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**FIRE AND EMERGENCY SERVICES PREPAREDNESS GUIDE
FOR THE HOMELAND SECURITY ADVISORY SYSTEM**

(Source: USFA, FEMA, 1st Edition, January 2004)

Threat Conditions and Associated Preparedness Measures

The world has changed since September 11, 2001. We remain a Nation at risk from terrorist attacks and will remain so for the foreseeable future. At all Threat Conditions, we must remain vigilant, prepared, and ready to deter terrorist attacks. The following Threat Conditions each represent an increasing risk of terrorist attacks. Beneath each Threat Condition are some suggested preparedness measures. These preparedness measures are provided to assist the heads of fire and Emergency Medical Services (EMS) agencies with development and implementation of appropriate agency-specific preparedness measures. These listed measures should be modified to meet local conditions and situations.

In order to provide a guide for activities that may be appropriate for the five Homeland Security Advisory System (HSAS) Levels, the U.S. Fire Administration's (USFA) Emergency Management and Response – Information Sharing and Analysis Center (EMR-ISAC) offers the following preparedness information to protect the infrastructures of fire/EMS and related departments/agencies. The preparedness actions below are not all inclusive, nor do they reflect all the variations in local conditions, agencies, and operations. They should, however, provide a good place to start development, or enhancement, of agency-specific plans. Agencies need to balance cost versus benefit of various proposed measures to determine the most cost effective activities.

PREPARATORY CONSIDERATIONS

Information/Planning

1. Periodically review, maintain familiarity with, and practice all agency operating plans (e.g., standard operating procedures, plans, orders, etc.).
2. Develop system to obtain access to all agency facilities after hours.
3. Review all agency/jurisdiction plans and requirements related to elevated threat conditions. Develop a threat condition plan if not already in place.
4. If appropriate, review and coordinate security measures with law enforcement for senior or high profile agency personnel.
5. Assist in development or review of the department/jurisdiction's Continuity of Operations (COOP) Plan.
6. Assist in development or review of the department/jurisdiction's Critical Incident Stress Management (CISM) Plan.
7. Keep key contact and phone lists current, including your jurisdiction, mutual aid, voluntary and private sector agencies that assist the fire and emergency services.
8. Consider developing a family emergency plan for safety/care of family without the emergency responder due to deployment to long-term incidents.

SEMS/NIMS Emergency Operations Plan

9. Consider organizing Family Support Teams from among family members to assist each other during emergencies when department members are committed for long periods.
10. Consider potential to support the staff and/or families at fire/EMS facilities during crises.
11. Ensure that personnel are trained on the agency's Threat Condition Plan.
12. Review appropriate crisis action plans (*i.e.*, hospitals, schools, major industries, *etc.*).
13. Review related mutual aid plans and procedures. Update/modify as needed.
14. Consider maintaining sufficient supplies of food, water, *etc.*, for staff held over or if stores are closed due to the crisis.
15. Update and expand dependable communications procedures for exchanging operational information with other agencies and departments. Ensure that common radio frequencies or radio frequency switching-integration systems are established and exercised among essential first responders, public health, ICS leadership, and policy makers.
16. Assess threats and vulnerabilities across the community to create specific response plans for key locations.
17. Consider pre-positioning or repositioning supplies, equipment, (*e.g.*, EMS supplies, spare SCBA cylinders, foam, *etc.*) apparatus, and staff for better access/coverage during crises.
18. Develop plans for returning to lower HSAS Threat Condition levels.
19. Develop plans to ensure adequate protective and DECON equipment is quickly accessible by mutual aide agreement for a local worst-case scenario (sports arena, largest office building, mass transit terminal, *etc.*).
20. Consider developing plans to ensure adequate capacity and fuel to support all essential sites/systems/apparatus for a minimum of 72 hours.
21. Consider developing plans for alternate water supplies in case the municipal supply is contaminated and shutdown or pumping stations are knocked offline by a regional blackout, earthquake, *etc.*
22. Consider developing and exercising detailed plans for the decontamination of first responder apparatus and equipment, as well as essential critical infrastructure support transportation such as buses, food and pharmaceutical trucks, *etc.*

Facility Security

1. Perform initial and annual agency facility threat and vulnerability assessments; apply countermeasures for those critical infrastructures that are both threatened and vulnerable. Seek advice/assistance from law enforcement or other security entities.
2. Ensure perimeter and parking area lighting is properly operating and lit during periods of limited visibility.

SEMS/NIMS Emergency Operations Plan

3. Assure that all computer systems and networks are operated in accordance with current information technology security measures.
4. Remind staff to remain attentive for unexplained odors, powders, liquids, *etc.*
5. Remain observant for and report any unusual or suspicious activity or people to appropriate fire department and law enforcement personnel. This activity should be reported to the Homeland Security Operations Center at (202) 323-3204/3205/3206 or nipc.watch@fbi.gov and/or the USFA EMR-ISAC at (301) 447-1325 emr-isac@dhs.gov.
6. If needed, work with law enforcement to develop a vehicular parking plan for safe distances next to and around agency facilities, including garages or underground/under building parking.
7. Implement the Critical Infrastructure Protection Process using the USFA CIP Job Aid: (<http://www.usfa.fema.gov/downloads/pdf/publications/fa-313.pdf>).

Personnel

1. Provide staff training on all related plans, SOPs, *etc.*
2. Keep staff informed of threat level and any special situations needing attention.
3. Consider preparation of personnel callback lists, if not already developed.
4. Consider devising new operating procedures that are designed for force protection, safety from terrorism, emergency assembly points, *etc.*
5. Consider that, if necessary, first responders and their families have priority access for immunization against biological threats (*e.g.* smallpox, anthrax, *etc.*).
6. Consider developing evacuation plans and give priority to first responder families.

Operations

1. Consider periodic drills/exercises with police, public health, National Guard, and HAZMAT/WMD teams, *etc.*
2. Assure 24/7 access to and availability of repair, maintenance, and towing services for apparatus.

LOW CONDITION (GREEN)

This condition is declared when there is a low risk of terrorist attacks. Fire departments and EMS agencies should consider the following general measures in addition to the agency-specific preparedness measures they develop and implement:

1. Refine and exercise as appropriate the preplanned preparedness measures.
2. Ensure personnel receive proper training on the HSAS and specific preplanned department or agency preparedness measures.

3. Institutionalize a process to assure that all critical infrastructures are periodically assessed for vulnerabilities to terrorist attacks, and all reasonable measures are taken to mitigate these vulnerabilities.

Preparedness Actions***Information/Planning***

1. Monitor local, state, national and international terrorism activities as well as intelligence and threat information.
2. Adjust the department operating status based on HSAS Threat Level changes.
3. Review plans for implementing the Guarded (Blue) Threat Condition.

Facility Security

1. Maintain routine access control.
2. Continually watch for and report the presence of abandoned parcels, briefcases, *etc.*
3. Secure buildings, rooms, and storage areas not in regular use.

Personnel

1. Periodically remind all personnel to be suspicious and inquisitive about strangers, particularly those carrying packages, suitcases, or other containers. Avoid complacency.
2. Ensure computer and network access control mechanisms function properly and are used in accordance with established policies.
3. Immediately report suspicious or abnormal computer or network behavior to appropriate personnel.
4. Encourage personnel to prepare their families for potential crises by gathering needed supplies, *etc.*

Operations

1. Secure all apparatus and equipment when either unattended or not in use.
2. Arrange with law enforcement for limited access to the immediate area of an incident.
3. Diversify operational procedures to avoid consistent patterns.
4. Increase the vigilance by all personnel on scenes regardless of rank or position.
5. Encourage personnel to vary their routines and habits.
6. Instruct supervisors to pre-plan emergency responses with their personnel.

GUARDED CONDITION (BLUE)

This condition is declared when there is a general risk of terrorist attacks. In addition to the preparedness measures taken in the previous Threat Condition, fire departments and EMS agencies should consider the following general measures as well as the agency-specific preparedness measures that they will develop and implement:

1. Check communications with designated emergency response or command locations.
2. Review and update emergency response procedures.
3. Provide the public and private sectors with any information that would strengthen their ability to act appropriately.

Preparedness Actions

Continue all security measures for the previous Threat Condition and warn personnel of any potential terrorist threat.

Information/Planning

1. Conduct regularly scheduled meeting/conference calls with law enforcement to review emergency plans, access controls, incident command, force protection, and other issues.
2. Schedule periodic agency staff meetings to discuss planning and policies for security and infrastructure protection.
3. Review plans for implementing the Elevated (Yellow) Threat Condition.
4. Stay in contact with local/state/federal authorities and private sector agencies on threat and mutual response to terrorism measures.
5. Update and practice emergency action plans for single and multiple incidents.

Facility Security

1. Screen all visitors. Deny entry to anyone who refuses inspection or fails to follow security guidance.
2. Require department identification for employees and implement a positive visitor identification and accountability system.
4. Increase vigilance and observations of areas surrounding agency facilities.
5. Direct agency mail-handlers and mail-deliverers to be more vigilant in handling and delivering mail. They need to look for powders, liquids, wires, *etc.*
6. Increase awareness and attention applied to computer and network access control measures.

Personnel

1. Periodically check callback or volunteer availability.

SEMS/NIMS Emergency Operations Plan

2. Keep all officers, supervisors, and special team leaders informed of conditions.
3. Provide training as needed to enhance staff ability to operate safely at terrorist, or suspected terrorist, Chemical, Biological, Radioactive, Nuclear and Explosives (CBRNE) incidents.

Operations

1. Check communications with law enforcement and other jurisdictions and agencies at least weekly.
2. Review, revise, or implement Incident Command and its Unified Command component.

ELEVATED CONDITION (YELLOW)

An Elevated Condition is declared when there is a significant risk of terrorist attacks. In addition to the preparedness measures taken in the previous Threat Conditions, fire departments and EMS agencies should consider the following general measures as well as the preparedness measures that they will develop and implement:

1. Increase scrutiny of critical agency locations.
2. Coordinate emergency plans as appropriate within the jurisdiction and with nearby jurisdictions and related private sector agencies.
3. Assess whether the precise characteristics of the threat require the further refinement of preplanned preparedness measures.
4. Implement contingency and emergency response plans as appropriate.

Preparedness Actions

Continue all security measures for previous Threat Conditions.

Information/Planning

1. Contact law enforcement at least weekly to exchange and disseminate threat and intelligence information.
2. Maintain contact with the Local Emergency Planning Committee (LEPC) or its equivalent. Periodically meet to make decisions of what to do, who will do it, *etc.* to respond to changing conditions/requirements.
3. Review plans for, and prepare to immediately implement the High (Orange) Threat Condition measures.
4. Assess and report new found or changed vulnerabilities.

Facility Security

1. Limit the number of access points to facilities.
2. Enforce access control procedures (100% ID check) and consider escorting unknown visitors.

SEMS/NIMS Emergency Operations Plan

3. Implement screening practices for incoming postal and electronic mail, phone calls, deliveries, and visitors.
4. Randomly inspect the security and condition of all facilities and HVAC systems.
5. Lock all facilities and require access control.
6. Periodically test security systems, back-up power systems, and emergency communications systems.
7. Review existing threat analysis and vulnerability assessments for department critical infrastructures. Apply new countermeasures if needed.

Personnel

1. Keep personnel informed in order to stop rumors and prevent unnecessary alarm.
2. Remind staff to maintain their personal and family emergency preparedness “go kits.”
3. Require staff to review all pertinent special operations and terrorism related plans.

Operations

1. Consider placing selected emergency teams on a higher alert status based on the nature of the underlying threat.
2. Review and exercise emergency operations plans.
3. Request police assistance to periodically survey apparatus located away from quarters.
4. Arrange with law enforcement to restrict access to the immediate area of an incident.
5. Vary response routes to avoid regular patterns. Establish the Command Post at a different position each time. Avoid predictability.
6. Prioritize training and investments in new resources to accomplish response plans.

HIGH CONDITION (ORANGE)

A High Condition is declared when there is a high risk of terrorist attacks. In addition to the preparedness measures taken in the previous Threat Conditions, fire departments and EMS agencies should consider the following general measures as well as the agency-specific preparedness measures that they will develop and implement:

1. Coordinate necessary security/preparedness efforts as directed by Federal, State, and local agencies.
2. Take additional precautions at those public events receiving agency participation, and possibly considering alternative venues or even cancellation.
3. Prepare to execute contingency procedures, such as moving to an alternate site or dispersing the agency workforce.
4. Restrict threatened facility access to essential personnel only.

Preparedness Actions

Continue all security measures for previous Threat Conditions.

Information/Planning

1. Contact law enforcement at least daily to collect and disseminate threat and intelligence information.
2. Identify public events of concern and caution employees to avoid participation or attendance.
3. Review plans for, and prepare to immediately implement, the Severe (Red) Threat Condition measures.
4. Track apparatus and equipment availability.
5. Review plans for returning to the lower HSAS level.
6. Keep the Public Information/Affairs Officer informed so he/she can accurately brief public officials, media, *etc.*
7. Maintain communications with related private sector agencies for status changes.

