PART ONE

BASIC PLAN CONTENTS

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SECTION ONE
BASIC PLAN

PURPOSE

The Basic Plan addresses the City's planned response to natural and technological disasters. It provides an overview of operational concepts, identifies components of the City's emergency/disaster 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.

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 **Part One, Section Two-Authorities and References**.

SCOPE OF OPERATIONS

Operations during peacetime and national security emergencies involve a full spectrum of activities from a minor incident, to a major earthquake, to a nuclear detonation. There are a number of similarities in operational concepts for peacetime and national security emergencies. Some emergencies/disasters 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/disaster operations plan and commitment of resources. All agencies must be prepared to respond promptly and effectively to any foreseeable emergency/disaster, including the provision and utilization of mutual aid (see **Part One, Section Three-Mutual Aid).**

Emergency/disaster 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/disaster. Preparedness is implemented through a continuous cycle of planning, organizing, training, equipping, exercising, evaluating, and taking action to correct and mitigate. These activities develop operational capabilities and effective responses to a disaster. Those identified in this plan as having either a primary or support mission relative to response and recovery should prepare Standard Operating Procedures (SOPs)/Emergency Operating Procedures (EOPs) and checklists detailing personnel assignments, policies, notification rosters, and resource lists. Personnel should be acquainted with these SOPs/EOPs 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/disaster situation is imminent or likely to occur soon. Actions to be accomplished include, but are not necessarily limited to:

- Review and update of emergency/disaster plans, SOPs/EOPs, and resources listings.
- Dissemination of accurate and timely 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/Disaster

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/disaster and apprising them of safety measures to be implemented.
- Advising the Los Angeles County Operational Area of the emergency/disaster.
- Identifying the need for mutual aid and requesting such through the appropriate channels.
- Proclamation of a Local Emergency by local authorities.

Emergency/disaster 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.

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

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

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

- Dissemination of accurate and timely 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.*

** As the Agoura Hills is a contract City, these operations will require assistance from outside County or other mutual assistance agencies*

When local resources are committed or anticipated to be 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.

Depending on the severity of the emergency/disaster, 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 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 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 state and federal emergency/disaster response efforts and initial recovery support will be coordinated by the REOC.

Sustained Emergency/disaster

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

Recovery
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. Local Assistance Centers (LACs) or telephonic centers may also be established, providing a "one-stop" service to initiate the process of receiving federal, state and local recovery assistance. **[Please refer to the Appendix Recovery Section…Appendix-57 to 60]**

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
Mitigation is an important element of emergency management and incident response. It provides a critical foundation in the effort to reduce the loss of life and property and to minimize damage to the environment from natural or manmade disasters by avoiding or lessening the impact of a disaster. Mitigation provides value to the public by creating safer communities and impeding the cycle of disaster damage, reconstruction, and repeated damage.[1] Mitigation seeks to break the cycle of disaster damage, reconstruction, and repeated damage. Mitigation efforts occur both before and following disaster events. Post-disaster mitigation is part of the recovery process. Mitigation tools include:

- Local ordinances/statutes (zoning ordinance, building codes and enforcement, etc.).
- Structural measures.
- Tax levee or abatements.
- Public information and community relations.
- Land use planning.
- Professional training.
- Ongoing public education and outreach activities designed to reduce loss of life and destruction

STANDARDIZED EMERGENCY MANAGEMENT SYSTEM (SEMS)

In an emergency/disaster, governmental response is an extraordinary extension of responsibility and action, coupled with normal day-to-day activity. Normal governmental duties may be maintained, with emergency/disaster operations carried out by those agencies assigned specific emergency/disaster functions. The Standardized Emergency Management System (SEMS) has been adopted by the City of **Agoura Hills** 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/disaster response and recovery.

[1] National Incident Management System, U.S. Department of Homeland Security, December 2008, pg.21

SEMS incorporates the use of the Incident Command System, the Master Mutual Aid Agreement and existing mutual aid systems, the Operational Area Concept, and multi-agency or inter-agency coordination. Local governments must use SEMS to be eligible for funding of their personnel-related costs under state disaster assistance programs.

The **Incident Command System (ICS)** is a standard, on-scene, all hazard incident management system used in field operations. The system consists of procedures for controlling personnel, facilities, equipment, and communications. ICS has several features that make it well suited to managing incidents, including:

- Common terminology
- Organizational resources
- Manageable span of control (three (3) to five(5))
- Organizational facilities
- Use of position titles
- Reliance on an Incident Action Plan
- Integrated communications
- Accountability

Fully activated, the SEMS 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 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/disaster 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/disaster response and recovery activities within their jurisdiction. Local governments are required to use SEMS 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. 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/disaster 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 **Part Two, Management Section.**

Cities are responsible for disaster/emergency response within their boundaries, although some cities contract for some municipal services from other agencies.

Special districts are primarily responsible in emergencies for restoration of services that they normally provide. They may also be responsible for safety of people at their facilities or on their property and for warning of hazards from their facilities or

operations. Some special districts may assist other local governments in the disaster/emergency response.

All local governments are responsible for coordinating with other local governments, the field response level and the operational area. Local governments are also responsible for providing mutual aid within their capabilities.

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.

The County of Los Angeles Office of Emergency Management is the lead agency for the Los Angeles County Operational Area which includes the City of Agoura Hills.

Activation of the Operational Area EOC 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.

If the Los Angeles County Operational Area is activated, the Sheriff of Los Angeles County will be the Director of Emergency Operations (Operational Area Coordinator)

for Los Angeles County Operational Area and will have the overall responsibility for coordinating and supporting emergency/disaster operations within the county. The Operational Area Coordinator and supporting staff will constitute the Operational Area Emergency Management Staff. The Los Angeles County EOC will fulfill the role of the 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/disaster 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, 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/disaster response activities within the region.

State

The state level of SEMS manages state resources in response to the emergency/disaster 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

Department of Homeland Security

The Homeland Security Act of 2002 established the Department of Homeland Security (DHS) to prevent terrorist attacks within the United States; reduce the vulnerability of the United States to terrorism, natural disasters, and other emergencies; and minimize the damage and assist in the recovery from terrorist attacks, natural disasters, and other emergencies.

Federal Emergency Management Agency

On March 1, 2003, the Federal Emergency Management Agency (FEMA) became part of the DHS. FEMA's continuing mission within the new department is to lead the effort to prepare the nation for all hazards and effectively manage

federal response and recovery efforts following any national incident. FEMA also initiates proactive mitigation activities, trains first responders, and manages the National Flood Insurance Program.

The Federal Emergency Management Agency (FEMA) serves as the main federal government contact during emergencies, major disasters, and national security emergencies.

SEMS REQUIREMENTS FOR LOCAL GOVERNMENTS

The City of **Agoura Hills** will comply with SEMS regulations in order to be eligible for state funding of response-related personnel costs and will:

1) Use SEMS when
   - A local emergency is declared or proclaimed, or
   - The local government EOC is activated.

2) Establish coordination and communications with Incident Commanders either
   - Through departmental operating centers (DOCs) to the EOC, when activated, or
   - Directly to the EOC, when activated.

3) Use existing mutual aid systems for coordinating fire and law enforcement resources.

4) Establish coordination and communications between the City of **Agoura Hills** EOC when activated, and any state or local emergency response agency having jurisdiction at an incident within the city's boundaries.

5) Use multi-agency or inter-agency coordination to facilitate decisions for overall local government level disaster/emergency response activities.

The requirement to use SEMS includes:

- Fulfilling Management and coordination role of local government, and
- Providing for the five essential SEMS functions of management, operations, planning/intelligence, logistics and finance/administration.

CITY OF Agoura Hills RESPONSIBILITIES UNDER SEMS

The development of SEMS will be a cooperative effort of all departments and agencies within the City of **Agoura Hills** with a disaster/emergency response role. The City Emergency Services Coordinator with the **City Manager's Department** has the lead staff responsibility for SEMS development and planning with responsibilities for:

- Communicating information within the City of **Agoura Hills** on SEMS requirements and guidelines.

- Coordinating SEMS development among departments and agencies.
- Identification of all departments and agencies involved in field level response.
- Identification of departments and agencies with department operations center (DOCs).
- Coordinating with other local governments, the operational area and volunteer and private agencies on development of SEMS.
- Incorporating SEMS into the City of **Agoura Hills** and procedures.
- Incorporating SEMS into the City of **Agoura Hills** emergency ordinances, agreements, memorandum of understandings, etc.
- Identification of special districts that operate or provide services within the boundaries of the City of **Agoura Hills**. The disaster/emergency role of these special districts should be determined and provisions made for coordination during emergencies.
- Identification of local volunteer and private agencies that have a disaster/emergency response role. Contacts should be made to develop arrangements for coordination in emergencies.

The City of **Agoura Hills** will participate in the Los Angeles County Operational Area organization and system for coordination and communication within the operational area.

All local government staff that may participate in emergencies in the EOC, in department operations centers (DOCs) or at the field level must receive appropriate SEMS training as required by SEMS regulations. New personnel should be trained as they are hired. The City Emergency Services Coordinator with the City Manager's Department is responsible for documenting SEMS training in the City of **Agoura Hills.**

The City of **Agoura Hills** has developed an exercise program that provides periodic exercises for EOC and DOC personnel under SEMS.

SEMS EOC ORGANIZATION

SEMS regulations require local governments to provide for five functions: management, operations, planning/intelligence, logistics and finance/administration. These functions are the basis for structuring the EOC organization.

- **Management** — Responsible for overall emergency policy and coordination through the joint efforts of governmental agencies and private organizations.
- **Operations** — Responsible for coordinating all jurisdictional operations in support of the disaster/emergency response through implementation of the local government's EOC Action Plan.
- **Planning/Intelligence** — Responsible for collecting, evaluating and disseminating information; developing the City of **Agoura Hills** EOC Action Plan and After-Action/Corrective Action Report in

	coordination with other functions; and maintaining documentation.
• **Logistics**	Responsible for providing facilities, services, personnel, equipment and materials.
• **Finance/ Administration**	Responsible for financial activities and other administrative aspects.

The EOC organization should include representatives from special districts, volunteer agencies, and private agencies with significant response roles.

Organization Flexibility - Modular Organization

The five essential SEMS functions will be established as “sections” within the EOC and all other functions will be organized as branches, groups or units within sections. The types of activated functions and their relationship to one another will depend upon the size and nature of the incident. Only those functional elements that are required to meet current objectives will be activated. Those functions which are needed but not staffed will be the responsibility of the next higher element in the organization.

Management of Personnel - Hierarchy of Command and Span-of-Control

The position title "coordinator" refers to the lead person of each organizational element in the EOC. The term coordinator is used because the role of EOC elements is to coordinate. Each activated function will have a person in charge of it, but a supervisor may be in charge of more than one functional element. Every individual will have a supervisor and each supervisor will generally be responsible for no more than seven employees, with the ideal span-of-control being three to five persons.

Coordinators for Operations, Planning/Intelligence, Logistics and Finance/Administration constitute the EOC General Staff. Management and General Staff function as the EOC management team. The General Staff are responsible for:

- Overseeing the internal functioning of their section, and
- Interacting with each other, Management, and other entities within the EOC ensure the effective functioning of the EOC organization.

EOC ACTION PLANS

At local, operational area, regional and state levels, the use of EOC action plans provide designated personnel with knowledge of the objectives to be achieved and the steps required for achievement. Action plans not only provide direction, but they also serve to provide a basis for measuring achievement of objectives and overall system performance. Action planning is an important management tool that involves:

- A process for identifying priorities and objectives for emergency response or recovery efforts

- Documentation of the priorities and objectives, the tasks and personnel assignments associated with meeting them.

The action planning process should involve Management and General Staff along with other EOC elements, special district representatives and other agency representatives, as needed. The Planning/Intelligence Section is responsible for coordinating the development of the action plan and for facilitation of action planning meetings.
Action plans are developed for a specified operational period which may range from a few hours to 24 hours. The operational period is determined by first establishing a set of priority actions that need to be performed. A reasonable time frame is then established for accomplishing those actions. The action plans need not be complex, but should be sufficiently detailed to guide EOC elements in implementing the priority actions. Guidelines for developing action plans and example action plan formats are contained in **Part Two-Planning/Intelligence Support Documentation --Action Planning.**

MULTI-AGENCY OR INTER-AGENCY COORDINATION AT THE LOCAL GOVERNMENT LEVEL

Multi-agency or inter-agency coordination is important for:

- Establishing priorities for response.
- Allocating critical resources.
- Developing strategies for handling multi-agency response problems.
- Sharing information.
- Facilitating communications.

Multi-agency or Inter-agency Coordination in the EOC

- Emergency response is coordinated at the EOC through:
  - Representatives from the City of **Agoura Hills** departments and agencies
  - Representatives from outside agencies including special districts, volunteer agencies and private organizations
- Coordination with agencies not represented in the EOC may be accomplished through various methods of communications.
- Involvement in the EOC action planning process is essential for effective emergency management.

Multi-agency or Inter-agency Coordination Group

- May be established formally.
- Should develop consensus on priorities, resource allocation and response strategies.
- May function within the EOC, at another location or through conference calls-but should remain in contact with the EOC.
- EOC Action Plan should incorporate group priorities and objectives.

- Group objectives should be implemented through the EOC.
- City of **Agoura Hills** may participate with other local governments and agencies in a multi-agency coordination group organized by another local government, operational area or regional level.

COORDINATION WITH THE FIELD RESPONSE LEVEL

Coordination among SEMS levels is clearly necessary for effective emergency response. In a major disaster/emergency, the City of **Agoura Hills** EOC may be activated to coordinate the overall response while the Incident Command System is used by field responders. Incident Commanders may report to department operations centers (DOCs) which in turn will coordinate with the EOC. In some jurisdictions Incident Commanders may report directly to the EOC, usually to their counterpart in the Operations Section. When the EOC is directly overseeing Incident Command teams, the EOC is operating in a centralized coordination and direction mode.

COORDINATION WITH LOS ANGELES COUNTY OPERATIONAL AREA LEVEL

Coordination and communications should be established between activated local government EOC's and the operational area. The communications links are telephone, satellite phone, radio, data and amateur radio, the Los Angeles County Disaster Communication Services (DCS) radio system, runner, etc.

Los Angeles County will use an Operational Area Multi Agency Coordinating System (MACS) concept when developing response and recovery operations. When and where possible, the County will include jurisdictional representatives in planning for jurisdictional support.

SPECIAL DISTRICT INVOLVEMENT

Special districts are defined as local governments in SEMS. The disaster/emergency response role of special districts is generally focused on normal services. During disasters, some types of special districts will be more extensively involved in the disaster/emergency response by assisting other local governments.

Coordination and communications should be established among special districts who are involved in disaster/emergency response, other local governments and the operational area. This may be accomplished in various ways depending on the local situation. Relationships among special districts, cities, county government and the operational area are complicated by overlapping boundaries and by the multiplicity of special districts. Special districts need to work with the local governments in their service areas to determine how best to establish coordination and communications in disasters/emergencies.

When a special district is wholly contained within the city, the special district should have a liaison representative at the city EOC and direct communications should be established between the special district EOC and the city EOC. An exception may occur when there are many special districts within the city.

Typically, special district boundaries cross municipal boundary lines. A special district may serve several cities and county unincorporated areas. Some special districts serve more than one county. In such a situation, the special district may wish to provide a liaison representative to the Operational Area EOC to facilitate coordination and communication with the various entities it serves.

When there are many special districts within a city, it may not be feasible for the city EOC to accommodate representatives from all special districts during area-wide disasters. In such cases, the city should work with the special districts to develop alternate ways of establishing coordination and communications.

COORDINATION WITH VOLUNTEER AND PRIVATE AGENCIES

City EOCs will generally be a focal point for coordination of response activities with many non-governmental agencies. The City of **Agoura Hills** EOC should establish communication with private and volunteer agencies providing services within the city.

Agencies that play key roles in the response should have representatives at the EOC. If an agency supports several functions and has only one representative at the EOC, the agency representative should be located at the liaison area. If an agency is supporting one function only, its representative may be located with that functional element. Some agencies may have several personnel participating in functional elements in the EOC. For example, American Red Cross personnel may be part of the staffing for the Care and Shelter element of the EOC. Agencies that have countywide response roles and cannot respond to numerous city EOCs should be represented at the operational area level.

Cities served by a large number of private and volunteer agencies may not be able to accommodate representatives in the EOC from all agencies that have important response roles. Cities should develop alternate means of communicating with these agencies when liaison representation is not practical.

Coordination with volunteer and private agencies that do not have representatives at the EOC may be accomplished through telecommunications, liaison with community councils that represent several agencies or involvement of agencies in special multi-agency groups on specific issues.

NATIONAL INCIDENT MANAGEMENT SYSTEM

The NIMS integrates existing best practices into a consistent, nationwide approach to domestic incident management that is applicable at all jurisdictional levels and across functional disciplines in an all-hazards context. The National Incident Management System (NIMS) is a system that was mandated by Homeland Security Presidential Directive-5. NIMS provides a consistent, nationwide approach for Federal, State, local, and tribal governments; the private sector; and non government organizations to work effectively and efficiently together to prepare for, respond to, and recover from domestic incidents, regardless of cause, size or complexity. To provide for interoperability and compatibility among Federal, State, local and tribal capabilities, the NIMS includes a core set of concepts, principles, and terminology. HSPD-5 identifies these as the ICS; multi-agency coordination systems; training; identification and management of resources; qualification and certification; and the collection, tracking, and reporting of incident information and incident resources.

NIMS COMPONENTS

Six major components make up this systems approach. The following discussion provides a synopsis of each major component of the NIMS, as well as how these components work together as a system to provide the national framework for preparing for, preventing, responding to, and recovering from domestic incidents, regardless of cause, size, or complexity.

Command and Management

NIMS standard incident command structures are based on three key organizational systems:

- **The ICS** - ICS defines the operating characteristics, interactive management components, and structure of incident management and emergency response organizations engaged throughout the life cycle of an incident;
- **Multi Agency Coordination Systems** - These define the operating characteristics, interactive management components, and organizational structure of supporting incident management entities engaged at the Federal, State, local, tribal, and regional levels through mutual-aid agreements and other assistance arrangements;
- **Public Information Systems** - These refer to processes, procedures, and systems for communicating timely and accurate information to the public during crisis or emergency situations.

Preparedness

Effective incident management begins with a host of preparedness activities conducted on a "steady-state" basis, well in advance of any potential incident. Preparedness involves an integrated combination of planning, training, exercises, personnel qualification and certification standards, equipment acquisition and certification standards, and publication management processes and activities.

- **Planning** - Plans describe how personnel, equipment, and other resources are used to support incident management and emergency response activities. Plans provide mechanisms and systems for setting priorities, integrating multiple entities and functions, and ensuring that communications and other systems are available and integrated in support of a full spectrum of incident management requirements.
- **Training** - Training includes standard courses on multi agency incident command and management, organizational structure, and operational procedures; discipline-specific and agency-specific incident management courses; and courses on the integration and use of supporting technologies.
- **Exercises** - Incident management organizations and personnel must participate in realistic exercises—including multi-disciplinary, multi-jurisdictional, and multi-sector interaction—to improve integration and interoperability and optimize resource utilization during incident operations.
- **Personnel Qualification and Certification** - Qualification and certification activities are undertaken to identify and publish national-level standards and measure performance against these standards to ensure that incident management and

emergency responder personnel are appropriately qualified and officially certified to perform NIMS-related functions.

- **Equipment Acquisition and Certification** - Incident management organizations and emergency responders at all levels rely on various types of equipment to perform mission essential tasks. A critical component of operational preparedness is the acquisition of equipment that will perform to certain standards, including the capability to be interoperable with similar equipment used by other jurisdictions.
- **Mutual Aid** - Mutual-aid agreements are the means for one jurisdiction to provide resources, facilities, services, and other required support to another jurisdiction during an incident. Each jurisdiction should be party to a mutual-aid agreement with appropriate jurisdictions from which they expect to receive or to which they expect to provide assistance during an incident.
- **Publications Management** - Publications management refers to forms and forms standardization, developing publication materials, administering publications—including establishing naming and numbering conventions, managing the publication and promulgation of documents, and exercising control over sensitive documents—and revising publications when necessary.

Resource Management

The NIMS defines standardized mechanisms and establishes requirements for processes to describe, inventory, mobilize, dispatch, track, and recover resources over the life cycle of an incident.

Communications and Information Management

The NIMS identifies the requirement for a standardized framework for communications, information management (collection, analysis, and dissemination), and information-sharing at all levels of incident management. These elements are briefly described as follows:

- **Incident Management Communications** - Incident management organizations must ensure that effective, interoperable communications processes, procedures, and systems exist to support a wide variety of incident management activities across agencies and jurisdictions.
- **Information Management** - Information management processes, procedures, and systems help ensure that information, including communications and data, flows efficiently through a commonly accepted architecture supporting numerous agencies and jurisdictions responsible for managing or directing domestic incidents, those impacted by the incident, and those contributing resources to the incident management effort. Effective information management enhances incident management and response and helps insure that crisis decision- making is better informed.

Supporting Technologies

Technology and technological systems provide supporting capabilities essential to implementing and continuously refining the NIMS. These include voice and data communications systems, information management systems (i.e., record keeping and

resource tracking), and data display systems. Also included are specialized technologies that facilitate ongoing operations and incident management activities in situations that call for unique technology-based capabilities.

Ongoing Management and Maintenance
This component establishes an activity to provide strategic direction for and oversight of the NIMS, supporting both routine review and the continuous refinement of the system and its components over the long term.

NIMS COMPLIANCE

The State of California's NIMS Advisory Committee issued "*California Implementation Guidelines for the National Incident Management System, 2006"* to assist state agencies, local governments, tribes and special districts to incorporate NIMS into already existing programs, plans, training and exercises. The City of **Agoura Hills** is following this document to ensure NIMS compliance.

EMERGENCY MANAGEMENT IN THE CITY OF AGOURA HILLS

This section establishes policies and procedures and assigns responsibilities to ensure the effective management of emergency operations under the Standardized Emergency Management System (SEMS) and the National Incident Management System (NIMS). It provides information on the City of **Agoura Hills** emergency management structure and how the emergency management team is activated.

CONCEPT OF OPERATIONS

City emergency/disaster response and recovery operations will be managed in one of three modes, depending on the magnitude of the emergency/disaster.

Level One - Decentralized Coordination and Direction
Level One activation may be 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
Level Two activation may be a moderate to severe emergency/disaster 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
Level Three activation may be 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 conducted from the EOC. Most off-duty personnel will be recalled.

EMERGENCY MANAGEMENT ORGANIZATION AND RESPONSIBILITIES

The City of **Agoura Hills** operates under the Standardized Emergency Management System (SEMS) and the National Incident Management System (NIMS) which are discussed in detail under **SEMS** and **NIMS** in this Section. The City of **Agoura Hills** Disaster Emergency Management Organization (including emergency/disaster response and recovery) will be directed by the City Manager who serves as the Director of Emergency Services. The Director of Emergency Services is responsible to the City Council and Emergency Services Council per Article III, Chapter 6 of the City of **Agoura Hills** Municipal Code. The Director of Emergency Services is responsible for implementing the SEMS/NIMS Emergency Operations Plan (EOP). While serving as the Director of Emergency Services during an actual emergency/disaster, this position will be referred to as the EOC Director.

The Director of Emergency Services/EOC Director is supported by the Emergency/Disaster Management Organization and has overall responsibility for:

- Organizing, staffing and operating the Emergency Operations Center (EOC).
- Operating communications and warning systems.
- Providing information and guidance to the public.
- Maintaining information on the status of resources, services, and operations.
- Directing overall operations.
- Obtaining support for the City of **Agoura Hills** and providing support to other jurisdictions as required.
- Identifying and analyzing potential hazards and recommending appropriate countermeasures.
- Collecting, evaluating and disseminating damage assessment and other essential information.
- Providing status and other reports to the Los Angeles County Operational Area.

The City of **Agoura Hills** Emergency/Disaster Organization Matrix is contained in **Chart 1.**

Los Angeles County Operational Area Emergency Management (See Chart 2)

If the Los Angeles County Operational Area is activated, the Sheriff of Los Angeles County, designated by County Ordinance, will function as the Operational Area Coordinator and will have the overall responsibility for coordinating and supporting disaster/emergency operations within the County. The Operational Area will also be the focal point for information transfer and support requests by cities within the County. The Operational Area Coordinator 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 Mutual Aid Region I.

The City of Agoura Hills requests all mutual aid (except fire and law) through the Los Angeles County Operational Area via the Lost Hills Sheriffs Station by means coordinated with and agreed to by the Watch Commander and city staff. The Lost Hills Sheriff Station will then be responsible for transmitting appropriate information to the Los Angeles County Operational Area (Chart 3, page 30)**.** Fire and law mutual aid is coordinated through the designated Regional Fire and Law Coordinators.

Reporting To The Los Angeles County Operational Area[2]

City reports and notifications are to be made to the Los Angeles County Operational Area (See Chart 4, page 31)**.** These reports and notifications include:

- Activation of the City EOC
- Proclamation of a Local Emergency
- Reconnaissance Reports
- City Status Reports
- Initial Damage Estimates
- Incident Reports

Established reporting procedures to be followed:

1. Operation Area Response and Recovery System (OARRS – internet)
2. Phone or fax information (hard copy of reports) to Office of Emergency Management (OEM)
3. Make contact with the LAC Lost Hills Sheriff Station by means coordinated with and agreed to by the Watch Commander and city staff. The Lost Hills Sheriffs Station will then be responsible for transmitting the information to OEM.
4. Amateur radio contact via amateur radio to the contact radio station.

Mutual Aid Region Emergency Management

The City of Agoura Hills is within OES Mutual Aid Region I and the OES Southern Administrative Region. The primary mission of Southern Region's emergency management organization is to support Operational Area response and recovery operations and to coordinate non-law and non-fire Mutual Aid Regional response and recovery operations through the Regional EOC (REOC).

State Emergency Management

The Governor, through State OES and its Mutual Aid Regions, will coordinate statewide operations to include the provision of mutual aid and other support to local jurisdictions and the redirection of essential supplies and other resources as required. The OES Director, assisted by State agency directors and their staffs and identified volunteer agency staff, will constitute the State emergency management staff.

[2] Los Angeles County Operational Area Disaster Information Reporting Procedures

CITY OF AGOURA HILLS EMERGENCY OPERATIONS CENTER (EOC)

Day-to-day operations are conducted from departments and agencies that are widely dispersed throughout the City. An EOC is a location from which centralized disaster/emergency management can be performed during a major emergency or disaster. This facilitates a coordinated response by the Director of Emergency Services, Emergency Management Staff and representatives from organizations who are assigned emergency management responsibilities. The level of EOC staffing will vary with the specific disaster/emergency situation.

An EOC provides a central location of authority and information, and allows for face-to-face coordination among personnel who must make emergency decisions. The following functions are performed in the City of Agoura Hills EOC:

- Managing and coordinating disaster/emergency operations.
- Receiving and disseminating warning information.
- Developing emergency policies and procedures.
- Collecting intelligence from, and disseminating information to, the various EOC representatives, and, as appropriate, to County and State agencies, military, and federal agencies.
- Preparing intelligence/information summaries, situation reports, operational reports, and other reports as required.
- Maintaining general and specific maps, information display boards, and other data pertaining to disaster/emergency operations.
- Continuing analysis and evaluation of all data pertaining to disaster/emergency operations.
- Controlling and coordinating, within established policy, the operational and logistical support of departmental resources committed to the disaster/emergency.
- Maintaining contact and coordination with support DOCs, other local government EOCs, and the Los Angeles County Operational Area.
- Providing disaster/emergency information and instructions to the public, making official releases to the news media and the scheduling of press conferences as necessary.

EOC LOCATION AND DESCRIPTION

The City EOC is located at 30001 Ladyface Court, Agoura Hills. The alternate EOC is located at 29900 Ladyface Court, Agoura Hills.

The EOC totals 5000 square feet and is divided among the Policy, Operations, Logistics, Planning and Finance sections. An amateur radio area/room is located in the Logistics Section and provides radio, ham radio and packet communications capabilities. The amateur radio area is staffed by Disaster Communications Services volunteers under the direction of the EOC Director. Emergency power is provided by a diesel generator. The emergency fuel reserve is sufficient for 3 days on eighty gallons. Re-supply of emergency fuel will be obtained through a private commercial fuel truck owned by Geiger Enterprises at 805/796-8027. Power will

provide for lighting panels, selected wall circuits, telephones and radios. The EOC has the capability to house and feed staff for **seventy-two** consecutive hours. On-site services include **(kitchen, bathrooms, food and water supply and sleeping cots)**.

The alternate EOC will be activated only during an earthquake event and when the primary EOC is damaged, inaccessible, and/or evacuation of EOC staff members becomes necessary. When the use of an alternate EOC becomes necessary, those occupying the primary EOC will be asked to relocate to the alternate EOC site. If the primary EOC is unusable before its activation, staff members will be asked to report to the alternate EOC site. The Logistics Section will arrange for relocation of EOC staff members to the alternate EOC. Direction and control authority will be transferred from the primary EOC to an alternate EOC when necessary by the EOC Director. All Section Coordinators will advise their emergency response field forces of the transition to the alternate EOC.

The operational capabilities of the alternate EOC will be similar to those of the primary EOC.

DISPLAYS

Because the EOCs major purpose is accumulating and sharing information to ensure coordinated and timely emergency response, status boards for tracking emergency activities will be made available for use in both the primary and alternate EOCs. All EOC sections must maintain display devices so that other sections can quickly comprehend what actions have been taken, what resources are available, and to track the damage in the city resulting from the disaster. The Planning/Intelligence Section is responsible for coordinating display of information. All display charts, boards, and materials are stored in the EOC storage room.

At the onset of any disaster, a significant events log should also be compiled for the duration of the emergency situation. Key disaster related information will be recorded in the log; i.e., casualty information, health concerns, property damage, fire status, size of risk area, scope of the hazard to the public, number of evacuees, etc. The posting of the significant events log is the responsibility of the Planning/Intelligence Section.

COMMUNICATIONS

The Logistics Section is responsible for Communications provided in the EOC, and include telephone, satellite phone, fax, computers, amateur radio, and data. These communication facilities will be continuously staffed during disasters/emergencies, either by volunteers or city staff.

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EOC MANAGEMENT
The primary and alternate EOC facility management is the responsibility of the **Logistics Section Chief** and includes maintaining the operational readiness of the primary and alternate EOCs.

Positions assigned to the EOC will advise/brief city decision makers of the disaster/emergency situation and recommend actions to protect the public, i.e., alerting and warning the public, evacuation of risk area, activation of shelters, request for State/Federal assistance, etc.

Emergency Notification procedures are contained in the Appendix.

The Director of Emergency Services/EOC Director (hereafter referred to as the EOC Director) will have the primary responsibility for ensuring that the City Council is kept appraised of the situation and will bring all major policy issues to the Council for review and decision.

CITY OF Agoura Hills EOC ACTIVATION POLICY
Activation of the local government level means that at least one local government official implements SEMS/NIMS as appropriate to the scope of the disaster/emergency and the local government's role in response to the disaster/emergency.

The local government level is activated when field response agencies need support.

The local official(s) implementing SEMS/NIMS may function from the EOC or from other locations depending on the situation. Activated EOCs may be partially or fully staffed to meet the demands of the situation.

The Los Angeles County Operational Area should be notified when the City of **Agoura Hills** EOC is activated.

When To Activate:
- A significant earthquake causing damage in the City or neighboring jurisdictions.
- An impending or declared "State of War Emergency".
- An emergency situation that has occurred or might occur of such a magnitude that it will require a large commitment of resources from two or more City Departments over an extended period of time. Examples include a wildland fire, a major hazardous material incident, civil disturbance, aircraft disaster or severe weather conditions.

Who Can Activate:
The following individuals, either acting as the EOC Director or on behalf of the EOC Director, or their appointed representatives (**as referenced in Part Two –**

Management - Continuity of Government Lines of Succession) are authorized to activate the EOC:

- City Manager
- Assistant City Manager
- Deputy City Manager
- Public Works Director/City Engineer

How To Activate:

- Contact the **Logistics Chief…**refer to the contact numbers in the restricted use portion of this plan, the Appendix.
- Identify yourself and provide a call-back confirmation phone number if requested.
- Request to “Activate the EOC”.
- Briefly describe the emergency/disaster situation causing this request.
- Request EOC "Level Two" or "Level Three" Activation. (See EOC staffing Guide on the following page).
- Request notification of EOC "Level Two" or "Level Three" staff. (See EOC staffing Guide on the following page).
- Ensure that Los Angeles County EOC is notified regarding the activation of the City’s EOC.

EMPLOYEE RESPONSE:

Ultimately, all exempt and non-exempt employees must be prepared to report to the EOC if requested, provided they are physically able to do so. If the telephone system has failed and no other means of communication is available, employees shall be guided by their respective department response plans. Additionally, employees are encouraged to listen to the radio, as the City will utilize the designated Emergency Alert System (EAS) radio station for Los Angeles County (KFI 640 AM, KNX 1070 AM to broadcast information relative to **Agoura Hills** City employees.

All city personnel need to realize as disaster service workers they may need to use good judgment and “self-activate” to your job site if the situation warrants and all means of communication is down.

