

2022

# City of Newport Beach Emergency Operations Plan Part I Basic Plan







## Emergency Operations Center Activation QuickStart Guide

The City of Newport Beach (City) Emergency Operations Center (EOC) supports the command-and-control functions of the on-scene incident response. When an incident occurs, there is often insufficient information to determine if the EOC should be activated or how long an activation may last. A virtual or partial EOC activation may be initiated if this condition occurs. More detailed information on emergency activations levels is contained in **Section 4.2.3**.

Once an EOC activation is commenced, the first arriving staff should use this QuickStart Guide to efficiently set up and operate the EOC. When activated, the EOC coordinates response to all impacts on City communities, employees and facilities, critical and other infrastructure/services, and business functions. The EOC carries out this function through:

Information Collection and Evaluation

Operational Planning

Resource Management

Priority Setting

### **Overall Priorities**

**Life/Safety**

**Incident Stabilization**

**Property Preservation**



EOC ACTIVATION CHECKLIST	
COMPLETED	TASK
Date/Time	
	Activate the City Emergency Operations Center (EOC) by assuming the role of EOC Director. The primary EOC is located on the lower level of City Hall.
	Establish the level of activation with the Incident Commander. Use the guidance provided in <b>Section 4.2.3</b> .
	Use AlertOC to send an EOC Activation notification to staff.
	The EOC Supply Cabinets contain appropriately titled boxes for each EOC Section. Place the appropriate material at each of the identified workstation locations.
	Ensure there is an Emergency Operations Plan (EOP) with position job aids, along with paper, pen, and message forms (ICS Form 213) and Unit Log (ICS Form 214) at each of the workstations.
	The Finance Section will circulate ICS Form 211 forms for sign-in purposes. These will be provided to the Finance Section Time Unit and Planning Section Documentation Unit.
	Contact the Orange County Operational Area and notify them that the EOC is activated.
	Post the EOC staffing chart. Use ICS Form 203, Organization Assignment List.
	Begin to develop situational awareness about the extent and severity of the incident.
	Initiate preparation of the Incident Briefing, ICS Form 201.



## Forward

To: Officials and Employees of the City of Newport Beach

The preservation of life, property, and the environment is an inherent responsibility of local, state, and Federal governments. The City has prepared this EOP to ensure the most effective and economical allocation of resources to protect people and property in time of an emergency or disaster. 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 effectively to any emergency.

Enclosed is the EOP. This Plan is designed as a reference and guidance document and is the foundation for disaster response and recovery operations for the City. It establishes the emergency organization and concept of operations and specifies policies, general procedures, and processes for coordinating the City's responsibilities as a member of the Orange County Operational Area with other Operational Area organizations. This plan builds upon previous efforts to enhance the City's emergency and disaster preparedness, response, and recovery capabilities and includes the critical elements of the Standardized Emergency Management System (SEMS), the National Incident Management System (NIMS), the National Response Framework, and the Incident Command System.

The Police Department will annually coordinate a review of this Plan and collaborate with other staff to ensure that emergency processes are responsive to all needs. All City staff will become familiar with this plan and their role in the event of an activation where they will be called upon to assist and support the emergency operations.

The City Council fully supports this plan and urges all officials, employees, and residents, individually and collectively, to do their share in the City's total emergency preparedness, response, and recovery efforts.

This EOP becomes effective upon approval and resolution of the City Council. This letter promulgates the City's EOP and constitutes the City's adoption of the EOP, SEMS, and NIMS.

Sincerely,

A handwritten signature in black ink, appearing to read "Grace K. Leung".

Grace K. Leung

City Manager

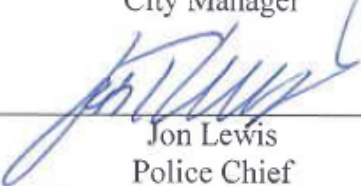


### Plan Concurrence

Having reviewed the foregoing 2022 City of Newport Beach Emergency Operations Plan and approved same, I hereto set my signature.

  
\_\_\_\_\_  
Grace Leung  
Director Emergency Services  
City Manager

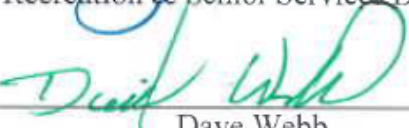
  
\_\_\_\_\_  
Tara Finnigan  
Assistant City Manger

  
\_\_\_\_\_  
Jon Lewis  
Police Chief

  
\_\_\_\_\_  
Jeff Boyles  
Fire Chief

  
\_\_\_\_\_  
Sean Levin  
Recreation & Senior Services Director


  
\_\_\_\_\_  
Michael Gomez  
Acting Finance Director


  
\_\_\_\_\_  
Dave Webb  
Public Works Director


  
\_\_\_\_\_  
Mark Vukojevic  
Utilities Director

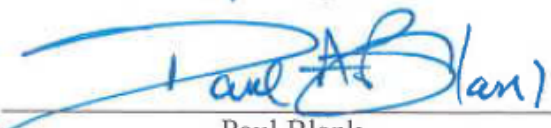
  
\_\_\_\_\_  
Leilani Brown  
City Clerk

  
\_\_\_\_\_  
Melissa Hartson  
Library Services Director

  
\_\_\_\_\_  
Aaron Harp  
City Attorney

  
\_\_\_\_\_  
Seimone Jurjis  
Community Development Director

  
\_\_\_\_\_  
Barbara Salvini  
Human Resources Director

  
\_\_\_\_\_  
Paul Blank  
Harbormaster

  
\_\_\_\_\_  
Katie Eing  
Emergency Services Coordinator



## Plan Distribution

Department	Copies
City Attorney's Office	
City Clerk's Office	
Community Development	
Finance	
Fire	
Human Resources	
Harbor	
Library Services	
Police	
Public Works	
Recreation and Senior Services	
Utilities	
Orange County Emergency Management Division	
California Office of Emergency Services (OES)	

The EOP is also available to City employees on the shared City intranet.

Printed copies are located in the primary EOC and DOC locations. Printed copies are of particular importance in the event of power loss or other emergencies where the network drive is not accessible. Individual departments should print and store any or all parts of the EOP as necessary or required to perform their plan-related duties.



## Plan Maintenance and Record of Revisions

The use of this Record of Revisions will manage modifications to the EOP throughout the life of the document. Procedures for EOP updates are detailed in **Section 5.1** of the EOP. All attempts have been made to ensure the accuracy of the information within this EOP as of the initial distribution date.

Change No.	Description	Change Date	Approved By





## Plan Approval Resolution

### RESOLUTION NO. 2022-87

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF NEWPORT BEACH, CALIFORNIA, RESCINDING THE FORMER EMERGENCY OPERATIONS PLAN ADOPTED BY RESOLUTION NO. 2011-93, ADOPTING THE 2022 CITY OF NEWPORT BEACH EMERGENCY OPERATIONS PLAN, AND AUTHORIZING SUBMITTAL OF THE 2022 EMERGENCY OPERATIONS PLAN TO THE CALIFORNIA OFFICE OF EMERGENCY SERVICES**

**WHEREAS**, the 2022 City of Newport Beach Emergency Operations Plan ("2022 EOP"), as shown in Attachment "A," attached hereto and incorporated herein, is an updated and revised emergency operations plan that sets forth the policy and procedures for the City of Newport Beach ("City") to manage and respond to major emergency incidents, including implementation of an Incident Command System ("ICS") consisting of executive leadership staff, establishing clear designations of distinct functions which must be conducted during a disaster, assigning distinct functions to specific City departments, and providing guidelines for performance of the functions of the Emergency Operations Center;

**WHEREAS**, the 2022 EOP meets all federal and state criteria, as described in the Federal Emergency Management Agency Comprehensive Preparedness Guide 101, the National Incident Management System ("NIMS"), and Standardized Emergency Management System ("SEMS");

**WHEREAS**, the 2022 EOP addresses how the City will perform evacuations, care and sheltering operations, emergency alerts and notifications, and provides a framework for recovery operations;

**WHEREAS**, the 2022 EOP sets forth strategies and programs for implementation to better prepare the public for natural and human caused disasters;

**WHEREAS**, the 2022 EOP establishes the procedure for requesting mutual aid and resources from the County of Orange, the State of California, and the Federal Government when needed; and

**WHEREAS**, the 2022 EOP was developed with input from all City departments and has been reviewed and approved by all City department directors.

**NOW, THEREFORE**, the City Council of the City of Newport Beach resolves as follows:



**Section 1:** The City Council does hereby rescind Resolution No. 2011-93, adopted by City Council on September 27, 2011.

**Section 2:** The City Council does hereby adopt the 2022 City of Newport Beach Emergency Operations Plan, attached hereto as Exhibit "A" and incorporated herein by reference.

**Section 3:** The City Council does hereby authorize the Emergency Services Coordinator to submit the 2022 City of Newport Beach Emergency Operations Plan to the California Office of Emergency Services.

**Section 4:** The recitals provided in this resolution are true and correct are incorporated into the operative part of this resolution.

**Section 5:** If any section, subsection, sentence, clause or phrase of this resolution is, for any reason, held to be invalid or unconstitutional, such decision shall not affect the validity or constitutionality of the remaining portions of this resolution. The City Council hereby declares that it would have passed this resolution, and each section, subsection, sentence, clause or phrase hereof, irrespective of the fact that any one or more sections, subsections, sentences, clauses or phrases be declared invalid or unconstitutional.

**Section 6:** The City Council finds the adoption of this resolution is not subject to the California Environmental Quality Act ("CEQA") pursuant to Sections 15060(c)(2) (the activity will not result in a direct or reasonably foreseeable indirect physical change in the environment) and 15060(c)(3) (the activity is not a project as defined in Section 15378) of the CEQA Guidelines, California Code of Regulations, Title 14, Division 6, Chapter 3, because it has no potential for resulting in physical change to the environment, directly or indirectly.



**Section 7:** This resolution shall take effect immediately upon its adoption by the City Council, and the City Clerk shall certify the vote adopting the resolution.

**ADOPTED** this 29 day of November, 2022.

A handwritten signature in blue ink, appearing to read "Kevin Muldoon", written over a horizontal line.

Kevin Muldoon  
Mayor

**ATTEST:**

A handwritten signature in blue ink, appearing to read "Leilani I. Brown", written over a horizontal line.

Leilani I. Brown  
City Clerk



**APPROVED AS TO FORM:**  
CITY ATTORNEY'S OFFICE

A handwritten signature in blue ink, appearing to read "Aaron C. Harp", written over a horizontal line.

Aaron C. Harp  
City Attorney

Attachment: 2022 City of Newport Beach Emergency Operations Plan



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## Executive Summary

The City of Newport Beach Emergency Operations Plan (EOP) is an all-hazards document describing the city's incident management organization, compliance with relevant legal statutes, other relevant guidelines, whole community engagement, continuity of government focus, and critical components of the incident management structure. The Incident Management System is a component-based system designed to be scaled up and components activated as necessary to reflect the incident/event's escalation from a routine incident(s) to an emergency, disaster, or catastrophe affecting the city. The EOP is not intended to address specific emergency responses, scenarios, hazards, or threats. Functional and hazard-specific annexes to the EOP will outline specific response activities for response organizations.

### **The Emergency Operations Plan (EOP) accomplishes the following:**

- Establishes a city incident management organization that will coordinate and support on-scene responses, including maintenance of situational awareness, facilitation of effective communication between operations centers at various levels of government, maintaining continuity of government, and interaction with public information sources.
- Establishes the overall operational concepts associated with managing incidents, emergencies, crises, disasters, and catastrophes at the city and operational area levels.
- Provides a flexible platform for planning and response to all hazards, incidents, events, and emergencies believed to be important to the city. It applies to a wide variety of anticipated incident events, including earthquakes, wildland fires, floods, and public health issues.

The EOP continues the city's compliance with the Standardized Emergency Management System (SEMS), the National Incident Management System (NIMS), the Incident Command System (ICS), the National Response Framework (NRF), and the National Preparedness Guidelines, including *Comprehensive Preparedness Guide 101: Developing and Maintaining Emergency Operations Plans* (CPG-101). It facilitates multi-agency and multi-jurisdictional coordination during emergency operations, public information functions, and resource management. The plan serves as the legal and conceptual framework for incident management to be utilized by the city and its various departments within the municipal government.





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# 1 Emergency Operations Plan Overview and Administration

The Emergency Operations Plan (EOP or Plan) is designed to assist the City and other staff members with key roles and responsibilities for responding during emergencies. Emergency management organization staff that support emergency response, report to the Emergency Operations Center (EOC) or Department Operations Centers (DOC) or are assigned to field response duties should use the EOP to guide their actions in completing assigned tasks.

## 1.1 Plan Format and Use

The EOP is composed of a base plan.

### **BASIC PLAN**

The EOP provides an overview of the City's organization, policies, and approach to all phases of emergency preparedness. It is the foundation document for the City's emergency management program. The EOP identifies the functions and responsibilities of the emergency response organization and EOC staff and provides guidance for plan maintenance. It describes internal processes that address emergency response and coordination. The intent of the EOP is to provide supporting documentation to emergency response staff that is detailed enough for effective response yet is flexible enough to be used in any emergency response.

## 1.2 Purpose and Scope

The EOP provides guidance to the City staff to promote effective response and recovery operations when any emergency affects the City operations or the community. The scope of the EOP includes the City's population, personnel, property, and facilities, and it applies to any incident resulting from any hazard or threat.

The EOP:

- Describes the City's organizational structure and management system for emergency response.
- Sets forth lines of authority and organizational relationships and shows how emergency response activity will be coordinated.
- Identifies the actions taken to activate and operate the City EOC.
- Identifies personnel, equipment, facilities, supplies, and other resources available to support EOC operations.
- Provides detailed guidance for EOC staff to carry out their responsibilities.
- Describes EOC processes and products, such as the EOC Action Plan and Situation Status Report.

The objectives of the EOP are to:

- Describe the internal processes that address emergency response and coordination, including identifying the roles and responsibilities of EOC positions that may be staffed at the City EOC upon activation.



- Describe the Incident Command System (ICS), which will be used in preparing for, responding to, and recovering from emergencies and may be used to mitigate potential threats.
- Provide tools and templates such as emergency procedures and communications methods for EOC and other staff to use in responding to emergencies.

### 1.3 City EOP Activation

Activation of the EOP occurs as a result of any of the following conditions:

- By order of the Director of Emergency Services Director (Director) as specified in City Municipal Code Section 2.20.060, provided that the existence or threatened existence of a Local Emergency has been proclaimed in accordance with the City Municipal Code
- When the Director determines that the available resources are inadequate to cope with the incident
- When the Governor proclaims a State of Emergency for an area that includes the city
- Automatically on the proclamation of a State of War Emergency as defined in California Emergency Services Act (Government Code §§ 8550, et seq.)
- A Presidential declaration of a National Emergency

### 1.4 Authorities

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

#### City

- [City Municipal Code Section 2](#), Emergency Services

#### County

- Orange County Operational Area (OC/OA) Emergency Operations Plan, 2019
- Orange County Fire Services Operational Area Mutual Aid Plan
- American Red Cross Orange County Chapter – Disaster Operations Plan
- OC/OA Weapons of Mass Destruction (WMD) Annex
- OC/OA Aviation Accident Annex
- OC/OA Metropolitan Medical Response System (MMRS) Annex
- OC/OA Tsunami Annex
- OC/OA Care and Shelter Annex
- OC/OA Dam/Reservoir Failure Annex
- Orange County Fire Authority's Hazardous Materials Area Plans
- Orange County Law Enforcement Mutual Aid Contract
- Orange County Fire Service OA Mutual Aid Plan

#### 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 Master Mutual Aid Agreement
- California Emergency Management Mutual Aid Plan
- California Natural Disaster Assistance Act; Chapter 7.5 of Division 1 of Title 2 of the Government Code
- California State Private Nonprofit Organizations Assistance Program, 2011
- California Hazardous Materials Incident Contingency Plan
- California Oil Spill Contingency Plan (Government Code §§ 8670.1, et seq.)
- 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 the Governor may selectively promulgate during a State of Emergency
- Orders and Regulations Promulgated by the Governor to take effect upon the Existence of a State of War Emergency

#### Federal

- Homeland Security Presidential Directive (HSPD) 5, Management of Domestic Incidents
- Presidential Policy Directive (PPD) 8, National Preparedness
- U.S. Department of Homeland Security, National Incident Management System (NIMS)
- U.S. Department of Homeland Security, National Response Framework (NRF)
- 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
- National Response Team (NRT)-1, Hazardous Materials Emergency Planning Guide, and NRT-1A Plan Review Guide (Environmental Protection Agency's National Response Team)
- National Environmental Policy Act of 1969, 42 U.S.C. 4321

### 1.5 Relationship to Other Plans/References

The EOP is the primary document used by the City to describe the conduct of emergency management activities. The EOP addresses how emergency response and recovery operations will be conducted and how resource support will be requested and coordinated.



The EOP is not a stand-alone document. Its purpose is to coordinate emergency operations while supporting the emergency plans and procedures of all City departments. The EOP is designed to be flexible enough to adapt to a changing response environment while meeting the needs of supporting and requesting organizations. Other plans and guidelines the EOP may support/complement include:

- State of California Emergency Plan 2017
- State of California Emergency Management Mutual Aid Plan 2012
- California Law Enforcement Mutual Aid Plan 2016
- California Fire Service and Rescue Emergency Mutual Aid Plan 2014
- California Public Health and Medical Emergency Operations Manual 2011
- Southern California Catastrophic Earthquake Plan 2010
- Orange County Operational Area Emergency Operations Plan 2019
- The Orange County Multi-Jurisdiction Local Hazard Mitigation Plan Update 2021
- City of Newport Beach Local Hazard Mitigation Plan 2016
- City of Newport Beach General Plan Chapter 11, Safety Element
- Other City Department Emergency Operations Plans and Standard Operating Procedures

### 1.6 Standard Operating Procedures/Guides (SOPs/SOGs)

Additional organizational and/or functional Standard Operating Procedures (SOPs) or Standard Operating Guides (SOGs) are used by the City Departments and other agencies and organizations that have responsibilities in this plan. The City emergency operations staff should be acquainted with this and other relevant SOPs/SOGs and receive periodic training on their policies and procedures.

### 1.7 Private Industry, Special Districts, and Non-government Organizations

Electric and gas utilities have mutual aid agreements within their industry and established procedures for coordinating with governmental EOCs. In some functional areas, such as treated water, services are provided by a mix of special districts, municipal utilities, and private agencies. Mutual aid arrangements may include both governmental and private agencies.

A liaison should be established between the City EOC and private industry involved in a response. Where there is a need for extensive coordination and information exchange, private agencies should be represented in activated EOCs at the appropriate SEMS level. This is typically at the Operational Area level. Two (2) excellent resources for volunteer involvement are:

- They Will Come - Post Disaster Volunteers and Local Governments. California Office of Emergency Services, November 2001



- Disaster Service Worker Volunteer Program - Guidance. Published by the California Governor's Office of Emergency Services, October 2016

Volunteer agencies and private agencies may participate in the mutual aid system along with governmental agencies. The disaster medical mutual aid system relies heavily on private sector involvement for medical/health resources. Some volunteer agencies, such as the American Red Cross (ARC), The Salvation Army, and others, are an essential element of the statewide emergency response to meet the needs of disaster victims. Volunteer agencies mobilize volunteers and other resources through their own systems. They also may identify resource needs that are not met within their own systems that would be requested through the mutual aid system. If established by Volunteer Organizations Active in Disasters (VOAD), a volunteer center connects individuals, nonprofits, and businesses with opportunities and resources needed to support local communities. Volunteer agencies with extensive involvement in the emergency response should be represented in the City EOC.



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## 2 Hazard Analysis

### 2.1 City Description

The City of Newport Beach is located in Orange County, at the southwestern edge of the physiographic area known as the Los Angeles Basin. The city has a total area of approximately 15 square miles, with approximately 9.25 miles of shoreline along the Pacific Ocean and nearly 35 miles of waterfront, if one includes the shoreline, Newport Bay, and the islands within city limits. Distinct topographic features separate the city into four specific areas: 1) the nearly flat-topped upland known as Newport Mesa, 2) the beaches, islands, sandbars, and mudflats that comprise Newport Bay, 3) the protective barrier beach known as Balboa Peninsula, and 4) the San Joaquin Hills, where the most recent large-scale developments in the area have occurred.

#### 2.1.1 Climate

Due to its coastal setting, the City of Newport Beach enjoys a mild, consistent climate with a yearly average maximum day temperature of about 68 degrees Fahrenheit. Average maximum day temperatures in the city generally range from a low of about 62 degrees in the winter month of January to a high of 73 degrees in August. Night temperatures are slightly lower, resulting in a 24-hour-average of 55 degrees for January and 68.5 degrees for August. In the hilly areas of the city, away from the beach, higher temperatures can be reported, especially during periods of Santa Ana winds.

Rainfall in the city averages 10.8 inches of rain per year. In general, areas closer to the coast receive a little less precipitation, on average, than inland areas. However, the term “average rainfall” is misleading because, over the recorded history of rainfall in Newport Beach, rainfall amounts have ranged from one-third to more than double the normal amount. Furthermore, as in most of Southern California, rainfall in Newport Beach tends to fall in large amounts during sporadic and often heavy storms rather than consistently in several moderate storms at somewhat regular intervals.

#### 2.1.2 Demographics

According to 2020 Census data, the City of Newport Beach's population was 86,738. Although much growth has occurred in the areas of the city away from the coast, its population is concentrated along the beach, in the Balboa Peninsula, West Newport, Corona del Mar, and in the tracts surrounding Newport Bay. An increase in population creates more community exposure in the face of natural hazards and changes how agencies prepare for and respond to natural hazards. The city has a majority white population comprising 83% of the population, followed by 9% Hispanic or Latino and 7% Asian. The city has a median household income of \$133,849 and a 7% poverty rate.

#### 2.1.3 City Services

Government Services are provided directly by the City, except for the following services:

- Electrical Utilities: Provided by Southern California Edison
- Gas: Southern California Gas Company (SoCalGas)

### 2.2 Hazard Identification

The 2016 Local Hazard Mitigation Plan includes a detailed assessment of the community's natural hazards. Section 2.2.1 below identifies and describes the hazards identified in the LHMP. For a more in-depth explanation of the hazards, refer to the City of Newport Beach LHMP. Each hazard





description includes a map of the hazard area. [The City of Newport Beach GIS Catalog](#) holds additional maps of the city that are helpful for emergency planning.

### 2.2.1 Hazard Profiles

NATURAL HAZARDS
SEISMIC HAZARDS (FAULT RUPTURE, SEISMIC SHAKING, LIQUEFACTION, LANDSLIDE)
<p><b>DESCRIPTION:</b> Seismic hazards includes four different but related hazard types—fault rupture, seismic shaking, liquefaction, and landslide—all of which are consequences of earthquakes. Earthquakes are caused by the movement of large pieces of the earth’s crust, called tectonic plates. As the tectonic plates move against each other, they can become stuck together, causing stress between the plates to build up until it eventually overcomes the friction holding them together. When this happens, the stress is released, and the plates suddenly slip past each other, creating the shaking that we call an earthquake. Earthquakes occur along boundaries called fault lines. These fault lines may be the actual border between plates, but they may also be borders between two sections of a single plate, created by the repeated accumulated and released stress process.</p> <p>Fault Rupture occurs when the earth's surface shifts and cracks along a fault line during a seismic event. While this phenomenon is not especially dangerous in natural environments, issues arise when structures are built near or on an active fault. Per the California Geological Survey (CGS), an active fault is a fault that has experienced surface movement—in the past 11,700 years.</p> <p>Liquefaction is a ground failure phenomenon that may occur during a seismic event. Liquefaction results when seismic energy shakes an area with low-density, fine-grain soil saturated with water, like sand or silt. The shaking motion causes loosely packed soils to experience decompaction, making the saturated sediment behave more like a liquid than solid ground. During liquefaction events, the liquified soil can lose most of its stability, causing damage to buildings and infrastructure built upon it.</p> <p>Ground failure resulting from an earthquake can occur in the form of an Earthquake-Induced Landslide. These failures typically happen in areas with steep slopes or unstable soil conditions. Landslides can impact structures, sever utility lines, block roadways, and impact people and properties in the failure path.</p>
<p><b>RISK/THREAT:</b></p> <p><b>FAULT RUPTURE:</b> affects areas immediately adjacent to the fault in question. As a result, only faults that run through Newport Beach are at risk of creating a fault rupture hazard in the community. However, fault rupture in neighboring communities may cause indirect damage or challenges for Newport Beach.</p> <p><b>SEISMIC SHAKING:</b> Like large sections of California, Newport Beach sits in a seismically active area and may be exposed to ground shaking from numerous earthquake events. While many small faults in the area or large faults a greater distance away may produce minor ground shaking, a more limited number of faults could create more substantial ground shaking in the community.</p>



**LIQUEFACTION:** Parts of Newport Beach sit on soil prone to liquefaction. The liquefaction risk is highest along the coast from the western city boundary through the Balboa Peninsula and throughout Newport Bay.

**AFFECTED POPULATION ESTIMATES:** Fault rupture and ground shaking in the region could affect all residents, but special consideration should be given to persons with disabilities and access and functional needs. Individuals within the liquefaction zone are not more socially vulnerable than the average Newport Beach resident due in part to the large size of the hazard zone. As with many other hazards, lower-income persons may be more likely to live in less structurally sound homes and may experience more significant liquefaction events than less socially vulnerable persons.

**FREQUENCY:** Seismic incidents occur regularly near the city. The list below describes significant seismic events since 1971.