Facility Security

1. Search all bags, cases and parcels, including employee-carried.
2. Reduce visitations by non-department personnel.
3. Screen all personnel allowed to enter the facility such as repair workers, *etc.*
4. Consider escorting all required visitors.
5. Conduct regular, but randomly timed inspection tours of the facility exterior.
6. Limit access to computer facilities.
7. Consider restricting or prohibiting incoming traffic access to agency controlled underground/under building parking garages.

Personnel

1. Alert staff to situation and any special considerations.
2. Place the on-call Emergency Operations Center (EOC) Team on a higher alert status.
3. Place the off-call EOC Team(s) on alert (if multiple EOC teams).
4. Notify special team leaders of situation.
5. Implement additional security measures for senior or high profile personnel, if required.

Operations

1. Review and practice incident handling procedures under High Condition (Orange).

2. Reaffirm communications lines.
3. Consider partial activation of the EOC.
4. Arrange with law enforcement for aggressive restriction to the incident area.
5. Conduct pre-event security checks followed by extra inspections as necessary for all public events.

SEVERE CONDITION (RED)

This condition reflects a severe risk of terrorist attacks. Under most circumstances, the preparedness measures for a Severe Condition will not be sustained for substantial periods and may be implemented on a local, regional, or state level based on specific threat intelligence. In addition to the preparedness measures in the previous Threat Conditions, fire and EMS departments should also consider the following general measures as well as the agency-specific preparedness measures that they will develop and implement:

1. Increase or redirect personnel to address critical emergency needs.
2. Assign emergency response personnel; mobilize and pre-position specially trained teams or resources if appropriate based on specific threat information.
3. Consider requesting the redirection of transportation systems in very close proximity to department critical infrastructures.
4. Consider closing non-essential public and government facilities.

Preparedness Actions

Continue all security measures for previous Threat Conditions.

Information/Planning

1. Review staffing levels for appropriateness.
2. Contact law enforcement once daily, or more frequently if the situation warrants, to exchange threat and intelligence information.
3. Consider preparation to support short-term housing of employees and families in agency facilities if necessary.
4. Review and/or modify plans and actions in response to specific threat information, including potential for relocation of personnel or resources.
5. Plan for alternate service delivery means in case of disruption of normal operations.

Facility Security

1. Close and secure all non-emergency or other unnecessary facilities.
2. Close fire/EMS department controlled underground/under building parking garages to incoming traffic.
3. Shut down all nonessential network and computer systems.

SEMS/NIMS Emergency Operations Plan

4. Provide added security to fire/EMS facilities as needed (e.g., 9-1-1 center, communications center, Emergency Operating Center, etc.)
5. Assure all empty stations and other facilities are properly secured. Set alarms if installed.

Personnel

1. Alert on-duty staff to situation and any special considerations based on threat(s).
2. Consider need for releasing non-emergency/non-critical personnel.
3. Consider activating the EOC staff for minimal staffing.
4. Place the off-call EOC Team(s) on higher alert status (if multiple teams).
5. Notify special teams as needed.

Operations

1. Activate other pertinent emergency plans.
2. Consider staffing levels of the Emergency Operations Center (consider full staffing based on threat(s) or potential), 9-1-1 center, dispatch center, etc.
3. Pre-position or reposition apparatus if required.
4. Keep all apparatus and staff in quarters.
5. Arrange with law enforcement to close access to the area of an incident.
6. Consider pre-positioning or relocating equipment and supplies (e.g., EMS supplies, foam, etc.).

HELPFUL LINKS

Federal Links

Department of Homeland Security
<http://www.dhs.gov/dhspublic/display?theme=29>

Federal Emergency Management Agency
<http://www.fema.gov>

State Links

California Office of Emergency Services
<http://www.oes.ca.gov>

Illinois Terrorism Task Force
<http://www.state.il.us/iema/ILHSASMnl.pdf>

Organization Links

American Red Cross
<http://www.redcross.org/services/disaster/beprepared/hsas.html>

International Association of Fire Chiefs
<http://www.ichiefs.org/downloads/hscoloralert.pdf>

Joint Commission on Accreditation of Healthcare Organizations
<http://www.jcaho.org/about+us/public+policy+initiatives/emergency+preparedness.pdf>

Volunteer Firemen's Insurance Services
<http://www.vfis.com/pdf/TerrorismAssessmentMatrix.pdf>

Extracted from the California Emergency Plan

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

Order 1 (Employment)

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

Order 2 (Medical Supplies)

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

Order 3 (Salary Payment)

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

Order 4 (Bonding)

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

Order 5 (Temporary Housing)

It is hereby ordered that in the area proclaimed to be in a State of Emergency and/or that specific area(s) designated by the Director, California Office of Emergency Services, outside of the proclaimed area(s) but which is (are) essential to the relief and aid of the lives and property within the proclaimed area, those zoning, public health, safety, or intrastate transportation laws, ordinances, regulations, or codes which the Director, California Office of Emergency Services, determines impair the provision of temporary housing be suspended for a time not to exceed 60 days, after the proclaimed State of Emergency and authorization by the President upon the declaration of a Major Disaster for the Temporary Housing Program as prescribed in Section 404 of Public Law 93-288 and Section 8654(a) of the Government Code.

Order 6 (Petroleum Fuels)

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

Order 7 (Banking)

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

Extracted from the California Emergency Plan

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

Order 1 (Orders and Regulations in Effect)

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

Order 2 (Warning)

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

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

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

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

Order 4 (Personnel)

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

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

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

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

Order 5 (War Powers)

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

Order 6 (Sales Restrictions)

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

Order 7 (Alcohol Sales)

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

Order 8 (Petroleum Sales)

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

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

Order 9 (Food Sales)

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

- (1) Fresh fluid milk, fresh vegetables, and bread are not subject to this order; and
- (2) Supplies necessary for immediate essential use, on the basis of 2000 calories per person per day, of persons in homes or in mass care centers, restaurants, hotels, hospitals, public institutions, and similar establishments feeding approximately 100 persons or more per day, may be obtained from wholesale and/or retail sources upon approval by local authorities operating in accordance with existing state and federal food supply policies; and

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

Order 10 (Medical Supplies)

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

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

Order 11 (Banking)

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

Order 12 (Rent Control/Rationing)

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

LOCAL AND STATE EMERGENCY PROCLAMATIONS

When there is a condition of extreme peril or potential peril to the safety of persons and property, and the condition is beyond the capability of the local forces to control effectively, the local governing body (City Council, Board of Supervisors or a person authorized by ordinance) may proclaim that a local emergency exists. A local emergency may be proclaimed to exist due to a specific situation, such as flood, fire, storm, earthquake, epidemic, drought, sudden and severe energy shortage, or other condition. The type of disaster, date of occurrence and area affected are to be identified. (See examples of local emergency proclamations/resolutions in **Exhibits 1, 2 and 3.**) A copy of the resolution must be provided to the Los Angeles County Operational Area for transmission to State OES.

To qualify for assistance under the state California Disaster Assistance Act (CDAA), such proclamations must be made within 10 days of the event.

The governing body must review the need for continuing the Local Emergency Proclamation **at least every 21 days.**

The Proclamation of a Local Emergency:

- Gives public employees and governing bodies certain legal immunities for emergency actions taken.
- Enables local agencies to request state assistance under the State CDAA.
- Allows the chief executive or other authorized official designated by local ordinance to:
 - Establish curfews.
 - Take any measures necessary to protect and preserve public health and safety.
 - Exercise all authority granted by local ordinance.

LOCAL RESOLUTION REQUESTING STATE DIRECTOR, OFFICE OF EMERGENCY SERVICES, CONCURRENCE IN LOCAL EMERGENCIES

Following the proclamation of a local emergency and in the event public real property has been damaged or destroyed and assistance is needed in the repair and restoration, the governing body may request the State OES Director to concur in their proclamation of a local emergency and to provide assistance under the California Disaster Assistance Act (CDAA). The resolution must indicate the nature and date of the emergency, and the person designated to receive, process and coordinate all aid. The resolution will be sent to State OES through the Los Angeles County Operational Area (see **Exhibit 6**).

To assist the State OES Director in evaluating the situation, and in making a decision on whether or not to concur in the local emergency, the following is required to accompany the resolution:

- Certified copy of Local Emergency Proclamation (see **Exhibits 1, 2 or 3**).
- Damage Assessment Summary

Note: The Local Emergency proclamation must be made within 10 days of the occurrence to qualify for assistance under the California Disaster Assistance Act. Financial assistance available under the CDAA is administered by State OES.
Financial assistance available:

- Assistance to repair, restore, reconstruct or replace public real property or public facilities belonging to local agencies damaged as a result of natural disasters;
- Indirect costs; and
- Direct costs of grant administration.

STATE OF EMERGENCY/PRESIDENTIAL DECLARATION

Resolution Requesting Governor to Proclaim a State of Emergency

After a proclamation of a local emergency, the governing body of the city or county, having determined that local forces are unable to mitigate the situation, may request by resolution that the Governor proclaim a state of Emergency in the area to invoke mandatory mutual aid and provide state assistance under CDAA (see **Exhibits 4 and 5**). A copy of the request for a Governor's Proclamation, with the following supporting data, will be forwarded to the State OES Director through the Los Angeles County Operational Area.

- Certified copy of the local emergency proclamation (see **Exhibits 1, 2 and 3**).
- Damage Assessment Summary (to be provided if state financial assistance under provisions of the California Disaster Assistance Act is requested).
- Financial assistance available.
- Eligible disaster response costs.
- Assistance to repair, restore, reconstruct or replace public real property or public facilities belonging to local agencies damaged as a result of natural disasters
- Indirect costs.
- Direct costs of grant administration.

The Office of Emergency Services prepares a recommendation as to the action that should be taken by the Governor. If the action recommends a Governor's Proclamation, OES prepares the proclamation.

Presidential Declaration

Following the above procedures, the governing body of the local jurisdiction may also pass a resolution (see **Exhibit 5**) asking the State OES Director to recommend that the Governor request a Presidential Declaration of a Major Disaster under the authority of Public Law 93-288. The Governor's Request to the President is submitted through the Federal Emergency Management Agency (FEMA). Supplementary justification data may be required to accompany the local resolution (certified copy) and Damage Assessment Survey.

Financial assistance available:

- Individual assistance to the private sector;
- Matching fund assistance for cost sharing required under federal disaster assistance programs (subject to state eligible project criteria);
- Local agency overtime costs and the costs of supplies used during eligible disaster response projects;
- Assistance to repair, restore, reconstruct or replace public real property or public facilities belonging to local agencies damaged as a result of natural disasters;
- Indirect costs; and
- Direct costs of grant administration.

LOCAL PROCLAMATION OF TERMINATION OF LOCAL EMERGENCY

The governing body must review the need for continuing the local Emergency Proclamation **at least every 21 days**, and proclaim the termination at the earliest possible date (see **Exhibit 7**).

SAMPLE EMERGENCY PROCLAMATION FORMS

The following suggested resolutions were developed by State OES to carry out the authority granted in Article III, Chapter 6 of the Municipal Code of the City of Agoura Hills' Municipal Code relating to Emergency Organization and Functions. As the provisions of the emergency ordinance in effect in any particular city or county may differ, it is suggested that these resolutions be reviewed prior to the occurrence of any emergency by the city attorney concerned, and such changes made as may be necessary to bring them into conformance with the emergency ordinance of the particular city.

Government Code Section No. 8630: "(a) A local emergency may be proclaimed only by the governing body of a city, county, or city and county, or by an official so designated by that governing body. (b) Whenever a local emergency is proclaimed by an official designated by ordinance, the local emergency shall not remain in effect for a period in excess of seven days unless it has been ratified by the governing body. (c)(1) The governing body shall review, at its regularly scheduled meetings until the local emergency is terminated, the need for continuing the local emergency. However, in no event shall a review take place more than 21 days after the previous review. (2) Notwithstanding paragraph (1), if the governing body meets weekly, it shall review the need for continuing the local emergency at least every 14 days until the local emergency is terminated. (d)The

governing body shall proclaim the termination of the local emergency at the earliest possible date that conditions warrant.”

When a county proclaims a local emergency pursuant to Section 8630 of the Government Code, based upon conditions which include both incorporated and unincorporated territory of the county, it is not necessary for the cities to also proclaim the existence of a local emergency independently. Further, cities within a county are bound by county rules and regulations adopted by the county pursuant to Section 8634 of the Government Code during a county proclaimed local emergency when the local emergency includes both incorporated and unincorporated territory of the county even if the cities do not independently proclaim the existence of a local emergency.

- Exhibit 1 - Resolution Proclaiming Existence of a Local Emergency (by City Council).**
- Exhibit 2 - Resolution Proclaiming Existence of a Local Emergency (by Director of Disaster Emergency Services).** Must be ratified by governing body within 7 days.
- Exhibit 3 - Resolution Confirming Existence of a Local Emergency (used by a City Council within 7 days to ratify the proclamation of local emergency issued by the Director of Disaster Emergency Services).**
- Exhibit 4 - Resolution Requesting Governor to Proclaim a State of Emergency.**
- Exhibit 5 - Resolution Proclaiming Existence of a Local Emergency and Requesting Governor to (1) Proclaim a State of Emergency; and (2) Request a Presidential Declaration.**
- Exhibit 6 - Local Resolution Requesting State Director, Office of Emergency Services' Concurrence in Local Emergencies.**
- Exhibit 7 - Resolution Proclaiming Termination of a Local Emergency.**

Sample

Exhibit 1

Sample

RESOLUTION NO. _____.