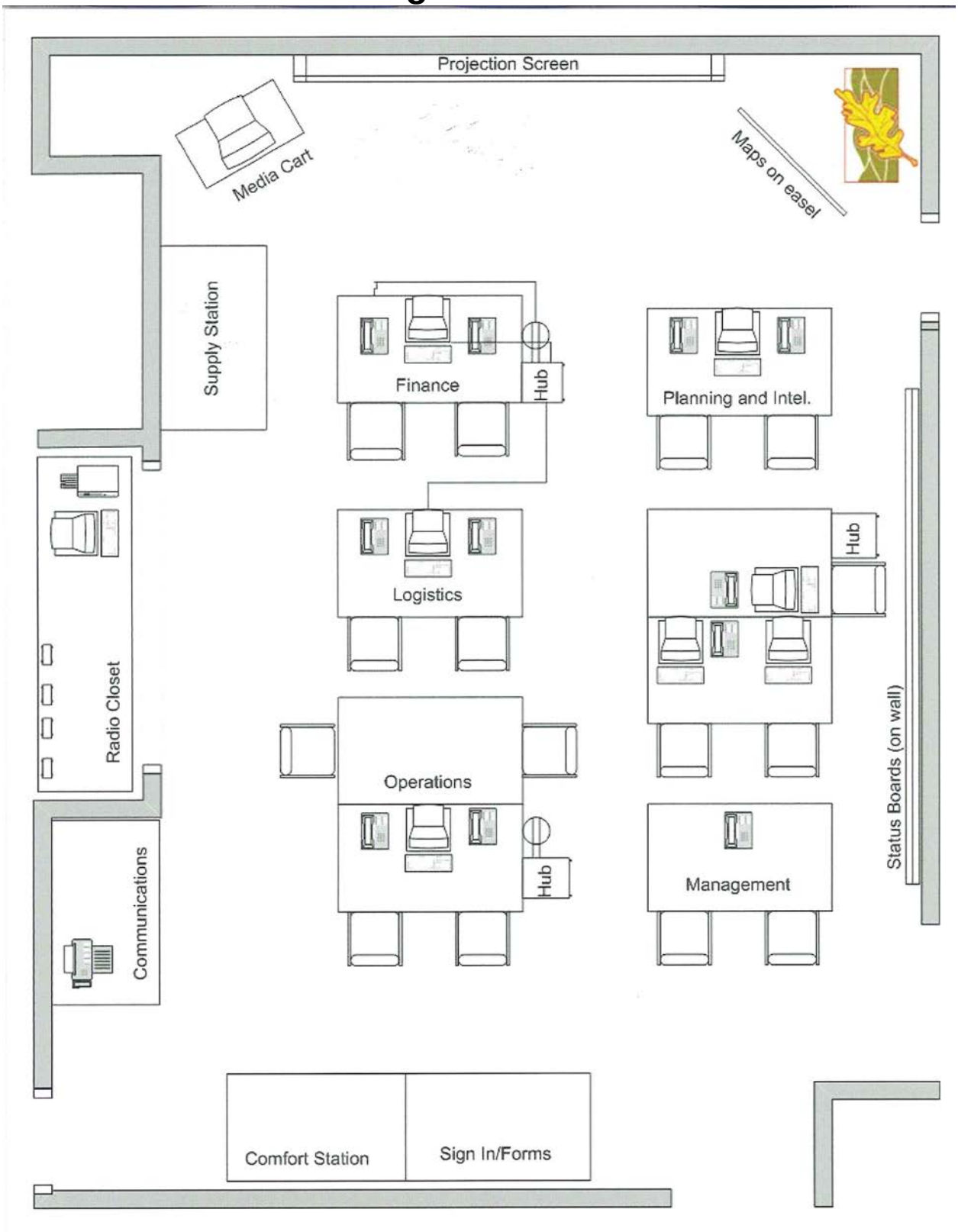
EXTENDED RESPONSE OPERATIONS

In coordination with the Los Angeles County Chapter, American Red Cross and the Operation Area Care & Shelter Unit Leader, develop procedures for the provision of shelter and feeding displaced persons. Ensure that all items under the Americans with Disabilities Act are considered when designating, opening and operating a public shelter.**- See Operations Section/Care and Shelter [O-34]**

LOCAL GOVERNMENT EOC STAFFING GUIDE

Event/Situation	Activation Level	Minimum Staffing
Unusual occurrences with severe potential impacts on the health and safety of the public and/or environment	One	EOC Director Other Designees ***Note: May be limited to Department Operations Center activation***.
Severe Weather Issuances (see **Operations Support Documentation - NWS)**		
Significant incidents involving 2 or more Departments		
Earthquake Advisory/Prediction Level One		
Earthquake with damage reported	Two	EOC Director Section Coordinators, Branches and Units as appropriate to situation Liaison/Agency representatives as appropriate. Public Information Officer
Earthquake Advisory/Prediction Level Two or Three		
Major wind or rain storm		
Two or more large incidents involving 2 or more departments		
Wildfire affecting developed area		
Major scheduled event		
Severe hazardous materials incident involving large-scale or possible large-scale Evacuations		
Unusual occurrences with severe potential impacts on the health and safety of the public and/or environment		
Major city or regional emergency-multiple departments with heavy resource involvement	Three	All EOC positions
Earthquake with damage in City or adjacent cities.		
Unusual occurrences with severe potential impacts on the health and safety of the public and/or environment		

CITY OF Agoura Hills EOC



SECTION 1,
CHART 1, EOC ORGANIZATION MATRIX (Fill in Chart Appropriately For Jurisdiction)

P=Primary S=Support

City of Agoura Hills EOC Organization Matrix		City Attorney	City Clerk	City Manager	Finance	Fire	Health	Housing	Human Resources	Human Svcs. Recreation	Information Services	Planning/ Dev	Police	Public Works	Water and Power	City Council
MANAGEMENT	Policy Group	P		P		P	P						P	P	P	P
	EOC. Dir			P		S							S	S		
	Deputy EOC Dir.					P							P	P		
	Liaison Officer			P												
	EOC Coordinator					P										
	Safety Officer					S			P							
	Security Officer												P			
	P.I.O.			P		S	S						S		S	
	Legal Advisor	P		S												
OPERATIONS	Ops. Coordinator					P							P	P		
	Fire/Haz Mat/Rescue Branch					P										
	Law Enforcement Branch												P			
	Public Works Branch													P		
	Care and Shelter Branch						S			P				S		
	Medical/Public Health Branch						P									
	Building and Safety Branch							P								
PLANNING	Plans/Intell. Coord.											P				
	Situation Status Unit					S					S	P	S	S	S	
	Damage Assessment Unit											P				
	Documentation Unit		S								P					
	Advance Planning Unit						S					P				
	Recovery Planning Unit											P				
	Geographic Info. Systems Unit										P					
	Demobilization					P							P	P		
LOGISTICS	Logistics Coord.						S						P			
	Procurement				P	S						S	S	S		S
	Resources Unit					S						P	S	S	S	
	Personnel					S			P	S			S	S		S
	Facilities													P		
	Transportation					S							S	P		S
	Information Systems				P											
FINANCE	Finance Coord.				P		S									
	Comp./Claims				S				P							
	Cost Recovery				S	P										
	Time Unit				P											
	Cost Analysis				P											

Section 1, Chart 2
LOS ANGELES COUNTY OPERATIONAL AREA ORGANIZATION MATRIX[3]

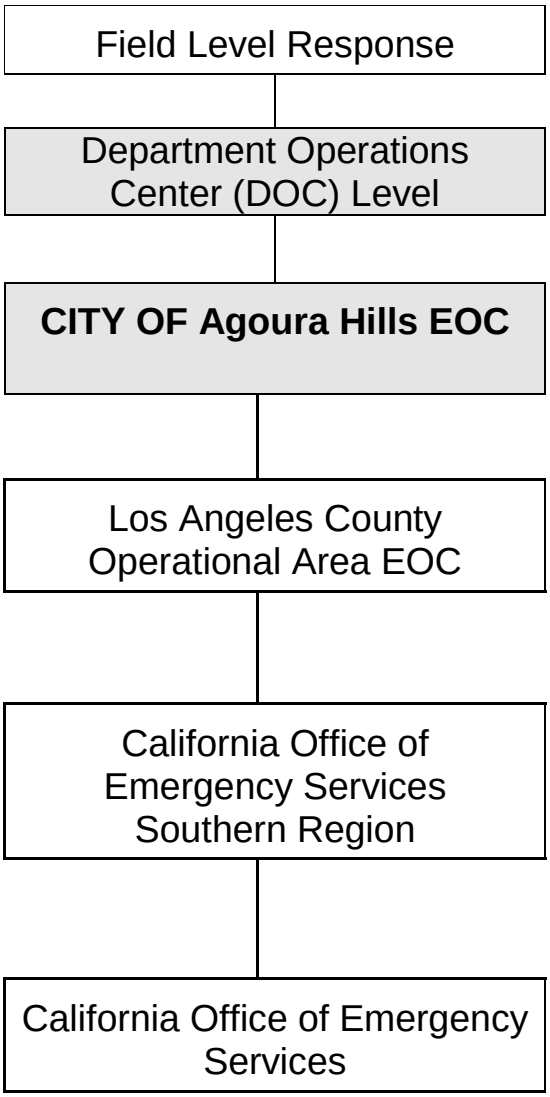
P= Principal Agency **S=Support Agency**
R=Potential Resource **C=Coordination**
L= Liaison

County Departments/ Special Districts/ Local Agencies	Alerting & Warning	Information Technology	Damage Assessment	Management/Situation Analysis	Emergency Public Information	Radiological Protection	Fire and Rescue	Law Enforcement	Medical	Public Health	Coroner	Care & Shelter/Human Services	Evacuation (Movement)	Urban Search & Rescue	Const. Eng. & Recovery	Supply Procurement	Personnel	Transportation Rsrcs.	Utilities	Finance/Admin.	Haz. Mat.	Status of County Govt.	Initial Recovery
Administrative Officer, Chief			R	S	S										S	S	P			P		P	P
Agriculture/Weights & Meas										S													
Alternate Public Defender								S															
Animal Care & Control							R			R		R											
Assessor			R												R								
Auditor																	R						
Beaches and Harbors								S					R	S				R					
Children & Family Services												S											
Community Development																	R						R
Community/Senior Services					R							S											
Coroner					R				R	R	P												
County Counsel															S								
District Attorney								S															
Fire		R	R	R	R	P	P		R	R	R			P		R					P		
Health Services	R	R							P	P	R	R									R		
Human Resources																		S					
Internal Services		R	R	R			R	R				R	R	R	R	P		C	L				S
Mental Health					R		R	R	R	R	R	R											R
Military & Veterans											R												
Municipal Courts								S															
Parks & Recreation							R				R	S		R	R								
Probation								S						R				R					
Public Defender								S															
Public Library					R							S											
Public Social Services												P	S										S
Public Works		R	P	R			R				R	R	R	R	P			R	R				S
Rapid Transit (MTA)													R					S					
Regional Planning															S								
Registrar- Recorder/ CO Clerk																	R						
Schools/Office of Education		R			R							S						R					
Sheriff	P	P	R	P	P	R	R	P			R	R	P	R				R					
Superior Courts								S															
Treasurer/Tax Collector											R						R						
All Departments																	R			R		R	

[3]Los Angeles County Operational Area Emergency Response Plan, Los Angeles County Office of Emergency Management, 1998

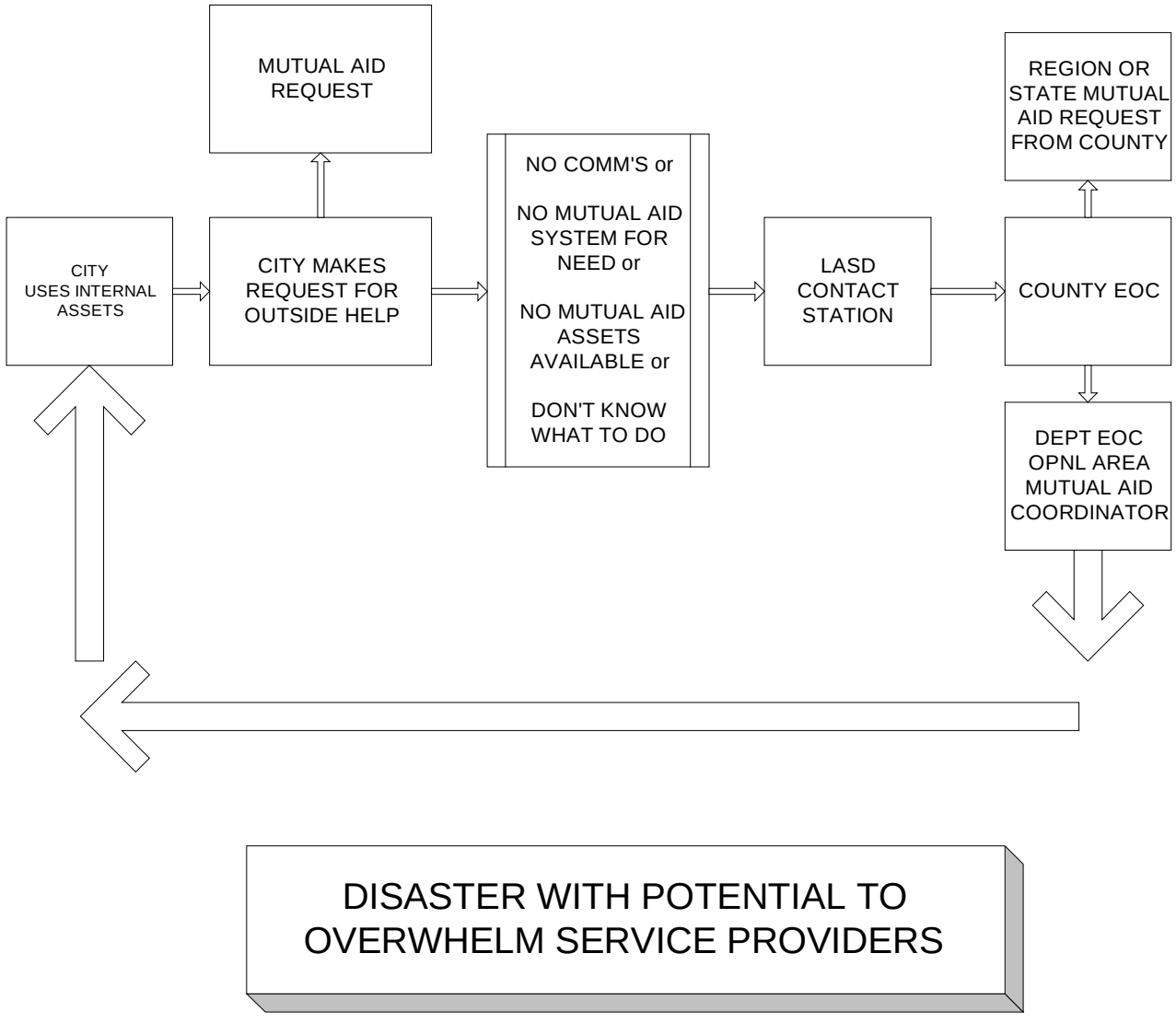
Section 1, Chart 3

LOS ANGELES COUNTY OPERATIONAL AREA CHANNEL OF COORDINATION



Section 1, Chart 4

LOS ANGELES COUNTY OPERATIONAL AREA CITY ASSISTANCE REQUESTS DIAGRAM



CONTINUITY OF GOVERNMENT

PURPOSE

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. In the aftermath of a major disaster, law and order must be preserved and essential government services must be maintained. This preservation is best accomplished by civil government. To this end, it is particularly essential that local units of government continue to function.

RESPONSIBILITIES

Government at all levels is responsible for providing continuity of effective leadership, authority and adequate direction of emergency and recovery operations (preparedness, response, recovery, and mitigation). Under California's concept of mutual aid, local officials remain in control of their jurisdiction's emergency operations while other jurisdictions may provide additional resources upon request. A key aspect of this control is to be able to communicate official requests, situation reports, and emergency information during any disaster a community might face.

PRESERVATION OF LOCAL GOVERNMENT

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.

Article 15 of the California Emergency Services Act (Chapter 7 of Division 1 of Title 2 of the Government Code) provides the authority, as well as the procedures to be employed, to ensure continued functioning of political subdivisions within the State of California. Generally, Article 15 permits the appointment of up to three standby officers for each member of the governing body, and up to three standby officers for the chief executive, if not a member of the governing body. Article 15 provides for the succession of officers who head departments responsible for maintaining law and order, or in furnishing public services relating to health and safety.
Article 15 also outlines procedures to assure continued functioning of political subdivisions in the event the governing bodies, including standby officers, are unavailable to serve.

The Emergency Services Act provides for the preservation of city government in the event of a peacetime or national security emergency.

LINES OF SUCCESSION FOR OFFICIALS CHARGED WITH DISCHARGING EMERGENCY RESPONSIBILITIES

The first step in assuring continuity of government is to have personnel who are authorized and prepared to carry out emergency actions for government in the event of a natural, technological, or national security disaster.

Article 15, Section 8638 of the Emergency Services Act authorizes governing bodies to designate and appoint three standby officers for each member of the governing body and for the chief executive, if not a member of the governing body. Standby officers may be residents or officers of a political subdivision other than that to which they are appointed. Standby officers take the same oath as regular officers and are designated Number 1, 2, or 3 as the case may be.

A successor to the position of Director of Emergency Services is appointed by the City Council. The succession occurs:

- Should the director be unavailable or unable to serve, the positions listed below, in order, shall act as the Director of Emergency Services.
- Should these positions be unavailable or unable to serve, the individuals who hold permanent appointments to the following positions in the city will automatically serve as acting director in the order shown. The individual who serves as acting director shall have the authority and powers of the Director, and will serve until the Director is again able to serve, or until a successor has been appointed by the City Council.

First Alternate:	**Assistant City Manager**
Second Alternate:	**Deputy City Manager**
Third Alternate:	**Director of Planning**

Notification of any successor changes shall be made through the established chain of command.

Article 15, Section 8637 of the Emergency Services Act authorizes political subdivisions to provide for the succession of officers (department heads) having duties related to law and order and/or health and safety. **(See Lines of Succession list for city departments at the end of this Section.**)

Article 15, Section 8644 of the Emergency Services Act establishes a method for reconstituting the governing body. It authorizes that, should all members, including all standbys be unavailable, temporary officers shall be appointed as follows:

- By the chairman of the board of the county in which the political subdivision is located, or
- By the mayor of any city within 150 miles (nearest and most populated down to farthest and least populated).

Article 15, Section 8642 of the Emergency Services Act authorizes local governing bodies to convene as soon as possible whenever a State of War Emergency, State of Emergency, or Local Emergency exists, and at a place not necessarily within the political subdivision.

Article 15, Section 8643 Emergency Services Act describes the duties of a governing body during emergencies as follows:

- Ascertain the damage to the jurisdiction and its personnel and property.
- Reconstitute itself and any subdivisions.
- Perform functions in preserving law and order and furnishing local services.

PRESERVATION OF VITAL RECORDS

In the City of **Agoura Hills**, the following individuals are responsible for the preservation of vital records:

1) **City Clerk**
2) **Administrative Secretary, City Clerk's Department**

Vital records are defined as those records that are essential to:

- Protect and preserve the rights and interests of individuals, governments, corporations and other entities. Examples include contracts, legislative actions, land and tax records, license registers, birth and death records, and articles of incorporation.
- Conduct emergency response and recovery operations. Records of this type include utility system maps, locations of emergency supplies and equipment, emergency operations plans and procedures, personnel rosters, etc.
- Reestablish normal governmental functions and protect the rights and interests of government. Constitutions and charters, statutes and ordinances, court records, official proceedings and financial records would be included here.

Please refer to the Appendix Section of this Plan (a restricted use document) to see where vital records of the City of **Agoura Hills** are routinely stored.

Each department within the city should identify, maintain and protect its own essential records.

TEMPORARY CITY SEAT

Section 23600 of the California Government Code provides among other things:

- The City Council shall designate alternative city seats which may be located outside city boundaries
- Real property cannot be purchased for this purpose.
- A resolution designating the alternate city seat must be filed with the Secretary of State.
- Additional sites may be designated subsequent to the original site designations If circumstances warrant.

In the event the primary location is not usable because of emergency conditions, the temporary seat of City government will be as follows:

1st Alternate Agoura Hills Recreation Center, 29900 Ladyface Court

2nd Alternate	Willow School, 29026 Laro Drive
3rd Alternate	Sumac School, 6050 N. Calmfield Avenue
4th Alternate:	Lost Hills Sheriff's Station, 27050 Agoura Road

LINES OF SUCCESSION

(Insert Appropriate Titles and Names)

SERVICE/DEPARTMENT	TITLE/POSITION
City Manager	1. City Manager
	2. Assistant City Manager
	3. Deputy City Manager
Fire (LACoFD)	1. Assistant Fire Chief
	2. Battalion Chief
	3. Station Captain
Sheriff (LASD)	1. Captain
	2. Lt./Watch Commander
	3. Sgt./Watch Commander
Building & Safety	1. Building Official
	2. Senior Building Inspector
City Clerk	1. City Clerk
	2. Administrative Secretary
Public Information	1. City Clerk
	2. Director of Community Services
	3. Executive Assistant
Community Development/Planning	1. Director of Planning
	2. Asst. Dir of Planning
	3. Associate Planner
	4. Associate Planner
Community Services	1. Director of Community Services
	2. Asst. Director of Community Services
	3. Recreation Supervisor
Personnel	1. Administrative Analyst
	2. Executive Assistant
Public Works	1. Director of Public Works/City Engineer
	2. Associate Civil Engineer
	3. Public Works Project Manager
Finance	1. Director of Finance
	2. Finance Manager
	3. Accounting Specialist II
Water	3. Las Virgenes Municipal Water District

PUBLIC AWARENESS AND EDUCATION

The public's response to any emergency/disaster is based on an understanding of the nature of the emergency/disaster, 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/disaster are crucial to successful public information efforts during and after the emergency/disaster. 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. Emergency Public Information procedures are addressed in **Part Two, Management Section.**

TRAINING AND EXERCISES

Training and exercises are essential at all levels of government to make emergency operations personnel operationally ready.

The City is committed to train and educate public officials, emergency/disaster response personnel, private sector and the public. The best method for training staff to manage emergency/disaster operations is through exercises.

The Emergency Services Coordinator is responsible for developing and distributing an exercise schedule, covering the exercises to be conducted throughout a given calendar year. 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/disaster 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.
- 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. **Agoura Hills** will utilize various modes of alerting and warning the community. The following information describes the various systems and provides 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 The Emergency Alert System (EAS) is a national public warning system that requires broadcasters, cable television systems, wireless cable systems, satellite digital audio radio service (SDARS) providers and, effective in May 2007, direct broadcast satellite (DBS) service providers to provide the communications capability to the President to address the American public during a National emergency. The system also may be used by state and local authorities to deliver important emergency information such as AMBER alerts and weather information targeted to a specific area.[4]

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)
- 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 — The EAS Advisory Committee
- State — State Emergency Communications Co
- Local — Operational Area Emergency Communications Committee

[4] http://www.fcc.gov/pshs/eas/, July 2014

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.

STATE ALERTING AND WARNING SYSTEMS

CALWAS California Warning System

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.

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 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 Regional Law Enforcement Coordinator is responsible for coordination of use of the system within the Mutual Aid Region. The license for CLEMARS is held by the Los Angeles County Sheriff's Department. The base station is located at the Sheriff's Communications Center (SCC) located in East Los Angeles near the Biscaluze Jail, and dispatches all incidents countywide.

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. The CLETS terminal in the City of Agoura Hills is located at the Lost Hills Sheriffs Station, along with the CLETS Informational Manual. The County of Los Angeles provides the local interface, known as JDIC (Justice Data Interface Controller).

EAS Emergency Alert 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. OAs 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.

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

OPERATIONAL AREA ALERTING, NOTIFICATION AND WARNING SYSTEMS

OASIS - Operational Area Satellite Information System

The County of Los Angeles has State Office of Emergency Services OASIS equipment installed in the County EOC. OASIS is a system that consists of a communications satellite, multiple remote sites and a hub. Through this system the County has the capability of contacting any other County in California either through voice or data transmission. The system also allows the County to have direct access to the State Office of Emergency Services and other participating state agencies.

ALERT – LA COUNTY

Los Angeles County has implemented an emergency mass notification system that will be used to contact County residents and businesses via recorded phone messages, text messages or e-mail messages in case of emergency. The system, called Alert LA County, will be used by the County's Emergency Operations Center to notify residents and businesses of emergencies or critical situations and provide information regarding necessary actions, such as evacuations. The system utilizes the telephone companies' 911 database and is able to contact land-line telephone numbers, whether listed or unlisted. If the call is picked up by an answering machine, the system will leave a recorded message. If the number called is busy or does not answer, the system will redial the number in an attempt to deliver the message. The system is also TTY/TDD compatible.

Because the Alert LA County system uses the 911 database, land-line numbers are automatically included in the system.

Because the Alert LA County system uses geomapping, each telephone number and/or e-mail address can only be associated with one street address in the system. County residents can register to receive notifications at the following address: http://www.lacounty.gov/emergency/alert-la

EAS Emergency Alert System

The Common Program Control Station (CPCS) is a primary station in an operational area which, preferably, has special communication links with appropriate authorities, (i.e., National Weather Service, Civil Defense, Government authorities, etc.) As specified in the State EAS Operational Plan. The primary CPCS station is responsible for coordinating the carriage of common emergency program for its area. If it is unable to carry out this function, other Primary Stations in the operational area will be assigned

the responsibility as indicated in the State EAS Operational Plan. Los Angeles County Operational Area CPCS stations are:

- KFI 640 AM
- KNX 1070 AM

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.

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

- Director of Emergency Services or designee
- Assistant Director of Emergency Services
- Emergency Operations Center Watch Commander
- Authorized representative of the National Oceanic and Atmosphere Administration (NOAA)

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.

LOCAL ALERTING AND WARNING SYSTEMS **(See Part Two, Operations Support Documentation, Alerting and Warning)**

Cable TV

With the passage of the Digital Infrastructure and Video Communication Act of 2006, municipalities not longer carry or oversee agreements with cable television providers. However, the City still acts in a liaison capacity with the providers to assist residential customers. **Times/Warner, Charter Cablevision, and AT&T** continue to provide the public with alerting and notification of various disaster situations. This system includes break into all TVs that are a part of this cable system. The City's Cable Channels **Times Warner Channel 10** and **Charter Channel 3, and AT&T U-verse 99,** will provide directions to the citizens via information provided by the City. This could include a "leader" that will scroll across any TV station that is turned on directing viewers to tune to their local cable channel or City website for more information.

Emergency Alert System (EAS)

The EAS is administered by the Sheriff 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 Sheriff's Communications Center.

Other warning systems utilized by the City of **Agoura Hills** include Connect-CTY, Twitter, mobile emergency vehicle sirens and loudspeakers, helicopters using PA systems, local TV and radio and door-to-door notification by Neighborhood Watch Block Captains and law enforcement volunteers, explorers, reserve police officers, city staff and disaster service workers (CERT Disaster Team Members).

EMERGENCY CONDITIONS AND WARNING ACTIONS

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

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
- Water Resources Department
- OES Regional Offices
- Local Governments
- Federal/State Agencies
- Honolulu Observatory

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.

Earthquake Advisories

Earthquake Advisories are statements by OES regarding scientific assessment that, within a specified period (usually 3-5 days) there is an enhanced likelihood for damaging earthquakes to occur in areas designated in the Advisory. Advisories are not formal predictions and are issued following earthquakes in which there is concern about subsequent damaging earthquakes. The basis of the advisories is existing knowledge of the seismic history and potential of the area under consideration.

Local Government

Upon notification of an Earthquake Advisory from OES, local government should: disseminate information to key personnel, ensure the readiness of systems

essential to emergency operations; implement protective and mitigative actions; provide guidance to the public on appropriate precautionary actions.

Notification Process
The Office of Emergency Services will notify State agencies, local governments and designated Federal agencies of all Earthquake Advisories through a telecommunications and radio fan-out process.

The method of contact to State agencies, local governments and Federal agencies will vary depending upon the availability of communications. Systems to be used may include: The California Warning System (CALWAS), the California Law Enforcement Telecommunications System (CLETS), the California Emergency Services Radio System (CESRS), FAX and commercial telephone service.

OES WILL FOLLOW A FOUR-STEP PROCESS IN ISSUING AND CANCELING ADVISORIES:

5. Information regarding additional seismic activity will be disseminated in the form of an **Earthquake Advisory**. The Advisory will include information on the background of the Advisory, the areas included in the Advisory and the period of time in which the Advisory is in effect. **The Earthquake Advisory will be issued to jurisdictions determined to be located within the area of enhanced risk.** Advisories are usually issued for a 3-5 day period. OES will keep local governments advised of any updates on the situation as they become available.

   In most instances, the notification of the issuance of an Earthquake Advisory will be to the affected counties via CLETS, followed by an announcement over CALWAS. It is the responsibility of county offices that receive the Advisory to forward the information immediately to all cities within the county and county emergency services coordinators. City offices that receive the Advisory should, in turn, forward the information to the city emergency services coordinator.

2. Following the issuance of the Earthquake Advisory to jurisdictions within the area of enhanced risk, OES will issue a **Notice of Earthquake Advisory** to State departments, specified Federal agencies and all other counties in the State.

   The Notice of Earthquake Advisory is issued for informational purposes. No specific actions are recommended to jurisdictions receiving this notice, except at the discretion of local officials. It will be disseminated via the same telecommunications systems as the Earthquake Advisory.

3. OES will inform the news media and public of an Earthquake Advisory by the issue of an **Earthquake Advisory News Release.**

6. At the end of the period specified in the initial Advisory, OES will issue an **End of Earthquake Advisory Period** message. This cancellation message will be issued over the same telecommunications systems as were used to initially issue the Advisory and Notice of Advisory to State agencies, local government, specified Federal agencies, the news media and the public. An Advisory may be extended if scientific assessments continue to indicate reasons for such a continuation.

Earthquake Prediction (Short-Term)

The Short-Term Earthquake Prediction Response Plan provides direction and guidance to State agencies for responding to (1) a prediction that an earthquake may occur within a few hours to a few days or (2) issuance of an Advisory regarding an increase likelihood that a damaging earthquake may occur. When implemented, the actions recommended within this Plan will result in increased operational readiness and preparedness of Stage agencies to deal effectively with a short-term earthquake prediction and with the predicted earthquake, should it occur.

Formal predictions include specific identification of expected magnitude, location, time and likelihood of occurrence (i.e., probability), that have been rigorously reviewed and confirmed by the California Earthquake Prediction Evaluation Council (CEPEC).

Fire

Initial warnings of major conflagrations are normally issued by the affected area through the Operational Area and/or 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, 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. OES receives this information over selected circuits and relays it to OES Regions through the 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, Los Angeles County, will issue the appropriate bulletins typically from San Diego. 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 Area Plan. Area Plans address in detail the specifics for hazardous materials planning

for the local area. 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 Warning Center then makes notifications to various state agencies and the regional duty officer.

Homeland Security Advisory System

The Federal Government has implemented the Homeland Security Advisory System (HSAS) to provide a comprehensive and effective means to disseminate information regarding the risk of terrorist acts.

The HSAS is designed to target our protective measures when specific information to a specific sector or geographic region is received. It combines threat information with vulnerability assessments and provides communications to public safety officials and the public.

- **Homeland Security Threat Advisories** contain actionable information about an incident involving, or a threat targeting, critical national networks or infrastructures or key assets. They could, for example, relay newly developed procedures that, when implemented, would significantly improve security or protection. They could also suggest a change in readiness posture, protective actions, or response. This category includes products formerly named alerts, advisories, and sector notifications. Advisories are targeted to Federal, state, and local governments, private sector organizations, and international partners.

- **Homeland Security Information Bulletins** communicate information of interest to the nation's critical infrastructures that do not meet the timeliness, specificity, or significance thresholds of warning messages. Such information may include statistical reports, periodic summaries, incident response or reporting guidelines, common vulnerabilities and patches, and configuration standards or tools. It also may include preliminary requests for information. Bulletins are targeted to Federal, state, and local governments, private sector organizations, and international partners.

- **Color-coded Threat Level System** is used to communicate with public safety officials and the public at-large through a threat-based, color-coded system so that protective measures can be implemented to reduce the likelihood or impact of an attack. Raising the threat condition has economic, physical, and psychological effects on the nation; so, the Homeland Security Advisory System can place specific geographic regions or industry sectors on a higher alert status than other regions or industries, based on specific threat information.

Refer to the Management Support Documentation for HSAS guidance.

Seismic Sea Wave (Tsunami)

Tsunami "Watch" (a tsunami may have been generated) and "Warning" (a tsunami has been generated) messages are issued for our area by the *West Coast and Alaska Tsunami Warning Center* (WCATWC – http://wcatwc.arh.noaa.gov/), located in Palmer, Alaska. The WCATWC is an element of the Department of Commerce, National Oceanographic & Atmospheric Administration (NOAA). Since late 2005, the WCATWC has been staffed twenty four hours a day, and is backed up by (and backs up, as well) the *Pacific Tsunami Warning Center* (PTWC), located in Ewa Beach, Hawaii. Both centers also transmit "Information" messages when significant seismic events occur under the sea floor, but do not have the potential to generate a tsunami.

