standardized Emergency Management System (SEMS) and the National Incident Management System (NIMS) and the objective of this plan is to incorporate and coordinate all the facilities and personnel of the City into an efficient organization capable of responding to any emergency; and

WHEREAS, this Emergency Operations Plan is an extension of the California Emergency Plan and it will be reviewed and exercised periodically and revised as necessary to meet changing conditions; and

WHEREAS, this Emergency Operations Plan is a companion document to the Hazard Mitigation Plan; and

WHEREAS, the City Council of the City of Manhattan Beach gives its full support to this Emergency Operations Plan and urges all officials, employees and citizens, individually and collectively, to do their share in the total emergency effort of the City; and

Concurrence of this promulgation letter constitutes the adoption of the Standardized Emergency Management System, the National Incident Management System and the Incident Command System by the City. This EOP will become effective on adoption by the City Council.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF MANHATTAN BEACH, CALIFORNIA, DOES RESOLVE AS FOLLOWS:

SECTION 2. The City Clerk shall make this Resolution reasonably available for public inspection within thirty (30) days of the date this Resolution is adopted.

SECTION 3. This resolution shall take effect immediately.

SECTION 4. The City Clerk shall certify to the adoption of this Resolution and thenceforth and thereafter the same shall be in full force and effect.

SECTION 5. The City Clerk shall certify to the passage and adoption of this resolution; shall cause the same to be entered among the original resolutions of said City; and shall make a minute of the passage and adoption thereof in the records of the proceedings of the City Council of said City in the minutes of the meeting at which the same is passed and adopted.



PASSED, APPROVED and ADOPTED this 17<sup>th</sup> day of February, 2009.

Ayes:  
Noes:  
Absent:  
Abstain:

\_\_\_\_\_  
Mayor, City of Manhattan Beach,  
California

ATTEST:

\_\_\_\_\_  
City Clerk

# Emergency Operations Plan



**February 2, 2009**

**EMERGENCY OPERATIONS PLAN  
TABLE OF CONTENTS**

<b><u>BASIC PLAN</u></b>	<b><u>PAGE</u></b>
Foreword .....	Basic Plan - 4
Record of Revisions .....	Basic Plan - 9
Distribution List.....	Basic Plan - 10
Emergency Organization Matrix .....	Basic Plan - 11
Signed Concurrences by Primary Departments/Agencies.....	Basic Plan - 12
Purpose of Emergency Operations Plan .....	Basic Plan - 13
California and Federal Regulations .....	Basic Plan - 18
Continuity of Government.....	Basic Plan - 21
Public Awareness and Education .....	Basic Plan - 21
Training and Exercises.....	Basic Plan - 22
Alerting and Warning.....	Basic Plan - 23
Authorities and References .....	Basic Plan - 33
Hazard Mitigation .....	Basic Plan - 37
Mutual Aid .....	Basic Plan - 41
Chart 1: Mutual Aid System Flow Chart .....	Basic Plan - 45
Chart 2: State Mutual Aid Region Map.....	Basic Plan - 46
Chart 3: Mutual Aid Coordinators Flow Chart.....	Basic Plan - 47
<b>EOP Appendices</b>	
<b><u>Appendix One – Definitions</u></b>	
Glossary .....	Basic Plan - 50
Acronyms .....	Basic Plan - 74
<b><u>Appendix Two - Legal Documents</u></b>	
EOP Resolution No. _____ .....	Basic Plan - 82
NIMS Resolution No. _____ .....	Basic Plan - 83
Good Samaritan Liability .....	Basic Plan - 84
Orders and Regulations which may be Selectively Promulgated by the Government during a State of Emergency .....	Basic Plan - 85
Orders and Regulations Promulgated by the Government to take effect upon the Existence of a State of War Emergency .....	Basic Plan - 87
California Disaster and Civil Defense Master Mutual Aid Agreement.....	Basic Plan - 90
City of Manhattan Beach Emergency Services Ordinance No. 1259 .....	Basic Plan - 94

# **Manhattan Beach Emergency Operations Plan**

---

Resolution No. 4986 adopting the Mutual Aid Agreement.....	Basic Plan - 100
Resolution No. 4690 adopting the Public Works Mutual Aid Agreement with Los Angeles County .....	Basic Plan – 102
Resolution No. 3479 adopting Workmen’s Compensation Benefits for Registered Volunteer “Disaster Service Workers” .....	Basic Plan - 104
Resolution No. 5137 adopting Workmen’s Compensation Benefits for Reserve/Volunteer Police Officers and City Volunteers .....	Basic Plan – 106
Adoption of Multi-Hazard Functional Plan (1992).....	Basic Plan - 107
National Fire Protection Association – Standard 1600 .....	Basic Plan – 109
<u>Appendix Three - Threat Summary</u>	
Threat Summary .....	Basic Plan - 112

## **EOC MANUAL (Operational Document – Under Separate Cover)**

### **Management Section**

#### EOC Director

- Public Information Officer
- Liaison Officer
  - Agency Representative(s)
- Safety Officer
- Security Officer
- EOC Coordinator

### **Operations Section**

#### Operations Section Chief

- Fire & Rescue
- Law Enforcement
- Construction & Engineering
- Health & Welfare

### **Planning & Intelligence Section**

#### Planning & Intelligence Section Chief

- Situation Analysis
- Mapping
- Documentation
- Advance Planning
- Demobilization
- Technical Specialists

# **Manhattan Beach Emergency Operations Plan**

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## **Logistics Section**

Logistics Section Chief

- Resource Tracking
- Communications
- Information Systems
- Transportation
- Personnel
- Supply & Procurement
- Facilities

## **Finance & Administration Section**

Finance & Administration Section Chief

- Recovery
- Time Keeping
- Purchasing
- Compensation & Claims
- Cost Accounting

## **EOC Manual - Appendices**

Appendix One - Forms

Appendix Two - Management Section Support Documentation

Appendix Three - Operations Section Support Documentation

Appendix Four - Planning & Intelligence Section Support Documentation

Appendix Five - Logistics Section Support Documentation

Appendix Six - Finance & Administration Section Support Documentation

Appendix Seven - SEMS/NIMS

Appendix Eight - Contact Lists

Appendix Nine - Training & Exercises: Standards, Records, and After-Action Reports

## **FOREWORD**

This Emergency Operations Plan addresses the City of Manhattan Beach's planned response to extraordinary emergency situations associated with natural disasters, technological incidents, and national security emergencies in both war and peacetime. The plan does not address normal day-to-day emergencies or the well-established and routine procedures used in coping with such emergencies. Instead, the operational concepts reflected in this plan focus on potential large-scale disasters, which can generate unique situations requiring unusual emergency responses. Such disasters pose major threats to life, the environment and property and can impact the well being of large numbers of people.

This plan integrates regulations pertaining to California's Standardized Emergency Management System (SEMS), while meeting the requirements of the concepts and principles established in federal National Incident Management System (NIMS) regulations. Homeland Security Presidential Directive 5 (HSPD 5) directs the United States Department of Homeland Security (USDHS) to lead a coordinated national effort with other federal departments and agencies and State, Local and Tribal governments to establish a National Response Plan (NRP) and the National Incident Management System.

The City of Manhattan Beach created the Emergency Operations Plan founded in the ICS principles and concepts within the Standardized Emergency Management System (SEMS). The SEMS and the NIMS are compatible plans, and the City of Manhattan Beach recognizes these policies and utilizes the SEMS/NIMS as a basis for the Incident Command System (ICS) structure. The SEMS/NIMS create a standard incident management system that is scalable and modular, and can be used in incidents of any size/complexity. These functional areas include command, operations, planning, logistics and finance/administration. The SEMS/NIMS incorporate such principles as Unified Command (UC) and Area Command (AC), ensuring further coordination for incidents involving multiple jurisdictions or agencies at any level of government.

Homeland Security Presidential Directive 8 (HSPD 8) is a companion policy to HSPD 5, and will provide guidance and standards, through the NIMS Integration Center (NIC), for preparedness activities, to include training, exercising, employee certification, credentialing and National Resource Typing Protocols.

This plan is a preparedness document designed to be read, understood, and exercised prior to an emergency. It provides the planning bases for hazard identification, hazard mitigation, disaster preparedness, emergency response, and recovery efforts. The Plan creates a uniform structure for emergency management. It is designed to include the City of Manhattan Beach as part of the California Standardized Emergency Management System (SEMS). However, it is written primarily for (1) City Management Staff, (2) City Employees, (3) Federal, State and County Governments, (4) Special

## **Manhattan Beach Emergency Operations Plan**

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Districts who serve City of Manhattan Beach residents, and (5) Private and volunteer organizations involved in emergencies.

City departments identified in this plan will develop and maintain current Standard Operating Procedures (Department SOPs), which will detail how their assigned responsibilities will be performed to support implementation of the Emergency Operations Plan.

### **ASSUMPTIONS**

- The City of Manhattan Beach is primarily responsible for emergency actions and will commit all available resources to save lives, minimize injury to persons and minimize damage to property.
- The City of Manhattan Beach will utilize SEMS/NIMS/ICS in emergency response operations.
- The City will use the Incident Command System (ICS) and the Multi-Agency Coordination System (MACS) at all incidents and events.
- The Director of Emergency Services will coordinate the City's disaster response in conformance with Emergency Services Ordinance No. 1259.
- The City of Manhattan Beach will participate in the Los Angeles County Operational Area.
- The resources of the City of Manhattan Beach will be made available to local agencies and citizens to cope with disasters affecting this area.
- The City will commit its resources to a reasonable degree before requesting mutual aid assistance.
- Mutual Aid assistance will be requested when disaster relief requirements exceed the City's ability to meet them.

### **EMERGENCY MANAGEMENT GOALS**

- Provide effective life safety measures and reduce property loss.
- Provide for the rapid resumption of impacted businesses and community services.
- Provide accurate documentation and records required for cost recovery efforts.

### **ORGANIZATION OF THE EMERGENCY OPERATIONS PLAN**

- **Basic Plan.** The **Basic Plan** contains information on the overall organizational and operational concepts relative to response and recovery, as well as an overview of potential hazards. The intended audience of the Basic Plan is the City's decision makers and managers.
- **EOC Manual (separate document).** The **EOC Manual** contains descriptions of the emergency response organization and emergency action checklists. The intended audience of the **EOC Manual** is the EOC staff. The **EOC Manual – Appendix** contains the reference materials identified in the EOC Manual.

### **ACTIVATION OF THE EMERGENCY OPERATIONS PLAN**

- On the order of the official designated by the City of Manhattan Beach's Ordinance No. 1259, provided that the existence or threatened existence of a Local Emergency

## **Manhattan Beach Emergency Operations Plan**

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has been proclaimed in accordance with the ordinance. (Ordinance No. 104 defines “emergency” as the actual or threatened existence of conditions of disaster or of extreme peril to the safety of persons and property within the City caused by such conditions as fire, flood, wind, or earthquake).

- When the Governor has proclaimed a State of Emergency in an area including this jurisdiction.
- Automatically on the proclamation of a State of War Emergency as defined in California Emergency Services Act (Chapter 7, Division 1, Title 2, California Government Code).
- A Presidential declaration of a National Emergency.
- Automatically on receipt of an attack warning or the observation of a nuclear detonation.

### **HAZARDOUS MATERIALS**

The Los Angeles County Fire Department is designated as the Administering Agency for hazardous materials for the City of Manhattan Beach as required by Chapter 6.95 of the Health and Safety Code. This Emergency Operations Plan complies with and relies on the City’s hazardous materials response plan as required by NRT1-A.

### **APPROVAL AND PROMULGATION**

This plan will be reviewed by all departments/agencies assigned a primary function in the Emergency Responsibilities Matrix (**EOC Manual - Management Section**). Upon completion of review and written concurrence by these departments/agencies, the plan will be submitted to the State Office of Emergency Services (Los Alamitos) for review and then to the City Council for review and approval. Upon concurrence by the City Council, the plan will be officially adopted and promulgated.

### **TRAINING, EXERCISING, AND MAINTENANCE OF EOP**

The City’s Emergency Services Coordinator (Manhattan Beach Fire Department Battalion Chief) is responsible for coordination and scheduling of training and exercising of this plan. The City of Manhattan Beach’s Emergency Management Organization will conduct regular exercises of this plan to train all necessary City staff in the proper response to disaster situations.

An exercise is a simulation of a series of emergencies for identified hazards affecting the City. During these exercises, emergency response organizations are required to respond as though a real emergency had occurred. The public will be made aware of these exercises through normal media communications.

The plan will be reviewed every three years to ensure that plan elements are valid and current. Each responsible department or agency will review and upgrade its portion of the plan and/or modify its SOP as required based on identified deficiencies experienced in drills, exercises or actual occurrences. Changes in government structure and emergency response organizations will also be considered in the plan revisions.



## **Manhattan Beach Emergency Operations Plan**

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The plan will be evaluated through actual use, trainings, and exercises. The results of the evaluations will be gathered and reviewed by the Emergency Services Coordinator. The Coordinator is responsible for making revisions to the Emergency Operations Plan that will enhance the conduct of response and recovery operations. The Coordinator will prepare, coordinate, publish and distribute any necessary changes to the plan to all City departments and other agencies as shown on the Distribution List on page 10. The Coordinator will also review documents that provide the legal basis for emergency planning to ensure conformance to SEMS/NIMS requirements and modify as necessary.

The appropriate SEMS/NIMS/ICS training, e.g. IS-100 Basic Incident Command System and IS-700 National Incident Management System, or the equivalent, will be provided to all responders, commensurate with individual responsibilities. Exercises will be conducted utilizing the concepts and principles of the SEMS/NIMS.

### **AMERICANS WITH DISABILITIES ACT EMERGENCY MANAGEMENT PLAN COMPLIANCE**

The City of Manhattan Beach, valuing its diverse population and attending to all community needs, strives to comply with the Americans with Disability Act (ADA). This need became evident after significant challenges surfaced following the 1989 Loma Prieta Earthquake and the 1994 Northridge Earthquake. The City must ensure that disaster planning, response, and recovery takes into consideration the citizens highlighted in the Americans with Disability Act.

To ensure inclusive disaster planning, the City of Manhattan Beach trains its entire city staff, including members of public safety divisions, in cultural sensitivity. This training ensures that employees are aware of the special needs of community members. The training provided by the Risk Management Department also ensures that employees understand the diversity within the disability community and the limitations placed on disabled citizens inappropriately by unfriendly community facilities and programs. To further strengthen disaster planning, emergency management will work with the public education division to ensure proper outreach to disability-focused agencies for cooperation, involvement, and insight.

After a disaster strikes, response to citizens-in-need will be initiated without prejudice. However, ample opportunity for exclusion may surface when providing disabled citizens with critical needs such as shelter and important recovery information. The City will therefore depend and coordinate with the American Red Cross. According to the *1996 Statement of Operational Relationship* between the California Department of Social Services and the American Red Cross, the Red Cross will make every effort possible to select shelter sites that are accessible for citizens with disabilities and work to include compensatory equipment in their shelter design. Furthermore, the American Red Cross will provide disabled shelter residents with appropriate literature and through the use of their human relations liaisons; they will ensure the needs of their clients are being met in accordance with the ADA. The City of Manhattan Beach will work closely with the American Red Cross, California Department of Social Services, County of Los Angeles

## **Manhattan Beach Emergency Operations Plan**

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Public Social Services, and the California Department of Rehabilitation to ensure that other response and recovery needs such as food, transportation, and communication are appropriately addressed.

**Manhattan Beach Emergency Operations Plan**

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**RECORD OF REVISIONS**

Record corrections and updates on this page as provided by the City’s Emergency Services Coordinator. The Coordinator will maintain the official copy of the Emergency Operations Plan (including Basic Plan and the Emergency Operations Center Manual).

Date	Basic Plan or EOC Manual	Section	Pages	Description
2009	Basic Plan and EOC Manual	All	All	Complete Revision to the 1991 Emergency Operations Plan

# Manhattan Beach Emergency Operations Plan

## DISTRIBUTION LIST

Location	Number of Copies
<b>Internal Departments</b>	
City Council/Mayor	5
City Manager's Office	
City Manager	1
Assistant to the City Manager	1
Public Information Officer	1
City Attorney's Office	
City Attorney	1
City Clerk	
City Clerk	1
Parks and Recreation Department	
Director	1
Public Works Department	
Director	1
City Engineer	1
Fire Department	
Fire Chief	1
Battalion Chiefs	2
Emergency Services Coordinator	1
Emergency Operations Center Copies	1
Community Development Department	
Director	1
Police Department	
Police Chief	1
Captains	2
Watch Commander's Office	1
Finance Department	
Director	1
<b>External Agencies</b>	
State Office of Emergency Services (Regional Office – Los Alamitos)	1
Los Angeles County Operational Area Office of Emergency Services	1
DMAC – Area G	1

# Manhattan Beach Emergency Operations Plan

## CITY OF MANHATTAN BEACH EMERGENCY ORGANIZATION MATRIX PRIMARY FUNCTIONAL RESPONSIBILITIES OF DEPARTMENTS

Position	Finance	GIS	Community Development	City Clerk	City Manager's Office	Parks & Recreation	Fire	Police	Public Works	Information Systems	Human Resources	Purchasing
<b>MANAGEMENT SECTION</b>					X							
EOC DIRECTOR					X							
PUBLIC INFORMATION OFFICER					X							
LIAISON OFFICER				X								
SAFETY OFFICER									X			
SECURITY OFFICER								X				
EOC COORDINATOR							X					
<b>OPERATIONS SECTION</b>												
OPERATIONS SECTION CHIEF								X	X			
FIRE & RESCUE							X					
LAW ENFORCEMENT								X				
CONSTRUCTION & ENGINEERING									X			
HEALTH & WELFARE						X						
<b>PLANNING &amp; INTELLIGENCE SECTION</b>												
PLANNING & INTELLIGENCE SECTION CHIEF			X									
SITUATION ANALYSIS			X									
MAPPING		X										
DOCUMENTATION			X									
ADVANCE PLANNING			X									
DEMOBILIZATION			X									
TECHNICAL SPECIALIST (as needed)												
<b>LOGISTICS SECTION</b>												
LOGISTICS SECTION CHIEF										X		
RESOURCE TRACKING	X											
INFORMATION & COMMUNICATIONS SYSTEM										X		
TRANSPORTATION						X						
PERSONNEL											X	
SUPPLY & PROCUREMENT												X
FACILITIES						X						
<b>FINANCE &amp; ADMINISTRATION SECTION</b>												
FINANCE & ADMINISTRATION SECTION CHIEF	X											
RECOVERY	X											
TIME KEEPING	X											
PURCHASING	X											
COMPENSATION & CLAIMS											X	
COST ACCOUNTING	X											

**SIGNED CONCURRENCES BY  
PRIMARY RESPONSE DEPARTMENTS**

Having reviewed the foregoing **City of Manhattan Beach Emergency Operations Plan** and approved same, I hereto set my signature.

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Finance, *Director*

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Community Development Department, *Director*

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City Clerk's Office, *City Clerk*

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City Manager's Office, *City Manager*

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Parks and Recreation Department, *Director*

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Fire Department, *Fire Chief*

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Police Department, *Police Chief*

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Public Works Department, *Director*

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GIS, *Director*

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Purchasing Department, *Director*

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Human Resources Department, *Director*

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Information Systems, *Director*

## **PURPOSE**

The Basic Plan addresses the City of Manhattan Beach's planned response to emergencies associated with natural disasters and technological incidents - including both peacetime and wartime nuclear defense operations. It provides an overview of operational concepts, identifies components of the City's emergency management organization within the Standardized Emergency Management System (SEMS) and the National Incident Management System (NIMS), and describes the overall responsibilities of the federal, state and county entities and the City for protecting life and property and assuring the overall well-being of the population.

## **SCOPE**

The Emergency Operations Plan has been designed to serve the growing needs of the City of Manhattan Beach. As the population continues to increase and with it, vulnerability to hazards, it's important that the EOP be flexible enough to use in all emergencies. This plan not only meets that need but will increase the effectiveness and efficiency of the community's response and short-term recovery activities.

## **SITUATION AND ASSUMPTIONS**

A Threat Summary is located in **Appendix Three** of the Emergency Operations Plan.

## **AUTHORITIES AND REFERENCES**

Disaster response and recovery operations will be conducted as outlined in Concept of Operations, and in accordance with the enabling legislation, plans, and agreements listed in **Basic Plan - Authorities and References**.

## **PREPAREDNESS ELEMENTS**

The City of Manhattan Beach will place emphasis on: emergency planning; training of full time, auxiliary and reserve personnel; public awareness and education; and assuring the adequacy and availability of sufficient resources to cope with emergencies. Emphasis will also be placed on mitigation measures to reduce losses from disasters, including the development and enforcement of appropriate land use, design and construction regulations (**See Basic Plan - Hazard Mitigation**).

## **CONCEPT OF OPERATIONS**

Operations during peacetime and national security emergencies involve a full spectrum of activities from a minor incident and to a major earthquake. There are a number of similarities in operational concepts for peacetime and national security emergencies. Some emergencies will be preceded by a build-up or warning period, providing sufficient time to warn the population and implement mitigation measures designed to reduce loss of life and property damage. Other emergencies occur with little or no advance warning, thus requiring immediate activation of the emergency operations plan and commitment of resources. All agencies must be prepared to respond promptly and effectively to any foreseeable emergency, including the provision and utilization of mutual aid (**See Basic Plan - Mutual Aid**).

## **Manhattan Beach Emergency Operations Plan**

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Emergency management activities during peacetime and national security emergencies are often associated with the four emergency management phases indicated below. However, not every disaster necessarily includes all indicated phases.

### **PREPAREDNESS PHASE**

The preparedness phase involves activities taken in advance of an emergency. These activities develop operational capabilities and effective responses to a disaster. These actions might include mitigation activities, emergency/disaster planning, training and exercises and public education. Those identified in this plan as having either a primary or support mission relative to response and recovery should prepare Standard Operating Procedures (SOP), Emergency Operations Plans (EOP) and checklists detailing personnel assignments, policies, notification rosters, and resource lists. Personnel should be acquainted with these SOPs and checklists through periodic training in the activation and execution procedures.

#### ***Increased Readiness***

Increased readiness actions will be initiated by the receipt of a warning or the observation that an emergency situation is imminent or likely to occur soon. Actions to be accomplished include, but are not necessarily limited to:

- Review and update of EOP, SOPs, and resources listings.
- Dissemination of accurate and timely emergency public information.
- Accelerated training of permanent and auxiliary staff.
- Inspection of critical facilities.
- Recruitment of additional staff and Disaster Services Workers.
- Mobilization of resources
- Testing warning and communications systems.

### **RESPONSE PHASE**

#### ***Pre-Emergency***

When a disaster is inevitable, actions are precautionary and emphasize protection of life. Typical responses might be:

- Evacuation of threatened populations to safe areas.
- Advising threatened populations of the emergency and apprising them of safety measures to be implemented.
- Advising the Los Angeles County Operational Area of the emergency. Notify Manhattan Beach Emergency Services Coordinator or designee to request notification to the Operational Area EOC.
- Identifying the need for mutual aid and requesting such through the Los Angeles County Operational Area EOC either by telephone or radio.
- Proclamation of a Local Emergency by local authorities.

#### ***Emergency Response***

During this phase, emphasis is placed on saving lives and property, control of the situation and minimizing effects of the disaster. Immediate response is accomplished within the affected area by local government agencies and segments of the private sector.



## **Manhattan Beach Emergency Operations Plan**

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One of the following conditions will apply to the City during this phase:

- The situation can be controlled without mutual aid assistance from outside the City.
- Evacuation of portions of the City is required due to uncontrollable immediate and ensuing threats.
- Mutual aid from outside the City is required.
- The City is either minimally impacted or not impacted at all, and is requested to provide mutual aid to other jurisdictions.

The emergency management organization will give priority to the following operations:

- Dissemination of accurate and timely emergency public information and warning to the public.
- Situation analysis.
- Resource allocation and control.
- Evacuation and rescue operations.
- Medical care operations.
- Coroner operations.
- Care and shelter operations.
- Access and perimeter control.
- Public health operations.
- Restoration of vital services and utilities.

When local resources are committed to the maximum and additional resources are required, requests for mutual aid will be initiated through the Los Angeles County Operational Area. Fire and law enforcement agencies will request or render mutual aid directly through established channels. Any action which involves financial outlay by the jurisdiction, or a request for military assistance, must be authorized by the appropriate local official. If required, State Office of Emergency Services (State OES) may coordinate the establishment of one or more Disaster Support Areas (DSAs) where resources and supplies can be received, stockpiled, allocated, and dispatched to support operations in the affected area(s).

Depending on the severity of the emergency, a Local Emergency may be proclaimed, the local Emergency Operating Center (EOC) may be activated, and Los Angeles County Operational Area will be advised. The State OES Director may request a gubernatorial proclamation of a State of Emergency. Should a State of Emergency be proclaimed, state agencies will, to the extent possible, respond to requests for assistance. These activities will be coordinated with the State OES Director.

State OES may also activate the State Operations Center (SOC) in Sacramento to support State OES Regions, state agencies and other entities in the affected areas and to ensure the effectiveness of the state's SEMS. The State Regional

## **Manhattan Beach Emergency Operations Plan**

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EOC (REOC) in Los Alamitos, or an alternate location, will support the Los Angeles County Operational Area.

If the Governor requests and receives a Presidential declaration of an Emergency or a Major Disaster under Public Law 93-288, he/she will appoint a State Coordinating Officer (SCO). The SCO and an appointed Federal Coordinating Officer (FCO) will coordinate and control state and federal recovery efforts in supporting local operations. All emergency response efforts and initial recovery support will be coordinated by the REOC.

### ***Sustained Emergency***

In addition to continuing life and property protection operations; mass care, relocation, registration of displaced persons and damage assessment operations will be initiated.

### **RECOVERY PHASE**

As soon as possible, the State OES Director, operating through the SCO, will bring together representatives of federal, state, county, and city agencies, as well as representatives of the American Red Cross, to coordinate the implementation of assistance programs and establishment of support priorities. Disaster Application Centers (DACs) may also be established, providing a "one-stop" service to initiate the process of receiving federal, state and local recovery assistance.

The recovery period has major objectives which may overlap, including:

- Reinstatement of family autonomy.
- Provision of essential public services.
- Permanent restoration of private and public property.
- Identification of residual hazards.
- Plans to mitigate future hazards.
- Recovery of costs associated with response and recovery efforts.

### **MITIGATION PHASE**

Mitigation efforts occur both before and following disaster events. Post-disaster mitigation is part of the recovery process. Eliminating or reducing the impact of hazards which exist within the City and are a threat to life and property are part of the mitigation efforts. Mitigation tools include:

- Local ordinances and statutes (zoning ordinance, building codes and enforcement, etc.),
- Structural measures,
- Tax levee or abatements,
- Public information and community relations,
- Land use planning, and
- Professional training.

# **Manhattan Beach Emergency Operations Plan**

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## **PEACETIME EMERGENCIES**

The City's partial or total response to natural disasters or technological incidents will be dictated by the type and magnitude of the emergency. Generally, response to a major peacetime emergency situation will progress from local, to county, to state, to federal involvement.

For planning purposes, State OES has established three levels of emergency response to peacetime emergencies, which are based on the severity of the situation and the availability of local resources. (Note: These levels do not directly correlate with the four classifications of nuclear power emergencies.)

### ***Level One - Decentralized Coordination and Direction***

A minor to moderate incident wherein local resources are adequate and available. A Local Emergency may or may not be proclaimed. The City EOC may or may not be activated. Off-duty personnel may be recalled.

### ***Level Two - Centralized Coordination and Decentralized Direction***

A moderate to severe emergency wherein local resources are not adequate and mutual aid may be required on a regional or even statewide basis. Key management level personnel from the principal involved agencies will co-locate in a central location to provide jurisdictional or multi-jurisdictional coordination. The EOC should be activated. Off-duty personnel may be recalled. A Local Emergency will be proclaimed and a State of Emergency may be proclaimed.

### ***Level Three - Centralized Coordination and Direction***

A major local or regional disaster wherein resources in or near the impacted area are overwhelmed and extensive state and/or federal resources are required. A Local Emergency and a State of Emergency will be proclaimed and a Presidential Declaration of an Emergency or Major Disaster will be requested. All response and early recovery activities will be directed from the EOC. All off-duty personnel will be recalled.

## **NATIONAL SECURITY EMERGENCIES**

National security emergencies may range from minor inconveniences such as food and petroleum shortages to a worst-case scenario involving an attack on the United States utilizing nuclear, chemical or biological weapons. Protective measures to be employed in the event of a threatened or actual attack on the United States include:

- Shelter-in-place protection.
- Spontaneous evacuation by an informed citizenry may be considered a viable option within the context of this plan.

## **HAZARD IDENTIFICATION AND ANALYSIS**

A hazard analysis has indicated that the City may be at risk to certain incidents and to national security emergencies. These hazards are identified in **EOP Appendices**, which also provide general and specific information on their possible impact on the jurisdiction.

# **STANDARDIZED EMERGENCY MANAGEMENT SYSTEM (SEMS) & NATIONAL INCIDENT MANAGEMENT SYSTEM (NIMS)**

In an emergency, governmental response is an extraordinary extension of responsibility and action, coupled with normal day-to-day activity. Normal governmental duties will be maintained, with emergency operations carried out by those agencies assigned specific emergency functions. The Standardized Emergency Management System (SEMS) and the National Incident Management System (NIMS) have been adopted by the City of Manhattan Beach for managing response to multi-agency and multi-jurisdiction emergencies and to facilitate communications and coordination between all levels of the system and among all responding agencies. Chapter 1 of Division 2 of Title 19 of the California Code of Regulations establishes the standard response structure and basic protocols to be used in emergency response and recovery.