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF AGOURA HILLS
PROCLAIMING EXISTENCE OF A LOCAL EMERGENCY**

WHEREAS, Ordinance No. 32 of the City of Agoura Hills empowers the City Council to proclaim the existence or threatened existence of a local emergency when said City is affected or likely to be affected by a public calamity; and

WHEREAS, said City Council has been requested by the Director of Emergency Services* of said city to proclaim the existence of a local emergency therein; and +

WHEREAS, the City Council does hereby find:

That conditions of extreme peril to the safety of persons and property have arisen within said City, caused by _____
(fire, flood, storm, epidemic, riot, earthquake, drought, energy shortage, or other causes)
commencing on or about _____ on the ____ day of _____, 20__ ; and

that the above described conditions of extreme peril did warrant and necessitate the proclamation of the existence of a local emergency in the City;

NOW, THEREFORE, BE IT RESOLVED, by the City Council that the Proclamation of Existence of a Local Emergency, as issued by the Director of Emergency Services, is hereby proclaimed.

BE IT FURTHER RESOLVED that the local emergency shall be deemed to continue to exist until its termination is proclaimed by the City Council.

PASSED, APPROVED AND ADOPTED this _____ day of _____, 20XX.

BY:

Denis Weber, Mayor

ATTEST:

APPROVED AS TO FORM:

Kimberly Rodrigues, City Clerk

Candice Lee, City Attorney

* Section 8630 of the Government Code provides: "...The governing body shall review, at least every 21 days until such local emergency is terminated, the need for continuing the local emergency and shall proclaim the termination of such local emergency at the earliest possible date that conditions warrant."

Sample

Exhibit 2

Sample

**PROCLAMATION OF A LOCAL EMERGENCY BY THE DIRECTOR OF
EMERGENCY SERVICES OF THE CITY OF AGOURA HILLS**

WHEREAS, Section 3605 of the Agoura Hills Municipal Code empowers the Director of Emergency Services to proclaim the existence or threatened existence of a local emergency when the City is affected or likely to be affected by a public calamity and the City Council is not in session;

WHEREAS, the Director of Emergency Services of the City of Agoura Hills does hereby find:

That conditions of disaster or of extreme peril to the safety of persons and property have arisen within the City caused by a _____ commencing on or about _____ .m. on the day of _____, 200__, at which time the City Council was not in session; and

That the City Council of the City of Agoura Hills is not in session and cannot immediately be called into session.

NOW, THEREFORE, IT IS HEREBY PROCLAIMED that a local emergency now exists throughout the City.

IT IS FURTHER PROCLAIMED AND ORDERED that during the existence of said local emergency the powers, functions, and duties of the emergency organization of this City shall be those prescribed by state law, by ordinances and resolutions of this City, and by the City of Agoura Hills Emergency Plan. The City Council shall take action to ratify this proclamation within seven days, or this proclamation shall have no further force or effect.

APPROVED AS TO FORM:

Candice Lee, City Attorney
City of Agoura Hills

Dated: _____

By: _____

Greg Ramirez
Director of Emergency Services
City of Agoura Hills

* Section 8630 of the Government Code provides: "...Whenever a local emergency is proclaimed by an official designated by ordinance, the local emergency shall not remain in effect for a period in excess of seven days unless it has been ratified by the governing body ..."

Sample

Exhibit 3

Sample

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF AGOURA HILLS
RATIFYING THE DIRECTOR OF EMERGENCY SERVICES' PROCLAMATION
OF EXISTENCE OF A LOCAL EMERGENCY**

WHEREAS, Section 3605 of the Agoura Hills Municipal Code empowers the Director of Emergency Services to proclaim a local emergency if the City Council is not in session and requires that the City Council shall take action to ratify the proclamation within seven days thereafter;

WHEREAS, conditions of disaster or of extreme peril to the safety of persons and property have arisen within the City, caused by a _____ commencing on or about _____ .m. on the ____ day of _____, 201X, at which time the City Council was not in session;

WHEREAS, the City Council does hereby find that the above described conditions of extreme peril did warrant and necessitate the proclamation of the existence of a local emergency in the City;

WHEREAS, the Director of Emergency Services did proclaim the existence of a local emergency within the City on the ____ day of _____, 201X.

NOW, THEREFORE, BE IT RESOLVED, by the City Council that the Proclamation of Existence of a Local Emergency, as issued by the Director of Emergency Services, is hereby ratified and confirmed.

BE IT FURTHER RESOLVED that the local emergency shall be deemed to continue to exist until its termination is proclaimed by the City Council.

PASSED, APPROVED AND ADOPTED this _____ day of _____, 201X.

BY:

Denis Weber, Mayor

ATTEST:

APPROVED AS TO FORM:

Kimberly Rodrigues, City Clerk

Candice Lee, City Attorney

* This form may be used by the City Council to ratify the proclamation of existence of a local emergency, issued by the Director of Emergency Services.

** Section 8630 of the Government Code provides: "...The governing body shall review, at least every 21 days until such local emergency is terminated, the need for continuing the local emergency and shall proclaim the termination of such local emergency at the earliest possible date that conditions warrant."

Sample

Exhibit 4

Sample

**RESOLUTION REQUESTING GOVERNOR TO
PROCLAIM A STATE OF EMERGENCY**

WHEREAS, on _____, 20____, the City Council of the City of **(Insert Jurisdiction)** found that due to _____;
(fire, flood, storm, epidemic, riot, earthquake, drought, energy shortage, or other causes)
a condition of extreme peril to life and property did exist within said city; and

WHEREAS, in accordance with state law the City Council proclaimed an emergency did exist throughout the City of **(Insert Jurisdiction)**; and

WHEREAS, it has now been found that local resources are unable to cope with the effects of said emergency;

NOW, THEREFORE, IT IS HEREBY PROCLAIMED AND ORDERED that a copy of this resolution be forwarded to the Governor of California with the request that he proclaim the City of **(Insert Jurisdiction)** to be in a state of emergency; and

IT IS FURTHER ORDERED that a copy of this resolution be forwarded to the State Director of the Office of Emergency Services; and

IT IS FURTHER RESOLVED that _____, (Title)_____,
is thereby designated as the authorized representative for public assistance and _____, (Title)_____, is hereby designated as the authorized representative for individual assistance for **(Insert Jurisdiction)** for the purpose of receipt, processing, and coordination of all inquiries and requirements necessary to obtain available state and federal assistance.

Dated : _____

CITY COUNCIL

ATTEST: _____

City of **(Insert Jurisdiction)**

Sample

Exhibit 5

Sample

**RESOLUTION PROCLAIMING EXISTENCE OF A LOCAL EMERGENCY
AND REQUESTING GOVERNOR TO (1) PROCLAIM A STATE OF
EMERGENCY; AND (2) REQUEST A PRESIDENTIAL DECLARATION**

WHEREAS, Chapter **(Insert appropriate Chapter)** of the City of **(Insert Jurisdiction)**'s Municipal Code empowers the Director of Emergency Services to proclaim the existence or threatened existence of a local emergency when said city is affected or likely to be affected by a public calamity; and

WHEREAS, the City Council has been requested by the Director of Emergency Services of the City of **(Insert Jurisdiction)** to proclaim the existence of a local emergency therein; and

WHEREAS, said City Council does hereby find:

That conditions of extreme peril to the safety of persons and property have arisen within said city, caused by
; and
(fire, flood, storm, epidemic, riot, earthquake, drought, energy shortage, or other causes)

That the aforesaid conditions of extreme peril warrant and necessitate the proclamation of the existence of a local emergency;

NOW, THEREFORE, IT IS HEREBY PROCLAIMED that a local emergency now exists throughout said city; and

IT IS FURTHER PROCLAIMED AND ORDERED that during the existence of said local emergency the powers, functions, and duties of the Director of Emergency Services* and the emergency organization of the city shall be those prescribed by state law, by ordinances, and resolutions of this city approved by the City Council on _____.

WHEREAS, it has now been found that local resources are unable to cope with the effects of said emergency;

NOW, THEREFORE, IT IS HEREBY PROCLAIMED AND ORDERED that a copy of this resolution be forwarded to the Governor of California with the request that he proclaim the City of **(Insert Jurisdiction)** to be in a state of emergency; and further that the Governor request a Presidential Declaration.

IT IS FURTHER ORDERED that a copy of this resolution be forwarded to the State Director of the Office of Emergency Services.

IT IS FURTHER RESOLVED that _____, (Title) _____, is designated as the local Hazard Mitigation Coordinator of the City of **(Insert Jurisdiction)** for the purpose of assessing damage within said city and consulting with Federal/State survey teams about hazard mitigation actions; and

IT IS FURTHER RESOLVED that _____, (Title) _____, is hereby designated as the authorized representative for public assistance and _____, (Title) _____ is hereby designated as the authorized representative for individual assistance of the City of **(Insert Jurisdiction)** for the purpose of receipt, processing, and coordination of all inquiries and requirements necessary to obtain available state and federal assistance.

Dated: _____

CITY COUNCIL

ATTEST: _____

City of **(Insert Jurisdiction)**

Sample

Exhibit 6

Sample

LOCAL RESOLUTION REQUESTING STATE DIRECTOR, OFFICE OF EMERGENCY SERVICES' CONCURRENCE IN LOCAL EMERGENCIES

WHEREAS, on _____, 20____, the City Council of the City of **(Insert Jurisdiction)** found that due to _____;
(fire, flood, storm, epidemic, riot, earthquake, drought, energy shortage, or other causes)
a condition of extreme peril to life and property did exist within said city; and

WHEREAS, in accordance with state law the City Council now proclaims an emergency does exist throughout said City;

NOW, THEREFORE, IT IS HEREBY PROCLAIMED AND ORDERED that a copy of this resolution be forwarded to the State Director of the Office of Emergency Services with a request that he find it acceptable in accordance with provisions of the California Disaster Assistance Act; and

IT IS FURTHER RESOLVED that _____, (Title) _____, is hereby designated as the authorized representative of the City of **(Insert Jurisdiction)** for the purpose of receipt, processing, and coordination of all inquiries and requirements necessary to obtain available state assistance.

Dated: _____

CITY COUNCIL

ATTEST: _____

City of **(Insert Jurisdiction)**

* Proclamation of local emergency must be made within 10 days of the disaster occurrence in order to qualify for assistance under the California Disaster Assistance Act.

Note: Attach list of damaged Public Facilities showing location and estimated cost of repairs.

Sample

Exhibit 7

Sample

RESOLUTION PROCLAIMING TERMINATION OF LOCAL EMERGENCY

WHEREAS, a local emergency existed in the City of **(Insert Jurisdiction)** in accordance with the resolution thereof by the City Council on the _____ day of _____, 20____, or

Director of Emergency Services on the _____ day of _____, 20____, and its ratification by the City Council on the _____ day of _____, 20____,

as a result of conditions of extreme peril to the safety of persons and property caused by _____; and
(fire, flood, storm, epidemic, riot, earthquake, drought, energy shortage, or other causes)

WHEREAS, the situation resulting from said conditions of extreme peril is now deemed to be within the control of the normal protective services, personnel, equipment, and facilities of and within said City of _____;

NOW, THEREFORE, the City Council of the City of **(Insert Jurisdiction)**, State of California, does hereby proclaim the termination of said local emergency.

Dated: _____

CITY COUNCIL
City of **(Insert Jurisdiction)**

ATTEST: _____

Extracted from the California Emergency Plan

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

This agreement was adopted by the City of **(Insert Jurisdiction)**.

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

WITNESSETH:

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

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

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

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

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

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

SEMS/NIMS Emergency Operations Plan

any other officer designated by a county; the mayor, the clerk of the city council, the City Disaster Council, and any other officer designated by a city; the executive head, the clerk of the governing body, or other officer of other political subdivisions and public agencies as designated by such parties.

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

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

/signed/JERRY BROWN
GOVERNOR
On behalf of the State of
California and all its
Departments and Agencies

SEMS/NIMS Emergency Operations Plan

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

November 15, 1950
(GREAT SEAL)

Note:

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

Section 8668 of the California Emergency Services Act provides:

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

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

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

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

EMERGENCY MANAGEMENT ASSISTANCE COMPACT (EMAC)

ARTICLE I - PURPOSE AND AUTHORITIES

This compact is made and entered into by and between the participating member states which enact this compact, hereinafter called party states. For the purposes of this agreement, the term "states" is taken to mean the several states, the Commonwealth of Puerto Rico, the District of Columbia, and all U.S. territorial possessions.

The purpose of this compact is to provide for mutual assistance between the states entering into this compact in managing any emergency or disaster that is duly declared by the governor of the affected state(s), whether arising from natural disaster, technological hazard, man-made disaster, civil emergency aspects of resources shortages, community disorders, insurgency, or enemy attack.

This compact shall also provide for mutual cooperation in emergency-related exercises, testing, or other training activities using equipment and personnel simulating performance of any aspect of the giving and receiving of aid by party states or subdivisions of party states during emergencies, such actions occurring outside actual declared emergency periods. Mutual assistance in this compact may include the use of the states' National Guard forces, either in accordance with the National Guard Mutual Assistance Compact or by mutual agreement between states.