Watch and Warning messages are transmitted by the respective Warning Centers over the NOAA *Weather Wire* system directly to each other, Coastal National Weather Service Forecast Offices and their Area of Responsibility's State Warning Centers. The National Weather Service Office located in Oxnard serves the Counties of San Luis Obispo, Santa Barbara, Ventura and Los Angeles. The Governor's Office of Emergency Services operates California's State Warning Center in Sacramento.

The Oxnard Weather Forecast Office after receiving the transcribed Tsunami Warning Messages over the NWS weather wire will record the message for transmission over the Emergency Alert System (EAS) and local National Weather Radio sites.

Tsunami Watch and Information messages are retransmitted by the State Warning Center over the *California Law Enforcement Telecommunications System* (CLETS) and the Electronic Digital Information System (EDIS) to coastal jurisdictions. The Warning Center then follows up by calling each coastal Operational Area over CalWAS (California Warning and Alerting System, the State network portion of NAWAS (National Alert and Warning System).

A Tsunami **Watch Bulletin** is issued if an earthquake has occurred in the Pacific Basin and could cause a tsunami. A Tsunami **Warning Bulletin** is issued when an earthquake has occurred and a tsunami is spreading across the Pacific Ocean. When a threat no longer exists, a **Cancellation Bulletin** is issued. The City of **Agoura Hills is not** in a Tsunami inundation area.

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 state Warning Center on the National Weather Service teletype circuit. The Warning Center, in turn, relays the information to the affected areas.

SECTION TWO
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 SEMS as the 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.

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/disaster plans are, therefore, considered to be extensions of the California Emergency Plan which was reviewed as being in compliance with NIMS in June of 2009.

EMERGENCY PROCLAMATIONS

Local Emergency

A Local Emergency may be proclaimed by the City Council or by the **City Manager as Director of Emergency Services** as specified by ordinance adopted by the City Council. A Local Emergency proclaimed by the **City Manager as Director of Emergency Services** must be ratified by the City Council within seven days. The governing body must review the need to continue the proclamation at least every twenty-one days until the Local Emergency is terminated. 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:

- If necessary, request that the Governor proclaim a State of Emergency and/or request a Presidential declaration.
- 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.

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.

Emergency Planning and Community Right-To-Know Act of 1986, also known as the Superfund Amendments and Reauthorization Act of 1986, Title III (42 U.S.C. §§ 11001-11050)

Homeland Security Act, P.L. 107-296, as amended (6 U.S.C. §101-557)

Volunteer Protection Act of 1997, P.L. 105-19 (42 U.S.C. §§ 14501-14505)

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

California Natural Disaster Assistance Act (Chapter 7.5 of Division 1 of Title 2 of the Government Code).

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.

Executive Order S-2-05, National Incident Management System Integration into the State of California.

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

Orders and Regulations Promulgated by the Governor to Take Effect upon the Existence of a State of War Emergency.

Local

Area B Joint Powers Agreement, November 28, 2005.

Agoura Hills Municipal Code.

City of **Agoura Hills** Resolution No. 07-1439 adopting the SEMS/NIMS Emergency Plan **2006,** adopted February, 14, 2007

Resolution No. 91-691 adopting Workers' Compensation Benefits for Disaster Service Workers, adopted December 11, 1991

Resolution No. 56 adopting the Master Mutual Aid agreement, adopted May 4, 1983.

REFERENCES

National Response Plan (U.S. Department of Homeland Security).
National Incident Management System, U.S. Department of Homeland Security, March 1, 2004.
NRT-1, Hazardous Materials Emergency Planning Guide and NRT-1A Plan Review Guide (Environmental Protection Agency's National Response Team).
National Response Plan, U.S. Department of Homeland Security, November 2004.
Disaster Assistance Procedure Manual (State OES).
California Emergency Plan.
California Emergency Resources Management Plan.
California Hazardous Materials Incident Contingency Plan.
California Master Mutual Aid Agreement, September 1975.
California Law Enforcement Mutual Aid Plan.
California Fire and Rescue Operations Plan.
City of Agoura Hills Multi-Hazardous Mitigation Plan, (2011)
Los Angeles County Emergency Response Plan adopted February 17, 1998.

SECTION THREE
MUTUAL AID

INTRODUCTION

The foundation of California's emergency planning and response is a statewide mutual aid system which is designed to ensure that adequate resources, facilities and other support are 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, as provided for in the California Emergency Services Act (**see Part Two Management Support Documentation-Legal Documents**). 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, building and safety, medical and public works and emergency managers (EMMA). In addition to the Mutual Aid agreements that are in place within the state of California, the Governor signed (September 2005) the Emergency Management Assistance Compact (EMAC) which allows the state of California to participate with 50 other states in a nationwide mutual aid system.

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.**

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 **Agoura Hills** is within Region I. Each mutual aid region consists of designated counties. Region I is in the OES Southern Administrative Region. (**See Chart 3)**

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 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 2.**

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, Auxiliary Communication Services (ACS), Community Emergency Response Teams, faith-based organizations 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 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/NIMS 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: Is 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 are utilized particularly for disasters outside of the continental United States.

Mobilization Center: Off-incident location at which emergency/disaster 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/disaster, 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.

- The City of **Agoura Hills** will make all non-law and non-fire mutual aid requests via the EOC or Watch Commander. Requests should specify, at a minimum:

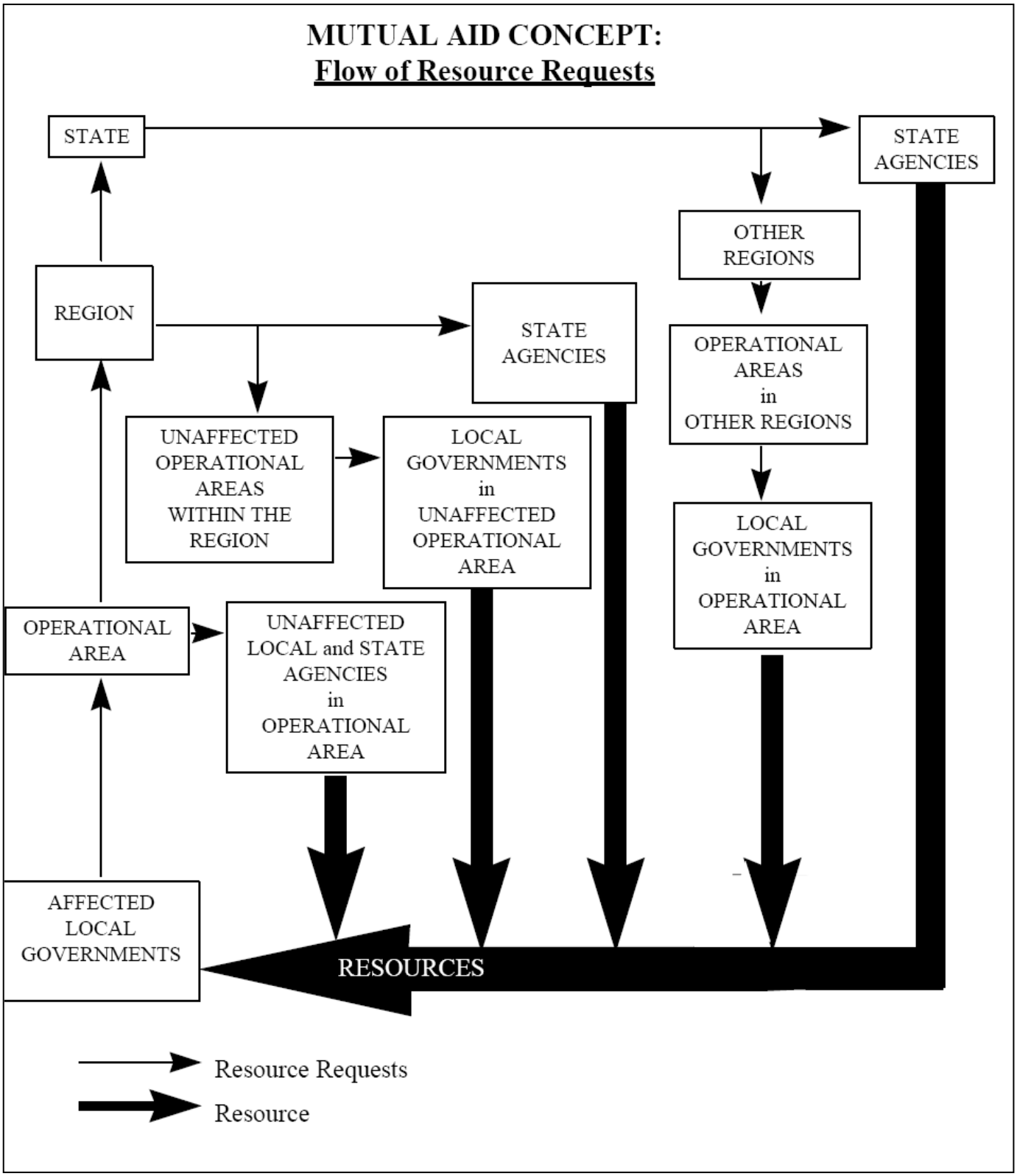
    - Number and type of personnel needed.
    - Type and amount of equipment needed.
    - Reporting time and location.
    - Authority to whom forces should report.
    - Access routes.
    - Estimated duration of operations.
    - Risks and hazards.

AUTHORITIES AND REFERENCES

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

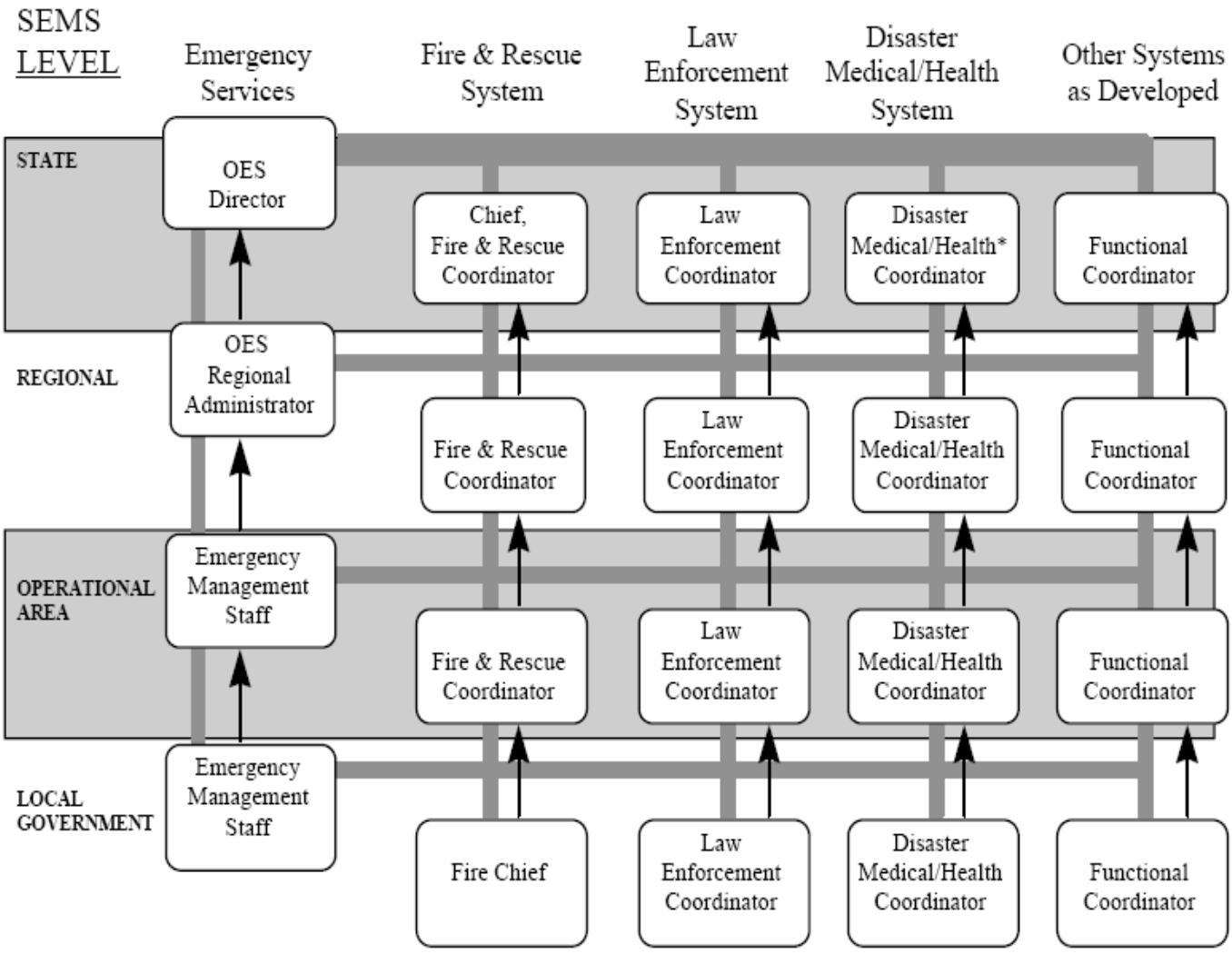
- California Master Mutual Aid Agreement.
- California Fire and Rescue Emergency Plan.
- California Fire Assistance Agreement 2009-2013
- California Law Enforcement Mutual Aid Plan.
- Robert T. Stafford Disaster Relief and Emergency Assistance Act (Public Law 93-288, as amended)-provides federal support to state and local disaster activities.
- California Emergency Managers Mutual Aid Agreement, November 1997
- Emergency Management Assistance Compact, September 2005

SECTION THREE
Chart 1



SECTION THREE
Chart 2

MUTUAL AID CHANNELS:
Discipline Specific Mutual Aid Systems



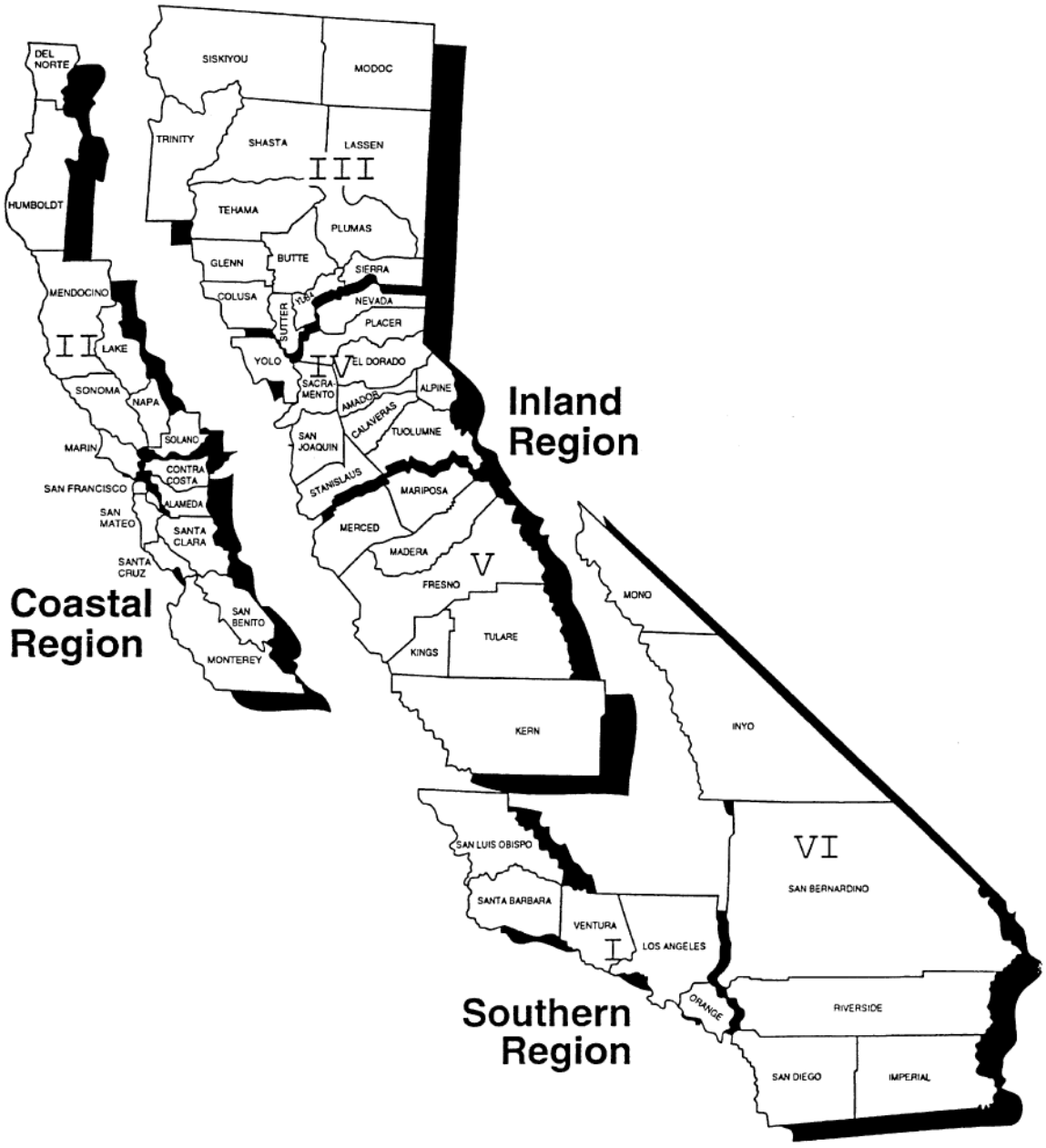
* Includes Mental Health Mutual Aid System

Resource Requests

Information Flow and Coordination

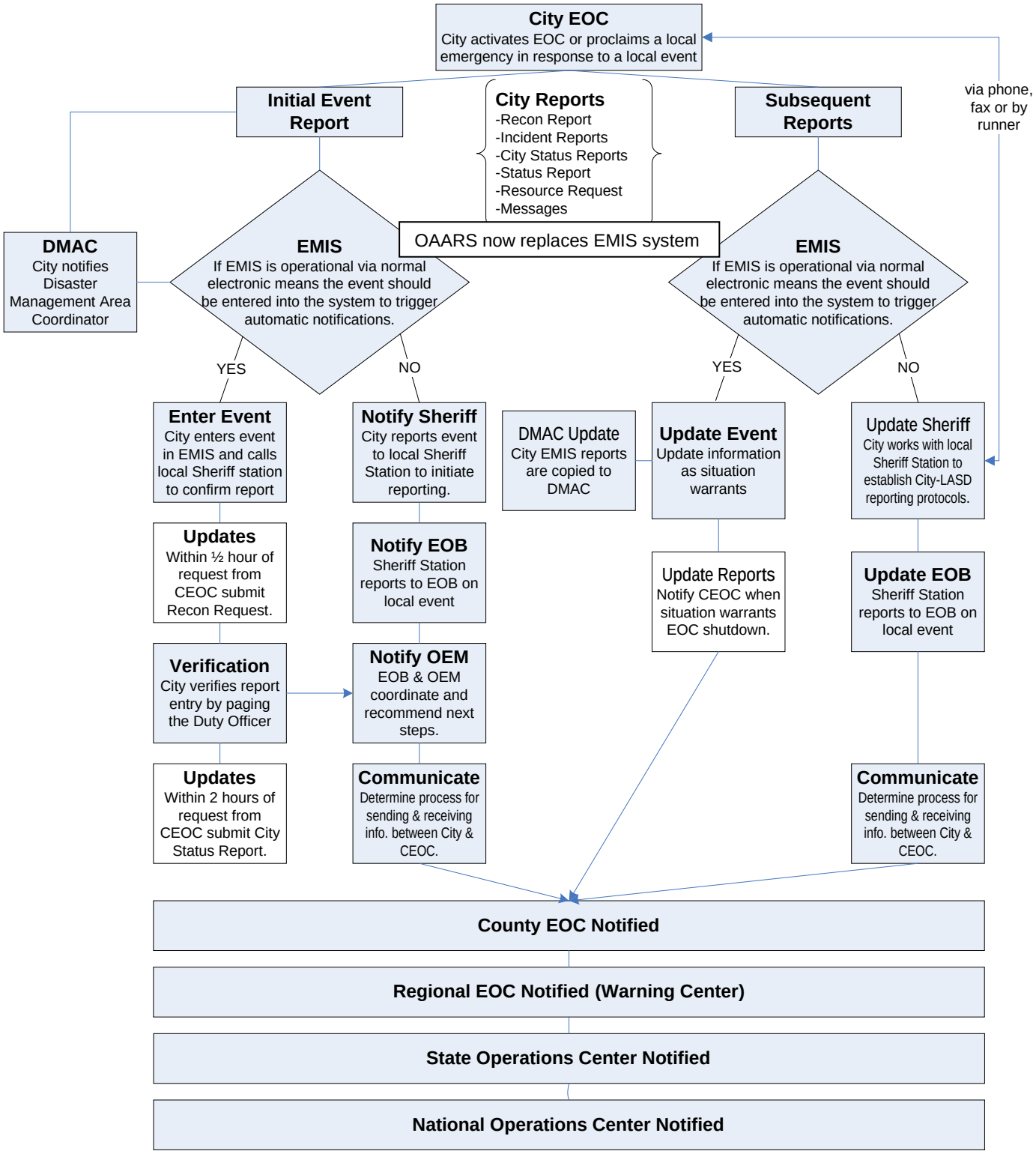
SECTION THREE
CHART 3

California Governor's Office of Emergency Services
Administrative Regions and Mutual Aid Regions



SECTION THREE, CHART 4

Los Angeles County Operational Area Coordination and Reporting Protocol



SECTION FOUR

THREAT SUMMARY FOR CITY OF AGOURA HILLS

This section of the Basic Plan (Part One) consists of a series of threat summaries based on the City of Agoura Hills's Safety Element, adopted March, 2010, of the General Plan and the Multi-Hazard Mitigation Plan, adopted May 9, 2012. The purpose is to describe the area at risk and the anticipated nature of the situation, which could result should the event threaten or occur.

A hazard analysis has indicated that the City may be at risk to certain types of emergencies/disasters and to national security emergencies The City of Agoura Hills is located within Area B, in Los Angeles County, of the Southern Administrative Region of the State Office of Emergency Services. Agoura Hills is located thirty-five miles northwest from downtown Los Angeles. The City is bordered by the Santa Monica Mountains to the south, City of Westlake Village to the west, unincorporated Oak Park in Ventura County to the north, and the City of Calabasas and unincorporated Los Angeles County to the east. The latitude is 34 degrees 08 minutes 48 seconds north and longitude is 118 degrees 46 minutes 40 seconds west. Agoura Hills has a residential population of 20,330 (Census 2010). Agoura Hills consists of 7.86 square miles and is approximately 38% residential, 32% parks and open space, 16% vacant, 4.3% commercial, 3.1% business park and light industrial, and 6.6% institutional.

The City of Agoura Hills has four elementary schools, one middle school, one high school, six private schools, pre-schools or child care centers, and one Internet University. The City is home to many light manufacturing and technology companies.

The City is served by the 101 Freeway and two major arterial highways, Kanan Road, which runs north and south, and Agoura Road, which runs east and west.

- An earthquake could impact major segments of, or the total population.
- One major highway traverses the City and transportation incidents (including hazardous material incidents) as well as pipeline ruptures or illegal dumping could affect the City. The City has some industry and faces the potential for hazardous materials incidents from the stationary hazardous materials users as well.
- Many areas of the City may be subject to flooding, due to flash flooding, urban flooding (storm drain failure/infrastructure breakdown), river channel overflow, downstream flooding, etc. The City has historically been vulnerable to tropical storms and severe winter storms.
- Wildland fires could impact areas of the City and could require evacuation of portions of the population.
- A transportation incident such as a major air crash, light train derailment or trucking incident could impact areas within the City.
- A civil unrest incident could impact areas within the City or the entire City.

- The entire Los Angeles Basin is considered as a possible risk area for a nuclear event or act of terrorism; therefore both sheltering and evacuation should be considered. Neither the City nor the County of Los Angeles has the capability to plan for the organized evacuation of the basin; therefore, the extent of planning at this time is restricted to assisting and expediting spontaneous evacuation. In the increased readiness stage, expedient shelters will be utilized as appropriate and information will be provided to the public as the City no longer maintains public fallout shelters.
- There is one minor dam located in the Agoura Hills area at Lake Lindero.

Any single incident or a combination of events could require evacuation and/or sheltering of the population.

The City contracts with the Los Angeles County Sheriff Department, the Los Angeles County Fire Department for its police, fire, and a private firm, Burns Construction, for public works services, and may involve a local county volunteer organization, the Los Angeles County Disaster Communication Services group, for communications assistance. The City also relies on the American Red Cross for assistance with emergency shelters and other necessary emergency services.

City staff has been designated to coordinate all SEMS/NIMS functions.

During the response phase, the Los Angeles County Sheriff's Dept., Lost Hills Station's EOC or Watch Commander is the coordination and communication point. Access to the Op Area is via OAARS (Internet); or if OAARS is not available, then all reports are to be sent to the contract the Lost Hills Sheriff Station by means coordinated with and agreed to by the Watch Commander and City staff. The Lost Hills Sheriff Station will then be responsible for entering the data into OAARS.

The following threat assessments identify and summarize the hazards that could impact the City of Agoura Hills**:**

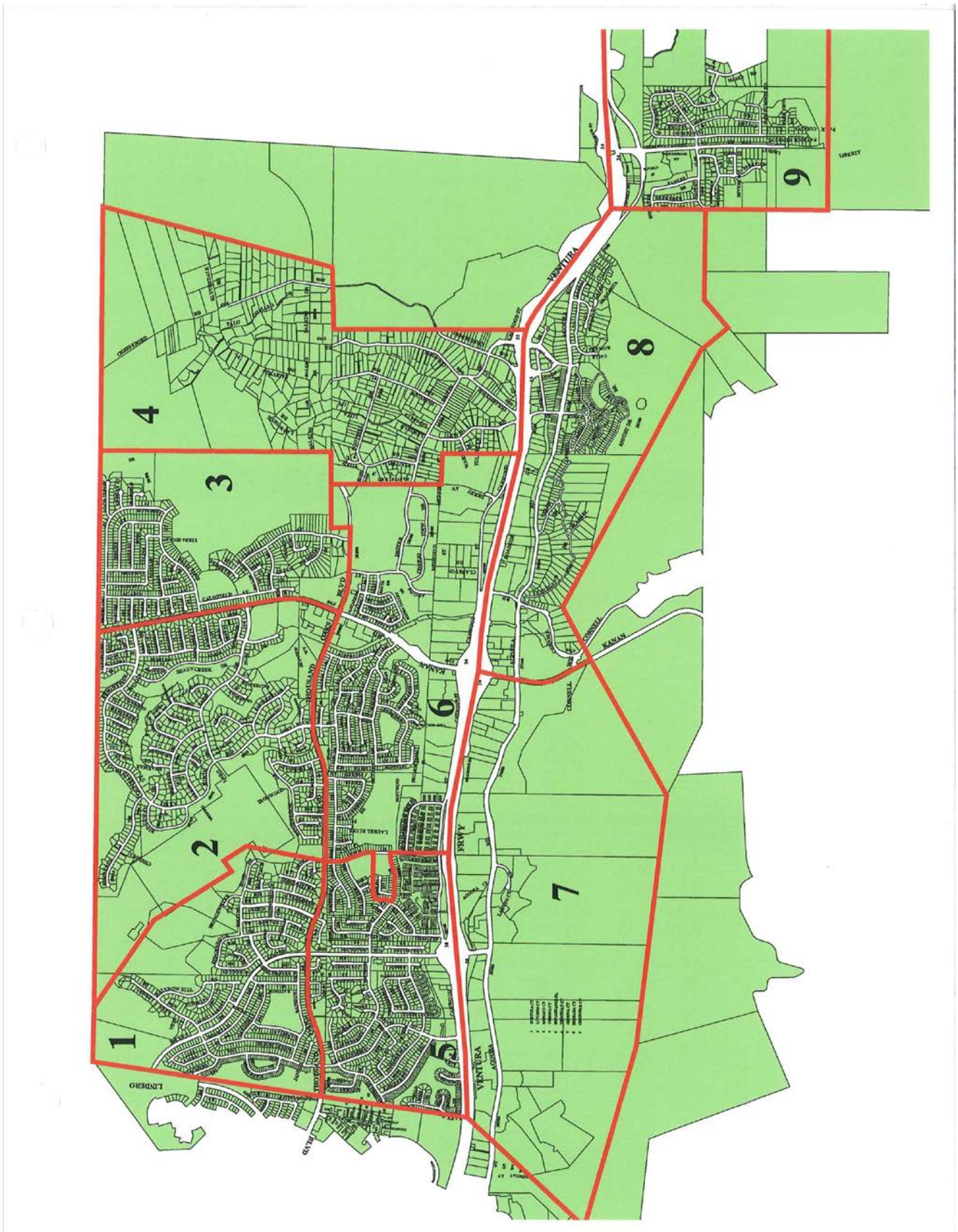
Threat Assessment 1	Major Earthquake
Threat Assessment 2	Wildfire
Threat Assessment 3	Sever Windstorm
Threat Assessment 4	Terrorism
Threat Assessment 5	Landslide
Threat Assessment 6	Flood

Other threat assessments that could impact the City of Agoura Hills

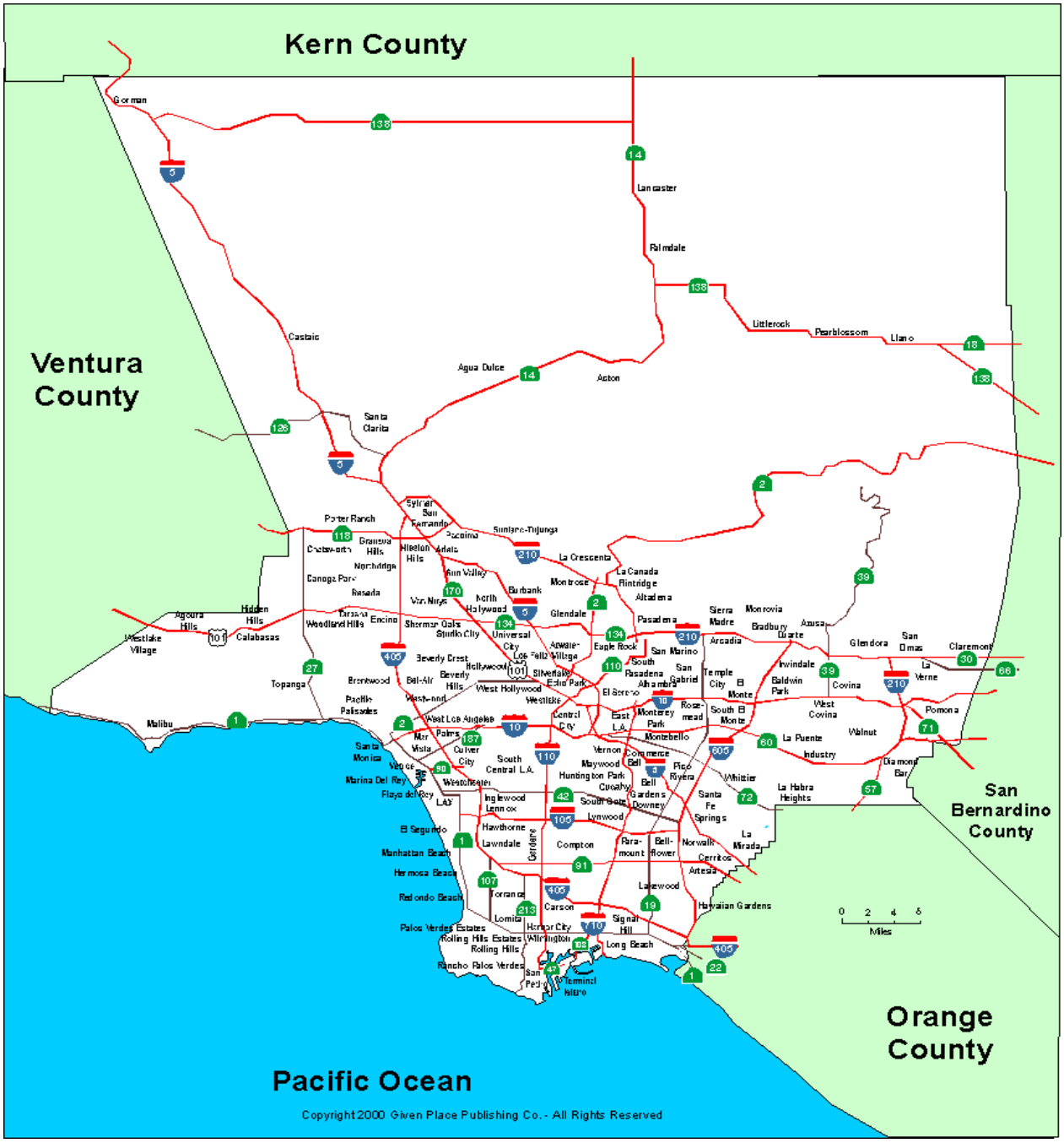
Hazard Materials Spill
Dam Failure
Transportation - Air Crash
Transportation - Train Derailment (secondary impact)
Transportation – Trucking Incident

Civil Unrest
National Security Emergency
Pandemic

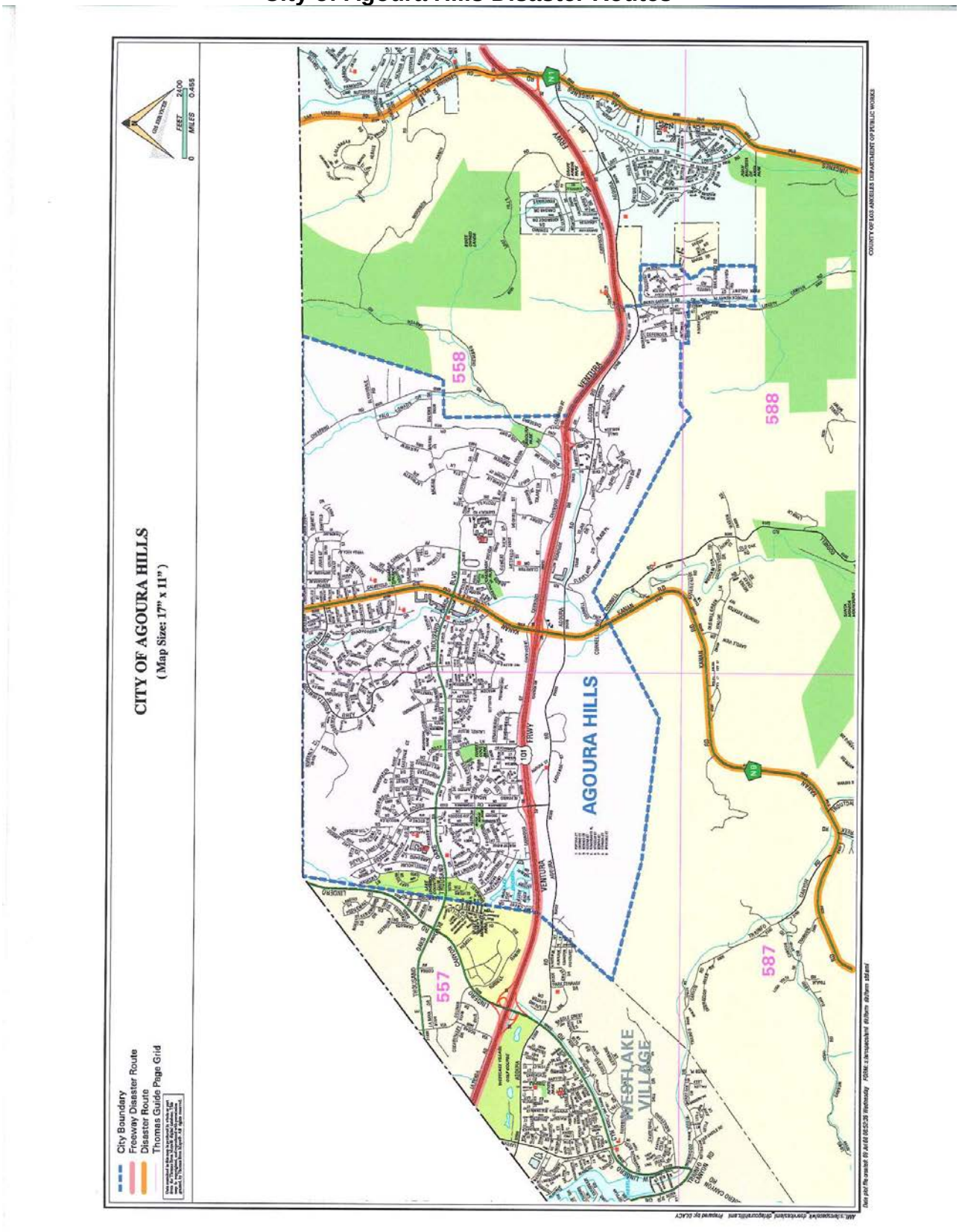
City of Agoura Hills – MAP



CITY MAP
ADJACENT JURISDICTIONS



City of Agoura Hills Disaster Routes



THREAT ASSESSMENT 1

MAJOR EARTHQUAKE

GENERAL SITUATION

The City of **Agoura Hills** is located in the Transverse Ranges Geological Province in the vicinity of several known seismically active earthquake faults, including the San Andreas, and other lesser faults known as Malibu Coast, Simi and Chatsworth (**see Attachment 1, map**). New faults within the region are continuously being discovered. The January 17, 1994 magnitude 6.7 Northridge Earthquake (thrust fault) which produced severe ground motions, caused 57 deaths, and 9,253 injuries. For days afterward, thousands of homes and businesses were without electricity; tens of thousands had no gas; and nearly 50,000 had little or no water. Approximately 15,000 structures were moderately to severely damaged, which left thousands of people temporarily homeless. 66,500 buildings were inspected. Nearly 4,000 were severely damaged and over 11,000 were moderately damaged. Several collapsed bridges and overpasses created commuter havoc on the freeway system. Extensive damage was caused by ground shaking, but earthquake triggered liquefaction and dozens of fires also caused additional severe damage. This extremely strong ground motion in large portions of Los Angeles County resulted in record economic losses. The direct and indirect economic losses to the county of Los Angeles were estimated at $40 billion. Scientists have stated that such devastating shaking should be considered the norm near any large thrust earthquake.

