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ACKNOWLEDGMENTS

This plan was prepared and edited by **Louis Celaya, Deputy City Manager**, with the **City of Agoura Hills, City Manager's Office**. The following vital documents were used as reference information in compiling this plan:

FEMA SLG 101: "State and Local Guidance 101"

FEMA CPG 1-8a: "State and Local Emergency Operations Plans"

OES: "Local Government Emergency Planning Guidance"

OES: "SEMS Guidelines"

Los Angeles County Civil Defense Areas: "SEMS MHFP"

City of Agoura Hills Emergency Operations Plan, **December 18, 2012**

City of Agoura Hills, Safety Element, **May 12, 1993**

City of Agoura Hills, Hazard Mitigation Plan, **March 12, 2012**

County of Los Angeles All Hazard Mitigation Plan, **February 24, 2014**

OES, "California Implementation Guidelines for the National Incident Management System", April 2006

The recommendations and suggestions included in this plan are intended to improve emergency preparedness, response and recovery and to satisfy the Standardized Emergency Management System requirements as presented in Title 19 of the California Code of Regulations and the National Incident Management System as presented in Homeland Security Presidential Directive – 5. Although Terra Firma Enterprises stands by the quality of its products, it is understood that disaster preparedness is not an exact science, and this Emergency Operations Plan does not guarantee the safety of any individual, structure, or organization in a disaster. Terra Firma Enterprises assumes no liability for deaths, injuries, or property damage resulting from a disaster.

INTRODUCTION

FOREWORD

This SEMS/NIMS Emergency Operations Plan addresses the City of Agoura Hills planned response to extraordinary emergency/disaster situations associated with natural disasters, technological incidents, and national security emergencies. 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 that can generate unique situations requiring unusual responses.

This plan is a preparedness document—designed to be read, understood, and exercised prior to an emergency/disaster. It is designed to include the City of Agoura Hills as part of the Los Angeles Operational Area, California Standardized Emergency Management System (SEMS) and National Incident Management System (NIMS).

This plan provides basic planning information. City departments must prepare standard operating procedures and, in most cases, more detailed checklists that will describe their internal operations under emergency/disaster conditions.

ASSUMPTIONS

- The City of Agoura Hills is primarily responsible for emergency/disaster actions and will commit all available resources to save lives, minimize injury to persons, and minimize damage to property.
- The City of Agoura Hills will utilize SEMS and NIMS in emergency/disaster response operations.
- The Director of Emergency Services (the City Manager) will coordinate the City's disaster response in conformance with its Emergency Services Ordinance. The City of Agoura Hills will participate in the Los Angeles County Operational Area.
- The resources of the City of Agoura Hills 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/DISASTER MANAGEMENT GOALS

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

ORGANIZATION OF THE SEMS/NIMS EMERGENCY EMERGENCY OPERATIONS PLAN (EOP)

- **Part One - Basic Plan.** Overall organizational and operational concepts relative to response and recovery, as well as an overview of potential hazards. Intended audience—EOC Management Team.
- **Part Two – Emergency/Disaster Response Organization Functions.** Description of the emergency/disaster response organization, checklists and reference material. Intended audience—EOC staff.
- **Appendix –** A restricted-use document - contains the emergency/disaster organization’s notification numbers and other essential numbers. Intended audience—EOC staff.

ACTIVATION OF THE SEMS/NIMS EOP

- On the order of the Director of Emergency Services, who is designated by Article III, Chapter 6 of the Municipal Code of the City of **Agoura Hills**, provided that the existence or threatened existence of a Local Emergency has been proclaimed in accordance with the ordinance.
- 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.