ARTICLE II - GENERAL IMPLEMENTATION

Each party state entering into this compact recognizes many emergencies transcend political jurisdictional boundaries and that intergovernmental coordination is essential in managing these and other emergencies under this compact. Each state further recognizes that there will be emergencies which require immediate access and present procedures to apply outside resources to make a prompt and effective response to such an emergency. This is because few, if any, individual states have all the resources they may need in all types of emergencies or the capability of delivering resources to areas where emergencies exist. The prompt, full, and effective utilization of resources of the participating states, including any resources on hand or available from the Federal Government or any other source, that are essential to the safety, care, and welfare of the people in the event of any emergency or disaster declared by a party state, shall be the underlying principle on which all articles of this compact shall be understood.

On behalf of the governor of each state participating in the compact, the legally designated state official who is assigned responsibility for emergency management will be responsible for formulation of the appropriate interstate mutual aid plans and procedures necessary to implement this compact.

ARTICLE III - PARTY STATE RESPONSIBILITIES

A. It shall be the responsibility of each party state to formulate procedural plans and programs for interstate cooperation in the performance of the responsibilities listed in this article. In formulating such plans, and in carrying them out, the party states, insofar as practical, shall:

i. Review individual state hazards analyses and, to the extent reasonably possible, determine all those potential emergencies the party states might jointly suffer, whether due to natural disaster, technological hazard, man-made disaster, emergency aspects of resource shortages, civil disorders, insurgency, or enemy attack.

ii. Review party states' individual emergency plans and develop a plan which will determine the mechanism for the interstate management and provision of assistance concerning any potential emergency.

iii. Develop interstate procedures to fill any identified gaps and to resolve any identified inconsistencies or overlaps in existing or developed plans.

iv. Assist in warning communities adjacent to or crossing the state boundaries.

v. Protect and assure uninterrupted delivery of services, medicines, water, food, energy and fuel, search and rescue, and critical lifeline equipment, services, and resources, both human and material.

vi. Inventory and set procedures for the interstate loan and delivery of human and material resources, together with procedures for reimbursement or forgiveness.

vii. Provide, to the extent authorized by law, for temporary suspension of any statutes or ordinances that restrict the implementation of the above responsibilities.

B. The authorized representative of a party state may request assistance of another party state by contacting the authorized representative of that state. The provisions of this agreement shall only apply to requests for assistance made by and to authorized representatives. Requests may be verbal or in writing. If verbal, the request shall be confirmed in writing within 30 days of the verbal request. Requests shall provide the following information:

i. A description of the emergency service function for which assistance is needed, such as but not limited to fire services, law enforcement, emergency medical, transportation, communications, public works and engineering, building inspection, planning and information assistance, mass care, resource support, health and medical services, and search and rescue.

ii. The amount and type of personnel, equipment, materials and supplies needed, and a reasonable estimate of the length of time they will be needed.

iii. The specific place and time for staging of the assisting party's response and a point of contact at that location.

C. There shall be frequent consultation between state officials who have assigned emergency management responsibilities and other appropriate representatives of the party states with affected jurisdictions and the United States Government, with free exchange of information, plans, and resource records relating to emergency capabilities.

ARTICLE IV – LIMITATIONS

Any party state requested to render mutual aid or conduct exercises and training for mutual aid shall take such action as is necessary to provide and make available the resources covered by this compact in accordance with the terms hereof; provided that it is understood that the state rendering aid may withhold resources to the extent necessary to provide reasonable protection for such state.

Each party state shall afford to the emergency forces of any party state, while operating within its state limits under the terms and conditions of this compact, the same powers (except that of arrest unless specifically authorized by the receiving state), duties, rights, and privileges as are afforded forces of the state in which they are performing emergency services. Emergency forces will continue under the command and control of their regular leaders, but the organizational units will come under the operational control of the emergency services authorities of the state receiving assistance. These conditions may be activated, as needed, only subsequent to a declaration of a state of emergency or disaster by the governor of the party state that is to receive assistance or commencement of exercises or training for mutual aid and shall continue so long as the exercises or training for mutual aid are in progress, the state of emergency or disaster remains in effect or loaned resources remain in the receiving state(s), whichever is longer.

ARTICLE V - LICENSES AND PERMITS

Whenever any person holds a license, certificate, or other permit issued by any state party to the compact evidencing the meeting of qualifications for professional, mechanical, or other skills, and when such assistance is requested by the receiving party state, such person shall be deemed licensed, certified, or permitted by the state requesting assistance to render aid involving such skill to meet a declared emergency or disaster, subject to such limitations and conditions as the governor of the requesting state may prescribe by executive order or otherwise.

ARTICLE VI – LIABILITY

Officers or employees of a party state rendering aid in another state pursuant to this compact shall be considered agents of the requesting state for tort liability and immunity purposes; and no party state or its officers or employees rendering aid in another state pursuant to this compact shall be liable on account of any act or omission in good faith on the part of such forces while so engaged or on account of the maintenance or use of any equipment or supplies in connection therewith. Good faith in this article shall not include willful misconduct, gross negligence, or recklessness.

ARTICLE VII - SUPPLEMENTARY AGREEMENTS

Inasmuch as it is probable that the pattern and detail of the machinery for mutual aid among two or more states may differ from that among the states that are party hereto, this instrument contains elements of a broad base common to all states, and nothing herein contained shall preclude any state from entering into supplementary agreements with another state or affect any other agreements already in force between states. Supplementary agreements may comprehend, but shall not be limited to, provisions for evacuation and reception of injured and other persons and the exchange of medical, fire, police, public utility, reconnaissance, welfare, transportation and communications personnel, and equipment and supplies.

ARTICLE VIII – COMPENSATION

Each party state shall provide for the payment of compensation and death benefits to injured members of the emergency forces of that state and representatives of deceased members of such forces in case such members sustain injuries or are killed while rendering aid pursuant to this compact, in the same manner and on the same terms as if the injury or death were sustained within their own state.

ARTICLE IX – REIMBURSEMENT

Any party state rendering aid in another state pursuant to this compact shall be reimbursed by the party state receiving such aid for any loss or damage to or expense incurred in the operation of any equipment and the provision of any service in answering a request for aid and for the costs incurred in connection with such requests; provided, that any aiding party state may assume in whole or in part such loss, damage, expense, or other cost, or may loan such equipment or donate such services to the receiving party state without charge or cost; and provided further, that any two or more party states may enter into supplementary agreements establishing a different allocation of costs among those states. Article VIII expenses shall not be reimbursable under this provision.

ARTICLE X – EVACUATION

Plans for the orderly evacuation and interstate reception of portions of the civilian population as the result of any emergency or disaster of sufficient proportions to so warrant, shall be worked out and maintained between the party states and the emergency management/services directors of the various jurisdictions where any type of incident requiring evacuations might occur. Such plans shall be put into effect by request of the state from which evacuees come and shall include the manner of transporting such evacuees, the number of evacuees to be received in different areas, the manner in which food, clothing, housing, and medical care will be provided, the registration of the evacuees, the providing of facilities for the notification of relatives or friends, and the forwarding of such evacuees to other areas or the bringing in of additional materials, supplies, and all other relevant factors. Such plans shall provide that the party state receiving evacuees and the party

state from which the evacuees come shall mutually agree as to reimbursement of out-of-pocket expenses incurred in receiving and caring for such evacuees, for expenditures for transportation, food, clothing, medicines and medical care, and like items. Such expenditures shall be reimbursed as agreed by the party state from which the evacuees come. After the termination of the emergency or disaster, the party state from which the evacuees come shall assume the responsibility for the ultimate support of repatriation of such evacuees.

ARTICLE XI – IMPLEMENTATION

A. This compact shall become operative immediately upon its enactment into law by any two (2) states; thereafter, this compact shall become effective as to any other state upon its enactment by such state.

B. Any party state may withdraw from this Compact by enacting a statute repealing the same, but no such withdrawal shall take effect until 30 days after the governor of the withdrawing state has given notice in writing of such withdrawal to the governors of all other party states. Such action shall not relieve the withdrawing state from obligations assumed hereunder prior to the effective date of withdrawal.

C. Duly authenticated copies of this compact and of such supplementary agreements as may be entered into shall, at the time of their approval, be deposited with each of the party states and with the Federal Emergency Management Agency and other appropriate agencies of the United States Government.

ARTICLE XII – VALIDITY

This Act shall be construed to effectuate the purposes stated in Article I hereof. If any provision of this compact is declared unconstitutional, or the applicability thereof to any person or circumstances is held invalid, the constitutionality of the remainder of this Act and the applicability thereof to other persons and circumstances shall not be affected thereby.

ARTICLE XIII - ADDITIONAL PROVISIONS

Nothing in this compact shall authorize or permit the use of military force by the National Guard of a state at any place outside that state in any emergency for which the President is authorized by law to call into federal service the militia, or for any purpose for which the use of the Army or the Air Force would in the absence of express statutory authorization be prohibited under Section 1385 of title 18, United States Code.

Ratified during the 2nd session of the 104th Congress and became Public Law 104-321, October 1996

City of Agoura Hills Ordinance No. 32, 9-21-83

PUBLIC SAFETY

§ 3605

Chapter 6

EMERGENCY ORGANIZATION*

3600. Purposes.

The declared purposes of this chapter are to provide for the preparation and carrying out of plans for the protection of persons and property within this city in the event of an emergency; the direction of the emergency organization; and the coordination of the emergency functions of this chapter with all other public agencies, corporations, organizations and affected private persons. (Ord. No. 32, 9-21-83)

3601. Definition.

As used in this chapter "emergency" shall mean the actual or threatened existence of conditions of disaster or of extreme peril to the safety of persons and property within this city caused by such conditions as air pollution, fire, flood, storm, epidemic, riot, or earthquake, or other conditions, including conditions resulting from war or imminent threat of war, but 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 this city, requiring the combined forces of other political subdivisions to combat. (Ord. No. 32, 9-21-83)

3602. Disaster council—Membership.

The Agoura Hills disaster council is hereby created and shall consist of the following:

- (a) The mayor, who shall be chairperson.
- (b) The director of emergency services, who shall be vice-chairperson.
- (c) The assistant director of emergency services.
- (d) Such chiefs of emergency services as are provided for in a current emergency plan of this city, adopted pursuant to this chapter.

*Cross references—Building construction noise under emergencies, § 4103; emergency aircraft landings, § 4801; police helicopter exempt from aircraft regulations, § 4805; exemption from underground utility regulations in emergencies, § 7205.

(e) Such representatives of civic, business, labor, veterans, professional, or other organizations having an official emergency responsibility, as may be appointed by the director with the advice and consent of the city council. (Ord. No. 32, 9-21-83)

3603. Same—Powers and duties.

It shall be the duty of the Agoura Hills disaster council, and it is hereby empowered, to develop and recommend for adoption by the city council, emergency and mutual aid plans and agreements and such ordinances and resolutions and rules and regulations as are necessary to implement such plans and agreements. The disaster council shall meet upon call of the chairperson or, in his absence from the city or inability to call such meeting, upon call of the vice-chairperson. (Ord. No. 32, 9-21-83)

3604. Director and assistant director of emergency services—Offices created.

(a) There is hereby created the office of director of emergency services. The city manager shall be the director of emergency services.

(b) There is hereby created the office of assistant director of emergency services, who shall be appointed by the director. (Ord. No. 32, 9-21-83)

3605. Same—Powers and duties.

(a) The director is hereby empowered to:

- (1) Request the city council to proclaim the existence or threatened existence of a "local emergency" if the city council is in session, or to issue such proclamation if the city council is not in session. Whenever a local emergency is proclaimed by the director, the city council shall take action to ratify the proclamation within seven (7) days thereafter or the proclamation shall have no further force or effect.
- (2) Request the governor to proclaim a "state of emergency" when, in the opinion of the director, the locally available resources are inadequate to cope with the emergency.

City of Agoura Hills Ordinance No. 32, 9-21-83, continued

§ 3605

AGOURA HILLS MUNICIPAL CODE

- (3) Control and direct the effort of the emergency organization of this city for the accomplishment of the purposes of this chapter.
- (4) Direct cooperation between the coordination of services and staff of the emergency organization of this city; and resolve questions of authority and responsibility that may rise between them.
- (5) Represent this city in all dealings with public or private agencies on matters pertaining to emergencies as defined herein.
- (6) In the event of the proclamation of a "local emergency" as herein provided, the proclamation of a "state of emergency" by the governor or the director of the state office of emergency services, or the existence of a "state of war emergency," the director is hereby empowered:
 - a. To make and issue rules and regulations on matters, reasonably related to the protection of life and property as affected by such emergency; provided, however, such rules and regulations must be confirmed at the earliest practicable time by the city council;
 - b. To obtain vital supplies, equipment, and such other properties found lacking and needed for the protection of life and property and to bind the city for the fair value whereof and, if required immediately, to commandeer the same for public use;
 - c. To require emergency services of any city officer or employee and, in the event of the proclamation of a "state of emergency" in the county in which this city is located or the existence of a "state of war emergency," to command the aid of as many citizens of this community as he deems necessary in the execution of his duties; such persons shall be entitled to all privileges, benefits, and immunities as are provided by state law for registered disaster service workers;
 - d. To requisition necessary personnel or material of any city department or agency; and

- e. To execute all of his ordinary power as city manager, all of the special powers conferred upon him by this chapter or by resolution or emergency plan pursuant hereto adopted by the city council, all powers conferred upon him by any statute, by any agreement approved by the city council, and by any other lawful authority.