The Los Angeles County Hazard Mitigation Plan indicates “earthquakes are considered a major threat to the County of Los Angeles due to the proximity of several fault zones, notably including the San Andreas Fault, the Newport-Inglewood Fault, the Norwalk Fault, the San Jacinto Fault, and the Whittier-Elsinore Fault. A recent Southern California Earthquake Center (SCEC) report (SCEC, 1995) indicated that the probability of an earthquake of magnitude 7 or larger in Southern California before the year 2024 is 80% to 90%. A significant earthquake along one of the major faults could cause substantial casualties; extensive damage to buildings, roads, and bridges; fires; and other threats to life and property. The effects could be aggravated by aftershocks and by secondary effects such as fire, landslides, and dam failure. A major earthquake could be catastrophic in its effect on the population, and could exceed the response capability of the local communities and even the state.”.[5] A large earthquake could impact 2.7 million people in L.A. County and another 7.5+ million in the City of Los Angeles, with another 3.9 million in adjacent communities, for a total of 14.1 million people affected.

Potential dollar losses could be as follows: 2.8 billion to County-owned facilities, 722 billion to Critical Facilities and Infrastructure, 33.7 billion to Commercial Buildings, 138.1 billion to Residential or Private Property and 68.9 billion to other losses for a total of

[5] Los Angeles County All-Hazard Mitigation Plan, Section V, February 2014, page 2

243.5 billion dollars. The effects could be aggravated by aftershocks and by the secondary affects of fire, hazardous material/chemical accidents and possible failure of the waterways and dams. The time of day and season of the year would have a profound effect on the number of dead and injured and the amount of property damage sustained. Such an earthquake would be catastrophic in its affect upon the population and could exceed the response capabilities of the individual cities, Los Angeles County Operational Area and the State of California Emergency Services. Damage control and disaster relief support would be required from other local governmental and private organizations, and from the state and federal governments.

Extensive search and rescue operations would be required to assist trapped or injured persons. Emergency medical care, food and temporary shelter could be required by injured or displaced persons. Identification and burial of many dead persons could pose difficult problems; public health would be a major concern. Mass evacuation may be essential to save lives downwind from hazardous material releases. Many families would be separated particularly if the earthquake should occur during working hours, and a personal inquiry or locator system could be essential to maintain morale. Emergency operations could be seriously hampered by the loss of communications and damage to transportation routes within, and to and from, the disaster area and by the disruption of public utilities and services.

The economic impact on the City of **Agoura Hills** from a major earthquake would be considerable in terms of loss of employment and loss of tax base. Also, a major earthquake could cause serious damage and/or outage of computer facilities. The loss of such facilities could curtail or seriously disrupt the operations of banks, insurance companies and other elements of the financial community. In turn, this could affect the ability of local government, business and the population to make payments and purchases.

SPECIFIC SITUATION

The potential hazards that the City of **Agoura Hills** may face in an earthquake include the following:

Ground Shaking

The most significant earthquake action in terms of potential structural damage and loss of life is ground shaking. Ground shaking is the movement of the earth's surface in response to a seismic event. The intensity of the ground shaking and the resultant damages are determined by the magnitude of the earthquake, distance from the epicenter, and characteristics of surface geology. Buildings on poorly consolidated and thick soils will typically see more damage than buildings on consolidated soils and bedrock. This hazard is the primary cause of the collapse of buildings and other structures. **(Refer to Attachment 2, Ground Shaking Map of Los Angeles County for an overview of the shaking intensities in Los Angeles County).**

It is generally understood that an earthquake does not in itself present a seismic hazard, but that it becomes a hazard when it occurs in a highly urbanized area. Therefore, the

significance of an earthquake's ground shaking action is directly related to the density and type of buildings and number of people exposed to its effect.

Liquefaction

Many areas in Los Angeles have buildings destroyed or unusable due to the phenomenon of liquefaction **(see Attachment 3)**. However, the probability of the occurrences of liquefaction in Agoura Hills is low. Liquefaction is a phenomenon involving the loss of shear strength of a soil. The shear strength loss results from the increase of poor water pressure caused by the rearrangement of soil particles induced by shaking or vibration. Liquefaction has been observed in many earthquakes, usually in soft, poorly graded granular materials (i.e., loose sands), with high water tables. Liquefaction usually occurs in the soil during or shortly after a large earthquake. In effect, the liquefaction soil strata behave as a heavy fluid. Buried tanks may float to the surface and objects above the liquefaction strata may sink. Pipelines passing through liquefaction materials typically sustain a relatively large number of breaks in an earthquake. Areas near existing stream channels may be especially vulnerable to liquefaction.

DAMAGE TO VITAL PUBLIC SERVICES, SYSTEMS AND FACILITIES

Bed Loss in Hospitals

Agoura Hills has no major medical facility and therefore, zero hospital beds**.** Public service agencies and volunteer personnel would be used to assist in the care of the injured.

Several of the acute care hospitals in Los Angeles County may be lost due to structural damage. This will impair the number of beds available and create the need for several field hospitals. Most of the subscribing hospitals to the Los Angeles County Department of Health and Human Services will be controlled by the Department as to the availability of beds and transfer of patients.

Although a percentage of the remaining beds could be made available by discharging or transferring non-emergency patients, it will probably be necessary to receive an immediate influx of emergency medical aid and/or export some of the seriously injured to out-of-county facilities.

Communications - Telephone System

Telephone communication systems may fail due to physical damage of equipment, facilities and support utilities. Circuits could be overloaded by telephone receivers being knocked off their cradles and/or individuals trying to call in and out of the area. There may be an immediate telephone communications blackout following the earthquake, with partial communications being restored after the first 24 to 72 hours. 9-1-1 may also be disrupted.

The commercial carriers will institute network control procedures to regain control of the situation as quickly as possible. Priorities have been assigned to all critical circuits transiting the key facilities, based on established criteria.

Radio Systems

Most 2-way radio communications systems consist of a source of power, an antenna, and a radio. Emergency power failures have been the primary cause of communications shortfalls in past disasters. The presumed scarcity of fuel after an earthquake will strictly limit the viability of surviving communications sites, as this scarcity will undoubtedly impact backup generators.

Frequent maintenance of equipment in installations according to approved seismic specifications could reduce the failure potential. Developing alternate power sources such as wind, solar and/or battery banks, could extend operating capabilities with a reduction in fuel consumption.

Earthquake movement has little effect on properly installed antenna systems. Most failures are due to the failure of the building or structure supporting the antenna. Repeaters, used to extend the radio's range, are positioned on mountain tops. Antennas and related structures are expected to remain, but be less viable. Mobile relays and microwave systems may be less effective.

Solid state electronics has produced communication devices which are small, lightweight and dependable. The amount of damage they sustain will depend on their location and how well they are secured. Fixed 2-way radio systems are expected to be less effective for the first 12 hours following a major earthquake. It is recommended to maintain a cache of charged portable radios and batteries ready to deploy during a large scale disaster or any sustained response operation.

Los Angeles County Disaster Communications Services (DCS) group may be called upon to provide support communications. However, circumstances may affect their response capabilities.

Dam and Flood Control Channels

There are no major dams located in or upstream from the Agoura Hills area, and damage from any catastrophic dam failure is considered unlikely. There is one reservoir within city boundaries but there has been no flooding activity within the last decade and no major loss of property or life.

Landslides

Landslides may also occur during aftershocks in areas already weakened by the first shock. Large boulders and/or soft soil could be jarred loose. Secondary health problems due to resulting high concentrations of dust could cause problems for victims and rescue workers.

Electrical Power

Major power plants are expected to sustain some damage due to liquefaction and the intensity of the earthquake. The system load may be interrupted immediately following the initial shock. According to representatives of Southern California Edison Company, the electrical power will not be rerouted and will be lost for an undefined period of time.

Much of the imported power is expected to be lost. In some areas of greatest shaking it should be anticipated that some of the distribution lines, both underground and surface, will be damaged. Much of the affected area may have service restored in days; damaged areas with underground distribution may require a longer time. Loss of Southern California Edison transmission lines is possible.

Fire Operations

Although total collapse of fire stations is not expected, possible disruption of utilities, twisted doors and loss of power can create major problems. Numerous fires due to disruption of power and natural gas networks can be expected. The area's water supply may be greatly impacted. Connections to major water sources, water mains and storage facilities may be damaged resulting in an unstable water supply for Fire and Rescue Operations. Fire and Rescue personnel will need to complete a preliminary assessment to determine and establish response and recovery needs. In addition, Fire and Rescue Operations may take days because of the disruption to the transportation corridors. The movement of department personnel and equipment may be very difficult.

Secondary responses by the fire service after assessment will be to accomplish search and rescue of trapped persons. Major problems the Fire Service should expect are loss of power and water, jammed doors, restricted mobility due to debris, possible loss of primary dispatch capability and delays in reaching maximum effectiveness due to personnel shortages.

Highways and Bridges

Damage to freeway systems is expected to be major. Any inner surface transportation routes could be subject to delays and detours. A major portion of surface streets in the vicinity of freeways will be blocked due to collapsed overpasses. Many surface streets in the older central business districts will be blocked by debris from buildings, falling electrical wires and pavement damage.

Natural Gas Pipelines

Damage to pipeline facilities will consist primarily of (a) some isolated breaks in major transmission lines, and (b) innumerable breaks in mains and individual service connections within the distribution systems, particularly in the areas of intense ground shaking. These many leaks in the distribution system will affect a major portion of the urban areas, resulting in a loss of service for extended periods. Fires should be expected at the sites of a small percentage of ruptures both in the transmission lines and the distribution system. Transmission pipelines serving the general basin area are most vulnerable to damage.

Railroads

It is expected that 21 of the 59 route segments serving the Southern California region could be unavailable for post earthquake service; the 21 segments include all major connections with the north. The post earthquake capacity to serve the Los Angeles and Orange County areas would be very small - probably no more than 5 trains a day. This

is a dramatic loss from the 120 to 140 trains per day that can currently enter the area. Many railroad bridges are susceptible to damage because of age, design and construction. Some lines could be blocked because of damage to freeway overpass structures.

Sanitation Systems

Many of the waste water treatment facilities could be out of service from 4 to 6 months depending on the damage caused by the severity of intensity and liquefaction. There is a limited volume of storage available in the waste water treatment plants; if the treatment facility cannot be restored before storage is exceeded, the waste water will require discharge with emergency chlorination to reduce health hazards. Overflow of sewage through manholes and from ponds can be expected due to breakage in mains and loss of power. As a result, there will be a danger of excessive collection of explosive gas in sewer mains, and flow of untreated sewage in some street gutters.

Water Supply

Two of the three major aqueducts serving Southern California are expected to be out of service from 3 to 6 months following the event; only the Colorado River Aqueduct is expected to remain in service. This indicates the imported water supply to Los Angeles County may be only partial for a 3 to 6 months period. Several ruptures are anticipated along the water pipelines in the County. Anticipated damage to reservoir outlet works could take weeks to repair. The majority of water wells are expected to be disabled by loss of electricity and the lack of backup power sources. In addition, shear forces could render about a third of the wells inoperative for an indefinite period. Many areas could be dependent on tanker trucks to provide for their basic needs.

Several ruptures in major pipes are anticipated along the water pipelines in the County. Anticipated damage to reservoir outlet works could take weeks to repair.

The city's water supply is provided by the Las Virgenes Municipal Water District. All water served to LVMWD customers is purchased from the Metropolitan Water District of Southern California. The water originates as snowpack in the high Sierras and is transported more than 400 miles through the State Water Project, which is owned and operated by the Department of Water Resources. To guard against emergencies, temporary supply interruptions and water shortages, the District maintains a 9,500 acre-feet reservoir located in the hills just south of Westlake Village. An acre-foot equals 325,851 gallons or, about enough water to provide for LVMWD customers for a 3-month period. Potable water stored in the reservoir is treated and filtered through the adjacent Westlake Filtration Plant.

EMERGENCY RESPONSE ACTIONS

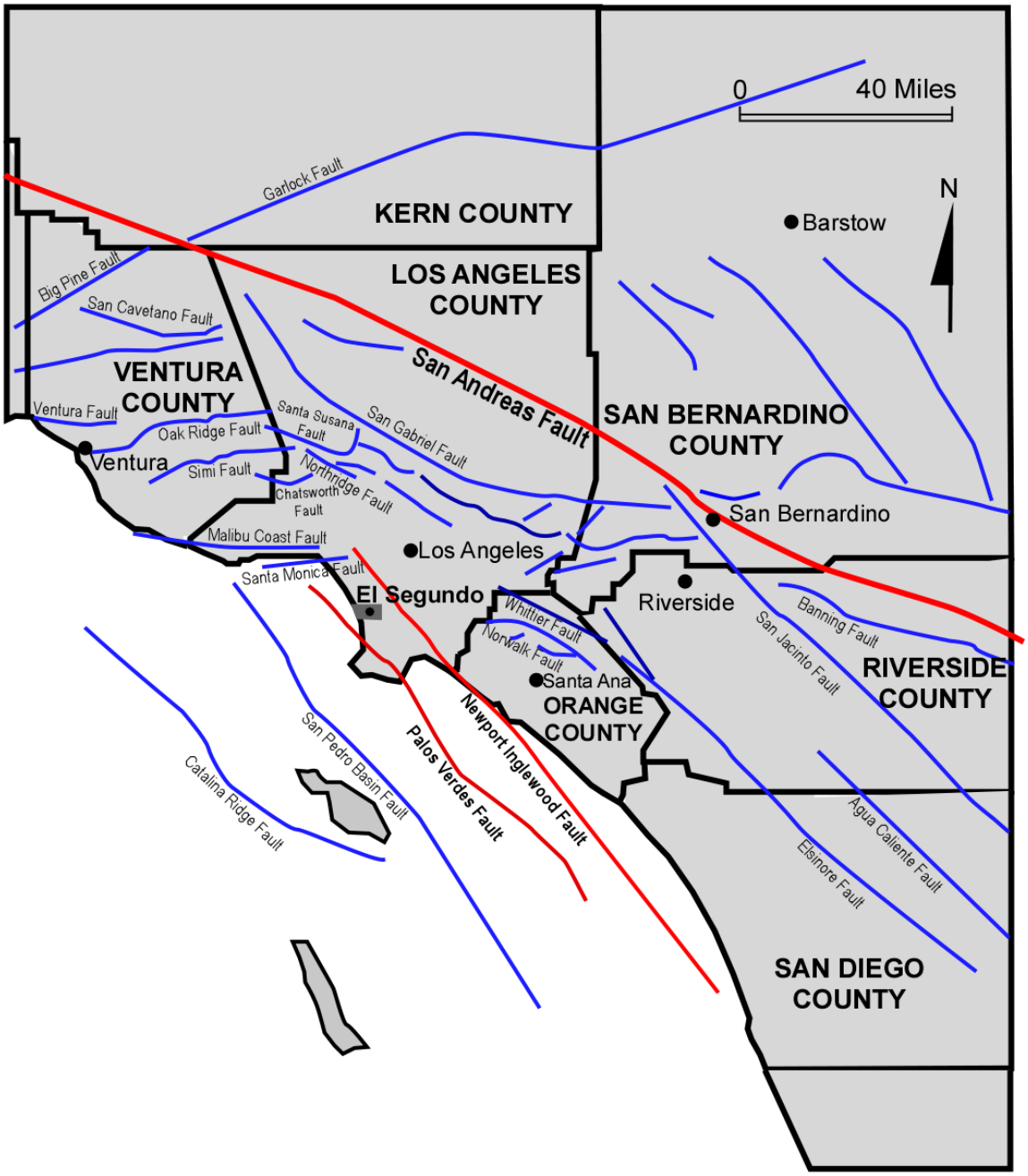
Emergency response actions applicable to all common hazards are presented in the **Checklist Actions in Part Two of this Plan.**

Attachments:

1. **Agoura Hills** Area Fault Map
2. Ground Shaking Map
3. City of **Agoura Hills** Liquefaction Potential Map
4. Abridged Modified Mercalli Intensity Scale
5. Richter Scale

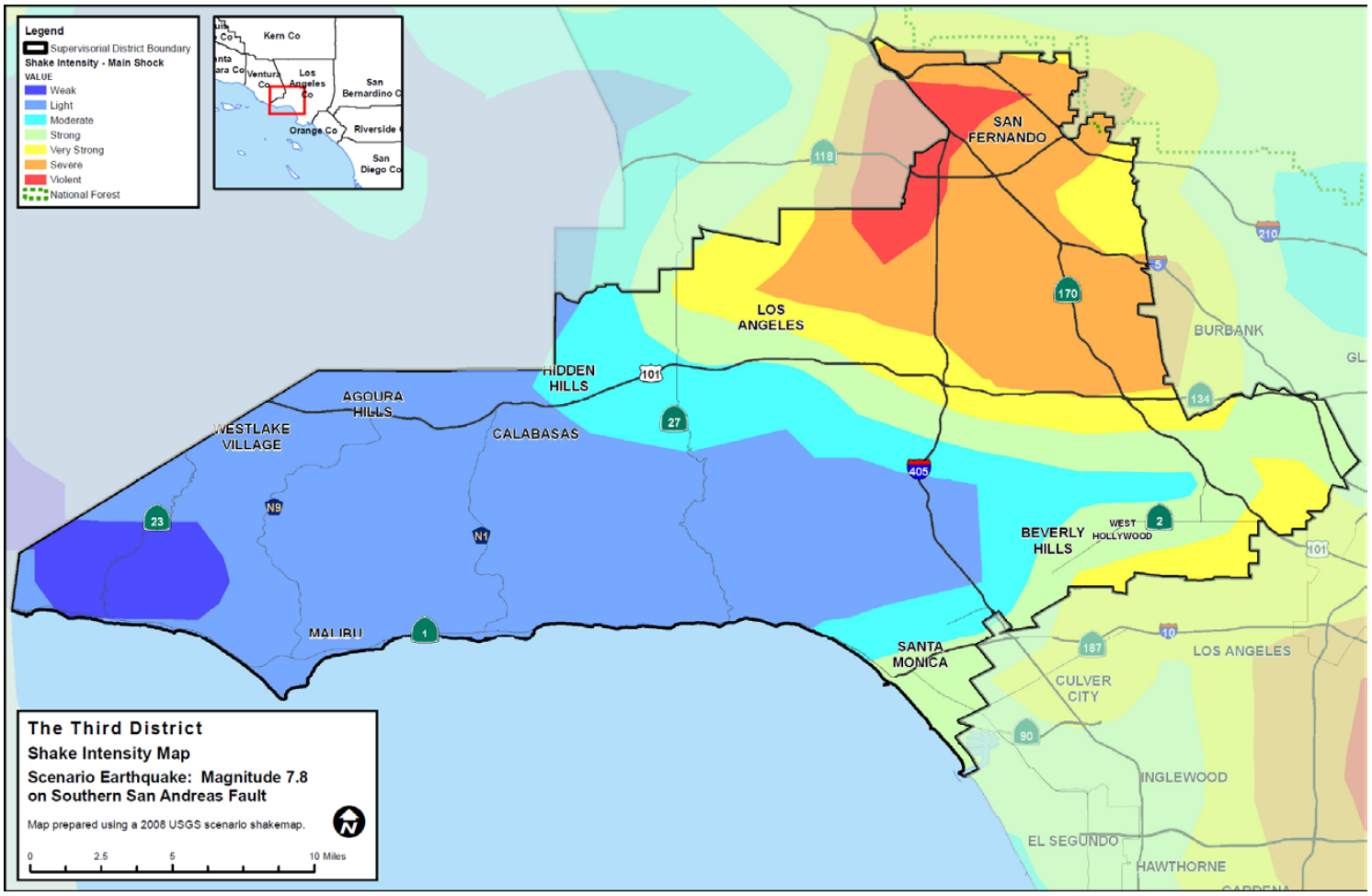
ATTACHMENT 1, THREAT SUMMARY 1
EARTHQUAKE FAULT MAP

Southern California Earthquake Fault Map



ATTACHMENT 2, THREAT SUMMARY 1
SHAKE MAP[6]

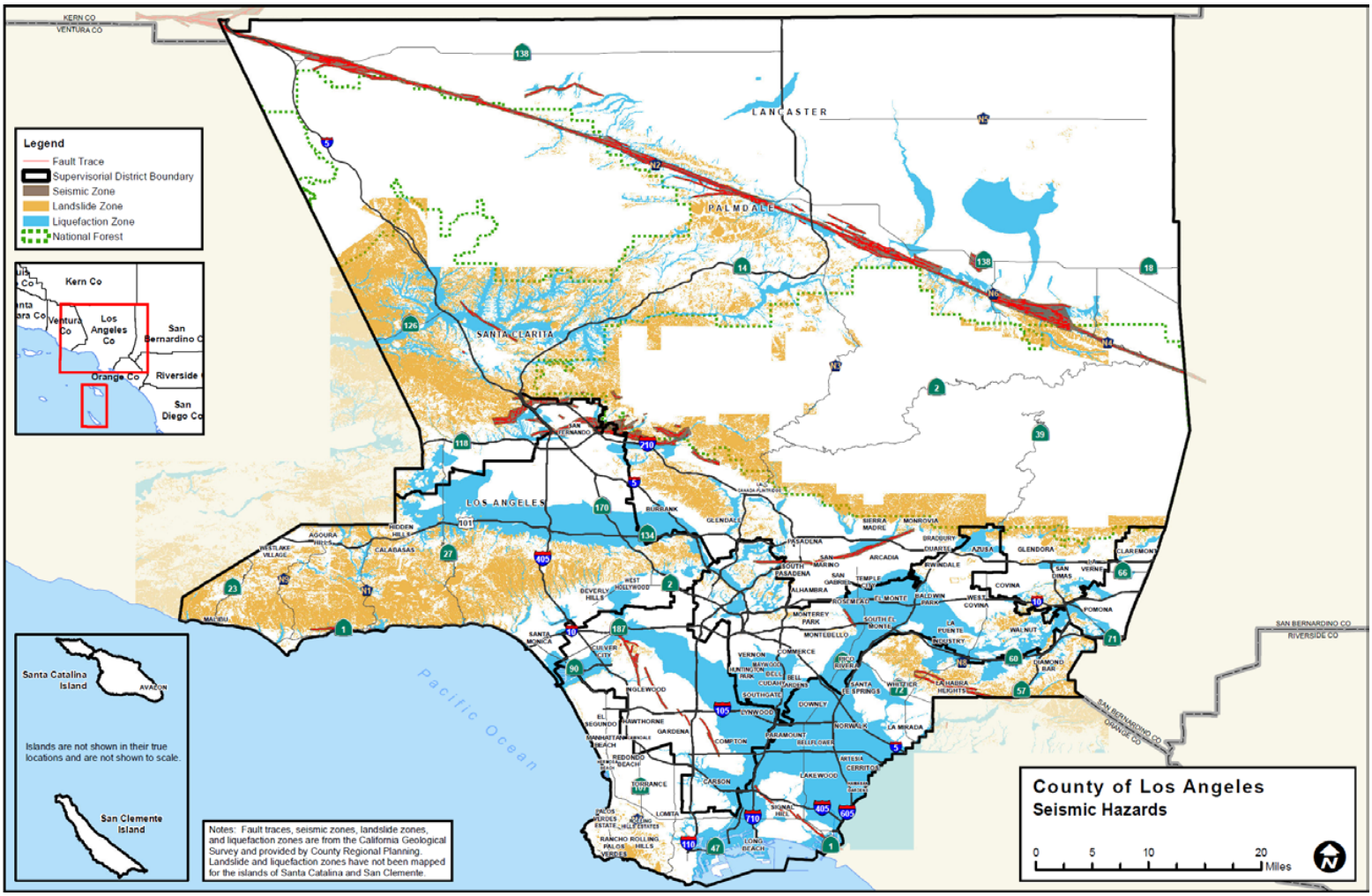
Map 5-34: Shake Intensity Map for Board of Supervisorial District3 (M7.8 San Andreas Fault)
(Source: County of Los Angeles CEO-ITS GIS)



[6] Los Angeles County All-Hazard Mitigation Plan, February 2014, page 162

ATTACHMENT 3, THREAT SUMMARY 1
LIQUEFACTION MAP[7]

Map 5-31: Los Angeles County Seismic Hazards Map
(Source: County of Los Angeles CEO–ITS GIS)



[7] Los Angeles County All-Hazard Mitigation Plan, February 2014, page 97

ATTACHMENT 4, THREAT SUMMARY 1

ABRIDGED MODIFIED MERCALLI INTENSITY SCALE

Intensity Value and Description	Average Peak Velocity (cm/sec)	Average Peak Acceleration (g = gravity)
I. Not felt except by a very few under especially favorable circumstances (I Rossi-Forel scale). Damage potential: None.	<0.1	<0.0017
II. Felt only by a few persons at rest, especially on upper floors of high-rise buildings. Delicately suspended objects may swing. (I to II Rossi-Forel scale). Damage potential: None.		
III. Felt quite noticeably indoors, especially on upper floors of buildings, but many people do not recognize it as an earthquake. Standing automobiles may rock slightly. Vibration like passing of truck. Duration estimated. (III Rossi-Forel scale). Damage potential: None.		
IV. During the day felt indoors by many, outdoors by few. At night some awakened. Dishes, windows, doors disturbed; walls make creaking sound. Sensation like a heavy truck striking building. Standing automobiles rocked noticeably. (IV to V Rossi-Forel scale). Damage potential: None. Perceived shaking: Light.	1.1 – 3.4	0.014 - 0.039
V. Felt by nearly everyone, many awakened. Some dishes, windows, and so on broken; cracked plaster in a few places; unstable objects overturned. Disturbances of trees, poles, and other tall objects sometimes noticed. Pendulum clocks may stop. (V to VI Rossi-Forel scale). Damage potential: Very light. Perceived shaking: Moderate.	3.4 – 8.1	0.039-0.092
VI. Felt by all, many frightened and run outdoors. Some heavy furniture moved, few instances of fallen plaster and damaged chimneys. Damage slight. (VI to VII Rossi-Forel scale). Damage potential: Light. Perceived shaking: Strong.	8.1 - 16	0.092 -0.18
VII. Everybody runs outdoors. Damage negligible in buildings of good design and construction; slight to moderate in well-built ordinary structures; considerable in poorly built or badly designed structures; some chimneys broken. Noticed by persons driving cars. (VIII Rossi-Forel scale). Damage potential: Moderate. Perceived shaking: Very strong.	16 - 31	0.18 - 0.34
VIII. Damage slight in specially designed structures; considerable in ordinary substantial buildings with partial collapse; great in poorly built structures. Panel walls thrown out of frame structures. Fall of chimneys, factory stacks, columns, monuments, and walls. Heavy furniture overturned. Sand and mud ejected in small amounts. Changes in well water. Persons driving cars disturbed. (VIII+ to IX Rossi-Forel scale). Damage potential: Moderate to heavy. Perceived shaking: Severe.	31 - 60	0.34 - 0.65
IX. Damage considerable in specially designed structures; well-designed frame structures thrown out of plumb; great in substantial buildings with partial collapse. Buildings shifted off foundations. Ground cracked conspicuously. Underground pipes broken. (IX+ Rossi-Forel scale). Damage potential: Heavy. Perceived shaking: Violent.	60 - 116	0.65 – 1.24
X. Some well-built wooden structures destroyed; most masonry and frame structures destroyed; ground badly cracked. Rails bent. Landslides considerable from river banks and steep slopes. Shifted sand and mud. Water splashed, slopped over banks. (X Rossi-Forel scale). Damage potential: Very heavy. Perceived shaking: Extreme.	> 116	> 1.24
XI. Few, if any, (masonry) structures remain standing. Bridges destroyed. Broad fissures in ground. Underground pipelines completely out of service. Earth slumps and land slips in soft ground. Rails bent greatly.		
XII. Damage total. Waves seen on ground surface. Lines of sight and level distorted. Objects thrown into air.		

Modified from Bolt (1993); Wald et al. (1999)

ATTACHMENT 5, THREAT SUMMARY 1
RICHTER SCALE

The Richter Scale is widely known, but often is a misunderstood scale. It is based on logarithms. Each whole number increase represents an increase in ground movement of 10 times. A 7.0 represents ten times the ground movement of 6.0. A 8.0 represents ten times the ground movement of a 7.0, and ten times ten, or 100 times the ground movement of a 6.0. However, for every whole number increase on the Richter Scale, there is a 31.5 increase in the amount of energy released. Therefore, a 7.0 earthquake (Richter) is 31.5 times as strong as a 60. An 8.0 is 31.5 times as strong, or 992.25 times as strong as a 6.0.

