

OPERATIONS SECTION – GENERAL INFORMATION

PURPOSE

To enhance the capability of the City of Agoura Hills to respond to emergencies by coordinating and supporting tactical operations in the field based upon the direction of the EOC Director and EOC Action Plan. It is the policy of this Section that the priorities of responses are to be:

- Protect life and property and environment.
- Carry out objectives of an EOC Action Plan.
- Ensure coordinated incident response.
- Cooperate with other sections of the City's emergency response team.

OBJECTIVES

The Operations Section is responsible for coordination of all response elements applied to the disaster. The Operations Section carries out the objectives of an EOC Action Plan and requests additional resources as needed.

CONCEPT OF OPERATIONS

The Operations Section will operate under the following policies during a disaster/emergency as the situation dictates:

- The Standardized Emergency Management System (SEMS) and the National Incident Management System (NIMS) will be followed.
- All existing City and departmental operating procedures will be adhered to unless modified by City Manager.
- All on-duty personnel are expected to remain on duty until proper conclusion of the 12 hour operation period. Off- duty personnel are expected to return to work according to City policies.
- While in a disaster mode, operational periods will be 12 hours for the duration of the event. Operational periods will be event driven.
- The EOC Director may modify or adjust the operation period as necessary.

OPERATIONS SECTION ORGANIZATION CHART



OPERATIONS SECTION STAFF

The Operations Section Chief will determine, based on present and projected requirements, the need for establishing specific and/or specialized branches. The following branches may be established as the need arises:

- Public Works Branch
- Care and Shelter Branch
 - Animal Services Unit
- Building and Safety Branch

The Operations Section Chief may activate additional units as necessary to fulfill an expanded role.

Operations Section Chief

The Operations Section Chief, a member of the EOC Director's General Staff, is responsible for coordinating the City's operations in support of the disaster/emergency response through implementation of the City's EOC Action Plan and for coordinating all requests for mutual aid and other operational resources. The Chief is responsible for:

- Understanding the current situation.
- Predicting probable resource needs.
- Preparing alternative strategies for procurement and resources management.

Public Works Branch

The Public Works Branch is responsible for coordinating all Public Works operations; debris removal, maintaining public facilities, surviving utilities and services, as well as restoring those that are damaged or destroyed; assisting other functions with traffic issues, search and rescue, transportation, inspections, etc. as needed.

Care & Shelter Branch

The Care and Shelter Branch is responsible for providing care and shelter for disaster victims and will coordinate efforts with the American Red Cross and other volunteer agencies. The Animal Services Unit, under the Care and Shelter Branch, will coordinate care and evacuation of animals impacted from a natural or man-made disaster.

Building and Safety Branch

The Building and Safety Branch is responsible for the evaluation and inspection of all City-owned and private structures damaged in an incident.

The Operations Section Coordinator may activate additional units as necessary to fulfill an expanded role.

Law Enforcement

This Branch is responsible for alerting and warning the public, coordinating evacuations, enforcing laws and emergency orders, establishing safe traffic routes, ensuring that security is provided at incident facilities, ensuring access control to damaged areas, ordering and coordinating appropriate mutual aid resources, assuming responsibility for the Coroner function in the absence of the Los Angeles County Coroner, and activating crisis counseling for emergency responders. Standard Operating Procedures are maintained and followed by the **Los Angeles County Sheriff's Department, Lost Hills Station.**

Fire/Hazmat/Medical

The Fire Branch is responsible for coordinating personnel, equipment, and resources committed to the fire, field medical, search and rescue, hazardous materials elements of the incident. Standard Operating Procedures are maintained and followed by the **Los Angeles County Fire Department.**

Medical activities will be coordinated with the Los Angeles County Operational Area for appropriate emergency medical response. The Operational Area is responsible for managing personnel, equipment and resources to provide the best patient care possible.

OPERATIONS SECTION CHIEF

SUPERVISOR: EOC Director

PRIMARY RESPONSIBILITIES:

- Ensure that the Operations Section function is carried out, including the coordination of response for Public Works, Care and Shelter, and Building and Safety.
- Establish and maintain mobilization areas for incoming mutual aid resources.
- Develop and ensure that an EOC Action Plan’s operational objectives are carried out.
- Exercise overall responsibility for the coordination of activities within the Section.
- Report to the EOC Director on all matters pertaining to Section activities.

