The City Council, with certain statutory exceptions, can only take action upon properly posted and listed agenda items.

Unless otherwise noted in the Agenda, the Public can only comment on City-related businesses that are within the jurisdiction of the City Council and/or items listed on the Agenda during the Public Communications portion of this Meeting. The time limit for comments is five (5) minutes per person.

Before speaking to the City Council, please come to the podium and state: Your name, residence, and the organization you represent, if desired. Please respect the time limits.

In compliance with the Americans and Disabilities Act, if you need special assistance to participate in this meeting, please contact the City Clerk, 524-2305. Please notify 48 hours prior to the meeting, which will enable the City to make reasonable arrangements to ensure accessibility to this meeting.

SPECIAL MEETING OF THE EL SEGUNDO CITY COUNCIL
WEDNESDAY, MAY 22, 2019
8:00AM TO 12:00 PM

“TABLE TOP EXERCISE” (MOCK DRILL)
EMERGENCY OPERATIONS EXERCISE

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL

PUBLIC COMMUNICATIONS – (Related to City Business Only) – 5 minute limit per person, 30 minute limit total) Pursuant to Government Code § 54954.3(a), the only public comment that will be permitted during this Special Meeting is that pertaining to the agenda item listed below. Individuals who have received value of $50 or more to communicate to the City Council on behalf of another, and employees speaking on their behalf of their employer, must identify themselves prior to addressing the City Council. Failure to do so shall be a misdemeanor and punishable by a fine of $250. While all comments are welcome, the Brown Act does not allow Council to take action on any item not on the agenda. The Council will respond to comments after Public Communications is closed.
SPECIAL ORDERS OF BUSINESS:

1. The City of El Segundo Council Members and staff will be conducting a “Table Top Exercise” (Mock Drill) of the City’s Emergency Operations Plan. This is an exercise only.

   The agenda for the Table Top Exercise:

   8:00 am  Call meeting to order
   8:05 to 8:15  Public Comments
   8:15 – 8:30  Introductions and Assignments
   8:30 – 9:45  EOP Draft Plan Review
   9:45 – 10:00  Break
   10:00 – 11:30  Table Top Exercise Discussion
   11:30 – 12:00  After Action Debrief and Reflections
   12:00  Conclusion

2. Consideration and possible action to discuss the City of El Segundo Draft Emergency Operation Plan.
   (Fiscal Impact: N/A)

   Recommendation – 1) Receive and file; 2) Provide feedback possible changes to the Draft Emergency Operation Plan; and/or 3) Alternatively, discuss and take other action related to this item.

ADJOURNMENT

POSTED:  DATE:  05-14-19

TIME:  

NAME:  [Signature]
All,

Attached is the new draft EOP. Just to give you an idea of what kind of re-write this is, the previous EOP was 175 pages before appendices. This draft is 41 pages. The intent is to make it easy to understand and not be overwhelming and perhaps it is a plan that will actually be referred to. It is in a format in accordance with FEMA Guide CPG 101.

This plan is only as good as the feedback I receive to update it. We will use this plan in the upcoming Table Top Exercise next week as well, so we can get some lessons learned and plan updates from the exercise.

It is far from complete with some emerging initiatives that need to be included.

What I need from you are the following:

1. Please read through the plan.
2. Please let me know your concerns that we can either discuss in person or at the table top as a discussion item.
3. Please let me know if there is any pieces or parts that you believe you absolutely cannot support.

Note: if you desire, you can use track changes as a tool and send back to me, however, I will take feedback in any format.

Thanks for your help. –Randy

Respectfully,

Randal A. Collins
Emergency Management Coordinator
City of El Segundo
(310) 524-2366 (Office)
Emergency Operations Plan

2019 (DRAFT)
Portions of this document may contain sensitive information pertaining to the deployment, mobilization, and tactical operations of the City of El Segundo government in response to emergencies. Refer any request for a copy of this document to the El Segundo Emergency Management Office.
Reserved for Letter from the Mayor
PLAN CONCURRENCE

As a designated official or principle in the El Segundo emergency management effort, and having reviewed this City of El Segundo Emergency Operations Plan, I hereby sign this concurrence page to show my approval of the plan and its contents.

<table>
<thead>
<tr>
<th>Name</th>
<th>Signature</th>
<th>Title/Department</th>
<th>Date</th>
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</thead>
<tbody>
<tr>
<td>Mayor on behalf of City Council</td>
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<td>City Manager / Director of Emergency Services</td>
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<td>City Clerk’s Office</td>
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<td>City Attorney</td>
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<td>Deputy City Manager</td>
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<td>Emergency Management Coordinator</td>
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<td>Fire Chief</td>
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<td>Library Director</td>
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<td>Planning and Building Safety Director</td>
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<td>Police Chief</td>
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<td>Public Works Director</td>
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<td>Parks and Recreation Director</td>
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<td>Human Resources Director</td>
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<td>Information Technology Director</td>
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</tbody>
</table>

Distribution List

This distribution list names the departments or agencies receiving copies of the City of El Segundo Emergency Operations Plan. The plan may be distributed in an electronic form or printed version:
## Plan Distribution List

<table>
<thead>
<tr>
<th>Role</th>
<th>Department</th>
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<tbody>
<tr>
<td>Cal OES, Southern Region</td>
<td>Human Resources Department</td>
</tr>
<tr>
<td>Area G Disaster Coordinator</td>
<td>Fire Department</td>
</tr>
<tr>
<td>Mayor/City Council</td>
<td>Library</td>
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<tr>
<td>City Manager/Director of Emergency Services</td>
<td>Planning and Building Safety Department</td>
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<td>City Clerk</td>
<td>Police Department</td>
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<td>City Attorney</td>
<td>Public Works Department</td>
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<tr>
<td>Deputy City Manager</td>
<td>Information Technology Department</td>
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<td>Finance Department</td>
<td>Recreation and Parks Department</td>
</tr>
</tbody>
</table>

## Record of Revisions

<table>
<thead>
<tr>
<th>Change No.</th>
<th>Description</th>
<th>Change Date</th>
<th>Approved By</th>
</tr>
</thead>
</table>

The use of this Record of Revisions will manage modifications to the EOP throughout the life of the document. All attempts have been made to ensure the accuracy of the information within this EOP as of the initial distribution date.
PROMULAGATION RESOLUTION

RESERVED FOR PROMULAGATION
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PART ONE – BASIC PLAN

SECTION 1.0 ADMINISTRATIVE FEATURES

1.1 Basic Plan Format

The basic plan format consists of 10 sections that include legal and supporting documents to the EOP:

1. Introductory material
2. Purpose and scope
3. Concept of operations
4. Organization and assignment of responsibilities
5. Information collection, analysis, and dissemination
6. Communications
7. Administration, finance, and logistics
8. Plan development and maintenance
9. Authorities and references

The basic plan may be augmented with annexes and appendixes as deemed necessary by the city.

1.3 El Segundo EOP Implementation

This plan shall take effect upon adoption of resolution of the city council and from that time shall be considered in a state of activation until such time that the city council revises or updates this plan. The activities, tasks, and actions contained within will fluctuate on a minute by minute, day by day and month by month basis based on the needs of incidents and situations as they occur.
SECTION 2.0 PURPOSE, SCOPE, SITUATION OVERVIEW, AND ASSUMPTIONS

2.1 Purpose and Scope

This Emergency Operations Plan (EOP) addresses the City of El Segundo’s planned response to extraordinary situations. The plan provides an overview of the operational concepts relating to various emergency situations, identifies components of the emergency response organization, and describes the overall responsibilities of city departments in protecting life and property and assuring the overall well-being of the population.

The City of El Segundo EOP provides a consistent framework for emergency management that includes city management staff and employees. The EOP also provides a framework for how other stakeholders will interface with the city command structure to support operations. This plan provides the framework for the concept of operations between the Policy Group, the Multi-Agency Coordination Group, and the El Segundo All Hazards Incident Management Team (AHIMT) during incidents.

2.2 Situation Overview

This section describes a number of possible incidents that are highly possible based on known risks and hazards within the community. For a more detailed description, see the City of El Segundo Hazard Mitigation Plan. This section will also highlight the capabilities of response El Segundo has within its jurisdiction. The section will conclude with an overview of mitigation activities.

2.2.1 Hazard Analysis Summary

The specific criteria and methodologies used to evaluate hazards or threats to the City of El Segundo are as follows.

- Determine the probability of occurrence; likely, possible, or unlikely?
- What is the threat to lives and property; high, average, or low?
- Determine the disaster rating; multiply probability x threat factor
Figure 2.1 Earthquake Faults

<table>
<thead>
<tr>
<th>DISASTER THREAT (Listed Alphabetically)</th>
<th>PROBABILITY OF OCCURRENCE</th>
<th>THREAT FACTOR</th>
<th>DISASTER RATING (Probability x Danger)</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>Likely (3)</td>
<td>Possible (2)</td>
<td>Unlikely (1)</td>
</tr>
<tr>
<td>Earthquake Hazards</td>
<td>X</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Terrorism &amp; Acts of Extreme Violence</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hazardous Materials Incident</td>
<td></td>
<td>X</td>
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<tr>
<td>Pipeline-Oil Spill Emergencies</td>
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<td>Severe Weather – Wind and Heat</td>
<td>X</td>
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<td>X</td>
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<tr>
<td>Mass Casualty Transportation Incident</td>
<td>X</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Public Health – Pandemic</td>
<td></td>
<td>X</td>
<td>X</td>
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<tr>
<td>Tsunami</td>
<td></td>
<td>X</td>
<td>X</td>
</tr>
</tbody>
</table>

A summary of each of the hazards are listed on the following pages in sequential order with the highest threat being summarized first.

Earthquake Hazards

The City of El Segundo is located in a high seismic risk zone. There are four seismic zones in the U.S.A., ranging from 1 to 4; the higher the number the higher the earthquake danger. All of El Segundo is situated within Seismic Zone 4 with the highest risk for seismic activity.
Figure 2.2  Earthquake Faults

The San Andreas Fault is located approximately 70 miles northeast of the City. This fault marks the edges of the North American and Pacific tectonic plates, and is capable of producing earthquakes in the magnitude 8.0+ magnitude range. According to the new forecast, California has a 99.7% chance of having a magnitude 6.7 or larger earthquake during the next 30 years. The likelihood of an even more powerful quake of magnitude 7.5 or greater in the next 30 years is 46%. Such a quake is more likely to occur in the southern half of the state (37% chance in 30 years) than in the northern half (15% chance in 30 years). The City of El Segundo would experience strong ground shaking and resultant damage to older structures if and when a major earthquake occurs on the Southern San Andreas Fault.

The Newport-Inglewood Fault is located within a few miles east of the City. The fault zone can easily be noted by the existence of a chain of low hills extending from Culver City to Signal Hill. This fault is capable of producing earthquakes in the range of 6.0 to 7.4 magnitude range. The 6.3, 1933 Long Beach earthquake occurred on the Newport-Inglewood fault. The Newport-Inglewood fault is relatively active and due to its closer proximity to the City of El Segundo, would pose a more significant threat than the more distant San Andreas Fault.

The Palos Verdes Fault is located west of the City, offshore, and traverses the southern portion of the South Bay. This fault has two branches - the Cabrillo Fault and the Redondo Canyon Fault - which join the main fault at different points along its route. This fault is capable of producing
earthquakes in the 6.0 to 7.0 magnitude range and would also pose a more significant threat to El Segundo than the more distant San Andreas Fault.

Terrorism and Acts of Extreme Violence

El Segundo is home to businesses and government agencies, transportation infrastructure, tourist attractions, natural parks and historic sites, and cultural facilities which are vulnerable to terrorist attack. Terrorism is a continuing threat throughout the world and within the United States. A variety of political, social, religious, cultural, and economic factors underlie terrorist activities. Terrorists typically target civilians to advance their agenda. The media interest generated by terrorist attacks makes this a high visibility threat.

Incidents generating significant mass casualties make preparedness and the mechanisms for effective response essential. In addition to large-scale attacks, a full range of assault styles must be considered, including simple bombings, assassinations with small arms, major bombings, etc. Use of explosive devices remains the weapon of choice for terrorist activity. Related activities include bomb threats which disrupt the normal operations of transit systems, government or corporate facilities. Primary locations likely to be targets include airports, mass transit targets, government facilities, and high population density locations, although so-called “soft targets” such as schools, local entertainments facilities, etc. are at risk. The potential for nuclear, biological or chemical terrorism is also a concern. These types of emergencies would necessitate detailed contingency planning and preparation of emergency responders to protect their communities.

Hazardous Materials Incident

The City of El Segundo has 342 businesses that either use, store, or produce hazardous materials. Specific locations of hazardous materials are identified in the City of El Segundo Hazardous Materials Plan which is maintained by the Fire Department’s Environmental Safety Division. The El Segundo Fire Department also participates in the County of Los Angeles Hazardous Materials Area Plan. There are several sources of a potential hazardous materials incident in El Segundo: commercial transport vehicles; air transportation; rail car; airborne industrial chemical release; fuel pipeline; fixed facility; and clandestine dumping.