THREAT ASSESSMENT 2
FIRE

GENERAL SITUATION

Due to its weather, topography, and native vegetation, the entire southern California area is at risk from wildland fires. The extended droughts characteristic of California's Mediterranean climate result in large areas of dry vegetation that provide fuel for wildland fires. Furthermore, the native vegetation typically has a high oil content that makes it highly flammable. The area is also intermittently impacted by Santa Ana winds, the hot, dry winds that blow across southern California in the spring and late fall.

A wildfire that consumes thousands of acres of vegetated property can overwhelm local emergency response resources. Often, when a wildland fire encroaches onto the built environment, multiple ignitions develop as a result of "branding", the term for wind transport of burning cinders over a distance of a mile or more. If ignited structures sustain and transmit the fire from one building to the next, a catastrophic fire can ensue. Insurance carriers consider fire a catastrophe if it triggers at least $25 million in claims or more than 1,000 individual claims. The Oakland Hills firestorm of October 1991 was such an event. Firestorms, especially in areas of wildland-urban interfaces can be particularly dangerous and complex, posing a severe threat to public and firefighter safety, and causing devastating losses of both life and property. Continuous planning, preparedness, and education are required to reduce the fire hazard potential, and to limit the destruction caused by fires.

SPECIFIC SITUATION

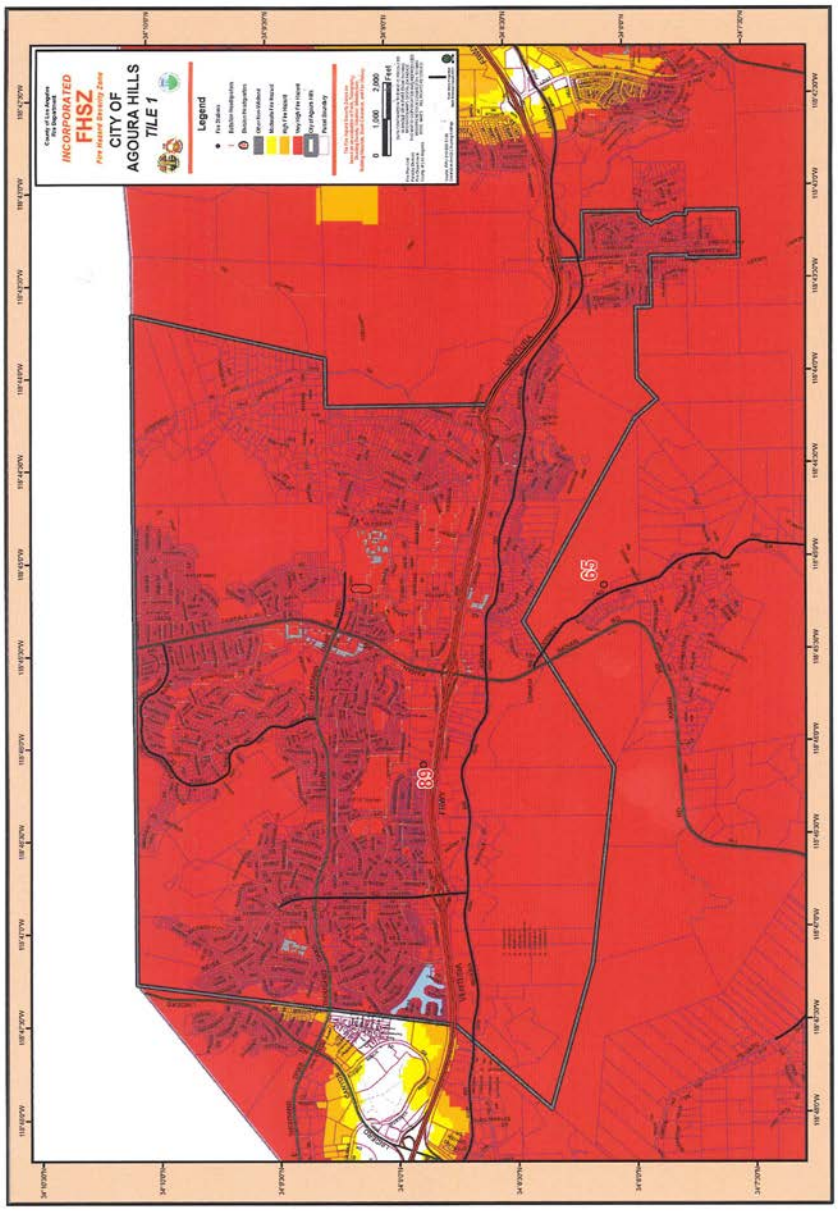
Wildfire hazard areas are commonly identified in regions of the wildland/urban interface. Ranges of the wildfire hazard are further determined by the ease of fire ignition due to natural or human conditions and the difficulty of fire suppression. The wildfire hazard is also magnified by several factors related to fire suppression/control such as the surrounding fuel load, weather, topography and property characteristics. Generally, hazard identification rating systems are based on weighted factors of fuels, weather and topography. The City of Agoura Hills is vulnerable to very high fire hazard areas. Refer to Attachment 1, Threat Assessment 5, Fire Hazard Map.

EMERGENCY RESPONSE ACTIONS

Emergency response actions associated with the above situations are presented in **Checklist Actions in Part Two of this Plan.**

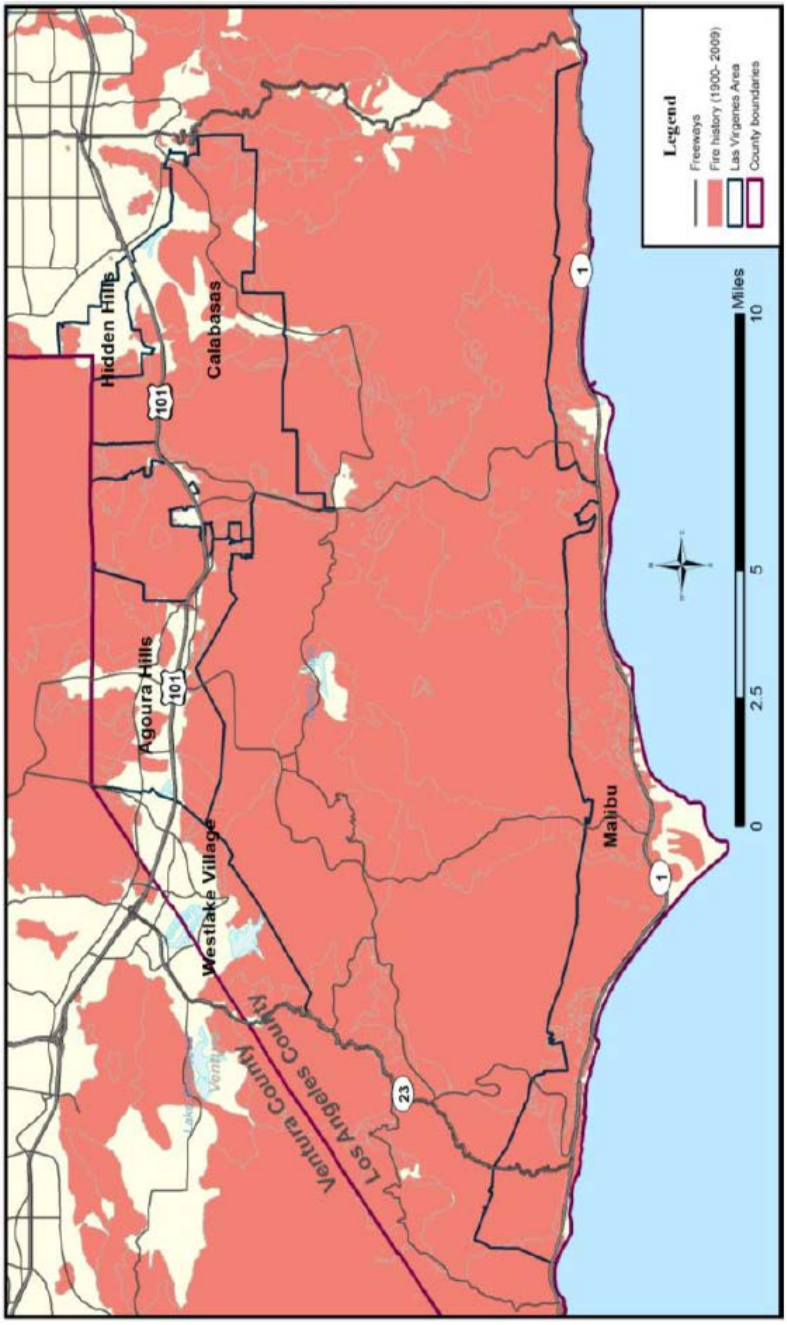
Attachment:
1. Fire Hazard Map
2. Map 44 - Fire History in the Las Virgenes Malibu Region

ATTACHMENT 1, THREAT SUMMARY 2
VHFSZ DISTRICT 3MAP[8]
(INCLUDING CITY OF AGOURA HILLS)



[8] Los Angeles County All-Hazard Mitigation Plan, Version 1.1, June 2005, page 180

ATTACHMENT 2, THREAT SUMMARY 2
FIRE HISTORY MAP[9]
LAS VIRGENES-MALIBU REGION



Map 44: Fire History In The Las Virgenes-Malibu Region

[9] Las Virgenes MalibuCOG Multi-Hazardous Mitigation Plan, March 2012, Pg., 7-2.

THREAT ASSESSMENT 3
SEVERE WINDSTORM

GENERAL SITUATION

Severe windstorms pose a significant risk to life and property by creating conditions that disrupt essential systems such as city services, public utilities, telecommunications and transportation routes. High winds have the potential to cause damage to local homes, and businesses from falling trees and debris. In additional, windstorms increase the risk of wildfires as moisture content decreases in brush and vegetation on the hillsides, especially in urban interface areas. As Agoura Hills resides within the Las Virgenes-Malibu region, windstorm events can be caused by short term, topographically influenced high wind gusts as well as extended duration Santa Ana wind conditions. “Santa Ana Winds” typically occur between October and February. The winds are characterized by strong offshore winds originating from the Great Basin and Upper Mojave Desert. Wind temperatures can range from extremely hot to cold. Damage can occur directly from high wind speeds or from secondary effects of very low humidity, which increases the threat of wildfire, particularly in the fire-prone chaparral country.

Given the location topography of the area, severe windstorms are a possibility. While historically, these events in Agoura Hills and Las Virgenes-Malibu Region has been minimal (when they occur), the event does pose a threat to life property, utility delivery systems, infrastructure, and transportation. This can result in prolonged utility disruption and it may require the utilization of private and public resources to aid in the care and sheltering of residents. Additionally, the economic impact of provider shelter, conducting repairs and the disruption to local businesses can result in economic losses to the area.

Windstorms can also cause structural damage to buildings and other critical infrastructure. Overhead electric and telephone lines are vulnerable to damage from wind and debris as are microwave and satellite facilities. High winds commonly occur during winter storms and can cause trees to bend, sag or fail (tree limbs or entire trees) which then come in contact with nearby power lines. Fallen trees can cause short-circuiting and conductor overloading. Wind induced damage to the power systems causes outages to customers, incurs cost to make repairs, and in some cases can induce fires. Southern California Edison (SCE) in response to these potentials has developed its own Hazardous Mitigation Plan.

The economic impact on the City of **Agoura Hills** from a severe windstorms, using an estimated 1% loss baseline of total housing units and median home value, could result in an estimated 76 residential properties impacted with estimated costs of $7,560 per unit.

EMERGENCY RESPONSE ACTIONS

Emergency response actions associated with the above situation are presented in **Checklist Actions in Part Two of this Plan**

THREAT ASSESSMENT 4

TERRORISM

GENERAL SITUATION

In the wake of the 1993 World Trade Center bombing in New York and the Oklahoma City bombing in 1995, terrorism became a serious concern for emergency management, emergency responders, and the public at large. However, the 2001 attack on the World Trade Center and the Pentagon has elevated our concern about terrorism to a level we never imagined, and requires us to be prepared to respond to situations that go beyond the terrorist incident scenarios that we are familiar with. FEMA's *Managing Terrorists Incidents, Interim Planning Guide for State and Local Governments*, July 2002, was referenced greatly for this section.

Terrorism is defined as the use of fear or intimidation, usually political goals. Terrorism is a crime where the threat of violence is often as effective as the commission of the violent act itself. Terrorism affects us through fear, physical injuries, economic losses, psychological trauma, and erosion of faith in government. Terrorism is not an ideology. Terrorism is a strategy used by individuals or groups to achieve their political goals.

Terrorists espouse a wide range of causes. They can be for or against almost any issue, religious belief, political position, or group of people of one national origin or another. Because of the tremendous variety of causes supported by terrorists and the wide variety of potential targets, there is no place that is truly safe from terrorism. Throughout California there is nearly limitless number of potential targets, depending on the perspective of the terrorist. Some of these targets include: government offices, pregnancy centers, religious facilities, public places (such as shopping centers), schools, power plants, refineries, utility infrastructures, water storage facilities, dams, private homes, prominent individuals, financial institutions and other businesses.

There are unique challenges to a terrorist event involving a Weapon of Mass Destruction (WMD), such as a nuclear, radiological, biological, explosive or chemical weapon. As in all incidents, WMD incidents may involve mass casualties and damage to buildings or other types of property. However, there are a number of factors surrounding WMD incidents that are unlike any other type of incidents that must be taken into consideration when planning a response.

- The situation may not be recognizable until there are multiple casualties or a secondary event occurs that indicates that the first was not an accident. Most chemical and biological agents are not detectable by conventional methods used for explosives and firearms. Most agents can be carried in containers that look like ordinary items.

- There may be multiple events (i.e., one event in an attempt to influence another event's outcome).

- Responders are placed at a higher risk of becoming casualties because agents are not readily identifiable. Responders may become contaminated before recognizing the agents involved. First responders may, in addition, be targets for secondary releases or explosions.

- The location of the incident will be treated as a crime scene. As such, preservation and collection of evidence is critical. Therefore, it is important to ensure that actions on-scene are coordinated between response organizations to minimize any conflicts between law enforcement authorities, who view the incident as a crime scene, and other responders, who view it as a hazardous materials or disaster scene.

- In addition to local response coordination challenges, the WMD incident will add a myriad of state and federal agencies into the system. Coordination and communication issues between all response levels (local, state, and federal) will constantly need to be assessed.

- Contamination of critical facilities and large geographic areas may result. Victims may carry an agent unknowingly to public transportation facilities, businesses, residences, doctors' offices, walk-in medical clinics, or emergency rooms because they don't realize that they are contaminated. First responders may carry the agent to fire or precinct houses, hospitals, or to the locations of subsequent calls.

- The scope of the incident may expand geometrically and may affect mutual aid jurisdictions. Airborne agents flow with the air current and may disseminate via ventilation systems, carrying the agents far from the initial source.

- There will be a stronger reaction from the public than with other types of incidents. The deliberate destruction of life and property is both horrific and difficult to process, and the fear of additional attacks as well as the unknown makes the public's response more severe. Also, the thought of exposure to a chemical or biological agent or radiation evokes terror in most people.

- Time is working against responding elements. The incident can expand geometrically and very quickly. In addition, the effects of some chemicals and biological agents worsen over time.

- Support facilities, such as utility stations and 911 centers along with critical infrastructures, are at risk as targets.

- Specialized State and local response capabilities may be overwhelmed.

TERRORISM HAZARDS

Terrorism hazards may be WMD (including conventional explosives, secondary devices, and combined hazards) or other means of attack (including low-tech devices and delivery, attacks on infrastructure, and cyber terrorism).

WMD Hazard Agents

Weapons of mass destruction are defined as any weapon that is designed or intended to cause death or serious bodily injury through the release, dissemination, or impact of toxic or poisonous chemicals; disease organisms; radiation or radioactivity; or explosion or fire. At least two important considerations distinguish these hazards from other types of terrorist tools. First, in the case of chemical, biological, and radioactive agents, their presence may not be immediately obvious, making it difficult to determine when and where they have been released, who has been exposed, and what danger is present for first responders and medical technicians. Second, although there is a sizable body of research on battlefield exposures to WMD agents, there is limited scientific understanding of how these agents affect civilian populations.

Chemical

Chemical agents are intended to kill, seriously injure, or incapacitate people through physiological effects. A terrorist incident involving a chemical agent will demand immediate reaction from emergency responders—fire departments, police, hazardous materials (HazMat) teams, emergency medical services (EMS), and emergency room staff—who will need adequate training and equipment. Hazardous chemicals, including industrial chemicals and agents, can be introduced via aerosol devices (e.g., munitions, sprayers, or aerosol generators), breaking containers, or covert dissemination. Such an attack might involve the release of a chemical warfare agent, such as a nerve or blister agent or an industrial chemical, which may have serious consequences. Some indicators of the possible use of chemical agents are listed in Table 1. Early in an investigation, it may not be obvious whether an outbreak was caused by an infectious agent or a hazardous chemical; however, most chemical attacks will be localized, and their effects will be evident within a few minutes. There are both persistent and non-persistent chemical agents. Persistent agents remain in the affected area for hours, days, or weeks. Non-persistent agents have high evaporation rates, are lighter than air, and disperse rapidly, thereby losing their ability to cause casualties after 10 to 15 minutes, although they may be more persistent in small, unventilated areas.

Table 1. General Indicators of Possible Chemical Agent Use

Stated Threat to Release a Chemical Agent
Unusual Occurrence of Dead or Dying Animals • For example, lack of insects, dead birds
Unexplained Casualties • Multiple victims • Surge of similar 911 calls • Serious illnesses • Nausea, disorientation, difficulty breathing, or convulsions • Definite casualty patterns
Unusual Liquid, Spray, Vapor, or Powder • Droplets, oily film • Unexplained odor • Low-lying clouds/fog unrelated to weather
Suspicious Devices, Packages, or Letters • Unusual metal debris • Abandoned spray devices • Unexplained munitions

Biological

Recognition of a biological hazard can occur through several methods, including identification of a credible threat, discovery of bioterrorism evidence (devices, agent, clandestine lab), diagnosis (identification of a disease caused by an agent identified as a possible bioterrorism agent), and detection (gathering and interpretation of public health surveillance data).

When people are exposed to a pathogen such as anthrax or smallpox, they may not know that they have been exposed, and those who are infected, or subsequently become infected, may not feel sick for some time. This delay between exposure and onset of illness, the incubation period, is characteristic of infectious diseases. The incubation period may range from several hours to a few weeks, depending on the exposure and pathogen. Unlike acute incidents involving explosives or some hazardous chemicals, the initial detection and response to a biological attack on civilians is likely to be made by direct patient care providers and the public health community.

Terrorists could also employ a biological agent that would affect agricultural commodities over a large area (e.g., wheat rust or a virus affecting livestock), potentially devastating the local or even national economy.

Responders should be familiar with the characteristics of the biological agents of greatest concern for use in a bioterrorism event. Unlike victims of exposure to chemical or radiological agents, victims of biological agent attack may

serve as carriers of the disease with the capability of infecting others (e.g., smallpox, plague). Some indicators of biological attack are given in Table 2.

Table 2. General Indicators of Possible Biological Agent Use

Stated Threat to Release a Biological Agent
Unusual Occurrence of Dead or Dying Animals
Unusual Casualties • Unusual illness for region/area • Definite pattern inconsistent with natural disease
Unusual Liquid, Spray, Vapor, or Powder • Spraying; suspicious devices, packages, or letters

Nuclear/Radiological

The difficulty of responding to a nuclear or radiological incident is compounded by the nature of radiation itself. In an explosion, the fact that radioactive material was involved may or may not be obvious, depending upon the nature of the explosive device used. The presence of a radiation hazard is difficult to ascertain, unless the responders have the proper detection equipment and have been trained to use it properly. Although many detection devices exist, most are designed to detect specific types and levels of radiation and may not be appropriate for measuring or ruling out the presence of radiological hazards. Table 3 lists some indicators of a radiological release.

Table 3. General Indicators of Possible Nuclear Weapon/Radiological Agent Use

Stated Threat to Deploy a Nuclear or Radiological Device
Presence of Nuclear or Radiological Equipment • Spent fuel canisters or nuclear transport vehicles
Nuclear Placards/Warning Materials Along with Otherwise Unexplained Casualties

Conventional Explosives and Secondary Devices

The easiest to obtain and use of all weapons is still a conventional explosive device, or improvised bomb, which may be used to cause massive local destruction or to disperse chemical, biological, or radiological agents. The components are readily available, as are detailed instructions on constructing such a device. Improvised explosive devices are categorized as being explosive or incendiary, employing high or low filler explosive materials to explode and/or cause fires. Explosions and fires also can be caused by projectiles and missiles, including aircraft used against high-profile targets

such as buildings, monuments, and special events. Bombs and firebombs are cheap and easily constructed, involve low technology, and are the terrorist weapon most likely to be encountered. Large, powerful devices can be outfitted with timed or remotely triggered detonators and can be designed to be activated by light, pressure, movement, or radio transmission. The potential exists for single or multiple bombing incidents in single or multiple municipalities. Historically, less than five percent of actual or attempted bombings were preceded by a threat. Explosive materials can be employed covertly with little signature and are not readily detectable. Secondary explosive devices may also be used as weapons against responders and the public in coincident acts. Other diversionary events or attacks could also be aimed at responders.

Combined Hazards

WMD agents can be combined to achieve a synergistic effect—greater in total effect than the sum of their individual effects. They may be combined to achieve both immediate and delayed consequences. Mixed infections or toxic exposures may occur, thereby complicating or delaying diagnosis. Casualties of multiple agents may exist; casualties may also suffer from multiple effects, such as trauma and burns from an explosion, which exacerbate the likelihood of agent contamination. Attacks may be planned and executed so as to take advantage of the reduced effectiveness of protective measures produced by employment of an initial WMD agent. Finally, the potential exists for multiple incidents in single or multiple municipalities.

Other Terrorism Hazards

Planners also need to consider the possibility of unusual or unique types of terrorist attacks previously not considered likely.[10] Although it is not realistically possible to plan for and prevent every conceivable type of terrorist attack, planners should anticipate that future terrorism attempts could range from simple, isolated attacks to complex, sophisticated, highly coordinated acts of destruction using multiple agents aimed at one or multiple targets. Therefore, the plans developed for terrorist incidents must be broad in scope yet flexible enough to deal with the unexpected. These considerations are particularly important in planning to handle the consequences of attacks using low-tech devices and delivery, assaults on public infrastructure, and cyber terrorism. In these cases, the training and experience of the responders may be more important than detailed procedures.

Low-Tech Devices and Delivery

Planning for the possibility of terrorist attacks must consider the fact that explosives can be delivered by a variety of methods. Most explosive and incendiary devices used by terrorists would be expected to fall outside the definition of a WMD. Small explosive devices can be left in packages or bags in public areas for later detonation, or they can be attached directly to a

[10] Prior to the World Trade Center attack, the use of multiple commercial airliners with full fuel loads as explosive, incendiary devices in well-coordinated attacks on public and governmental targets, was not considered a likely terrorist scenario.

suicide bomber for detonation at a time and place when and where the terrorist feels that maximum damage can be done. The relatively small size of these explosive devices and the absence of specific security measures in most areas make these types of terrorist attacks extremely difficult to prevent. Small explosive devices can also be brought onto planes, trains, ships, or buses, within checked bags or hand carried. Larger quantities of explosive materials can be delivered to their intended target area by means of car or truck bombs.

Infrastructure Attacks

Potential attacks on elements of the nation's infrastructure require protective considerations. Infrastructure protection involves proactive risk management actions taken to prevent destruction of or incapacitating damage to networks and systems that serve society, according to the 1997 report of the President's Commission on Critical Infrastructure Protection. This commission was formed in 1996 to evaluate the vulnerability to disruption of the nation's infrastructures, including electric power, oil and natural gas, telecommunications, transportation, banking and finance, and vital government services. The commission's report, issued in October 1997, concluded, "Waiting for disaster is a dangerous strategy. Now is the time to act to protect our future."

Cyber Terrorism

Cyber terrorism involves the malicious use of electronic information technology to commit or threaten to commit acts dangerous to human life, or against a nation's critical infrastructures in order to intimidate or coerce a government or civilian population to further political or social objectives (FBI NIPC, Congressional testimony, August 29, 2001). As with other critical infrastructure guidance, most cyber protection guidance focuses on security measures to protect computer systems against intrusions, denial of service attacks, and other forms of attack rather than addressing issues related to contingency and consequence management planning.

Unlike natural disasters, a disaster resulting from a terrorist incident is also a crime scene. Therefore, two response operations need to be managed simultaneously in the event of this type of incident. Previously these two operations were described in the California Terrorism Response Plan as: Crisis Management and Consequence Management, however, with the advent of Homeland Security Presidential Directive – 5 (HSPD-5), these two operations will now be treated as one single operation.

HSPD-5 says to prevent, prepare for, respond to, and recover from terrorist attacks, major disasters, and other emergencies, the United States Government shall establish a single, comprehensive approach to domestic incident management. The objective of the United States Government is to ensure that all levels of government across the Nation have the capability to work efficiently and effectively together, using a national approach to domestic incident management. In these efforts, with regard to domestic incidents, the United States Government treats crisis management and consequence management as a single, integrated function, rather than as two separate functions.

SPECIFIC SITUATION

In response to this growing concern about terrorism at the federal, state and local level, the City of Agoura Hills takes the threat of acts of terrorism seriously.

Agoura Hills falls under the umbrella of Los Angeles County which has developed a regional approach to terrorism response, planning and preparedness efforts. Two levels of committees have been formed including the Terrorism Early Warning Group (TEWG) and the Terrorism Oversight Committee (TOC). The purpose of these committees is to monitor terrorist trends and activities, determine the potential impact and related damage of validated terrorist threats, plan for the coordinated and comprehensive emergency response to such events, and to provide timely guidance to local jurisdictions, including Agoura Hills, within Los Angeles County.

EMERGENCY RESPONSE ACTIONS

Emergency response actions applicable to all common hazards are presented in the **Checklist Actions in Part Two of this Plan.**

THREAT ASSESSMENT 5
LANDSLIDE

GENERAL SITUATION

Landslide is a general term for a falling mass of soil or rocks; vertical movement of small pieces of soil. "Mudslide" (mudflow) is a flow of very wet rock and soil. The primary effects of landsliding or mudsliding can include:

- Abrupt depression and lateral displacement of hillside surfaces over distances of up to several hundreds of feet.
- Disruption of surface drainage.
- Blockage of flood control channels and roadways.
- Displacement or destruction of improvements such as roadways, buildings, oil and water wells.

The speed with which landsides can occur vary considerably from rapid rockfalls to virtually imperceptible movements down slope under the pull of gravity. Soil creep is a very slow type of earth flow movement. It occurs mainly in solids containing clay. Most landslides are shallow, ranging up to perhaps 100 feet in depth and limited in extent to generally less than 100 acres. Most are not presently in motion (active), but have moved down slope to a position of stability and have remained.

SPECIFIC SITUATION

Both the United States Geologic Survey and the California Geologic Survey continue to conduct significant research that focuses on the conditions and processes that lead to destructive slope failures. This includes methodology for analysis of slopes and drainage basins, and the development of susceptibility maps.

EMERGENCY RESPONSE ACTIONS

Emergency response actions applicable to all common hazards are presented in the **Checklist Actions in Part Two of this Plan.**

Attachment 1 – Slope Instability Map

ATTACHMENT 1, THREAT ASSESSMENT 5
SLOPE INSTABILITY MAP – CITY OF AGOURA HILLS

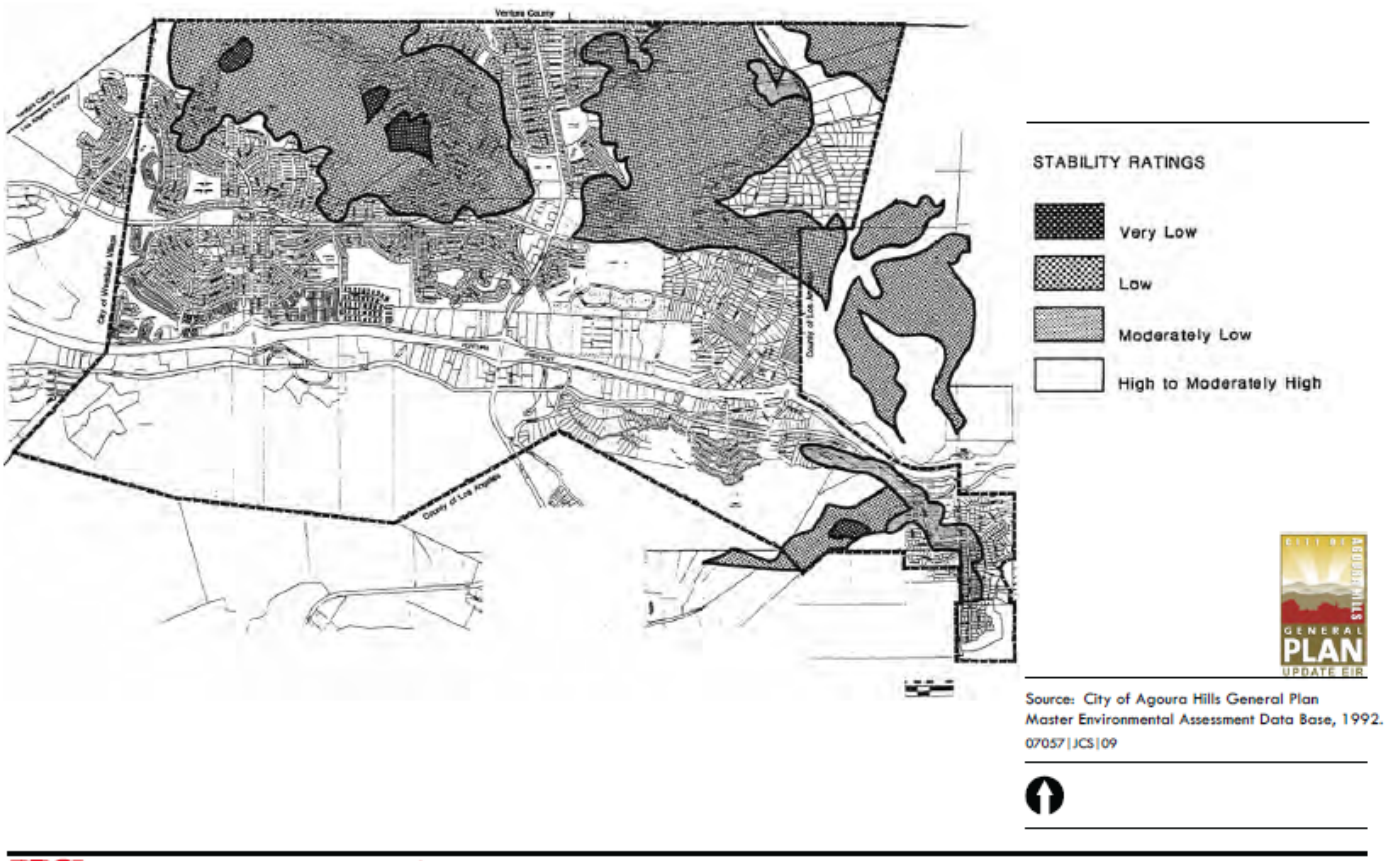


Figure 4.5-3

THREAT ASSESSMENT - OTHER

HAZARDOUS MATERIALS INCIDENT

GENERAL SITUATION

Because of **Agoura Hills'**s close proximity to Interstate 101 (Ventura Freeway) and County Highway N-9 (Kanan Road), the release of a hazardous material to the environment could cause a multitude of problems that can be discussed in a general manner. The significance of the problems to the environment, property, or human health is dependent on the type, location and quantity of the material released. Although hazardous material incidents can happen almost anywhere, certain areas are at higher risk. Jurisdictions near roadways that are frequently used for transporting hazardous materials and jurisdictions with industrial facilities that use, store, or dispose of such materials all have an increasing potential for major mishaps, as do jurisdictions crossed by certain railways, waterways, airways and pipelines.

Releases of explosive and highly flammable materials have caused fatalities and injuries, necessitated large-scale evacuations and destroyed millions of dollars worth of property. Toxic chemicals in gaseous form have caused injuries and fatalities among emergency response teams and passers-by. When toxic materials have entered either surface or ground water supplies, serious health effects have resulted. Releases of hazardous chemicals have been especially damaging when they have occurred in highly populated areas and/or along heavily traveled transportation routes.

SPECIFIC SITUATION

Many forms of hazardous materials are present in **Agoura Hills.** They are present in permanent storage locations, roadway transport and at various industrial and commercial sites. **Agoura Hills**'s proximity to its highway transportation routes, and various light industries, has a growing potential for serious hazardous materials incidents. Interstate 101 is heavily traveled by trucks. They carry every conceivable type of hazardous material including gasoline, pesticides and compressed chlorine materials.

A hazardous materials release in the City of **Agoura Hills** would most likely involve either transportation of chemicals by truck, use of chemicals at a business or illegal dumping of chemical waste.

TRANSPORTATION ACCIDENTS

The greatest probability of a major hazmat incident is from a transportation accident. The amount of hazardous materials transported over roadways on a daily basis is unknown, but estimated to be increasing as our economy grows. There is the potential for a hazardous materials incident almost anywhere on the highways and roads through out **Agoura Hills**. The greatest concern for a transportation incident is on Interstate 101. The most vulnerable areas along these routes are considered to be the on/off ramps and interchanges near the City.

Besides the immediate effect of a hazardous materials incident on scene, there are also ancillary effects such as the impact on waterways and drainage systems, and the evacuation of schools, business districts, and residential areas.