READ ENTIRE CHECKLIST AT START-UP AND AT BEGINNING OF EACH SHIFT

- See Common EOC responsibilities on page 112.

ACTIVATION

- Determine the operational status and appropriate level of activation based on situation as known.
- Mobilize appropriate personnel for initial activation of the EOC

START-UP

- Direct the implementation of the City’s Emergency Operations Plan.
- Obtain a copy of the current EOC Action Plan (not available at initial EOC activation).

ASSIGNMENTS/STAFFING

- Clarify any issues regarding your authority and assignment.
- Determine what Section positions should be activated and staffed.
- Confirm that all key Operations Section personnel or alternates are in the EOC or have been notified. Recall the required Operation Section staff members necessary for the emergency.
- Request additional personnel for the Section to maintain a 24-hour operation as required.
- Carry out responsibilities of your Section not currently staffed.

NOTIFICATIONS

- Notify EOC Director when your Section is fully operational.
- Establish field communications with affected areas.

MEETINGS/BRIEFINGS

- Brief new or relief personnel in your Branch. Briefings should include:
 - Current situation assessment.
 - Identification of specific job responsibilities.
 - Identification of co-workers within the job function and/or geographical assignment.
 - Availability of communications.
 - Location of work area.
 - Identification of eating and sleeping arrangements as appropriate.
 - Procedural instructions for obtaining additional supplies, services, and personnel.
 - Identification of operational period work shifts.
- Meet with other activated Section Chiefs.
- Attend periodic briefing sessions conducted by the EOC Director.
- Brief the EOC Director on major problem areas that need or will require solutions.
- Conduct periodic Operations Section briefings and work to reach consensus for forthcoming operational needs.

ACTION PLANNING

- Participate in the EOC Director’s action planning meetings.
- Work closely with the Planning/Intelligence Section Chief in the development of an EOC Action Plan. Ensure the development Operations Section objectives.
- Work closely with each Branch leader to ensure Operations Section objectives as defined in the current EOC Action Plan are being addressed.
- Work closely with Logistics Section-Communications Unit in the development of a Communications Plan.

DOCUMENTATION

- See Documentation and Reports in Common EOC Responsibilities on page 112.
- Open and maintain an Activity Log.
- Provide personnel and equipment time records for the entire Section to the Time Keeping Unit in the Finance Section at the end of each work shift.
- Provide copies of the any reports to the Documentation Unit of the Planning/Intelligence Section at end of each operational period.

ONGOING ACTIVITIES

- Receive, evaluate, and disseminate information relative to the Operations Section.
- Evaluate the field conditions associated with the disaster and coordinate with the Situation Status Unit of the Planning/Intelligence Section.
- From the Situation Status Unit of the Planning/Intelligence Section, obtain and review major incident reports and additional field operational information that may pertain to or affect your Section operations. Provide information to appropriate branches.
- Coordinate with Incident Commanders and support any field activities.

- Coordinate with Law Enforcement, Fire Agency Representatives and Incident Commanders, as appropriate, to determine the need for In-Place Sheltering or evacuations. Coordinate notification orders with Law Enforcement and Fire Agency Representatives and the PIO.
- Coordinate the designation of primary and alternate evacuation routes for each incident with Law Enforcement and Fire Agency Representatives and the Public Works Branch.
- Coordinate with the Situation Status Unit in the Planning Section to ensure primary and alternate evacuation routes are displayed on the situation maps.
- Direct Operations Branch Chiefs to maintain up-to-date Incident Charts, Incident Reports, and Branch specific maps. Ensure that only ACTIVE, ESSENTIAL information is depicted on the charts and maps. All Branch related items of interest should be recorded on an Incident Report.
- Coordinate the activities of all departments and agencies involved in the operations.
- Provide all relevant emergency information to the PIO.
- Ensure that intelligence information from Branch leaders is made available to the Planning/Intelligence Section.
- Ensure that unusual weather occurrences within the jurisdiction are reported to the National Weather Service (NWS)
- Ensure Care and Shelter Branch works with the Los Angeles County Animal Services for animal care issues.
- Ensure that all fiscal and administrative requirements are coordinated through the Finance/Administration Section, i.e., notification of any emergency expenditures.