Date	Event Name/Location	Distance (miles)	Magnitude
2019	Ridgecrest	169	7.1
1999	Hector Mine	98	7.1
1994	Northridge	68	6.6
1992	Big Bear	97	6.3
1992	Landers	130	7.3
1971	Agua Dulce	87	6.7

**GEOGRAPHICAL CHARACTERISTICS:** The city is located near various active faults in Southern California. The closest faults include the Newport-Inglewood (considered the second most active fault in California) and San Joaquin Hills Faults, both of which are located within the city and its Sphere of Influence (SOI). Both faults can cause considerable damage; however, a 7.1 magnitude Newport-Inglewood quake would be more severe to Newport Beach than an 8.3 on the San Andreas due to its proximity to the city. According to the Uniform Building Code of the International Conference of Building Officials, the city is located in the highest possible seismic risk zone (Zone 4). Most of the city is located on an alluvial flood plain and has a high potential for shaking intensity and ground failure (liquefaction) damage.

**RESPONSE CONSIDERATIONS:** Response considerations should include damage assessments of critical facilities, identifying safe locations for potential evacuation and sheltering purposes, and protecting life and property from infrastructure that is damaged and deemed hazardous to people and the environment.

**ASSOCIATED PLANS:**

City of Newport Beach: 2016 LHMP, 2006 General Plan Safety Element.

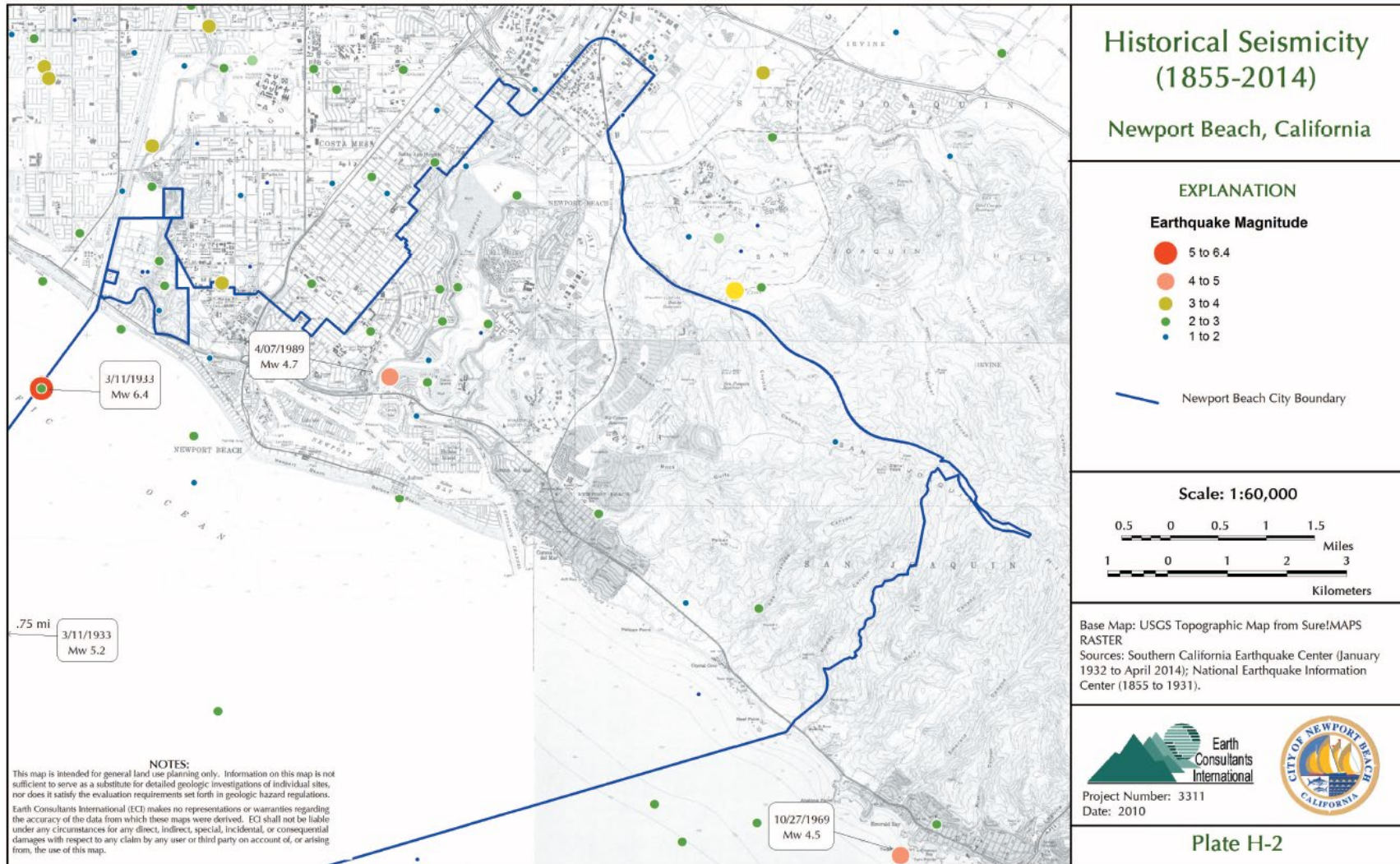
Orange County Operational Area EOP: JIS Annex, Recovery Annex, Mass Care and Shelter Annex, Major Events Operations Guide (MEOG).

OCFA Plans: MCI Plan



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**FIGURE 2-1: HISTORICAL SEISMICITY OF NEWPORT BEACH (1855-2014)**





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## WILDFIRE/URBAN FIRE

### DESCRIPTION:

**WILDFIRE:** Wildland fires are relatively common in the wildland and forested areas and a natural feature of many ecosystems in the State. However, changes to California's landscape due to farming and urban development, past suppression of naturally occurring fires (allowing dry fuel to accumulate), and increased development into forested and other natural areas have all made wildfires a hazard of concern. There are two primary types of wildfires: wildland fires and wildland-urban interface (WUI) fires. Wildland fires burn entirely in natural environments and generally pose a minor direct threat to life or property, although they may threaten sensitive environmental areas. These fires may be left to burn out on their own or may even be deliberately set in an attempt to return California's wildfire regime to a natural pattern. WUI fires, which burn in areas where development has intruded into natural settings, pose a substantially greater risk. Depending on the WUI's population density and the area's topography, even small WUI fires can be highly damaging.

**URBAN FIRE:** An urban fire is a fire that causes damage to buildings or infrastructure in an urbanized area. In some minor situations, the fire prompts the evacuation of the building's occupants, and the fire is contained within a short amount of time by firefighting teams or the building's fire suppression systems. In severe cases, the fire destroys the building and can spread to other surrounding properties. Common causes of urban fires include stoves that are accidentally left on, short-circuited electrical equipment, or mishandling household tools. Larger urban fires may be caused by breaches in gas pipelines, large transportation accidents, or downed electrical transmission wires. Fires can also be intentionally started by arsonists.

### RISK/THREAT:

**WILDFIRE:** Wildfire risk is the result of multiple factors, including the amount and type of vegetation in an area, the local topography, the health of the vegetation (due to extended drought conditions or pestilence), and weather and climatic conditions such as temperature, humidity, and wind. Wildfires may be started by weather (lightning), accidents (sparks from machinery, for example), or deliberately.

Fire-prone areas in California are divided into three categories: Federal Responsibility Areas (FRAs), State Responsibility Areas (SRAs), and Local Responsibility Areas (LRAs). FRAs are lands where federal agencies are responsible for preventing and fighting fires and include lands protected by the US Forest Service, the US Department of Agriculture, and the Department of the Interior (including the National Park Service, the Bureau of Land Management, and the Bureau of Indian Affairs). SRAs are areas where the California Department of Forestry and Fire Protection (Cal Fire) is responsible for fire prevention and firefighting, while local agencies have responsibilities in the LRAs. The city has been designated a Wildland Urban Interface Fire Area (WUIFA), which includes very high fire hazard severity zones as defined by Cal FIRE.

**URBAN FIRE:** Newport Beach is at an increased risk of structure fires in many areas of the city due to factors such as older homes that were built using older standards and fire codes. The small-town character of certain areas such as Balboa Peninsula, Balboa Island, and Corona Del Mar creates an increased risk for structure fires due to the following reasons: homes are an older vintage (some date back to the 1930s); homes were built using older standards and fire codes; they are made from non-fire-resistive construction material; there are few, if any, fire sprinklers



or safety systems in place; and each house is built with three- or four-foot set-backs, where overhangs are allowed.

**AFFECTED POPULATION ESTIMATES:**

**WILDFIRE:** According to the Orange County Community Wildfire Protection Plan (CWPP), approximately 19.8% of Newport Beach is within the CWPP boundary. This area includes wildlands in the San Joaquin Hills, adjacent to Crystal Cove State Park, and Bommer Canyon Open Space. The City's Natural Hazards Mitigation Plan shows the east end of the city as an area where additional protection is needed to augment existing approved fire breaks and fuel management.

**URBAN FIRE:** Any structure in the city can be vulnerable to fire; however, those who live in the Balboa Peninsula, Balboa Island, and Corona Del Mar are at a higher risk due to the factors listed above.

**FREQUENCY:**

The Newport Beach Fire Department constantly monitors the fire hazard in the city and has ongoing programs to investigate and alleviate hazardous situations. Newport Beach staffs 8 fire stations, 24 hours per day, 365 days per year. Fires generally represent only 5% of all calls, with structure fires occurring less than 2% of the time.

**GEOGRAPHICAL CHARACTERISTICS:**

**WILDFIRE:** The easternmost one-third of the City of Newport Beach is considered at risk from wildfire by the California Department of Forestry and the City's Fire Department. The eastern part of the city is in a very high fire hazard severity zone.

**URBAN FIRE:** Newport Beach is split by a large bay that divides the city into two regions. One-third of the fire department resides west of the bay, and two-thirds have been placed on the east side. If the bridge connecting the two sides of the city were to be compromised, access and egress would be greatly affected, affecting fire department response to emergency situations, including structure fires. Another geographic concern is the mixture of residential occupancies with commercial occupancies. These types of occupancies follow different standards and require distinct firefighting tactics. Lastly, relating to geography is the number of high-rise buildings that Newport Beach possesses. Newport Beach has 30 high-rise buildings, all but 3 of which have built-in fire protection systems. These high-rises are hazards due to evacuation issues and specialized firefighting tactics.

Due to their geographical location, Balboa Peninsula, Balboa Island, and Corona Del Mar create access problems for emergency vehicles and firefighters. The streets and houses are so close together that immediate and rapid access is sometimes impossible. Secondly, due to these tight quarters, evacuation issues are problematic.

**RESPONSE CONSIDERATIONS:**

**WILDFIRE:** Response considerations for wildfire events should include understanding the direction and speed of any winds (or the forecast for these conditions), the location of ignition, the evacuation routes necessary to travel safely, special needs associated with evacuation



(large animals, special needs populations), and the procurement of necessary resources and equipment if the incident grows beyond city boundaries and capabilities.

**URBAN FIRE:** Response considerations for urban fire should include understanding the complexities of the city's geography and issues that may arise during necessary evacuations.

**ASSOCIATED PLANS:**

City of Newport Beach: 2016 LHMP; Buck Gully WUI Plan

Orange County: CWPP

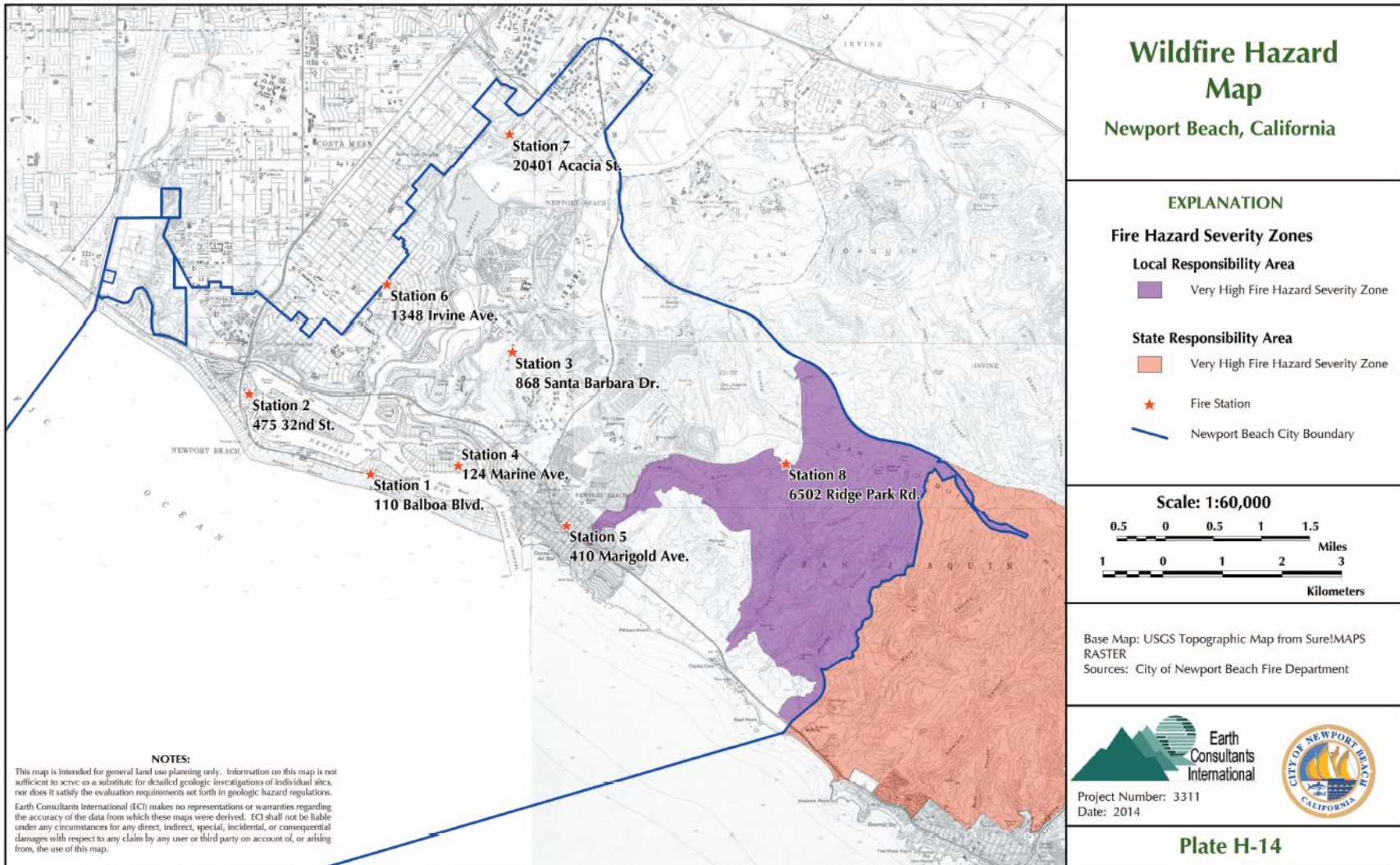




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FIGURE 2-2: WILDFIRE HAZARD MAP





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**FLOOD/DAM FAILURE/STORM SURGE**

**DESCRIPTION:**

**FLOOD:** A flood occurs whenever a body of water rises to cover what is usually dry land. Floods have many causes, including heavy rains, spring snowmelt, tsunamis, hurricanes, coastal storms, and dam or levee failure. When flooding occurs, affected areas may sustain damage to structures and personal property, as well as severe damage to the environment in the form of soil erosion and deforestation, and damage to utilities and transportation systems.

**DAM FAILURE:** Dam failure occurs when a dam is damaged or destroyed to the point where it partially or completely loses its ability to hold back water. When this occurs, some or all of the water impounded by the dam is suddenly released, causing a fast-moving flood downstream of the dam. Depending on the amount of water released, the flood caused by dam failure can resemble a flash flood or, in more severe instances, resemble a wall of water similar to a tsunami. These floods can damage or destroy property and cause injury or loss of life for people in the affected area. Due to the speed of the floodwaters, an unexpected dam failure event may occur too rapidly to effectively notify people living near the dam.

**STORM SURGE:** An abnormal rise of water generated by a storm above the predicted astronomical tides. Storm surge can lead to extensive flooding causing property loss, erosion of beaches, damage to coastal habitats, and undermining infrastructure foundations.

**RISK/THREAT:**

**FLOOD:** There is no indication that the severe rainfall that leads to flooding will abate in the future, either in Newport Beach or the greater region of Southern California. While Newport Beach may experience prolonged periods of dry or wet years, flood events will likely continue to impact the city. For areas within the 100-year and 500-year flood hazard zones, the likelihood of flooding occurring annually is 1% and 0.2%, respectively.

**DAM FAILURE:** Three dams located in the Newport Beach area fall under State jurisdiction: Big Canyon Reservoir, Bonita Reservoir, and San Joaquin Reservoir. These dams are owned by the City of Newport Beach, Irvine Ranch Water District, and the Irvine Water Company, respectively. They retain small reservoirs in the San Joaquin Hills.

**STORM SURGE:** Tidal surges and high tides occur almost every year. Also associated with flooding is the issue of debris management. With the flooding resulting from the 1997-1998 El Nino Storms, a significant amount of debris was washed into Newport Harbor, jeopardizing both property and vessels and the ability to safely navigate the harbor. In addition, heavy amounts of debris slid off hillsides and down tributaries to the ocean, with the resulting debris being washed up upon the coastal beachfront.

**AFFECTED POPULATION ESTIMATES:**

**FLOOD:** Damage as a result of a 100- year or 500-year flood event along the Santa Ana River is not expected to impact a large portion of the city of Newport Beach, yet hundreds of residential structures are located within the flood zone and thus have the potential to be flooded. A much larger number of residential and commercial structures, up to 6,500, are located within the San Diego Creek 500-year flood zone. Flooding of roadways in the northwestern portion of the city (including the Balboa Peninsula) and in the area where Newport Avenue and Coast Highway



intersect can severely impact thousands of motorists and restrict access to Hoag Presbyterian Hospital. Several schools and at least 2 fire stations serving Newport Beach are located within the 500-year flood zone.

**DAM FAILURE:** Areas downstream of dam facilities within the city are most vulnerable to these effects. Refer to the General Plan Safety Element or LHMP for maps depicting these inundation zones.

**STORM SURGE:** Given that during inclement weather, fewer people are expected to be at the beach, storm surges are more likely to impact residents than tourists, and the potential number of casualties can be expected to be significantly less.

**FREQUENCY:**

**FLOOD:** Although flood control measures, such as infrastructure along the Santa Ana River, have reduced the risk of flooding in Newport Beach, they have not completely removed it, as demonstrated in more recent flood events such as the 1983 100-year flood. As a result, flooding in Newport Beach is expected to continue.

**DAM FAILURE:** Dam failure is a low probability, high-impact hazard. While dam failures are infrequent, they can cause catastrophic results.

**STORM SURGE:** Storm surge associated with a tropical storm has been reported only once in the history of Newport Beach, in 1939. This suggests that the hazard of cyclone-induced storm surges has a low probability of occurrence.

**GEOGRAPHICAL CHARACTERISTICS:**

**FLOOD:** The City of Newport Beach can be divided into three geographic areas: 1) a low elevation area comprised of West Newport, Balboa Peninsula, and Newport Bay, 2) elevated marine terraces that include Newport Mesa, Newport Heights, and Westcliff, and 3) high relief terrain of the San Joaquin Hills in the eastern portion of the city. The low elevation and terrace areas are generally drained by urbanized and relatively low relief streams that empty into Newport Bay. In contrast, rugged natural streams with steeper gradients drain the Newport Ridge and Newport Coast areas.

**DAM FAILURE:** Portions of Newport Beach are threatened by flooding from Prado Dam, Santiago Creek Reservoir, Villa Park Reservoir, San Joaquin Reservoir, Big Canyon Reservoir, and Harbor View Reservoir. Bonita Reservoir also has the potential to cause localized flooding in the city, but inundation limits due to the failure of this structure were not available. If Seven Oaks Dam fails, Prado Dam Reservoir will reportedly contain the flow and is therefore not expected to impact the City of Newport Beach. Refer to the 2016 LHMP for maps depicting dam inundation areas in the city.

**STORM SURGE:** Storm surge will impact the coastal areas of Newport Beach, including the Balboa Peninsula and Newport Bay.

**RESPONSE CONSIDERATIONS:** THIS should include identifying the potential flooding location(s), the need for temporary road closures, infrastructure repairs, and possible evacuation locations.



Weather monitoring should occur before any weather events, accompanied by frequent outreach and notifications to vulnerable populations and key locations.

**ASSOCIATED PLANS:**

City of Newport Beach: 2016 LHMP

Big Canyon Dam – Emergency Action Plan

San Joaquin Reservoir Dam – Emergency Action Plan

Sand Canyon Emergency Action Plan

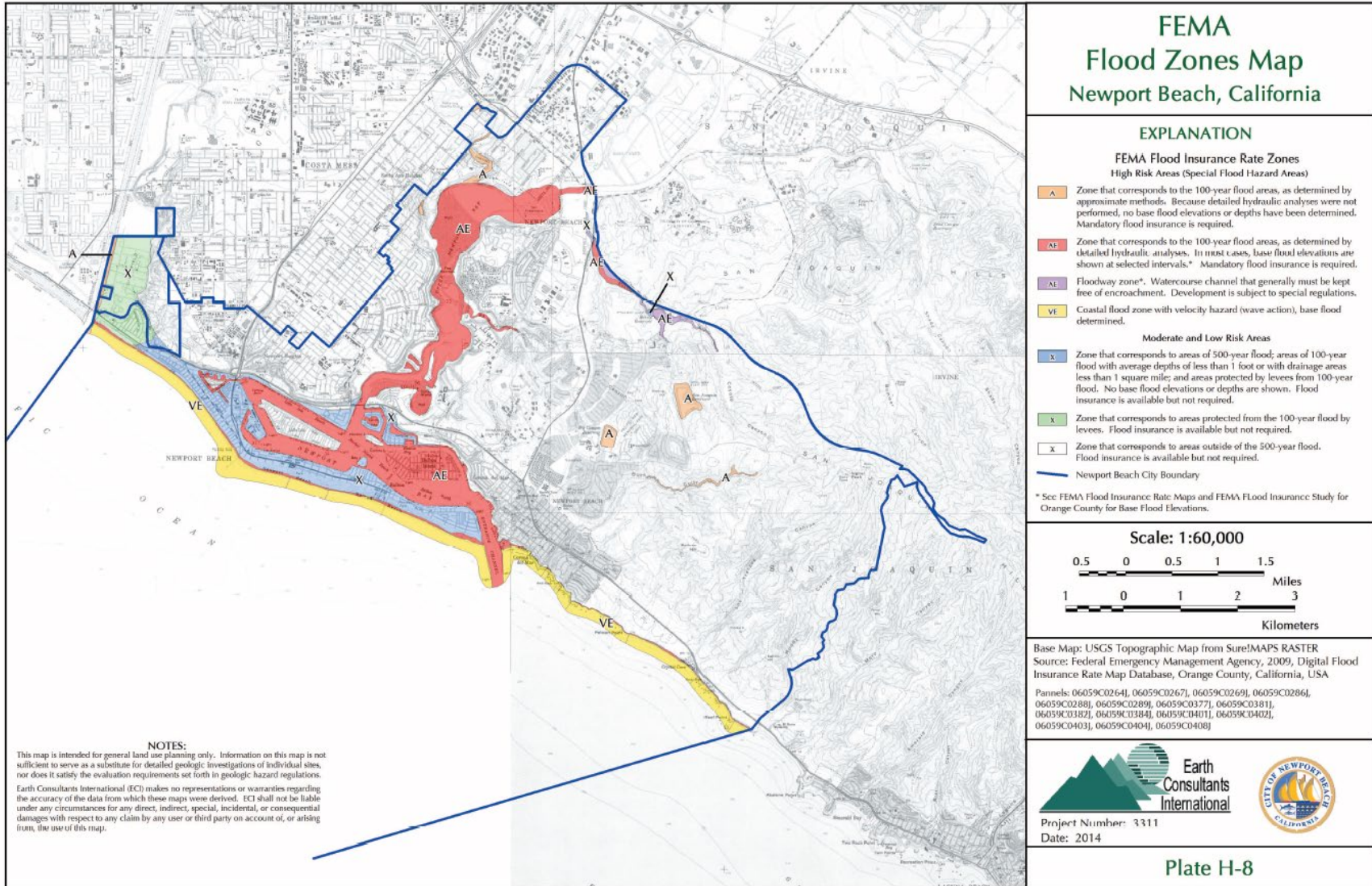
Santiago Creek Emergency Action Plan

Orange County Operational Area EOP: Flood Annex, Dam and Reservoir Annex, Mass Care and Shelter Annex



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FIGURE 2-3: FEMA FLOOD ZONES







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**TORNADO/WATERSPOUT**

**DESCRIPTION:**

**TORNADO:** A rapidly rotating column of air reaching from a thunderstorm cloud to the ground, often visible as a funnel cloud. They form when the high winds present in a thundercloud drag a rotating section of the cloud called the mesocyclone below the base of the rest of the cloud. This causes changes in the temperature, air pressure, and humidity around the mesocyclone, focusing the mesocyclone over a small area and dragging it toward the ground. If the focused mesocyclone touches the ground, it becomes a tornado. The threats posed by tornados come from the high wind speeds within the rotating funnel cloud, which can cause direct damage to structures it passes over. The high winds can also pick up and fling large pieces of debris, causing further damage. The winds of a tornado can exceed 200 miles an hour, and the highest wind speed observed was approximately 300 miles an hour. Tornados can be multiple miles wide or very thin, although the size of a particular tornado does not necessarily indicate its destructive potential. They may persist for hours or last only seconds. They may also move very quickly and cover well over a hundred miles or affect only a small area. A tornado’s strength is measured using the Enhanced Fujita (EF) scale, based on estimates (not actual measurements) of wind speeds as determined by observed damage.