A hazardous material is any substance that is flammable, combustible, corrosive, poisonous, toxic, explosive or radioactive. Hazardous materials require special care in handling and storage due to the harm they pose to public health, safety and the environment. Many government agencies inspect the facilities that use, store, or produce hazardous materials to ensure the facilities are in compliance with State and Federal regulations. The significance of the problems to the environment, property, or human health is dependent on the type, location and quantity of the material released. Although hazardous material incidents can happen almost anywhere, certain areas are at higher risk. Jurisdictions near roadways that are frequently used for transporting hazardous materials and jurisdictions with industrial facilities that use, store, or dispose of such materials all have an increasing potential for major incidents, as do jurisdictions crossed by certain railways, waterways, airways and pipelines. Hazardous materials are
transported through the city via highways and pipelines. Public facilities and numerous businesses located in the city store and use varying types and quantities of hazardous materials.

The significance of the problems to the environment, property, or human health is dependent on the type, location, and quantity of hazardous material released. El Segundo’s level of exposure to hazardous materials can be understood by examining the city’s types of businesses, commercial traffic routes, highway, and sea exposure.

**Pipeline Emergencies and Oil Spills**

Pipelines are the safest and most reliable way to transport energy products, which include natural gas, crude oil, liquid petroleum products, and chemical products. Pipelines are primarily underground, which keeps them away from public contact and accidental damage. Pipelines can move large volumes of product at a significantly lower operating cost when compared to other modes of transportation. Despite safety and efficiency statistics, increases in energy consumption and population growth near pipelines present the potential for a pipeline emergency incident.

With an oil refinery along the coast of El Segundo, the City must be prepared for the potential of oil spills. For nearly a century, oil tankers have docked about 1 ½ miles off the shore of El Segundo to pump crude oil through underwater pipelines to the onshore refinery. In March of 1991, a 26-inch pipeline at Chevron’s offshore marine terminal was ripped open by an oil tanker’s anchor, causing a spill of almost 27,000 gallons into Santa Monica bay and its’ beaches. More recently in March 2010, a sludge oil spill occurred at the plant.

**Severe Weather – Wind and Heat**

Severe weather and wind storms pose a significant risk to life and property in the region by creating conditions that disrupt essential systems such as public utilities, telecommunications, and transportation routes. High winds can and do occasionally cause tornado-like damage to local homes and businesses. The largest Tornado in the Los Angeles Area was an F2 (max. wind speeds 113-157 mph) that touched ground in South Central Los Angeles, 4.6 miles away from El Segundo, injuring 30 people and causing up to $50,000 in damages. High winds can have a destructive impact, especially to trees, power lines, and utility services. Most incidents of high wind in the City of El Segundo are the result of the Santa Ana wind conditions. While high impact wind incidents can occur, they are not frequent in the City.

Extreme heat is defined as temperatures that reach ten degrees or more above the average high temperature for the region and lasts for several weeks. Extreme temperature can have severe impacts on human health and mortality, natural ecosystems, agriculture, and other economic sectors. From 1999 to 2010, a total of 7,415 deaths in the United States, an average of 618 per year, were associated with exposure to excessive natural heat.

**Mass Casualty Transportation Incident**

This threat summary applies primarily to large-scale Citywide and single point mass-casualty disaster events that would cause sufficient casualties and/or fatalities to overwhelm local medical,
health, and mortuary services capabilities. For the purposes of this summary, a Mass Casualty
Transportation Accident is defined as an incident of air or rail passenger travel that results in death
or serious injury.

Local rail traffic passes through the City on a daily basis. Rail traffic includes the Los Angeles
Metro Green Line. The Metro Green Line Light Rail is on an elevated track while in El Segundo
and an accident is unlikely.

The City of El Segundo is located 14 miles southwest of downtown Los Angeles and is
comprised primarily of commercial/industrial areas. The skies in the area of El Segundo are
heavily occupied by aircraft originating and departing from a number of airports located in
Southern California. The airports nearest to El Segundo, handling the greatest amount of air
traffic are:

- Los Angeles International Airport (LAX): LAX is the fourth busiest airport in the world.
  Planes arrive and depart at a rate of one per minute.
- Long Beach Airport (LGB): LGB is ranked the 12th busiest airport in the nation. Planes
  arrive and depart at a rate of 1.5 every two minutes.

Military aircraft also travel through the air space above the City. Although the occurrence of an
aircraft accident is rare, such an incident can result in many casualties, both in the aircraft and on the
ground.

Public Health Emergencies

Widespread public health emergencies, referred to as pandemics, occur when a disease, often a
strain of influenza, emerges to which the population has little immunity. The 20th century saw
three such pandemics, the most notable of which was the 1918 Spanish influenza pandemic that
was responsible for 20-40 million deaths throughout the world. El Segundo may establish Point
of Dispensing sites in conjunction with the Los Angeles County Department of Public Health, as
part of the Strategic National Stockpile (SNS) plan and preparedness. The sites would be
established at large gathering facilities such as a community center or public school gym. These
sites would allow for the dispensing of medications to a large number of people for prophylaxis
of asymptomatic individuals as well as treatment of symptomatic persons. Public health experts
are always concerned about the risk of another pandemic where a disease spreads between and
amongst species. Depending on the nature of such a disease, between 25 to 35 percent of the
population could become ill. This level of disease activity would disrupt all aspects of society
and severely affect the economy. The City would rely on the Los Angeles County Department of
Public Health as the lead agency for the response and would work closely to ensure that:

- Planning efforts are consistent throughout the city;
- Official information is provided to the city in a timely manner;
- Pharmaceutical distribution is conducted;
- The organization is SEMS/NIMS compliant.
In El Segundo, both medical (medications, vaccines) and non-medical (school dismissal, isolation and/or quarantine) countermeasures will be implemented as deemed appropriate to mitigate the impact of the emergency on the public's health and safety. The city will, at the direction of the County Public Health Officer, implement the procedures and protocols as recommended. To ensure consistent planning efforts, federal, state, and county public health agencies use the World Health Organization (WHO) pandemic phases to guide their planning efforts. These phases may be changed depending on the incident.

Figure 2.3 Public Health Emergencies

<table>
<thead>
<tr>
<th>Inter-pandemic Period</th>
<th>General Definition</th>
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</table>
| Phase 1               | - No new influenza virus subtypes detected in humans.  
                        | - May or may not be present in animals.  
                        | - If present in animals, the risk of human infection is considered to be low. |
| Phase 2               | - No new influenza virus subtypes detected in humans.  
                        | - A circulating animal virus subtype may be detected in animals.  
                        | - There may be a substantial risk of human disease. |

<table>
<thead>
<tr>
<th>Pandemic Alert Period</th>
<th>General Definition</th>
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<tbody>
<tr>
<td>Phase 3</td>
<td>- Humans have been infected with a novel virus subtype but human-to-human transmission has not occurred or only in rare instances of close contact.</td>
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<tr>
<td>Phase 4</td>
<td>- Small cluster(s) of cases with limited human-to-human transmission are documented, but spread is highly localized. Virus is not well adapted to humans.</td>
</tr>
<tr>
<td>Phase 5</td>
<td>- Larger cluster(s) appear, but human-to-human spread is still localized, suggesting that the virus is becoming increasingly better adapted to humans, but may not yet be highly transmissible. The risk of pandemic is now substantial.</td>
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<thead>
<tr>
<th>Pandemic Period</th>
<th>General Definition</th>
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<tbody>
<tr>
<td>Phase 6</td>
<td>- Increased and sustained transmission is documented in the general population.</td>
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</table>

<table>
<thead>
<tr>
<th>Post-Pandemic Period</th>
<th>General Definition</th>
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</thead>
<tbody>
<tr>
<td>Phase 7</td>
<td>- Continuing public health actions, including communication with the public on issues such as when public gatherings can resume and continued monitoring of possible outbreaks of infection, etc.</td>
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</table>
Tsunami

A tsunami is a series of ocean waves of extremely long length generated by earthquakes, volcanic eruptions, massive undersea landslides, or any other disturbance that displaces a large water mass, causing a high speed seismic sea wave(s). As the waves enter shallow coastal waters, the wave speed decreases and the wave height increases, with enough momentum to flatten buildings and trees and carry boats and ships inland. Tsunamis can cause great loss of life and property damage. Following the arrival of the first wave, subsequent waves may increase in height and arrive minutes to hours later.

By definition, a local-source tsunami is when the source of the tsunami occurs within 1000 kilometers (621 miles) of the area. Local or near field tsunamis have a very short travel time (30 minutes or less). The following events are the most likely causes of local-source tsunamis striking the Los Angeles area:

- An earthquake occurring off the Californian coast.
- A landslide occurring in the coastal shelf off the Southern Californian coast

By definition, a distant-source tsunami is when the source of the tsunami occurs more than 1000 km (621.4 miles) away from the area. The event most likely to cause distant-source tsunamis striking the Los Angeles area is an earthquake occurring in the Pacific Rim; particularly Alaska, Hawaii, or Chile. Depending on the magnitude of the tsunami, coastal communities could be inundated, most notably along Santa Monica Bay. Field surveys and modeling (1992-1996) project a 13-foot tsunami would cause extensive damage and flooding along the Santa Monica Bay and similar flat coastlines.

Based on the local history and projected sea water run-up modeling of tsunamis, it is estimated that less than 2% of the City would be directly impacted. Although the probability of a tsunami striking the City of El Segundo is extremely low, if a tsunami did occur, the financial consequences may be significant considering the low elevation of the City. The electrical power generator plant and refinery operations are located in the potentially impacted areas. Even if all people were safely evacuated, the damage to these businesses may cause direct consequences to the local economy resulting from tsunamis related to both physical damages and interrupted services.
2.2.2 Capability Assessment

In response to emergencies and disasters, El Segundo has developed emergency specific capabilities to improve its capability to respond to large scale emergencies and disasters. The following is a summary of those resources.

**Police Department**

With an approximate force strength of 65 police officers, the El Segundo Police Department maintains resources to conduct criminal investigations, crime prevention, special operations, community relations, and animal control. The department coordinates with other area law enforcement agencies to increase capabilities when larger law enforcement tasks and actions are necessary.

**Fire Department**

The fire department employs approximately 45 firefighters operating out of two fire stations within the city. The resources include two fire engines, two paramedic rescue apparatus, a 105-foot ladder truck, three battalion chiefs and a type-1 heavy urban search and rescue unit. The department coordinates with other area fire rescue agencies to increase capabilities when larger public safety and rescue tasks and actions are necessary.
Public Works

The City of El Segundo Public Works Department maintains resources and contracts to conduct improvements in the public right-of-way; maintain streets, wastewater systems, storm drains, water systems, and city facilities and equipment. During a disaster, the city public works department will be called upon to repair the public right-of-way, conduct debris management, and provide water, and repair city facilities and equipment.

Department of Planning and Building Safety

The Planning and Building Safety Department maintains a cadre of employees who will be responsible for conducting damage assessment of buildings after a disaster. This cadre will be utilized to identify what buildings are affected, have minor damage, have major damage, or are destroyed. They will also determine what buildings are safe to enter, may be salvaged and repaired, or may have to be torn down and rebuilt. This damage assessment is incredibly important to quantifying that level of impact to the community and obtaining state and federal assistance after a disaster.

El Segundo All-Hazards Incident Management Team (AHIMT)

The El Segundo AHIMT is a multi-agency team used for extended incidents. It consists of members from nearly every El Segundo department. It is managed at the local level by the emergency management coordinator. The team consists of approximately 39 people specifically trained in the advanced levels of the incident command system to manage major and/or complex incidents requiring a significant number resources. The team would also be utilized to manage incidents that extend into multiple operational periods and require a written Incident Action Plan.

Disaster Service Worker (DSW) Program

The El Segundo Disaster Service Worker Program takes advantage of the state law that enables public employees to be utilized to perform disaster services. El Segundo has embarked upon a strong initiative to train its employees in disaster preparedness and the basics of disaster response. Additionally, employees will be assigned a primary disaster role for which they will receive training. This makes the entirety of the City of El Segundo employees to be unified in efforts during a disaster.

Community Emergency Response Team (CERT)

The El Segundo Fire Department oversees the maintenance of the Community Emergency Response Team. This is a team of community volunteers who have specific training in basic first-aid, search and rescue, incident command, disaster preparedness, and other topics pertaining to disaster. The CERT team will be the first group called upon for volunteers when needed after a disaster. The group will also provide the first initial assessments and life-saving actions after a major disaster such as an earthquake, as emergency responders will be quickly overwhelmed.
2.2.3 Mitigation Overview

Every city department has a role to play in the mitigation of hazards and minimizing risk. These efforts should be in the pursuit of preventing or lessening the effects of expected disasters and emergencies.

Earthquake

The Department of Planning and Building Safety will pursue improved building codes that meet or exceed the Uniform Building Code and ensure buildings are constructed to that specification. Existing buildings that may be subject to seismic hazards must also comply with new requirements of the unreinforced masonry building law (Government Code § 8875). The department will also ensure proper fire suppression systems and adequate evacuation codes are followed minimizing cascading effects of earthquake damage, as well as effects of other emergencies.

Domestic Terrorism and Acts of Extreme Violence

The El Segundo Police Department will take actions and precautions to deter and discourage terrorism and extreme acts of violence. The department participates in anti-terrorism programs. These programs continually gather intelligence and monitor events to assess credible threats and issues warnings to protect the citizenry.