RESOURCES

- See Resources in Common EOC Responsibilities on page 113.
- Determine resources committed and resource needs.
- Identify, establish, and maintain mobilization areas for Operations-related equipment and personnel that come through Mutual Aid, as needed. Authorize release of equipment and personnel to incident commanders in the field.
- Review suggested list of resources to be released and initiate recommendations for their release. Notify the Resources Unit of the Planning/Intelligence Section.

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PUBLIC WORKS

SUPERVISOR: Operations Section

Coordinator Primary Responsibilities:

- Receive and process all field resource requests for Public Works resources. Coordinate those requests internally and externally as necessary to make sure there are no duplicate orders.
- Coordinate with the Logistics Section on the acquisition of all resources and support supplies, materials and equipment.
- Determine the need for and location of general staging areas for unassigned resources by coordinating with the Operations Section Coordinator and the Facilities Unit of the Logistics Section.
- Prioritize the allocation of resources to individual incidents according to overall incident priorities established by the EOC Director. Monitor resource assignments. Adjust assignments based on requirements.

READ ENTIRE CHECKLIST AT START-UP AND AT BEGINNING OF EACH SHIFT

- See Common EOC responsibilities on page 112.

ASSIGNMENTS/STAFFING

- Clarify any issues regarding your authority and assignment.

NOTIFICATIONS

- Ensure that all on-duty Public Works personnel have been alerted and notified of the current situation.
- Ensure that all off-duty Public Works personnel have been notified of callback status, (when they should report) in accordance with current department emergency procedures.
- Notify transportation officials (Caltrans) of City’s emergency status. Coordinate assistance as required.

MEETINGS/BRIEFINGS

- Attend periodic briefing sessions conducted by the Section Coordinator.

ACTION PLANNING

- Assist in preparation of an EOC Action Plan.
- Attend planning meetings at the request of the Operations Section Coordinator.

DOCUMENTATION

- See Documentation and Reports in Common EOC Responsibilities on page 112.

ONGOING ACTIVITIES

- Coordinate with the Building and Safety Branch to determine priorities for identifying, inspecting and designating hazardous structures to be demolished.
- Develop priorities and coordinate with utility companies for restoration of utilities to critical and essential facilities.
- In coordinate with the Los Angeles County Transportation Department, determine status of the Disaster Routes and other transportation routes into and within the affected area. Determine present priorities and estimated times for restoration. Clear and reopen Disaster Routes on a priority basis. Maintain priority transportation routes clear of debris.
- Advise Operations Section of transportation problems.
- Coordinate with the Sheriff's Agency Representative in the Management function to ensure the safety of evacuation routes following a devastating event.
- Coordinate with Sheriff's Agency Representative in the Management function when implementing any traffic control strategies.
- Support cleanup and recovery operations during disaster events. Coordinate with County's Mass Debris Management Team, as appropriate.
- Coordinate the clearance of debris from waterways to prevent flooding. Drain flooded areas, as needed.
- Activate City's Debris Management Team to develop a debris removal plan to facilitate city clean-up operations, which addresses:
 - Disaster Event Analysis/Waste characterization analysis.
 - Conduct field assessment survey
 - Use video and photographs
 - Quantify and document amounts and types of disaster debris
 - Coordinate with Building and Safety Branch and track their information on damaged buildings inspected to determine the location, type and amount of potential debris
 - Expect normal refuse volumes to double after a disaster
 - Develop a list of materials to be diverted
 - Make diversion programs a priority
 - Get pre-approval from FEMA, if federal disaster, for recycling programs. Coordinate this with County Office of Emergency Management (OEM).
 - Determine debris removal/building deconstruction and demolition needs.
 - Coordinate with Building and Safety Branch to determine if a city contractor will be needed to remove debris from private property or perform demolition services. (Refer to Public Works Standard Operating Procedures for Waiver Liability)
 - Consider requesting a Policy decision regarding deconstruction or demolition services on private property at no cost, as appropriate, to accelerate the process to remove debris and structures that may cause a public health hazard.

