



City of Seal Beach

EMERGENCY OPERATIONS PLAN

2017

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FOREWORD

This Emergency Operations Plan (EOP) addresses the City of Seal Beach, CA planned response to emergency/disaster situations associated with natural disasters, technological incidents, and national security emergencies. The operational concepts reflected in this plan focus on large-scale events.

This plan is a preparedness document – designed to be read, understood, and exercised prior to an emergency/disaster. The plan incorporates the concepts and principles of the California Standardized Emergency Management System (SEMS), National Incident Management System (NIMS), and the Incident Command System (ICS) into the emergency operations of the City of Seal Beach. This plan is flexible enough to use in all emergencies and will facilitate response and short-term recovery activities.

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

This Plan is flexible enough to use in all emergencies and will facilitate response and short-term recovery activities (NIMS EOP Element).

**RESOLUTION NUMBER 6764
AND LETTER OF PROMULGATION**

**A RESOLUTION OF THE SEAL BEACH CITY COUNCIL
ADOPTING THE CITY OF SEAL BEACH EMERGENCY
OPERATIONS PLAN (EOP) AND AUTHORIZING SUBMITTAL OF
THE SEAL BEACH EOP TO THE STATE OF CALIFORNIA
OFFICE OF EMERGENCY SERVICES BY DECEMBER 31, 2017**

WHEREAS, the City of Seal Beach Emergency Operations Plan (EOP) meets all federal and state criteria as described in the Federal Emergency Management Agency (FEMA) National Incident Management System (NIMS) and Standardized Emergency Management System (SEMS) developed by the State Office of Emergency Services (OES); and

WHEREAS, the City of Seal Beach EOP describes how the City of Seal Beach will manage and respond to major emergency incidents, including a system of organization consisting of clear designations of distinct functions which must be conducted during a disaster; assignment of each distinct function, which must be conducted during a disaster; assignment of each distinct function to City departments; and guidelines for performance of the distinct functions by the departments; and

WHEREAS, the City of Seal Beach EOP describes the method of requesting mutual aid resources from the County, State, and Federal Governments when needed; and

WHEREAS, one of the eligibility requirements for Federal funding of Emergency Services staff positions is submittal of the City of Seal Beach EOP to the State of California OES by December 31, 2017; and

WHEREAS, the City of Seal Beach EOP has been prepared in coordination with input from each City department and the Police Department and coordinated by the Assistant City Manager, and reviewed and approved by all City department heads.

NOW, THEREFORE, BE IT RESOLVED, THE CITY COUNCIL OF THE CITY OF SEAL BEACH DOES HEREBY RESOLVE:

Section 1. The City Council of the City of Seal Beach hereby approves and adopts the Seal Beach EOP dated September 11, 2017, and directs that three or more copies of said EOP be maintained on file in the office of the City Clerk.

Section 2. The City Council hereby authorizes the City Manager to submit the City of Seal Beach EOP to the State of California Office of Emergency Services by December 31, 2017.

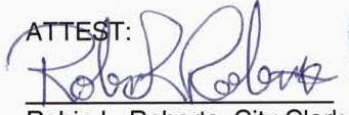
Section 3. The City Clerk shall certify to the passage and adoption of this resolution.

PASSED, APPROVED and ADOPTED by the Seal Beach City Council at a regular meeting held on the 11th day of September, 2017 by the following vote:

AYES: Council Members: Massa-Lavitt, Varipapa, Deaton, Moore, Sustarsic
NOES: Council Members: None
ABSENT: Council Members: None
ABSTAIN: Council Members: None

Resolution Number 6764

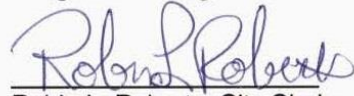

Sandra Massa-Lavitt, Mayor

ATTEST:

Robin L. Roberts, City Clerk



STATE OF CALIFORNIA }
COUNTY OF ORANGE } SS
CITY OF SEAL BEACH }

I, Robin L. Roberts, City Clerk of the City of Seal Beach, do hereby certify that the foregoing resolution is the original copy of Resolution Number 6764 on file in the office of the City Clerk, passed, approved, and adopted by the City Council at a regular meeting held on the 11th day of September, 2017.


Robin L. Roberts, City Clerk

EDMUND G. BROWN JR.
GOVERNOR

MARK GHILARDUCCI
DIRECTOR



August 7, 2017

Joe Miller, Interim Chief of Police
City of Seal Beach Police Department
911 Seal Beach Boulevard
Seal Beach, CA 90740-5699

Dear Chief Miller,

My staff has completed their review of the City of Seal Beach (Orange OA) Emergency Operations Plan (EOP). I have reviewed the attached staff report and concur with its findings and recommendations. Accordingly, I have determined that the City of Seal Beach EOP is acceptable in accordance with the requirements of the Emergency Services Act and the Standardized Emergency Management System. This plan is also consistent with state guidance available at the time the plan was developed. This acceptance is contingent upon implementation of the recommendations in the attached staff report and the adoption of the EOP by your governing body or their designee.

Following the adoption of your plan, please provide us with the following:

- one copy of the adopted plan on a Compact Disc,
- the letter of promulgation,
- the signed Department/Agency Concurrence sheet, and
- any resolutions that pertain to the adoption of your EOP.

Thank you for your planning effort. I encourage you to continue to develop supporting operating procedures, exercise your plan, and review the plan every three years. If you have any questions or require any assistance, please contact my office at (562) 795-2909.

Sincerely,

Douglas Huls
Deputy Regional Administrator
Southern Region

cc: Donna Boston, County Emergency Manager, Orange OA
Master File Cal OES Southern Region

4671 LIBERTY AVENUE LOS ALAMITOS, CALIFORNIA 90720-5158
SOUTHERN REGION
(562) 795-2900 • (562) 795-2877 FAX

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PLAN CONCURRENCE

Department/Agency	Title	Name	Signature of Representative	Date
City Manager	City Manager	Jill R. Ingram	Jill R. Ingram	8/15/17
Police Department	CHIEF OF POLICE	Joe Miller	Joe Miller	8/15/17
Community Development	Interim Director	Crystal Landavazo	Crystal Landavazo	8/15/17
Community Services/Recreation	Recreation Manager	Tim Kelsay	Tim Kelsay	8/15/17
Finance	DIRECTOR OF FINANCE	VICTORIA L. BEATTY CITY TREASURER	Vicky Beatty	08.15.2017
Orange County Fire Authority	DIVISION CHIEF	ROBERT ACOSTA	Robert Acosta	8/14/17
Human Resources/Risk Management	ASST CITY MANAGER	PATRICK GALLEGOS	Patrick Gallegos	8/15/17
Public Works	P.W.D.	Steve MATHIAS	Steve Mathias	8/15/17
Marine Safety & Lifeguard	Chief	Joe Bailey	Joe Bailey	8/15/17
City Clerk	City Clerk	Robin Roberts	Robin Roberts	8/15/17

PLAN DISTRIBUTION

Agency / Department	Copies
Police Department	3
City Manager	1
Community Development	1
Community Services/Recreation	1
Finance	1
Orange County Fire Authority	1
Human Resources/Risk Management	1
Public Works	1
Marine Safety & Lifeguard	1
City Clerk	3

PLAN REVISIONS

Date	Section	Description
Nov-Dec 2015		Addressed all comments from Sergeant Michael Henderson within basic plan and annexes
Nov-Dec 2015	A-1-A-5	Added Cal EMA EOP Crosswalk elements that included Foreword Section, Plan Concurrence, Letter of Promulgation, Plan Distribution, Plan and Revision Table
Nov-Dec 2015	M-26	Prepared and added EOC Director Checklist
Nov-Dec 2015	Footers	Added "For Official Use Only" in footers
Nov-Dec 2015		Cross referenced annexes back to basic plan as applicable
Nov-Dec 2015	Annex M O, P, L, F	Reviewed/updated Management, Operations, Planning, Logistics, and Finance/Admin Section Annexes
Nov-Dec 2015		Added Cover
Nov-Dec 2015		Performed final QA for format and consistency
April 2017		Performed final QA review for typos and grammar.
August 2017		Submitted to CalOES for review and approval.
September 2017		Submitted to City Council for adoption.

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1. Introduction

1.1. Purpose and Scope

This Emergency Operations Plan (EOP) is intended to provide a comprehensive plan to the City of Seal Beach for managing any emergency situations, including natural disasters, homeland security emergencies, and technical fault incidents. It is an update to the City's previous EOP, last revised in 2008. This EOP contains a hazard analysis and a description of preparedness measures intended to protect the health and lives of community members and minimize damage. It describes procedures for activating the City of Seal Beach's emergency response organization (ERO), responding to emergency situations, and conducting recovery operations to restore the community after a disaster. This EOP provides an overview of concepts which are integral to the City's emergency response, including the National Incident Management System (NIMS), the Standardized Emergency Management System (SEMS), and the Incident Command System (ICS). This plan also includes a discussion of the responsibilities of federal, state, regional, and county-level government agencies.

While no plan can provide a complete set of actions for every conceivable emergency situation, the policies in this EOP are intended to be flexible enough to account for a wide variety of scenarios with varying responsibilities for emergency response personnel. Officials within the City of Seal Beach's ERO have the authority to modify the policies established in this EOP during an emergency situation to improve the City's response, as needed. This EOP does not describe precisely the field level response for emergencies, which are otherwise included in the Standard Operating Procedures for individual departments. This EOP is intended to be read, understood, and exercised prior to an emergency. It is the result of a joint planning effort between multiple City departments, and reflects input and information from numerous committees, state and federal agencies, and nongovernmental organization. Future updates of the plan will be the responsibility of the City's Emergency Services Coordinator.

1.2. Authorities and References

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

Federal

- Americans with Disabilities Act of 1990 (ADA)
- Emergency Planning and Community Right-To-Know Act of 1986, also known as the Superfund Amendments and Reauthorization Act of 1986, Title III (42 U.S.C. §§ 11001-11050).
- Homeland Security Presidential Directive #8, December 17, 2005
- Robert T. Stafford Disaster Relief and Emergency Assistance Act of 1988, Public Law 93-288, as amended.

State and Local

- California Emergency Services Act, Chapter 7 of Division 1 of Title 2 of the Government Code.
- California Government Code, Title 19, Public Safety, Div. 1, Cal OES, Chapter 2, Emergency and Major Disasters, Subchapter 3, Disaster Services Worker Volunteer Program
- California Natural Disaster Assistance Act, Chapter 7.5 of Division 1 of Title 2 of the Government Code.
- Executive Order S-2-05, National Incident Management System Integration into the State of California.
- Orders and Regulations which may be Selectively Promulgated by the Governor during a State of Emergency.
- Standardized Emergency Management System (SEMS) Guidelines.
- 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).
- City of Seal Beach Municipal Code, Title 3 – Administration, Chapter 3.25 Civil Defense and Disaster.

2. Community Profile

2.1. Setting

The City of Seal Beach is located in northwestern Orange County. It is situated along the coast of the Pacific Ocean between the cities of Huntington Beach and Long Beach; other neighboring communities include the cities of Los Alamitos, Garden Grove, and Westminster, and the unincorporated community of Rossmore. Seal Beach covers approximately 11.15 square miles, over 8 of which (approximately 73% of the city) is occupied by the Naval Weapons Station Seal Beach, which includes the Seal Beach National Wildlife Refuge. The climate in Seal Beach is a Mediterranean climate typical of many communities along the California coast, with average annual temperatures between 55 and 75 degrees, and approximately 13 inches of rain annually.

Seal Beach extends a maximum of approximately 5 miles inland and is quite flat. The San Gabriel River flows into the ocean along the city's western border with Long Beach, forming an outlet commonly known as Stingray Bay. Flood control channels define much of the city's western and southern border before draining into the Anaheim Bay estuary near the Seal Beach National Wildlife Refuge. The coastal areas of Seal Beach are served by California State Highway 1 (the Pacific Coast Highway), while the northern part of the community is served by Interstate 405 (the San Diego Freeway).

2.2. Demographics

The 2010 US Census reports that there are 24,168 residents in Seal Beach. A summary of demographic information from the 2010 US Census is given in **Table 1**.

Table 1. 2010 Seal Beach Demographics

Total Population	24,168
Males	10,655 (44%)
Females	13,513 (56%)
Median Age	60.3
Median Household Income	\$50,014
Average Household Size	1.84

In 2015, the California Department of Finance estimated that the population of Seal Beach is 24,684 individuals.

2.3. Economy

The largest employer for Seal Beach is the Boeing Company, an aerospace corporation which provides approximately 25% of all jobs in the community and is located in neighboring Huntington Beach. Security technology company MagTek, which is headquartered in Seal Beach, is another large jobs provider. According to the 2010 US Census, Seal Beach's median household income of \$50,014 is substantially below the median household income of \$74,344 for all of Orange County. However, the median income for families in Seal Beach is \$97,199, above Orange County's median family income of \$83,735. The US Census estimates that, as of 2011, as many people commute into Seal Beach for work as commute out to other communities. Long Beach, Huntington Beach, and Los Angeles are home to the largest numbers of people who commute into Seal Beach, while Seal Beach residents who commute to other communities are most likely to go to Long Beach, Los Angeles, or Irvine for work.

2.4. Land Use

Communities have the ability to address a number of environmental challenges, including transportation and air quality, growth management, conservation of natural resources, and preservation of open space, through land use planning. Locating uses to avoid or reduce exposure to both natural and anthropogenic hazards can contribute to a safer community. Similarly, understanding where land uses such as residential areas are in relation to hazard risks is a key component to developing and implementing emergency planning and response strategies. According to the Land Use Element of the Seal Beach General Plan (last updated in 2003), there are 16 land use designations within the community, which are provided in **Table 2**. According to the Land Use Element, approximately 75% of the community's land area is designated as Military, which includes the Naval Weapons Station Seal Beach and the adjacent Seal Beach National Wildlife Refuge. Excluding these areas, Residential Medium Density land takes up the largest portion of the community (approximately 7%), followed by Residential Low Density (approximately 5%), Residential High Density (approximately 2%), and Open Space – Golf (also approximately 2%). The various commercial, industrial, and public land uses occupy the remaining 9% of Seal Beach.

Table 2. Seal Beach Land Uses

Land Use Designation	Example Land Uses
Residential Low Density	Single-family homes, up to 15 dwelling units per acre
Residential Medium Density	Duplexes, townhomes, and multifamily units up to 18 dwelling units per acre
Residential High Density	Multifamily units up to 46 dwelling units per acre
Mixed Use	Single-family and multifamily units, and limited commercial activities
Main Street Specific Plan	Retail, service, and office uses
Professional Office	Office, medical, and similar uses
Service Commercial	Neighborhood-scale retail and service uses
General Commercial	Sub-regional and regional commercial centers
Light Manufacturing	Manufacturing and industrial uses of low-to-moderate intensity
Oil Extraction	Oil drilling operations and related facilities
Community Facility and School	Schools, community centers, government offices, and other public facilities
Open Space – Golf	Golf courses and accessory uses
Military	Naval Weapons Station Seal Beach
Beach	Beach
Open Space	Publicly owned parklands and environmentally sensitive areas
Park	Public recreation facilities

While Seal Beach is not currently considering any growth or annexation opportunities, development remains ongoing in the community. One project currently being considered adjacent to the beach and the San Gabriel River at First Street and Ocean Avenue may add 32 new residential units and a park.

2.5. History

Seal Beach was originally founded as Anaheim Landing in the mid-1800s as a port for the communities of the Santa Ana Valley, and eventually became known as Bay City. The community incorporated in 1915 as Seal Beach and became a popular location for beachside recreation. The Naval Weapons Station was established in 1944, and the National Wildlife Refuge in 1953. Leisure World, a gated senior citizen community, was established in 1961 and became part of Seal Beach in 1964.

3. Hazards Analysis

The EOP serves as a guide for hazards that may require emergency response activities that exceed the normal, day-to-day operations of local emergency response personnel. The hazards discussed in this EOP may be of major or catastrophic proportions, requiring a significant degree of coordination across City departments. Such emergencies may also involve other jurisdictions, including countywide, regional, and state agencies.

The Seal Beach 2008 EOP identified ten hazard types that may happen in or near Seal Beach, and which the City ERO may have to respond to. Using the Orange County Hazard Mitigation Plan (adopted October 2010) and hazard mitigation planning guidance from the Federal Emergency Management Agency (FEMA), City personnel have revised this list. **Table 3** compares the hazards in the 2008 EOP to this updated EOP.

Table 3. 2008 and 2017 EOP Hazards

2008 EOP Hazard	2017 EOP Hazard
Fire and Explosions	Fire, Explosion, and Gas Pipeline Hazards
Hazardous Chemical Spills	Hazardous Chemical Spills
Flooding and Coastline Disturbances	Flooding and Coastline Disturbances
Riots and Civil Disturbances	Riots and Civil Disturbances
Tornadoes	Tornadoes, Waterspouts, and Wind Events
Aircraft Accidents	Aircraft Accidents
Marine Oil Spills	Marine Oil Spills
Earthquakes	Earthquakes and Liquefaction
Tsunamis	Tsunamis
War, Nuclear Accidents, and Terrorism	War, Nuclear Accidents, and Terrorism
-	Cyber Attacks

3.1. Hazard Prioritization

Through the hazard identification and refinement process, the City has identified Flooding and Coastline Disturbances as the hazard that may pose the greatest risk to Seal Beach, particularly if a powerful storm occurs in conjunction with high tides. The risks posed by all eleven hazards in this EOP are shown in **Table 4**.

Table 4. EOP Hazards by Risk

Significant Risk	Moderate Risk	Limited Risk
Flooding and Coastline Disturbances	Fire, Explosion, and Gas Pipeline Hazards	Hazardous Chemical Spills
Earthquakes and Liquefaction	Tornadoes, Waterspouts, and Wind Events	Riots and Civil Disturbances
Tsunamis	Aircraft Accidents	
	Marine Oil Spills	
	War, Nuclear Accidents, and Terrorism	
	Cyber Attacks	

3.2. Hazard Descriptions

3.2.1. Flooding and Coastline Disturbances

Flood events occur whenever water covers what is usually considered dry land. They are among the most common types of disasters in California; the state Multi-Hazard Mitigation Plan observes that 63% of the federally declared major disasters in the state between 1954 and 2011 were flood events. As

of the year 2000, Orange County had approximately 1.4 million people living in flood areas, compared to approximately 500,000 for second-ranked Sacramento County.

Floods are generally referred to in terms of years—e.g., a 100-year flood event. This does not mean that a flood of such magnitude will only occur once every 100 years, but rather that there is a 1% chance of it occurring in any given year. It is possible for there to be multiple 100-year flood events within the span of a few years. There are five potential sources of flooding in Seal Beach: heavy localized rain, regional floods, storm channel overflow, infrastructure failure, and high tides in combination with high swells.

Seal Beach on average receives approximately 13 inches of rain each year (although the amount can vary widely in any given year), over 90% of which falls between October and April. On occasion the community can be hit by significant storms, which cause heavy rainfall. El Niño events, which occur when the surface of the eastern tropical Pacific is warmer than normal, often cause increased precipitation in California. Some of the biggest floods in Seal Beach history, including the 1995 flood that caused significant damage to the Leisure World senior citizen community, occurred during El Niño events. Other meteorological phenomena can also result in heavy rainfall with a risk of flooding, including the “atmospheric rivers,” narrow bands of very moist air that are strongly associated with intense winter storms in California. These storm events can cause intense but short-term localized rainfall, resulting in small-scale flooding. Low-lying areas, especially those with inadequate drainage, can be particularly vulnerable to these types of incidents. Regional floods, such as the 1995 El Niño event, can impact large sections of Seal Beach, and may also impact surrounding communities.

Even if precipitation events do not directly cause flooding in Seal Beach, the city may still be vulnerable to overflow from the storm channels that drain large sections of northern Orange County. Heavy rainfall in the areas drained by these channels can create a large surge of water that may overtop the channels, causing localized flooding. Intense storms can also erode these channels, making them more vulnerable to overtopping. Overflow from flood control channels caused flooding in southern Orange County during storms in the winter of 1997–1998. The failure of other types of infrastructure can also result in flooding, often in combination with heavy rainfall events. Pumping stations operated by the City or by the Orange County Flood Control District may be unable to allow for adequate drainage, causing water to build up and create localized flooding. Similar types of flooding can occur when storm drains are overwhelmed and are unable to drain water away fast enough, causing standing water to build in low-lying areas. A partial or complete collapse of a dam can release a large volume of water, creating a flash flood in downstream areas. Seal Beach lies within the inundation zone for the Prado Dam, a 162-foot-high flood control dam on the Santa Ana River located approximately 25 miles from the community.

As a coastal community, Seal Beach is also at risk from coastal flooding (coastline disturbances). This occurs when water levels rise or are pushed high enough to inundate areas that are normally dry. The coastal areas of Seal Beach may be inundated immediately before or during a large storm due to storm surge (large waves pushed ashore by strong winds). Storm surges are often associated with hurricanes,

although any storm event can generate them. Coastal flood events have happened in Seal Beach's recent history, such as coastal street flooding in 2008 and caused minor damage to a building in 2014.

FEMA flood maps indicate that the areas in Seal Beach most vulnerable to 100-year floods are areas adjacent to the San Gabriel River and flood control channels, the main beach, the southeastern end of Electric Avenue, and parts of the Old Ranch Golf Course. The City of Seal Beach identifies a number of potential flooding areas in the community:

- Several parts of downtown/Old Town Seal Beach, including the Pacific Coast Highway near Seal Beach Boulevard, the Pacific Coast Highway near 5th Street, 1st Street, Ocean Avenue, Seal Way, Main Street, and Marina Drive.
- The area around Leisure World, including Westminster Boulevard and Seal Beach Boulevard.
- The Pacific Coast Highway near the San Gabriel River.
- The College Park East neighborhood in northern Seal Beach, adjacent to the Joint Forces Training Base in Los Alamitos, and including Interstate 405 and the northern parts of Seal Beach Boulevard.
- The College Park West neighborhood near the San Gabriel River and Interstate 405.
- The Bridgeport area.

3.2.2. Earthquakes and Liquefaction

An earthquake is the shaking of the ground, frequently caused by stresses and strains in the earth's crust. They are most commonly connected with faults, which are areas where large sections of the crust, known as tectonic plates, are moving against each other. Friction causes the plates to get stuck and build up stress until the stress is strong enough to overcome the friction, causing the plates to slip and move rapidly. The release of energy from this sudden plate movement is what we perceive as an earthquake. Deformation and accumulated stress can cause faults and earthquakes to occur over a much broader area than the precise boundary between the plates.

In California, the Pacific and North American plates are sliding horizontally past each other along the boundary line known as the San Andreas Fault, creating what is known as a "strike-slip" fault. Most of the state lies on the North American plate, although the coastal areas of Central and Southern California, including Seal Beach, are on the Pacific Plate. The stress along the San Andreas Fault has created thousands of recognized faults throughout the state.

Earthquakes are measured using two scales: the Mercalli intensity scale and the modified moment magnitude scale (commonly known as the Richter scale). An approximate comparison of the two scales is given in **Table 5**.

Table 5. Comparison of Mercalli Intensity and Moment Magnitude Scales

Mercalli rating	Description	Richter comparison
I	Instrumental: Not felt by people, except by a very few under especially favorable circumstances.	1 to 2
II	Weak: Felt only by a few persons at rest, especially on the upper floors of buildings. Delicately suspended objects may swing.	2 to 3
III	Slight: Felt quite noticeably indoors, especially on upper floors of buildings, but many people do not recognize it as an earthquake. Vibration like a passing truck. Duration estimated.	3 to 4
IV	Moderate: During the day felt indoors by many, outdoors by a few. At night some awakened. Dishes, windows, doors disturbed; walls make cracking sound. Sensation like heavy truck striking building. Standing vehicles rocked noticeably.	4
V	Rather Strong: Felt by nearly everyone, many awakened. Some dishes, windows, etc. broken. A few instances of cracked plaster, unstable objects overturned. Disturbances of trees, poles, and other tall objects sometimes noticed. Pendulum clocks may stop.	4 to 5
VI	Strong: Felt by all, many frightened and run outdoors. Some heavy furniture moved; a few instances of fallen plaster or damaged chimneys. Damage slight.	5 to 6
VII	Very Strong: Everybody runs outdoors. Damage negligible in building of good design and construction; slight to moderate in well-built ordinary structures; considerable in poorly built or badly designed structures; some chimneys broken. Noticed by persons driving vehicles.	6
VIII	Destructive: Damage slight in specially designed structures; considerable in ordinary substantial buildings with partial collapse; great in poorly built structures. Panel walls thrown out of frame structures. Fall of chimneys, factory stacks, columns, monuments, walls. Heavy furniture overturned. Sand and mud ejected in small amounts. Changes in well water. Persons driving vehicles disturbed.	6 to 7
IX	Violent: Damage considerable in specially designed structures; well-designed frame structures thrown out of plumb; great in substantial buildings, with partial collapse. Buildings shifted off foundations. Ground cracked conspicuously. Underground pipes broken.	7
X	Intense: Some well-built wooden structures destroyed; most masonry and frame structures destroyed with foundation; ground badly cracked. Rails bent. Landslides considerable from river banks and steep slopes. Shifted sand and mud. Water splashed (slopped) over banks.	7 to 8
XI	Extreme: Few, if any, masonry structures remain standing. Bridges destroyed. Broad fissures in ground. Underground pipes completely out of service. Earth slumps and land slips in soft ground. Rails bent greatly.	8
XII	Catastrophic: Damage total. Practically all works of construction are damaged or destroyed. Waves seen on ground surface. Lines of sight and level are distorted. Objects are thrown upwards into the air.	8 or greater
Source: Seal Beach General Plan		

Seal Beach has been struck by two major earthquakes in relatively recent memory: the 1933 Long Beach earthquake (6.3 on the Richter scale) and the 1994 Northridge earthquake (6.8 on the Richter scale). There are three faults within 60 miles of Seal Beach that are capable of producing significant earthquakes: the Newport-Inglewood Fault zone, the Whittier-Elsinore Fault zone, and the Palos Verdes Fault zone.

- The Newport-Inglewood Fault zone, the second-most active fault in California, is made up of three distinct segments and several faults and fractures. It extends from the Santa Monica Mountains to Newport Beach; one segment of the fault zone, the Seal Beach Fault, runs through the southern portion of Seal Beach. The largest known earthquake along this fault was the 1933 Long Beach Earthquake. A number of smaller earthquakes, measuring approximately 3 to 5 on the Richter scale, have occurred in more recent years. The Southern California Earthquake Center estimates a major rupture along the Newport-Inglewood Fault would produce an earthquake with a probable magnitude of 6.0 to 7.4 on the Richter scale.
- The Whittier-Elsinore Fault zone runs from near the California-Mexico border to the Chino Hills region. The Whittier Fault is the closest segment to Seal Beach, approximately 16 miles from the community, although the branches most likely to affect Seal Beach are the Glen Ivy North and Glen Ivy South Faults, approximately 20 to 25 miles away. The last major earthquake along this fault occurred in 1910 and measured 6.0 on the Richter scale, although the fault has largely been quiet in recorded history. The Elsinore Fault zone is estimated to experience a major rupture approximately 250 years, capable of producing events measuring 6.5 to 7.5 on the Richter scale according to the Southern California Earthquake Center.
- The Palos Verdes Fault zone extends from San Pedro to the Coronado Banks area off the coast of San Diego, passing approximately 15 miles offshore from Seal Beach. The Southern California Earthquake Center estimates that a major rupture along the fault zone may produce an earthquake with a magnitude of 6.0 to 7.0 or potentially greater on the Richter scale, although the geometries of the fault zone may only allow a partial rupture at any given time.

A handful of other faults are located a greater distance away, but are capable of producing a major earthquake that could affect Seal Beach.

- The San Andreas Fault, the largest and most well-known of California's faults, runs from Cape Mendocino in Northern California to the Salton Sea in Riverside and Imperial Counties. It lies approximately 65 miles east of Seal Beach at its closest point. The San Andreas Fault was responsible for a number of earthquakes, including the 1906 San Francisco earthquake which sparked fires that destroyed much of the city, and the 1989 Loma Prieta earthquake that killed 63 people in Northern California. The time between significant ruptures varies significantly on different parts of the fault, from under 20 years to over 300 years. The Southern California Earthquake Center estimates that a major rupture would likely result in an earthquake between 6.8 and 8.0 on the Richter scale.

- The San Jacinto Fault zone extends from San Bernardino southward to the Superstition Hills below the Salton Sea, approximately 50 miles northeast of Seal Beach at its closest point. The last major event caused by this fault was the 1968 Borrego Mountain earthquake, which registered 6.5 on the Richter scale, although damage was limited due to the remote location. The Southern California Earthquake Center estimates that the various segments of the San Jacinto Fault zone experience a rupture every 100 to 300 years, with probable magnitudes of 6.5 to 7.5 on the Richter scale.

Major earthquakes along any of these faults could cause significant damage to Seal Beach. This is not a complete list of the faults capable of producing an earthquake which may affect the community. There is also a risk from faults which have not yet been discovered; the 1994 Northridge earthquake, which killed approximately 60 people and resulted in more than \$20 billion in estimated damage, happened along a previously undiscovered fault. The City has also identified an ocean fault or ridge directly off the shore of Seal Beach that could cause an earthquake.

In addition to the direct damage caused by the shaking of the ground, earthquakes can contribute to a hazard called liquefaction, which occurs when the force of the earthquake causes groundwater to mix with the soil. The soil temporarily becomes a fluid, which can cause buildings and other structures built on or in it (e.g., water pipes or natural gas lines) to tilt or collapse. Liquefaction can also occur independent of an earthquake if another sudden and significant stress is applied to the soil. Seal Beach sits above a fairly high groundwater table, making liquefaction an issue of concern, particularly as most of the buildings in the community are in areas of elevated liquefaction potential and were built prior to 1970, increasing the risk that they are structurally unsound. The Safety Element of the Seal Beach General Plan identifies the Naval Weapons Station and the northern parts of the community as being at a heightened risk of liquefaction.

Earthquakes can also result in landslides, either directly as a result of ground shaking or indirectly when the soil acquires a more fluid consistency as a result of liquefaction. Although the topography of Seal Beach makes landslides unlikely throughout much of the community, it is an issue of concern in the steep slope areas adjacent to Gumgrove Park and the "Hill" Residential Tract. The shaking from an earthquake or the indirect damage caused by one (e.g., liquefaction or landslides) can rupture power and natural gas lines, sparking fires. They can result in hazardous materials spills if containers are broken, and flooding can result from breaks in water pipes or flood control infrastructure.

3.2.3. Tsunami

A tsunami is a wave caused by the displacement of land along the shore or bottom of a large body of water. Earthquakes, volcanoes, and landslides are among the possible causes of a tsunami. They can travel at speeds of up to 500 to 600 miles, but may be barely perceptible in the open ocean. When the wave approaches shallow water, it compresses and grows in height, sometimes to over 50 feet high. Tsunamis resemble a wall of water or a rapidly rising tide more than a typical wave, and can cause significant damage to coastal areas. Many tsunami events feature multiple waves, and a single tsunami incident may last for hours. In some instances, the initial tsunami wave is not the largest or most

destructive. The risk posed by a tsunami may be exacerbated if one occurs during other coastal flooding events, such as an abnormally high tide or a powerful storm surge.

Approximately 80% of the world's tsunamis occur in the Pacific Ocean, making them a potential threat to coastal California communities. Tsunamis do lose energy as they travel, but they are nevertheless capable of affecting communities thousands of miles away from the event that triggered the tsunami. The 2011 Tōhoku earthquake in Japan, which occurred approximately 5,000 miles from California, triggered a tsunami that sunk a number of boats in Santa Cruz and Crescent City and damaged the harbor infrastructure in these communities. The state Multi-Hazard Mitigation Plan estimated that the tsunami caused \$48 million in damages in the state. Local earthquakes, as well as those in Alaska, Japan, and South America, may cause tsunamis that affect Seal Beach. A 1964 earthquake measuring 9.2 on the Richter scale in Alaska's Prince William Sound caused a tsunami that damaged boats as far south as Los Angeles and created a surge of water up to 4-5 feet high in Orange County harbors. Low-lying coastal areas face the greatest threat from a tsunami. An analysis by the California Office of Emergency Services found that the Seal Beach National Wildlife Refuge and the parts of the community below the Pacific Coast Highway are at risk of inundation from tsunamis, including the downtown/Old Town area.

Although tsunamis do travel very fast, advance warning of one is likely unless the event triggering the tsunami occurs extremely close to Seal Beach. If the tsunami is triggered by a local source, the city's Tsunami Evacuation Playbook anticipates a 10- to 30-minute travel time and identifies a wave height of 2 to 8 feet above sea level for various tsunami scenarios. A tsunami triggered by a distant source could reach Seal Beach in as little as two hours and as much as 13 hours, and could generate waves of up to 14 feet.

3.2.4. Fire, Explosion, and Gas Pipeline Hazards

The California Multi-Hazard Mitigation Plan observes that California is one of the most fire-prone areas in the world. A number of major fires have affected Orange County in recent years, including the 1993 Laguna Beach fire, the 2007 Santiago Fire near Irvine and Orange, and the 2008 Freeway Complex Fire near Yorba Linda. The risk of fires can be exacerbated by a number of conditions. Droughts can cause plants to die and dry up, making them a potential fuel source. The Santa Ana winds (hot and dry winds originating in the high desert), can cause flames to spread rapidly. Complex topography can also cause fires to spread more rapidly than on flat ground, and can make access to the fire site difficult.

Fires may also be associated with explosions, wherein the intense heat and pressure from the explosion ignites material and scatters it over a wide area, potentially setting other flammable materials ablaze. Such explosions may occur deliberately as an act of terrorism, or may result from the accidental failure of storage tanks or pipelines containing flammable and/or explosive material. In 2010, a large natural gas pipeline under the San Francisco Bay Area community of San Bruno ruptured and exploded, releasing a large volume of natural gas which subsequently ignited. The accident killed eight people and injured 66, destroyed 38 homes, damaged an additional 70, and created a large crater.

Seal Beach is an urbanized community and is not adjacent to any wildland areas. As a result, the risk of wildfires in Seal Beach is very low. Fires that do occur are very likely to be structural blazes. These fires can be caused by electrical faults, unattended cooking appliances, and combustible or flammable materials left too close to a heat source, among others. Building proximity and density, road network design, and industrial activity or other large sources of flammable materials can all affect how quickly a fire spreads and how quickly emergency responders can reach the area.

According to the California Energy Commission and the Orange County Fire Authority, a natural gas transmission pipeline owned by the Southern California Gas Company extends along most of Interstate 405 in Seal Beach and connects to the large natural gas compression and metering facility located near the San Gabriel River north of 2nd Street, just outside the city limits. A second major natural gas pipeline runs south from Interstate 405 along Seal Beach Boulevard, Bolsa Avenue, and the Pacific Coast Highway. The Orange County Fire Authority also reports two crude oil pipelines in Seal Beach: one owned by Plains All American that runs the length of the community underneath Seal Beach Avenue, and a second owned by DCOR that runs from the Pacific Coast Highway near the western border of the city to an offshore terminus. While these lines are at risk from seismic activity or other structural damage, the greatest danger to them is being accidentally broken by construction activity.

3.2.5. Tornadoes, Waterspouts, and Wind Events

Tornadoes are columns of air reaching from the surface of the earth to clouds, usually cumulonimbus clouds (thunder clouds), that rotate at high speeds. They occur when rapidly descending air drags a rotating area of a thunderstorm downward from the clouds. This process can create an intensely rotating funnel of strong winds, which is officially classified as a tornado when it reaches the ground.

California is occasionally affected by tornadoes, although significantly less in magnitude and frequency than the Midwest and southern United States. The intensity of tornadoes is measured on the Enhanced Fujita scale, shown in **Table 6**.

The California Multi-Hazard Mitigation Plan observed that 316 tornadoes struck the state between 1950 and 2006: 2008 (66%) were classified as F0, 84 (27%) were classified as F1, 22 (7%) were classified as F2, and 2 (less than 1%) were classified as F3. One of the F3 tornadoes affected Orange County in February of 1978, injuring six people. In California, the primary risk of tornadoes is light to moderate structural damage, destruction of mobile homes, and injuries caused by light airborne objects.

A related phenomenon, known as a waterspout, is a rapidly spinning column of air that occurs over water. Although some waterspouts are “tornadic,” forming as a result of the same process that creates tornadoes and are therefore essentially a tornado that forms over water, most are “non-tornadic” and are created by a different meteorological process. These non-tornadic waterspouts are usually short-lived and relatively weak compared to a tornado, often rating no higher than F0 on the Enhanced Fujita scale. However, they can pose a threat to boats and swimmers. Waterspout sightings occur occasionally off the coast of Seal Beach and surrounding communities.

Table 6. Enhanced Fujita Scale

Rating	Wind speeds (mph) ¹	Description
F0	65 – 85	Light damage: Some damage to chimneys. Branches broken off trees. Shallow-rooted trees pushed over. Sign boards damaged.
F1	86 – 110	Moderate damage: Peels surface off roofs. Mobile homes pushed off foundations or overturned. Moving vehicles blown off roads.
F2	111 – 135	Considerable damage: Roofs torn off frame houses. Mobile homes demolished. Boxcars overturned. Large trees snapped or uprooted. Light-object missiles generated. Cars lifted off ground.
F3	136 – 165	Severe damage: Roofs and some walls torn off well-constructed houses. Trains overturned. Most trees in forest uprooted. Heavy cars lifted off the ground and thrown.
F4	166 – 200	Devastating damage: Well-constructed houses leveled. Structures with weak foundations blown away some distance. Cars thrown and large missiles generated.
F5	Over 200	Incredible damage: Strong frame houses leveled off foundations and swept away. Automobile-sized missiles fly through the air in excess of 100 meters. Trees debarked. Incredible phenomena will occur.
1: As measured in a three-second gust. These speeds are estimates based on the type of damage, not observed measurements. Source: NOAA Storm Prediction Center, http://www.spc.noaa.gov/efscale/		

Beyond tornadoes and waterspouts, high winds can also pose a threat to communities. While wind events can directly damage property (e.g., blowing the roof off of a building), damage from wind events is more commonly indirect, such as spreading or intensifying wildfires, creating airborne debris, knocking over trees, or contributing to other situations that may pose a risk to safety and property. Severe winds may occur as part of a storm system, where the differences in pressure and temperature within the storm system can create strong gusts, or as an independent event. From 1950 to 2012, California has made three emergency declarations related to wind (not including disasters for storms or tornadoes). Wind intensity is measured in the Beaufort scale, shown in **Table 7**.

In the coastal areas of Southern California, severe winds called the Santa Ana winds are a fairly frequent occurrence. These winds are created by areas of high atmospheric pressure east of California, in the Great Basin area and northern Mojave Desert, both of which sit at a higher elevation. The high pressure forces the air out of this region toward the California coast. As the air descends from the high desert to sea level, it heats up and dries out. Santa Ana winds are capable of achieving very high wind speeds; gusts of 70-80 mph or higher can occur. There are other winds caused by different but similar mechanisms, including the Diablo winds in the San Francisco Bay Area and the Sundowner winds in the Santa Barbara region. The Santa Ana winds and similar phenomena can increase the risk of fires due to their dryness and high speeds, and they are often a factor in California's major wildfires.

Table 7. Beaufort Scale

Beaufort number	mph	Description
0	Up to 0.7	Calm: Smoke rises vertically.
1	0.7-3.4	Light air: Smoke drifts. Leaves and wind vanes are still.
2	3.4-7.4	Light breeze: Leaves rustle and wind vanes move.
3	7.4-12.2	Gentle breeze: Leaves and small twigs constantly move. Light flags are extended.
4	12.2-17.9	Moderate breeze: Dust and loose paper are airborne. Small branches move.
5	17.9-24.1	Fresh breeze: Moderate-size branches move. Small trees sway.
6	24.1-31	Strong breeze: Large branches move.
7	31-38.4	High wind, moderate gale, or near gale: Whole trees are in motion. Walking against the wind requires effort.
8	38.4-46.3	Gale or fresh gale: Some twigs broken off trees. Cars swerve on roads.
9	46.3-54.8	Strong gale: Branches break off trees and small trees are blown over.
10	54.8-63.6	Storm or whole gale: Trees are uprooted. Structural damage likely.
11	63.6-72.9	Violent storm: Widespread vegetation and structural damage.
12	Above 72.9	Hurricane: Severe and widespread damage to vegetation and structures. Debris and unsecured objects become airborne.
Source: https://en.wikipedia.org/wiki/Beaufort_scale		

3.2.6. Aircraft Accidents

Accidents involving aircrafts are capable of causing considerable injuries and property damage, particularly if one occurs in or over a densely populated or busy area. Such accidents may occur as a result of an aircraft landing or departing an airfield, a mid-air accident, or a collision between multiple aircraft. In addition to the force of an impact from a crash or falling debris, an aircraft accident may also ignite aircraft fuel or other flammable materials, sparking fires.

There are no active commercial airfields in Seal Beach, and operations at the Naval Weapons Station Seal Beach facility do not currently involve aircraft use. However, Seal Beach does receive regular aircraft flyovers due to its proximity to Long Beach Airport (approximately 4 miles away), the Orange County Airport in Santa Ana (approximately 10 miles away), and the military Joint Forces Training Base adjacent to Seal Beach in the City of Los Alamitos. In 2004, a small plane crashed between two homes in the College Park West neighborhood after taking off from the Torrance Municipal Airport (approximately 14 miles away), killing the pilot. Additionally, small aircraft have made emergency landings on the beach area of Surfside.

3.2.7. Marine Oil Spills

A marine oil spill involves the release of crude oil or derivative products (such as gasoline) into the ocean as a result of human activities; it does not include natural oil seeps. These spills can be released from oceanic sources such as offshore drilling rigs. Alternatively, a spill on land from a pipeline, tanker truck, storage container, or other source may enter a river or flood control channel, transporting the oil into the ocean. Regardless of the source, marine oil spills can have significant impacts on human health and biological resources. Such events can also cause substantial economic hardship for communities dependent on industries that may be affected by an oil spill, such as fishing or tourism. Despite extensive cleanup operations, spilled oil can persist in the environment for years; a 2014 report by the National Oceanic and Atmospheric Administration observed that 25 years after the 1989 *Exxon Valdez* oil spill in Alaska's Prince William Sound, pockets of minimally degraded oil were still being discovered. Additionally, in 2015 there was an occurrence of "tar balls" that washed up on the beach area south of the Pier.

Oil and derivative products are produced and distributed throughout California, making much of the state vulnerable to an oil spill. The California Multi-Hazard Mitigation Plan identifies a number of major marine oil spills in the state's history, including a 1969 blowout that occurred at Union Oil's Platform A off the coast of Santa Barbara, causing oil to escape from multiple cracks in the ocean floor. Approximately 3 million gallons of oil leaked into the ocean before it was eventually capped, and small traces of oil continue to seep from the site to this day. The oil spill contaminated 35 miles of coastline and was a catalyst for the modern environmental movement.

There are approximately 1,000 active oil wells in Orange County producing over 4 million barrels of oil annually, according to California's Department of Conservation. Oil production occurs within the limits of Seal Beach, including a pad of 10 oil wells in the middle of the Seal Beach National Wildlife Refuge. Oil drilling is also carried out in the neighboring cities of Long Beach and Huntington Beach, and offshore in both state and federal waters. The high concentration of oil production and transportation activities in and around Seal Beach contributes to the risk of an oil spill. In 1990, the American Trader oil tanker spilled over 400,000 gallons of oil off the coast of Seal Beach and washed ashore along the Huntington Beach and Newport Beach coastline. A further threat is also from Oil Platform Esther that operates just off the coastline of Seal Beach.

3.2.8. War, Nuclear Accidents, and Terrorism

A war emergency could occur if armed conflict breaks out between the United States and one or more other nations. Wars may be formally declared by Congress, or Congress may instead authorize the use of military force without an official declaration. Additionally, some presidents have deployed military forces for use in armed conflict without congressional authorization. In a war emergency, US territory would face a military attack by another nation. The last official act of war on US soil by a warring country occurred during World War II, when Japanese forces conducted a handful of isolated attacks against Pacific Coast communities. Although acts of terror may be sponsored directly or indirectly by other nations, they are generally not considered acts of war. Any act of war may involve firearms, explosives, or other "conventional" tactics. There is a remote possibility that such acts may involve the

use of nuclear/radiological, chemical, biological, or high-yield explosive weapons (collectively known as weapons of mass destruction, or WMDs).

The likelihood of future wars occurring is extremely difficult to predict, as it depends on complex geopolitical situations and chains of events that cannot usually be forecasted well in advance. However, in general, the US has been relatively safe from war-related emergencies; beyond the attacks by Japan during World War II, the only other war incidents on US soil have been attacks by British forces during the American Revolution and the War of 1812, the American Civil War, and an attack by the Mexican revolutionary Pancho Villa in 1916. During a period of conflict between the US and another nation, Seal Beach and surrounding areas may potentially be the target of a foreign attack, but the risk is unknown and unknowable.

Nuclear accidents, as the name suggests, is the accidental release of radioactive material. While such accidents are rare, they are generally the result of the rupturing of a structure or vessel containing radioactive material. In theory, a nuclear accident may also include the accidental detonation of a nuclear weapon (such an accident would be called a “nuclear event,” as opposed to a “radiological event,” in which radiation is released but there is no nuclear explosion), but there are no known instances of such an accident happening.

One potential source of radioactive material is nuclear generating stations. The nearest nuclear generating facility is the San Onofre Nuclear Generating Station (SONGS), located approximately 45 miles south of Seal Beach. SONGS was retired in 2013 and has not produced any electricity since 2012, although spent nuclear waste is stored on-site. Seal Beach lies outside of the 10-mile Emergency Planning Zone and 20-mile Public Education Zone around SONGS, meaning that people in the community are not expected to be exposed to dangerous levels of radiation in the event of an accidental release of material from the facility itself. Other potential sources of radioactive material include medical/research and industrial equipment. Accidents involving vehicles or trains carrying radioactive material in or near the community may also result in radiation exposure.

Terrorism is the use or threat of force against persons and/or property to intimidate the population and government in order to achieve a particular political or social objective. In the US, acts of terror are frequently perceived as being conducted by foreign individuals and groups, although a majority of terrorist attacks in the US are carried out by American citizens. The line between an act of terror and an act of war can be murky, although acts of war are typically carried out by government authorities (e.g., members of a national military), whereas terrorists are not often official government agents (although they may be sponsored by a national government). Terrorist acts in the US and globally are usually carried out with conventional tactics. The use of WMDs in a terrorist act is not unprecedented, but is extremely rare.

Given the variety of potential targets and the objectives of the terrorists, there is no location that is completely safe from terrorism. Terrorist attacks can be conducted against prominent buildings such as

government offices or corporate headquarters, but can also be carried out against lower-profile facilities such as private homes and houses of worship. The California Multi-Hazard Mitigation Plan identifies a number of key statewide pieces of infrastructure that are considered vulnerable to terrorism:

- Water storage and transportation facilities, including dams, canals, and levees
- Transportation infrastructure (roads, airports, railways, bridges, etc.)
- Agricultural operations
- Oil and natural gas facilities, including refineries, shipping terminals, and pipelines
- Electricity generation and transmission/distribution infrastructure
- Seaports
- Chemical manufacturing and storage locations

Recent examples of terrorism in the Southern California area include a shooting at the El Al ticket counter in Los Angeles International Airport in 2002 and the detonation of pipe bombs in the lobby of a federal courthouse in San Diego in 2008, and a shooting at governmental offices in the City of San Bernardino in 2015. Further, military bases are vulnerable to “lone wolf” terrorist attacks. As such, the Seal Beach Naval Weapons Station conducts regular trainings to address this potential threat.

3.2.9. Cyber Attacks

A cyber-attack is any act to disrupt or destroy a computer network. It may include a virtual attack against the network’s software (e.g., introducing a computer virus), or it may be a physical attack against the network’s infrastructure. Cyber-attacks may be carried out by government forces, various non-state groups (including terrorist organizations), and unaffiliated individuals. These acts may also involve attempts to alter, steal, or delete data stored on a computer network. Many high-profile cyber-attacks involve the theft of personal information, such as financial accounts or Social Security numbers, from major retailers and financial institutions. A cyber-attack may be meant to accomplish a political, social, or economic objective, or it may be a simple malicious act without any specific intent.

Cyber-attacks are still an emerging threat, but are becoming increasingly sophisticated. Cyber-attacks are usually carried out against national government agencies and large companies, but they may also target state or local governments, smaller companies, nonprofit organizations, and individuals. The most likely targets in Seal Beach of a cyber-attack are major agencies and companies with a presence in the community, such as the US Navy and Boeing. Individuals and smaller businesses in Seal Beach may be the indirect victims of cyber-attacks that involve the theft of personal information.

3.2.10. Hazardous Chemical Spills

The City of Seal Beach General Plan refers to the California Health and Safety Code to define hazardous materials as a “material that, because of its quantity, concentration, or physical or chemical characteristics, poses a significant present or potential hazard to human health and safety or to the environment if released into the workplace or the environment.” This includes flammable or corrosive

materials, toxins, and unstable or dangerously reactive materials. Natural gas, radioactive materials, and petroleum are discussed separately.

Hazardous chemicals and other dangerous materials can be accidentally released in any number of ways. They may be released indirectly in other emergency situations, when pipes or containment vessels carrying the materials are damaged or destroyed by disasters such as an earthquake or flood. The California Multi-Hazard Mitigation Plan notes that the 1994 Northridge earthquake led to over 15,000 natural gas leaks and 60 hazardous materials releases requiring off-site response. Evidence from the earthquake suggests that hazardous materials can be released even if the building they are contained in suffers minimal damage.

Transportation accidents involving vehicles carrying hazardous materials can be another opportunity for accidental release. Such accidents can occur with all modes of transportation, including road vehicles, trains, aircraft, and ships. One of the most prominent state examples of a transportation accident occurred in 1973 near Sacramento, when a freight train entered the rail yard in the City of Roseville. A brake accident caused a wooden boxcar carrying 250-pound bombs to ignite, setting off a series of explosions that destroyed the rail yard.

The risk of hazardous materials release can also result from accidents at stationary facilities, such as a factory or refinery. Such accidents can occur from human error, malfunctioning or broken equipment, or a combination of both. In 2012, a series of explosions and fires at a refinery in the Bay Area community of Richmond caused thousands of area residents to seek shelter. In 2015, an explosion at a refinery in Torrance injured two workers, and spread debris and ash throughout the community.

In Seal Beach, the greatest risk of exposure to hazardous materials is likely to come from household cleaning products and chemicals used in commercial operations such as dry cleaning and vehicle servicing. Releases of these materials are likely to be relatively small, although significant releases are possible and the relative ubiquity of these materials increases the risk of an accident. Further, the Seal Beach Naval Weapons Station houses military ordinance which may contain hazardous materials.

Hazardous materials are frequently transported on freeways that pass through or near Seal Beach, including Interstate 405, Interstate 605, and State Route 22. Some materials are also transported along the Pacific Coast Highway and on Seal Beach Boulevard. The only rail lines in Seal Beach are located on the Naval Weapons Station and do not pass through the community, although residents and businesses may be affected by a rail accident on the station involving a release of hazardous materials. Given the close proximity to commercial and military air fields, there is a risk of hazardous materials being released from an aircraft accident. Ships carrying hazardous materials also pass off the coast of Seal Beach and may dock at the Naval Weapons Station.

3.2.11. Riots and Civil Disturbances

A civil disturbance is the significant and spontaneous disruption of orderly conduct or activities, which may include rioting (a form of civil disturbance in which violence is directed against individuals and/or property). It can be triggered by particular events, such as the outcome of a trial or the results of a

sports game, or may be the result of long-term dissatisfaction with authority figures. Financial system collapse may also bring about civil disturbances. Civil unrest is generally distinguished from other disruptive events by the fact that normal public safety authorities cannot address the situation on their own, but are often compelled to bring in additional resources. During times of civil unrest, properties in the community may be at risk of fire, looting, or other damage. The unstable and sometimes violent nature of civil unrest events can create risk of personal injury to participants, police officers and other safety officials, and members of the public who are not involved.

Civil unrest events have occurred before in the area. Riots in the Watts neighborhood of Los Angeles during August 1965 killed over 30 people and damaged or destroyed close to 1,000 buildings. In 1992, riots following the acquittal of police officers accused of beating Rodney King killed 53 people and caused an estimated over \$1 billion in property damage, mostly in South Central Los Angeles. Smaller-scale riots have occurred more recently, including an event in July 2013 in Huntington Beach.

3.3. Critical Facilities

A critical facility is a building or site that is important to meet community needs and provide government services. These facilities can include local government buildings and sites, private facilities, and key pieces of infrastructure. Critical facilities help provide basic needs and ensure continuity of government functions following an emergency. A list of the critical facilities in Seal Beach is shown in **Table 8.**

Table 8. Critical Facilities in Seal Beach

Name	Address	Function
1 st Street Well	10 B Ocean Avenue	Sewage pump station
8 th Street Parking Lot	8 th Street and Ocean Avenue	Sewage pump station and generator station for lifeguard headquarters
Almond Park	4600 Almond Avenue	Public park – care, shelter, and reception area
Arbor Park	4665 Lampson Avenue	Public park – care, shelter, and reception area
Aster Park	Aster Street and Candleberry Avenue	Public park – care, shelter, and reception area
Bluebell Park	Almond Avenue and Bluebell Street	Public park – care, shelter, and reception area
Boeing Station	2710 Seal Beach Boulevard	Sewage pump station
Bolsa Chica Well	3333 Bolsa Chica Road	Water well
City Hall	211 8 th Street	Government building
Corsair Park	Corsair Way	Public park – care, shelter, and reception area
Edison Park	99 College Park Drive	Public park – care, shelter, and reception area
Eisenhower Park	Ocean Avenue and Main Street	Public park – care, shelter, and reception area
Fire Station 44	718 Central Avenue	Fire station

Name	Address	Function
Fire Station 48	3131 North Gate Road	Fire station and backup emergency operations center
Gumgrove Park	Crestview Drive and Avalon Avenue	Public park – care, shelter, and reception area
Heather Park	Heather Street and Lampson Avenue	Public park – care, shelter, and reception area
Lampson Well	4307 Lampson Avenue	Water well
Leisure World Clubhouse 1	1880 Golden Rain Road	Community building
Leisure World Clubhouse 2	13681 El Dorado Drive	Community building
Leisure World Clubhouse 3	1421 Northwood Road	Community building
Leisure World Clubhouse 4	1419 Northwood Road	Community building
Leisure World Clubhouse 5	1661 C Golden Rain Road	Community building
Leisure World Clubhouse 6	1661 E Golden Rain Road	Community building
Leisure World Healthcare Center	1661 Golden Rain Road	Health care facility
Leisure World Well	2700 North Gate Road	Water well
Lifeguard Headquarters	888 Ocean Avenue	Marine safety building
Marina Park and Community Center	151 Marina Drive	Community building and public park – care, shelter, and reception area
Mary Wilson Library	707 Electric Avenue	Library, senior center, and community building
McGaugh School	1698 Bolsa Avenue	Elementary school
Naval Weapons Station Seal Beach	800 Seal Beach Boulevard	Military installation
North Seal Beach Community Center	3333 St. Cloud Drive	Community building
Police substation	820 Ocean Avenue	Police Department facility
Public Works Station	Electric Avenue and Seal Beach Boulevard	Sewage pump station
Public Works Yard	1776 Adolfo Lopez Drive	Equipment storage and sewage pump station
Schooner Park	Schooner Way and Dory Way	Public park – care, shelter, and reception area
Seal Beach Ocean Pier	800 Ocean Avenue	Public fishing pier
Seal Beach Police Department	911 Seal Beach Boulevard	Police Department headquarters and primary emergency operations center
Seal Beach Tennis Center	3900 Lampson Avenue	Community building and sheltering area
Station 35	200 Seal Beach Boulevard	Sewage pump station
Sunset Aquatic	2901 Edinger Avenue	Sewage pump station
Water reservoir	3101 North Gate Road	Water storage
Water reservoir	Naval Weapons Station Seal Beach	Water storage
West End Pump	43 ½ Riversea Road	Storm drain pump

Name	Address	Function
Zoeter Field	12 th Street and Landing Avenue	Public park – care, shelter, and reception area

Like any other building or structure, critical facilities can be damaged in an emergency situation. Because of their importance to the community, these facilities should be repaired to full functionality as soon as possible. In 2014, high winds destroyed a cover on one of the city's water reservoirs, resulting in a full renovation to the facility.

4. Concept of Operations

This EOP is intended to address a broad spectrum of events, from relatively minor incidents to full-scale disasters. Some emergencies, such as flooding or tornadoes, can be forecasted in advance or with enough notice to allow City staff and members of the public to take steps to reduce injury and death, property damage, and environmental effects. Other emergencies, such as earthquakes or aircraft crashes, can occur with little or no warning; in these instances the activation of the EOP and mobilization and deployment of emergency response personnel and resources must occur immediately. All municipal departments and staff must be available to respond quickly and effectively in order to manage the emergency and accomplish three key goals:

- Provide effective measures to reduce injury and death, property damage, and environmental impacts.
- Provide for a rapid and complete recovery for affected businesses and local services.
- Provide documentation and records as necessary for cost recovery efforts.

4.1. Emergency Management Cycle

There are four phases to emergency response: mitigation, preparation, response, and recovery. The cycle is continuous; mitigation and preparation occur even where there are no emergency response and recovery efforts. Some phases can occur concurrently; for example, a community can begin recovery efforts while response operations are ongoing.

4.1.1. Mitigation

Mitigation, also known as prevention, occurs before emergencies occur and can also be part of the post-disaster recovery efforts. In this phase, the community seeks to reduce the risk of an emergency occurring, or to reduce the impacts of a disaster if one does occur. The goal is to reduce long-term vulnerability to hazards, and by extension, to decrease the need for emergency response. Examples of mitigation efforts include retrofitting older buildings to improve earthquake resistance and replacing old storage tanks for hazardous materials.

4.1.2. Preparation

Preparation for emergencies involves working to ensure that, when disasters do occur, the City and community members are able to respond effectively. These actions include planning, organizing, equipping, and training to enhance response capabilities. This EOP details how the City of Seal Beach will prepare for emergencies, including outlining the types of actions that should be taken, how training will be conducted, and which staff positions are responsible.

4.1.3. Response

Response is the mobilization and deployment of emergency services and first responders once a disaster hits or when a potential disaster is imminent. The City is responsible for helping to ensure that response staff has the appropriate information and equipment to minimize injuries, deaths, and damage to property and the environment. The disaster response will be coordinated through activation and operation of the Emergency Operations Center (EOC), as specified in this EOP.

4.1.4. Recovery

Recovery efforts involve restoring the community to its pre-disaster state (or beyond). It includes repairing and rebuilding any damaged or destroyed structures, returning key services such as utilities and City functions to full operation, and continuing to provide support such as temporary housing and financial assistance to residents and businesses affected by the disaster. Recovery efforts can be fairly short or can take several years, depending on the scope of the incident. These efforts often require collaboration between federal, state, and local officials, as well as private businesses and nonprofit organizations.

4.2. Mitigation

After a disaster event, repair and reconstruction activities commonly return the community to pre-disaster conditions. While this is usually the easier approach and may help signify a return to normality by restoring the area in a manner that people are used to, it does nothing to make the community less vulnerable to future disaster events. As a result, simply returning the community to pre-disaster conditions often creates a cycle of damage and reconstruction. To break this cycle, communities can adopt hazard mitigation efforts, which work to ensure that post-disaster repairs and reconstruction activities improve resiliency to future disasters rather than perpetuating status quo conditions. Disasters can never be entirely prevented, but their effects can be reduced through preparedness activities, mitigation projects, and public education and awareness campaigns. Mitigation efforts also reduce the demand on the City's disaster response and recovery capabilities.

4.3. Emergency Preparedness

Preparedness is a continuous cycle of planning, organizing, training, equipping, exercising, evaluation and improvement activities to ensure effective coordination and the enhancement of capabilities. The overarching goal for emergency preparedness in the City of Seal Beach is aligned with the National Preparedness Goal which states succinctly: "A secure and resilient nation with the capabilities required across the whole community to prevent, protect against, mitigate, respond to, and recover from the

threats and hazards that pose the greatest risk.” These risks include events such as natural disasters, disease pandemics, chemical spills and other manmade hazards, terrorist attacks and cyber-attacks.

4.3.1. Community Preparedness

Seal Beach has made community disaster preparedness a key priority to help improve emergency response activities and increase resiliency. The City participates in a number of state and national initiatives intended to raise awareness and provide the public with information about what to do in emergency situations. Seal Beach is actively involved in the Great California Shakeout, a statewide earthquake event held annually in October. City employees participate in the earthquake drill held during this event, as do many schools and businesses. As a coastal community, Seal Beach participates in National Tsunami Awareness Week, an annual event in March, which includes public education and outreach events, along with tsunami evacuation activities. The City also promotes public education efforts by participating in National Preparedness Month, held annually in September.