**WATERSPOUT:** Weak tornadoes that form over warm water are called waterspouts. Occasionally, waterspouts can move on land and become tornadoes. Waterspouts along the Southern California coastline are more often seen in the late fall or winter. Waterspouts have been reported off San Diego, La Jolla, Oceanside, Point Loma, Laguna Beach, Newport Beach, Huntington Beach, Long Beach, Santa Monica, Catalina, and Point Mugu. Funnel clouds are cone-shaped or needle-like clouds extending downward from the main cloud base but not extending to the ground surface. If a funnel cloud touches the ground, it becomes a tornado; it is a waterspout if it touches or moves across the water.

**RISK/THREAT:** Tornados are relatively rare in California, although they are capable of occurring anywhere. While topographic features such as mountains, oceans, and rivers are often thought to prevent tornados from forming or act as barriers to moving tornados, there is no evidence to support this. Urban areas are also no less susceptible to tornados than rural locations. Consequently, no part of Newport Beach is at a greater or lesser risk of tornados than others.

**AFFECTED POPULATION ESTIMATES:** Socially vulnerable people are more likely to live in homes that may have structural weaknesses, which could be subject to greater damage during severe weather events.

**FREQUENCY:** Tornados are likely to continue to occur in Newport Beach, based on past events, although all indications are that such events will remain very rare.

**GEOGRAPHICAL CHARACTERISTICS:** No part of Newport Beach is at a greater or lesser risk of tornados than others.

**RESPONSE CONSIDERATIONS:** The Emergency Services Coordinator and lifeguards will monitor weather reports and conditions to determine the potential threat associated with severe wind. Based on these weather reports, City staff will be notified of potential threats that could damage City buildings and infrastructure. Departments will be placed on alert once severe wind conditions are forecasted and resources and materials mobilized if necessary.



**ASSOCIATED PLANS:**

**CITY OF NEWPORT BEACH: 2016 LHMP**

**COASTAL HAZARDS (COASTAL EROSION AND TSUNAMI)**

**DESCRIPTION:**

**COASTAL EROSION:** The wearing away of beaches and coastal bluffs by wind, rain, and high tides and surf.

**TSUNAMI:** A tsunami is a series of traveling ocean waves of great length and long periods generated by disturbances associated with earthquakes in oceanic and coastal regions. As the tsunami crosses the deep ocean, its length from crest to crest may be a hundred miles or more, its height from trough to crest only a few feet. It cannot be felt aboard ships in deep water and cannot be seen from the air. In deep water, tsunami waves may reach speeds exceeding 600 miles per hour. As the tsunami enters the shoaling water of coastlines in its path, the velocity diminishes, and wave height increases. In these shallow waters, tsunamis become a threat to life and property, for they can crest to heights of more than 10 feet and strike with deviating force.

**RISK/THREAT:**

**COASTAL EROSION:** Coastal erosion occurs all along the Newport Beach shoreline. All of the community's beach areas experience erosion, although the beaches are replenished by natural processes and artificial beach nourishment projects. Beginning in 1964, the Orange County Erosion Control Project targeted West Newport Beach as a location in need of restoration. The U.S. Army Corps of Engineers spearheaded efforts to import sand and install retention devices in these areas. The 2006 USGS study found West Newport Beach had the largest measurable erosion rate in Orange County between the early 1970s and 1998. As part of the Coastal Storm Modeling System (CoSMoS), data available from the USGS shows the projected location of the California shoreline under various scenarios of sea-level rise. The Coastal Storm Modeling System (CoSMoS-COAST) shows that with a 3.3-foot rise in sea levels, West Newport is one of the areas in Orange County that will see the greatest erosion

**TSUNAMI:** The tsunami risk zone in Newport Beach covers the community's beachfront area and several inland areas. The risk area includes the coastline extending from the city's east and west boundaries and the Balboa Peninsula through upper Newport Bay. Areas within the risk zone are not necessarily subject to inundation during a tsunami event, but the risk zone does mark an area where there is a reasonable threat to individual health and private property from a tsunami and an area where evacuations could be called if a tsunami occurs.

**AFFECTED POPULATION ESTIMATES:** Newport Beach has many people living near the coast who are vulnerable to coastal hazards. However, there are no defined hazard zones for coastal erosion or sea-level rise. Coastal erosion threatens properties immediately adjacent to the ocean, primarily community beaches and other shoreline recreational areas. The tsunami evacuation zone in the city extends north from the coast through upper Newport Bay. On average, residents in the tsunami hazard zone are not substantially more socially vulnerable than the typical community member. Indeed, residents in the tsunami hazard zone are to some



degree less socially vulnerable, as they generally have a higher income and higher levels of English proficiency.

**FREQUENCY:**

**COASTAL EROSION:** As it is an ongoing process, coastal erosion is expected to continue. The rate of future coastal erosion is difficult to anticipate, but it is likely that any increases in sea levels or the frequency and/or severity of storms may increase the erosion rate.

**Tsunami:** Although the historical record for Southern California is short, over 30 tsunamis have been recorded in Southern California since the early 1800s. Since instrumented tidal measurements in Southern California were first made in 1854, wave heights for pre-1854 events are estimated based on historical accounts. Most records are for the San Diego and Los Angeles areas, with only a few events mentioned in the Orange County area. Most of the recorded tsunamis produced only small waves between 0.15 and 0.3 m (0.5 – 1 ft) high that did not cause any damage, but six are known to have caused damage in the Southern California area.

**GEOGRAPHICAL CHARACTERISTICS:** Newport Beach's primary tsunami danger areas in priority order are as follows:

- All beach and pier areas
- Newport Harbor area
- All areas just inland of Coast Highway to the bluffs
- All Back Bay waterfront residences
- West Newport from the Santa Ana River jetty to Superior

**RESPONSE CONSIDERATIONS:** The most likely event that would trigger activation of the EOC would be a Tsunami Warning from a seismic event. If this type of event were to occur, the Emergency Services Coordinator will determine the potential threat to the city, identify the potential areas affected, and conduct the appropriate notifications to City staff, residents, businesses, and visitors to ensure safe evacuation.

**ASSOCIATED PLANS:**

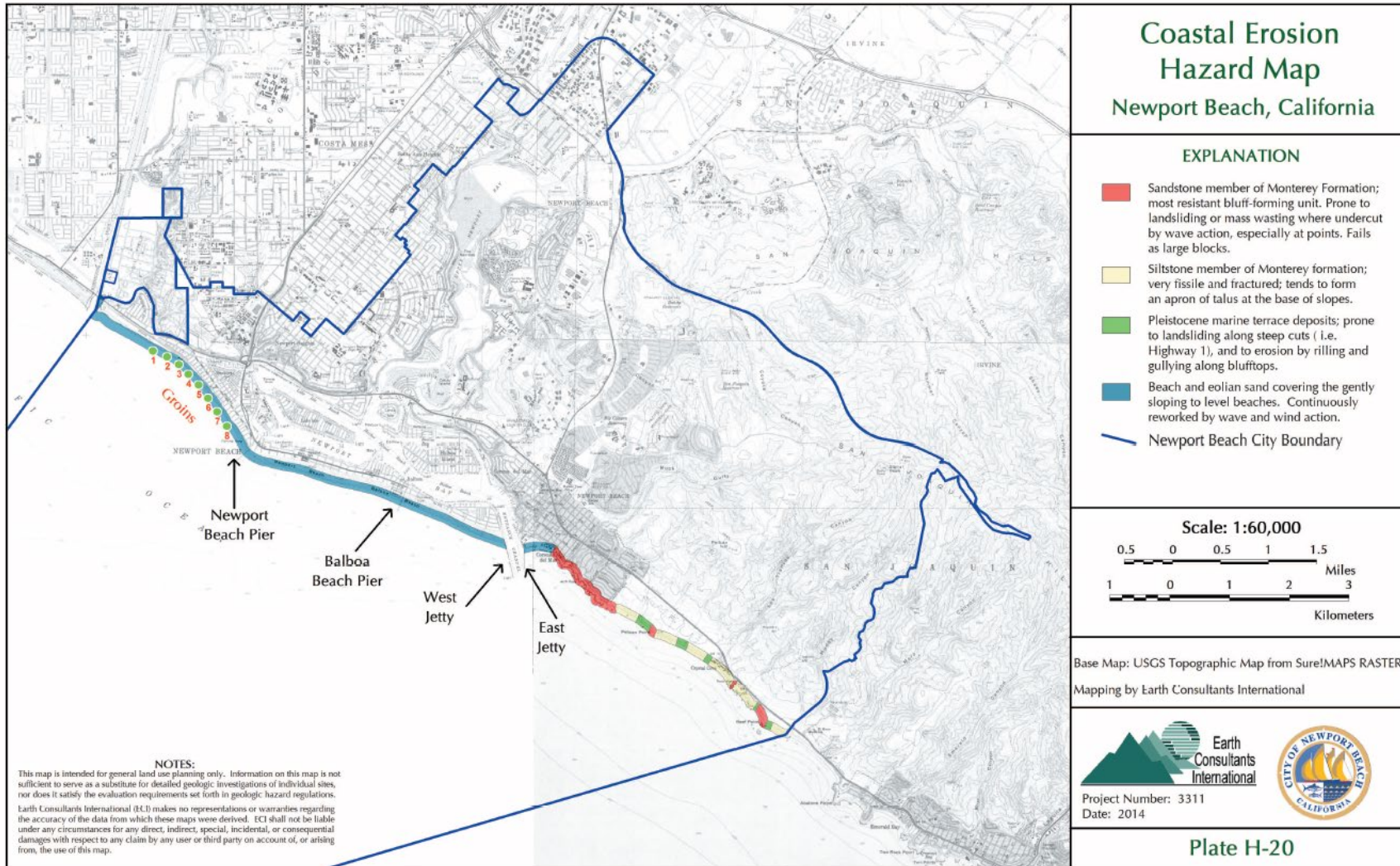
City of Newport Beach: 2016 LHMP and City Tsunami IAP



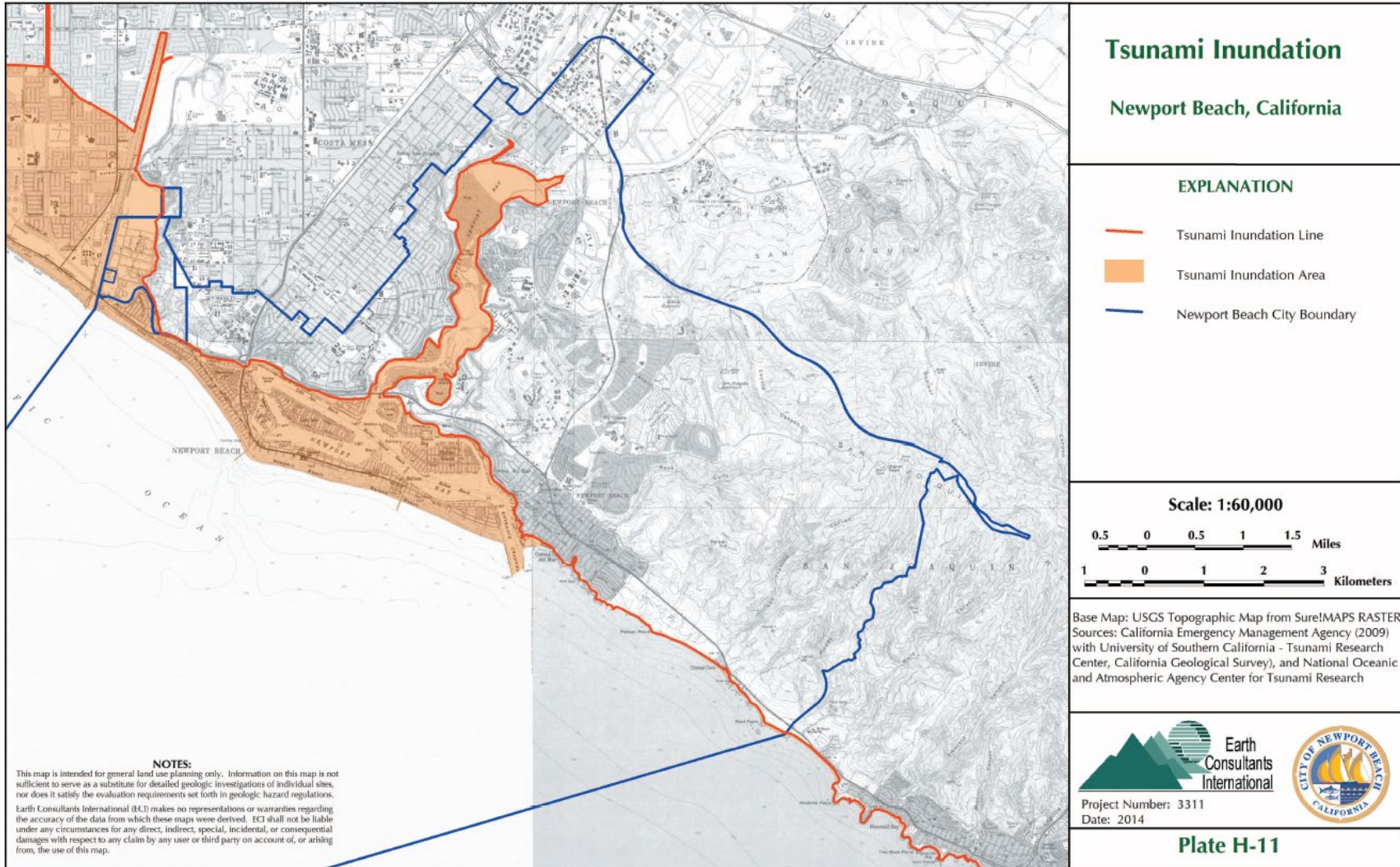
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FIGURE 2-5: COASTAL EROSION MAP



**FIGURE 2-6: TSUNAMI INUNDATION AREAS**





**PANDEMIC/DISEASE**

**DESCRIPTION:** A pandemic is an infectious disease that spreads around the world. When a disease is described as vector-borne, it refers to the medium of infection through a third-party organism (i.e., mosquito) known as a vector. Both epidemic and pandemic diseases can be described as vector-borne if the infection occurs through a vector. The two main factors that influence the spread of disease are the speed at which the pathogen is transmitted from person to person in addition to human behaviors, both individual and societal.

**RISK/THREAT:** The following are some diseases that could affect the population of Newport Beach:

**COVID – 19:** The common name used for the Novel Coronavirus Disease 2019, first identified in Wuhan, China, in December 2019. The particular coronavirus strain associated with COVID-19 is called SARS-CoV-2. Coronaviruses are a large family of viruses common in people and many different species of animals, including camels, cattle, cats, and bats. A wide range of COVID-19 symptoms have been reported – ranging from mild to severe illness that can appear 2-14 days after exposure to the virus. Symptoms reported include coughing, shortness of breath or difficulty breathing, fever, chills, muscle pain, sore throat, and/or new loss of taste or smell.

**INFLUENZA (THE FLU):** A virus that leads to illness in humans. Symptoms of the flu include fever, cough, headache, sore throat, muscle and joint pain, or runny nose. Given that the flu virus is constantly mutating, it is exceptionally difficult to create a vaccine that protects against all strains of the virus. These variations of the flu can occasionally give rise to particularly deadly strains, such as the H1N1 strain that emerged in 2009. Currently, the flu is one of the most common diseases worldwide, leading to as many as 650,000 deaths per year.

**AFFECTED POPULATION ESTIMATES:** To some degree, diseases affect everyone in Newport Beach, whether the impact is a mild inconvenience or death. There is no universally applicable disease threat since each disease affects the body differently. Generally, however, seniors, infants, pregnant women, and people with weakened immune defenses experience the greatest risk. Lower-income persons may also be more threatened than others by diseases since they may not be able to afford medical treatment. Persons with disabilities or those who live alone may experience greater vulnerability to illness since they may be unable to access treatment.

**FREQUENCY:** Newport Beach is almost certain to continue experiencing COVID-19 and influenza-type infections in the future. As these diseases have no completely effective vaccine, it is impossible to eradicate the illnesses from recurring in the city.

**GEOGRAPHICAL CHARACTERISTICS:** Any location in Newport Beach is susceptible to experiencing the spread of disease; however, locations where many people gather are more likely to facilitate the spread of disease. These include large employment centers, educational institutions, medical facilities, and shopping centers. Hoag Hospital Newport Beach is one particular location where high populations of individuals with infectious diseases could congregate. In addition, tourist spots throughout Newport Beach are highly trafficked by many people, which could increase the spread of disease.





**RESPONSE CONSIDERATIONS:**

- Minimize illness among employees, the community, and the City’s partners.
- Delay the spread of a pandemic within the jurisdiction.
- Limit the number of illnesses and deaths.
- Assist in reducing the transmission of the pandemic virus strain among employees, the community, and the City’s working partners.
- Maintain mission-critical operations and services to minimize social disruptions and the economic impact of a pandemic.
- Assist the Orange County Health Care Agency in delaying the spread of a pandemic within the jurisdiction and limiting the number of illnesses and deaths.

**ASSOCIATED PLANS:** Orange County Pandemic Preparedness Plan

**HUMAN-CAUSED HAZARDS**

**HAZARDOUS MATERIALS EVENT**

**DESCRIPTION:** Hazardous materials release is a hazard event whereby harmful concentrations of hazardous or toxic substances are released into the environment. This occurs when storage containers of hazardous materials leak or fail. This can happen due to industrial accidents, vehicle crashes, as a direct result of other disasters (e.g., a flood or earthquake), or as a deliberate act.

**OIL SPILL:** The release of a liquid petroleum hydrocarbon into the environment. Oil spills include any spilling, leaking, pumping, pouring, emitting, emptying, or dumping of oil.

**RISK/THREAT:** Hazardous waste can take the form of liquids, solids, contained gases, or sludge, and can be the by-products of manufacturing processes or simply discarded commercial products, like cleaning fluids and pesticides. In severe situations, there is a risk of hazardous materials release events on a regional level due to prevailing wind conditions; airborne toxic material could spread and impact the city. The threat that hazardous materials pose to human health depends on the type of material, frequency, and duration of exposure, and whether chemicals are inhaled, penetrate the skin, or are ingested, among other factors. Exposure to hazardous materials can result in short- or long-term effects, including major damage to organs and systems in the body or death.

Hazardous materials release into the environment with properties that make them dangerous or potentially harmful to human health or the environment. Hazardous materials can also cause health risks if they contaminate soil, groundwater, and air, potentially posing a threat long after the initial release.

**OIL SPILL:** Oil spills pose serious threats to marine environments. Spilled oil can harm the environment in several ways, including the physical damages that directly impact wildlife and their habitats (such as coating birds or mammals with a layer of oil) and the toxicity of the oil itself, which can poison exposed marine life. Oil can also destroy entire food chains and contaminate the seafood that humans eat. Spills can also have an impact on the economies of coastal communities by forcing the closure of fisheries, driving away tourists, or temporarily shutting down navigation routes. Oil spills can result in the closures of beaches, parks, and waterways. There may also be restrictions on boating. Additionally, oil spills can cause health problems in response workers assigned to clean up the spill.



**AFFECTED POPULATION ESTIMATES:** While all residents have the potential to be affected by a hazardous material release, those that live near sites storing, producing, or disposing of hazardous materials, industrial centers, and transportation corridors are most susceptible.

**OIL SPILL:** Newport beach residents most affected by an oil spill are those who live on the coast and waterways and those involved in the oil spill response effort. The unhealthy air can lead to irritation of the skin and eyes, breathing problems, and neurological problems. Research has shown that those involved with oil spill clean-up are the most at risk for developing these issues.

**FREQUENCY:** As long as hazardous materials are present in Newport Beach, either permanently or temporarily, there is some chance of a hazardous materials release. There is no indication that the amounts of hazardous materials in Newport Beach will change substantially in the future (e.g., from the opening or closing of a large industrial facility), but such events are possible. Assuming that there are no substantial deviations from past trends, most releases will likely be small-scale events with rare larger releases.

**OIL SPILL:** As long as there are pipelines and oil rigs off the coast of Newport Beach, there is a chance of an oil spill. The most recent occurrence of an oil spill affecting Newport Beach was in October 2021, when a pipeline connected to an oil rig located off the coast of Huntington Beach broke and leaked approximately 126,000 gallons of crude oil.

**GEOGRAPHICAL CHARACTERISTICS:** The San Diego Freeway (I-405) to the north, the San Joaquin (73) Toll Road to the east, and Pacific Coast Highway to the south closely border Newport Beach. The six-lane Costa Mesa Freeway is a primary arterial highway near the west side of the city. Many other four and six-lane streets provide easy access to the city's north, northeast, and eastern portions. Due to the volume of traffic and the nature of the materials transported, there is a heightened risk of a hazardous material leak or spill in the Newport Beach area.

The following are locations of storage facilities and handlers of acutely hazardous materials within the city:

Big Canyon Reservoir - 3300 Pacific View

Jazz Semiconductor Inc. - 4321 Jamboree Road

Hixson Metal Furnishing - 829 Production Place

CNB-Utilities Yard - 949 West 16th Street

**OIL SPILL:** Oil spills are most likely to affect the Newport Beach coastline, the Balboa Peninsula, and Newport Bay.

**RESPONSE CONSIDERATIONS:** Hazardous materials releases will require identification of the incident location, identification of surrounding properties (including sensitive receptors/vulnerable populations), potential evacuation needs, and adequate notification to residents and businesses in the area affected. In the event of a hazardous material incident in Newport Beach, the Newport Beach Fire Department will act as the lead agency within the city limits and will provide an Incident Commander. The Police Department and the Public Works Department will provide incident support. If needed, a request for Hazardous Materials Team Response from the Orange County Hazardous Materials Response Authority will be made via



Fire Department Dispatch. Generally, the response at the City level will be limited to situation analysis, evacuation of the threatened population, incident stabilization, containment, and coordination of cleanup.

**OIL SPILL:** Until help arrives, the initial responders should:

Cordon off the incident area and establish a safe zone. If chemical vapors or flammable/explosive materials are involved, evacuate all persons from the immediate area and remain upwind of the incident area; if sources of radiation or radioactive materials are suspected to be involved, use the principles of time, distance, and shielding to reduce potential exposure.

Enter the incident area only if properly trained and equipped with appropriate protective clothing and equipment. Render first aid to victims; be sure to notify medical personnel if radiation exposure or contamination is suspected. Serve as an on-scene communication point. Brief the response team leader or incident commander upon arrival.

**ASSOCIATED PLANS:**

City of Newport Beach: Newport Beach Fire Department Operations Plan B-4; Hazardous Materials Area Plan (HMAP)

Orange County Operational Area EOP

OCFA Plans: Hazardous Materials Plan

Other: Private business plans filed with Newport Beach Fire Department; Federal Region IX Regional Contingency Plan

**AIRCRAFT ACCIDENT**

**DESCRIPTION:** The National Transportation Safety Board defines an airplane accident as an occurrence associated with the operation of an aircraft that takes place between the time any person boards the aircraft with the intention of flight and all such persons have disembarked and in which any person suffers death or serious injury, or in which the aircraft receives substantial damage (see 49 CFR 830).

**RISK/THREAT:** In aviation, an accident is defined by the Convention on International Civil Aviation Annex 13 as an occurrence associated with the operation of an aircraft that takes place from the time any person boards the aircraft with the intention of flight until all such persons have disembarked and in which: 1) a person is fatally or seriously injured, 2) the aircraft sustains significant damage or structural failure, or 3) the aircraft goes missing or becomes completely inaccessible. Annex 13 defines an incident as an occurrence, other than an accident, associated with the operation of an aircraft that affects or could affect the safety of operation. A hull loss occurs if an aircraft is destroyed, damaged beyond repair, lost, or becomes completely inaccessible.

**AFFECTED POPULATION ESTIMATES:** Aircraft accidents typically involve a single aircraft operating in proximity to an airport or airfield. Large commercial aircraft may operate holding hundreds of crewmembers and customers. A crash of this type of aircraft is likely to result in a mass casualty incident. Populations on the ground in the crash pathway may be injured or killed, and buildings damaged or destroyed.



**FREQUENCY:** Aircraft accidents are rare. Between 2018 and 2022, the city had two fatal helicopter crashes. Before that, there was one aircraft accident (2010) over almost 30 years.

**GEOGRAPHICAL CHARACTERISTICS:** Newport Beach lies beneath the arrival traffic pattern of Long Beach Airport and the standard departure pattern of John Wayne Airport. The aircraft departing John Wayne Airport are at a full power take-off, then reducing their climb power setting for noise abatement. They pass over the city at the reduced power setting beginning at 800', reaching the coast at approximately 2500', then continuing their full power ascent over the ocean. The John Wayne noise abatement departure is known by commercial pilots as one of the more difficult US airport maneuvers to accomplish.

**RESPONSE CONSIDERATIONS:** Aircraft accident response is coordinated by local fire and rescue agencies. The Orange County Fire Authority provides aircraft fire and rescue services to John Wayne Airport, and the Long Beach Fire Department responds to Long Beach Airport.

**ASSOCIATED PLANS:**

John Wayne Airport Master Plan; JWA Air Sea Disaster Plan

**TERRORISM**

**DESCRIPTION:** Terrorism is the use of force or the threat of force to intimidate the population and/or the government with the intent to achieve a particular political or social objective. Terrorists may seek to kill or injure people, damage, or destroy property, disrupt infrastructure or services, or some combination of these outcomes. Acts of terror often involve the use of firearms or conventional explosives, although other materials may be used in some cases (e.g., flammable materials in a terrorism-related act of arson). The use of biological, chemical, radioactive, or high-yield explosive materials (collectively called weapons of mass destruction or WMDs) in acts of terror is not unprecedented but is extremely rare. Terrorist acts are often perceived as being carried out by foreign individuals or groups, although American citizens have been responsible for most acts of terror in the US.