Hazardous Materials Incident

Fire and life safety inspection records and hazardous material business plan reports are located at El Segundo Fire Station #1 and maintained by the Environmental Safety Division. All businesses and facilities are inspected at least three times a year for compliance. A Geographical Information System (GIS) and mapping database identifies all commercial hazardous materials locations and the types of chemicals stored within each facility. The Fire Department has also established pre-plans, and conducts regular inspections of commercial/industrial sites, and ensures placards and other measures to identify risks to the community.

2.3 Assumptions

This plan has been developed on the basis of several general assumptions as follows:

- All city departments have developed their emergency procedures in accordance with this plan and have trained appropriate staff in their contents and use;
- All city departments of El Segundo will utilize SEMS and NIMS, as identified in this plan, during response and recovery operations;
- The Director of Emergency Services (the City Manager) will coordinate the city’s
response in conformance with all applicable ordinances and laws;

- The resources of El Segundo will be made available to help mitigate the effects of disasters and emergencies in the area;

- Mutual Aid Agreements and Systems exist to support emergency response agencies within the OA. OA Members will commit their resources to a reasonable degree before requesting mutual aid assistance;
SECTION 3.0 CONCEPT OF OPERATIONS

3.1 Emergency Management Doctrine

El Segundo will utilize common and required emergency management doctrine as the framework of its plan. As previously indicated, this plan is always in effect and activities will fluctuate between phases and various doctrines will be implemented as various circumstances present themselves. The doctrines' included in this plan are:

- Phases of Emergency Management
- Presidential Preparedness Directive 8 (PPD-8) and the National Preparedness Goal (NPG)
- National Incident management System (NIMS)
- Standardized Emergency Management System (SEMS)
- Incident Command System (ICS)
- Interstate Incident Management Qualification System
- National Qualification System

3.1.1 Phases of Emergency Management

Emergency management activities during peacetime and national security emergencies are often associated with the four phases of emergency management indicated below. All departments of El Segundo have responsibilities in all of the emergency phases.

Mitigation Phase

Mitigation is the act of eliminating or reducing the effects of hazards which exist within the city. The City of El Segundo has a Hazard Mitigation Plan, adopted by the City Council on June 6, 2017 and approved by the Federal Emergency Management Agency under the requirements set forth in 44 C.F.R. Section 201.6 (Local Mitigation Plans) on March 30, 2017. The City of El Segundo is eligible for potential funding through the Federal Hazard Mitigation Grant Program. More information about El Segundo mitigation activities are found in this plan.

Preparedness Phase

Preparedness is the act of planning, training, exercising, and equipping. All activities to coordinate public safety activities is the act of planning. City employees and citizenry may complete training that better prepares them for disasters and emergencies. Exercising specific portions of plans, policies, and procedures to ensure efficiency and functionality and improving based on lessons learned is an important part of preparedness. Lastly, ensuring employees and citizens have the tools, equipment, and resources they need to respond to and be resilient during disasters and emergencies is critical to preparedness.
Response Phase

The response phase occurs when an incident occurs or is believed to be imminent and resources are deployed to manage the incident. This can be as simple as sending a police officer to the scene of a traffic accident and as complex as deploying all available resources and requesting mutual aid, and state and federal assistance. The intent of the response phase is to save lives, stabilize the incident, protect property, and protect the environment.

Recovery Phase

The recovery phase is the act of returning the community back to normal or the act of restoring the community back to the condition it was in before the incident occurred or to a better condition. In some cases, the disaster or emergency will be irrevocably damaging and restoration may take on a status of a “new normal” rather than simply returning to the original condition. Recovery takes into account physical, social, and emotional considerations. This means that building will be repaired or replaced, physical injuries will be provided care, and mental health injuries are also addressed.

3.1.2 Presidential Policy Directive 8 and the National Preparedness Goal

Presidential Policy Directive 8 (PPD8) and the National Preparedness Goal (NPG) is aimed at strengthening the security and resilience of the United States through systematic preparation for the threats that pose the greatest risk to the security of the nation, including acts of terrorism, cyber-attacks, pandemics, and catastrophic natural disasters. National preparedness is the shared responsibility of all levels of government, the private and nonprofit sectors, and individual citizens. Everyone can contribute to safeguarding the nation from harm.

3.1.3 National Incident Management System (NIMS)

Homeland Security Presidential Directive-5 (HSPD-5) established the National Incident Management System (NIMS), integrating best practices into a consistent, flexible and adjustable nationwide approach for emergency management. Using NIMS, Federal, State, local and tribal governments, and private sector and non-governmental organizations work together to prepare for, respond to, and recover from domestic incidents, regardless of cause, size or complexity. The six components of NIMS are:

- Command and Management
- Preparedness
- Resource Management
- Communications and Information Management
- Supporting Technologies
- Ongoing Management and Maintenance
3.1.4 Standardized Emergency Management System (SEMS)

SEMS is required by the California Emergency Services Act (Government Code Section 8607(a)) for managing multiagency and multijurisdictional responses to emergencies in California. The system unifies all elements of California’s emergency management community into a single integrated system and standardizes key elements. SEMS incorporates the use of the Incident Command System, California Disaster and Civil Defense Master Mutual Aid Agreement, the Operational Area concept and multiagency or inter-agency coordination. State agencies are required to use SEMS and local government entities must use SEMS in order to be eligible for any reimbursement of response-related costs under the state’s disaster assistance programs.

3.1.5 Incident Command System (ICS)

NIMS and SEMS require emergency response agencies to use the Incident Command System for multi-agency, multi-jurisdictional incidents. The Incident Command System (ICS) is a standardized, on-scene, all-hazards incident management approach that:

- Allows for the integration of facilities, equipment, personnel, procedures, and communications operating within a common organizational structure
- Enables a coordinated response among various jurisdictions and functional agencies, both public and private
- Establishes common processes for planning and managing resources

ICS is used by all levels of government—Federal, State, tribal, and local—as well as by many nongovernmental organizations and the private sector. ICS is also applicable across disciplines. It is structured to facilitate activities in five major functional areas: Command, Operations, Planning/Intelligence, Logistics, and Finance/Administration. All of the functional areas may or may not be used depending on the needs of the incident.

3.1.6 Interstate Incident Management Qualification System (IIMQS)

The All-Hazards Incident Management Teams Association has produced the Interstate Incident Management Qualification System (IIMQS). This system provides a framework for managing qualifications in AHIMT positions. The document also proscribes training and experience ensuring that qualifications are based on performance and not just training only. For positions that the IIMQS covers, El Segundo will meet or exceed this standard when qualifying individuals for positions.

3.1.7 National Qualification System

The National Qualification System is another standard of training and experience document produced by FEMA. When positions are not listed in the IIMQS or the DSW positions are not
AHIMT positions, the NQS standard will be followed. If a DSW position is not covered by either the NQS or the IIMQS, then the Emergency Management Coordinator will define the position training and experience requirements.

3.2 Incident Types and Concept of Operations

There are five incident types. A type 5 incident is a short duration incident requiring a minimal amount of resources and is simple and routine to handle. A type 1 incident is the most complex and sizeable incident that can occur requiring an extreme amount of resources and will last for weeks, months, or even years.

On a daily basis, type 5 and type 4 incidents occur regularly. The city response is generally initiated by a dispatch from the regional 911 center and the incident is over in a matter of hours.

Type 3 incidents occur less regularly and may require the use of the El Segundo AHIMT and even some limited direction from the El Segundo Multi-Agency Coordination Group (MAC Group) (Discussed in Section 4.2). These incidents are also likely to be initiated by the regional 911 center and incident command will be established by emergency responders. If the AHIMT is activated, it will assume command from the emergency responders. The incident command post (ICP) can be established anywhere but will likely be established within the El Segundo governmental campus on main street. These incidents can last from 12 hours to several days, but will probably not require the declaration of a state of emergency. Local mutual aid will likely be utilized and the incident will probably not have a lot of cascading effects to surrounding jurisdictions.

Type 2 incidents begin to overwhelm local capabilities. In this instance, the AHIMT will be utilized to manage the incident and provide a broad situational awareness picture of the entire jurisdiction and utilize El Segundo resources, as well as mutual aid resources to resolve the incident. The MAC Group will be utilized to coordinate activities and provide direction, and the Policy Group (Section 4.1) will also be utilized to establish city policy and direction. These incidents will likely last a few days to a few months and may result in local, state, and even federal emergency or disaster declarations.

A Type 1 incident will definitely overwhelm the community and mutual aid will be required. All El Segundo disaster groups will likely be utilized and the incident could take years to recover from.

It is important to note that whenever the AHIMT is activated, it signifies that the city is switching from normal day to day operations to disaster operations. This will require a change in the way resources are staged, dispatched, and accounted for. The AHIMT will establish a written incident action plan that will determine the number of resources needed, the operational periods, and the area of responsibility. An expected synopsis of the organization and assignment of responsibilities for a type 1 incident is found in section 4.0. A synopsis of direction, control, and coordination during a type 1 incident is found in Section 5.0. All incidents are different and this
plan should be considered a guide that encourages deviation for structures and resources as the size and scope of the incident dictates.

3.2.1 Field Response Level

When the AHIMT is activated, it will be considered the head of the field response level. The AHIMT will have command of all city resources and other assigned resources from mutual aid or other sources such as volunteer or donated resources. The AHIMT will generate a written Incident Action Plan and will practice management by objectives. The AHIMT will maintain an Incident Command Post. It will be the AHIMT's responsibility to request resource requests from the LA County Emergency Operations Center and mutual aid from jurisdictional neighbors or other appropriate ordering points. The AHIMT will report situation status to Los Angeles County and will track all costs related to the incident. The AHIMT will directly report to the City Manager who is considered the Director of Emergency Services by municipal code. The City Manager will provide a delegation of authority in accordance with the powers of his/her office and/or within policy directives from the City Council.

3.2.2 Local Government Level

The local government level is represented by two groups that will be formed in times of large-scale emergency or disaster. The first is the El Segundo Multi-Agency Coordination Group (ESMACG) and the second is the El Segundo Policy Group (ESPG).

The ESMACG will be utilized to coordinate efforts between city departments, especially those that arise and may be causing a conflict within the AHIMT. The ESMACG will be headed by the City Manager and is made up of the Deputy City Manager, the Emergency Management Coordinator, the Fire Chief, the Police Chief, the Director of Public Works, and the Finance Director.

The ESPG will be headed by the City Council and will consist of all the members of the ESMACG and the City Attorney. The ESPG will delegate powers to the Director of Emergency Services (City Manager). The Director of Emergency Services (City Manager) may proclaim a state of emergency. The ESPG (specifically the City Council) must ratify this decision within a reasonable time, and make periodic determinations as to the duration of emergency proclamations (7 and 14 days respectively). The ESPG will make city level policy decisions and require the ESMACG to operationalize them and the AHIMT to implement them as appropriate. The ESPG may also support the response efforts by making policy decisions such as curfews or waiving fees or permits to help speed recovery efforts or assist with response efforts. The ESPG may also coordinate with the South Bay Council of Governments and other elected officials that represent El Segundo to assist in obtaining support, services, and resources to aid in response and recovery efforts.

3.2.3 Disaster Management Area G

The Los Angeles Operational Area is broken down into several disaster management areas. El Segundo falls within Disaster Area Management G which is a Joint Powers Authority comprised
of the 14 cities of the South Bay of Los Angeles County. Area G has an area coordinator who will assist with coordination of resources and efforts between the 14 cities and Los Angeles County government. El Segundo will make every effort to support other Area G cities before lending mutual aid outside of Area G.

3.2.4 Concept of Operations

It should be noted that every incident is unique and requires different needs. Additionally, no plan can anticipate every need and this plan should be considered only a guide intended to be deviated from to meet the needs of whatever incident may befall El Segundo.

Type 5 and 4 incidents are not incidents that are out of the ordinary and are handled routinely. This concept of operations is designed for incidents of type 3, 2, or 1 which are rare occurrences and require a deviation from daily operations in order to manage them effectively.

At some point, there will be a triggering incident that indicates there is a Type 3 or larger incident. This could be automatically understood as in the case of an Earthquake or it could be an incident that slowly escalates from a Type 4 incident. Regardless of the trigger point, once the decision to activate the AHIMT is made, the city will begin the process of disaster operations. The following people may request the AHIMT to be activated.

1. Lieutenants or above within the police department
2. Battalion Chiefs or above within the fire department
3. The Director of Public Works
4. The Emergency Management Coordinator
5. The Deputy City Manager
6. The City Manager

NOTE: If time permits, the decision to activate the AHIMT should be discussed and decided among the ESMACG.

The AHIMT will be activated through the use of the Everbridge System. The Emergency Management Coordinator will be the primary individual responsible for sending the notification, followed by the police watch commander, and then the fire battalion chief.

The AHIMT will establish an Incident Command Post, most likely on the City Hall Campus, but could be wherever necessary. See Appendix B for a guide schematic of the ICP at the City Hall campus for a Type 1 incident.

Once the team is assembled, a transfer of command will take place at a determined and agreed upon time placing all committed resources under the command of the AHIMT. In a type 1 incident, the AHIMT may consider to develop the operations section into three branches (Public Safety, Human Services, and Recovery). Within the public safety branch there could be five (5) divisions. Divisions A, D, G, J, and M. (Leaving room for growth of divisions if necessary.) The Human Services Branch may have four groups including a shelter group, a donations group, a
volunteer group, and an animal group. The Recovery Branch may have a public works group, a damage assessment group, and a debris management group.