- Building and Safety Branch should seek reimbursement if property owner coordinates with Building and Safety Branch to include separation and salvaging.
- Select debris management program(s) from the following:
 - Curbside collection – source separation of wood, concrete, brick, metals and Household Hazardous Waste
 - Drop-off sites for the source separation of disaster debris
 - Household Hazardous Waste – collection event or curbside program
- Identify temporary debris management sites, if necessary.
 - Coordinate with surrounding cities and the County
 - Determine capacity needs
 - Selection of sites will depend on type of debris and proximity to where debris is generated
 - Coordinate with FEMA regarding reimbursement for temporary debris management sites and sorting which may require moving materials twice. Coordinate this activity with the EOC Director
- Identify facilities and processing operations to be used
- Determine contract needs
 - Develop estimates of types and quantities of debris, location of debris and unit cost data for contracts
 - Document how contract price was developed
- Work with the PIO to establish a public information program for debris removal. Establish program length and develop monitoring and enforcement program
- Prepare report of program activities and results
- Prepare documentation for reimbursement

RESOURCES

- See Resources in Common EOC Responsibilities on page 113.
- Receive and process all requests for Public Works resources. Allocate personnel and equipment in accordance with established priorities.
- Assure that all emergency equipment has been moved from unsafe areas.
- Mobilize personnel, heavy equipment and vehicles to designated general staging areas.
- Obtain Public Works resources through the Logistics Section, utilizing mutual aid process when appropriate.

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CARE AND SHELTER

SUPERVISOR: **Operations Section Chief**

The City of **Agoura Hills** is within the jurisdiction of the Greater Los Angeles Chapter of the American Red Cross.

Address: 11355 Ohio Avenue, Los Angeles CA 90025
Business Hours Telephone: 310/445-9900
Hot Line telephone: (800) 675-5799

If the disaster is large enough, the affected American Red Cross chapter(s) may consolidate operations into a disaster operations headquarters at a site to be determined.

The Care and Shelter Branch shall ensure that plans are in place to open and operate evacuation and mass care facilities until, and if, the American Red Cross assumes responsibility. Thereafter, the Care and Shelter Branch will work closely with and support the American Red Cross and other volunteer services the City has agreements with to assist disaster victims.

The Los Angeles County Department of Public Social Services has the Operational Area responsibility for Care and Shelter activities.

POTENTIAL SHELTER SITES

The following potential shelter facilities have been pre-identified:

- Agoura Hills High School
- Agoura Hills Calabasas Community Center (AHCCC)
- Lindero Canyon Middle School
- Sumac Elementary School

Prior to any school being utilized for a potential shelter site, communication with the Las Virgenes Unified School District must occur.

REQUIRED FOR ALL POTENTIAL SHELTER SITES:

- Be pre-identified as potential sites with Site Surveys completed.
- In conjunction with the American Red Cross, have permission and Memos of Understanding secured for shelter usage.
- In conjunction with the American Red Cross, have procedures for the following inspections and access, both during regular and after hour use, before a shelter is established.
- Structural safety inspection arranged with local Building Department.
- OSHA safety inspection for safety of clients and workers.

- Facility Walk-Through Survey prior to use (to protect owner and user against damage claims).

Potential shelter locations should meet all health, safety and Americans with Disabilities Act (ADA) requirements and should have:

- An open space suitable for cots, tables, etc.
- Sanitation and hygiene facilities, as available.

Depending upon the scope of the emergency, additional shelter sites may need to be obtained and/or existing shelters upgraded. All suitable buildings, other than those used for other emergency functions, may be used for sheltering.

Community centers and other city-owned facilities have become the most preferred facilities for shelter operations as they are public facilities and can usually accommodate large numbers of people. Churches are also appropriate as they are often large and have kitchen facilities on the premises. Because it is important that a community return to normal activities as soon after a disaster as possible, schools should be used in shelter operations only when other resources are unavailable.

PRIMARY RESPONSIBILITIES:

- Identify the care and shelter needs of the community.
- Coordinate with the American Red Cross and other emergency welfare agencies for emergency mass feeding and to identify, set up, staff and maintain evacuation centers and mass care facilities for disaster victims.
- Via the media, encourage residents to go to the shelter nearest their residence.
- Assist the American Red Cross with inquiries and registration services to reunite families or respond to inquiries from relatives or friends.
- Assist the American Red Cross with the transition from mass care to separate family/individual housing.