(b) The director of emergency services shall designate the order of succession to that office, to take effect in the event the director is unavailable to attend meetings and otherwise perform his duties during an emergency. Such order of succession shall be approved by the city council.

(c) The assistant director shall, under the supervision of the director and with the assistance of emergency service chiefs, develop emergency plans and manage the emergency programs of this city, and shall have such other powers and duties as may be assigned by the director.

(Ord. No. 32, 9-21-83)

3606. Emergency organization.

All officers and employees of this city, together with those volunteer forces enrolled to aid them during an emergency, and all groups, organizations, and persons who may by agreement or operation of law, including persons impressed into service under the provisions of section 3605(a)(6) of this chapter, be charged with duties incident to the protection of life and property in this city during such emergency, shall constitute the emergency organization of the City of Agoura Hills.

(Ord. No. 32, 9-21-83)

3607. Emergency plan.

The Agoura Hills disaster council shall be responsible for the development of the City of Agoura Hills emergency plan, which plan shall provide for the effective mobilization of all of the resources of this city, both public and private, to meet any condition constituting a local emergency, state of emergency, or state of war emergency; and shall provide for the organization, powers and duties, services, and staff of the emergency organization. Such plan shall take effect upon adoption by resolution of the city council.

(Ord. No. 32, 9-21-83)

3608. Expenditures.

An expenditures made in connection with emergency activities, including mutual aid activities, shall be deemed conclusively to be for the direct protection and benefit of the inhabitants and property of the City of Agoura Hills.
(Ord. No. 32, 9-21-83)

3609. Punishment of violations.

It shall be a misdemeanor, punishable by a fine of not to exceed one thousand dollars (\$1,000.00), or by imprisonment for not to exceed six (6) months, or both, for any person, during an emergency, to:

- (a) Willfully obstruct, hinder, or delay any member of the emergency organization in the enforcement of any lawful rule or regulation issued pursuant to this chapter, or in the performance of any duty imposed upon his by virtue of this chapter.
- (b) Do any act forbidden by any lawful rule or regulation issued pursuant to this chapter, if such act is of such a nature as to give or be likely to give assistance to the enemy or to imperil the lives or property of inhabitants of this city, or to prevent, hinder, or delay the defense or protection thereof.
- (c) Wear, carry, or display, without authority, any means of identification specified by the emergency agency of the state.

(Ord. No. 32, 9-21-83)

RESOLUTION NO. 56

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF AGOURA HILLS
APPROVING AND AGREEING TO ABIDE BY THE CALIFORNIA
DISASTER AND CIVIL DEFENSE MASTER MUTUAL AID
AGREEMENT

WHEREAS, EARL WARREN, Governor of the State of California,
on the 15th day of November, 1950, executed the California Disaster
and Civil Defense Master Mutual Aid Agreement on behalf of the State
of California and all its Departments and Agencies;

NOW, THEREFORE, The City Council of the City of Agoura Hills
does, by resolution, hereby approve and agree to abide by said
California Disaster and Civil Defense Master Mutual Aid Agreement;
and the Clerk of this Council is hereby authorized and directed to
send a certified copy of this resolution to the California Emergency
Council for filing with said Council.

ADOPTED AND APPROVED, this 4th day of May, 1983,
by the following vote to wit:

AYES: Dynda, Hood, Leary, Pavley, Sahm-5

NOES: None-0

ABSENT: None-0

ABSTAIN: None-0

Frances J. Pavley
MAYOR

ATTEST:

E. Fredrick Bien
City Clerk

STATE OF CALIFORNIA)
COUNTY OF LOS ANGELES) SS
CITY OF AGOURA HILLS)

I, E. Fredrick Bien, City Clerk of the City of Agoura Hills,
do hereby certify that the foregoing is a true and correct copy of
Resolution No. 56 approved and adopted by the City Council of the
City of Agoura Hills at a meeting thereof held on the 4th day of
May 1983 and that said resolution was published/posted pursuant
to law.

E. Fredrick Bien
CITY CLERK

AUTHORITIES AND RESPONSIBILITIES OF LOCAL HEALTH OFFICERS IN DISASTERS

These references have been prepared strictly as a guide, and should not be construed as providing legal advice. To ensure compliance with applicable laws and regulations, city or county legal counsel should be consulted prior to invoking the authorities discussed in this document

HSC = Health and Safety Code

GC = Government Code

CCR = California Code of Regulations

PC = Penal Code

GENERAL DUTIES AND RESPONSIBILITIES OF COUNTY HEALTH OFFICER

The local health officer is delegated the responsibility for enforcement of public health laws and regulations.

HSC § 101000 County Health Officer Appointment

“Each board of supervisors shall appoint a health officer who is a county officer.”

HSC § 101460 City Health Officer; Appointment.

“Every governing body of a city shall appoint a health officer, except when the city has made other arrangements as specified in this code, for the county to exercise the same powers and duties within the city, as are conferred upon city health officers by law.”

HSC § 101400 Contracts For County Performance Of City Health Functions.

“The board of supervisors may contract with a city in the county, and the governing body of a city may contract with the county for the performance by health officers or other county employees of any or all enforcement functions within the city related to ordinances of public health and sanitation, and all inspections and other related functions.”

HSC § 101025 Duties Of Governing Body Of County

“The board of supervisors of each county shall take measures as may be necessary to preserve and protect the public health in the unincorporated territory of the county, including, if indicated, the adoption of ordinances, regulations and orders not in conflict with general laws, and provide for the payment of all expenses incurred in enforcing them.”

HSC § 101030 Enforcement Duties.

“The county health officer shall enforce and observe all of the following in the unincorporated area of the county:

- (a) Orders and ordinances of the board of supervisors pertaining to public health and sanitary matters;
- (b) Orders including quarantine and other regulations prescribed by the department; and (c) Statutes related to public health.”
- (c) Statutes related to public health

HSC § 101375 Consent Of City; Enforcement Duties Of County Health Officer.

“When the governing body of a city in the county consents by resolution or ordinance, the county health officer shall enforce and observe in the city all of the following:

- (a) Orders and quarantine regulations prescribed by the department and other regulations issued under this code.

(b) Statutes relating to the public health.”

HSC § 101405 Powers Of County Health Officers In City.

“Whenever a contract has been duly entered into, the county health officer and his or her deputies shall exercise the same powers and duties in the city as are conferred upon city health officers by law.”

EMERGENCIES, EMERGENCY PROCLAMATIONS, AND HEALTH OFFICER AUTHORITY DURING A PROCLAIMED EMERGENCY

GC § 8558 Degrees Of Emergency.

“Three conditions or degrees of emergency are established by this chapter:

(a) **"State of war emergency"** means the condition which exists immediately, with or without a proclamation thereof by the Governor, whenever this state or nation is attacked by an enemy of the United States, or upon receipt by the state of a warning from the federal government indicating that such an enemy attack is probable or imminent.

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

(c) **"Local emergency"** means 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, drought, sudden and severe energy shortage, plant or animal infestation or disease, the Governor's warning of an earthquake or volcanic prediction, or an earthquake, or other conditions, other than conditions resulting from a labor controversy, which conditions are or are likely to be beyond the control of the services, personnel, equipment, and facilities of that political subdivision and require the combined forces of other political subdivisions to combat, or with respect to regulated energy utilities, a sudden severe energy shortage requires extraordinary measures beyond the authority vested in the California Public Utilities Commission.”

GC § 8630 Proclamation by local governing body.

“(a) A local emergency may be proclaimed only by the governing body of a city, county, or city and county, or by an official designated by ordinance adopted by that governing body.

(b) Whenever a local emergency is proclaimed by an official designated by ordinance, the local emergency shall not remain in effect for a period in excess of seven days unless it has been ratified by the governing body.

(c) The governing body shall review the need for continuing the local emergency at least once every 30 days until the governing body terminates the local emergency.

(d) The governing body shall proclaim the termination of the local emergency at the earliest possible date that conditions warrant.”

Health Officer's Authority During a Proclaimed Emergency

HSC § 101040 Authority To Take Preventive Measures During Emergency.

“The county health officer may take any preventive measure that may be necessary to protect and preserve the public health from any public health hazard during any "state of war emergency," "state of emergency," or "local emergency," as defined by Section 8558 of the Government Code, within his or her jurisdiction. "Preventive measure" means abatement, correction, removal or any other protective step that may be taken against any public health hazard that is caused by a disaster and affects the public health. Funds for these measures may be allowed pursuant to Sections 29127 to 29131, inclusive, and 53021 to 53023, inclusive, of the Government Code and from any other money appropriated by a county board of supervisors or a city governing body to carry out the purposes of this section. The county health officer, upon consent of the county board of supervisors or a city governing body, may certify any public health hazard resulting from any disaster condition if certification is required for any federal or state disaster relief program.”

Health Emergency

HSC § 101080 Declaration Of Health Emergency; Conditions; Duration; Review. “Whenever a release, spill, escape, or entry of waste occurs as described in paragraph (2) of subdivision (b) of Section 101075 and the director or the local health officer reasonably determines that the waste is a hazardous waste or medical waste, or that it may become a hazardous waste or medical waste because of a combination or reaction with other substances or materials, and the director or local health officer reasonably determines that the release or escape is an immediate threat to the public health, the director may declare a health emergency and the local health officer may declare a county health emergency in the county or any area thereof affected by the threat to the public health. Whenever a local health emergency is declared by a local health officer pursuant to this section, the local health emergency shall not remain in effect for a period in excess of seven days unless it has been ratified by the board of supervisors. The board of supervisors shall review, at least every 14 days until the local health emergency is terminated, the need for continuing the local health emergency and shall proclaim the termination of the local health emergency at the earliest possible date that conditions warrant the termination.”

Health Officer's Authority During a Declared Health Emergency

HSC §101085 Health Emergencies; Powers Of Health Officials.

“(a) After the declaration of a health emergency or a county health emergency pursuant to Section 101080, the director or local health officer may do any or all of the following:

(1) Require any person or organization that the director or local health officer shall specify to furnish any information known relating to the properties, reactions, and identity of the material that has been released, spilled, or escaped. The director or local health officer may require information to be furnished, under penalty of perjury, by the person, company, corporation, or other organization that had custody of the material, and, if the material is being transferred or transported, by any person, company, corporation, or organization that caused the material to be transferred or transported. This information shall be furnished to the director or local health officer upon request in sufficient detail, as determined by the director or local health officer, as required to take any action necessary to abate the health emergency or county health emergency or protect the health of persons in the county, or any area thereof, who are, or may be affected. However, the burden, including costs, of furnishing the information shall bear a reasonable relationship to the need for the information and the benefits to be obtained there from.

(2) Provide the information, or any necessary portions thereof, or any other necessary information available to the director or local health officer to state or local agencies responding to the health emergency or county health emergency or to medical and other professional personnel treating victims of the local health emergency.

(3) Sample, analyze, or otherwise determine the identifying and other technical information relating to the health emergency or county health emergency as necessary to respond to or abate the county health emergency and protect the public health.

(b) This section does not limit or abridge any of the powers or duties granted to the State Water Resources Control Board and to each regional water quality control board by Division 7 (commencing with Section 13000) of the Water Code. This section also does not limit or abridge the powers or duties granted to the State Air Resources Board or to any air pollution control district by Division 26 (commencing with Section 39000). This section does not limit or abridge any of the powers or duties granted to the Director of Food and Agriculture or to any county agricultural commissioner by Division 6 commencing with Section 11401) or by Division 7 (commencing with Section 12501) of the Food and Agricultural Code.”

Personnel Resources Available to the Health Officer During a Health or Local Emergency

HSC § 101310 Health Emergencies.

“In the event a health emergency is declared by the board of supervisors in a county, or in the event a county health emergency is declared by the county health officer pursuant to Section 101080, the local health officer shall have supervision and control over all environmental health and sanitation programs and personnel employed by the county during the state of emergency”.

Note: A "health emergency" that is declared by the board of supervisors under HSC §101310 is a "local emergency" which has been proclaimed for a health-related reasons as defined under GC § 8558 (c) pursuant to GC § 8630. Historically, this has been interpreted to include emergencies with public health consequences such as an earthquake, flood, or other disaster.