Fully activated, the emergency organization consists of five levels: field response, local government, operational areas (countywide), OES Mutual Aid Regions, and state government.

## **FIELD RESPONSE LEVEL**

The field response level is where emergency response personnel and resources, under the command of an appropriate authority, carry out tactical decisions and activities in direct response to an incident or threat. SEMS and NIMS regulations require the use of the Incident Command System (ICS) at the field response level of an incident. The ICS field functions to be used for emergency management are: Command, Operations, Planning & Intelligence, Logistics, and Finance & Administration.

## **LOCAL GOVERNMENT LEVEL**

Local governments include cities, counties, and special districts. Local governments manage and coordinate the overall emergency response and recovery activities within their jurisdiction. Local governments are required to use SEMS and NIMS when their emergency operations center is activated or a local emergency is proclaimed in order to be eligible for state funding of response-related personnel costs. In SEMS and NIMS, the local government emergency management organization and its relationship to the field response level may vary depending upon factors related to geographical size, population, function and complexity. Local governmental levels shall provide the following functions: management, operations, planning/intelligence, logistics, and finance/administration. Local jurisdictions are responsible for overall direction of personnel and equipment provided for emergency operations through mutual aid (Government Code Section 8618). Additional details relative to the organization and responsibilities of the SEMS elements at each of the levels are provided in the **EOC Manual - Management Section**.

## **Manhattan Beach Emergency Operations Plan**

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### **OPERATIONAL AREA**

Under SEMS, the operational area is defined in the Emergency Services Act as an intermediate level of the state's emergency services organization consisting of a county and all political subdivisions within the county area. Political subdivisions include cities, a city and county, counties, district or other local governmental agency, or public agency as authorized by law. The operational area is responsible for:

- Coordinating information, resources and priorities among local governments within the operational area,
- Coordinating information, resources and priorities between the regional level and the local government level, and
- Using multi-agency or inter-agency coordination to facilitate decisions for overall operational area level emergency response activities.

SEMS regulations specify that all local governments within a county geographic area be organized into a single operational area and that the county board of supervisors is responsible for its establishment. The County of Los Angeles is the lead agency for the Los Angeles County Operational Area which includes the City of Manhattan Beach. All local governments should cooperate in organizing an effective operational area, but the operational area authority and responsibility is not affected by the nonparticipation of any local government.

In compliance with SEMS and NIMS, the Los Angeles County Board of Supervisors reaffirmed its commitment to assume responsibility for operational area coordination through a formal resolution establishing the Los Angeles County Operational Area. An Operational Area Coordinating Council (OACC) was formed which meets quarterly. The jurisdictions and special districts within Los Angeles County are represented on this Board.

Activation of the Operational Area during a State of Emergency or a Local Emergency is required by SEMS regulations under the following conditions:

- 1) A local government within the operational area has activated its EOC and requested activation of the operational area EOC to support their emergency operations.
- 2) Two or more cities within the operational area have proclaimed a local emergency.
- 3) The county and one or more cities have proclaimed a local emergency.
- 4) A city, city and county, or county has requested a governor's proclamation of a state of emergency, as defined in the Government Code Section 8558(b).
- 5) A state of emergency is proclaimed by the governor for the county or two or more cities within the operational area.
- 6) The operational area is requesting resources from outside its boundaries. This does not include resources used in normal day-to-day operations which are obtained through existing mutual aid agreements.
- 7) The operational area has received resource requests from outside its boundaries. This does not include resources used in normal day-to-day operations which are obtained through existing mutual aid agreements.

## **Manhattan Beach Emergency Operations Plan**

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If the Los Angeles County Operational Area is activated, the Fire Chief of Los Angeles County, designated by County Ordinance, will function as the Operational Area Director of Emergency Operations with responsibility for coordinating emergency operations following whole or partial activation of the Los Angeles County Operational Area organization. The Operational Area will also be the focal point for information transfer and support requests by cities within the County. The Operational Area Director of Emergency Operations and supporting staff will constitute the Operational Area Emergency Management Staff. The Operational Area staff will submit all requests for support that cannot be obtained within the County, and other relevant information, to OES Southern Region EOC (REOC). The County of Los Angeles EOC will fulfill the role of Operational Area EOC.

### **REGIONAL**

Because of its size and geography, the state has been divided into six mutual aid regions. The purpose of a mutual aid region is to provide for the more effective application and coordination of mutual aid and other emergency related activities.

State OES has also established three Administrative Regions (Coastal, Inland and Southern). These Administrative Regions are the means by which State OES maintains day-to-day contact with emergency services organizations at local, county and private sector organizations.

In SEMS and NIMS, the regional level manages and coordinates information and resources among operational areas within the mutual aid region and also between the operational areas and the state level. The regional level also coordinates overall state agency support for emergency response activities within the region.

### **STATE**

The state level of SEMS and NIMS manages state resources in response to the emergency needs of the other levels and coordinates mutual aid among the mutual aid regions and between the regional level and state level. The state level also serves as the coordination and communication link between the state and the federal disaster response system.

### **FEDERAL**

Though not a defined level within SEMS, the Federal Emergency Management Agency (FEMA) serves as the main federal government contact during emergencies, major disasters and national security emergencies.

### **CONTINUITY OF GOVERNMENT**

A major disaster or national security emergency could result in the death or injury of key government officials and/or the partial or complete destruction of established seats of government, and public and private records essential to continued operations of government. Government at all levels is responsible for providing continuity of effective leadership, authority and adequate direction of emergency and recovery operations. The California Government Code Section 8643(b) and the Constitution of California provide the authority for state and local government to reconstitute itself in the event incumbents are unable to serve. **EOC Manual - Management Section** provides complete details on the Continuity of Government Program in California.

### **PUBLIC AWARENESS AND EDUCATION**

The public's response to any emergency is based on an understanding of the nature of the emergency, the potential hazards, the likely response of emergency services and knowledge of what individuals and groups should do to increase their chances of survival and recovery.

Public awareness and education prior to any emergency are crucial to successful public information efforts during and after the emergency. The pre-disaster awareness and education programs must be viewed as equal in importance to all other preparations for emergencies and receive an adequate level of planning. These programs must be coordinated among local, state and federal officials to ensure their contribution to emergency preparedness and response operations.

#### **COMMUNITY OUTREACH**

Throughout the year, the departments with emergency responsibilities are involved in a wide range of community outreach activities including presentations and street fairs. This plan encourages departments to utilize these community outreach opportunities to inform residents and business owners of the City's emergency procedures and personal preparedness techniques.

#### **MANHATTAN BEACH DISASTER WEB INFORMATION**

The City maximizes use of its website to provide the public with disaster related public education materials and emergency public information. In the future emergency public information could possible include specific locations of hazmat incidents, fires, earthquakes, road closures, shelter/aid stations, and other relevant incident information. In addition, links could provide incident summaries, up-to-the-minute announcements, shelter information, press notifications, a family reunification search, City requests for donations that might be necessary during an emergency, and emergency preparedness tips.

In addition to the website, the City's main telephone line is 310-802-5000. This landline access provides an excellent means for providing real-time information to the public. In

## **Manhattan Beach Emergency Operations Plan**

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addition to web and telephone access, disaster information will be available through KNX 1070AM (radio channel).

### **UNITED WAY 2-1-1**

2-1-1 is a telephone-based system that connects people with important community services and volunteer opportunities. The implementation of 2-1-1 was spearheaded by United Way and information and referral agencies in states and local communities. During times of disaster, 2-1-1 provides site-specific facts for individuals in need of road closure, shelter, utility availability, and other emergency information.

Procedures for Emergency Public Information are addressed in **EOC Manual - Management Section**.

## **TRAINING AND EXERCISES**

Training and exercises are essential at all levels of government to make emergency operations personnel operationally ready. All emergency plans should include provision for training.

The objective is to train and educate public officials, emergency response personnel and the public. The best method for training staff to manage emergency operations is through exercises. The exercises are designed around the concepts of both the Standardized Emergency Management System and the National Incident Management System. In addition, the City is dedicated to adhering to the U.S. Department of Homeland Security's Homeland Security Exercise and Evaluation Program (HSEEP) - a capabilities and performance-based exercise program that provides a standardized methodology and terminology for exercise design, development, conduct, evaluation, and improvement planning. The Homeland Security Exercise and Evaluation Program (HSEEP) constitutes a national standard for all exercises. Through exercises, the National Exercise Program supports organizations to achieve objective assessments of their capabilities so that strengths and areas for improvement are identified, corrected and shared as appropriate prior to a real incident.

Exercises are conducted on a regular basis to maintain the readiness of operational procedures. Exercises provide personnel with an opportunity to become thoroughly familiar with the procedures, facilities and systems which will actually be used in emergency situations. There are several forms of exercises:

- Tabletop exercises provide a convenient and low-cost method designed to evaluate policy, plans and procedures and resolve coordination and responsibilities. Such exercises are a good way to see if policies and procedures exist to handle certain issues.
- Functional exercises are designed to test and evaluate the capability of an individual function such as evacuation, medical, communications or public information.



## **Manhattan Beach Emergency Operations Plan**

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- Full-scale exercises simulate an actual emergency. They typically involve complete emergency management staff and are designed to evaluate the operational capability of the emergency management system.

### **ALERTING AND WARNING**

Warning is the process of alerting governmental forces and the general public to the threat of imminent extraordinary danger. Dependent upon the nature of the threat and the population group at risk, warning can originate at any level of government.

Success in saving lives and property is dependent upon timely dissemination of warning and emergency information to persons in threatened areas. Local government is responsible for warning the populace of the jurisdiction. Government officials accomplish this using warning devices located within the community or mounted on official vehicles. The warning devices are normally activated from a point staffed 24 hours a day.

There are various mechanical systems in place, described below, whereby an alert or warning may originate or be disseminated. Following the description of the systems is an explanation of the "Emergency Conditions and Warning Actions" through which these systems may be accessed.

#### **FEDERAL ALERTING AND WARNING SYSTEMS**

**EAS                      *Emergency Alert System***  
***(previously known as the EBS - Emergency Broadcast System)***

The Emergency Alert System (EAS) is designed for the broadcast media to disseminate emergency public information. This system enables the President, and federal, state and local governments to communicate with the general public through commercial broadcast stations.

This system uses the facilities and personnel of the broadcast industry on a volunteer basis. EAS is operated by the broadcast industry according to established and approved EAS plans, standard operating procedures and within the rules and regulations of the Federal Communications Commission (FCC). FCC rules and regulations require all participating stations with an EAS operating area to broadcast a common program. Each broadcast station volunteers to participate in EAS and agrees to comply with established rules and regulations of the FCC.

EAS can be accessed at federal, state, and local levels to transmit essential information to the public. Message priorities under Part 73.922(a) of the FCC's rules are as follows:

- Priority One                      Presidential Messages (carried live)

## **Manhattan Beach Emergency Operations Plan**

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- Priority Two            EAS Operational (Local) Area Programming
- Priority Three         State Programming
- Priority Four          National Programming and News

Presidential messages, national programming and news will be routed over established network facilities of the broadcast industry. State programming will originate from the state operations center and will be transmitted through the state using the state's CLERS VHF/UHF radio relay stations.

The FCC has established committees of broadcast industry personnel at each governmental level to develop EAS plans. These include:

- Federal                EAS Advisory Committee
- State                   State Emergency Communications Committee
- Local                   Operational Area Emergency Communications Committee

### ***NAWAS      National Warning System***

NAWAS is a dedicated wire-line system that provides two-way voice communications between federal warning center, state warning points and local warning points. If the situation ever presents itself, NAWAS is a nationwide system developed to send warnings of impending attack throughout the nation. The system may be activated from two federal facilities that are staffed 24 hours daily: the National Warning Center (North American Air Defense Command, Colorado Springs) and the Alternate National Warning Center (Olney, Maryland). During major peacetime emergencies, state agencies may use portions of NAWAS augmented by state and local systems. Each state has a warning point that controls the NAWAS connection within the state. See State Level CALWAS for more information.

### ***Tests***

NAWAS is tested three times daily at unscheduled times. The state warning point, OES, acknowledges the test for California. If OES does not respond, the alternate, CHP, will acknowledge the test. Immediately following the national test, the state NAWAS test is conducted.

### ***NWS            National Weather Service***

The National Weather Service transmits continuous weather information on 162.40, 162.475, and 162.55 MHZ frequencies. Weather Service Severe Weather Broadcasts are preceded with a 1,050 MHZ tone that activates weather monitor receivers equipped with decoders. The Weather Service can also access NAWAS to announce severe weather information. The City of Manhattan Beach emergency resources have access to Weather Radio via Fire Dispatch.

## **STATE ALERTING AND WARNING SYSTEMS**

### ***CALWAS      California Warning System***

## **Manhattan Beach Emergency Operations Plan**

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CALWAS is the state portion of NAWAS that extends to communications and dispatch centers throughout the state. The State Office of Emergency Services headquarters ties into the federal system through the Warning Center in Sacramento. Circuits then extend to county warning points. The California Highway Patrol headquarters in Sacramento is the state's alternate warning point. Both state and federal circuits are monitored 24 hours a day at the Warning Center, the alternate point and each of the local warning points. Counties not on this system will receive warning through other means (normally over the California Law Enforcement Telecommunications System [CLETS]).

Immediately following the NAWAS test through the Warning Center, the state conducts the CALWAS test. On alternate Wednesdays, the alternate state warning point, CHP, conducts a test at 10:00 a.m. local time.

Backup systems for CALWAS includes:

- **CESFRS** California Emergency Services Fire Radio System
- **CESRS** California Emergency Services Radio System
- **CLEMARS** California Law Enforcement Mutual Aid Radio System
- **CLERS** California Law Enforcement Radio System
- **CLETS** California Law Enforcement Telecommunications System

### ***CESFRS California Emergency Services Fire Radio System***

CESFRS is the statewide communications network, available to all fire agencies. The three available channels have been designated Fire White #1, #2 and #3. White #1 is authorized for base station and mobile operations. White #2 and White #3 are for mobile and portable use only. All three white channels are designated by the Federal Communications Commission as "Intersystem" channels and are intended solely for inter-agency fire operations, i.e. mutual aid. White #2 and White #3 are intended for on-scene use only.

### ***CESRS California Emergency Services Radio System***

CESRS serves as an emergency communications system for OES and county emergency services organizations. The system assists in the dissemination of warning information and to support disaster and emergency operations. The system may be used on a day-to-day basis for administrative emergency services business. Statewide communications are provided through a number of microwave interconnected mountain top relays. It operates under appropriate FCC rules and regulations and is administered by the State of California through the Office of Emergency Services. See the "California Emergency Services Radio System, Plan and Licensing Guide," July 1990, written by OES Telecommunications Division for more information.

### ***CLEMARS California Law Enforcement Mutual Aid Radio System***

CLEMARS was established to provide common police radio frequencies for use statewide by state and local law enforcement agencies during periods of man-made or natural disasters or other emergencies where inter-agency coordination

## **Manhattan Beach Emergency Operations Plan**

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is required. It operates under appropriate FCC rules and regulations and is administered by the State of California through the Office of Emergency Services.

Participation in CLEMARS is open to all California Law Enforcement agencies which are eligible to operate on radio frequencies authorized by the FCC for the Police Radio Service. In addition, the agency's political subdivision must be a signatory to the California Disaster and Civil Defense Master Mutual Aid Agreement and have developed a mutual aid response capability with trained personnel who will respond when requested by their operational area or regional mutual aid coordinator to provide required assistance.

The system establishes four priorities for use:

- I. Emergency Operations of law enforcement agencies, primarily mutual aid activities.
- II. Emergency or urgent operations of above, involving a single agency.
- III. Special event control activities, generally of a pre-planned nature and generally involving joint participation of two or more agencies; or two or more police divisions, stations of CHP, etc. Drills, rehearsals, command post exercises and like activities shall be considered as Priority III activities.
- IV. When no traffic of a higher priority classification is in progress, agencies participating in CLEMARS may utilize the frequency for local communications as a secondary means of communication.

The Regional Law Enforcement Coordinator is responsible for coordination of use of the system within the Mutual Aid Region. The City of Manhattan Beach does participate in CLEMARS, and is licensed for mobile and base station communications.

### **CLETS      *California Law Enforcement Telecommunications System***

CLETS is a high-speed message switching system which became operational in 1970. CLETS provides law enforcement and criminal justice agencies access to various data bases and the ability to transmit and receive point-to-point administrative messages to other agencies within California or via the National Law Enforcement Telecommunications System (NLETS) to other states and Canada. Broadcast messages can be transmitted intrastate to participating agencies in the Group Bulletin Network and to regions nationwide via NLETS. CLETS has direct interface with the FBI-NCIC, NLETS, DMV, Oregon and Nevada. The State provides the computer hardware, switching center personnel, administrative personnel, and the circuitry to one point in each county. The local agencies provide the circuitry and equipment which link them to their county termination point. A number of agencies have message switching computer (MSC) systems and computer aided dispatch (CAD) systems which directly connect to CLETS. Many of these systems have mobile data terminals (MDTs) which allow an officer in the field to inquire directly into various systems.

## **Manhattan Beach Emergency Operations Plan**

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The CLETS terminal in the City of Manhattan Beach is located at the Police Department. The CLETS Information Manual is located in the Manhattan Beach Police Department Communications Center. The County of Los Angeles provides the local interface, known as JDIC (Justice Data Interface Controller).

### **EAS            *Emergency Alert System*** ***(previously known as EBS - Emergency Broadcast System)***

Each state has been divided into a number of EAS operational areas, consisting of one or more counties within radio reception range of EAS stations serving the area. California has thirty EAS Operational Areas (OA). Almost all AM-FM and TV broadcast stations have national defense emergency authorizations and several of these are protected from fallout. The purpose of EAS in California is to provide warning, emergency information, guidance, instructions and news of a manmade or natural threat to the public safety, health and welfare.

One primary station in each OA assumes the function of the Common Program Control Broadcast Station for the OA. It is called the CPCS-1 station. If for any reason a CPCS-1 is unable to carry out this responsibility, either primary or alternate broadcast stations assigned as CPCS locations, will be activated in descending order. CPCS assignments are made by the FCC, not the State or local governments. Operational Areas are urged to develop EAS systems that employ a system whereby the local OES feeds all the radio stations simultaneously and not just the CPCS-1 station.

See the Federal EAS description for Program Priorities. Message priorities are as follows:

- Priority One: Immediate and positive action without delay is required to save lives.
- Priority Two: Actions required for the protection of property and instructions to the public requiring expedient dissemination.
- Priority Three: Information to the public and all others.

### **EDIS            *Emergency Digital Information System***

The EDIS provides local, state and federal agencies with a direct computer link to the news media and other agencies during emergencies. EDIS supplements existing emergency public information systems such as the Emergency Alert System. By combining existing data Input Networks with a digital radio Distribution System, EDIS gives authorized agencies a direct data link to the news media and other agencies.

The main purpose of EDIS is to distribute official information to the public during emergencies. However, a system that is not used day-to-day will not be used with confidence during an emergency. Therefore, certain non-emergency uses of EDIS are permitted so long as they do not interfere with more urgent transmissions.

## **Manhattan Beach Emergency Operations Plan**

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EDIS may be used to transmit information in the following categories, listed in priority order:

- **FLASH** Alerts and warning of immediate life-safety value to members of the public.
- **NEWS** Information of immediate benefit to the public. Releases in this category may include reports of unusual natural, social or technological events; notices of government activities requiring specific action by members of the public; road and traffic information and instructions for those affected by an emergency.
- **INFO** Advisory messages for coordination between government and the news media. Topics might include: times and locations of news briefings, schedules for media tours of emergency scenes, "pool coverage" arrangements, airspace restrictions.
- **TEST** Transmissions to verify operation of equipment and for training of originating personnel.

Senders of EDIS messages should bear in mind that almost anyone can obtain the equipment to receive EDIS messages. Confidential or sensitive information should never be transmitted over EDIS. (Reference: Emergency Digital Information System Plan [EDIS], July 1991, written by the OES Telecommunications Division)

### ***OASIS Operational Area Satellite Information System***

The OASIS project, funded under the Earthquake Hazards Reduction Act of 1986, was established to create the most robust communications system possible using leased transponder space from commercial satellite operators. The result is the establishment of a system which allows virtually uninterrupted communication between state, regional and operational area level EOCs. OASIS is a system that consists of a communications satellite, multiple remote sites and a hub.

The satellite is in a stationary or geo-synchronous orbit above the earth's equator. A high frequency (HF) radio system and a satellite communications network were constructed to link all 58 counties with State OES and other state agencies for disaster communications as well as day-to-day traffic. The system, which uses technology similar to cellular telephones, has 60 channels. When a user picks up the line, the system automatically searches for the best available channel.

The equipment necessary for the remote sites includes a six-foot diameter dish antenna using Very Small Aperture Terminal or VSAT technology. These sites were originally set up by OES and are capable of conducting six simultaneous voice conversations and one data channel at a rate of 9600 baud.

The final component is the hub. The hub is a large external dish antenna and a network control station which is managed by OES personnel. The hub provides access control for the system and can control up to 800 remote stations. OES

## **Manhattan Beach Emergency Operations Plan**

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personnel will use the hub to define the network, detect trouble and serve as an emergency alert network for other OES personnel.

### **LOS ANGELES COUNTY OPERATIONAL AREA ALERTING, NOTIFICATION AND WARNING SYSTEMS**

#### ***CUBE      Caltech/U.S. Geological Survey Broadcast of Earthquakes***

The CUBE system is the product of a cooperative effort between the California Institute of Technology and the United States Geological Survey. Earthquake data is collected at Caltech Seismological Laboratory in Pasadena and is reduced to provide earthquake time, location and magnitude. This information is then transmitted to a commercial paging system where it is broadcast to government and private sector subscribers' paging units. These pagers may be carried by personnel or connected to a personal computer that receives the information and displays it on a map. The CUBE project offers the following capabilities to government:

- Automatically provides near real-time locations and magnitudes of earthquakes;
- Automatically provides estimates of the distribution of ground shaking following significant earthquakes, and;
- Warns of imminent ground shaking in the seconds following an earthquake, but before waves actually reach sites that may be damaged.

Subscribers within Los Angeles County government include emergency management personnel from the following departments: Sheriff, and Fire. Computers are located in each of the following locations: County/Operational Area EOC, Sheriff, and Fire Department.

#### ***EAS      Emergency Alert System (previously known as EBS - Emergency Broadcast System)***

Emergency information is broadcast directly via the Los Angeles County Sheriff's Department frequency. A decoder is available to alert that an emergency broadcast is about to be transmitted to eliminate the need for constant monitoring of the Sheriff's frequency or broadcast stations.

Examples of emergencies identified by Los Angeles County Operational Area which may warrant either immediate or delayed response under EAS by the broadcast industry are earthquake, serious fires, heavy rains and flooding, widespread power failures, severe industrial accidents and hazardous material accidents. The context of any emergency broadcast transmitted on EAS should be of concern to a significant segment of the population of Los Angeles County.

EAS activation can be authorized by any one of the following parties:

- Fire Chief of Los Angeles County or designate
- Chairman of the Los Angeles County Board of Supervisors or designate
- Mayor of the City of Manhattan Beach or designate

## **Manhattan Beach Emergency Operations Plan**

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- Chief of Police of the City of Manhattan Beach or designate
- Authorized public official of the incorporated cities of Los Angeles County
- Authorized representative of the National Oceanic and Atmosphere Administration (NOAA)

The Fire Chief of Los Angeles County, is the originator of the EAS material, is responsible for the content and authenticity of the information broadcast over the local EAS. Local broadcast stations have the right to edit or use any or all of an EAS broadcast. Any jurisdiction may make separate programming arrangements with any broadcast station independent of the EAS.

### ***ENN           Emergency News Network***

The Los Angeles County ENN is a communications protocol that incorporates voice, data and video transmissions. It has been developed to provide direct access from local government agencies to media and corporate organizations for the immediate dissemination of emergency information.

Printed “text” information messages may be transmitted through any available Justice Data Interface Controller (JDIC) terminal directly to the commercial broadcast media and other public subscribers. The Statewide Emergency Digital Information Service (EDIS) is used as the pathway for ENN messages and is monitored by local, state and national media. Local EAS voice and video broadcasts are accomplished at the Los Angeles County Operational Area Emergency Operations Center facility.

## **MANHATTAN BEACH ALERTING AND WARNING SYSTEMS**

### **(See EOC Manual – Appendix - Operations/Alerting and Warning for Procedures)**

The City of Manhattan Beach does not maintain siren systems. Other local warning systems include:

The City of Manhattan Beach Police Department has the ability to provide a warning message (Amber Alert).

The City has no specific agreements with local public television to provide the public with alerting and notification of various disaster situations other than the Government Access Channel (Time Warner Cable Channel 8 and Verizon Cable Channel 35).

### ***EAS           Emergency Alert System (previously known as EBS - Emergency Broadcast System)***

The EAS is administered by the Fire Chief of Los Angeles County. Activation of the Los Angeles County EAS shall be for emergency events and conditions of concern to a significant segment of the population of Los Angeles County. The message must be a voice message, it may be prerecorded and it must originate from the Los Angeles County Operational Area Emergency Operations Center.



## **Manhattan Beach Emergency Operations Plan**

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### ***ENN           Emergency News Network***

The ENN is a subset of the EAS. It is a digital format that allows messages to be sent via the State of California's EDIS system. The digital message will be received by the media, schools, large business and anyone who monitors the AQMD channels. It is less restrictive than an EAS broadcast and can be originated by any agency with access to a JDIC terminal. It allows for routine or test messages, in addition to emergency messages.

### ***Radio***

The City of Manhattan Beach utilizes KNX 1070AM (radio station) to provide the public with alert and notification of various disaster situations.

### ***Manhattan Beach Website***

The City maximizes use of its website to provide the public with disaster related public education materials and emergency public information. In the future emergency public information could possibly include specific locations of hazmat incidents, fires, earthquakes, road closures, shelter/aid stations, and other relevant incident information. In addition, links could provide incident summaries, up-to-the-minute announcements, shelter information, press notifications, a family reunification search, City requests for donations that might be necessary during an emergency, and emergency preparedness tips.

### ***United Way 2-1-1***

2-1-1 is a telephone-based system that connects people with important community services and volunteer opportunities. The implementation of 2-1-1 was spearheaded by United Way and information and referral agencies in states and local communities. During times of disaster, 2-1-1 provides site-specific facts for individuals in need of road closure, shelter, utility availability, and other emergency information.

### ***Other***

Other warning systems utilized by the City of Manhattan Beach can include mobile emergency vehicle sirens and loudspeakers, helicopters using PA systems (Police Department and Fire Department mutual aid resources), local TV, radio, and law enforcement volunteers, cadets, reserve deputies/officers, fire explorers, emergency services reserves, Community Emergency Response Team (CERT) members, and all-call notification services (Community Alert Network and Reverse 911).

## **EMERGENCY CONDITIONS AND WARNING ACTIONS**

Methods of warning state and local governments of specific emergency conditions are described below:

## **Manhattan Beach Emergency Operations Plan**

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### **EARTHQUAKE**

Earthquakes occur without warning. OES could receive notification of an earthquake as well as subsequent information, including damage reports, from various sources, such as:

- University of California Seismological Observatory, Berkeley
- California Institute of Technology, Pasadena
- OES Regional Offices
- Local Governments
- Federal/State Agencies
- 

This information may be received through NAWAS, radio, teletype and/or telephone and would be further disseminated as appropriate using any or all of these means. The State Warning Center has a seismic alarm system that activates during earthquakes, prompting duty personnel to investigate the disturbance.

### **FIRE**

Initial warnings of major conflagrations are normally issued by the affected area through the Operational Area and/or State OES Regional Fire Coordinator, using whatever means of communications is appropriate and available. Requests for mutual aid follow the same channels.

### **FLOOD**

A flood emergency is normally preceded by a buildup period that permits marshaling of forces as required to combat the emergency. During the buildup period, State OES cooperates with the National Weather Service and the State Department of Water Resources by relaying pertinent weather information and river bulletins to local government officials in the affected areas. State OES receives this information over selected circuits and relays it to State OES Regions through the State OES private line teletype system and to law enforcement agencies via CLETS.

### **FLOOD STAGES AND BULLETINS**

During periods of potential flooding in Southern California, the National Weather Service Forecast Office (San Diego) will issue the appropriate bulletins. After receiving these messages, the state Warning Center transmits these messages immediately on CLETS to local governments in areas that are likely to be affected.

### **HAZARDOUS MATERIALS**

Potential hazardous materials situations are identified during the planning phase by the Administering Agency – Los Angeles County Fire Department. Area Plans address in detail the specifics for hazardous materials planning for the local area (**Reference: Hazardous Materials Area Plan**) .

Initial notifications of an incident are made by the responsible party or the responding agency to the **California Warning Center in Sacramento at (800) 852-7550** as soon as the incident occurs. The California Warning Center then makes notifications to various state agencies and the regional duty officer.