READ ENTIRE CHECKLIST AT START-UP AND AT BEGINNING OF EACH SHIFT

- See Common EOC responsibilities on page 112.

ASSIGNMENTS/STAFFING

- Clarify any issues regarding your authority and assignment.

NOTIFICATIONS

- If need is established, contact and request an ARC liaison for the City of Agoura Hills EOC.

MEETINGS/BRIEFINGS

- Attend periodic briefing sessions conducted by the Section Chief.

ACTION PLANNING

- Assist in preparation of an EOC Action Plan.
- Attend planning meetings at the request of the Operations Section Chief.

DOCUMENTATION

- See Documentation and Reports in Common EOC Responsibilities on page 112.
- Ensure shelter managers make periodic activity reports to the EOC including requests for delivery of equipment and supplies, any City expenditures, damages, casualties and numbers and types of persons sheltered. The reporting period will be determined by the Operations Section.

ONGOING ACTIVITIES

- Identify the care and shelter needs of the community, in coordination with the other Operations Branches.
- Determine the need for an evacuation center or mass care shelter.
- Identify and prioritize which designated mass care facilities will be needed and if they are functional.
- Ensure that Building & Safety Unit has inspected each shelter site prior to occupancy following an earthquake and after each significant aftershock.
- If evacuation is ordered, in conjunction with the American Red Cross if available, open evacuation centers in low risk areas and inform public of locations.
- In coordination with the American Red Cross, ensure that mass care facilities and staff can accommodate unaccompanied children, individuals with access and functional needs, and aged individuals.
- In conjunction with the American Red Cross, manage care and shelter activities (staffing, registration, shelter, feeding, pertinent evacuee information, etc.)
- Ensure shelter management teams are organized and facilities are ready for occupancy meeting all health, safety and ADA standards, in conjunction with the American Red Cross.
- Coordinate with the Los Angeles County Public Health Department for sheltering of residential care and medically fragile individuals.
- Provide and maintain shelter and feeding areas that are free from contamination and meet all health, safety and ADA standards.
- Coordinate with the American Red Cross, other volunteer organizations and private sector if mass feeding or other support is required at spontaneous shelter sites, e.g., in parks, schools, etc.

- Coordinate with the Los Angeles County Department of Animal Care and Control for the care of shelterees' animals.
- Notify the Post Office to divert incoming mail delivery to be picked up by authorized personnel, as necessary.
- Coordinate with the Facilities Unit of the Logistics Section in the evacuation and relocation or shelter-in-place of any mass care facilities that may be threatened by any hazardous condition.
- Request that the American Red Cross establish Reception Centers, as needed, to reunite rescued individuals with their families and to provide other necessary support services.
- Coordinate with the American Red Cross in the opening, relocating and closing of shelter operations. Also, coordinate the above with adjacent communities if needed.

RESOURCES

- See Resources in Common EOC Responsibilities on page 113.
- Coordinate with the Personnel Unit of the Logistics Section to contact volunteer agencies and recall City staff and/or CERT volunteers to assist with mass care functions including basic first aid, shelter and feeding of evacuees and sanitation needs.
- Coordinate with the Communications Unit of the Logistic Sections to provide communications where needed to link mass care facilities, the EOC and other key facilities.
- Coordinate with the Transportation Unit of the Logistics Section for the transportation needs of shelterees.
- Assist the American Red Cross to ensure there are adequate food supplies, equipment and other supplies to operate mass care facilities, including food, water and relief areas for service animals. Ensure there are some foods and beverages available for people with dietary restrictions. Coordinate procurement and distribution through the American Red Cross or the Supplies/Procurement Unit of the Logistics Section if requested by American Red Cross.