The Seal Beach Police Department actively promotes an initiative called Neighbor-4-Neighbor (N4N), which encourages neighborhoods to build communication networks and informal support systems that can help provide assistance during a disaster. The City’s Marine Safety and Lifeguard Department hosts a number of safety classes that are available only to the public, including CPR, first aid, and the use of automatic external defibrillators.

4.3.2. Municipal Preparedness and Training

City staff members are active in many of the community preparedness activities in Seal Beach, including participating in drills such as the Great California Shakeout and National Tsunami Awareness Week. City staff members are also able to participate in the safety classes offered by the Marine Safety and Lifeguard Department. Additionally, as City staff may be required to participate in emergency response operations, it is critical that staff receive training in the framework that governs how response activities are conducted. This framework is established in three related systems: the National Incident Management System (NIMS), the Standardized Emergency Management System (SEMS), and the Incident Command System (ICS).

City of Seal Beach staff who may participate in emergency response activities, either in the EOC or in the field, are required to have training in these activities in accordance with SEMS. All City employees, including members of the Police Department, must take introductory-level NIMS/SEMS training courses. Staff members in supervisory and management positions must take more advanced NIMS/SEMS courses.

All City employees are required to complete on-line courses in ICS 100 and IS 700 (NIMS). Additionally, they are required to complete an on-line Disaster Service Worker (DSW) certification course. Supervisors and management personnel may take additional courses in ICS 200, 300, 400, and/or IS-800. This training is scheduled as needed, and to accommodate any changes in City personnel or staff roles. City departments and agencies must document any training, and provide evidence of training to the Emergency Services Coordinator (ESC), who is a designated police corporal in the Seal Beach Police

Department. Records of the training should be kept individually for each staff member and should include the name of the course, the name of the instructor, and the location and date of the course. Such records should also include supporting documents when at all possible, including a syllabus, lesson plans, notebook, exercises, and tests as appropriate. These records should be maintained as long as the staff member is employed in a position that may require them to participate in an emergency response operation. For individuals who have participated in a disaster response, these records should be kept for a minimum of five years after the disaster ends even if the staff member has left the City.

Training is administered by the ESC, who is responsible for setting the NIMS/SEMS curriculum and ensuring that the Police Department complies with training requirements. The heads of other City departments are responsible for making sure that their personnel comply with the training standards. Training records from all City agencies, including the Seal Beach Police Department, are reported to the ESC.

4.3.3. The City of Seal Beach promotes the “Neighbor-4-Neighbor” (N4N) program.

N4N is managed through the Police Department by the Emergency Services Coordinator as part of their community outreach and volunteer programs. The purpose of N4N is to improve disaster preparation, response and resiliency by encouraging citizens to form mutual support networks.

4.3.4. Preparedness Exercises

In addition to trainings, City employees participate in a number of different exercises intended to help practice their emergency response skills and improve their effectiveness. A variety of possible exercise types, including seminars and orientations, workshops, tabletop exercises, drills, functional exercises, and full-scale exercises, are discussed below:

Seminars or orientations are used to introduce participants to applicable authorities, plans, policies and protocols, resources, or ideas and concepts. They provide a high-level overview of these topics, and are often a good starting point for jurisdictions that are developing or making major changes to their plans and procedures. Seminars generally offer a low-stress environment and rely on a number of instruction techniques including lectures and presentations, panel discussions, and case studies. They are often more informal programs that are effective for both small and large groups, and are usually not constrained by a real-time portrayal of events.

Workshops are used to help develop a specific product or outcome, such as a plan. Attendees are usually organized into functional groups with the assistance of workshop facilitators, and breakout sessions are common. Results of the workshop are usually presented toward the end of the event, and may be approved or discussed in a plenary session.

Tabletop exercises (TTXs) involve senior staff, elected or appointed officials, or other key staff in an informal setting to discuss a simulated situation and the associated issues. A TTX can be used to assess plans, policies, and procedures; to assess the types of systems needed to guide the prevention, response, and recovery associated with a particular disaster; or to solve a specific problem. These types of exercises are aimed at helping participants to understand the concepts involved, identify strengths

and areas for improvement, and bring about a change in attitude. In an effective TTX, the participants are energetic participants and produce a list of recommended revisions to existing policies, procedures, and plans.

A drill is a coordinated, supervised activity, usually employed to test a single specific operation or function in an individual agency. Drills are often used to provide training on new equipment, to develop or test new policies or procedures, or to practice and maintain current skills. Drills are typically narrowly focused, intended to provide a realistic environment used to gauge participant performance in isolation, measured against established standards. Drills also offer the opportunity for immediate feedback.

Functional exercises (FXs) test and evaluate individual capabilities, multiple functions or activities within a function, or interdependent groups of functions. These activities are intended to execute specific plans and procedures, and apply established policies, plans, and procedures, in simulated crisis conditions within or by a particular team. FXs are guided by an exercise scenario with event updates that drive activity at the management level, complete with simulated movement of personnel and equipment. An FX simulates the reality of operations in a functional area by presenting complex and realistic problems that require rapid and effective responses by trained staff in a highly stressful environment. They are useful for reinforcing established policies and procedures, measuring the adequacy of resources, examining inter-jurisdictional relationships, and evaluating functions, staff, and the EOC.

A full-scale exercise (FSX) requires response staff and equipment to mobilize and deploy to a designated site or location in response to a simulated incident, usually for an extended period of time, to demonstrate coordination and response capability. FSXs are the largest, most costly, and most complex of exercise types, typically requiring the activation of EOCs and Field Command Posts, and involving participants from the local, regional, state, and federal levels. Although pre-scripted events are sometimes used, the exercise is primarily driven by participant actions and decisions. FSXs test a major portion of operation plans and organizations under field conditions, and are used to evaluate the operational capabilities of systems, functional interfaces, and interaction during an extended period. FSXs can assess organizational and individual performance, equipment capabilities, inter-jurisdictional and interagency cooperation, allocation and deployment of staff and resources, and the effectiveness of communication and public information systems, as well as plans, procedures, policies, and memoranda of understanding.

As noted above, City staff participates in various emergency preparation and evacuation drills, including those carried out as part of activities such as the Great California Shakeout and National Tsunami Awareness Week. On occasion, Seal Beach will conduct more involved activities, including full-scale exercises, which often involve coordination between multiple jurisdictions. In 2014 the Seal Beach Police Department held a full-scale exercise of an active shooter emergency at McGaugh Elementary School, which tested response protocols of the Police Department and the Orange County Fire Authority.

4.4. Coordination

An effective emergency response requires a high degree of coordination between multiple agencies and jurisdictions. The responding agencies, both public and private, must ensure effective coordination in a number of areas:

- A unified command structure that allows all agencies with responsibilities to manage the response objective and strategies in a consolidated way without losing any accountability or a necessary degree of operational flexibility. A unified structure must also allow responding agencies to identify priorities, allocate critical resources, and adequately address any issues that arise in a multiagency response.
- A modular organization that allows functional groups to be added or expanded to the command structure based on the emergency response needs. Similarly, as emergency response needs decline, functional groups must be able to shrink or be removed from the command structure without disrupting functional groups that are still needed.
- A common terminology and communication protocol that ensures information is conveyed clearly and rapidly.

California law requires emergency response efforts to use NIMS, SEMS, and ICS for coordination.

4.4.1. National Incident Management System (NIMS)

NIMS is a federal framework that emerged after the terrorist attacks of September 11, 2001, revealed flaws in multiagency emergency response strategies. On February 28, 2003, President Bush issued a directive calling on the Secretary of Homeland Security to create an emergency response framework for multiagency emergency response cooperation that could be applied consistently across the country regardless of the type or scope of the emergency. This directive also required agencies to adopt NIMS and provide training to their employees; adoption of NIMS also makes agencies eligible for certain grants.

At the federal level, emergency preparation and response efforts are coordinated by FEMA. California, Hawaii, Nevada, and Arizona are located in FEMA's Region IX. Additional federal agencies are assigned to these efforts as identified in the National Response Plan and National Response Framework. These agencies may include the Federal Bureau of Investigation, the US Environmental Protection Agency, the US Coast Guard, the Department of Health and Human Services, and potentially others depending on the nature of the emergency.

4.4.2. Standardized Emergency Management System (SEMS)

SEMS is a state-level framework for coordinating emergency response actions between local, regional, and state agencies. Much like NIMS, SEMS originated after a major emergency revealed problems in multiagency coordination; in this instance, the emergency was the 1991 fire in the Oakland hills. All agencies in California are required to use SEMS and to provide training in SEMS to employees. SEMS consists of five organizational levels, shown in the following chart and discussed below.



Although SEMS is a state framework and does not include federal levels, national agencies such as FEMA play a critical role in coordinating interstate response activities. Each organization level has its own ERO:

- The state level, which manages the response and resources of state agencies, communicates with the federal emergency response system, and coordinates mutual aid between regions.
- The regional level, which coordinates state action and mutual aid within the regional area. The regional level is also how state agencies communicate with local governments and private organizations on a regular basis. California is divided into six mutual aid regions.
- The operational area (OA) level, which coordinates priorities, information, and resources during emergency events. The OA is also responsible for communicating between local governments and the regional level. There is one OA for each of California's 58 counties. The county board of

supervisors is responsible for creating the OA. Seal Beach is located within the Orange County OA, which is managed by the Emergency Management Division of the Orange County Sheriff-Coroner Department and currently comprises 115 agencies. The Orange County OA has its own EOC, located at the Loma Ridge facility in the County of Orange, Silverado, CA. This facility includes Control One, the central site of operations for the Countywide Coordinated Communications System. Under SEMS regulations, the Orange County OA's EOC must be activated under one of the following conditions:

- The County and at least one city in Orange County, or at least two cities in Orange County, have declared an emergency.
 - An Orange County agency has activated its EOC and requested support from the Orange County OA EOC.
 - The County or a city in Orange County has requested that the governor declare a state of emergency.
 - The governor declares a state of emergency for Orange County, or for at least two cities in Orange County.
 - The Orange County OA requests outside resources, or receives outside requests for resources, not including resources used in day-to-day operations.
- The local government level, which includes municipal and county governments as well as special districts. Local governments are responsible for organizing response and recovery efforts within their jurisdiction, as well as directing their staff and resources when providing mutual aid.
 - The field level, which is made up of emergency response personnel and resources carrying tactical activities and making decisions that are directly in response to an emergency situation.

4.4.3. Incident Command System (ICS)

ICS is a framework to create a unified but flexible command structure to respond to emergencies. It was originally developed in 1968 to coordinate wildfire response efforts, and was refined as a result of California wildfires in the 1970s. ICS protocols were formalized and integrated into SEMS, and later were applied at a national level with the creation of NIMS. Several key principles of ICS have been carried forward into the SEMS/NIMS frameworks, including the following:

- Modular operations: There are five functional groups within the ICS framework: Management, Operations, Planning/Intelligence, Logistics, and Finance. All emergency response operations will be carried out under one of these five groups. Each group will be activated and assigned particular subgroups as needed depending on the nature of the emergency. Activation and deactivation of a functional group or any subgroup should be able to take place without disrupting emergency response efforts.

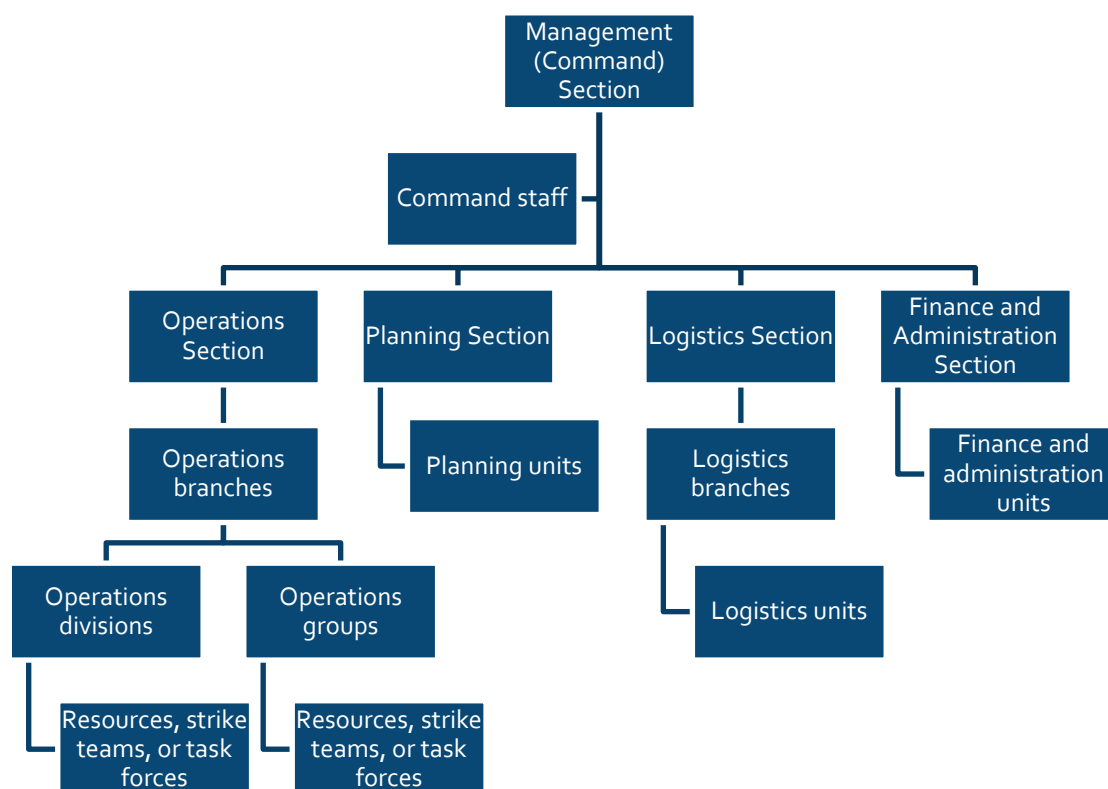
- **Personnel management:** Each functional group or subgroup will have only one person in charge of that group's operations, a principle known as "unity of command." Depending on the nature of the emergency, a single individual may be responsible for multiple groups or subgroups. Throughout the entire organization, each individual should only report to one supervisor. Each supervisor should be responsible for three to seven people, and ideally five.
- **Unified command:** When multiple agencies have jurisdiction over an emergency, it is necessary to establish a single response plan that allows agencies to work together without affecting individual accountability, authority, or responsibility. In the event of several emergencies, or a single large emergency that has multiple response teams, a single Area Command can be created to oversee the broader response. In the event that the incidents under the Area Command span multiple jurisdictions, the Area Command becomes a Unified Area Command.
- **Common terminology:** Different individuals or agencies may use multiple terms when describing organizational functions, responsibilities and titles, resources, and facilities. ICS calls for a standardization of this terminology to help ensure that information is conveyed accurately and to reduce the risk of complications arising from misunderstandings.

4.5. Emergency Response Organization

This section describes the structure of staff and resources for responding to emergency events at various levels. While this structure can apply to any level of ERO, it is primarily focused at local-level and above. Field-level emergency response activities often use a modified form of this structure, as field-level operations are often more focused on tactical activities.

4.5.1. Emergency Response Organization Layout

Regardless of level, EROs are generally organized around the structure established by the ICS/SEMS/NIMS framework, although individual EROs may vary from this standard model to account for local conditions and preferred command structures. An emergency situation may also require an ad hoc reorganization of the ERO, although such contingencies should be anticipated ahead of time to the greatest extent possible.



4.5.2. ERO Sections

The ICS/SEMS/NIMS framework organizes the ERO into five broad groups, known as “sections,” with one section (the Management Section) overseeing the other four. Each section includes one to three levels of subgroups, which carry out more specific types of operations. In keeping with the principle of modular operations in the ICS/SEMS/NIMS framework, a jurisdiction may not need to fully activate all levels and groups of its ERO. Some emergency situations may not require a specific function or service. Since the ICS/SEMS/NIMS framework recommends that each staff member manages ideally five people (or at least no fewer than three people and no more than seven), some levels in the ERO may not need to be activated. For example, the emergency may only require five staff to be mobilized in the Logistics Section. In this instance, all of the section’s responsibilities can be handled at the section level, and there is no need to activate the branches or units, with their more specific functions. Note that any group in the ERO may be a single individual or a group of individuals. The jurisdiction will mobilize any group leaders as their services are needed.

4.5.2.1. Management (Command) Section

The Management Section, known as the Command Section in a field-level response, is responsible for the overall emergency management strategy and coordinating key high-level components of the emergency response. Staff in this section will activate the appropriate positions in the ERO and establish priorities for emergency response operations. The Management Section will provide legal services to the ERO and make the appropriate notifications to members of the public, staff, and other agencies.

The Management Section does not have dedicated subgroups in the same manner as the other four sections. Instead, it includes three Command staff positions, who may activate additional staff to assist with their duties as needed.

4.5.2.2. Operations Section

The Operations Section carries out the tactical objectives of the ERO, including planning and implementing specific activities related to emergency search, rescue, and repairs. Staff in this section will plan and carry out evacuation operations as appropriate, coordinate tactical mutual aid requests, and participate in emergency inspections. Members of this section also are responsible for notifying the public in situations when an emergency is imminent.

The primary subgroups in the Operations Section are known as “branches,” which often correspond to a department or service (e.g., the Fire Branch or Public Works Branch). Each branch may have further subgroups, known as “groups” or “divisions.” A group is a functional unit with responsibility over a specific type of operation, such as search and rescue or debris clearing, which operates over the entire emergency area. In contrast, a division is a unit made up of staff and resources performing multiple functions, whose operations are limited to a specific zone of the affected area (e.g., in a citywide emergency, a division will function only in a specific neighborhood, but will carry out most or all tactical activities in that neighborhood). The Operations Section may activate groups, divisions, or both depending on the needs of the emergency. Groups and divisions may report to their respective branches, or they may report directly to the main Operations Section as the situation allows.

Within groups and divisions, there may be another layer of organization, composed of a single resource (such as one staff member, or one piece of equipment and its operator), or a smaller group called a “task force” or “strike team.” In ICS/SEMS/NIMS terminology, a task force is a group meant to carry out a specific mission, comprising personnel and resources with a range of skills and capabilities, and which may be planned in advance of the emergency situation or created ad hoc as the situation requires. A strike team is a group comprising the same type of personnel or resource (e.g., a small group of bulldozers to move debris), and is generally established before the emergency situation develops.

4.5.2.3. Planning Section

The Planning Section is responsible for collecting and analyzing information to support emergency response activities. Staff members in this section will use this information to prepare plans and issue

reports. The Planning Section staff also provides technical support to the ERO as needed. Subgroups in the Planning Section are called “units,” each of which carries out a specific function.

4.5.2.4. Logistics Section

The Logistics Section must ensure that the other groups in the ERO have the necessary personnel and resources to carry out their assigned responsibilities. Members of this section are responsible for obtaining equipment, supplies, and services from available sources, and for requesting mutual aid assistance as needed. The Logistics Section also helps prepare records and preserves documentation of activities. Subgroups in the Logistics Section are called units. In a large-scale emergency, the ERO may choose to organize multiple units into a single group called a branch, with the units subservient to the branch; the branch then reports directly to the Logistics Section leadership.

4.5.2.5. Finance and Administration Section

The Finance and Administration Section supports emergency response efforts by ensuring that records are properly created and preserved. These records are needed for vital purposes such as requests for state and federal disaster aid, claims processing, payroll of emergency response staff, and purchasing of necessary resources. The Finance and Administration Section also helps monitor financial metrics to ensure compliance with applicable regulations and to support planning efforts. Subgroups in the Finance and Administration Section are called units.

4.5.3. EOC Director/Director of Emergency Services

The head of the Management Section is in charge of the ERO. This staff member sets priorities for coordinating the emergency response, activates groups in the ERO and mobilizes staff as needed, and establishes overall objectives. This staff member coordinates with the leaders of the other sections to ensure that information is being conveyed and updated to help prevent duplication of effort. The leader of the Management Section is responsible for overseeing the staff in the Management Section. This staff person also approves the release of information to the public and is in charge of demobilizing appropriate sections of the ERO.

This position often goes by many names, including (in a field-level ERO) Command Section Chief or Field Incident Commander, or, in higher-level EROs, Management Section Chief or Director of Emergency Services. In a local ERO or higher, this position is responsible for the EOC, and hence is sometimes called the EOC Director. The Director of Emergency Services has responsibility for the overall ERO, while the EOC Director oversees the EOC facility itself and the staff stationed there. In some instances, the Director of Emergency Services and the EOC Director may be two separate positions, while in other instances a single individual may fill both roles.¹

¹ It is important to recognize the distinction between the Director of Emergency Services and the EOC Director. Although one person may simultaneously hold both roles, the responsibilities and authorities of the two positions are different. If there is a Director of Emergency Services and a separate EOC Director, it is critical that these two individuals understand their distinct duties, and that this distinction is understood by all members of the ERO. This document will use both titles, depending on the situation.

4.5.4. Command Staff

The ICS/SEMS/NIMS framework establishes three Command staff positions, who assist the City Manager or comparable position at other ERO levels and report directly to him or her. These three positions are part of the Management/Command Section of the ERO.

4.5.4.1. Public Information Officer

The Public Information Officer is responsible for managing the release of all information to the general public, either directly (e.g., public interviews/announcements or social media) or indirectly (via media outlets). This role is one of the most critical functions within the ERO, and must be mobilized in almost all emergency situations. The staff member filling this role must be able to think of what questions will be asked of them, and have the answers ready ahead of time.

The Public Information Officer compiles accurate and timely information, and distributes it appropriately after the release of the information is approved by the EOC Director. This staff member conducts tours and media briefings as appropriate, and makes information available as needed to other emergency response staff. This staff member also identifies any limits on the release of information to the public, in coordination with the Director of Emergency Services. In instances where there are multiple Public Information Officers, one will assume overall responsibilities for these duties as the lead Public Information Officer, while others will assume more specific roles as support Public Information Officers.

4.5.4.2. Safety Officer

The Safety Officer is responsible for overall operational safety of all emergency response activities. This staff member works to ensure the health and safety of City staff members who are responding to an emergency event, or are engaged in any emergency planning or preparation activity. This staff position identifies any situation that may pose a hazard to responders, and develops and implements ways to mitigate the risk. It is their responsibility to monitor emergency response activities for any unsafe behavior, and to correct them. This may include halting the activity outright if warranted. The Safety Officer also distributes safety information to emergency responders and initiates investigations if any accidents occur as part of the response.

4.5.4.3. Liaison Officer

The Liaison Officer is the main point of contact between the jurisdiction's emergency response framework and other agencies, and is responsible for maintaining contact with representatives from other agencies that can provide assistance. This staff member participates in meetings with other agencies to share information, ensures effective interagency coordination in a manner that minimizes repetition of effort, and establishes and maintains a list of appropriate contacts. They monitor all coordination with other agencies to identify existing or potential inter-organizational problems, and works to minimize or remove these barriers. The Liaison Officer will also oversee any members from other agencies (known as Agency Representatives) stationed at a jurisdiction's operational facility such as an EOC.

4.5.5. EOC Executive Officer

While the Director of Emergency Services has the legal authority and obligation to control the City's emergency response efforts, and has the ultimate responsibility for these activities, they are usually not an emergency response professional. As a result, the Director of Emergency Services or any EOC Director that may be appointed may not have the technical expertise to implement emergency response activities. To address this, a Management Section staff position called the EOC Executive Officer (EOC XO) is responsible for developing strategic objectives and response strategies, and implementing the response measures. The EOC Director approves the EOC XO's decisions as appropriate and helps provide advice to the EOC XO, in conjunction with the Policy Group (an advisory committee within the Management Section) if the community has established one. As the individual with responsibility for carrying out the specific response efforts of a community, the EOC XO has the following duties:

- Directing all departments and resources in a disaster operation.
- Approving the Incident Action Plan and ensuring that requests for action are completed.
- Overseeing the Section Coordinators and Management Section staff assigned to the EOC, ensuring that they are completing their mission objectives. In most instances, the EOC XO's direct supervision responsibilities are limited to liaisons assigned to the EOC.
- Directing field forces through the appropriate chains of command.
- Making necessary executive decisions regarding orders, rules, and regulations.
- Making operational plans and policies, and establishing operational priorities.
- Seeking support and feedback from the Policy Group and EOC Director, and approval and validation from the EOC Director.

Note: The City Manager is the designated Director of Emergency Services and has the ultimate responsibility, and by extension – authority, for the management of an incident and all personnel. If the incident is such that either the Chief of Police or the OCFA Division Chief is the EOC XO, then those individuals both answer to the to the Director of Emergency Services.

The type of emergency incident determines which staff member is in the position of EOC XO. The head of the lead department during a disaster will generally be the EOC XO. If the scope of the emergency encompasses the authority of multiple agencies, without any agency having a clear lead in responsibilities, the jurisdiction will establish a Unified Command (UC), wherein two or more individuals collectively have the authorities and responsibilities of an EOC XO. In order to keep the UC effective, the number of staff members that are part of the UC should be kept as small as possible. Since every jurisdiction has a differing organizational structure, the position of EOC XO will vary for different jurisdictions even in the event of the same type of emergency. As EOCs are not used at the field level, there is no EOC XO in a field-level ERO.

4.5.6. General Staff

Just as the Director of Emergency Services is in charge of the Management Section, other staff members assume responsibility for the four other sections. These four Section Coordinators are known collectively as the General Staff. In a limited ERO activation, the Section Coordinators may be responsible for directly carrying out the functions of their sections. In a more complete ERO activation involving a large number of mobilized staff, the Section Coordinators will oversee the operations of their sections, acting more as managers. In many EROs, the four General Staff positions are known as Section Chiefs. However, Seal Beach refers to these staff positions as Section Coordinators, and so they shall be known as such in this EOP.

4.5.6.1. Operations Section Coordinator

The Operations Section Coordinator is responsible for the tactical response to the emergency, including ensuring the safety of these operations. Her or she supervises the execution of the operational portion of the Incident Action Plan and makes changes to the plan during emergency situations if needed. As every emergency will have differing tactical needs, the Operations Section Coordinator must decide which personnel and resources are necessary to carry out the tactical operations, mobilizing and demobilizing the appropriate personnel and resources as needed.

4.5.6.2. Planning Section Coordinator

The Planning Section Coordinator oversees all planning-related activities to support the emergency response effort. This staff member supervises the collection and analysis of relevant data, and is responsible for overseeing the creation and distribution of action plans based on this information. This staff position oversees the identification of needs for any special resources, collects and distributes specialized information (e.g., weather forecasts), and reassigns staff. This information includes the status of all personnel and resources assigned to response activities. The Planning Section Coordinator also forecasts potential changes in the emergency situation, reports on significant changes in the incident, and oversees preparation of the demobilization plan.

4.5.6.3. Logistics Section Coordinator

The Logistics Section Coordinator oversees the acquisition and distribution of all resources necessary to support tactical emergency response efforts, with the exception of any air operations. This staff position provides facilities, transportation, communication, and supply services to the emergency response operations, including maintenance and fuel for needed equipment, and food and medical services for emergency response staff. The Logistics Section Coordinator identifies anticipated and known needs, and requests additional resources if needed through mutual aid. This staff member also provides logistical input to the Planning Section Coordinator to help create the action plans, and oversees the development of any necessary communications, medical, and traffic plans.

4.5.6.4. Finance and Administration Section Coordinator

The Finance Section Chief is responsible for all aspects of disaster cost recovery. The Finance and Administration Section Coordinator is in charge of the financial components of the incident. This staff member oversees efforts to provide financial analyses and information, coordinates with other

agencies on financial matters, and provides support to the creation of action plans. This staff member ensures that all necessary records and other documents are completed properly. The Finance and Administration Section Coordinator is also responsible for determining if a commissary must be set up.

4.5.7. Emergency Services Coordinator

The ESC helps to ensure that the members of the ERO are able to carry out their assigned responsibilities when they are activated. Unlike other positions in the ERO, which are filled by staff members who have other responsibilities during normal circumstances and only carry out their emergency roles during incidents, the ESC is a dedicated part-time or full-time role during normal circumstances, although they may assume additional responsibilities during emergencies. The role of the ESC varies across jurisdictions, but they are often responsible for carrying out emergency planning operations, conducting outreach to community members and local organizations to provide emergency education and encourage people to prepare for emergency situations, and working with other jurisdictions in the area to coordinate on emergency planning and preparedness activities. In this role, the ESC is an important authority on emergencies within the jurisdiction, and so must have sufficient knowledge of potential emergency situations, policies and strategies related to emergency response and recovery, and applicable laws and regulations. The ESC usually maintains training records on emergency-related topics for members of the ERO and sets the curriculum for these trainings. Additionally, the ESC is frequently responsible for ensuring that the EOC and any necessary support facilities are stocked and ready to function as sites of emergency operations when needed. This position is only seen at the local level and above; there is no field-level ESC (although other field-level personnel may have similar responsibilities).

The ESC within the Seal Beach ERO is an assigned Police Corporal in the Seal Beach Police Department. The Police Unit serves as an advisory body to the Director of Emergency Services/EOC Director.

4.5.8. Policy Unit

The Policy Unit is a body within the ERO that can be mobilized as needed. Unlike other individuals or groups within the ERO, the Policy Unit does not have command authority or responsibilities for specific tasks. It is instead an advisory body that can offer advice and make recommendations to ERO leadership, but cannot implement strategies or make decisions on its own. The Policy Unit is technically located in the Management Section, but does not clearly fit into a specific location in the organization hierarchy. It is made up of multiple staff, who may have other responsibilities within the ERO (usually as members of the Command or General Staff). While there are standing members of the Policy Unit, the Director of Emergency Services may choose to include other members during part or all of the emergency response phase as the situation requires.

The Director of Emergency Services often must make very difficult decisions regarding the overall priorities and objectives for emergency response operations. The members of the Policy Unit can advise the Director of Emergency Services on the best approach, and may provide support and backing for any decisions. They may help draft emergency legal legislation and amendments to ordinances, including curfews, emergency changes to financial requirements, and local emergency proclamations.

The Policy Unit may also serve as a support role to the Public Information Officer, as its members often have extensive experience and prior relationships with media organizations. In this capacity, the Policy Unit can help to conduct media briefings and coordinate tours. Its members may also serve to gather information in the field and report this information back to key staff in the ERO, such as the Director of Emergency Services and the Planning Section Coordinator. Like the ESC, the Policy Unit does not exist at the field-level.

The Policy Unit does not meet on a prescribed schedule, but rather when called by the Director of Emergency Services.

4.6. Disaster Council (*Currently Inactive*)

In accordance with Title 3, Chapter 25 of the Seal Beach Municipal Code, the City has established a Disaster Council to assist with planning for and responding to emergency situations. *However, the Disaster Council is not currently active. Should it become active* responsibilities of the Disaster Council overlap in part with the Policy Unit, although the Disaster Council is an established body within the government of Seal Beach, whereas the Policy Unit is a body within the local ERO that is activated as needed. Title 3, Chapter 35, Section 015 of the Municipal Code charges the Disaster Council with two authorities:

- To develop and submit emergency and mutual aid plans, emergency ordinances, and emergency resolutions and agreements to the City Council for approval.
- To provide for the structure, power, duties, services, and staff of the local ERO.

The membership of the Disaster Council also overlaps to some degree with the membership of the Policy Unit. Title 3, Chapter 35, Section 010 of the Seal Beach Municipal Code establishes the membership of the Disaster Council as follows:

- The Mayor (chair of the Disaster Council).
- The Director of Emergency Services (vice chair of the Disaster Council).
- The Assistant Director(s) of Emergency Services.
- Chiefs of emergency services (e.g., the Section Coordinators of the local ERO).
- Representatives of other groups with an official emergency responsibility, including civic, business, professional, labor, and veterans groups. These representatives shall be appointed to the Disaster Council by the Director of Emergency Services, subject to the approval of the City Council.

4.7. Field Response

The field level is where emergency response personnel and resources, under the command of the appropriate authority, carry out tactical decisions and activities in direct response to the emergency situation or the threat of one. The field-level ERO is generally organized around the same principles and

framework as all other EROs, although the field response is much more focused on tactical operations than a local-level ERO, which also has a large planning and support role. To this end, the field-level ERO often has a greater proportion of Operations staff than other EROs, although other sections (e.g., Planning, Logistics, etc.) are also important at the field level. **Table 9** compares the responsibilities of the five sections at the field level compared to the local (citywide) level. The two are quite similar, although the local-level ERO has a greater focus on coordination.

Table 9. Comparison of Field-Level and Local-Level Section Responsibilities

Section	Field Level Duties	Local Level Duties
Management (Command)	Directs and orders all personnel and resources.	Establishes overall policies and priorities, and coordinates with other agencies and organizations.
Operations	Carries out coordinated tactical activities to directly implement or support Incident Action Plan.	Coordinates all tactical operations across the organization, including involvement of other agencies.
Planning	Collects, evaluates, and documents information about the incident and resources in the field.	Collects, evaluates, and documents and distributes information at a citywide level.
Logistics	Provides personnel and resources (equipment, supplies, services, facilities, etc.) to support field response.	Coordinates the provision of personnel and resources within the city.
Finance and Administration	Conducts financial and cost analyses at the field level, and other field-level administrative duties as needed.	Conducts financial and cost analyses at the local level, and other local-level administrative duties as needed.

4.7.1. Field Incident Command

The Field Incident Commander is in charge of the field-level Command Section, and therefore is the head of the field-level ERO. This staff member is responsible for the overall management of incident activities, including the development and implementation of strategy, and approves the mobilizing and release of personnel and resources. The Field Incident Commander can be thought of as a combination of the Director of Emergency Services/EOC Director (or comparable position) and EOC XO, as there is no separate EOC XO position at the field level.

If the field-level response involves significant commitment of resources from agencies in multiple jurisdictions, a UC may be established jointly by the agencies that have direct jurisdictional or functional responsibilities for the agencies. In these situations, multiple individuals will serve collectively as the Field Incident Commander, similar to how multiple individuals may serve in a UC as the EOC XO in a local level ERO or higher. If the field response involves a significant commitment of resources from multiple City agencies (but no significant involvement from other jurisdictions), a UC may be also be established. Alternatively, a single Field Incident Commander from one City agency may place personnel from other involved agencies in key positions in the field level ERO, but not establish a UC.

4.7.2. Incident Command Post

A field-level ERO is not headquartered at an EOC, but at a separate facility known as an Incident Command Post. Like an EOC, an Incident Command Post includes personnel from multiple involved agencies to allow for better coordination, and is where field-level ERO General and Command Staff will be stationed. Incident Command Posts are not located in a preselected location, but are set up as the emergency situation requires. They should be easily accessible by personnel (both those stationed at the Incident Command Post and personnel conducting tactical operations), be located a sufficiently safe distance from any ongoing incidents (e.g., a fire or flood), and have access to necessary resources such as communication equipment and electricity. Incident Command Posts should also be located with easy access to other field-level support facilities, such as staging areas.

4.8. EOC Location

The EOC functions as the ERO's headquarters (with the exception of field-level EROs), and is the centralized facility used to manage all emergency response and recovery operations within the ERO. When the EOC is activated, predetermined staff members report to the EOC and carry out their assigned responsibilities. Staff in the EOC are usually non-tactical staff (members of the Management, Planning, Logistics, and Finance and Administration Sections), or high-level members of the Operations Section who are responsible for management and coordination of tactical activities. Tactical personnel with assigned activities in the field will generally report to a Field Command Post or other lower-level headquarters when they are not carrying out tactical activities, although such staff must maintain contact and coordinate with the EOC. Using a centralized facility like the EOC allows for improved collaboration between staff in the different agencies of the jurisdiction and different sections of the ERO. It also helps support increased cooperation between multiple jurisdictions if the emergency response requires it.

The default EOC for the local-level ERO in Seal Beach is the Police Department Training and Roll Call Room, located in the Seal Beach Police Department Building at 911 Seal Beach Boulevard. This location is not located in a FEMA flood zone or in a coastal area, which makes it less vulnerable to tsunamis and flood-related disasters. However, this site may still be vulnerable to other types of disasters, including earthquakes and liquefaction, wind events, or fire/explosion-related incidents.

In the event that a primary EOC cannot be used (e.g., the facility is damaged, or if roads to the facility are damaged or blocked), alternate facilities shall be used. These facilities shall be designated as alternate EOCs in advance of any emergency. If the primary EOC is in use when it is damaged or when access is impaired and a decision is made to activate an alternate facility, all staff members in the primary EOC shall relocate to the alternate facility. The EOC Director will be responsible for transferring direction and control authority to the alternate EOC when necessary, and all EOC Section Coordinators will advise their field personnel of the transition. The Logistics Section of the EOC shall arrange transportation of EOC personnel to the alternate site. If the primary EOC cannot be used prior to activation, all EOC staff members shall report directly to the alternate EOC site when mobilized.

If the Police Department building cannot be used as the EOC for Seal Beach's local ERO, the City has designated three alternate facilities as shown in **Table 10**. All alternate facilities are located in Seal Beach unless otherwise noted.

Table 10. Alternative City EOC Locations

Rank	Facility Name	Facility Address
First	Orange County Fire Authority Station 48	3131 North Gate Road
Second	Orange County Fire Authority Station 64	7351 Seal Beach Boulevard, Seal Beach
Third	Urban Area Mobile Command Post (MCP)	Mobile facility (stored at Orange County Fire Authority Station 48)
<i>Note: The first and second alternative EOC locations are OCFA Fire Stations that are stocked with emergency supplies and equipment. The third location is a mobile unit that is primarily equipped with communications electronics. This mobile unit can be set-up in less than an hour.</i>		

4.9. Mutual Aid

4.9.1. Mutual Aid Agreements

California's emergency planning and response is built on a statewide mutual aid system designed to ensure that sufficient resources, facilities, and other support are provided to jurisdictions whenever their own means and resources are inadequate to cope with the scale of a situation. The basis for this system is the California Disaster and Civil Defense Master Mutual Aid Agreement, as provided for in the California Emergency Services Act. This agreement was established in 1950 and has since been adopted by the state, all 58 counties, and most incorporated cities (including Seal Beach). The Master Mutual Aid Agreement establishes a formal structure wherein each community retains control of its own facilities, staff, and resources, but may receive assistance from and render assistance to other communities. The state government is obligated to provide available resources to assist local jurisdictions in emergency situations.

The statewide mutual aid system includes a number of discipline-specific mutual aid systems, such as fire and rescue, law, medical, emergency management, and public works. These systems work through local government, operational areas, regional, and state levels in a manner consistent with the ICS/SEMS/NIMS framework. Mutual aid may also be obtained from other states if necessary. Interstate mutual aid may be obtained through direct state-to-state contacts pursuant to interstate agreements and compacts, or may be coordinated through federal agencies such as FEMA.

California's is divided into different mutual aid regions, established under the California Emergency Services Act. There are six mutual aid regions for fire and rescue, and seven mutual aid regions for law enforcement. For fire and rescue, Seal Beach is part of Region I, which covers all of Los Angeles, Orange, San Luis Obispo, Santa Barbara, and Ventura Counties. For law enforcement, Seal Beach is part of Region I, which covers all of Los Angeles and Orange Counties. Under both systems, California is divided into three larger administrative regions. Seal Beach is in the Southern Administrative Region, which encompasses all of Imperial, Inyo, Los Angeles, Mono, Orange, Riverside, San Bernardino, San Diego, San Luis Obispo, Santa Barbara, and Ventura Counties.

Seal Beach is also party to the Public Works Mutual Aid Agreement, which currently covers 19 counties and 153 communities. All counties in the Southern Administrative Region except for Inyo County are part of this agreement, along with several counties in the northern parts of California.

4.9.2. Mutual Aid Coordinators

The key staff members who handle mutual aid requests and coordinate the provision of personnel and resources within their area of responsibility are known as mutual aid coordinators. These staff members generally operate within a discipline-specific mutual aid framework (for example, a dedicated coordinator for fire- and rescue-related requests, another for public works requests, etc.). Mutual aid requests that do not fall into the purview of any discipline-specific mutual aid coordinator are generally handled by the emergency management mutual aid system. When a mutual aid coordinator receives a request for assistance, this staff member will identify if the personnel or resources requested are within his or her geographic area, and are available for deployment. If so, the coordinator will work to deploy the resources to the agency requesting assistance. If the requested personnel or resources are unavailable, the coordinator will pass the unfilled request up to the next level. Mutual aid coordinators may be part of an EOC staff, but they may also operate out of their normal agency location or any other site as circumstances demand.

A mutual aid request does not always involve activation of a higher-level EOC (for example, Seal Beach may make a mutual aid request to the Orange County OA, but the OA EOC may not necessarily have to be activated as a result). This occurs when the incident is fairly limited and the mutual aid request can be filled (or passed on to a higher level) without requiring the extensive interagency or inter-jurisdictional coordination that an EOC supports. When a discipline-specific mutual aid system is activated in association with a higher-level EOC, there should be coordination and communication between the mutual aid system and the EOC as follows:

- If an OA EOC is activated, such as the Orange County OA EOC, representatives from any activated OA mutual aid systems should be stationed at the EOC for coordination.
- If a regional EOC is activated, all regional mutual coordinators should report to the regional EOC or have a representative stationed at that facility, unless all coordinators agree that they can carry out their responsibilities effectively through communication systems.
- If a regional EOC is activated, state agencies may be asked to send representatives to the EOC, to assist in handling mutual aid requests for personnel and resources that do not have designated or discipline-specific mutual aid coordinators.

If the state-level EOC (known as the State Operations Center, or SOC) is activated, state agencies with mutual aid coordination responsibilities will be asked to send a mutual aid coordinator or representative to the SOC.

4.9.3. Mutual Aid Facilities

Three general types of facilities are used for receiving and processing personnel and resources requested through the mutual aid system. These facilities are not necessarily exclusively used for mutual aid, and may also be used for personnel and resources that the jurisdiction is able to obtain internally. These facility types are as follows:

- Marshalling areas, which are locations used for assembling personnel and equipment/supplies before they are sent directly to the site of the emergency. Marshalling areas are generally located away from the disaster site, and in the event of a catastrophic and widespread disaster (such as a major earthquake), these areas may be established in neighboring states.
- Mobilization centers, which are temporary locations for personnel and equipment/supplies while they are waiting to be assigned or reassigned to a specific duty, or released. These centers are typically located within or adjacent to the affected area.
- Incident facilities and staging areas, which are temporary locations at the disaster site where assigned personnel and equipment wait for their specific tactical duties. Staff and equipment who are newly arrived to the site may first be sent to an incident facility or staging area, or they may proceed directly to carrying out their tactical assignments.

4.9.4. Requesting Mutual Aid

Mutual aid requests are made to the ERO level directly above the requesting agency, which will seek to fill the request with the personnel and resources available to it; if it cannot meet the needs of the requesting agency, it will pass the request to the ERO level above it. Seal Beach will make all mutual aid requests to the Orange County OA, which will identify if the need can be met by personnel and resources available to the OA (e.g., all jurisdictions in Orange County). If not, the OA will pass the request up to Region I, which will meet the request with the additional resources available to it or pass the request up to the state.

When making a mutual aid request to the Orange County OA, Seal Beach will provide, at minimum, the following information:

- The number and type of personnel needed, including any specific needed skills or abilities.
- The number and type of equipment or other resources needed.
- The location that the personnel and resources should report to, and the reporting time.
- Who in the local ERO the requested personnel should report to.
- Any special access considerations, including preferred routes.
- The estimated duration of the operation.
- Any particular risks or hazards associated with the operation.

4.9.5. Key Partners

Through the mutual aid system, Seal Beach may request personnel and resources from any jurisdiction covered by the Orange County OA, which can then escalate the request to a higher level if it is unable to meet the City's needs. While vital personnel and resources may come from anywhere in Orange County, there are a handful of agencies and nongovernmental organizations which the City has identified as being critical to emergency operations in Seal Beach. Not all of these agencies and organizations are covered by the Orange County OA. Some government agencies may include Seal Beach within their jurisdiction and have plans that apply to the community (for example, the Orange County Fire Authority Hazardous Materials Area Plan covers the area that includes Seal Beach). These key partners are as follows:

- California Department of Transportation (CalTrans)
- Long Beach Transit
- Los Alamitos Unified School District
- Orange County Fire Authority
- Orange County Health Care Agency
- Orange County Transportation Authority
- Santa Ana Regional Water Quality Control Board
- South Coast Air Quality Management District

4.10. Department Operations Centers

Some communities will establish an interim ERO level between the field level and the local level: the department or agency level. At this level, the equivalent of an EOC or a Field Command Post is a Department Operations Center (DOC). DOCs are usually established in larger jurisdictions, when it may not be feasible to locate all personnel in a single citywide EOC facility, and it may be more efficient to manage personnel and resources in a more decentralized manner. An individual department may activate a DOC to coordinate the mobilization of its own personnel and resources without needing to fully activate the citywide ERO. When both the EOC and one or more DOCs are activated, the EOC will help coordinate and supervise the DOCs, while the DOCs will coordinate and supervise the Field Command Posts; Field Command Posts that do not have a DOC will continue to report to the EOC.

The City of Seal Beach does not use DOCs; Field Command Posts will be overseen by the citywide EOC (if activated). The Orange County Fire Authority, which provides fire services to the community, does have its own DOC, located at its headquarters in the City of Irvine. The Seal Beach EOC may need to coordinate with the Orange County Fire Authority DOC in some emergency situations.

4.11. Action Plans

Action plans are intended to provide specific operational protocols for various emergency situations, supplementing the information in this EOP and related documents. These plans are important ways to identify priorities and objectives for emergency response and recovery efforts.

4.11.1. Incident Action Plan

An Incident Action Plan (IAP) is the document that lays out the policies and tactics for field-level responders. It is written in the initial period following the disaster and mobilization of appropriate staff, and is revised frequently (usually at least once every operational period) to continue to provide consistent and up-to-date guidance for field personnel. The IAP outlines the goals ("control objectives" in NIMS parlance) of the emergency response, the objectives of the operational period, and the response strategy as defined by the Field Incident Commanders. The IAP should outline the tactics needed to achieve these goals while operating within the parameters of the ERO and any overall strategy frameworks. The IAP is also useful for distributing key information about the emergency situation and response activities, including the status of available personnel and equipment.

When field personnel respond to a disaster, the Field Incident Commander or members of the UC will establish multiple IAPs for each type of incident. For example, damaged and collapsed buildings will have their own IAP, while ruptured hazardous waste storage containers will have a separate IAP. This allows tactical response staff to focus on the protocols to carry out their specific assignments. If the situation requires activation of the local-level EOC, the EOC Operations Section will establish guidelines for how IAPs should be created. In some instance, the EOC Operations Section will divide the affected area into geographic divisions (or into Area Commands or Unified Area Commands in instances where multiple agencies have jurisdictional control over the emergency), and establish an IAP for each functional area. All IAPs, regardless of how they are guided and organized by the EOC Operations Section, should be coordinated with the EOC Action Plan to ensure that both documents reflect similar goals and objectives.

All IAPs should consider including the following items as appropriate to the emergency situation:

- The ultimate goal of the incident response, which should be the desired status at the end of response operations.
- The objectives of the incident response for the operational period in question, which should contribute toward achieving the ultimate goal.
- The response strategies, including priorities and tactics, to accomplish the objectives.
- An organization list that shows primary roles and responsibilities, consistent with the ERO framework as established by ICS/SEMS/NIMS.
- An assignment list that shows specific tasks for personnel and resources.
- Updates and assessments of all critical situations.
- A status update of all personnel and resources.
- A health and safety plan to reduce the risk of injury or illness among emergency response personnel, and a medical plan to describe how to provide medical care to emergency response personnel if necessary.
- A communication plan to outline how field-level staff should exchange information, including with individuals in a higher ERO level.
- A logistics plan.
- A clearly understandable map of the incident scene.

4.11.2. EOC Action Plans

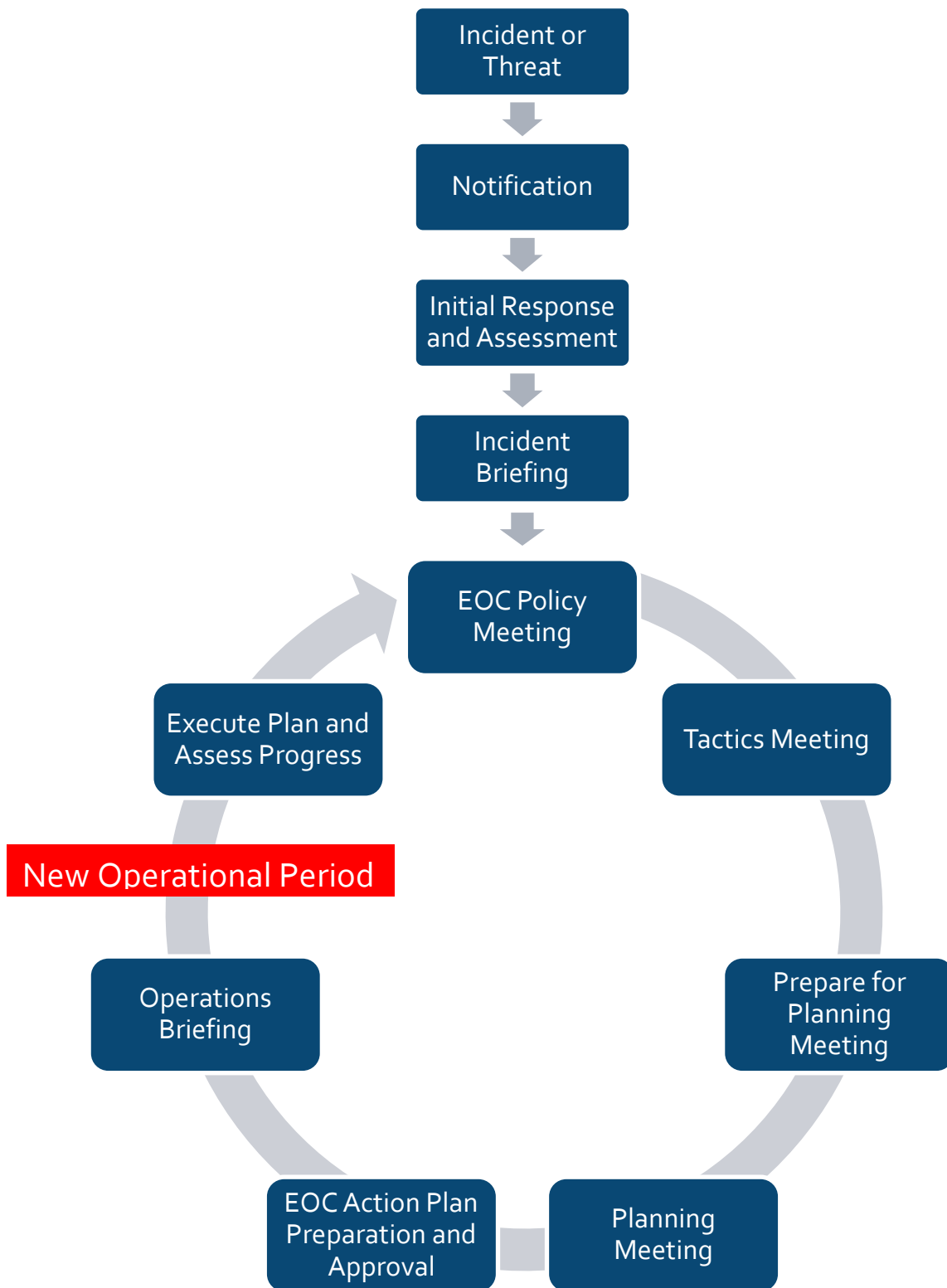
An EOC Action Plan is the document that describes the policies and tactics used by EOC staffers for local or higher-level EROs. Like the IAP, it is written in response to a disaster situation after the EOC has been mobilized, and is updated on a regular basis. The EOC Action Plan identifies the objectives of the EOC and the actions needed to achieve them, and helps monitor and measure achievement of

objectives and overall performance. An EOC Action Plan also includes documentation of priorities and lists of assigned tasks, personnel, and other resources. They should be sufficiently detailed to guide EOC staff and groups through the process of implementing the actions they include.

Depending on the structure of the ERO (e.g., which levels have been activated), an EOC Action Plan may serve as the overall action plan for the incident. For example, if a local-level EOC has been activated but the OA EOC is not, the local-level EOC Action Plan will guide the overall emergency response. Alternatively, if a higher-level ERO has been activated, the higher-level EOC may have its own EOC Action Plan, and all lower-level EOCs will develop EOC Action Plans that are specifically relevant to their own obligations.

EOC Action Plans are developed for particular operational periods, which usually span 12 to 24 hours, although the duration of the operational period is determined by the set of actions to be performed within the period and what is a reasonable time frame for accomplishing these actions. The first version of an EOC Action Plan may be limited to a well-prepared outline or may be delivered as an oral briefing, with subsequent versions taking the form of a more traditional plan document.

The process for initially developing an EOC Action Plan and revising it for subsequent operational periods is as follows:



In accordance with the process and standards in ICS/SEMS/NIMS, EOC Action Plans are developed and updated at planning meetings to incorporate the best available information at the time. These planning meetings should involve the EOC Director, the other four Section Coordinators, the three Command Staff members, the EOC XO, other members of the Policy Unit not already included, and other Agency Representatives as needed. The Planning Section of the EOC is responsible for developing the EOC Action Plan following this meeting, and for facilitating the planning meetings. During the planning meeting, all participants will develop the plan collectively.

There are four desired outcomes from the EOC Action Plan planning meetings and associated process:

- Current information that accurately describes the incident situation and resource status.
- Predictions of the probable course of events.
- Alternative scenarios to attain critical incident objectives.
- An accurate and realistic EOC Action Plan for the next operational period.

4.12. Government Continuity

During an emergency situation, it is imperative that the local government of Seal Beach continue to function to the greatest extent possible. Not only does this maintain an established hierarchy of authority that supports the local ERO, but it allows normal government services to resume more easily. However, a major disaster may lead to the death or incapacitation of multiple local government officials, the damage or destruction of key government facilities, and/or the loss of records that are essential to continue normal government operations.

4.12.1. Order of Succession

A key part of government continuity is ensuring that there are alternate officials authorized to carry out emergency actions in the event that the usual officials are unable to carry out their duties. This includes both elected officials, such as City Council members, and appointed and hired staff.

4.12.1.1. Elected Officials

Governing bodies, such as the Seal Beach City Council, are authorized to establish standby individuals to serve in their stead if necessary under the provisions of the California Emergency Services Act (Article 15, Section 8368). Each member of the governing body may establish three standbys for each member. When selecting these standbys, the California Emergency Services Act says that considerations for standby officers should take into account the individual's place of residence and work, but that standby officers can be residents of a jurisdiction other than the one wherein they have been selected as a standby.

In the event that all normal members of a governing body are unavailable, and that there are not enough standby members available for a quorum to conduct government business, the California Emergency Services Act says that temporary officers shall be appointed, following a prescribed order. For Seal Beach, these temporary officers shall be appointed by the chair of the Orange County Board of

Supervisors. If the chair of the Orange County Board of Supervisors is unable to appoint officers, the chair of the Board of Supervisors of other counties within 150 miles shall appoint officers, with authority first passing to the chair of the Board of Supervisors of the nearest and most populated, down to the farthest and least populated. The counties within 150 miles of Seal Beach in approximate order by distance and population are given in **Table 11**.

Table 11. Counties Within 150 Miles of Seal Beach

County	Approximate Distance to Seal Beach	2010 Population
Los Angeles	Less than 1 mile	9,818,605
San Bernardino	23 miles	2,035,210
Riverside	26 miles	2,189,641
San Diego	36 miles	3,095,313
Ventura	44 miles	823,318
Kern	74 miles	839,631
Santa Barbara	90 miles	423,895
San Luis Obispo	112 miles	269,637
Imperial	118 miles	174,528
Tulare	141 miles	442,179
Inyo	141 miles	18,546

If no chair of a Board of Supervisors for a county within 150 miles of Seal Beach is able to appoint officers, the authority to do so shall pass to the mayor of any city within 150 miles of Seal Beach, beginning with the nearest and most populated, down to the farthest and least populated.

Under the Emergency Services Act, the City Council of Seal Beach must meet as soon as possible if a state of emergency or state of war is declared. The City Council may meet outside of the boundaries of Seal Beach, and the meeting may be called either by the Mayor or a majority of members of the City Council. If only one member of the Seal Beach City Council is able to serve, this staff member may call and hold the meeting, and perform the acts necessary to reconstitute to City Council.

The Emergency Services Act grants governing bodies such as the Seal Beach City Council the following responsibilities in emergency situations:

- To identify damage caused by the disaster to the government, including facilities and personnel. The governing body shall have the power to issue subpoenas as necessary to compel the attendance of witness and the production of records.
- To reconstitute the governing body by filling vacancies until there are sufficient members to form the largest quorum required by applicable laws. If there is only a single member of the governing body (either a regular member or a standby officer) able to serve, this staff member shall have the power to reconstitute the governing body.
- To appoint qualified people as needed to reconstitute the government.
- To continue to carry out its responsibilities to provide services and preserve law and order.

4.12.1.2. Appointed and Hired Staff

The Emergency Services Act authorizes political subdivisions (including cities) to provide for the succession of any staff members who have duties related to law and order and/or health and safety. The highest ranking appointed staff member in Seal Beach is the City Manager, who also serves as the Director of Emergency Services for Seal Beach, and therefore is in charge of the local ERO and the objectives, strategies, and prioritization of local-level emergency response and recovery operations. If the City Manager is unable to carry out his or her responsibilities, the alternates for this position (in order) shall serve temporarily in this position until the regular City Manager is able to assume his or her duties, or until the City Council officially appoints a successor. The order of succession for City Manager is as follows:

- Assistant City Manager
- Chief of Police
- Public Works Director

The order of succession for other City staff members with key responsibilities in the local ERO are as follows:

- Assistant City Manager: (1) Chief of Police, (2) Public Works Director, (3) Finance Director
- Chief of Police: (1) Operations Division Commander, (2) Highest ranking officer in order of seniority
- Public Works Director: (1) Public Works Director (2) Deputy Director of Public Works / Maintenance & Utilities (3) Associate Engineer (4) Maintenance Services Supervisor
- [Identify order of succession]
- Community Development Director: (1) Senior Planner, (2) Associate Engineer
- City Attorney: Successor to be selected by City Manager and confirmed by City Council, either through mutual aid or from the private sector
- Chief Lifeguard: (1) Lifeguard Lieutenant, (2) Lifeguard Supervisor, (3) assignment from Police Department
- Director of Finance: (1) Assistant Finance Director, (2) Support Division Commander of Police Department, (3) successor to be selected by the Director of Emergency Services with support from Policy Unit
- [Other City staff members with established orders of succession]

4.12.2. Alternate Government Business Sites

In the event that the seat for a local government is destroyed or damaged to the point where it cannot be used, the California Government Code identifies the procedure to allow local governments to designate alternate sites. The governing body (e.g., the City Council) may designate alternate City

seats, which may be located in or outside of the community boundaries, although the property cannot be purchased explicitly for this purpose. The governing body must adopt a resolution designating the alternate sites as such, and file a copy of this resolution with the California Secretary of State.

The designated alternate sites for the Seal Beach City Hall are shown in **Table 12**. All alternate sites are located in Seal Beach.

Table 12. Alternative Seal Beach City Hall Locations

Rank	Facility Name	Facility Address
First	Seal Beach Police Department	911 Seal Beach Boulevard
Second	Orange County Fire Authority Station 48	3131 North Gate Road
Third	Urban Area Mobile Command Post (MCP)	Mobile facility (stored at Orange County Fire Authority Station 48)

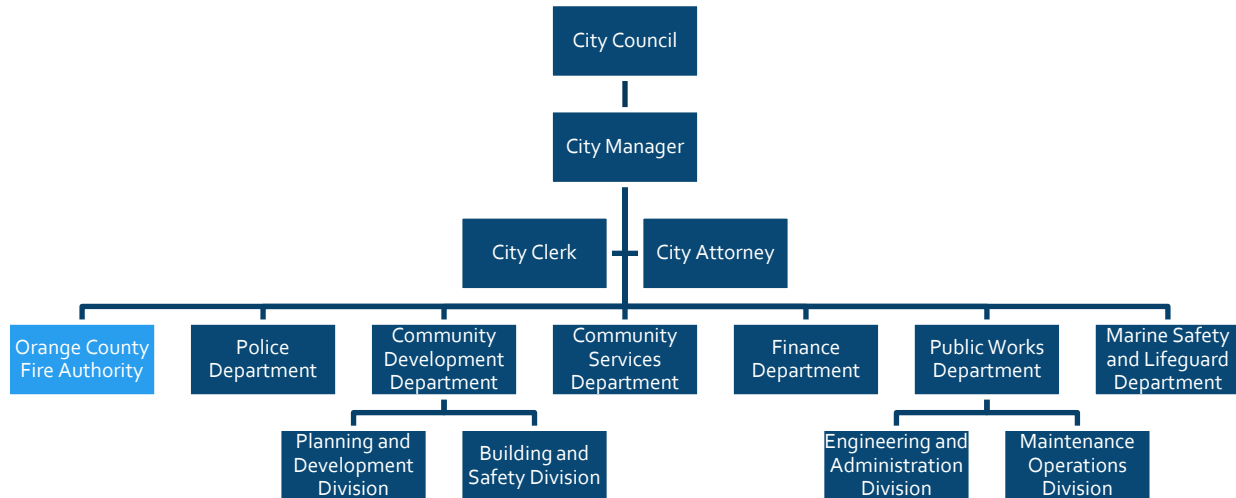
4.12.3. Government Records

Local governments are responsible for securing vital government records, which serve essential functions. These records include birth and death certificates, marriage licenses and divorce decrees, wills, land and tax records, and articles of incorporation, all of which help to protect the rights and privileges of individuals and businesses. A number of other key records, such as utility network maps, locations of emergency supplies and equipment, personnel rosters, and emergency plans such as this EOP, are needed to help conduct emergency response and recovery operations. Additionally, records such as local statutes and ordinances, government charters, court records, and government financial records are critical in reestablishing normal government functions following an emergency.