## **Manhattan Beach Emergency Operations Plan**

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### **SEVERE WEATHER WARNING**

These include severe weather bulletins and statements relating to special weather conditions. Bulletins are issued by National Weather Service offices in California when severe weather is imminent. By agreement, the National Weather Service office issues the bulletin and transmits the information to the California Warning Center on the National Weather Service teletype circuit. The California Warning Center, in turn, relays the information to the affected areas. **(See EOC Manual - Appendix)**

### **WIND**

Wind related warnings are in the same category as severe weather bulletins and statements relating to special weather conditions. Bulletins are issued by National Weather Service offices in California when severe weather is imminent. By agreement, the National Weather Service office issues the bulletin and transmits the information to the California Warning Center on the National Weather Service teletype circuit. The California Warning Center, in turn, relays the information to the affected areas. **(See EOC Manual - Appendix)**

## **AUTHORITIES AND REFERENCES**

### **GENERAL**

The California Emergency Services Act (Chapter 7 of Division 1 of Title 2 of the Government Code), hereafter referred to as the Act, provides the basic authorities for conducting emergency operations following a proclamation of Local Emergency, State of Emergency or State of War Emergency by the Governor and/or appropriate local authorities, consistent with the provisions of the Act.

The Standardized Emergency Management System (SEMS) Regulations (Chapter 1 of Division 2 of Title 19 of the California Code of Regulations), hereafter referred to as SEMS, establishes the SEMS to provide an effective response to multi-agency and multi-jurisdiction emergencies in California. SEMS is based on the Incident Command System (ICS) adapted from the system originally developed by the Firefighting Resources of California Organized for Potential Emergencies (FIRESCOPE) program. SEMS incorporates the use of ICS, the Master Mutual Aid Agreement and existing mutual aid systems, the Operational Area concept, multi-agency or inter-agency coordination and OASIS.

Homeland Security Presidential Directive 5 (HSPD 5) directed the United States Department of Homeland Security (USDHS) to lead a coordinated national effort with other federal departments and agencies and State, Local and Tribal governments to establish a National Response Plan (NRP) and the National Incident Management System. NIMS requires: 1) institutionalizing the Incident Command System, 2) incorporating NIMS into training and exercises, 3) incorporation of NIMS principles in Emergency Operations Plans, 4) local recognition of NIMS and adoption of NIMS

## **Manhattan Beach Emergency Operations Plan**

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principles and policies, 5) delivery of NIMS-mandated training courses to those individuals who may be involved in a future emergency response.

NIMS standard incident management structure is based on three key organizational systems:

- The **Incident Command System (ICS)**, which defines the operating characteristics, management components, and structure of incident management organizations throughout the life cycle of an incident
- **Multi-agency Coordination Systems**, which define the operating characteristics, management components, and organizational structure of supporting entities
- **Public Information Systems**, which include the processes, procedures, and systems for communicating timely and accurate information to the public during emergency situations

The California Emergency Plan, which is promulgated by the Governor, is published in accordance with the Act and provides overall statewide authorities and responsibilities, and describes the functions and operations of government at all levels during extraordinary emergencies, including wartime. Section 8568 of the Act states, in part, that "the State Emergency Plan shall be in effect in each political subdivision of the state, and the governing body of each political subdivision shall take such action as may be necessary to carry out the provisions thereof". Local emergency plans are, therefore, considered to be extensions of the California Emergency Plan. In 2005, the California Emergency Plan was updated to be compliant with the National Incident Management System.

The California Civil and Government Codes contain several references to liability release (Good Samaritan Act) for those providing emergency services. These references are contained in **EOC Manual – Appendix**.

### **EMERGENCY PROCLAMATIONS (See EOC Manual - Appendix - Legal Documents)**

#### **Local Emergency**

A Local Emergency may be proclaimed by the City Council or by the City Manager as specified by the Ordinance No. 1259 adopted by the City Council. A Local Emergency proclaimed by the City Manager must be ratified by the City Council within seven days. The Local Emergency must be terminated by resolution as soon as conditions warrant. Proclamations are normally made when there is an actual incident or threat of disaster or extreme peril to the safety of persons and property within the city, caused by natural or man-made situations.

The proclamation of a Local Emergency provides the governing body with the legal authority to:

## **Manhattan Beach Emergency Operations Plan**

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- If necessary, request that the Governor proclaim a State of Emergency.
- Promulgate or suspend orders and regulations necessary to provide for the protection of life and property, including issuing orders or regulations imposing a curfew within designated boundaries.
- Exercise full power to provide mutual aid to any affected area in accordance with local ordinances, resolutions, emergency plans, or agreements.
- Request state agencies and other jurisdictions to provide mutual aid.
- Require the emergency services of any local official or employee.
- Requisition necessary personnel and materials from any local department or agency.
- Obtain vital supplies and equipment and, if required, immediately commandeer the same for public use.
- Impose penalties for violation of lawful orders.
- Conduct emergency operations without incurring legal liability for performance, or failure of performance. (Note: Article 17 of the Emergency Services Act provides for certain privileges and immunities.)

### **STATE OF EMERGENCY**

A State of Emergency may be proclaimed by the Governor when:

- Conditions of disaster or extreme peril exist which threaten the safety of persons and property within the state caused by natural or man-made incidents.
- He is requested to do so by local authorities.
- He finds that local authority is inadequate to cope with the emergency.
- Whenever the Governor proclaims a State of Emergency:
- Mutual aid shall be rendered in accordance with approved emergency plans when the need arises in any county, city and county, or city for outside assistance.
- The Governor shall, to the extent he deems necessary, have the right to exercise all police power vested in the state by the Constitution and the laws of the State of California within the designated area.
- Jurisdictions may command the aid of citizens as deemed necessary to cope with an emergency.
- The Governor may suspend the provisions of orders, rules or regulations of any state agency; and any regulatory statute or statute prescribing the procedure for conducting state business.
- The Governor may commandeer or make use of any private property or personnel (other than the media) in carrying out the responsibilities of his office.
- The Governor may promulgate issue and enforce orders and regulations deemed necessary.

### **STATE OF WAR EMERGENCY**

Whenever the Governor proclaims a State of War Emergency, or if a State of War Emergency exists, all provisions associated with a State of Emergency apply, plus:

- All state agencies and political subdivisions are required to comply with the lawful orders and regulations of the Governor which are made or given within the limits of his authority as provided for in the Emergency Services Act.

# **Manhattan Beach Emergency Operations Plan**

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## **AUTHORITIES**

The following provides emergency authorities for conducting and/or supporting emergency operations:

### **Federal**

- Robert T. Stafford Disaster Relief and Emergency Assistance Act of 1988 (Public Law 93-288, as amended)
- Federal Civil Defense Act of 1950 (Public Law 920), as amended
- NRT-1, Hazardous Materials Emergency Planning Guide and NRT-1A Plan Review Guide (Environmental Protection Agency's National Response Team)
- National Incident Management System (Homeland Security Presidential Directive 5)

### **State**

- Standardized Emergency Management System (SEMS) Regulations (Chapter 1 of Division 2 of Title 19 of the California Code of Regulations) and (Government Code Section 8607(a))
- Standardized Emergency Management System (SEMS) Guidelines.
- California Emergency Services Act (Chapter 7 of Division 1 of Title 2 of the Government Code).
- “Good Samaritan” Liability (see **EOC Manual - Appendix - Legal Documents**)
- California Emergency Plan
- California Natural Disaster Assistance Act (Chapter 7.5 of Division 1 of Title 2 of the Government Code)
- California Hazardous Materials Incident Contingency Plan
- California Health and Safety Code, Division 20, Chapter 6.5, Sections 25115 and 25117, Chapter 6.95, Sections 2550 et seq., Chapter 7, Sections 25600 through 25610, dealing with hazardous materials
- Orders and Regulations which may be Selectively Promulgated by the Governor during a State of Emergency (see **EOP Appendix - Legal Documents**)
- Orders and Regulations Promulgated by the Governor to Take Effect upon the Existence of a State of War Emergency (see **EOC Manual – Appendix - Legal Documents**)
- California Master Mutual Aid Agreement (see **EOC Manual – Appendix - Legal Documents**)

### **Local (see EOP Appendix - Legal Documents)**

- Emergency Services Ordinance adopted by the City Council (Ordinance No. 1259, November 16, 1971)
- Resolution adopting the Master Mutual Aid Agreement (Resolution No. 4986)
- Resolution adopting Public Works Mutual Aid Agreement with Los Angeles County (Resolution No. 4690)
- Resolution adopting Workmen's Compensation Benefits for Disaster Service Workers (Resolution No. 3479)

## **Manhattan Beach Emergency Operations Plan**

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- Resolution adopting Workers' Compensation Benefits to Reserve/Volunteer Police Officers and City Volunteers (Resolution No. 5137)
- Adoption of Multi-Functional Disaster Plan (Minutes dated February 4, 1992)
- Resolution adopting the Emergency Operations Plan (Resolution No. \_\_\_\_\_ *to be inserted upon adoption*)
- Resolution adopting the National Incident Management System (Resolution No. \_\_\_\_\_ *to be inserted upon adoption*)

### **REFERENCES**

National Response Framework (U.S. Department of Homeland Security)  
Disaster Assistance Procedure Manual (State OES)  
California Emergency Resources Management Plan  
California Master Mutual Aid Agreement  
California Law Enforcement Mutual Aid Plan  
California Fire and Rescue Operations Plan  
Los Angeles County Operational Area Emergency Operations Plan  
City of Manhattan Beach City Charter

## **HAZARD MITIGATION**

### **PURPOSE**

This section establishes actions, policies and procedures for implementing hazard mitigation activities following a presidential disaster declaration. Section 409 (Minimum Standards for Public and Private Structures) of the Robert T. Stafford Disaster Relief and Emergency Assistance Act of 1988 (Public Law 93-288, as amended), following a Presidential Declaration of Emergency or Major Disaster. It also assigns hazard mitigation responsibilities to various elements of federal, state, and local governments in California.

In 2008, the City Council adopted the City of Manhattan Beach Hazard Mitigation Plan. Mitigation plans identify existing and proposed activities that will minimize the impact from future disasters. The City's Plan identified four natural hazards that have the potential to significantly impact the City including: earthquake, flood, landslide, and tsunami.

### **AUTHORITIES AND REFERENCES**

Activities enumerated in this enclosure will be conducted in accordance with the enabling legislation, plans, and agreements listed in **Basic Plan - Authorities and References**.

# **Manhattan Beach Emergency Operations Plan**

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## **GENERAL**

Hazard mitigation is defined as any action taken to reduce or eliminate the long-term risk to human life and property from natural hazards. Section 409 of Public Law 93-288 requires, as a condition to receiving federal disaster aid that repairs and reconstruction be done in accordance with applicable codes, specifications, and standards. It also requires that the state or local government recipients of federal aid evaluate the natural hazards of the area in which the aid is to be used, and take action to mitigate them, including safe land use and construction practices.

To be effective, hazard mitigation actions must be taken in advance of a disaster. After disaster strikes, mitigation opportunities exist only during recovery, and even those opportunities can be limited by the absence of advance planning. Nevertheless, the immediate post-disaster period does present special opportunities for mitigation. Section 409 deals with the opportunities presented in a current disaster to mitigate potential hardship and loss resulting from future disasters. Thus, hazard mitigation is a continuing year-round effort and activity in which all local communities and state agencies are encouraged to prepare hazard mitigation plans that identify ways to reduce damage caused by disasters. Hazard mitigation includes such activities as:

- Improving structures and facilities at risk.
- Identifying hazard-prone areas and developing standards for prohibited or restricted use.
- Recovery and relief from loss, including insurance.
- Providing hazard warning and protecting the population.

Following a presidential disaster declaration, the Hazard Mitigation Grant Program (HMGP) is activated. The HMGP is authorized by Section 404. The program's purpose is to fund projects which are cost-effective and which substantially reduce the risk of future damage, hardship, loss or suffering resulting from a major natural disaster. Grants are available to eligible applicants in the declared areas only.

The HMGP fund is based upon a 15 percent share of the Federal Emergency Management Agency (FEMA) estimate of all Damage Survey Reports (DSRs) for public assistance work performed, and Individual Assistance costs. The federal contribution can be up to 75 percent of the cost of the hazard mitigation project approved for funding, with applicants providing match funding through a combination of either state, local or private sources. HMGP funds cannot be used as the sole match for other federally funded programs.

Section 404 funding may not be used to fund any mitigation project that might be eligible under Public Assistance or other federal programs, although it might be used to complement or enhance mitigation funded under Individual or Public Assistance. By regulation Section 404 funding is the funding of last resort.

## **IMPLEMENTATION**

Following each Presidential Declared Emergency or Major Disaster, the Regional Director of the Federal Emergency Management Agency (FEMA) and the Governor



## **Manhattan Beach Emergency Operations Plan**

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execute a document called the Federal/State Agreement. This agreement includes appropriate provisions for hazard mitigation. Under the "typical paragraph" set out to serve this purpose, the State agrees to:

- Evaluate or have the applicant evaluate specific natural hazards in the disaster area, and make appropriate recommendations to mitigate them.
- Follow up with applicants to ensure that the appropriate hazard mitigation actions are taken.
- Follow up with applicants to ensure that the appropriate hazard mitigation plan or plans are developed and submitted to the FEMA Regional Director for concurrence.
- Review and update as necessary disaster mitigation portions of emergency plans.

A hazard mitigation officer is appointed for the state and local applicant. These individuals will constitute the hazard mitigation survey team which will:

- Identify significant hazards in the affected areas, giving priority to disaster-related hazards.
- Evaluate impacts of these hazards and recommend mitigation measures.

The hazard mitigation survey team uses information from Damage Survey Reports (DSRs) and visits selected sites where significant damage has occurred. The state and local representatives on the hazard mitigation survey team are responsible for ensuring that there is adequate consultation among interested federal, state, and local parties.

The hazard mitigation survey team also prepares a hazard mitigation plan which is submitted to the FEMA Regional Director through the Governor's authorized representative within 180 days after a Presidential declaration. The objectives of the plan are to:

- Recommend hazard mitigation measures for local, state, and federal agencies.
- Establish short and long-term planning frameworks for implementation of hazard mitigation efforts.

### **CONCEPT OF OPERATIONS**

Each applicant is expected to use its resources and capabilities as necessary to perform emergency work, such as debris removal or emergency measures to save lives, or to protect public health and safety, or to protect property, before requesting assistance from state or federal government. Local, state, and federal preliminary damage assessments are used to identify major hazards and opportunities for hazard mitigation activities prior to a declaration of Major Disaster or Emergency. Damage survey reports shall include identification of hazards and shall recommend mitigation measures to be incorporated into the repair work.

The federal/state hazard mitigation survey team shall review applicable land use regulations, construction standards, and other appropriate hazard mitigation measures. Utilizing information from preliminary damage assessments, DSRs, and all other pertinent information, the team shall visit the sites of significant damage and shall evaluate all hazards at those sites. For each identified significant hazard the team shall include appropriate hazard mitigation recommendations.

## **Manhattan Beach Emergency Operations Plan**

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In cases where no plans for hazard mitigation exist or are inadequate, the team shall report its findings and make recommendations to develop, improve or maintain hazard mitigation plans. Existing local and state hazard mitigation plans shall be updated and new ones developed as deemed necessary. Technical advice and assistance will be sought from federal, state and local agencies in developing new plans or updating existing plans to mitigate hazards identified.

The hazard mitigation survey team shall make recommendations on any needs for new mapping or remapping of high hazard areas.

### **RESPONSIBILITIES**

A set procedure has been established for hazard mitigation following a disaster, to avoid similar disasters in the future. Hazard mitigation measures include avoidance, reduction and land use regulations.

The FEMA Regional Director is responsible for hazard mitigation actions under the terms of the Federal/State Agreement. The Regional Director shall provide overall leadership with respect to the general administration of Section 409 to ensure that the ultimate benefits to be gained through effective hazard mitigation programs are not diminished. The Regional Director also provides technical advice and assistance.

State and local governments to adopt safe land use practices and construction standards. A representative of the Office of Emergency Services (OES) will be appointed by the Governor and will be responsible for state performance of hazard mitigation activities under the Federal/State Agreement. The applicant's authorized representative, appointed locally, is responsible for local performance of hazard mitigation measures under the terms of the Federal/State Agreement. The applicant's authorized representative shall, to the extent of legal authority, implement and enforce land use regulations and safe construction practices which are agreed upon as conditions for FEMA grants or loans. Each city and county is charged with implementing and enforcing its own hazard mitigation measures.

### **Local Government Responsibilities**

The key responsibilities of local governments are to:

- Participate in the process of evaluating hazards and adoption of appropriate hazard mitigation measures, including land use and construction standards.
- Appoint a Local Hazard Mitigation Officer, if appropriate.
- Participate on Hazard Mitigation Survey Teams and Inter-agency Hazard Mitigation Teams, as appropriate.
- Participate in the development and implementation of Section 409 plans or plan updates, as appropriate.
- Coordinate and monitor the implementation of local hazard mitigation measures.

## MUTUAL AID

### INTRODUCTION

The foundation of California's emergency planning and response is a statewide mutual aid system which is designed to ensure those adequate resources, facilities and other support is provided to jurisdictions whenever their own resources prove to be inadequate to cope with a given situation(s). The basis for the system is the California Disaster and Civil Defense Master Mutual Aid Agreement (**see EOC Manual - Appendix**), as provided for in the California Emergency Services Act. This Agreement was developed in 1950 and has been adopted by the state, all 58 counties and most incorporated cities in the State of California. The Master Mutual Aid Agreement creates a formal structure wherein each jurisdiction retains control of its own facilities, personnel and resources, but may also receive or render assistance to other jurisdictions within the state. State government is obligated to provide available resources to assist local jurisdictions in emergencies. It is the responsibility of the local jurisdiction to negotiate, coordinate and prepare mutual aid agreements. Mutual aid agreements exist in law enforcement, fire services, medical and public works and for emergency managers (EMMA – Emergency Managers Mutual Aid).

### MUTUAL AID SYSTEM

A statewide mutual aid system, operating within the framework of the Master Mutual Aid Agreement, allows for the progressive mobilization of resources to and from emergency response agencies, local governments, operational areas, regions and state with the intent to provide requesting agencies with adequate resources. The general flow of mutual aid resource requests and resources within mutual aid systems are depicted in the diagram in **Chart 1: Mutual Aid System Flow Chart**.

The statewide mutual aid system includes several discipline-specific mutual aid systems, such as fire and rescue, law, medical and public works. The adoption of SEMS does not alter existing mutual aid systems. These systems work through local government, operational area, regional and state levels consistent with SEMS.

Mutual aid may also be obtained from other states. Interstate mutual aid may be obtained through direct state-to-state contacts, pursuant to interstate agreements and compacts, or may be coordinated through federal agencies.

### MUTUAL AID REGIONS

Mutual aid regions are established under the Emergency Services Act by the Governor. Six mutual aid regions numbered I-VI have been established within California. The City of Manhattan Beach is located in Region I. Region I is located within the OES Southern Administrative Region. (**see Chart 2: State Mutual Aid Region Map**)

### MUTUAL AID COORDINATORS

To facilitate mutual aid, discipline-specific mutual aid systems work through designated mutual aid coordinators at the operational area, regional and state levels. The basic

## **Manhattan Beach Emergency Operations Plan**

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role of a mutual aid coordinator is to receive mutual aid requests, coordinate the provision of resources from within the coordinator's geographic area of responsibility and pass on unfilled requests to the next level.

Mutual aid requests that do not fall into one of the discipline-specific mutual aid systems are handled through the emergency services mutual aid system by emergency management staff at the local government, operational area, regional and state levels. The flow of resource requests and information among mutual aid coordinators is illustrated in **Chart 3: Mutual Aid Coordinators Flow Chart**.

Mutual aid coordinators may function from an EOC, their normal departmental location or other locations depending on the circumstances. Some incidents require mutual aid but do not necessitate activation of the affected local government or operational area EOCs because of the incident's limited impacts. In such cases, mutual aid coordinators typically handle requests from their normal work location. When EOCs are activated, all activated discipline-specific mutual aid systems should establish coordination and communications with the EOCs:

- When an Operational Area EOC is activated, operational area mutual aid system representatives should be at the Operational Area EOC to facilitate coordination and information flow.
- When an OES regional EOC (REOC) is activated, regional mutual aid coordinators should have representatives in the REOC unless it is mutually agreed that effective coordination can be accomplished through telecommunications. State agencies may be requested to send representatives to the REOC to assist OES regional staff in handling mutual aid requests for disciplines or functions that do not have designated mutual aid coordinators.
- When the State Operations Center (SOC) is activated, state agencies with mutual aid coordination responsibilities will be requested to send representatives to the SOC.

Mutual aid system representatives at an EOC may be located in various functional elements (sections, branches, groups or units) or serve as an agency representative, depending on how the EOC is organized and the extent to which it is activated.

### **PARTICIPATION OF VOLUNTEER AND PRIVATE AGENCIES**

Volunteer agencies and private agencies may participate in the mutual aid system along with governmental agencies. For example, the disaster medical mutual aid system relies heavily on private sector involvement for medical/health resources. Some volunteer agencies such as the American Red Cross, Salvation Army and others are an essential element of the statewide emergency response to meet the needs of disaster victims. Volunteer agencies mobilize volunteers and other resources through their own systems. They also may identify resource needs that are not met within their own

## **Manhattan Beach Emergency Operations Plan**

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systems that would be requested through the mutual aid system. Volunteer agencies with extensive involvement in the emergency response should be represented in EOCs.

Some private agencies have established mutual aid arrangements to assist other private agencies within their functional area. For example, electric and gas utilities have mutual aid agreements within their industry and established procedures for coordinating with governmental EOCs. In some functional areas, services are provided by a mix of special district, municipal and private agencies. Mutual aid arrangements may include both governmental and private agencies.

Liaison should be established between activated EOCs and private agencies involved in a response. Where there is a need for extensive coordination and information exchange, private agencies should be represented in activated EOCs at the appropriate SEMS level.

### **EMERGENCY FACILITIES USED FOR MUTUAL AID**

Incoming mutual aid resources may be received and processed at several types of facilities including: marshaling areas, mobilization centers and incident facilities. Each type of facility is described briefly below.

- **Marshaling Area:** Defined in the National Response Plan as an area used for the complete assemblage of personnel and other resources prior to their being sent directly to the disaster affected area. Marshaling areas may be established in other states for a catastrophic California earthquake.
- **Mobilization Center:** Off-incident location at which emergency service personnel and equipment are temporarily located pending assignment, release or reassignment. For major area-wide disasters, mobilization centers may be located in or on the periphery of the disaster area.
- **Incident Facilities/Staging Areas:** Incoming resources may be sent to staging areas, other incident facilities or directly to an incident, depending on the circumstances. Staging areas are temporary locations at an incident where personnel and equipment are kept while awaiting tactical assignments.

### **POLICIES AND PROCEDURES**

- Mutual aid resources will be provided and utilized in accordance with the California Master Mutual Aid Agreement.
- During a proclaimed emergency, inter-jurisdictional mutual aid will be coordinated at the county, operational area or mutual aid regional level.
- Because different radio frequencies are in use among most agencies, local agencies should provide incoming mutual aid forces with portable radios having local frequencies.

## **Manhattan Beach Emergency Operations Plan**

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- The City of Manhattan Beach will make mutual aid requests through the Los Angeles County Operational Area via telephone or Operational Area Radio 1.

Requests should specify, at a minimum:

- Number and type of personnel needed.
- Type and amount of equipment needed.
- Reporting time and location.
- Authority to whom forces should report.
- Access routes.
- Estimated duration of operations.
- Risks and hazards.

### **AUTHORITIES AND REFERENCES**

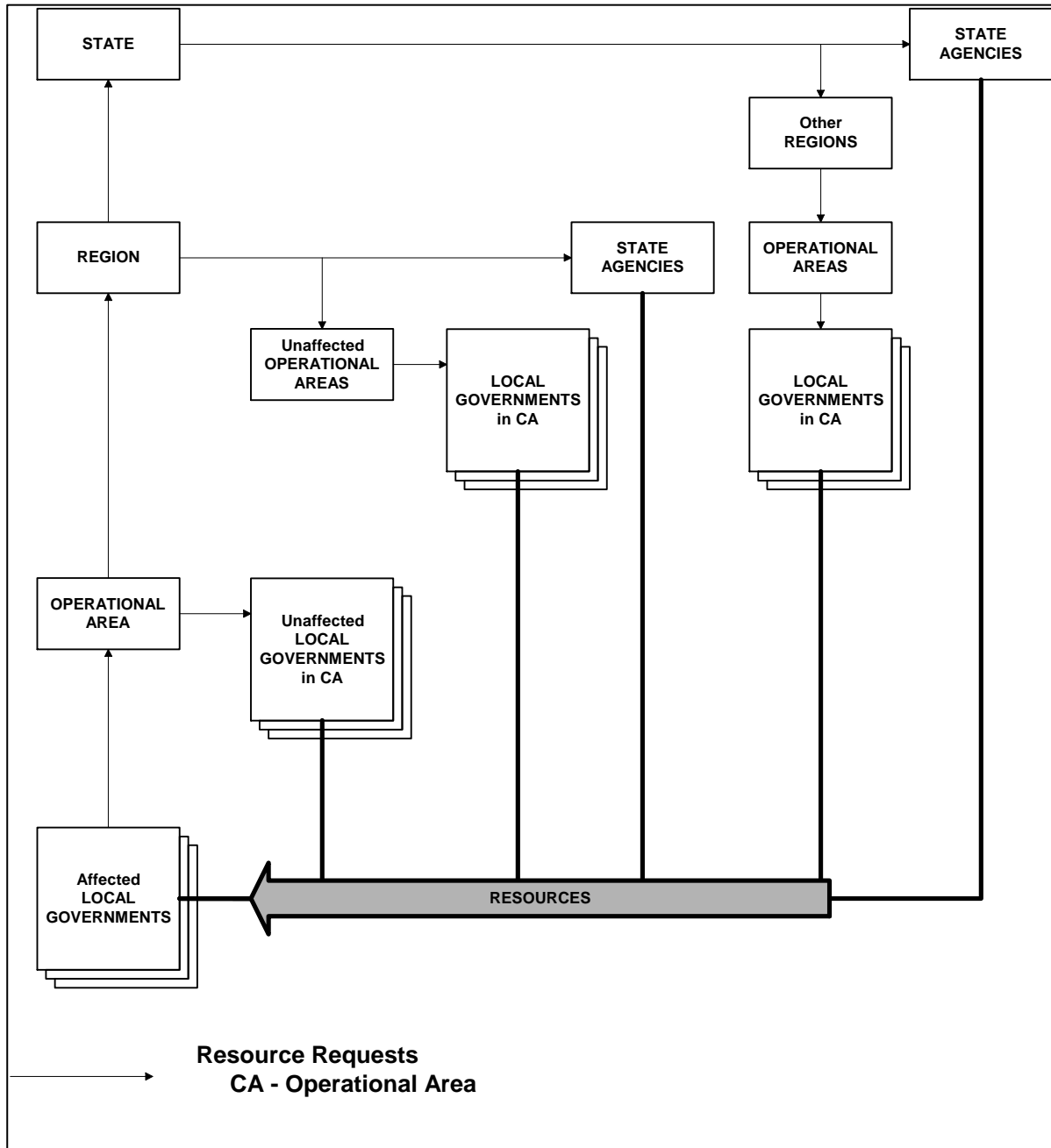
Mutual Aid assistance may be provided under one or more of the following authorities:

- California Master Mutual Aid Agreement.
- California Fire and Rescue Emergency Plan.
- California Law Enforcement Mutual Aid Plan.
- Robert T. Stafford Disaster Relief and Emergency Assistance Act (Public Law 93-288, as amended) provide federal support to state and local disaster activities.