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BUILDING AND SAFETY

SUPERVISOR: Operations Section Chief

Coordinator PRIMARY RESPONSIBILITIES:

- Begin the immediate inspection for re-occupancy of key City facilities by departments responsible for emergency response and recovery.
- Provide inspections of each shelter site prior to occupancy.
- Provide the technical, engineering support as requested for other Operations Section Branches.
- Coordinate investigation and safety assessment of damage to buildings, structures and property within the City for the purpose of:
 - Identifying life-threatening hazardous conditions for immediate abatement.
 - Inspecting and identifying buildings and property for re-occupancy and posting and declaring unsafe conditions.
 - Determining the cost and percentage of damage to all buildings, structures and properties.
- Provide safety assessment information and statistics to the Situation Status Unit of the Planning/Intelligence Section.
- Coordinate investigation of building code performance. Determine the extent of damage to buildings and structures and develop recommendations for building code changes.

READ ENTIRE CHECKLIST AT START-UP AND AT BEGINNING OF EACH SHIFT

- See Common EOC responsibilities on page 112.

ASSIGNMENTS/STAFFING

- Clarify any issues regarding your authority and assignment.
- Coordinate with the Personnel Unit of the Logistics Section to ensure that training for personnel includes safety and hazard awareness and is compliant with OSHA requirements.

NOTIFICATIONS

- Alert and stage Building and Safety assessment teams as needed.

MEETINGS/BRIEFINGS

- Attend briefing sessions conducted by the Section Chief.
- Brief all personnel on Building and Safety procedures and assignments.

ACTION PLANNING

- Assist in preparation of the EOC Action Plan.
- Attend planning meetings at the request of the Operations Section Chief.

DOCUMENTATION

- See Documentation and Reports in Common EOC Responsibilities on page 112.
- Provide detailed safety assessment information to the Planning/Intelligence Section, with associated loss damage estimates.

ONGOING ACTIVITIES

- Coordinate with Los Angeles County Building and Safety regarding local jurisdictional needs.
- Oversee the inspection of the following critical facilities (priority) and other facilities:
 - EOC
 - Police stations
 - Fire Stations
 - *Hospital
 - *Congregate care facilities (including private schools, convalescent care hospitals, board and care facilities, day care centers, etc.)
 - *Public schools
 - City facilities
 - Potential hazardous materials facilities, including gas stations
 - Designated shelters
 - Unreinforced masonry buildings
 - Concrete tilt-up buildings
 - Multi-story structures-commercial, industrial and residential
 - *Mobile homes/modular structures
 - Single-family dwellings

**Note: Certain facilities may fall under the jurisdiction of State or County inspectors. These agencies may exercise their jurisdictional authority to inspect these facilities. As a practical matter, there are very few State inspectors available and they may not be able to respond in a timely during the initial stages of the emergency/disaster.*

- Use a three-phase approach to inspection based upon existing disaster intelligence:
 - General Area Survey of structures
 - ATC-20 Rapid Inspection
 - ATC-20 Detailed Inspection

Be prepared to start over due to aftershocks.

- Determine priorities for identifying, inspecting and designating hazardous structures

to be demolished.

- Track the information on damaged buildings inspected to determine the location, type and amount of potential debris.
- Implement procedures for posting of building occupancy safety status using ATC-20 guidelines.
- Activate data tracking system to document and report safety assessment information and forward to the Situation Status Unit of the Planning/Intelligence Section.
- Assess the need to require potentially unsafe structures to be vacated.
- Provide structural evaluation of mass care and shelter facilities in coordination with the Care & Shelter Branch.
- Consider establishing an area field site to direct and coordinate safety assessment and inspection teams.
- Support Building Inspectors and Safety Officers in the field to ensure safety of field operations for employees and volunteers.
- Coordinate with the Public Works Branch on immediate post-event issues (i.e., debris removal, demolition, fences, etc.)
- Provide policy recommendations to appropriate City officials for:
 - Emergency Building and Safety ordinances.
 - Expediting plan checking and permit issuance on damaged buildings.
- Coordinate with the PIO to establish public information and assistance hotlines.
- Consider using 24-hour inspection call-in lines to take damage reports and requests for safety inspections.
- Direct field personnel to advise property owners and tenants that multiple inspections of damaged property will be required by various assisting agencies, including American Red Cross; FEMA; Cal OES; local Building and Safety; insurance carriers and other local, state and federal agencies.
- If needed, request law enforcement escort of safety assessment and inspection personnel. .