These operations will continue through the emergency phase and will be maintained at steady-state until such time as the incident commander and the operations section chief agree that resources can be scaled back and that transition from response to recovery phase can begin.

The Public Safety Branch will include public safety workers and rescuers which will be minimal at first until mutual aid and resource requests arrive. These will be police, fire, and other rescuers working cohesively within a division. Below is a map of how the divisions may look. Division Supervisors will likely be police sergeants or fire captains. Division M will be the Chevron complex and will be led by Chevron and will have an agency representative from the city assigned to the Division.

**Figure 3.1 Possible Divisions**

The Human Services Branch will have groups established to provide for the needs of the population. The most anticipated needs are sheltering, companion animal care, donations management, and volunteer management. A shelter may be set up at an area school, the Lakers center, the LA Kings center, or other suitable building as necessary and following the establishment of a land use agreement if necessary. A companion animal shelter may also be
established at an area school, Chevron Park, or other suitable location following the establishment of a land use agreement if necessary. A donations center may be established at a parks and recreation facility or other suitable facility as needed. Volunteers may also be directed to a particular location for coordination that will likely be a parks and recreation facility. Group supervisors will be led by specifically trained individuals in the City of El Segundo Disaster Service Worker program.

The Recovery Branch will consist of a public works group that will maintain streets and utilities. The Damage Assessment group will largely consist of personnel from the city’s Planning division who will conduct an initial windshield survey and then follow up with a more detailed assessment. The Debris Management group will be handled by city public works personnel and/or contractors to assist with debris issues.

It is anticipated that in a large incident requiring these divisions and groups that there will not be enough human resources to staff the needs. These requests will be among the first requests sent after the activation of the AHIMT in order to receive personnel as soon as possible.

These operations will continue through the emergency phase and will be maintained at steady-state until such time as the incident commander and the operations section chief agree that resources can be scaled back and that transition from response to recovery phase can begin.
SECTION 4.0 ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

The following describes the organizational structure and responsibilities of each organization or individual.

4.1 El Segundo Policy Group

The El Segundo Policy Group is responsible for:

1. Proclaiming a declaration of a local emergency or confirming the Director of Emergency Services Proclamation within seven (7) days.

2. To make and issue rules and regulations on matters reasonably related to the protection of life and property as affected by such emergency, or confirm those made by the Director of Emergency Services at the earliest practicable time.

3. Coordinate with South Bay Council of Governments elected officials.

4. Coordinate with other elected officials that represent El Segundo at the County, State, and Federal levels.

4.2 El Segundo Multi-Agency Coordination Group
El Segundo MAC Group

The El Segundo Multi-Agency Coordination Group is responsible for:

1. Coordinating resources among and between departments.

2. Making recommendations to the Director of Emergency Services and the ESPG.

3. Coordinating resources with South Bay area counterpart organizations

4. Supporting the El Segundo All-Hazards Incident Management Team.

5. Interpreting policy and directing its implementation to the El Segundo All-Hazards Incident management Team

4.3 Director of Emergency Services (City Manager)

The Director of Emergency Services (City manager) is responsible for:

1. Requesting the city council to proclaim the existence or threatened existence of a "local emergency" and the termination thereof, if the city council is in session, or to issue the proclamation if the city council is not in session, subject to confirmation by the city council 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 resources of the area are inadequate to cope with the disaster. The request must be confirmed by a resolution adopted by the city council.

3. Controlling and directing the effort of the emergency organization of the city for the accomplishment of the purposes of this chapter.

4. Directing coordination and cooperation between divisions, services and staff of the emergency organization of the city, and to resolve questions of authority and responsibility that may arise between them.

5. Representing the disaster organization of the city in all dealings with public or private agencies pertaining to civil defense and disaster.

6. Designating 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.

7. Making and issuing 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.

8. Imposing a curfew which prohibits all individuals from being present on or at any public street, avenue, highway, road, curb area, sidewalk, alley, park, playground or other public ground, public place or public building between the hours of sundown and sunrise, or such other hours which the director determines are reasonably related to the protection of life and property as affected by such emergency. Such curfew shall not apply to individuals whose presence on or at any public street, avenue, highway, road, curb area, sidewalk, alley, park, playground or other public ground, public place or public building is required pursuant to their responsibilities under the city emergency organization and city "emergency plan". The director's imposition of a curfew shall be confirmed at the earliest practical time by the city council.

9. Obtaining 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 thereof and, if required immediately, to commandeer the same for public use.

10. Requiring 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.

11. Requisitioning necessary personnel or material of any city department or agency.
12. Executing all of his/her ordinary powers as city manager, all of the special powers conferred upon he/she by this chapter or by resolution (or emergency plan) adopted pursuant thereto, all powers conferred upon he/she by any statute, agreement approved by the city council, or by any other lawful authority, and in conformity with section 38791 of the state Government Code, to exercise complete authority over the city and to exercise all police power vested in the city by the constitution and general laws. (Ord. 1195, 3-16-1993)

4.5 El Segundo All-Hazards Incident Management Team

El Segundo AHIMT

The El Segundo All-Hazards Incident Management Team is responsible for:

1. Commanding incident resources and actions.
2. Establishing the Operational Periods for the incident.
3. Establishing the incident objectives.
4. Providing an organizational structure to incident personnel.
6. Reporting situational status.
7. Requesting necessary resources.
8. Tracking all costs and making purchases related to the incident.
9. Ensuring the safety of the responders and the public.
10. Supporting and supervising the personnel assigned to the incident.

NOTE: A roster of those city employees on the ESAHIMT may be found in Appendix C

4.6 El Segundo Field Level Organization

Field Level Disaster Organization

4.6.1 Command

The Command staff consists of the Incident Commander or Unified Commanders, the Safety Officer and assistants, The Public Information Officer and Assistants, and the Liaison Officer, Assistants, and Agency Representatives. The Incident Commander or Unified Commanders are responsible for the overall direction of the incident and establishes the incident objectives and interfaces with the director of Emergency Services and the ESMACG. The Safety officer is responsible for ensuring the safety of responders and that operations are conducted in a safe manner. The Public Information Officer is responsible for managing the incident messaging both internally and externally. They will establish a Joint Information Center as needed and will coordinate messages to ensure that the most pertinent information needing to be communicated is being distributed in the most effective manner possible. The Liaison Officer is responsible for
coordinating with all stakeholders and serves as a direct link to the Incident Commander/Unified Commanders and supporting and assisting organizations. The Liaison Officer may choose to open a business coordination center to assist with engaging and supporting local businesses.

4.6.2 Operations Section

The Operations Section Chief is responsible for implementing resources following a defined strategy and tactics to achieve the incident objectives. By breaking up the organization into three branches, the Operations Section Chief can delegate authority across activities to meet the needs of the city. Generally speaking, the branches will cover public safety, human services, and recovery.

The Public Safety Branch will include public safety workers and rescuers which will be minimal at first until mutual aid and resource requests arrive. These will be police, fire, and other rescuers working cohesively within a division. Below is a map of how the divisions may look. Division Supervisors will likely be police sergeants or fire captains. Division M will be the Chevron complex and will be led by Chevron and will have an agency representative from the city assigned to the Division.

Figure 4.1 Potential Divisions

The Human Services Branch will have groups established to provide for the needs of the population. The most anticipated needs are sheltering, companion animal care, donations management, and volunteer management. A shelter may be set up at an area school, the Lakers
center, the LA Kings center, or other suitable building as necessary and following the establishment of a land use agreement if necessary. A companion animal shelter may also be established at an area school, Chevron Park, or other suitable location following the establishment of a land use agreement if necessary. A donations center may be established at a parks and recreation facility or other suitable facility as needed. Volunteers may also be directed to a particular location for coordination that will likely be a parks and recreation facility. Group supervisors will be led by specifically trained individuals in the City of El Segundo Disaster Service Worker program.

The Recovery Branch will consist of a public works group that will maintain streets and utilities. The Damage Assessment group will largely consist of personnel from the city’s Planning division who will conduct an initial windshield survey and then follow up with a more detailed assessment. The Debris Management group will be handled by city public works personnel and/or contractors to assist with debris issues.

It is anticipated that in a large incident requiring these divisions and groups that there will not be enough human resources to staff the needs. These requests will be among the first requests sent after the activation of the AHIMT in order to receive personnel as soon as possible.

These operations will continue through the emergency phase and will be maintained at steady-state until such time as the incident commander and the operations section chief agree that resources can be scaled back and that transition from response to recovery phase can begin.

4.6.3 Planning
The Planning Section Chief is responsible for assembling the incident action plan for the incident every operations period. The planning section is responsible for accounting for all resources assigned to the incident, maintaining a situation report and communicating updates to the Incident Commander/Unified Commanders, the Disaster Management Area Coordinator, and LA County, documenting the incident and maintaining the formal record of events, and for demobilizing resources once resources are no longer needed.

4.6.4 Logistics
The Logistics Section Chief is responsible for providing services and support for the incident responders, ensuring that resource requests are processed appropriately and the supply chain exists to keep operations functioning. The logistics section will be broken into two branches, a service branch and a support branch. The service branch is responsible for providing communication services, medical services and food services to incident personnel. The support branch is responsible for providing supplies, equipment, and materials, transportation and equipment repair, and maintaining all facilities for incident personnel.

4.6.5 Finance and Administration
The Finance and Administration Section Chief is responsible for overseeing that all costs are tracked, items are procured in accordance with city policy, incident personnel time is tracked,
and compensation or claims are made and documented.

4.7 Standard Operating Procedures/Guidelines (SOPs/SOGs)

Departments, agencies and organizations that have responsibilities in this plan have prepared organizational and/or position-specific Standard Operating Procedures (SOPs) or Standard Operating Guidelines (SOGs) detailing personnel assignments, policies, notification rosters, resource lists, and specific steps for accomplishing the functions assigned in this EOP. Emergency response personnel should be acquainted with these SOPs/SOGs, and receive periodic training on the policies and procedures contained within the SOPs/SOGs in support of this EOP.
SECTION 5.0 DIRECTION, CONTROL, AND COORDINATION

This plan is consistent with the National Incident Management System and the Incident Command System and within the El Segundo municipal code. Within that doctrine and regulation, the Director of Emergency Services (City Manager) is the responsible person for a successful response to disasters and emergencies who will use the NIMS/ICS doctrine to manage objectives in order to mitigate incidents. The Director of Emergency Services is dependent on the aforementioned groups and organizations to achieve successful outcomes.

5.1 Direction

The Director of Emergency Services (City Manager) works at the pleasure of the City Council. Policy directives may be established by the city council and the Director of Emergency Services (City Manager) is responsible for interpreting, and directing that policy for implementation by the incident organization through the Incident Commander/Unified Commanders. The Director of Emergency Services (City Manager) may also establish their own policy and procedures and communicate those to the Incident Commander/Unified Commanders.

5.2 Control

The Incident Commanders/Unified Commanders obtain direction from the Director of Emergency Services (City Manager) and develop incident objectives that implement policy. The Incident Commanders/Unified Commanders also develop incident objectives based on their experience, training, and understanding of the situation to mitigate the incident. Those objectives are then turned into a shared strategy discussed by the Incident Commanders/Unified Commanders and the Operations Section Chief. The Operations Section Chief is then responsible for implementing the strategy and defining the tactics to be used and implemented by the incident resources.

5.3 Coordination

Coordination activities happen at many levels. The first is with the ESMACG who will coordinate among departments to ensure that resources are prioritized and made available to the incident organization as needed. The Public Information Officer will coordinate the multiple message needs of incident stakeholders through the use of a joint information center. The Liaison Officer is responsible for coordination among assisting and supporting agencies utilizing agency representatives and may choose to utilize a business coordination center to assist in coordinating efforts and supporting El Segundo businesses. The Planning Section Chief is responsible for coordinating the AHIMT efforts through meetings and the development of an incident action plan. All incident personnel should employ effective communication through formal and informal communications.

5.4 Relationship to Other Plans/References
This EOP is the primary document used by the City to describe the conduct of emergency management activities. The EOP contributes to the emergency management programs of city departments by describing how activities will be conducted, and how support will be requested and coordinated - in the form of mutual aid and other resources - through the operational area. When emergencies or disasters necessitate resource support from regional, State, Federal, international, private or non-profit sources outside the immediate control of city departments, then this EOP will serve as the primary guide to coordinating those resources at the next SEMS/NIMS level.

At the same time, this EOP is not a stand-alone document. Its purpose is to support the emergency plans and procedures of city departments. This plan is designed to be flexible enough that it can adapt to a changing response environment and to the needs of supporting and requesting organizations. Some of the plans and guidelines that this EOP will frequently support/compliment include:

- Disaster Assistance Procedure Manual (Cal OES)
- California Law Enforcement Mutual Aid Plan
- California Fire and Rescue Operations Plan
- Emergency Managers Mutual Aid Plan
- Los Angeles County OA Plan
SECTION 6.0 INFORMATION COLLECTION, ANALYSIS, AND DISSEMINATION

Information collection, analysis, and dissemination is the responsibility of all personnel assigned to the incident, however there are two key organizational components to this issue. The first is the situation unit within the planning section. The second is the Public Information Officer.