**RISK/THREAT:** The causes behind acts of terror are highly complex, often involving national or global political, social, or economic issues. It is impossible to reasonably forecast the likelihood of a future terrorist act in Newport Beach or suggest which facilities or events may be potential targets. Like virtually all other communities, Newport Beach will continue to be a target, likely a higher priority target than some neighboring communities and likely a lower priority target than other sites in the region.

**AFFECTED POPULATION ESTIMATES:** All residents, businesses, and infrastructure are susceptible to the effects of terrorism.

**FREQUENCY:** There have been no reported acts of terror within Newport Beach itself, although multiple terrorist acts have happened in the region.

**GEOGRAPHICAL CHARACTERISTICS:** Terrorism is not limited to specific areas. Terrorists may target virtually any location, depending on their objectives, and there are no places that can be said to be completely safe from terrorist acts. Potential prominent sites that terrorists may seek to target include military bases, government offices, corporate headquarters, shopping malls, major industrial facilities and infrastructure, and large events.



**RESPONSE CONSIDERATIONS:** A terrorist attack will have responders from multiple agencies. It is important that the City establish a UC with all affected agencies. The EOC would be activated to coordinate the response and support the incident with logistical needs, alert and warning, public messaging, and sheltering.

The Orange County Intelligence Assessment Center (OCIAC) provides an integrated, multi-disciplined, information and intelligence sharing network to collect, analyze, and disseminate information on all criminal risks and safety threats to law enforcement, fire, health, private sector, and public sector stakeholders in a timely manner in order to protect the residents, visitors, and critical infrastructure while ensuring the civil rights and civil liberties of all persons are recognized. Coordination and partnership with the OCIAC will help assist in not only terrorism response but also mitigation of acts of terrorism.

**LOSS OF POWER/PUBLIC SAFETY POWER SHUTOFF**

**DESCRIPTION:**

**LOSS OF POWER:** An energy/power shortage is an event that occurs within an electric power system when the total real or reactive power of the power plants in the system is insufficient to supply all consumers with electric power of the required quality. These events are considered a lifeline system failure. These shortages or outages can be the primary hazard, or these events can be the direct result of another hazard, such as an earthquake, extreme weather event, or flood. These failures can also be in conjunction with other lifeline system failures such as natural gas, communication, drinking water, wastewater disposal, or transportation. Power shortages can exacerbate and or create detrimental effects on these various operational and lifeline systems. For this hazard profile discussion, energy/power shortage incidents are the primary hazard of concern; however, power failure associated with other hazard events is a concern for many of the other hazards profiled in this plan.

There are three (3) types of power/energy shortages or outages; each of them is categorized based on duration and the actual effect of the shortage/outage event:

- **PERMANENT** is a massive loss of power typically caused by a fault on a powerline; however, power is restored automatically once the fault has been cleared.
- **BROWNOUT** is a sag (or drop) in voltage in an electrical power supply. Brownouts can cause poor performance of equipment or various operational systems.
- **BLACKOUT** is a total loss of power in an area and is the worst form of a power outage that can occur. Blackouts can last from a few minutes to multiple weeks, depending on the nature of the causing event and the configuration of the actual electric network.

**PUBLIC SAFETY POWER SHUTOFF (PSPS):** a practice that Southern California Edison (SCE, provider of electricity for Newport Beach) and other utility companies may use to preemptively shut off power in high fire hazard areas to reduce fire risk during extreme and potentially dangerous weather conditions (hot, dry, and windy). According to the SCE, PSPS events are the option of last resort in a line of operational procedures employed to mitigate fire risk when conditions warrant.



**RISK/THREAT:**

**LOSS OF POWER:** Traffic control infrastructure, communications networks, and emergency services are just a few critical services/infrastructures that can be disrupted during a power outage. Facilities such as police and fire stations are equipped with backup generators to ensure continuity of operations in the event of power outages; however, generators can sometimes fail. In addition, physical damage to systems could result from intermittent or unexpected power loss that damages electrical and computer equipment. These events could result from maintenance, isolated power outages due to equipment failure, or loss of power from infrastructure (powerlines, powerplants, transformers, sub-stations) failure.

**PSPS:** De-energization of electrical systems in affected areas may pose a life-safety risk to residents and impact other infrastructure systems. De-energization may also affect local agencies' response to wildfire incidents due to loss of alert & warning and public information communications systems (including internet and cellular towers), inability to monitor or maintain water supplies, and a loss of traffic control systems that could support evacuation.

**AFFECTED POPULATION ESTIMATES:**

**LOSS OF POWER AND PSPS:** Persons with health issues are more vulnerable to this hazard since they may rely on medical equipment that requires power. Vital medical treatments such as dialysis are at risk of being canceled or postponed if a medical facility does not have enough backup generator power to conduct appointments. If the power outage occurs during the warmer months, young children, the elderly, or people suffering from serious medical conditions are more vulnerable to heat-related complications if they are unable to relocate to a cooler location. Additionally, lower-income residents may be affected if the power outage lasts for an extended amount of time, as they may not be able to afford to replace the food spoiled from the loss of refrigeration.

**FREQUENCY:**

**LOSS OF POWER:** Newport Beach can experience a loss of power at any time and place throughout the year. The probability of it occurring again will always be present, as the city depends on electricity to function.

**PSPS:** According to SCE, PSPS events are a last resort option in a line of operational procedures employed to mitigate fire risk; however, anytime dangerous weather conditions warrant, a PSPS is a possibility.

**GEOGRAPHICAL CHARACTERISTICS:**

**LOSS OF POWER:** The entire City of Newport Beach is vulnerable to energy/power shortages. Power loss/shortage can occur in only small areas of the city, such as a single location or neighborhood, or the entire grid could fail, causing the entire city to lose power suddenly. Power/energy loss is indiscriminate in who, where, or what it affects; however, locations with older infrastructure or infrastructure located above ground may be more susceptible to weather-related hazards.

**PSPS:** PSPS circuits have been identified primarily on the south/southeastern side of Newport Bay.

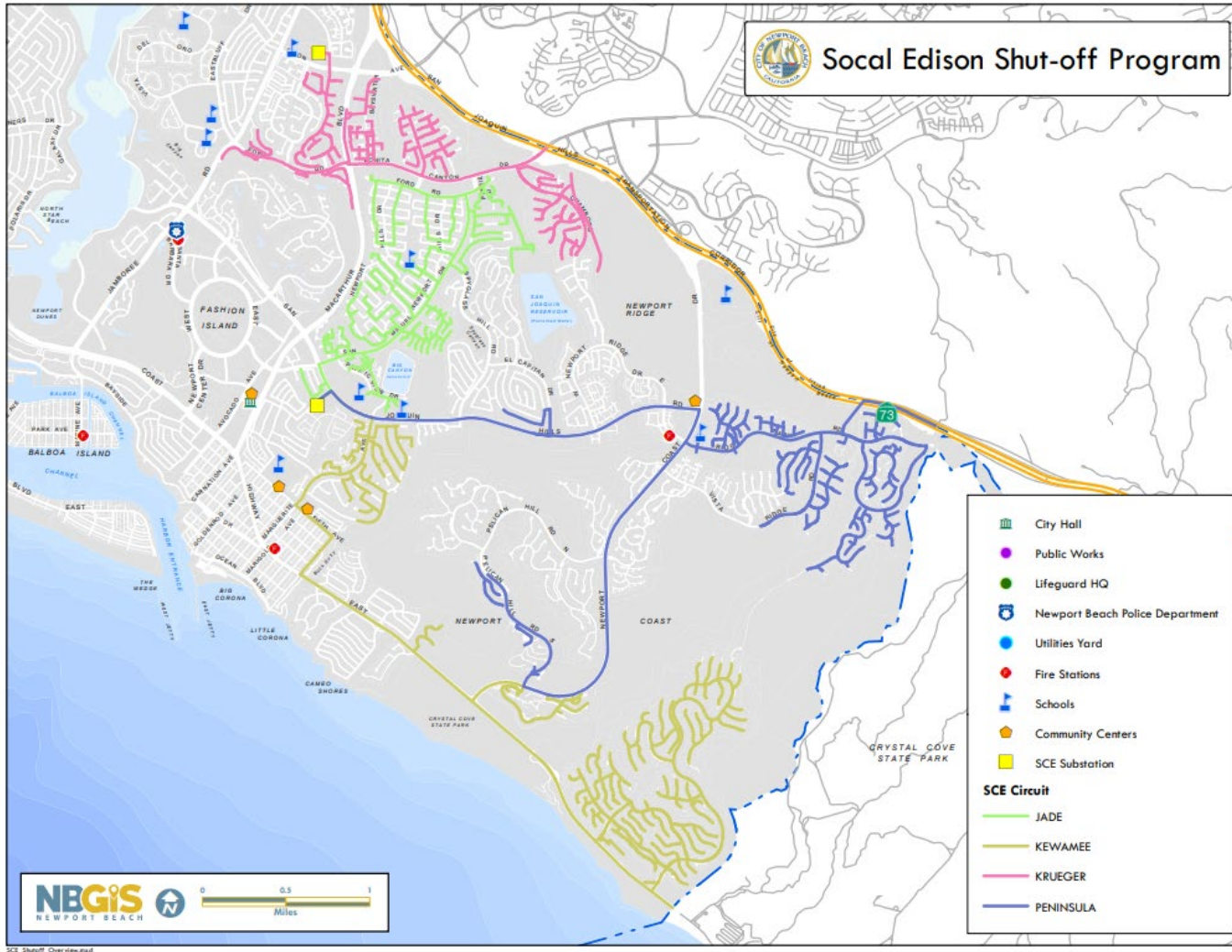


**RESPONSE CONSIDERATIONS:**

- Assessing the risk and potential impact on the community's health and safety for short- and long-term power outages.
  - Providing effective public information about emergency protective measures, including accommodations for DAFN persons.
  - Ensuring a redundant communications plan to sustain internal and external response coordination.
  - Establishing cooling centers, care and reception, and/or shelters for severely impacted populations as appropriate.
  - Developing and supporting a traffic management plan to ensure transportation safety for the duration of the event.
  - Coordinating with the Fire Department and SCE to perform wellness checks and coordinate needs for those on the Critical Customer List and other DAFN populations.
  - Coordinate with SCE on prioritizing emergency restoration of disrupted essential services.
- Conduct advanced planning for long-term outages and coordinate with all utility providers and the Orange County Operational Area (OA) to support community needs.



FIGURE 2-7: PSPS CIRCUITS IN NEWPORT BEACH







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### 3 Concept of Operations (ConOps)

This section provides the concept of operations for the EOP.

#### 3.1 Assumptions

The EOP is based upon several planning assumptions:

- The City staff will take immediate actions to address threats to life safety or property damage within the constraints of their abilities and resources.
- The EOC Director will mobilize required resources and task the City staff to fulfill the response/recovery objectives.
- The same person may fill more than one EOC position, and some or all of the EOC team may perform their duties remotely.
- The City-owned and contracted resources will act as one entity to conduct emergency response and recovery operations.
- The EOC will work with private industry and government agencies in the incident impact area to support and provide essential services during the response and recovery periods of an emergency.

#### 3.2 Phases of Emergency Management

In California, emergency management activities are associated with the five phases indicated below. Not every disaster will necessarily include all the phases. All City departments have responsibilities in one or more of the emergency management phases:

- Prevention Phase
- Mitigation Phase
- Preparedness Phase
- Response Phase
- Recovery Phase

##### 3.2.1 Prevention

Prevention focuses on averting human hazards, primarily from potential natural disasters or terrorist (both physical and biological) attacks. Preventive measures are designed to provide more permanent protection from disasters. However, not all disasters can be prevented. Good evacuation plans, environmental planning, and design standards can limit the risk of loss of life and injury.



**FIGURE 3.1 EMERGENCY MANAGEMENT PHASES**



### 3.2.2 Mitigation

Mitigation aims to prevent disasters or take steps to reduce the impact of unavoidable disasters. Ideally, mitigation should occur before an emergency happens. The Disaster Mitigation Act of 2000 (DMA 2000) provides guidance for implementing mitigation activities, including developing local hazard mitigation plans (LHMP). Mitigation activities include:

- Hazard Identification and Mapping
- Design and Construction Applications
- Land Use Planning
- Financial Incentives
- Insurance
- Structural Controls

### 3.2.3 Preparedness

The preparedness phase involves activities undertaken before an emergency or disaster to develop operational capabilities and effective responses to a disaster. Staff develops and maintains operational plans to respond to and recover from disasters. Preparedness activities involve planning, such as developing hazard analyses, training response personnel, and improving public readiness, all aimed toward developing increased capabilities to respond to a disaster. Preparedness activities include:

- Reviewing and updating emergency plans, SOPs/SOGs, and resource listings
- Delivering pre-incident and post-incident public awareness information and education programs regarding disaster preparedness
- Inspecting and assessing the readiness of critical facilities
- Training emergency response staff
- Maintaining the readiness of response resources
- Testing warning and communications systems
- Conducting exercises and drills to evaluate emergency response plans, procedures, and processes

The City of Newport Beach has created the Ready Newport Beach Emergency Preparedness Guide for its residents. This guide outlines important disaster preparedness information for all residents before, during, and after a disaster.

### 3.2.4 Response

Activities during this phase include saving and sustaining lives and protecting property and the environment by controlling the situation and minimizing the effects of the disaster. The City conducts immediate response operations by effective deployment of local government resources. Response operations include:



- Information collection and situation analysis
- Resource allocation and control
- Dissemination of accurate, timely emergency information and warnings to the public
- Evacuation and rescue operations
- Medical care operations
- Care and shelter operations
- Access and perimeter control
- Public health operations
- Restoration of vital services and utilities

When local resources are overwhelmed, and additional support is required, requests for mutual aid will be initiated through the Orange County Operational Area. The City Fire and Police Departments have staff in the EOC who can request mutual aid directly through the Orange County Operational Area EOC to the regional mutual aid coordinators.

Depending on the severity of the emergency, the City EOC may be activated. The Orange County Operational Area may then activate the Operational Area EOC depending on the scope and severity of the situation.

The Operational Area may also request a gubernatorial proclamation of a State of Emergency. Should a State of Emergency be proclaimed, State agencies will, to the extent possible, respond to requests for assistance. The California Governor's Office of Emergency Services (Cal OES) will then activate a Regional Emergency Operations Center (REOC) and the State Operations Center (SOC) in Sacramento to support state agencies and other entities in the affected areas and manage and coordinate the State's emergency response operations. The Cal OES Southern REOC in Los Alamitos will support the Orange County Operational Area.

If the Governor requests and receives a Presidential Declaration of an Emergency or a Major Disaster under Public Law 93-288, he will appoint a State Coordinating Officer (SCO). The SCO and an appointed Federal Coordinating Officer (FCO) will coordinate and manage state and federal recovery efforts in supporting local operations in accordance with the National Response Framework and other directives.

In addition to continuing life safety and property protection operations, life sustainment operations such as mass care, relocation, registration of displaced persons, and damage assessment operations will be initiated during sustained emergencies.

### 3.2.5 Recovery

Recovery operations involve restoring essential services, community rebuilding, and reconstitution of infrastructure. The City recovery activities include developing an organization that can effectively access and implement Federal and State recovery programs that provide financial and technical assistance after disasters.



The National Disaster Recovery Framework (Federal Emergency Management Agency [FEMA] 2016) defines eight (8) guiding principles to maximize the opportunity for achieving recovery success. They are:

1. Individual and Family Empowerment
2. Leadership and Local Primacy
3. Pre-Disaster Recovery Planning
4. Engaged Partnerships and Inclusiveness
5. Unity of Effort
6. Timeliness and Flexibility
7. Resilience and Sustainability
8. Psychological and Emotional Recovery

### 3.3 National Incident Management System (NIMS)

The City conforms to the requirements of SEMS and NIMS and uses the concepts of incident command, common terminology, span of control, and resource management common to both systems. The City applies standard operating processes and procedures in managing small incidents and may not activate the EOC.

The NIMS provides a comprehensive approach to emergency management for all hazards. NIMS integrates existing best practices into a consistent, nationwide approach to domestic emergency management applicable to all jurisdictional levels (public and private) and across functional disciplines. NIMS incorporates Incident Command System (ICS), a standardized on-scene emergency management concept designed to provide an integrated organizational structure for single or multiple emergencies and to facilitate emergency response across jurisdictional boundaries.

### 3.4 Standardized Emergency Management System (SEMS)

SEMS is required by the California Emergency Services Act (Government Code Section 8607(a)) for managing multi-agency and multi-jurisdictional responses to emergencies in California. The system unifies all of California's emergency management community elements into a single integrated system and standardizes key elements. SEMS incorporates the use of ICS, 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 to be eligible for any reimbursement of response-related costs under the State's disaster assistance programs.

Under SEMS, response activities are managed at the lowest possible organizational level. SEMS consists of five (5) levels: 1) Field Response, 2) Local, 3) Operational Area, 4) Regional, and 5) State, as illustrated below in **Figure 3.2**. The City utilizes SEMS during incidents that require a multi-agency response or when the incident involves multiple jurisdictions.



**FIGURE 3.2 SEMS LEVELS**

<b>FIELD RESPONSE</b>	Commands on-scene information, resources, and priorities
<b>LOCAL</b>	Manages and/or coordinates information, resources, and priorities within its jurisdiction
<b>OPERATIONAL AREA</b>	Manages and/or coordinates information, resources, and priorities among all local governments within the boundary of a county
<b>REGION</b>	Manages and coordinates information and resources among operational areas
<b>STATE</b>	Statewide resource coordination integrated with Federal agencies

### 3.4.1 Field Response

The Field Response level is where emergency response personnel and resources, under the command and control of responsible officials, carry out tactical decisions and activities in direct response to an incident or threat. Emergency operations that take place in the field, such as evacuations, fire suppression, damage assessments, or temporary construction, are considered to occur at the Field level.

At the Field Response level, all departments and agencies will use the ICS to standardize the emergency response and report emergency-related information to the emergency management organization in the City's EOC. The EOC and any Department Operations Centers (DOC), such as the Police Department, are the local government. In the city, the Police Department conducts law enforcement. The City also provides fire, rescue, and emergency medical services through the City Fire Department. These two (2) agencies are the primary emergency service responders.



<b>EMERGENCY SERVICE PROVIDER LOCATIONS</b>	
<b>Police Department</b>	870 Santa Barbara Dr, Newport Beach, CA 92660
<b>Fire Department</b>	100 Civic Center Drive, Bay 2B, Newport Beach, CA 92660
<b>Lifeguard Operations Division</b>	70 Newport Pier, Newport Beach, CA 92663

Additional departments that assist the police and fire in emergency response include the City Public Works Department and numerous utility companies, special districts, and non-governmental organizations. These include:

- Southern California Edison
- SoCal Gas
- 211-Orange County

SEMS regulations require the use of ICS at the field level of a multi-agency or multi-jurisdictional incident. Requests for any resources or support that cannot be filled at the field level will be requested through a DOC or the City EOC.

### 3.4.2 Local Government

The local government level includes cities, counties, special districts, and the administrative and coordinative operations of agencies. Local governments manage and coordinate their jurisdiction's overall emergency response and recovery activities. As a condition of State reimbursement of response-related costs, local governments are required to use SEMS when the local EOC is activated, or a local emergency is proclaimed.

The City's EOC reports to the Orange County Operational Area EOC, which is managed by the Orange County Sheriff's Department Emergency Management Division. In the event that needed resources exceed the capabilities of the City, the EOC requests will be sent to the OA EOC.

Implementation of SEMS by the City is a cooperative effort of all departments with an emergency response role. The City Manager leads the City to comply with SEMS requirements in coordination with the City Attorney and Emergency Services Coordinator. They conduct the following activities:

- Communicates information within the City on SEMS requirements and guidelines
- Coordinates SEMS development among departments and agencies
- Identifies departments and agencies involved in Field Response
- Identifies departments and agencies with DOCs
- Coordinates with other local governments, the Operational Area, and volunteer and private agencies on the application of SEMS principles
- Ensures SEMS is incorporated into the City's Emergency Operations Plan and procedures
- Ensures SEMS is incorporated into the City's emergency ordinances, agreements, memoranda of understanding, etc.



- Identifies local volunteer and private agencies that have an emergency response role (contacts should be made to develop arrangements for coordination in emergencies)

Special organizations may be established at the local government level and higher levels of SEMS. Two (2) common organizational structures are:

- **Multi/Inter-Agency Coordination (MAC)** is defined as 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. The City EOC may function as a MAC.
- **Unified Command** allows agencies responsible for an 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, autonomy, responsibility, or accountability. The City Police Department and/or Fire Department will implement or represent City field operations in a Unified Command when the situation requires a Unified Command.

### 3.4.3 Operational Area

An Operational Area is the intermediate level of the state emergency services management organization. The Operational Area level encompasses a county and is responsible for coordination among all political subdivisions located therein, including incorporated cities and special districts. The Operational Area facilitates and/or coordinates information, resources, and decisions regarding priorities among local governments within the Operational Area. The Operational Area operates an EOC and serves as the coordination and communication link between the Local Government and Regional levels.

In Orange County, the Director of Emergency Operations is the County Sheriff. The Sheriff is responsible for coordinating emergency operations following whole or partial activation of the Orange County Operational Area. The Director is supported by the Orange County Office Sheriff's Department Emergency Management Division and has overall responsibility for the following:

- Developing response and recovery plans for the Operational Area and the unincorporated areas of the county
- Organizing, staffing, and operating as the EOC Director
- Operating communications and warning systems
- Providing information and guidance to the public and elected officials
- Maintaining information on the status of resources, services, and operations
- Directing overall operations
- Obtaining support for the Orange County Operational Area and providing support to other jurisdictions as needed
- Identifying and analyzing potential hazards and recommending appropriate countermeasures
- Collecting, evaluating, and disseminating damage assessment and other essential information

Activation of the Operational Area during a State of Emergency or a Local Emergency is required by SEMS regulations under the following conditions:





- A local government within the Operational Area has activated its EOC and requested activation of the Operational Area EOC to support their emergency operations.
- Two (2) or more cities within the Operational Area have proclaimed a local emergency and have requested that County EOC be activated to support the City.
- The county and one or more cities have proclaimed a local emergency.
- A city, city and county, or county has requested a Governor's proclamation of a State of Emergency, as defined in the Government Code Section 8558(b).
- A State of Emergency is proclaimed by the Governor for the county or two or more cities within the operational area.
- The Operational Area is requesting resources from outside its boundaries. This does not include resources used in normal day-to-day operations obtained through existing mutual aid agreements.
- The Operational Area has received resource requests from outside its boundaries. This does not include resources used in normal day-to-day operations obtained through existing mutual aid agreements.

#### 3.4.4 Regional Level and Regional Emergency Operations Center (REOC)

The Regional level is administered by the State and manages and coordinates information and resources among Operational Areas and within or between one or more mutual aid regions established by Cal OES. The Regional level coordinates overall State agency support for emergency response activities within the Region. California is divided into three Cal OES administrative regions – Inland, Coastal, and Southern; six (6) fire and rescue mutual aid regions; and seven (7) law enforcement mutual aid regions. The Regional level operates the REOC and serves as the coordination and communication link between the Operational Area and the State level.

There are eleven (11) counties and 151 incorporated cities within the Southern Administration Region. Within the region, there are 226 incorporated cities that include two nuclear plants. The total population of all cities and counties in the Southern Region is approximately 21,648,506.

#### 3.4.5 State Level and State Operations Center (SOC)

The State level of SEMS prioritizes tasks and coordinates State resources in response to the requests from the Regional level and coordinates mutual aid among the Regions. The State level also serves as the coordination and communication link between the State and the Federal emergency response system. The State level requests assistance from other State governments through the Emergency Management Assistance Compact (EMAC) and similar interstate compacts/agreements and coordinates with FEMA. The Cal OES SOC is located at 3650 Schriever Avenue, Mather, California.

### 3.5 Incident Command System (ICS)

NIMS and SEMS require emergency response agencies to use ICS for multi-agency, multi-jurisdictional incidents. 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. Per SEMS, EOCs use a modified version of ICS. ICS is structured to facilitate activities in five (5) major functional areas: 1) Command/Management, 2) Operations, 3) Planning/Intelligence, 4) Logistics, and 5) Finance. All functional areas may or may not be used depending on the needs of the incident. The City Fire Department and Police Department utilize the ICS during day-to-day and multi-agency response incidents.

SEMS regulations require local governments to provide for the five (5) ICS functions as the basis for structuring the organization:

- **Management:** Responsible for overall emergency policy and coordination through the joint efforts of governmental agencies and private organizations.
- **Operations:** Responsible for coordinating all operations supporting the emergency response through implementing the Incident or EOC Action Plan.
- **Planning/Intelligence:** Responsible for collecting, evaluating, and disseminating information to promote situational awareness, developing the Action Plan and After-Action Report (AAR), and maintaining documentation.
- **Logistics:** Responsible for providing facilities, services, personnel, equipment, and materials in support of the incident.
- **Finance:** Responsible for financial activities and other administrative aspects.

### 3.6 California Mutual Aid Agreement

California's emergency resource management system is based on a statewide mutual aid organization designed to ensure that additional resources are provided to the State's political subdivisions whenever their own resources are overwhelmed or inadequate. The basis for this system is the California Disaster and Civil Defense Master Mutual Aid Agreement, which is entered into by local governments and the State. The agreement facilitates the implementation of Chapter 7 of Division 1 of Title 2 of the Government Code entitled "California Emergency Services Act" and includes participation by the various departments and agencies within the political subdivisions, municipal corporations, and public agencies within the State to assist each other by providing resources during an emergency.