The Seal Beach Police Department is responsible for maintaining Seal Beach's vital government records, primarily by using digital copies of records. All vital paper records are entered into a server, located in an off-site location. Data maintained on this server is duplicated in multiple locations for redundancy. The City takes a daily backup of its own computer network, which is stored locally, and a weekly backup copy is stored off-site. All City audio and video recordings are stored locally in the Police Department building, under the stewardship of the Police Department Records Bureau Supervisor. The Police Department's computer network is backed up to a server in the building, and a second copy is made to a server located in City Hall.

4.13. City Organization

During times of normal operation, the local government of Seal Beach is organized as follows:



Seal Beach does not have its own fire department, but contracts with the Orange County Fire Authority to provide fire services within the community. The Orange County Fire Authority (OCFA) is the contract fire services provider. The OCFA has two fire stations in Seal Beach (Station 44 and 48), each station is supervised by a Fire Captain. The Fire Captains report to a Battalion Chief, who in turn report to a Division Chief. The Division Chief is the head of fire services for the City and reports directly to the City Manager. During emergency situations that call for an activation of the local level ERO, a different organizational structure comes into being, based on the ICS/SEMS/NIMS framework. The ERO structure does not overwrite or invalidate the City government structure that exists during normal times, but the normal structure may be disrupted as staff members are given emergency roles, and emergency situations may make multiple staff positions vacant.

4.14. Seal Beach ERO Structure and Responsibilities

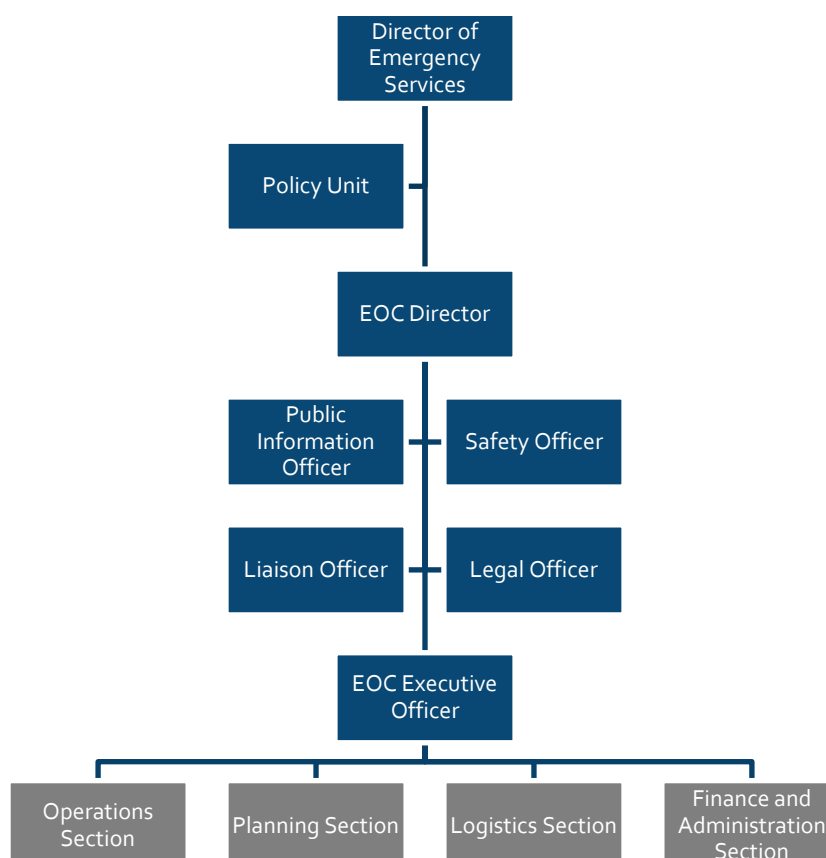
The Seal Beach local ERO is organized in accordance with the ICS/SEMS/NIMS framework, with some modifications to reflect the needs and preferred structure of the community. This ERO incorporates the ultimate capabilities and staffing potentials of the City. This section describes the local ERO framework, identifies the staff and organizations that fill the roles within the local framework, and describe the responsibilities of each.

In accordance with the ICS/SEMS/NIMS principles of flexibility and modular design, it is only during the most severe of disasters that every position and organizational element of the local ERO will be activated. Instead, the demands of the situation and the appropriate response will determine which staff positions are mobilized. If the local ERO is not fully mobilized, supervisory positions are responsible for performing the functions of the unstaffed subgroups that they oversee. Each supervisory position should only oversee three to seven people (ideally five), as per the ICS/SEMS/NIMS principle of personnel management. Subgroups should be mobilized as needed to maintain this

number, with only a single leader of each subgroup reporting to an immediate supervisory position. Any group within a section, including the branches, groups, and units, may be a single individual or a group of individuals. The City will mobilize any group Leaders as their services are needed; if the Leader needs assistance from additional staff or from subgroups under their authority, they shall inform the Section Coordinator, who may choose to mobilize additional personnel. The Leader shall be responsible for selecting the appropriate staff and designating an area for them to work.

4.14.1. Management Section

The Management Section of Seal Beach's ERO comprises the Director of Emergency Services, the EOC XO, and various other positions and subgroups. These other positions include the Command Staff, three members with special responsibilities that are not included elsewhere in the ICS/SEMS/NIMS framework. Additional Management Section staff may be necessary depending on the nature of the incident or any specific requirements established by the Director of Emergency Services and/or the EOC XO. The Management Section of Seal Beach's ERO, when fully mobilized, is as follows (other sections are added in gray for context):



4.14.1.1. Director of Emergency Services/EOC Director

The Director of Emergency Services oversees the City's ERO, with responsibility for overall emergency management policy and coordination. This staff member has the authority to direct all City ERO activity and staff, and manages the coordination of all City response efforts.

In Seal Beach, the responsibilities and powers of the Director of Emergency Services are specifically spelled out in Title 3, Chapter 25, Section 020 of the Seal Beach Municipal Code. This individual has the following duties. Note that these responsibilities only apply to the Director of Emergency Services, and do not apply to a Field Incident Commander:

- To request that the City Council proclaim a local emergency condition, if the Council is in session.
- To proclaim a local emergency condition, if the Council is not in session. Any proclamation issued by the Director of Emergency Services must be ratified by the City Council within seven days, or it becomes null and void.
- To request that the governor proclaim a state of emergency, if an emergency condition requires a response that exceeds the capacity of locally available resources.
- To direct efforts of the City's emergency response organization.
- To represent Seal Beach in dealings related to the emergency.
- To designate an order of succession for himself or herself, in the event that this staff member is unavailable or unable to carry out the responsibilities of the Director of Emergency Services. This order of succession must be ratified by the City Council.

In the event of a proclaimed local emergency, state of emergency, or state of war emergency, the Director of Emergency Services also has the following authority. As with the above duties, these responsibilities only apply to the head of the local ERO and not the field level:

- To issue emergency regulations to protect life and property as needed, which shall be confirmed or repealed by the City Council at the earliest possible time.
- To obtain vital supplies and equipment needed for emergency response operations. These supplies and equipment shall be obtained at fair market value, but may be commandeered if necessary.
- To command the aid of the citizens of Seal Beach to assist with response activities, in the event of a state of emergency or a state of war emergency. A local emergency proclamation, on its own, does not grant the Director of Emergency Services this power.
- To requisition necessary personnel and resources from any City department.

The Director of Emergency Services may also appoint Assistant Directors, who are responsible for developing emergency plans and managing emergency programs. As part of the Director of Emergency

Services' role in directing the City's ERO, this staff member chairs the Policy Unit and is the vice chair of the City's Disaster Council.

As the head of the Management Section of the local ERO, Seal Beach's Director of Emergency Services is also officially the EOC Director. It is important to note the distinction between the two roles: the Director of Emergency Services is responsible for the overall management and direction of the City's ERO and the EOC facility (the physical structure) .while the EOC Director manages the EOC facility and supervises the staff assigned to it upon activation. In some instances, the two roles may be filled simultaneously by the same individual. However, as the EOC Director must spend most or all of their time stationed at the EOC facility and the Director of Emergency Services often has other responsibilities elsewhere, it is not feasible for the Director of Emergency Services to act as the EOC Director at all times, particularly during a long-term emergency. When the Director of Emergency Services is not acting as the EOC Director, this staff member shall appoint someone to serve as the EOC Director. If the EOC Director is a distinct position, this staff member shall answer to the Director of Emergency Services.

In Seal Beach, the role of the Director of Emergency Services is filled by the City Manager. If the City Manager is unavailable or unable to assume this role, the Assistant City Manager shall assume the role of City Manager, and by extension become the Director of Emergency Services. If neither the City Manager nor the Assistant City Manager can act in this capacity, the Chief of the Seal Beach Police Department shall serve in this position. There is no officially assigned EOC Director; the Director of Emergency Services will appoint a position to fill this role if the Director of Emergency Services is unable to fulfill it.

4.14.1.2. Policy Unit

Seal Beach's Policy Unit is composed of high-level decision makers: the City Attorney and the community's elected officials (the five City Council members). Collectively this body sets direction on policies and direction, making recommendations to the Director of Emergency Services and other decision makers. The Policy Unit does not have any authority to establish and implement decisions on its own, as it is strictly an advisory body. Policy Unit meetings are convened by the Director of Emergency Services as needed. (Note that the City Attorney has an additional role to play in the City's ERO as the Legal Officer).

There are 12 duties of the Seal Beach Policy Unit, which are as follows:

- If the City Council lacks a quorum, recommending the appointment of specific individuals to fill vacant positions.
- Recommending individuals to fill any vacant department head positions.
- Providing policy guidelines for emergency response activities within the affected area and for coordination with the Orange County OA.

- Helping to identify if the response needs of the emergency exceed the capabilities of Seal Beach's ERO, and therefore if mutual aid is needed.
- Helping to identify if the situation in Seal Beach requires a proclamation of local emergency, and publicizing any such proclamation that may be issued.
- Developing emergency curfew laws as needed.
- Drafting regulations and policies related to any emergency expenditures of City funds.
- Working with the Public Information Officer to help facilitate coordination with media organizations.
- Working with the Public Information Officer or Liaison Officer to help brief elected officials and state and federal agencies.
- Working with the Planning Section to assess public needs.
- Reviewing and discussing other policy issues that come before it.

4.14.1.3. EOC Executive Officer

Seal Beach's EOC XO is responsible for developing strategic objectives and response strategies for the City's ERO, and for implementing response measures. The EOC XO has full responsibility for the City's response efforts, but the ultimate legal authority and obligation lies with the Director of Emergency Services, and command of the EOC and its staff is the responsibility of the EOC Director. The EOC XO also receives advice from the Policy Unit as needed. Seal Beach's EOC XO has the following duties:

- Directing all Seal Beach municipal departments and resources in emergency response and recovery operations.
- Approving the IAP, and ensuring that all requests for action are completed.
- Overseeing the General Staff and Command Staff and ensuring that they are completing their mission objectives. The EOC XO's direct supervisory role may be limited to liaisons of the General Staff and Command Staff in some instances.
- Directing field operations, through the established ERO chain of command.
- Making operational plans and policies, and establishing operational priorities.
- Making executive decisions regarding orders, rules, and regulations in council with the Policy Unit, and as approved and validated by the Director of Emergency Services.

The type of emergency incident determines which City staffer fills the role of EOC XO, as the head of the lead department during a disaster will generally be the EOC XO (for example, if the disaster is mostly within the purview of the Public Works Department, the Public Works Director will serve as EOC XO). The City will establish a UC if multiple City departments are involved in the response without any one department having a clear lead in responsibilities. The table below identifies the staff assigned to

be the EOC XO for different types of emergencies in Seal Beach, or whether a UC should be used. If the situation requires a UC, **Table 13** identifies the Seal Beach staff members who should be involved.

Table 13. EOC XO Assignment

Emergency Scenario	Unified Command	Chief of Police	Division Chief/ Battalion Commander	Public Works Director	Chief Lifeguard
Flooding and coastline disturbances	✓			✓	✓
Earthquakes and liquefaction	✓	✓	✓	✓	
Tsunamis	✓	✓		✓	✓
Fire, explosion, and gas pipeline hazards			✓		
Tornadoes, waterspouts, and wind events				✓	
Aircraft accidents	✓	✓	✓		
Marine oil spills					✓
War, nuclear accidents, and terrorism	✓	✓	✓		
Cyber attacks					
Hazardous chemical spills			✓		
Riots and civil disturbances		✓			

4.14.1.4. Public Information Officer

As a member of the Command Staff, the Public Information Officer is responsible for working with members of the public, media organization, and other jurisdictions, as well as City departments, in providing public information about the disaster. This position is responsible for developing accurate and complete information about the incident's cause, size, and current status. This staff member must also inform people about the resources committed to addressing the situation, and other matters of safety and interest. The Public Information Officer is the ultimate authority for public information in Seal Beach, and must create and coordinate the City's overall public information strategy. The City of Seal Beach during normal operations divides PIO duties amongst the respective departments with the Police Department, Fire Department, City Hall and Marine Safety having responsibility for their areas of interest. During a disaster or large-scale emergency PIO representatives would enter into a unified media outreach posture in order to maintain consistent messaging. Seal Beach's Public Information Officer is the Assistant City Manager or the Police Department PIO. The Police Department has an alternate PIO that may also serve as the City PIO. This staff member and any other staff that this staff member oversees are collectively called the Public Information Unit.

4.14.1.5. Safety Officer

The Safety Officer is responsible for ensuring a safe and secure working environment in the Seal Beach EOC and throughout the local ERO. This staff member inspects for any safety or security-related flaws in the operating environment of the EOC, and corrects these flaws as needed. As part of this responsibility, the Safety Officer must make sure that staff working in the EOC is not overly stressed or working overly long hours that may jeopardize their health. This staff member oversees all safety and security for the local ERO, although the EOC is the Safety Officer's direct responsibility. This staff

position coordinates security for the EOC and any support facilities, and reviews the IAP for safety implications. In Seal Beach's local ERO, the Safety Officer is designated by the Emergency Services Coordinator and is preferably a Police Officer. This staff member and any other staff that this staff member oversees are collectively called the Safety Unit.

4.14.1.6. Liaison Officer

The Liaison Officer is the main point of contact between the Seal Beach ERO and all other agencies that the City works with as part of emergency response and recovery activities. This staff member participates in meetings with representatives from other agencies to share information, improve interagency cooperation and coordination, and help minimize repetition of effort. The Liaison Officer monitors all coordination to identify existing or potential interagency problems or conflicts, and works to minimize or remove these issues. This staff member also establishes and maintains a list of appropriate contacts for other agencies. Representatives from other agencies that the Liaison Officer maintains contact with are known as Agency Representatives.

The Liaison Officer must stay in contact with all members of the Seal Beach General Staff, along with external groups such as the Orange County OA, the California Office of Emergency Services (Cal OES), and FEMA, along with neighboring communities and other organizations as may be required by the emergency situation. Agency Representatives from these external organizations may be stationed in the EOC during emergency situations to improve coordination. In the event that Seal Beach's EOC is unable to accommodate all Agency Representatives, the Liaison Officer shall be responsible for deciding which Agency Representatives are allowed access to the EOC. The designated Liaison Officer in Seal Beach's ERO is the Police Department Emergency Services Coordinator. The alternate Liaison Officer is preferably personnel who have formerly held the position of Emergency Services Coordinator or have worked in the Emergency Services Bureau. Alternatively, the Liaison Officer is designated by the Emergency Services Coordinator. This staff member, any staff that they oversee, and all Agency Representatives assigned to the EOC are collectively called the Liaison Unit.

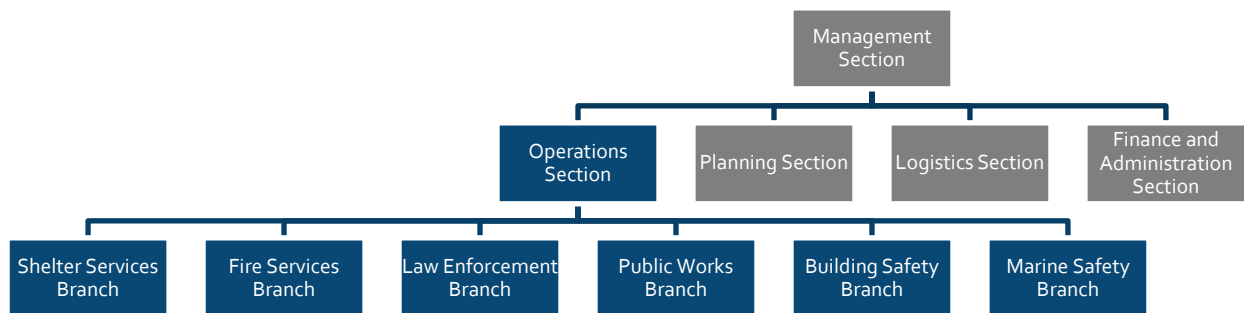
4.14.1.7. Legal Officer

The Legal Officer is an example of a position that is not established by the ICS/SEMS/NIMS framework, but which Seal Beach and many other communities have created as a fourth member of the Command Staff. The Legal Officer is responsible for providing the Director of Emergency Services, EOC Director, and the EOC XO with legal advice during an emergency situation. This staff member assists in the preparation of any legal documents, including resolutions or proclamations, requests for state assistance, local ordinances, or other documents needed to carry out emergency response activities. The Legal Officer also maintains legal information, reports, and records about the emergency, and is responsible for initiating and representing the City in any legal proceedings that may be necessary. The City Attorney serves as Seal Beach's Legal Officer, and this staff member and any staff that they supervise are collectively known as the Legal Unit. If the City Attorney cannot fulfill his or her responsibilities in this role, the City Manager is responsible for selecting a temporary replacement, to be confirmed by the City Council, who will be named City Attorney and by extension the Seal Beach Legal Officer.

4.14.2. Operations Section

Seal Beach's Operations Section, headed up by the Operations Section Coordinator, manages and coordinates all EOC-related operational functions, which will vary considerably depending on the operational needs of the situation. The Operations Section is often the most complex of the four sections, as it usually contains multiple subgroups with different geographic and operational parameters as defined by the emergency situation. Seal Beach's Operations Section uses a relatively simple structure, with six established branches under the main section, and no preplanned groups, divisions, strike teams, or strike forces. However, the City may reorganize the Operations Section and establish these other groups if needed.

Seal Beach's Operations Section is organized as follows, with other sections included in gray for context:



4.14.2.1. Operations Section Coordinator

Seal Beach's Operations Section Coordinator manages and coordinates all operational functions of the City's EOC, ensuring that all necessary operational functions are activated and appropriately staffed as demanded by the emergency. In Seal Beach's ERO, the Chief of Police is the designated Operations Section Coordinator. If the Chief of Police is unavailable to serve in this capacity (for example, if the Chief of Police is serving as the EOC XO), they shall designate an Operations Section Coordinator. If the Chief of Police is unable to fulfill his or her responsibilities and cannot name a replacement, the Police Department Operations Division Commander becomes the Chief of Police (and therefore the Operations Section Coordinator), followed by the Support Services Commander. If unavailable, then it is followed by the Sergeant with the highest seniority. Shelter Services Branch

The Shelter Services Branch is responsible for coordinating the City's tactical response with other agencies providing emergency care and sheltering services to community members. These other agencies may include the Orange County Health Care Agency, the Orange County Social Services Agency, school districts, and nongovernmental organizations such as the American Red Cross, the Salvation Army, and faith-based groups. While the Shelter Services Branch generally does not directly manage emergency care and sheltering facilities unless there is no other group able to provide these services, this branch does help to supply volunteers, supplies, and management needs. These responsibilities also including care for animals, often in coordination with Orange County Animal Care

Services and other organizations. The Shelter Services Branch Leader is the Community Services Department Director or the Recreation Manager

4.14.2.2. Fire Services Branch

The Orange County Fire Authority (OCFA) is the contract fire services provider. The OCFA has two fire stations in Seal Beach (Station 44 and 48), each station is supervised by a Fire Captain. The Fire Captains report to a Battalion Chief, who in turn report to a Division Chief. The Division Chief is the head of fire services for the City and reports directly to the City Manager.

4.14.2.3. Law Enforcement Branch

The Law Enforcement Branch of the Seal Beach ERO directs the tactical response of the City's Police Department during emergency situations. It obtains situation reports and works to supply field operations with information and directives developed in the EOC. This branch is responsible for coordinating evacuation efforts in Seal Beach, including drafting and issuing evacuation orders if the situation requires it. The Law Enforcement Branch provides traffic control and emergency notification services, in coordination with other groups in the local ERO, and assists with damage surveys. It identifies procedures for accessing mutual aid and other support, including requests for resource support outside of the established mutual aid systems. The Law Enforcement Branch Coordinator is the Operations Commander of the Seal Beach Police Department or the Support Services Commander. If he is unavailable, then it is followed by the Sergeant with the highest seniority.

4.14.2.4. Public Works Branch

The Public Works Branch has a wide range of responsibilities related to public facilities and infrastructure during a disaster. This branch's duties include inspection and repair of infrastructure, debris clearance, and repairing transportation routes. Following a disaster, the Public Works Branch conducts inspections (in coordination with the Building Safety Branch) and begins damage control and repair operations for public facilities and infrastructure, beginning with critical infrastructure and damage that poses a safety hazard. This branch also provides engineering advice and design for repairs, supports external field crews, and requests information from external agencies such as utility companies. The Public Works Branch Leader, with responsibility for coordinating and allocating resources, is the Public Works Director or designee.

4.14.2.5. Building Safety Branch

The Seal Beach Building Safety Branch is responsible for evaluating all buildings and facilities affected by the disaster to determine whether they are safe for entry and/or occupancy. Inspections are a multi-step process, beginning with a rapid "windshield" inspection to obtain a quick and high-level understanding of the damage to the community, proceeding to a more thorough inspection of damaged structures to more precisely understand the scope of the damage and any safety risks. As part of these duties, this branch estimates the financial impact of structural damage, which is transmitted to the Orange County OA and used for mutual aid requests. The Building Safety Branch also assists the Orange County Fire Authority with search and rescue operations. The Building Inspector serves as the

Building Safety Branch Coordinator The alternate is designated by the Building Inspector and is preferably a Code Enforcement Officer.

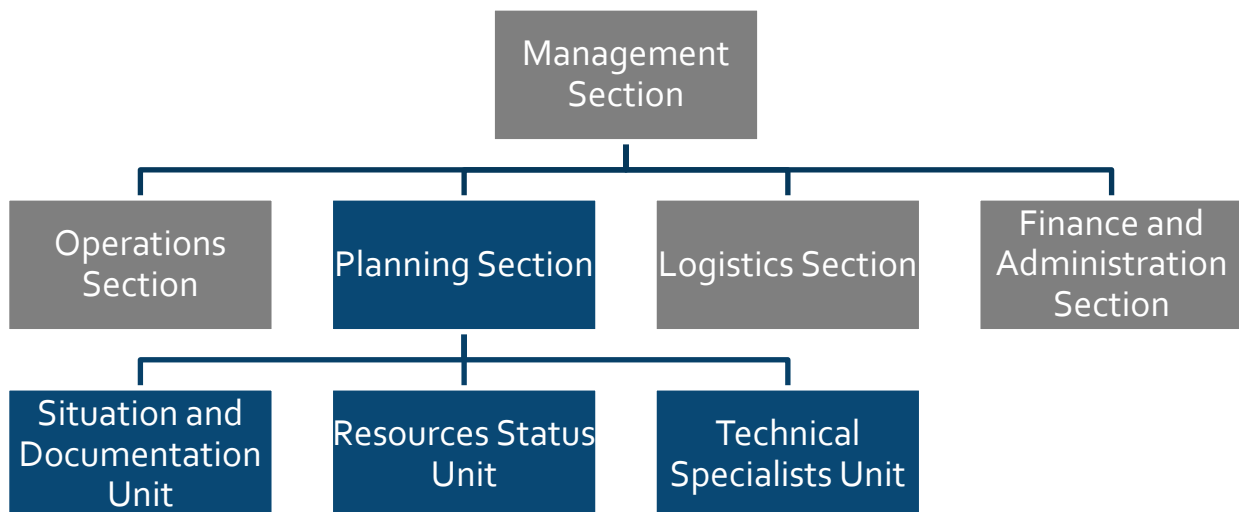
4.14.2.6. Marine Safety Branch

Seal Beach's Marine Safety Branch is responsible for the safety of coastal areas during a disaster. This branch conducts aquatic search and rescue operations, monitors dangerous and potentially dangerous aquatic environments, and issues evacuation notifications to the beach and other aquatic environments as needed. As part of these responsibilities, the Marine Safety Branch may conduct evacuations from coastal areas as necessary. While the duties of this branch often involve disasters with a risk of drowning or water inundation (e.g., coastal floods and tsunamis), the branch also has a large role in marine oil spills and hazardous chemical spills that impact the aquatic environment. The head of Seal Beach's Marine Safety Branch is the Chief Lifeguard of the city. In the event that they cannot fill this role, the Lifeguard Lieutenant shall assume this role, followed by Marine Safety Lieutenant, followed by the Marine Safety Officer (MSO). If these two positions are also unavailable, a member of the Seal Beach Police Department will carry out the responsibilities of the Marine Safety Branch Coordinator.

4.14.3. Planning Section

The Planning Section of Seal Beach's ERO is responsible for collecting, analyzing, and disseminating information about the nature and severity of the disaster situation in the community, including the extent of the damage. This section monitors the status of the City personnel and resources that can respond to the disaster, and identifies current and potential future gaps in the City's response capabilities. The information collected by the Seal Beach Planning Section is reported to the Orange County OA and higher-level EROs, and is used to inform response decisions, request state and federal financial assistance, and support decisions for short-term and long-term recovery activities.

Seal Beach's Planning Section is organized as follows (other sections in the Seal Beach ERO are shown in gray for context):



4.14.3.1. Planning Section Coordinator

The Planning Section Coordinator oversees the Planning Section of Seal Beach's ERO and all of its responsibilities. This staff member coordinates the collection of information about the emergency situation, the forecasts of how the emergency situation may involve, and the preparation of the EOC Action Plan, the After-Action and Corrective Action Report, and the EOC Deactivation Plan. This position also helps identify gaps in available information and works to close these gaps. The Community Development Director serves as Seal Beach's Planning Section Coordinator. If this staff member is unable to carry out these duties, the Senior Planner is first in the order of succession, followed by the Assistant Planner, or his or her designee.

4.14.3.2. Situation and Documentation Unit

The Situation and Documentation Unit in Seal Beach's ERO is the primary group responsible for collecting information about the emergency situation, analyzing it, and distributing it to intended recipients. This unit develops status reports about the incident and forecasts about how the situation may change, and assists the Planning Section Coordinator to develop the EOC Action Plan and the After-Action and Corrective Action Report. The reports provided by the Situation and Documentation Unit should help provide a high-level picture of the situation, particularly the interaction between multiple events or elements of the same event, and should provide information about emerging trends and potential future needs. The forecasts prepared by this unit should be both short term and long term. This unit also documents emergency response and recovery efforts to form a complete administrative record, in coordination with other groups in the City's ERO as needed. The Situation and Documentation Unit Leader is the Community Development Executive Assistant or a designee selected by the Planning Section Leader.

4.14.3.3. Resources Status Unit

Seal Beach's Resources Status Unit tracks the status of emergency response personnel and resources deployed in the community, including both City personnel and resources and those requested through mutual aid. This unit updates all status boards and status reports, including whether personnel or resources are in use, whether personnel or resources have been taken out of use and why, what operational potential currently exists that is not in use, and any unfilled mutual aid requests. The Resources Status Unit collects and maintains information about the status of public facilities and buildings in Seal Beach, often in coordination with the Public Works and Building Safety Branches of the Operations Section. As part of these responsibilities, the Resources Status Unit also monitors the condition of care and shelter facilities, Disaster Recovery Centers, and other community support facilities. The Executive Secretary of the Public Works – Yard serves as the Resources Status Unit Leader. The Alternate is its designee.

4.14.3.4. Technical Specialists Unit

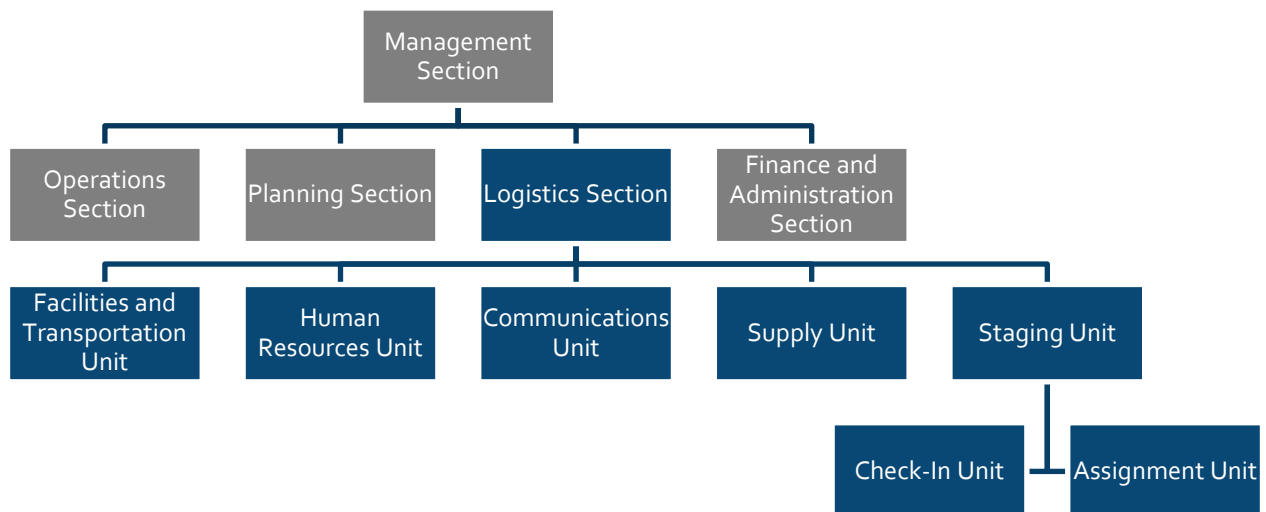
The Technical Specialists Unit is a group within the Planning Section of Seal Beach's ERO that is activated when the emergency situation requires the long-term involvement of multiple staff with special skills who are not active elsewhere in the ERO. The members of this unit often hold professional

certifications in their field or professions. If there is only a short-term need for these staff, or if a very small number of these staff is needed, these staff will generally be integrated into another established group, frequently the Situation and Documentation Unit. Members of the Technical Specialists Unit usually assist the Planning Section Coordinator in developing EOC Action Plans, although they may also be deployed to Field Command Posts to assist on-site staff. The Technical Specialists Unit Leader will be selected when the unit is activated, based on which staff members are mobilized.

4.14.4. Logistics Section

The Logistics Section of the Seal Beach ERO is responsible for ensuring that the members of the ERO and the facilities they depend on have the means to carry out their responsibilities, including sufficient personnel, supplies, equipment, and various support services as needed. These needs are varied and may include facilities, transportation, communication, maintenance and fuel for equipment and vehicles, and food and medical services for emergency response staff. This section also supports procurement activities. Although the Logistics Section is responsible for supporting all other sections of the ERO, the focus of this section's attention is often the Operations Section.

The organization of Seal Beach's Logistics Section is as follows, with other sections shown in gray for context:



4.14.4.1. Logistics Section Coordinator

As the head of the Logistics Section of the Seal Beach ERO, the Logistics Section Coordinator manages the personnel of the section and their activities to meet the logistical needs of the City's emergency response operations. This staff member coordinates mutual aid requests with the Logistics Section of the Orange County OA, manages disaster relief supplies, and oversees the Seal Beach Convergent Volunteer Program. The Logistics Section Coordinator also supports the Planning Section Coordinator to develop the EOC Action Plan, the After-Action and Corrective Action Report, and the EOC Deactivation Plan. The Public Works Director serves as the Logistics Section Coordinator for Seal

Beach. If the Public Works Director cannot fulfill his or her duties the first designee is the Director of Public Works / Maintenance and Facilities, or its designee.

4.14.4.2. Facilities and Transportation Unit

The Facilities and Transportation Unit is responsible for maintaining City facilities during an emergency situation, including the EOC and all support facilities. As part of these duties, this unit monitors the status of these facilities and helps obtain additional facilities needed for Seal Beach's emergency response operations. The Facilities and Transportation Unit provides sanitation, cleaning, and lighting services to these facilities as needed. This unit maintains Seal Beach's transportation equipment and fuel, and arranges for the pickup/delivery of supplies and the movement of personnel. The Maintenance Service Manager serves as the Facilities and Transportation Unit Leader for Seal Beach. The alternate is the Fleet Maintenance Services Supervisor

4.14.4.3. Human Resources Unit

The Human Resources Unit in Seal Beach's ERO monitors the availability of emergency response staff, and develops staffing assignments and rotation lists for the EOC and City operations. This unit works with City personnel along with mutual aid staff and trained and untrained volunteers (including registered disaster service workers). The Human Resources Unit is also responsible for ensuring that injured staff receives the appropriate medical attention, that any injuries are documented, and that workers compensation paperwork is filed and processed appropriately. Seal Beach's Human Resources Director acts as the Human Resources Unit Leader. The alternate is its designee.

4.14.4.4. Communications Unit

The Communications Unit of the Seal Beach ERO is responsible for the communication equipment and services used by the City's emergency staff. This unit assigns the equipment, such as radios and mobile phones, and maintains and repairs it to ensure that the equipment is always available if an emergency situation occurs. Staff in this unit work to install communication equipment in the EOC and other facilities as needed, allocate radio frequencies to emergency response staff, and manage the use and deployment of the Mobile Command Post if needed. The Communications Unit also coordinates with Radio Amateur Civil Emergency Service (RACES) volunteers. The Communications Unit Leader in Seal Beach is a representative from the City's representative to the West Cities Police Communications Center (West-Comm) agency.

4.14.4.5. Supply Unit

The Supply Unit is in charge of procuring and allocating all supplies and equipment needed for emergency response activities, including volunteered and donated disaster relief supplies. This unit tracks the supplies and equipment that are in and out of use, both for City resources and those obtained through mutual aid. When the staff members in this unit receive and process a request, they must prioritize resources and identify how many are needed, if any personnel are needed to operate the resource in question, and if the operators need any special training. The Supply Unit will maintain lists of all equipment and supplies owned by the City or procured through mutual aid, to be kept in the

primary EOC and any alternate EOC facilities. The Supply Unit Leader in Seal Beach is designated by the Public Works Director.

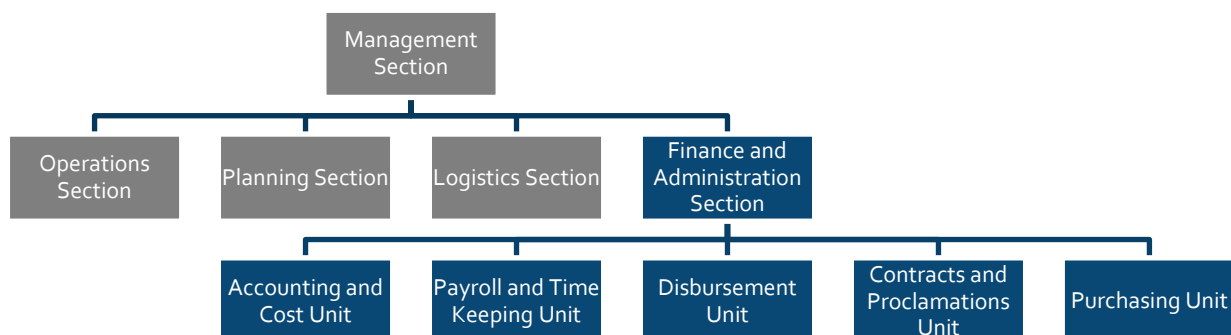
4.14.4.6. Staging Unit

The Staging Unit of the Seal Beach ERO is in charge of managing operations at the City's primary staging area. This job involves staffing the primary staging area and ensuring that personnel at the area have the equipment necessary to do their job. The Staging Unit sets up the primary staging area, ensures that communications and other vital services at the site are operational, and addresses transportation needs for the site in coordination with the Facilities and Transportation Unit. Staff in this unit coordinates mutual aid deployed to the primary staging area and may work in the field with mutual aid coordinators as needed. The Staging Unit staff may also establish a base camp for emergency response personnel, in consultation with the Logistics Section Coordinator. There are two subgroups that may be established underneath the Staging Unit: the Check-In Unit and the Assignment Unit. The staff member in charge of the Seal Beach Staging Unit, who is known as the Staging Area Coordinator, is designated by the Public Works Director.

4.14.5. Finance and Administration Section

The Finance and Administration Section in the Seal Beach ERO provides records on EOC operations, and has a duty to maintain all logs and administrative paperwork. It is responsible for recording information related to tracking and repository activities, accounting, cost records on personnel and other resources, auditing, timekeeping, payroll, cost recovery, and payment to vendors and contractors. This section also works to compile and submit information for state and federal disaster reimbursement requests.

The Finance and Administration Section of the Seal Beach ERO is organized as follows, with other sections shown in gray for context:



4.14.5.1. Finance and Administration Section Coordinator

The Finance and Administration Section Coordinator has the overall responsibility for providing financial and administrative services to the Seal Beach ERO. This staff member ensures that costs are being documented properly and that all staff members assigned to the section are carrying out their responsibilities. This staff member manages the City's cost recovery efforts, and keeps the EOC

Director informed on the costs of emergency response and recovery operations. This staff member also helps to prepare the EOC Action Plan, EOC Deactivation Plan, and the After-Action and Corrective Action Report. The Director of Finance serves as Seal Beach's Finance and Administration Section Coordinator. The Finance Manager serves in this capacity if the Director of Finance is unable to do so, followed by the Support Division Commander of the Seal Beach Police Department. If these positions are unable to serve, the Director of Emergency Services shall appoint a successor.

4.14.5.2. Accounting and Cost Unit

Seal Beach's Accounting and Cost Unit is responsible for tracking costs, including all receipts, contracts, and payments. This unit manages billing, invoice payments, and accounts receivable. Staff in the Accounting and Cost Unit compiles cost records associated with the damage and claims for financial compensation. This unit also develops cost projections for use in budget modification requirements and creates cash flow status reports. The Accounting and Cost Unit Leader is the Finance Manager. The alternate is the City Accountant Payroll and Time Keeping Unit

The Payroll and Time Keeping Unit in the Seal Beach ERO is charged with maintaining the payroll and timekeeping documents for all City staff and registered disaster service worker volunteers. As part of these responsibilities, this unit maintains sign-in sheets and staffing lists for all shifts in the EOC and the primary staging area. Staff assigned to this unit is responsible for making sure that payroll activities are being carried out in compliance with all applicable laws, policies, and procedures. The documentation maintained by this unit is used to help compile the After-Action and Corrective Action Report. The Payroll and Time Keeping Unit Leader for Seal Beach is the Senior Account Technician, or an alternate Account Technician.

4.14.5.3. Disbursement Unit

The Disbursement Unit is responsible for disbursing City funds in an authorized manner and maintaining a record of all disbursements carried out as part of Seal Beach's emergency response operations. This unit maintains a list of all personnel who can sign a request for petty cash, and confirms disbursement policies and procedures with the Finance and Administration Section Coordinator. The Seal Beach Disbursement Unit Leader is the Senior Account Technician, or an alternate Account Technician.

4.14.5.4. Contracts and Proclamations Unit

The City Clerk is the Contracts and Proclamations Unit Leader. Their role is to ensure public or official announcement of an important matter are coordinated with the PIO. They also serve to administratively manage any contractual agreements.

4.14.5.5. Purchasing Unit

The Purchasing Unit of Seal Beach's ERO is in charge of purchasing supplies, material, and equipment as needed to support the City's emergency response and recovery activities. This unit establishes the organizational and operational policies and procedures necessary for purchasing activities, in consultation with the Finance and Administration Section Coordinator. This unit acts as a centralized

procurement body, allowing for easier tracking and coordination. The Account Technician in the Finance Department acts as the Purchasing Unit Leader. Emergency Response

4.15. EOC Activation

Seal Beach's EOC can be activated either in a top-down or bottom-up process. In a top-down activation, the City receives a notification of a pending or existing emergency situation and decides that the scope of the emergency response may potentially require the services of the City's EOC. In a bottom-up EOC activation, field emergency responders arrive on the site of an incident and believe the incident will exceed the capabilities of the City's normal activities, thus requiring EOC activation and mobilization of the local ERO. Most EOC activations are of the bottom-up variety.

If an emergency situation does occur that may require the activation of the EOC, any or all of the following members of government may be involved in the decision to activate the EOC; the Mayor, Mayor Pro Tem, City Council members, the City Manager, Assistant City Manager, Chief of Police, Police Commander, OCFA Division Chief, OCFA Battalion Chief, etc... EOC activation may be necessary if the emergency situation meets at least one of the following criteria:

- At least two City agencies will need to send staff to respond.
- The emergency situation may overwhelm the City's emergency response capabilities, requiring mutual aid.
- There is a significant possibility that the emergency may escalate beyond its initial severity.
- The response to the incident will require a centralized command center to properly coordinate activities across multiple jurisdictions, agencies, and/or organizations.
- Emergency response activities may last longer than eight hours.
- The scale of the emergency response operations is likely to be significant.

Additionally, the Seal Beach EOC will be activated automatically, without any deliberation, under the following circumstances:

- An earthquake with a magnitude of at least 6.0 occurs within 50 miles of Seal Beach.
- The governor proclaims a state of emergency that covers part or all of Seal Beach.
- The president declares a national emergency or major disaster for an area including part or all of Seal Beach.
- A state of war emergency is declared for an area covering part or all of Seal Beach.
- An attack involving WMDs has occurred and is impacting Seal Beach, or such an attack is imminent.
- The City Manager of Seal Beach orders the EOC to be activated.

Depending on the nature of the emergency, Seal Beach's EOC may not need to be activated even if other ERO levels activate their EOC or comparable facility. For example, an emergency situation that affects multiple communities in southern Orange County may lead to the Orange County OA activating its EOC, but Seal Beach may not need to do so.

There are three levels of EOC activation: Level I, Level II, and Level III. These levels follow the standard SEMS protocol/recommendations. In a Level III activation, the lowest level, the EOC facility is opened and stocked in case it is needed, but ERO staff may not be stationed there. If the EOC is staffed, the staffing is likely to be minimal—generally limited to the Director of Emergency Services, the EOC XO, and any necessary General Staff. In a Level II activation, the Command and General Staff are mobilized, along with any other staff positions that the situation may require, but significant portions of the Seal Beach ERO are still not yet activated. A Level I activation is the most widespread EOC activation; most or all personnel and groups within the ERO are mobilized in these instances.

The following are the generally recommended levels of EOC activation for different types of emergencies. However, in all emergency situations for which the EOC is activated, the City should determine what level of EOC activation makes the most sense, even if this does not match the recommendations presented below. The Director of Emergency Services and/or EOC Director will choose the appropriate level of activation, in consultation as necessary with other staff:

- Flooding and Coastline Disturbances: The level of EOC activation shall be based on the situational needs. In severe emergencies, Level I activation may be required.
- Earthquakes and Liquefaction: Any degree of EOC activation may be necessary depending on the scope of the damage and any injuries and fatalities. Level I activation is recommended if a significant event occurs.
- Tsunamis: If a tsunami watch is issued, Level II EOC activation is recommended. If Seal Beach falls under a tsunami warning (risk of significant inundation), the EOC should be activated at Level I.
- Fire, Explosion, and Gas Pipeline Hazards: EOC activation is generally necessary if the event causes a significant loss of life, numerous injuries, or extensive property damage. Level II activation is suggested for large fires or explosions, while Level III activation may be suitable in other instances.
- Tornadoes, Waterspouts, and Wind Events: A Level III EOC activation will generally be sufficient. If the City needs to provide extensive support, Level II activation may be considered.
- Aircraft Accidents: A Level III or Level II activation is generally recommended depending on the size of the damaged area, and the number of any injuries and fatalities.
- Marine Oil Spills: Marine oil spills are generally addressed through a Unified Command managed by the US Coast Guard, and so local communities typically fill more of a support role. In most instances, Level III activation should be sufficient.

- War, Nuclear Accidents, and Terrorism: A war or nuclear accident should merit a Level I activation. An incident of terrorism will generally only require EOC activation if it was a large incident, at which point the level of EOC activation will be based on situational needs.
- Cyber Attacks: The EOC will likely not be needed for most cyber-attacks. If the EOC is necessary, Level III activation should be sufficient.
- Hazardous Chemical Spills: Coordination will largely occur in the field, both among local staff (City and Orange County Fire Authority personnel), and representatives from state and/or federal agencies if necessary (a full Unified Command). Level III activation will generally be sufficient.
- Riots and Civil Disturbances: EOC activation is generally only necessary if there is widespread looting and property damage. However, regional rioting may require Level I activation.

Regardless of how the Seal Beach EOC is activated and at what level, the City must activate any and all necessary groups and staff positions within the local ERO as soon as possible. The EOC Director will select the appropriate groups and staff positions, allowing for an effective response to the emergency situation. This rapid mobilization also allows Seal Beach to begin any planning and forecasting work to help anticipate any potential impacts from the disaster that have not yet occurred.

SEMS vs. NIMS Activation Levels

In the past SEMS and NIMS used different Activation Level terminology, but this has been changed to be more uniform. **Table 14,** provides a comparison for easy understanding and coordination between the two systems.

Table 14. SEMS vs. NIMS Activation Levels

SEMS	SEMS	Activation Level		NIMS	NIMS
<i>Minimum Staffing</i>	<i>Event/Situation</i>	<i>SEMS</i>	<i>NIMS</i>	<i>Event Description</i>	<i>Minimum Staffing</i>
<ul style="list-style-type: none"> EOC Director Planning Section Coordinator 	<ul style="list-style-type: none"> Severe Weather Advisory Small incidents involving 2 or more departments Earthquake Advisory Flood Watch 	3	3 (Monitor)	<ul style="list-style-type: none"> Small incident or event One site Two or more agencies involved Potential threat of: <ul style="list-style-type: none"> Flood Severe storm Interface fire Escalating incident 	<ul style="list-style-type: none"> EOC Manager Public Information Officer Liaison Officer Operations Section Chief
<ul style="list-style-type: none"> EOC Director All Section Coordinators Branches and Units as appropriate to situation Liaison Representatives as appropriate. 	<ul style="list-style-type: none"> Moderate Earthquake Wildfire affecting developed area Major wind or rain storm Two or more large incidents involving 2 or more departments Imminent Earthquake Alert Major scheduled event (such as World Cup, Papal visit, Olympics, etc.) 	2	2 (Partial)	<ul style="list-style-type: none"> Moderate event Two or more sites Several agencies involved Major scheduled event (e.g., conference or sporting event) Limited evacuations Resource support required 	<ul style="list-style-type: none"> EOC Manager Public Information Officer Liaison Officer Section Chiefs (as required) Limited activation of other EOC staff (as required)
<ul style="list-style-type: none"> All EOC Positions 	<ul style="list-style-type: none"> Major city or regional emergency. Multiple departments with heavy resource involvement Major earthquake. 	1	1 (Full)	<ul style="list-style-type: none"> Major event Multiple sites Regional disaster Multiple agencies involved Extensive evacuations Resource support required 	<ul style="list-style-type: none"> EOC Manager Policy Group All EOC functions and positions (as required)

Notes:

- Local governments and the operational area should work together to develop consistent activation criteria and levels that are common with the operational area.
- Minimum staffing may vary with the size of the local government.

4.16. Emergency Warning Systems

The alert and warning process involves notifying government agencies and members of the public that there is a threat of extraordinary danger, or that such a condition is imminent. An alert or warning can originate at any level of the government, depending on the nature of the threat and the population group at risk. An alert (sometimes called a “watch”) is a notification that there is an elevated risk of a dangerous condition, whereas a warning is a notification that dangerous conditions exist or are imminent. For example, a flood alert or watch means that there is a reasonable risk that a flood emergency may develop, while a flood warning means that flood conditions have already occurred or that a flood emergency is imminent.

4.16.1. Alert and Warning Phases

In order to save lives and property, it is critical to disseminate notifications in a timely fashion. Local governments such as Seal Beach are responsible for distributing these notifications, often in compliance with other agencies, through a control system that is staffed at all times. There are three sequential phases to issuing a public notice of emergency conditions:

- In the Monitoring phase, the government monitors events (existing and developing/potential) to identify threats that may have impacts within its jurisdiction.
- In the Notification phase, the government will notify key officials and emergency response personnel. This phase is reached if emergency conditions within the jurisdiction have developed, or if such conditions are imminent. The EOC may be activated at this point.
- In the Alert and Warning phase, officials will publicly distribute the notification. If the notification is a warning, government staff will take action to protect people, the environment, and public and private resources.

4.16.2. Alert and Warning Systems

A number of federal, state, regional, and local systems are in place to distribute alerts and warnings to members of the Seal Beach community.

4.16.2.1. National Terrorism Advisory System

The National Terrorism Advisory System (NTAS) was implemented by the Department of Homeland Security in April 2011, replacing the earlier color-coded Homeland Security Advisory System. NTAS is intended to effectively communicate information about terrorist threats by providing timely, detailed information to members of the public, government agencies, emergency responders, and key stakeholders. In conjunction with the Department of Homeland Security’s efforts, Orange County has created the Orange County Intelligence Assessment Center to further assess potential and viable threats to Orange County, and to communicate these threats to local law enforcement and related agencies.

There are two levels of alerts under NTAS. In an Elevated Threat alert, there is a credible terrorist threat. In an Imminent Threat alert, the threat is credible, specific, and believed to be impending.

Unlike the earlier Homeland Security Advisory System, which was always at some level of alert or warning, NTAS is only active when one of the two types of alerts has been issued. All NTAS alerts expire at a specific date, although the alert may be extended or cancelled early if new information becomes available.

4.16.2.2. Emergency Alert System

The Emergency Alert System (EAS) is a national public notification system for AM and FM radio stations, broadcast and cable television stations, and satellite radio and television providers. It can provide communications capability to the president in order to address members of the public during a national emergency, or it may be used by state and local authorities to deliver important emergency information such as AMBER Alerts or weather information targeted to a specific area. The president has sole authority for determining when to activate the EAS at the national level, and has delegated this authority to the director of FEMA. FEMA is responsible for implementation of national-level EAS notifications, tests, and exercises. Other federal agencies are also involved, including the National Weather Service, which develops emergency weather information to alert the public of dangerous weather conditions. The Federal Communication Commission establishes technical standards for EAS, procedures for participants to follow in the event that the system is activated, and EAS testing protocols; it is also responsible for ensuring that state and local EAS plans conform to federal rules and regulations. Participation in EAS is voluntary, although if a presidential message is transmitted, stations must carry the message or go off the air.

Each state has been divided into a number of EAS operational areas, consisting of one or more counties within radio reception range of EAS stations in the area. There are 23 local EAS areas in California. One station within each area assumes the function of the local primary broadcast station, designated LP-1. If the LP-1 station is unable to carry out this function, a designated alternate station (LP-2) assumes this responsibility. In Orange County, LP-1 is radio station KWVE 107.9 FM. Control One, the central site of operations for the Countywide Coordinated Communications System located at the Orange County OA's Loma Ridge facility (the same site as the Orange County OA EOC), is Orange County's LP-2.

All requests to activate the countywide EAS must be submitted to Control One, which will activate the system for emergency events and other conditions that are of concern to a significant portion of Orange County community members. The following individuals can authorize activation of the countywide EAS in Orange County:

- The Orange County Director of Emergency Services.
- The sheriff-coroner or a watch commander of the Orange County Sheriff-Coroner Department.
- The fire chief, a division chief, or a battalion chief, of the Orange County Fire Authority.
- The California Highway Patrol (only in the event of a multijurisdictional child abduction alert, including statewide events).

- Authorized staff of previously designated Orange County agencies, including the Health Care Agency and the Public Works Department.
- Authorized officials of Orange County incorporated communities, including city managers, chiefs of police, watch commanders, fire chiefs, or battalion chiefs.
- Authorized representatives of the National Weather Service.

4.16.2.3. National Warning System

The National Warning System (NAWAS) is a dedicated, wired phone system that allows for communication between a federal center and state and local warning points. NAWAS allows for three types of warning: natural and technological emergency warning (any sort of natural disaster or human-related emergency situations, including aircraft crashes, errant domestic missile launches, explosions, hazardous chemical spills, nuclear accidents, and reentering space debris), attack warning (a missile launch, whether intentional or domestic, against the US has occurred or is impending), or fallout warning (there is a threat of radiation exposure from radioactive fallout resulting from a nuclear detonation, nuclear and/or radioactive accidents, and/or terrorism). NAWAS is tested three times a day. FEMA has established specific protocols and procedures for using the system. Local governments are encouraged to use NAWAS for official business when it is not in use for emergency purposes.

4.16.2.4. National Weather Service

The National Weather Service continuously transmits weather information nationwide on designated frequencies. These frequencies can also be used to transmit emergency information for both weather- and non-weather-related hazards. Members of the public can purchase radio devices that can receive these transmissions. 162.45 MHz is the National Weather Service radio frequency for Orange County.

4.16.2.5. AlertOC

AlertOC is a public notification system to distribute emergency information to Orange County community members using telephone messages, text messages, and e-mail. All landline telephone numbers in Orange County are automatically registered with AlertOC, while all others must register with the system through a website or by mail. Users can elect to receive messages for all of Orange County, or only those which affect their specific community. Seal Beach and most other Orange County cities participate in AlertOC, although other cities may have their own systems to supplement the countywide network. Individual communities may elect to use AlertOC to distribute nonemergency information.

4.16.2.6. Website and Social Media

Seal Beach may post information about emergency situation on the City website (www.sealbeachca.gov), which is accessible from any Internet-connected device (computer, smartphone, tablet, etc.). In addition to text information, these postings may include graphics (photos, diagrams, maps, etc.), videos and animation, and links to additional content. Multiple City agencies, including the Police Department and the Community Services Department, have a presence on social media systems, which can also be used to distribute information.

4.16.2.7. NIXLE

NIXLE is a private system that allows community members to receive emergency notifications and Non-emergency community information from various agencies and services. The Seal Beach Police Department distributes notifications through NIXLE, as do some other regional agencies. Community members can sign up for NIXLE through an online system, and may receive notifications by e-mail, home and/or cellular phone, and text message. NIXLE messages have an option to relay same messages to Facebook and Twitter.

4.16.2.8. Dam Notification Procedure

In the event of an incident at Prado Dam or any other dam-related incident that may affect Orange County, Control One will immediately send out notifications through radio, telephone, and the California Law Enforcement Telecommunications System in accordance with established procedure. These notifications can be received by members of the public, law enforcement, fire services, hospitals, and other public safety agencies. Dam incident notifications will also be distributed through the EAS and National Weather Service notification systems.

4.16.2.9. Tsunami Notification Procedure

If a tsunami occurs with the potential to affect Seal Beach or other coastal Orange County communities, or if there is an elevated risk of such a tsunami, Control One will immediately broadcast a notification in accordance with established procedure. Control One will use radio, telephone, and the California Law Enforcement Telecommunications System to alert members of the public, law enforcement, fire, lifeguards and marine safety, hospitals, and other public safety agencies. This information will also be distributed through the EAS and National Weather Service. Tsunami notifications for California originate at the National Tsunami Warning Center in Palmer, Alaska. There are four types of tsunami notifications, as follows:

- **Tsunami Information Statement:** This informs emergency management officials and members of the public that an earthquake or other incident capable of generating a tsunami has occurred, and that a tsunami watch, advisory, or warning has been issued for another coastal area. The area covered by a tsunami information statement does not face any threat of destructive tsunami events; this notification is for informative purposes and to prevent unnecessary preparatory activities (e.g., evacuations).
- **Tsunami Watch:** This informs emergency management individuals and members of the public that an event has occurred which may create a tsunami capable of affected the covered area. A tsunami watch is used as a preliminary notification that dangerous conditions may develop. Local communities may need to take preparatory activities or prepare for emergency response operations.
- **Tsunami Advisory:** This informs emergency management individuals and members of the public that a tsunami has occurred, or that such an event is imminent or expected. Areas under a tsunami advisory are not expected to see significant inundation (maximum of 3.3 feet), but

there is a risk of strong currents or dangerous waves for those in and very near the water. Local officials may close beaches and evacuate harbors if a tsunami advisory is issued.

- **Tsunami Warning:** This informs emergency management individuals and members of the public that a tsunami capable of creating widespread inundation has occurred, or that such an event is imminent or expected. Local officials may choose to evacuate low-lying areas during a tsunami warning.

Tsunami notifications may be upgraded, downgraded, or canceled as new information becomes available. This is particularly true for a tsunami watch, which is generally upgraded to an advisory or warning if a tsunami develops, or canceled if not. Seal Beach meets the standard for public notification and evacuation in the Tsunami Ready program established by the National Oceanic and Atmospheric Administration. The City models its tsunami evacuation plan on the State of California "Tsunami Evacuation Playbook" which was developed by the California Governor's Office of Emergency Services, the National Oceanic and Atmospheric Administration, and the California Geological Survey. This playbook provides guidelines for evacuation in the event of a tsunami event. While this playbook will inform decision makers and policy makers it is not a binding document. The City also has a "tsunami evacuation playbook" which provides additional detail about the potential tsunami scenarios which may affect Seal Beach, including the areas that should be evacuated in the event of different heights of tsunamis.

4.17. Pre-disaster Activities

In some instances, the City may receive advance notice that a disaster is approaching, or at minimum, notification that conditions are suitable for emergency situations to develop. Disasters for which the City may receive advance notice include flooding and coastline disturbances, tsunamis, tornadoes/ waterspouts/wind events, and marine oil spills. In these instances, the City can take action to minimize the effects of the event before it arrives. Such actions can include the following:

- Ensuring that mobile units (e.g., police vehicles, lifeguard trucks) are sufficiently stocked with traffic control devices, first aid kits, repair tools, communication devices, and other needs.
- Closing or placing warning notifications in areas that are likely to be affected by the disaster, such as closing the beach if a marine oil spill has occurred.
- Checking infrastructure that can reduce the impacts of the disaster to make sure it is fully functional, such as removing debris from storm drains to minimize flooding opportunities.
- Providing community members with supplies to help reduce damage to private property, such as sandbags.
- Identifying conditions in the community that may create or exacerbate hazards if an emergency situation develops, and working with property owners to reduce the risk.

It is also possible that the City may receive advance warning when an earthquake occurs; telecommunications signals travel substantially faster than seismic waves, so if an earthquake occurs a

sufficiently far distance away the City may receive notice of the earthquake before the shaking begins in Seal Beach. However, earthquake waves travel extremely fast (the waves that do the majority of damage can travel as fast as approximately 130 miles per second), so any warning of an imminent earthquake may only be enough time for personnel to stop their activities and take immediate shelter.

4.18. Evacuation Plans

A TsunamiReady community is a certification granted by the National Weather Service to communities that are vulnerable to tsunamis, and have taken steps to prepare for a tsunami. The City has designated tsunami evacuation routes that are identified by signage. These routes lead away from the Pacific Ocean inland and to higher ground. The roads and thoroughfares throughout the City are ADA compliant.

The City of Seal Beach, attending to all community needs, strives to comply with the Americans with Disability Act (ADA). This need became evident after significant challenges surfaced following the 1989 Loma Prieta Earthquake, the 1994 Northridge earthquake and, even more so, Hurricane Katrina in 2005. The City must ensure that disaster planning, response and recovery take into consideration the citizens highlighted in the ADA. Seventy percent of those who died in Hurricane Katrina were over 60 years of age.

Disaster response to citizens in need will be initiated with impartiality. The City of Seal Beach will depend on and coordinate with the American Red Cross. According to the 1996 Statement of Operational Relationship between the Department of Social Services and the American Red Cross, the Red Cross will make every effort possible to select shelter sites that are accessible for citizens with functional needs and work to include compensatory equipment in their shelter design. Furthermore, the American Red Cross will provide shelter residents who have functional needs with appropriate literature and, through their human relations liaisons, will ensure that the needs of their clients are being met in accordance with the ADA. The City of Seal Beach will work closely with the American Red Cross, Orange County Department of Social Services and the Department of Rehabilitation to ensure that other response and recovery needs, such as food, transportation and communication, are appropriately addressed.