6.1 Situation Unit

The situation unit is responsible for collecting and analyzing information. The situation unit may have field observers assigned to the unit to report incident activities. The situation unit may also glean information from the documentation unit from formally documented items. The operations section and finance and administration section are also responsible for keeping the situation unit apprised of key information. Finally, the situation unit will also collect information from outside sources such as the National Weather Service, broadcast news, and social media (although the latter sources must be verified before becoming official). The situation unit will document the situation on an ICS 209 form and submit it to the Incident Commander/Unified Commander, ESMACG, ESPG, the Area G Disaster Management Area Coordinator, and to LA County. The Situation Unit Leader may be required to give verbal reports at various meetings and briefings.

6.2 Public Information Officer

The Public Information Officer is responsible for disseminating information to the general public and the media. The PIO will do this through a variety of tools and methods that may include press conferences, press briefings, the use of social media, Mass notification systems such as Everbridge and Nixle, El Segundo TV, and the El Segundo Emergency Radio System 1040AM. The Public Information Officer may choose to utilize a Joint Information Center to co-locate other stakeholder public relations personnel and assistant public information officers to handle class from the media, monitor social media, and coordinate messages as necessary.
SECTION 7.0 COMMUNICATIONS

One of the most critical functions of government during times of emergency and disaster is communicating. This includes the ability to communicate through multiple systems, hardware, and the ability to maintain redundant systems. Communications also means deliberately communicating actions and intentions across departments and jurisdictions. Every city worker, regardless of position, should intentionally communicate situational awareness information up, down, and across the organizational chain of command. City leadership, department heads, and AHIMT members should be communicating with counterparts and stakeholders in neighboring jurisdictions, county, state, and federal agencies, and the private and nonprofit sectors.

Some systems the city will utilize to help communicate are as follows:

7.1 Interoperable Network of the South Bay

This is the network that assures communications to the handheld and mobile radios our police and fire departments will on a regular basis and during disasters. The system creates a unified web of communication and allows interoperable communications with police and fire responders within the South Bay.

7.2 Public Safety Broadband Network

Emergency responders also using the same commercial broadband services that millions of us do for our smartphones and mobile devices. That means public safety agencies are competing for space on bandwidths that often slow down and sometimes crash during times of disasters or emergencies.

The Public Safety Broadband Network (PSBN) provides police and firefighters with the capability to send and receive large amounts of data, for instance, allowing an emergency room doctor to view and direct the efforts of firefighters or paramedics—saving time and lives.

7.3 FRS/GMRS Radios

Every DSW will be provided a battery operated FRS/GMRS radio that has up to a 20 mile range with 22 channels and 38 privacy codes with channel scan and privacy codes.

7.4 Satellite Phones

The city will maintain a cache of satellite phones. Some may need to be activated after a disaster. Four will always be active and ready for use.

7.5 El Segundo Amateur Radio Group

located on the Mattel Headquarters building. The repeater is capable of broadcasting to the
greater Los Angeles County area. This system will be used to relay information to the County of
Los Angeles amateur radio group, and other amateur groups, e.g., business and industry. Use is
restricted to those licensed as a Technician Class and other licensees holding a valid FCC
amateur radio license.

7.6 El Segundo Community Alert Systems

The Emergency Management Office maintains the El Segundo Community Alert System AM
1040 radio station. The Community Alert System is licensed by the Federal Communications
Commission (FCC) on 1040 kilohertz (1040 AM) and was issued the call sign WPWA 745. It is
a low power AM radio station, with battery back-up, that broadcasts traffic safety, weather, and
emergency information to the community when necessary.

In an emergency, the El Segundo Community Alert System is subject to interruption and may be
overridden by the Emergency Alert System features built into the system. These features are
designed to provide emergency news and information using the Los Angeles County automated
warning systems, and do not require manual activation. The radio station can be programmed to
tell the community real-time information, provide instructions on what emergency actions to
take, and other vital information to the community.

7.7 Everbridge Mass Notification System

The Everbridge Mass Notification system is used when the city wants to communicate
immediate threat and immediate action directions to the general public. This system will notify
all businesses listed in the yellow pages and all residences registered with the 911 system. This
system will also send email and texts to persons who sign-up to receive alerts. The system also
posts to the city social media sites simultaneously. In extreme situations, the city can also
activate the Integrated Public Alerting Warning System (IPAWS) through Everbridge which will
alert all mobile phones in the area.

7.8 Nixle Mass Notification System

The Nixle Mass Notification System is primarily utilized and managed by the police department.
This system is utilized to communicate less severe information and notifications but messages
sent over Everbridge will also be sent over Nixle in order to reach the greatest number of people.

7.9 Social Media

The city maintains numerous social media accounts. When possible, all emergency notifications
will be sent via Everbridge to assure simultaneous and consistent messaging across all platforms.
The city has also created a twitter handle specifically for disaster messaging which is
@ElSegundoAlerts.
7.10  El Segundo Cable TV

The City’s Municipal Cable Television channels will provide the public with alerting and notification of various disaster situations. City TV will provide directions to the citizens via scrolled information. This includes a leader that will scroll across any TV station that is turned on, directing viewers to tune to their local cable channel for more information.

7.11  Emergency Management Information Systems

Los Angeles County uses the Operational Area Response and Recovery System (OARRS), a computerized information system, to collect and disseminate emergency information from the cities to the Operational Area/County EOC. The City of El Segundo has access to OARRS via the Internet at http://oarrs.lacounty.gov. The City also uses an 800 MHz radio system called the Countywide Integrated Radio System (CWIRS) to contact the Los Angeles Operational Area EOC during an emergency.

7.12  Communications Unit

Within the Logistics section of the AHIMT, a Communications Unit will be established that will be responsible for all incident communications systems and internal messaging. This unit will be responsible for ensuring communications systems operate or are restored in case of damage. The unit will also maintain an Incident Communications Center within the ICP. This center will be responsible for facilitating communications and messages across the city and will receive calls from the regional 911 center and getting the call to the appropriate DIV/Group Supervisor in order for resources to be deployed to mitigate the call for help. This unit will be responsible for developing the radio plan and maintaining incident phone numbers. The unit is responsible for maintaining radio systems, IT systems, and phone systems.

7.13  Joint Information Center (JIC)

Under the direction of the PIO, a Joint Information Center may be established to analyze the situation, media and social media chatter, and synthesize a coordinate public information message from which press releases, press briefings, and press conferences can be conducted. The JIC will be used to disseminate information through social media, El Segundo TV, El Segundo Alert 1040 AM Radio Station, and mass notification systems.
SECTION 8.0 ADMINISTRATION, FINANCE, AND LOGISTICS

Primarily, administration, finance and logistics will be handled by the AHIMT within the Finance and Administration Section and the Logistics Section. Below are some initial activities, specific activities, and/or details of each section that can be expected.

8.1 Finance and Administration Section

The Finance/Administration Section’s primary responsibility is to maintain the financial and human resource systems necessary to keep the city functioning during a disaster/emergency. These systems include:

- Payroll Payments Revenue collection
- Claim processing
- Cost analysis and recovery documentation
- Revenue Collection
- Documentation, timekeeping and tracking

The Section also supervises the negotiation and administration of vendor and supply contracts and procedures. The extent of the disaster/emergency will determine the extent to which the Finance/Administration Section will mobilize.

The Finance/ Administration Section Chief will insure there is a disaster accounting system established to track costs, maintain financial records related to the incident, and document all assigned personnel’s time and expenses. This section will ensure procurement is done in accordance with city guidelines and will manage travel and expenses claims.

If injuries occur, the Finance and Administration section will document the injuries in order to manage future and ongoing compensation claims. If damage to property occurs, the Finance and Administration Section will document the damage in order to reimburse (or be reimbursed) from the responsible party and to the owner.

8.2 Logistics Section

The Logistics Section’s primary responsibility is to provide all necessary personnel, supplies, equipment, support, transportation, and mobilization of resources to support the response effort at the disaster sites, public shelters, ICP, etc. Methods for obtaining and using facilities, equipment, supplies, services, and other resources to support emergency response at all operational sites during emergency/disaster conditions will be according to established disaster accounting procedures developed by the Finance/Administration Section.

If it is determined that this is a catastrophic incident that will be long term, some initial resource requests should be processed as soon as the section is established. Requests should be for two weeks. These could be:
- Securing as many hotel rooms as possible (Calling El Segundo hotels directly)
- Requesting Cisco Tac Ops support (Though Cisco)
- Requesting a Type 1 Incident Management Team (Through the LA County using the OARRS System)
- Requesting a Verizon Cellular on Wheels System (Though Verizon directly)
- Requesting three (3) Check-in Recorders through fire dispatch
- Requesting a Communication Unit Leader through fire dispatch
- Requesting a Food Unit Leader through fire dispatch
- Requesting a supply unit leader through fire dispatch
- Requesting an ordering manager through fire dispatch
- Requesting a Shelter Management Team from LA County
- Request an Access and Functional Needs Advisor from LA County
- Request four (4) Division Supervisors from fire dispatch
- Request a Type 1 Ambulance Strike team from fire dispatch
- Request one (1) Aerial Apparatus Type 1 strike team of five from fire dispatch
- Request one (1) Fire Engine Pumpers Strike Team Type 1 from fire dispatch
- Request one (1) Fire Rescue Squad strike team Type 1 of five from fire dispatch
- Request one (1) Law Enforcement Patrol Team Type 3 from police dispatch
- Request one (1) Type 1 Animal Sheltering team

The Logistics section will establish a service branch that will maintain the aforementioned communications unit and incident communications center. The section will coordinate with U.S. Healthworks which will act as our medical unit for responders and assigned personnel on non-emergent medical issues and documentation of medical claims. A food unit will be established to ensure the feeding of meals to assigned personnel. The section will also establish a support branch which will establish a supply unit whose function it is to establish a supply chain of any needs for the incident from food and water to heavy equipment. A ground support unit will be activated out of the public works garage facility. The Ground Support Unit will maintain all assigned vehicles, fuel supply, and develop a transportation plan. The facilities unit will also be established and will maintain incident facilities wherever they may be located throughout the city.
SECTION 9.0  PLAN DEVELOPMENT AND MAINTENANCE

9.1 Plan Development and Maintenance

The City of El Segundo Emergency Operations Plan (EOP) will be reviewed by all city departments. Upon completion of review and written concurrence by these departments, the Emergency Operations Plan will be submitted to the Disaster Council for review and approval and then submitted to the City Council for approval. Upon concurrence by the City Council, the plan will be officially adopted and promulgated. The Emergency Management Coordinator is responsible to ensure the update of the EOP and for coordinating the maintenance of the EOP between the varying departments.

Individual departments are responsible to update and revise their departmental procedures which will be approved by the City Manager in the role of Director of Emergency Services, or a designee. The updates will include new information, e.g., update of phone numbers, and revisions of relevant standard operational procedures or positions. All plan updates will be forwarded to the Emergency Management Coordinator, which is responsible to document the changes and maintain records of all revisions. All changes to the plan will be distributed to the City departments and agencies shown on the Plan Distribution list. Major revisions to the plan will be approved by the City Council.
SECTION 10.0 AUTHORITIES AND REFERENCES

The following documents provide emergency authorities for conducting and/or supporting emergency operations:

10.1 Federal
- Presidential Policy Directive (PPD) 8, National Preparedness
- U.S. Department of Homeland Security, National Incident Management System (NIMS)
- Robert T. Stafford Disaster Relief and Emergency Assistance Act of 1988 (Public Law 93-288), as amended
- National Fire Protection Association, Safer Act Grant; NFPA 1710, 2010
- Americans With Disabilities Act (ADA), 1990
- ADA Amendment Act (ADAAA), 2008
- Post-Katrina Emergency Reform Act, 2007
- The Pets Evacuation and Transportation Standards Act of 2006
- Public Law 84-99 (U.S. Army Corps of Engineers-Flood Control Act)
- Federal Civil Defense Act of 1950 (Public Law 920), as amended
- NRT-1, Hazardous Materials Emergency Planning Guide and NRT-1A Plan Review Guide (Environmental Protection Agency’s National Response Team)
- Flood and Coastal Storm Emergencies (33 U.S.C. § 701n)

10.2 State
- California Constitution
- California Emergency Services Act; Chapter 7 of Division 1 of Title 2 of the Government Code
- Standardized Emergency Management System (SEMS) Regulations; Chapter 1 of Division 2 of Title 19 of the California Code of Regulations and Government Code Section 8607(a)
- California State Emergency Plan
- California Natural Disaster Assistance Act; Chapter 7.5 of Division 1 of Title 2 of the Government Code
- California State Private Nonprofit (PNP) Organizations Assistance Program, 2011
- California Hazardous Materials Incident Contingency Plan
- California Oil Spill Contingency Plan (Government Code §§ 8670.1, et seq.)
City of El Segundo
Emergency Operations Plan

- California Health and Safety Code, Division 20, Chapter 6.5, Sections 25115 and 25117, Chapter 6.95, Sections 2550 et seq., Chapter 7, Sections 25600 through 25610, dealing with hazardous materials
- Orders and Regulations which may be Selectively Promulgated by the Governor during a State of Emergency
- Orders and Regulations Promulgated by the Governor to Take Effect upon the Existence of a State of War Emergency
- California Master Mutual Aid Agreement