The agreement obligates each signatory entity to provide aid to each other during an emergency without the expectation of reimbursement. Under specific conditions, Federal and State monies may be appropriated to reimburse public agencies that aid other jurisdictions. If other agreements, memoranda, and contracts are used to provide assistance for consideration, the terms of those documents may affect disaster assistance eligibility, and local entities may only be reimbursed if funds are available. The Master Mutual Aid Agreement promotes the establishment of emergency assistance agreements between public and private sector agencies at all levels.



The statewide mutual aid system, operating within the Master Mutual Aid Agreement framework, allows for the progressive mobilization of resources to and from emergency response agencies, local governments, operational areas, regions, and the State with the intent to provide requesting agencies with adequate resources. The system includes several discipline-specific mutual aid systems, such as fire and rescue, law, medical, and public works. The adoption of SEMS and NIMS does not alter these existing systems but enhances mutual aid facilitation through the local government, operational area, regional, and State levels. **Figure 3.3** depicts the California Mutual Aid regions.

### 3.6.1 Mutual Aid Coordinators

Discipline-specific mutual aid systems work through designated mutual aid coordinators at the Operational Area, regional, and State levels to facilitate mutual aid. The role of a mutual aid coordinator is to receive mutual aid requests, coordinate the provision of resources from within the coordinator's geographic area of responsibility and pass on unfilled requests to the next level. Law Enforcement, Fire and Rescue Services, Coroners, Emergency Management Mutual Aid, and the Medical Health Operational Coordinators work within existing State mutual aid systems for requests and assignments of mutual aid.

Mutual aid requests that do not fall into one of the discipline-specific mutual aid systems are handled through the emergency services mutual aid system by emergency management staff at the local government, Operational Area, regional, and state levels. When EOCs are activated, all discipline-specific mutual aid systems will establish coordination and communications within the respective local, Operational Area, regional, or State EOCs. Mutual aid system representatives at an EOC may be located in various functional elements (sections, branches, groups, or units) or serve as an agency representative, depending on how the EOC is organized and the extent to which it is activated.

### 3.6.2 Newport Beach Mutual Aid

The City is a signatory to the California Disaster and Civil Defense Master Mutual Aid Agreement, which gives authority to the various fire and law enforcement mutual aid plans and agreements for assistance and resources during emergencies and disasters. The basic concept provides that adjacent or neighboring law enforcement agencies within an operational area will assist each other during an incident where mutual aid is needed. All City requests for additional resources will be initiated by the Incident Commander, who will request assistance through the Orange County Operational Area at the Operational Area EOC.

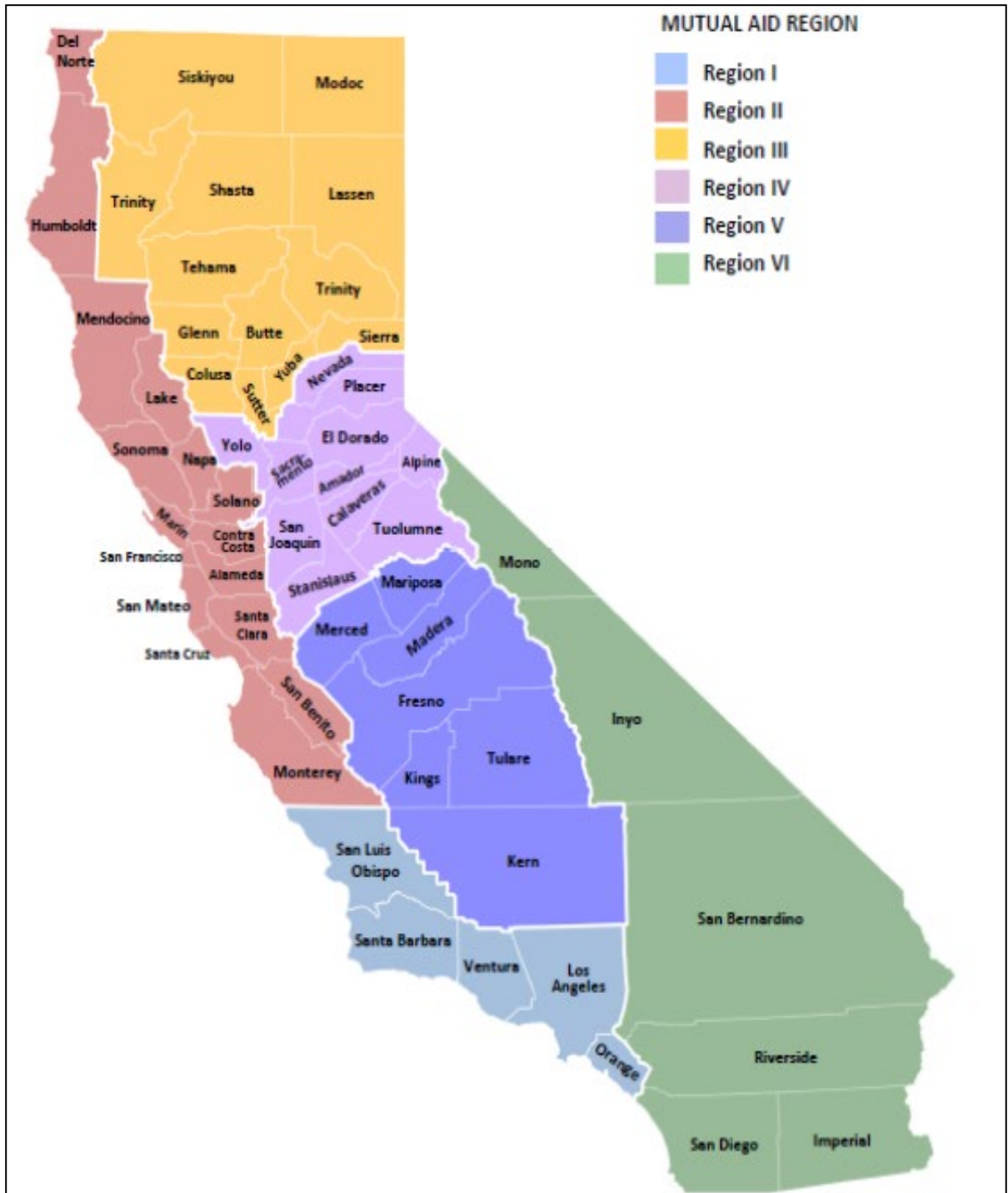
The City Fire Department is part of the California Fire and Rescue Mutual Aid System and operates under the California Fire Service and Rescue Emergency Mutual Aid Plan.

The City Police Department is part of the California Law Enforcement Mutual Aid System, established in 1961, and operates in accordance with the California Law Enforcement Mutual Aid Plan.

The City has a mutual aid agreement with the cities of Irvine and Laguna Beach. This agreement establishes a cooperative relationship between the three cities to share emergency management personnel, facilities, operational functions, and technology.



FIGURE 3.3: CALIFORNIA MUTUAL AID REGIONS





### 3.6.3 CalWARN

The City is a member of the California Water/Wastewater Agency Response Network (CalWARN). The mission of the CalWARN is to support and promote statewide emergency preparedness, disaster response, and mutual assistance processes for public and private water and wastewater utilities. CalWARN expands member abilities to achieve agency, regional, and State preparedness by providing tools and proven practices to enhance readiness.

### 3.6.4 Water Emergency Response Organization of Orange County (WEROC)

The Water Emergency Response Organization of Orange County (WEROC) helps Orange County water and wastewater agencies prepare for, and respond to, natural disasters, infrastructure failures, and domestic threats. Central to WEROC's emergency response is its Emergency Operations Center (EOC) located in south Orange County. WEROC is the Region I Coordinator for CalWARN. WEROC serves as the Operational Area Water/Wastewater Mutual Aid Coordinator and is the point of contact between local water and wastewater agencies, regional water agencies, and the County of Orange along with state and federal partners.

## 3.7 Emergency Management Assistance Compact (EMAC)

California is a signatory to the interstate EMAC, an organization ratified by the US Congress that provides form, structure, and procedures for rendering emergency assistance between states. Once the Governor has declared a State of Emergency, Cal OES will assess the resource needs for the incident. California can then request resources through the EMAC network for assistance provided by other states. The use of EMAC resolves two (2) of the key issues regarding mutual aid, liability, and reimbursement so that a disaster-impacted state can request and receive assistance from other member states quickly and efficiently.

Personnel deployed under EMAC submit documentation to their resource providers (home agency), who submit a reimbursement package to their home state. The home state submits a reimbursement to the requesting state who reimburses the assisting state. The requesting state covers the tort liability, and the responding state covers the Workers' Compensation liability.

## 3.8 Newport Beach Emergency Organization

All references within this section are as defined and/or derived from the description and authority in the City's Municipal Code, Chapter 2.20.060, Emergency Services.

All officers and employees of this city, together with those volunteer forces enrolled to aid them during an emergency, and all groups, organizations, and persons who may by agreement or operation of law, including persons impressed into service under the provisions of City Code Section 2.20.070, and thereby charged with duties incident to the protection of life and property in this city during such emergency, shall constitute the emergency organization of the city.

The City is responsible for providing an effective emergency response within its jurisdiction. The City uses SEMS and NIMS for incident management. These emergency management systems provide the on-scene management of an incident and the coordination of response activities between the City and other jurisdictions (such as neighboring cities, the OA EOC, supporting agencies, etc.).

The City's emergency management structure and organization cover all emergency management phases, specifically – prevention, mitigation, preparedness, response, and recovery.



The City organizes and implements emergency operations at the field and local government levels of the SEMS. The City's EOC and DOCs function to coordinate field-level activities. The City staff designated by the EOC Director may serve as an agency representative at the Operational Area level when requested. Agency representatives, if assigned, report to the Liaison Officer.

The structure of the emergency organization is based on the following principles:

- Compatibility with the structure of governmental and private organizations
- Use of SEMS/NIMS
- All-hazards approach
- Clear lines of authority and channels of communication
- Simplified functional structure
- Incorporation into the emergency organization of all available personnel resources having disaster capabilities
- Formation of special-purpose units to perform those activities particular to major emergencies

### 3.8.1 Emergency Council

The Newport Beach Emergency Council oversees the preparedness of City departments, ensuring unity of purpose. This includes preparing and approving plans, training employees for preparedness and disaster-related functions, and other preparedness activities. Duties include:

- Oversee the preparedness of City departments, ensuring unity of purpose, including preparation and approval of plans, training for employees for preparedness and disaster-related functions, and other preparedness activities.
- Review and recommend for adoption by the City Council emergency and mutual-aid plans and agreements and such ordinances and resolutions and rules and regulations as are necessary to implement such plans and agreements.
- Be advised by the Director as to the preparation and maintenance of the plan in whole or in part at times of local emergency.
- Comply with the California Emergency Services Act and abide by the California Disaster and Civil Defense Master Mutual Aid Agreement.
- Formulate and maintain plans for use during emergency conditions, including a written plan for the activation of the department, which carried out its role in the City emergency response organization.
- Ensure that department personnel are trained in emergency management operations and that designated personnel participate in regular training and emergency exercises.

The Emergency Council shall meet at least once per year. See Municipal Code Chapter 2.20 for details and further information.

### 3.8.2 Director of Emergency Services

The City Manager is designated as the Director of Emergency Services. The City Manager (or their designated successor or agent) will direct the City's emergency management organization. In this role, the Director provides for the overall management and policy direction of prevention, mitigation, preparedness, response, and recovery operations in the City.



The Director is empowered to execute a range of powers and duties before and during emergencies. Refer to [Municipal Code Chapter 2.20](#) for powers, duties, and emergency power.

Should the Director be unavailable or unable to serve, the positions listed below, in order, shall act as the Director, with all the same powers and authorities. Only these alternates will be empowered to exercise the powers and authorities of the Director. Specifically, only these individuals are authorized to activate the City’s EOP and act as the Director. The individual who serves as Acting Director shall have the Director’s authority and powers and will serve until the Director is again able to serve or until the City Council appoints a successor. Notification of any successor changes shall be made through the established chain of command.

Order of Succession	Title	Department
Director of Emergency Services	Director	City Manager
First Alternate	First Alternate	Assistant City Manager
Second Alternate	Second Alternate	Fire Chief
Third Alternate	Third Alternate	Police Chief

### 3.8.3 Field Level Incident Command System

The concepts, principles, and organizational structure of the ICS are used to manage all field operations. The size, complexity, hazard environment, and objectives of the situation will determine the ICS structure and the level of support that field activities will require. All incidents will be managed by developing operational objectives to be achieved that are clearly communicated to field and EOC staff using the action planning process.

Typically, an Incident Commander (IC) will communicate with the EOC Director about the situation and resource status through Operations Section. Members of the Incident Commander’s Command and General Staff will communicate with their counterparts in the EOC.

When multiple agencies respond to the incident, the individual ICs will establish a Unified Command or Multi-Agency Coordination (MAC). Any other supporting organizations will provide a representative to report to the Liaison Officer. Other agencies, including those from the county, state, and federal agencies, may participate in the Unified Command/MACS by assisting in identifying objectives, setting priorities, and allocating critical resources to the incident.

### 3.8.4 Field/EOC Communications and Coordination

The Communications Unit Leader in the Logistics Section, working with the Operations Section and City Police and Fire Departments, will develop a Communications Plan outlining all emergency communications capabilities, including radio channels and protocols to be used during an incident. The Incident Action Plan (IAP) developed for a specific incident will include the Emergency Communications Plan (ICS 205). Typically, field-to-EOC communications will occur at the Command and General Staff levels, or if they are established, field units will communicate with the DOC, which will, in turn, relay the information to the appropriate section/function in the EOC. It is the responsibility of the Incident Commander(s) to communicate critical information to the EOC Director in a timely manner.

The City will communicate using the Countywide Coordinated Communications System (CCCS). If the internet is down, the Operational Area EOC will communicate situation and resource status information to the State Operating Center (SOC) via CalEOC, a WebEOC-based emergency management response system. Additionally, the city has a dedicated backup repeater to assist in communications should the 800 MHz CCCS goes down.



### 3.8.5 Field/EOC Direction and Control Interface

The EOC Director will establish jurisdictional objectives and priorities and communicate those to all organizations through the EOC Action Plan. The EOC Action Plan does not direct or control field units but coordinates support for their activities. Incident Commander(s) will ensure incident objectives and priorities are consistent with those policies and guidelines established at the City level by the EOC Director.

### 3.8.6 Field/EOC Coordination with Department Operations Centers (DOCs)

If a department within the City establishes a DOC to coordinate and support its field activities, the DOC Director will provide the location, time of establishment, and staffing information to the City EOC. All communications with the field units of that department will be directed to the DOC, who will then relay situation and resource information to the City EOC. DOCs act as intermediate communication and coordination links between field units and the City EOC.

## 3.9 EOC Action Plans

EOC Action Plans provide designated personnel with knowledge of the incident objectives and the steps required for achievement. EOC Action Plans not only provide direction, but they also serve to provide a basis for measuring the accomplishment of the objectives and overall system performance. Action planning is an important management tool that involves:

- A process for identifying priorities and objectives for emergency response or recovery efforts.
- Documentation of the priorities and objectives, as well as the tasks and personnel assignments associated with meeting them.

## 3.10 Emergency Proclamations

Upon determining that conditions that constitute a local emergency exists, the Director shall request the mayor or, if the mayor is unavailable or unable to act, the mayor pro tempore to proclaim the existence of a local emergency or to proclaim said emergency himself/herself, if neither the mayor nor mayor pro tempore is available or able to act.

The Director requests the governor to proclaim a state of emergency when, in the opinion of the Director, the resources of the area or region are inadequate to cope with the emergency.

### 3.10.1 Local Emergency

The term Local Emergency shall mean the duly proclaimed existence of conditions of disaster or extreme peril to the safety of persons and property within the territorial limits of this city caused by such conditions as air pollution, fire, flood, storm, epidemic, riot, drought, sudden and severe energy shortage, plant or animal infestation or disease, the Governor's warning of an earthquake or volcanic prediction, or an earthquake, or other conditions, other than conditions resulting from a labor controversy, which are or are likely to be beyond the control of the services, personnel, equipment, and facilities of that political subdivision and require the combined forces of other political subdivisions to combat, or with respect to regulated energy utilities, a sudden and severe energy shortage requires extraordinary measures beyond the authority vested in the California Public Utilities Commission.

### 3.10.2 County Proclamations

For the County of Orange, the chair of the Board of Supervisors, the Board of Supervisors, the Chief Administrative Officer, or the Sheriff has the authority to proclaim a state of emergency. Under the SEMS, cities must send their local proclamations to state OES through their county operational area coordinator.





However, it is not necessary for a city to proclaim an emergency if the county proclaims an emergency for the entire geographic county area or for a specific area that includes the impacted city or cities.

### 3.10.3 State of Emergency

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

### 3.10.4 State of War Emergency

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

## 3.11 Alerting and Warning

Alerting and warning are the processes of alerting governmental forces and the public to the threat of imminent extraordinary danger. Dependent upon the nature of the threat and the population group at risk, a warning can originate at any level of government. Success in saving lives and property depends on the timely dissemination of warning and emergency information to persons in threatened areas. Local government is responsible for warning the population within their jurisdiction. The City officials accomplish this using various national and local warning systems and processes, such as the police dispatch center or the Operational Area communications center. The following are systems in place to provide public alert and warning.

### 3.11.1 Integrated Public Alert and Warning System (IPAWS)

IPAWS enables public safety officials to use a wide variety of communication technologies to send emergency alerts and warnings, increasing the likelihood that the public will receive the message from at least one of them. IPAWS includes radio, television, the Internet, wireless devices, sirens, electronic road signs, and other emerging technologies that can be used to disseminate emergency alerts. It is an architecture that unifies the Emergency Alert System (EAS), Wireless Emergency Alerts (WEA), the National Oceanic and Atmospheric Administration (NOAA) Weather Radio, and other public alerting systems into a single interface. Geographical interfaces and other technologies ensure that the emergency alerts are relevant to the area in which you are located.

IPAWS allows public safety officials to send life-saving alerts to the whole community, including those with disabilities and those without an understanding of the English language. IPAWS not only delivers National Weather Service and state and local alerts and warnings but also allows the President to address the American people in the event of a national emergency.

### 3.11.2 Emergency Alert System (EAS)

The Emergency Alert System (EAS) is designed for the broadcast media to disseminate emergency public information. This system enables the President and federal, state, and local governments to



communicate with the general public through commercial broadcast stations. EAS is operated by the broadcast industry voluntarily as established at the local level and follows approved EAS plans, SOPs, and the rules and regulations of the Federal Communications Commission (FCC). EAS can be accessed at Federal, State, and local levels to transmit essential information to the public. Message priorities under the California Emergency Alert Plan are as follows:

- Priority One: Presidential Messages (carried live)
- Priority Two: EAS Operational (Local) Area Programming
- Priority Three: State Programming
- Priority Four: National Programming and News

Only the City Manager, Police Chief, or Fire Chief can request an EAS message on the City's behalf. However, the EOC PIO will draft the message with the EOC Director's approval.

To submit a request for EAS messages, the City must reach out to County Control One.

The Orange County LP-1 is KWVE, 107.9 FM. The Orange County LP-2 is Control One, using a County VHF system. The LP stations will transmit emergency information first, and the participating stations and cable systems will then re-transmit the same emergency message.

Activation of the Orange County EAS shall be for emergency events and conditions of concern to a significant segment of the population of Orange County and shall meet the requirements identified in the Orange County EAS Plan. EAS requests are submitted to the County of Orange Countywide Coordinated Communications Center (Control One).

### 3.11.3 Wireless Emergency Alert (WEA)

WEA is a public safety system that allows customers who own certain wireless phones and other enabled mobile devices to receive geographically targeted, text-like messages alerting them of imminent threats to safety in their area. WEA enables government officials to target emergency alerts to specific geographic areas, for example, the lower Peninsula.

WEA was established in 2008 pursuant to the Warning, Alert, and Response Network (WARN) Act and became operational in 2012. Wireless companies volunteer to participate in WEA, which is the result of a unique public/private partnership between the FCC, FEMA, and the wireless industry to enhance public safety. Using WEA, authorized national, state, or local government authorities may send alerts regarding public safety emergencies, such as evacuation orders or shelter-in-place orders due to severe weather, terrorist threats, or chemical spills.

The alerts from authenticated public safety officials are sent through FEMA's IPAWS to participating wireless carriers, which then push the alerts to mobile devices in the affected area. Mobile device customers do not need to sign up for this service. WEA allows government officials to send emergency alerts to all subscribers with WEA-capable devices if their wireless carrier participates in the program.

### 3.11.4 California State Warning Center

The CSWC is staffed twenty-four (24) hours a day, seven (7) days a week. The mission of the CSWC is to be the central information hub for statewide emergency communications and notifications. The CSWC is staffed with Emergency Notification Controllers, Emergency Services Coordinators, and Program Managers. The CSWC is a highly reliable and accurate "one-stop" resource for emergency management, law enforcement, and key decision-making personnel throughout the State. The CSWC can be reached at (916) 845-8911.



The CSWC is responsible for receiving, coordinating, verifying, and disseminating information about events that occur within California or could affect California. Information received by the CSWC is coordinated between Cal OES and other sources to ensure that the disseminated information is timely and accurate.

The following is a list of current functions and responsibilities of the CSWC:

- Facilitates multi-regional and statewide AMBER Alerts
- Carries out critical incident notifications, warnings, and tactical alerts to all involved agencies and organizations
- Conducts computer crime incident notifications
- Conducts homeland security incident notifications
- Conducts hazardous material notifications
- Monitors natural disasters and coordinates emergency response
- Monitors and maintains state and national emergency response communications
- Conducts Governor and executive staff notifications
- Facilitates toxic callouts (drug labs)

Procedures have been established for the handling of such incidents as:

- Hazardous Materials Spill Reports
- Earthquakes
- Tsunamis
- Floods
- Major fires
- Missing or overdue aircraft
- Search and rescues
- Radiation incidents
- Nuclear incidents
- Weather watches and warnings
- Train derailments

#### 3.11.5 National Weather Service

The CSWC works alongside the National Weather Service (NWS) to provide weather, hydrologic, and climate forecasts and warnings for California to protect life and property and enhance the national economy. Warnings are provided for flooding, high winds and tornados, severe heat, rain and snowstorms, and other meteorological and hydrological events. The NWS uses the Common Alert Protocol (CAP), an XML-based information standard, to facilitate emergency information sharing and data exchange across local, state, tribal, national, and non-governmental organizations of different professions that provide emergency response and management services. The NWS provides a subscriber-based registry that delivers warnings via email and SMS messages.

In conjunction with other agencies, the NWS operates the California, Nevada River Forecast Center (CNRFC). The CNRFC provides river and flood forecasts and warnings for the protection of lives and property for the protection of lives and property.



The NWS Weather Radio All Hazards transmitters broadcast on one of seven VHF frequencies from 162.400 MHz to 162.550 MHz frequencies. The Weather Service can also access NAWAS to announce severe weather information. Advisories and emergency warnings for the city are issued out of the Rancho Bernardo Weather Forecast Office.

#### 3.11.6 Alert Orange County (AlertOC) Notification Systems

The City is part of a countywide program that offers emergency alerts to community members. The emergency alert system is called AlertOC. The alert/notification system immediately contacts subscribers during urgent or emergency situations.

AlertOC is a free mass notification system for Orange County residents and businesses. The Sheriff's Department uses AlertOC to contact the public if there is an emergency or disaster in their community. The system sends shelter-in-place instructions, evacuation, and other emergency messages. It has accessibility features for people with disabilities and others with access and functional needs. Users can also select their preferred language for notifications.

#### 3.11.7 Government Emergency Telecommunications System (GETS) and Wireless Priority Service (WPS)

The GETS and the WPS programs are companion services for priority calling offered by the Cybersecurity and Infrastructure Security Agency (CISA). GETS provides essential personnel priority access and prioritized processing in the local and long-distance segments of landline networks, greatly increasing the probability of call completion. GETS is intended to be used in an emergency or crisis situation when the network is congested and the probability of completing a normal call is reduced.

WPS supports national leadership, federal, state, local, tribal, and territorial governments, and other authorized national security and emergency preparedness users. It is intended to be used in an emergency or crisis situation when the wireless network is congested, and the probability of completing a normal call is reduced.

#### 3.11.8 Newport Beach Cable TV and Radio

The City of Newport Beach maintains its own cable television channel. During an emergency, the cable channel can and will be used to disseminate community emergency information.

#### 3.11.9 Social Media Utilized by the City

The City utilizes multiple social media platforms to disseminate relevant information to the community. During an emergency situation, the City will disseminate information via the following social media platforms:

- Facebook: [City of Newport Beach – City Hall](#)
- Instagram: [@cityofnewportbeach](#)
- Twitter: [City of Newport Beach](#)

### 3.12 Populations with Disabilities and Other Access and Functional Needs

Access to emergency services shall not be denied on the grounds of race, color, national origin, sex, age, or handicap. To ensure this is accomplished, Title II of the Americans with Disabilities Act of 1990 (ADA) requires state and local governments to make their programs and services accessible to persons with disabilities. This requirement extends not only to physical access to government facilities, programs, and events but also to policy changes that governmental entities must make to ensure that all people with disabilities can participate in and benefit from the programs and services of state and local governments.



In addition, governmental entities must ensure effective communication, including providing necessary auxiliary aids and services, so that individuals with disabilities can participate in civic life.

ADA, signed into law on July 26, 1990, is a broad civil rights law that prohibits discrimination against people with disabilities, including but not limited to mobility, vision, hearing, cognitive disorders, mental illnesses, and language barriers. In 2008, the Federal government updated the ADA, known as the ADA Amendments Act (ADAAA). The revised law broadens the scope of the definition of what it means to have a disability. These changes went into effect on January 1, 2009. These amendments make it easier for people with disabilities and others with access and functional needs to seek protection under the law.