FIXED FACILITY

The second most likely serious hazmat threat exists from an accidental spill and/or incident at one of the facilities that manufacture, warehouse, and process toxic chemicals and/or generate hazardous waste materials within or next to City boundaries.

Although there are numerous facilities involved with hazardous materials throughout the City, they are less of a threat due to required plant contingency and evacuation plans. The Los Angeles County Fire Department reviews these plans and makes sure they are in compliance with current laws and regulations. Refer to Attachment 1, Threat Summary 2, Hazardous Materials Sites for or an overview of hazardous materials sites in the City.

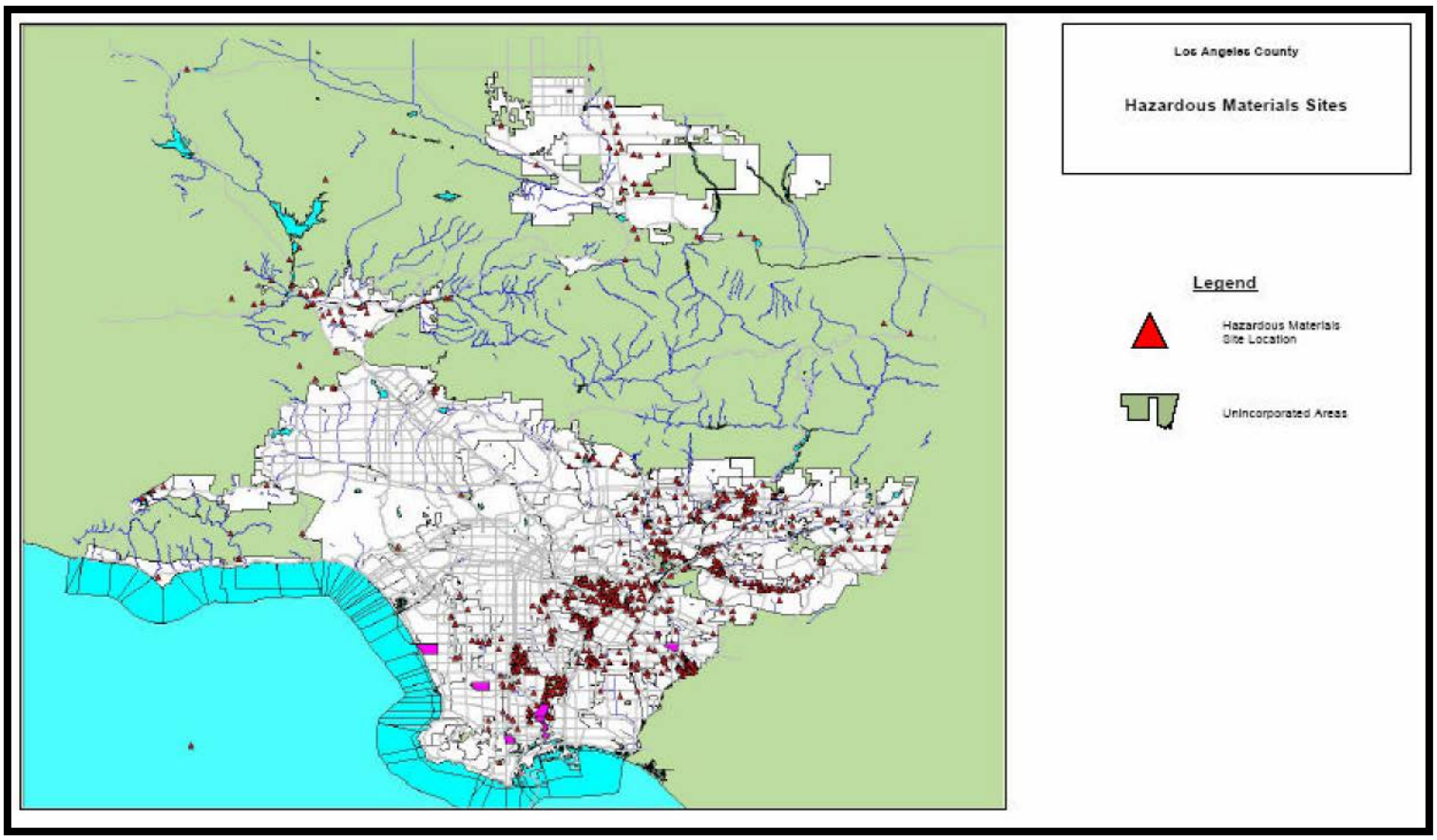
CLANDESTINE DUMPING

Clandestine dumping is the criminal act of disposing of toxic materials and hazardous waste on public or private property. As the costs and restrictions increase for legitimate hazardous waste disposal sites, it might be anticipated that illegal dumping of hazardous materials will increase proportionately. However, **Agoura Hills** has seen significant decreases in this activity over the past decade.

EMERGENCY RESPONSE ACTIONS

Emergency response actions applicable to all common hazards are presented in the **Checklist Actions in Part Two of this Plan.** For specific information refer to the City of **Agoura Hills**'s Hazardous Materials Plan with the Los Angeles County Fire Department.

ATTACHMENT 1, THREAT SUMMARY 2
DISTRIBUTION OF HAZARDOUS MATERIALS SITES[11]



[11] Los Angeles County All-Hazard Mitigation Plan, Version 1.1, June 2005, page 126

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THREAT ASSESSMENT - OTHER

FLOODING

GENERAL SITUATION

The size and frequency of a flood in a particular area depends on a complex combination of conditions, including the amount, intensity and distribution of rainfall, previous moisture condition and drainage patterns.

The magnitude of a flood is measured in terms of its peak discharge, which is the maximum volume of water passing a point along a channel. Floods are usually referred to in terms of their frequency of occurrence, 50 or 100 years.

The primary effect of flooding is the threat to life and property. People and animals may drown; structures and their contents may be washed away or destroyed; roads, bridges, and railroad tracks may be washed out; and crops may be destroyed.

Floods may also create health hazards due to the discharge of raw sewage from damaged septic tank leach fields, sewer lines, and sewage treatment plants and due to flammable, explosive, or toxic materials carried off by flood waters. In addition, vital public services may be disrupted.

Floods are generally classed as either slow-rise or flash floods. Slow-rise floods may be preceded by a warning time lasting from hours, to days, or possibly weeks. Evacuation and sand bagging for a slow rise flood may lessen flood related damage. Conversely, flash floods are the most difficult to prepare for due to the extremely short warning time, if available at all. Flash flood warnings usually require immediate evacuation within the hour. On some occasions adequate warning may be impossible.

Once flooding begins, personnel will be needed to assist in rescuing persons trapped by flood waters, securing utilities, cordoning off flood areas, and controlling traffic. The Public Health Department would be actively involved in addressing the public health impact of resultant flood, such as disease and environmental health issues. These actions may over tax local agencies, and additional personnel and resources may be required. It is anticipated that existing mutual aid resources would be used as necessary to augment local resources.

SPECIFIC SITUATION

The potential for flooding is not normally a major threat to the City of **Agoura Hills.** The city receives an average of 13.75 inches of rainfall annually, with most of it occurring between December and March. Heavy rains occur about every fifteen years.

Areas subject to flooding drain either naturally into flood controls or are assisted by pumping stations designed to handle average and above average flows. Heavy rains can result in flooding on Thousand Oaks Blvd., at the intersection of Lake Lindero.

Some flooding may occur in low-lying areas during heavy prolonged storms, or when storm drains are clogged with debris and unable to carry excess water away. Time should be available to organize forces, obtain needed supplies, equipment and outside aid.

An unusual number of brush fires in hillside areas may create the potential for mudslides if heavy rains arrive before the replanting has taken hold. Situations of this nature can usually be managed by warnings to the residents and making sandbags available in advance of the predicted heavy rainfall.

The City of Agoura Hills has participated in the Federal Emergency Management Agency's (FEMA) National Flood Insurance Program since 1986. The most recent update became effective September 26, 2008. The Federal Emergency Management Agency (FEMA) classifies the City under Flood Zone X. Flood Zone X is described as having 0.2% annual chance of flood; areas of 1% annual change of flood with average depths of less than 1 foot or with drainage areas less than 1 square mile; and areas protected by levees from 1% annual chance of flood. However, there are flood areas adjacent Lindero Creek, Medea Creek and Palo Comado Creek that are classified Flood Zone AE. Flood Zone AE describes the floodways as a channel of a stream plus any adjacent floodplain areas that must be kept free of encroachment so that the 1% annual chance of flood can be carried with substantial increases in flood heights. Agoura Hills Flood Insurance Rate Maps (FIRMs) showing potential flood zones are panels 1241, 1242,1243, 1244, 1261, and 1263 of the Los Angeles County FIRM. Further information regarding FIRM can be located at http://msc.fema.gov or by calling the Map Service Center at 1-800-358-9616.

EMERGENCY READINESS STAGES

Flood in the special risk areas can occur rapidly or slowly depending on the heaviness and severity of rainfall. Emergency preparedness will be based on three stages of response actions.

Stage I (Flood Watch)
Stage I indicates light to moderate rain. Monitor storm to establish precise nature of flood risk. Alert key personnel. Ensure availability of Shelters (if it is later necessary to evacuate and look after local people). Ensure availability of sandbags at pre-designated locations

Stage II (Flood Warning or Urban and Small Stream Advisory)
Stage II means moderate to heavy rain. Monitor storm constantly to establish precise nature of flood risk and evolving situation. Establish liaison with all emergency services agencies and consider whether to set up Emergency Operations Center. Deploy staff to risk areas to monitor river levels. If needed alert staff to open shelters. Deploy reserve sand bags. Post flood warnings in affected areas.

Stage III (Flood Statement)
Stage III signifies a continuation of heavy rain and a threat to private property and persons. Areas should be evacuated. In addition to the Flood Warning activities, open shelters, assist with evacuation of flooded area(s), deploy staff to assist in spreading flood warnings, liaison with media to pass on important information.

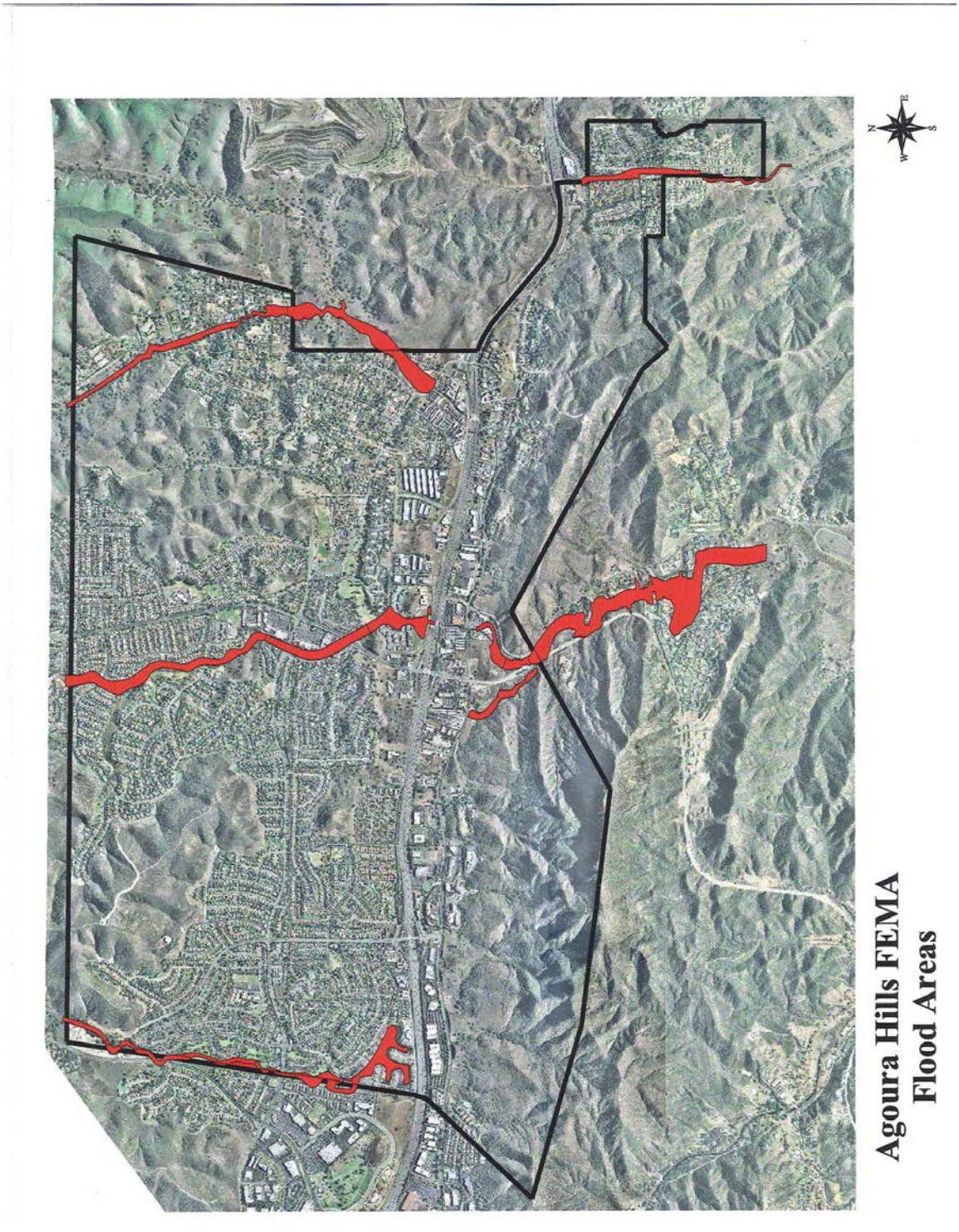
EVACUATION ROUTES

It is expected that most major streets will be open. As such, evacuation should be easily facilitated. Other pertinent information relating to evacuation operations are Part Two, Operations Section.

EMERGENCY RESPONSE ACTIONS

Emergency response actions applicable to all common hazards are presented in the **Checklist Actions in Part Two of this Plan.**

THREAT ASSESSMENT - OTHER, ATTACHMENT 1
City of Agoura Hills FEMA Flood Areas



THREAT ASSESSMENT - OTHER

DAM FAILURE

GENERAL SITUATION

Dam failures can result from a number of natural or manmade causes such as earthquakes, erosion of the face or foundation, improper sitting, rapidly rising flood waters, and structural/design flaws. There are three general types of dams: earth and rock fill, concrete arch or hydraulic fill, and concrete gravity. Each of these types of dams has different failure characteristics.

A dam failure will cause loss of life, damage to property, and other ensuing hazards, as well as the displacement of persons residing in the inundation path. Damage to electric transmission lines could impact life support systems in communities outside the immediate hazard areas. A catastrophic dam failure, depending on size of dam and population downstream, could exceed the response capability of local communities. Damage control and disaster relief support would be required from other local governmental and private organizations, and from the state and federal governments. Mass evacuation of the inundation areas would be essential to save lives, if warning time should permit. Extensive search and rescue operations may be required to assist trapped or injured persons. Emergency medical care, food, and temporary shelter would be required for injured or displaced persons. Identification and burial of many dead persons would pose difficult problems; public health would be a major concern. Many families would be separated, particularly if the failure should occur during working hours.

These and other emergency/disaster operations could be seriously hampered by the loss of communications, damage to transportation routes, and the disruption of public utilities and other essential services. Governmental assistance could be required and may continue for an extended period. Actions would be required to remove debris and clear roadways, demolish unsafe structures, assist in reestablishing public services and utilities, and provide continuing care and welfare for the affected population including, as required, temporary housing for displaced persons.

SPECIFIC SITUATION

There are a total of 103 dams in Los Angeles County, owned by 23 agencies or organizations, ranging from the Federal government to Home Owner Associations. These dams hold billions of gallons of water in reservoirs. Releases of water from the major reservoirs are designed to protect Southern California from flood waters and to store domestic water. Seismic activity can compromise the dam structures, and the resultant flooding could cause catastrophic flooding.

Following the 1971 Sylmar earthquake the Lower Van Norman Dam showed signs of structural compromise, and tens of thousands of persons had to be evacuated until the dam could be drained. The dam has never been refilled.

The area has two dams; the Las Virgenes Reservoir dam, 2860 Threesprings Drive, Westlake Village, and the Reservoir #2 dam, 42323 Las Virgenes Road, Calabasas. Agoura Hills does not lie in the inundation path of either dam.

Failure of these dams during a catastrophic event, such as a severe earthquake, is considered a very unlikely event. Due to the method of construction of these dams, they have performed well in earthquakes; and failure is not expected to occur.

EVACUATION ROUTES

Pertinent information that relates to evacuation operations is included in **Part Two, Operations Section.**

EMERGENCY RESPONSE ACTIONS

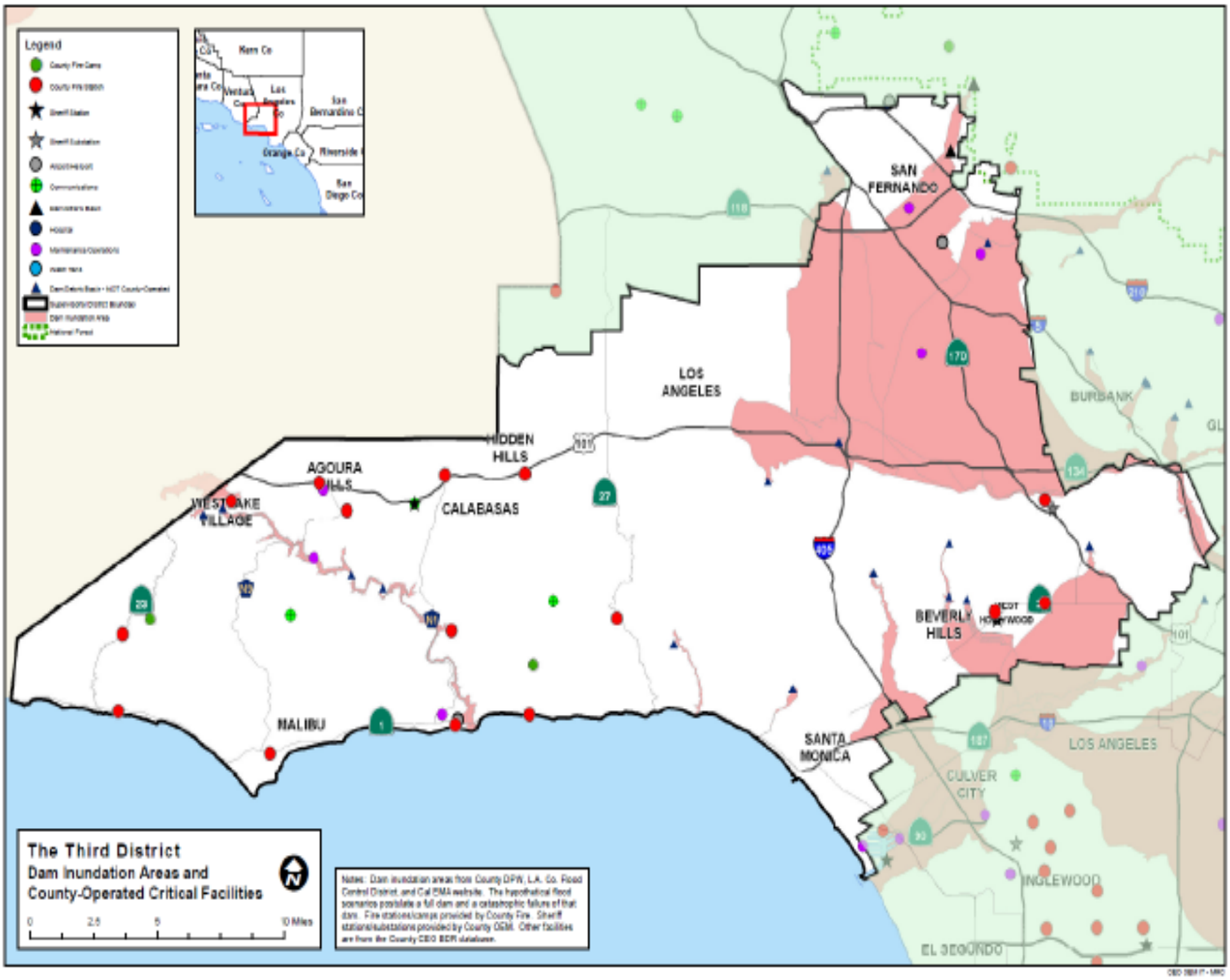
Emergency response actions applicable to all common hazards are presented in the **Checklist Actions in Part Two of this Plan.**

Attachment:

1. Dam Inundation Area Map

ATTACHMENT 1, THREAT SUMMARY 4
LOCATION OF DAMS INUNDATION AREAS
SUPERVISORIAL DISTRICT 3 (including Agoura Hills)[12]

Map 6-16: Dam Inundation Areas and County-Operated Critical Facilities, Board of Supervisorial District 3
(Source: County of Los Angeles CEO - ITS GIS)



[12] Los Angeles County All-Hazard Mitigation Plan, Section 6, February 2014, page 43

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THREAT ASSESSMENT - OTHER

TRANSPORTATION: MAJOR AIR CRASH

GENERAL SITUATION

A major air crash that occurs in a populated residential area can result in considerable loss of life and property. The impact of a disabled aircraft as it strikes the ground creates the likely potential for multiple explosions, resulting in intense fires. Regardless of where the crash occurs, the explosions and fires have the potential to cause injuries, fatalities and the destruction of property at and adjacent to the impact point. The time of day when the crash occurs may have a profound affect on the number of dead and injured. Damage assessment and disaster relief efforts associated with an air crash incident will require support from other local governments, private organizations and in certain instances from the state and federal governments.

It can be expected that few, if any, airline passengers will survive a major air crash. The intense fires, until controlled, will limit search and rescue operations. Public Safety barricades will be needed to block off the affected area. The crowds of onlookers and media personnel will have to be controlled. Emergency medical care, food and temporary shelter will be required by injured or displaced persons. Many families may be separated, particularly if the crash occurs during working hours; and a locator system should be established at a location convenient to the public. Investigators from the National Transportation and Safety Board and the Los Angeles County Coroners Office will have short-term jurisdiction over the crash area and investigations will be completed before the area is released for clean up. The clean-up operation may consist of the removal of large debris, clearing of roadways, demolishing unsafe structures and towing of demolished vehicles.

It can be anticipated that the mental health needs of survivors and the surrounding residents will greatly increase due to the trauma associated with such a catastrophe. A coordinated response team, comprised of mental health professionals, should take a proactive approach toward identifying and addressing mental health needs stemming from any traumatic disaster. The Crisis Intervention Teams from the Los Angeles County Fire Department will assess the initial need.

It is impossible to totally prepare, either physically or psychologically, for the aftermath of a major air crash. However, since Southern California has become one of the nation's most overcrowded air spaces, air crash incidents are no longer a probability but a reality. Therefore, air crash incidents must be included among other potential disasters.

SPECIFIC SITUATION

The skies above **Agoura Hills** are occupied by aircraft originating and departing from a number of airports located in Southern California. The airports nearest to **Agoura Hills** which handle the greatest amount of air traffic are as follows:

The **Los Angeles International Airport (LAX)**—is the fifth busiest international airport in the world. Planes arrive and depart at a rate of one per minute. LAX reported 70.4 million people traveled through LAX in 2014. These flights included International and Domestic flights.

The **Van Nuys Airport**, located in the heart of the San Fernando Valley, is ranked as the world's busiest general aviation airport with averages of nearly one-half million takeoffs and

The **Burbank Airport**—It is ranked 53rd busiest airport nationally in terms of air traffic that of operation are restricted to 7:00 AM to 10:00 PM.

The **Long Beach Airport** –It is ranked as one the busiest general aviation airport. Planes arrive and depart at a rate of 1.5 every two minutes. The Airport also handles daily

The **John Wayne Airport** – It is ranked 10th nationally in terms of air traffic. Home base to private and corporate aircraft, general aviation activity accounts for approximately 65 percent of the Airport's 9.3 million total passengers that land or depart from this airport in 2014.

The **Ontario International Airport** –Ontario International Airport (ONT) is a medium-hub, full-service airport with commercial jet service to major U.S. cities and through service to many international destinations. The airport is the centerpiece of one of the fastest-growing transportation regions in the United States. Passenger traffic at ONT has been increasing steadily for the past 10 years. In 2014, 4.1 million passengers used the airport and 474,502 tons of air freight was shipped.

Aircraft flying over **Agoura Hills** are located in the Los Angeles Terminal Control Area (TCA). The TCA is airspace restricted to large, commercial airliners. Each TCA has an established maximum and minimum altitude in which a large aircraft must travel. Smaller aircraft desiring to transit the TCA may do so by obtaining Air Traffic Control clearance. The aircraft may then proceed to transit when traffic conditions permit. Aircraft departing from other than LAX, whose route of flight would penetrate the TCA, are required to give this information to Air Traffic Control on appropriate frequencies. Pilots operating small aircraft often rely on geographical landmarks, rather than charts, to indicate geographical landmarks of the Southern California basin, he/she may misinterpret a particular landmark and inadvertently enter the restricted TCA airspace. This misunderstanding may result in a mid-air collision.

EMERGENCY RESPONSE ACTIONS

Emergency response actions applicable to all common hazards are presented in the **Checklist Actions in Part Two of this Plan.**

Attachment 1 – Map of Airport Locations

ATTACHMENT 1, THREAT ASSESSMENT - OTHER
MAP OF LOCAL AIRPORTS

THREAT ASSESSMENT - OTHER

TRANSPORTATION: TRAIN INCIDENT/DERAILMENT

GENERAL SITUATION

Metro
In 1991, Los Angeles, Orange, Riverside, San Bernardino, and Ventura Counties formed the Southern California Regional Rail Authority (SCRRA) to develop Metrolink, a regional commuter train system. The new Metrolink trains run on existing railroad tracks and carry long-distance commuters from outlying communities to centers of employment like Burbank, Glendale, Irvine, El Monte, Cal State L.A. and Los Angeles. Metrolink trains run Monday through Friday, with Saturday service on the San Bernardino, Antelope Valley, Orange County and Inland Empire–Orange County Lines, and Sunday service on the San Bernardino, Orange County and Inland Empire–Orange County Lines. Trains do not operate on Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Christmas Day and New Year's Day.

Trains run from Lancaster to Los Angeles on the former Southern Pacific Valley Line, paralleling the Golden State Freeway (I-5). Stations at Lancaster, Vincent Grade/Acton and Via Princessa were added after the Northridge Earthquake in January 1994.

A standard Metrolink train consists of one locomotive and between two and six passenger cars operating at speeds of up to 90 miles per hour. Each double-decked, periwinkle blue and white Metrolink passenger car can carry over 300 commuters (140 seated, 155 standing).[13]

Freight Train
Both the Union Pacific (UP) and Burlington Northern Santa Fe (BNSF) railroads have extensive operations in the Los Angeles region. There are also four short-line railroads that shuttle cars and equipment in and between the marine ports and rail intermodal yards. In 2002, UP and BNSF were handling close to 60 freight trains per day along their most heavily used line segments.[14]

SPECIFIC SITUATION

The train station closest to Agoura Hills is located in the City of Moorpark in Ventura County, a distance of approximately twenty (20) miles. Therefore, safety issues involving tracks, station accidents, boarding and disembarking accidents, and right-of-way accidents do no have any impact on Agoura Hills.

[13] http://www.metrolinktrains.com/documents/About/MetrolinkFactSheet.pdf
[14] http://www.fhwa.dot.gov/Environment/freightaq/appendixc.htm

EMERGENCY RESPONSE ACTIONS

Emergency response actions applicable to all common hazards are presented in the **Checklist Actions in Part Two of this Plan.**

Attachment 1 – Light Rail Transportation Map

ATTACHMENT 1, THREAT ASSESSMENT - OTHER, LIGHT RAIL TRANSPORTATION MAP

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THREAT ASSESSMENT – OTHER

TRANSPORTATION: TRUCKING INCIDENT

GENERAL SITUATION

A major truck incident that occurs in a populated industrial area or residential area can result in considerable loss of life and property. When a truck is involved in an accident, there is no longer control as to the direction the truck will travel. Potential hazards could be overturned tank trailers, direct impact either into a residence or industrial building, or entering into the normal flow of traffic.

Each of these hazards encompass many threats, such as hazardous materials incident, fire, severe damage to either adjacent buildings or vehicles, and loss of life of pedestrians or those in either the adjacent buildings or vehicles.

SPECIFIC SITUATION

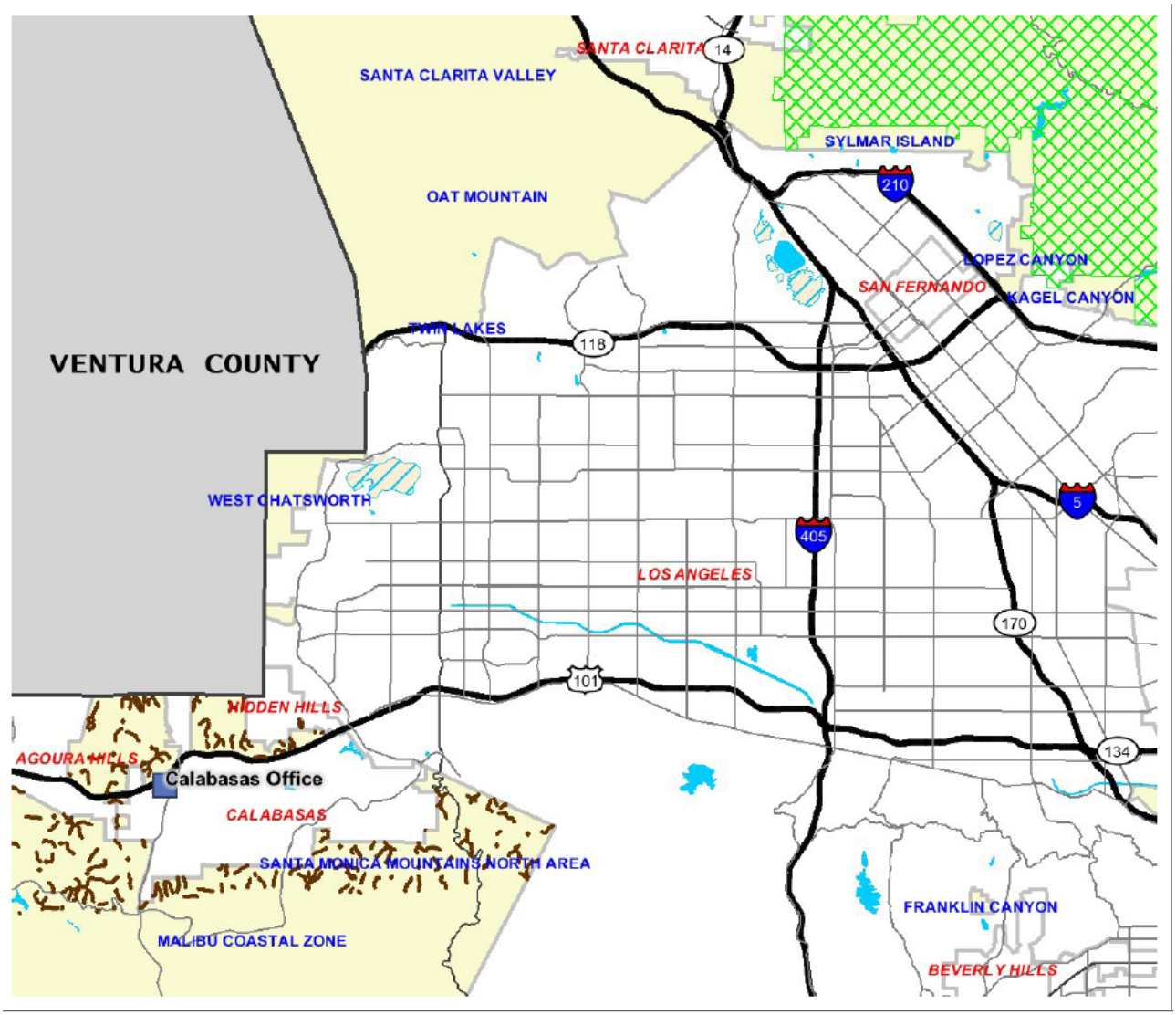
The City is served by the 101/Ventura Freeway which runs east to west and by a major arterial highway, #9/Kanan Road, which runs north to south.

EMERGENCY RESPONSE ACTIONS

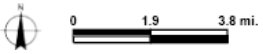
Emergency response actions applicable to all common hazards are presented in the **Checklist Actions in Part Two of this Plan.**

Attachment:
1. Truck Transportation Corridor Map

ATTACHMENT 1, THREAT ASSESSMENT 6C
TRUCK TRANSPORTATION CORRIDOR MAP



Note: This map represents a quick representation of spatial imagery or vector layers using GIS-NET. The map should be interpreted in accordance with the disclaimer statement of GIS-NET



THREAT ASSESSMENT - OTHER

CIVIL UNREST

GENERAL SITUATION

The spontaneous disruption of normal, orderly conduct and activities in urban areas, or outbreak of rioting or violence that is of a large nature is referred to as civil unrest. Civil unrest can be the result of long-term disfavor with authority. Civil unrest is usually noted by the fact that normal on-duty police and safety forces cannot adequately deal with the situation until additional resources can be acquired or it may require deeper long term solutions to prevent the problem from happening again in the future.