The July 26, 2004 Federal Register (Volume 69, Number 142), Part II and The President Executive Order 13347 of July 22, 2004, Individuals with Disabilities in Emergency Preparedness, discuss disasters and people with disability access and functional needs.

In an emergency, the City of Seal Beach will make every effort possible to deal with all its citizens' needs. In the initial hours of a disaster, there may be a shortage of resources and priorities will be on lifesaving operations, not care and sheltering. It may, therefore, take some time to deal with every individual in need.

The Seal Beach tsunami evacuation playbook provides generalized evacuation information for varying types of tsunamis, based on the size of the event that creates the tsunami and the travel time between

the event location and the city. It includes protocols for obtaining and recording information on tsunamis, and identifies potential tsunami heights and travel times based on different types of events. The evacuation playbook identifies four types of scenarios:

- Phase 1 – A tsunami advisory has been issued: Beaches, piers, and harbors (including boats in the harbors) should be evacuated. Be prepared for strong currents and potential scouring of coastal channels.
- Phase 2 – A tsunami warning has been issued, with a height of no more than 5 feet. Evacuate the portion of downtown bordered by Electric Avenue on the south, 12th Street to the west, the Pacific Coast Highway to the north, and Seal Beach Boulevard to the east. Also, evacuate the Seal Beach National Wildlife Refuge, beaches, piers, and harbors. Prepare for strong currents and potential scouring of coastal channels.
- Phase 3 – A tsunami warning has been issued, with a height between 5 feet and 11.5 feet. Evacuate all areas south of the Pacific Coast Highway, the neighborhood south of Marlin Avenue, and the shopping center at the intersection of Bolsa Avenue and Balboa Drive.
- Maximum Phase – A tsunami warning has been issued for a tsunami greater than 11.5 feet. Evacuate all areas south of the Pacific Coast Highway, the neighborhood south of Marlin Avenue, and the shopping center at the intersection of Bolsa Avenue and Balboa Drive.

4.19. Emergency Shelters

In the event that community members are displaced by emergency situations, shelters will be established to provide a temporary place to stay. These shelters are usually operated by the American Red Cross or various nongovernmental organizations, with support from the Shelter Services Branch of the Seal Beach local-level ERO (this branch can temporarily operate shelters if no other agency is available to do so).

There are five designated facilities which can serve as shelters for Seal Beach community members, all of which belong to the Los Alamitos Unified School District. Note that four of these five sites are not located within Seal Beach itself. These facilities are shown in **Table 15**.

Table 15. Seal Beach Designated Shelter Sites

Name	Address	Phone Number
Laurel High School	10291 Bloomfield Street, Los Alamitos	(562) 799-7820
Los Alamitos High School	3591 Cerritos Avenue, Los Alamitos	(562) 799-4780
McAuliffe Middle School	4112 Cerritos Avenue, Los Alamitos	(714) 816-3320
McGaugh Middle School	1698 Bolsa Avenue, Seal Beach	(562) 799-7560
Oak Middle School	10821 Oak Street, Los Alamitos	(562) 799-4740

Additionally, there are other facilities in Seal Beach that have not been formally designated as emergency shelters but could serve in such a capacity if needed. Some of the facilities which have been identified as such by the City are shown in **Table 16**.

Table 16. Alternative Seal Beach Shelter Sites

Name	Address
Grace Community Church	138 8 th Street
St Anne's Catholic Church	318 10 th Street
Leisure World Community Church	14000 Church Place
Redeemer Lutheran Church	13562 Saint Andrews Drive

The designated and potential shelters for Seal Beach community members comply with the Americans with Disabilities Act (ADA) to varying degrees.

4.20. Municipal Staff Communication

4.20.1. Staff Contact and Reporting

If an emergency situation occurs during normal work hours, including a potential or imminent situation, all City employees (regardless of whether they have been assigned a position in an ERO) should contact their immediate supervisor. Staff in the field should return to the office as soon as possible to await instructions. Personnel who are assigned to the EOC should report immediately to that facility or any other pre-assigned location, noting that the EOC may be located in one of the alternate sites. Staff members who are unsure of where to report should contact the EOC. All staff should tend to personal or family needs before reporting.

Any EOC staff member who becomes aware of an incident that may warrant the activation of Seal Beach's EOC but has not yet received an activation notification should try to determine if the EOC has been activated. This should be done by contacting the EOC facility by telephone or by monitoring the local EAS broadcasts. Staff may also be notified by the AlertOC system. If the staff member cannot confirm if the City's EOC is active, but reports indicate extensive damage to Seal Beach or surrounding communities, they should report to any available City of Seal Beach facility.

If a major disaster occurs, City staff traveling into Seal Beach from outside of the community may be requested by law enforcement to show their City identification and explain the purpose of gaining entry to Seal Beach. Identification is also necessary to access the EOC, and may be required to obtain services at or to gain access to other City facilities. As a result, City of Seal Beach employees should carry their City-issued identification whenever they are on duty. The City EOC may issue temporary identification to individuals without City identification who warrant any special credentials.

4.20.2. Communication Systems

4.20.2.1. Local Communication Systems

The primary locally operated communication system for City staff is the City's telephone network. The phone lines in the EOC are digital lines that operate on a Voice Over Internet Protocol (VOIP). There are ten of these lines in the EOC. Many City staff members carry cellular phones, including official devices issued by the City and/or their personal device. These cellular phones can supplement or replaced hard-wired telephones for staff stationed in the EOC if the landline network is not operating or

is over capacity, and may also be used to communicate with staff in the field. The City maintains an amateur radio (ham radio) communications network, staffed by volunteers with the Radio Amateur Civil Emergency Services (RACES). The primary RACES system is located at the Police Department building, while a backup system is located at the Orange County Fire Authority Station 48. The City's Marine Safety and Lifeguard Department has a very high frequency (VHF) radio network and a separate Long Range Acoustic Device (L-RAD), which allows users to broadcast voice messages over a larger area than normal loudspeakers allow for. The Seal Beach Public Works Department also maintains its own VHF radio network.

City staff has access to data communication systems, which can supplement voice networks or replace them as necessary. E-mail is the most common data communication technology, and allows for the exchange of documents, images, and other information not easily transmitted through voice systems (in addition to text). All Seal Beach staff members have a City e-mail address, and many may have one or more personal e-mail addresses if the City system cannot be used. Staff members can increasingly check their e-mail from multiple sources, including mobile Internet-connected devices. However, the sender should confirm that the intended recipient is actively monitoring e-mail before sending messages in an emergency situation, and critical information should never be exchanged by e-mail unless the sender is certain that the intended recipient is receiving the messages in a timely manner. Seal Beach staff may also communicate by use of facsimile (fax) machines, which allows users to send copies of paper documents by phone line. Fax messages are limited in the types of information they can send, and can only be used by individuals stationed at a facility with a working machine. Although they are less versatile and less convenient than e-mail, they can act as an effective supplement or replacement to e-mail systems. Seal Beach staff also have access to the NIXLE notification system, AlertOC, and social media, although these systems are better suited for public notifications and should never be used to exchange key information between emergency response personnel.

4.20.2.2. County Communication Systems

In addition to systems such as telephones and e-mail, Seal Beach staff at the EOC can communicate with other EOCs in Orange County by means of the EOC-to-EOC radio system, also known as OA1. This network is used by all EOCs for jurisdictions that are part of the Orange County OA, as well as the Orange County OA EOC itself and any other OAs with similar operational capabilities. Communication on this network is monitored at all times by Control One. All law enforcement staff in Orange County has access to an 800 megahertz (MHz) radio network, allowing members of the Seal Beach Police Department to communicate with other police departments in Orange County as well as the Orange County Sheriff. This network can also be used by lifeguard, fire, and Public Works staff in some instances.

Additionally, Seal Beach personnel can use WebEOC, which is an online system that allows for more effective collaboration than e-mail by itself. All jurisdictions belonging to the Orange County OA can access WebEOC, which allows staff members to share information in the field or EOCs, including in other communities. WebEOC can be used to review and distribute information, maintain status lists, submit reports, and to store key documents.

4.20.2.3. State and Federal Communication Systems

Cal OES maintains the California Law Enforcement Mutual Aid System, a standardized voice communications network, available for use by the Seal Beach Police Department and all other law enforcement organizations in the state. A similar system, called the California Law Enforcement Telecommunications System, uses a statewide network of secure fax machines to share documentation; this system allows members of the Seal Beach ERO to access data stored in state and federal databases which may not be available through online systems. Seal Beach is a participant in the California Water/Wastewater Agency Response Network, a statewide network that facilitates data exchange between water and wastewater providers. The City can also access the federal Government Emergency Telecommunications Service (GETS), which is used by federal, state, local, tribal, and territorial government agents. GETS is a voice service, specifically intended for times when conventional telephone networks are overloaded. GETS does not require special phones, as users are able to dial a special number from any landline or cellular phone. While this improves access to GETS, any physical damage to telephone infrastructure may reduce GETS's efficacy.

In addition to the statewide voice and data networks, many other EOCs in California and other states can communicate using the WebEOC platform, which may be particularly useful when requesting mutual aid or if the scope of an emergency exceeds the response capabilities of the Orange County OA and its member jurisdictions.

4.21. Community Communications and Public Information

Before, during, and after emergency events, it is important that members of the public, emergency responders, and other stakeholders (those both directly and indirectly affected) receive accurate and timely information about the situation, including both potential and actual conditions. A comprehensive emergency public information program provides information to help reduce deaths, injuries, and property damage, as well as providing long-term public education about disaster and hazard awareness. This information must be coordinated and integrated across all jurisdictions, agencies, and organizations involved in the emergency preparedness, response, and recovery effort, including private-sector companies and nongovernmental organizations. The responsibility for these activities generally lies with the Public Information Officer. The City of Seal Beach during normal operations divides PIO duties amongst the respective departments with the Police Department, Fire Department, City Hall and Marine Safety having responsibility for their areas of interest. During a disaster or large-scale emergency PIO representatives would enter into a unified media outreach posture in order to maintain consistent messaging

4.21.1. Joint Information System

The Seal Beach Joint Information System (JIS) is considered activated whenever two or more department PIOs are mobilized to manage information on the same incident. Emergency situations almost always begin with the involvement of one of the City's departments; typically, Fire or Police. Following the initiation of an incident, one of the three PIOs (City Hall, Fire and Police) in the City is notified of a potential or existing need for public information support at their department through:

- A direct media inquiry
- Notification from a department dispatcher that a significant or unusual event is or may be underway
- Automatic or intentional activation of the EAS Notification from a department supervisor, field personnel or Incident Commander
- Notification from the City EOC
- Experiencing (e.g., feeling an earthquake) or bearing witness to (e.g., in person or via media outlet) an incident of significance

Upon being individually activated, each department PIO is responsible for assessing the situation to determine whether additional support is needed from the other PIOs in the City or whether the incident might escalate to involve other departments. The City PIO should always be kept apprised of activities when department PIOs are officially activated. If the activated PIO determines that he/she might need additional support from other PIOs or the City's Public Information Office (triggering activation of the JIS), then the City PIO should be contacted to determine the appropriate level of JIS activation. That determination will include: which PIOs will be activated, the gathering location (or distribution of PIOs) and the appropriate communications strategy.

In other events, the actual involvement of the City PIO is contingent upon the situation. For example, in an incident involving the Fire and Police departments, it may be determined that the Fire and Police PIOs can jointly handle the situation without additional assistance. They should keep the City Hall PIO apprised of their activities even if the formal involvement of the City PIO may not be necessary.

During an emergency situation, the three Seal Beach PIOs will make initial contact virtually via e-mail, phone, etc. This is particularly true during incidents of short duration. The PIO whose department is least affected by the emergency will be stationed at the City EOC when it is activated. The other PIOs will likely converge near or around the incident scene where media is likely to be on hand. If Seal Beach is involved in an incident involving other jurisdictions and a Unified Command (UC) or Joint Information Center (JIC) is established (either in or outside Seal Beach), then at least one of the City/department PIOs or appropriate designee will be dispatched to that location to facilitate coordination on behalf of the Seal Beach JIS.

If the incident is anticipated to have a long duration but remain localized to Seal Beach, the City Hall PIO may choose to identify and staff a formal JIC location. This location may be mobile or fixed. If facilities are needed only for media briefings then the City Council Chamber will be the pre-designated location when a formal JIC is not activated.

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Following the initiation of an incident, one of the three PIOs (City Hall, Fire and Police) in the City is notified of a potential or existing need for public information support at their department through:

- A direct media inquiry
- Notification from a department dispatcher that a significant or unusual event is or may be underway.

Public information must be distributed widely using all media methods, including television, Internet, newspaper, radio, telephone, and wire services. To this end, Seal Beach and all involved partners must establish procedures, processes, and organizational structures to gather, verify, coordinate, and release the information. These activities often rely on a framework called the Joint Information System (JIS), which helps to accomplish these goals regardless of the number or geographic location of the persons or organizations involved. JIS activities can be carried out at a single facility (a Joint Information Center or JIC), located at some central site such as an EOC. Alternatively, JIS activities can be conducted across multiple sites, creating a virtual JIC. The JIC can be both physical locations as well virtual sites that utilize an online interface for document collaboration and dissemination. The decision to use a virtual JIC in place of a physical one or an Area JIC will be made by the PIO or designee. The JIC should be located near the EOC or incident to allow for easy coordination. If the incident is localized, representatives from responding agencies must be invited to participate to allow for coordination of public information.

4.21.2. Public Awareness

One of the best ways to build community resilience and disaster preparedness is to provide members of the public with information about actions that they can take before a disaster occurs, such as assembling an emergency kit or practicing evacuation procedures at their home or business. Seal Beach is involved in the countywide ReadyOC program, a public service campaign to educate and empower Orange County residents and businesses about preparing for emergency situations. ReadyOC provides information about disasters which may impact Orange County, including many of those in this EOP, and provides information to help prepare emergency kits, conduct disaster education campaigns for school and faith-based organizations, and develop emergency plans for community groups. Information is available through the program's website (www.readyoc.org), applications for smartphones, and in person at various community events. The goal of ReadyOC is to get local residents better prepared for emergency situations that could impact the county, and to offer opportunities for concerned community members to become more involved. Members of the Seal Beach Police and Lifeguard Departments, along with the Orange County Fire Authority, also conduct disaster preparation activities and education through the media and at in-person events.

4.21.3. Media Coordination

Due to shifts in technology, community demographics, and individual behavior and preferences, the role of traditional media outlets in Seal Beach and other communities has changed significantly. For example, a 2014 report by the Pew Research Center found that among adults with access to the

Internet, about as many adults receive news about government and politics from the social network service Facebook than from local news, and that more adults receive this news from Facebook than from individual cable news services. The increase in social network technologies has allowed for communities of people on social media to become a source of information in their own right; consider the role of status updates, images, and videos posted to social media from the site of an event such as a natural disaster. As more individuals carry connected portable devices such as smartphones and tablets, people can receive information almost anywhere and distribute that information to a globally accessible network within seconds. These changes do not reduce the need for Public Information Officers or the roles that these staff members fill, but it does mean that these individuals must provide information that is faster, more direct, more interactive, and more transparent to reflect the recent changes in media production, distribution, and consumption habits. At the same time, it is vital that Public Information Officers distribute information that is widely accessible and accurate.

Public Information Officers must establish working relationships with media outlets, both traditional and emerging, well in advance of emergencies. These relationships can be key during an emergency situation, when the success of communication efforts can depend on the first hour after an incident. Through connections with media outlets, Public Information Officers can plan for how to communicate during an emergency situation, including how to craft key messages. This coordination should include period meetings with news managers to discuss processes and frameworks such as the JIS and JIC, and to schedule period trainings with media staff on JIS/JIC operations and procedures. Public Information Officers should also provide media outlets with an after-hours contact list, and review and update their contact information at least every six months.

4.21.4. Isolated Populations

Public Information Officers must distribute their information as widely as possible, including to isolated populations who may be difficult to reach. These groups may include disabled individuals, individuals with limited English competency, undocumented immigrants, or economically disadvantaged persons. Isolated populations may be difficult to reach due to physical limitations (e.g., a hearing impairment) or due to social barriers (e.g., a lack of trust in information from official channels). An isolated population may be isolated due to a shared characteristic, but isolation can also result from a circumstance of their situation, as is the case with individuals located in temporary housing who may not have access to their normal social networks or means of communication.

Isolated individuals often depend on social support networks within their populations, or with family members or trusted friends. These support networks can be disrupted in an emergency, creating additional barriers to communication. Some isolated individuals may be unwilling to trust authorities, making them unlikely to seek assistance from City personnel or more likely to disregard information from authority figures. To overcome these barriers and effectively communicate with isolated populations, Public Information Officers must build a network of collaborators and champions well in advance of any emergency situation. These “trusted agents” can help to establish appropriate channels of communication and relationships that can be used by Public Information Officers and other City staff to convey information.

One of the major barriers to reaching an isolated population is language. **Table 17** shows the languages most commonly spoken in Seal Beach, according to the 2010 US Census, and the English competency among each language population.

Table 17. Languages Spoken by Seal Beach Residents

Language	Percent of residents who speak language at home	Percent of speakers who speak English “very well”	Percent of speakers who speak English less than “very well”
English (only)	87%	-	-
Spanish or Spanish Creole	5%	75%	25%
Chinese	1%	65%	35%
German	1%	74%	26%
Korean	1%	37%	63%
Japanese	1%	60%	40%
Persian	1%	88%	12%
Russian	1%	58%	42%
Tagalog	1%	70%	30%
Vietnamese	1%	48%	52%
All other languages	2%	63%	37%

Although English is by far the most common language spoken in Seal Beach, more than 1 person in every 8 community residents does not speak English. Spanish is the most common language other than English spoken in Seal Beach, but there are also substantial numbers of individuals who speak languages from southern and eastern Asia. A majority of the community’s Korean and Vietnamese speakers do not speak English very well, creating additional language barriers. The City’s Public Information Officer[s] should develop language access policies and protocol guidance that reflects the diversity of languages spoken in Seal Beach. Documents that communicate vital information should be translated into the most prevalent languages in the community, and consider that pictures and diagrams can be easier to understand than words. Seal Beach staff should know how to use language assistance services when needed, and City employees who speak multiple languages can assist with community outreach and building relationships with communities of non-English speakers.

4.21.5. Private Sector and Nongovernmental Organizations

Public Information Officers must actively involve and engage private sector businesses and other nongovernmental organizations in order to reach the widest audience and distribute information as broadly as possible. As with other organizations, Public Information Officers should establish relationships with these organizations prior to a disaster situation, either through a formal agreement or an informal working relationship. This process of collaboration can include participating in joint training sessions and exercises, collaborating on emergency response operations, and sharing lessons learned after an emergency incident.

All businesses in Seal Beach have a responsibility to care for the safety and welfare of their employees during working hours. Some of these businesses, such as Southern California Edison and the Southern

California Gas Company, may operate key pieces of infrastructure and provide vital services to Seal Beach. Others are a major source of employment and economic activity in the community (e.g., Boeing), while others supply basic needs to community members (e.g., supermarkets and hardware stores). Many nongovernmental organizations also provide food, shelter, counseling, and other important services in emergency situations.

4.21.6. Hotlines and Public Information Services

Agencies may activate an inquiry center to centralize information sharing among the public, the media and government. Inquiry centers should be directly linked to media centers or joint information centers as appropriate. Establishing a Hotline allows for:

- Monitoring of radio and television stations and informing the PIO Coordination Team of inaccuracies
- Sharing of information about the emergency or the government's response
- Identification of information trends, which in turn allows PIO to focus on providing targeted information
- Identification of rumors and of misinformation and bringing these to the attention of the PIO Coordination Team
- Response to questions using official, verified information that has been approved for release
- Call referrals, as appropriate, to federal, state, local, volunteer and private sector agencies
- Adjusting the mode of communication to meet the needs of those whose primary language is not English and to meet the functional needs of the blind, deaf and hard of hearing

The City has the ability to establish a hotline in the EOC with ten VOIP lines available. This may cause confusion though; an alternative would be to use office space on the second floor of City Hall. In addition, the City may request that the OA activate their public information hotline. This required coordination with the OA EOC may require a City representative.

Seal Beach and the Orange County OA may wish to coordinate their public information services with the established 211 information and referral service. There is a national, state, and county-level 211 system, accessible either by phone or through the Internet, which members of the public can use to find out information on a number of topics. In an emergency situation, 211 services can distribute information about evacuation routes, shelter locations, and road closures. They can also refer members of the public to locations where they can receive health care and social services. The use of 211 systems for this information can reduce the volume of calls to 911 systems, freeing up the 911 network for life-threatening emergencies. The 211 system can also improve access to government and nongovernmental organization services, especially for isolated individuals.

4.22. Persons with Disabilities

While disasters can be challenging for all involved, these challenges can be more significant for individuals with disabilities, including those with access and functional needs. Several recent disasters have illustrated the need for emergency planning and response operations to take people with

disabilities into account. For example, 70% of the individuals killed by Hurricane Katrina and the flooding it caused were at least 60 years of age, and 49% were at least 75 years of age. In Katrina and other disasters, some victims with functional needs or other disabilities were unable to evacuate because they lacked access to transportation or other necessary assistance. In a few instances, such individuals were able to obtain transportation, but died because the transportation operators did not take the necessary safety precautions. As a community that places a high importance on inclusion and meeting the needs of all individuals, Seal Beach is committed to ensuring that disaster planning and emergency response and recovery operations take into consideration the needs of the city's disabled population.

The US Census Bureau estimated that in 2010, approximately 4,490 individuals in the community (18.5% of Seal Beach's population) had some form of disability, including 37.7% of individuals who were at least 65 years of age. The most common disability in Seal Beach is an ambulatory difficulty, but other forms of disabilities may include hearing or vision challenges, cognitive difficulties, or difficulties with self-care and independent living. Some community members may have multiple disabilities, while others may not be officially recognized as having a disability but may still have special care needs.

4.22.1. Planning Considerations

Individuals with disabilities may be unable to perform tasks that others may take for granted, including tasks that are necessary for staying informed during a disaster or evacuating an area. For example, individuals with hearing limitations may not be able to hear disaster alerts or warnings; persons with visual limitations may not be able to navigate areas with accumulated debris or other obstacles; and persons with mobility challenges may not be able to climb up or down stairs to evacuate a building. Additionally, persons with cognitive difficulties may not be able to fully comprehend or respond to emergency conditions. When developing plans for emergency response and recovery operations, including plans such as the EOC Action Plan and IAP that are developed after the emergency situation has occurred, it is vital to include special considerations for persons with disabilities. City staff conducting emergency planning activities should consider the following challenges faced by disabled persons, and identify ways to minimize or eliminate these challenges:

- Persons with disabilities may not be able to receive notifications of disaster conditions or evacuation orders (e.g., as a result of visual or hearing impairments), or may have a cognitive difficulty that impacts their ability to adequately respond to the notification.
- Some persons with mobility challenges may not be able to exit a building and move to a safe area within a reasonable period of time.
- Individuals with disabilities may have special needs for supplies and equipment, including medicine and medically necessary devices. Consider whether these individuals will have access to these resources in shelters. If persons will need to supply these resources themselves, consider whether they can reasonably carry the supplies and equipment they need when evacuating.

- Persons with disabilities may require special infrastructure in basic facilities, such as restrooms and showers that can accommodate persons with mobility challenges. Ensure that care or shelter facilities are able to meet these needs.

In order to effectively plan for persons with disabilities in an emergency situation, City staff should analyze the needs of persons with disabilities prior to emergencies occurring, and develop ways to effectively address these challenges. Staff should clearly identify which community members may have special needs in advance of an emergency situation, during an emergency, and after a disaster has occurred. This allows for a more effective emergency plan and a better understanding of the resources needed, leading to a more informed action plan.

This work should include building partnerships with community and advocacy groups who represent disabled individuals and work closely with them. It is important to work with institutional and industry groups who are not necessarily traditionally involved in emergency planning efforts, but are able to offer timely and important support. Seal Beach staff can learn from the knowledge, experience, and resources that individuals with disabilities and those who work with them are able to offer, which may lead to creative solutions to potential problems before emergency situations develop. These cooperative planning efforts also help to educate disabled individuals and emergency responders about realistic expectations of service during emergency response and recovery activities.

4.22.2. Communication Considerations

Seal Beach emergency planning and response staff should be aware that individuals with disabilities may be unemployed, socially or physically isolated, or in other ways less connected to society than other community members. As a result, disabled individuals may be less likely to receive important information about emergency situations in a timely fashion. City personnel must make sure that all emergency-related communications are released with sufficient time for disabled persons to receive, process, and act upon the information as needed. This should include information released well before the emergency (e.g., preparedness information), alerts and warnings about potential and pending emergency situations, information while an emergency is ongoing, and information during recovery activities.

Staff should ensure that all messages and materials to improve emergency preparedness include information for disabled persons, and that such items are presented and distributed in a way that disabled individuals can easily access and understand. While some of these considerations may be more obvious (e.g., avoiding putting critical information in small text or other formats that individuals with visual limitations may not be able to read), some may be less readily apparent to staff. For example, the text messages displayed on a television screen as part of an EAS message should not interfere with closed captioning text or sign language translations. Emergency telephone hotlines that allow community members to call in and receive information should include TTY/TTD systems (text telephone/telecommunications device for the deaf) that some individuals with disabilities use; essential information should also be conveyed in a format that some individuals with cognitive challenges can follow.

4.22.3. Evacuation Considerations

In some emergency situations, it may be necessary for people to vacate their homes or businesses in a timely manner. However, some individuals with disabilities may take longer to evacuate than those without disabilities. Disabled persons may move at a slower speed or may require the use of special equipment such as wheelchairs or walkers. Additionally, some disabled persons may take longer to gather up any needed supplies or equipment. All evacuation plans should take into account the longer evacuation time that some disabled individuals may require. To account for this, it may be helpful to issue evacuation notifications to facilities with a large number of disabled individuals in advance of issuing notifications to other parts of Seal Beach. It may also be necessary to procure a sufficient number of vans, buses, or other vehicles that are accessible to individuals with disabilities.

Repeated experience shows that people who are aware of evacuation procedures and participate in drills are able to evacuate more effectively in an actual emergency than those without this experience. However, many drills may not adequately address the special needs of individuals with disabilities, and so such individuals may be less prepared. City staff should work to ensure that individuals with disabilities are able to fully participate in drills and other evacuation preparedness efforts.

4.22.4. Recovery Considerations

The recovery phase of an emergency occurs when the activities to mitigate dangerous situations and restore basic functions have generally occurred, but the community has not fully returned to “normalcy.” This phase is often the longest and most difficult part of a disaster, and may be especially traumatic for disabled individuals or those with special needs. Individuals with disabilities, who may be more physically or socially isolated than other community members prior to a disaster, may find themselves temporarily or permanently deprived of vital social connections (friends and neighbors, family members, attendants, service animals, etc.) due to injury, death, or relocation. Disabled individuals may no longer be able to follow established routines, due to physical or social disruption. Additionally, disasters can force individuals to confront their own limitations or to relive traumatic experiences, which may be especially difficult for disabled individuals and may lead to additional psychological distress.

The additional limitations faced by disabled individuals during disaster recovery operations have been apparent in recent disasters, including the terrorist attacks in New York City on September 11, 2001. Paratransit services, which provide mobility services to numerous people with disabilities, were suspended in lower Manhattan and limited elsewhere throughout the community, reducing their effectiveness and creating travel challenges for individuals who rely on these services. Changes to public transit systems and street networks, including closures and reroutes, forced individuals with visual limitations to navigate a disrupted and frequently changing system, a challenge made greater by the fact that the necessary information was not always distributed in an effective manner. Some individuals could not keep critical health care appointments because they lacked effective transportation or otherwise could not leave their homes. Pharmacies and medical supply/repair shops were sometimes required to close or change their hours due to direct damage or the after-effects of the disaster, making it difficult for people to receive the necessary medication or equipment.

When planning and executing recovery operations, Seal Beach ERO staff should ensure that individuals with disabilities can continue to receive transportation to key locations, including how disabled persons who are employed can reach their place of work in a timely way. If disabled persons are placed in shelters or other temporary housing, this housing should be accessible to disabled individuals and be able to fill any special needs that these persons may have. Consider how interruptions in utility services may affect individuals with disabilities (for example, how power outages for maintenance reasons may impact persons with medically necessary electronic devices), and work to minimize the impact of such actions on disabled persons. It is also important for City staff to address the needs of individuals who provide important services to disabled persons, such as home attendant and caretakers. If access to streets or facilities is limited or if such areas are off-limits to members of the general public, ensure that support staff has the means to access these areas if needed. The City should include a representative of the disabled community when drafting After-Action and Corrective Action Reports, to ensure that these reports fully reflect the impact of the disaster and help improve future planning efforts.

5. Recovery

Recovery operations are intended to return systems (physical systems such as infrastructure, as well as nonphysical systems such as social services) to a normal level of service. Recall that, because efforts to improve resiliency are often incorporated into recovery activities, the community may not return to its pre-disaster condition after recovery operations conclude. There is no clearly defined transition between response and recovery activities, as recovery operations should ideally begin as soon as response efforts do. Recovery personnel and agencies will continue to use the principles and procedures established in the ICS/SEMS/NIMS framework.

While response operations rely extensively on the Operations and Logistics Sections of an ERO, recovery operations often require more extensive involvement of the Planning and Finance and Administration Sections. Additionally, local jurisdictions such as Seal Beach work directly with state and federal programs during recovery operations rather than going through the OA, although the OA may continue to act as an informational and coordination point for affected communities within its area.

5.1. EOC Deactivation

Once Seal Beach has activated its EOC, it remains operational as long as needed, which depends on the scale of the emergency situation. In a small event with limited impacts and few recovery concerns, the EOC may only be active for a period between a number of hours and a few days. In a major event, such as a significant earthquake with extensive damage, the EOC may remain active for several months or more than a year. While the EOC remains active, individual personnel and groups assigned to the EOC may be mobilized or demobilized as the situation requires.

The EOC can be deactivated by the order of the Seal Beach City Council, or by the Director of Emergency Services or the EOC Director. When deliberating whether to deactivate the EOC, the Policy Unit (if mobilized) should be involved in the discussion. Generally, the EOC is deactivated when on-site emergency response activities end or when the situation is fully contained, and there is little to no

possibility that the situation will escalate. Alternatively, the situation may be small enough that it can be adequately addressed by a single Field Command Post, and the EOC is not needed to provide guidance and coordination. If a state of emergency is proclaimed for an area that includes part or all of Seal Beach, the City's EOC shall remain active as long as the state of emergency persists. The specifics of the deactivation process are determined by the Director of Emergency Services, EOC Director, and the Section Coordinators, in accordance with any EOC Deactivation Plan that may have been prepared by the Planning Section.

Depending on which facility is used as the EOC, the Seal Beach Police Department or the Orange County Fire Authority will be responsible for restoring the EOC to a state of readiness. This may include coordinating cleanup services, servicing equipment or coordinating repairs, restocking supplies, and reorganizing furniture.

5.1.1. EOC Deactivation Process

Deactivation of the Seal Beach EOC occurs in five phases, each of which corresponds to the deactivation of an individual section of the local ERO. Each phase may take anywhere between a number of minutes or multiple months, as needed. The Director of Emergency Services, EOC Director, and/or the EOC XO will determine the appropriate timing, in consultation with the Policy Unit as needed. Individual groups within each section may be deactivated as needed before the section in its entirety begins to deactivate. The deactivation phases are as follows (note that phases may overlap at times):

- Phase I: The Operations Section deactivates as tactical activities wind down. All teams and field personnel account for their staff and equipment, and return to their normal base of operations. The personnel who were first to arrive on the scene are generally the first to demobilize.
- Phase II: The Logistics Section begins deactivation activities while the Operations Section is deactivating. The Logistics Section begins to close support facilities, and reclaims or disposes of resources that were used to support emergency response staff. This section also accounts for resources and their status, and reports needed information to the Finance and Administration Section.
- Phase III: The Planning Section begins to deactivate after the Operations and Logistics Sections have completed their deactivation activities. It is important that the Planning Section remains active until the Operations and Logistics Sections are deactivated, in order to address any complications with field operations or logistic support activities that may arise during deactivation. If the Planning Section has prepared an EOC Deactivation Plan, this section must also remain active to address any questions or revise sections pertaining to the deactivation of the Operations and Logistics Sections.
- Phase IV: The Finance and Administration Section begins deactivation after the Planning Section finishes its deactivation process. The Finance and Administration Section must wait

until the Operations, Logistics, and Planning Sections deactivate in order to gather all appropriate information and fully account for costs.

- Phase V: The Management Section begins deactivation only after the Finance and Administration Section has fully deactivated. As the other four sections complete their deactivation activities, the Section Coordinators will brief the EOC Director or EOC XO. After the other four sections finish deactivating, and the EOC Director or EOC XO is confident that the EOC's functions have fully concluded, this staff member will deactivate the Management Section and terminate EOC activities. The EOC Director or EOC XO (as appropriate) should be the final EOC staff member to demobilize.

5.1.2. Demobilization Activities

When individual staff in the local EOC demobilize, they are responsible for carrying out specific activities before they leave the facility. While many of these actions may be unique to their position, there are some generic demobilization activities in accordance with SEMS. These generic actions are as follows:

- Closing out logs and logging out of WebEOC as authorized by the EOC XO or their supervisor.
- Completing all required forms, reports, and documentation, and submitting these forms to the appropriate section or subgroup as appropriate.
- Being prepared to provide input to the After-Action and Corrective Action Report.
- Cleaning up work area.
- Leaving a forwarding number as necessary with the appropriate staff member.
- Notifying any other appropriate organizations or stakeholders of deactivation.
- Ensuring that any open actions will be concluded appropriately after deactivation.
- Declaring that the position/group has deactivated and resuming normal operations.

5.2. Recovery Organization

Just as an ERO carries out emergency response activities, a Recovery Organization (RO) is in charge of recovery activities. An RO is structured similarly to an ERO with a Management Section overseeing four other sections (Operations, Planning, Logistics, and Finance and Administration), and will generally include the same or similar personnel; at times during the transition from response to recovery activities, an individual may simultaneously be part of the ERO and the RO.

The key priorities of the RO are as follows:

- Restore individual autonomy for community members.
- Reinstate family and community unity.
- Restore public services and utilities.

- Permanently restore public and private property.
- Restore normal government operations and functions.
- Research as needed to provide advanced knowledge of future disasters, to improve future emergency response operations, and to uncover residual hazards.

5.2.1. Recovery Organization Facilities

In some situations, recovery operations may be run directly out of the EOC. However, if recovery operations are expected to persist for a long time, this may not always be feasible, as the EOC should be made available for any future emergency conditions that may occur. If recovery activities are not managed in the Seal Beach EOC, the RO will establish a separate facility called a Recovery Coordination Center (RCC) to oversee local recovery operations. The RCC should be capable of supporting long-term recovery needs, and therefore should be conveniently located for City staff and members of the public.

The City may find it helpful to co-locate an RCC in a facility that provides disaster recovery assistance to the public. This can create a single site where community members can seek assistance from City agencies, as well as state and federal agencies and nongovernmental organizations. Before establishing an RCC, Seal Beach should coordinate with FEMA and Cal OES to see if this unified facility is possible. A facility of this type is known as a Disaster Recovery Center.

If the president has issued a declaration of emergency or major disaster, FEMA will usually establish a joint field office (JFO) in or near the affected area. This facility is the main coordination point for federal assistance for individual entities and government organizations, and will liaise with state, federal, and local agencies as applicable to provide logistical support. When FEMA establishes a JFO, Seal Beach staff will work with federal personnel, including the Federal Coordinating Officer, to assist in recovery operations. JFOs monitor federal costs, approve purchase orders, and perform financial audits to support recovery activities. They develop federal action plans for recovery activities to help identify priorities and potential problems. JFOs also work to direct public news releases on the progress of recovery actions, including information on obtaining public assistance and other useful information.

5.2.2. Recovery Organization Staffing

As with the ERO, the Seal Beach Director of Emergency Services is ultimately in charge of the RO and directly oversees the RO's Management Section. However, the Director of Emergency Services also serves as the City Manager and so usually has other responsibilities outside of the RO, particularly if recovery operations continue for a long time. As a result, the Director of Emergency Services will often turn daily responsibilities for the RO over to a separate EOC Director (if recovery operations are housed in the EOC), or to an RCC Director if the RO is run out of an RCC. The Director of Emergency Services shall appoint an RCC Director if such a facility is established. The RCC Director, in turn, may appoint an RCC XO if needed.

All City departments will be responsible for some recovery and reconstruction duties, and will assist to prepare plans for these activities. Depending on the needs of the situation, some departments may

postpone carrying out their normal duties so that they may more efficiently conduct recovery and reconstruction activities. Members of the RO may call on other City personnel or groups to provide recovery assistance, and all City staff should comply with reasonable requests for assistance. If a request interferes with the ability of City staff to carry out their normal primary and non-deferrable responsibilities, the Director of Emergency Services shall make the final decision on the request. Staff members who perform duties within the Seal Beach ERO will continue to perform those activities or similar responsibilities if they are transitioned to the RO. Recovery operations will be guided by the Seal Beach Recovery and Reconstruction Plan, created by the Planning Section of the City's ERO with input from other stakeholders as appropriate before recovery activities begin.

5.3. Phases of Recovery

A community such as Seal Beach will generally progress through three phases of recovery: short-term, mid-term, and long-term. Each phase has its own priorities and characteristics.

5.3.1. Short-term

Short-term recovery operations begin immediately after the disaster occurs, and persist for 72 hours to six months depending on the disaster. During this phase, Seal Beach and partner organizations will carry out preliminary damage assessments, debris removal, and temporary relocation of residents and businesses; minimize threats from remaining hazards; and restore vital services. These activities will generally begin as part of emergency response operations, and will transition to the RO as emergency response activities wind down. Recovery agencies will also provide crisis counseling and financial assistance to disaster victims. Restoring damaged or destroyed infrastructure is one of the top priorities during short-term recovery operations. This includes energy (electrical and natural gas), communications, water and sewer, critical City facilities, high-impact facilities and sites (e.g., school and hospitals), and the vital economic and social systems of Seal Beach. Such infrastructure is usually necessary for other recovery activities, and so must be restored quickly and effectively.

5.3.2. Mid-term

Mid-term recovery operations begin after the short-term operations complete, and continue for six months to two years after the emergency situation occurs. In this phase, most or all vital services have been restored but life in Seal Beach is not necessarily "back to normal" in all cases. There still may be large numbers of residents living in temporary housing, or businesses that are open but operating from temporary locations. Most transportation infrastructure, including roads, highways, and transit systems, are functional but may not be fully restored; some roads may still be closed or operating at reduced capacity, buses routes may be different, etc. Affected individuals and organizations, including government agencies, may not yet have received disaster relief funding they have applied for. There may still be a need for emotional health services during this period, as community members may continue to experience stress from coping with the ongoing effects of the disaster.

5.3.3. Long-term

Long-term recovery operations continue for two to ten years or more after the disaster situation occurs, depending on the severity of the emergency. For example, recovery activities continue in New

Orleans almost ten years after the area was affected by Hurricane Katrina. In the long-term recovery phase, the community focuses on reconstructing damaged buildings, permanently reestablishing services (public agencies, private companies, and nonprofits), conducting long-range land use planning, conducting hazard mitigation and adaptation planning, and treating the remaining physical and psychological health issues created by the disaster. If the local economy was significantly affected by the disaster, it usually recovers during long-term recovery operations.

5.4. Assistance Efforts

Most disaster relief funds are provided by FEMA, with some coordination from Cal OES. These funds typically become available if the president issues a declaration of emergency or major disaster. These funds are not intended to fully compensate individuals for their losses, but to return living conditions to a “safe and habitable” state. Federal disaster assistance funds are often loans from the US Small Business Administration regardless of whether the applicant is a businesses or not. These funds come in three categories: individual assistance, public assistance, and hazard mitigation assistance.

5.4.1. Individual Assistance

Individual assistance is intended for residents and business owners. To obtain this assistance, affected community members must register to establish their eligibility. FEMA and other federal agencies will verify their eligibility and determine their need. Individual assistance is fairly broad, and is intended to help address a variety of damages and effects that occur as a result of the disaster. This aid can help to repair or rebuild damaged or destroyed private buildings if the costs are not covered by insurance, to help pay mortgage or rent as needed, and to provide assistance with temporary housing. Damages to some types of personal property are also covered (e.g., clothes and basic household items), as are other basic needs such as heating fuels and moving expenses. Individual assistance programs may include other benefits beyond reimbursements for damages and expenses, such as free legal assistance, crisis counseling, unemployment benefits and reemployment services, and support from nonprofit volunteer charities. Businesses can use individual assistance to replace their inventories of products if not covered by insurance, or to provide themselves with capital to help with other recovery activities. Individual assistance also covers social needs, including medical costs.

5.4.2. Public Assistance

Public assistance helps to repair, restore, rebuild, or replace public infrastructure and facilities that have been damaged or destroyed by a disaster, as well as provide for any staff overtime or needed supplies. It is enabled by the Robert T. Stafford Disaster Relief and Emergency Assistance Act, also known as the Stafford Act. When applying for these funds, Seal Beach staff must submit the application for assistance to Cal OES within thirty days after the area has been designated eligible for assistance. FEMA will review the application, and if approved, will provide 75% of the costs necessary to conduct the recovery actions. The funds will be distributed to Cal OES, which in turn will pass it on to Seal Beach. Cal OES will generally provide additional assistance, up to 75% of the remaining costs not covered by FEMA, meaning that the City may only have to pay 6.25% of the total costs.

Cal OES and FEMA will host a post-disaster applicant briefing for Seal Beach and other affected communities to describe the program, eligibility rules, filing procedures, deadlines, and other pertinent details about the program. Seal Beach RO staff is responsible for gathering information and submitting claims for reimbursement to Cal OES and FEMA, and so it is critical that staff participates in this briefing, in order to maximize participation in the public assistance program and to reduce the odds of future appeals proceedings.

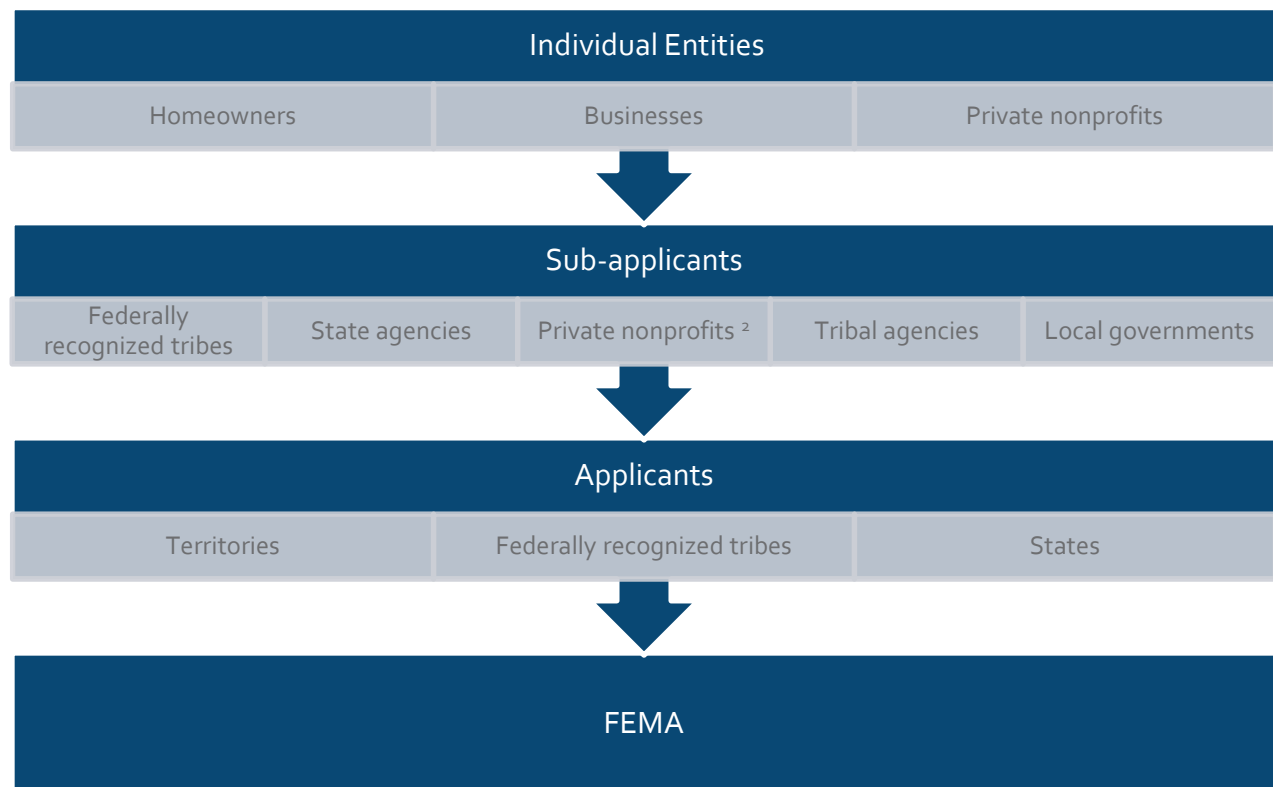
5.4.3. Hazard Mitigation Assistance

The FEMA hazard mitigation assistance grants are intended to fund activities that reduce loss of life, injuries, and property damage/destruction from future disasters. The specific types of hazard mitigation programs vary over time, but at the time of this writing FEMA offers three types of grant programs. The first, the Hazard Mitigation Grant Program, is intended to fund long-term hazard mitigation activities conducted as part of a larger post-disaster recovery effort. The Pre-Disaster Mitigation Grant Program funds hazard mitigation actions prior to a disaster occurring. A similar program, the Flood Mitigation Assistance Program, provides funding for activities that reduce the risk of flood damage to buildings insured under the National Flood Insurance Program.

To apply for these grants, a sub applicant prepares an application for the program and submits it to the appropriate applicant. Seal Beach, as a local government, is a sub-applicant, and will submit its applications to Cal OES. Cal OES, as an applicant, will review all applications from sub-applicants and will select those which it believes are the best use of grant funds. Cal OES will then submit the selected, or “sponsored,” applications to FEMA. FEMA will select the best applications and distribute funding to the winning applicants, who will then distribute funding to the sub-applicants. Individual entities such as homeowners, businesses, and private nonprofits² are not sub-applicants and so cannot officially submit an application. However, a sub-applicant such as Seal Beach may submit an application to Cal OES on behalf of an individual entity, allowing individuals to receive funding from these grant programs.

² Private nonprofits can be sub-applicants for the Hazard Mitigation Grant Program only. For the Pre-Disaster Mitigation Grant Program and Flood Mitigation Assistance Program, they must apply through an eligible sub-applicant.

The application process for these grants is shown below:



5.5. After-Action Reporting

SEMS/NIMS regulations require, if a local jurisdiction proclaims a local emergency and that proclamation is affirmed by the governor declaring a state of emergency, that the local jurisdiction complete an After-Action and Corrective Action Report. It must specify which emergency response actions were taken, modifications to existing plans and procedures that were necessary, any suggested modifications to the ICS/SEMS/NIMS framework, any training deficiencies or needs realized by the emergency, and what recovery actions have occurred to date. This report must be transmitted to Cal OES within 90 days of the end of the incident. It should provide a broad perspective of the emergency situation and include all documents generated by response activities, including data gathered from interviews with emergency response staff.

The Planning Section of the Seal Beach ERO/RO will develop the After-Action and Corrective Action Report and transmit it to the Orange County OA, which will in turn forward it to Cal OES within the necessary 90-day window. Planning Section staff will also coordinate preparation of this report with the development of any post-disaster hazard mitigation plans, to ensure consistency. Hazard mitigation efforts may be included in the After-Action and Corrective Action Report as part of the discussion of recovery actions taken to date.

1. Introduction and Purpose

The Seal Beach Emergency Operations Plan (EOP) is intended to provide a comprehensive plan to the City of Seal Beach for managing any emergency situations, including natural disasters, homeland security emergencies, and technical fault incidents. It is an update to the City's previous EOP, last revised in 2008. The EOP contains a hazard analysis and a description of preparedness measures intended to protect the health and lives of community members and minimize damage. It describes procedures for activating the City of Seal Beach's emergency response organization (ERO), responding to emergency situations, and conducting recovery operations to restore the community after a disaster. The EOP provides an overview of concepts which are integral to the City's emergency response, including the National Incident Management System (NIMS), the Standardized Emergency Management System (SEMS), and the Incident Command System (ICS). It also includes a discussion of the responsibilities of federal, state, regional, and county-level government agencies.

This Management Section Annex functions as an addition to the main body of the EOP (the Basic Plan), which sets the foundation for Seal Beach's response and recovery operations. This annex is intended to provide details regarding the organization and responsibilities of the Management Section of the ERO, known as the Command Section in a field-level ERO. All ERO staff should be familiar with the Basic Plan, and review it prior to any emergency situation. Staff in the Management Section should use this annex along with the Basic Plan, although this annex can also act as a stand-alone plan for staff in the Management Section of the local ERO during Emergency Operations Center (EOC) operations.

1.1. Guiding Policies

The following guiding policies apply to all ERO staff, including those within the Management Section, during emergency response and recovery operations:

- SEMS, the state-level framework for coordinating emergency response and recovery actions, shall be followed.
- All established procedures for emergency response and recovery operations shall be followed unless modified by the Director of Emergency Services or his or her designee.
- All personnel on duty shall remain on duty until relieved. All off-duty personnel shall return to work promptly and in accordance with the proper protocol.
- Operational periods shall be 12 hours long during emergency situations, and shall change at 6 am and 6 pm, unless modified by the Director of Emergency Services or his or her designee.

1.2. Emergency Response Expectations

Disaster situations have affected Seal Beach in the past and will affect the community in the future. The hazards that pose the greatest risk to the community are flooding and coastline disturbances, earthquakes and liquefaction, and tsunamis. However, a number of other emergency situations are also

of concern to Seal Beach, including fires, high winds, and hazardous chemical spills. The risk and severity of some of these disasters may be affected by climate change (for example, coastal flooding may become more common as sea levels rise), and some disasters occur as a result of another (for example, an earthquake that causes a hazardous chemical spill). In the event of an emergency situation, members of the public have basic expectations for government agencies, including the City of Seal Beach. In order to have an effective and successful emergency response and recovery process, Seal Beach personnel shall meet these public expectations to the greatest possible extent:

- Alert members of the public in advance of a disaster if at all possible.
- Quickly and accurately assess the size and severity of an emergency situation.
- Provide the public with complete, accurate, and timely information about the situation.
- Safely evacuate dangerous areas and relocate residents to a safe location.
- Rapidly coordinate any needs for all displaced residents, including housing, food, hygiene, and medical needs.
- Restore services as quickly as possible, including reconstruction of damaged or destroyed buildings and infrastructure.
- Fully and rapidly return the affected area to normal.

Emergency response and recovery operations must be carried out under adverse conditions, including fires, flooding, hazardous material spills, and collapsed structures. These operations may also take place in the absence of basic services such as water, energy, and communication. In order to effectively work in these conditions, the City must have an established plan identifying when and where ERO staff should work, who is responsible for which tasks, and how they will manage and carry out their responsibilities. As necessary, response and recovery activities will be managed by the Seal Beach EOC, which will coordinate response operations and mutual aid requests. The Basic Plan, and this annex and others, provides the information needed to support the ERO.

1.3. Management Section Objectives

The Management Section is responsible for the overall emergency management strategy and coordinating key high-level components of the emergency response. Staff in this section will activate the appropriate positions in the ERO and establish priorities for emergency response operations. The Management Section will provide legal services to the ERO and make the appropriate notifications to members of the public, staff, and other agencies. While specific duties for Management Section personnel will vary, the general objectives for this section are as follows:

- To activate the appropriate groups within the ERO as demanded by the emergency situation, ensuring that ICS/SEMS/NIMS principles are being adhered to.
- To activate the appropriate communication networks, including local, regional, county, and state systems as appropriate.

- To make any and all required and otherwise appropriate legal notifications.
- To establish priorities for emergency response and recovery activities, including resolving any conflicting requests for support for personnel and/or resources.
- To coordinate activities between all other ERO sections, and ensure that the appropriate tactical and support operations are proceeding.
- To coordinate with all appropriate local, regional, state, and federal agencies, volunteer organizations, relevant private sector businesses, and elected officials.
- To brief the Seal Beach City Council and other key officials on the incident and ongoing activities.
- To request that the City Council issue a local emergency proclamation for part or all of Seal Beach, or to issue such a proclamation if the City Council is not in session, as needed.
- To request and allocate personnel and resources, including mutual aid.
- To initiate damage assessment procedures and other immediate tasks until the appropriate sections are activated.
- To prepare and distribute emergency notification and other important information to members of the public, media organizations, emergency response personnel, and other involved individuals and groups.
- To provide legal counsel to address any legal issues arising from the emergency, or from the City's emergency response and recovery activities.
- To provide documentation for all policy decisions, to be included in the After-Action and Corrective Action Report.
- To provide for the recovery of key City records.
- To convene and manage the Policy Unit as needed.

2. Concept of Operations

The EOP (including the Basic Plan and all annexes) is intended to address a wide range of events, from small-scale minor incidents to a catastrophic disaster. In an emergency situation, Seal Beach must activate the appropriate sections of its ERO and mobilize any needed personnel. In some instances, the City will address the emergency on its own, while in other instances the City will coordinate with numerous other agencies to respond to a disaster situation that affects a wide area. In all disasters, regardless of scope, the City has three key goals. All City emergency response and recovery activities shall support these goals, which are as follows:

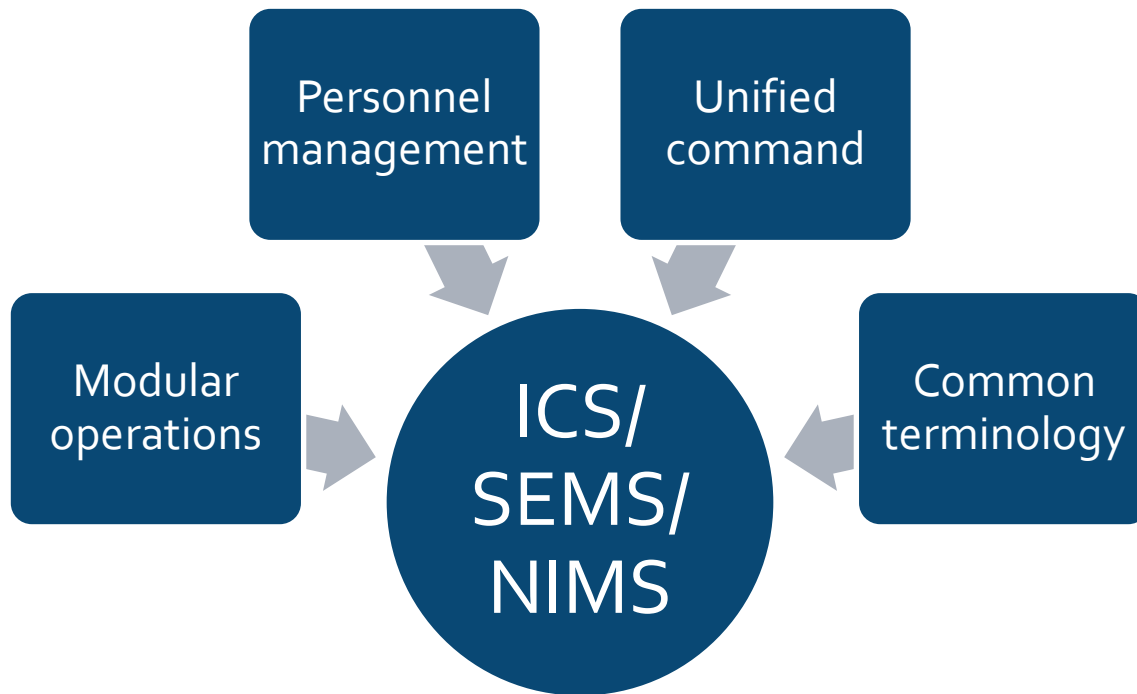
- To provide effective measures to reduce injury and death, property damage, and environmental impacts.

- To provide for a rapid and complete recovery for affected businesses and local services.
- To provide documentation and records as necessary for cost recovery efforts.

2.1. Organizational Principles

All jurisdictions in California, including Seal Beach, are required to manage their activities using the framework established by SEMS, which incorporates the principles of ICS and NIMS (collectively the ICS/SEMS/NIMS framework). This ensures a consistency in operating structures and procedures across jurisdictions, allowing agencies to work together in a more efficient way. Seal Beach’s emergency response actions will also be consistent with the principles laid out by the Orange County Operational Area (OA) and with applicable sections of the Seal Beach Municipal Code.

The ICS/SEMS/NIMS framework has four key principles, as shown and discussed below:



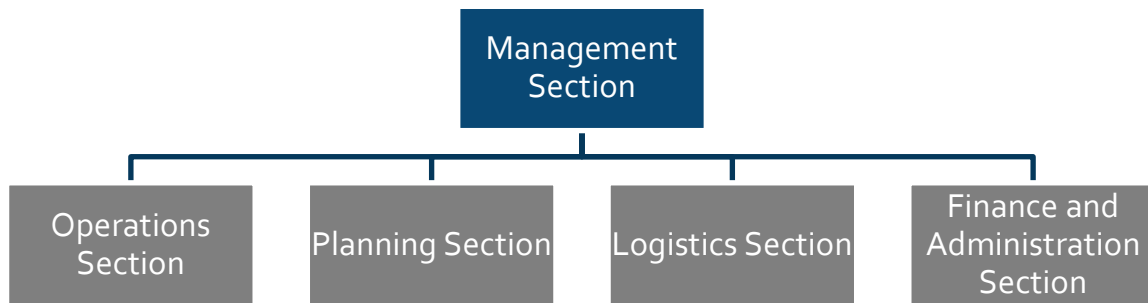
- **Modular operations:** There are five functional groups within the ICS framework: Management, Operations, Planning/Intelligence, Logistics, and Finance. All emergency response operations will be carried out under one of these five groups. Each group will be activated and assigned particular subgroups as needed depending on the nature of the emergency. Activation and deactivation of a functional group or any subgroup should be able to take place without disrupting emergency response efforts.
- **Personnel management:** Each functional group or subgroup will have only one person in charge of that group’s operations, a principle known as “unity of command.” Depending on the nature of the emergency, a single individual may be responsible for multiple groups or subgroups.

Throughout the entire organization, each individual should only report to one supervisor. Each supervisor should be responsible for three to seven people, and ideally five.

- Unified command: When multiple agencies have jurisdiction over an emergency, it is necessary to establish a single response plan that allows agencies to work together without affecting individual accountability, authority, or responsibility. In the event of several emergencies, or a single large emergency that has multiple response teams, a single Area Command can be created to oversee the broader response. In the event that the incidents under the Area Command span multiple jurisdictions, the Area Command becomes a Unified Area Command.
- Common terminology: Different individuals or agencies may use multiple terms when describing organizational functions, responsibilities and titles, resources, and facilities. ICS calls for a standardization of this terminology to help ensure that information is conveyed accurately and to reduce the risk of complications arising from misunderstandings.

2.2. Organizational Structure

All EROs organized under the ICS/SEMS/NIMS framework use a similar organizational structure with five basic groups, known as sections. Seal Beach’s ERO conforms to this framework. This basic organizational structure is as follows:



- The Management Section, responsible for the overall emergency management strategy and for coordinating key high-level components of the emergency response. This annex applies to the Management Section.
- The Operations Section, responsible for carrying out the tactical objectives of the ERO, including planning and implementing specific activities related to emergency search, rescue, and repairs.
- The Planning Section, responsible for collecting and analyzing information to support emergency response activities.
- The Logistics Section, responsible for obtaining equipment, supplies, and services from available sources, and for requesting mutual aid assistance as needed.
- The Finance and Administration Section, responsible for ensuring that records are properly created and preserved.

2.3. ERO Levels

Multiple levels of EROs may be activated as needed, ranging from field-level operations up to coordination across state lines and with federal agencies. The specific nature of the emergency will determine which ERO levels are activated and to what extent. Seal Beach itself may activate its field-level ERO to respond to an emergency within the community, and may activate the citywide ERO to coordinate and direct multiple field operations and to interact with higher-level EROs. Seal Beach may request that the Orange County OA activate its ERO to coordinate activities across multiple communities. The ERO levels are as shown in **Table M-1**.

Table M-1. ERO Levels

Scope	Level	Description
Seal Beach	Field level	Carries out activities in the field. Usually assigned to a specific geographic area within the city, or tasked with a specific function.
	City (Local) EOC	Oversees the citywide emergency response and liaises with other agencies as appropriate.
Orange County	Orange County OA	Coordinates countywide emergency response efforts, including local mutual aid.
California	California Office of Emergency Services Region 1	Coordinates mutual aid across county boundaries within the California Region 1 (includes the Counties of Los Angeles, Orange, San Luis Obispo, Santa Barbara, and Ventura).
	California State Operations Center	Coordinates and manages statewide emergency response efforts, including the mobilization of any state agencies and statewide mutual aid.
United States	Federal Emergency Management Agency (FEMA)	Coordinates federal-level emergency response and recovery activities.