APPROVAL AND PROMULGATION

This SEMS/NIMS EOP will be reviewed by all departments/agencies assigned a primary function in the Emergency/disaster Responsibilities Matrix (**Part Two, Management Section**). Upon completion of review and written concurrence by these departments/agencies, the SEMS/NIMS EOP will be submitted to the State Office of Emergency Services 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 SEMS/NIMS EOP:

In compliance with NIMS, city personnel with roles in incident management either in the field or the EOC will receive the appropriate NIMS training as outlined by the U.S. Department of Homeland Security. The **Emergency Services Coordinator, City Manager's Department**, is responsible for coordination and scheduling of training and exercising of this plan. The City of **Agoura Hills's** Emergency/Disaster Management Organization will conduct regular exercises of this plan to train all necessary City staff in the proper response to disaster situations.

The SEMS/NIMS EOP will be reviewed annually to ensure that plan elements are valid and current. Each responsible organization or agency will review and upgrade its portion of the SEMS/NIMS EOP and/or modify its SOP/EOP 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 SEMS/NIMS EOP revisions. The City Emergency Services Coordinator is responsible for making revisions to the SEMS/NIMS EOP that will enhance the conduct of response and recovery operations. The **Deputy City Manager/Emergency Services 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 8 of this SEMS/NIMS EOP.

The City **Deputy City Manager/Emergency Services Coordinator** will also review documents that provide the legal basis for emergency planning to ensure conformance to SEMS/NIMS requirements and modify as necessary.

Adoption Date: _____

LETTER OF PROMULGATION

TO: OFFICIALS, EMPLOYEES, AND CITIZENS OF CITY **Agoura Hills**

The preservation of life and property is an inherent responsibility of local, state, and federal government. The City of **Agoura Hills** has prepared this SEMS/NIMS 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.

While no plan can prevent death and destruction, good plans carried out by knowledgeable and well trained personnel can and will minimize losses. 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).

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.

This SEMS/NIMS Emergency Operations Plan is an extension of the California Emergency Plan and the Los Angeles County Emergency Operations Plan. It will be reviewed and exercised periodically and revised as necessary to meet changing conditions.

The City Council gives its full support to this plan and urges all officials, employees, and citizens, individually and collectively, to do their share in the total emergency effort of the City of **Agoura Hills**.

Concurrence of this promulgation letter constitutes the adoption of the Standardized Emergency Management System, the National Incident Management System and the EOP by the City of **Agoura Hills**. This SEMS/NIMS EOP will become effective on approval by the City Council.

Mayor
City of **Agoura Hills**

RECORD OF REVISIONS

Date	Section	Page Numbers	Entered/Rvw. By
12/5/13	Acknowledgments	Introduction 2	LAC
12/5/13	Distribution List	Introduction 8	LAC
8/31/15	Department Agency Concur.		LAC
12/6/13	Section I – Basic Plan Contents (Mitigation)	Part One – 9	LAC
12/6/13	Section I – Basic Plan Contents (Reporting to LA Operational Area)	Part One – 24	LAC
12/6/13	Section I – Basic Plan Contents (EOC Location)	Part One - 25	LAC
12/6/13	Section I – Basic Plan Contents (City EOC Activation Policy)	Part One – 27	LAC
12/6/13	Section I – Basic Plan Contents (Line of Succession)	Part One – 36	LAC
12/6/13	Section I – Basic Plan Contents (Lines of Succession)	Part One - 39	LAC
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12/6/13	Section II – Authorities and References (General)	Part One - 53	LAC
12/6/13	Section II – Authorities and References (Authorities)	Part One – 53	LAC
12/6/13	Section IV – Authorities and References (Threat Summary)	Part One – 65	LAC
12/6/13	Section IV – Authorities and References (Threat Summary)	Part One – 66	LAC
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9/1/15	Section IV – Authorities and References (Threat Summary)	Part One – 81	LAC
9/1/15	Section IV – Authorities and References (Threat Summary)	Part One – 97	LAC
12/6/13	Section IV – Authorities and References (Threat Summary)	Part One – 103	LAC
9/2/15	Section IV – Authorities and References (Threat Summary)	Part One – 108	LAC
9/2/15	Part 2 Emergency Operation Functions - Mgmt	Part Two – M-8	LAC
7/10/15	Part 2 Emergency Operation Functions - Mgmt	Part Two – M-12	LAC
9/2/15	Part 2 Emergency Operation Functions - Mgmt	Part Two – M-21	LAC
1/2/14	Part 2 Management Section Supporting Documentation	MS-22 to 24	LAC
1/2/14	Part 2 Management Section Supporting Documentation	MS-57	LAC
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3/6/15	Part 2 Operations Section (Law Enforcement)	O-19	JB/LAC