10.3 City

- Resolution No. 634 adopting the Disaster Medical Service of Los Angeles County Disaster Relief Authority Mutual Aid Agreement Adopted October 3, 1946
- Resolution No. 965 adopting Workmen's Compensation Benefits for Disaster Service Workers, adopted August 10, 1948
- Resolution No. 1123 adopting the Master Mutual Aid Agreement, adopted December 12, 1950
- Ordinance No. 378 – An Ordinance of the City of El Segundo, California, relating to Civil Defense and Disasters, adopted January 31, 1951
- Resolution No. 2144 authorizing the Area G Mutual Aid Agreement, adopted November 8, 1965
- Resolution No. 2280, A Civil Defense and Disaster Resolution, adopted July 14, 1969
- Ordinance No. 917, An Ordinance of the City of El Segundo, California, amending Chapter 2.44 of the El Segundo Municipal Code, which said Chapter relates to Emergency Services Organization, Adopted November 4, 1977
- Resolution No. 3640 to Authorize and Approve the Public Works Mutual Aid Agreement, adopted July 3, 1990
- Resolution No. 3808 authorizing the Mutual Aid Operation Plan Agreement for Law Enforcement, adopted March 16, 1993
- Ordinance No. 1195, An Urgency Ordinance of the City of El Segundo, California, Amending sections 2.44.100 and 2.44.130, of Chapter 2.44 of the El Segundo Municipal Code Relating to Emergency Services Organization, adopted March 16, 1993
- Resolution No. 4037 adopting the Standardized Emergency Management System (SEMS) and Approving the revised Multi-Hazard Functional Plan, adopted October 9, 1997
- El Segundo City Council adopted the SEMS Multi-hazard Functional Plan on October 9, 1997 by Minute Order
- Ordinance No. 1282, An Ordinance of the City of El Segundo, California, amending section 2.44.120 of the El Segundo Municipal Code relating to Disaster Preparedness Emergency Plan, adopted October 21, 1997
- Resolution No. 4107 approving the (revised) Joint Powers Agreement to Provide for Interagency Cooperation in a Major Natural or Man-Made Disaster, adopted February 2, 1999
- Resolution No. 4319 adopting a Disaster Pay Policy for Executive, Management, and other Exempt Employees on August 5, 2003
- Resolution No.'s 4320 and 4321 adopting the revised Emergency Operations Plan and Emergency Managers Mutual Aid Plan on August 5, 2003
- Ordinance No 1388, An Ordinance of the City of El Segundo, California, amending sections 2.44.xxx of the El Segundo Municipal Code relating to the City of El Segundo Disaster Council on November 1, 2005
- Resolution No. 4428 adopting the National Incident Management System (NIMS), adopted June 21, 2005
APPENDIX A – GLOSSARY OF TERMS

This list contains definitions of terms commonly used in Emergency Management, the Standardized Emergency Management System (SEMS), the National Incident Management System (NIMS) and the Incident Command System (ICS).

Action Plan: The plan prepared in the EOC containing objectives for the emergency response SEMS level reflecting overall priorities and supporting activities for a designated period. See also Incident Action Plan.

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

Agency Representative: An individual assigned to an incident or to an EOC from an assisting or cooperating agency that has been delegated authority to make decisions on matters affecting that agency's participation at the incident or at the EOC. Agency Representatives report to the Liaison Officer at the incident, or to the Liaison Coordinator at SEMS EOC levels.

Allocated Resources: Resources dispatched to an incident.

Area Command: An organization established to: 1) oversee the management of multiple incidents that are each being handled by an Incident Command System organization; or 2) to oversee the management of a very large incident that has multiple Incident Management Teams assigned to it. Area Command has the responsibility to set overall strategy and priorities, allocate critical resources based on priorities, ensure that incidents are properly managed, and ensure that objectives are met and strategies followed.

Assigned Resources: Resources checked in and assigned work tasks on an incident.

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

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

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

Available Resources: Incident-based resources which are available for immediate assignment.
Base: The location at an incident at which primary logistics functions for an incident are coordinated and administered. There is only one Base per incident. (Incident name or other designator will be added to the term "Base.") The Incident Command Post may be collocated with the Base.

Branch: The organizational level at the SEMS Field Level having functional or geographic responsibility for major parts of incident operations. The Branch level is organizationally between Section and Division/Group in the Operations Section, and between Section and Units in the Logistics Section. Branches are identified by the use of Roman Numerals or by functional name (e.g., medical, security, etc.).

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

Cache: A pre-determined complement of tools, equipment and/or supplies stored in a designated location, available for incident use.

Camp: A geographical site, within the general incident area, separate from the Incident Base, equipped and staffed to provide sleeping, food, water, and sanitary services to incident personnel.

Chain of Command: A series of management positions in order of authority.

Check-in: The process whereby resources first report to an incident or into an EOC. Check-in locations at the SEMS Field level include: Incident Command Post (Resources Unit), Incident Base, Camps, Staging Areas, Helibases, Helispots, and Division Supervisors (for direct line assignments).

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

Command Post: (See Incident Command Post).

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

Communications Unit: An organizational unit in the Logistics Section responsible for providing communication services at an incident or an EOC. A Communications Unit may also be a facility (e.g., a trailer or mobile van) used to provide the major part of an Incident Communications Center.
Compacts: Formal working agreements among agencies to obtain mutual aid.

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

Complex: Two or more individual incidents located in the same general area that is assigned to a single Incident Commander or to a Unified Command.

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

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

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

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

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

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

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

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

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

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

**Documentation Unit:** Functional unit within the Planning Section responsible for collecting, recording and safeguarding all documents relevant to an incident or within an EOC.

**Emergency:** A condition of disaster or of extreme peril to the safety of persons and property caused by such conditions as air pollution, fire, flood, hazardous material incident, storm, epidemic, riot, drought, sudden and severe energy shortage, plant or animal infestations or disease, the Governor's warning of an earthquake or volcanic prediction, or an earthquake or other conditions, other than conditions resulting from a labor controversy.

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

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

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

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

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

**Emergency Services Director:** The individual within each political subdivision that has overall responsibility for jurisdiction emergency management. For cities and counties, this responsibility is commonly assigned by local ordinance.

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

**Facilities Unit:** Functional unit within the Support Branch of the Logistics Section at the SEMS Field Response Level that provides fixed facilities for the incident. These facilities may include the Incident Base, feeding areas, sleeping areas, sanitary facilities, etc.
Finance/Administration Section: One of the five primary functions found at all SEMS levels which is responsible for all costs and financial considerations. At the incident the Section can include the Time Unit, Procurement Unit, Compensation/Claims Unit and Cost Unit.

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

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

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

General Staff: The group of management personnel reporting to the Incident Commander or to the EOC Director. They may each have a deputy, as needed. At the Field SEMS level, the General Staff consists of the Operations Section Chief, Planning/Intelligence Section Chief, Logistics Section Chief, and Finance/Administration Section Chief. At the EOC levels, the position titles are Section Chiefs.

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

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

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

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

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

Incident Action Plan: The plan developed at the field response level which contains objectives reflecting the overall incident strategy and specific tactical actions and supporting information for the next operational period. The plan may be oral or written.
**Incident Base:** Location at the incident where the primary logistics functions are coordinated and administered. The Incident Command Post may be collocated with the Base. There is only one Base per incident.

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

**Incident Command Post (ICP):** The location at which the primary command functions are executed. The ICP may be collocated with the incident base or other incident facilities.

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

**Incident Communications Center:** The ICS facility designated for use by the Communications Unit and the Message Center.

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

**Incident Objectives:** Statements of guidance and direction necessary for the selection of appropriate strategy(s), and the tactical direction of resources. Incident objectives are based on realistic expectations of what can be accomplished when all allocated resources have been effectively deployed. Incident objectives must be achievable and measurable, yet flexible enough to allow for strategic and tactical alternatives.

**Initial Action or Response:** The actions taken by resources which are the first to arrive at an incident or the resources initially committed to an incident.

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

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

**Leader:** The ICS title for an individual responsible for a functional unit, task forces, or teams.
Liaison Officer: A member of the Command Staff at the Field SEMS level responsible for coordinating with representatives from cooperating and assisting agencies. At SEMS EOC levels, the function may be done by a Coordinator and/or within a Section or Branch reporting directly to the EOC Director.

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

Local Government: Means local agencies per Article 3 of the SEMS regulations. The Government Code 8680.2 defines local agencies as any city, city and county, county, school district or special district.

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

Management by Objectives: In SEMS field and EOC levels, this is a top-down management activity which involves a three-step process to achieve the desired goal. The steps are: establishing the objectives, selection of appropriate strategy(s) to achieve the objectives; and the direction or assignments associated with the selected strategy.

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

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

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

MHOAC: Medical Health Operational Area Coordinator; a functional position established by Health and Safety Code and1979.153. In the event of a local, State, or federal declaration of emergency, the MHOAC provides a 24 hour, seven day a week capability to staff public health and medical emergency operations.

Mobilization: The process and procedures used by all organizations federal, state and local for activating, assembling, and transporting all resources that have been requested to respond to or support an incident.

Multi-Agency or Inter-Agency Coordination: The participation of agencies and disciplines involved at any level of the SEMS organization working together in a coordinated effort to
facilitate decisions for overall emergency response activities, including the sharing of critical resources and the prioritization of incidents.

**Multi-Agency Coordination System (MACS):** The combination of personnel, facilities, equipment, procedures and communications integrated into a common system. When activated, MACS has the responsibility for coordination of assisting agency resources and support in a multi-agency or multijurisdictional environment. A MAC Group functions within the MACS. MACS organizations are used within the California Fire Services.

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

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

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

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

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

**Operational Area:** An intermediate level of the state emergency organization, consisting of a county and all political subdivisions within the county area.

**Operational Period:** The period of time scheduled for execution of a given set of operation actions as specified in the Incident or EOC Action Plan. Operational Periods can be of various lengths, although usually not over 24 hours.

**Operations Section:** One of the five primary functions found at all SEMS levels. The Section responsible for all tactical operations at the incident, or for the coordination of operational activities at an EOC. The Operations Section at the SEMS Field Response Level can include Branches, Divisions and/or Groups, Task Forces, Teams, Single Resources and Staging Areas. At the EOC levels, the Operations Section would contain Branches or Divisions as necessary because of span of control considerations.

**Out-of-Service Resources:** Resources assigned to an incident but unable to respond for mechanical, rest, or personnel reasons.
Planning Meeting: A meeting held as needed throughout the duration of an incident to select specific strategies and tactics for incident control operations and for service and support planning. On larger incidents, the planning meeting is a major element in the development of the Incident Action Plan. Planning meetings are also an essential activity at all SEMS EOC levels.

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

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

Public Information Officer (PIO): A member of the Command Staff responsible for interfacing with the public and media or with other agencies requiring information directly from the incident. There is only one PIO per incident. The PIO may have assistants. At SEMS EOC levels, the information function may be established as a Coordinator or as a section or branch reporting directly to the EOC Director.

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

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

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

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

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

Safety Officer: A member of the Command Staff at the incident or within an EOC responsible for monitoring and assessing safety hazards or unsafe situations, and for developing measures for ensuring personnel safety. The Safety Officer may have assistants.
Section: That organization level with responsibility for a major functional area of the incident or at an EOC, e.g., Operations, Planning, Logistics, Administration/Finance.

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

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

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

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

Span of control: The supervisory ratio maintained within an ICS or EOC organization. A span of control of five-positions reporting to one supervisor is considered optimum.

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

Staging Area: Staging Areas are locations set up at an incident where resources can be placed while awaiting a tactical assignment. Staging Areas are managed by the Operations Section.

Staging Area Managers: Individuals within ICS organizational units that are assigned specific managerial responsibilities at Staging Areas.


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

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

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

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

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

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

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

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

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

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

Unified Area Command: A Unified Area Command is established when incidents under an Area Command are multijurisdictional. (See Area Command and Unified Command.)

Unified Command: In ICS, Unified Command is a unified team effort which allows all agencies with responsibility for the incident, either geographical or functional, to manage an incident by establishing a common set of incident objectives and strategies. This is accomplished without losing or abdicating agency authority, responsibility or accountability.

Unit: An organizational element having functional responsibility. Units are commonly used in incident Planning, Logistics, or Finance/administration sections and can be used in operations for some applications. Units are also found in EOC organizations.