Some communities will have a third ERO level, between the local citywide level and the field level: the department-level ERO, coordinated by a Department Operations Center (DOC). The department-level ERO is usually found in larger communities, where the size of emergency response operations may make it less efficient to coordinate all activities from a single citywide point. Seal Beach does not use DOCs; field command posts will be overseen (if oversight is necessary) by the local ERO. The Orange County Fire Authority, which provides fire services to the community, does have its own DOC, located at its headquarters in the City of Irvine. The Seal Beach EOC may need to coordinate with the Orange County Fire Authority DOC in some emergency situations.

2.4. Local ERO

The Seal Beach local ERO is managed at its EOC, the centralized facility for directing and coordinating the local emergency response. Locating these activities at a single site allows for improved collaboration and coordination between City personnel, and increased interagency cooperation if necessary. When the EOC is activated, the City will mobilize specific, pre-assigned staff who are necessary for emergency response activities. These staff members will report to the EOC and carry out their designated responsibilities.

2.4.1. EOC Location

Seal Beach's EOC, by default, is located in the Police Department Training and Roll Call Room in the Seal Beach Police Department Building at 911 Seal Beach Boulevard. If this facility cannot be used (the building has been damaged or destroyed, it is inaccessible, it lacks access to key services, etc.), the City EOC will be located at an alternate site. The three alternate locations for the Seal Beach EOC follow in order of priority:

- The Orange County Fire Authority Station 48, 3131 North Gate Road in Seal Beach.
- The Orange County Fire Authority Station 64, 7351 Westminster Boulevard in the neighboring City of Westminster.
- The Urban Area Mobile Command Post (MCP), stored at Orange County Fire Authority Station 48.

2.4.2. EOC Activation

Seal Beach can activate its EOC through either a top-down or a bottom-up process. In a top-down process, notification of an emergency situation activates the EOC, which in turn may activate the field-level ERO. In a bottom-up process, field-level responders may request activation of the EOC if the situation exceeds the capabilities of the City's daily operations. Bottom-up activation is more common.

There are three levels of EOC activation: Level I, Level II, and Level III. The City will choose the appropriate level of EOC activation as the situation demands. The three levels are as follows:

Level III	Level II	Level I
<ul style="list-style-type: none"> • EOC is opened and stocked • EOC is not staffed, or staffing is minimal 	<ul style="list-style-type: none"> • Limited staffing (Command and General staff, plus needed support staff) 	<ul style="list-style-type: none"> • Most widespread activation • Most or all City ERO personnel are mobilized

The EOC may be activated after deliberation by the Mayor, Mayor Pro Tem, City Council members, the City Manager, Assistant City Manager, Chief of Police, Police Commander OCFA Division Chief, or the OCFA Battalion Chief, who are responsible for deciding if the situation requires EOC activation. Although there is no established threshold for when it is appropriate to discuss activating the EOC, this conversation will generally take place in an emergency situation that meets at least one of the following criteria:

- At least two City agencies will need to send staff to respond.
- The emergency situation may overwhelm the City's emergency response capabilities, requiring mutual aid.
- There is a significant possibility that the emergency may escalate beyond its initial severity.
- The response to the incident will require a centralized command center to properly coordinate activities across multiple jurisdictions, agencies, and/or organizations.
- Emergency response activities may last longer than eight hours.
- The scale of the emergency response operations is likely to be significant.

Seal Beach can also automatically activate its EOC, without any deliberation, under one of the following circumstances:

- An earthquake with a magnitude of at least 6.0 occurs within 50 miles of Seal Beach.
- The governor proclaims a state of emergency that covers part or all of Seal Beach.

- The president declares a national emergency or major disaster for an area including part or all of Seal Beach.
- A state of war emergency is declared for an area covering part or all of Seal Beach.
- An attack involving WMDs has occurred and is impacting Seal Beach, or such an attack is imminent.
- The City Manager of Seal Beach orders the EOC to be activated.

2.4.3. EOC Leadership

The Seal Beach ERO is headed up by the Director of Emergency Services, who serves as the head of the Management Section within the ICS/SEMS/NIMS framework. This staff position is vested with specific responsibilities and powers under the Seal Beach Municipal Code (Title 3, Chapter 25, Section 020), and is in charge of overall City emergency management policy and coordination. He or she has the authority to direct all City ERO activity and staff, and manages the coordination of all City response efforts. The City Manager of Seal Beach is the community's designated Director of Emergency Services.

The head of the EOC facility itself is known as the EOC Director. As head of the Seal Beach ERO, the Director of Emergency Services is also officially in charge of the City's EOC, and therefore also serves as the EOC Director. However, the Director of Emergency Services often has other responsibilities and is unable to devote all of his or her time toward managing the EOC, particularly during a long-term emergency situation. When the Director of Emergency Services is not tasked with managing the EOC itself, he or she may designate a separate EOC Director to carry out these responsibilities. If the EOC Director is a separate position, this staff person shall answer to the Director of Emergency Services.

While the Director of Emergency Services has the ultimate legal authority and obligation for Seal Beach's response efforts, and while command of the EOC and its staff is the responsibility of the EOC Director, at times an additional role may be needed to develop strategic objectives and response strategies, and to implement the response measures. This position is known as the EOC Executive Officer (EOC XO). The EOC XO is generally the head of whichever department has the greatest involvement in responding to an emergency situation. When multiple departments are involved and no single one has a clear lead in responsibilities, the heads of these departments will collectively act as the EOC XO (a system called Unified Command, or UC).

Just as the Director of Emergency Services is in charge of the Management Section, four additional staff members are in charge of the other four sections. These four staff members are collectively known as the General Staff. In the Seal Beach ERO they are known as Section Coordinators (e.g., Planning Section Coordinator). The responsibilities of the Section Coordinators, and the specific staff under their authority and their responsibilities, are included in the Basic Plan and are discussed in greater detail in their respective section's annex.

Other staff in the Management Section of the Seal Beach ERO will be discussed in greater detail in the following sections of this annex.

2.4.4. EOC Communication

Seal Beach staff has access to multiple communication systems during emergency situations. Many of these systems are redundant, allowing ERO staff to maintain communication if one technology fails, is over capacity, or is otherwise not available. Some of these systems are intended only for communication with other Seal Beach staff, while others allow City personnel to communicate with other jurisdictions or other ERO levels. These available communication systems include the following:

- The City's landline telephone network
- Cellular telephones, including devices issued by the City and personal staff devices.
- Amateur radio (ham radio), staffed by volunteers from the Radio Amateur Civil Emergency Services (RACES).
- Two VHF radio networks, one maintained by the Public Works Department and the other by the Marine Safety and Lifeguard Department.
- A Long Range Acoustic Device (L-RAD) for broadcasting voice messages over a wide area.
- City-issued e-mail addresses, and personal e-mail addresses if necessary.
- Facsimile (fax) machines.
- Notification systems, including social media, AlertOC, and NIXLE.
- The Orange County EOC-to-EOC radio network (OA1).
- Orange County law enforcement radio network.
- WebEOC, an online collaboration, reporting, and data storage system.
- The California Law Enforcement Mutual Aid System (CLEMAS) voice communication network.
- The California Law Enforcement Telecommunications System (CLETS) data network.
- The California Water/Wastewater Agency Response Network (CalWARN) data exchange system.
- The federal Government Emergency Telecommunications Service (GETS) voice network.

Communications may be formal or informal. A formal communication involves the exchange of information pertaining to task assignments and resource requests. They must be entered in a way that can be easily tracked for record-keeping and follow-up purposes. Information communications involve exchanges of incident or event information; it may not involve task assignments or resource requests, as such exchanges are limited to formal communications only. Informal communications may be used to follow up on formal requests, as long as the proper channels are followed.

3. Emergency Declarations and Assistance

An emergency declaration is an official government notification that there are conditions of extreme peril to individuals and property within a set area. Emergency declarations may be issued by local, state, or federal governments.

3.1. Local Emergency Proclamations

A local emergency proclamation is a declaration of an emergency condition within a city or county by the government of the local jurisdiction. Proclamations may be issued before an emergency situation occurs or while it is ongoing. These situations can include natural disasters, as well as human-caused issues such as riots, acts of terror, and severe energy shortages. A local emergency proclamation may also be issued if long-term conditions approach critical levels, such as a severe drought or dangerously high levels of air pollution. The official definition of a local emergency is laid out in California Government Code Section 8558(c).

Under Section 8360 of the California Government Code, a local emergency may only be declared by the governing body of a jurisdiction (such as a City Council or a Board of Supervisors), or by an official granted the power to make such a proclamation by an ordinance adopted by the governing body. An emergency proclamation issued by an official must be ratified by the governing body within seven days, or the proclamation is null. The local emergency proclamation must be terminated at the earliest possible date, and the governing body shall review the need for the declaration at least once every 30 days. Under Title 3, Chapter 25, Section 020 of the Seal Beach Municipal Code, the Director of Emergency Services is authorized to issue a local emergency proclamation if the City Council is not in session.

A local emergency proclamation may be issued for a number of reasons necessary to carry out an effective emergency response. Title 3, Chapter 25, Section 020 of the Seal Beach Municipal Code grants the Director of Emergency Services additional authority when there is a proclaimed local emergency, including issuing emergency regulations (subject to confirmation or repeal by the City Council), obtaining vital supplies and equipment for emergency response activities (including commandeering them if needed), commanding the aid of Seal Beach citizens (only if Seal Beach is also under a state of emergency or state of war emergency, as discussed in following sections), and requisitioning personnel and resources from City departments. A local emergency proclamation may provide some immunity for public employees and government agencies when taking emergency actions, and can assist in requesting mutual aid. It is also necessary for requesting a state of emergency, or a declaration of emergency or major disaster (as discussed in following sections).

If Seal Beach issues a local emergency proclamation, the City shall notify the Orange County OA and provide the OA with a copy of the proclamation as soon as possible. The Orange OA will inform the California OES Region 1 office of the City's actions and provide the Region 1 office with a copy. The Region 1 office will then notify the statewide Director and Deputy Directors of Cal OES. A local emergency proclamation is required for a number of state and federal assistance.

3.2. State Director's Concurrence

The California Disaster Assistance Act authorizes the Director of Cal OES to provide financial assistance to repair or rebuild public facilities or infrastructure damaged or destroyed in an emergency situation. When the Director of Cal OES authorizes such funds, it is called a director's concurrence. In order for Cal OES to issue a director's concurrence, Seal Beach must request the declaration within ten days of the emergency situation occurring. The request must include a copy of the local emergency proclamation and an official letter asking for a director's concurrence from the Mayor of Seal Beach or from the Director of Emergency Services. The request must also include an initial damage estimate prepared using the Response Information Management System (RIMS), an electronic data management system that links EOCs throughout the state to Cal OES.

3.3. State of Emergency Proclamation

A proclamation of a state of emergency is an action taken by the governor of California, as authorized by the California Emergency Services Act. In order to issue such a proclamation, the governor must find that a condition of extreme peril exists as defined in California Government Code Section 8558(b). Similar to a director's concurrence, issuance of a state of emergency proclamation allows local communities to receive state-funded financial relief for emergency actions and restoration of public facilities and infrastructure. Also like a director's concurrence, if Seal Beach requests that the governor proclaim a state of emergency, the request must be made within ten days of the conditions occurring and must include a copy of a local emergency proclamation, an official letter asking for the state of emergency, and an initial data estimate using RIMS. The governor may proclaim a state of emergency without being requested by a local government, if he or she feels that the local authority in the affected area is inadequate to cope with the emergency.

During a state of emergency, the governor has the authority to make, amend, or rescind orders and regulations related to the distribution of emergency supplies. He or she may also direct all state agencies, personnel, and resources to carry out tasks related to the emergency condition. While the governor may pass emergency regulations to protect life and property, there are limits on this authority; for example, while the governor may commandeer private property and personnel to carry out the state's responsibilities, he or she may not commandeer a radio or television station or newspaper, per Section 8572 of the California Government Code. A state of emergency must be ended by the governor at the earliest possible time.

The governor must declare a state of emergency in order for the president to issue a federal declaration of emergency or major disaster.

3.4. State of War Emergency Proclamation

A proclamation of a state of war emergency is a unique variation of a state of emergency that occurs, per California Government Code Section 8558(a), when California or the United States is under attack by an enemy or if the federal government notifies California that such an attack is "probable or imminent." While a state of emergency may be requested by a local jurisdiction or may be declared

without a local request, a state of war emergency is not requested by a local community. A state of war emergency gives the governor additional authority, including the authority to require the assistance of all public agencies and employees to carry out emergency-related tasks. Like a state of emergency, a state of war emergency can be terminated by the governor as he or she deems necessary. However, a state of war emergency may also be ended if the legislature passes a resolution declaring the state of war emergency at an end. A state of war emergency also ends automatically if the legislature is not convened with the power to address the situation, and if the governor fails to call for a special session of the legislature within 30 days of issuing the proclamation.

3.5. Presidential Declaration of Emergency

A presidential declaration of emergency is when the president finds that federal assistance is necessary to support state and local efforts to reduce the risk of death, injury, or property damage or destruction. When the president issues such a declaration, federal agencies can provide essential services to the affected area, including temporary housing, debris removal, and essential consumables such as food and medicine. The governor may request a presidential declaration of emergency within five days of the emergency occurring. This request must include the following:

- An official letter from the mayor (or comparable or otherwise authorized position) of the affected community or communities.
- A copy of the local emergency proclamation made by the affected community or communities.
- An initial damage estimate prepared in RIMS.
- A copy of the state of emergency proclamation.
- A certification that the emergency response is beyond the capabilities of the state.
- Confirmation that the governor has carried out the state's emergency plan.
- Information about the state and local efforts to address the emergency.
- Identification of the type and extent of federal assistance needed.

3.6. Presidential Declaration of a Major Disaster

A presidential declaration of a major disaster is very similar to a declaration of emergency. It enables the same federal assistance to state and local efforts, and any request must include the same items. A declaration of major disaster also enables additional federal recovery program funds, and provides improved support for the combined emergency response and recovery efforts of the federal government, state governments, local governments, and nongovernmental disaster relief organizations. While a declaration of emergency must be requested within five days of the emergency occurring, a declaration of major disaster may be requested within 30 days.

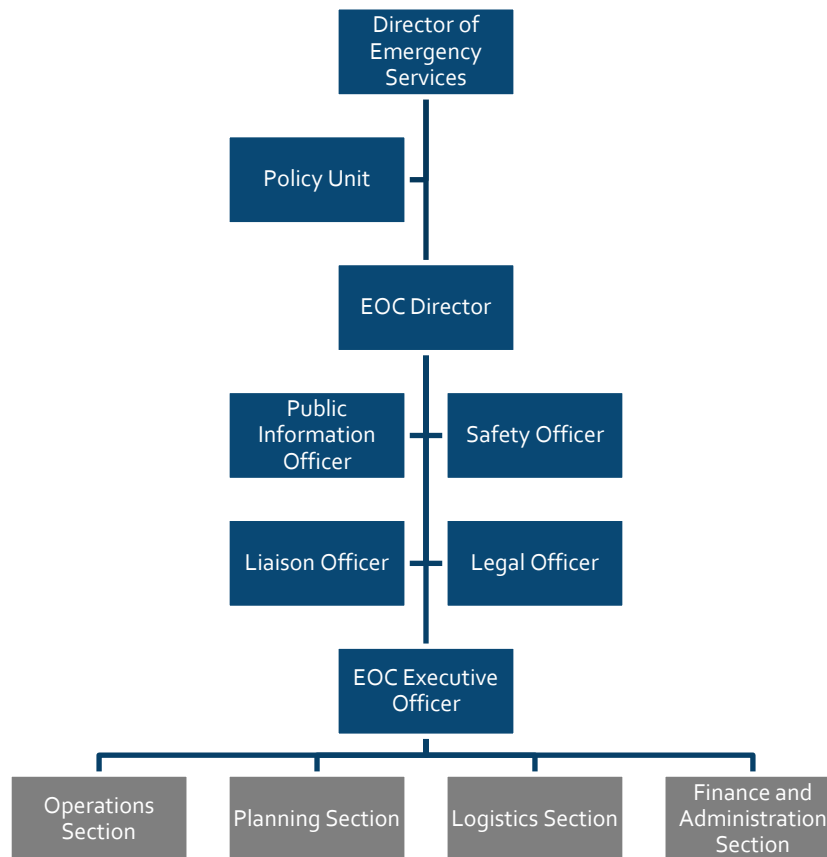
3.7. Disaster Assistance

Most disaster relief funds are provided by FEMA, with some coordination from Cal OES. These funds typically become available if the president issues a declaration of emergency or major disaster. These funds are not intended to fully compensate individuals for their losses, but to return living conditions to a “safe and habitable” state. Federal disaster assistance funds are often loans from the US Small Business Administration regardless of whether or not the applicant is a business. These funds come in three categories: individual assistance, public assistance, and hazard mitigation assistance.

Individual assistance is intended for residents and business owners. It can be used to repair or rebuild damaged or destroyed buildings, help pay mortgage or rent, provide assistance with temporary property, help meet basic needs for personal property (e.g., clothing and household items) and services (e.g., energy and water), replace business inventories, provide businesses with capital, and cover various social needs such as medical costs and legal assistance. Public assistance is used to repair, restore, rebuild, or replace damaged and destroyed public infrastructure and facilities. It can also be used to pay for staff overtime or needed supplies. FEMA covers 75% of the costs, and Cal OES will often provide additional assistance (up to 75% of the costs not covered by FEMA). The third type of assistance, hazard mitigation assistance, funds activities to reduce the risk of deaths, injuries, and property damage/destruction from future activities. There are multiple types of hazard mitigation assistance programs, with varying eligible projects and applicants.

4. Management Section Organization

The Management Section is somewhat less hierarchical than the other four sections. While there is a chain of command within the Management Section, many of its staff positions serve in advisory and support roles. The organization of the Seal Beach ERO Management Section is as follows:



5. Director of Emergency Services

The Director of Emergency Services oversees the City's ERO, and has responsibility for Seal Beach's overall emergency management policy, including coordination and priorities. He or she is also technically the head of the Management Section of the Seal Beach ERO, in accordance with the ICS/SEMS/NIMS framework. This staff member is able to appoint Assistant Directors of Emergency Services to assist in carrying out his or her duties.

The position of the Seal Beach Director of Emergency Services shall be filled as follows:

- Primary: City Manager
- First Alternate: Assistant City Manager
- Second Alternate: Chief of Police

Under the Seal Beach Municipal Code (Title 3, Chapter 25, Section 020), the Director of Emergency Services has the following responsibilities:

- Requesting that the City Council proclaim a local emergency condition, if the Council is in session.

- Proclaiming a local emergency condition, if the Council is not in session. Any proclamation issued by the Director of Emergency Services must be ratified by the City Council within seven days, or it becomes null and void.
- Requesting that the governor proclaim a state of emergency, if an emergency condition requires a response that exceeds the capacity of locally available resources.
- Directing efforts of the City's emergency response organization.
- Representing Seal Beach in dealings related to the emergency.
- Designating an order of succession for himself or herself, in the event that he or she is unavailable or unable to carry out the responsibilities of the Director of Emergency Services. This order of succession must be ratified by the City Council.

If there is a proclaimed local emergency, state of emergency, or state of war emergency that applies to Seal Beach, the Director of Emergency Services has additional responsibilities per Title 3, Chapter 25, Section 020 of the Seal Beach Municipal Code as follows:

- Issuing emergency regulations to protect life and property as needed, which shall be confirmed or repealed by the City Council at the earliest possible time.
- Obtaining vital supplies and equipment needed for emergency response operations. These supplies and equipment shall be obtained at fair market value, but may be commandeered if necessary.
- Commanding the aid of the citizens of Seal Beach to assist with response activities, in the event of a state of emergency or a state of war emergency. A local emergency proclamation, on its own, does not grant the Director of Emergency Services this power.
- Requisitioning necessary personnel and resources from any City department.

There are no pre-assigned staff members to serve as Assistant Director(s) of Emergency Services, as these roles are filled ad hoc by the Director of Emergency Services. Assistant Directors also do not have any pre-assigned roles, but instead will carry out tasks assigned to them by the Director of Emergency Services in accordance with the situational needs.

6. EOC Director

The EOC Director is in charge of managing the Seal Beach EOC and supervising all staff that are assigned to it. He or she establishes priorities and direction for the EOC to support the overall emergency management policy established by the Director of Emergency Services.

By default, the Director of Emergency Services is the EOC Director for Seal Beach. However, as the EOC Director must spend most or all of their time stationed at the EOC facility and the Director of Emergency Services often has other responsibilities elsewhere, it is not feasible for the Director of Emergency Services to act as the EOC Director at all times, particularly during a long-term emergency.

When the Director of Emergency Services is not acting as the EOC Director, he or she shall appoint someone to serve as the EOC Director. If the EOC Director is a distinct position, he or she shall answer to the Director of Emergency Services. It is important to note the differences between the responsibilities and the authorities of the EOC Director compared to the Director of Emergency Services.

The EOC Director has the following responsibilities:

- Directing the activation of the Seal Beach EOC, including deciding on the appropriate level of activation.
- Providing strategic management to all staff in the EOC, and establishing priorities and direction of EOC efforts in support of policies established by the Director of Emergency Services.
- Approving and implementing the EOC Action Plan, and responding to questions and concerns of the City Council regarding the EOC Action Plan.
- Authorizing requests for mutual aid.

7. Policy Unit

The Policy Unit is a body within the Management Section of Seal Beach's local ERO. It is intended to serve as an advisory body to the Director of Emergency Services, who is responsible for convening the Policy Unit as needed. The Policy Unit can offer advice, make recommendations, and propose ordinances and policies, but cannot enact strategies or make decisions on its own. The standing members of the Seal Beach Policy Unit are the five members of the Seal Beach City Council, plus the City Attorney. The Director of Emergency Services may also choose to include other individuals during part or all of the emergency response phase, as the situation requires.

Beyond advising the Director of Emergency Services, the Policy Unit may also serve in a support role to the Public Information Officer, as its members often have extensive experience and prior relationships with media organizations. In this capacity, the Policy Unit can help to conduct media briefings and coordinate tours. Its members may also serve to gather information in the field and report this information back to key staff in the ERO, such as the Director of Emergency Services and the Planning Section Coordinator.

The Seal Beach Policy Unit has the following responsibilities:

- Recommending the appointment of individuals to fill vacant positions on the City Council, if the City Council lacks the necessary quorum.
- Recommending the appointment of individuals to fill vacant City department head positions.

- Drafting guidelines for emergency response activities within the affected area and for coordination with the Orange County OA, subject to approval of the Director of Emergency Services.
- Helping to identify if the City's ERO requires mutual aid to carry out its duties.
- Identifying if the emergency situation in Seal Beach requires a proclamation of local emergency, and publicizing any such proclamation that may be used.
- Drafting emergency curfew laws as may be needed, subject to approval of the Director of Emergency Services.
- Drafting regulations and policies related to any emergency expenditures of City funds, subject to approval of the Director of Emergency Services.
- Working with the Public Information Officer[s] to facilitate coordination with media organizations.
- Working with the Public Information Officer[s] or the Liaison Officer to help brief elected officials and state and federal agencies.
- Working with the Planning Section to assess public needs.
- Reviewing and discussing any other policy matters that may come before the Policy Unit, or any other issues that the Director of Emergency Services may put to the group.

8. EOC Executive Officer

Seal Beach’s EOC XO is responsible for developing strategic objectives and response strategies for the City’s ERO, and for implementing response measures. The EOC XO has full responsibility for the City’s response efforts, but the ultimate legal authority and obligation lies with the Director of Emergency Services, and command of the EOC and its staff is the responsibility of the EOC Director.

9. Public Information Officer

9.1. Public Information

Before, during, and after emergency events, it is important that members of the public, emergency responders, and other stakeholders (including those both directly and indirectly affected) receive accurate and timely information about the situation, which should include potential and accurate conditions. A comprehensive emergency public information program provides information to help reduce deaths, injuries, and property damage, as well as providing long-term public education about disaster and hazard awareness. This information must be coordinated and integrated across all jurisdictions, agencies, and organizations involved in the emergency preparedness, response, and recovery effort, including private-sector companies and nongovernmental organizations.

9.2. Public Information Officers

The Police Department has a designated PIO and back-up PIO. City Hall has a designated PIO. *For more information refer to Section 4.13.1.4 of the Basic Plan.*

9.3. Joint Information Center

The location where Joint Information System (JIS) activities are carried out is called the Joint Information Center (JIC). The JIC can be located in a single physical facility, such as an EOC, or it may be a virtual JIC comprising people in multiple locations who coordinate activities using telecommunication systems. The Seal Beach Public Information Officer, or his or her designee, will determine whether to establish a physical or virtual JIC. Any physical JIC should be located in or near the EOC (if mobilized) or site of the incident, which allows for increased coordination with tactical responders and other personnel in the City ERO.

Virtual JICs may be established using the RespondOC tool managed by the Orange County OA. RespondOC enables information-sharing among member jurisdictions of the Orange County OA, along with participating nonprofits and other area partners. The system allows for sharing of documents and the exchange of messages through the secure system. It is also used by the Orange County OA to maintain and share emergency plans, calendars, and other critical documents.

The Orange County OA may choose to establish its own JIC, a centralized physical location where the public information function for Orange County is coordinated. This location is normally close to the

Orange County OA EOC facility at the Loma Ridge site, but may be located anywhere as needed to support the emergency response. If Seal Beach chooses to establish a physical JIC for the community, it may be linked with the Orange County OA JIC through RespondOC or other systems to create a wider-ranging virtual JIC. Alternatively, Seal Beach can forgo creating its own JIC and participate solely in the OA JIC, either by sending a representative to Loma Ridge or through virtual coordination.

9.4. Inquiry Centers

If the emergency situation calls for it, Seal Beach or other agencies may establish an inquiry center (a hotline) to centralize information-sharing to members of the public and other interested parties. An inquiry center should be directly linked to a JIC if one has been established, or to other key coordination points for information distribution. Members of the public can place a call to the inquiry center to find out updated information about the situation. Creating a single point of contact for public information requests provides a number of advantages, including:

- Coordinated monitoring of media outlets reporting on the situation, allowing the Public Information Officer or other appropriate staff to be informed of any inaccuracies.
- Unified sharing of information about the emergency situation and response activities.
- Identification of information trends, including the origin and spread of any rumors or misinformation, allowing the Public Information Officer and other staff to respond appropriately.
- Referring calls to other agencies or organizations as appropriate, ensuring that callers are able to reach the appropriate resources.
- Ensuring that inquiries are responded to using official and verified information that has been approved for release.
- Helping to meet communication needs for individuals with limited English competency or with special needs such as hearing disabilities.

As an alternative or supplement to Seal Beach establishing an inquiry center, the Orange County OA may activate its own public information hotline. The City may also distribute information through the 211 information and referral service. There is a national, state, and county-level 211 service, which members of the public can access to find out important information on a number of issues. During emergency situations, 211 services can distribute information about evacuation routes, shelter locations, and road closures, as well as referring members of the public to needed health and social services. Using 211 for emergencies helps reduce the call volume to 911 systems, conserving those resources for life-threatening situations. The 211 program can improve access to government and nonprofit community services for vulnerable or isolated individuals, including older adults, individuals with special needs, or individuals with limited English competency. 211 services can be accessed either by phone or through the Internet. Regardless of whether the Orange County OA established a hotline or whether Seal Beach relies on the 211 service (or both), the City will likely need to coordinate with the organizations managing these inquiry centers.

9.5. Communication Tools

Seal Beach’s Public Information Officer[s] has a number of tools available to distribute emergency notifications and other important information. The PIO is responsible for initiating the use of all applicable communication technologies and mediums to reach the intended audience. The information should be the same regardless of how it is distributed.

9.5.1. City Website and Social Media

Seal Beach may post information about emergency situation on the City website (www.sealbeachca.gov), which is accessible from any Internet-connected device (computer, smartphone, tablet, etc.). In addition to text information, these postings may include graphics (photos, diagrams, maps, etc.), videos and animation, and links to additional content. Social media services are increasingly being used to share news-related information, particularly for breaking events. Multiple City agencies, including the Police Department and the Community Services Department, have a presence on social media systems, which can also be used to distribute information.

9.5.2. Emergency Alert System

The Emergency Alert System (EAS) is a national public notification system for AM and FM radio stations, broadcast and cable television stations, and satellite radio and television providers. In Orange County, the primary EAS signal is carried by radio station KWVE 107.9 FM. Control One, the central site of operations for the Countywide Coordinated Communications System located at the Orange County OA’s Loma Ridge facility, is the backup signal carrier. The Emergency Management Bureau in the Orange County Sheriff’s Department maintains a listing of media contacts and EAS networks, and relies on those contacts and networks to distribute emergency information. The Communications Operation Plan also includes procedures for local governments such as Seal Beach to activate the EAS and authenticate messages. The City Manager, Police Chief, and police watch commanders of Seal Beach have the authority to activate the countywide EAS system.

9.5.3. NIXLE

NIXLE is a private system that allows community members to receive emergency notifications and nonemergency community information from various agencies and services. The Seal Beach Police Department distributes notifications through NIXLE, as do some other regional agencies. Community members can sign up for NIXLE through an online system, and may receive notifications by e-mail, home and/or cellular phone, and text message.

9.5.4. AlertOC

AlertOC is a public notification system to distribute emergency information to Orange County community members using telephone messages, text messages, and e-mail. All landline telephone numbers in Orange County are automatically registered with AlertOC, while all others must register with the system through a website or by mail. Users can elect to receive messages for all of Orange County, or only those which affect their specific community. Seal Beach and most other Orange County cities participate in AlertOC, although other cities may have their own systems to supplement the countywide network. Individual communities may elect to use AlertOC to distribute nonemergency information.

9.5.5. News Conferences, Public Forums, and Community Meetings

In an emergency situation, news conferences and other in-person opportunities such as public forums and community meetings are an integral part of effectively communicating information. To the extent possible, they should be held before, during, and after an emergency situation. A well-crafted event should include discussion of important facts such as available public resources, mention of emergency actions being taken by responders, and describing what to expect in the immediate future. Depending on the nature of the emergency, these events may feature multiple spokespersons, or only one spokesperson may be appropriate. In a complex incident, a unified approach with multiple spokespersons may be preferred.

10. Safety Officer

The Safety Officer is charged with creating and maintaining a safe and secure working environment within the Seal Beach EOC and in all operations being carried out within the local ERO with the exception of fire operations (including mutual aid), as such activities fall under the authority of the Orange County Fire Authority and not the City of Seal Beach. While emergency response activities can always carry some degree of risk (particularly tactical field operations), the Safety Officer is responsible for making sure that activities are carried out as safely as possible. He or she is a member of the Command Staff, serving as an advisor to the Director of Emergency Services and the EOC Director, and develops and recommends measures to ensure the safety of ERO personnel. This staff member oversees safety for the entire local ERO, although the EOC is the Safety Officer's direct responsibility. This staff position coordinates security for the EOC and any support facilities, reviews the Incident Action Plan for safety implications, and assists in preparing the After-Action and Corrective Action Report as needed.

The Safety Officer inspects for any safety- or security-related flaws in the operating environment of the EOC, and corrects these flaws as needed. As part of this responsibility, he or she must make sure that staff members working in the EOC are not overly stressed or working overly long hours that may jeopardize their health. If perilous conditions exist, the Safety Officer shall have the authority to bypass the existing chain of command, and immediately order any and all corrective measures that he or she sees fit. If this is necessary, the Safety Officer shall immediately document the situation and any orders that he or she issued. The Safety Officer must then report the action to the EOC Director as soon as possible. This staff member may appoint additional staff to assist in his or her duties. In such instances, the Safety Officer and any staff that he or she oversees are collectively called the Safety Unit.

In Seal Beach's local ERO, the Safety Officer is designated by the Emergency Services Coordinator and is preferably a Police Officer.

11. Liaison Unit

The Liaison Unit is a component of the Management Section, headed by the Liaison Officer. It establishes the policies, procedures, and responsibilities for representatives from other agencies who coordinate with Seal Beach on emergency response and recovery activities. The Liaison Unit is also responsible for establishing and maintaining communication with the Orange County OA EOC if it is activated, including notifying the Orange County OA when the Seal Beach EOC is activated.

11.1. Liaison Officer

The Liaison Officer serves as the main point of contact between the Seal Beach ERO and all other agencies that the City works with on emergency response and recovery activities. He or she is a member of the Command Staff, and therefore an advisor to the Director of Emergency Services and the EOC Director. This staff position participates in meetings with other agencies to share information, ensures effective interagency cooperation to minimize repetition of effort, and maintains a contact list of representatives from other bodies. In order to effectively carry out these duties, the Liaison Officer must maintain contact with all sections of the Seal Beach ERO to identify their needs. This staff position also must be in close communication with the Orange County OA, Cal OES, FEMA, and neighboring communities and other organizations as may be required by the emergency situation. He or she is responsible for deciding which representatives are allowed access to the City EOC, in the event that the space cannot accommodate them all.

The position of the Seal Beach Liaison Officer shall be filled by the Police Department Emergency Services Coordinator.

The Seal Beach Liaison Officer has the following responsibilities:

- Advising the Director of Emergency Services and EOC Director on issues pertaining to liaising with other organizations.

- Serving as the point of contact for Seal Beach with all external agencies, including the Orange County Sheriff and OA, Cal OES, FEMA, the American Red Cross, local schools, and surrounding communities.
- Identifying and communicating with representatives from other agencies and organizations.
- Responding to requests from Seal Beach ERO staff for contacts with external organizations.
- Monitoring emergency response activities to identify potential conflicts between organizations, and working to minimize any such conflicts.
- Setting up a briefing room to meet with representatives of other agencies, and determine which representatives shall be allowed in the EOC if space is limited.
- Maintaining a record of all inter-jurisdictional coordination.
- Coordinating mutual aid requests with the Orange County OA.
- Working with the Logistics Section Coordinator to make necessary arrangements for 24-hour EOC operation, if necessary.
- Assisting to develop the After-Action and Corrective Action Report.

11.2. Agency Representatives

Agency Representatives are members of external organizations that have been assigned to the EOC to liaise with the Seal Beach ERO. They bring information from the organization that they represent to the EOC, and provide their organization with information from the EOC. They generally have authority to speak on behalf of their organization, although this varies depending on the organization, the emergency, and the specific individual assigned to be an Agency Representative. All Agency Representatives are subject to approval by the EOC Director or EOC XO. If space is limited within the EOC, not all Agency Representatives may be allowed in the EOC; instead some personnel may be located in nearby facilities. The Liaison Officer will decide which Agency Representative shall be stationed in the EOC if necessary. Agency Representatives report directly to the Liaison Officer. Not all Agency Representatives will be present in all emergency situations, as the specific personnel liaising with Seal Beach will vary depending on the incident.

12. Legal Officer

The Seal Beach Legal Officer provides the Director of Emergency Services and EOC Director with legal advice during an emergency situation as a member of the Command Staff. He or she assists in the preparation of any legal documents, often with the support of the Policy Unit, which may put forward recommendations for resolutions, ordinances, and other legal documents. This staff position also maintains records about legal activities and represents the City in disaster-related legal proceedings.

The position of the Seal Beach Legal Officer shall be filled as follows:

- Primary: City Attorney
- Alternate: Appointment by City Manager, subject to confirmation by City Council

The specific responsibilities of the Seal Beach Legal Officer are as follows:

- Providing legal advice to the Director of Emergency Services and EOC Director as requested.
- Assisting in the preparation of resolutions, proclamations (including local emergency proclamations), and requests for state assistance (including a state of emergency proclamation or a state director's concurrence), ordinances, or any other legal documents, with the support of the Policy Unit as needed. Such documents can include the promulgation or suspension of orders and regulations, the commandeering of citizens and resources, the requisitioning of City staff and resources for emergency purposes, and the imposition of penalties for violations of orders, as permissible under the emergency powers granted to the Director of Emergency Services.
- Reviewing the City's contract with the Orange County Fire Authority on issues of level of service, priorities, and coordination.
- Maintaining legal information, records, and reports about the emergency situation.
- Initiating any legal action on behalf of the City, and representing the City in any legal proceedings, as needed.
- Monitoring the evidentiary procedures of state and federal agencies.
- Identifying the legal requirements that apply to emergency response activities carried out by the ERO, including personnel safety, disposal of hazardous materials, and liability claims.
- Assisting in the preparation of the After-Action and Corrective Action Report as needed.

13. EOC Director Checklist

EOC Director Checklist

This quick reaction checklist covers operational tasks, duties, and responsibilities. This checklist provides memory joggers for those operating within the EOC to assist/ensure the completion of critical tasks and is not necessarily in sequential order. This checklist does not supplant training, education, and experience.

Seal Beach EOC Director Checklist			
No.	TASK/ACTION	REMARKS	STATUS
1	Complete notification of emergency personnel and request additional EOC staff support and agency representation as needed		<input type="checkbox"/> Assigned <input type="checkbox"/> Completed <input type="checkbox"/> N/A
2	Establish direct communications with incident commanders at all command posts		<input type="checkbox"/> Assigned <input type="checkbox"/> Completed <input type="checkbox"/> N/A
3	Establish and maintain communications links with other affected jurisdictions in the county and with neighboring jurisdictions that may be able to provide mutual aid assistance		<input type="checkbox"/> Assigned <input type="checkbox"/> Completed <input type="checkbox"/> N/A :
4	Confirm delegation of authority for approving the use of City resources and for releasing emergency information to the public and news media		<input type="checkbox"/> Assigned <input type="checkbox"/> Completed <input type="checkbox"/> N/A
5	Ensure that backup power and communications are available		<input type="checkbox"/> Assigned <input type="checkbox"/> Completed <input type="checkbox"/> N/A

Seal Beach EOC Director Checklist			
No.	TASK/ACTION	REMARKS	STATUS
6	Provide security personnel to control access to EOC and for other security needs		<input type="checkbox"/> Assigned <input type="checkbox"/> Completed <input type="checkbox"/> N/A
7	Coordinate functions, such as resource management and public information, which are being performed both in the field using SEMS/NIMS/ ICS and at the EOC in order to minimize misinformation and avoid duplication of effort		<input type="checkbox"/> Assigned <input type="checkbox"/> Completed <input type="checkbox"/> N/A
8	Compile and display incident status information including maps within the EOC		<input type="checkbox"/> Assigned <input type="checkbox"/> Completed <input type="checkbox"/> N/A
9	Prepare Situation Reports based on information obtained from the field and forward reports to CalOES (or the State EOC, when activated)		<input type="checkbox"/> Assigned <input type="checkbox"/> Completed <input type="checkbox"/> N/A
10	Provide periodic internal briefings for EOC staff and agency representatives in the EOC to update incident information and to coordinate actual or anticipated requests for emergency resources		<input type="checkbox"/> Assigned <input type="checkbox"/> Completed <input type="checkbox"/> N/A :
11	Determine the need to declare a local disaster or state of emergency and/or the need to enact other orders such as evacuation orders, curfews, or orders to control prices		<input type="checkbox"/> Assigned <input type="checkbox"/> Completed <input type="checkbox"/> N/A

Seal Beach EOC Director Checklist			
No.	TASK/ACTION	REMARKS	STATUS
12	Implement established procedures for approving news releases and conducting news conferences and media briefings		<input type="checkbox"/> Assigned <input type="checkbox"/> Completed <input type="checkbox"/> N/A
13	Implement established administrative procedures for mobilizing City resources and for procuring supplies and contract services from outside sources		<input type="checkbox"/> Assigned <input type="checkbox"/> Completed <input type="checkbox"/> N/A
14	Implement established financial record-keeping procedures to be used to track resources and to document all disaster-related costs and financial commitments		<input type="checkbox"/> Assigned <input type="checkbox"/> Completed <input type="checkbox"/> N/A
15	Use elected officials, whenever possible, to make formal requests for public and private resources on behalf of the City		<input type="checkbox"/> Assigned <input type="checkbox"/> Completed <input type="checkbox"/> N/A
16	Determine 24-hour EOC staffing requirements and establish procedures for shift changes when extended EOC operations and additional support staff are required		<input type="checkbox"/> Assigned <input type="checkbox"/> Completed <input type="checkbox"/> N/A

Seal Beach EOC Director Checklist			
No.	TASK/ACTION	REMARKS	STATUS
17	Establish EOC deactivation procedures when emergency situation is over, i.e., notification of other EOC's and jurisdictions, completion of EOC logs and financial records, notice to news media, compilation of damage assessment information, and preparation of after- action reports		<input type="checkbox"/> Assigned <input type="checkbox"/> Completed <input type="checkbox"/> N/A

1. Introduction and Purpose

The Seal Beach Emergency Operations Plan (EOP) is intended to provide a comprehensive plan to the City of Seal Beach for managing any emergency situations, including natural disasters, homeland security emergencies, and technical fault incidents. It is an update to the City's previous EOP, last revised in 2008. The EOP contains a hazard analysis and a description of preparedness measures intended to protect the health and lives of community members and minimize damage. It describes procedures for activating the City of Seal Beach's emergency response organization (ERO), responding to emergency situations, and conducting recovery operations to restore the community after a disaster. The EOP provides an overview of concepts which are integral to the City's emergency response, including the National Incident Management System (NIMS), the Standardized Emergency Management System (SEMS), and the Incident Command System (ICS). It also includes a discussion of the responsibilities of federal, state, regional, and county-level government agencies.

This Operations Section Annex functions as an addition to the main body of the EOP (the Basic Plan), which sets the foundation for Seal Beach's response and recovery operations. This annex is intended to provide details regarding the organization and responsibilities of the Operations Section of the ERO. All ERO staff should be familiar with the Basic Plan, and review it prior to any emergency situation. Staff in the Operations Section should use this annex along with the Basic Plan, although this annex can also act as a stand-alone plan for staff in the Operations Section of the local ERO during Emergency Operations Center (EOC) operations.

1.1. Guiding Policies

The following guiding policies apply to all ERO staff, including those within the Operations Section, during emergency response and recovery operations:

- SEMS, the state-level framework for coordinating emergency response and recovery actions, shall be followed.
- All established procedures for emergency response and recovery operations shall be followed unless modified by the Director of Emergency Services or his or her designee.
- All personnel on duty shall remain on duty until relieved. All off-duty personnel shall return to work promptly and in accordance with the proper protocol.
- Operational periods shall be 12 hours long during emergency situations, and shall change at 6 am and 6 pm, unless modified by the Director of Emergency Services or his or her designee.

1.2. Emergency Response Expectations

Disaster situations have affected Seal Beach in the past and will affect the community in the future. The hazards that pose the greatest risk to the community are flooding and coastline disturbances, earthquakes and liquefaction, and tsunamis. However, a number of other emergency situations are also of concern to Seal Beach, including fires, high winds, and hazardous chemical spills. The risk and

severity of some of these disasters may be affected by climate change (for example, coastal flooding may become more common as sea levels rise), and some disasters occur as a result of another (for example, an earthquake that causes a hazardous chemical spill). In the event of an emergency situation, members of the public have basic expectations for government agencies, including the City of Seal Beach. In order to have an effective and successful emergency response and recovery process, Seal Beach personnel shall meet these public expectations to the greatest possible extent:

- Alert members of the public in advance of a disaster if at all possible.
- Quickly and accurately assess the size and severity of an emergency situation.
- Provide the public with complete, accurate, and timely information about the situation.
- Safely evacuate dangerous areas and relocate residents to a safe location.
- Rapidly coordinate any needs for all displaced residents, including housing, food, hygiene, and medical needs.
- Restore services as quickly as possible, including reconstruction of damaged or destroyed buildings and infrastructure.
- Fully and rapidly return the affected area to normal.

Emergency response and recovery operations must be carried out under adverse conditions, including fires, flooding, hazardous material spills, and collapsed structures. These operations may also take place in the absence of basic services such as water, energy, and communication. In order to effectively work in these conditions, the City must have an established plan identifying when and where ERO staff should work, who is responsible for which tasks, and how they will manage and carry out their responsibilities. As necessary, response and recovery activities will be managed by the Seal Beach EOC, which will coordinate response operations and mutual aid requests. The Basic Plan, and this annex and others, provides the information needed to support the ERO.

1.3. Operations Section Objectives

The Operations Section is responsible for carrying out the tactical objectives of the City ERO, including planning and implementing emergency search, rescue, and repair activities. Staff in this section will plan and carry out evacuations as needed, coordinate tactical mutual aid requests, and participate in emergency inspections. The Operations Section is also responsible for notifying members of the public when an emergency situation is occurring or when one is imminent. While specific duties for Operations Section personnel will vary, the general objectives for this section are as follows:

- To mobilize and deploy the needed staff and resources to carry out tactical emergency response activities.
- To notify members of the public when an emergency situation is occurring or if an emergency situation is imminent.
- To plan and execute evacuations when needed.

- To inspect public and private structures for damage, and to conduct emergency repair and restoration of City facilities and infrastructure.
- To conduct emergency debris clearance and route recovery operations.
- To coordinate tactical mutual aid.
- To develop guidelines and the framework for the Incident Action Plan, and support plan development by Field Incident Commanders or Unified Command.

2. Concept of Operations

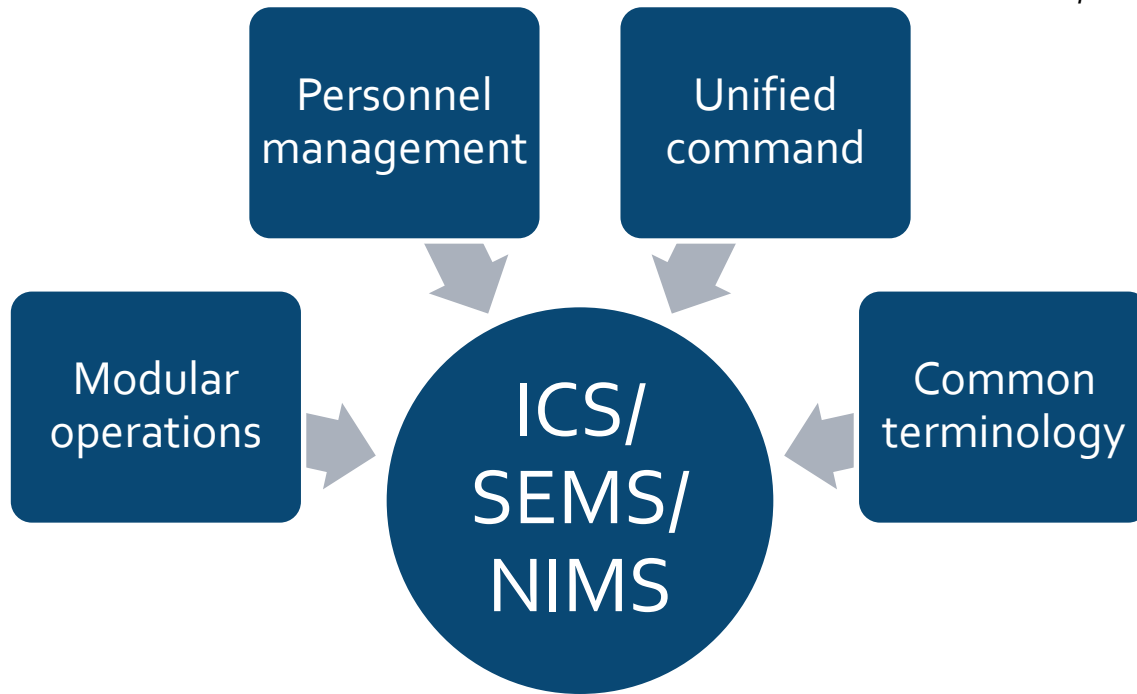
The EOP (including the Basic Plan and all annexes) is intended to address a wide range of events, from small-scale minor incidents to a catastrophic disaster. In an emergency situation, Seal Beach must activate the appropriate sections of its ERO and mobilize any needed personnel. In some instances, the City will address the emergency on its own, while in other instances the City will coordinate with numerous other agencies to respond to a disaster situation that affects a wide area. In all disasters, regardless of scope, the City has three key goals. All City emergency response and recovery activities shall support these goals, which are as follows:

- To provide effective measures to reduce injury and death, property damage, and environmental impacts.
- To provide for a rapid and complete recovery for affected businesses and local services.
- To provide documentation and records as necessary for cost recovery efforts.

2.1. Organizational Principles

All jurisdictions in California, including Seal Beach, are required to manage their activities using the framework established by SEMS, which incorporates the principles of ICS and NIMS (collectively the ICS/SEMS/NIMS framework). This ensures a consistency in operating structures and procedures across jurisdictions, allowing agencies to work together in a more efficient way. Seal Beach's emergency response actions will also be consistent with the principles laid out by the Orange County Operational Area (OA) and with applicable sections of the Seal Beach Municipal Code.

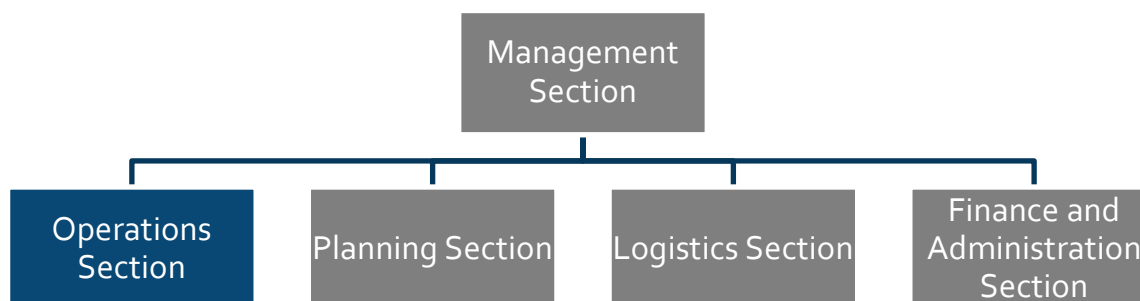
The ICS/SEMS/NIMS framework has four key principles, as shown and discussed below:



- **Modular operations:** There are five functional groups within the ICS framework: Management, Operations, Planning/Intelligence, Logistics, and Finance. All emergency response operations will be carried out under one of these five groups. Each group will be activated and assigned particular subgroups as needed depending on the nature of the emergency. Activation and deactivation of a functional group or any subgroup should be able to take place without disrupting emergency response efforts.
- **Personnel management:** Each functional group or subgroup will have only one person in charge of that group's operations, a principle known as "unity of command." Depending on the nature of the emergency, a single individual may be responsible for multiple groups or subgroups. Throughout the entire organization, each individual should only report to one supervisor. Each supervisor should be responsible for three to seven people, and ideally five.
- **Unified command:** When multiple agencies have jurisdiction over an emergency, it is necessary to establish a single response plan that allows agencies to work together without affecting individual accountability, authority, or responsibility. In the event of several emergencies, or a single large emergency that has multiple response teams, a single Area Command can be created to oversee the broader response. In the event that the incidents under the Area Command span multiple jurisdictions, the Area Command becomes a Unified Area Command.
- **Common terminology:** Different individuals or agencies may use multiple terms when describing organizational functions, responsibilities and titles, resources, and facilities. ICS calls for a standardization of this terminology to help ensure that information is conveyed accurately and to reduce the risk of complications arising from misunderstandings.

2.2. Organizational Structure

All EROs organized under the ICS/SEMS/NIMS framework use a similar organizational structure with five basic groups, known as sections. Seal Beach’s ERO conforms to this framework. This basic organizational structure is as follows:



- The Management Section, responsible for the overall emergency management strategy and for coordinating key high-level components of the emergency response.
- The Operations Section, responsible for carrying out the tactical objectives of the ERO, including planning and implementing specific activities related to emergency search, rescue, and repairs. This annex applies to the Operations Section.
- The Planning Section, responsible for collecting and analyzing information to support emergency response activities.
- The Logistics Section, responsible for obtaining equipment, supplies, and services from available sources, and for requesting mutual aid assistance as needed.
- The Finance and Administration Section, responsible for ensuring that records are properly created and preserved.

2.3. ERO Levels

Multiple levels of EROs may be activated as needed, ranging from field-level operations up to coordination across state lines and with federal agencies. The specific nature of the emergency will determine which ERO levels are activated and to what extent. Seal Beach itself may activate its field-level ERO to respond to an emergency within the community, and may activate the citywide ERO to coordinate and direct multiple field operations and to interact with higher-level EROs. Seal Beach may request that the Orange County OA activate its ERO to coordinate activities across multiple communities. The ERO levels are shown in **Table O-1**.

Table O-1. ERO Levels

Scope	Level	Description
Seal Beach	Field level	Carries out activities in the field. Usually assigned to a specific geographic area within the city, or tasked with a specific function.
	City (Local) EOC	Oversees the citywide emergency response and liaises with other agencies as appropriate.
Orange County	Orange County OA	Coordinates countywide emergency response efforts, including local mutual aid.
California	California Office of Emergency Services Region 1	Coordinates mutual aid across county boundaries within the California Region 1 (includes the Counties of Los Angeles, Orange, San Luis Obispo, Santa Barbara, and Ventura).
	California State Operations Center	Coordinates and manages statewide emergency response efforts, including the mobilization of any state agencies and statewide mutual aid.
United States	Federal Emergency Management Agency (FEMA)	Coordinates federal-level emergency response and recovery activities.

Some communities will have a third ERO level, between the local citywide level and the field level: the department-level ERO, coordinated by a Department Operations Center (DOC). The department-level ERO is usually found in larger communities, where the size of emergency response operations may make it less efficient to coordinate all activities from a single citywide point. Seal Beach does not use DOCs; field command posts will be overseen (if oversight is necessary) by the local ERO. The Orange County Fire Authority, which provides fire services to the community, does have its own DOC, located at its headquarters in the City of Irvine. The Seal Beach EOC may need to coordinate with the Orange County Fire Authority DOC in some emergency situations.

2.4. Local ERO

The Seal Beach local ERO is managed at its EOC, the centralized facility for directing and coordinating the local emergency response. Locating these activities at a single site allows for improved collaboration and coordination between City personnel, and increased interagency cooperation if necessary. When the EOC is activated, the City will mobilize specific, pre-assigned staff who are necessary for emergency response activities. These staff members will report to the EOC and carry out their designated responsibilities.

2.4.1. EOC Location

Seal Beach's EOC, by default, is located in the Police Department Training and Roll Call Room in the Seal Beach Police Department Building at 911 Seal Beach Boulevard. If this facility cannot be used (the building has been damaged or destroyed, it is inaccessible, it lacks access to key services, etc.), the City

EOC will be located at an alternate site. The three alternate locations for the Seal Beach EOC follow in order of priority:

- The Orange County Fire Authority Station 48, 3131 North Gate Road in Seal Beach.
- The Orange County Fire Authority Station 64, 7351 Westminster Boulevard in the neighboring City of Westminster.
- The Urban Area Mobile Command Post (MCP), stored at Orange County Fire Authority Station 48.

2.4.2. EOC Activation

Seal Beach can activate its EOC through either a top-down or a bottom-up process. In a top-down process, notification of an emergency situation activates the EOC, which in turn may activate the field-level ERO. In a bottom-up process, field-level responders may request activation of the EOC if the situation exceeds the capabilities of the City's daily operations. Bottom-up activation is more common.

There are three levels of EOC activation: Level I, Level II, and Level III. The City will choose the appropriate level of EOC activation as the situation demands. The three levels are as follows:

Level III	Level II	Level I
<ul style="list-style-type: none">• EOC is opened and stocked• EOC is not staffed, or staffing is minimal	<ul style="list-style-type: none">• Limited staffing (Command and General staff, plus needed support staff)	<ul style="list-style-type: none">• Most widespread activation• Most or all City ERO personnel are mobilized

The EOC may be activated after deliberation by the Mayor, Mayor Pro Tem, City Council members, the City Manager, Assistant City Manager, Chief of Police, Police Commander OCFA Division Chief, and OCFA Battalion Chief who are responsible for deciding if the situation requires EOC activation. Although there is no established threshold for when it is appropriate to discuss activating the EOC, this conversation will generally take place in an emergency situation that meets at least one of the following criteria:

- At least two City agencies will need to send staff to respond.
- The emergency situation may overwhelm the City's emergency response capabilities, requiring mutual aid.
- There is a significant possibility that the emergency may escalate beyond its initial severity.
- The response to the incident will require a centralized command center to properly coordinate activities across multiple jurisdictions, agencies, and/or organizations.
- Emergency response activities may last longer than eight hours.
- The scale of the emergency response operations is likely to be significant.

Seal Beach can also automatically activate its EOC, without any deliberation, under one of the following circumstances:

- An earthquake with a magnitude of at least 6.0 occurs within 50 miles of Seal Beach.
- The governor proclaims a state of emergency that covers part or all of Seal Beach.
- The president declares a national emergency or major disaster for an area including part or all of Seal Beach.
- A state of war emergency is declared for an area covering part or all of Seal Beach.
- An attack involving WMDs has occurred and is impacting Seal Beach, or such an attack is imminent.
- The City Manager of Seal Beach orders the EOC to be activated.

2.4.3. EOC Leadership

The Seal Beach ERO is headed up by the Director of Emergency Services, who serves as the head of the Management Section within the ICS/SEMS/NIMS framework. This staff position is vested with specific responsibilities and powers under the Seal Beach Municipal Code (Title 3, Chapter 25, Section 020), and is in charge of overall City emergency management policy and coordination. He or she has the authority to direct all City ERO activity and staff, and manages the coordination of all City response efforts. The City Manager of Seal Beach is the community's designated Director of Emergency Services.

The head of the EOC facility itself is known as the EOC Director. As head of the Seal Beach ERO, the Director of Emergency Services is also officially in charge of the City's EOC, and therefore also serves as the EOC Director. However, the Director of Emergency Services often has other responsibilities and is unable to devote all of his or her time toward managing the EOC, particularly during a long-term emergency situation. When the Director of Emergency Services is not tasked with managing the EOC itself, he or she may designate a separate EOC Director to carry out these responsibilities. If the EOC Director is a separate position, this staff person shall answer to the Director of Emergency Services.

While the Director of Emergency Services has the ultimate legal authority and obligation for Seal Beach's response efforts, and while command of the EOC and its staff is the responsibility of the EOC Director, at times an additional role may be needed to develop strategic objectives and response strategies, and to implement the response measures. This position is known as the EOC Executive Officer (EOC XO). The EOC XO is generally the head of whichever department has the greatest involvement in responding to an emergency situation. When multiple departments are involved and no single one has a clear lead in responsibilities, the heads of these departments will collectively act as the EOC XO (a system called Unified Command, or UC).

Just as the Director of Emergency Services is in charge of the Management Section, four additional staff members are in charge of the other four sections. These four staff members are collectively known as the General Staff. In the Seal Beach ERO, they are known as Section Coordinators (e.g., Planning Section Coordinator). The responsibilities of the Planning, Logistics, and Finance and Administration Section Coordinators and the Director of Emergency Services, and the specific staff under their authority and their responsibilities, are included in the Basic Plan and are discussed in greater detail in their respective section's annex.

2.4.4. EOC Communication

Seal Beach staff has access to multiple communication systems during emergency situations. Many of these systems are redundant, allowing ERO staff to maintain communication if one technology fails, is over capacity, or is otherwise not available. Some of these systems are intended only for communication with other Seal Beach staff, while others allow City personnel to communicate with other jurisdictions or other ERO levels. These available communication systems include the following:

- The City's landline telephone network Cellular telephones, including devices issued by the City and personal staff devices.
- Amateur radio (ham radio), staffed by volunteers from the Radio Amateur Civil Emergency Services (RACES).
- Two VHF radio networks, one maintained by the Public Works Department and the other by the Marine Safety and Lifeguard Department.
- A Long Range Acoustic Device (L-RAD) for broadcasting voice messages over a wide area.
- City-issued e-mail addresses, and personal e-mail addresses if necessary.
- Facsimile (fax) machines.
- Notification systems, including social media, AlertOC, and NIXLE.
- The Orange County EOC-to-EOC radio network (OA1).
- Orange County law enforcement radio network.
- WebEOC, an online collaboration, reporting, and data storage system.
- The California Law Enforcement Mutual Aid System (CLEMAS) voice communication network.

- The California Law Enforcement Telecommunications System (CLETS) data network.
- The California Water/Wastewater Agency Response Network (CalWARN) data exchange system.
- The federal Government Emergency Telecommunications Service (GETS) voice network.