The Authority To Order An Evacuation

PC § 409.5

“(a) Whenever a menace to the public health or safety is created by a calamity including a flood, storm, fire, earthquake, explosion, accident, or other disaster, officers of the Department of the California Highway Patrol, police departments, marshal's office or sheriff's office, any officer or employee of the Department of Forestry and Fire Protection designated a peace officer by subdivision (g) of Section 830.2, any officer or employee of the Department of Parks and Recreation designated a peace officer by subdivision (f) of Section 830.2, any officer or employee of the Department of Fish and Game designated a peace officer under subdivision (e) of Section 830.2, and any publicly employed full-time lifeguard or publicly employed full-time marine safety officer while acting in a supervisory position in the performance of his or her official duties, may close the area where the menace exists for the duration thereof by means of ropes, markers, or guards to any and all persons not authorized by the lifeguard or officer to enter or remain within the enclosed area. **If the calamity creates an immediate menace to the public health, the local health officer may close the area where the menace exists pursuant to the conditions set forth in this section.** (emphasis added)

(b) Officers of the Department of the California Highway Patrol, police departments, marshal's office or sheriff's office, officers of the Department of Fish and Game designated as peace officers by subdivision (e) of Section 830.2, or officers of the Department of Forestry and Fire Protection designated as peace officers by subdivision (g) of Section 830.2 may close the immediate area surrounding any emergency field command post or any other command post activated for the purpose of abating any calamity enumerated in this section or any riot or other civil disturbance to any and all unauthorized persons pursuant to the conditions set forth in this section whether or not the field command post or other command post is located near to the actual calamity or riot or other civil disturbance.

(c) Any unauthorized person who willfully and knowingly enters an area closed pursuant to subdivision (a) or (b) and who willfully remains within the area after receiving notice to evacuate or leave shall be guilty of a misdemeanor.

(d) Nothing in this section shall prevent a duly authorized representative of any news service, newspaper, or radio or television station or network from entering the areas closed pursuant to this section.”

**The Authority To Order An Evacuation As a Result of An Avalanche
PC § 409.6.**

“(a) Whenever a menace to the public health or safety is created by an avalanche, officers of the Department of the California Highway Patrol, police departments, or sheriff’s offices, any officer or employee of the Department of Forestry and Fire Protection designated a peace officer by subdivision (g) of Section 830.2, and any officer or employee of the Department of Parks and Recreation designated a peace officer by subdivision (f) of Section 830.2, may close the area where the menace exists for the duration thereof by means of ropes, markers, or guards to any and all persons not authorized by that officer to enter or remain within the closed area. **If an avalanche creates an immediate menace to the public health, the local health officer may close the area where the menace exists pursuant to the conditions which are set forth above in this section.** (emphasis added)

(b) Officers of the Department of the California Highway Patrol, police departments, or sheriff’s offices, or officers of the Department of Forestry and Fire Protection designated as peace officers by subdivision (g) of Section 830.2, may close the immediate area surrounding any emergency field command post or any other command post activated for the purpose of abating hazardous conditions created by an avalanche to any and all unauthorized persons pursuant to the conditions which are set forth in this section whether or not that field command post or other command post is located near the avalanche.

(c) Any unauthorized person who willfully and knowingly enters an area closed pursuant to subdivision (a) or (b) and who willfully remains within that area, or any unauthorized person who willfully remains within an area closed pursuant to subdivision (a) or (b), after receiving notice to evacuate or leave from a peace officer named in subdivision (a) or (b), shall be guilty of a misdemeanor. If necessary, a peace officer named in subdivision (a) or (b) may use reasonable force to remove from the closed area any unauthorized person who willfully remains within that area after receiving notice to evacuate or leave.

(d) Nothing in this section shall prevent a duly authorized representative of any news service, newspaper, or radio or television station or network from entering the areas closed pursuant to this section.”

COMMUNICABLE DISEASE PREVENTION AND CONTROL**HSC §120100. Definition of Health Officer**

"Health Officer," as used in the Communicable Disease Prevention and Control Act (§27) includes county, city, and district health officers, and city and district health boards, but does not include advisory health boards.

HSC §120130(c) Isolation and Quarantine

... The department may from time to time adopt and enforce regulations requiring strict or modified isolation, or quarantine, for any of the contagious, infectious, or communicable diseases, if in the opinion of the department the action is necessary for the protection of the public health.

HSC §120175 Measures to Prevent Spread of Disease

Each health officer knowing or having reason to believe that any case of the disease made reportable by regulation of the department, or any other contagious, infectious or communicable disease may exist, or has recently existed, within the territory under his or her jurisdiction, shall take measures as may be necessary to prevent the spread of the disease or occurrence or additional cases.

HSC §120275 Violation of Isolation or Quarantine Order

Any person who, after notice, violates, or who, upon the demand of any health officer, refuses or neglects to conform to, any rule, order, or regulation prescribed by the department respecting a quarantine or disinfection of persons, animals, things, or places, is guilty of a misdemeanor.

**EMERGENCY ALERT SYSTEM (EAS) ACTIVATION
PROCEDURES**

(This information has been moved to the Appendix, a restricted use of this Plan, due to the sensitive nature of the information).

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THE PUBLIC INFORMATION OFFICER (PIO)

The City has a responsibility for providing the public with accurate, timely, and consistent information in an emergency. Informing the public is a special priority during emergency incidents, and the public expects timely information about the emergency.

The objectives of Emergency Public Information are to:

- Rapidly provide the general public with information about the emergency and instructions about what they should do.
- Provide the media with accurate, timely information about the extent of the emergency and response efforts.

To meet these objectives, public information officers (PIOs) at all levels must work together and with media representatives to disseminate information and instructions to the public when emergencies occur. The PIO team should:

- Provide a PIO planning/work area in or near the EOC.
- Coordinate with the Incident Command Post staff to establish a Media Photo Site for visual access near the scene of the incident.
- Establish a Media Information Center for briefing the news media.
- Establish a rumor control function to respond to public and media inquiries.
- Coordinate with the Liaison Officer to handle VIP tours.

The **primary role** of the PIO is to disseminate emergency instructions and critical information through the media to the public.

A **secondary function** is to provide the public (through the media) with accurate and complete information regarding incident cause, size, status, resources committed and potential short or long-term impacts, if known. For large incidents or incidents involving numerous response agencies, PIOs from all responding agencies should combine to form a public information team under the direction of the designated PIO in the EOC.

EMERGENCY NOTIFICATION

Emergency notification instructions and advisories are primarily the City's responsibility. During the initial emergency phase, the PIO will assist in alerting the public to hazards and for providing emergency instructions regarding protective actions to be taken to avoid injury and protecting property. These public notifications should be made as soon as possible through the broadcast media to provide adequate time for response.

Notifications should include local, national wire services and available City media broadcast technologies. To notify news media of a breaking story, give the following information:

- Your name/EOC Position (PIO)
- City of Agoura Hills
- Type of incident
- Safety information
- Location of incident (include Thomas Brothers map coordinates).
- Any additional information for the news media (command post location, equipment on scene, best access route, etc.).

The PIOs will release emergency public information locally and provide status information to PIOs at higher levels of government. This information should be coordinated with all agencies involved in the incident.

EMERGENCY PHASE

During this phase the public information system is mobilized to provide public information of a pending hazard or to respond to media and public inquiries.

The PIO is an essential part of the field level and EOC Command Staff. The PIO function should be established as soon as possible to ensure prompt access to all current emergency response and health or safety information available. On-scene PIOs will coordinate with the PIO in the EOC.

Rapid dissemination of information is especially critical in a breaking event. The information should advise the public of the potential hazards and the nature of the hazard, area involved, evacuations and traffic control.

Rumor Control

Government is responsible for providing information and instructions to the public along with establishing an effective rumor control system. It is important to establish Rumor Control to respond to direct public and media inquiry.

MEDIA INFORMATION

Joint Information Center or Media Center

Media accommodation begins with access to the scene through a Joint Information Center or Media Center. It is important to remember that the media is an important element of emergency response as they can provide critical information to the Incident Commander/EOC Director and staff as well as the public.

On smaller incidents a Media Information Center should be established to provide warning or precautionary information and to release information:

- On general safety instructions to the public via the media.
- Relating to the response activities on scene, medical, shelter, road/street closures and damage assessment.
- On the status of the incident, deaths (**when confirmed by the Coroner**), injuries, displaced persons, damages, hospital status, school status and major problems.

The Media Information Center should be clearly marked if located within police lines. It should be staffed by qualified PIOs and open to all authorized news media representatives. The Media Information Center should be closed to the general public. Appropriate government officials and incident specialists may be brought into the Media Information Center area for interviews.

When working with the media it is important to provide:

- Location of media center(s)
- Best access routes to media center
- Location of media access photo sites
- Times of news briefings
- Airspace restrictions
- Street closures/detours
- Shelter and hospital addresses
- Hazardous materials dangers

SEMS/NIMS Emergency Operations Plan

- Language assistance for non-English speaking journalists
- Scheduled media tours of incident area (coordinate with the Liaison Officer)
- Weather information

A Joint Information Center should be established when multiple jurisdictions, agencies and level of government are involved in the response. The PIOs at the Joint Information Center will employ the Joint Information System to share and coordinate public information, whether formally or informally, to ensure delivery of accurate and timely information the public needs and wants.

Media Identification

Provisions for press passes should be determined before an incident occurs. Generally, the Police Department issues press passes to representatives from legitimate news gathering agencies. Provisions for a system of temporary press passes should be addressed to cover the occasion when legitimate journalists arrive on the scene of a major incident.

As a general guideline, any person employed by a news gathering agency, be it newspaper, wire service, television or radio station, or as a freelance journalist or photojournalist, is authorized access to disaster areas under Penal Code section 409.5 (d) or PC 409.6(d). As a general rule, media representatives should not be admitted to National Defense Areas such as the crash site of a military aircraft (66 Ops. Cal. Atty. Gen. 497 (1983)).

Other means of identification are Media Vehicle Placards and Press Photographer license plates (California vehicle Code Section 5008). The Department of Motor Vehicles, Special Plate Section states in part:

"Any person who is regularly employed or engaged as a bona-fide newspaper, newsreel, or television photographer or cameraman may apply for press photographers' plates. No more than one set of the special plates will be issued to a press photographer. Photojournalists must derive more than 50% of their personal income as a press photographer from a bona-fide news organization."

These plates can be identified by the letters PP inside a triangle shaped shield, followed by a number. These vehicle identification plates serve only to identify the vehicle as the property of a media representative and all persons inside the vehicle should be properly identified.

News Conferences and Briefings

The Media Information Center should be able to accommodate all media representatives during news conference briefings. State policy allows all media representatives equal access to information developed for release. Physical access to the media center and site could be controlled or restricted. If access is controlled or restricted, public safety personnel at perimeter/barriers must be instructed in these procedures. For access within police and fire lines, media representatives must have valid "authorized" media identification issued by public safety agency or authorization on company letterhead (67 Ops.Cal.Atty.Gen.535 (1984)).

Media briefings and press conferences should be conducted on a regular or "as needed" basis. In preparing for briefings and press conferences, PIOs shall:

- Arrange for an official spokesperson.
- Announce briefings times to all media.
- Arrange media tours, if such action will not hinder response efforts. (coordinate with the liaison officer.)

- Conduct tours for media pool representatives as needed.

PIOs should ensure that all information available for release is clear, concise, confirmed and approved by appropriate authority before release to the media or public. PIOs should not release unconfirmed information or speculate. Information, which is not confidential, would not hamper an investigation or jeopardize the rights and safety of an individual can and should be released.

Media Pools

The media should be allowed reasonable access. If restrictions or limitations are unavoidable, a "pool" system may be used to avoid congestion. Journalists on the scene should be permitted to select representatives from each medium (radio, television, newspaper, wire service, magazine, video and still photographers). They should also consider selecting representatives from each level of coverage (local, regional, national and international). These are then escorted into the area. These representatives will then share all information, photographs and video/audio tape with other accredited journalists. Only journalists present when the pool is activated should be allowed access to pool material. A sign-up sheet may be used to record participants.

When access by the media must be denied or severely restricted, a valid explanation must be provided. The media pool is seen as a restriction placed on the media and coverage of the news. Media pools should be considered only as a last resort. Media representatives must be reasonably accommodated at disaster scenes.

Journalists selected as pool members must be willing and able to meet deadlines and share video, audio or still coverage, in a timely manner to all entitled to material generated by the media pool. Journalists not assigned to the media pool must obey lawful orders of public safety officers. Once the media pool is formed, only authorized pool members may have access to the immediate scene while access is limited.

Media Access Photo Sites (MAPS)

Media Access Photo Sites (MAPS) should be established for photojournalists to provide visual access. MAPS are specific locations designated for use by still and video media to provide visual access to emergency, crime, and hazardous materials scenes. The MAPS should be identified and established as a priority by the PIO or knowledgeable representative of the Incident Commander.

Criteria considered in identifying locations for Media Access Photo Sites:

- The site should be as close as possible to the incident yet not interfere with the operation of public safety officers or compromise the safety of media representative.
- The location should be chosen to give the best visual access to all areas of interest associated with the incident.
- The need to locate video trucks and support equipment as close as possible for technical reasons should be considered.

Journalists will have access to the media photo site; however all media briefings and interviews should be conducted at the Media Information Center near the Command Post or EOC.

In the event that the incident falls under the jurisdiction of the National Transportation Safety Board (NTSB), the media photo site should be activated immediately by the PIO Function. The Police Department will act as the investigator's agent when restricting access. They will decide on access. Officers are urged to treat the area as a crime scene, even though the incident may not have been

SEMS/NIMS Emergency Operations Plan

the result of an obvious criminal act. Media photo sites should be placed outside the immediate crime scene area(s).