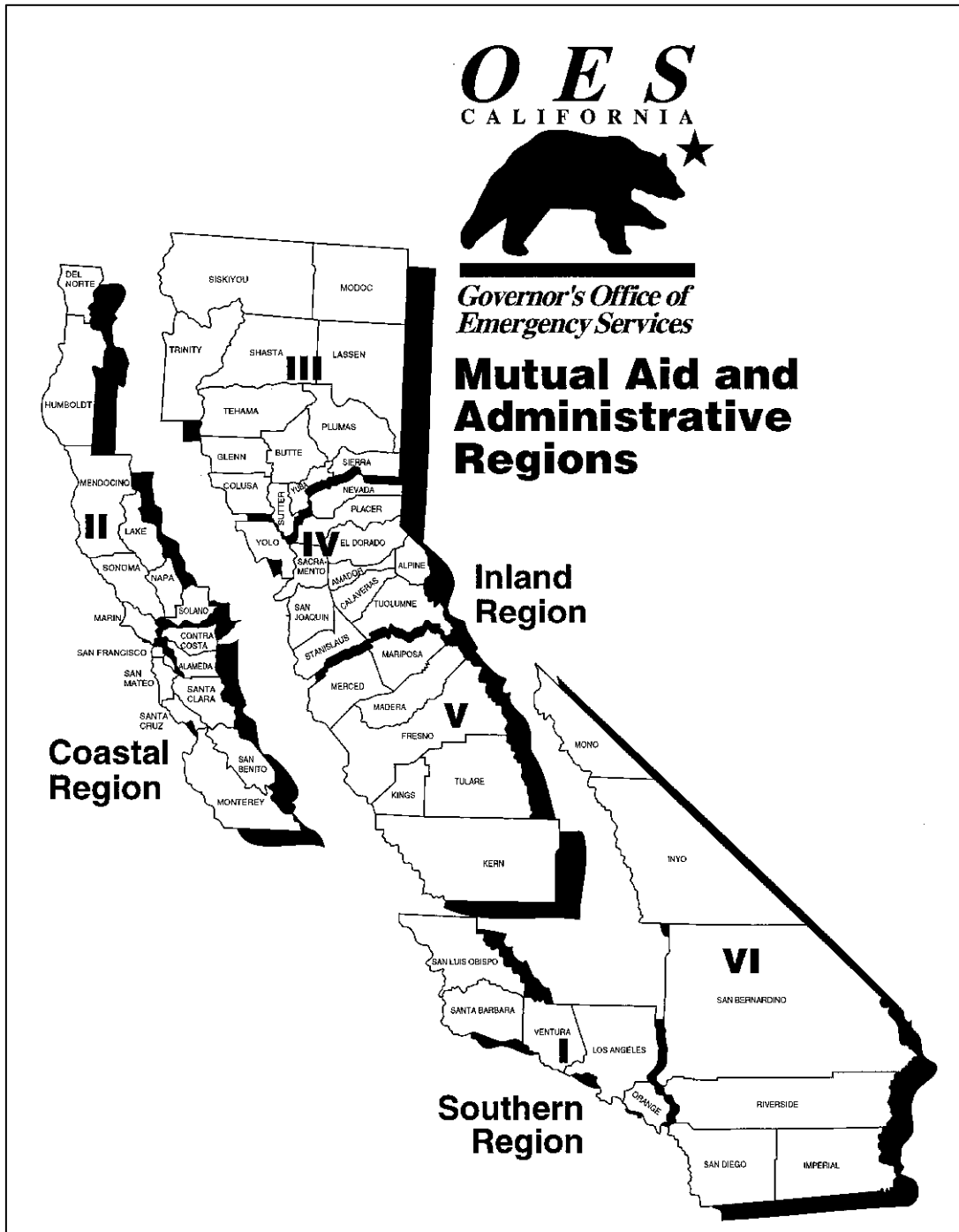
### **CITY OF MANHATTAN BEACH MUTUAL AID AGREEMENTS**

<b>CITY OF MANHATTAN BEACH MUTUAL AID AGREEMENTS</b>		
<b>WITH</b>	<b>FOR</b>	<b>DATE</b>
State of California	Master Mutual Aid <b>(EOP Appendix – Legal Documents)</b>	Posted
Los Angeles County	Public Works Mutual Aid Agreement <b>(EOP Appendix – Legal Documents)</b>	Posted
Los Angeles County Fire Chief's Mutual Aid	Fire Mutual Aid <b>(EOP Appendix – Legal Documents)</b>	Posted

# CHART 1: MUTUAL AID SYSTEM FLOW CHART GENERAL FLOW OF REQUESTS AND RESOURCES

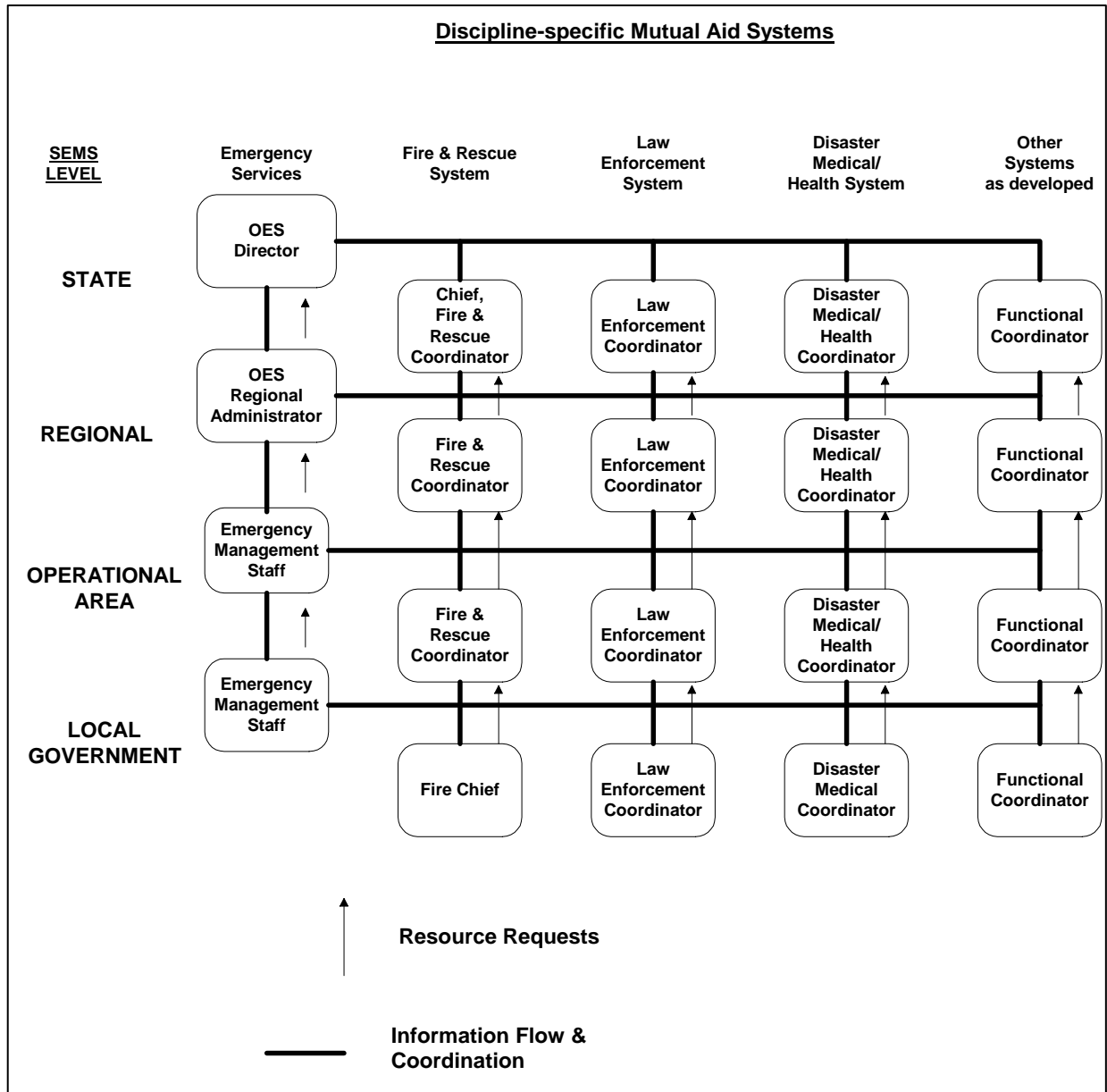


## CHART 2: STATE MUTUAL AID REGION MAP





## CHART 3: MUTUAL AID COORDINATORS FLOW CHART



**EMERGENCY OPERATIONS PLAN**

**APPENDICES**

**Appendix One - Definitions**  
**Appendix Two - Legal Documents**  
**Appendix Three - Threat Summary**

## **APPENDIX ONE**

### **DEFINITIONS**

**Glossary**

**Acronyms**

## **GLOSSARY**

### **A**

#### **Action Plan**

The plan prepared in the EOC containing the emergency response objectives of that SEMS level reflecting overall priorities and supporting activities for a designated period. The plan is shared with supporting agencies. Also see Incident Action Plan.

#### **Aerial Surveys**

An aerial assessment of the damaged area. Information gathered includes the level and extent of damage, as well as identifying potentially hazardous areas for further on-site inspection.

#### **Agency Representative**

An individual assigned to an incident or to an EOC from an assisting or cooperating agency who has been delegated authority to make decisions on matters affecting that agency's participation at the incident or at the EOC. Agency Representatives report to the Liaison Officer at the incident or to the Liaison Coordinator at SEMS EOC levels.

#### **Alquist-Priolo Special Study Zone**

Area within which special studies are required prior to building structures for human occupancy.

#### **American Red Cross**

A quasi-governmental volunteer agency that provides disaster relief to individuals and families. Major responsibilities include providing lodging, food, clothing, and registration and inquiry service.

#### **Annex**

A sub or supporting plan which deals with a specific function performed during a disaster, the organizational resources available, and the concept of operations used.

#### **Area Command**

An organization established in the Field to: (1) oversee the management of multiple incidents that are each being handled by an Incident Command System organization or (2) to oversee the management of a very large incident that has multiple Incident Management Teams assigned to it. Area Command has the responsibility to set overall strategy and priorities, allocate critical resources based on priorities, ensure that incidents are properly managed, and ensure that objectives are met and strategies followed.

#### **Attachment**

Supporting material related to a plan or annex used to elaborate or provide additional detail.

# **Manhattan Beach Emergency Operations Plan**

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## **Attack (Nuclear or Conventional)**

Any hostile action taken against the United States which results in destruction of military or civilian targets through use of nuclear or conventional weapons.

## **Avoidance**

Measures taken, including relocation of persons and prohibition of construction, in areas susceptible to risk.

## **B**

### **Base**

The location at an incident at which primary logistics functions for an incident are coordinated and administered. There is only one Base per incident. (Incident name or other designator will be added to the term "Base.") The Incident Command Post may be collocated with the Base.

### **Branch**

The organizational level at the SEMS EOC or Field Level having functional or geographic responsibility for major parts of incident operations. The Branch level is organizationally between Section and Division/Group in the Operations Section, and between Section and Units in the Logistics Section. Branches are identified by the use of Roman Numerals or by functional name (e.g., medical, security, etc.).

## **C**

### **Cache**

A pre-determined complement of tools, equipment, and/or supplies stored in a designated location, available for incident use.

### **California Emergency Council**

The official advisory body to the Governor on all matters pertaining to statewide emergency preparedness.

### **Camp**

A geographical site, within the general incident area, separate from the Incident Base, equipped and staffed to provide sleeping, food, water, and sanitary services to incident personnel.

### **Care and Shelter**

A phase of operations that meets the food, clothing, and shelter needs of people on a mass care basis. Parks and Recreation have primary responsibility for this function.

### **Casualty Collection Point (CCP)**

Sites pre-designated by county officials for the congregation, triage, austere medical treatment, relatively long-term holding, and evacuation of casualties following a major disaster.

# **Manhattan Beach Emergency Operations Plan**

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## **Community Emergency Response Team (CERT)**

CERT volunteers who complete eight classes, totaling 32 hours in: Disaster Preparedness, First Aid, CPR, Fire Extinguisher Use, Search & Rescue, Care & Shelter, Communications, Damage Assessment, Security Issues, and Command Post Operations. They are trained to lead all emergent volunteers. They will care for: (1) their families and homes, (2) their neighborhood, school, and/or business, and (3) report to the City to assist others.

## **Chain of Command**

A series of management positions in order of authority.

## **Check-in**

The process whereby resources first report to an incident or into an EOC. EOC check-in typically takes place in the Logistics Section.

## **Checklist**

A list of actions taken by an element of the emergency organization in response to a particular event or situation.

## **Civil Air Patrol**

A civilian auxiliary of the United States Air Force, which provides personnel, services, and equipment for, specified missions in support of state and local emergency operations.

## **Civil Disorder**

Any incident intended to disrupt community affairs that requires police intervention to maintain public safety, including riots and mass demonstrations as well as terrorist attacks.

## **Compacts**

Formal working agreements among agencies to obtain mutual aid.

## **Complex**

Two or more individual incidents located in the same general area which are assigned to a single Incident Commander or to a Unified Command.

## **Comprehensive Emergency Management**

The responsibility and ability of government to manage all types of emergencies and disasters. A comprehensive emergency management system coordinates the actions of numerous agencies, and includes four phases of emergency activity:

- (a) Mitigation--pre-event planning and actions which aim to lessen the effects of potential disasters.
- (b) Preparedness--those activities which governments, organizations, and individuals develop to save lives and minimize damage.
- (c) Response--those actions taken to save life, protect health and property, and minimize damage to the environment.

## **Manhattan Beach Emergency Operations Plan**

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- (d) Recovery--short and long-term activities which improve or return all systems to normal.

### **Concept of Operations**

A general notion of how disasters progress and how agencies may plan their response. In this Plan, it is supposed that disasters progress through identifiable phases and that certain responses are appropriate during each of these phases.

### **Construction Practices**

Codes, standards, and specifications that apply to repairs, alterations, or new construction of a facility or structure.

### **Contamination**

Deposits of radioactive or other toxic materials that occur on the surfaces of structures, areas, objects, people's bodies, flora, and fauna.

### **Contingency Plan**

A sub or supporting plan which deals with one specific type of emergency, its probable effect on the jurisdiction, and the actions necessary to offset these effects.

## **D**

### **Dam Failure**

Partial or complete collapse of a dam causing downstream flooding.

### **Decontamination/Contamination Control Radioactive Materials.**

The reduction or removal of radioactive material from a structure, area, person, or object. A surface may be treated, washed down, or swept to remove the contamination. Contamination can also be controlled by isolating the area or object contaminated, and letting the material stand. Other Hazardous Materials. Decontamination consists of removing contaminants or changing their chemical nature to innocuous substances.

### **Demobilization Unit**

Functional unit within the Planning Section responsible for assuring orderly, safe, and efficient demobilization of incident or EOC assigned resources.

### **Destructive Force**

Any natural or human forces capable of creating an emergency situation.

### **Direction and Control (Emergency Management)**

The provision of overall operational control and/or coordination of emergency operations at each level of the Statewide Emergency Organization, whether it be the actual direction of field forces or the coordination of joints efforts of governmental and private agencies in supporting such operations.

## **Manhattan Beach Emergency Operations Plan**

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### **Disaster Recovery Center (DRC)**

A readily accessible facility or mobile office where applicants may go for information about FEMA or other disaster assistance programs, or for questions related to your case.

### **Disaster Field Office (DFO)**

A central facility established by the Federal Coordinating Officer within or adjacent to an affected area. DFOs are used to coordinate and control state and federal efforts, which support disaster relief and recovery operations.

### **Disaster-Proofing**

Alterations to or modifications of facilities that can substantially reduce or prevent future damage to facilities.

### **Disaster Service Worker**

Any persons registered with a disaster council or state Office of Emergency Services to provide disaster service without pay. Disaster service workers include public employees, registered volunteers, and persons pressed into service during an emergency by persons authorized to command such services.

### **Disaster Support Area (DSA)**

A special facility where disaster relief resources can be received, stockpiled, allocated, and dispatched. A separate portion of the area may be used to receive and provide emergency treatment to casualties and for their transfer to adequate medical care facilities.

### **Disaster Welfare Inquiry (DWI)**

A service that provides health and welfare reports about relatives, friends and coworkers believed to be in a disaster area.

### **Documentation Unit**

Functional unit within the Planning Section responsible for collecting, recording, and safeguarding all documents relevant to an incident or within an EOC.

### **Dose**

Accumulated or total exposure to gamma radiation, commonly expressed in REM.

### **Dosimeter**

An instrument for measuring and registering total accumulated exposure to gamma radiation.

### **Drought**

A prolonged period of no rain, particularly during the planting and growing season. In California, drought can affect both agricultural and urban areas that are dependent on reservoirs for water. Decreased water levels due to insufficient rain can lead to restrictions on water use.



### ***E***

#### **Earthquake**

Sudden motion of the earth caused by an abrupt release of slowly accumulated strain that results in ground shaking, surface faulting, or ground subsidence.

#### **Economic Stabilization**

The government's use of direct and indirect controls to stabilize the economy during emergencies. Direct controls include such actions as the setting or freezing of wages, prices, and rents, or the direct rationing of goods. Indirect controls can be put into effect by the government through the use of monetary, credit, tax, or other policy measures.

#### **Electromagnetic Pulse (EMP)**

Energy released by detonation of a nuclear weapon at high altitudes. This energy can cause damage or malfunction in unprotected electrical systems, including broadcast stations.

#### **Emergency**

(State Definition - also see Local Emergency and State of Emergency)

A disaster situation or condition of extreme peril to life and/or property, resulting from other than war or labor controversy, which is or is likely to be beyond local capability to control without assistance from other political entities.

#### **Emergency**

(Federal Definition - also see Local Emergency and State of Emergency)

Any hurricane, tornado, storm, flood, high-water, wind-driven water, tidal wave, tsunami, earthquake, volcanic eruption, landslide, mudslide, snowstorm, drought, fire, explosion, or other catastrophe in any part of the United States which requires federal emergency assistance to supplement state and local efforts to save lives and protect public health and safety or to avert or lessen the threat of a major disaster.

#### **Emergency Alert System (EAS)**

Enables the President and Federal, State, and Local Governments to communicate with the general public through commercial broadcast stations in the event of a large natural disaster or war-related event.

#### **Emergency Broadcast System (EBS)**

A system that enables the President and federal, state, and local governments to communicate through commercial radio and television broadcast stations with the general public in the event of a disaster.

#### **Emergency Communications Center (ECC)**

That facility designated by a political entity as a focal point for receiving and transmitting emergency communications.

# **Manhattan Beach Emergency Operations Plan**

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## **Emergency Congregate Care – see Care and Shelter**

### **Emergency Dose Limit**

The upper limit of radiation a person can absorb without excessive risk to health.

### **Electromagnetic Pulse (EMP)**

The EMP is a small proportion of energy released by detonation of a high altitude nuclear weapon appearing in the form of a high intensity, short duration pulse, somewhat similar to that generated by lightning. EMP can cause damage to unprotected electrical or electronic systems including broadcast stations, car radios, televisions, and battery-operated portable radios.

### **Emergency Management**

The provision of overall operational control or coordination of emergency operations at each level of the statewide emergency organization, whether by the actual direction of field forces or by the coordination of joint efforts of government and private agencies.

### **Emergency Medical Services**

Treatment of casualties necessary to maintain their vital signs prior to treatment at a medical center.

### **Emergency Operations**

Those actions taken during the emergency period to protect life and property, care for the people affected, and temporarily restore essential community services.

### **Emergency Operating Center (EOC)**

A centralized facility from which emergency operations can be directed and coordinated.

### **Emergency Operations Center (EOC)**

A centralized location where resources and personnel are managed and coordination between departments takes place in a disaster situation. The EOC is staffed by City management personnel and City employees.

### **Emergency Organization**

Civil government augmented or reinforced during an emergency by auxiliaries, volunteers, persons pressed into service, and the private sector.

### **Emergency Period**

A period which begins with the recognition of an existing, developing, or impending situation that poses a potential threat to a community. It includes the waning (where applicable) and impact phases and continues until immediate and ensuing effects of the disaster no longer constitute a hazard to life or threat to property.

### **Emergency Plans**

Documents that describe principles, policies, and methods to be applied in carrying out emergency operations and rendering mutual aid during emergencies, including such

## **Manhattan Beach Emergency Operations Plan**

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elements as continuity of government, emergency functions of governmental agencies, mobilization of resources, and public information.

### **Emergency Public Information (EPI)**

Information relayed to the public from official sources during an emergency including: (1) instructions advising on survival and health action, (2) status information on the disaster, and (3) notice of emergency assistance available and where to obtain it.

### **Emergency Public Information Center**

A designated location adjacent to the EOC shall be designated as the EPIC.

### **Emergency Public Information System**

A network of information officers and their staff at all levels of government that provides information to the public during an emergency.

### **Emergency Resources Management**

Following a major disaster or attack on the United States, the effective management of available goods and services deemed most essential to survival and recovery operations.

### **Essential Facilities**

Facilities essential for conducting emergency operations and maintaining the health, safety and overall well being of the public following a disaster. Essential facilities also may include buildings, which have been designated for use as mass care facilities, such as schools and churches.

### **Evacuation**

Moving people to a safer area.

### **Evacuee – see also Relocatee**

An individual who moves or is moved from a hazardous area to a safer area and who is expected to return when the hazard abates.

### **Expedient Shelter**

Any shelter constructed during an emergency or crisis on a “crash basis” by individuals, single families, or small groups of families.

### **Explosive Ordinance Disposal**

The location and deactivation of explosive devices by qualified personnel.

## ***E***

### **Fallout**

The fallback to earth of particles contaminated with radiation from a nuclear weapon’s explosion or from a leak at a nuclear power plant. Early and local fallout refers to those particles, which reach the earth within 24 hours of a nuclear explosion. Delayed or worldwide fallout consists of smaller particles that rise into the stratosphere and are

## **Manhattan Beach Emergency Operations Plan**

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carried by winds to all parts of the earth. Delayed fallout is brought to earth mainly by rain or snow over an extended period of time.

### **Federal Agency (Federal Definition)**

Any department, establishment, government, corporation, or other agency of the Executive Branch of the Federal Government, including the United States Postal Service, but not the American Red Cross.

### **Federal Assistance (Federal Definition)**

Aid to disaster victims or state or local governments by federal agencies under the provisions of the Federal Disaster Relief Act (F.L. 93-288) and other statutory authorities of federal agencies.

### **Federal Communications Commission (FCC)**

Manages radio frequencies. Manages licensing for frequencies and amateur radio operators.

### **Federal Coordinating Officer (Federal Definition) (FCO)**

The person appointed by the President to coordinate federal assistance following an emergency or major disaster declaration.

### **Federal Disaster Assistance**

Provides in-kind and monetary assistance to disaster victims, state, and local government by federal agencies under provisions the Federal Disaster Relief Act and other statutory authorities of federal agencies.

### **Federal Disaster Relief Act**

Public Law 93-288, as amended, that gives the president broad powers to supplement the efforts and available resources of state and local governments in carrying out their responsibilities to alleviate suffering and damage resulting from major (peacetime) disasters.

### **Federal-State Agreement**

A legal document entered into between the state and the federal government following a presidential Declaration of an Emergency or Major Disaster. Executed by the Governor, acting for the state, and the FEMA Regional Director, acting for the Federal Government, the agreement shall contain the necessary terms and conditions consistent with the provisions of applicable laws, executive orders and regulations, as required and set forth by the type and extent of federal assistance to be provided.

### **Field Coordination Center**

A temporary facility established by the Office of Emergency Services within or adjacent to areas affected by a disaster. It functions under the operational control of the OES mutual aid regional manager and is supported by mobile communications and personnel provided by OES and other state agencies.

# **Manhattan Beach Emergency Operations Plan**

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## **First Aid Station**

A location within a mass care facility or casualty collection point where disaster victims may receive first aid.

## **Flood**

Flood is the rise or overflow of a body of water. Flood hazards include flash, riverine, and urban floods. Flash floods are brief, heavy flows in small streams or normally dry washes, while riverine flooding is the periodic overflow of rivers or streams, resulting in partial or complete inundation of the adjacent floodplain. Urban flooding involves the overflow of storm sewer systems and is usually caused by inadequate drainage following heavy rain or rapid snowmelt.

## **G**

### **Governor's Authorized Representative**

The person named by the Governor to execute for the state all necessary documents for disaster assistance, including certification of applications for public assistance.

### **Governor's Emergency Operations Executive Council**

An advisory body to the Governor on the coordination and application of state resources during emergencies and civil disorders.

## **H**

### **Hazard**

Any source of danger or element of risk to people or property.

### **Hazard Area**

A geographically defined area in which a specific hazard presents a potential threat to life and property.

### **Hazardous Material**

A substance or combination of substances which, because of quantity, concentration, physical, chemical, radiological, explosive, or infectious characteristics, poses a substantial present or potential danger to humans or the environment. Generally, such materials are classed as explosives and blasting agents, flammable and nonflammable gases, combustible liquids, flammable liquids and solids, oxidizers, poisons, disease causing agents, radioactive materials, corrosive materials, and other materials including hazardous wastes.

### **Hazardous Materials Incident (Stationary)**

Any uncontrolled release of material capable of posing a risk to health, safety, and property. Areas at risk include facilities that produce, process, or store hazardous material, as well as all sites that treat, store, and dispose of hazardous material.

### **Hazardous Materials Incident (Transportation)**

Any spill during transport of material that is potentially a risk to health and safety.

# **Manhattan Beach Emergency Operations Plan**

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## **Hurricane/Tropical Storm**

Large cyclonic storms with high winds moving in a large spiral around a calm center. Tropical storms become reclassified as hurricanes after wind speed reaches 74 mph or greater. Such storms originate in the tropics but can move into the northern latitudes.

**I**

## **Incident Command Post (ICP)**

The location at which the primary command functions are executed. The ICP may be collocated with the incident base or other incident facilities.

## **Incident Command System (ICS)**

A system designed for the on-scene management of field operations during an emergency situation. The incident command system can be used during serious “multidisciplinary” (fire, law, medical) emergencies or for operations involving the coordination of different jurisdictions and agencies under a unified command.

## **Incident Objectives**

Statements of guidance and direction necessary for the selection of appropriate strategy(s) and the tactical direction of resources. Incident objectives are based on realistic expectations of what can be accomplished when all allocated resources have been effectively deployed. Incident objectives must be achievable and measurable, yet flexible enough to allow for strategic and tactical alternatives.

## **Information Officer**

A member of the Command Staff responsible for interfacing with the public and media or with other agencies requiring information directly from the incident. There is only one Information Officer per incident. The Information Officer may have assistants. This position is also referred to as Public Affairs or Public Information Officer in some disciplines. At SEMS EOC levels, the information function may be established as a Coordinator or as a Section or Branch reporting directly to the EOC Director.

## **Initial Action**

The actions taken by resources which are the first to arrive at an incident.

## **Initial Response**

Resources initially committed to an incident.

## **Institutionalized Persons**

Persons who reside in public or private group quarters rather than households; for example, residents of hospitals, nursing homes, orphanages, colleges, universities, and correctional facilities. These residents generally lack major household possession or transportation, or require special care and custody.

**J**

## **Joint Information Center (JIC)**

## **Manhattan Beach Emergency Operations Plan**

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A JIC is the physical location where public information staff involved in incident management activities can collocate to perform critical emergency information, crisis communications, and public affairs functions. JICs provide the organizational structure for coordinating and disseminating official information.

### **Joint Information System (JIS)**

The PIO establishes and operates within the parameters established for the Joint Information System—or JIS. The JIS provides an organized, integrated, and coordinated mechanism for providing information to the public during an emergency. The JIS includes plans, protocols, and structures used to provide information to the public. It encompasses all public information related to the incident. Key elements of a JIS include interagency coordination and integration, developing and delivering coordinated messages, and support for decision makers. The PIO, using the JIS, ensures that decision makers—and the public—are fully informed throughout an incident response.

### **Joint Operating Center (JOC)**

A facility established on the periphery of a disaster area to coordinate and control multi jurisdictional emergency operations within the disaster area. The JOC will be staffed by representatives of select local, state and federal agencies and private organizations, and will have the capability of providing a communications link between any Mobile Emergency Operating Centers established in the disaster area and the State Operations Center in Sacramento.

## **L**

### **Land Use Regulations**

Zoning for prudent land use, as well as preventative and corrective restrictions on construction, repairs, or alterations of buildings. Preventive restrictions regulate new land use. Corrective restrictions include flood-proofing, acquiring, insuring, and removing non-conforming structures.

### **Landslide**

A general term for a falling mass of soil or rocks. The term also includes rock falls, rockslides, block slide, debris slide, earth flow, mudflow, and slump.

### **Lifelines**

A general term including all systems for storing, treating, and distributing fuel, communications, water, sewage, and electricity.

### **Light Search and Rescue – See also Heavy Rescue**

Activities ranging from finding lost or injured persons to extricating victims of accidents, downed aircraft, and industrial accidents. The characteristics focus of light search and rescue is usually on a single site, where the surrounding area is not damaged.

## **Manhattan Beach Emergency Operations Plan**

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### **Local Government (Federal Definition)**

Any county, city, village, town, district, or other political subdivision of any state, any Indian tribe or organization that includes any rural community or incorporated town or village or any other public entity for which an application for assistance is made by a state or political subdivision thereof.

### **Local Emergency (State Definition)**

The duly proclaimed existence of conditions of disaster or of extreme peril to the safety of persons and property within the territorial limits of a county, City and county, or City, caused by such conditions as air pollution, fire, flood, storm, epidemic, riot, or earthquake or other conditions, other than conditions resulting from a labor controversy, which conditions are or are likely to be beyond the control of the services, personnel, equipment, and facilities of that political subdivision and require the combined forces of political subdivisions to combat.

## **M**

### **Major Disaster (Federal) – see also Emergency**

Any hurricane, tornado, storm, flood, high water, wind-driven water, tsunami, earthquake, volcanic eruption, landslide, mudslide, snowstorm, drought, fire, explosion, or other catastrophe which, in the determination of the President, causes damage of sufficient severity and magnitude to warrant major disaster assistance under the Federal Disaster Relief Act.

### **Management by Objectives**

In SEMS field and EOC levels, this is a top-down management activity which involves a three-step process to achieve the desired goal. The steps are: establishing the objectives, selection of appropriate strategy(s) to achieve the objectives, and the direction or assignments associated with the selected strategy.

### **Mass Care Facility**

A location where temporary services are provided to disaster victims during an emergency which may include lodging, food, clothing, registration, welfare inquiry, first aid, and essential social services.

### **Master Mutual Aid Agreement**

The California Disaster and Civil Defense Master Mutual Aid Agreement made and entered into by and among the State of California, its various departments and agencies, and the various political subdivisions of the state. The agreement provides for support of one jurisdiction by another.

### **Media**

All means of providing information and instructions to the public, including radio, television, and newspapers.



## **Manhattan Beach Emergency Operations Plan**

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### **Medical Self-Help**

Medical treatment provided for the sick and injured by citizens and emergency forces in the absence of professional care.

### **Mitigation**

Pre-event planning and actions that aim to lessen the effects of potential disaster. (See also Comprehensive Emergency Management.)

### **Mobilization**

The process and procedures used by all organizations, Federal, State and Local, for activating, assembling, and transporting all resources that have been requested to respond to or support an incident.

### **Mobilization Center**

An off-incident location at which emergency service personnel and equipment are temporarily located pending assignment to incidents, release, or reassignment.

### **Multi-Agency or Inter-Agency Coordination**

The participation of agencies and disciplines involved at any level of the SEMS organization working together in a coordinated effort to facilitate decisions for overall emergency response activities, including the sharing of critical resources and the prioritization of incidents.

### **Multi-Agency Coordination System (MACS)**

The combination of personnel, facilities, equipment, procedures, and communications integrated into a common system. When activated, MACS has the responsibility for coordination of assisting agency resources and support in a multi-agency or multi-jurisdictional environment. A Group functions within the MACS. MACS organizations are used within the California Fire Services.