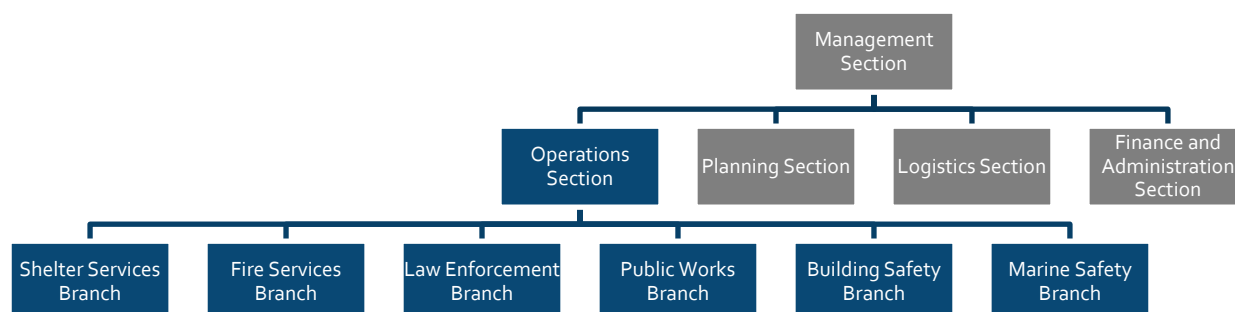
Communications may be formal or informal. A formal communication involves the exchange of information pertaining to task assignments and resource requests. They must be entered in a way that can be easily tracked for record-keeping and follow-up purposes. Information communications involve exchanges of incident or event information; it may not involve task assignments or resource requests, as such exchanges are limited to formal communications only. Informal communications may be used to follow up on formal requests, as long as the proper channels are followed.

3. Operations Section Organization

The Operations Section of the Seal Beach ERO is organized by subgroups called branches, which correspond to a specific department or service (e.g., the Law Enforcement Branch or the Public Works Branch). The ICS/SEMS/NIMS framework allows for further layers of organization, known as groups, divisions, strike teams, and strike forces, all of which vary in terms of their composition, role, and area of operation; these additional groupings are discussed in greater detail in the Basic Plan. The Seal Beach ERO does not have pre-established subgroups beyond branches, although the City may choose to create additional ad hoc groups within the Operations Section as the emergency situation requires.

Any group within the Operations Section, such as individual branches, may be a single individual or a group of individuals. The City will mobilize any group leaders as their services are needed; if the leader needs assistance from additional staff or from subgroups under their authority, they shall inform the Operations Section Coordinator, who may choose to mobilize additional personnel. The leader shall be responsible for selecting the appropriate staff and designating an area for them to work.

The organization of the Operations Section of the Seal Beach ERO is as follows:



4. Operations Section Coordinator

The Operations Section Coordinator is in charge of the Operations Section, and manages all staff assigned to it. He or she is responsible for the direct strategic management and control of all tactical response operations conducted in Seal Beach, including City and mutual aid personnel and resources. This staff position helps to coordinate the changing incident situations and emergency response requirements with the other Section Coordinators, and helps implement the EOC Action Plan. The Operations Section Coordinator also keeps the EOC Director informed as to the current emergency response operations, the projected changes to the incident, and any changes to personnel or resource requirements.

The position of the Seal Beach Operations Section Coordinator shall be filled as follows:

- Primary: Chief of Police
- First Alternate: Police Department Operations Division Commander
- Second Alternate: Highest ranking sergeant in the Police Department, by seniority.

The specific responsibilities of the Operations Section Coordinator are as follows:

- Confirming that all needed field units are fully operational.
- Obtaining information from field units on the extent of injuries and fatalities, the nature and scope of damage, the status of all priority City facilities, which areas of Seal Beach are damaged or threatened, all operations currently under way, the need to establish care and shelter facilities, and any additional tactical response actions needed.
- Establishing the appropriate emergency response actions and identifying priorities for such actions.

- Contacting the Orange County sheriff-coroner and Orange County Fire Authority to coordinate response activities and priorities for law enforcement and fire-related activities (including activities related to search and rescue, hazardous chemical spills, and radiological events).
- Coordinating with the Operations Section of the Orange County OA to obtain mutual aid in support of tactical activities other than law enforcement and fire-related actions.
- Confirming that the Seal Beach primary staging area is activated and staffed.
- Determining the need to evacuate any areas of the community, in consultation with the EOC Director and Director of Emergency Services (and, time permitting, the Policy Unit).
- Establishing priorities for procurement and allocation of resources.
- Requesting activation of emergency notification systems.
- Implementing the EOC Action Plan and monitoring its effectiveness, reporting any recommended changes to the EOC Director and the Planning Section Coordinator.
- Working with the Planning Section Coordinator to develop the EOC Deactivation Plan.
- Evaluating the need for critical incident stress debriefing for all affected individuals, including emergency response personnel, victims, and bystanders, and arranging for such debriefings with the Personnel Unit.
- Assisting in preparation of the After-Action and Corrective Action Report.

5. Shelter Services Branch

The Shelter Services Branch coordinates Seal Beach’s tactical response with other agencies providing emergency care and sheltering services to community members. These other agencies may include the Orange County Health Care Agency, the Orange County Social Services Agency, school districts, and nongovernmental organizations such as the American Red Cross, the Salvation Army, and faith-based groups. This branch is capable of providing management needs, supplies, and volunteers to emergency care and sheltering facilities, although it only assumes these responsibilities if no other group is able to do so, and usually acts in a more supportive role. The Shelter Services Branch also has responsibilities for animal care, often in coordination with Orange County Animal Care Services and other organizations. The Shelter Services Branch is activated when there is a need for Seal Beach to coordinate with the American Red Cross and other relief organizations.

5.1. Shelter Services Branch Leader

The Shelter Services Branch is headed up by the Shelter Services Branch Leader, a position which shall be filled by the Community Services Department Director or designee.

The Shelter Services Branch Leader has the following responsibilities:

- Confirming the need for care and shelter facilities with the Operations Section Coordinator and the EOC Director.
- Working with the Operations Section Coordinator and Planning Section Coordinator to identify the number and location of any care and shelter facilities.
- Working with the Liaison Officer to advise the American Red Cross of the need to open any shelter facilities and the estimated number of people requiring these services, and to coordinate any mutual aid requests to support shelter activities.
- Coordinating any special needs for shelter activities with the Liaison Officer, including providing care for persons who have limited English competency or are critically ill, disabled, elderly, infirm, or incarcerated.
- Confirming that any necessary shelter sites are free and available for use.
- Providing all information about care and shelter facilities to the Public Information Officer.
- Managing shelter volunteers and supplies.

5.2. The American Red Cross

The American Red Cross is an organization authorized by Title 36 of the US Law Code (Subtitle III, Chapter 3001) and the federal Robert T. Stafford Relief and Emergency Assistance Act to provide relief during emergency peacetime disasters, among other responsibilities. Relief activities including providing emergency lodging for disaster victims, providing food and clothing to people in care facilities, providing registration and inquiry services, and meeting basic medical needs for displaced persons. The American Red Cross is not mandated to provide domestic assistance during a state of war emergency, although local branches may choose to be involved in civil defense activities.

There is a Memorandum of Understanding between the American Red Cross and the California Department of Social Services, and a Statement of Operational Relationship between the American Red Cross and the California Office of Emergency Services (Cal OES). These documents establish the relationship between the American Red Cross and these state agencies. Under these agreements, the American Red Cross will act cooperatively with state agencies, local governments, and nongovernmental organizations to provide emergency mass care as needed.

Seal Beach will request that the American Red Cross activate emergency shelters when these facilities are needed. To the extent possible, the American Red Cross will manage and staff these shelters, and provide logistical support to them; the City and other organizations will assist as needed. If the American Red Cross is unable to activate and/or maintain a shelter facility, the Shelter Services Branch shall temporarily assume these responsibilities until the American Red Cross or another organization is able to carry them out.

5.3. Care and Shelter Facilities

Care and shelter facilities are intended to provide temporary shelter and other basic needs for Seal Beach community members who are displaced as a result of emergency conditions. A care facility is a place where community members can receive any basic necessities in situations where they have been displaced for less than twelve hours. Any City facility is capable of serving as a care facility. A shelter is a facility intended to provide overnight and longer-term lodging to displaced individuals.

There are five designated facilities which can serve as shelters for Seal Beach community members, all of which belong to the Los Alamitos Unified School District. Note that four of these five sites are not located within Seal Beach itself. These facilities are shown in **Table O-2**:

Table O-2. Seal Beach Designated Shelter Sites

Name	Address	Phone Number
Laurel High School	10291 Bloomfield Street, Los Alamitos	(562) 799-7820
Los Alamitos High School	3591 Cerritos Avenue, Los Alamitos	(562) 799-4780
McAuliffe Middle School	4112 Cerritos Avenue, Los Alamitos	(714) 816-3320
McGaugh Middle School	1698 Bolsa Avenue, Seal Beach	(562) 799-7560
Oak Middle School	10821 Oak Street, Los Alamitos	(562) 799-4740

Additionally, there are other facilities in Seal Beach that have not been formally designated as emergency shelters but could serve in such a capacity if needed. Some of the facilities which have been identified as such by the City are shown in **Table O-3**:

Table O-3. Alternative Seal Beach Shelter Sites

Name	Address
Grace Community Church	138 8 th Street
St Anne's Catholic Church	318 10 th Street
Leisure World Community Church	14000 Church Place
Redeemer Lutheran Church	13562 Saint Andrews Drive

The designated and potential shelters for Seal Beach community members comply with the Americans with Disabilities Act (ADA) to varying degrees.

5.4. Procedures for Establishing Care or Shelter Facilities

When establishing a care or shelter facility, the Shelter Services Branch shall follow this established set of procedures and considerations:

- Identify the type of facility that is needed: a care facility to meet needs for periods of less than twelve hours, or a shelter facility for overnight periods or time periods of twelve hours or more.

- Determine where the facility should be located, based on the conditions of the potential sites and the needs the facility must meet.
- Ensure that the facility has been fully inspected and cleared by the Building Safety Branch. If the facility has not been inspected, request an inspection immediately from the Building Safety Branch.
- Request any canteen services through the American Red Cross.
- If the facility is not owned by the City, contact the owners to request that it be used as a care or shelter facility. Either Seal Beach or the American Red Cross shall do this.
- Contact the American Red Cross and request that a shelter be activated. Provide the American Red Cross with the nature of the emergency, a recommendation for where the shelter should be located, and how many people will need to be sheltered.

If the American Red Cross is to establish a shelter, it shall have the ultimate responsibility in selecting the facility. In such instances, the Shelter Services Branch shall follow this established set of procedures and considerations, in addition to those at the beginning of this section:

- If the facility is not owned by the City (e.g., a school or house of worship), coordinate with the American Red Cross to request that the owners send a contact person to the site with knowledge of the facility and the ability to make it operational, including access to keys, familiarity with the building layout, and knowledge of the building systems (energy, HVAC, water, etc.).
- If the facility is owned by the City, ensure that the appropriate staff have been mobilized and deployed to the site as necessary to make it operational.
- Request that the American Red Cross send a representative to the shelter site, and to the Seal Beach and Orange County OA EOCs (if activated).
- Notify the EOC Director, the Operations Section Coordinator, and the Liaison Officer that the shelter will be activated, and provide the location and time of activation.
- Post relevant information about the shelter clearly in the Seal Beach EOC and on the WebEOC service.

If a shelter must be established but the American Red Cross is unable to activate or maintain the facility, the Shelter Services Branch must assume primary responsibility for the shelter activities. In such instances, the Shelter Services Branch shall follow this established set of procedures and considerations, in addition to those at the beginning of this section:

- Work with City agencies to identify the facility to be used as a shelter.
- Request that the American Red Cross officially sanction the shelter, noting the time and date that the sanction was granted, and the American Red Cross representative granting the sanction.

- If the facility is not owned by the City (e.g., a school or house of worship), contact the owners with information about the nature of the disaster and the number of people to be sheltered. Be aware that if the owner owns multiple eligible facilities there may be some negotiations with the owners over which facility serves as the shelter.
- If the facility is not owned by the City, request that the owners send a contact person to the site with knowledge of the facility and the ability to make it operational, including access to keys, familiarity with the building layout, and knowledge of the building systems (energy, HVAC, water, etc.).
- If the facility is owned by the City, mobilize the appropriate staff and deploy them to the site as necessary to make it operational.
- Request that the American Red Cross send a shelter manager and a nurse to the facility. If the American Red Cross cannot meet this request, mobilize staff in the Seal Beach ERO who can meet these needs, or request staff capable of filling these needs through mutual aid.
- Contact the Human Resources Unit (Logistics Section) to request shelter workers among volunteers and Seal Beach personnel.
- Establish a shelter manager to oversee the operations of each shelter. If the facility is not owned by the City, the shelter manager shall liaise with a representative of the facility owner.
- Arrange to have any necessary supplies moved to the shelter site.
- Contact the Communications Unit (Logistics Section) to request that the shelter site be equipped with communications systems sufficient to contact the City EOC and the American Red Cross.
- Notify the EOC Director, the Operations Section Coordinator, and the Liaison Officer that the shelter will be activated, and provide the location and time of activation.
- Conduct an initial shelter survey with the shelter manager (and, if applicable, a representative of the facility owner), to note any existing damage.
- Post relevant information about the shelter clearly in the Seal Beach EOC and on the WebEOC service.
- Provide and coordinate any support needed for the shelter.
- Remain in contact with the American Red Cross to turn shelter operations over to the American Red Cross as soon as possible.

In order to be eligible to receive cost recovery for shelter services, any shelter must be designated as an American Red Cross shelter. A shelter can be designated as such by being opened and operated by the American Red Cross, or if the American Red Cross officially sanctions a shelter operated by the City of Seal Beach or another organization. If the American Red Cross officially sanctions a shelter, the Shelter Services Branch shall keep a record of the representative sanctioning the shelter, and the time and date the City receives the sanction.

6. Fire Services Branch

Seal Beach does not have its own fire department, but contracts with the Orange County Fire Authority to provide fire services within the community. The Orange County Fire Authority (OCFA) is the contract fire services provider. The OCFA has two fire stations in Seal Beach (Station 44 and 48), each station is supervised by a Fire Captain.

7. Law Enforcement Branch

The Law Enforcement Branch is responsible for directing the tactical response activities of the Seal Beach Police Department during emergency situations. It obtains situational reports and works to supply field operations with information and directives developed in the EOC. This branch is responsible for coordinating evacuation efforts in Seal Beach, including drafting and issuing evacuation orders if the situation requires it. The Law Enforcement Branch provides traffic control and emergency notification services, in coordination with other groups in the Seal Beach ERO, and assists with damage surveys. It identifies procedures for accessing mutual aid and other support, including requests for resource support outside of the established mutual aid systems.

7.1. Law Enforcement Branch Coordinator

The head of the Seal Beach Law Enforcement Branch is the Law Enforcement Branch Coordinator, a position which shall be filled by the Seal Beach Police Department Operations Commander or designee.

The Seal Beach Law Enforcement Branch Coordinator has the following responsibilities:

- Managing the allocation and deployment of Seal Beach law enforcement personnel to conduct evacuations, security operations for evacuated sites, windshield surveys in coordination with the Building Safety Branch, and traffic control in coordination with the Public Works Branch and Caltrans.
- Coordinating requests for law enforcement mutual aid.
- Coordinating Police Department operations with those of the Orange County Fire Authority, including on incidents involving hazardous materials.
- Issuing alerts and notifications as appropriate.
- Managing RACES personnel and activities.
- Obtaining initial reports of damage and, in coordination with other Seal Beach ERO staff members, identifying the extent and location of damage throughout the community, any damage to critical facilities, the level of medical and sheltering services needed in Seal Beach, and the location and extent of damage of any impacted public utility infrastructure.
- Reassigning law enforcement personnel and activities in coordination with the EOC Action Plan.

- Coordinating with the Public Information Officer and EOC Director to distribute emergency notifications using any and all available systems, including local media, police vehicle loudspeakers, the Emergency Alert System (EAS), and City staff and volunteers. Ensure that notifications are distributed to individuals belonging to isolated populations, including those with disabilities and persons with limited English competency.
- Arranging for security services at any shelters.
- Working with the Operations Section Coordinator to develop the EOC Deactivation Plan.
- Assisting to prepare the After-Action and Corrective Action Report.
- Ensuring that any detained inmates are protected from hazards, and that inmates are being adequately guarded.

7.2. Alerts and Warnings

Alerts and warnings can originate at any level of the government, depending on the nature of the threat and the individuals at risk. It is vital that information be distributed to individuals in threatened areas in a timely and accurate manner, to minimize the risk to lives, health, and property. The Seal Beach Police Department is the primary warning point for the community, and is responsible for receiving and distributing notifications to City personnel and members of the general public, and therefore should use any and all available systems to distribute information. Any notification messages should include the nature of the emergency and the threat it poses, the threatened area(s), designated evacuation routes and the time frame for evacuation (if applicable), and the location of evacuation assistance centers if any are to be established. While the Law Enforcement Branch assists to distribute alerts and warnings, the ultimate authority for the language of any notification and the technologies used lies with the Public Information Officer, in coordination with the EOC Director.

7.3. Evacuations

The Law Enforcement Branch is the primary group in the Seal Beach ERO charged with carrying out operations related to evacuations, if the emergency situation requires it. Evacuations, whether voluntary or mandatory, are complex activities, and any such operation will require coordination with other groups in the Seal Beach ERO, including the Public Works Branch, the Fire Branch, and the Shelter Services Branch.

7.3.1. Evacuation Planning and Operations

In all evacuations, there are five key objectives for the Law Enforcement Branch and all other groups participating in evacuation activities:

- To expedite the movement of people out of the threatened areas to safe locations.
- To control evacuation traffic to ensure the safety of evacuees and a rapid, smooth exit from the threatened areas.
- To provide transportation to individuals with limited mobility, including those with disabilities and individuals lacking access to personal vehicles.

- To provide perimeter control and security for evacuated areas.
- To procure, allocate, and use additional personnel and resources from mutual aid or other sources to the extent needed.

The amount of time to conduct an evacuation may vary considerably. In some instances, a community may have multiple days of notice that an emergency situation may occur, such as with a hurricane (for example, authorities ordered the evacuation of parts of the New Jersey coast two to three days before the area was struck by Hurricane Sandy). In other instances, a community may only receive advance notification of a few hours. Seal Beach should be prepared for both eventualities, and so it is critical to plan for evacuation activities before emergency conditions develop. When planning for an evacuation, consider the following:

- Why is the evacuation needed (e.g., what is the risk to community members, and is the risk sufficient that other options, such as sheltering in place, are not feasible)?
- What areas of the community may need to be evacuated, and how many people will need to be evacuated in each instance?
- What are the best evacuation routes out of the community or impacted area?
- What personnel and resources (including transportation) are needed to safely and effectively evacuate the impacted area(s)?
- How will access to the evacuated area(s) be controlled?

Once an area has been evacuated, the Seal Beach Police Department is responsible for providing security and controlling access for the evacuated area(s). This helps to reduce exposure to hazardous conditions that are present in the impacted area(s), and also helps protect personal property and buildings that are unattended. Security activities will be carried out with manned access control points and barricades at key locations around the perimeter of the area, such as main roads into the evacuated area. Barricades should be established at all entry points, regardless of whether they are manned or unmanned, and all unmanned areas of the perimeter shall be patrolled periodically. The Police Department will issue special entry passes allowing authorized personnel access to evacuated areas if necessary, in accordance with established policies. The Police Department will allow reentry into an evacuated area as soon as it is safe, in consultation with the Director of Emergency Services, the Police Unit, and any liaisons and technical experts as necessary.

7.3.2. Evacuation Logistics

When a voluntary or mandatory evacuation notification is issued, the Law Enforcement Branch and Public Works Branch will select the best routes from the threatened area to safe locations, ideally to evacuation centers or other shelter and care facilities. These routes shall be chosen based on the number of people to be evacuated, the road capacity, and which roads may be blocked or have their capacity reduced by disaster conditions. To the extent possible, evacuation routes should be selected before emergency conditions develop. As the emergency situation progresses, the Law Enforcement Branch and Public Works Branch will receive regular updates on the condition of the road network from

field personnel, adjusting the designated evacuation routes accordingly. All changes in evacuation routes must be clearly and immediately communicated to traffic control staff, transportation staff, access control personnel, and the Public Information Officer.

When evacuation activities begin, the appropriate personnel will evacuate community members away from the threatened areas. Ideally, evacuations should use major freeways to the extent possible, and major surface streets to supplement evacuation activities as needed. Evacuation personnel may convert two-way roadways into a one-way route, doubling capacity; such operations may require consultation with Caltrans. The number of routes and roadway capacity needed to accommodate evacuating community members will depend on the time and day of the evacuation activities, and the number of people evacuating. Possible evacuation routes include:

- Interstate 405, providing access to communities northwest and southeast of Seal Beach. It is among the busiest and most congested freeways in the United States.
- Interstate 605, providing access to communities to the north of Seal Beach.
- State Route 22, providing access to communities east of Seal Beach. It also provides access to the City of Long Beach to the west, albeit as a surface road rather than a limited access freeway.
- State Route 1, an arterial surface road providing access to communities northwest and southeast of Seal Beach (roughly paralleling Interstate 405, but closer to the coast).
- Westminster Boulevard, a major arterial road running east-west across Seal Beach.
- Seal Beach Boulevard, a major arterial road running north-south across Seal Beach.

Evacuation routes themselves may be affected by an emergency situation, which can reduce their capacity or render them impassable (for example, State Route 1 lies near the coast, and may be blocked during coastal flooding events). Police officers will patrol evacuation routes to ensure that they are safe for community members. Additionally, because many possible evacuation routes are regional highways and roads that run through surrounding communities, the capacities of these routes are likely to be impacted if the communities surrounding Seal Beach are also compelled to evacuate. The Law Enforcement Branch shall coordinate with representatives of other communities to minimize congestion on these routes.

The community should clearly be divided into different areas, called Reporting Districts (RDs), to assist with evacuation planning and operations. As a general rule, each lane of traffic can accommodate 1,900 vehicles per hour. A typical RD in Seal Beach contains approximately 1,426 houses. The US Census Bureau reports that the average household in Seal Beach contains 1.84 people with approximately 1.5 cars per household. As a result, each RD in Seal Beach contains an average of 1,426 people and 1,163 cars.

The US Census Bureau also reports that 10.3% of households in Seal Beach do not have access to a private vehicle, and even households with access to a private vehicle may require evacuation assistance. Seal Beach shall provide vehicles as needed to assist individuals who are unable to evacuate on their own. It is the responsibility of the Law Enforcement Branch to determine how many vehicles the City must provide and of what type. This information will be passed to the Logistics Section, which will locate and request the vehicles and their operators through mutual aid or other methods. Public and private vehicles may both be used as needed, including vehicles in the City fleet, although private vehicles are preferred so that public vehicles may be free to carry out emergency response activities. Orange County Transportation Authority and local school districts may be able to provide buses. When the City is providing transportation, it may be necessary to establish evacuation assembly points, where individuals needing transportation can gather in centralized locations.

Traffic controls will be established at key intersection and access points for evacuation routes, to help ensure a smooth flow of traffic. In some situations, traffic control personnel may need to control vehicle flow outside of the hazard area in order to minimize conflicts with evacuating traffic. When planning evacuation activities in advance, planners should select traffic control points to be used for these activities during evacuation operations. These preselected points will be adjusted during the evacuation as needed. If traffic control points were not selected prior to evacuation operations, they shall be selected as evacuation activities begin, based on the amount of traffic expected and the configuration of the road network. Traffic control personnel will monitor the progress of evacuation activities and implement any changes in traffic control strategies. The City should have towing services on standby to assist disabled vehicles and ensure that they do not impede the flow of traffic. The Public Works Branch can help provide barricades and signs as needed.

7.4. Orange County Sheriff

Although not a member of the local ERO, the Orange County Sheriff's Department has certain responsibilities during emergency activities. In addition to coordinating law enforcement operations across Orange County jurisdictions and serving as the point of contact for law enforcement mutual aid (as discussed in the following section), the Orange County Sheriff's Department is in charge of identifying deceased individuals and human tissue, determining and recording the cause and circumstance of death, and disposing of any unclaimed or indigent deceased persons or human remains in Orange County. During emergency response activities, the Sheriff's Department has the following responsibilities as relates to these duties:

- Coordinating county-level resources with the Orange County OA for the use in collection, identification, and disposition of deceased individuals and human tissue as needed.
- Establishing collection points called fatality collection areas if necessary to support recovery operations.
- Selecting a sufficient number of qualified personnel to staff temporary morgue sites as needed.
- Coordinating with search and rescue teams.

- Designating a sufficient number of qualified personnel to perform the duties of deputy coroner if necessary.
- Identifying locations to serve as mass burial sites if needed.
- Making all efforts to protect the property and effects of any deceased individuals.
- Notifying the next of kin of any deceased individuals.
- Establishing and maintaining a comprehensive record-keeping system allowing for the continuous updating and recording of any deceased persons.

In some instances, the Orange County Sheriff's Department may not be able to fully perform these duties within Seal Beach. If so, the Seal Beach Police Department shall supplement the Sheriff's Department or assume these responsibilities entirely as the situation demands. In such instances, the City may find it helpful to establish an ad hoc Coroners Unit, to be located within the Law Enforcement Branch. When the City is carrying out coronial duties, it shall have the following responsibilities:

- Caring for and properly storing any and all human remains.
- Noting the exact location and condition of any deceased individuals, using a Disposition of Deceased form.
- Collecting and storing the personal property and effects of any deceased individuals.
- Notifying the next of kin of any deceased individuals to the full possible extent, and noting that such notification has occurred on the Disposition of Deceased form.
- Releasing any human remains to the proper authorities.
- Assigning responsibilities for developing emergency procedures as needed to arrange for mortuary services, to operate temporary morgues, and to identify victims.
- Making arrangements with area funeral directors to handle any mass fatalities.
- Maintaining complete and accurate records of all coronial transactions.

7.5. Law Enforcement Mutual Aid

All law enforcement mutual aid requests in Orange County are guided by operating protocols adopted by the Orange County Chiefs of Police and Sheriffs Association, based on the statewide Law Enforcement Mutual Aid Plan and the Master Mutual Aid Agreement. Seal Beach, along with other communities in Orange County, follows these protocols in dealing with law enforcement mutual aid requests.

All law enforcement mutual aid requests in Orange County are handled by the Orange County Sheriff's Department, which acts as the Law Enforcement Mutual Aid Coordinator for the Orange County OA. As the agency with this responsibility, the Orange County Sheriff's Department coordinates law enforcement mutual aid response by Orange County jurisdictions over and above those provided through intercity assistance. Orange County is divided into five geographic areas for meeting law

enforcement mutual aid requests between jurisdictions. This allows for balancing, defining, and coordinating law enforcement mutual aid within Orange County so as to provide continuity of operations, and to avoid depleting law enforcement personnel and resources during emergency situations. Seal Beach is part of Area C, which also includes the cities of Cypress, Fountain Valley, Huntington Beach, La Palma, Los Alamitos, and Westminster. The Huntington Beach Police Department is the coordinating agency for Area C.

If Seal Beach or another Orange County jurisdiction requests law enforcement personnel or resources that exceed the capacity of the Orange County OA and its member jurisdictions, or if the Orange County Sheriff's Department is concerned that such a situation may arise, the Sheriff's Department shall notify the appropriate point of contact within the state Law Enforcement Mutual Aid Region. Orange County lies within Law Enforcement Mutual Aid Region I, which includes all of Los Angeles and Orange Counties. The Los Angeles County Sheriff serves as the main point of contact for Region I, and is in charge of filling law enforcement mutual aid requests made at the regional level. If the resources are not available within Region I, the Los Angeles County Sheriff shall inform Cal OES, which is the Law Enforcement Mutual Aid Contact at the state level. Cal OES will then request the personnel and/or resources from other regions in California, via their regional points of contact.

Law enforcement mutual aid personnel or resources may be requested by the Seal Beach Police Department whenever needed. It is not necessary for Seal Beach to issue a local emergency proclamation, or for the Seal Beach EOC to be activated.

7.6. RACES

RACES consists of amateur radio (ham radio) volunteer operators who provide their services to assist with communications during emergency situations. These volunteers can help supplement communications between members of the City ERO and other agencies, and may provide an alternative to more conventional communications if normal services are disrupted. Local RACES volunteers can be mobilized as needed to provide communication between the EOC and other facilities or locations, through use of City-owned equipment, equipment obtained through mutual aid, or by privately owned equipment. Emergency information can be communicated between any facility equipped with an operator and a RACES base station. The Law Enforcement Branch shall oversee the mobilization of local RACES volunteers and deploy them to locations where they are needed.

8. Public Works Branch

The Public Works Branch is responsible for tactical operations pertaining to public facilities and infrastructure. It carries out inspection and repair of infrastructure and public facilities, debris clearance, and restoration of transportation routes. The Public Works Branch conducts inspections in coordination with the Building Safety Branch, supports search and rescue activities carried out by the Orange County Fire Authority, and assists the Law Enforcement Branch and Caltrans in traffic control operations. This branch also provides engineering advice and design for repairs, supports external field crews, and requests information from external agencies such as utility companies.

The Public Works Branch is responsible for a wide variety of public facilities and infrastructure. These facilities and infrastructure can include roadways and intersections, bridges, underpasses, City-owned buildings and other spaces, City water and wastewater infrastructure, traffic signals, and streetlights. The Public Works Branch also coordinates to inspect and restore services that are not owned by the public but are vital to the community, including electricity and natural gas infrastructure.

8.1. Public Works Branch Coordinator

The head of the Seal Beach Public Works Branch is the Seal Beach Public Works Branch Coordinator, a position which shall be filled by the City Engineer or designee.

The Seal Beach Public Works Branch Coordinator shall have the following responsibilities:

- Managing any predisaster activities, including predisaster inspections, infrastructure maintenance, and the distribution of sandbags.
- Overseeing rapid windshield surveys of community damage to support the activities of the Building Safety Branch.
- Coordinating the demolition of damaged structures that pose an immediate risk.
- Ensuring that debris is removed from public roads and spaces.
- Assisting the Building Safety Branch in identifying and flagging unsafe buildings.
- Providing heavy equipment support to the Orange County Fire Authority.
- Supporting traffic control operations by supplying barricades, signs, and other needed infrastructure.
- Coordinating the repair and reconstruction as needed of all public facilities and infrastructure, beginning with critical structures.
- Identifying public health issues related to buildings and other structures (e.g., swimming pools with stagnant water, which may serve as a breeding ground for mosquitoes), and reducing the hazard to the extent feasible.
- Requesting mutual aid to assist with public works operations as needed.
- Identifying the need to commandeer equipment if the City cannot obtain it by other means, documenting all attempts to obtain the equipment prior to commandeering it, and reporting the need to commandeer equipment to the Director of Emergency Services and Legal Officer.
- Reassigning City staff and other personnel to be consistent with the EOC Action Plan.
- Coordinating with utility companies to carry out utility repair work along with road repairs, reducing the need for multiple service disruptions.
- Creating Public Works Strike Teams (a small group of the same type of personnel or resource, such as a group of bulldozers to remove debris) and deploying them as needed. To the extent possible, strike teams should be planned prior to the development of an emergency situation.

- Working with the Staging Unit (Logistics Section) to effectively deploy personnel and resources.
- Inform the Supply Unit (Logistics Section) of any resources needed to support public works operations.
- Assist in preparation of the After-Action and Corrective Action Report as requested by the Operations Section Coordinator.

8.2. Inspections

Immediately after an emergency situation occurs, the Building Safety Branch will begin to carry out inspections of the affected area, to ascertain the size and scale of the damage, and to estimate the financial impact. The Public Works Branch shall assist in this duty by providing personnel to support these activities. Inspections will be conducted by teams of two people, one of whom will be designated Team Leader and will be responsible for documentation. All information collected by the inspection teams is reported to the Building Safety Branch, which will inform the Operations Section Coordinator. This information will be passed on to other groups in the City ERO and to the Orange County OA (and, in significant disasters, to Cal OES). As this information is needed for disaster relief funding, it is critical that it be collected in a timely and accurate manner.

In addition to assisting the Building Safety Branch in carrying out inspections, the Public Works Branch shall conduct inspections of all water-related infrastructure, including water pumping facilities, water pipes, wastewater infrastructure and pipes, and flood control systems. The Public Works Branch will evaluate the conditions of flood control infrastructure during a flooding emergency and report any preventative or corrective action needed to the Orange County Flood Control Division and other agencies. This branch will also inspect all roadways, bridges, freeways, traffic signals, and other road-related infrastructure to determine if the roadways are safe for travel. If not, the Public Works Branch shall close the roadways and immediately notify the Operations Section Coordinator of any such action. This branch will implement any temporary measures as needed to mitigate hazardous situations, in coordination with other applicable City departments or outside agencies.

8.3. Damage Control, Repairs, and Maintenance

After carrying out inspections, the Public Works Branch will conduct damage control and repair activities for public facilities and infrastructure, including the clearance of debris from public property. These efforts should start by restoring basic operations to the most critical infrastructure, and mitigating any significant health risks that may result from damaged structures. If such damage poses a safety hazard (e.g., a significantly damaged radio tower that may collapse onto nearby buildings), the Public Works Branch shall assess the safety hazard and request an evacuation of the affected area if needed. As part of these operations, this branch may also provide general engineering advice and design for emergency repairs, coordinate with utility companies to request information from filed plans, provide support to external field crews, and arrange for mutual aid if necessary. The Public Works Branch shall comply with the following protocols for various types of repair and maintenance activities:

- **City facilities:** Ensure that critical City facilities have functional power and sanitation services. Obtain status reports of all City facilities. Develop a prioritization list to respond to and restore facility operations, beginning with the Seal Beach Police Department building. Ensure that the City EOC has an operable emergency generator with a sufficient supply of fuel.
- **Flood control infrastructure:** Assess the potential for a public safety hazard, and request evacuation if necessary. Identify the labor and equipment needed to repair the infrastructure, review available resources, and make assignments and request mutual aid assistance as needed. Maintain communication and information exchange with the appropriate agencies, including the Orange County Flood Control Division and the US Army Corp of Engineers.
- **Supplies:** Identify the status of all disaster-related supplies. Conduct inventory, storage, repair, and maintenance activities of these supplies as needed. Dispense and track supplies through appropriate groups within the City ERO, and maintain communication with the Supply Unit (Logistics Section) for emergency orders.
- **Traffic signals:** Prioritize repair needs and requests in coordination with the Law Enforcement Branch. Identify labor and equipment needs and review available resources to make assignments and requests mutual aid assistance as needed.
- **Utilities:** Coordinate with all appropriate utility agencies and companies on inspections and repairs, including Southern California Edison, Southern California Gas Company, Republic Services, and the Orange County Sanitation District.
- **Vehicles:** Provide services as required for City fleet operations, including managing fuel supplies. Monitor the availability and status of all City vehicles and equipment.

8.4. Public and Environmental Health

Public and environmental health operations fall under the purview of County government agencies on a day-to-day basis. In some emergency situations, the County may be partially or entirely unable to meet the public and environmental health needs of Seal Beach. In such instances, the Public Works Branch shall, to the extent possible, supplement the public and environmental health responsibilities of County agencies, or assume these responsibilities as needed, in coordination with other groups. Such activities include vector control and sewage services.

The Seal Beach Public Works Branch cannot provide disposal services for health-related waste. Personnel in the Public Works Branch are not generally trained health professionals, and as such typically do not have training in food safety, communicable diseases, and other necessary topics. If the Public Works Branch must assume these duties, it shall be incumbent upon the branch to obtain qualified personnel through mutual aid and other channels, including personnel from both public and private organizations.

8.5. Public Works Mutual Aid

In 1989, Los Angeles and Orange Counties established California's framework for mutual aid of public works personnel and resources, the Public Works Mutual Aid Agreement, which was modeled off of

similar existing agreements for fire and law enforcement activities. Seal Beach and all other communities in Orange County are signatories to this agreement. Under this agreement, all public works mutual aid requests made in Orange County shall be made to the Orange County OA Public Works Mutual Aid Agreement Coordinator, a position held within the Orange County Public Works Department. If Seal Beach makes a public works mutual aid request, the Orange County OA will seek to meet the request from personnel and/or resources of other Orange County jurisdictions. If the requested personnel and/or resources are not available within Orange County, the Orange County OA shall contact Cal OES, which shall work to obtain the requested personnel and/or resources from other Public Works Mutual Aid Agreement signatories. Currently, 19 counties, 153 cities, and 4 special districts in California are signatories to the agreement. Imperial, Kern, Los Angeles, Riverside, San Bernardino, San Diego, San Luis Obispo, Santa Barbara, and Ventura Counties are among these signatories, as are many of the incorporated communities within these counties.

The Public Works Branch shall keep account of records of all mutual aid obtained through the agreement or through other methods, including personnel, equipment, supplies, and other materials. These records are kept in accordance with state and federal laws and guidelines, and assist in obtaining cost reimbursements for emergency response activities. Seal Beach shall share these records with the agency providing mutual aid personnel and resources. If Seal Beach is asked to provide mutual aid assistance, it shall keep similar records.

Additionally, various state agencies have the capabilities and responsibilities to provide direct support or coordination on various types of facilities and public works activities, as follows:

- California Conservation Corps: Providing personnel and equipment to support emergency debris clearance operations, flood control, and related activities.
- California Department of General Services, Office of the State Architect: Clearing debris from any state-owned buildings, sewers, and water systems.
- California Department of Water Resources: Providing flood control and protection, meeting flood abatement needs, clearing debris from state flood control works and the State Water Project, and providing related services.
- California Highway Patrol: Assessing damage to streets and highways, closing dangerous routes and removing obstructing vehicles, implementing traffic controls into and around affected areas, and assisting Caltrans with route recovery priorities.
- Cal OES: Coordinating debris clearance activities by federal agencies, providing guidance to local jurisdictions and state agencies in preparing and submitting applications for federal grants for emergency debris clearance, and receiving and processing applications for federal grants for such activities.
- Caltrans: Assessing damage to state highways, establishing route recovery priorities, removing debris from state roadways, making repairs and establishing detours to restore traffic flows on highways, and assisting the California Highway Patrol with traffic regulation.

- Military Department: Providing assistance in clearing debris and rubble from roadways, bridges, and other essential facilities when directed to do so by the governor.

9. Building Safety Branch

The Building Safety Branch is in charge of evaluating all buildings and facilities in Seal Beach that may be affected by disaster conditions to determine if they are safe for entry and/or occupancy. This branch oversees and carries out a multistep process to more precisely understand the scope of the damage and any safety risks posed by this damage, as well as preparing financial assessments which are used for financial relief applications. The Building Safety Branch carries out these responsibilities in coordination with other groups as needed, including the Public Works Branch and Law Enforcement Branch. This branch also assists the Orange County Fire Authority as needed with search and rescue operations, primarily by providing logistical support to ensure the safety of such operations for both responding personnel and victims.

9.1. Building Safety Branch Coordinator

The Seal Beach Building Safety Branch is led by the Building Safety Branch Coordinator, a position which shall be filled by the Building Inspector or designee.

As the staff member responsible for managing the activities of the Building Safety Branch, the Building Safety Branch Coordinator shall have the following responsibilities:

- Assembling, mobilizing and deploying inspection teams throughout Seal Beach, in coordination with other ERO groups and mutual aid personnel.
- Coordinating the transportation needs of building inspectors, particularly for inspectors obtained through mutual aid.
- Assigning escorts for building inspectors to assist in navigating through the community as needed.
- Sending notification letters to property owners whose structures are designated as unsafe.
- Filling staff needs to meet any anticipated increase in building permit activity to repair or rebuild damaged or destroyed structures, including through mutual aid, contract staff, or temporary hires.
- Working with the Law Enforcement Branch to ensure that posted signs on damaged structures are not removed.
- Assembling all reports on damage, including financial estimates, and passing information to the Operations Section Coordinator and other groups (including the Orange County OA) as appropriate.
- Helping the Operations Section Coordinator to prepare the After-Action and Corrective Action Report.

9.2. Assessment and Reporting Planning

Seal Beach personnel should conduct planning exercises for building inspection activities prior to disaster conditions. This will help ensure a more effective response among the different staff members who assist in building inspection activities, including personnel with the Police Department, the Public Works Department, the Community Development Department, and the Orange County Fire Authority.

Planning activities should begin by prioritizing the buildings that should be inspected first when a disaster situation occurs. Representatives from all involved agencies shall meet to form a Facilities Ranking Team, which will prepare a list of all important public and private sector facilities, including the critical facilities identified in the Basic Plan, and determine in what order the important facilities should be inspected and by whom. When prioritizing facility evaluations and deciding which facilities are important to the community, the Facilities Ranking Team shall consider the following:

- Structures with high occupancy levels, which may be at risk due to age, materials, proximity to faults or liquefaction zones, or other factors.
- Essential community service buildings, including facilities which can serve as emergency shelters.
- Structures which could explode or release hazardous fumes and/or chemicals.
- Facilities providing essential community services, including hospitals, water facilities, utility infrastructure (including electrical wires, natural gas facilities, and petroleum pipelines), and sanitation and wastewater facilities.

The Facilities Ranking Team should also develop agreements within and between involved departments outlining how emergency response personnel can carry out effective and timely windshield surveys.

Agencies involved in planning activities should next engage the Seal Beach community members in these efforts. The City should have an active building safety and damage assessment training program for public and private sectors residing or working in Seal Beach, creating a pool of trained personnel who can assist the City in carrying out building inspections during emergency situations. Seal Beach should ensure that engineers living and working in Seal Beach are registered as disaster service workers. As needed, the City should conduct drills and other exercises to test the readiness of all public and private sector building safety personnel.

The Seal Beach Emergency Services Coordinator (ESC) is responsible for ensuring that the EOC and any necessary support facilities are stocked and ready to function as sites of emergency operations when needed. As part of his or her responsibilities, the ESC should make sure that the EOC has a sufficient number of building inspection forms, signs, equipment, and other materials needed to carry out building inspection operations.

9.3. Assessment and Reporting Protocols

Building assessments will be conducted by inspection teams formed of two individuals, one of whom will be designated the Team Leader. The Team Leader will be responsible for all documentation. Staff located in the EOC or other centralized facility will compile all inspection documentation to summarize the scope of damage and estimated financial impacts into a Jurisdictional Initial Data Estimate, which will be forwarded to the Orange County OA's Jurisdiction Incident Management System (JIMS). This information will be sent to JIMS using the WebEOC tool if possible. If not, the City shall fill the information out on JIMS forms and transmit it to the Orange County OA using fax, e-mail, or other available data communications systems. Recall that, when sending information via e-mail, the sender should confirm that the intended recipient is actively monitoring their e-mail before sending messages in an emergency situation. Critical information such as JIMS forms should never be exchanged by e-mail unless the sender is certain that the intended recipient is receiving the messages in a timely manner. The Orange County OA will assemble all Jurisdictional Initial Data Estimates into a single countywide damage report, which will be forwarded to Cal OES to support requests for mutual aid and financial assistance.

The Uniform Code for the Abatement of Dangerous Buildings, supported by the California Building Standards Code (Title 24 of the California Code of Regulations) as adopted and modified by the City of Seal Beach, provides the basis for building safety assessments. The most relevant sections of the Building Standards Code include the California Building Code (Part 2), the California Residential Code (Part 2.5), the California Electrical Code (Part 3), the California Mechanical Code (Part 4), and the California Plumbing Code (Part 5).

9.4. Assessment Phases

Following a disaster, building assessments in Seal Beach will go through a four-phase process.

9.4.1. Phase I: Windshield Surveys

The first phase of building damage assessments is a windshield inspection, which is a rapid drive-through to establish the situation in the affected area. This survey should identify the number of buildings destroyed, those with visible major or minor damage, and those which have otherwise been affected. This initial information will be used to prioritize emergency response activities in Seal Beach, and will be transmitted to the Orange County OA to determine the need for mutual aid. An initial damage assessment should be sent to the Orange County OA within four hours of the emergency situation occurring.

As part of the windshield surveys, the inspection teams will identify the status of all important facilities, as identified by the Facilities Ranking Team. Inspection teams should assess these important facilities in the priority order determined by the Facilities Ranking Team, prior to inspecting other parts of the community. After assessing the key facilities, inspection teams will conduct windshield surveys by RD, estimating the scope of damage and the financial loss within each RD. Windshield surveys should be conducted entirely by car; inspection teams should not get out of their vehicles to inspect facilities up close during this phase.

9.4.2. Phase II: Heavy Search and Rescue Support

In the second phase of damage assessments, building safety personnel will provide structure and engineering advice to the Orange County Fire Authority in support of heavy search and rescue efforts. Building safety workers will help staff from the Orange County Fire Authority to assess the risk of a structure's catastrophic failure when conducting search and rescue activities, and how to prevent such a failure during these operations. These actions will be carried out by members of the building safety staff, supplemented as needed by other public and private sector individuals with the necessary expertise.

Personnel from the Fire Authority are allowed to be exposed to a greater risk than the general public. However, the safety of search and rescue personnel remains of paramount importance. The goal of building safety staff is to identify how rescue personnel can safely extract victims from a damaged structure without causing additional damage (including a total collapse), or how to extract victims from a destroyed structure without creating additional safety risks for rescue personnel or the victims.

9.4.3. Phase III: Building Safety Evaluation

In the third phase, building safety personnel will conduct rapid safety evaluations to determine if a building is structurally compromised, and therefore if access should be restricted. Staff will focus their efforts on buildings identified by the windshield surveys as damaged or otherwise affected. This phase should begin as soon as possible, starting with the evaluation of obviously damaged buildings that appear to pose the greatest risk. While these activities are carried out under the aegis of the Building Safety Branch, the Public Works Branch Coordinator will assume management responsibilities of Phase III activities to the extent possible.

Depending on the availability of building inspection staff and conditions in Seal Beach, the Building Safety Branch may choose to conduct rapid safety assessments or more detailed evaluations. A rapid safety assessment is a more cursory inspection, and may be carried out by registered and trained volunteers in teams of two people. In a more thorough evaluation, inspection teams should consist of three people, two of whom should ideally be a professionally registered engineer and a professional licensed architect; at minimum, such teams should be headed either by an engineer or an architect.

Following inspection, either a rapid assessment or a detailed evaluation, the inspectors will post a colored placard on the entrance to the building indicating its status. These placards shall be as follows, and should be labeled appropriately:

- Green: Safe to enter and occupy. The building may still need repairs, but any damage is insufficient to create a safety risk or threaten the building's structural integrity.
- Yellow: Enter with certain restrictions. The owner may enter at their own risk for emergency purposes, but the structure should not be occupied continuously and public entry is not permitted.
- Red: Unsafe to enter. The building is at imminent risk of collapse, and may not be entered, occupied, or used, with the exception of authorities on official business as needed.

In the case of a detailed evaluation, the inspectors may also post additional information about the building condition along with the placard.

9.4.4. Phase IV: Post-disaster Building Damage Assessment

The fourth phase of inspection is limited to buildings issued with a yellow placard. In this phase, professionally registered engineers or licensed architects will review the building and determine what work must be done before the building is safe to enter and occupy. The building owner must hire these inspectors and pay for them, although federal disaster assistance may cover some or all of the costs. The results of these inspections shall be submitted to and reviewed by City building staff before the buildings are declared safe, demolished, or issued permits for repair activities.

9.5. Recovery

After building inspections and damage assessments are complete, the Building Safety Branch shall work with other staff in the Community Development Department to review the City's building permit process and staffing levels. The City shall identify the need to make any changes to the permitting process to allow for a rapid recovery while improving resiliency, maintaining safety, and supporting community values and objectives. Changes to building fees may be considered, along with additional temporary staff (through increased hiring, mutual aid, contract staffing, or other mechanisms).

In coordination with the Public Works Branch, the Building Safety Branch may also have to carry out debris removal activities. This may require emergency contracts with private sector organizations, and special arrangements made with regional waste facilities to adequately dispose of debris. In order to minimize the impact on these regional facilities and to ensure a continuation of sustainable practices, every effort shall be taken to recycle as much as possible.

10. Marine Safety Branch

The Marine Safety Branch is responsible for the safety of Seal Beach's coastal areas during a disaster. This branch conducts aquatic search and rescue operations, monitors dangerous and potentially dangerous aquatic environments, and issues evacuation notifications to the beach and other aquatic environments as needed. As part of these responsibilities, the Marine Safety Branch may conduct evacuations from coastal areas as necessary. While the duties of this branch often involve disasters with a risk of drowning or water inundation (e.g., coastal floods and tsunamis), the branch also has a large role in marine oil spills and hazardous chemical spills that impact the aquatic environment.

10.1. Marine Safety Branch Coordinator

The Seal Beach Marine Safety Branch is led by the Marine Safety Branch Coordinator, a position which shall be filled as follows:

- Primary: Chief Lifeguard
- First Alternate: Lifeguard Lieutenant
- Second Alternate: Lifeguard Supervisor
- Third Alternate: Designated member of the Seal Beach Police Department

In his or her role as the staff member managing the Marine Safety Branch, the Marine Safety Branch Coordinator shall have the following responsibilities:

- Coordinating and managing tactical operations in response to marine oil spills.
- Managing City and mutual aid marine safety personnel, and supporting marine field operations as needed.
- Managing coastline evacuations.
- Working with the Public Works Branch and Orange County Fire Authority to support operations as needed.
- Monitoring coastline erosion and the Seal Beach Pier during coastal flood events, and closing areas as needed to protect public safety.
- Coordinating with the US Coast Guard as emergency situations require.

10.2. Marine Safety Mutual Aid

Unlike other types of tactical operations, there is no statewide system for marine safety mutual aid. However, Seal Beach can coordinate with a number of local, state, and federal agencies to request marine safety mutual aid as needed. These agencies include but are not limited to the following:

- California State Parks Lifeguard Services (the nearest state parks with lifeguards are Bolsa Chica State Beach and Huntington State Beach)
- City of Huntington Beach, Marine Safety Division
- City of Laguna Beach, Marine Safety Department
- City of Long Beach, Fire Department – Marine Safety and Lifeguard Division
- City of Newport Beach, Marine Operations Division
- Orange County Sheriff's Department, Harbor Patrol and Marine Operations Bureau
- US Coast Guard

US Ocean Safety (private company responsible for lifeguard operations at Orange County Parks; also goes by the name of OC Lifeguards)

1. Introduction and Purpose

The Seal Beach Emergency Operations Plan (EOP) is intended to provide a comprehensive plan to the City of Seal Beach for managing any emergency situations, including natural disasters, homeland security emergencies, and technical fault incidents. It is an update to the City's previous EOP, last revised in 2008. The EOP contains a hazard analysis and a description of preparedness measures intended to protect the health and lives of community members and minimize damage. It describes procedures for activating the City of Seal Beach's emergency response organization (ERO), responding to emergency situations, and conducting recovery operations to restore the community after a disaster. The EOP provides an overview of concepts which are integral to the City's emergency response, including the National Incident Management System (NIMS), the Standardized Emergency Management System (SEMS), and the Incident Command System (ICS). It also includes a discussion of the responsibilities of federal, state, regional, and county-level government agencies.

This Planning Section Annex functions as an addition to the main body of the EOP (the Basic Plan), which sets the foundation for Seal Beach's response and recovery operations. This annex is intended to provide details regarding the organization and responsibilities of the Planning Section of the ERO. All ERO staff should be familiar with the Basic Plan, and review it prior to any emergency situation. Staff in the Planning Section should use this annex along with the Basic Plan, although this annex can also act as a stand-alone plan for staff in the Planning Section of the local ERO during Emergency Operations Center (EOC) operations.

1.1. Guiding Policies

The following guiding policies apply to all ERO staff, including those within the Planning Section, during emergency response and recovery operations:

- SEMS, the state-level framework for coordinating emergency response and recovery actions, shall be followed.
- All established procedures for emergency response and recovery operations shall be followed unless modified by the Director of Emergency Services or his or her designee.
- All personnel on duty shall remain on duty until relieved. All off-duty personnel shall return to work promptly and in accordance with the proper protocol.
- Operational periods shall be 12 hours long during emergency situations, and shall change at 6 am and 6 pm, unless modified by the Director of Emergency Services or his or her designee.

1.2. Emergency Response Expectations

Disaster situations have affected Seal Beach in the past and will affect the community in the future. The hazards that pose the greatest risk to the community are flooding and coastline disturbances, earthquakes and liquefaction, and tsunamis. However, a number of other emergency situations are also of concern to Seal Beach, including fires, high winds, and hazardous chemical spills. The risk and severity of some of these disasters may be affected by climate change (for example, coastal flooding

may become more common as sea levels rise), and some disasters occur as a result of another (for example, an earthquake that causes a hazardous chemical spill). In the event of an emergency situation, members of the public have basic expectations for government agencies, including the City of Seal Beach. In order to have an effective and successful emergency response and recovery process, Seal Beach personnel shall meet these public expectations to the greatest possible extent:

- Alert members of the public in advance of a disaster if at all possible.
- Quickly and accurately assess the size and severity of an emergency situation.
- Provide the public with complete, accurate, and timely information about the situation.
- Safely evacuate dangerous areas and relocate residents to a safe location.
- Rapidly coordinate any needs for all displaced residents, including housing, food, hygiene, and medical needs.
- Restore services as quickly as possible, including reconstruction of damaged or destroyed buildings and infrastructure.
- Fully and rapidly return the affected area to normal.

Emergency response and recovery operations must be carried out under adverse conditions, including fires, flooding, hazardous material spills, and collapsed structures. These operations may also take place in the absence of basic services such as water, energy, and communication. In order to effectively work in these conditions, the City must have an established plan identifying when and where ERO staff should work, who is responsible for which tasks, and how they will manage and carry out their responsibilities. As necessary, response and recovery activities will be managed by the Seal Beach EOC, which will coordinate response operations and mutual aid requests. The Basic Plan, and this annex and others, provides the information needed to support the ERO.

1.3. Planning Section Objectives

The Planning Section is responsible for collecting, analyzing, and distributing information about the emergency situation and the response to it. This includes monitoring the status of Seal Beach ERO staff and resources, and identifying gaps in the City's operational capabilities. The information collected by Planning Section staff is used to inform operational objectives and policies, request state and financial assistance, and support decisions about recovery activities, among others. While specific duties for Planning Section personnel will vary, the general objectives for this section are as follows:

- To collect, sort, record, and analyze data pertaining to emergency conditions, including the nature and scope of the disaster, and to present information and recommendations based on this analysis.
- To prepare and distribute situation reports and the EOC Action Plan, and to facilitate planning meetings.
- To conduct advanced planning activities.

- To provide technical specialist support to the Seal Beach ERO as needed.
- To provide City and mutual aid staff with updated information about the status of the emergency and response activities.
- To prepare and plan for post-disaster recovery activities.

2. Concept of Operations

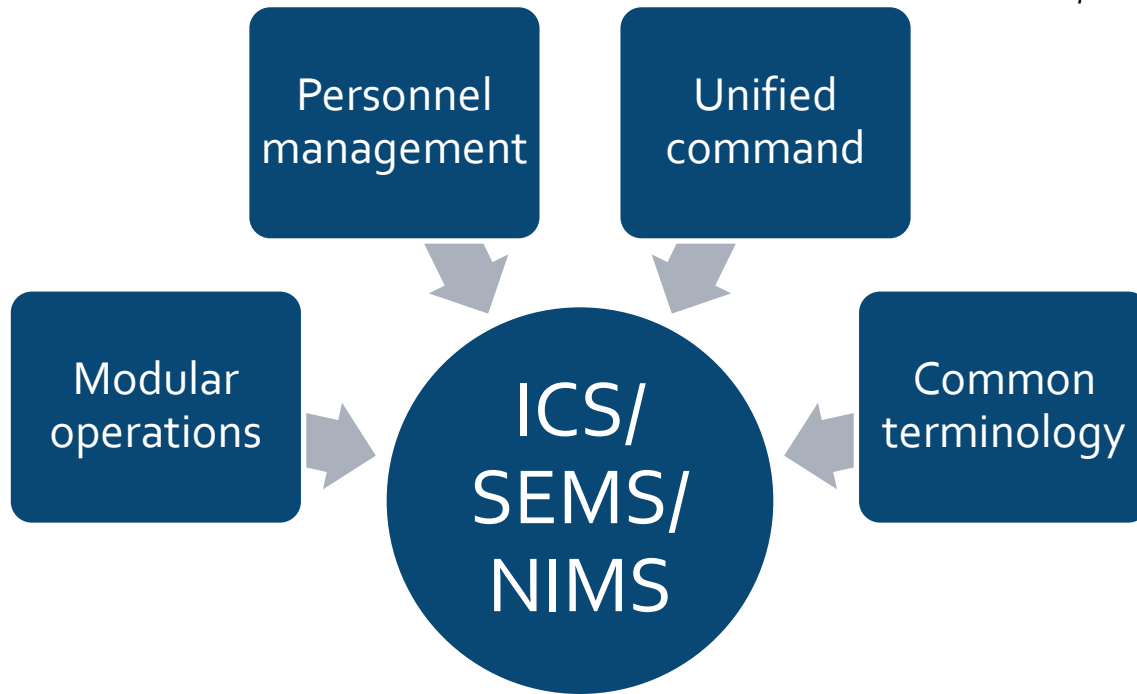
The EOP (including the Basic Plan and all annexes) is intended to address a wide range of events, from small-scale minor incidents to a catastrophic disaster. In an emergency situation, Seal Beach must activate the appropriate sections of its ERO and mobilize any needed personnel. In some instances, the City will address the emergency on its own, while in other instances the City will coordinate with numerous other agencies to respond to a disaster situation that affects a wide area. In all disasters, regardless of scope, the City has three key goals. All City emergency response and recovery activities shall support these goals, which are as follows:

- To provide effective measures to reduce injury and death, property damage, and environmental impacts.
- To provide for a rapid and complete recovery for affected businesses and local services.
- To provide documentation and records as necessary for cost recovery efforts.

2.1. Organizational Principles

All jurisdictions in California, including Seal Beach, are required to manage their activities using the framework established by SEMS, which incorporates the principles of ICS and NIMS (collectively the ICS/SEMS/NIMS framework). This ensures a consistency in operating structures and procedures across jurisdictions, allowing agencies to work together in a more efficient way. Seal Beach's emergency response actions will also be consistent with the principles laid out by the Orange County Operational Area (OA) and with applicable sections of the Seal Beach Municipal Code.

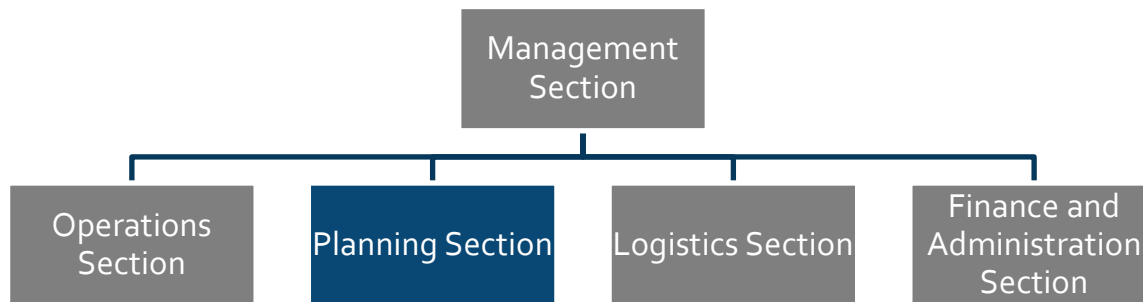
The ICS/SEMS/NIMS framework has four key principles, as shown and discussed below:



- **Modular operations:** There are five functional groups within the ICS framework: Management, Operations, Planning/Intelligence, Logistics, and Finance. All emergency response operations will be carried out under one of these five groups. Each group will be activated and assigned particular subgroups as needed depending on the nature of the emergency. Activation and deactivation of a functional group or any subgroup should be able to take place without disrupting emergency response efforts.
- **Personnel management:** Each functional group or subgroup will have only one person in charge of that group's operations, a principle known as "unity of command." Depending on the nature of the emergency, a single individual may be responsible for multiple groups or subgroups. Throughout the entire organization, each individual should only report to one supervisor. Each supervisor should be responsible for three to seven people, and ideally five.
- **Unified command:** When multiple agencies have jurisdiction over an emergency, it is necessary to establish a single response plan that allows agencies to work together without affecting individual accountability, authority, or responsibility. In the event of several emergencies, or a single large emergency that has multiple response teams, a single Area Command can be created to oversee the broader response. In the event that the incidents under the Area Command span multiple jurisdictions, the Area Command becomes a Unified Area Command.
- **Common terminology:** Different individuals or agencies may use multiple terms when describing organizational functions, responsibilities and titles, resources, and facilities. ICS calls for a standardization of this terminology to help ensure that information is conveyed accurately and to reduce the risk of complications arising from misunderstandings.

2.2. Organizational Structure

All EROs organized under the ICS/SEMS/NIMS framework use a similar organizational structure with five basic groups, known as sections. Seal Beach’s ERO conforms to this framework. This basic organizational structure is as follows:



- The Management Section, responsible for the overall emergency management strategy and for coordinating key high-level components of the emergency response.
- The Operations Section, responsible for carrying out the tactical objectives of the ERO, including planning and implementing specific activities related to emergency search, rescue, and repairs.
- The Planning Section, responsible for collecting and analyzing information to support emergency response activities. This annex applies to the Planning Section.
- The Logistics Section, responsible for obtaining equipment, supplies, and services from available sources, and for requesting mutual aid assistance as needed.
- The Finance and Administration Section, responsible for ensuring that records are properly created and preserved.