POST-EMERGENCY PHASE

Recovery

Information will continue to be released after termination of the emergency. This will include information on clean-up, possible health effects, traffic reports, restoration of essential services, extent of damage and available assistance programs. It is the responsibility of the PIO to:

- Advise the public of recovery efforts
- Provide for public meetings to address public concerns.
- Continue monitoring public attitudes and revise public information strategies accordingly.
- Reduce tension by issuing news releases on a regular basis.
- Record and evaluate actions taken during incident for after action report.
- Consider contacting the media for their input into the after action report.
- Ensure that the PIO has business cards with phone numbers to give to media.

The following information should be released to the public when providing EMERGENCY public information.

LIFESAVING/HEALTH PRESERVATION INSTRUCTIONS

___ What to do (and why)

___ What **not** to do (and why)

___ Information (for parents) on status and actions of schools (if in session)

___ Hazardous/contaminated/congested areas to avoid

___ Curfews

___ Road, bridge, freeway overpass, dam conditions, and alternate routes to take.

___ Evacuation:

- Routes.
- Instructions (including what to do if vehicle breaks down).
- Arrangements for persons without transportation.
- Location of mass care/medical/
- Coroner facilities, food, safe water. Status of hospitals.

___ First aid information

___ Fire fighting instructions

___ Emergency telephone number (otherwise request people not to use telephone). Stress to out-of-area media that people should **NOT** telephone into the area. Lines must be kept open for emergency calls

___ Instructions/precautions about utility use, sanitation, how to turn off utilities

___ Essential services available: hospitals, grocery stores, banks, pharmacies, etc.

___ Weather hazards/health risks (if appropriate)

EMERGENCY STATUS INFORMATION

___ Before release, clear all information with the EOC Director.

___ Verify all information before release

___ Provide all hotline numbers

___ Description of the emergency situation, including:

- Number of deaths and injuries
- Property damage to city and businesses and dollar value
- Persons displaced
- Magnitude of earthquake, number of fires, etc.

___ Description of government and private response efforts (mass care, medical, search and rescue, emergency repair, debris clearance, fire/flood fighting, etc.)

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- ___ Any of the priority 1 information in summary form on a "nice to know" rather than "vital to know and act upon" basis
- ___ Status of Local Proclamation, Governor's Proclamation and Presidential Declaration
- ___ Where people should report/call to volunteer
- ___ How people in other areas can obtain information about relatives/friends in the disaster area (coordinate with Red Cross on release of this information). How disaster victims can locate family members

OTHER USEFUL INFORMATION

Usually this type of information will be released in the Recovery Period because of lack of time and other priorities during other phases.

- State/Federal assistance available.
- Disaster Application Center opening dates/times.
- Historical events of this nature.
- Charts/photographs/statistics from past events.
- Human interest stories
- Acts of heroism
- Historical value of property damaged/destroyed
- Prominence of those killed/injured.

MEDIA PHONE LIST – RADIO/TV (CPG-199)

January, 2008

(Include Spanish, Asian and other ethnic stations as need for populations)

TELEVISION**KCBS – Channel 2**

General Information	(818) 655-2000
News Room Direct	Declined

KNBC – Channel 4

KNBC Network News	(818) 840-4444
NBC Local News	(818) 840-3425

KTLA – Channel 5

General Information	(323) 460-5500
News Room Direct	(323) 460-5333

KABC – Channel 7

General Information	(818) 863-7777
News Room Direct	(877) 863-7600

KCAL – Channel 9

General Information	(818) 655-2000
News Room Direct	Declined

FOX – Channel 11

General Information	(310) 584-2000
News Room Direct	Declined

KCOP – Channel 13

General Information	(310) 584-2000
News Room Direct	Declined

RADIO**KFWB – 980 AM**

General Information	(323) 900-2098
News Room Direct	(323) 525-0980

KNX – 1070 AM

General Information	(323) 964-8300
News Room Direct	(323) 900-2070

KFI – 640 AM

General Information	(818) 559-2252
News Room Direct	(818) 566-6397

NEWS SERVICES**Associated Press**

News Room Direct	(213) 626-1200
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City News Services

News Room Direct	(310) 481-0416
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**MEDIA RELATIONS
Dos and Don'ts**

DO	DON'T
Prepare	Lie
Assume you're being recorded	Fake it
Respect their deadlines	Go "off the record"
Know the law regarding media	Say "no comment"
Speak officially-no opinions	Use industry slang or terminology
Give the whole story	Speculate
Treat them all equally	Make flippant remarks
Highlight your priorities	Tell one news agency what another is doing
Say "I don't know"	Wear sunglasses on camera
Be there for them-return calls	Fill the "pregnant pause"
Prepare a fact sheet of frequently asked questions	Put down your detractors
Suggest interesting story ideas	Argue with the press
Offer tours or support information	Try to say everything at once
Think "sound bite" or quote	Answer hypotheticals
Listen to the question	Say "Ah"
Practice	Respond to emotional appeals with emotion
Anticipate questions	Send a news release unless it's newsworthy
Correct their mistakes	Break the connection
Remember you are the expert	

Speak only for your agency or level of government.

- Arrange for meetings between the media and incident (field) personnel.
- Make sure telephones, coffee, etc., are available for media representatives if possible.
- Try to stay with your prepared statement.
- Stay cool; don't let questions unnerve you.
- Be direct and **only** comment on what you know - **DO NOT SPECULATE!**
- Have information release policy pre-set with EOC Director.
- Try to make the media your friend-they can either help or hinder your operation.

**SAMPLE MESSAGES FOR RELEASE
TO THE PUBLIC AND MEDIA**



NEWS RELEASE

For Immediate Release

January 10, 2014 at 3:15 p.m.

City of Agoura Hills
Public Information Officer
(818) 597-7382

At approximately _____ a.m. today, a _____ struck the Los Angeles area. Five cities, including Agoura Hills, Calabasas, Hidden Hills, Malibu and Westlake Village were affected.

Fire and police units were immediately dispatched to assess injuries and damage and response personnel from police agencies, fire agencies, and other City staff were called into action.

The American Red Cross will be in operation in 24 hours. All City parks have been confirmed as safe. Shelter is available at _____, as well as at Agoura High School. Water is available and safe to drink. The West Hills and Los Robles Hospitals (Thousand Oaks) are accepting patients.

Roads are open/closed. Signal lights are down on _____ and volunteers are directing traffic. Road closures are as follows: All phones are open/closed.

Emergency contact information will be updated every 30 minutes and will be available by calling the City's Emergency Information Hotline at: (818) 597-7301 on the City's website at: www.ci.agoura-hills.ca.us, and on AHTV (Channel 3 for Charter subscribers, Channel 10 for Time Warner Cable subscribers, and Channel 99 for U-Verse subscribers).

RADIO MESSAGE

EARTHQUAKE

NO INFORMATION AVAILABLE

This is (*identify presenter*) _____ at the _____. An earthquake of undetermined magnitude has just been felt in the _____ area. At this time we have no confirmed reports of injuries or damage. Police and fire units are responding to the area. We will keep you updated as reports come in. Meanwhile, be prepared for aftershocks. If shaking begins again and you can safely do so, quickly seek shelter under a sturdy piece of furniture. Avoid dangerous objects such as tall, unsecured bookcases, mirrors and windows. If your house has been damaged and you smell gas, shut off the main gas valve. Switch off electrical power if you suspect damage to the wiring. Do not use your telephone unless you need emergency help. Check your house for damage. Leave your house only if it is severely damaged.

If you know of someone who is unable to understand, see, or hear this message, please tell him/her about it.

RADIO MESSAGE

EARTHQUAKE

UPDATE ON EARTHQUAKE

This is (*identify presenter*) _____ at the _____. The magnitude of the earthquake which struck the _____ area at ____ today has been determined to be _____. The epicenter has been fixed at _____ by (*scientific authority*)

This office has received reports of _____ deaths (**confirmed by coroner**), _____ injuries, and _____ homes damaged. No dollar damage figure is yet available. Police and fire units are on the scene to assist residents.

(Continue with summary of situation.)

Aftershocks continue to be felt in the area. If you feel shaking and it is safe to do so, quickly seek shelter under a sturdy piece of furniture. Avoid danger spots. Do not use your telephone unless you need emergency help.

If you know of someone who is unable to understand, see, or hear this message, please tell them about it.

SUMMARY STATEMENT FOR MEDIA

EARTHQUAKE

At approximately ___ today, a magnitude ___ earthquake struck the _____ area, with its epicenter at _____. Fire and police units were immediately dispatched to assess injuries and damage.

(Indicate injuries, deaths (confirmed by the Coroner), property damage, fires, etc., reported to date.)

_____ aftershocks were felt, the largest occurring at (time) _____. No additional damage was reported (or specify damage).

Over _____ response personnel from police agencies, fire agencies and other City staff were called into action. The American Red Cross opened shelters at for persons unable to remain in their homes and reported lodging and feeding over persons. At (time) _____ on (date) _____, the County Board of Supervisors/City Council proclaimed the existence of a Local Emergency and requested that the Governor proclaim a State of Emergency. The Board/Council also asked the Governor to request the President to declare a Major Disaster/Emergency. Damage to private and public buildings has been estimated to exceed \$_____.

If you know of someone who is unable to understand, see, or hear this message, please tell him/her about it.

RADIO MESSAGE

**HAZARDOUS MATERIAL INCIDENT
(including WMD)**

**UNIDENTIFIED SPILL/RELEASE IN
HEAVY TRAFFIC AREA**

This is (identify presenter) _____ at the _____. An unidentified substance has been spilled/released at (specific location) _____. Please avoid the area, if possible, while crews are responding. The best alternate routes are _____.

If you are already in the area, please be patient and follow directions of emergency response personnel. The substance will be evaluated by specially trained personnel, and further information will be released as soon as possible.

If you know of someone who is unable to understand, see, or hear this message, please tell him/her about it.

Thank you for your cooperation.

RADIO MESSAGE

**HAZARDOUS MATERIAL INCIDENT
(including WMD)**

LOW HAZARD/CONFINED SPILL/RELEASE - NO GENERAL EVACUATION

This is *(identify presenter)* _____ at the _____. A small amount of _____, a hazardous substance, has been spilled/released at _____. Streets are blocked, traffic is restricted, and authorities have asked residents in the immediate block area to evacuate. Please avoid the area. The material is slightly/highly toxic to humans and can cause the following symptoms: _____. If you think you may have come in contact with this material, you should *(give health instructions and hotline number, if available)*. For your safety, please avoid the area if at all possible. Alternate routes are (Insert alternate routes) and traffic is being diverted. If you are now near the spill/release area, please follow directions of emergency response personnel. Cleanup crews are on the scene.

If you know of someone who is unable to understand, see, or hear this message, please tell him/her about it. Thank you for your cooperation.

(Suggest EAS use: request repeated broadcast.)

RADIO MESSAGE

**HAZARDOUS MATERIAL INCIDENT
(including WMD)**

**HIGH HAZARD SPILL/RELEASE-GENERAL EVACUATION
REQUESTED/MANDATORY**

This is *(identify presenter)* _____ at the _____. A large/small amount of _____, a highly hazardous substance, has been spilled/released at _____. Because of the potential health hazard, authorities are requesting/requiring all residents within _____ blocks/miles of the area to evacuate. If you are *(give evacuation zone boundaries)* _____, you and your family should/must leave as soon as possible/now. Go immediately to the home of a friend or relative outside the evacuation area or to *(indicate shelter)* _____.

If you can drive a neighbor who has no transportation, please do so. If you need transportation, call _____. Children attending the following schools: *(list)* _____ will be evacuated to: _____. Do not drive to your child's school. Pick your child up from school authorities at the evacuation center.

Listen to this station for instructions.

The material is highly toxic to humans and can cause the following symptoms: _____ . If you are experiencing any of these symptoms, seek help at a hospital outside the evacuation area, or at the evacuation center at _____.

To repeat, if you are in the area of _____ you should/must leave, for your own safety. Do not use your telephone unless you need emergency assistance.

If you know of someone who is unable to understand, see, or hear this message, please tell them about it.

SUMMARY STATEMENT FOR MEDIA

**HAZARDOUS MATERIAL INCIDENT
(including WMD)**

(TO BE ADAPTED ACCORDING TO THE SITUATION)

At approximately _____ a.m./p.m. today (a private citizen, city employee, etc) reported a spill/release of a potentially hazardous substance to this office.

(*Police/fire*) units were immediately dispatched to cordon off the area and direct traffic. The material was later determined to be (*describe*), a (hazardous/harmless) (chemical/substance/material/gas) which, upon contact, may produce symptoms of _____.

Precautionary _____ evacuation of _____ the (*immediate/X__-block*) area surrounding the spill was (*requested/required*) by (*agency*)

Approximately (*number*) _____ persons were evacuated.

Clean-up crews from (*agency/company*) _____ were dispatched to the scene, and normal traffic had resumed by (*time*) _____, at which time residents were allowed to return to their homes. There were no injuries reported (*or*) _____ persons, including (*no. of*) _____ (*fire/police*) personnel, were treated at area hospitals for and (*all, number*) _____ were later released. Those remaining in the hospital are in condition.

Response agencies involved were _____.

If you know of someone who is unable to understand, see, or hear this message, please tell them about it.