The City will make every effort to address the needs of people with disabilities and others with access and functional needs. Priorities for emergency incidents will be providing effective alerting and warning messaging, conducting lifesaving operations, ordering and executing evacuations, and providing shelter while addressing communications, mobility, and accessibility issues. Included in the City's planning efforts for those with disabilities and others with access and functional needs are:

- Staff trained in Functional Assessment Service Teams (FAST) and access to FAST through the State of California
- ADA-compliant access to City programs, services, and facilities and ARC shelter facilities
- Assistance with animal services for evacuation of service dogs and sheltering
- Identified transportation assistance for those requiring physical assistance
- Reverse telephone system for specific geographic areas
- Notification and warning procedures
- Evacuation considerations
- Emergency transportation issues
- Sheltering requirements
- Accessibility to medications, refrigeration, and backup power

### 3.12.1 Functional Needs Populations

Functional needs populations are those community members who may have additional needs before, during, and after an incident in functional areas. This includes, but is not limited to, maintaining independence, communication, transportation, supervision, and medical care. Individuals needing additional response assistance may include people with disabilities, those who live in institutionalized settings, older adults, children, those who are from diverse cultures, those who have limited English proficiency or are non-English speaking, or those who are transportation disadvantaged.

According to the Centers for Disease Control, 21.9% of people in California identify as having a disability. Lessons documented in recent disasters concerning the integration of people with disabilities into community living and the growing aging population has shown that the existing paradigm of emergency planning and implementation must change. These lessons learned show three (3) areas that are repeatedly identified as most important to people with disabilities and older adults: 1) communications (alert, warning, and notification), 2) evacuation (transportation), and 3) sheltering.

### 3.12.2 California OES Office of Access and Functional Needs

In January 2008, the Office for Access and Functional Needs (OAFN) was created within Cal OES. The purpose of OAFN is to identify the needs of individuals with disabilities and others with access and functional needs before, during, and after disasters and to integrate them into the State's emergency management systems. OAFN utilizes a whole community approach by offering training and guidance to



emergency managers and planners, disability advocates, and other service providers responsible for planning for, responding to, and helping communities recover from disasters. In short, OAFN plans for the realities of disasters by integrating access and functional needs into everything Cal OES does, including partnership development, outreach, training, guidance, and providing technical assistance.

### 3.13 Animal Considerations

The PETS Act (Pets Evacuation and Transportation Standards Act of 2006) directs that state and local emergency preparedness plans address the needs of people with pets and service animals before, during, and after a major disaster.

The Newport Beach Police Department provides animal control services. Their goals and objectives are to reunite lost pets with their owners, help sick or injured animals, educate the public when dealing with wildlife, human investigations, and impoundment of lost or stray animals.

The Newport Beach Animal Shelter offers its services, such as redemption of animals by their owners or viewing animals available for adoption, by appointment only. The shelter is located at 20302 Riverside Drive in Newport Beach. Contact for the shelter is 949-718-3454.

Animal Control is also responsible for issuing animal licenses and enforcing local and state laws pertaining to domesticated and wild animals. The City Animal Control provides the following services:

The Animal Control Unit provides the following services to the Newport Beach community:

- Patrol the beaches, parks, and neighborhoods to enforce local, state, and federal laws
- Respond to citizen complaints and inquiries
- Transport injured animals to care facilities
- Pick up stray and abandoned animals
- Return stray animals to owners whenever possible
- Investigate and report any animal bites
- Investigate and prepare cases for court
- Conduct permit inspections for private and commercial animal establishments
- Provide city-sponsored aid and mutual aid to other agencies
- Assist police officers when an animal is involved

### 3.14 Continuity of Government

A major disaster or national security emergency could result in the death or injury of key government officials and/or the partial or complete destruction of established seats of government along with public and private records essential to the continued operations of government. Government at all levels is responsible for providing continuity of effective leadership, authority, and adequate direction of emergency and recovery operations. The California Government Code Section 8643(b) and the Constitution of California provide state and local government authority to reconstitute itself in the event incumbents cannot serve.



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## 4 Emergency Operations

This section provides details on operating procedures and essential elements of incident management to meet the particulars of the City's emergency organization and operations while aligning with the Concept of Operations described in **Section 3**.

### 4.1 Emergency Organization

The City's emergency organizational structure includes field response by the Fire and Police Departments, Public Works staff, and other staff who may respond directly to an incident. The City also supports the local government level in the SEMS by activating and staffing an EOC and DOCs.

The City EOC is the focal point for managing incidents that cannot be dealt with by activity solely at the Field Response level. The EOC functions to support ICs at the field level by providing information collection, analysis and dissemination, resource prioritization and allocation, and organizing logistics support. The EOC may be supported by DOCs that manage their own response resources, such as the Department of Public Works. Other departments that may activate a DOC are:

- Fire Department
- Police Department
- Public Works
- Building and Utilities

### 4.2 EOC

The City EOC is organized to manage, coordinate, and support emergencies using SEMS. ICS, which is incorporated into SEMS, provides for the management of emergencies in the field based on a command and control approach. The City uses ICS for EOC operations based on a management approach.

**Priorities for EOC activities are:**

- **Life/Safety**
- **Incident Stabilization**
- **Property Preservation**

#### 4.2.1 Purpose and Functions of the EOC

The purpose of the City EOC is to provide a facility from which the organization's response to an emergency can be effectively coordinated. During an emergency, the EOC will provide a single focal point for centralized activities, including:

- Decision-making at the operation level
- Management of information by developing, maintaining, displaying, and disseminating Situational Awareness of the incident
- Resource support to identify, obtain, and manage City and other resources for emergency operations
- Providing logistics support when multiple incident commands require coordination
- Performing accounting and recordkeeping to track disaster costs





- Providing liaisons to other organizations

The EOC performs these tasks by communicating across departments, agencies, and jurisdictions to relieve on-scene command of the burden of external coordination, resource allocation, and information collection, verification, and dissemination. The decisions made through the EOC are designed to be broad in scope and offer guidance on overall priorities.

The EOC is operated by the City staff and others specially trained to perform their ICS position roles in emergency management. They provide support to ICs and DOCs, conduct public notification and warning, provide incident emergency and public communications, and manage resource coordination. The EOC facility has specialized equipment, information systems, and various tools that support conducting City-wide emergency response operations.

The EOC does not directly manage or command incidents. Field-level emergency responders, such as the Fire Service, Police, and Public Works Departments, are managed by on-scene ICs. The role of the EOC is to collect, validate and organize incident information and provide for the overall coordination of resources required during response and recovery operations.

#### 4.2.2 EOC Locations and Layout

The City EOCs are located at:

<b>Primary</b>	100 Civic Center Drive, Newport Beach, CA
<b>Alternate</b>	870 Santa Barbara Drive, Newport Beach, CA

The Alternate EOC will be activated only when the primary EOC is damaged, inaccessible, and/or evacuation of EOC staff members becomes necessary. If the primary EOC is unusable before activation, staff members will be asked to report to the alternate EOC site as directed. The EOC Logistics Section will arrange for the relocation of EOC staff members to the alternate EOC. All field ICs will be notified of the transition to the alternate EOC.

#### 4.2.3 EOC Activation and Deactivation

Control One maintains dedicated 800 MHz frequencies for the Fire and Police Departments. Once a dispatcher becomes aware of a potential emergency, the dispatcher will inform the Fire Department, who will notify the Fire Chief or the Emergency Manager if the Fire Chief is unavailable, of any emergency that may merit an EOC activation.

Depending on the severity of the emergency, the EOC may be activated either partially or fully. Under a partial activation, the EOC Director will determine which EOC positions are required. All EOC positions will be staffed in a full activation.

If the Fire or Police Department determines the situation does *not* call for an EOC activation, the Fire Department will recommend to the City Manager that they continue to monitor the situation.

If the Fire or Police Department determines to activate the EOC or is unsure whether activation is warranted, the decision will be coordinated with one of the activation authorities. The following City staff has the authority to activate the EOC (in order of notification):

- City Manager
- Police Chief



- Fire Chief
- Public Works Director

If an activation authority orders the EOC opened, the Emergency Director will be notified. The Emergency Director and activation authority will also determine the appropriate activation level and who should fill the Operations Section Chief role (Police, Fire, or Public Works).

The City has identified employees to fill essential emergency management positions in the Newport Beach EOC. The current EOC Staffing Matrix is available in the City's EOC Activation Plan.

The City utilizes the services of AlertOC for emergency notifications. Within the AlertOC database, lists of employees by EOC position and department are available to send notifications specific to those employees. Notifications will be sent to these employees through AlertOC via text, email, and reverse dialing. Each recipient can reply with a yes-or-no answer that indicates whether s/he is available for recall. This streamlines the notification and recall process by identifying which EOC staff members are reachable and available to report to the EOC.

The Emergency Director and activation authority will determine the extent to which the EOC needs to be activated. The following summarizes the definitions of the three (3) activation levels.

#### *4.2.3.1 Activation Levels:*

**Level 3 - Information Level:** At the information level, the City operations staff track the incident for possible impacts on operations and monitor for potential escalation.

#### **Level 3 emergencies may include:**

- Any response related injury
- Minor fire at a City facility or within the City limits where on-site resources are deemed sufficient to handle the event, and there are no serious injuries
- Severe weather conditions that warrant monitoring because of the potential to do significant damage to infrastructure or injure residents
- Any incident where the facility's emergency response actions include the assembly and shelter-in-place of on-site personnel as a precaution to protect their health and safety
- Any event that has a reasonable potential to escalate in scope and thereby harm the City's communities, reputation, assets or employees, and population, including an event in a neighboring jurisdiction or facility
- County Department of Public Health warning of a potentially harmful disease outbreak

**Level 2 - Alert Level:** The EOC Director and potentially assigned EOC staff are notified at Level 2 emergencies regardless of the time of day to establish their availability, review planning, heighten preparedness, share information, and establish an information network for status tracking and reporting. The EOC is not staffed for a Level 2 emergency; however, some staff may report during non-normal working hours, and many staff may interrupt normal business activities to address the incident.

#### **Level 2 emergencies include:**

- Loss of life to a City employee or injury to five (5) or more City staff during a single incident



- Loss of critical infrastructure that may potentially threaten the life or health of City residents or severely disrupt normal City services
- Damage of more than \$100,000 at a City-owned facility
- Severe weather conditions that warrant monitoring because of the likelihood of doing significant damage to infrastructure or injuring residents
- Potential terrorist threat against City infrastructure or population
- County Department of Public Health warning of a pending harmful disease outbreak

**Level 1 - Respond Level:** The EOC is normally fully or partially staffed during a Level 1 emergency. Each incident is evaluated for its severity and the need for EOC operations. The Respond Level of activation can occur immediately upon initial notification or as an event escalates from a lower activation level. Level 1 emergencies will likely require resources beyond the City's normal control. They may be regional in nature and require extensive interagency coordination. The EOC may be fully or partially activated. EOC staff will normally include, at a minimum, the EOC Director, Operations and Planning Section Chiefs, and a Public Information Officer.

**Level 1 incidents include:**

- Major regional earthquake
- Operational Area or other warning center messaging that the city residents are in danger of being impacted by an emergency
- NWS warnings of severe weather conditions that are predicted to cause significant damage to infrastructure or potentially injure residents
- Disruption of critical infrastructure that threatens the life or health of the city residents or severely disrupts normal City services
- Large-scale loss of power
- Active shooter/mass casualty
- Civil unrest
- Credible terrorist threat against the city infrastructure or population
- County Department of Public Health warning of a harmful disease outbreak
- Any event that the Director judges to warrant a Respond Level activation

**4.2.3.2 Deactivation**

The EOC will operate until the EOC Director makes a determination to return to normal operations. EOC operations may be downgraded from a full or partial activation to a reduced level. All internal and external contacts informed of the initial activation will be notified when the EOC is deactivated, or the activation level is downgraded. Appropriate contact phone number(s) will be provided to external partners upon deactivation to ensure continuity of access as additional support or informational needs may arise.



For incidents that require recovery operations, the EOC may transition to a recovery operations center which is likely to operate during normal business hours.

#### *4.2.3.3 Disaster Service Workers*

According to Section 3100 of the California Government Code, all public employees are hereby declared to be disaster service workers (DSWs), subject to such disaster service activities as may be assigned to them by their superiors or by law. In the event of a local emergency, under Section 2.20.070 of the City Municipal Code, the Director may require the emergency services of any City officer or employee and may requisition necessary personnel or materials of any City department or agency.

During a disaster, the City employees may be unable to report to work due to injury, imminent danger to themselves or their families, road closures, collapsed bridges, or other structural damage. The City expects DSWs to make every reasonable effort to report as requested without jeopardizing themselves or their families.

Although all City staff are DSWs, it is not advised that the City employees report to another jurisdiction to work during a disaster. Memoranda of understanding/agreements have not yet been developed to allow the City employees to receive compensation or be indemnified for working at other cities or local governments unless assigned as mutual aid.

#### *4.2.3.4 Emergency Reporting Procedures*

If a disaster occurs during the regular workday, all staff should contact their immediate supervisor for instructions or return to the office and await further instructions. It is the responsibility of each City department to develop specific procedures for notifying employees when they are to report for work following a disaster according to the guidelines contained in this plan. Before an emergency occurs, employees should be informed of when and where they should report for duty following a disaster. Employees reporting for duty from outside the city should be aware that routes through and access to disaster areas may be closed and be prepared to show proper identification and explain the purpose for gaining entry to the area upon request by any law enforcement official.

Employees with assignments in the EOC should report to the EOC or alternate EOC, whichever is activated. Following a disaster, employees recalled for duty should report immediately to their normal department or alternate location as designated for emergency instructions.

If telephones are not operating, employees should listen to the radio for emergency information to determine the extent of the damage. If reports indicate extensive damage within the city, employees should not attempt to report to work. Generally, during these situations, an employee will be contacted by a supervisor or an assigned member of their department who will provide emergency instructions. The City will attempt to establish a recorded message line if phones are functioning.

#### *4.2.3.5 Emergency Work Provisions*

The City may provide accommodations for staff required to report to the EOC following a disaster. Meals may be provided on a limited basis, and sleep areas may be designated for employees who need rest. Special provisions required by emergency workers should be requested through supervisors in the EOC. Employees should bring their city identification card when reporting to the EOC to obtain meals, lodging, or gain access to designated facilities or operations.



#### 4.2.4 EOC Organization

The City and other personnel who operate the EOC are known collectively as the EOC team, which includes staff with either the technical ability or decision-making authority to support life safety response activity, protect property, and restore essential City services after an incident.

EOC team staffing is a function of the scope and scale of the emergency and requirements for effective response. Therefore, not all identified EOC positions will necessarily be staffed in the event of activation. The City personnel not designated as members of the EOC Team may be directed to move to other facilities or workstations or be advised to remain at, or return, home pending further instructions. The EOC is organized using the chart below.

##### 4.2.4.1 Policy Group

The Policy Group is responsible for assisting the EOC Director in developing policy, overall strategy, rules, regulations, proclamations, and orders. The Policy Group consists of all City Council members. The Legal Advisor is the City Attorney who will assist the EOC Director, and the Policy Group as needed. The City Clerk supports the Policy Group and is responsible for documenting and recording all emergency orders and decisions of the policy group. In carrying out their responsibilities, the Policy Group should use the following guidance:

##### **Assess the Situation:**

- Contact the EOC Director at the EOC to obtain an update on the incident, including the extent of the emergency and the status of available resources.
- Ensure the EOC has established communications with the City employees to assess the level of impact on personnel, facilities, infrastructure, and the population and to identify resources available to respond to the incident.
- Determine the level of interruption to essential services, if any.

##### **Questions to consider:**

- What location(s) or geographical areas have been affected? Is this likely to change?
- How many people are threatened, affected, injured, or dead?
- Are any City assets or facilities damaged?
- What response actions have already been taken?
- Have facility inspectors been called?
- Has the Operational Area EOC been activated?
- Has the REOC/SOC been activated?
- What other jurisdictions, agencies, and organizations are currently responding to the incident?
- Which outside agencies have been contacted/have contacted the City?
- What requests for the City resources have been or may be made by emergency responders?
- What standby contracts exist to provide immediately needed staffing, equipment, or materials?
- How will current and forecasted weather conditions affect the situation?

##### **Responsibilities:**

- Proclaim and/or ratify a local emergency and end of the emergency.



- Verify that emergency notifications have been made, including to the Orange County Operational Area EOC.
  - The EOC Director will ensure the Operational Area has been notified of the EOC activation.
- Monitor executive issues (business and finance, media, information systems, risk management).
- Let the City's operational managers coordinate the response in the field within their areas of expertise.
- At the executive level, watch for emerging issues related to overall continuity of operations, media issues, risk management concerns, and other enterprise-wide considerations.
- Support the Public Information Officer (PIO) to develop and implement external messaging.
  - Brief the PIO as needed on policy issues.
  - The PIO will be responsible for reviewing the immediate situation and issues, developing a public information plan, and initiating external messaging.
- Anticipate resources available for the next 24 hours.
  - The City and Contract employees
  - Equipment
  - Facilities
  - Contract services
- Ensure the development of an initial Action Plan.
  - The EOC, through the Planning Section, will develop initial response objectives that are specific, measurable, and achievable.
  - The Action Plan will be based on the assessment of the situation.
  - The Policy Group will provide executive oversight to the EOC Director to develop incident objectives.
- Support risk communications.
- Ensure that the PIO has initiated risk communication activities for the City employees and the public.
  - Actions include:
    - Media releases
    - Social Media
    - City websites
    - Employee email
- Engage legal counsel as part of the emergency response effort.
  - Stay apprised of legal issues as they emerge and consult with counsel as necessary and appropriate.
- Host and accompany VIPs and government officials on tours of the emergency/disaster.



#### 4.2.4.2 Management Section

The responsibilities of the Management Section are to effectively implement response and recovery activities and to efficiently manage resources. To meet these responsibilities, the Management Section directs the following overarching objectives:

- Provide overall management and coordination of the City's emergency response and recovery operations.
- Support the Policy Group.
- Coordinate with appropriate federal, state, and other local government agencies, as well as private sector entities and volunteer agencies.
- Establish response priorities and resolve any conflicting demands for resource support.
- Prepare and disseminate emergency public information to inform, alert, and warn the public.
- Disseminate damage information and other essential data.
- Ensure that all EOC Sections are aware of and follow documentation procedures to recover all eligible disaster response and recovery costs.
- Review and approve the Action Plan.

The Management Section consists of the following ICS positions.

##### **EOC Director (City Manager's Office)**

Authority for managing EOC operations is delegated from the City Council to the City Manager as EOC Director. The EOC Director reports to the Policy Group. The Management Staff and General Staff Section Chiefs report to the EOC Director. The EOC Director is responsible for managing the emergency response in accordance with the guidance provided by the City Council. In concert with the EOC General Staff, the EOC Director sets priorities for response efforts and establishes coordination between the City and other emergency response agencies. During EOC activation, the EOC Director has the authority to authorize the expenditure of funds.

##### **EOC Manager (Police Department)**

The EOC Manager is responsible for supporting EOC setup and initial operations. They monitor EOC internal management systems, coordinate with outside public jurisdictions and internal departments, and serve as an advisor to the EOC Director and General Staff. They provide information and guidance to the EOC Management Team and coordinate with the Orange County Operational Area EOC if a liaison is not assigned. The EOC Coordinator performs the responsibilities of the Safety and Security Officers if not assigned.

##### **Legal Advisor (City Attorney's Office)**

The Legal Advisor supports the Policy Group. The Legal Advisor prepares proclamations, emergency ordinances, and other legal documents and provides legal services as required. They maintain legal information, records, and reports relative to the emergency legal proceedings and participate as a member of the EOC Management Team.

##### **Liaison Officer (Police Department)**

The Liaison Officer oversees the activities of outside agency representatives in the EOC. They coordinate and staff requests from other EOCs for City representatives to other EOCs. They establish and maintain



a central location for incoming agency representatives, providing workspace and support as needed. The Liaison Officer ensures guidelines, policy directives, situation reports, and a copy of the EOC Action Plan is provided to Agency Representatives upon check-in. In conjunction with the EOC Coordinator, they provide orientations for VIPs and other visitors to the EOC.

#### **Safety Officer (Fire Department)**

The EOC Safety Officer identifies and mitigates safety hazards and conditions representing potential liability to the City during emergency operations. They ensure a safe working environment in the EOC, and all facilities used in support of EOC operations. They ensure that the EOC facility is free from environmental threats (e.g., radiation exposure, air purity, water quality, etc.). The Safety Officer develops the Site Safety component of the EOC Action Plan. They support the Operations Section Chief and develop the ICS-215A Safety Analysis Form for the EOC Action Plan.

#### **Security Officer (Police Department)**

The Security Officer is responsible for the twenty-four (24) hour security of the EOC and supporting facilities. They coordinate all visits to the EOC and control access to the EOC and adjacent parking areas in accordance with policies established by the EOC Director.

#### **Public Information Officer (PIO) (City Manager's Office)**

The PIO reports to the EOC Director. The PIO conducts media monitoring and ensures that government officials, the media, and the public receive complete, accurate, and consistent information about the status of City emergency operations. The PIO also serves as the coordination point for all media contacts and releases.

#### **Media Monitoring Unit (Library Department)**

The Media Monitoring Unit reports to the PIO and examines all forms of media, including social media, for incident information. They monitor and identify rumors and provide intelligence gathering support. If assigned by the EOC Director, the Unit assists the PIO.

#### **Agency Representatives (Agencies)**

Agency Representatives are assigned to the EOC and may speak on behalf of their agencies within established policy limits. Agency Representatives facilitate requests to or from their agencies but normally do not directly act on or process resource requests. They are responsible for obtaining situation status information and response activities from their agencies and providing it to the EOC.

#### **4.2.4.3 Operations Section**

##### **Operation Section Chief (OSC) (Fire and Police Department)**

The OSC reports to the EOC Director. The OSC is responsible for executing the operational objectives identified in the EOC Action Plan. The OSC establishes the appropriate level of Branch/Division organization within the EOC Operations Section, continuously monitoring the effectiveness and modifying accordingly.

They direct coordination of all field response operations and supervise operational functions assigned to the EOC, such as Fire, Law, Medical/Health, Care and Shelter, Public Works, and Building and Safety. They provide the Planning/Intelligence Section with field status reports and other incident information. The OSC determines resource requirements and provides them to the Logistics Section Chief. They conduct operations briefings for the EOC Director, and other staff as required or requested.





### **Fire and Rescue Branch- (Fire Department)**

The Fire & Rescue Branch coordinates and prioritizes the assignment of fire, disaster medical, hazardous materials, and search and rescue resources for response operations. They mobilize and assign these resources through the Logistics Section, as necessary. They coordinate fire, hazardous material, and search and rescue mutual aid activities.

### **Law Enforcement Branch- (Police Department)**

The Law Enforcement Branch reports to the OSC. They are responsible for alerting the public of the pending or existing emergency and activating all public warning systems. They coordinate movement and evacuation operations, law enforcement, traffic control operations, and provide security at incident facilities. The Law Enforcement Branch coordinates incoming law enforcement mutual aid resources. They assume responsibility as necessary for fatalities management if the County Coroner is delayed in responding.

### **Damage/Safety Assessment Branch (Community Development Department)**

Inspection of Essential Service Facilities; assist in search and rescue operations; estimate total dollar damage within the city; inspect the city at large for structural hazards.

### **Public Works Branch (Public Works Department)**

The Public Works Branch reports to the OSC. The Branch is responsible for evaluating and assessing the safety and condition of roadways, bridges, and traffic signal coordination. They close off unsafe areas, conduct bridge inspections, repair infrastructure damage, and manage contracts for repairs. The Public Works Branch is also responsible for debris removal, assisting in heavy rescue operations, assisting fire service personnel and law enforcement in the execution of access and perimeter control, and assisting in hazardous material incident operations.

### **Utilities Branch (Utilities Department)**

The Utilities Branch reports to the OSC. They manage all infrastructure problems, close off unsafe areas, conduct inspections and advisory services related to sanitation matters and public health-related activities such as safe drinking water, and coordinate with utility companies.

### **Care & Shelter/Animal Care Branch (Recreation & Senior Services Department and American Red Cross)**

The Care and Shelter/Animal Care Branch reports to the OSC. The Care and Shelter/Animal Care Branch identifies community care and shelter needs. The Branch coordinates with the American Red Cross (ARC) and other emergency welfare agencies to identify, set up, staff, and maintain evacuation centers and mass care facilities for disaster victims. They work with the ARC to establish and operate shelters. The Care and Shelter/Animal Care Branch also coordinates animal care, rescue operations, and sheltering. They coordinate with City law enforcement for pet evacuations and animal control issues, such as lost and strayed pets.

#### ***4.2.4.4 Planning/Intelligence Section***

The Planning Section collects, evaluates, and disseminates incident situation information and intelligence for the EOC, DOCs, and field response incident personnel. The Planning Section prepares status reports, displays situation information, maintains the status of resources assigned to the incident, and prepares and documents the EOC Action Plan, based on Operations Section input and guidance from the Incident Commander/Unified Command.



### **Planning Section Chief (PSC) (Fire Department)**

The PSC reports to the EOC Director. The PSC directs the Planning Section to collect, analyze, display, and disseminate situation information, prepare situation status reports, and develop the EOC Action Plan. They provide for incident documentation collection and maintenance. The PSC supports developing incident analytical tools such as GIS maps and databases. They are responsible for advanced planning for complex, long-duration incidents. The PSC leads the After-Action Review (AAR) process.