### **Multi-Purpose Staging Area (MSA)**

A location that serves as a local base for coordinating emergency operations, a really point for mutual aid coming into an area, and a site for post-disaster population support and recovery activities. The multipurpose staging area should have a large parking area and shelter for equipment and operations.

### **Mg/mgd**

Million gallon/Million gallons per day.

### **MHz**

MegaHertz.

### **Mutual Aid Agreement**

An agreement in which two or more parties agree to furnish resources and facilities and to render services to each and every other party of the agreement to prevent and respond to any type of disaster or emergency.

## **Manhattan Beach Emergency Operations Plan**

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### **Mutual Aid Agreement**

An agreement in which two or more parties agree to furnish resources and facilities and to render services to each and every other party of the agreement to prevent and respond to any type of disaster or emergency.

### **Mutual Aid Region**

A subdivision of the state emergency services organization established to coordinate mutual aid and other emergency operations.

### **Mutual Aid Staging Area**

A temporary facility established by the state Office of Emergency Services within, or adjacent to, an affected area. It may be supported by mobile communications and personnel provided by field or headquarters staff from state agencies, as well as personnel from local jurisdictions throughout the state.

## **N**

### **National Incident Management System**

NIMS provides a consistent nationwide template to enable all government, private-sector, and nongovernmental organizations to work together during domestic incidents.

### **National Warning System**

The federal portion of the civil defense warning system, used to disseminate warning and other emergency information from the warning centers or regions to warning points in each state.

### **Nuclear Incident (Fixed Facility)**

Any occurrence at a nuclear power plant resulting in a potential or actual release of radioactive material in sufficient quantity which threatens the health and safety of nearby populations.

### **Nuclear Threat**

All acts such as blackmail, extortion, and threat of attack in which the use of any nuclear material or radioactive substance is threatened.

### **Nuclear Weapon**

A general name given to any weapon capable of producing a nuclear detonation.

## **O**

### **Office of Emergency Services (OES)**

Part of the Governor's Office, the primary state agency in the coordination and administration of statewide operations to support local jurisdictions' emergency planning and response.

# **Manhattan Beach Emergency Operations Plan**

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## **Operational Area**

An intermediate level of the State emergency services organization, consisting of a county and all political subdivisions within the county area.

## **Operational Area Coordinator**

The individual within the operational area responsible for a specific function such as law enforcement, coroner's services, or emergency medical services.

## **Operational Period**

The period of time scheduled for execution of a given set of operation actions as specified in the Incident or EOC Action Plan. Operational Periods can be of various lengths, although usually not over 24 hours.

## **Operations Section**

One of the five primary functions found at all SEMS levels. The Section responsible for all tactical operations at the incident, or for the coordination of operational activities at an EOC. The Operations Section at the SEMS Field Response Level can include Branches, Divisions and/or Groups, Task Forces, Teams, Single Resources, and Staging Areas. At the EOC levels, the Operations Section would contain Branches or Divisions as necessary because of span of control considerations.

## **P**

### **Plan**

As used by OES, a document which describes the broad, overall jurisdictional response to potential extraordinary emergencies or disasters.

### **Planning Meeting**

A meeting held as needed throughout the duration of an incident to select specific strategies and tactics for incident control operations and for service and support planning. On larger incidents, the planning meeting is a major element in the development of the Incident Action Plan. Planning meetings are also an essential activity at all SEMS EOC levels.

### **Planning Zone**

A subdivision of a county consisting of a city, a city and its sphere of influence in adjacent unincorporated areas, a portion of the unincorporated area of a county, a military installation, or a state facility such as a correctional institution.

### **Political Subdivision (State Definition)**

Any city, city and county, county, district, or other local government agency or public agency authorized by law.

### **Pollution Incident**

Any significant concentration of pollutant that poses a substantial threat to public health.

## **Manhattan Beach Emergency Operations Plan**

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### **Power Failure**

Any interruption in the generation or transmission of electrical power caused by accident, sabotage, natural hazards, equipment failure, or fuel shortage.

### **Preparedness - see Comprehensive Emergency Management**

### **Protection Factor (PF)**

A number used to compare the relationship between the amount of radiation an unprotected person would receive with the amount a sheltered person would receive.

### **Public Health or Welfare**

All factors affecting the health and welfare of the general public.

### **Public Information Officer (PIO)**

An official responsible for releasing information to the public through the news **media**.

## **R**

### **Radio Amateur Civil Emergency Service (RACES)**

An emergency service designed to make efficient use of skilled radio amateurs throughout the state in accordance with approved civil defense communications plans. Operators are registered with an OES agency to provide emergency communications support.

### **Radiological Defense (RADEF) Officer**

A member of the emergency management staff responsible for radiological protection operations. The radiological officer is the principal advisor to the director and other officials on matters pertaining to radiological protection.

### **Radioactive Fallout - see Fallout**

### **Radiological Monitor**

An individual trained to measure, record, and report radiation exposure and exposure rates, who provides limited field guidance on radiation hazards, and performs operator's checks and maintenance on radiological instruments.

### **Radiological Monitoring System**

The facilities, equipment, and personnel organized to collect and report radiological information to all levels of government.

### **Radiological Protection**

The organized effort to minimize the effect of nuclear radiation on people and resources, through warning, detection, prevention, and remedial measures.

## **Manhattan Beach Emergency Operations Plan**

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### **Reconnaissance**

A preliminary survey to gain information concerning the damage sustained in the affected area.

### **Recover - See Comprehensive Emergency Management**

### **Reception and Care Center**

A facility established in a low-risk area to receive and process incoming relocatees, assign them to lodging facilities, and provide them with information on food, medical care, and other essential services.

### **Reception Area**

An area in which the basic needs of displaced people are met. For example, a place at the periphery of a dam failure inundation area, which can accommodate evacuated persons.

### **Reduction**

To diminish the strength and intensity of, or lessen the damage resulting from, a major disaster or damage expected from future disasters.

### **Regional Director (Federal Definition)**

A director of a regional office of the Federal Emergency Management Agency (FEMA).

### **Relocatee - see also Evacuee)**

An individual moved from a hazardous area to a safer area that may not return.

### **Remedial Movement**

The post-attack or post-event movement of people to better protected facilities or less hazardous areas.

### **Remedial Operations**

Actions taken as a result of a pending or existing emergency situation to offset or alleviate its effects.

### **Rescue Groups**

Two or more rescue teams responding as one group under the supervision of a designated group leader.

### **Rescue, Heavy**

Rescue requiring heavy lifting, prying or cutting, and/or consisting of several tasks, which require involvement of two or more teams working concurrently.

### **Rescue, Light**

Rescue not requiring use of heavy lifting, prying, or cutting operations and not more than one rescue team to accomplish in one hour.

# **Manhattan Beach Emergency Operations Plan**

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## **Rescue Team**

A group of people organized to work as a unit with one person designated as team leader.

## **Rescue Vehicle, Heavy**

A mobile unit equipped to support two or more rescue teams involved in heavy rescue operations.

**Response - see Comprehensive Emergency Management**

**Response Plan - see Contingency Plan**

## **S**

## **Scene Management System**

A standard system for organizing state agency response to hazardous material incidents.

## **Search**

Systematic investigation of an area or premises to locate persons entrapped, injured, immobilized, or missing.

## **Search Dog Team**

A skilled handler with one or more dogs trained to find entrapped persons.

## **Section 404**

That section of Public Law 93-288 that provides authority for temporary housing assistance to disaster victims.

## **Section 406**

That section of Public Law 93-288 that provides authority for hazard mitigation following disasters.

## **Section 408**

That section of Public Law 93-288 that provides authority for individual and family grants following disasters.

## **Section 414**

That section of Public Law 93-288 that provides authority for community disaster loans.

## **Section Chief**

The ICS title for individuals responsible for command of functional sections: Operations, Planning & Intelligence, Logistics, and Finance & Administration. At the EOC level, the position title will be Section Coordinator.

## **Manhattan Beach Emergency Operations Plan**

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### **Self-Help**

A concept describing self-reliance and self-sufficiency in an adverse environment without external assistance.

### **Sensitive Facilities**

Facilities in reception areas that will not normally be used as lodging facilities for relocatees. These facilities are either considered unsuitable or are required for essential activities (food establishments, fire stations, banks, radio stations, service stations, etc.). However, if any of these facilities provide adequate protection against radioactive fallout, they may be used as fallout shelters.

### **Service**

An organization assigned to perform a specific function during an emergency.

### **Shelter Complex**

A geographic grouping of facilities used as fallout shelters when such an arrangement serves planning, administrative, or operational purposes. Normally, a complex will include a maximum of twenty-five individual shelters within a diameter of about one half mile.

### **Shelter Facility - see Mass Care Facility**

### **Shelter Manager**

An individual, who provides for the internal organization, administration, and operation of a mass care facility.

### **Span of Control**

The supervisory ratio maintained within an ICS or EOC organization. A span of control of five positions reporting to one supervisor is considered optimum.

### **Special District**

A special district is any city or county service area, but not a school district, and not a special assessment district formed under the Improvement Act of 1911, the Municipal Improvement Act of 1913, the Street Opening Act of 1903, the Vehicle Parking Mall Law of 1943, the Parking District Law of 1951, the Pedestrian Mall Law of 1960, or any similar assessment law, or any similar procedural ordinance adopted by a chartered city.

### **Staging Area**

Staging Areas are locations set up at an incident where resources can be placed while awaiting a tactical assignment. Staging Areas are managed by the Operations Section.

### **Standardized Emergency Management System (SEMS)**

A system required by California Government Code for managing response to multi-agency and multi-jurisdiction emergencies in California. SEMS consists of five

## **Manhattan Beach Emergency Operations Plan**

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organizational levels which are activated as necessary: Field, Local Government, Operational Area, Regional, and State.

### **Standard Operating Procedures (SOP)**

A set of instructions having the force of a directive, covering those features of operations which lend themselves to a definite or standardized procedure. Standard operating procedures support an annex by indicating in detail how a particular task will be carried out.

### **State Agency (State Definition)**

Any department, division, independent establishment, or agency of the executive branch of the state government.

### **State Coordination Center**

A facility established by the Office of Emergency Services near the site of a major disaster, which supports local governmental operations and coordinates an overall response.

### **State Coordinating Officer (SCO)**

The person appointed by the Governor to cooperate and work with the Federal Coordinating Officer.

### **State Emergency Organization**

The agencies, boards, commissions of the executive branch of state government, and other local government and private sector organizations responding to emergencies.

### **State Emergency Plan**

The State of California Emergency Plan, as approved by the Governor, which serves as the basis for statewide emergency planning and response.

### **State of Emergency (State Definition)**

According to Section 8558 (b) of the Emergency Service Act, a "State of Emergency means the duly proclaimed existence of conditions of disaster or of extreme peril to the safety of persons and property within the state caused by such conditions as air pollution, fire, flood, storm, epidemic, riot, drought, sudden and severe energy shortage, plan or animal infestation or disease, the governor's warning of an earthquake or volcanic prediction, or an earthquake, or other conditions, other than conditions resulting from a labor controversy or conditions causing a "state of war emergency," which conditions, by reason of their magnitude are or are likely to be beyond the control of the services, personnel, equipment, and facilities of any single county, city and county, or city, and require the combined forces of a mutual aid region or regions to combat or with respect to regulated energy utilities, a sudden and severe energy shortage requires extraordinary measures beyond the authority vested in the California Public Utilities Commission."



## **Manhattan Beach Emergency Operations Plan**

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### **State of War Emergency (State Definition)**

According to Section 8558 (a) of the Emergency Services Act, a “State of War Emergency” means the “condition which exists immediately, with or without a proclamation thereof by the Governor, whenever this state or nation is attacked by an enemy of the United States, or upon the receipt by the state of a warning from the federal government indicating that such an enemy attack is probable or imminent.”

### **State Operating Authority**

The person with the responsibility and authority for overseeing the state’s response to hazardous material incidents.

### **State Operating Team**

A designated group of individuals who implement the scene management system, representing the various state agencies with hazardous material responsibilities.

### **State Operations Center (SOC)**

A facility established by the Office of Emergency Services headquarters in Sacramento to coordinate state operations to a disaster area, and control the response efforts of state and federal agencies in support of local government operations.

### **Stay-Put**

A resident in a hazardous, or potentially hazardous, area who refuses to evacuate during a directed evacuation, or who is too ill or infirm to be evacuated.

## **I**

### **Task Force**

A combination of single resources assembled for a particular tactical need, with common communications and a leader.

### **Technological Incident**

An emergency situation caused by a man-made element. These types of incidents include hazardous chemical and nuclear facility incidents.

### **Technological Services**

A group of functions whose performance requires a high degree of technical expertise and equipment.

### **Tornado**

Violently whirling columns of air extending to the ground from a cumulonimbus cloud. The funnel cloud of a tornado may have winds as high as 200 mph and an interior air pressure 10 to 20 percent below that of the surrounding atmosphere. The typical length of a path is 16 miles, but tracks of 200 miles have been reported. Path widths are generally less than 0.25 miles.

## **Manhattan Beach Emergency Operations Plan**

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### **Traffic Control Points (TCP)**

Sites along movement's routes that are staffed by emergency personnel to direct and control the flow of traffic.

### **Transportation Accident**

An incident of air or rail passenger travel that results in death or serious injury. Highway accidents are excluded from consideration under this hazard since such incidents are generally handled by emergency response services without emergency management organization involvement.

### **Triage**

A process of priority sorting sick and injured people on the basis of urgency and type of condition presented so that they can be routed to appropriate medical facilities.

### **Tsunami**

Also called a seismic sea wave. It is a large oceanic wave generated by earthquakes, submarine volcanic eruptions, or large submarine landslides in which sudden forces are applied to the water mass. The fastest tsunami waves can move at speeds of hundreds of miles per hour in the open ocean. However, as the waves enter shallower waters in coastal areas, wave velocity decreases and wave height can increase to 100 feet or more on impact at the shoreline.

## **U**

### **Unified Area Command**

A Unified Area Command is established when incidents under an Area Command are multi-jurisdictional. (See Area Command and Unified Command)

### **Unified Command**

In ICS, Unified Command is a unified team effort which allows all agencies with responsibility for the incident, either geographical or functional, to manage an incident by establishing a common set of incident objectives and strategies. This is accomplished without losing or abdicating agency authority, responsibility, or accountability.

### **Unit**

An organizational element having functional responsibility. Units are commonly used in incident Plans & Intelligence, Logistics, or Finance & Administration sections and can be used in operations for some applications. Units are also found in EOC organizations.

### **Unity of Command**

The concept by which each person within an organization reports to one and only one designated person.

### **Urban Fire**

Any instance of uncontrolled burning which results in structural damage to residential, commercial, industrial, institutional, or other properties in developed areas.

## **Manhattan Beach Emergency Operations Plan**

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### **Urban Rescue**

The complex process in which trained personnel use specialized equipment to locate and extricate victims trapped in collapsed buildings, and the mobilization and management of such personnel and equipment.

## **V**

### **Validated Earthquake Prediction**

A prediction or method of predicting an earthquake, which is approved by the California Earthquake Prediction evaluation Commission (CEPEC) and includes expected location, approximate magnitude, and probability of occurrence.

### **Vector Control**

Actions to limit the spread of disease-carrying insects and animals.

### **Volcano**

An eruption from the earth's interior which produces lava flows or violent explosions issuing gases, rock, and debris. Areas covered by eruptions can be confined to the volcano or range up to hundreds of miles from the site of the eruption.

### **Volunteers**

Individuals who make themselves available for assignment during an emergency who are not paid for the work they do.

## **W**

### **Wildfire**

Any instance of uncontrolled burning in grasslands, brush, or woodlands.

### **Winter Storm (Severe)**

This includes ice storms, blizzards, and extreme cold. The National Weather service characterizes blizzards as combinations of winds in excess of 35 mph with considerable falling or blowing snow, frequently reducing visibility to 0.25 miles or less.

## **ACRONYMS**

<b>AC</b>	<b>Area Command</b>
<b>ADA</b>	<b>Americans with Disabilities Act</b>
<b>AQMD</b>	<b>Air Quality Management District</b>
<b>ARC</b>	<b>American Red Cross</b>
<b>ASCS</b>	<b>U.S. Agricultural Stabilization and Conservation Services</b>
<b>ARES</b>	<b>Amateur Radio Emergency Services</b>
<b>BLM</b>	<b>Bureau of Land Management</b>
<b>BOR</b>	<b>Bureau of Reclamation</b>
<b>BPA</b>	<b>Blanket Purchasing Agreements</b>
<b>CAA</b>	<b>Clean Air Act</b>
<b>CALDAP</b>	<b>California Disaster Assistance Program</b>
<b>CalTrans</b>	<b>California Department of Transportation</b>
<b>CALWAS</b>	<b>California Warning System</b>
<b>CAO</b>	<b>Chief Administrative Officer</b>
<b>CCA</b>	<b>Comprehensive Cooperative Agreement</b>
<b>CCC</b>	<b>California Conservation Corps</b>
<b>CCP</b>	<b>Casualty Collection Points</b>
<b>CD</b>	<b>Civil Defense</b>
<b>CDBG</b>	<b>Community Development Block Grant</b>
<b>CDC</b>	<b>Centers for Disease Control, U.S. Public Health Service</b>
<b>CAL FIRE</b>	<b>California Department of Forestry and Fire Protection</b>
<b>CDL</b>	<b>Community Disaster Loan</b>
<b>CDRG</b>	<b>Catastrophic Disaster Response Group</b>
<b>CEO</b>	<b>Chief Executive Officer</b>
<b>CEPEC</b>	<b>California Earthquake Prediction Evaluation Council</b>
<b>CEPPO</b>	<b>Chemical Emergency Preparedness and Prevention Office</b>
<b>CEQA</b>	<b>California Environmental Quality Act</b>
<b>CERCLA</b>	<b>Comprehensive Environmental Response Compensation and Liability Act</b>
<b>CESA</b>	<b>California Emergency Services Association</b>
<b>CESFRS</b>	<b>California Emergency Service Fire Radio System</b>
<b>CESRS</b>	<b>California Emergency Services Radio System</b>
<b>CFR</b>	<b>Code of Federal Regulations</b>
<b>CHP</b>	<b>California Highway Patrol</b>
<b>CLEMARS</b>	<b>California Law Enforcement Mutual Aid Radio System</b>
<b>CLERS</b>	<b>California Law Enforcement Radio System</b>
<b>CLETS</b>	<b>California Law Enforcement Telecommunications System</b>
<b>COE</b>	<b>Corps of Engineers (US Army)</b>
<b>COG</b>	<b>Continuity of Government</b>
<b>CPG</b>	<b>Civil Preparedness Guide</b>
<b>CPI</b>	<b>Consumer Price Index</b>

## **Manhattan Beach Emergency Operations Plan**

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<b>CWA</b>	<b>Clean Water Act</b>
<b>DA</b>	<b>Damage Assessment</b>
<b>DAE</b>	<b>Disaster Assistance Employee</b>
<b>DAP</b>	<b>Disaster Assistance Programs</b>
<b>DCS</b>	<b>Disaster Communications Service</b>
<b>DFCO</b>	<b>Deputy Federal Coordinating Officer</b>
<b>DFO</b>	<b>Disaster Field Office</b>
<b>DHA</b>	<b>Disaster Housing Assistance</b>
<b>DHHS</b>	<b>Department of Health and Human Services</b>
<b>DLS</b>	<b>Disaster Legal Services</b>
<b>DMA</b>	<b>Disaster Management Area</b>
<b>DMAC</b>	<b>Disaster Management Area Coordinator</b>
<b>DMIS</b>	<b>Disaster Management Information System</b>
<b>DOB</b>	<b>Duplication of Benefits</b>
<b>DOC</b>	<b>Department Operations Center</b>
<b>DOD</b>	<b>Department of Defense</b>
<b>DOE</b>	<b>Department of Energy</b>
<b>DOL</b>	<b>Department of Labor</b>
<b>DOT</b>	<b>Department of Transportation</b>
<b>DP</b>	<b>Disaster Preparedness</b>
<b>DPIG</b>	<b>Disaster Preparedness Improvement Grant</b>
<b>DRM</b>	<b>Disaster Recovery Manager</b>
<b>DRC</b>	<b>Disaster Recovery Center</b>
<b>DRO</b>	<b>Disaster Recovery Operations</b>
<b>DSA</b>	<b>Disaster Support Area</b>
<b>DSA</b>	<b>Division of the State Architect (California)</b>
<b>DSR</b>	<b>Damage Survey Report</b>
<b>DUA</b>	<b>Disaster Unemployment Assistance</b>
<b>DWI</b>	<b>Disaster Welfare Inquiry</b>
<b>DWR</b>	<b>California Department of Water Resources</b>
<b>EAS</b>	<b>Emergency Alert System</b>
<b>EBS</b>	<b>Emergency Broadcast System</b>
<b>DOE</b>	<b>United States Department of Education</b>
<b>EDD</b>	<b>Employment Development Department</b>
<b>EDIS</b>	<b>Emergency Digital Information System</b>
<b>EEIs</b>	<b>Essential Elements of Information</b>
<b>EEO</b>	<b>Equal Employment Opportunity</b>
<b>EIR</b>	<b>Environmental Impact Review</b>
<b>EMA</b>	<b>Emergency Management Assistance</b>
<b>EMI</b>	<b>Emergency Management Institute</b>
<b>EMMA</b>	<b>Emergency Managers Mutual Aid</b>
<b>EMP</b>	<b>Electromagnetic Pulse</b>
<b>EMSA</b>	<b>Emergency Medical Services Authority</b>
<b>EMS</b>	<b>Emergency Medical Services</b>

## **Manhattan Beach Emergency Operations Plan**

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<b>EMT</b>	<b>Emergency Medical Technician</b>
<b>ENN</b>	<b>Emergency News Network</b>
<b>EOC</b>	<b>Emergency Operations Center</b>
<b>EOP</b>	<b>Emergency Operating Procedures</b>
<b>EOP</b>	<b>Emergency Operations Plan</b>
<b>EPA</b>	<b>Environmental Protection Agency</b>
<b>EPI</b>	<b>Emergency Public Information</b>
<b>EPIC</b>	<b>Emergency Public Information Center</b>
<b>ER</b>	<b>Emergency Relief Program</b>
<b>ERT</b>	<b>Emergency Response Team</b>
<b>ESA</b>	<b>California Emergency Services Act</b>
<b>ESA</b>	<b>Endangered Species Act</b>
<b>ESC</b>	<b>Earthquake Service Center</b>
<b>ESC</b>	<b>Emergency Services Coordinator</b>
<b>ESF</b>	<b>Emergency Support Functions</b>
<b>EST</b>	<b>Emergency Support Team</b>
<b>FA</b>	<b>Fire Administration (office symbol)</b>
<b>FAA</b>	<b>Federal Aviation Administration</b>
<b>FAS</b>	<b>Federal Aid System Road</b>
<b>FAST</b>	<b>Federal Agency Support Team</b>
<b>FAX</b>	<b>Facsimile</b>
<b>FBI</b>	<b>Federal Bureau of Investigation</b>
<b>FCC</b>	<b>Federal Communications Commission</b>
<b>FCO</b>	<b>Federal Coordinating Officer</b>
<b>FEMA</b>	<b>Federal Emergency Management Agency</b>
<b>FFY</b>	<b>Federal Fiscal Year</b>
<b>FHWA</b>	<b>Federal Highway Administration</b>
<b>FIA</b>	<b>Federal Insurance Administration</b>
<b>FIPS Number</b>	<b>Same as Project Application Number</b>
<b>FIRESCOPE</b>	<b>Firefighting Resources of Calif. Organized for Potential Emergencies</b>
<b>FmHA</b>	<b>Farmers Home Administration</b>
<b>FONSI</b>	<b>Finding of No Significant Number</b>
<b>FPM</b>	<b>Flood Plain Management</b>
<b>FRERP</b>	<b>Federal Radiological Emergency Response Plan</b>
<b>FTB</b>	<b>Franchise Tax board (State of California)</b>
<b>GAR</b>	<b>Governor's Authorized Representative</b>
<b>GIS</b>	<b>Geographic Information System</b>
<b>GSA</b>	<b>General Services Administration</b>
<b>HAZMAT</b>	<b>Hazardous Materials</b>
<b>HEW</b>	<b>U.S. Department of Health, Education and Welfare</b>
<b>HM</b>	<b>Hazard Mitigation</b>
<b>HMC</b>	<b>Hazard Mitigation Coordinator</b>

## **Manhattan Beach Emergency Operations Plan**

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<b>HMDA</b>	<b>Hazard Mitigation and Disaster Assistance</b>
<b>HMGP</b>	<b>Hazard Mitigation Grant Program</b>
<b>HMO</b>	<b>Hazard Mitigation Officer</b>
<b>HMT</b>	<b>Hazard Mitigation Team</b>
<b>HUD</b>	<b>Housing and Urban Development Program</b>
<b>IA</b>	<b>Individual Assistance</b>
<b>IA/O</b>	<b>Individual Assistance/Officer</b>
<b>IC</b>	<b>Incident Commander</b>
<b>ICC</b>	<b>Interstate Commerce Commission</b>
<b>ICP</b>	<b>Incident Command Post</b>
<b>ICS</b>	<b>Incident Command System</b>
<b>IFG</b>	<b>Individual and Family Grant Program (State of California program)</b>
<b>IFGP</b>	<b>Individual and Family Grant Program</b>
<b>IG</b>	<b>Inspector General</b>
<b>IMA</b>	<b>Individual Mobilization Augmentee</b>
<b>IRS</b>	<b>U.S. Internal Revenue Service</b>
<b>IRMS</b>	<b>Information Resources Management Service</b>
<b>JIC</b>	<b>Joint Information Center</b>
<b>JDIC</b>	<b>Justice Data Interface Controller</b>
<b>JPA</b>	<b>Joint Powers Agreement</b>
<b>JPIC</b>	<b>Joint Public Information Center</b>
<b>JIS</b>	<b>Joint Information System</b>
<b>LGAC</b>	<b>Local Government Advisory Committee</b>
<b>MACS</b>	<b>Multi-Agency Coordination System</b>
<b>MARAC</b>	<b>Mutual Aid Regional Advisory Committee</b>
<b>MARS</b>	<b>U.S. Army Military Affiliate Radio System</b>
<b>MASF</b>	<b>Mobile Aeromedical Staging Facility</b>
<b>MC</b>	<b>Mobilization Center</b>
<b>MCR</b>	<b>Military Communications Representative</b>
<b>MOA</b>	<b>Memorandum of Agreement</b>
<b>MOU</b>	<b>Memorandum of Understanding</b>
<b>MRA</b>	<b>Mortgage and Rental Assistance Program</b>
<b>MRE</b>	<b>Meals Ready to Eat</b>
<b>MSA</b>	<b>Multi-Purpose Staging Area</b>
<b>MTA</b>	<b>Metropolitan Transit Authority</b>
<b>NAWAS</b>	<b>National Warning System</b>
<b>NCCEM</b>	<b>National Coordinating Council on Emergency Management</b>
<b>NCS</b>	<b>National Communications System</b>
<b>NCSP</b>	<b>National Communications Support System</b>
<b>NCSRM</b>	<b>National Communications System Regional Manager</b>
<b>NDAA</b>	<b>California Natural Disaster Assistance Act</b>

## **Manhattan Beach Emergency Operations Plan**

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<b>NDEA</b>	<b>National Defense Education Act</b>
<b>NDMS</b>	<b>National Disaster Medical System</b>
<b>NECC</b>	<b>National Emergency Coordination Center (FEMA)</b>
<b>NEIS</b>	<b>National Earthquake Information Service</b>
<b>NEST</b>	<b>Nuclear Emergency Search Team</b>
<b>NETC</b>	<b>National Emergency Training Center</b>
<b>NFA</b>	<b>National Fire Academy</b>
<b>NFDA</b>	<b>National Funeral Directors Association</b>
<b>NFIP</b>	<b>National Flood Insurance Program</b>
<b>NHC</b>	<b>National Hurricane Center</b>
<b>NHPA</b>	<b>National Historic Preservation Act</b>
<b>NIFCC</b>	<b>National Interagency Fire Coordination Center, U.S. Forest Service</b>
<b>NIMS</b>	<b>National Incident Management System</b>
<b>NOAA</b>	<b>National Oceanic and Atmospheric Administration</b>
<b>NOI</b>	<b>Notice of Interest</b>
<b>NRC</b>	<b>Nuclear Regulatory Commission</b>
<b>NRF</b>	<b>National Response Framework</b>
<b>NRT</b>	<b>National Response Team</b>
<b>NTC</b>	<b>National Teleregistration Center</b>
<b>NVOAD</b>	<b>National Voluntary Organizations Active in Disaster</b>
<b>NWS</b>	<b>National Weather Service</b>
<b>OA</b>	<b>Operational Area</b>
<b>OASIS</b>	<b>Operational Area Satellite Information System</b>
<b>OES</b>	<b>Office of Emergency Services</b>
<b>OFA</b>	<b>Other Federal Agencies</b>
<b>OMB</b>	<b>Office of Management and Budget (Federal)</b>
<b>OPA</b>	<b>Oil Pollution Act</b>
<b>OPM</b>	<b>Office of Personnel Management</b>
<b>OSA</b>	<b>California Office of the State Architect</b>
<b>OSC</b>	<b>On-Scene Coordinator</b>
<b>OSHA</b>	<b>Occupational Safety and Health Administration</b>
<b>OSTP</b>	<b>Office of Science Technology Policy</b>
<b>PA</b>	<b>Public Affairs</b>
<b>PAO</b>	<b>Public Affairs Officer</b>
<b>PA</b>	<b>Public Assistance</b>
<b>PA/O</b>	<b>Public Assistance Officer</b>
<b>PA#</b>	<b>Project Application Number</b>
<b>PBX</b>	<b>Private Branch Exchange</b>
<b>PDA</b>	<b>Preliminary Damage Assessment</b>
<b>PDH</b>	<b>Packaged Disaster Hospital</b>
<b>PDS</b>	<b>Professional Development Series</b>
<b>PFT</b>	<b>Permanent Full-Time Employee</b>
<b>PIO</b>	<b>Public Information Officer</b>