Unity of Command: The concept by which each person within an organization reports to one and only one designated person.
### APPENDIX B – INCIDENT FACILITIES LOCATIONS

<table>
<thead>
<tr>
<th>Element</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>El Segundo Policy Group</td>
<td>Finance Conference Room</td>
</tr>
<tr>
<td>ESMACG</td>
<td>City Manager’s Office</td>
</tr>
<tr>
<td>AHIMT Command Staff</td>
<td>Fire Station # 1 Conference Room</td>
</tr>
<tr>
<td>AHIMT Operations Section</td>
<td>City Hall West Basement Conference Room</td>
</tr>
<tr>
<td>AHIMT Planning Section</td>
<td>Command Post Room / Police Station</td>
</tr>
<tr>
<td>AHIMT Logistics Section</td>
<td>Command Post Room / Police Station</td>
</tr>
<tr>
<td>AHIMT Finance &amp; Admin Section</td>
<td>Human Resources Conference Room</td>
</tr>
<tr>
<td>Incident Communications Center</td>
<td>Command Room / Police Station</td>
</tr>
<tr>
<td>Joint information Center</td>
<td>Public Library Community Room</td>
</tr>
<tr>
<td>Business Coordination Center</td>
<td>Fire Station # 2</td>
</tr>
<tr>
<td>Ground Support Unit</td>
<td>Public Works Maintenance Facility</td>
</tr>
<tr>
<td>Medical Unit</td>
<td>U.S. Healthworks</td>
</tr>
</tbody>
</table>

### ICP Phone Directory

**ICP Main Closet Stations:**

1. 310-524-7507                      ICP Incoming
2. 310-524-7508                      ICP 911 Incoming
3. 310-524-7509                      ICP Outgoing
4. 310-524-7541                      ICC Manager
5. 310-524-7502                      Communications Unit
6. 310-524-7524                      Situation Unit
7. 310-524-7505                      ESARG
8. 310-524-7501                      Ordering Manager
9. 310-524-7552                      Spare
10. 310-524-7537                     Spare
11. 011-8816-4149-7623               EOC Satellite phone

**ICP Side Closet Stations:**

1. 310-524-7506                      Planning Section Chief
2. 310-524-7511                      Logistics Section Chief
3. 310-524-7521                      Documentation Unit
### APPENDIX C – AHIMT ROSTER

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Department</th>
</tr>
</thead>
<tbody>
<tr>
<td>Capt. Carlos Mendoza</td>
<td>Incident Commander</td>
<td>ESPD</td>
</tr>
<tr>
<td>Lt.. Ray Garcia</td>
<td>Incident Commander</td>
<td>ESPD</td>
</tr>
<tr>
<td>Lt. Jeff Leyman</td>
<td>Incident Commander</td>
<td>ESPD</td>
</tr>
<tr>
<td>VACANT (FIRE)</td>
<td>Incident Commander</td>
<td></td>
</tr>
<tr>
<td>Lisan Xu</td>
<td>Incident Commander</td>
<td></td>
</tr>
<tr>
<td>Melissa McCollum</td>
<td>Liaison Officer</td>
<td>Library</td>
</tr>
<tr>
<td>Meredith Petit</td>
<td>Liaison Officer</td>
<td>Rec &amp; Parks</td>
</tr>
<tr>
<td>Casey Cline</td>
<td>Liaison Officer</td>
<td>ESPD</td>
</tr>
<tr>
<td>Jeanette Gant</td>
<td>Safety Officer</td>
<td>Rec &amp; Parks</td>
</tr>
<tr>
<td>Capt. Jaime Bermudez</td>
<td>Safety Officer</td>
<td>ESPD</td>
</tr>
<tr>
<td>Joseph Casillas</td>
<td>Safety Officer</td>
<td>Rec &amp; Parks</td>
</tr>
<tr>
<td>Don Dennis</td>
<td>Public Information Officer</td>
<td>ESFD</td>
</tr>
<tr>
<td>Tony Del Castillo</td>
<td>Public Information Officer</td>
<td>ESFD</td>
</tr>
<tr>
<td>Kenneth McShane</td>
<td>Public Information Officer</td>
<td>ESPD</td>
</tr>
<tr>
<td>Lt. Danny Kim</td>
<td>Operations Section Chief</td>
<td>ESPD</td>
</tr>
<tr>
<td>Breck Slover</td>
<td>Operations Section Chief</td>
<td>ESFD</td>
</tr>
<tr>
<td>Shawn Bonfield</td>
<td>Operations Section Chief</td>
<td>ESFD</td>
</tr>
<tr>
<td>Garrett Quaintance</td>
<td>Operations Section Chief</td>
<td>DPW</td>
</tr>
<tr>
<td>Austreberto Moreno</td>
<td>Recovery Branch Director</td>
<td>DPW</td>
</tr>
<tr>
<td>Mark Herbert</td>
<td>Planning Section Chief</td>
<td>Library</td>
</tr>
<tr>
<td>Cheryl Ebert</td>
<td>Planning Section Chief</td>
<td>DPW</td>
</tr>
<tr>
<td>Shawn Green</td>
<td>Planning Section Chief</td>
<td>Rec &amp; Parks</td>
</tr>
<tr>
<td>Ryan Delgado</td>
<td>Planning Section Chief</td>
<td>Rec &amp; Parks</td>
</tr>
<tr>
<td>Leslie Campbell</td>
<td>Resource Unit leader</td>
<td>HR</td>
</tr>
<tr>
<td>Sindee Pickens</td>
<td>Resource Unit leader</td>
<td>Library</td>
</tr>
<tr>
<td>VACANT</td>
<td>Resource Unit leader</td>
<td></td>
</tr>
<tr>
<td>Julie Todd</td>
<td>Situation Unit Leader</td>
<td>Library</td>
</tr>
<tr>
<td>Areica Hester</td>
<td>Logistics Section Chief</td>
<td>Rec &amp; Parks</td>
</tr>
<tr>
<td>Darren Uhl</td>
<td>Logistics Section Chief</td>
<td>Rec &amp; Parks</td>
</tr>
<tr>
<td>VACANT</td>
<td>Logistics Section Chief</td>
<td></td>
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<tr>
<td>Dave Davis</td>
<td>Finance Section Chief</td>
<td>Finance</td>
</tr>
<tr>
<td>Maria Cerritos</td>
<td>Finance Section Chief</td>
<td>Finance</td>
</tr>
<tr>
<td>Carol Lynn Anderson</td>
<td>Finance Section Chief</td>
<td>ESFD</td>
</tr>
<tr>
<td>Name</td>
<td>Title</td>
<td>Department</td>
</tr>
<tr>
<td>-------------------</td>
<td>------------------------------</td>
<td>------------------</td>
</tr>
<tr>
<td>Vacant</td>
<td>Staging Area Manager</td>
<td></td>
</tr>
<tr>
<td>Vacant</td>
<td>Staging Area Manager</td>
<td></td>
</tr>
<tr>
<td>Vacant</td>
<td>Staging Area Manager</td>
<td></td>
</tr>
<tr>
<td>Carl Jacobs</td>
<td>Communications Unit Leader</td>
<td></td>
</tr>
<tr>
<td>Bob Lanahan</td>
<td>Communications Unit Leader</td>
<td></td>
</tr>
<tr>
<td>Emma Ronney</td>
<td>Communications Unit Leader</td>
<td></td>
</tr>
<tr>
<td>Darnell Jenkins</td>
<td>Tech Spec</td>
<td>Rec &amp; Parks</td>
</tr>
</tbody>
</table>
APPENDIX D – DISASTER SERVICE WORKER ASSIGNMENTS
Shilling, Mona

From: Donovan, Chris  
Sent: Tuesday, May 14, 2019 5:12 PM  
To: Collins, Randall; *ALL CITY COUNCIL; *ALL CITY MANAGER; *ALL DEPARTMENT HEADS; McShane, Kenny (Sergeant); O'Donnell, Amanda (Administration); Voss, Barbara; Bermudez, Jaime (Captain); Bonfield, Shawn; Campbell, Leslie; Casillas, Joseph; Cerritos, Maria; Cline, Casey (Traffic); Corkins, Aaron (Lieutenant); Davis, David; Del Castillo, Antonio; Delgado, Ryan; Dennis, Don; Farnam, Amiel; Gant, Jeanette; Garcia, Ray (Lieutenant); Green, Shawn; Herbert, Mark; Hester, Arecia; Kim, Dan (Lieutenant); Lee, Deena; Leyman, Jeff (Lieutenant); Lindberg, Lynn; Marsocci, Dino; McCollum, Melissa; McShane, Kenny (Sergeant); Mendoza, Carlos (Captain); Moreno, Austreberto; Petit, Meredith; Pickens, Sindee; Quaintance, James; Slover, Breck; Todd, Julie; Uhl, Darren; Urner, Carol Lynn; Xu, Lifan  
Cc: Dylan Farris; Melissa Moore; 'Gaston (US), Kevin S'  
Subject: RE: New DRAFT EOP  
Attachments: El Segundo EOP May 2019 Draft with FD edits.docx

FD Edits included in attached doc.....

Good work here Randy!

Christopher Donovan  
Fire Chief  
El Segundo Fire Department  
(310) 524-2219

---

From: Collins, Randall  
Sent: Tuesday, May 14, 2019 9:49 AM  
To: *ALL CITY COUNCIL; *ALL CITY MANAGER; *ALL DEPARTMENT HEADS; McShane, Kenny (Sergeant); O'Donnell, Amanda (Administration); Voss, Barbara; Bermudez, Jaime (Captain); Bonfield, Shawn; Campbell, Leslie; Casillas, Joseph; Cerritos, Maria; Cline, Casey (Traffic); Collins, Randall; Corkins, Aaron (Lieutenant); Davis, David; Del Castillo, Antonio; Delgado, Ryan; Dennis, Don; Farnam, Amiel; Gant, Jeanette; Garcia, Ray (Lieutenant); Green, Shawn; Herbert, Mark; Hester, Arecia; Kim, Dan (Lieutenant); Lee, Deena; Leyman, Jeff (Lieutenant); Lindberg, Lynn; Marsocci, Dino; McCollum, Melissa; McShane, Kenny (Sergeant); Mendoza, Carlos (Captain); Moreno, Austreberto; Petit, Meredith; Pickens, Sindee; Quaintance, James; Slover, Breck; Todd, Julie; Uhl, Darren; Urner, Carol Lynn; Xu, Lifan  
Cc: Dylan Farris; Melissa Moore; 'Gaston (US), Kevin S'  
Subject: New DRAFT EOP

All,

Attached is the new draft EOP. Just to give you an idea of what kind of re-write this is, the previous EOP was 175 pages before appendices. This draft is 41 pages. The intent is to make it easy to understand and not be
overwhelming and perhaps it is a plan that will actually be referred to. It is in a format in accordance with

This plan is only as good as the feedback I receive to update it. We will use this plan in the upcoming Table Top
Exercise next week as well, so we can get some lessons learned and plan updates from the exercise.

It is far from complete with some emerging initiatives that need to be included.

What I need from you are the following:

1. Please read through the plan.
2. Please let me know your concerns that we can either discuss in person or at the table top as a discussion
   item.
3. Please let me know if there is any pieces or parts that you believe you absolutely cannot support.

Note: if you desire, you can use track changes as a tool and send back to me, however, I will take feedback in
any format.

Thanks for your help. – Randy

Respectfully,

Randal A. Collins
Emergency Management Coordinator
City of El Segundo
(310) 524-2366 (Office)
(317) 412-5935 (Mobile)
Rcollins@elsegundo.org
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August 2013

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1.1 Basic Plan Format

The basic plan format consists of 10 sections that include legal and supporting documents to the EOP:

1. Introductory material
2. Purpose and scope
3. Concept of operations
4. Organization and assignment of responsibilities
5. Information collection, analysis, and dissemination
6. Communications
7. Administration, finance, and logistics
8. Plan development and maintenance
9. Authorities and references

The basic plan may be augmented with annexes and appendixes as deemed necessary by the city.

1.3 El Segundo EOP Implementation

This plan shall take effect upon adoption of resolution of the city council and from that time shall be considered in a state of activation until such time that the city council revises or updates this plan. The activities, tasks, and actions contained within will fluctuate on a minute by minute, day by day and month by month basis based on the needs of incidents and situations as they occur.
2.2.3 Mitigation Overview

Every city department has a role to play in the mitigation of hazards and minimizing risk. These efforts should be in the pursuit of preventing or lessening the effects of expected disasters and emergencies.

Earthquake

The Department of Planning and Building Safety will pursue improved building codes that meet or exceed the Uniform Building Code and ensure buildings are constructed to that specification. Existing buildings that may be subject to seismic hazards must also comply with new requirements of the unreinforced masonry building law (Government Code § 8875). The department will also ensure proper fire suppression systems and adequate evacuation codes are followed minimizing cascading effects of earthquake damage, as well as effects of other emergencies.

Domestic Terrorism and Acts of Extreme Violence

The El Segundo Police Department will take actions and precautions to deter and discourage terrorism and extreme acts of violence. The department participates in anti-terrorism programs. These programs continually gather intelligence and monitor events to assess credible threats and issues warnings to protect the citizenry.

Hazardous Materials Incident

Fire and life safety inspection records and hazardous material business plan reports are located at El Segundo Fire Station #1 and maintained by the Environmental Safety Division. All businesses and facilities are inspected at least three times a year for compliance minimum of once every three years, in accordance with State regulations. A Geographical Information System (GIS) and mapping database identifies all commercial hazardous materials locations and the types of chemicals stored within each facility. The Fire Department has also established pre-plans, and conducts regular inspections of commercial/industrial sites, and ensures placards and other measures to identify risks to the community.

2.3 Assumptions

This plan has been developed on the basis of several general assumptions as follows:

- All city departments have developed their emergency procedures in accordance with this plan and have trained appropriate staff in their contents and use;
- All city departments of El Segundo will utilize SEMS and NIMS, as identified in this plan, during response and recovery operations;
City of El Segundo
Emergency Operations Plan

- The Director of Emergency Services (the City Manager) will coordinate the city’s response in conformance with all applicable ordinances and laws;
- The resources of El Segundo will be made available to help mitigate the effects of disasters and emergencies in the area;
- Mutual Aid Agreements and Systems exist to support emergency response agencies within the Operating Area (OA). OA Members will commit their resources to a reasonable degree before requesting mutual aid assistance;
3.1.4 Standardized Emergency Management System (SEMS)

SEMS is required by the California Emergency Services Act (Government Code Section 8607(a)) for managing multiagency and multijurisdictional responses to emergencies in California. The system unifies all elements of California’s emergency management community into a single integrated system and standardizes key elements. SEMS incorporates the use of the Incident Command System, California Disaster and Civil Defense Master Mutual Aid Agreement, the Operational Area concept and multiagency or inter-agency coordination. State agencies are required to use SEMS and local government entities must use SEMS in order to be eligible for any reimbursement of response-related costs under the state’s disaster assistance programs.

