



Emergency Operations Plan

2022

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ACKNOWLEDGMENTS

The original plan was initially prepared and formatted by **Terra Firma Enterprises and revised and edited by John Treichler, Administrative Analyst** with the **City of Agoura Hills, City Manager’s Office**. The following vital documents were used as reference information in compiling this plan:

- FEMA SLG 101: “State and Local Guidance 101”
- FEMA CPG 1-8a: “State and Local Emergency Operations Plans”
- OES: “Local Government Emergency Planning Guidance”
- OES: “SEMS Guidelines”
- City of Agoura Hills Emergency Operations Plan, **December 2017**
- City of Agoura Hills, Safety Element, **May 1993**
- City of Agoura Hills, Hazard Mitigation Plan, **March 2012**
- County of Los Angeles All Hazard Mitigation Plan, **February 2014**
- Las Virgenes-Malibu Council of Governments Multi-Jurisdictional Hazard Mitigation Plan, **2018**
- OES, “California Implementation Guidelines for the National Incident Management System”, April 2006

The recommendations and suggestions included in this plan are intended to improve emergency preparedness, response, and recovery and to satisfy the Standardized Emergency Management System (SEMS) requirements as presented in Title 19 of the California Code of Regulations and the National Incident Management System (NIMS) as presented in Homeland Security Presidential Directive – 5 (HSPD-5).

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INTRODUCTION

FOREWORD

This Emergency Operations Plan (EOP) addresses the City of Agoura Hills planned response to extraordinary emergency situations associated with natural disasters, technological incidents, and national security emergencies. The plan does not address normal day-to-day emergencies, or the well-established and routine procedures used in coping with such emergencies. Instead, the operational concepts reflected in this plan focus on potential large-scale disasters that can generate unique situations requiring unusual responses.

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

This plan provides basic planning information. This document is a tool to assist with disaster response and preparedness. City departments should prepare standard operating procedures and, in most cases, more detailed checklists that will describe their internal operations under emergency/disaster conditions.

ASSUMPTIONS

- The City of Agoura Hills is primarily responsible for emergency response/ actions and will commit all available resources to save lives, minimize injury to persons, and minimize damage to property and protect the environment.
- Agoura Hills is a “Contract City” and certain resources are not available to, or under the immediate control of, the City.
- The City of Agoura Hills utilizes the precepts of the Incident Command Center System (ICS), SEMS and NIMS in emergency response operations.
- The Director of Emergency Services, City Manager, or appointee will coordinate the City’s disaster response in conformance with its Emergency Services Ordinance.
- The City of Agoura Hills will participate in the Los Angeles County Operational Area.
- The resources of the City of Agoura Hills will be made available to local agencies and citizens to cope with disasters affecting this area.
- The City will commit its resources to a reasonable degree before requesting mutual aid assistance.

- Mutual aid assistance will be requested when disaster relief requirements exceed the City’s ability to meet them. The Director of Emergency Services will make this determination.

EMERGENCY MANAGEMENT GOALS

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

ORGANIZATION OF THE EMERGENCY OPERATIONS PLAN (EOP)

- **Part One - Basic Plan.** Overall organizational and operational concepts relative to response and recovery, as well as an overview of potential hazards.
- **Part Two – Emergency/Disaster Response Organization Functions.** Description of the emergency response organization, and emergency action checklists and reference material.
- **Appendix** – A restricted-use document - contains the emergency/disaster organization’s notification numbers and other essential numbers. Internal Confidential Document. Not for Public Dissemination.

ACTIVATION OF THE EOP

- On the order of the Director of Emergency Services, who is designated by Article III, Chapter 6 of the Municipal Code of the City of **Agoura Hills**, provided that the existence or threatened existence of a Local Emergency has been proclaimed in accordance with the City’s Municipal Code.
- When the Governor has proclaimed a State of Emergency in an area including the City of Agoura Hills.
- Automatically on the proclamation of a State of War Emergency as defined in California Emergency Services Act (Chapter 7, Division 1, Title 2, California Government Code).
- A Presidential declaration of a National Emergency.
- Automatically on receipt of an attack warning or the observation of a nuclear detonation.

APPROVAL AND PROMULGATION

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

submitted to the State Office of Emergency Services (Cal OES) for review and then to the City Council for review and approval. Upon concurrence by the City Council, the plan will be officially adopted and promulgated.