## **Manhattan Beach Emergency Operations Plan**

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<b>PL</b>	<b>Public Law - U.S. Public Law 93-288, Federal Disaster Relief Act of 1974</b>
<b>PNP</b>	<b>Private Nonprofit Organization</b>
<b>PSI</b>	<b>Pounds per Square Inch</b>
<b>PSR</b>	<b>Personal Service Radio</b>
<b>PUC</b>	<b>California Public Utilities Commission</b>
<b>RACES</b>	<b>Radio Amateur Civil Emergency Services</b>
<b>RADEF</b>	<b>Radiological Defense</b>
<b>RCP</b>	<b>Regional Oil and Hazardous Substances Pollution Contingency Plan</b>
<b>RD</b>	<b>Regional Director (FEMA)</b>
<b>REACT</b>	<b>Radio Emergency Associated Communication Team</b>
<b>REC</b>	<b>Regional Emergency Coordinator</b>
<b>REOC</b>	<b>Regional Emergency Operations Center</b>
<b>RM</b>	<b>Radiological Monitor</b>
<b>RO</b>	<b>Radiological Officer</b>
<b>RRT</b>	<b>Regional Response Team</b>
<b>RTOS</b>	<b>Rail Transit Operations Supervisor</b>
<b>SA</b>	<b>Salvation Army</b>
<b>SAP</b>	<b>State Assistance Program</b>
<b>SAR</b>	<b>Search and Rescue</b>
<b>SARA</b>	<b>Superfund Amendment Reauthorization Act (Title III)</b>
<b>SAST</b>	<b>California State Agency Support Team</b>
<b>SBA</b>	<b>Small Business Administration</b>
<b>SCAQMD</b>	<b>South Coast Air Quality Management District</b>
<b>SCESA</b>	<b>Southern California Emergency Services Association</b>
<b>SCO</b>	<b>State Coordinating Officer</b>
<b>SEMO</b>	<b>State Emergency Management Office</b>
<b>SEMS</b>	<b>Standardized Emergency Management System</b>
<b>SF</b>	<b>Standard Form</b>
<b>SHMO</b>	<b>State Hazard Mitigation Officer</b>
<b>SHPO</b>	<b>State Historic Preservation Officer</b>
<b>SITREP</b>	<b>Situation Report</b>
<b>SLPS</b>	<b>State and Local Programs and Support Directorate (FEMA)</b>
<b>SOC</b>	<b>State Operations Center</b>
<b>SOP</b>	<b>Standard Operating Procedure</b>
<b>STO</b>	<b>State Training Officer</b>
<b>Subgrantee</b>	<b>An eligible applicant in Federally declared disasters</b>
<b>TH</b>	<b>Temporary Housing</b>
<b>TSCA</b>	<b>Toxic Substances Control Act</b>
<b>USACE</b>	<b>United States Army Corps of Engineers</b>
<b>USAR</b>	<b>Urban Search and Rescue</b>

## **Manhattan Beach Emergency Operations Plan**

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<b>USDA</b>	<b>U.S. Department of Agriculture</b>
<b>USFA</b>	<b>United States Fire Administration</b>
<b>USGS</b>	<b>United States Geological Survey</b>
<b>VA</b>	<b>Veterans Administration</b>
<b>VSAT</b>	<b>Very Small Aperture Terminal</b>
<b>VOAD</b>	<b>Volunteer Organizations Active in Disaster</b>

## **APPENDIX TWO**

### **LEGAL DOCUMENTS**

EOP Resolution No. \_\_\_\_\_

NIMS Resolution No. \_\_\_\_\_

Good Samaritan Liability

Orders and Regulations which may be Selectively Promulgated by the Government  
during a State of Emergency

Orders and Regulations Promulgated by the Government to take effect upon the  
Existence of a State of War Emergency

California Disaster and Civil Defense Master Mutual Aid Agreement

City of Manhattan Beach Emergency Services Ordinance No. 1259

Resolution adopting the Master Mutual Aid Agreement

Resolution adopting the Public Works Mutual Aid Agreement with Los Angeles  
County

Resolution adopting Workmen's Compensation Benefits for Registered  
Volunteer Disaster Service Workers

Resolution adopting Workers' Compensation Benefits to Reserve/Volunteer  
Police Officers and City Volunteers

Adoption of Multi-Hazard Functional Plan

# Manhattan Beach Emergency Operations Plan

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## EOP RESOLUTION NO. \_\_\_\_\_

WHEREAS, the preservation of life and property is an inherent responsibility of local, state and federal government;

WHEREAS, the City has prepared this Emergency Operations Plan (EOP) to ensure the most effective and economical allocation of resources for the maximum benefit and protection of the civilian population in time of emergency;

WHEREAS, while no plan can prevent death and destruction, good plans carried out by knowledgeable and well trained personnel can and will minimize losses;

WHEREAS, this plan establishes the emergency organization, assigns tasks, specifies policies and general procedures, and provides for coordination of planning efforts of the various emergency staff and service elements utilizing the Standardized Emergency Management System (SEMS) and the National Incident Management System (NIMS) and the objective of this plan is to incorporate and coordinate all the facilities and personnel of the City into an efficient organization capable of responding to any emergency;

WHEREAS, this Emergency Operations Plan is an extension of the California Emergency Plan and it will be reviewed and exercised periodically and revised as necessary to meet changing conditions; and

WHEREAS, the City Council of the City of Manhattan Beach gives its full support to this Emergency Operations Plan and urges all officials, employees and citizens, individually and collectively, to do their share in the total emergency effort of the City.

Concurrence of this promulgation letter constitutes the adoption of the Standardized Emergency Management System, the National Incident Management System and the Incident Command System by the City. This EOP will become effective on adoption by the City Council;

NOW, THEREFORE, I, \_\_\_\_\_, Mayor of the City of Manhattan Beach, by the virtue of the authority vested in me by the Constitution and Laws of the State of California, do hereby accept the Emergency Operations Plan as the directive for establishing an emergency organization.

\_\_\_\_\_  
Mayor  
City of Manhattan Beach

**NIMS RESOLUTION NO. \_\_\_\_\_**

WHEREAS, the President in Homeland Security Directive (HSPD)-5, directed the Secretary of the Department of Homeland Security to develop and administer a National Incident Management System (NIMS), which would provide a consistent nationwide approach for federal, state, local, and tribal governments to work together more effectively and efficiently to prevent, prepare for, respond to and recover from domestic incidents, regardless of cause, size or complexity;

WHEREAS, the collective input and guidance from all federal, state, local, and tribal homeland security partners has been, and will continue to be, vital to the development, effective implementation and utilization of a comprehensive NIMS;

WHEREAS, it is necessary and desirable that all federal, state, local and tribal emergency agencies and personnel coordinate their efforts to effectively and efficiently provide the highest levels of incident management;

WHEREAS, to facilitate the most efficient and effective incident management it is critical that federal, state, local, and tribal organizations utilize standardized terminology, standardized organizational structures, interoperable communications, consolidated action plans, unified command structures, uniform personnel qualification standards, uniform standards for planning, training, and exercising, comprehensive resource management, and designated incident facilities during emergencies or disasters;

WHEREAS, the NIMS standardized procedures for managing personnel, communications, facilities and resources will improve the cities ability to utilize federal funding to enhance local and state agency readiness, maintain first responder safety, and streamline incident management processes.

WHEREAS, the Incident Command System components of NIMS are already an integral part of various incident management activities throughout the city, including current emergency management training programs; and

WHEREAS, the National Commission on Terrorist Attacks (9-11 Commission) recommended adoption of a standardized Incident Command System;

NOW, THEREFORE, I, \_\_\_\_\_, Mayor of the City of Manhattan Beach, by the virtue of the authority vested in me by the Constitution and Laws of the State of California, do hereby establish the National Incident Management System (NIMS) as the City's standard for incident management.

*Insert City's Signature  
Block*

## **GOOD SAMARITAN LIABILITY**

### **CALIFORNIA CIVIL CODE, CHAPTER 9, SECTION 1799.102**

No person, who in **good faith** and not for compensation, renders emergency care at the scene of an emergency shall be liable for any civil damages resulting from any act or omission. The scene of an emergency shall not include emergency departments and other places where medical care is usually offered.

### **CALIFORNIA GOVERNMENT CODE, SECTION 8659**

Any physician or surgeon (whether licensed in this state or any other state), hospital, pharmacist, nurse or dentist who renders services during any state of war emergency, a state of emergency, or a local emergency at the express or implied request of any responsible state or local official or agency shall have no liability for any injury sustained by any person by reason of such services, regardless of how or under what circumstances or by what cause such injuries are sustained; provided, however, that the immunity herein granted shall not apply in the event of a willful act or omission.

### **CALIFORNIA GOVERNMENT CODE, SECTION 13970**

Direct action on the part of private citizens in preventing the commission of crimes against the person or property of others, or in apprehending criminals, or rescuing a person in immediate danger of injury or death as a result of fire, drowning, or other catastrophe, benefits the entire public. In recognition of the public purpose served, the state may indemnify such citizens, their surviving spouses, their surviving children, and any persons dependent upon such citizens for their principal support in appropriate cases for any injury, death, or damage sustained by such citizens, their surviving spouses, their surviving children, and any persons dependent upon such citizens for their principal support as a direct consequence of such meritorious action to the extent that they are not compensated for the injury, death or damage from any other source. A claim shall be denied if an award has been made under Article I (commencing with Section 13960) of this chapter for the same incident.

### **CALIFORNIA GOVERNMENT CODE, SECTION 50086**

No person who is summoned by the county sheriff, city police department, fire department, park range, or other local agency to voluntarily assist in a search or rescue operation, who possesses first aid training equivalent to the Red Cross advanced first aid and emergency care training standards, and who in good faith renders emergency services to a victim prior to or during the evacuation or extrication of the victim, shall be liable for any civil damages as a result of any acts or omissions by such person in rendering such emergency services.

**ORDERS AND REGULATIONS WHICH MAY BE  
SELECTIVELY PROMULGATED BY THE GOVERNOR  
DURING A STATE OF EMERGENCY**

**Order 1 (Employment)**

It is hereby ordered that the period of employment for State Personnel Board emergency appointments, as provided in Section 19120 of the Government Code and State Personnel Board Rules 301-303, be waived for positions required for involvement in emergency and/or recovery operations. The requirements and period of employment for such appointments will be determined by the Director, California Office of Emergency Services, but shall not extend beyond the termination date of said State of Emergency.

**Order 2 (Medical Supplies)**

It is hereby ordered that in the area proclaimed to be in a State of Emergency and/or that specific area(s) designated by the Director, California Office of Emergency Services, outside of the proclaimed area(s) but which is (are) essential to the relief and aid of the lives and property within the proclaimed area, all drugs and medical supply stocks intended for wholesale distribution shall be held subject to the control and coordination of the Department of Health Services, Food and Drug Section. Authority imparted under this Order, and specific to the proclaimed emergency, shall not extend beyond the termination date of said State of Emergency.

**Order 3 (Salary Payment)**

It is hereby ordered that during the proclaimed State of Emergency appropriate parts of Sections 18020-18026 of the Government Code and State Personnel Board Rules 130-139 be waived to permit cash compensation to personnel whose work is designated by the Director, California Office of Emergency Services, as essential to expedite emergency and recovery operations for all time worked over the employee's regular workweek, at a rate of 1-1/2 times the regular rate of pay. The Director, Office of Emergency Services, will also designate the beginning and ending dates for such overtime for each individual involved. This waiver shall not extend beyond the termination date of said State of Emergency.

**Order 4 (Bonding)**

It is hereby ordered that, in the area proclaimed to be in a State of Emergency and/or that specific area(s) designated by the Director, California Office of Emergency Services, outside of the proclaimed area(s) but which is (are) essential to the relief and aid of the lives and property within the proclaimed area, the provisions of Sections 3247-3258 of the Civil Code relating to state contracting bonding requirements for the performance of heavy rescue, debris removal, expedient construction, preparation of mobile home sites, and related activities are suspended. This suspension shall not extend beyond the termination date of said State of Emergency.

**Order 5 (Temporary Housing)**

It is hereby ordered that in the area proclaimed to be in a State of Emergency and/or that specific area(s) designated by the Director, California Office of Emergency Services, outside of the proclaimed area(s) but which is (are) essential to the relief and aid of the lives and property within the proclaimed area, those zoning, public health, safety, or intrastate transportation laws,

## **Manhattan Beach Emergency Operations Plan**

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ordinances, regulations, or codes which the Director, California Office of Emergency Services, determines impair the provision of temporary housing be suspended for a time not to exceed 60 days, after the proclaimed State of Emergency and authorization by the President upon the declaration of a Major Disaster for the Temporary Housing Program as prescribed in Section 404 of Public Law 93-288 and Section 8654(a) of the Government Code.

### **Order 6 (Petroleum Fuels)**

It is hereby ordered that in the area proclaimed to be in a State of Emergency and/or that specific area(s) designated by the Director, California Office of Emergency Services, outside of the proclaimed area(s) but which is (are) essential to the relief and aid of the lives and property within the proclaimed area, distribution of intra-state petroleum stocks including those in refinery storage, major distribution installations and pipeline terminals, shall be held subject to the control and coordination of the Energy Resources Conservation and Development Commission. Petroleum stocks may be prioritized and diverted for use into a disaster area or in support of disaster mitigation operations. Any and all actions taken shall be at the discretion and judgment of the State Fuel Allocator, California Energy Commission, for use in disaster mitigation. Such actions shall be coordinated with and prioritized by the Director, Office of Emergency Services, but shall not extend beyond the termination date of said State of Emergency.

### **Order 7 (Banking)**

It is hereby ordered that in the area proclaimed to be in a State of Emergency and/or that specific area(s) designated by the Director, California Office of Emergency Services, outside of the proclaimed area(s) but which is (are) essential to the relief and aid of the lives and property within the proclaimed area, all banks will take emergency operating actions pursuant to Section 1916 of the Financial Code. Actions taken under this Order, and specific to the proclaimed emergency, shall not extend beyond the termination date of said State of Emergency.



## **ORDERS AND REGULATIONS PROMULGATED BY THE GOVERNOR TO TAKE EFFECT UPON THE EXISTENCE OF A STATE OF WAR EMERGENCY**

### **Order 1 (Orders and Regulations in Effect)**

It is hereby ordered that the following orders and regulations, numbered 2 through 12, having been duly made in advance of a State of War Emergency, approved by the California Emergency Council, and filed with the Secretary of State and the county clerk of each county, shall take full effect upon the existence of a State of War Emergency and shall remain in full force and effect until amended or rescinded or until termination of said State of War Emergency. (See Section 8567(a), (b), and (d), State Emergency Services Act.)

### **Order 2 (Warning)**

It is hereby ordered that, immediately upon the existence of a State of War Emergency, all counties, cities and counties, and cities of the State will immediately sound the indicated warning signal and/or take all other appropriate actions to warn residents. The warning signals necessary to effectuate this action shall be those prescribed by the Federal Government for this purpose.

### **Order 3 (Authority and Implementation under State of War Emergency)**

It is hereby ordered that the Director of the Office of Emergency Services is authorized and directed to act on behalf of the Governor and in the name of the State of California in implementing and operating the California War Emergency Plan; and he is authorized to assume command and control of operations within the state in accordance with such plan, insofar as adherence to such plan is adequate, and to deviate from such plan, as directed by the Governor or to the extent and in such manner as he may deem necessary for the protection of life, property, and resources of or within the state against unforeseen circumstances or hazards which, by reason of their character or magnitude, are beyond the scope of such plan; and

It is further ordered that the Director of the Office of Emergency Services is authorized to delegate such powers as are herein granted, or as authorized under Article 5 of the California Emergency Services Act, to personnel of his office as he may deem necessary, and such personnel may act on behalf of and in the name of the Director of the Office of Emergency Services in carrying out any authority so delegated.

### **Order 4 (Personnel)**

It is hereby ordered that all public employees or persons holding positions of responsibility in the State or in accredited local emergency organizations, and all registered disaster service workers, and all unregistered persons impressed into service during a State of War Emergency by a person having the authority to command the aid of citizens in the execution of his duties, are hereby declared to be members of the Statewide War-Emergency Organization; and

It is further ordered that all officials of local political subdivisions of the State and all registered disaster service workers who perform duties in the State or Regional emergency operations headquarters are hereby declared to be personnel of the State War-Emergency Organization for the period of the State of War Emergency, subject to the direction of the Governor, the Director

## **Manhattan Beach Emergency Operations Plan**

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of the Office of Emergency Services, and/or the Manager of the regional headquarters to which such persons are assigned or attached; and

It is further ordered that all officials and registered disaster service workers heretofore designated as Coordinators or as staff personnel of Operational Area organizations, which have been ratified by the California Emergency Council, are hereby declared to be personnel of the State War Emergency Organization.

### **Order 5 (War Powers)**

It is hereby ordered that the governmental functions for the protection of lives, property, and resources of the State and of every political subdivision thereof shall continue in full force and effect, and all duly constituted officials of the State and of every political subdivision thereof shall continue to discharge their responsibilities and shall comply with, enforce, and assume the responsibility for implementing such regulations and orders not inconsistent with or contradictory to rules, regulations, or orders issued by the President of the United States or the Commanding General, Sixth United States Army, as are now or may hereafter be promulgated by the Governor, in accordance with approved plans and procedures.

### **Order 6 (Sales Restrictions)**

It is hereby ordered that, in accordance with national and state policy, as reflected in the General Freeze Order, Part A, California Emergency Resources Management Plan, all retail sales and transfers of consumer items are prohibited for a period of at least five days following the onset of a State of War Emergency, except for the most essential purposes as determined by federal, state, or local authorities and except for essential health items and perishables in danger of spoilage.

### **Order 7 (Alcohol Sales)**

It is hereby ordered that the sale of alcoholic beverages shall be discontinued immediately.

### **Order 8 (Petroleum Sales)**

It is hereby ordered that all petroleum stocks for California distribution, including those in refinery storage, major distributing installations, and pipe line terminals, shall be held subject to the control of the State Petroleum Director; and

It is further ordered that, following the period of prohibition of sales imposed by Order 6, retail outlets for petroleum products shall operate in accordance with rules and regulations prescribed by the State Petroleum organization as outlined in Part B-VII of the California Emergency Resources Management Plan.

### **Order 9 (Food Sales)**

It is hereby ordered that all wholesale foodstocks, including those under the control of processors, wholesalers, agents and brokers, be held subject to the control of the State Food Director, except that:

- (1) Fresh fluid milk, fresh vegetables, and bread are not subject to this order; and
- (2) Supplies necessary for immediate essential use, on the basis of 2000 calories per person per day, of persons in homes or in mass care centers, restaurants, hotels,

## **Manhattan Beach Emergency Operations Plan**

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hospitals, public institutions, and similar establishments feeding approximately 100 persons or more per day, may be obtained from wholesale and/or retail sources upon approval by local authorities operating in accordance with existing state and federal food supply policies; and

It is further ordered that, following the period of prohibition of sales imposed by Order 6, retail outlets for food stocks shall operate in accordance with rules and regulations prescribed by the State Food Organization as outlined in Part B-III of the California Emergency Resources Management Plan.

### **Order 10 (Medical Supplies)**

It is hereby ordered that all drugs and medical supply stocks in California, intended for wholesale distribution, shall be held subject to the control of the Chief, State Emergency Medical and Health Organization; and

It is further ordered that, following the period of prohibition of sales imposed by Order 6, retail outlets for drugs and medical supplies shall operate in accordance with rules and regulations prescribed by the State Emergency Medical and Health Organization as outlined in Part B-IV of the California Emergency Resources Management Plan.

### **Order 11 (Banking)**

It is hereby ordered that all banks will take emergency operating actions pursuant to Sections 1915 and 1916 of the Financial Code.

### **Order 12 (Rent Control/Rationing)**

It is hereby ordered that, pursuant to the California Emergency Resources Management Plan, Part B-II, Economic Stabilization, and in conjunction with the lifting of the General Freeze Order as referred to in Order 6, price and rent control and consumer rationing will be invoked and administered by the State Economic Stabilization Organization. Rationed items may include those identified in the list of essential survival items contained in Part A, California Emergency Resources Management Plan, and such other items as may be in short supply.

## **CALIFORNIA DISASTER AND CIVIL DEFENSE MASTER MUTUAL AID AGREEMENT**

This agreement made and entered into by and between the STATE OF CALIFORNIA, its various departments and agencies, and the various political subdivisions, municipal corporations, and other public agencies of the State of California;

WITNESSETH:

WHEREAS, It is necessary that all of the resources and facilities of the State, its various departments and agencies, and all its political subdivisions, municipal corporations, and other public agencies be made available to prevent and combat the effect of disasters which may result from such calamities as flood, fire, earthquake, pestilence, war, sabotage, and riot; and

WHEREAS, It is desirable that each of the parties hereto should voluntarily aid and assist each other in the event that a disaster should occur, by the interchange of services and facilities, including, but not limited to, fire, police, medical and health, communication, and transportation services and facilities, to cope with the problems of rescue, relief, evacuation, rehabilitation, and reconstruction which would arise in the event of a disaster; and

WHEREAS, It is necessary and desirable that a cooperative agreement be executed for the interchange of such mutual aid on a local, county-wide, regional, state-wide, and interstate basis;

NOW, THEREFORE, IT IS HEREBY AGREED by and between each and all of the parties hereto as follows:

- (1) Each party shall develop a plan providing for the effective mobilization of all its resources and facilities, both public and private, to cope with any type of disaster.
- (2) Each party agrees to furnish resources and facilities and to render services to each and every other party to this agreement to prevent and combat any type of disaster in accordance with duly adopted mutual aid operational plans, whether heretofore or hereafter adopted, detailing the method and manner by which such resources, facilities, and services are to be made available and furnished, which operational plans may include provisions for training and testing to make such mutual aid effective; provided, however, that no party shall be required to deplete unreasonably its own resources, facilities, and services in furnishing such mutual aid.
- (3) It is expressly understood that this agreement and the operational plans adopted pursuant thereto shall not supplant existing agreements between some of the parties hereto providing for the exchange or furnishing of certain types of facilities and services on a reimbursable, exchange, or other basis, but that the mutual aid extended under this agreement and the operational plans adopted pursuant thereto, shall be without reimbursement unless otherwise expressly provided for by the parties to this agreement or as provided in Sections 1541, 1586, and 1587, Military and Veterans Code; and that such mutual aid is intended to be available in the event of a disaster of such magnitude that it is, or is likely to be, beyond the control of a single party and requires the combined forces of several or all of the parties to this agreement to combat.

## **Manhattan Beach Emergency Operations Plan**

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- (4) It is expressly understood that the mutual aid extended under this agreement and the operational plans adopted pursuant thereto shall be available and furnished in all cases of local peril or emergency and in all cases in which a STATE OF EXTREME EMERGENCY has been proclaimed.
- (5) It is expressly understood that any mutual aid extended under this agreement and the operational plans adopted pursuant thereto, is furnished in accordance with the "California Disaster Act" and other applicable provisions of law, and except as otherwise provided by law that: "The responsible local official in whose jurisdiction an incident requiring mutual aid has occurred shall remain in charge at such incident including the direction of such personnel and equipment provided him through the operation of such mutual aid plans." (Sec. 1564, Military and Veterans Code.)
- (6) It is expressly understood that when and as the State of California enters into mutual aid agreements with other states and the Federal Government that the parties to this agreement shall abide by such mutual aid agreements in accordance with law.
- (7) Upon approval or execution of this agreement by the parties hereto all mutual aid operational plans heretofore approved by the State Disaster Council, or its predecessors, and in effect as to some of the parties hereto, shall remain in full force and effect as to them until the same may be amended, revised, or modified. Additional mutual aid operational plans and amendments, revisions, or modifications of existing or hereafter adopted mutual aid operational plans, shall be adopted as follows:
  - (a) County-wide and local mutual aid operational plans shall be developed by the parties thereto and are operative as between the parties in accordance with the provisions of such operational plans. Such operational plans shall be submitted to the State Disaster Council for approval. The State Disaster Council shall notify each party to such operational plans of its approval, and shall also send copies of such operational plans to other parties to this agreement who did not participate in such operational plans and who are in the same area and affected by such operational plans. Such operational plans shall be operative as to such other parties 20 days after receipt thereof unless within that time the party by resolution or notice given to the State Disaster Council, in the same manner as notice of termination of participation in this agreement, declines to participate in the particular operational plan.
  - (b) State-wide and regional mutual aid operational plans shall be approved by the State Disaster Council and copies thereof shall forthwith be sent to each and every party affected by such operational plans. Such operational plans shall be operative as to the parties affected thereby 20 days after receipt thereof unless within that time the party by resolution or notice given to the State Disaster Council, in the same manner as notice of termination of participation in this agreement, declines to participate in the particular operational plan.
  - (c) The declination of one or more of the parties to participate in a particular operational plan or any amendment, revision, or modification thereof, shall not affect the operation of this agreement and the other operational plans adopted pursuant thereto.
  - (d) Any party may at any time by resolution or notice given to the State Disaster Council, in the same manner as notice of termination of participation in this agreement, decline to participate in any particular operational plan, which declination shall become effective 20 days after filing with the State Disaster Council.
  - (e) The State Disaster Council shall send copies of all operational plans to those state departments and agencies designated by the Governor. The Governor may, upon behalf of any department or

## **Manhattan Beach Emergency Operations Plan**

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agency, give notice that such department or agency declines to participate in a particular operational plan.

- (f) The State Disaster Council, in sending copies of operational plans and other notices and information to the parties to this agreement, shall send copies to the Governor and any department or agency head designated by him; the chairman of the board of supervisors, the clerk of the board of supervisors, and County Disaster Council, and any other officer designated by a county; the mayor, the clerk of the city council, the City Disaster Council, and any other officer designated by a city; the executive head, the clerk of the governing body, or other officer of other political subdivisions and public agencies as designated by such parties.
- (8) This agreement shall become effective as to each party when approved or executed by the party, and shall remain operative and effective as between each and every party that has heretofore or hereafter approved or executed this agreement, until participation in this agreement is terminated by the party. The termination by one or more of the parties of its participation in this agreement shall not affect the operation of this agreement as between the other parties thereto. Upon approval or execution of this agreement the State Disaster Council shall send copies of all approved and existing mutual aid operational plans affecting such party which shall become operative as to such party 20 days after receipt thereof unless within that time the party by resolution or notice given to the State Disaster Council, in the same manner as notice of termination of participation in this agreement, declines to participate in any particular operational plan. The State Disaster Council shall keep every party currently advised of who the other parties to this agreement are and whether any of them has declined to participate in any particular operational plan.
- (9) Approval or execution of this agreement shall be as follows:
- (a) The Governor shall execute a copy of this agreement on behalf of the State of California and the various departments and agencies thereof. Upon execution by the Governor a signed copy shall forthwith be filed with the State Disaster Council.
  - (b) Counties, cities, and other political subdivisions and public agencies having a legislative or governing body shall by resolution approve and agree to abide by this agreement, which may be designated as "CALIFORNIA DISASTER AND CIVIL DEFENSE MASTER MUTUAL AID AGREEMENT." Upon adoption of such a resolution, a certified copy thereof shall forthwith be filed with the State Disaster Council.
  - (c) The executive head of those political subdivisions and public agencies having no legislative or governing body shall execute a copy of this agreement and forthwith file a signed copy with the State Disaster Council.
- (10) Termination of participation in this agreement may be affected by any party as follows:
- (a) The Governor, upon behalf of the State and its various departments and agencies, and the executive head of those political subdivisions and public agencies having no legislative or governing body, shall file a written notice of termination of participation in this agreement with the State Disaster Council and this agreement is terminated as to such party 20 days after the filing of such notice.
  - (b) Counties, cities, and other political subdivisions and public agencies having a legislative or governing body shall by resolution give notice of termination of participation in this agreement

## **Manhattan Beach Emergency Operations Plan**

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and file a certified copy of such resolution with the State Disaster Council, and this agreement is terminated as to such party 20 days after the filing of such resolution.

IN WITNESS WHEREOF this agreement has been executed and approved and is effective and operative as to each of the parties as herein provided.

/signed/ EARL WARREN  
GOVERNOR  
On behalf of the State of  
California and all its  
Departments and Agencies

ATTEST: /signed/ FRANK M. JORDAN  
Secretary of State

November 15, 1950  
(GREAT SEAL)

### **Note:**

There are references in the foregoing agreement to the California Disaster Act, State Disaster Council, and various sections of the Military and Veterans Code. Effective November 23, 1970, by enactment of Chapter 1454, Statutes 1970, the California Disaster Act (Sections 1500 ff., Military and Veterans Code) was superseded by the California Emergency Services Act (Sections 8550 ff., Government Code), and the State Disaster Council was superseded by the California Emergency Council.

Section 8668 of the California Emergency Services Act provides:

- (a) Any disaster council previously accredited, the State Civil Defense and Disaster Plan, the State Emergency Resources Management Plan, the State Fire Disaster Plan, the State Law Enforcement Mutual Aid Plan, all previously approved civil defense and disaster plans, all mutual aid agreements, and all documents and agreements existing as of the effective date of this chapter, shall remain in full force and effect until revised, amended, or revoked in accordance with the provisions of this chapter.