### **Situation Unit (Community Development Department)**

The Situation Unit reports to the PSC. They collect, organize, and analyze incident information from all sources. They develop and provide situational awareness based on evaluation of information. The Situation Unit develops status reports, generates databases, and creates displays for dissemination to the EOC and other organizations. They evaluate field status reports and incident action plans provided by the Operations Section. The Situation Unit works to provide a common operating picture (COP) to develop the EOC Action Plan.

### **Documentation Unit/Message Center (City Clerk)**

The Documentation Unit/Message Center reports to the PSC. The Documentation Unit/Message Center maintains an accurate and complete record of significant disaster events. They support the EOC organization by setting up and maintaining files, journals, and special reports. The Unit collects and organizes written Action Plans, forms, logs, journals, and reports at the completion of the operational period. They activate and operate a Message Center at the EOC, which assigns appropriate internal and external message routing. The Unit provides documentation and copying services to EOC staff. They compile, copy, and distribute the EOC Action Plans and AARs.

### **Resource Status Unit (Community Development Department)**

The Resource Status Unit maintains a constant awareness of the location and readiness for resources ordered, deployed, or demobilized in support of incident operations. They oversee the development and maintenance of resource status boards in the Logistics Section. They coordinate with the other units in the Logistics Section to capture and centralize resource status information.

### **Advanced Planning/Technical Unit (Police Department)**

The Advanced Planning/Technical Unit reports to the PSC. The Advanced Planning/Technical Unit supports advanced planning beyond the next operational period by anticipating developing requirements and creating long-term strategies for complex, multi-operational period incidents. They begin recovery planning while response operations are ongoing. The Advanced Planning/Technical Unit provides technical analysis support from sources such as the National Weather Service and US Geological Survey to the EOC and field activities.

### **GIS Unit (Community Development)**

The GIS Unit determines and establishes GIS production priorities. The GIS Unit converts requests into geospatial products quickly and effectively. They anticipate requirements and needs and assemble or prepare supporting referential data. The GIS Unit locates and secures needed database information to support production goals. They operate specialized GIS production systems.



### **Technical Specialists (Various)**

The Technical Specialists Unit reports to the PSC and provides technical observations and recommendations to EOC staff in specialized areas. They advise on legal limitations use of particular resources. They work with inter-agency coordination groups to gain technical analysis support from sources such as the National Weather Service and US Geological Survey to assist with decision-making activities in the EOC and the field.

### **Demobilization Unit (Community Development Department)**

The Demobilization Unit develops a Demobilization Plan for the EOC based on a review of all pertinent planning documents and status reports. The Demobilization Plan will detail specific responsibilities, release priorities, and procedures. The Unit will meet with the General Staff to determine their need for assistance in any demobilization planning. If necessary, the Unit will advise the PSC on the need for a formal, written demobilization plan.

#### **4.2.4.5 Logistics Section**

The Logistics Section is responsible for all service support requirements and requests needed to facilitate effective and efficient internal operations in the EOC and incident, DOC, or agency and local government requests for support directed to the EOC through the EOC Operations Section. The Logistics Section provides resource tracking; acquires security, transportation services, supplies, personnel, equipment (including maintenance and fuel), food and lodging, and communications and information technology support.

### **Logistics Section Chief (LSC) (Finance Department)**

The LSC reports to the EOC Director. They supervise the Logistics Section and establish the appropriate unit staffing level to support the operational area and local government responsibilities, continuously monitoring the organization's effectiveness and modifying as required. The LSC ensures that section objectives stated in the EOC Action Plan are accomplished within the operational period or within the estimated time frame.

The LSC coordinates closely with the OSC to establish resource allocation priorities to meet operational area and local government requests. The LSC supervises the Communications Unit and supports the Emergency Communications Plan development. The LSC is responsible for resource tracking and demobilization. The LSC keeps the EOC Director informed of all significant issues relating to the Logistics Section.

### **Supply Unit (Finance Department)**

The Supply Unit reports to the LSC. They oversee the procurement and allocation of supplies and materials not normally provided through mutual aid channels. They coordinate procurement actions with the Finance Section and the Facilities and Food Unit to arrange for the ordering and delivery of supplies and materials. The Supply Unit maintains records of resource requests and assignments and manages mutual aid processes. They identify and provide support for staging areas and maintain records of work location activities and resources used.

### **Personnel Unit (Human Resources)**

The Personnel Unit reports to the LSC. They provide staffing resources requested to support the EOC and Field Operations. The Personnel Unit coordinates with the EOC Coordinator to develop an EOC organizational chart of large scale for display. They receive and process all incoming requests for



personnel. They work closely with the Volunteer/Donations Management Group under the Health and Human Services Branch to identify, recruit, and register volunteers. The Personnel Unit administers all personnel matters relating to hiring/releasing non-permanent personnel supporting incident response and recovery. They manage travel requests and coordinate travel arrangements for personnel supporting operations in the field or EOC.

### **Transportation Unit (Public Works Department)**

The Transportation Unit reports to the LSC. In coordination with the Operations Section-Construction and Engineering Group Supervisor and the Planning Section - Situation Analysis Unit, the Transportation Unit develops an incident traffic and transportation plan to support the EOC. The Unit provides all ground transportation during an incident and arranges to acquire, or use required transportation and equipment resources. The Unit is responsible for providing transportation of personnel, supplies, food, and equipment. They support fueling, service, maintenance, and repair of heavy equipment and other ground support equipment. They maintain information and keep usage records on rental equipment and services initiated and requested. They coordinate closely with the Resource Status Unit in the Planning Section.

### **Communications Unit (City Manager's Office)**

The Communications Unit reports to the LSC. Communications is responsible for coordinating operational area and county local government communications services to meet the incident, DOC, or agency needs. These services will include developing and distributing an Emergency Communications Plan that identifies all systems in use and lists specific frequencies allotted for the emergency. The Communications Unit will install, activate, and maintain telephone and radio systems for the EOC. This will include ensuring communication links are established with the State Regional EOC (REOC) and with adjacent EOCs as required. They will assist the EOC positions in determining the appropriate number of telephones and other communications equipment required to facilitate operations. They will acquire radio frequencies as necessary to facilitate operations and acquire Amateur Radio Operators to augment primary communications networks.

The Communications Unit will also be tasked with installing, activating, and maintaining the information systems within the EOC. They will assist EOC positions in determining the appropriate types and numbers of computers and computer applications required to facilitate operations. They will conduct "on-site" training as required on the use of information management systems.

### **Facilities Unit (Public Works Department)**

The Facilities Unit reports to the LSC. They are responsible for identifying and securing adequate essential facilities for the response efforts, including securing access to the facilities and providing staff, furniture, supplies, and materials necessary to configure the facilities in a manner adequate to accomplish the mission. This includes staging areas, base camps, shelters, feeding stations, and medical and commodity distribution points. The Facilities Unit provides all support to maintain the facilities in an operable condition, including utilities and mission-specific needs such as portable sanitation, cots, IT equipment, and lighting. They work with the Security Officer for facility security services.

### **Food Unit (Finance Department)**

The Food Unit reports to the LSC. They will work closely with the Care and Shelter Branch to determine feeding and cooking facility requirements at all incident facilities, including menu planning, food preparation, serving, potable water, and general maintenance of the food service areas.



#### **4.2.4.6 Finance & Administration Section**

The Finance and Administration Section in the EOC manages all financial, administrative, and cost analysis aspects of the emergency. Initially, this work may be done in the EOC, but this function may be accomplished at other locations in the later stages of the emergency. Functions that fall within the scope of the Section are recording personnel time, maintaining vendor contracts, compensation, and claims, and conducting an overall cost analysis for the incident. Records maintained by the Finance Section are vital to process incident cost recovery action through the State and FEMA.

#### **Finance Section Chief (FSC) (Finance Department)**

The FSC reports to the EOC Director. The FSC ensures that all financial records are maintained throughout the emergency. They ensure that all on-duty time is recorded for all emergency response personnel. They ensure all on-duty time sheets are collected from EOC assigned personnel and that departments are collecting this information from the Field Level Supervisors or Incident Commanders and their staff. They ensure there is a continuum of the payroll process for all employees responding to the emergency.

The FSC determines purchase order limits for the procurement function in Logistics. They ensure that all Workers' Compensation claims resulting from the response are processed within a reasonable time, given the nature of the situation. They ensure that all travel and expense claims are processed within a reasonable time, given the nature of the situation.

The FSC provides administrative support to all EOC Sections as required, in coordination with the Personnel Unit. They activate units within the Finance & Administration Section as required, monitor section activities continuously, and modify the organization. They develop a comprehensive understanding of the incident/situation from a financial perspective.

The FSC establishes and maintains overall finance requirements (e.g., source of funds, different agency spending authorities, documentation requirements, etc.) They ensure that all recovery documentation is accurately maintained during the response and submitted on the appropriate forms to FEMA and/or the Governor's Office of Emergency Services.

#### **Accounting Unit (Finance Department)**

The Accounting Unit reports to the FCS. The Accounting Unit collects cost information and performs cost-effectiveness analysis. They provide cost estimates and cost savings recommendations. They monitor all emergency expenditures and ensure that all sections and units document cost-related information. They prepare cost estimates related to EOC objectives and strategies and discuss these at EOC Planning Meetings if needed. They compile cumulative cost records daily. The Accounting Unit acts as the liaison for the EOC with the county and other disaster assistance agencies to coordinate the cost recovery process. They prepare all required state and federal documentation to recover allowable costs.

#### **Time Unit (Finance Department)**

The Time Unit reports to the FSC. The Time Unit's primary responsibility is to track, record, and report all on-duty time for personnel working during the emergency. They ensure personnel time records, travel expense claims, and other related forms are prepared and submitted to the budget and payroll office.



They initiate, gather, and update time reports from all personnel, including volunteers assigned to each shift. They obtain complete personnel rosters from all EOC sections, including personnel assigned to the field level. The Time Unit keeps the FSC informed of significant issues affecting the Unit.

### **Compensation/Claims Unit (Human Resources)**

The Compensation/Claims Unit reports to the FSC. The Compensation/Claims Unit works closely with the City Risk Manager to oversee the investigation of injuries and property/equipment claims arising from the emergency. The Unit assists with completing all forms required by the Workers' Compensation program. The Unit maintains a chronological log and file of injuries, illnesses, and property damage reports associated with the emergency, including the results of investigations.

The Unit will prepare appropriate forms for all verifiable injury claims and forward them to Workers' Compensation within the required time frame consistent with the jurisdiction's policy and procedures. The Unit will coordinate with the Safety Officer regarding the mitigation of hazards.

### **Purchasing Unit (Finance Department)**

The Purchasing Unit is responsible for coordinating vendor contracts not previously addressed by existing approved vendor lists. They coordinate with The Logistics Section-Supply and Personnel Unit on all matters involving the need to exceed established purchase order limits. The Unit establishes and maintains a purchasing system and reviews all emergency purchasing procedures. The Unit prepares and signs contracts as needed, ensuring concurrence from the Finance & Administration Section Chief. They ensure that all contracts identify the scope of work and specific site locations. As required, they negotiate rental rates not already established or purchase prices with vendors. They finalize all agreements and contracts, as required.

### **Recovery/Records Unit (City Clerk)**

The Recovery Unit determines the impacts of the emergency requiring recovery planning and initiates recovery-planning meetings with appropriate individuals and agencies. They develop the initial recovery plan and strategy for the City and monitor the current situation report to include recent updates and determine the overall impacts of the emergency. The Unit will coordinate with the Planning & Intelligence Section to determine major, mid-to-long-term social, economic, environmental, and political impacts. The Unit will coordinate with the Care and Shelter Branch to determine appropriate sites for Local Assistance Centers.

They will coordinate with the Finance Section Chief to ensure FEMA, CalOES, and other public reimbursement source documents and applications are consistent with the recovery strategy and ensure that specific project timelines are developed to meet the goals and objectives of the recovery plan.

#### **4.2.5 EOC Safety and Security**

The EOC Coordinator ensures that all necessary security and access controls and safety measures are provided at the EOC and other alternate facilities. If EOC activation is due to an earthquake, they will ensure that all building safety inspection and reentry procedures have been followed before using the



facility. The City Building Inspectors will arrange for EOC inspection and damage assessment on a priority basis.

The EOC Manager will ensure that the evacuation plan for the EOC facility is posted and briefed if an evacuation is ordered.

### 4.3 Emergency Communications

EOC staff typically communicate with external organizations using the telephone and the internet. Emergency communications systems available to EOC staff include.

- Satellite phones
- 800 MHz Radios

### 4.4 Information Management

Incident situation status, operational objective, resource tracking, and other information will be shared within the EOC by using display boards and various charts mounted on the facility's walls. Large-scale, pre-printed ICS forms are ideal for this purpose. Additionally, the EOC Director will assign the Planning Section to continually update an Incident Briefing (ICS 201) to provide routine briefings to EOC staff for collective situational awareness. The ICS 201 should be shared with Field Incident Command Posts (ICPs) and other Operational Areas. The ICS 201 will contain at a minimum:

- Operational period duration
- Operational objectives and their status
- Current location and status of resources
- Requests for resources from other agencies
- Key leadership status information
- Relevant maps
- Essential information to support the public

The Situation Unit must ensure that all displays are frequently and accurately updated to safeguard information and ensure that conflicts do not arise.

#### 4.4.1 Information Collection, Analysis, and Dissemination

The EOC will develop and maintain situational awareness and track situation status to manage information effectively. The Situation Status Report will provide City staff and other EOCs with current information regarding the operability of City facilities and ongoing response and recovery operations.

#### Situational Awareness

Situational awareness refers to identifying, processing, and comprehending the critical elements of information about what is happening due to an incident or with respect to a specifically assigned mission. More simply, situational awareness means knowing what is going on around you. Situational awareness is critical for the effectiveness of decision-making in both field operations and the EOC and is critical for ensuring the safety of responders and the public.



During an emergency, the EOC Director will convene briefings regularly, at which time the EOC staff will attend and provide verbal and/or written summaries of existing problems, actions taken, priorities, timetables, and potential for new issues for incorporation into the Action Plan. The situational awareness approach will consolidate situation reports, obtain supplemental information, and prepare maps and status boards.

### Incident Briefing

Incident Briefing, ICS Form 201, reports are essential to providing a picture of the developing emergency and response efforts. They are to be completed by the first-person setting up the EOC for the initial shift and updated by the Planning Section for continuing shifts.

Internal incident updates should be made frequently as information is collected and the extent and potential duration of the incident become clear. An initial report to City leadership and staff should be made within the first 30 minutes following an emergency. Reporting should continue as long as the EOC is activated or as circumstances warrant. Within four to eight hours, a confirmation and update of the initial Incident Briefing should be made, including a preliminary damage assessment and status of City response operations.

## 4.5 Public Information

The Public Information Officer (PIO) may need to send messages to large numbers of city residents and visitors during an emergency. Depending on the circumstances and the desired effect, the PIO can do this through several communication channels. All depend on a certain level of working infrastructure (power, phones, internet), which means their usefulness may be limited in a major disaster. The City's press conference location will be determined during the initial setup of the EOC.

One of the challenges of having multiple channels for addressing the public is keeping messaging consistent among them. The EOC PIO must continually ensure that the information available on all the public communication avenues (media releases, website, social media, interviews, etc.) is consistent and mutually supporting.

When the EOC is activated, all social media messaging must go through the EOC Director for approval.

### 4.5.1 City Website

The City website (<https://www.newportbeachca.gov>) is the City's official contact space on the internet and is controlled by the City Manager's Office.

Only trained City employees may alter the website. Limited personnel have been granted access as a "super user" – thus granting them the ability to change all website pages. The City PIO will also have a current list of users.

The City Manager's Office maintains the list of people who have been trained to use the content management system that controls the website's content; the PIO should make sure that at least one of those people is available during all EOC operating hours.

### Guidelines for website postings:

The City website will be the most comprehensive record of information released to the public regarding the emergency. It should be updated every time new information is released through any channel.





A website visitor must be able to easily determine what information is current and what has been superseded. This may require using sub-pages for old messages and date/time updates posted in the news headlines.

Use pictures, maps, and infographics whenever appropriate.

Take advantage of established Web concepts (such as FAQs) to deliver public information quickly and understandably.

Link to information published by other agencies or groups rather than duplicating that information on the City website.

#### 4.5.2 Social Media

The City maintains the following social media presence. The City's PIO will activate emergency information throughout the following media:

Facebook: <https://www.facebook.com/CityofNewportBeach>

Twitter: <https://twitter.com/newportbeachgov>

Instagram: <https://www.instagram.com/cityofnewportbeach/>

The Fire or Police Department's social media sites may be more effective for some incidents.

##### Fire Department:

Facebook: <https://en-gb.facebook.com/newportbeachfd>

Twitter: <https://twitter.com/newportbeachfd?lang=en>

Instagram: <https://www.instagram.com/newportbeachfd/?hl=en>

##### Police Department:

Facebook: <https://www.facebook.com/NewportBeachPolice/>

Twitter: <https://twitter.com/newportbeachpd?lang=en>

Instagram: <https://www.instagram.com/newportbeachpd/?hl=en>

The City's PIO controls the City's online communications while under the EOC Director's supervision and approval (as needed). During an emergency, all online communications channels will be used in concert under the direction of the EOC PIO. As with any other public information releases, the PIO will coordinate posts to any of these accounts through the EOC Director before release.

Other City social media pages (as listed below) will be encouraged to follow updates on the City's Facebook, Twitter, and Instagram accounts and share those postings as they become available. The City's PIO must review and approve any messages sent that are different from those maintained on the City's website, Facebook, and Instagram accounts.

The PIO will evaluate the usefulness of sharing emergency-related posts from other official social-media feeds (such as those controlled by the county, neighboring cities, the American Red Cross, and so on) as the emergency develops. Such cross-posting exposes official information to more eyes and provides fresh content between City messages.

#### 4.6 Administration, Finance, and Resource Management

When activated, the County EOC establishes priorities for resource allocation during the emergency. All County resources are considered part of a pool, which the EOC may allocate to fulfill priority missions.



Each department retains control of its non-assigned resources until released for an emergency assignment by the EOC. Resource Requests will be made through one of the following processes:

- Discipline-specific (usually Fire and Law) mutual aid systems: Requests for resources that are normally within the inventories of the mutual aid system will go from local coordinators to Operational Area Mutual Aid Coordinator to the Regional Mutual Aid Coordinator.
- All other resource requests will be made through the Logistic Section to determine if the resource is available internally or from other, more appropriate sources located within the OA.
- Resource requests for equipment, personnel, or technical assistance not available to the County should be requested through the OA EOC. Once the request is coordinated, approved, and resources are deployed, the EOC Resource Status Unit, in coordination with various Operations Branches, is responsible for tracking the resources.
- Resource requests from the EOC to the Region may be verbally requested and then documented. Once received, available resources will be allocated to the requesting field incident activity. If requests for a specific resource exceed the supply, the available resources will be allocated consistent with the priorities established through the action planning process. The Section Chiefs in the EOC are responsible for ensuring that priorities are followed.

#### 4.7 Support to Populations with Disabilities and Other Access and Functional Needs

The City Manager's Office, in conjunction with other City Departments and the County Health Care Agency, will coordinate services for people with disabilities and others with access and functional needs to ensure the City is in compliance with the ADA Amendments Act.

The City strives to ensure that every facility, activity, benefit, program, and service operated or funded by the County is fully accessible to and useable by people with disabilities and access and functional needs in accordance with the ADA, as well as other federal, state, and local codes, and disability rights laws. The City maintains a list of the locations, points of contact, and phone numbers for the following services:

- Shelters
- Dialysis centers
- Assisted living and skilled nursing facilities
- Schools

#### 4.8 Recovery Operations Framework

Recovery includes restoring and strengthening key systems and resource assets critical to the economic stability, vitality, and long-term sustainability of the community. This includes health (including behavioral health) and human services capabilities and networks, public and private disability support and service systems, educational systems, community social networks, natural and cultural resources, affordable and accessible housing, infrastructure systems, and local economic drivers.

#### 4.9 After-Action Reports

After-Action Reports (AARs) should be prepared after any EOC activation or when appropriate to analyze an incident. The EOC Director is responsible for conducting the AAR process. An AAR aims to analyze response efforts, identify strengths to be maintained and built upon, identify areas for further improvement, and support the development of corrective actions.



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## 5 Plan Development, Distribution, and Maintenance

The City's EOP will be reviewed and revised by the Director annually. The Director for the City is the City Manager. The Emergency Services Coordinator (ESC) assists them in their responsibilities. The ESC will coordinate the compilation of information and update the EOP to reflect any applicable changes.

### 5.1 Plan Updates

Individual departments are responsible for updating and revising their departmental procedures regularly and submitting those updates to the Emergency Services Coordinator, who will incorporate the updates into the EOP. These updates should include new information (e.g., updates of phone numbers and revisions of relevant standard operating procedures or positions). All changes to the EOP will be documented in the record of revisions table. Changes to the EOP will be distributed to the City departments shown on the Plan Distribution list. Major revisions to the EOP will be submitted to the City Manager for approval or recommendation for review by City Council.

Evaluating the effectiveness of the EOP involves capturing information from training events, exercises, and real-world incidents to determine whether the goals, incident objectives, decisions, and timing outlined led to a successful response. This process may indicate that deficiencies exist. City staff should discuss the deficiencies and consider assigning responsibility for generating remedies. Remedial actions may involve revising planning assumptions and operational concepts, changing organizational tasks, or modifying organizational implementing instructions such as checklists or templates. Remedial actions may also involve providing refresher training for EOC personnel.

The EOP should be reviewed and updated annually internally by City staff and whenever the following occurs:

- A major incident
- A change in operational capabilities or resources (e.g., policy, personnel, organizational structures, management processes, facilities, equipment)
- A formal update of planning guidance or standards
- A change in the acceptability of various risks

### 5.2 Plan Testing, Training, and Exercises

Maintenance of the EOP and evaluating its effectiveness involves using training and exercises and evaluating actual incidents to determine whether the goals, decisions, and timing outlined in the plan led to a successful response.

The City has developed a matrix of training for personnel who may be required to respond to an emergency incident in the City. Individual departments are responsible for coordinating and executing training or sending employees to attend appropriate training programs. **Table 5.1** contains recommended staff training by assignment. When a new City employee is hired, it is up to Human Resources to notify the employee of any required training.

Although some of the ICS training courses below are available online through FEMA's Emergency Management Institute Independent Study Program, others require attendance in a classroom setting.



Live training deliveries provide a much richer environment for learning and sharing important information. The following are the City’s training standards for those with designated emergency roles:

**Table 5.1: Recommended Emergency Management Training**

NIMS/SEMS/ICS Training	ICS 100: Introduction	ICS 200: Basic	ICS 300: Intermediate	ICS 400: Advanced	ICS 402: Overview for Executives & Senior Officials	IS 700: National Incident Management System -Awareness	IS 701.A: NIMS Multiagency Coordination Systems	IS 702.A: NIMS Public Information Systems	IS 706: NIMS Intrastate Mutual Aid	IS 800: National Response Plan	SEMS G606: Orientation	SEMS G775: Emergency Operations Center	SEMS G191: ICS/EOC Interface Workshop	SEMS: EOC Section-Specific Training
City Council					X	X								
All City Staff	X					X								
Disaster Service Worker Volunteers	X					X				X				
First Responders	X	X	X	X		X				X				
EOC Staff	X					X	X		X	X	X	X	X	X
EOC Command and General Staff	X	X	X	X		X	X		X	X	X	X	X	X
Public Information Officers	X	X	X			X	X	X	X	X	X	X	X	X

According to the U.S. Department of Homeland Security *NIMS Training Program (September 2011)*, emergency management and response personnel should refresh their mandated NIMS training every three years in conjunction with participating in exercises and real events.

Short of real-world operations, exercises are the best method of evaluating the effectiveness of a plan. They also provide a valuable tool for training emergency responders and other City staff to become familiar with the procedures, equipment, and systems they use or manage in emergency situations. Exercises must be conducted regularly to maintain readiness. **Table 5.2** provides a recommended schedule of exercise for City staff.



**Table 5.2: Recommended City-wide Exercise Schedule**

Frequency	Type	Participants
Annually	Evacuation Drills of All City-Owned Facility	All employees
Annually	Tabletop or Functional Exercise	Emergency operations staff
Every 3 years or as available	Full-Scale Exercise	Emergency operations staff

### 5.3 After Action Review

After every exercise or incident, an after-action review should be conducted, and an After-Action Report/Improvement Plan (AAR/IP) should be completed. The AAR/IP has two components: an AAR, which captures observations and recommendations based on incident objectives as associated with the capabilities and tasks, and an IP, which identifies specific corrective actions, assigns them to responsible parties, and establishes targets for their completion. The EOC Director and Planning & Intel Section Chief are responsible for developing the AAR/IP and convening participants to discuss action items and solicit recommendations for improvement.



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## 6 Glossary and Acronyms

**Action Plan (AP):** See EOC Action Plan and Incident Action Plan.

**Activation:** 1) Initial activation of an EOC may be accomplished by a designated official of the emergency response agency that implements SEMS as appropriate to accomplish the agency's role in response to the emergency. 2) An event in the sequence of events normally experienced during most emergencies.

**After-Action Report (AAR):** A report that examines response actions, application of SEMS, modifications to plans and procedures, training needs, and recovery activities. After-action reports are required under SEMS after any emergency that requires a declaration of an emergency. Reports must be submitted within 90 days to Cal OES.

**Agency:** A division of government with a specific function offering a particular kind of assistance. In the Incident Command System (ICS), agencies are defined either as jurisdictional (having statutory responsibility for incident management) or as assisting or cooperating (providing resources or other assistance). Governmental organizations are most often in charge of an incident, though private sector organizations may be included in certain circumstances. Additionally, Non-Governmental Organizations (NGOs) may be included to provide support.