MAINTENANCE OF EOP:

The EOP will be reviewed to ensure that plan elements are valid and current. Each responsible organization or agency will review and upgrade its portion of the EOP and/or modify its SOP/EOP as required based on identified deficiencies experienced in drills, exercises or actual occurrences. Changes in government structure and emergency response organizations will also be considered in the SEMS/NIMS EOP revisions. The City Emergency Services Coordinator is responsible for making revisions to the SEMS/NIMS EOP that will enhance the conduct of response and recovery operations. The **Deputy City Manager in conjunction with the Emergency Services Coordinator** will prepare, coordinate, publish and distribute any necessary changes to the plan to all City departments and other agencies as shown on the distribution list on page 8 of this SEMS/NIMS EOP.

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

Adoption Date: _____

LETTER OF PROMULGATION

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

The preservation of life and property is an inherent responsibility of local, state, and federal government. The City of **Agoura Hills** has prepared this SEMS/NIMS Emergency Operations Plan (EOP) to ensure the most effective and economical allocation of resources for the maximum benefit and protection of the civilian population in time of emergency.

While no plan can prevent death and destruction, good plans carried out by knowledgeable and well-trained personnel can and will minimize losses. This plan establishes the emergency organization, assigns tasks, specifies policies and general procedures, and provides for coordination of planning efforts of the various emergency staff and service elements utilizing the Standardized Emergency Management System (SEMS) and the National Incident Management System (NIMS).

The objective of this plan is to incorporate and coordinate all the facilities and personnel of the City into an efficient organization capable of responding to any emergency.

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

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

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

Mayor
City of Agoura Hills

City Manager

RECORD OF REVISIONS

| Date | Section | Page Numbers | Entered By |
|-------------|------------------------------------------------------|---------------------|-------------------|
| 2/22 | Table of Contents Updated | 1-22 | JT Treichler |
| 2/22 | Basic Plan / Section 1-8 | 56-136 | JT Treichler |
| 7/22 | Emergency Management Updated | 87 pages reformat | JT Treichler |
| 7/22 | Emergency Operations Updated | 74 pages reformat | JT Treichler |
| 4/22 | Emergency Planning & Intel Updated | 20 pages reformat | JT Treichler |
| 4/22 | Emergency Logistics Updated | 23 pages reformat | JT Treichler |
| 5/22 | Emergency Finance Updated | 18 pages reformat | JT Treichler |
| 10/22 | SAT Phone # Updated | 1 page | JT Treichler |
| 11/22 | Outside Agency Directory Updated | 1 & 2 pages | JT Treichler |
| 11/22 | Outside Agency Directory Updated | 3 & 4 pages | JT Treichler |
| 12/22 | Table of Contents updated and re-number pages | 6 pages | JT Treichler |
| 1/23 | Started updating Confidential Directory & Appendix | 15 pages | JT Treichler |
| 2/23 | Completed updating Confidential Directory & Appendix | 45 pages | JT Treichler |
| 3/23 | Completed Appendix Table of Contents | 3 pages | JT Treichler |
| 3/23 | Completed EOP Table of Contents | 6 pages | JT Treichler |
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DISTRIBUTION LIST

| Departments/Agencies Receiving Copies of the EOP: | # Copies |
|--------------------------------------------------------------------|-----------------|
| Los Angeles County Area B DMAC | 1 |
| Mayor/City Council | 5 |
| City Manager (Director of Emergency Services) | 1 |
| Assistance City Manager (Alternate Director of Emergency Services) | 1 |
| Emergency Operations Center Chiefs | 3 |
| Emergency Operations Center supply bins | 5 |
| City Attorney | 1 |
| City Clerk | 1 |
| City Community Services Department | 1 |
| City Public Works Department | 1 |
| City Community Development Department | 1 |
| Library (Catalogued as Reference Volume) | 1 |
| Los Angeles County Sheriff’s Department (Lost Hills Station) | 1 |
| Los Angeles County Fire Department | 1 |
| Los Angeles County Office of Emergency Management | 1 |
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DEPARTMENT CONCURRENCE

| DEPARTMENT | TITLE | CONTACT NAME |
|----------------------------------|--------------------------------|--------------------|
| City Manager | City Mgr. / EOC Director | Nathan Hamburger |
| City Attorney Office | City Attorney | Candice Lee |
| City Clerk | City Clerk | Kimberly Rodrigues |
| Community Services Department | Community Services Director | Amy Brink |
| Community Development Department | Community Development Director | Denise Thomas |
| Public Works/Engineering | Public Works Director | Jessica Forte |
| Finance Department | Finance Director | Christy Truelsen |
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