2.3. ERO Levels

Multiple levels of EROs may be activated as needed, ranging from field-level operations up to coordination across state lines and with federal agencies. The specific nature of the emergency will determine which ERO levels are activated and to what extent. Seal Beach itself may activate its field-level ERO to respond to an emergency within the community, and may activate the citywide ERO to coordinate and direct multiple field operations and to interact with higher-level EROs. Seal Beach may request that the Orange County OA activate its ERO to coordinate activities across multiple communities. The ERO levels are shown in **Table P-1**.

Table P-1. ERO Levels

Scope	Level	Description
Seal Beach	Field level	Carries out activities in the field. Usually assigned to a specific geographic area within the city, or tasked with a specific function.
	City (Local) EOC	Oversees the citywide emergency response and liaises with other agencies as appropriate.
Orange County	Orange County OA	Coordinates countywide emergency response efforts, including local mutual aid.
California	California Office of Emergency Services Region 1	Coordinates mutual aid across county boundaries within the California Region 1 (includes the Counties of Los Angeles, Orange, San Luis Obispo, Santa Barbara, and Ventura).
	California State Operations Center	Coordinates and manages statewide emergency response efforts, including the mobilization of any state agencies and statewide mutual aid.
United States	Federal Emergency Management Agency (FEMA)	Coordinates federal-level emergency response and recovery activities.

Some communities will have a third ERO level, between the local citywide level and the field level: the department-level ERO, coordinated by a Department Operations Center (DOC). The department-level ERO is usually found in larger communities, where the size of emergency response operations may make it less efficient to coordinate all activities from a single citywide point. Seal Beach does not use DOCs; field command posts will be overseen (if oversight is necessary) by the local ERO. The Orange County Fire Authority, which provides fire services to the community, does have its own DOC, located at its headquarters in the City of Irvine. The Seal Beach EOC may need to coordinate with the Orange County Fire Authority DOC in some emergency situations.

2.4. Local ERO

The Seal Beach local ERO is managed at its EOC, the centralized facility for directing and coordinating the local emergency response. Locating these activities at a single site allows for improved collaboration and coordination between City personnel, and increased interagency cooperation if necessary. When the EOC is activated, the City will mobilize specific, pre-assigned staff who are necessary for emergency response activities. These staff members will report to the EOC and carry out their designated responsibilities.

2.4.1. EOC Location

Seal Beach's EOC, by default, is located in the Police Department Training and Roll Call Room in the Seal Beach Police Department Building at 911 Seal Beach Boulevard. If this facility cannot be used (the building has been damaged or destroyed, it is inaccessible, it lacks access to key services, etc.), the City

EOC will be located at an alternate site. The three alternate locations for the Seal Beach EOC follow in order of priority:

- The Orange County Fire Authority Station 48, 3131 North Gate Road in Seal Beach.
- The Orange County Fire Authority Station 64, 7351 Westminster Boulevard in the neighboring City of Westminster.
- The Urban Area Mobile Command Post (MCP), stored at Orange County Fire Authority Station 48.

2.4.2. EOC Activation

Seal Beach can activate its EOC through either a top-down or a bottom-up process. In a top-down process, notification of an emergency situation activates the EOC, which in turn may activate the field-level ERO. In a bottom-up process, field-level responders may request activation of the EOC if the situation exceeds the capabilities of the City's daily operations. Bottom-up activation is more common.

There are three levels of EOC activation: Level I, Level II, and Level III. The City will choose the appropriate level of EOC activation as the situation demands. The three levels are as follows:

Level III	Level II	Level I
<ul style="list-style-type: none">• EOC is opened and stocked• EOC is not staffed, or staffing is minimal	<ul style="list-style-type: none">• Limited staffing (Command and General staff, plus needed support staff)	<ul style="list-style-type: none">• Most widespread activation• Most or all City ERO personnel are mobilized

The EOC may be activated after deliberation by the Mayor, Mayor Pro Tem, City Council members, the City Manager, Assistant City Manager, Chief of Police, Police Commander OCFA Division Chief, and OCFA Battalion Chief who are responsible for deciding if the situation requires EOC activation. Although there is no established threshold for when it is appropriate to discuss activating the EOC, this conversation will generally take place in an emergency situation that meets at least one of the following criteria:

- At least two City agencies will need to send staff to respond.
- The emergency situation may overwhelm the City's emergency response capabilities, requiring mutual aid.
- There is a significant possibility that the emergency may escalate beyond its initial severity.
- The response to the incident will require a centralized command center to properly coordinate activities across multiple jurisdictions, agencies, and/or organizations.
- Emergency response activities may last longer than eight hours.
- The scale of the emergency response operations is likely to be significant.

Seal Beach can also automatically activate its EOC, without any deliberation, under one of the following circumstances:

- An earthquake with a magnitude of at least 6.0 occurs within 50 miles of Seal Beach.
- The governor proclaims a state of emergency that covers part or all of Seal Beach.
- The president declares a national emergency or major disaster for an area including part or all of Seal Beach.
- A state of war emergency is declared for an area covering part or all of Seal Beach.
- An attack involving WMDs has occurred and is impacting Seal Beach, or such an attack is imminent.
- The City Manager of Seal Beach orders the EOC to be activated.

2.4.3. EOC Leadership

The Seal Beach ERO is headed up by the Director of Emergency Services, who serves as the head of the Management Section within the ICS/SEMS/NIMS framework. This staff position is vested with specific responsibilities and powers under the Seal Beach Municipal Code (Title 3, Chapter 25, Section 020), and is in charge of overall City emergency management policy and coordination. He or she has the authority to direct all City ERO activity and staff, and manages the coordination of all City response efforts. The City Manager of Seal Beach is the community's designated Director of Emergency Services.

The head of the EOC facility itself is known as the EOC Director. As head of the Seal Beach ERO, the Director of Emergency Services is also officially in charge of the City's EOC, and therefore also serves as the EOC Director. However, the Director of Emergency Services often has other responsibilities and is unable to devote all of his or her time toward managing the EOC, particularly during a long-term emergency situation. When the Director of Emergency Services is not tasked with managing the EOC itself, he or she may designate a separate EOC Director to carry out these responsibilities. If the EOC Director is a separate position, this staff person shall answer to the Director of Emergency Services.

While the Director of Emergency Services has the ultimate legal authority and obligation for Seal Beach's response efforts, and while command of the EOC and its staff is the responsibility of the EOC Director, at times an additional role may be needed to develop strategic objectives and response strategies, and to implement the response measures. This position is known as the EOC Executive Officer (EOC XO). The EOC XO is generally the head of whichever department has the greatest involvement in responding to an emergency situation. When multiple departments are involved and no single one has a clear lead in responsibilities, the heads of these departments will collectively act as the EOC XO (a system called Unified Command, or UC).

Just as the Director of Emergency Services is in charge of the Management Section, four additional staff members are in charge of the other four sections. These four staff members are collectively known as the General Staff. In the Seal Beach ERO they are known as Section Coordinators (e.g., Planning Section Coordinator). The responsibilities of the Operations, Logistics, and Finance and Administration Section Coordinators and the Director of Emergency Services, and the specific staff under their authority and their responsibilities, are included in the Basic Plan and are discussed in greater detail in their respective section's annex.

2.4.4. EOC Communication

Seal Beach staff has access to multiple communication systems during emergency situations. Many of these systems are redundant, allowing ERO staff to maintain communication if one technology fails, is over capacity, or is otherwise not available. Some of these systems are intended only for communication with other Seal Beach staff, while others allow City personnel to communicate with other jurisdictions or other ERO levels. These available communication systems include the following:

- The City's landline telephone network Cellular telephones, including devices issued by the City and personal staff devices.
- Amateur radio (ham radio), staffed by volunteers from the Radio Amateur Civil Emergency Services (RACES).
- Two VHF radio networks, one maintained by the Public Works Department and the other by the Marine Safety and Lifeguard Department.
- A Long Range Acoustic Device (L-RAD) for broadcasting voice messages over a wide area.
- City-issued e-mail addresses, and personal e-mail addresses if necessary.
- Facsimile (fax) machines.
- Notification systems, including social media, AlertOC, and NIXLE.
- The Orange County EOC-to-EOC radio network (OA1).
- Orange County law enforcement radio network.
- WebEOC, an online collaboration, reporting, and data storage system.
- The California Law Enforcement Mutual Aid System (CLEMAS) voice communication network.

- The California Law Enforcement Telecommunications System (CLETS) data network.
- The California Water/Wastewater Agency Response Network (CalWARN) data exchange system.
- The federal Government Emergency Telecommunications Service (GETS) voice network.

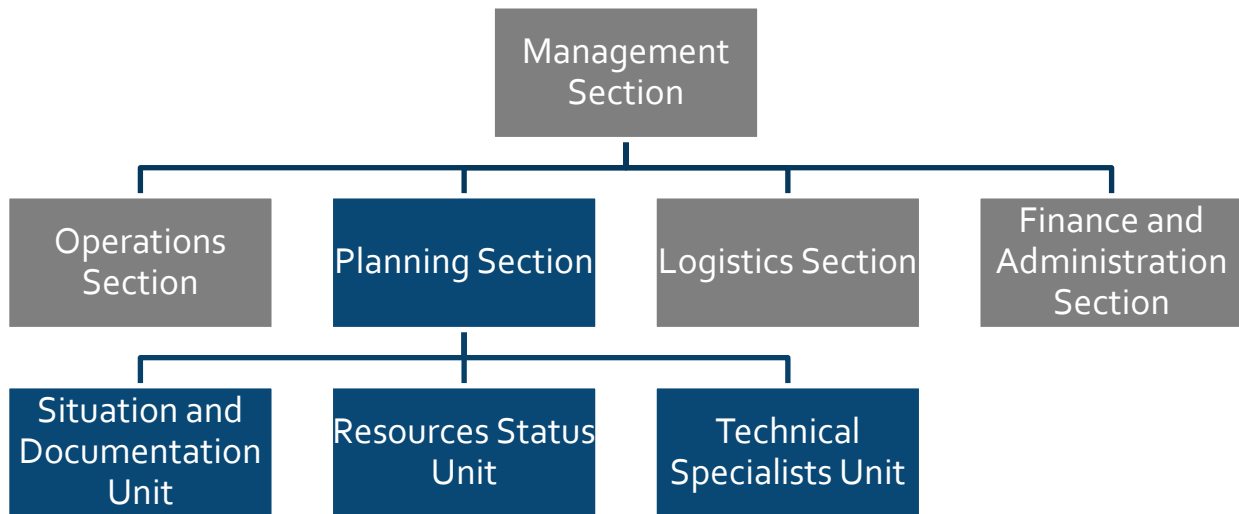
Communications may be formal or informal. A formal communication involves the exchange of information pertaining to task assignments and resource requests. They must be entered in a way that can be easily tracked for record-keeping and follow-up purposes. Information communications involve exchanges of incident or event information; it may not involve task assignments or resource requests, as such exchanges are limited to formal communications only. Informal communications may be used to follow up on formal requests, as long as the proper channels are followed.

3. Planning Section Organization

The Planning Section of the Seal Beach ERO is organized into subgroups called units, which carry out specific tasks in support of overall section activities. There are three pre-established units in the Planning Section of the Seal Beach ERO, although the City may choose to create additional units or subgroups under the pre-established units if required by the emergency situation.

Any group within the Planning Section, such as individual units, may be a single individual or a group of individuals. The City will mobilize any group leaders as their services are needed; if the leader needs assistance from additional staff or from subgroups under their authority, they shall inform the Planning Section Coordinator, who may choose to mobilize additional personnel. The leader shall be responsible for selecting the appropriate staff and designating an area for them to work.

The organization of the Planning Section of the Seal Beach ERO is as follows:



4. Planning Section Coordinator

The Planning Section Coordinator oversees the Planning Section of Seal Beach’s ERO and all of its responsibilities. This staff member coordinates the collection of information about the emergency situation, the forecasts of how the emergency situation may involve, and the preparation of the EOC Action Plan, the After-Action and Corrective Action Report, and the EOC Deactivation Plan.

The position of Seal Beach Planning Section Coordinator shall be filled as follows:

- Primary: Community Development Director
- First Alternate: Senior Planner
- Second Alternate: Assistant City Engineer
- Third Alternate: Senior Building Inspector

The responsibilities of the Planning Section Coordinator are as follows:

- Obtaining from the appropriate personnel information about the nature, extent, and scope of the emergency, the number and locations of injuries and deaths, the status of priority public facilities, any threatened areas, the emergency response actions being taken, the status and assignment of City personnel and resources, and the need to establish any care and shelter facilities.
- Identifying the status and level of mutual aid support needed and present in Seal Beach, including care and shelter, medical support (including mental health), damage assessment, public works, social services, and animal control activities.

- Working with the EOC Director and Operations Section Coordinator to determine initial priorities and objectives, and any needed technical specialists.
- Developing the EOC Action Plan, including at minimum fire operations (including issues pertaining to fire suppression, hazardous and radiological materials, and search and rescue), law enforcement and traffic control, emergency medical services, public movement and relocation, care and shelter, public and mental health, animal control, public works and damage assessment, and support activities (personnel, transportation, utilities, food and water, fuel, and communications).
- Ensuring that status boards are updated in the EOC, and in all support facilities and any virtual data-sharing systems.
- Creating daily situation reports for the EOC Director.
- Receiving reports and distributing them as appropriate.
- Creating the Seal Beach Recovery Plan.

5. Situation and Documentation Unit

The Situation and Documentation Unit in Seal Beach's ERO is the primary group responsible for collecting information about the emergency situation, analyzing it, and distributing it to intended recipients. This unit develops status reports about the incident and forecasts about how the situation may change, and assists the Planning Section Coordinator to develop the EOC Action Plan and the After-Action and Corrective Action Report. The reports provided by the Situation and Documentation Unit should help provide a high-level picture of the situation, particularly the interaction between multiple events or elements of the same event, and should provide information about emerging trends and potential future needs. The forecasts prepared by this unit should be both short term and long term. This unit also documents emergency response and recovery efforts to form a complete administrative record, in coordination with other groups in the City's ERO as needed.

The head of the Situation and Documentation Unit is the Situation and Documentation Unit Leader, a position which shall be filled by the Senior Planner or designee.

The specific responsibilities of the Situation and Documentation Unit are as follows:

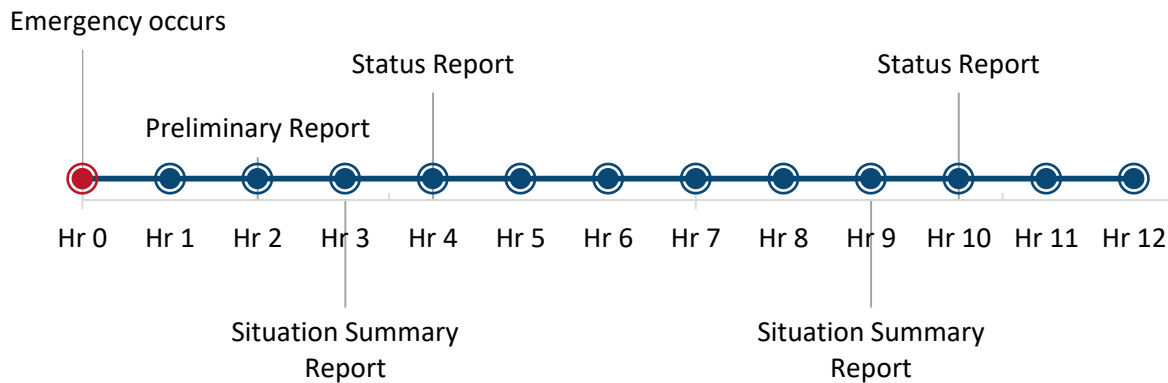
- Obtaining and tracking information relevant to the emergency situation, including the location and nature of the incident or incidents, the status of each incident (e.g., out of control, contained, or controlled), any special hazards present, the status of all critical facilities, the status of any care and shelter facilities, the number and location of collapse and severely damaged structures, the numbers of fatalities and injuries, damage cost estimates, any agencies providing mutual aid to Seal Beach, the condition of infrastructure in the community, and current and forecasted weather conditions.

- Developing protocols for transmitting data to balance accuracy and ease of interpretation with speed, considering when it is appropriate to use oral or written data, when to transmit analyzed or “raw” data, and when it may be necessary to send unverified data if it is clearly marked as such.
- Establishing protocols for handling and transmitting sensitive information.
- Maintaining the status boards in the EOC and any other facilities.
- Appointing an EOC message runner, using volunteers if feasible.
- Creating reports as situations require and distributing them to the appropriate members of the local ERO.
- Updating the EOC Action Plan in consultation with the Planning Section Coordinator.
- Compiling a detailed damage assessment, including both the address and the Assessor Parcel Number (APN) of all damaged property, and submitting this information directly to the Orange County OA and Cal OES.
- Helping to develop the Deactivation Plan.
- Assisting the Planning Section Coordinator as needed with developing the After-Action and Corrective Action Report.

5.1. Report Types

A key responsibility of the Situation and Documentation Unit is to prepare various reports summarizing critical information and containing analyses and recommendations to help inform effective decision making within the Seal Beach ERO. The Situation and Documentation Unit will be responsible for completing and distributing these reports to the appropriate personnel as the emergency situation requires or as guided by established protocols. All reports will be submitted to the Planning Section Coordinator, who will distribute them to the appropriate organizations and personnel.

The preliminary report, the situation summary report, and status reports should be submitted at specific time periods. Flash reports and major incident reports will be submitted as needed. The timeline for submitting reports within the first twelve hours of an emergency occurring are as follows:



5.1.1. Flash Report

A flash report is used when there is a significant development that requires the immediate attention of the Orange County OA and/or Cal OES. These reports contain critical and time-sensitive information that cannot wait to be included in any regularly scheduled report, including the preliminary report. Flash reports can be oral or written, and an oral report may be followed up by a written report to confirm the information and document that the report was delivered. They shall be prepared and submitted whenever needed.

5.1.2. Preliminary Report

The preliminary report is used to submit initial information about the emergency situation to the Orange County OA. It should contain any information about the scope and magnitude of the emergency that is known at the time, including the size of the affected area, any early estimates of damages, injuries, and deaths, and initial emergency response activities. The preliminary report will be submitted to the Orange County OA two hours after the emergency situation begins. The City should not wait past two hours to receive additional information for inclusion in the report, but should distribute the report with the information known at the time. Unlike other report types, Seal Beach will only prepare one preliminary report; subsequent reports of other types will provide additional and updated information as needed.

5.1.3. Situation Summary Report

A situation summary report is intended to provide a “snapshot” of the emergency situation and Seal Beach’s emergency response activities at a specific time. These reports should be brief, and provide a concise overview of current conditions. The first situation summary report should be submitted three hours after the emergency condition, with subsequent situation summary reports every six hours.

5.1.4. Status Report

A status report identifies the effects of the emergency situation on Seal Beach thus far, as well as what response activities have occurred and what personnel and resources have been committed to addressing the situation. It should provide more detail than a situation summary report and be as complete as possible, with a focus on response activities. Although a status report should include information about mutual aid activities in Seal Beach, it is not the appropriate channel for requesting

mutual aid. The first status report should be submitted four hours after the emergency occurs, with following status reports every six hours.

5.1.5. Major Incident Report

A major incident report is used whenever something occurs that may significantly affect emergency response activities, including any incoming personnel and resources. Situations that may require completion of a major incident report include a change in the emergency conditions that require a multijurisdictional or multiagency response, or an event that substantially affects the ability of mobilized personnel and resources to carry out their responsibilities. They shall be prepared and submitted whenever needed.

6. Resources Status Unit

The Resources Status Unit tracks the status of emergency response personnel and resources deployed in the community, including both City personnel and resources and those requested through mutual aid. This unit updates all status boards and status reports, including whether personnel or resources are in use, whether personnel or resources have been taken out of use and why, what operational potential currently exists that is not in use, and any unfilled mutual aid requests. The Resources Status Unit collects and maintains information about the status of public facilities and buildings in Seal Beach, often in coordination with the Public Works and Building Safety Branches of the Operations Section. As part of these responsibilities, the Resources Status Unit also monitors the condition of care and shelter facilities, Disaster Recovery Centers, and other community support facilities. Many of the Resources Status Unit's activities are carried out in consultation and collaboration with other groups in the local ERO, especially the Situation and Documentation Unit.

The Seal Beach Resources Status Unit is headed up by the Resources Status Unit Leader. This staff position shall be filled by the Development Department Executive Secretary or designee.

The responsibilities of the Resources Status Unit are as follows:

- Identifying the number of City employees mobilized and deployed, held in reserve, and unavailable, working in coordination with the Human Resources Unit (Logistics Section).
- Documenting the type and quantity of all City equipment activated and deployed, held in reserve, and unavailable, working in coordination with the Public Works Branch and Building Safety Branch (Operations Section).
- Documenting the type and quantity of equipment available through mutual aid requests, and the jurisdictions from which this aid can be obtained, working in coordination with the Staging Unit (Logistics Section).
- Monitoring and reporting on the status and condition of City facilities community infrastructure, including roads, water and sewer infrastructure, radio and telephone communication systems, and energy infrastructure.

- Tracking the status and conditions of buildings in Seal Beach.
- Tracking information about care and shelter facilities, including the number of persons receiving services, the types of services available, how long such facilities are expected to remain operational, and which federal, state, and county agencies are providing services in these facilities.
- Identifying the location, operating hours, and contact information of any federal and state Disaster Recovery Centers.
- Posting priority information on the EOC status board and other status boards as directed by the Planning Section Coordinator.
- Summarizing all information and submitting it to the Planning Section Coordinator for distribution to the EOC Director, the Public Information Officer, and other local ERO staff as necessary.
- Assisting the Planning Section Coordinator to develop the EOC Action Plan, Deactivation Plan, and the After-Action and Corrective Action Report.

7. Technical Specialists Unit

The Technical Specialists Unit is a group within the Planning Section of Seal Beach's ERO that is activated when the emergency situation requires the long-term involvement of multiple staff with special skills who are not active elsewhere in the ERO. The members of this unit often hold professional certifications in their field or professions. If there is only a short-term need for these staff, or if a very small number of these staff is needed, these staff will generally be integrated into another established group, frequently the Situation and Documentation Unit. Members of the Technical Specialists Unit usually assist the Planning Section Coordinator in developing EOC Action Plans, although they may also be deployed to field command posts to assist on-site staff. The Technical Specialists Unit is normally part of the Planning Section when it is activated, although in some situations this unit may be relocated to other sections in the local ERO, including the Management Section.

The Seal Beach Technical Specialists Unit is managed by the Technical Specialists Unit Leader. There is no pre-designated staff member to fill this position; rather, the Technical Specialists Unit Leader will be chosen from among available staff to best complement the staff mobilized to serve in the Technical Specialists Unit. The Planning Section Coordinator shall be responsible for choosing the Technical Specialists Unit Leader, in consultation with the EOC Director.

1. Introduction and Purpose

The Seal Beach Emergency Operations Plan (EOP) is intended to provide a comprehensive plan to the City of Seal Beach for managing any emergency situations, including natural disasters, homeland security emergencies, and technical fault incidents. It is an update to the City's previous EOP, last revised in 2008. The EOP contains a hazard analysis and a description of preparedness measures intended to protect the health and lives of community members and minimize damage. It describes procedures for activating the City of Seal Beach's emergency response organization (ERO), responding to emergency situations, and conducting recovery operations to restore the community after a disaster. The EOP provides an overview of concepts which are integral to the City's emergency response, including the National Incident Management System (NIMS), the Standardized Emergency Management System (SEMS), and the Incident Command System (ICS). It also includes a discussion of the responsibilities of federal, state, regional, and county-level government agencies.

This Logistics Section Annex functions as an addition to the main body of the EOP (the Basic Plan), which sets the foundation for Seal Beach's response and recovery operations. This annex is intended to provide details regarding the organization and responsibilities of the Logistics Section of the ERO. All ERO staff should be familiar with the Basic Plan, and review it prior to any emergency situation. Staff in the Logistics Section should use this annex along with the Basic Plan, although this annex can also act as a stand-alone plan for staff in the Logistics Section of the local ERO during Emergency Operations Center (EOC) operations.

1.1. Guiding Policies

The following guiding policies apply to all ERO staff, including those within the Logistics Section, during emergency response and recovery operations:

- SEMS, the state-level framework for coordinating emergency response and recovery actions, shall be followed.
- All established procedures for emergency response and recovery operations shall be followed unless modified by the Director of Emergency Services or his or her designee.
- All personnel on duty shall remain on duty until relieved. All off-duty personnel shall return to work promptly and in accordance with the proper protocol.
- Operational periods shall be 12 hours long during emergency situations, and shall change at 6 am and 6 pm, unless modified by the Director of Emergency Services or his or her designee.

1.2. Emergency Response Expectations

Disaster situations have affected Seal Beach in the past and will affect the community in the future. The hazards that pose the greatest risk to the community are flooding and coastline disturbances, earthquakes and liquefaction, and tsunamis. However, a number of other emergency situations are also of concern to Seal Beach, including fires, high winds, and hazardous chemical spills. The risk and

severity of some of these disasters may be affected by climate change (for example, coastal flooding may become more common as sea levels rise), and some disasters occur as a result of another (for example, an earthquake that causes a hazardous chemical spill). In the event of an emergency situation, members of the public have basic expectations for government agencies, including the City of Seal Beach. In order to have an effective and successful emergency response and recovery process, Seal Beach personnel shall meet these public expectations to the greatest possible extent:

- Alert members of the public in advance of a disaster if at all possible.
- Quickly and accurately assess the size and severity of an emergency situation.
- Provide the public with complete, accurate, and timely information about the situation.
- Safely evacuate dangerous areas and relocate residents to a safe location.
- Rapidly coordinate any needs for all displaced residents, including housing, food, hygiene, and medical needs.
- Restore services as quickly as possible, including reconstruction of damaged or destroyed buildings and infrastructure.
- Fully and rapidly return the affected area to normal.

Emergency response and recovery operations must be carried out under adverse conditions, including fires, flooding, hazardous material spills, and collapsed structures. These operations may also take place in the absence of basic services such as water, energy, and communication. In order to effectively work in these conditions, the City must have an established plan identifying when and where ERO staff should work, who is responsible for which tasks, and how they will manage and carry out their responsibilities. As necessary, response and recovery activities will be managed by the Seal Beach EOC, which will coordinate response operations and mutual aid requests. The Basic Plan, and this annex and others, provides the information needed to support the ERO.

1.3. Logistics Section Objectives

The Logistics Section of the Seal Beach ERO is responsible for ensuring that the members of the ERO and the facilities they depend on have the means to carry out their responsibilities, including sufficient personnel, supplies, equipment, and various support services as needed. These needs are varied and may include facilities, transportation, communication, maintenance and fuel for equipment and vehicles, and food and medical services for emergency response staff. This section also supports procurement activities. Although the Logistics Section is responsible for supporting all other sections of the ERO, the focus of this section's attention is often the Operations Section. While specific duties for Logistics Section personnel will vary, the general objectives for this section are as follows:

- To supply the Seal Beach ERO (in particular the Operations Section) with all needed personnel and resources, including equipment, supplies, and services.
- To coordinate mutual aid requests with the Logistics Section of the Orange County OA.

- To manage the City primary staging area.
- To manage disaster relief supplies.
- To oversee the effective use of volunteers.
- To provide human resources-related support to all emergency responders, including mutual aid personnel and volunteers.

2. Concept of Operations

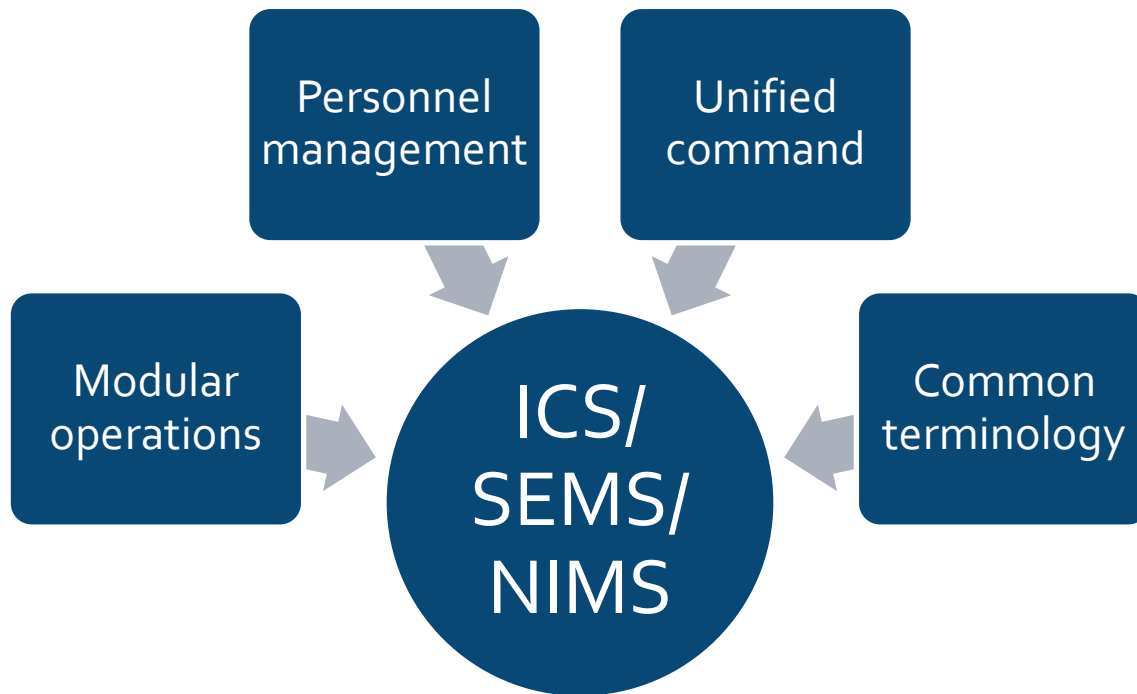
The EOP (including the Basic Plan and all annexes) is intended to address a wide range of events, from small-scale minor incidents to a catastrophic disaster. In an emergency situation, Seal Beach must activate the appropriate sections of its ERO and mobilize any needed personnel. In some instances, the City will address the emergency on its own, while in other instances the City will coordinate with numerous other agencies to respond to a disaster situation that affects a wide area. In all disasters, regardless of scope, the City has three key goals. All City emergency response and recovery activities shall support these goals, which are as follows:

- To provide effective measures to reduce injury and death, property damage, and environmental impacts.
- To provide for a rapid and complete recovery for affected businesses and local services.
- To provide documentation and records as necessary for cost recovery efforts.

2.1. Organizational Principles

All jurisdictions in California, including Seal Beach, are required to manage their activities using the framework established by SEMS, which incorporates the principles of ICS and NIMS (collectively the ICS/SEMS/NIMS framework). This ensures a consistency in operating structures and procedures across jurisdictions, allowing agencies to work together in a more efficient way. Seal Beach's emergency response actions will also be consistent with the principles laid out by the Orange County Operational Area (OA) and with applicable sections of the Seal Beach Municipal Code.

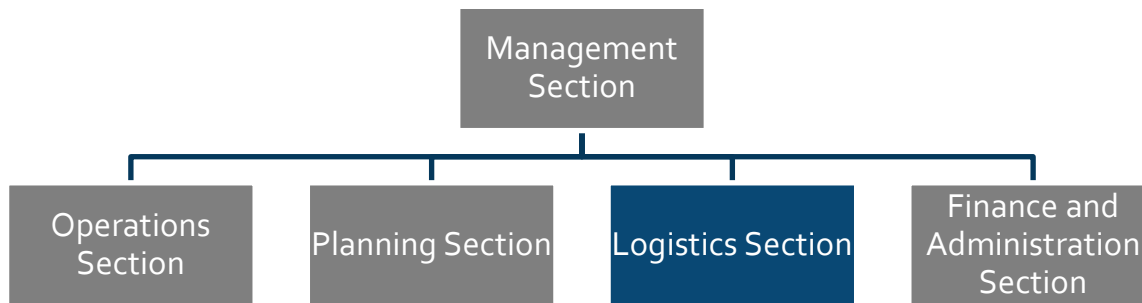
The ICS/SEMS/NIMS framework has four key principles, as shown and discussed below:



- **Modular operations:** There are five functional groups within the ICS framework: Management, Operations, Planning/Intelligence, Logistics, and Finance. All emergency response operations will be carried out under one of these five groups. Each group will be activated and assigned particular subgroups as needed depending on the nature of the emergency. Activation and deactivation of a functional group or any subgroup should be able to take place without disrupting emergency response efforts.
- **Personnel management:** Each functional group or subgroup will have only one person in charge of that group's operations, a principle known as "unity of command." Depending on the nature of the emergency, a single individual may be responsible for multiple groups or subgroups. Throughout the entire organization, each individual should only report to one supervisor. Each supervisor should be responsible for three to seven people, and ideally five.
- **Unified command:** When multiple agencies have jurisdiction over an emergency, it is necessary to establish a single response plan that allows agencies to work together without affecting individual accountability, authority, or responsibility. In the event of several emergencies, or a single large emergency that has multiple response teams, a single Area Command can be created to oversee the broader response. In the event that the incidents under the Area Command span multiple jurisdictions, the Area Command becomes a Unified Area Command.
- **Common terminology:** Different individuals or agencies may use multiple terms when describing organizational functions, responsibilities and titles, resources, and facilities. ICS calls for a standardization of this terminology to help ensure that information is conveyed accurately and to reduce the risk of complications arising from misunderstandings.

2.2. Organizational Structure

All EROs organized under the ICS/SEMS/NIMS framework use a similar organizational structure with five basic groups, known as sections. Seal Beach's ERO conforms to this framework. This basic organizational structure is as follows:



- The Management Section, responsible for the overall emergency management strategy and for coordinating key high-level components of the emergency response.
- The Operations Section, responsible for carrying out the tactical objectives of the ERO, including planning and implementing specific activities related to emergency search, rescue, and repairs.
- The Planning Section, responsible for collecting and analyzing information to support emergency response activities.
- The Logistics Section, responsible for obtaining equipment, supplies, and services from available sources, and for requesting mutual aid assistance as needed. This annex applies to the Logistics Section.
- The Finance and Administration Section, responsible for ensuring that records are properly created and preserved.

2.3. ERO Levels

Multiple levels of EROs may be activated as needed, ranging from field-level operations up to coordination across state lines and with federal agencies. The specific nature of the emergency will determine which ERO levels are activated and to what extent. Seal Beach itself may activate its field-level ERO to respond to an emergency within the community, and may activate the citywide ERO to coordinate and direct multiple field operations and to interact with higher-level EROs. Seal Beach may request that the Orange County OA activate its ERO to coordinate activities across multiple communities. The ERO levels are given in **Table L-1**.

Table L-1. ERO Levels

Scope	Level	Description
Seal Beach	Field level	Carries out activities in the field. Usually assigned to a specific geographic area within the city, or tasked with a specific function.
	City (Local) EOC	Oversees the citywide emergency response and liaises with other agencies as appropriate.
Orange County	Orange County OA	Coordinates countywide emergency response efforts, including local mutual aid.
California	California Office of Emergency Services Region 1	Coordinates mutual aid across county boundaries within the California Region 1 (includes the Counties of Los Angeles, Orange, San Luis Obispo, Santa Barbara, and Ventura).
	California State Operations Center	Coordinates and manages statewide emergency response efforts, including the mobilization of any state agencies and statewide mutual aid.
United States	Federal Emergency Management Agency (FEMA)	Coordinates federal-level emergency response and recovery activities.

Some communities will have a third ERO level, between the local citywide level and the field level: the department-level ERO, coordinated by a Department Operations Center (DOC). The department-level ERO is usually found in larger communities, where the size of emergency response operations may make it less efficient to coordinate all activities from a single citywide point. Seal Beach does not use DOCs; field command posts will be overseen (if oversight is necessary) by the local ERO. The Orange County Fire Authority, which provides fire services to the community, does have its own DOC, located at its headquarters in the City of Irvine. The Seal Beach EOC may need to coordinate with the Orange County Fire Authority DOC in some emergency situations.

2.4. Local ERO

The Seal Beach local ERO is managed at its EOC, the centralized facility for directing and coordinating the local emergency response. Locating these activities at a single site allows for improved collaboration and coordination between City personnel, and increased interagency cooperation if necessary. When the EOC is activated, the City will mobilize specific, pre-assigned staff who are necessary for emergency response activities. These staff members will report to the EOC and carry out their designated responsibilities.

2.4.1. EOC Location

Seal Beach's EOC, by default, is located in the Police Department Training and Roll Call Room in the Seal Beach Police Department Building at 911 Seal Beach Boulevard. If this facility cannot be used (the

building has been damaged or destroyed, it is inaccessible, it lacks access to key services, etc.), the City EOC will be located at an alternate site. The three alternate locations for the Seal Beach EOC follow in order of priority:

- The Orange County Fire Authority Station 48, 3131 North Gate Road in Seal Beach.
- The Orange County Fire Authority Station 64, 7351 Westminster Boulevard in the neighboring City of Westminster.
- The Urban Area Mobile Command Post (MCP), stored at Orange County Fire Authority Station 48.

2.4.2. EOC Activation

Seal Beach can activate its EOC through either a top-down or a bottom-up process. In a top-down process, notification of an emergency situation activates the EOC, which in turn may activate the field-level ERO. In a bottom-up process, field-level responders may request activation of the EOC if the situation exceeds the capabilities of the City's daily operations. Bottom-up activation is more common.

There are three levels of EOC activation: Level I, Level II, and Level III. The City will choose the appropriate level of EOC activation as the situation demands. The three levels are as follows:

Level III	Level II	Level I
<ul style="list-style-type: none">• EOC is opened and stocked• EOC is not staffed, or staffing is minimal	<ul style="list-style-type: none">• Limited staffing (Command and General staff, plus needed support staff)	<ul style="list-style-type: none">• Most widespread activation• Most or all City ERO personnel are mobilized

The EOC may be activated after deliberation by the Mayor, Mayor Pro Tem, City Council members, the City Manager, Assistant City Manager, Chief of Police, Police Commander OCFA Division Chief, and OCFA Battalion Chief who are responsible for deciding if the situation requires EOC activation.

Although there is no established threshold for when it is appropriate to discuss activating the EOC, this

conversation will generally take place in an emergency situation that meets at least one of the following criteria:

- At least two City agencies will need to send staff to respond.
- The emergency situation may overwhelm the City's emergency response capabilities, requiring mutual aid.
- There is a significant possibility that the emergency may escalate beyond its initial severity.
- The response to the incident will require a centralized command center to properly coordinate activities across multiple jurisdictions, agencies, and/or organizations.
- Emergency response activities may last longer than eight hours.
- The scale of the emergency response operations is likely to be significant.

Seal Beach can also automatically activate its EOC, without any deliberation, under one of the following circumstances:

- An earthquake with a magnitude of at least 6.0 occurs within 50 miles of Seal Beach.
- The governor proclaims a state of emergency that covers part or all of Seal Beach.
- The president declares a national emergency or major disaster for an area including part or all of Seal Beach.
- A state of war emergency is declared for an area covering part or all of Seal Beach.
- An attack involving WMDs has occurred and is impacting Seal Beach, or such an attack is imminent.
- The City Manager of Seal Beach orders the EOC to be activated.

2.4.3. EOC Leadership

The Seal Beach ERO is headed up by the Director of Emergency Services, who serves as the head of the Management Section within the ICS/SEMS/NIMS framework. This staff position is vested with specific responsibilities and powers under the Seal Beach Municipal Code (Title 3, Chapter 25, Section 020), and is in charge of overall City emergency management policy and coordination. He or she has the authority to direct all City ERO activity and staff, and manages the coordination of all City response efforts. The City Manager of Seal Beach is the community's designated Director of Emergency Services.

The head of the EOC facility itself is known as the EOC Director. As head of the Seal Beach ERO, the Director of Emergency Services is also officially in charge of the City's EOC, and therefore also serves as the EOC Director. However, the Director of Emergency Services often has other responsibilities and is unable to devote all of his or her time toward managing the EOC, particularly during a long-term emergency situation. When the Director of Emergency Services is not tasked with managing the EOC

itself, he or she may designate a separate EOC Director to carry out these responsibilities. If the EOC Director is a separate position, this staff person shall answer to the Director of Emergency Services.

While the Director of Emergency Services has the ultimate legal authority and obligation for Seal Beach's response efforts, and while command of the EOC and its staff is the responsibility of the EOC Director, at times an additional role may be needed to develop strategic objectives and response strategies, and to implement the response measures. This position is known as the EOC Executive Officer (EOC XO). The EOC XO is generally the head of whichever department has the greatest involvement in responding to an emergency situation. When multiple departments are involved and no single one has a clear lead in responsibilities, the heads of these departments will collectively act as the EOC XO (a system called Unified Command, or UC).

Just as the Director of Emergency Services is in charge of the Management Section, four additional staff members are in charge of the other four sections. These four staff members are collectively known as the General Staff. In the Seal Beach ERO they are known as Section Coordinators (e.g., Planning Section Coordinator). The responsibilities of the Operations, Planning, and Finance and Administration Section Coordinators and the Director of Emergency Services, and the specific staff under their authority and their responsibilities, are included in the Basic Plan and are discussed in greater detail in their respective section's annex.

2.4.4. EOC Communication

Seal Beach staff has access to multiple communication systems during emergency situations. Many of these systems are redundant, allowing ERO staff to maintain communication if one technology fails, is over capacity, or is otherwise not available. Some of these systems are intended only for communication with other Seal Beach staff, while others allow City personnel to communicate with other jurisdictions or other ERO levels. These available communication systems include the following, which are discussed in greater detail in the Communications Unit section:

- The City's landline telephone network
- Cellular telephones, including devices issued by the City and personal staff devices.
- Amateur radio (ham radio), staffed by volunteers from the Radio Amateur Civil Emergency Services (RACES).
- Two VHF radio networks, one maintained by the Public Works Department and the other by the Marine Safety and Lifeguard Department.
- A Long Range Acoustic Device (L-RAD) for broadcasting voice messages over a wide area.
- City-issued e-mail addresses, and personal e-mail addresses if necessary.
- Facsimile (fax) machines.
- Notification systems, including social media, AlertOC, and NIXLE.
- The Orange County EOC-to-EOC radio network (OA1).

- Orange County law enforcement radio network.
- WebEOC, an online collaboration, reporting, and data storage system.
- The California Law Enforcement Mutual Aid System (CLEMAS) voice communication network.
- The California Law Enforcement Telecommunications System (CLETS) data network.
- The California Water/Wastewater Agency Response Network (CalWARN) data exchange system.
- The federal Government Emergency Telecommunications Service (GETS) voice network.

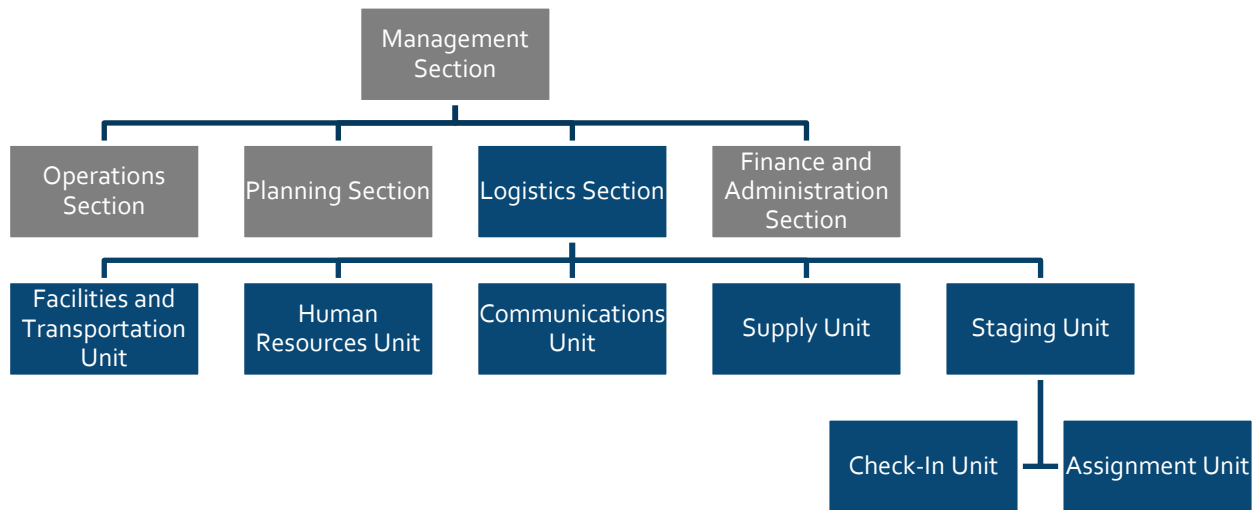
Communications may be formal or informal. A formal communication involves the exchange of information pertaining to task assignments and resource requests. They must be entered in a way that can be easily tracked for record-keeping and follow-up purposes. Information communications involve exchanges of incident or event information; it may not involve task assignments or resource requests, as such exchanges are limited to formal communications only. Informal communications may be used to follow up on formal requests, as long as the proper channels are followed.

3. Logistics Section Organization

The Logistics Section of the Seal Beach ERO is organized into subgroups called units, which carry out specific tasks in support of overall section activities. There are five pre-established units in the Logistics Section of the Seal Beach ERO, although the City may choose to create additional units or subgroups under the pre-established units if required by the emergency situation. Additionally, under the ICS/SEMS/NIMS framework, multiple units may be organized together as a single branch, creating an intermediate level within the hierarchy of the Logistics Section.

Any group within the Logistics Section, such as individual units, may be a single individual or a group of individuals. The City will mobilize any group leaders as their services are needed; if the leader needs assistance from additional staff or from subgroups under their authority, they shall inform the Logistics Section Coordinator, who may choose to mobilize additional personnel. The leader shall be responsible for selecting the appropriate staff and designating an area for them to work.

The organization of the Logistics Section of the Seal Beach ERO is as follows:



4. Logistics Section Coordinator

As the head of the Logistics Section of the Seal Beach ERO, the Logistics Section Coordinator manages the personnel of the section and their activities to meet the logistical needs of the City's emergency response operations. This staff member coordinates mutual aid requests with the Logistics Section of the Orange County OA, manages disaster relief supplies, and oversees the Seal Beach Convergent Volunteer Program. The Logistics Section Coordinator also supports the Planning Section Coordinator to develop the EOC Action Plan, the After-Action and Corrective Action Report, and the EOC Deactivation Plan.

The position of Logistics Section Coordinator in the Seal Beach ERO shall be filled by the Public Works Director or designee.

The specific responsibilities of the Logistics Section Coordinator are as follows:

- Ensuring that requests for logistical resources are being received, processed, and filled.
- Completing and sending mutual aid request forms to the Orange County OA as needed.
- Ensuring that resources are being appropriately procured, tracked, and deployed to support emergency response activities, including disaster relief functions.
- Managing efforts to update resource status lists.
- Identifying appropriate locations for the field command posts, City primary staging area, helicopter landing sites, any needed care and shelter facilities, and other facilities that may be necessary, in coordination with the appropriate ERO groups.

- Informing the EOC Director of resource requirements of emergency response activities, including deployment status and any lack of resources.
- Identifying the need for any communication technologies and systems for use by City staff and mutual aid personnel.
- Assisting to develop the EOC Action Plan, Deactivation Plan, and After-Action and Corrective Action Report.

5. Facilities and Transportation Unit

The Facilities and Transportation Unit is responsible for maintaining City facilities during an emergency situation, including the EOC and all support facilities. As part of these duties, this unit monitors the status of these facilities and helps obtain additional facilities needed for Seal Beach's emergency response operations. The Facilities and Transportation Unit provides sanitation, cleaning, and lighting services to these facilities as needed. This unit maintains Seal Beach's transportation equipment and fuel, and arranges for the pickup/delivery of supplies and the movement of personnel.

The Facilities and Transportation Unit is managed by the Facilities and Transportation Unit Leader, a staff position that shall be filled by the Maintenance Service Manager or designee.

The responsibilities of the Seal Beach Facilities and Transportation Unit are as follows:

- Ensuring that the EOC and all needed support facilities are operational and functional, in coordination with the Emergency Services Coordinator and any other personnel. An operational and functional facility is one with working lights and telephones, unlocked doors and restrooms, necessary utilities and services, and security as needed.
- Providing backup generators for facilities lacking power or if a power outage is a possibility, to the extent feasible. At minimum, the EOC should be equipped with flashlights and a sufficient supply of batteries to allow for night operations.
- Establishing and managing all computer support to the EOC and field staff.
- Identifying any damage in the primary EOC facility and notifying the EOC Director, City Engineer, and Emergency Services Coordinator.
- Arranging to use a backup EOC facility in coordination with the Emergency Services Coordinator, including transferring any needed furniture, equipment, materials, and other supplies.
- Making arrangements for janitorial services in the EOC and other facilities.
- Ordering any necessary transportation services, vehicles, fuel, office supplies, and support services through the Supply Unit as necessary for the EOC and support facilities.

- Providing the Resources Status Unit (Planning Section) with reports on the status of facilities and transportation support services.
- Assisting as requested in preparing the Deactivation Plan and the After-Action and Corrective Action Report.

The facilities that the Facilities and Transportation Unit may be called on to set up and/or support, and which the unit may be responsible for, include but is not limited to the following:

- The Seal Beach EOC.
- Any Department Operations Centers (Seal Beach does not have any established DOCs, but one may be created at a later date).
- Field command posts.
- Care and shelter facilities.
- The City primary staging area.
- Marshalling areas and mobilization centers.
- FEMA Local Assistance Centers or Disaster Recovery Centers.
- Family Assistance Centers.
- Points of Dispensing.
- Incident bases and incident camps.
- Other facilities that may be activated by the City or any other responding agencies to support emergency operations.

6. Human Resources Unit

The Human Resources Unit in Seal Beach's ERO monitors the availability of emergency response staff, and develops staffing assignments and rotation lists for the EOC and City operations, including the City primary staging area. This unit works with City personnel along with mutual aid staff and trained and untrained volunteers, including registered disaster service workers. The Human Resources Unit is also responsible for ensuring that injured staff receives the appropriate medical attention, that any injuries are documented, and that workers compensation paperwork is filed and processed appropriately.

The head of the Seal Beach Human Resources Unit is the Human Resources Unit Leader, a staff position which shall be filled by the Human Resources Director or designee.

The responsibilities of the Human Resources Unit are as follows:

- Identifying the number and classification of all ERO employees that have been mobilized or may be mobilized.
- Determining which City employees are available to be mobilized to work in the EOC, which ERO positions have been filled, and which ERO positions are activated but need to be filled.
- In situations requiring long-term activation of the EOC, preparing twelve-hour staffing schedules for the EOC, identifying any mutual aid needed to maintain long-term EOC operations at full effectiveness.
- Managing all volunteers conducting emergency response activities in Seal Beach.
- Developing staffing availability and rotation lists.
- Ensuring compliance with all workers compensation regulations and policies.
- Providing regular updates on current and projected staffing requirements and needs.
- Coordinating with the Payroll and Time Keeping Unit (Finance and Administration Section) to ensure that all personnel are accurately tracking their hours.
- Briefing all incoming EOC personnel on the emergency situation, EOC operating policies and procedures, job responsibilities, work stations and coworkers, and the location of basic facilities (restrooms, eating areas, sleeping areas if necessary, etc.).
- Fully documenting any and all employee injuries.
- Assisting the Logistics Section Coordinator as requested to develop the EOC Action Plan, the Deactivation Plan, and the After-Action and Corrective Action Report.

6.1. Disaster Service Workers

Disaster service workers are trained individuals capable of performing emergency response activities and officially registered as such. Under California law (California Government Code Title 1, Division 4, Chapter 3, Section 3100-3109), all public employees, including City of Seal Beach staff), are automatically considered disaster service workers. Disaster service workers may also be trained volunteers registered with the City or with other agencies. These workers may include active emergency responders, such as police officers or medical care providers, but may also include individuals capable of performing supportive activities, such as assisting with communications, providing transportation and logistical support, and carrying out administrative duties. State and federal law provides limited legal immunity to registered disaster service workers and the agency they are registered with (e.g., the City of Seal Beach) from actions carried out in the course of the responder's duties, provided that the actions are within the scope of the disaster service worker's training and that the responder is authorized to perform such actions. All volunteers should be registered as disaster service workers to the extent possible.

California law requires that disaster service workers must take an oath or affirmation before they can be registered. It must be taken before an appointing power or any person authorized by the appointing power to administer it. The Seal Beach Disaster Council is the City's appointing power for disaster service workers, and has authorized the City Clerk to administer the oath or affirmation. The wording of the oath or affirmation is laid out in the California Constitution (Article XX, Section 3) and is as follows:

I, [full name], do solemnly swear (or affirm) that I will support and defend the Constitution of the United States and the Constitution of the State of California against all enemies, foreign and domestic; that I will bear true faith and allegiance to the Constitution of the United States and the Constitution of the State of California; that I take this obligation freely, without any mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties upon which I am about to enter.

"And I do further swear (or affirm) that I do not advocate, nor am I a member of any party or organization, political or otherwise, that now advocates the overthrow of the Government of the United States or of the State of California by force or violence or other unlawful means; that within the five years immediately preceding the taking of this oath (or affirmation) I have not been a member of any party or organization, political or otherwise, that advocated the overthrow of the Government of the United States or of the State of California by force or violence or other unlawful means except as follows: [Affiliations as applicable, if no affiliations, write in the words "No Exceptions"] and that during such time as I hold the office of [name of office] I will not advocate nor become a member of any party or organization, political or otherwise, that advocates the overthrow of the Government of the United States or of the State of California by force or violence or other unlawful means."

6.2. Workers Compensation

Volunteer disaster service workers are eligible for workers compensation benefits from the state, paid for by the State Compensation Insurance Fund administered by the California Department of Industrial Relations. The money for these benefits comes from a special fund established by the state legislature. If a volunteer disaster service worker is called to an emergency situation, he or she is eligible for workers compensation between the times the worker leaves home until they are able to return home, as long as they do not deviate from their route for personal reasons. If a volunteer disaster service worker is called for training related to their responsibilities, he or she is also eligible for workers compensation during the training activities (although not while in transit between the training facility and home). Any injuries sustained during a time when the worker is eligible for workers compensation will be treated at no cost to the worker. Paid disaster service workers have a standard relationship with their employer, such as the City of Seal Beach, as exists with other employees. If a paid disaster service worker is injured in the course of their duties, their employer will provide workers compensation benefits.

The Director of Emergency Services shall report any injury claims for volunteer disaster service workers as soon as possible (and no more than five days after the injury occurred) to the nearest state office by filling out a specific form. In addition to filling out this form, the Director of Emergency Services shall also inform the nearest state office by telephone in the event of a serious injury or death of a volunteer

disaster service worker in the course of their duties. Disaster service workers must also self-report any injury or illness sustained in carrying out their responsibilities, by filling out an additional form. The nearest state office to Seal Beach is located in Long Beach. There are other specific rules and regulations that may apply to benefits paid by the State Compensation Insurance Fund.

6.3. Volunteers

During disaster situations, particularly major events, large numbers of community members often seek to volunteer their time to assist with emergency response activities. Volunteers are critical to emergency response and recovery efforts, as they are capable of supplementing City and mutual aid personnel in a variety of tasks, allowing staff to better perform their jobs or freeing up staff for other assignments. The Human Resources Unit of the Seal Beach ERO is responsible for all volunteers with the exception of volunteers with the RACES (Radio Amateur Civil Emergency Services) program, which are managed by the Law Enforcement Branch (Operations Section). Staff in the Human Resources Unit should be prepared to fully manage volunteers.

6.3.1. Volunteer Types

There are many types of volunteers, with a wide variety of skill sets and training. Some volunteers may be part of groups that are affiliated with the City or other government agencies. These government-affiliated groups include the following:

- Community Emergency Response Teams (CERT).
- Radio Amateur Civil Emergency Services (RACES, managed by the Law Enforcement Branch).
- Volunteers with the Seal Beach Police Department.
- Volunteers with the Orange County Fire Authority.
- Local volunteers with the Medical Reserve Corps.
- Volunteers at City facilities, such as libraries and senior centers.

A number of established community groups, not associated with government agencies, often volunteer their time during both normal conditions and disaster situations. Such groups include the following:

- Community service and fraternal groups such as the Rotary Club, Kiwanis, Lions Club, and the Elks.
- The American Legion.
- Veterans of Foreign Wars.
- The Orange County Interfaith Council and affiliated houses of worship.
- Social services groups.

Other volunteers are not officially part of any organized volunteer group. Such spontaneous and unaffiliated volunteers may or may not be residents of Seal Beach. Like all other volunteers, they may

be highly skilled in emergency operations and familiar with the ICS/SEMS/NIMS framework, while others may have no education or experience in these issues. During a state of emergency or state of war emergency, the Director of Emergency Services may commandeer private citizens into assisting with emergency response activities. This annex will refer include commandeered citizens in the category of “volunteers,” although strictly speaking such citizens are not freely offering their time and efforts.

6.3.2. CERT

Community Emergency Response Teams (CERT) comprise volunteers who have participated in a disaster preparedness program that is officially recognized by FEMA. CERT volunteers are registered as disaster service workers and can carry out tasks such as light search and rescue, basic medical operations, safety reviews, and staffing organization. During emergency situations CERT volunteers will often assemble spontaneously to help response activities in their neighborhood. The City may also mobilize CERT personnel to assist the local ERO with official emergency response operations. Although mobilized CERT participants are managed by the Human Resources Unit like all other volunteers, CERT volunteers will sometimes establish their own field command post, called the CERT Command Post, to provide field-level coordination and communication with the EOC. The local CERT program is West County CERT, which covers the Orange County communities of Buena Park, Cypress, La Palma, Los Alamitos, and Westminster, in addition to Seal Beach.

6.3.3. Volunteer Registration

Volunteers should be registered as disaster service workers by completing a registration form. This form should be made available in all languages commonly spoken in Seal Beach. After completing this form, the volunteer will take the oath or affirmation required of a disaster service worker and be issued identification. Information on registered disaster service workers shall be maintained The Emergency Services Coordinator, which must include the name and address of the volunteer, the date of enrollment, the services that the volunteer is capable of performing, and notice that the volunteer has taken the required oath or affirmation. When volunteers complete any training or certification program, or otherwise expand the list of roles and responsibilities that they can carry out, they should notify The Emergency Services Coordinator so that the information can be updated in the City’s files.

During an emergency situation, the City shall designate facilities for volunteers to report to, called Volunteer Operations Centers. These facilities will serve as gathering points for volunteers to receive assignments and act as bases of operations for volunteers. Volunteers can report to any Volunteer Operations Center, with the exception of RACES volunteers, who shall report to a designated location as specified by the Law Enforcement Branch (Operations Section). CERT volunteers may also be instructed to report to a specific location, rather than a Volunteer Operations Center. These facilities shall be capable of officially registering volunteers as disaster service workers, including having an individual on-site who can process the registration forms, issue ID cards, update City records, and administer the oath or affirmation. While it is not necessary for volunteers to be registered as disaster service workers to carry out their responsibilities, it is strongly recommended for workers compensation and liability issues.

7. Communications Unit

The Communications Unit of the Seal Beach ERO is responsible for the communication equipment and services used by the City's emergency staff. This unit assigns the equipment, such as radios and mobile phones, and maintains and repairs it to ensure that the equipment is always available if an emergency situation occurs. Staff in this unit work to install communication equipment in the EOC and other facilities as needed, allocate radio frequencies to emergency response staff, and manage the use and deployment of the Mobile Command Post if needed. The Communications Unit also coordinates with RACES volunteers on the assignment and use of radio frequencies.

The Seal Beach Communications Unit is managed by the Communications Unit Leader, a staff position that shall be filled by the Seal Beach representative to the West Cities Police Communication Center or designee.

The responsibilities of the Communications Unit are as follows:

- Identifying which communications systems are needed for the emergency situation, including the number and type of equipment, how long it will be used, and where it will be needed.
- Ensuring that all necessary communication systems are operational, and arranging for repairs if needed.
- Confirming that telephones at the EOC are operational, and that the EOC-to-EOC radio system is on and being monitored.
- Managing the use and deployment of the Mobile Command Post (if not used as the EOC).
- Working with the Law Enforcement Branch (Operations Section) to designate frequencies for the use of RACES volunteers.
- Signing out communications equipment to City ERO staff.
- Tracking the use and status of all communication equipment.
- Recovering and storing communications technologies as the City ERO deactivates.

7.1. Communications Systems

City staff has a number of communications systems available for use, including local, county, state, and federal technologies. Communications systems are generally voice-only technologies (e.g., phones or radios) or data exchange systems (e.g., e-mail or online collaboration programs), although some technologies allow for both. While Seal Beach is not directly responsible for many of these systems, the Communications Unit must still maintain the equipment used to connect to these networks and ensure that it is working properly to meet the needs of the local ERO.