**All-Hazards:** Any incident, natural or human-caused, that warrants action to protect life, property, environment, public health, or safety and minimize disruptions of government, social, or economic activities.

**California Disaster and Civil Defense Master Mutual Aid Agreement (MMAA):** An agreement entered into by and between the State of California, its various departments and agencies, and the various political subdivisions, municipal corporations, and public agencies of the State of California to assist each other by providing resources during an emergency. Mutual Aid occurs when two or more parties agree to furnish resources and facilities and to render services to each other in response to any disaster or emergency.

**California Emergency Functions (CA-EF):** The California Emergency Functions are a grouping of state agencies, departments, and other stakeholders with similar functional activities/responsibilities whose responsibilities lend to improving the state's ability to collaboratively prepare for, effectively mitigate, and cohesively respond to and rapidly recover from any emergency. California Emergency Functions unify a broad spectrum of stakeholders with various capabilities, resources, and authorities to improve collaboration and coordination for a particular discipline. They also provide a framework for the state government to support regional and community stakeholder collaboration and coordination at all levels of government and across overlapping jurisdictional boundaries.

**California Emergency Services Act (ESA):** An Act within the California Government Code to ensure that preparations within the state will be adequate to deal with natural, human-made, or war-caused emergencies which result in conditions of disaster or in extreme peril to life, property and the natural resources of the state and generally to protect the health and safety and preserve the lives and property of the people of the state.

**Catastrophe:** Any natural or human-caused incident, including terrorism, that results in extraordinary levels of mass casualties, damage, or disruption severely affecting the population, infrastructure, environment, economy, national morale, and/or government functions.





**Command:** The act of directing, ordering, or controlling by virtue of explicit statutory, regulatory, or delegated authority.

**Command/Management:** Command is responsible for the directing, ordering, and/or controlling of resources at the field response level. Management is responsible for overall emergency policy and coordination at the SEMS EOC levels.

**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(s), as needed. These officers are also found at the EOC levels in SEMS, and they report directly to the EOC Director and comprise the Management Staff. They may have an assistant(s), as needed.

**Common Terminology:** Normally used words and phrases-avoids the use of different words/phrases for the same concepts, consistency to allow diverse incident management and support organizations to work together across a wide variety of incident management functions and hazard scenarios.

**Communications:** Process of transmission of information through verbal, written, or symbolic means.

**Continuity of Government (COG):** Activities that address the continuance of constitutional governance. COG planning aims to preserve and/or reconstitute the institution of government and ensure that a department or agency's constitutional, legislative, and/or administrative responsibilities are maintained. This is accomplished through a succession of leadership, the pre- delegation of emergency authority, and active command and control during response and recovery operations.

**Continuity of Operations (COOP):** Planning should be instituted (including all levels of government) across the private sector and non-governmental organizations as appropriate to ensure the continued performance of core capabilities and/or critical government operations during any potential incident.

**Coordination:** The process of systematically analyzing a situation, developing relevant information, and informing the appropriate command authority of viable alternatives for selecting 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, coordinating personnel may perform command or dispatch functions within limits established by specific agency delegations, procedures, legal authority, etc. Multiagency or Interagency coordination is found at all SEMS levels.

**Coordination Center:** Term used to describe any facility used to coordinate agency or jurisdictional resources in support of one or more incidents.

**Corrective Actions:** Implementing procedures based on lessons learned from actual incidents or training and exercises.

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

**Critical Infrastructure:** Systems and assets, whether physical or virtual, are so vital to the United States that the incapacity or destruction of such systems and assets would have a debilitating impact on security, national economic security, national public health or safety, or any combination of those matters.

**Cyber Threat:** An act or threat that poses potentially devastating disruptions to critical infrastructure, including essential communications such as voice, email, and Internet connectivity



**Cyber Security:** The protection of data and systems in networks that are connected to the internet, including measures to protect critical infrastructure services. These services may include essential communications such as voice, email, and internet connectivity.

**Demobilization:** An incident resource's orderly, safe, and efficient return to its original location and status.

**Department Operations Center (DOC):** An Emergency Operations Center (EOC), specific to a single department or agency. Their focus is on internal agency incident management and response. They are often linked to and, in most cases, are physically represented in a combined agency EOC by authorized agent(s) for the department or agency.

**Disaster:** A sudden calamitous emergency event bringing great damage, loss, or destruction.

**Division:** The partition of an incident into geographical areas of operation. Divisions are established when the number of resources exceeds the manageable span of control of the Operations Section Coordinator. A Division is located within the ICS organization between the Branch and resources in the Operations Section.

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

**Emergency:** Any incident(s), whether natural or human-made, that requires responsive action to protect life or property. Under the Robert T. Stafford Disaster Relief and Emergency Assistance Act, an emergency means *any occasion or instance for which, in the determination of the President, federal assistance is needed to supplement state and local efforts and capabilities to save lives and to protect property and public health and safety or to lessen or avert the threat of a catastrophe in any part of the United States.*

**Emergency Management Assistance Compact (EMAC):** A congressionally ratified organization that provides form and structure to interstate mutual aid. Through EMAC, a disaster-affected state can request and receive assistance from other member states quickly and efficiently, resolving two key issues upfront: liability and reimbursement.

**Emergency Management Community:** The stakeholders in emergency response in California include the residents of California, the private sector, and federal, state, local and tribal governments.

**Emergency Operations Center (EOC):** The physical location at which the coordination of information and resources to support incident management (on-scene operations) activities normally takes place. An EOC may be a temporary facility or may be located in a more central or permanently established facility, perhaps at a higher level of organization within a jurisdiction. EOC may be organized by major functional disciplines (e.g., fire, law enforcement, and medical services), by jurisdiction (e.g., federal, state, regional, tribal, city, county), or some combination thereof.

**Emergency Operations Plan:** The ongoing plan is maintained by various jurisdictional levels for responding to a wide variety of potential hazards.

**Emergency Resource Directory (ERD):** A directory containing information on agency or organization personnel emergency certifications and qualifications and vendor and support organization supplies, equipment, etc., that may be needed during an emergency. Supplies and equipment can include such items as potable water tenders, portable toilets, heavy equipment, prepared meals, bulk foodstuffs, cots, rental office trailers, etc. To the extent possible and when appropriate, equipment should be typed by



capability according to a common and accepted typing schematic. Emergency resource directories should only include those items likely to be needed by the preparing agency or organization in the performance of their duties and should not attempt to include everything that may be needed in any emergency.

**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 affiliated with or sponsored by emergency response agencies.

**EOC Action Plan:** The plan developed at SEMS EOC levels, which contains objectives, actions to be taken, assignments, and supporting information for the next operational period.

**Essential Facilities:** Police, fire, emergency operations centers, schools, medical facilities, and other resources that have a role in an effective and coordinated emergency response.

**Evacuation:** Organized, phased, and supervised withdrawal, dispersal, or removal of civilians from dangerous or potentially dangerous areas and their reception and care in safe areas.

**Federal:** Of or pertaining to the federal government of the United States of America.

**Finance/Administration Section:** The section responsible for all administrative and financial considerations surrounding an incident or EOC activation.

**Function:** Function refers to the five major activities in ICS: Command, Operations, Planning, Logistics, and Finance/Administration. The same five functions are also 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). A sixth function, Intelligence/Investigations, may be established, if required, to meet emergency management needs.

**Group:** Established to divide the incident management structure into functional areas of operation. Groups are composed of resources assembled to perform a special function, not necessarily within a single geographic division. Groups, when activated, are located between branches and resources in the Operations Section. See Division.

**Hazard:** Something that is potentially dangerous or harmful, often the root cause of an unwanted outcome.

**Incident:** An occurrence or event, natural or humanmade, which requires a response to protect life or property. Incidents can, for example, include major disasters, emergencies, terrorist attacks, terrorist threats, civil unrest, wild-land and urban fires, floods, hazardous materials spills, nuclear accidents, aircraft accidents, earthquakes, hurricanes, tornadoes, tropical storms, tsunamis, war-related disasters, public health, and medical emergencies and other occurrences requiring an emergency response.

**Incident Action Plan (IAP):** An oral or written plan containing general objectives reflecting the overall strategy for managing an incident. It may include the identification of operational resources and assignments. It may also include attachments that provide direction and important information for management of the incident during one or more operational periods. At the SEMS EOC level, it is called the EOC Action Plan.



**Incident Base:** The location 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 co-located with the Base.

**Incident Command:** Responsible for overall management of the incident and consists of the Incident Commander, either single or unified command, and any assigned supporting staff.

**Incident Commander (IC):** The individual responsible for all incident activities, including developing strategies and tactics and ordering and releasing resources. The IC has overall authority and responsibility for conducting incident operations and is responsible for the management of all incident operations at the incident site.

**Incident Command Post (ICP):** The field location where the primary functions are performed. The ICP may be co-located with the incident base or other incident facilities.

**Incident Command System (ICS):** A standardized on-scene emergency management construct specifically designed to provide for the adoption of an integrated organizational structure that reflects 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 designed to aid in the management of resources during incidents. It is used for all kinds of emergencies and is applicable to small as well as large and complex incidents. ICS is used by various jurisdictions and functional agencies, both public and private, to organize field-level incident management operations.

**Information:** Pieces of raw, unanalyzed data that identifies persons, evidence, events; or illustrates processes that specify the occurrence of an event. It may be objective or subjective and is intended for both internal analysis and external (news media) application. Information is the “currency” that produces intelligence.

**Intelligence:** Product of an analytical process that evaluates information collected from diverse sources, integrates the relevant information into a cohesive package, and produces a conclusion or estimate. The information must be real, accurate, and verified before it becomes intelligence for planning purposes. Intelligence relates to the specific details involving the activities of an incident or EOC and current and expected conditions and how they affect the actions taken to achieve operational period objectives. Intelligence is an aspect of information. Intelligence is primarily intended for internal use and not for public dissemination.

**Intelligence/Investigations:** Intelligence gathered within the Intelligence/Investigations function is information that either leads to the detection, prevention, apprehension, and prosecution of criminal activities (or the individual(s) involved) including terrorist incidents or information that leads to the determination of the cause of a given incident (regardless of the source) such as public health events or fires with unknown origins. This is different from the normal operational and situational intelligence gathered and reported by the Planning Section.

**Interoperability:** Allows emergency management/response personnel and their affiliated organizations to communicate within and across agencies and jurisdictions via voice, data, or video-on-demand, in real-time, when needed and when authorized.

**Joint Information Center (JIC):** A facility established to coordinate all incident-related public information activities. It is the central point of contact for all news media. Public information officials from all participating agencies should co-locate at the JIC.



**Joint Information System (JIS):** Integrates incident information and public affairs into a cohesive organization that provides consistent, coordinated, accurate, accessible, timely, and complete information during crisis or incident operations. The mission of the JIS is to provide a structure and system for developing and delivering coordinated interagency messages; developing, recommending, and executing public information plans and strategies on behalf of the IC; advising the IC concerning public affairs issues that could affect a response effort, and controlling rumors and inaccurate information that could undermine public confidence in the emergency response effort.

**Jurisdiction:** A range or sphere of authority. Public agencies have jurisdiction at an incident related to their legal responsibilities and authority. Jurisdictional authority at an incident can be political or geographical (e.g., federal, state, tribal, and local boundary lines) or functional (e.g., law enforcement, public health).

**Key Resources:** Any publicly or privately controlled resources essential to the minimal operations of the economy and government.

**Liaison:** A form of communication for establishing and maintaining mutual understanding and cooperation.

**Liaison Officer:** A member of the Command Staff (Management Staff at the SEMS EOC Levels) responsible for coordinating with representatives from cooperating and assisting agencies or organizations. At SEMS EOC Levels, reports directly to the EOC Director, and coordinates the initial entry of Agency Representatives into the Operations Center and also provides guidance and support for them as required.

**Local Government:** According to Federal Code 30 a county, municipality, city, town, township, local public authority, school district, special district, intrastate district, council of governments (regardless of whether the council of governments is incorporated as a nonprofit corporation under state law), regional or interstate government entity, or agency or instrumentality of a local government; an Indian tribe or authorized tribal entity, or in Alaska a Native village or Alaska Regional Native Corporation; a rural community, unincorporated town or village, or other public entity.

**Logistics:** Providing resources and other services to support incident management.

**Logistics Section:** The section responsible for providing facilities, services, and material support for an incident or EOC activation.

**Management Staff:** See Command Staff.

**Mitigation:** Provides a critical foundation in the effort to reduce the loss of life and property from natural and/or human-caused disasters by avoiding or lessening the impact of a disaster and providing value to the public by creating safer communities. Mitigation seeks to fix the cycle of disaster damage, reconstruction, and repeated damage. These activities or actions, in most cases, will have a long-term sustained effect.

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

**Mobilization Center:** An off-emergency location where emergency services personnel and equipment may be temporarily located, pending assignment to emergencies, release, or reassignment.



**Multiagency 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.

**Multiagency Coordination Group (MAC Group):** Typically, administrators/executives, or their appointed representatives, who are authorized to commit agency resources and funds, are brought together and form MAC Groups. MAC Groups may also be known as multi-agency committees, emergency management committees, or as otherwise defined by the System. It can provide coordinated decision-making and resource allocation among cooperating agencies and may establish the priorities among incidents, harmonize agency policies and provide strategic guidance and direction to support incident management activities.

**Multiagency Coordination System(s) (MACS):** Multiagency coordination systems provide the architecture to support coordination for incident prioritization, critical resource allocation, communications systems integration, and information coordination. The elements of multiagency coordination systems include facilities, equipment, personnel, procedures, and communications. Two of the most commonly used elements are EOC and MAC Groups. These systems assist agencies and organizations in responding to an incident.

**Mutual Aid Agreements and/or Assistance Agreements:** Written or oral agreements between and among agencies/organizations and/or jurisdictions that provide a mechanism to quickly obtain emergency assistance in the form of personnel, equipment, materials, and other associated services. The primary objective is to facilitate rapid, short-term deployment of emergency support before, during, and/or after an incident.

**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 Cal OES established to assist in coordinating mutual aid and other emergency operations within a geographical area of the state, consisting of two or more Operational Areas.

**National:** Of a nationwide character, including the federal, state, tribal and local aspects of governance and policy.

**National Incident Management System (NIMS):** Provides a systematic, proactive approach guiding government agencies at all levels, the private sector and non-governmental organizations to work seamlessly to prevent, protect against, respond to, recover from and mitigate the effects of incidents, regardless of cause, size, location, or complexity, in order to reduce the loss of life or property and harm to the environment.

**National Response Framework (NRF):** A guide to how the nation conducts all-hazards incident management.

**Non-governmental Organization (NGO):** An entity with an association that is based on the interests of its members, individuals, or institutions. It is not created by a government, but it may work cooperatively with the government. Such organizations serve a public purpose, not a private benefit. Examples of NGOs include faith-based charity organizations and the American Red Cross.



**Officer:** 1) The ICS title for the personnel responsible for the Command Staff (Management Staff at EOC) positions of Safety, Liaison, and Public Information. 2) One who holds an office or post; especially one elected or appointed to a position of authority or trust in a corporation, government, institution, etc.

**Operational Area (OA):** An intermediate level of the state emergency organization, consisting of a county and all other political subdivisions within the geographical boundaries of the county.

**Operational Period:** The time scheduled for executing a given set of operation actions, as specified in the Incident Action Plan. Operational periods can be of various lengths, although usually, they last 12-24 hours.

**Operations Section:** The section responsible for all tactical incident operations and implementation of the Incident Action Plan. In ICS, it normally includes subordinate branches, divisions, and/or groups. At the SEMS EOC levels, the section is responsible for coordinating operational activities. The Operations Section at an EOC contains branches, groups, or units necessary to maintain appropriate span of control.

**Organization:** Any association or group of persons with like objectives. Examples include, but are not limited to governmental departments and agencies, the private sector, and/or non-governmental organizations.

**Planning Section:** The section responsible for the collection, evaluation and dissemination of operational information related to the incident or EOC activities and for the preparation and documentation of the IAP or EOC action plan, respectively. This section also maintains information on the current and forecasted situation and on the status of resources assigned to the incident or EOC activation.

**Political Subdivisions:** Includes any city, city and county, county, tax or assessment district, or other legally authorized local governmental entity with jurisdictional boundaries.

**Preparedness:** A continuous cycle of planning, organizing, training, equipping, exercising, evaluating, and taking corrective action in an effort to ensure effective coordination during incident response. Within NIMS, preparedness focuses on the following elements: planning, procedures and protocols, training and exercises, personnel qualification and certification, and equipment certification.

**Prevention:** Actions to avoid an incident or to intervene to stop an incident from occurring. Prevention involves actions to protect lives and property. It involves applying intelligence and other information to a range of activities that may include such countermeasures as deterrence operations; heightened inspections; improved surveillance and security operations; investigations to determine the full nature and source of the threat; public health and agricultural surveillance and testing processes; immunizations, isolation, or quarantine; and, as appropriate, specific law enforcement operations aimed at deterring, preempting, interdicting, or disrupting illegal activity and apprehending potential perpetrators and bringing them to justice.

**Private Sector:** Organizations and entities that are not part of any governmental structure. The private sector includes for-profit and not-for-profit organizations, formal and informal structures, commerce, and industry.

**Protocols:** Sets of established guidelines for actions (which may be designated by individuals, teams, functions, or capabilities) under various specified conditions.

**Public Information:** Processes, procedures, and systems for communicating timely, accurate, and accessible information on the incident's cause, size, and current situation; resources committed; and



other matters of general interest to the public, responders, and additional stakeholders (both directly affected and indirectly affected).

**Public Information Officer (PIO):** A member of the Command Staff (Management Staff at the SEMS EOC Levels) responsible for interfacing with the public and media and/or with other agencies with incident-related information requirements.

**Recovery:** The development, coordination and execution of service- and site-restoration plans; the reconstitution of government operations and services; individual, private–sector, non- governmental and public assistance programs to provide housing and to promote restoration; long-term care and treatment of affected persons; additional measures for social, political, environmental and economic restoration; evaluation of the incident to identify lessons learned; post incident reporting; and development of initiatives to mitigate the effects of future incidents.

**Recovery Plan:** A plan developed to restore the affected area or community.

**Region Emergency Operations Center (REOC):** Facilities found at Cal OES Administrative Regions. REOC provides centralized coordination of resources among Operational Areas within their respective regions and between the Operational Areas and the State Level.

**Reimbursement:** Provides a mechanism to recoup funds expended for incident-specific activities.

**Resource Management:** Efficient emergency management and incident response requires a system for identifying available resources at all jurisdictional levels to enable timely and unimpeded access to resources needed to prepare for, respond to, or recover from an incident. Resource management under NIMS includes mutual aid agreements and assistance agreements; the use of special federal, state, tribal, and local teams; and resource mobilization protocols.

**Resources:** Personnel and major items of equipment, supplies, and facilities available or potentially available for assignment to incident operations and for which status is maintained. Resources are described by kind and type and may be used in operational support or supervisory capacities at an incident or at an EOC.

**Response:** Activities that address the short-term, direct effects of an incident. Response includes immediate actions to save lives, protect property and meet basic human needs. Response also includes the execution of EOP and of mitigation activities designed to limit the loss of life, personal injury, property damage, and other unfavorable outcomes. As indicated by the situation, response activities include applying intelligence and other information to lessen the effects or consequences of an incident; increased security operations; continuing investigations into nature and source of the threat; ongoing public health and agricultural surveillance and testing processes; immunizations, isolation, or quarantine; and specific law enforcement operations aimed at preempting, interdicting, or disrupting illegal activity and apprehending actual perpetrators and bringing them to justice.

**Response Personnel:** Includes federal, state, territorial, tribal, sub-state regional and local governments, private sector organizations, critical infrastructure owners and operators, NGO and all other organizations and individuals who assume an emergency management role. Also known as an Emergency Responder.

**Safety Officer:** A member of the Command Staff (Management Staff at the SEMS EOC Levels) responsible for monitoring incident operations and advising the IC on all matters relating to operational safety, including the health and safety of emergency responder personnel. The Safety Officer may have assistants.





**Section:** 1) The organizational level having responsibility for a major functional area of incident or EOC Management (e.g., Operations, Planning, Logistics, Finance/Administration) and Intelligence/Investigations (if established). The section is organizationally situated between the branch and the Incident Command. 2) A separate part or division as a. a portion of a book, treatise, or writing. b. A subdivision of a chapter. c. A division of law.

**Situation Report:** Often contain confirmed or verified information regarding the specific details relating to the incident.

**Span of Control:** The number of resources for which a supervisor is responsible, usually expressed as the ratio of supervisors to individuals. (Under NIMS, an appropriate span of control is between 1:3 and 1:7, with optimal being 1:5.)

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

**Stafford Act:** The Robert T. Stafford Disaster Relief and Emergency Assistance Act establishes the programs and processes for the federal government to provide disaster and emergency assistance to states, local governments, tribal nations, individuals, and qualified private nonprofit organizations. The provisions of the Stafford Act cover all hazards, including natural disasters and terrorist events. Relevant provisions of the Stafford Act include a process for Governors to request federal disaster and emergency assistance from the President. The President may declare a major disaster or emergency.

**Staging Area:** Established on an incident for the temporary location of available resources. A Staging Area can be any location on an incident in which personnel, supplies, and equipment can be temporarily housed or parked while awaiting operational assignment.

**Standard Operating Procedure (SOP):** Complete reference document or an operations manual that provides the purpose, authorities, duration, and details for the preferred method of performing a single function or a number of interrelated functions uniformly.

**Standardized Emergency Management System (SEMS):** A system required by California Government Code and established by regulations for managing response to multiagency and multijurisdictional emergencies in California. SEMS consists of five organizational levels activated as necessary: Field response, Local Government, Operational Area, Region, and State.

**Standardized Emergency Management System (SEMS) Guidelines:** The SEMS guidelines are intended to assist those responsible for planning, implementing, and participating in SEMS.

**Standardized Emergency Management System (SEMS) Regulations:** Regulations establishing the Standardized Emergency Management System (SEMS) based upon the Incident Command System (ICS) adapted from the system originally developed by the Firefighting Resources of California Organized for Potential Emergencies (FIRESCOPE) program, including those currently in use by state agencies, the Multiagency Coordination System (MACS) as developed by FIRESCOPE program, the Operational Area concept and the Master Mutual Aid Agreement and related mutual aid systems. Regulations are found in TITLE 19. DIVISION 2. Chapter 1, §2400 et. seq.

**State:** When capitalized, refers to any State of the United States, the District of Columbia, the Commonwealth of Puerto Rico, the Virgin Islands, Guam, American Samoa, the Commonwealth of the



Northern Mariana Islands, and any possession of the United States. See Section 2 (14), Homeland Security Act of 2002, Public Law 107–296, 116 Stat. 2135 (2002).

**State Operations Center (SOC):** The SOC is operated by the California Emergency Management Agency at the State Level in SEMS. It is responsible for centralized coordination of state resources in support of the three Cal OES Administrative Regional Emergency Operations Centers (REOCs). It is also responsible for providing updated situation reports to the Governor and legislature.

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

**System:** An integrated combination of people, equipment and processes that work in a coordinated manner to achieve a specific desired output under specific conditions.

**Technical Assistance:** Support provided to state, tribal and local jurisdictions when they have the resources but lack the complete knowledge and skills needed to perform a required activity (such as mobile-home park design or hazardous material assessments).

**Technical Specialists:** Personnel with special skills that can be used anywhere within the SEMS organization. No minimum qualifications are prescribed, as technical specialists normally perform the same duties during an incident in their everyday jobs and are typically certified in their fields or professions.

**Terrorism:** Under the Homeland Security Act of 2002, terrorism is defined as activity that involves an act dangerous to human life or potentially destructive of critical infrastructure or key resources; is a violation of the criminal laws of the United States or of any state or other subdivision of the United States in which it occurs; and is intended to intimidate or coerce the civilian population, or influence or affect the conduct of a government by mass destruction, assassination, or kidnapping. See Section 2 (15), Homeland Security Act of 2002, Public Law 107–296, 116 Stat. 2135 (2002).

**Threat:** An indication of possible violence, harm, or danger.

**Tools:** Those instruments and capabilities that allow for the professional performance of tasks, such as information systems, agreements, doctrine, capabilities, and legislative authorities.

**Tribal:** Any Indian tribe, band, nation, or other organized group or community, including any Alaskan Native Village as defined in or established pursuant to the Alaskan Native Claims Settlement Act (85 stat. 688) [43 U.S.C.A. and 1601 et seq.].

**Type:** 1) An ICS resource classification that refers to capability. Type 1 is generally considered more capable than Types 2, 3, or 4, respectively, because of size, power, capacity, or (in the case of incident management teams) experience and qualifications. 2) A class, kind, or group sharing one or more characteristics; category. 3) A variety or style of a particular class or kind of things.

**Unified Command:** An ICS application used when more than one agency has incident jurisdiction or when incidents cross political jurisdictions. Agencies work together through the designated members of the UC, often the senior person from agencies and/or disciplines participating in the UC, to establish a common set of objectives and strategies and a single IAP.

**Unit:** The organizational element with functional responsibility for a specific incident planning, logistics, or finance/administration activity.



**Vital Records:** The essential agency records that are needed to meet operational responsibilities under national security emergencies or other emergency or disaster conditions (emergency operating records) or to protect the legal and financial rights of the Government and those affected by Government activities (legal and financial rights records).

**Volunteer:** For purposes of NIMS, a volunteer is any individual accepted to perform services by the lead agency (which has authority to accept volunteer services) when the individual performs services without promise, expectation, or receipt of compensation for services performed. See 16 U.S.C. 742f(c) and 29 CFR 553.