3.1.5 Incident Command System (ICS)

NIMS and SEMS require emergency response agencies to use the Incident Command System for multi-agency, multi-jurisdictional incidents. The Incident Command System (ICS) is a standardized, on-scene, all-hazards incident management approach that:

- Allows for the integration of facilities, equipment, personnel, procedures, and communications operating within a common organizational structure
- Enables a coordinated response among various jurisdictions and functional agencies, both public and private
- Establishes common processes for planning and managing resources

ICS is used by all levels of government—Federal, State, tribal, and local—as well as by many non-governmental organizations and the private sector. ICS is also applicable across disciplines. It is structured to facilitate activities in five major functional areas: Command, Operations, Planning/Intelligence, Logistics, and Finance/Administration. All of the functional areas may or may not be used depending on the needs of the incident.

3.1.6 Interstate Incident Management Qualification System (IIMQS)

The All-Hazards Incident Management Teams Association has produced the Interstate Incident Management Qualification System (IIMQS). This system provides a framework for managing qualifications n AHIMT positions. The document also prescribes training and experience ensuring that qualifications are based on performance and not just training only. For positions that the IIMQS covers, El Segundo will meet or exceed this standard when qualifying individuals for positions.

3.1.7 National Qualification System

The National Qualification System is another standard of training and experience document produced by FEMA. When positions are not listed in the IIMQS or the DSW positions are not
El Segundo MAC Group

The El Segundo Multi-Agency Coordination Group is responsible for:

1. Coordinating resources among and between departments.
2. Making recommendations to the Director of Emergency Services and the ESPG.
3. Coordinating resources with South Bay area counterpart organizations
4. Supporting the El Segundo All-Hazards Incident Management Team.
5. Interpreting policy and directing its implementation to the El Segundo All-Hazards Incident management Team

4.3 Director of Emergency Services (City Manager)

The Director of Emergency Services (City Manager) is responsible for:

1. Requesting the city council to proclaim the existence or threatened existence of a "local emergency" and the termination thereof, if the city council is in session, or to issue the proclamation if the city council is not in session, subject to confirmation by the city council within seven (7) days thereafter or the proclamation shall have no further force or effect.
• Securing as many hotel rooms as possible (Calling El Segundo hotels directly)
• Requesting Cisco Tac Ops support (Through Cisco)
• Requesting a Type 1 Incident Management Team (Through the LA County using the OARRS System)
• Requesting a Verizon/AT&T Cellular on Wheels System (Though AT&T/Verizon directly)
• Requesting three (3) Check-in Recorders through fire dispatch
• Requesting a Communication Unit Leader through fire dispatch
• Requesting a Food Unit Leader through fire dispatch
• Requesting a supply unit leader through fire dispatch
• Requesting an ordering manager through fire dispatch
• Requesting a Shelter Management Team from LA County
• Request an Access and Functional Needs Advisor from LA County
• Request four (4) Division Supervisors from fire dispatch
• Request a Type 1 Ambulance Strike team from fire dispatch
• Request one (1) Aerial Apparatus Type 1 strike team of five from fire dispatch
• Request one (1) Fire Engine Pumpers Strike Team Type 1 from fire dispatch
• Request one (1) Fire Rescue Squad strike team Type 1 of five from fire dispatch
• Request one (1) Law Enforcement Patrol Team Type 3 from police dispatch
• Request one (1) Type 1 Animal Sheltering team

The Logistics section will establish a service branch that will maintain the aforementioned communications unit and incident communications center. The section will coordinate with U.S. Healthworks which will act as our medical unit for responders and assigned personnel on non-emergent medical issues and documentation of medical claims. A food unit will be established to ensure the feeding of meals to assigned personnel. The section will also establish a support branch which will establish a supply unit whose function is to establish a supply chain of any needs for the incident from food and water to heavy equipment. A ground support unit will be activated out of the public works garage facility. The Ground Support Unit will maintain all assigned vehicles, fuel supply, and develop a transportation plan. The facilities unit will also be established and will maintain incident facilities wherever they may be located throughout the city.
My comments are attached. I echo Chief Donovan. This was a heavy lift and you did a great job. I did a first run through last night and saw some typos that I could not find when reading again today. I would suggest having someone who is not reading for content just take a look to help with these. My only comment that I could not find a home for in the document is:

The El Segundo Police and Fire Department is NOT a Public Safety Access Point (PSAP), meaning when someone calls 911 it does not come to us but rather the Regional Communications Center (RCC). This creates a dilemma. Depending on nature/scope of emergency we may want the AHIMT to decide how resources are dispatched (i.e. only responding to Priority 1 police calls for service, or passing individual house fires for neighborhood conflagrations). I did not see in the plan how we propose to do this. During a major event, the RCC will not be able to send an agency rep. We certainly have communications interoperability throughout the South Bay; however, it’s been my experience that the disaster response will be on one frequency while the day to day calls for service response will reside on a separate frequency.

I think we need to put some thought into how we will manage this in a collaborative way with the RCC with the goal that our response to the community not be delayed. I am willing to help in any way needed.

**Bill Whalen**
Chief of Police
El Segundo Police Department
Office 310-524-2280

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From: Collins, Randall
Sent: Tuesday, May 14, 2019 9:49 AM
To: *ALL CITY COUNCIL <allcouncil@elsegundo.org>; *ALL CITY MANAGER <ALLCM@elsegundo.org>; *ALL DEPARTMENT HEADS <ALLDH@elsegundo.org>; McShane, Kenny (Sergeant) <kmcshane@elsegundo.org>; O'Donnell, Amanda (Administration) <aodonnell@elsegundo.org>; Voss, Barbara <bvooss@elsegundo.org>; Bermudez, Jaime (Captain) <jbermudez@elsegundo.org>; Bonfield, Shawn <sbonfield@elsegundo.org>; Campbell, Leslie <lcampbell@elsegundo.org>; Casillas, Joseph <jcassilas@elsegundo.org>; Cerritos, Maria <mccerritos@elsegundo.org>; Cline, Casey (Traffic) <cccline@elsegundo.org>; Collins, Randall <rcollins@elsegundo.org>; Corkins, Aaron (Lieutenant) <acorkins@elsegundo.org>
<acorkins@elsegundo.org>; Davis, David <ddavis2@elsegundo.org>; Del Castillo, Antonio <adelcastillo@elsegundo.org>; Delgado, Ryan <rdelgado@elsegundo.org>; Dennis, Don <DDennis@elsegundo.org>; Farnam, Amiel <AFarnam@elsegundo.org>; Gant, Jeanette <JGant@elsegundo.org>; Garcia, Ray (Lieutenant) <RGarcia@elsegundo.org>; Green, Shawn <SGreen@elsegundo.org>; Herbert, Mark <MHerbert@elsegundo.org>; Hester, Areia <ahester@elsegundo.org>; Kim, Dan (Lieutenant) <dkim@elsegundo.org>; Lee, Deena <Dlee@elsegundo.org>; Leyman, Jeff (Lieutenant) <JLeyman@elsegundo.org>; Lindberg, Lynn <LLindberg@elsegundo.org>; Marsocci, Dino <dmarsocci@elsegundo.org>; McCollum, Melissa <MMccollum@elsegundo.org>; McShane, Kenny (Sergeant) <kmcshane@elsegundo.org>; Mendoza, Carlos (Captain) <CMendoza@elsegundo.org>; Moreno, Austreberto <AMoreno@elsegundo.org>; Petit, Meredith <Mpetit@elsegundo.org>; Pickens, Sindie <SPickens@elsegundo.org>; Quaintance, James <Jquaintance@elsegundo.org>; Slover, Breck <BSlover@elsegundo.org>; Todd, Julie <JTodd@elsegundo.org>; Uhl, Darren <duhl@elsegundo.org>; Urner, Carol Lynn <curner@elsegundo.org>; Xu, Lifan <lxu@elsegundo.org>
Cc: Dylan Farris <dfarris@esusd.k12.ca.us>; Melissa Moore <mmoore@esusd.k12.ca.us>; 'Gaston (US), Kevin S' <kevin.s.gaston@boeing.com>

Subject: New DRAFT EOP

All,

Attached is the new draft EOP. Just to give you an idea of what kind of re-write this is, the previous EOP was 175 pages before appendices. This draft is 41 pages. The intent is to make it easy to understand and not be overwhelming and perhaps it is a plan that will actually be referred to. It is in a format in accordance with FEMA Guide CPG 101.

This plan is only as good as the feedback I receive to update it. We will use this plan in the upcoming Table Top Exercise next week as well, so we can get some lessons learned and plan updates from the exercise.

It is far from complete with some emerging initiatives that need to be included.

What I need from you are the following:

1. Please read through the plan.
2. Please let me know your concerns that we can either discuss in person or at the table top as a discussion item.
3. Please let me know if there is any pieces or parts that you believe you absolutely cannot support.

Note: if you desire, you can use track changes as a tool and send back to me, however, I will take feedback in any format.

Thanks for your help. –Randy

Respectfully,

Randal A. Collins
Emergency Management Coordinator
City of El Segundo
(310) 524-2366 (Office)
(317) 412-5935 (Mobile)
Rcollins@elsegundo.org
Portions of this document may contain sensitive information pertaining to the deployment, mobilization, and tactical operations of the City of El Segundo government in response to emergencies. Refer any request for a copy of this document to the El Segundo Emergency Management Office.

Commented [WB(<P1): This may be standard language, but we are putting this plan on our website correct?]
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City of El Segundo
Emergency Operations Plan

August 2013
# City of El Segundo
## Emergency Operations Plan

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5.2 Control
5.3 Coordination

**Section 6.0 Information Collection, Analysis, and Dissemination**

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9.1 Plan Development and Maintenance

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August 2013

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PART ONE – BASIC PLAN

SECTION 1.0 ADMINISTRATIVE FEATURES

1.1 Basic Plan Format

The basic plan format consists of 10 sections that include legal and supporting documents to the EOP:

1. Introductory material
2. Purpose and scope
3. Concept of operations
4. Organization and assignment of responsibilities
5. Information collection, analysis, and dissemination
6. Communications
7. Administration, finance, and logistics
8. Plan development and maintenance
9. Authorities and references

The basic plan may be augmented with annexes and appendixes as deemed necessary by the city.

1.3 El Segundo EOP Implementation

This plan shall take effect upon adoption of resolution of the City Council and from that time shall be considered in a state of activation until such time that the City Council revises or updates this plan. The activities, tasks, and actions contained within will fluctuate on a minute by minute, day by day and month by month basis based on the needs of incidents and situations as they occur.
SECTION 2.0 PURPOSE, SCOPE, SITUATION OVERVIEW, AND ASSUMPTIONS

2.1 Purpose and Scope

This Emergency Operations Plan (EOP) addresses the City of El Segundo's planned response to extraordinary situations. The plan provides an overview of the operational concepts relating to various emergency situations, identifies components of the emergency response organization, and describes the overall responsibilities of city departments in protecting life and property and ensuring the overall well-being of the population.

The City of El Segundo EOP provides a consistent framework for emergency management that includes city management staff and employees. The EOP also provides a framework for how other stakeholders will interface with the city command structure to support operations. This plan provides the framework for the concept of operations between the Policy Group, the Multi-Agency Coordination Group, and the El Segundo All Hazards Incident Management Team (AHIMT) during incidents.

2.2 Situation Overview

This section describes a number of possible incidents that are highly possible based on known risks and hazards within the community. For a more detailed description, see the City of El Segundo Hazard Mitigation Plan. This section will also highlight the capabilities of response El Segundo has within its jurisdiction. The section will conclude with an overview of mitigation activities.

2.2.1 Hazard Analysis Summary

The specific criteria and methodologies used to evaluate hazards or threats to the City of El Segundo are as follows.

- Determine the probability of occurrence; likely, possible, or unlikely?
- What is the threat to lives and property; high, average, or low?
- Determine the disaster rating; multiply probability x threat factor

Commented [WB[Op3]: For the two listed as likely, how did we determine this? Is this consistent with the LA County TSAIR? I don't know that I would say a terrorist event is likely. Also, just as an FYI I learned that helicopters flying the coastal route to go around LAN airspace transition over our City and therefore we have several helicopters per day that fly over El Segundo to points inland. May or may not be a concern.
2.2.2 Capability Assessment

In response to emergencies and disasters, El Segundo has developed emergency specific capabilities to improve its capability to respond to large scale emergencies and disasters. The following is a summary of those resources.

Police Department

With an approximate force strength of 65 police officers, the El Segundo Police Department maintains resources to conduct criminal investigations, crime prevention, special operations, community relations, and animal control. The department coordinates with other area law enforcement agencies to increase capabilities when larger law enforcement tasks and actions are necessary.

Fire Department

The fire department employs approximately 45 firefighters operating out of two fire stations within the city. The resources include two fire engines, two paramedic rescue apparatus, a 105-foot ladder truck, three battalion chiefs and a type-1 heavy urban search and rescue unit. The department coordinates with other area fire rescue agencies to increase capabilities when larger public safety and rescue tasks and actions are necessary.