RADIO/TV MESSAGE

FLOODING

ROADS CLOSED

This is *(identify presenter)* _____ from the _____. The recent storm has caused severe/moderate flooding in several/many areas of the city/county. As of today, the following roads/streets have been closed by law enforcement officials: _____

Please avoid these roads/streets. If you must travel, use alternate routes. Avoid all coastal roads.

Again, those roads/streets which have been closed are _____

Please stay tuned to this station for additional road closure information.

If you know of someone who is unable to understand, see, or hear this message, please tell them about it.

RADIO/TV MESSAGE

FLOODING

APPROVED VIEWING SPOTS

This is *(identify presenter)* _____ from the _____. The following storm-damaged areas are still extremely hazardous and should be avoided: _____

Please do not try to sightsee in these areas. You could be hurt.

Again, please avoid the storm-damaged areas, flood control channels and streams. You may place your life and that of others in danger.

If you know of someone who is unable to understand, see, or hear this message, please tell them about it.

Thank you for your cooperation.

RADIO/TV MESSAGE

**EVACUATION ORDERED
(specify mandatory or voluntary)**

This is *(identify presenter)* _____. The (disaster) situation continues in parts of the City of **(Insert name of City)**. For your safety, I am asking that you leave the *(give boundaries of local area, evacuation routes)* area as soon as possible.

Be sure to take essential items - medicine, special foods, personal items, baby supplies, clothing, money, and valuable papers - but do not overload your car. Secure your home before you leave. Be sure to check on any neighbors who may need assistance.

If you cannot stay with relatives or friends outside of the evacuated area, go to (one of) the Red Cross shelter(s) at _____
_____.

Pets will not be allowed in American Red Cross shelters. If you cannot make arrangements for someone outside the evacuated area to take care of your pet, *(give instructions)* _____
_____.

Do not allow your pet to run loose. If you cannot make arrangements for your large animals, *(give instructions)* _____
_____.

If you have no means of transportation or if you are physically unable to evacuate on your own, ask a neighbor to assist you or call _____. Otherwise, please do not use your telephone except to report an emergency.

I repeat. If you live in the *(give boundaries)* _____ area, you are requested/required to evacuate for your own safety. Stay tuned to this station for more information and instructions.

If you know of someone who is unable to understand, see, or hear this message, please tell them about it.

Thank you for your cooperation and your courtesy to others.

Repeat complete message.

RADIO MESSAGE

DAM FAILURE

SMALL DAM CRACK

This is *(identify presenter)* _____ at the _____. We have reports of a small crack in the _____ dam. At this time this information is unconfirmed. units are responding to the area. We will keep you updated. Please do not use your telephone unless you need emergency help.

If you know of someone who is unable to understand, see, or hear this message, please tell him/her about it.

Stay tuned to this station for emergency instructions and information on the situation.

RADIO/TV MESSAGE

DAM FAILURE - EVACUATION ORDERED

(To be announced by Mayor or other City authority.)

This is *(identify presenter)* _____. The crack in the _____ dam appears to be growing larger. _____ have warned that complete rupture could occur within the next few days/few hours/week. For your safety, I am asking that you leave the *(give boundaries of threatened area and evacuation routes)* _____ area as soon as possible.

Take only essential items - medicine, special foods, personal items, baby supplies, clothing, money, and valuable papers. **Do not overload your car.** Secure your home before you leave. Lock windows and doors, turn off water and gas, and disconnect all electrical appliances except refrigerators and freezers. Be sure you have a full tank of gas.

Pets will not be allowed in American Red Cross shelters. If you cannot make arrangements for someone outside the evacuation area to take care of your pet, *(give instructions)* _____.

Do not allow your pet to run loose. If you cannot make arrangements for your large animals, *(give instructions)* _____.

If you have no means of transportation, ask for help from a neighbor or friend, or walk to one of the following pickup points: _____.

Bring only what you can carry. If you are physically unable to go to one of the pickup points, call _____ Otherwise, please do not use your telephone. Lines must be kept free.

These instructions will continue to be repeated, along with additional information about the emergency situation.

If you know of someone who is unable to understand, see, or hear this message, please tell him/her about it.

Stay tuned to this station.

Please remain calm. Your cooperation and courtesy to others will help us to evacuate the area safely and quickly.

MEDIA ACCREDITATION PROCEDURES

During a local emergency the _____ will be used as the Joint Information Center. All media personnel requesting information should report there.

Media personnel should be prepared to present photo I.D. in the form of a valid signed and dated photo identification card issued to the bearer from the Los Angeles County Sheriff's Department. Additional verification may be required.

No provisions will be made to feed or house media personnel.

*Members of the media **may not** be allowed to enter the Emergency Operations Center (EOC) without authorization, as their presence may disrupt emergency operations.*

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MEDIA ACCESS REGULATIONS

The following are extracts from Government Codes and Regulations relating to the granting of access to the media to closed or restricted areas during incidents and disasters:

California Penal Code

Section 409.5 Power of peace officers to close areas during emergencies; Entering or remaining within area as misdemeanor; Exception as to newspaper representatives, etc.

- (a) Whenever a menace to the public health or safety is created by a calamity such as flood, storm, fire, earthquake, explosion, accident or other disaster, officers of the California Highway Patrol, California State Police, police departments or sheriff's office, any officer or employee of the Department of Forestry designated a peace officer by subdivision (f) of Section 830.3, and any officer or employee of the Department of Parks and Recreation designated a peace officer by subdivision (l) of Section 830.3, may close the area where the menace exists for the duration thereof by means of ropes, markers or guards to any and all persons not authorized by such officer to enter or remain within the closed area. If such a calamity creates an immediate menace to the public health, the local health officer may close the area where the menace exists pursuant to the conditions which are set forth above in this section.
- (b) Officers of the California Highway Patrol, California State Police, police departments, or sheriff's office or officers of the Department of Forestry designated as peace officers by subdivision (f) of Section 830.3 may close the immediate area surrounding any emergency field command post or any other command post activated for the purpose of abating any calamity enumerated in this section or any riot or other civil disturbance to any and all unauthorized persons pursuant to the conditions which are set forth in this section whether or not such field command post or other command post is located near the actual calamity or riot or other civil disturbance.
- (c) Any unauthorized person who willfully and knowingly enters an area closed pursuant to subdivision (a) or (b) and who willfully remains within such area after receiving notice to evacuate or leave shall be guilty of a misdemeanor.
- (d) Nothing in this section shall prevent a duly authorized representative of any news service, newspaper, or radio or television station or network from entering the areas closed pursuant to this section.**

Federal Aviation Regulations

Subpart B - Flight Rules Section 91.91 Temporary Flight Restrictions

- (a) Whenever the Administrator determines it to be necessary in order to prevent an unsafe congestion of sight-seeing aircraft above an incident or event which may generate a high degree of public interest, or to provide a safe environment for the operation of disaster relief aircraft, a Notice to Airmen will be issued designating an area within which temporary flight restrictions apply.

- (b) When a Notice to Airmen has been issued under this section, no person may operate an aircraft within the designated area unless:
 - (1) That aircraft is participating in disaster relief activities and is being operated under the direction of the agency responsible for relief activities;
 - (2) That aircraft is being operated to or from an airport within the area and is operated so as not to hamper or endanger relief activities;
 - (3) That operation is specifically authorized under an IFR ATC clearance;
 - (4) VFR flight around or above the area is impracticable due to weather, terrain, or other considerations, prior notice is given to the Air Traffic Service facility specified in the Notice to Airmen, and enroute operation through the area is conducted so as not to hamper or endanger relief activities; or,
 - (5) That aircraft is carrying properly accredited news representatives, or persons on official business concerning the incident or event which generated the issuance of the Notice to Airmen; the operation is conducted in accordance with 91.79 of this chapter; the operation is conducted above the altitudes being used by relief aircraft unless otherwise authorized by the agency responsible for relief activities; and further, in connection with this type of operation, prior to entering the area the operator has filed with the Air Traffic Service facility specified in the Notice to Airmen a flight plan that includes the following information:
 - (i) Aircraft identification, type and color.
 - (ii) Radio communications frequencies to be used.
 - (iii) Proposed types of entry and exit of the designated areas.
 - (iv) Name of news media or purpose of flight.
 - (v) Any other information deemed necessary by ATC.

EOC VISITOR CONTROL PROCEDURES

Visitors wishing to enter the Emergency Operations Center during an actual emergency or disaster must fill out a Visitation Request Form (**See Forms Section**).

All Visitation Request Forms will be reviewed by the EOC Coordinator. Only those visitors whom the EOC Coordinator determines will benefit the emergency operations effort will be allowed into the Emergency Operations Center. This might include, but is not limited to officials, representatives from other cities, etc.

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PIO STATUS LOG

1. INCIDENT NAME		2. TYPE		3. Cause	
4. LOCATION/JURISDICTION		5. INCIDENT COMMANDER		6. START TIME	7. CLOSE TIME
8. AREAS INVOLVED			14. AREAS EVACUATED		
9. AGENCIES RESOURCES COMMITTED			15. SHELTER CENTERS		
10. CASUALTIES			16. HOSPITAL/CONTACT PERSON		
A. INCIDENT PERSONNEL		B. PUBLIC			
a. Injuries	_____	a. Injuries	_____		
b. Fatalities	_____	b. Fatalities	_____		
11. DAMAGE ESTIMATES			17. ROAD STATUS		
A. PUBLIC		B. PRIVATE			
\$	_____	\$	_____		
12. WARNINGS-EXPECTED HAZARDS			18. MISCELLANEOUS		
LOCATION	TYPE	PERIOD			
13. CURRENT WEATHER			FORECAST WEATHER		
			19. PIO PHONES		
			20. LOCATION		
			21. PREPARED BY		DATE/TIME
			22. APPROVED BY		209-LEICS 1/98

SCHOOLS-Specific Information

Schools	Status	Comments
		<input type="checkbox"/> All Students Accounted for <input type="checkbox"/> Number and type of injuries <input type="checkbox"/> Missing persons, names <input type="checkbox"/> Assistance required
PUBLIC SCHOOLS		
ELEMENATARY SCHOOLS		
K-8 SCHOOLS		
HIGH SCHOOLS		
ALTERNATE SCHOOLS		
PRIVATE SCHOOLS		

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**CITY OF AGOURA HILLS
EOC VISITATION REQUEST FORM**
(Return to EOC Coordinator)

DATE _____

NAME _____
(Please print)

ADDRESS _____

TELEPHONE (Work) _____ (Home) _____

ORGANIZATION REPRESENTED _____

REASON FOR REQUEST _____

I understand that completion of this form does not constitute an agreement, expressed or implied, to permit me to enter the Emergency Operations Center (EOC).

If granted permission to enter the EOC, I agree to remain in the Visitor Control Area while in the EOC unless I am directed elsewhere by EOC staff. Further, I understand that visitation privileges may be terminated at any time and I agree to leave promptly upon notification of the termination of visitation privileges.

Signature

Signature of Authorizing Employee _____

Time In _____ Time Out _____ Areas Visited _____

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IMPORTANT EMERGENCY CONTACTS LIST

For Assistance in an Emergency

Dial 911

Law Enforcement Emergencies

818-878-1808

Lost Hills Sheriff's Station – Business & Routine

www.lasd.org

Fire and Medical Emergencies

818-889-1122

Los Angeles County Fire Department Dispatch

www.lacofd.org

California Highway Patrol

818-888-0980

www.chp.ca.gov

Los Angeles County Health Department of Public Health

800-427-8700

www.ladhs.org

City of Agoura Hills

818-597-7300

www.ci.agoura-hills.ca.us

City of Agoura Hills Disaster Hot Line

818-597-7301

American Red Cross of Los Angeles County

800-540-2000

www.redcrossla.org

American Red Cross – San Fernando Valley

818-376-1784

Animal Care and Control Services

818-991-0071

www.animalcare.lacounty.gov

Las Virgenes Municipal Water District

818-880-4110

www.lvmwd.dst.ca.us

Southern California Edison Company

800-684-8123

www.sce.com

Southern California Gas Company

800-427-2200

www.socalgas.com

Los Robles Hospital and Medical Center

818-707-0116

www.losrobleshospital.com

TRAUMA CENTERS:

West Hills Hospital

818-676-4000

www.westhillshospital.com

IMPORTANT EMERGENCY CONTACTS LIST (Continued)

Northridge Hospital	818-885-8500 www.northridgehospital.org
SCHOOLS-PUBLIC:	
Las Virgenes Unified School District (LVUSD)	818-880-4000 www.lvusd.k12.ca.us
LVUSD 24-hour General Emergency Number	818-889-1760
Agoura High School	818-889-1262
Indian Hills High School	818-880-4828
A.E.Wright Middle School	818-880-4614
Lindero Canyon Middle School	818-889-2134
Mariposa School of Global Education	818-707-7144
Sumac Elementary School	818-991-4940
White Oak Elementary School	818-889-1450
Willow Elementary School	818-889-0677
Yerba Buena Elementary School	818-889-0040
Buttercup Preschool	818-597-2153
SCHOOLS-PRIVATE:	
Born Learners	818-991-7752
Cornerstone Preschool	818-991-5439
Ilan Ramon Day School	818-707-2355
Montessori School of Agoura	818-991-8936
Partners in Learning	818-865-8600
Tutor Time	818-865-0049
Woodcrest Preschool	818-646-8892