SPECIFIC SITUATION

Situations of Civil Unrest may include, but not be limited to:

- Neighborhood problems whether or not stemming from extended social situations.
- Problems with authority and other causes of unrest.
- Problems in the school system, on and off campus - problems that often stem from individuals' and groups' inability to interact in an appropriate social manner.

EMERGENCY RESPONSE ACTIONS

Emergency response actions applicable to all common hazards are presented in the **Checklist Actions in Part Two of this Plan.**

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THREAT ASSESSMENT - OTHER

NATIONAL SECURITY EMERGENCY

GENERAL SITUATION

In the event of terrorist activities and radiological materials accidents taking place in our increasingly challenged global peace status, any terrorist activities could subsequently result in nuclear weapons being detonated.

The following is provided for information and planning purposes:

Air Burst

An air burst, by definition, is when a nuclear weapon is detonated and the fireball does not touch the surface of the earth. Usually, the weapon is set to detonate at a height of between 5,000 and 15,000 feet. Air bursts are generally selected for their capability to generate high over-pressure and shock effect over large areas, as well as to ignite fires for great distances. Neither radiation nor radioactive fallout is considered to be a significant factor in the event of an air burst.

Surface Burst

A nuclear detonation is considered to be a surface burst when the fireball generated touches the surface of the earth. Surface bursts could include water bursts, under-water bursts and underground bursts.

Surface bursts produce large amounts of radioactive fallout. Therefore, some targets may be selected not only for the purpose of destroying facilities, but to also use the downwind fallout to prevent access or restrict movement in large geographical areas.

Detonation of a nuclear bomb can produce various damaging effects. Included are blast and over-pressure, intense heat and light, nuclear radiation (fission and fusion), electromagnetic pulse, and for surface bursts, radioactive fallout.

Blast

When the weapon is detonated, a tremendous pressure is developed. This over-pressure rapidly expands outward in all directions, creating extremely high winds. The expansion continues until the over-pressure is reduced to normal pressure. The rapid outward expansion of air creates a vacuum which must equalize. The winds then reverse to the opposite direction and continue until the air pressure is equalized. Damage and injury are caused not only by the outward expansion phase of the wind and pressure, but also in the opposite direction when the air is rushing back to fill the vacuum. It is believed that an ordinary California home would be destroyed at about 1.5 to 2 psi, often 2 to 5 miles from the detonation.

NOTE: Over-pressure is rated in pounds per square inch (psi). Normal pressure at sea level is 14.7 pounds per square inch. Therefore, if the pressure is increased to 15.7 psi, the over-pressure would be 1 psi.

Thermal Radiation
A burst of intense light and heat. This phenomenon can initiate fires as well as produce casualties. A one-megaton explosion can produce flash-blindness up to 13 miles on a clear day, or 53 miles on a clear night. Thermal radiation can cause skin and retinal burns many miles from the point of detonation. A one-megaton explosion can cause first-degree burns at distances of approximately 7 miles, second-degree burns at approximately 6 miles, and third- degree burns at approximately 5 miles from ground zero. Detonation of a single thermonuclear weapon could cause many thousands of burn casualties.

Initial Radiation
Defined as that radiation emitted during the first minute after detonation, it is comprised of gamma rays and neutrons. For large yield weapons, the range of the initial radiation is less than that of the lethal blast and thermal radiation effects. However, with respect to small yield weapons, the initial radiation may be the lethal effect with the greatest range.

Fallout
Produced by surface debris drawn into and irradiated by the fireball, then rising into the atmosphere and eventually returning to earth. When a nuclear detonation occurs, fission products and induced radioactive material from the weapon casing and debris that was pulled up into the fireball returns to earth as fallout. A source of ionizing radiation, fallout may be deposited miles from the point of detonation and thus affect people otherwise safe from the other effects of the weapon. The radiation danger associated with fallout decreases as the radioactive material decays. Decay rates range from several minutes to several years.

Electromagnetic Pulse (EMP)
Intense electric and magnetic fields that can damage unprotected electronic equipment. This effect is most pronounced in high altitude bursts (above 100,000). Surface bursts typically produce significant EMP up to the 1 psi over-pressure range, while air bursts produce somewhat less. No evidence exists suggesting that EMP produces harmful effects in humans.

SPECIFIC SITUATION

The population at risk in Agoura Hills is 20,767 as of January 1, 2015, according to the California State Department of Finance. Although the City has insufficient space for its residents for nuclear blast protection, a public information campaign could be issued to educate the residents on how to make their own homes better prepared as a fallout shelter.

EMERGENCY RESPONSE ACTIONS

Response activities to the nuclear materials threat will be far reaching and will consist of in-place protection measures, relocation and spontaneous evacuation.

Emergency response actions applicable to all common hazards are presented in the **Checklist Actions in Part Two of this Plan.**

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THREAT ASSESSMENT - OTHER
PANDEMIC

GENERAL SITUATION

A pandemic is a global disease outbreak. A flu pandemic occurs when a new influenza virus emerges for which people have little or no immunity and for which there is no vaccine. The disease spreads easily person-to-person, causes serious illness, and can sweep across the country and around the world in very short duration of time.

Pandemic phases:

Interpandemic Period

World Health Organization (WHO) Phase 1

No new influenza virus subtypes have been detected in humans. An influenza virus subtype that has caused human infection may be present in animals. If present in animals, the risk of human infection or disease is considered to be low.

WHO Phase 2

No new influenza virus subtypes have been detected in humans. However, a circulating animal influenza virus subtype poses a substantial risk of human disease.

Pandemic Alert Period

WHO Phase 3

There are human infection(s) with a new subtype but no human-to-human spread or at most rare instances of spread to a close contact.

WHO Phase 4

Small cluster(s) with limited human-to-human transmission but spread is highly localized, suggesting that the virus is not well adapted to humans.

WHO Phase 5

Larger cluster(s) but human-to-human spread is still localized, suggesting that the virus is becoming increasingly better adapted to humans but may not yet be fully transmissible (substantial pandemic risk).

Pandemic Period

WHO Phase 6

Pandemic phase: increased and sustained transmission in the general population.

Postpandemic Period

Return to the Interpandemic Period (Phase 1).[15]

[15] *Pandemic Influenza Preparedness and Response Plan,* California Department of Health Services – September 8, 2006

SPECIFIC SITUATION

Compared to other natural infectious health threats, pandemic flu has great potential to cause large-scale social disruption. If a novel (new strain) and highly contagious strain of flu emerges, the resulting pandemic could lead to wide-ranging illness, death, and severe social and economic disruption worldwide. Because of the county's large, multicultural and diverse population, and its high population density, the potential consequences of pandemic flu in Los Angeles County require special actions for public health preparedness.

The essential components of the Los Angeles County Department of Heath Services Pandemic Flu Plan are:

- **SURVEILLANCE** – The Acute Communicable Disease Control program (ACDC) regularly monitors flu and flu-like illness activity through a wide array of surveillance methods. If there is a flu outbreak or pandemic flu in Los Angles County, enhanced surveillance, notification, and response will be carried out dependant on the phase of the pandemic.
- **LABORATORY –** Influenza (flu) surveillance information and diagnostic testing by private laboratories, state and local health departments, and the Centers for Disease Control and Prevention (CDC) provide critical information regarding the presence of flu viruses in the community. Laboratory-based surveillance will identify the predominant circulating types, subtypes, and strains of flu, aid clinical judgment, and help guide treatment decisions.
- **VACCINE DELIVERY –** An effective vaccine against a pandemic flu may not be available in the early stages of a pandemic. The Federal Department of Health and Human Services (DHHS) guidelines for Pandemic Influenza indicate that there will likely be federal control over the distribution of vaccine according to pre-determined grouping and risks. Los Angeles County's Pandemic Plan will implement, and, when appropriate, locally adapt these guidelines.
- **ANTIVIRAL MEDICATIONS –** Currently, the Centers of Disease Control (CDC) recommendations for the priority use of limited supplies of antiviral medications (e.g., oseltamivir [Tamiflu]) are primarily for treatment, although WHO considers there may be a role for their use in preventing a pandemic under certain situations. The Los Angeles County Department of Health Services has stockpiled some antiviral medications for immediate use in the event of a flu pandemic.
- **STRATEGIES TO LIMIT TRANSMISSION -** Isolation and quarantine may have limited use in a flu pandemic due to the short incubation period of influenza, (1-4 days) and the fact that flu transmission can occur before the onset of symptoms. There may, however, be a role for these public health measures upon the initial identification of the first cases and outbreaks. Thereafter, the most effective tool for reducing disease and controlling transmission in a flu pandemic will be an aggressive public information campaign emphasizing containment measures such as hand washing, cough and sneeze etiquette, social distancing and reduced social interactions, and guidelines for those being cared for at home. Additional voluntary isolation and quarantine measures may be recommended in a pandemic as follows:
  - Home isolation of cases for a minimum of 7 days after disease onset.
  - Monitoring of contacts for fever and respiratory symptoms for 5 days after exposure.
  - Asking health care workers with a fever and have been previously exposed to not go to work.
  - Closure of schools and work places with high incidence of influenza–like illness (ILI)
  - Community-wide suspension of large public gatherings.
- **COMMUNICATIONS –** The foundation for effective communication is a set of key messages that can be used consistently to instill public confidence and generate an appropriate response to minimize risk and ensure a strong and rapid response. There are multiple risk communication audiences and communication channels that are vital for pandemic flu preparedness including:

the general public, vulnerable population groups, hospitals, healthcare providers, policy makers, and public health officials. Community leaders representing multicultural and socio-economic backgrounds in Los Angeles County will be informed and included in these communication efforts.

- **EMERGENCY RESPONSE –** A flu pandemic affects and involves a variety of public and private agencies and organizations at the state, local and federal levels. These agencies must coordinate their activities and resources and share information in real time. To sustain coordinated efforts to control a flu pandemic at the local level, the following actions will be taken by Los Angeles County Department of Health Services:

  - The Health Officer will be notified when a novel (new strain) flu virus with pandemic potential has reached Los Angeles County. Once the novel virus has been identified in the local area, the Health Officer, in collaboration with Emergency Medical Services (EMS), may call upon County/City agencies and others to assist with the management of the public health response. This may include law enforcement, fire departments, social service and mental health agencies, local governments, nongovernmental agencies, businesses, and etc...
  - Hospital Surge Capacity **–** During a flu pandemic, the need for hospital beds will exceed the number of beds available. All hospitals are required to have a surge capacity plan to be used in the event of an emergency. In addition, the Los Angeles County Department of Health Services Plan identifies key components of surge capacity and the ability to meet an increased demand. Increased capacity can be generated by early discharge of patients, transferring patients to lower levels of care, canceling elective procedures, and redirecting staff to the inpatient units most affected. Redirecting staff from areas in the hospital where elective procedures/surgeries have been cancelled, possibly suspending nurse staffing ratios, and extending work hours will also assist in meeting the staffing demands.[16]

EMERGENCY RESPONSE ACTIONS

Emergency response actions applicable to all common hazards are presented in the **Checklist Actions in Part Two of this Plan.**

[16] *Biological Incident Plan, PANDEMIC INFLUENZA GUIDELINES*, County of Los Angeles Department of Health Services Public Health, January 2006

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SECTION FIVE

LIST OF ACRONYMS AND ABBREVIATIONS

A&E	**Architecture and Engineering**
AC	**Area Command**
ADA	**Americans with Disabilities Act**
AQMD	**Air Quality Management District**
ARC	**American Red Cross**
ASCS	**U.S. Agricultural Stabilization and Conservation Services**
ARES	**Amateur Radio Emergency Services**
ATSDR	**Agency for Toxic Substances and Disease Registry**
BLM	**Bureau of Land Management**
BOR	**Bureau of Reclamation**
BPA	**Blanket Purchasing Agreements**
C of S	**Chief of Staff**
CAA	**Clean Air Act**
CALDAP	**California Disaster Assistance Program**
CalTrans	**California Department of Transportation**
CALWAS	**California Warning System**
CAO	**Chief Administrative Office(r)**
CBO	**Community Based Organization**
CBRNE	**Chemical, Biological, Radiological, Nuclear and Explosive**
CCC	**California Conservation Corps**
CCP	**Casualty Collection Points**
CD	**Civil Defense**
CDBG	**Community Development Block Grant**
CDC	**Centers for Disease Control, U.S. Public Health Service**
CDF	**California Department of Forestry**
CDL	**Community Disaster Loan**
CDRG	**Catastrophic Disaster Response Group**
CEM	**Comprehensive Emergency Management**
CEO	**Chief Executive Officer**
CEP	**Comprehensive Emergency Planning**
CEPEC	**California Earthquake Prediction Evaluation Council**
CEPPO	**Chemical Emergency Preparedness and Prevention Office**
CEQA	**California Environmental Quality Act**
CERCLA	**Comprehensive Environmental Response Compensation and Liability Act**
CERT	**Community Emergency Response Team**
CESA	**California Emergency Services Association**
CESFRS	**California Emergency Service Fire Radio System**
CESRS	**California Emergency Services Radio System**
CFR	**Code of Federal Regulations**
CHP	**California Highway Patrol**
CLEMARS	**California Law Enforcement Mutual Aid Radio System**
CLERS	**California Law Enforcement Radio System**
CLETS	**California Law Enforcement Telecommunications System**
COE	**Corps of Engineers (US Army)**

COG	**Continuity of Government**
CPG	**Civil Preparedness Guide**
DA	**Damage Assessment**
DAC	**Disaster Application Center**
DAP	**Disaster Assistance Programs**
DCS	**Disaster Communications Service**
DEST	**Disaster Emergency Support Team**
DFCO	**Deputy Federal Coordinating Officer**
DFO	**Disaster Field Office**
DHA	**Disaster Housing Assistance**
DHS	**Department of Homeland Security**
DMAT	**Disaster Medical Assistance Team**
DMORT	**Disaster Mortuary Operational Response Team**
DMIS	**Disaster Management Information System**
DOC	**Department Operations Center**
DOD	**Department of Defense**
DOE	**Department of Energy**
DOJ	**Department of Justice**
DOI	**Department of Interior**
DOL	**Department of Labor**
DOS	**Department of State**
DOT	**Department of Transportation**
DP	**Disaster Preparedness**
DRC	**Disaster Recovery Center**
DRM	**Disaster Recovery Manager**
DRO	**Disaster Recovery Operations**
DSA	**Division of the State Architect (California)**
DSR	**Damage Survey Report**
DWR	**California Department of Water Resources**
EAS	**Emergency Alert System**
ED	**United States Department of Education**
EDD	**Employment Development Department**
EDIS	**Emergency Digital Information System**
EEO	**Equal Employment Opportunity**
EIR	**Environmental Impact Review**
EMAC	**Emergency Management Assistance Compact**
EMI	**Emergency Management Institute**
EMIS	**Emergency Management Information System**
EMMA	**Emergency Managers Mutual Aid**
EMP	**Electromagnetic Pulse**
EMPG	**Emergency Management Performance Grant**
EMSA	**Emergency Medical Services Authority**
EMS	**Emergency Medical Services**
EMT	**Emergency Medical Technician**
ENN	**Emergency News Network**
EOC	**Emergency Operations Center**
EOP	**Emergency Operating Procedures**
EOP	**Emergency Operations Plan**
EPA	**Environmental Protection Agency**
EPI	**Emergency Public Information**
EPIC	**Emergency Public Information Center**

ERT	Emergency Response Team
ERT	Evidence Response Team (FBI)
ESA	California Emergency Services Act
ESA	Endangered Species Act
ESC	Earthquake Service Center
ESC	Emergency Services Coordinator
ESF	Emergency Support Functions
EST	Emergency Support Team
FA	Fire Administration (office symbol)
FAA	Federal Aviation Administration
FAS	Federal Aid System Road
FAST	Federal Agency Support Team
FBI	Federal Bureau of Investigation
FCC	Federal Communications Commission
FCO	Federal Coordinating Officer
FEMA	Federal Emergency Management Agency
FFY	Federal Fiscal Year
FHWA	Federal Highway Administration
FIA	Federal Insurance Administration
FIPS Number	Same as Project Application Number
FIRESCOPE	Firefighting Resources of Calif. Organized for Potential Emergencies
FmHA	Farmers Home Administration
FRMAC	Federal Radiological Monitoring and Assessment Center
FTS	Field Treatment Sites
GAR	Governor's Authorized Representative
GIS	Geographic Information System
GSA	General Services Administration
Haz Mit	Hazard Mitigation (Safety measures taken in advance to lessen future damage)
HAZMAT	Hazardous Materials
HEW	U.S. Department of Health, Education and Welfare
HM	Hazard Mitigation
HHS	Department of Health and Human Services
HMC	Hazard Mitigation Coordinator
HMDA	Hazard Mitigation and Disaster Assistance
HMGP	Hazard Mitigation Grant Program
HMO	Hazard Mitigation Officer
HMT	Hazard Mitigation Team
HSAS	Homeland Security Advisory System
HSC	Homeland Security Council
HSOC	Homeland Security Operations Center
HSEEP	Homeland Security Exercise Evaluation Program
HSPD	Homeland Security Presidential Directive
HUD	Housing and Urban Development Program
IA	Individual Assistance
IAEM	International Association of Emergency Managers
IA/O	Individual Assistance/Officer
IACG	Inter Agency Coordinating Group
IAP	Incident Action Plan

IC	**Incident Commander**
ICP	**Incident Command Post**
ICS	**Incident Command System**
IDE	**Initial Damage Estimate**
IFG	**Individual and Family Grant Program (State of California program)**
IFGP	**Individual and Family Grant Program**
IG	**Inspector General**
IIMG	**Interagency Incident Management Group**
IMT	**Incident Management Team**
IRS	**U.S. Internal Revenue Service**
IRMS	**Information Resources Management Service**
JIC	**Joint Information Center**
JDIC	**Justice Data Interface Controller**
JFO	**Joint Field Office**
JPA	**Joint Powers Agreement**
JPIC	**Joint Public Information Center**
JIC	**Joint Information Center**
JIS	**Joint Information System**
JOC	**Joint Operations Center**
JTTF	**Joint Terrorism Task Force**
LFA	**Lead Federal Agency**
LGAC	**Local Government Advisory Committee**
MACS	**Multi-Agency Coordination System**
MARAC	**Mutual Aid Regional Advisory Committee**
MARS	**U.S. Army Military Affiliate Radio System**
MC	**Mobilization Center**
MHFP	**Multihazard Functional Planning**
MMRS	**Metropolitan Medical Response Team**
MOA	**Memorandum of Agreement**
MOU	**Memorandum of Understanding**
MSA	**Multi-Purpose Staging Area**
MTA	**Metropolitan Transit Authority**
NAWAS	**National Warning System**
NCS	**National Communications System**
NDAA	**California Natural Disaster Assistance Act**
NDEA	**National Defense Education Act**
NDMS	**National Disaster Medical System**
NEP	**National Exercise Program**
NEST	**Nuclear Emergency Search Team**
NETC	**National Emergency Training Center**
NFA	**National Fire Academy**
NFDA	**National Funeral Directors Association**
NFIP	**National Flood Insurance Program**
NGO	**Non Government Organization**
NHC	**National Hurricane Center**
NHPA	**National Historic Preservation Act**
NICC	**National Interagency Coordinating Center, National Infrastructure Coordination Center**
NIFCC	**National Interagency Fire Coordination Center**

NIMS	**National Incident Management System**
NMRT	**National Medical Response Team**
NOAA	**National Oceanic and Atmospheric Administration**
NOC	**National Operations Center**
NOI	**Notice of Interest**
NRC	**Nuclear Regulatory Commission**
NRCS	**Natural Resources Conservation Service**
NRP	**National Response Plan**
NRT	**National Response Team**
NSC	**National Security Council**
NSSE	**National Special Security Event**
NTC	**National Teleregistration Center**
NVOAD	**National Voluntary Organizations Active in Disaster**
NWS	**National Weather Service**
OA	**Operational Area**
OASIS	**Operational Area Satellite Information System**
OEM	**Office of Emergency Management**
OES	**Office of Emergency Services**
OMB	**Office of Management and Budget (Federal)**
OPA	**Oil Pollution Act**
OPM	**Office of Personnel Management**
OSA	**California Office of the State Architect**
OSC	**On-Scene Coordinator**
OSHA	**Occupational Safety and Health Administration**
PA	**Public Affairs**
PAO	**Public Affairs Officer**
PA	**Public Assistance**
PA/O	**Public Assistance Officer**
PA#	**Project Application Number**
PBX	**Private Branch Exchange**
PDA	**Preliminary Damage Assessment**
PDD	**Presidential Decision Directive**
PDH	**Packaged Disaster Hospital**
PFO	**Principal Federal Officer**
PIO	**Public Information Officer**
PL	**Public Law - U.S. Public Law 93-288, Federal Disaster Relief Act of 1974**
POC	**Point of Contact**
PNP	**Private Nonprofit Organization**
PSI	**Pounds per Square Inch**
PUC	**California Public Utilities Commission**
PW	**Project Worksheet**
RACES	**Radio Amateur Civil Emergency Services**
RADEF	**Radiological Defense**
RAP	**Radiological Assistance Program**
RCP	**Regional Oil and Hazardous Substances Pollution Contingency Plan**
RD	**Regional Director (FEMA)**
REACT	**Radio Emergency Associated Communication Team**
REC	**Regional Emergency Coordinator**
REOC	**Regional Emergency Operations Center**

RIMS	**Response Information Management System**
RM	**Radiological Monitor**
RO	**Radiological Officer**
ROC	**Regional Operations Center**
RRCC	**Regional Response Coordinating Center**
RRT	**Regional Response Team**
RTOS	**Rail Transit Operations Supervisor**
SA	**Salvation Army**
SAC	**Special Agent in Charge**
SAP	**State Assistance Program**
SAR	**Search and Rescue**
SARA	**Superfund Amendment Reauthorization Act (Title III)**
SAST	**California State Agency Support Team**
SBA	**Small Business Administration**
SCAQMD	**South Coast Air Quality Management District**
SCC	**Sheriff's Communications Center, 1277 North Eastern Avenue.**
SCESA	**Southern California Emergency Services Association**
SCO	**State Coordinating Officer**
SEMO	**State Emergency Management Office**
SEMS	**Standardized Emergency Management System**
SFLEO	**Senior Federal Law Enforcement Officer**
SFO	**Senior Federal Officer**
SHMO	**State Hazard Mitigation Officer**
SHPO	**State Historic Preservation Officer**
SIOC	**Strategic Information and Operations Center**
SITREP	**Situation Report**
SLPS	**State and Local Programs and Support Directorate (FEMA)**
SOC	**State Operations Center**
SOP	**Standard Operating Procedure**
STO	**State Training Officer**
Subgrantee	**An eligible applicant in Federally declared disasters**
TEWG	**Terrorism Early Warning Group**
TH	**Temporary Housing**
TSCA	**Toxic Substances Control Act**
TWG	**Terrorism Working Group**
USACE	**United States Army Corps of Engineers**
USAR	**Urban Search and Rescue**
USDA	**U.S. Department of Agriculture**
USFA	**United States Fire Administration**
USGS	**United States Geological Survey**
VA	**Veterans Administration**
VSAT	**Very Small Aperture Terminal**
VOAD	**Volunteer Organizations Active in Disaster**
WMD	**Weapons of Mass Destruction.**

GLOSSARY OF TERMS

This Glossary contains definitions of terms commonly used in the Standardized Emergency Management System (SEMS).

A

Advance Element of the Emergency Response Team (ERT-A): The portion of the Emergency Response Team (ERT) which is the first group deployed to the field to respond to a disaster incident.

Action Plan: "Action Plan" means 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.

Activate: At a minimum, a designated official of the emergency response agency that implements SEMS as appropriate to the scope of the emergency and the agency's role in response to the emergency.

Aerial Reconnaissance: An aerial assessment of the damaged area which includes gathering information on the level and extent of damage and identifying potential hazardous areas for on-site inspections.

After Action Report: A report covering response actions, application of SEMS, modifications to plans and procedures, training need, and recovery activities. After action reports are required under SEMS after any emergency which requires a declaration of an emergency. Reports are required within 90 days.

Agency: An agency is a division of government with specific function, or a non-governmental organization (e.g., private contractor, business, etc.) that offers a particular kind of assistance. In ICS, agencies are defined as jurisdictional (having statutory responsibility for incident mitigation), or assisting and/or cooperating (providing resources and/or assistance). (See Assisting, Cooperating Agency and Multi-agency.)

Agency Assistance: Grants for projects or planning activities, loans, and all other forms of financial or technical assistance provided by the Agency.

Agency Dispatch: The agency or jurisdictional facility from which resources are allocated to incidents.

Agency Executive or Administrator: Chief executive officer (or designee) of the agency or jurisdiction that has responsibility for the incident.

Agency Representative: An individual assigned to an incident or to an EOC from an assisting or cooperating agency who has 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.

Air Operations Branch Director: The person primarily responsible for preparing and implementing the air operations portion of the Incident Action Plan. Also responsible for providing logistical support to helicopters operating on the incident.

Allocated Resources: Resources dispatched to an incident.

AMBER Plan: A Plan adopted locally or statewide that provide for an EAS Alert message to use the public to find abducted children. For more information contact the National Center for Missing and Exploited Children (NCMEC). (703) 837-6354

American Red Cross: A quasi-governmental volunteer agency that provides disaster relief to individuals and families.

Area Command: An organization established 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.

Assignments: Tasks given to resources to perform within a given operational period, based upon tactical objectives in the Incident or EOC Action Plan.

Assistant: Title for subordinates of the Command Staff positions at the Field SEMS level. The title indicates a level of technical capability, qualifications, and responsibility subordinate to the primary positions. Assistants may also be used to supervise unit activities at camps.

Assisting Agency: An agency directly contributing tactical or service resources to another agency.

Attention Signal: The two tone 853 /960 Hertz tone now shortened to eight seconds that was the old EBS signal that activated decoders and alerted the public to stand by for emergency information.

Available Resources: Incident-based resources which are available for immediate assignment.

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.

Base Flood: A term used in the National Flood Insurance Program to indicate the minimum size flood to be used by a community as a basis for its floodplain management regulations; presently required by regulation to be that flood which has a one-percent chance of being equaled or exceeded in any given year. (Also known as a 100-year flood or one-percent chance flood.)

Base Flood Elevation (BFE): The elevation for which there is a one-percent chance in any given year that flood levels will equal or exceed it. The BFE is determined by statistical analysis for each local area and designated on the Flood Insurance Rate Map. It is also known as the 100-Year Flood.

Branch: The organizational level at the SEMS 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.). Branches area also used in the same sequences at the SEMS EOC Levels.

Branch Director: The ICS title for individuals responsible for supervision of a Branch at the Field Level. At SEMS EOC levels, the title Branch Coordinator is preferred.

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 the incident personnel.

Care and Shelter: A phase of operations that meets the food, clothing, and shelter needs of people on a mass care basis.

Casualty Collection Points (CCP): A location within a jurisdiction which is used for the assembly, triage (sorting), medical stabilization, and subsequent evacuation of casualties. It may be used for the receipt of incoming medical resources (doctors, nurses, supplies, etc. Preferably the site should include or be adjacent to an open area suitable for use as a helicopter pad.

Catastrophic Disaster: Although there is no commonly accepted definition of a catastrophic disaster the term implies an event or incident which produces severe and widespread damages of such a magnitude as to result in the requirement for significant resources from outside the affected area to provide the necessary response.

Catastrophic Disaster Response Group (CDRG): The national-level group of representatives from the Federal department and agencies under the Plan. The CDRG serves as a centralized coordinating group which supports the on-scene Federal response and recovery efforts. Its members have access to the appropriate policy-makers in their respective parent organizations to facilitate decisions on problems and policy issues.

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/ Check-in locations at the SEMS Field level include: Incident Command Post (Resources Unit), Incident Base, Camps, Staging Areas, Helibases, Helispots, and Division Supervisors (for direct line assignments).

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.

Clear Text: The use of plain English in radio communications transmissions. No Ten Codes or agency specific codes are used when utilizing Clear Text.

CLERS: California Law Enforcement Radio System. The State's radio system dedicated to public safety/law enforcement purposes that run the State's microwave backbone. Local CLERS VHF channels provide State EAS audio to broadcasters.

CLETS: California Law Enforcement Telecommunications System. CLETS terminals can be permissioned to originate EDIS messages. Please see EDIS definition below.

Code of Federal Regulations (CFR): "49 CFR" refers to Title 49, the primary volume regarding hazmat transportation regulations.

Command: The act of directing, and/or controlling resources at an incident by virtue of explicit legal, agency, or delegated authority. May also refer to the Incident Commander.

Command Post: (See Incident Command Post)

Command Staff: The Command Staff at the SEMS Field level consists of the Information Officer, Safety Officer, and Liaison Officer. They report directly to the Incident Commander. They may have an assistant or assistants, as needed. These functions may also be found at the EOC levels in SEMS. At the EOC, they would report to the EOC Director but may be designated as Coordinators. At EOCs, the functions may also be established as Sections, or Branches to accommodate subsequent expansion.

Communications Unit: An organizational unit in the Logistics Section responsible for providing communication services at an incident or an EOC. A communications Unit may also be a facility (e.g. a trailer or mobile van) used to provide the major part of an Incident Communications Center.

Community Right-to-Know: Legislation requiring the communicating of chemical formation to local agencies or the public.

Compact: Formal working agreements among agencies to obtain mutual aid.

Compensation Unit/Claims Unit: Functional unit within the Finance/Administration Section responsible for financial concerns resulting from property damage, injuries or fatalities at the incident or within an EOC.

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

Comprehensive Emergency Management (CEM): An integrated approach to the management of emergency programs and activities for all four emergency phases (mitigation, preparedness, response, and recovery), for all types of emergencies and disaster (natural, manmade, and attack), and for all levels of government (local, State, and Federal) and the private sector.

Computerized Hazard Identification Program (CHIP): Part of FEMA's Integrated Emergency Management System, this evaluation program identifies the hazards posing the greatest threat to State and local governments and the capabilities of existing programs to respond (formerly referred to as Hazard Identification and Capability Assessment).

Consequence Management: Predominantly an emergency management function and included measures to protect public health and safety, restore essential government services, and provide emergency relief to governments, businesses, and individuals affected by the consequences of terrorism. The requirements of consequence management and crisis management are combined in the National Response Plan.

Continuity of Government (COG): All measures that may be taken to ensure the continuity of essential functions of governments in the event of emergency conditions, including line-of succession for key decision makers.

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.

Cooperating Agency: An agency supplying assistance other than direct tactical or support functions or resources to the incident control effort (e.g., American Red Cross telephone company, etc.).

Coordination: The process of systematically analyzing a situation, developing relevant information, and informing appropriate command authority of viable alternatives for selection of the most effective combination of available resources to meet specific objectives. The coordination process (which can be either intra- or inter-agency) does not involve dispatch actions. However, personnel responsible for coordination may perform command or dispatch functions within the limits established by specific agency delegations, procedures, legal authority, etc. Multi-agency or Inter-agency coordination is found at all SEMS levels.

Coordination Center: Term used to describe any facility that is used for the coordination of agency or jurisdictional resources in support of one or more incidents.

Cost Sharing Agreements: Agreements between agencies or jurisdictions to share designated costs related to incidents. Cost sharing agreements are normally written but may also be verbal between authorized agencies or jurisdictional representatives at the incident.

Cost Unit: Functional unit within the Finance/Administration Section responsible for tracking costs, analyzing cost data, making cost estimates, and recommending cost-saving measures.

Crisis Management: Predominantly a law enforcement function and included measures to identify, acquire, and plan the use of resources needed to anticipate, prevent, and/or resolve a threat or act of terrorism. The requirements of consequence management and crisis management are combined in the NRP

D

Damage Assessment: The process utilized to determine the magnitude of damage and the unmet needs of individuals, businesses, the public sector, and the community caused by a disaster or emergency event.

Dam Failure: Part or complete collapse of a dam causing downstream flooding.

Declaration: The formal action by the President to make a State eligible for major disaster or emergency assistance under the Robert T. Stafford Disaster Relief and Emergency Assistance Act, PL 3-288, as amended (the Stafford Act).

Declaration Process: When a disaster strikes, local authorities and individuals request help from private relief organizations and their State government, which give all assistance possible. If assistance is beyond their capability, the Governor requests a Presidential declaration of a major disaster or an emergency.

Delegation of Authority: A statement provided to the Incident Commander by the Agency Executive delegating authority and assigning responsibility. The Delegation of Authority can include objectives, priorities, expectations, constraints and other considerations or guidelines as needed. Many agencies require written Delegation of Authority to be given to Incident Commanders prior to their assuming command on larger incidents.

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

Department Operations Center: An EOC used by a distinct discipline, such as fire, medical, hazardous material, or a unit, such as Department of Public Works, Department of Health or local water district. Department operations centers may be used at all SEMS levels above the field response level depending upon the impacts of the emergency.

Deputy Incident Commander (Section Chief or Branch Director): A fully qualified individual who, in the absence of a superior, could be delegated the authority to manage a functional operation or perform a specific task. In some cases, a Deputy could act as relief for a superior and therefore must be fully qualified in the position. Deputies may also be found as necessary at all SEMS EOC levels.

Designated Area: Any emergency or major disaster-affected portion of a State that has been determined eligible for Federal assistance.

Designation: The action by the Associate Director, SLPSD, to determine the type of assistance to be authorized under the Stafford Act for a particular declaration; and the action by the FEMA Regional director to determine specifically what counties, or county equivalents, are eligible for such assistance.

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 joint efforts of governmental and private agencies in supporting such operations.

