

CONTENTS OF PLAN INTRODUCTION

	PAGE NO.
Acknowledgments	Intro - 2
Foreword	Intro - 3
Letter of Promulgation	Intro - 6
Record of Revisions	Intro - 7
Distribution List.....	Intro - 8
Department Concurrence	Intro - 9

PART ONE BASIC PLAN

Section One, Basic Plan.....	Part One-5
Section Two, Standardized Emergency Management System (SEMS)	Part One-11
Section Three, National Incident Management System (NIMS)	Part One-19
Section Four, City of Westlake Village – Emergency Management Organization ..	Part One-23
Section Five, Continuity of Government	Part One-35
Section Six, Mutual Aid	Part One-41
Section Seven, Authorities and References	Part One-49
Section Eight, Threat Summary and Assessments	Part One-53
Section Nine, Acronyms, Abbreviations and Glossary of Terms	Part One-98

PART TWO EMERGENCY ORGANIZATION FUNCTIONS

Management Section	Part Two- M-1
Support Documentation	Part Two- MS-1
Operations Section.....	Part Two - O-1
Support Documentation	Part Two - OS-1
Planning/Intelligence Section	Part Two - P-1
Support Documentation	Part Two - PS-1
Logistics Section	Part Two - L-1
Support Documentation	Part Two - LS-1
Finance/Administration Section	Part Two - F-1
Support Documentation	Part Two - FS-1

APPENDIX

Summary of Primary EOC Staff Positions	Appendix -3
EOC Notification List	Appendix -5
Other Essential Contacts.....	Appendix-7
EAS Plan Communication Operations.....	Appendix-9

EMERGENCY OPERATIONS PLAN

Media Phone List	Appendix-19
Listing of Pre-Identified Shelters	Appendix-23
National Weather Service-Restricted Use Numbers.....	Appendix-25
Critical Facilities Information	Appendix -27
Jurisdiction Situation Report (SitRep) “How-To”	Appendix -26
Resource Request “How-To”	Appendix-30

ACKNOWLEDGMENTS

This plan was originally prepared and edited by Wendy Milligan of Terra Firma Enterprises and Audrey Brown, Assistant City Manager with the City of Westlake Village in 2008. The Plan was updated in 2014 by Kerry Kallman, Senior Administrative Analyst with the City of Westlake Village. The following vital documents were used as reference information in compiling this plan:

- FEMA SLG 101: “State and Local Guidance 101”
- FEMA CPG 1-8a: “State and Local Emergency Operations Plans”
- OES: “Local Government Emergency Planning Guidance”
- OES: “SEMS Guidelines”
- Los Angeles County Civil Defense Areas: “SEMS MHFP”
- City of Westlake Village Emergency Operations Plan, September 2000
- City of Westlake Village Emergency Operations Plan, September 2007
- City of Westlake Village, Safety Element, July 14, 1993
- City of Westlake Village, Hazard Mitigation Plan, 2012
- OES, “California Implementation Guidelines for the National Incident Management System”, April 2006

The recommendations and suggestions included in this plan are intended to improve emergency preparedness, response and recovery and to satisfy the Standardized Emergency Management System requirements as presented in Title 19 of the California Code of Regulations and the National Incident Management System as presented in Homeland Security Presidential Directive – 5. ~~Although Terra Firma Enterprises stands by the quality of its products, it is understood that disaster preparedness is not an exact science, and this Emergency Operations Plan does not guarantee the safety of any individual, structure, or organization in a disaster. Terra Firma Enterprises assumes no liability for deaths, injuries, or property damage resulting from a disaster.~~

INTRODUCTION

FOREWORD

This Emergency Operations Plan is a flexible, multi-hazard document that addresses the City of Westlake Village's planned response and short-term recovery to extraordinary emergency/disaster situations associated with natural disasters, technological incidents, and national security emergencies. The plan does not address normal day-to-day emergencies or the well established and routine procedures used in coping with such emergencies. Instead, the operational concepts reflected in this plan focus on potential large-scale disasters that can generate unique situations requiring unusual responses.

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

This plan provides basic planning information. City departments must prepare standard operating procedures and, in most cases, more detailed checklists that will describe their internal operations under emergency/disaster conditions.

ASSUMPTIONS:

- The City of Westlake Village is primarily responsible for emergency/disaster actions and will commit all available resources to save lives, minimize injury to persons, and minimize damage to property.
- The City of Westlake Village will utilize SEMS and NIMS in emergency/disaster response operations.
- The Director of Emergency Services, the City Manager, will coordinate the City's disaster response in conformance with Section 3.6.060 of the Westlake Village Municipal Code.
- The City of Westlake Village will participate in the Los Angeles County Operational Area.
- The resources of the City of Westlake Village will be made available to local agencies and citizens to cope with disasters affecting this area.
- The City will commit its resources to a reasonable degree before requesting mutual aid assistance.
- Mutual aid assistance will be requested when disaster relief requirements exceed the City's ability to meet them.

EMERGENCY/DISASTER MANAGEMENT GOALS:

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

ORGANIZATION OF THE EMERGENCY OPERATIONS PLAN (EOP):

- **Part One - Basic Plan.** Overall organizational and operational concepts relative to response and recovery, as well as an overview of potential hazards. Intended audience—EOC Management Team.
- **Part Two – Emergency/Disaster Response Organization Functions.** Description of the emergency/disaster response organization, checklists and reference material. Intended audience—EOC staff.
- **Appendix** – A restricted-use document - contains the emergency/disaster organization's notification numbers and other essential numbers. Intended audience—EOC staff.

ACTIVATION OF THE SEMS/NIMS EOP:

- On the order of the City Manager as empowered by the Westlake Village Municipal Code, provided that the existence or threatened existence of a Local Emergency has been proclaimed in accordance with the Code.
- When the Governor has proclaimed a State of Emergency in an area including this jurisdiction.
- Automatically on the proclamation of a State of War Emergency as defined in California Emergency Services Act (Chapter 7, Division 1, Title 2, California Government Code).
- A Presidential declaration of a National Emergency.
- Automatically on receipt of an attack warning or the observation of a nuclear detonation.

APPROVAL AND PROMULGATION:

This EOP will be reviewed by all departments/agencies assigned a primary function in the Emergency/disaster Responsibilities Matrix (**Part Two, Management Section**). Upon completion of review and written concurrence by these departments/agencies, the EOP will be submitted to the City Council for review and approval. Upon concurrence by the City Council, the plan will be officially adopted and promulgated.

TRAINING, EXERCISING, AND MAINTENANCE OF SEMS/NIMS EOP:

In compliance with NIMS, city personnel with roles in incident management either in the field or the EOC will receive the appropriate NIMS training as outlined by the U.S. Department of Homeland Security. The Senior Administrative Analyst is responsible for coordination and scheduling of training and exercising of this plan. The City of Westlake Village's Emergency/Disaster Management Organization will conduct regular exercises of this plan to train all necessary City staff in the proper response to disaster situations.

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

The Senior Administrative Analyst will also review documents that provide the legal basis for emergency planning to ensure conformance to SEMS/NIMS requirements and modify as necessary.

EMERGENCY OPERATIONS PLAN

Adoption Date: September 10, 2014

LETTER OF PROMULGATION

TO: OFFICIALS, EMPLOYEES, AND CITIZENS OF CITY WESTLAKE VILLAGE

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

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

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

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

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

Concurrence of this promulgation letter constitutes the adoption of the Standardized Emergency Management System, the National Incident Management System and the EOP by the City of Westlake Village. This EOP will become effective on approval by the City Council.

Mark Rutherford
Mayor
City of Westlake Village

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