In addition, Section 8561 of the new act specifically provides:

"Master Mutual Aid Agreement" means the California Disaster and Civil Defense Master Mutual Aid Agreement, made and entered into by and between the State of California, its various departments and agencies, and the various political subdivisions of the state, to facilitate implementation of the purposes of this chapter.

Substantially the same provisions as previously contained in Section 1541, 1564, 1586 and 1587 of the Military and Veterans Code, referred to in the foregoing agreement, are now contained in Sections 8633, 8618, 8652 and 8643, respectively, of the Government Code.

**CITY OF MANHATTAN BEACH  
EMERGENCY SERVICES ORDINANCE  
(ORDINANCE NO. 1259)**

ORDINANCE NO. 1259

1  
2 AN ORDINANCE OF THE CITY OF MANHATTAN  
3 BEACH, CALIFORNIA, REPEALING CHAPTER 3,  
4 TITLE 3 AND ADOPTING A NEW CHAPTER 3,  
5 TITLE 3 OF THE MANHATTAN BEACH MUNICI-  
6 PAL CODE RELATING TO EMERGENCY ORGANI-  
7 ZATION AND FUNCTIONS (DISASTER COUNCIL).

8 The Council of the City of Manhattan Beach, California  
9 does ordain as follows:

10 SECTION 1. REPEALS. Chapter 3, Title 3 of the Man-  
11 hattan Beach Municipal Code is hereby repealed.

12 SECTION 2. AMENDMENT OF CODE. A new Chapter 3 is  
13 hereby added to Title 3 of said Code to read as follows:

14 CHAPTER 3. EMERGENCY ORGANIZATION AND FUNCTIONS

15 SEC. 3-3.01. Purposes. The declared purposes of this  
16 chapter are to provide for the preparation and carrying out of  
17 plans for the protection of persons and property within this  
18 City in the event of an emergency; the direction of the emergency  
19 organization; and the coordination of the emergency functions of  
20 this City with all other public agencies, corporations, organi-  
21 zations, and affected private persons.

22 SEC. 3-3.02. Definition. As used in this chapter,  
23 "emergency" shall mean the actual or threatened existence of  
24 conditions of disaster or of extreme peril to the safety of  
25 persons and property within this City caused by such conditions  
26 as air pollution, fire, flood, storm, epidemic, riot, or earth-  
27 quake, or other conditions, including conditions resulting from  
28 war or imminent threat of war, but other than conditions result-  
29 ing from a labor controversy, which conditions are or are likely  
30 to be beyond the control of the services, personnel, equipment,  
31 and facilities of this City, requiring the combined forces of  
32 other political subdivisions to combat.

33 SEC. 3-3.03. Disaster Council membership. The City  
34 of Manhattan Beach Disaster Council is hereby created and shall



# Manhattan Beach Emergency Operations Plan

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1 consist of the following:

2 (a) The Mayor, who shall be Chairman.

3 (b) The Director of Emergency Services, who shall  
4 be Vice Chairman.

5 (c) The Assistant Director of Emergency Services.

6 (d) Such chiefs of emergency services as are  
7 provided for in a current emergency plan of this City, adopted  
8 pursuant to this chapter.

9 (e) Such representatives of civic, business,  
10 labor, veterans, professional, or other organizations having an  
11 official emergency responsibility, as may be appointed by the  
12 Director with the advice and consent of the City Council.

13 SEC. 3-3.04. Disaster Council powers and duties.

14 It shall be the duty of the City of Manhattan Beach Disaster  
15 Council, and it is hereby empowered, to develop and recommend  
16 for adoption by the City Council, emergency and mutual aid plans  
17 and agreements and such ordinances and resolutions and rules and  
18 regulations as are necessary to implement such plans and agree-  
19 ments. The Disaster Council shall meet upon call of the Chairman,  
20 or in his absence from the City or inability to call such meeting,  
21 upon call of the Vice Chairman.

22 SEC. 3-3.05. Director and Assistant Director of  
23 Emergency Services.

24 (a) There is hereby created the office of  
25 Director of Emergency Services. The City Manager shall be  
26 the Director of Emergency Services.

27 (b) There is hereby created the office of  
28 Assistant Director of Emergency Services, who shall be appointed  
29 by the Director.

30 SEC. 3-3.06. Powers and duties of the Director and  
31 Assistant Director of Emergency Services.

32 (a) The Director is hereby empowered to:

## Manhattan Beach Emergency Operations Plan

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1                   (1) Request the City Council to proclaim  
2 the existence or threatened existence of a "local emergency" if  
3 the City Council is in session, or to issue such proclamation  
4 if the City Council is not in session. Whenever a local emergency  
5 is proclaimed by the Director, the City Council shall take action  
6 to ratify the proclamation within seven (7) days thereafter or  
7 the proclamation shall have no further force or effect.

8                   (2) Request the Governor to proclaim a  
9 "state of emergency" when, in the opinion of the Director, the  
10 locally available resources are inadequate to cope with the  
11 emergency.

12                   (3) Control and direct the effort of the  
13 emergency organization of this City for the accomplishment of  
14 the purposes of this chapter.

15                   (4) Direct cooperation between and coordination  
16 of services and staff of the emergency organization of this City;  
17 and resolve questions of authority and responsibility that may  
18 arise between them.

19                   (5) Represent this City in all dealings  
20 with public or private agencies on matters pertaining to emer-  
21 gencies as defined herein.

22                   (6) In the event of the proclamation of a  
23 "local emergency" as herein provided, the proclamation of a  
24 "state of emergency" by the Governor or the Director of the  
25 State Office of Emergency Services, or the existence of a "state  
26 of war emergency", the Director is hereby empowered:

27                   (i) To make and issue rules and  
28 regulations on matters reasonably related to the protection of  
29 life and property as affected by such emergency; provided, how-  
30 ever, such rules and regulations must be confirmed at the earliest  
31 practicable time by the City Council;

32                   (ii) To obtain vital supplies, equip-

## Manhattan Beach Emergency Operations Plan

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1 ment, and such other properties found lacking and needed for the  
2 protection of life and property and to bind the City for the fair  
3 value thereof and, if required immediately, to commandeer the same  
4 for public use;

5 (iii) To require emergency services  
6 of any City officer or employee and, in the event of the pro-  
7 clamation of a "state of emergency" in the county in which this  
8 City is located or the existence of a "state of war emergency",  
9 to command the aid of as many citizens of this community as he  
10 deems necessary in the execution of his duties; such persons shall  
11 be entitled to all privileges, benefits, and immunities as are  
12 provided by state law for registered disaster service workers;

13 (iv) To requisition necessary per-  
14 sonnel or material of any City department or agency; and

15 (v) To execute all of his ordinary  
16 power as City Manager, all of the special powers conferred upon  
17 him by this chapter or by resolution or emergency plan pursuant  
18 hereto adopted by the City Council, all powers conferred upon  
19 him by any statute, by any agreement approved by the City Council  
20 and by any other lawful authority.

21 (b) The Director of Emergency Services shall  
22 designate the order of succession to that office, to take effect  
23 in the event the Director is unavailable to attend meetings and  
24 otherwise perform his duties during an emergency. Such order  
25 of succession shall be approved by the City Council.

26 (c) The Assistant Director shall, under the  
27 supervision of the Director and with the assistance of emergency  
28 service chiefs, develop emergency plans and manage the emergency  
29 programs of this City; and shall have such other powers and duties  
30 as may be assigned by the Director.

31 SEC. 3-3.07. Emergency organization. All officers  
32 and employees of this City, together with those volunteer forces

# Manhattan Beach Emergency Operations Plan

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1 enrolled to aid them during an emergency, and all groups, organi-  
2 zations, and persons who may by agreement or operation of law,  
3 including persons impressed into service under the provisions of  
4 Section 3-3.06 (a)(6)(iii) of this chapter, be charged with duties  
5 incident to the protection of life and property in this City during  
6 such emergency, shall constitute the emergency organization of the  
7 City.

8           SEC. 3-3.08. Emergency plan. The City of Manhattan  
9 Beach Disaster Council shall be responsible for the development  
10 of the City of Manhattan Beach Emergency Plan, which plan shall  
11 provide for the effective mobilization of all of the resources of  
12 this City, both public and private, to meet any condition consti-  
13 tuting a local emergency, state of emergency, or state of war  
14 emergency; and shall provide insofar as possible for the organi-  
15 zation, powers and duties, services, and staff of the emergency  
16 organization. Such plan shall take effect upon adoption by reso-  
17 lution of the City Council.

18           SEC. 3-3.09. Expenditures. Any expenditures made in  
19 connection with emergency activities, including mutual aid  
20 activities, shall be deemed conclusively to be for the direct  
21 protection and benefit of the inhabitants and property of the  
22 City.

23           SEC. 3-3.10. Punishment of violations. It shall be a  
24 misdemeanor, punishable by a fine of not to exceed Five Hundred  
25 and no/100ths (\$500.00) Dollars, or by imprisonment for not to  
26 exceed six (6) months, or both, for any person, during an emergen-  
27 to:

28                   (a) Willfully obstruct, hinder, or delay any  
29 member of the emergency organization in the enforcement of any  
30 lawful rule or regulation issued pursuant to this chapter, or  
31 in the performance of any duty imposed upon him by virtue of  
32 this chapter.

# Manhattan Beach Emergency Operations Plan

1 (b) To do any act forbidden by any lawful rule or  
2 regulation issued pursuant to this chapter, if such act is of such a  
3 nature as to give or be likely to give assistance to the enemy or  
4 to imperil the lives or property of inhabitants of this City, or  
5 to prevent, hinder, or delay the defense or protection thereof.

6 (c) Wear, carry, or display, without authority, any  
7 means of identification specified by the emergency agency of the  
8 State.

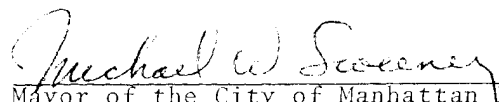
9 SEC. 3-3.11. Severability. If any provision of this  
10 chapter or the application thereof to any person or circumstance is  
11 held invalid, such invalidity shall not affect other provisions or  
12 applications, and to this end the provisions of this chapter are  
13 declared to be severable.

14 SECTION 2. EFFECTIVE DATE. This ordinance shall go into  
15 effect and be in full force and operation from and after thirty days  
16 after its final passage and adoption.

17 SECTION 3. PUBLICATION. The City Clerk shall certify to  
18 the passage and adoption of this ordinance; shall cause the same to be  
19 entered in the book of original ordinances of said City; shall make a  
20 minute of the passage and adoption thereof in the records of the  
21 meeting at which the same is passed and adopted; and shall within  
22 fifteen days after the passage and adoption thereof cause the same to  
23 be published once in the Manhattan Beach News, a weekly newspaper of  
24 general circulation, published and circulated within said City of  
25 Manhattan Beach and which is hereby designated for that purpose.

26 PASSED, APPROVED AND ADOPTED this 16th day of November,  
27 1971.

28  
29 ATTEST:

  
\_\_\_\_\_  
Mayor of the City of Manhattan Beach,  
California

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City Clerk

32 (SEAL)

**RESOLUTION APPROVING A MUTUAL AID  
AGREEMENT  
(RESOLUTION NO. 4986)**

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RESOLUTION NO. 4986

A RESOLUTION OF THE CITY COUNCIL OF THE CITY  
OF MANHATTAN BEACH, CALIFORNIA, APPROVING A  
MUTUAL AID AGREEMENT

WHEREAS, it is desirable and necessary to furnish  
supplemental public safety services to other agencies located  
within the County of Los Angeles toward mutual ends in the event  
of local peril, local emergency, local disaster, civil  
disturbance, and such other cases as the need may arise;

WHEREAS, the City Council of the City of Manhattan  
Beach, California has heretofore determined that the public  
interest and necessity require such mutual aid and such agreements  
are authorized by Sections 8615, 8617 and 8668 of the Government  
Code and in accordance with the provisions of the California  
Disaster and Civil Defense Master Mutual Aid Agreement.

NOW, THEREFORE, BE IT RESOLVED by the City Council of  
the City of Manhattan Beach, California as follows:

SECTION 1. The Council hereby approves that certain  
agreement entitled Mutual Aid Agreement and authorized the Mayor  
to execute said agreement on behalf of the City is substantially  
the form attached hereto as Exhibit "A".

SECTION 2. The Council authorized the Chief of Police  
of the City to act as an exclusive agent and representative of the  
City in the administrative and execution of said Agreement.

SECTION 3. This resolution shall take effect  
immediately.

SECTION 4. The City Clerk shall certify to the passage  
and adoption of this resolution; shall cause the same to be  
entered among the original resolutions of said City; and shall  
make a minute of the passage and adoption thereof in the records  
of the proceedings of the City Council of said City in the minutes

# Manhattan Beach Emergency Operations Plan


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Res. 4986

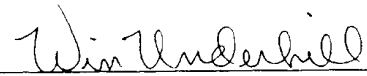
of the meeting at which the same is passed and adopted.

PASSED, APPROVED AND ADOPTED this 16th day of March,  
1993.

Ayes: Stern, Napolitano, Lilligren, Barnes, Mayor Sieber  
Noes: None  
Absent: None  
Abstain: None

  
\_\_\_\_\_  
Mayor, City of Manhattan Beach,  
California

ATTEST:

  
\_\_\_\_\_  
City Clerk

**RESOLUTION ADOPTING THE PUBLIC WORKS  
MUTUAL AID AGREEMENT WITH LOS ANGELES  
COUNTY  
(RESOLUTION NO. 4690)**

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RESOLUTION NO. 4690

A RESOLUTION OF THE CITY COUNCIL OF THE  
CITY OF MANHATTAN BEACH, CALIFORNIA, APPROVING  
AND ADOPTING THE PUBLIC WORKS MUTUAL AID AGREEMENT  
WITH LOS ANGELES COUNTY

WHEREAS, the California Office of Emergency Services,  
the League of California Cities, the County Supervisors  
Association of California, and the American Public Works  
Association have expressed a mutual interest in the estab-  
lishment of a plan to facilitate and encourage public works  
mutual aid agreements between political subdivisions through-  
out California; and

WHEREAS, such an agreement is in accord with the  
California Emergency Services Act set forth in Title 2,  
Division 1, Chapter 7 (Section 8550, et seq.) of the Calif-  
ornia Government Code, and specifically with Article 14  
(Section 8630, et seq.) of the Act;

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF MANHAT-  
TAN BEACH, CALIFORNIA, DOES RESOLVE AS FOLLOWS:

SECTION 1. That the City of Manhattan Beach desires to  
become a party to that certain agreement entitled "Public  
Works Mutual Aid Agreement"; and

SECTION 2. That the City of Manhattan Beach hereby  
approves and adopts said "Public Works Mutual Aid Agreement"  
and authorizes and directs the City Manager to execute said  
agreement on behalf of the City of Manhattan Beach.

SECTION 3. That the City Clerk be directed to send a  
certified copy of this resolution with the executed agreement  
to the Agreement Coordinator, County of Los Angeles.




# Manhattan Beach Emergency Operations Plan

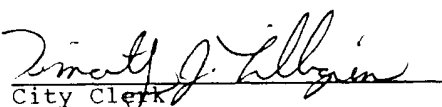
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1 PASSED, APPROVED and ADOPTED this 6th day of March,  
2 1990.

3 Ayes: Barnes, Collins, Dougharty, Holmes, & Mayor Sieber  
4 Noes: None  
5 Absent: None  
6 Abstain: None

  
\_\_\_\_\_  
Mayor, City of Manhattan Beach,  
California

7 ATTEST:

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City Clerk

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**RESOLUTION ADOPTING WORKMEN'S  
COMPENSATION BENEFITS FOR REGISTERED  
VOLUNTEER "DISASTER SERVICE WORKERS"  
(RESOLUTION NO. 3479)**

RESOLUTION NO. 3479

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A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MANHATTAN BEACH, CALIFORNIA, RELATIVE TO WORKMEN'S COMPENSATION BENEFITS FOR REGISTERED VOLUNTEER "DISASTER SERVICE WORKERS".

WHEREAS, Section 8580 of the Government Code (Chapter 1454, Statutes 1970) provides:

"The Emergency Council shall establish by rule and regulation various classes of disaster service workers and the scope of the duties of each class. The Emergency Council shall also adopt rules and regulations prescribing the manner in which disaster service workers of each class are to be registered. All such rules and regulations shall be designed to facilitate the paying of workmen's compensation"; and

WHEREAS, the California Emergency Council has adopted rules and regulations establishing classes of disaster service workers, the scope of duties of each class and the manner of registration of such volunteer workers; and

WHEREAS, Section 8612 of the Government Code provides:

"Any disaster council which both agrees to follow the rules and regulations established by the Emergency Council pursuant to the provisions of Section 8580 and substantially complies with such rules and regulations shall be certified by the Emergency Council. Upon such certification, and not before, the disaster council becomes an accredited disaster council"; and

WHEREAS, the City of Manhattan Beach, California, has registered and will hereafter register volunteer disaster service workers; and

WHEREAS, the City of Manhattan Beach, California, desires to become an "accredited Disaster Council" organization so that injured disaster service workers registered with it may benefit by the provisions of Chapter 10 of Division 4 of Part 1 of the Labor Code;

NOW, THEREFORE, the City Council of the City of Manhattan Beach, California, does hereby agree to follow the

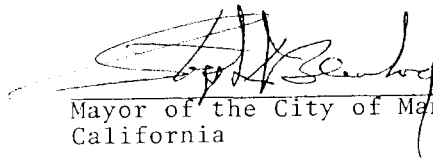
# Manhattan Beach Emergency Operations Plan

1 rules and regulations established by the California Emergency  
2 Council pursuant to the provisions of Section 8580 of the  
3 Government Code.

4 The City Clerk is hereby instructed to send two  
5 certified copies hereof to the California Emergency Council.

6 PASSED, APPROVED AND ADOPTED this 7th day of  
7 September, 1976.

8 Ayes: Cashin, Nordeck, Sweeney, Switzer and Blumberg  
9 Noes: None  
10 Absent: None  
11 Not Voting: None



Mayor of the City of Manhattan Beach,  
California

12 ATTEST:

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14   
15 City Clerk

(SEAL)

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**RESOLUTION EXTENDING WORKERS'  
COMPENSATION BENEFITS TO  
RESERVE/VOLUNTEER POLICE OFFICERS AND CITY  
VOLUNTEERS  
(RESOLUTION NO. 5137)**

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RESOLUTION NO. 5137

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MANHATTAN BEACH, CALIFORNIA, EXTENDING WORKERS' COMPENSATION BENEFITS TO RESERVE/VOLUNTEER POLICE OFFICERS AND CITY VOLUNTEERS

WHEREAS, the City Council of the City of Manhattan Beach, California, has determined that in the best public interest, Workers' Compensation benefits shall be extended to reserve/volunteer Police Officers and City volunteers;

WHEREAS, it is within the discretion of the City Council to extend Workers' Compensation benefits;

WHEREAS, public interest, convenience and necessity require it.

NOW, THEREFORE, the City Council of the City of Manhattan Beach, California, hereby resolves as follows:

SECTION 1. That reserve/volunteer police officers and volunteers of the City of Manhattan Beach are hereby entitled to workers' compensation benefits.

SECTION 2. This resolution shall take effect immediately.

SECTION 3. The City Clerk shall certify to the passage and adoption of this resolution; shall cause the same to be entered among the original resolutions of said City; and shall make a minute of the passage and adoption thereof in the records of the proceedings of the City Council of said City in the minutes of the meeting at which the same is passed and adopted.

# Manhattan Beach Emergency Operations Plan

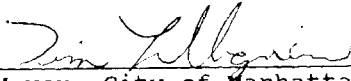
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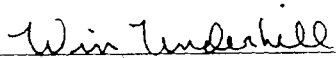
Res. 5137

PASSED, APPROVED and ADOPTED this 6th day of December,  
1994.

Ayes: Napolitano, Barnes, Jones, Cunningham, Mayor Lilligren  
Noes: None  
Absent: None  
Abstain: None

  
\_\_\_\_\_  
Mayor, City of Manhattan Beach,  
California

ATTEST:

  
\_\_\_\_\_  
City Clerk

## **ADOPTION OF MULTI-HAZARD FUNCTIONAL PLAN (1992)**

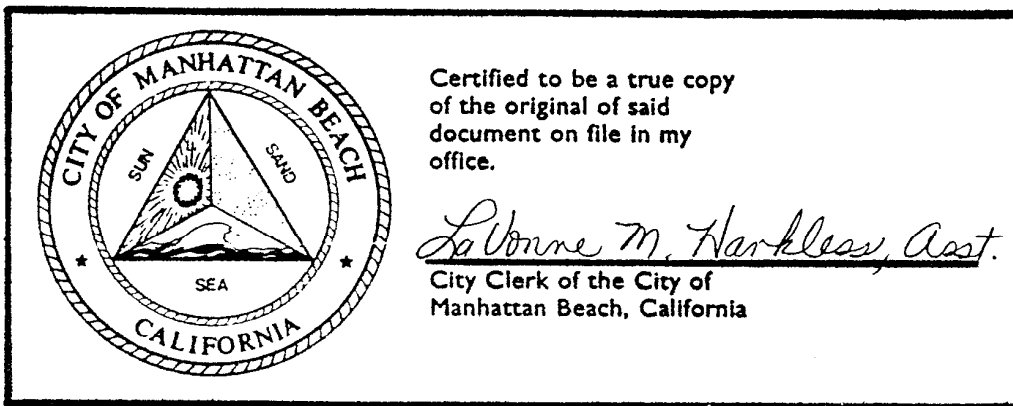
CITY OF MANHATTAN BEACH  
MINUTE EXCERPT OF THE CITY COUNCIL  
REGULAR MEETING  
February 4, 1992

Present: Barnes, Stern, Sieber, Mayor Holmes  
Absent: Collins  
Clerk: Lilligren

92/0204.12 Adoption of Multi-Functional Disaster Plan CC 02-04-92

The Council approved the adoption of a Multi-Functional Disaster Plan for the City.

Ayes: Barnes, Sieber, Stern, Mayor Holmes  
Noes: None  
Absent: Collins  
Abstain: None



## **NATIONAL FIRE PROTECTION ASSOCIATION – STANDARD 1600**

National Fire Protection Association standards are developed through a consensus standards development process approved by the American National Standards Institute. The NFPA develops standards that are routinely adopted by state and local lawmakers for building, life safety, and electrical standards. The NFPA’s mission is to “reduce the worldwide burden of fire and other hazards on the quality of life by providing and advocating scientifically based consensus codes and standards, research, training and education”.

The NFPA 1600 “Standard on Disaster/Emergency Management and Business Continuity Programs” is designed to be a description of the basic criteria for a comprehensive program that addresses disaster recovery, emergency management, and business continuity.

NFPA 1600 is considered by most in the emergency management industry to be an excellent benchmark for continuity (private sector) and emergency planners (public sector). The standard addresses methodologies for defining and identifying risks and vulnerabilities and provides planning guidelines which address:

- Stabilizing the restoration of the physical infrastructure
- Protecting the health and safety of personnel
- Crisis communications procedures
- Management structures for both short-term recovery and ongoing long-term continuity of operations

The City of Manhattan Beach seeks voluntary compliance with NFPA 1600 and will guide the development and enhancements of its emergency management activities to meet this standard of excellence.

Following is a list of the major recommendations identified in NFPA 1600 and an assessment of the City’s present state of compliance:

<b>NFPA 1600 Standard</b>
<b>Program Management</b>
✓ Program Administration
✓ Program Coordinator
✓ Advisory Committee
✓ Program Evaluation
<b>Program Elements</b>
✓ Laws and Authorities
✓ Risk Assessment
✓ Incident Prevention
✓ Mitigation

## Manhattan Beach Emergency Operations Plan

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<b>NFPA 1600 Standard</b>	
✓	Resource Management and Logistics
✓	Mutual Aid/Assistance
✓	Planning Process
✓	Common Plan Elements
✓	Plans
✓	Incident Management
✓	Communications and Warning
✓	Operational Procedures
✓	Emergency Operations Facility
✓	Training
✓	Exercises, Evaluations, Corrective Actions
✓	Crisis Communication and Public Information
✓	Finance and Administrative Procedures



**APPENDIX THREE**

**THREAT SUMMARY**

## THREAT SUMMARY

### Background

The 2008 Hazard Mitigation Plan included a detailed assessment of the natural hazards impacting the community. The four hazards identified as posing the great threat to the City of Manhattan Beach were: earthquakes, floods, landslide, and tsunami.

During the next update to the Hazard Mitigation Plan, the City intends to expand the range of hazards to include technological and human-caused. Meanwhile, the following summary was prepared to provide insight to decision makers and emergency responders concerning the identification and severity of all hazards with the capacity to significantly impact the community.

A risk assessment involves measuring the potential loss from a hazard event by assessing the vulnerability of buildings, infrastructure and people. It identifies the characteristics and potential consequences of hazards, how much of the community could be affected by a hazard, and the impact on community assets. A risk assessment consists of three components: hazard identification, vulnerability analysis and risk analysis. Technically, these are three different items, but the terms are sometimes used interchangeably.

The Calculated Priority Risk Index (CPRI) is a ranking system commonly used to compare the impact of various hazards. The CPRI value is obtained by assigning varying degrees of risk to four categories for each hazard, and then calculating an index value based on a weighted scheme.

- ✓ The four criteria in the CPRI are Probability, Magnitude/Severity, Warning Time, and Duration.
- ✓ The CPRI is calculated with the following weightings for each of the criteria:
  - Probability 45% (.45)
  - Magnitude/Severity 30% (.30)
  - Warning Time 15% (.15)
  - Duration 10% (.10)
- ✓ For each of the criteria, there are four (4) options from which to choose: 1,2,3,4. Zero (0) is the value taken when an option is not assigned.
  - Probability: unlikely (1), possible (2), likely (3), highly likely (4)
  - Magnitude/Severity: negligible (1), limited (2), critical (3), catastrophic (4)
  - Warning Time: >24 hours (1), 12-24 hours (2), 6-12 hours (3), <6 hours (4)
  - Duration: <6 hours (1), <24 hours (2), < 1 week (3), >1week (4)

## Manhattan Beach Emergency Operations Plan

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The following table represents the Critical Priority Risk Index for each hazard facing the community of Manhattan Beach.