Disaster: A sudden calamitous emergency event bringing great damage loss or destruction.

Disaster Application Center: A facility jointly established by the Federal and State Coordinating Officers within or adjacent to a disaster impacted area to provide disaster victims a "one-stop" service in meeting their emergency representatives of local, state, and federal governmental agencies, private service organizations and certain representatives of the private sector.

Disaster Assistance Program: A program that provides state funding or reimbursement for local government response related personnel costs incurred in response to an incident as defined in Section 2402 (i).

Disaster Field Office: A central facility established by the Federal Coordinating Office within or immediately adjacent to disaster impacted areas to be utilized as a point of coordination and control for state and federal governmental efforts to support disaster relief and recovery operations.

Disaster Preparedness Improvement Grant Program (DPIG): Authorized under Section 201 of the Stafford Act. Annual matching awards are provided to Stated to improve or update their disaster assistance plans and capabilities.

Disaster Recovery Manager (DRM): The person appointed to exercise the authority of a Regional Director for a particular emergency or disaster.

Disaster Service Worker: Includes public employees and any unregistered person impressed into service during a State of War emergency, a State of emergency, or a Local Emergency by a person having authority to command the aid of citizens in the execution of his duties. It does not include any member registered as an active fire fighting member of any regularly organized volunteer fire department, having official recognition, and full or partial support of the county, city, town or district in which such fire department is located.

Disaster Welfare Inquiry (DWI): A service that provides health and welfare reports about relatives and certain other individuals believed to be in a disaster area and when the disaster caused dislocation or disruption of normal communications facilities precludes normal communications.

Dispatch: The implementation of a command decision to move a resource or resources from one place to another.

Dispatch Center: A facility from which resources are assigned to an incident.

Division: Divisions are used to divide an incident into geographical areas of operation. Division areas identified by alphabetic characters for horizontal applications and, often, by numbers when used in buildings. Divisions are also used at SEMS EOC levels and are found organizationally between Branches and Units.

Division or Group Supervisor: The position title for individuals responsible for command of a Division or Group at an Incident. At EOC level, the title is Division Coordinator.

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.

E

Earthquake Advisory: A statement issued by the State of California Office of Emergency Services (OES), usually following a medium-sized earthquake, regarding scientific opinion that there is an enhanced likelihood for additional seismic activity within a specified period (usually three to five days).

Economic Stabilization: The intended result of governmental use of direct and indirect controls to maintain and stabilize the nation's economy during emergency conditions. 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 government through use of monetary, credit, tax, or other policy measures.

EDIS: Emergency Digital Information Service. The "government wireless service" provided by the State and carried locally on 39.32 MHz. that is used for longer form text emergency information, along with a website at [**www.edis.ca.gov**]. Plans are underway for EDIS to be linked with EAS to help TV stations put text on screen faster to better serve the needs of the hearing impaired. EDIS is also a key system to reinforce and support the LA County AMBER Plan.

Emergency: A condition of disaster or of extreme peril to the safety of persons and property caused by such conditions as air pollution, fire, flood, hazardous material incident, storm, epidemic, riot, drought, sudden and severe energy shortage, plant or animal infestations 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.

Emergency Alert System: 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 Management (Direction and Control): 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 joint efforts of governmental and private agencies in supporting such operations.

Emergency Management Coordinator: The individual within each jurisdiction that is delegated the day to day responsibility for the development and maintenance of all emergency management coordination efforts.

Emergency Management Director (Emergency Services Director): The individual within each political subdivision that has overall responsibility for jurisdiction emergency management coordination efforts.

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

Emergency Medical Technician (EMT): A health-care specialist with particular skills and knowledge in pre-hospital emergency medicine.

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 Operations Center (EOC): A location from which centralized emergency management can be performed. EOC facilities are established by an agency or jurisdiction to coordinate the overall agency or jurisdictional response and support to an emergency.

Emergency Operations Plan: The plan that each jurisdiction has and maintains for responding to appropriate hazards.

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 warning (where applicable) and impact phase and continues until immediate and ensuing effects of the disaster no longer constitute a hazard to life or threat to property.

Emergency Plans: Those official and approved documents which describe principles, policies, concepts of operations, methods and procedures to be applied in carrying out emergency operations or rendering mutual aid during emergencies. These plans include such elements as continuity of government, emergency functions of governmental agencies, mobilization and application of resources, mutual aid, and public information.

Emergency Public Information (EPI): Information disseminated to the public by official sources during an emergency, using broadcast and print media. EPI includes: (1) instructions on survival and health preservation actions to take (what to do, what not to do, evacuation procedures, etc.), (2) status information on the disaster situation (number of deaths, injuries, property damage, etc.), and (3) other useful information (state/federal assistance available).

ENN: The Emergency News Network. A term used to describe the use of voice, video, and data to provide not only alerts, but also the ongoing story of any major emergency; from response to recovery much as NASA does with its NASA Mission Control.

EOB The Los Angeles County Sheriff's Department Emergency Operations Bureau. The EOB staffs and maintains the County Emergency Operations Center.

EOM The End of Message FSK "digital" signal sent at the end of an EAS message that tells EAS decoders an alert sequence has ended. Without an EOM, decoders will not return to the normal program mode for a two-minute time out period.

Emergency Public Information System: The network of information officers and their staffs who operate from EPICs (Centers) at all levels of government within the state. The system also includes the news media through which emergency information is released to the public.

Emergency Support Function: A grouping of government and certain private-sector capabilities into an organizational structure to provide the support, resources, program implementation, and services that are most likely to be needed to save lives, protect property and the environment, restore essential services and critical infrastructure, and help victims and communities return to normal, when feasible, following domestic incidents. The ESFs serve as the primary operational-level mechanism to provide assistance to State, local, and tribal governments or to Federal departments and agencies conducting missions of primary Federal responsibility.

Emergency Response Agency: Any organization responding to an emergency, whether in the field, at the scene of an incident, or to an EOC, in response to an emergency, or providing mutual aid support to such an organization.

Emergency Response Personnel: Personnel involved with an agency's response to an emergency.

EOC Action Plan: The plan developed at SEMS EOC levels which contains objectives, actions to be taken, assignments and supporting information for the next operational period.

Essential Facilities: Facilities that are essential for maintaining the health, safety, and overall well-being of the public following a disaster (e.g., hospitals, police and fire department buildings, utility facilities, etc.). May also include buildings that have been designated for use as mass care facilities (e.g., schools, churches, etc.).

Evacuee: An individual who moves or is moved from a hazard area to a less hazardous area with anticipation of return when the hazard abates.

Event: A planned, non-emergency activity. ICS can be used as the management system for a wide range of events, e.g., parades, concerts or sporting events.

Exercise: Maneuver or simulated emergency condition involving planning, preparation, and execution; carried out for the purpose of testing, evaluating, planning, developing, training, and/or demonstrating emergency management systems and individual components and capabilities, to identify areas of strength and weakness for improvement of an emergency operations plan (EOP).

Exercise Scenario: Background detail (domestic, international, political, military) against which an exercise is conducted.

Expedient Shelter: Any shelter constructed in an emergency or crisis period on a "crash basis" by individuals, single families, or small groups of families.

F

Facilities Unit: Functional unit within the Support Branch of the Logistics Section at the SEMS Field Response Level that provides fixed facilities for the incident. these facilities may include the Incident Base, feeding areas, sleeping areas, sanitary facilities, etc.

Federal Agency (Federal Definition): Any department, independent establishment, government corporation, or other agency of the executive branch of the federal government, including the United States Postal Service, but not including the American Red Cross.

Federal Coordinating Officer (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, or local government by federal agencies under the provision of 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 Emergency Management Agency: This agency was created in 1979 to provide a single point of accountability for all Federal activities related to disaster mitigation and emergency preparedness, response, and recovery.

Federal Hazard Mitigation Officer (FHMO): The FEMA employee responsible for representing the agency for each declaration in carrying out the overall responsibilities for hazard mitigation and for Subpart M, including coordinating post-disaster hazard mitigation actions with other agencies of government at all levels.

Federal Insurance Administration (FIA): the government unit, a part of FEMA, that administers the National Flood Insurance Program.

FEMA-State Agreement: A formal legal document between FEMA and the affected State stating the understandings, commitments, and binding conditions for assistance applicable as the result of the major disaster or emergency declared by the President. It is signed by the FEMA Regional director, or designee, and the Governor.

Federal Coordinating Officer (FCO) - (1) The person appointed by the FEMA Director, or in his/her absence, the FEMA Deputy Director, or alternatively the FEMA Associate Director for Response and Recovery, following a declaration of a major disaster or of an emergency by the President, to coordinate Federal assistance. The FCO initiates action immediately to assure that Federal Assistance is provided in accordance with the declaration, applicable laws, regulations, and the FEMA-State agreement. (2) The FCO is the senior Federal official appointed in accordance with the provisions of Public Law 93-288, as amended (the Stafford Act), to coordinate the overall consequence management response and recovery activities. The FCO represents the President as provided by Section 303 of the Stafford Act for the purpose of coordinating the administration of Federal relief activities in the designated area. Additionally, the FCO is delegated responsibilities and performs those for the FEMA Director as outlined in Executive Order 12148 and those responsibilities delegated to the FEMA Regional Director in the Code of Federal Regulations, Title 44, Part 205.

Federal On-Scene Commander (OSC) - The FBI official designated upon JOC activation to ensure appropriate coordination of the overall United States government response with Federal, State and local authorities, until such time as the Attorney General transfers the LFA role to FEMA.

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.

Field Operations Guide: A pocket-size manual of instructions on the application of the Incident Command System.

Finance/Administration Section: One of the five primary functions found at all SEMS levels which is responsible for all costs and financial considerations. At the incident the Section can include the Time Unit, Procurement Unit, Compensation/Claims Unit and Cost Unit.

FIPS Code: Federal Information Processing Identifier. A unique five-digit number for every county, borough, parish or census district in the US and its possessions.

Flood Hazard Boundary Map (FHBM): the official map of a community that shows the boundaries of the flood plain and special flood hazard areas that have been designated. It is prepared by FEMA, using the best flood data available at the time a community enters the emergency phase of the NFIP. It is superseded by the FIRM after a more detailed study has been completed.

Flood Insurance: The insurance coverage provided under the National Flood Insurance Program.

Flood Insurance Rate Map (FIRM): The official map of a community prepared by FEMA, which shows the base flood elevation, along with the special hazard areas and the risk premium zones. The study is funded by FEMA and is based on detailed surveys and analysis of the site-specific hydrologic characteristics.

Food Unit: Functional unit within the Service Branch of the Logistics Section responsible for providing meals for incident and EOC personnel.

Function: In ICS, function refers to the five major activities in the ICS, i.e., Command, Operations, Planning, Logistics and Finance/Administration. The same five functions also are found at all SEMS EOC levels. At the EOC, the term Management replaces Command. The term function is also used when describing the activity involved, e.g., "the planning function."

Functional Element: Refers to a part of the incident, EOC or DOC organization such as section, branch, group or unit.

G

General Staff: The group of management personnel reporting to the Incident Commander or to the EOC Director. They may each have a deputy, as needed. At the Field SEMS level, the General Staff consists of:

Operations Section Chief
Planning/Intelligence Section Chief
Logistics Section Chief
Finance/Administration Section Chief

Generic ICS: Refers to the description of ICS that is generally applicable to any kind of incident or event.

Ground Support Unit: Functional unit within the Support Branch of the Logistics Section at the SEMS Field Response Level that is responsible for the fueling, maintaining and repairing of vehicles, and the transportation of personnel and supplies.

Group: Groups are established to divide the incident into functional areas of operation. Groups are composed of resources assembled to perform a special function not necessarily within a single geographic division. (See Division.) Groups are located between Branches (when activated) and Resources in the Operations Section.

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 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 Material 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 materials well as all sites that treat, store, and dispose of hazardous material.

Hazardous Material Incident (Transportation): Any spill during transport of material that is potentially a risk to health and safety.

Hazard Mitigation: A cost effective measure that will reduce the potential for damage to a facility from a disaster event.

Hazard Mitigation Assistance Program: Authorized under Section 404 of the Stafford Act. Provided funding for hazard mitigation projects that are cost effective and complement existing post-disaster mitigation programs and activities by providing funding for beneficial mitigation measures that are not funded through other programs.

Hazard Mitigation Plan: The plan resulting from a systematic evaluation of the nature and extent of vulnerability to the effects of natural hazards present in society that includes the actions needed to minimize future vulnerability to hazards.

Helibase: The main location for parking, fueling, maintenance, and loading of helicopters operating in support of an incident. It is usually located at or near the incident base.

Helispot: Any designated location where a helicopter can safely take off and land. Some helispots may be used for loading of supplies, equipment, or personnel.

Hierarchy of Command: (See Chain of Command)

Homeland Security Advisory System (HSAS): HSAS is a color-coded terrorism threat advisory scale. It was created by a Presidential Directive in order to provide a "comprehensive and effective means to disseminate information regarding the risk of terrorist acts to Federal, State, and local authorities and to the American people." The different levels trigger specific actions by federal agencies and state and local governments, and they affect the level of security at some airports and other public structures.

I

Incident: An occurrence or event, either human-caused or by natural phenomena, that requires action by emergency response personnel to prevent or minimize loss of life or damage to property and/or natural resources.

Incident Action Plan: The plan developed at the field response level which contains objectives reflecting the overall incident strategy and specific tactical actions and supporting information for the next operational period. The plan may be oral or written.

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

Incident Commander: The individual responsible for the command of all function at the field response level.

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): The nationally used standardized on-scene emergency management concept specifically designed to allow its user(s) to adopt an integrated organizational structure equal to the complexity and demands of single or multiple incidents without being hindered by jurisdictional boundaries. ICS is the combination of facilities, equipment, personnel, procedures, and communications operating within a common organizational structure, with responsibility for the management of resources to effectively accomplish stated objectives pertinent to an incident.

Incident Communication Center: The location of the Communications Unit and the Message Center.

Incident Management Team: The Incident commander and appropriate General and Command Staff personnel assigned to an incident.

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.

Individual Assistance (IA): Supplementary Federal assistance provided under the Stafford Act to individuals and families adversely affected by a major disaster or an emergency. Such assistance may be provided directly by the Federal Government or through State or local governments or disaster relief organizations.

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.

Integrated Emergency Management System (IEMS): Strategy for implementing emergency management activities which builds upon those functions common to preparedness for any type of occurrence and provides for special requirements of individual emergency situations. Seeks function based plan annexes that can be adapted to varied hazard events.

Intermediate-Term Prediction: A prediction of an earthquake that is expected within a period of a few weeks to a few years.

J

Joint Field Office (JFO): A temporary Federal facility established locally to provide a central point for Federal, State, local, and tribal executives with responsibility for incident oversight, direction, and/or assistance to effectively coordinate protection, prevention, preparedness, response, and recovery actions. The JFO will combine the traditional functions of the JOC, the FEMA DFO, and the JIC within a single Federal facility.

Joint Information Center (JIC): A facility established to coordinate all incident-related public information activities. It is the central point of contact for all news media at the scene of the incident. Public information officials from all participating agencies should collocate at the JIC.

Joint Information System (JIS): Integrates incident information and public affairs into a cohesive organization designed to provide consistent, coordinated, timely information during a crisis or incident operations. The mission of the JIS is to provide a structure and system for developing and delivering coordinated interagency messages; developing, recommending, and executing public information plans and strategies on behalf of the IC; advising the IC concerning public affairs issues that could affect a response effort; and controlling rumors and inaccurate information that could undermine public confidence in the emergency response effort.

Joint Operations Center (JOC): The JOC is the focal point for all Federal investigative law enforcement activities during a terrorist or potential terrorist incident or any other significant criminal incident, and is managed by the Senior Federal Law Enforcement Officer. The JOC becomes a component of the JFO when the National Response Plan is activated.

Jurisdiction: The range or sphere of authority. Public agencies have jurisdiction at an incident related to their legal responsibilities and authority for incident mitigation. Jurisdictional authority at an incident can be political/geographical (e.g., special district city, county, state or federal boundary lines), or functional (e.g., police department, health department, etc.) (See Multi-jurisdiction.)

Jurisdictional Agency: The agency having jurisdiction and responsibility for a specific geographical area, or a mandated function.

L

Landing Zone: (See Helispot)

Leader: The ICS title for an individual responsible for a functional unit, task forces, or teams.

LECC: Local Emergency Communications Committee. The LECC is the broadcast industry component of EAS that works closely with local government entities to form a partnership to make EAS work.

Liaison Officer: A member of the Command Staff at the Field SEMS level responsible for coordinating with representatives from cooperating and assisting agencies. At SEMS EOC levels, the function may be done by a Coordinator and/or within a Section or Branch reporting directly to the EOC Director.

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

Life-Safety: Refers to the joint consideration of both the life and physical well-being of individuals.

Local Emergency: 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 required the combined forces of political subdivisions to combat.

Local Government: Means local agencies defined in Government Code 8680.2 and special district as defined in California Code of Regulations, Title 19 Division 2, Chapter 5, NDAA,2900(y).

Local Government Advisory Committee (LGAC): Committees established by the Director of OES to provide a forum for the exchange of information among the cities and counties of a Mutual Aid region. The LGAC may develop a consensus of action and policy among local emergency managers on issues, policies, and programs of concern to local governments, and if necessary bring such concerns to the attention of OES Executive Management.

Logistics Section: One of the five primary functions found at all SEMS levels. The Section responsible for providing facilities, services and materials for the incident or at an EOC.

Long-Term Earthquake Potential: No specific time frame. Can refer to decades, centuries or millennia.

Long-Term Prediction: A prediction of an earthquake that is expected within a few years up to a few decades.

M

Major Disaster: Any hurricane, tornado, storm, flood, high-water, wind-driven water, tidal wave, tsunami, earthquake, volcanic eruption, landslide, mudslide, snowstorm, drought, fire, explosions, or other catastrophe in any part of the United States 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, above and beyond emergency services by the Federal Government, to supplement the efforts and available resources of States, local governments, and disaster relief organizations in alleviating the damage, loss, hardship, or suffering caused thereby.

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: An agreement entered into by and between the State of California, its various departments and agencies, and the various political subdivision, municipal corporations, and other public agencies of the State of California to assist each other by providing resources during an emergency. Mutual aid occurs when two or more parties agree to furnish resources and facilities and to render services to each other to prevent and combat any type of disaster or emergency.

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

Medical Unit: Functional unit within the Service Branch of the Logistics Section at SEMS Field levels responsible for the development of the Medical Emergency Plan, and for providing emergency medical treatment of incident personnel.

Message Center: The Message Center is part of the Incident or EOC Communications Center is collocated or placed adjacent to it. It receives, records, and routes information to appropriate locations at an incident or within an EOC.

Mitigation: Pre-event planning and actions which 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 area temporarily located pending assignment to incidents, release, or reassignment.

Medical Self-Help: The medical treatment provided for the sick and injured by citizens and emergency forces in the absence of professional care.

Multi-Agency Coordination: The functions and activities of representatives of involved agencies and/or jurisdictions who make decisions regarding the prioritizing of incidents and the sharing and allocations of critical resources.

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-jurisdiction environment. A MAC Group functions within the MACS. MACS organizations are used within the California Fire Services.

Multi-Agency Incident: An incident where one or more agencies assist a jurisdictional agency or agencies. The incident may be managed under single or Management.

Multi-jurisdiction Incident: An incident requiring action from multiple agencies that have a statutory responsibility for incident mitigation. In ICS these incidents will be managed under Management.

Multi-purpose Staging Area (MSA): A predesignated location such as a County/District Fairgrounds having a large parking areas and shelter for equipment and operator, which provides a base for coordinated localized emergency operations, a rally point for mutual aid coming into an area, and a site for post-disaster population support and recovery or emergency.

Mutual Aid Agreement: Written agreement between agencies and/or jurisdictions in which they agree to assist one another upon request, by furnishing personnel and equipment.

Mutual Aid Coordinator: An individual at local government, operational area, region or state level that is responsible to coordinate the process of requesting, obtaining, processing and using mutual aid resources. Mutual Aid Coordinator duties will vary depending upon the mutual aid system.

Mutual Aid Region: A mutual aid region is a subdivision of state OES established to assist in the coordination of mutual aid and other emergency operations within a geographical area of the state, consisting of two or more county (operational) areas.

Mutual Aid Staging Area: A temporary facility established by the State Office of Emergency Services within, or adjacent to, affected areas. 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 Emergency Training Center (NETC): FEMA's campus in Emmitsburg, Maryland, composed of the United States Fire Administration (USFA) and the Emergency Management Institute (EMI).

National Disaster Medical System (NDMS): A coordinated partnership between DHS, HHS, DOD, and the Department of Veterans Affairs established for the purpose of responding to the needs of victims of a public health emergency. NDMS provides medical response assets and the movement of patients to healthcare facilities where definitive medical care is received when required.

National Flood Insurance Program (NFIP): The Federal program, created by an act of Congress in 1968, that makes flood insurance available in communities that enact satisfactory floodplain management regulations.

National Incident Management System (NIMS): A system mandated by HSPD-5 that provides a consistent, nationwide approach for Federal, State, local, and tribal governments; the private sector; and NGOs to work effectively and efficiently together to prepare for, respond to, and recover from domestic incidents, regardless of cause, size, or complexity. To provide for interoperability and compatibility among Federal, State, local, and tribal capabilities, the NIMS includes a core set of concepts, principles, and terminology. HSPD-5 identifies these as the ICS; multi-agency coordination systems; training; identification and management of resources (including systems for classifying types of resources); qualification and certification; and the collection, tracking, and reporting of incident information and incident resources.

National Infrastructure Coordination Center (NICC): Managed by the DHS Information Analysis and Infrastructure Protection Directorate, the NICC monitors the Nation's critical infrastructure and key resources on an ongoing basis. In the event of an incident, the NICC provides a coordinating vehicle to share information with critical infrastructure and key resources information-sharing entities.

National Response Plan (NRP): The federal plan to be used when responding to Incidents of National Significance.

National Interagency Coordination Center (NICC): The organization responsible for coordinating allocation of resources to one or more coordination centers or major fires within the Nation. Located in Boise, ID.

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.

O

OEM: The Los Angeles County Office of Emergency Management whose offices are at the LA County EOC. It is the civilian component of County emergency management that reports directly to the County Chief Administrative Officer.

Office of Emergency Services: The Governor's Office of Emergency Services.

One Hundred (100)-Year Flood: The flood elevation that has a one-percent chance of being equaled or exceeded in any given year. It is also known as the base flood elevation.

Operational Area: An intermediate level of the state emergency 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 Area Satellite Information System (OASIS): A statewide emergency management system based on the operational area concept. An operational area is defined in law (Section 8559, California Government Code) as an organization (not a jurisdiction) whose boundaries are those of a county. This organization is not necessarily a county government; it could be several cities, or a city and a county, a county government or several county governments, willing to undertake to coordinate the flow of mutual aid and information within the defined area. The operational area concept is the backbone of the statewide emergency management system.

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, Team, 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.

Out-of-Service Resources: Resources assigned to an incident but unable to respond for mechanical, rest, or personnel reasons.

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 Section: (Also referred to as Planning/Intelligence). One of the five primary functions found at all SEMS levels. Responsible for the collection, evaluation, and dissemination of information related to the incident or an emergency, and for the preparation and documentation of Incident or EOC Action Plans The section also maintains information on the current and forecasted situation, and on the status of resources assigned to the incident. At the SEMS Field Response level, the Section will include the Situation, Resource, Documentation and Demobilization Units, as well as Technical Specialists. Other units may be added at the EOC level.

Planning Zone: A subdivision of a county consisting of: 1) a city; 2) a city and its sphere of influence in adjacent unincorporated areas; 3) a portion of the unincorporated area of a county; 4) a military installation; 5) a state facility such as a correctional institution. Zoning simplifies the process of collecting and compiling data according to geographical location.

Political Subdivision: Includes any city, city and county, county, district, or other local governmental agency or public agency authorized by law.

Principal Federal Official (PFO): The Federal official designated by the Secretary of Homeland Security to act as his/her representative locally to oversee, coordinate, and execute the Secretary's incident management responsibilities under HSPD-5 for Incidents of National Significance.

Procurement Unit: Functional unit within the Finance/Administration Section responsible for financial matters involving vendor contracts.

Public Assistance (PA): Supplementary Federal assistance provided under the Stafford Act to State and local governments or certain private, nonprofit organizations other than assistance for the direct benefit of individuals and families.

Public Information Officer: The individual at field or EOC level that has been delegated the authority to prepare public information releases and to interact with the media. Duties will vary depending upon the agency and SEMS level.

R

Radio Amateur Civil Emergency Services (RACES): An emergency services 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 Protection: The organized effort, through warning, detection, and preventive and remedial measures, to minimize the effect of nuclear radiation on people and resources.

Radiological Officer: (RO) An individual assigned to a Emergency Management Staff who is responsible for radiological protection operations. The RO is the principal advisor to the Director/Coordinator and other officials on matters pertaining to radiological protection operations.

Radiological Monitor: An individual trained to measure, record, and report radiation exposure and exposure rates; provide limited field guidance on radiation hazards associated with operations to which he is assigned; and perform operator's checks and maintenance on radiological instrument.

Reception Area: An area which, through a hazard analysis and related preparedness planning, is predesignated to receive and care for (or provide basic needs for) persons displaced from a hazard area.

Recorders: Individuals within ICS or EOC organizational units who are responsible for recording information. Recorders may be found in Planning, Logistics and Finance/Administration Units.

Recovery: Activities traditionally associated with providing Federal supplemental disaster recovery assistance under a Presidential major disaster declaration. These activities usually begin within days after the event and continue after the response activities cease. Recovery includes individual and public assistance programs which provide temporary housing assistance, grants and loans to eligible individuals and government entities to recovery from the effects of a disaster.

Regional Director (RD): A director of a regional office of FEMA, or his/her designated representative. As used in the Stafford Act, Regional Director also means the Disaster Recovery Manager who has been appointed to exercise the authority of the regional Director for a particular emergency or major disaster.

Regional Emergency Operations Center (REOC): Facilities found at State OES Administrative Regions. REOCS are used to coordinate information and resources among operational areas and between the operational areas and the state level.

Relocatees: An individual who is relocated from a hazard area to a low risk area with the possibility of not returning.

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

Remedial Operations: Actions taken after the onset of an emergency situation to offset or alleviate its effects.

Reporting Locations: Specific locations or facilities where incoming resources can check-in at the incident. (See Check-in)

Rescue Group: Two or more rescue teams responding as a unified group under supervision of a designated group leader.

Rescue Team: Four or more personnel organized to work as a unit. One member is designated team leader.

Resources: Personnel and equipment available, or potentially available, for assignment to incidents or to EOCs. Resources area described by kind and type, and may be used in tactical support or supervisory capacities at an incident or at EOCs.

Resources Management: Efficient management requires a system for identifying available resources at all jurisdictional levels to enable timely and unimpeded access to resources needed to prepare for, respond to, or recover from an incident. Resource management under the National Incident Management System includes mutual aid agreements; the use of special Federal, State, local, and tribal teams; and resource mobilization protocols.

Resources Unit: Functional unit within the Planning Section at the SEMS Field Response level responsible for recording the status of resources committed to the incident. The Unit also evaluates resources currently committed to the incident, the impact that additional responding resources will have on the incident, and anticipated resources needs.

Response: Activities to address the immediate and short-term effects of an emergency or disaster. Response includes immediate actions to save lives, protect property and meet basic human needs. Based on the requirements of the situation, response assistance will be provided to an affected State under the Federal Response Plan using a partial activation of selected ESS or full activation of all ESS to meet the needs of the situation.

S

Safety Officer: A member of the Command Staff at the incident or within an EOC responsible for monitoring and assessing safety hazards or unsafe situations, and for developing measures for ensuring personnel safety. The Safety Officer may have assistants.

Search: Systematic investigation of area or premises to determine the presence and/or location of persons entrapped, injured, immobilized, or missing.

Search Dog Team: A skilled dog handler with one or more dogs trained especially for finding persons entrapped sufficiently to preclude detection by sight or sound. (NOTE: Search dogs are usually owned by their handler.)

Section: That organization level with responsibility for a major functional area of the incident or at an EOC, e.g., Operations, Planning, Logistics, Administration/Finance.

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

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

Service: An organization assigned to perform a specific function during an emergency. It may be one department or agency if only that organization is assigned to perform the function, or it may be comprised of two or more normally independent organizations grouped together to increase operational control and efficiency during the emergency.

Service Branch: A Branch within the Logistics Section responsible for service activities at the incident. It Includes the Communications, Medical and Food Units.

SHB: Sheriff's Headquarters Bureau. The Public Information arm of the Los Angeles County Sheriff's Department.

Shelter Complex: A geographic grouping of facilities to be used for fallout shelter when such an arrangement serves planning, administrative, and/or operation purposes. Normally, a complex will include a maximum of 25 individual shelter facilities, within a diameter of about 2 miles.

Shelter Manager: An individual who provides for the internal organization, administration, and operation of a shelter facility.

Short-Term Prediction: A prediction of an earthquake that is expected within a few hours to a few weeks. The short-term-prediction can be further described as follows:

Alert--Three days to a few weeks
Imminent Alert--Now to three days

Single Resource: An individual, a piece of equipment and its personnel complement, or a crew or team of individuals with an identified work supervisor that can be used on an incident.

Situation Unit: Functional unit within the Planning Section responsible for the collection, organization and analysis of incident status information, and for analysis of the situation as it progresses. Reports to the Planning Section Chief.

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 unit of local government (other than a city, county, or city and county) with authority or responsibility to own, operate or maintain a project (as defined in California Code of Regulations 2900(s) for purposes of natural disaster assistance. This may include a joint powers authority established under section 6500 et seq. of the Code.

Stafford Act: Robert T. Stafford disaster Relief and Emergency Assistance Act, PL 100-707, signed into law November 23, 1988; amended the Disaster Relief Act of 1974, PL 93-288.

Staging Areas: 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.

Staging Area Managers: Individuals within ICS organizational units that are assigned special managerial responsibilities at Staging Areas. (Also Camp Manager.)

Standard Operating Procedures (SOPs): 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.

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 organizational levels which are activated as necessary: Field Response, Local Government, Operation Area, Region, State.

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

State Coordinating Officer (SCO): The person appointed by the Governor to act for the State in cooperation with the Federal Coordinating Officer.

State Emergency Organization: The agencies, board, and commissions of the executive branch of state government and affiliated private sector organizations.

State Emergency Plan: The State of California Emergency Plan as approved by the Governor.

State of Emergency: 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, or 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 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.

State of War Emergency: The condition which exists immediately, with or without a proclamation thereof by the Governor, whenever the state or nation is directly attacked by an enemy of the United States, or upon the receipt by the state of a warning from the federal government that such an enemy attack is probable or imminent.

State Operations Center (SOC): An EOC facility operated by the Governor's Office of Emergency Services at the state level in SEMS.

Stay-Put: A resident in a hazardous or potentially hazardous area who refuses to relocate during a directed relocation, or who is too ill or infirm to be evacuated.

Strategy: The general plan or direction selected to accomplish incident or EOC objectives.

Supply Unit: Functional unit within the Support Branch of the Logistics Section responsible for ordering equipment and supplies required for incident operations.

Support Branch: A Branch within the Logistics Section responsible for providing personnel, equipment and supplies to support incident operations. Includes the Supply, Facilities and Ground Support Units.

Support Resources: Non-tactical resources under the supervision of the Logistics, Planning, Finance/Administration Sections or the Command Staff.

Supporting Materials: Refers to the several attachments that may be included with an Incident Action Plan, e.g., communications plan, map, safety plan, traffic plan, and medical plan.

T

Tactical Direction: Direction given by the Operations Section Chief at the SEMS Field level which includes the tactics appropriate for the selected strategy, the selection and assignment of resources, tactics implementation, and performance monitoring for each operational period.

Task Force: A combination of single resources assembled for a particular tactical need with common communications and leaders.

Team: (See Single Resource.)

Technical Specialists: Personnel with special skills that can be used anywhere within the ICS or EOC organization.

Technological Hazard: Includes a range of hazards emanating from the manufacture, transportation, and use of such substances as radioactive materials, chemicals, explosives, flammables, agricultural pesticides, herbicides and disease agents; oil spills on land, coastal waters or inland water systems; and debris from space.

The Petris Bill #1841: As a result of the lessons learned from the disasters in Northern California, the State of California passed into law in September of 1992 the Petris Bill. This legislation directs the Office of Emergency Services to implement the use of the ICS and MACS throughout the State by no later than December 1, 1996.

Time Unit: Functional unit within the Finance/Administration Section responsible for recording time for incident or EOC personnel and hired equipment.

Tort: An act that harms another. It occurs when a person commits an act, without right and as a result another is harmed.

Traffic Control Points (TCP): Places along movement routes that are manned by emergency personnel to direct and control the flow of traffic.

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. As the waves enter shallower waters in coastal area, wave velocity decreases and wave height can increase to 100 feet or more on impact at the shore line.

Type: Refers to resource capability. A Type 1 resource provides a greater overall capability due to power, size, capacity, etc., than would be found in a Type 2 resource. Resource typing provides managers with additional information in selecting the best resource for the task.

U

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

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 Planning Logistics, or Finance/Administration Section 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.

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

Volunteers: Individuals who make themselves available for assignment during an emergency. These people may or may not have particular skills needed during emergencies and may or may not be part of a previously organized group.

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.

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