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3/2/15	Part 2 Plans and Intelligence Section	PS-3	LAC
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3/9/15	Part 2 Plans and Intelligence Section	P-18	JB/LAC
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4/21/15	Part 2 Logistics Section	LS-1	JB/LAC
4/21/15	Part 2 Logistics Section	LS-3	JB/LAC
4/21/15	Part 2 Logistics Section	LS-4	JB/LAC
4/21/15	Part 2 Logistics Section	LS-10	JB/LAC
4/21/15	Part 2 Logistics Section	LS-29	JB/LAC
4/21/15	Part 2 Logistics Section	LS-37	JB/LAC
4/21/15	Part 2 Finance Section	F-6	JB/LAC
4/21/15	Part 2 Finance/Administration Section – Supporting Documentation	FS-7	JB/LAC
5/5/15	Part 2 Finance/Administration Section – Supporting Documentation	FS-27 to FS31	LAC

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7/13/15	Appendix	Appendix -17	LAC
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7/15/15	Appendix	Appendix -21	JT/LAC
7/15/15	Appendix	Appendix -22 to 24	JT/LAC
7/15/15	Appendix	Appendix -25 to 28	JT/LAC
7/30/15	Appendix	Appendix -30 to 31	LAC
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9/4/15	Appendix	Appendix -63 to 66	LAC
9/7/15	Appendix	Appendix -68 to 69	LAC
3/28/16	Appendix	Appendix -17 & 19	LAC
11/10/16	Appendix	Appendix -17 & 19	LAC
1/5/17	Appendix	Appendix -17 & 19	LAC

SEMS/NIMS EMERGENCY OPERATIONS PLAN

DISTRIBUTION LIST

**DEPARTMENTS/AGENCIES RECEIVING
COPIES OF THE SEMS EOP: NO. OF COPIES**

Los Angeles County Area B DMAC	1
Mayor/City Council	1
City Attorney	1
Director of Emergency Services (City Manager)	1
Emergency Operations Center Coordinators (1-Deputy City Mgr & 1 PW Project Mngr; 1 Assistant Director of Community Services)	3
Assistant City Manager	1
Director of Finance	1
City Clerk	1
Director Community Services	1
Recreation Manager	1
Planning Director	1
Building Official	1
Public Works Director/City Engineer	1
Accounting Specialist II & III	2
Administrative Analyst	1
Assistant Engineer	1
Assistant Planner	1
Associate Planner	1
Building Permit Technician	1
Code Compliance Officer	1
Community Service Coordinator/Cultural Art Coordinator	2
Executive Assistant	1
Engineering Aide	1
Recreation Supervisor	2
Senior Building Inspector	1
Senior Civil Engineer	1
Senior Planner	1
Administrative Secretary I & II	4
Library (Catalogued as Reference Volume)	1
Los Angeles County Public Works	1
Los Angeles County Sheriff's Department, Lost Hills Station	1
Los Angeles County Fire Department	1
Agoura Hills Emergency Operations Center	5

DEPARTMENT/AGENCY CONCURRENCE

AGENCY/DEPARTMENT	REPRESENTATIVE	TITLE
Director of Emergency Services (City Manager)		
ENTER YOUR OWN DEPT. HEADINGS		
City Attorney Office		
City Clerk		
Finance Department		
Fire Department	N/A	
Health Department	N/A	
Human Resources Department		
Community Services and Recreation Department		
Information Services Department	N/A	
Planning and Development Department		
Police Department	N/A	
Public Works Department/Engineering		
Transportation Department	N/A	
Governor's OES, Southern Region	N/A	
American Red Cross	N/A	

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