Hazard	Probability	Magnitude/ Severity	Warning Time	Duration	Priority Risk Index
<b>Natural Hazards</b>					
Earthquake	1.35	1.2	0.6	0.3	3.45
Urban Flooding	1.35	0.6	0.3	0.2	2.45
Infestation (Bees)	1.35	0.6	0.6	0.1	2.65
Landslide (Sand Dune Park)	0.9	0.9	0.6	0.1	2.50
Storms/High Winds/Tornado	0.9	0.6	0.6	0.1	2.20
Tsunami	0.9	0.6	0.6	0.1	2.20
<b>Human-Caused Hazards</b>					
Major Hazardous Materials Incident	0.9	0.9	0.6	0.2	2.60
Oil Refinery Accident	1.35	1.2	0.6	0.2	3.35
Explosion/Structure Fire	1.35	0.6	0.6	0.1	2.65
Power/Utility Failure	1.35	0.6	0.6	0.2	2.75
Major Transportation Accident (includes trucking, Metro, airline, train)	0.9	0.6	0.6	0.1	2.2
Reservoir/Water Tower Failure	0.45	0.6	0.6	0.1	1.75
Terrorism (impacting major population center)	0.9	0.9	0.6	0.2	2.60
Civil Unrest	1.35	0.6	0.6	0.1	2.65

## **Natural Hazard Scoring**

### **Earthquake Scoring**

Probability: 3  
Magnitude/Severity: 4  
Warning Time: 4  
Duration: 3

The CPRI for the Earthquake hazard for Manhattan Beach is:  
 $\text{Probability } 3 \text{ (x.45)} + \text{Magnitude/Severity } 4 \text{ (x.30)} + \text{Warning Time } 4 \text{ (x.15)} + \text{Duration } 3 \text{ (x.10)} = 3.45$

### **Urban Flood Scoring**

Probability: 3  
Magnitude/Severity: 2  
Warning Time: 2  
Duration: 2

The CPRI for the Urban Flooding hazard for Manhattan Beach is:  
 $\text{Probability } 3 \text{ (x.45)} + \text{Magnitude/Severity } 2 \text{ (x.30)} + \text{Warning Time } 2 \text{ (x.15)} + \text{Duration } 2 \text{ (x.10)} = 2.45$

### **Infestation (Bees)**

Probability: 3  
Magnitude/Severity: 2  
Warning Time: 4  
Duration: 1

The CPRI for the Infestation (Bees) hazard for Manhattan Beach is:  
 $\text{Probability } 3 \text{ (x.45)} + \text{Magnitude/Severity } 2 \text{ (x.30)} + \text{Warning Time } 4 \text{ (x.15)} + \text{Duration } 1 \text{ (x.10)} = 2.65$

### **Landslide Scoring**

Probability: 2  
Magnitude/Severity: 3  
Warning Time: 4  
Duration: 1

The CPRI for the Landslide hazard for Manhattan Beach is:  
 $\text{Probability } 2 \text{ (x.45)} + \text{Magnitude/Severity } 3 \text{ (x.30)} + \text{Warning Time } 4 \text{ (x.15)} + \text{Duration } 1 \text{ (x.10)} = 2.50$

# **Manhattan Beach Emergency Operations Plan**

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## **Storms/High Wind/Tornado Scoring**

Probability: 2  
Magnitude/Severity: 2  
Warning Time: 4  
Duration: 1

The CPRI for the Storm/High Wind/Tornado hazard for Manhattan Beach is:  
Probability 2 (x.45) + Magnitude/Severity 2 (x.30) + Warning Time 4 (x.15) + Duration 1 (x.10) = 2.20

## **Tsunami Scoring**

Probability: 2  
Magnitude/Severity: 2  
Warning Time: 4  
Duration: 1

The CPRI for the Tsunami hazard for Manhattan Beach is:  
Probability 2 (x.45) + Magnitude/Severity 2 (x.30) + Warning Time 4 (x.15) + Duration 1 (x.10) = 2.20

## **Human-Caused Hazard Scoring**

### **Major Hazardous Materials Incident**

Probability: 2  
Magnitude/Severity: 3  
Warning Time: 4  
Duration: 2

The CPRI for the Major Hazardous Materials Incident hazard for Manhattan Beach is:  
Probability 2 (x.45) + Magnitude/Severity 3 (x.30) + Warning Time 4 (x.15) + Duration 2 (x.10) = 2.60

### **Oil Refinery Accident**

Probability: 3  
Magnitude/Severity: 4  
Warning Time: 4  
Duration: 2

The CPRI for the Oil Refinery Accident hazard for Manhattan Beach is:  
Probability 3 (x.45) + Magnitude/Severity 4 (x.30) + Warning Time 4 (x.15) + Duration 2 (x.10) = 3.35

# **Manhattan Beach Emergency Operations Plan**

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## **Explosion/Structure Fire**

Probability: 3  
Magnitude/Severity: 2  
Warning Time: 4  
Duration: 1

The CPRI for the Explosion/Structure Fire hazard for Manhattan Beach is:  
Probability 3 (x.45) + Magnitude/Severity 2 (x.30) + Warning Time 4 (x.15) + Duration 1 (x.10) = 2.65

## **Power/Utility Failure**

Probability: 3  
Magnitude/Severity: 2  
Warning Time: 4  
Duration: 2

The CPRI for the Major Hazardous Materials Incident hazard for Manhattan Beach is:  
Probability 3 (x.45) + Magnitude/Severity 2 (x.30) + Warning Time 4 (x.15) + Duration 2 (x.10) = 2.75

## **Major Transportation Accident (includes trucking, Metro, airline, train)**

Probability: 2  
Magnitude/Severity: 3  
Warning Time: 4  
Duration: 2

The CPRI for the Major Transportation Accident hazard for Manhattan Beach is:  
Probability 2 (x.45) + Magnitude/Severity 3 (x.30) + Warning Time 4 (x.15) + Duration 2 (x.10) = 2.20

## **Reservoir/Water Tower Failure**

Probability: 1  
Magnitude/Severity: 2  
Warning Time: 4  
Duration: 2

The CPRI for the Major Transportation Accident hazard for Manhattan Beach is:  
Probability 1 (x.45) + Magnitude/Severity 2 (x.30) + Warning Time 4 (x.15) + Duration 2 (x.10) = 1.75

## **Manhattan Beach Emergency Operations Plan**

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### **Terrorism (major population center)**

Probability: 2  
Magnitude/Severity: 3  
Warning Time: 4  
Duration: 2

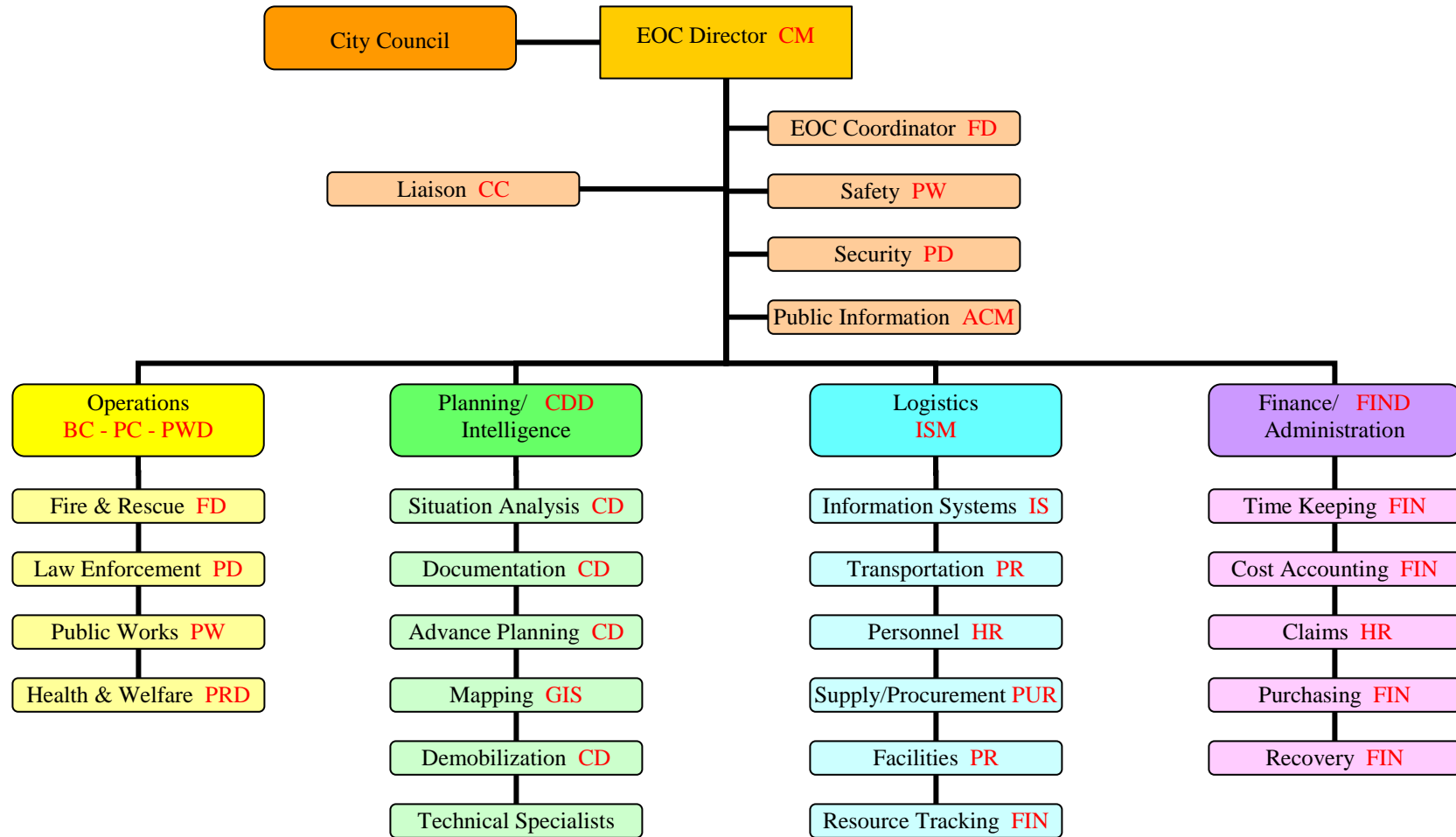
The CPRI for the Terrorism hazard for Manhattan Beach is:  
Probability 2 (x.45) + Magnitude/Severity 3 (x.30) + Warning Time 4 (.15) + Duration 2 (x.10) = 2.60

### **Civil Unrest**

Probability: 3  
Magnitude/Severity: 2  
Warning Time: 4  
Duration: 1

The CPRI for the Civil Unrest hazard for Manhattan Beach is:  
Probability 3 (x.45) + Magnitude/Severity 2 (x.30) + Warning Time 4 (x.15) + Duration 1 (x.10) = 2.65

# CITY OF MANHATTAN BEACH EMERGENCY OPERATIONS CENTER



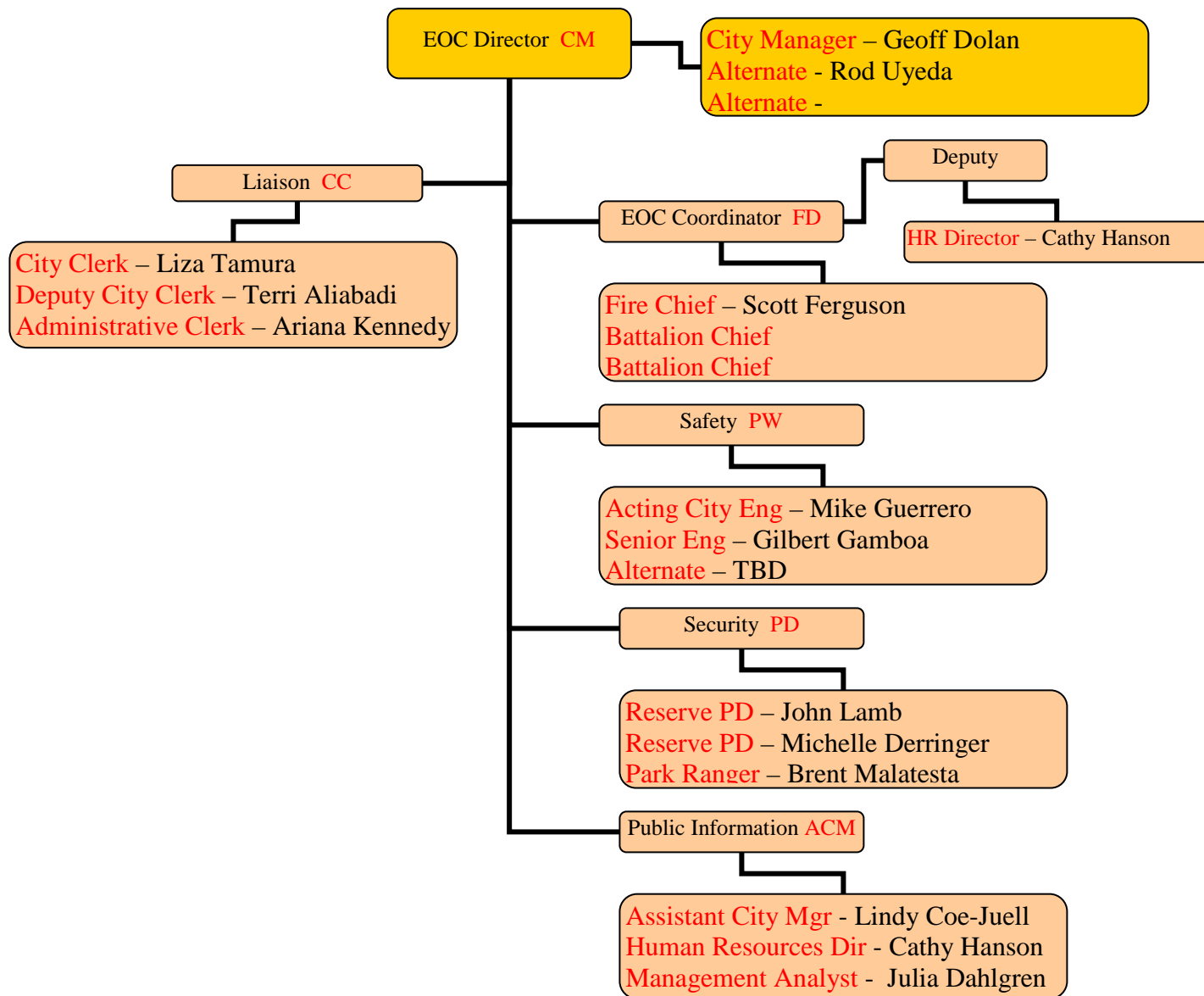
**CM**—City Manager  
**HR**—Human Resources  
**CC**—City Clerk  
**PAC**—Parking/Animal Control  
**ACM**—Assistant to City Manager  
**FC**—Fire Chief  
**PC**—Police Chief  
**PWD**—Public Works Director

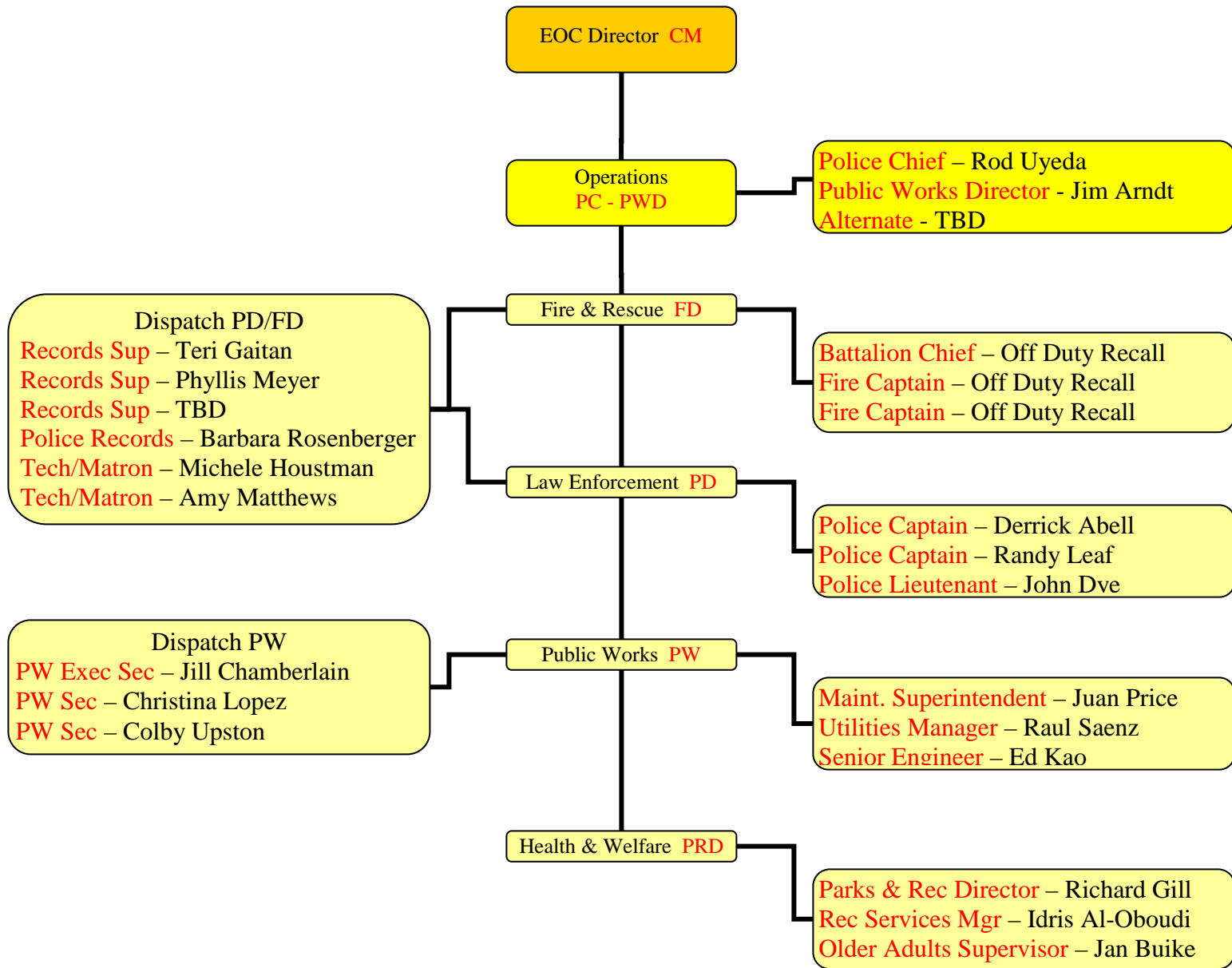
**FD**—Fire Dept  
**PD**—Police Dept  
**PW**—Public Works Dept  
**PRD**—Parks & Rec Director  
**CDD**—Community Development Director  
**CD**—Community Development Dept  
**GIS**—GIS Analyst  
**ENG**—Engineering

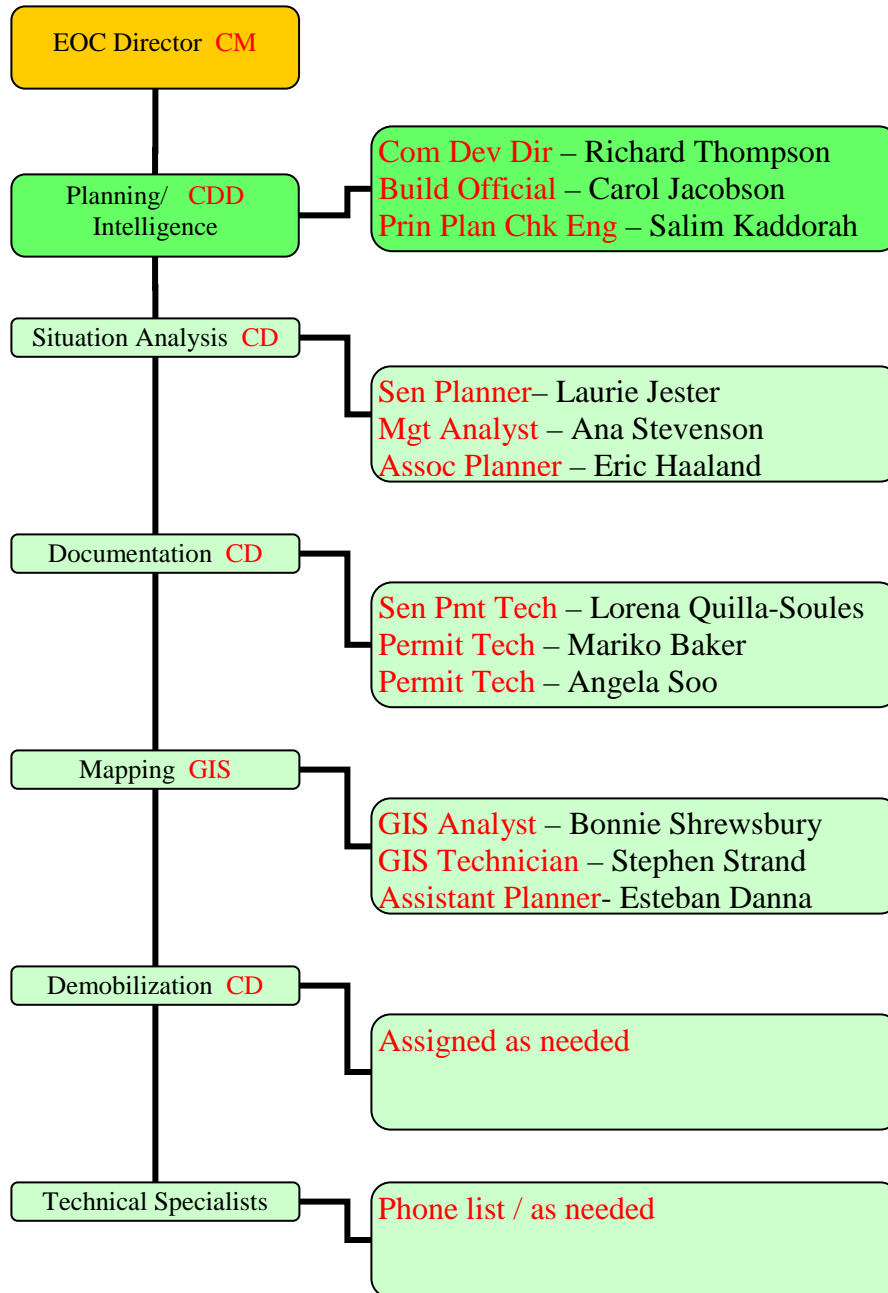
**GSM**—Gen Svc Manager  
**IS**—Information Systems  
**PR**—Parks & Rec Dept  
**PUR**—Purchasing  
**FIN**—Finance Dept  
**FIND**—Finance Director  
**CA**—City Attorney  
**ISM**—Information Systems Manager

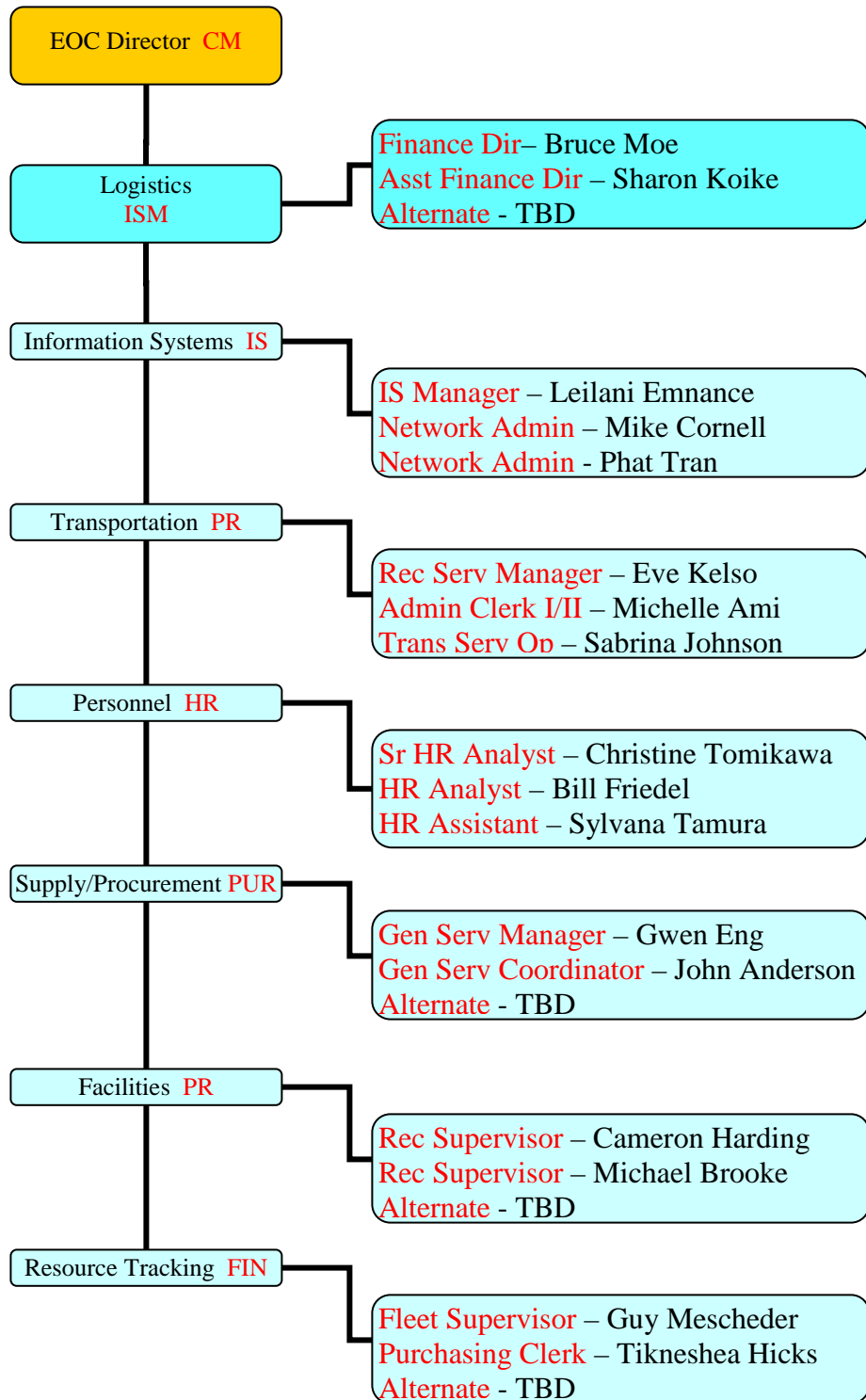
**BC-FD** Battalion Chief

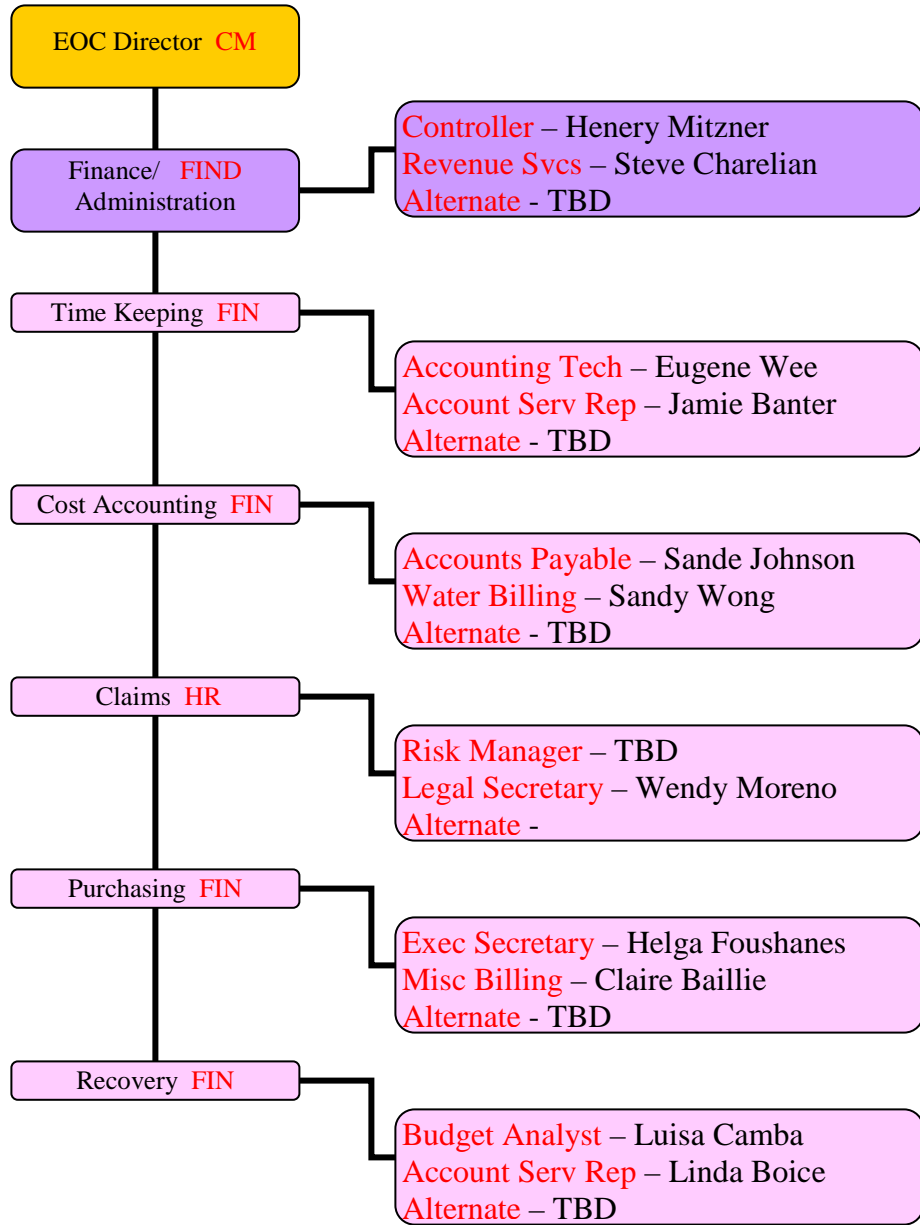












# M.B. News

## BE PREPARED - IT'S AS EASY AS 1, 2, 3



- **Water:** One gallon per person per day
- **Non-perishable food:** Three day supply
- **Radio:** Battery powered or hand crank
- **Flashlight & extra batteries**
- **First Aid kit**
- **Whistle:** To signal for help

### 2. BE INFORMED & MAKE A PLAN

Now that you have a supply kit, it's time to get the whole family involved. The website [www.ready.gov](http://www.ready.gov) is a great source for learning about potential emergencies and how to prepare your entire family should one of these events hit home. The ready.gov website offers tips for developing your plan including games and worksheets you can use to involve the kids!

### 3. GET INVOLVED

After you have prepared yourself and your family, take the next step and get involved with your community. Manhattan Beach Police and Fire departments offer two organizations to prepare you to get involved.

- **The Manhattan Beach Community Emergency Response Team (CERT)** is a volunteer organization of residents in the community who are trained in skills ranging from fire suppression to medical assessment. Call the Fire department at 310-802-5303 for more information.
- **Neighborhood Watch** offers disaster response training sessions called *Map Your Neighborhood*; aimed at building and strengthening disaster readiness among neighbors. Call Neighborhood Watch at 310-802-5183 for more information.

Visit the city website at [www.citymb.info](http://www.citymb.info) and learn more.

### TAKE THESE STEPS AND BE PREPARED!

**M**any of you know the feeling... there is too much to do and not enough time! Manhattan Beach residents lead an active lifestyle with work, family, friends and play. In fact, we seem to stay so busy that it is hard to find time to prepare for the unexpected. But being prepared is something we each need to take seriously; after all we live in what is known to many as "earthquake country".

The City of Manhattan Beach, along with other government agencies and relief organizations, will be ready to respond to help our community in the case of a disaster. However, preparing your family and home is an absolute must should emergency responders not be able to reach you right away or if they must focus their attention elsewhere.

Here are three simple steps you can take to be prepared for an emergency event.

### 1. CREATE A KIT

Emergency planning experts recommend that you prepare to be self-sufficient for at least three days.

You can prepare your own kit or buy one that is already assembled. There are several online and local sources for buying prepared kits including the Beach Cities Health District [www.bchd.org](http://www.bchd.org) and the American Red Cross [www.redcross.org](http://www.redcross.org). A few essential items include:

#### REVERSE 911

Reverse 911 is a computerized Community Alert System accessed only by the Police or Fire department to notify residents in the event of an emergency situation whether it be a sewer mishap, missing child or terrorist event, etc. All listed numbers are automatically in the system. If you have an unlisted number and wish to be contacted visit the City's website at [www.citymb.info/Index.aspx?page=228](http://www.citymb.info/Index.aspx?page=228). Complete and submit the form or call the Police department at 310-802-5186.