RESOURCES

- See Resources in Common EOC Responsibilities on page 113.
- Request mutual aid building inspectors through the Los Angeles County Operational Area EOC.
- Assess the need and establish contacts for requesting or providing mutual aid assistance.
- After completion of the safety/damage survey, develop a preliminary estimate of the need for mutual aid assistance.
- Arrange for necessary communications equipment from the Communications Unit of the Logistics Section and distribute to all field personnel (e.g., radios, satellite phones, cellular phones, etc.)

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LAW ENFORCEMENT

SUPERVISOR: Operations Section Chief

IMPORTANT TO NOTE:

The City of Agoura Hills contracts with the County of Los Angeles Sheriff's Department for Enforcement Services at the Lost Hills Station. Depending upon the incident, the Sheriff's Department may not have an agency liaison stationed. In such an instance, the Liaison Office will be assigned to the Lost Hills Station EOC to monitor and coordinate activities and communicate via radio to the City's EOC. It will be the responsibility of the Emergency Operations Coordinator to monitor law enforcement activities in the City's EOC.

GENERAL DUTIES:

- Coordinate movement and evacuation operations during the disaster.
- Alert and notify the public of the pending or existing emergency.
- Activate any public warning systems.
- Coordinate all law enforcement and traffic control operations during the disaster.
- Ensure the provision of security at incident facilities.
- Coordinate incoming law enforcement mutual aid resources during the emergency.
- Coordinate and assume responsibility as necessary for **Coroner Operations**.

YOUR RESPONSIBILITY:

Alert and warn the public, coordinate evacuations, enforce laws and emergency orders, establish safe traffic routes, ensure that security is provided at incident facilities, ensure access control to damaged areas, order and coordinate appropriate mutual aid resources and assume responsibility for the Coroner function in the absence of the Los Angeles County Coroner. Necessary units or groups may be activated as needed to carry out these functions.

FIRE/HAZ MAT/MEDICAL

SUPERVISOR: Operations Section Chief

The City of Agoura Hills contracts with the Los Angeles County Fire Department for fire protection services which include fire, rescue and hazardous materials.

The LACFD fire stations serving the City of Agoura Hills under Division #7 are:

| | | |
|-----|----------------------|--------------|
| #65 | 4206 Cornell Road | Agoura Hills |
| #89 | 29575 Canwood Street | Agoura Hills |

In the event of a major emergency, the Fire Department may not be able to allocate personnel to the City of Agoura Hills’s EOC. Generally, it is the Public Safety’s responsibility to coordinate this function.

GENERAL DUTIES:

- Evaluate and process requests for fire and rescue resources.
- Evaluate and process requests or reports of hazardous materials spills or releases.
- Coordinate fire and search and rescue operations.
- Coordinate hazardous materials incidents.
- Coordinate the provision of emergency medical care.
- Monitor and coordinate all tactical operations of triage, emergency medical care and treatment of the sick and injured resulting from the incident.
- Assess medical casualties and needs. (Number of injuries and/or deaths).
- Coordinate resources and communication with medical/health care facilities and transportation companies for the evacuation and continual patient care consistent with the EOC Action Plan.
- Assist and serve as an advisor to the Operations Section Chief as needed.
- Coordinate mobilization and transportation of all City resources through the Logistics Section.
- Coordinate with the County of Los Angeles Department of Health Services and the City regarding all disease prevention and control activities.
- Implement that portion of the EOC Action Plan appropriate to the Fire Branch.

YOUR RESPONSIBILITY:

Provide for the timely and adequate response to fire and rescue requests and hazardous materials spills or releases. Manage personnel, equipment and resources to provide the best patient care possible consistent with the EOC Action Plan. Priorities of importance are: Protection of life, protection of the environment and protection of property and equipment.

THE FIRE/HAZMAT/MEDICAL BRANCH WILL FACILITATE THE MEDICAL/HEALTH ACTIVITIES DUE TO THE LACK OF RESOURCES IN THE CITY UNLESS A REPRESENTATIVE FROM LOS ANGELES COUNTY ARRIVES. UNTIL THEN ALL MEDICAL/HEALTH ACTIVITIES WILL BE COORDINATED WITH THE LOS ANGELES COUNTY OPERATIONAL AREA EOC MEDICAL/PUBLIC HEALTH BRANCH.

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