7.1.1. Local Communications Systems

The primary locally operated communication system for City staff is the City's telephone network. Many City employees carry cellular phones, including official devices issued by the City and/or their

personal device. These cellular phones can supplement or replaced hard-wired telephones for staff stationed in the EOC if the landline network is not operating or is over capacity, and may also be used to communicate with staff in the field. The City maintains an amateur radio (ham radio) communications network, staffed by RACES volunteers. The primary RACES system is located at the Police Department building, while a backup system is located at the Orange County Fire Authority Station 48. The City's Marine Safety and Lifeguard Department has a very high frequency (VHF) radio network and a separate Long Range Acoustic Device (L-RAD), which allows users to broadcast voice messages over a larger area than normal loudspeakers allow for. The Seal Beach Public Works Department also maintains its own VHF radio network.

City staff has access to data communication systems, which can supplement voice networks or replace them as necessary. E-mail is the most common data communication technology, and allows for the exchange of documents, images, and other information not easily transmitted through voice systems (in addition to text). All Seal Beach staff members have a City e-mail address, and many may have one or more personal e-mail addresses if the City system cannot be used. Staff members can increasingly check their e-mail from multiple sources, including mobile Internet-connected devices. However, the sender should confirm that the intended recipient is actively monitoring their e-mail before sending messages in an emergency situation, and critical information should never be exchanged by e-mail unless the sender is certain that the intended recipient is receiving the messages in a timely manner. Seal Beach staff may also communicate by use of facsimile (fax) machines, which allows users to send copies of paper documents by phone line. Fax messages are limited in the types of information they can send, and can only be used by individuals stationed at a facility with a working machine. Although they are less versatile and less convenient than e-mail, they can act as an effective supplement or replacement to e-mail systems. Seal Beach staff also has access to the NIXLE notification system, AlertOC, and social media, although these systems are better suited for public notifications and should never be used to exchange key information between emergency response personnel.

7.1.2. County Communications Systems

In addition to systems such as telephones and e-mail, Seal Beach staff at the EOC can communicate with other EOCs in Orange County by means of the EOC-to-EOC radio system, also known as OA1. This network is used by all EOCs for jurisdictions that are part of the Orange County OA, as well as the Orange County OA EOC itself and any other OAs with similar operational capabilities. Communication on this network is monitored at all times by Control One.

All law enforcement staff in Orange County has access to a 78-channel 800 megahertz (MHz) radio network, allowing members of the Seal Beach Police Department to communicate with other police departments in Orange County as well as the Orange County Sheriff (lifeguard, fire, and public works staff can also use this system in some instances). The channels are as follows:

- Green channels, which are assigned to each jurisdiction's law enforcement agency for communication between a central dispatch center and mobile/handheld units. There are seven trunked channels which allow for direct communication between designated users in Seal

Beach as well as the Los Alamitos and Cypress Police Departments: Green-1 (primary dispatch and day-to-day operations), Green-2 (a back-up primary channel), Green-3 (reserved for use as a backup for unit-to-unit communications within each law enforcement agency), and Greens 4 through 7 (reserved for tactical and special event operations at the direction of the dispatch center). A short distance talk-around channel, Green-TA, is used to communicate with anyone within range who can listen to the specific frequency. Seal Beach Lifeguard staff can also monitor and transmit on Green-1.

- The Yellow channels, which are used by the Orange County Sheriff's Department to communicate between its central dispatch center and all mobile units. There are eight standard Yellow channels (Yellow-1 to Yellow-8), which are used for dispatch and day-to-day operations, plus a talk-around channel (Yellow-TA) and tactical talkgroups (Yellow-TAC) that are used as needed. Seal Beach Lifeguard staff can monitor and transmit on Yellow-6.
- The Pink channel, which is used for common communication among all law enforcement, fire, lifeguard, and public works department within each jurisdiction. Seal Beach has its own assigned group on the Pink channel.
- The Orange channels, which are nine shared channels for all Orange County law enforcement radio users. Two channels, Orange-N and Orange-S, are used by County agencies to communicate with cities in northern and southern Orange County, respectively; Seal Beach uses the Orange-S channel. The other seven channels, Orange-1 to Orange-7, are reserved for special assignment and emergency coordination with Control One. Seal Beach may be assigned to use one or more of these channels as needed.
- The Black channels, which are used for detective and surveillance communications between law enforcement mobile staff, central dispatch centers, and Control One. Like the Orange channels, the Black Channels have two channels for the northern and southern part of the County, Black-N, and Black-S; Seal Beach uses Black-S. The other seven Black channels are reserved for special assignment.
- The Gray channels are used for narcotic and surveillance communications between law enforcement mobile staff, central dispatch centers, and Control One. Seal Beach can use the Gray-S channel, along with other southern Orange County communities. There is also a Gray-N channel for northern Orange County communities, plus seven other Gray channels reserved for special assignment.
- The White channels provide for short-range communication between law enforcement agencies, to any user within range.
- The Purple channel, which connects all law enforcement radio systems in Orange County to Control One. It is intended to allow law enforcement field personnel direct communication with Control One, strictly for inquiries and retrievals of information in computerized databases.

- The PIO-PIO channel, used for communication between all Public Information Officers in Orange County, including those in the Seal Beach ERO.
- The Tan channels, which are used for coordination between all law enforcement, fire, lifeguard, and public works agencies throughout Orange County, including for mutual aid. The Tan-Call channel allows for direct, 24-hour coordination with Control One, while the Tan-N and Tan-S channels can be used to communicate between agencies in each half of Orange County (as before, Seal Beach uses the Tan-S channel). Six other Tan channels are assigned by Control One as needed.
- The Red channel, which can be used to communicate between all law enforcement mobile personnel and dispatch centers in Orange County, including the Seal Beach police department and Control One. It is used only for emergency coordination and information sharing, and so should be monitored at all times.

A number of other channels and groups on the 800 MHz system are used for very specific types of operations or purposes (e.g., state and federal emergency notifications, coordination of SWAT operations, and air-to-ground tactical communications). Seal Beach may have to use these channels and groups in some instances.

Additionally, Seal Beach personnel can use WebEOC, an online system that allows for more effective collaboration than e-mail by itself. All jurisdictions belonging to the Orange County OA can access WebEOC, which allows staff members to share information in the field or EOCs, including in other communities. WebEOC can be used to review and distribute information, maintain status lists, submit reports, and store key documents.

7.1.3. State and Federal Communications Systems

The California Office of Emergency Services (Cal OES) maintains the California Law Enforcement Mutual Aid System, a standardized voice communications network, available for use by the Seal Beach Police Department and all other law enforcement organizations in the state. A similar system, called the California Law Enforcement Telecommunications System, uses a statewide network of secure fax machines to share documentation; this system allows members of the Seal Beach ERO to access data stored in state and federal databases which may not be available through online systems. Seal Beach is a participant in the California Water/Wastewater Agency Response Network, a statewide network that facilitates data exchange between water and wastewater providers. The City can also access the federal Government Emergency Telecommunications Service (GETS), which is used by federal, state, local, tribal, and territorial government agents. GETS is a voice service, specifically intended for times when conventional telephone networks are overloaded. GETS does not require special phones, as users are able to dial a special number from any landline or cellular phone. While this improves access to GETS, any physical damage to telephone infrastructure may reduce GETS's efficacy.

In addition to the statewide voice and data networks, many other EOCs in California and other states can communicate using the WebEOC platform, which may be particularly useful when requesting

mutual aid or if the scope of an emergency exceeds the response capabilities of the Orange County OA and its member jurisdictions.

8. Supply Unit

The Supply Unit is in charge of procuring and allocating all supplies and equipment needed to support emergency response activities, including volunteered and donated disaster relief supplies. This unit tracks the supplies and equipment that are in and out of use, both for City resources and those obtained through mutual aid. When the staff members in this unit receive and process a request, they must prioritize resources and identify how many are needed, if any personnel are needed to operate the resource in question, and if the operators need any special training. Personnel determinations are made in coordination with the Human Resources Unit. The Supply Unit will maintain lists of all equipment and supplies owned by the City or procured through mutual aid, to be kept in the primary EOC and any alternate EOC facilities.

The Supply Unit Leader in Seal Beach is designated by the Public Works Director. The specific responsibilities of the Supply Unit are as follows:

- Receiving and processing all requests for resources needed to support emergency response activities (personnel and supplies needed to directly carry out emergency response activities should be procured through the Operations Section).
- Managing and donating disaster relief supplies.
- Acquiring and distributing resources needed to support the EOC and other Seal Beach emergency response activities.
- Tracking all City and mutual aid resources that are in use, including when such resources were requested and if/when they were taken out of use or recalled.
- Ensuring that all purchases, contracts, and accounting procedures are completed in accordance with city, state, and federal regulations and guidelines.
- Assisting the Logistics Section Coordinator to develop the EOC Action Plan and the Demobilization Plan.

8.1. Resource Types

Resources can be anything necessary to accomplish the ultimate goals of the incident response and the objectives and strategies needed to achieve these goals, as identified in the Incident Action Plan and other planning documents. They may include but are not limited to the following:

- Equipment, including tools, machinery, and electronic devices.
- Vehicles, including on-road vehicles, aircraft, and watercraft, and transportation services.
- Fuel.

- Communication systems and services.
- Utilities, including energy, natural gas, water, sewage, and sanitation.
- Food and water.
- Shelter.
- Operational and support facilities.
- Medical and social assistance.
- Disaster relief supplies.

Resources fall into two broad categories: tactical resources and logistical resources. Tactical resources include personnel, supplies, and other resources that are directly necessary to carry out emergency response operations. Logistical resources are all other resources, which support emergency response activities. Tactical resources are requested by the Operations Section of the EOC (or by field Incident Commanders if the EOC is not activated), while logistical resources are ordered by the Supply Unit. The Supply Unit may coordinate with the Operations Section on issues pertaining to tactical resources that may arise, but the Supply Unit is not charged with ordering tactical resources.

8.2. Procurement Processes and Protocols

When the Supply Unit receives a request, it shall ensure that the request includes information about how many of the resources are needed, where they must be delivered, how soon they are needed and for how long, if any personnel are needed to operate the resource, and if special training is needed by any personnel to operate the resource. The Supply Unit will work with the individual or group making the request to address any remaining questions. When the request is complete, the Supply Unit shall identify how best to obtain the resource, relying on lists of available supplies. The Supply Unit will check different sources, in the following order, until the request is filled:

- First choice: Existing City stocks.
- Second choice: Donated supplies.
- Third choice: Rented, leased, or contracted supplies.
- Fourth choice: Purchased supplies.
- Fifth choice: Supplies requested through mutual aid.

Ideally, Seal Beach will be able to obtain the resource internally from existing stocks. The Supply Unit should try to obtain the resource from the department to whom the staff member making the request belongs to, and then check stocks of other departments if necessary. For example, if the Situation and Documentation Unit Leader (the Senior Planner in the Community Development Department) makes a request for resources, the Supply Unit should first check the stocks of the Community Development Department for the requested resource, and then check with other departments. Departments in the Operations Section (the Police Department, Public Works Department, Marine Safety Department, and

the Orange County Fire Authority) may request logistical resources directly of each other without involving the Supply Unit, but they must inform the Supply Unit of such actions so that the Supply Unit may continue to track resource statuses. Any City resources that are depleted or destroyed in an emergency shall be replaced to maintain the City's predisaster inventory.

If any goods have been donated to the City or are made available for donation, the City shall work with the American Red Cross and any other active relief organizations to mutually agree upon the use and distribution of the items to disaster victims.

If the resource must be rented, leased, purchased, or contracted, the Supply Unit must work with the Finance and Administration Section to conduct the necessary financial transactions. The Supply Unit, on its own, may not lease, rent, buy, or contract resources. Regardless of how the resource is to be obtained, the Supply Unit Leader shall notify the requestor on how long it will take to receive the resource, when and where it will be delivered, who will deliver it, and any other important information.

If mutual aid (as discussed in the following section) is unable to fill the request, and if the requested resource is of vital importance to emergency response activities, the Seal Beach Municipal Code (Title 3, Chapter 24, Section 020) allows for the commandeering of supplies. Any orders to commandeer supplies must be issued by the Director of Emergency Services, and may only be issued if there is a proclaimed local emergency, state of emergency, or state of war emergency.

The City should be able to pay for any items that need to be ordered, including those that must be obtained through mutual aid. If a state of emergency has been issued by the governor, or if the president issues a declaration of emergency or major disaster, the City may request public financial assistance under the Robert T. Stafford Disaster Relief and Emergency Assistance Act. If the request is approved, FEMA will reimburse 75% of the total cost of the item (monies will be distributed to the state, which will pass the money on to Seal Beach), and Cal OES will supply 75% of the remaining 25%. Therefore, in such instances, Seal Beach will only be responsible for 6.25% of the costs.

All requests for resources made to the Supply Unit are considered formal communications, and so must be made in a way that can be easily tracked for record-keeping and follow-up purposes. Requests for resources shall be made using the WebEOC Resource Manager to the extent possible. This includes requests made to the Supply Unit, requests made by the Supply Unit to the Finance and Administration Section (to rent, lease, purchase, or contract supplies), and requests made by the Supply Unit to the Orange County OA (for mutual aid). Requests may be followed up with an informal communication, such as a phone call.

The Supply Unit is responsible for updating the status of the request as it seeks to fill the need, using the WebEOC Resource Tracker or other communication methods as necessary. This status should include when the resource has been requested, when the Supply Unit is working to fulfill the need, if and when the supply has been ordered through the Finance and Administration Section or through mutual aid, and when the resource is delivered to the requesting individual or group. The Supply Unit will also track when the resource is in and out of use.

8.3. Mutual Aid

All logistical resources requests that cannot be met with existing City stocks, donated goods, rented/leased/contracted supplies, or purchased goods shall be filled through mutual aid. The Supply Unit will request the resource from the Orange County OA. As with all forms of mutual aid, the Orange County OA will seek to fill the request from other jurisdictions within Orange County; if the requested resource is not available in Orange County, the Orange County OA will pass the request to a higher-level ERO (in order: Cal OES Region 1, Cal OES statewide operations, FEMA).

All mutual aid requests must be made using the Jurisdiction Information Management System (JIMS), which normally operates through WebEOC. If WebEOC is not operational, the Supply Unit will fill out the appropriate paperwork and submit it to the Orange County OA using fax or e-mail. Recall that, when sending information via e-mail, the sender should confirm that the intended recipient is actively monitoring e-mail before sending messages in an emergency situation. Critical information such as JIMS forms should never be exchanged by e-mail unless the sender is certain that the intended recipient is receiving the messages in a timely manner.

If supplies are available within Orange County, they can likely be made available to Seal Beach emergency responders within 30 minutes to several hours. If the Orange County OA must make a formal request to Cal OES Region 1, the request may take 24 to 72 hours. In a major disaster, requests may take up to five days, particularly if the resource must be obtained through the California State Operations Center or the FEMA Joint Field Office. In these instances, the Logistics Section may wish to identify an alternative resource that would accomplish the same objective.

9. Staging Unit

The Staging Unit of the Seal Beach ERO is in charge of managing operations at the City's primary staging area. This job involves staffing the primary staging area and ensuring that personnel at the area have the equipment necessary to do their job. The Staging Unit sets up the primary staging area, ensures that communications and other vital services at the site are operational, and addresses transportation needs for the site in coordination with the Facilities and Transportation Unit. Staff in this unit coordinates mutual aid deployed to the primary staging area and may work in the field with mutual aid coordinators as needed. The Staging Unit staff may also establish a base camp for emergency response personnel, in consultation with the Logistics Section Coordinator.

The staff member in charge of the Seal Beach Staging Unit, who is known as the Staging Area Coordinator, is designated by the Public Works Director. The responsibilities of the Staging Unit are as follows:

- Determining whether the staging area shall be activated, in coordination with the Logistics Section Coordinator.

- Establishing the communication technologies and frequencies to be used for staging area operations.
- Assembling the staging area, including ensuring that it is fully stocked with all necessary materials (protective gear, communications equipment, office supplies, furniture, fuel, maintenance equipment, etc.).
- Ensuring that the necessary records are being transmitted to the staging area.
- Coordinating with other groups to ensure that the staging area has access to necessary services, including energy, sanitation, and transportation.
- Maintaining records of personnel and equipment that arrive at the staging area and are deployed from it, in coordination with other groups and mutual aid coordinators. This should include keeping track of how long all personnel and equipment are deployed, and where all personnel and equipment are deployed to in case they need to be recalled or redeployed.
- Working with other ERO groups to ensure that all personnel receive proper food and relief in accordance with operational workgroup schedules.
- Determining whether to establish a base camp to provide food and rest services to emergency responders at the staging area, in coordination with the Logistics Section Coordinator, and identifying the types of personnel and services needed at such a facility.

9.1. Check-In Unit

The Check-In Unit is a special group within the ERO that can be activated under the management of the Staging Unit, if a City primary staging area is established. This unit is charged with directing all arriving personnel and resources to the appropriate locations in the staging area, including registering all arriving mutual aid.

The staff member in charge of the Seal Beach Check-In Unit is designated by the Public Works Director. The responsibilities of the Check-In Unit are as follows:

- Instructing all arriving personnel to park their vehicles (if applicable) and report to the Assignment Unit.
- Checking in all arriving equipment, including the type of equipment, the owner, and the driver or operator.
- Directing the driver or operator of all arriving equipment to fill out and report any needed paperwork.
- Completing a safety check of all equipment procured from private sector individuals or organizations. Unsafe equipment shall not be accepted under any circumstances.
- Noting if any equipment requires fueling, and directing such equipment to the designated fueling location at the staging area. This shall be noted on the equipment check-in form.

9.2. Assignment Unit

The Assignment Unit is a subgroup underneath the Staging Unit that may be activated if the City chooses to establish a City primary staging area. It is charged with issuing deployment, redeployment, and recall orders to City and mutual aid personnel and resources using the staging area as a base of operations, as instructed by the Logistics Section Coordinator in coordination with other ERO groups. The Assignment Unit also maintains an inventory of all resources deployed, held in reserve, and unavailable, and ensures that departing personnel sign out and complete the necessary forms.

The staff member in charge of the Assignment Unit is designated by the Public Works Director. The responsibilities of the Assignment Unit are as follows:

- Working with the Check-In Unit to ensure that there is an inventory of all personnel and resources already at the City primary staging area.
- Receiving all orders for personnel and resources from the main Logistics Section and giving out the assignments as directed, confirming that personnel are clear as to the nature of the assignment and where they shall carry it out.
- Ensuring that the Check-In Unit is distributing the necessary assignment forms to the drivers and operators of all arriving equipment, that the forms are properly filled out, and accepting and processing the forms when they are returned to the Assignment Unit.
- Keeping records of all assignments made and all supplies issued, including redeployment and recall assignments, the nature of all assignments made, and their location and duration. This information shall be maintained by the main Staging Unit.
- Personnel, including individuals responsible for search and rescue, law enforcement, fire and hazardous material control, traffic control, maintenance and repair, debris control, damage assessment, marine safety, and all supporting function

1. Introduction and Purpose

The Seal Beach Emergency Operations Plan (EOP) is intended to provide a comprehensive plan to the City of Seal Beach for managing any emergency situations, including natural disasters, homeland security emergencies, and technical fault incidents. It is an update to the City's previous EOP, last revised in 2008. The EOP contains a hazard analysis and a description of preparedness measures intended to protect the health and lives of community members and minimize damage. It describes procedures for activating the City of Seal Beach's emergency response organization (ERO), responding to emergency situations, and conducting recovery operations to restore the community after a disaster. The EOP provides an overview of concepts which are integral to the City's emergency response, including the National Incident Management System (NIMS), the Standardized Emergency Management System (SEMS), and the Incident Command System (ICS). It also includes a discussion of the responsibilities of federal, state, regional, and county-level government agencies.

This Finance and Administration Section Annex functions as an addition to the main body of the EOP (the Basic Plan), which sets the foundation for Seal Beach's response and recovery operations. This annex is intended to provide details regarding the organization and responsibilities of the Finance and Administration Section of the ERO. All ERO staff should be familiar with the Basic Plan, and review it prior to any emergency situation. Staff in the Finance and Administration Section should use this annex along with the Basic Plan, although this annex can also act as a stand-alone plan for staff in the Finance and Administration Section of the local ERO during Emergency Operations Center (EOC) operations.

1.1. Guiding Policies

The following guiding policies apply to all ERO staff, including those within the Finance and Administration Section, during emergency response and recovery operations:

- SEMS, the state-level framework for coordinating emergency response and recovery actions, shall be followed.
- All established procedures for emergency response and recovery operations shall be followed unless modified by the Director of Emergency Services or his or her designee.
- All personnel on duty shall remain on duty until relieved. All off-duty personnel shall return to work promptly and in accordance with the proper protocol.
- Operational periods shall be 12 hours long during emergency situations, and shall change at 6 am and 6 pm, unless modified by the Director of Emergency Services or his or her designee.

1.2. Emergency Response Expectations

Disaster situations have affected Seal Beach in the past and will affect the community in the future. The hazards that pose the greatest risk to the community are flooding and coastline disturbances, earthquakes and liquefaction, and tsunamis. However, a number of other emergency situations are also of concern to Seal Beach, including fires, high winds, and hazardous chemical spills. The risk and

severity of some of these disasters may be affected by climate change (for example, coastal flooding may become more common as sea levels rise), and some disasters occur as a result of another (for example, an earthquake that causes a hazardous chemical spill). In the event of an emergency situation, members of the public have basic expectations for government agencies, including the City of Seal Beach. In order to have an effective and successful emergency response and recovery process, Seal Beach personnel shall meet these public expectations to the greatest possible extent:

- Alert members of the public in advance of a disaster if at all possible.
- Quickly and accurately assess the size and severity of an emergency situation.
- Provide the public with complete, accurate, and timely information about the situation.
- Safely evacuate dangerous areas and relocate residents to a safe location.
- Rapidly coordinate any needs for all displaced residents, including housing, food, hygiene, and medical needs.
- Restore services as quickly as possible, including reconstruction of damaged or destroyed buildings and infrastructure.
- Fully and rapidly return the affected area to normal.

Emergency response and recovery operations must be carried out under adverse conditions, including fires, flooding, hazardous material spills, and collapsed structures. These operations may also take place in the absence of basic services such as water, energy, and communication. In order to effectively work in these conditions, the City must have an established plan identifying when and where ERO staff should work, who is responsible for which tasks, and how they will manage and carry out their responsibilities. As necessary, response and recovery activities will be managed by the Seal Beach EOC, which will coordinate response operations and mutual aid requests. The Basic Plan, and this annex and others, provides the information needed to support the ERO.

1.3. Finance and Administration Section Objectives

The Finance and Administration Section of the Seal Beach ERO prepares and maintains records of EOC operations, including all logs and administrative paperwork. It records information about tracking and repository activities, accounting, cost records on personnel and resources, auditing, timekeeping, payroll, cost recovery, and payment to vendors and contractors. It is responsible for purchasing items needed by the Seal Beach ERO, and also works to compile and submit information for state and federal disaster reimbursement requests. While specific duties for Finance and Administration Section personnel will vary, the general objectives for this section are as follows:

- To serve as the primary record keeper and repository of all records pertaining to Seal Beach's emergency response activities, including all logs made by all personnel and groups in the Seal Beach ERO.

- To purchase, rent, contract, or otherwise procure supplies that cannot be obtained from City stocks, donations, or mutual aid.
- To prepare and submit requests for disaster assistance.
- To prepare cost projections for emergency response budgeting.
- To distribute City funds as necessary to authorized personnel.
- To provide federal and state disaster recovery agencies with information about the timely supply of disaster relief services.
- To maintain staffing lists for the EOC and the City primary staging area.

2. Concept of Operations

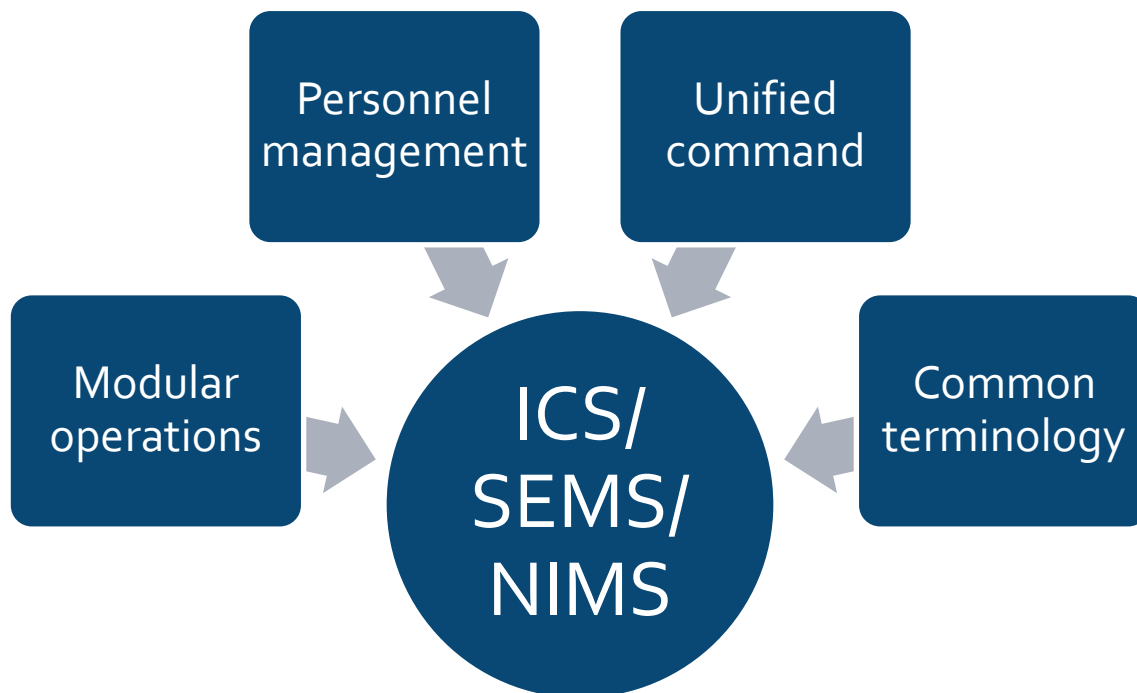
The EOP (including the Basic Plan and all annexes) is intended to address a wide range of events, from small-scale minor incidents to a catastrophic disaster. In an emergency situation, Seal Beach must activate the appropriate sections of its ERO and mobilize any needed personnel. In some instances, the City will address the emergency on its own, while in other instances the City will coordinate with numerous other agencies to respond to a disaster situation that affects a wide area. In all disasters, regardless of scope, the City has three key goals. All City emergency response and recovery activities shall support these goals, which are as follows:

- To provide effective measures to reduce injury and death, property damage, and environmental impacts.
- To provide for a rapid and complete recovery for affected businesses and local services.
- To provide documentation and records as necessary for cost recovery efforts.

2.1. Organizational Principles

All jurisdictions in California, including Seal Beach, are required to manage their activities using the framework established by SEMS, which incorporates the principles of ICS and NIMS (collectively the ICS/SEMS/NIMS framework). This ensures a consistency in operating structures and procedures across jurisdictions, allowing agencies to work together in a more efficient way. Seal Beach's emergency response actions will also be consistent with the principles laid out by the Orange County Operational Area (OA) and with applicable sections of the Seal Beach Municipal Code.

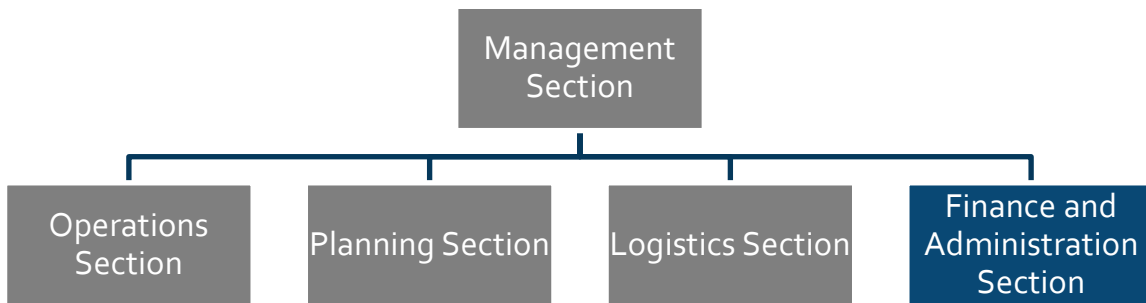
The ICS/SEMS/NIMS framework has four key principles, as shown and discussed below:



- Modular operations: There are five functional groups within the ICS framework: Management, Operations, Planning/Intelligence, Logistics, and Finance. All emergency response operations will be carried out under one of these five groups. Each group will be activated and assigned particular subgroups as needed depending on the nature of the emergency. Activation and deactivation of a functional group or any subgroup should be able to take place without disrupting emergency response efforts.
- Personnel management: Each functional group or subgroup will have only one person in charge of that group's operations, a principle known as "unity of command." Depending on the nature of the emergency, a single individual may be responsible for multiple groups or subgroups. Throughout the entire organization, each individual should only report to one supervisor. Each supervisor should be responsible for three to seven people, and ideally five.
- Unified command: When multiple agencies have jurisdiction over an emergency, it is necessary to establish a single response plan that allows agencies to work together without affecting individual accountability, authority, or responsibility. In the event of several emergencies, or a single large emergency that has multiple response teams, a single Area Command can be created to oversee the broader response. In the event that the incidents under the Area Command span multiple jurisdictions, the Area Command becomes a Unified Area Command.
- Common terminology: Different individuals or agencies may use multiple terms when describing organizational functions, responsibilities and titles, resources, and facilities. ICS calls for a standardization of this terminology to help ensure that information is conveyed accurately and to reduce the risk of complications arising from misunderstandings.

2.2. Organizational Structure

All EROs organized under the ICS/SEMS/NIMS framework use a similar organizational structure with five basic groups, known as sections. Seal Beach’s ERO conforms to this framework. This basic organizational structure is as follows:



- The Management Section, responsible for the overall emergency management strategy and for coordinating key high-level components of the emergency response.
- The Operations Section, responsible for carrying out the tactical objectives of the ERO, including planning and implementing specific activities related to emergency search, rescue, and repairs.
- The Planning Section, responsible for collecting and analyzing information to support emergency response activities.
- The Logistics Section, responsible for obtaining equipment, supplies, and services from available sources, and for requesting mutual aid assistance as needed.
- The Finance and Administration Section, responsible for ensuring that records are properly created and preserved. This annex applies to the Finance and Administration Section.

2.3. ERO Levels

Multiple levels of EROs may be activated as needed, ranging from field-level operations up to coordination across state lines and with federal agencies. The specific nature of the emergency will determine which ERO levels are activated and to what extent. Seal Beach itself may activate its field-level ERO to respond to an emergency within the community, and may activate the citywide ERO to coordinate and direct multiple field operations and to interact with higher-level EROs. Seal Beach may request that the Orange County OA activate its ERO to coordinate activities across multiple communities. The ERO levels are shown in **Table F-1**.

Table F-1. ERO Levels

Scope	Level	Description
Seal Beach	Field level	Carries out activities in the field. Usually assigned to a specific geographic area within the city, or tasked with a specific function.
	City (Local) EOC	Oversees the citywide emergency response and liaises with other agencies as appropriate.
Orange County	Orange County OA	Coordinates countywide emergency response efforts, including local mutual aid.
California	California Office of Emergency Services Region 1	Coordinates mutual aid across county boundaries within the California Region 1 (includes the Counties of Los Angeles, Orange, San Luis Obispo, Santa Barbara, and Ventura).
	California State Operations Center	Coordinates and manages statewide emergency response efforts, including the mobilization of any state agencies and statewide mutual aid.
United States	Federal Emergency Management Agency (FEMA)	Coordinates federal-level emergency response and recovery activities.

Some communities will have a third ERO level, between the local citywide level and the field level: the department-level ERO, coordinated by a Department Operations Center (DOC). The department-level ERO is usually found in larger communities, where the size of emergency response operations may make it less efficient to coordinate all activities from a single citywide point. Seal Beach does not use DOCs; field command posts will be overseen (if oversight is necessary) by the local ERO. The Orange County Fire Authority, which provides fire services to the community, does have its own DOC, located at its headquarters in the City of Irvine. The Seal Beach EOC may need to coordinate with the Orange County Fire Authority DOC in some emergency situations.

2.4. Local ERO

The Seal Beach local ERO is managed at its EOC, the centralized facility for directing and coordinating the local emergency response. Locating these activities at a single site allows for improved collaboration and coordination between City personnel, and increased interagency cooperation if necessary. When the EOC is activated, the City will mobilize specific, pre-assigned staff who are necessary for emergency response activities. These staff members will report to the EOC and carry out their designated responsibilities.

2.4.1. EOC Location

Seal Beach's EOC, by default, is located in the Police Department Training and Roll Call Room in the Seal Beach Police Department Building at 911 Seal Beach Boulevard. If this facility cannot be used (the

building has been damaged or destroyed, it is inaccessible, it lacks access to key services, etc.), the City EOC will be located at an alternate site. The three alternate locations for the Seal Beach EOC follow in order of priority:

- The Orange County Fire Authority Station 48, 3131 North Gate Road in Seal Beach.
- The Orange County Fire Authority Station 64, 7351 Westminster Boulevard in the neighboring City of Westminster.
- The Urban Area Mobile Command Post (MCP), stored at Orange County Fire Authority Station 48.

2.4.2. EOC Activation

Seal Beach can activate its EOC through either a top-down or a bottom-up process. In a top-down process, notification of an emergency situation activates the EOC, which in turn may activate the field-level ERO. In a bottom-up process, field-level responders may request activation of the EOC if the situation exceeds the capabilities of the City's daily operations. Bottom-up activation is more common.

There are three levels of EOC activation: Level I, Level II, and Level III. The City will choose the appropriate level of EOC activation as the situation demands. The three levels are as follows:

Level III	Level II	Level I
<ul style="list-style-type: none">• EOC is opened and stocked• EOC is not staffed, or staffing is minimal	<ul style="list-style-type: none">• Limited staffing (Command and General Staff, plus needed support staff)	<ul style="list-style-type: none">• Most widespread activation• Most or all City ERO personnel are mobilized

The EOC may be activated after deliberation by the Mayor, Mayor Pro Tem, City Council members, the City Manager, Assistant City Manager, Chief of Police, Police Commander OCFA Division Chief, and OCFA Battalion Chief who are responsible for deciding if the situation requires EOC activation. Although there is no established threshold for when it is appropriate to discuss activating the EOC, this

conversation will generally take place in an emergency situation that meets at least one of the following criteria:

- At least two City agencies will need to send staff to respond.
- The emergency situation may overwhelm the City's emergency response capabilities, requiring mutual aid.
- There is a significant possibility that the emergency may escalate beyond its initial severity.
- The response to the incident will require a centralized command center to properly coordinate activities across multiple jurisdictions, agencies, and/or organizations.
- Emergency response activities may last longer than eight hours.
- The scale of the emergency response operations is likely to be significant.

Seal Beach can also automatically activate its EOC, without any deliberation, under one of the following circumstances:

- An earthquake with a magnitude of at least 6.0 occurs within 50 miles of Seal Beach.
- The governor proclaims a state of emergency that covers part or all of Seal Beach.
- The president declares a national emergency or major disaster for an area including part or all of Seal Beach.
- A state of war emergency is declared for an area covering part or all of Seal Beach.
- An attack involving WMDs has occurred and is impacting Seal Beach, or such an attack is imminent.
- The City Manager of Seal Beach orders the EOC to be activated.

2.4.3. EOC Leadership

The Seal Beach ERO is headed up by the Director of Emergency Services, who serves as the head of the Management Section within the ICS/SEMS/NIMS framework. This staff position is vested with specific responsibilities and powers under the Seal Beach Municipal Code (Title 3, Chapter 25, Section 020), and is in charge of overall City emergency management policy and coordination. He or she has the authority to direct all City ERO activity and staff, and manages the coordination of all City response efforts. The City Manager of Seal Beach is the community's designated Director of Emergency Services.

The head of the EOC facility itself is known as the EOC Director. As head of the Seal Beach ERO, the Director of Emergency Services is also officially in charge of the City's EOC, and therefore also serves as the EOC Director. However, the Director of Emergency Services often has other responsibilities and is unable to devote all of his or her time toward managing the EOC, particularly during a long-term emergency situation. When the Director of Emergency Services is not tasked with managing the EOC

itself, he or she may designate a separate EOC Director to carry out these responsibilities. If the EOC Director is a separate position, this staff person shall answer to the Director of Emergency Services.

While the Director of Emergency Services has the ultimate legal authority and obligation for Seal Beach's response efforts, and while command of the EOC and its staff is the responsibility of the EOC Director, at times an additional role may be needed to develop strategic objectives and response strategies, and to implement the response measures. This position is known as the EOC Executive Officer (EOC XO). The EOC XO is generally the head of whichever department has the greatest involvement in responding to an emergency situation. When multiple departments are involved and no single one has a clear lead in responsibilities, the heads of these departments will collectively act as the EOC XO (a system called Unified Command, or UC).

Just as the Director of Emergency Services is in charge of the Management Section, four additional staff members are in charge of the other four sections. These four staff members are collectively known as the General Staff. In the Seal Beach ERO, they are known as Section Coordinators (e.g., Planning Section Coordinator). The responsibilities of the Operations, Planning, and Logistics Section Coordinators and the Director of Emergency Services, and the specific staff under their authority and their responsibilities, are included in the Basic Plan and are discussed in greater detail in their respective section's annex.

2.4.4. EOC Communication

Seal Beach staff has access to multiple communication systems during emergency situations. Many of these systems are redundant, allowing ERO staff to maintain communication if one technology fails, is over capacity, or is otherwise not available. Some of these systems are intended only for communication with other Seal Beach staff, while others allow City personnel to communicate with other jurisdictions or other ERO levels. These available communication systems include the following:

- The City's landline telephone network.
- Cellular telephones, including devices issued by the City and personal staff devices.
- Amateur radio (ham radio), staffed by volunteers from the Radio Amateur Civil Emergency Services (RACES).
- Two VHF radio networks, one maintained by the Public Works Department and the other by the Marine Safety and Lifeguard Department.
- A Long Range Acoustic Device (L-RAD) for broadcasting voice messages over a wide area.
- City-issued e-mail addresses, and personal e-mail addresses if necessary.
- Facsimile (fax) machines.
- Notification systems, including social media, AlertOC, and NIXLE.
- The Orange County EOC-to-EOC radio network (OA1).

- Orange County law enforcement radio network.
- WebEOC, an online collaboration, reporting, and data storage system.
- The California Law Enforcement Mutual Aid System (CLEMAS) voice communication network.
- The California Law Enforcement Telecommunications System (CLETS) data network.
- The California Water/Wastewater Agency Response Network (CalWARN) data exchange system.
- The federal Government Emergency Telecommunications Service (GETS) voice network.

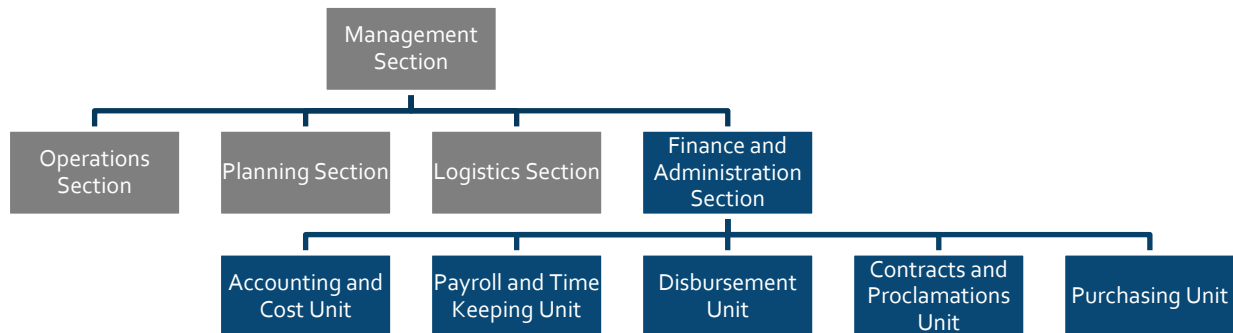
Communications may be formal or informal. A formal communication involves the exchange of information pertaining to task assignments and resource requests. They must be entered in a way that can be easily tracked for record-keeping and follow-up purposes. Information communications involve exchanges of incident or event information; it may not involve task assignments or resource requests, as such exchanges are limited to formal communications only. Informal communications may be used to follow up on formal requests, as long as the proper channels are followed.

3. Finance and Administration Organization

The Finance and Administration Section of the Seal Beach ERO is organized into subgroups called units, which carry out specific tasks in support of overall section activities. There are five pre-established units in the Finance and Administration Section of the Seal Beach ERO, although the City may choose to create additional units or subgroups under the pre-established units if required by the emergency situation.

Any group within the Finance and Administration Section, such as individual units, may be a single individual or a group of individuals. The City will mobilize any group leaders as their services are needed; if the leader needs assistance from additional staff or from subgroups under their authority, they shall inform the Finance and Administration Section Coordinator, who may choose to mobilize additional personnel. The leader shall be responsible for selecting the appropriate staff and designating an area for them to work.

The organization of the Finance and Administration Section of the Seal Beach ERO is as follows:



4. Finance and Administration Section Coordinator

The Finance and Administration Section Coordinator has the overall responsibility for providing financial and administrative services to the Seal Beach ERO. He or she ensures that costs are being documented properly and that all staff members assigned to the section are carrying out their responsibilities. This staff member manages the City's cost recovery efforts, and keeps the EOC Director informed on the costs of emergency response and recovery operations. He or she also helps to prepare the EOC Action Plan, EOC Deactivation Plan, and the After-Action and Corrective Action Report.

The position of Finance and Administration Section Coordinator shall be staffed as follows:

- Primary: Director of Finance
- First Alternate: Assistant Finance Director
- Second Alternate: Support Division Commander of the Seal Beach Police Department
- Third Alternate: Appointment by Director of Emergency Services

The responsibilities of the Finance and Administration Section Coordinator are as follows:

- Managing the personnel and accounting, payroll, timekeeping, disbursement, and all other activities carried out in the Finance and Administration Section.
- Coordinating with the Logistics Section Coordinator to ensure that accounts and authorizations are being applied to all contracts and that an audit trail is being established.
- Creating procedures for completing and submitting timesheets for all City ERO staff, mutual aid personnel, and disaster service workers.
- Ensuring that payments are made to contracts and vendors.

- Compiling costs and managing cost recovery efforts.
- Reviewing state and federal public assistance programs to determine if the City can provide any information to state and federal agencies or to Seal Beach community members.
- Obtaining an Incident Account Number from Cal OES to be used on all Cal OES and FEMA reimbursement claims.
- Establishing special incident and cost center accounts for expenditures related to emergency response activities.
- Informing the EOC Director of incident response costs and ongoing cost recovery activities.
- Helping to develop and update the EOC Action Plan.
- Helping to develop the Deactivation Plan and After-Action and Corrective Action Report.

5. Accounting and Cost Unit

Seal Beach's Accounting and Cost Unit is responsible for tracking costs, including all receipts, contracts, and payments. This unit manages billing, invoice payments, and accounts receivable. Staff in the Accounting and Cost Unit compiles cost records associated with the damage and claims for financial compensation. This unit also develops cost projections for use in budget modification requirements and creates cash flow status reports.

The head of the Seal Beach Accounting and Cost Unit is the Accounting and Cost Unit Leader, which shall be filled by the Finance Manager or designee. The responsibilities of the Accounting and Cost Unit are as follows:

- Establishing the policies and procedures associated with tracking, documenting, and reporting emergency-related costs in coordination with the Finance and Administration Section Coordinator. These policies and procedures should cover recording costs associated with ordering supplies and other resources, authorizations for the expenditure of City funds, cost center account numbers, accounting forms as necessary for other agencies, and the type, frequency, and form of accounting information to be submitted to the Accounting and Cost Unit.
- Developing and distributing materials on the policies and procedures for emergency-related costs.
- Reviewing the accounting procedures used by City ERO staff to identify misunderstandings, non-compliance, or needed changes to simplify documentation and collection process, and working with the Finance and Administration Section Coordinator to make changes.
- Ensuring the security of the financial system and financial records.
- Preparing and revising costs of all services provided by the City and mutual aid.

- Assisting in developing the After-Action and Corrective Action Report.

6. Payroll and Time Keeping Unit

The Payroll and Time Keeping Unit in the Seal Beach ERO is charged with maintaining the payroll and timekeeping documents for all City staff and registered disaster service worker volunteers. As part of these responsibilities, this unit maintains sign-in sheets and staffing lists for all shifts in the EOC and the primary staging area. Staff assigned to this unit is responsible for making sure that payroll activities are being carried out in compliance with all applicable laws, policies, and procedures. The documentation maintained by this unit is used to help compile the After-Action and Corrective Action Report.

The head of the Seal Beach Payroll and Time Keeping Unit is the Payroll and Time Keeping Leader, a position which shall be filled the Finance Manager or designee. The responsibilities of the Payroll and Time Keeping Unit are as follows:

- Establishing policies and procedures regarding payroll and timesheets with the Finance and Administration Section Coordinator, in accordance with all federal, state, county, and local laws, regulations, and practices.
- Obtaining a list of cost center account numbers from the Accounting and Cost Unit.
- Creating a staffing list for the EOC and the City primary staging area for individual operational shifts.
- Distributing timekeeping sheets to all EOC personnel, and to the City primary staging area (if established).
- Collecting and replacing all sign-in and timekeeping sheets.
- Maintaining all payroll and timekeeping documents.

7. Disbursement Unit

The Disbursement Unit is responsible for disbursing City funds in an authorized manner and maintaining a record of all disbursements carried out as part of Seal Beach's emergency response operations. This unit maintains a list of all personnel who can sign a request for petty cash, and confirms disbursement policies and procedures with the Finance and Administration Section Coordinator.

The Seal Beach Disbursement Unit Leader is the Senior Account Technician, or an alternate Account Technician. The responsibilities of the Disbursement Unit are as follows:

- Creating policies and procedures for disbursement of City cash, including who shall be authorized to use City funds and who can authorize petty cash requests, in coordination with the Finance and Administration Section Coordinator.
- Distributing City funds to authorized personnel for legitimate emergency response activities.

- Maintaining records of all disbursements.

8. Contracts and Proclamations Unit

The City Clerk is the Contracts and Proclamations Unit Leader. Their role is to ensure public or official announcement of an important matter are coordinated with the PIO. They also serve to administratively manage any contractual agreements.

9. Purchasing Unit

The Purchasing Unit of Seal Beach's ERO is in charge of purchasing supplies, material, and equipment as needed to support the City's emergency response and recovery activities. This unit establishes the organizational and operational policies and procedures necessary for purchasing activities, in consultation with the Finance and Administration Section Coordinator. This unit acts as a centralized procurement body, allowing for easier tracking and coordination.

The head of the Seal Beach Purchasing Unit is the Purchasing Unit Leader, a staff position which shall be filled by the Account Technician in the Finance Department or designee. The responsibilities of the Purchasing Unit are as follows:

- Renting, leasing, contracting, or (if necessary) purchasing supplies to meet logistical needs, in coordination with the Supply Unit (Logistics Section).
- Establishing policies and procedures for the procurement of logistical supplies, in coordination with the Finance and Administration Section Coordinator.
- Maintaining records of all procurement activities, including the cost of all supplies, when they were procured and delivered, the individual or organization they were procured from, and which group in the Seal Beach ERO requested the supplies.
- Coordinating with the Legal Officer on any legal issues arising as a result of procurement activities.



City of Seal Beach

EMERGENCY OPERATIONS

APPENDICES

GLOSSARY OF TERMS

A

Action Plan

The plan prepared in the EOC containing the emergency response objectives of that SEMS level reflecting overall priorities and supporting activities for a designated period. The plan is shared with supporting agencies. Also see Incident Action Plan.

After-Action Report

A report covering 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 which requires a declaration of emergency. Reports are required within 90 days.

Agency Representative

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

Allocated Resources

Resources dispatched to an incident.

Alquist-Priolo Special Study Zone

Area within which special studies are required prior to building structures for human occupancy.

Ambulatory (patient)

A treated patient who is able to ambulate (walk) and capable of sitting up for extended periods of time and does not require extensive nursing care. Terminology used when transferring previously hospitalized (or institutionalized) patients from one location to another, i.e., evacuation of a facility.

Area Command

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

Available Resources

Incident-based resources that are available for immediate assignment.

Avoidance

To eliminate a hazard through measures such as relocation or prohibition of construction within an area susceptible to risk or danger or by other means.

B

Base

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

Basic Life Support

Basic, noninvasive first-aid procedures and techniques utilized by most all trained medical personnel, including Fire Department personnel, Marine Safety, and First Responders, to stabilize critically sick and injured people.

Branch

The organizational level at the SEMS field level having functional or geographic responsibility for major parts of incident operations. The branch level is organizationally between section and division/group in the Operations Section, and between section and units in the Logistics Section. Branches are also used in the same sequence at the SEMS EOC levels.

Branch Director

The ICS title for individuals responsible for supervision of a branch at the field level. At SEMS EOC levels, the title Branch Coordinator is preferred.

C

Cache

A predetermined complement of tools, equipment, and/or supplies stored in a designated location, available for incident use.

Camp

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

Chain of Command

A series of management positions in order of authority.

Check-In

The process whereby resources first report to an incident or into an EOC. Check-in locations at the SEMS field level include Incident Command Posts (Resources Unit), incident base, camps, staging areas, helibases, helispots, and Division Supervisors (for direct line assignments).

Command Post

The location at which the primary field command functions are executed, collocated with the incident base or other incident facilities.

Command Staff

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

Communications Unit

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

Community Emergency Response Team (CERT)

A fire program for training neighborhoods, schools, and businesses in disaster preparedness. CERT volunteers complete eight classes, totaling 32 hours, in Disaster Preparedness, First Aid, CPR, Fire Extinguisher Use, Search & Rescue, Care & Shelter, Communications, Damage Assessment, Security Issues, and Command Post Operations. They are trained to lead all emergency volunteers. They will (1) care for their families and homes, (2) care for their neighborhood, school, and/or business, and (3) report to the City to assist others. Their staging area is the City Hall cafeteria or alternately at the east parking lot of City Hall at the corner of Lake and Park streets.

Compensation and Claims Unit

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

Complex

Two or more individual incidents located in the same general area which are assigned to a single Incident Commander or to a Unified Command.

Control One

A 24-hour County coordination communication center that provides communication coordination between law enforcement, fire service, hospital, local government, and other public safety agencies within and outside of Orange County. Control One is operated by the GSA/Communications Division of the County of Orange.

Coordination

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

Cost Sharing Agreements

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

Cost Unit

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

D

Deceased (patient)

Fourth (last) priority in patient treatment according to the START triage system.

Delayed (patient)

Second priority in patient treatment according to the START triage system. These patients require aid, but injuries are less severe or pose no immediate threat to life. A hospitalized patient may be categorized from "guarded" to "serious"; a patient requiring at least minimal hospital services.

Delegation of Authority

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

Demobilization Unit

Functional unit within the Planning & Intelligence Section responsible for ensuring orderly, safe, and efficient demobilization of incident or EOC assigned resources.

Department Operations Center (DOC)

A facility used by a distinct discipline, such as flood operations, fire, medical, hazardous material; or a unit, such as Department of Public Works or Department of Health. Department Operations Centers may be used at all SEMS levels above the field response level, depending on the needs of the emergency.

Disaster Service Worker

Includes public employees and any unregistered person pressed into service during a state of war emergency, a state of emergency, or a local emergency by a person having authority to command the aid of citizens in the execution of their duties.

Dispatch

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

Division

Divisions are used to divide an incident into geographical areas of operation. Divisions are identified by alphabetic characters for horizontal applications and, often, by numbers when used in buildings. Divisions are also used at SEMS EOC levels and are found organizationally between branches and units.

Division or Group Supervisor

The position title for individuals responsible for command of a division or group at an incident. At the EOC level, the title is Division Coordinator.

Documentation Unit

Functional unit within the Planning & Intelligence Section responsible for collecting, recording, and safeguarding all documents relevant to an incident or within an EOC.

E

Electromagnetic Pulse

A small proportion of energy released by detonation of a high altitude nuclear weapon appearing in the form of a high intensity, short duration pulse, somewhat similar to that generated by lightning. It can cause damage to unprotected electrical or electronic systems including broadcast stations, car radios, televisions, and battery-operated portable radios.

Emergency Alert System

Enables the president and federal, state, and local governments to communicate with the general public through commercial broadcast stations in the event of a large natural disaster or war-related event. The contact to activate EAS is through Orange County Communications at 714-834-7200. The only individuals authorized to activate EAS on behalf of the City is the Director of Emergency Services. The primary radio station for Orange County is KORG, 1190 AM.

Emergency Management Coordinator

The individual within each jurisdiction that is delegated the day-to-day responsibility for the development and maintenance of all emergency management coordination efforts.

Emergency Management Director (Emergency Services Director)

The individual within each political subdivision who has overall responsibility for jurisdiction emergency management. For cities and counties, this responsibility is commonly assigned by local ordinance.

Emergency Medical Services

A local government (County) agency with the primary responsibility of coordinating the medical response to a disaster and facilitating the acquisition of additional resources to carry out the medical recovery mission.

Emergency Medical Services Authority – State of California

That agency within the California Health and Human Services Agency which is devoted to the coordination of policy and practice relative to emergency medical services throughout California. This includes disaster mitigation and planning efforts.

Emergency Operations Center (EOC)

A centralized location where resources and personnel are managed and coordination between departments takes place in a disaster situation. The City of Seal Beach's primary EOC is located in the Police Department Training and Roll Call Room, located in the Seal Beach Police Department Building at 911 Seal Beach Boulevard. It is staffed by City management personnel and City employees.

Emergency Operations Plan

The plan that each jurisdiction has and maintains for responding to appropriate hazards.

Emergency Response Personnel

Personnel involved with an agency's response to an emergency.

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 mode simplex radio system dedicated to provide emergency communications among county and municipal EOCs in Orange County.

Extreme Casualty Event

A sudden event which injures many individuals and presents conditions which overwhelm the County's entire medical response system.

F

Finance and Administration Section

One of the five primary functions found at all SEMS levels which is responsible for all costs and financial considerations. At the incident, the section can include the Time Unit, Procurement Unit, Compensation and Claims Unit, and Cost Unit.

Function

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

Functional Element

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

G

General Staff

The group of emergency management positions comprising the Incident Commander and Section Chiefs, including the Operations Section Chief, Planning and Intelligence Section Chief, Logistics Section Chief, and Finance and Administration Section Chief.

Groups

Groups are established to divide the incident into functional areas of operations. They are composed of resources assembled to perform a special function not necessarily in a single geographic division. Groups are located between branches (when activated) and resources in the Operations Section.

H

Hazard

Any natural source of danger or element of risk identified following a major disaster or emergency.

Homeland Security Exercise and Evaluation Program (HSEEP)

A set of guiding principles for exercise programs, including a common approach to program management, design and development, conduct, evaluation, and improvement planning.

I

Immediate (patient)

First level of patient priority according to the START triage system. A patient who requires rapid assessment and medical intervention in order to increase chances of survival. A hospitalized patient may be classified from "serious" to "critical" condition, requiring constant nursing care.

Incident Action Plan

The plan developed at the field response level which contains objectives reflecting the overall incident strategy and specific tactical actions and supporting information for the next operational period. The plan may be oral or written.

Incident Commander

In the EOC, the City Incident Commander works under the direction of the Director of Emergency Services and is responsible for overall management of all activities related to the emergency. At the field level, the Incident Commander is the first officer on scene in charge of the overall incident.

Incident Command Post (ICP)

The location at which the primary command functions are executed. The ICP may be collocated with the incident base or other incident facilities.

Incident Command System (ICS)

A system for managing large-scale emergencies. It is one of the requirements under the Standardized Emergency Management System (SEMS) for all public agencies. Public agencies must use ICS to manage large-scale emergencies as well as for their field personnel during emergency responses.

Incident Communications Center

The location of the Communications Unit and the message center.

Incident Management Team

The Incident Commander and appropriate general staff and Command Staff personnel assigned to an incident.

Incident Objectives

Statements of guidance and direction necessary for the selection of appropriate strategy(ies) and the tactical direction of resources. Incident objectives are based on realistic expectations of what can be accomplished when all allocated resources have been effectively deployed. Incident

objectives must be achievable and measurable, yet flexible enough to allow for strategic and tactical alternatives.

Information Officer

A member of the Command Staff responsible for interfacing with the public and media or with other agencies requiring information directly from the incident. There is only one Information Officer per incident. The Information Officer may have assistants. This position is also referred to as Public Affairs or Public Information Officer in some disciplines. At SEMS EOC levels, the information function may be established as a coordinator or as a section or branch reporting directly to the EOC Director.

Initial Action

The actions taken by resources which are the first to arrive at an incident.

Initial Response

Resources initially committed to an incident.

L

Liaison Officer

A member of the Command Staff at the SEMS field level responsible for coordinating with representatives from cooperating and assisting agencies. At SEMS EOC levels, the function may be done by a coordinator and/or within a section or branch reporting directly to the EOC Director.

Local Emergency

The duly proclaimed existence of conditions of disaster or of extreme peril to the safety of persons and property within the territorial limits of a county, city and county, or city, caused by such conditions as air pollution, fire, flood, storm, epidemic, riot, or earthquake or other conditions, other than conditions resulting from a labor controversy, which conditions 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 political subdivisions to combat.

Local Government

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

Logistics Section

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

M

Management by Objectives

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

Mass Casualty Incident

A sudden incident which injures more than one individual and presents conditions which require fire service mutual aid resources and the assistance of the ReddiNet/HEAR communications system.

Master Mutual Aid Agreement

An agreement, entered into by and between the State of California, its various departments and agencies, and the various political subdivisions, municipal corporations, and other 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 to prevent and combat any type of disaster or emergency.

Medical Aid Station

A neighborhood disaster medical resource center, which is organized under a three-way partnership: (1) a sponsoring city, (2) a host medical site, and (3) community volunteers. The station is organized to provide the most advanced level of immediate medical care available to a local population following a medical crisis.

Message Center

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

Minor

Third priority of patient in the START triage system. A patient requiring only simple, rudimentary first aid. These patients are considered ambulatory. Hospitalized patients may be considered minor, if they are in "stable" condition and capable of being treated and/or discharged.

Mitigation

To alleviate by softening and making less severe the effects of a major disaster or emergency and of future disasters in the affected areas, including reduction or avoidance.

Mobilization

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

Mobilization Center

An off-incident location at which emergency service personnel and equipment are temporarily located pending assignment to incidents, release, or reassignment.

Multi-Agency Incident

An incident where one or more agencies assist a jurisdictional agency or agencies. The incident may be managed under a single or unified command.

Multi-Agency Coordination System (MACS)

The combination of personnel, facilities, equipment, procedures, and communications integrated into a common system. When activated, MACS has the responsibility for coordination of assisting agency resources and support in a multi-agency or multi-jurisdictional environment. A group functions within the MACS. MACS organizations are used within the California Fire Services.

Multi-Agency or Interagency Coordination

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

Multi-Jurisdiction Incident

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

Multiple Victim Incident

A suddenly occurring scene that injures more than one individual and presents conditions which require the use of abbreviated pre-hospital care communication procedures.

Mutual Aid Agreement

Written agreement between agencies and/or jurisdictions in which they agree to assist one another upon request by furnishing personnel and equipment.

Mutual Aid Coordinator

An individual at local government, operational area, regional, or state level that is responsible to coordinate the process of requesting, obtaining, processing, and using mutual aid resources. Duties will vary depending on the mutual aid system.

Mutual Aid Region

A subdivision of the California Office of Emergency Services established to assist in the coordination of mutual aid and other emergency operations without a geographical area of the state, consisting of two or more county (operational) areas.

O**Office of Emergency Services (OES)**

The Governor's Office of Emergency Services.

Operational Area

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

Operational Area Satellite Information System (OASIS)

The system forms a key means of communication between Operational Area (County) EOCs and State Regional EOCs. OASIS consists of a communications satellite, a communications hub which controls the system, and remote sites which include operational area EOCs, Regional EOCs, the State Operations Center, and other selected sites. OASIS provides a disaster-resistant method of communications between the Operational Area and regional levels. The City of Seal Beach can access OASIS through the County Communications, Control One.

Operational Period

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

Operations Section

One of the five primary functions found at all SEMS levels. The section is responsible for all tactical operations at the incident or for the coordination of operational activities at an EOC. The Operations Section at the SEMS field response level can include branches, divisions and/or groups, task forces, teams, single resources, and staging areas. At the EOC levels, the Operations Section would contain branches or divisions as necessary because of span of control considerations.

P

Planning and Intelligence Section

One of the five primary functions found at all SEMS levels. Responsible for the collection, evaluation, and dissemination of information related to the incident or an emergency and for the preparation and documentation of Incident Action Plans or EOC Action Plans. The section also maintains information on the current and forecast situation and on the status of resources assigned to the incident. At the SEMS field response level, the section will include the Situation, Resource, Documentation, and Demobilization units, as well as Technical Specialists. Other units may be added at the EOC level.

Planning Meeting

A meeting held as needed throughout the duration of an incident to select specific strategies and tactics for incident control operations and for service and support planning. On larger incidents, the planning meeting is a major element in the development of the Incident Action Plan. Planning meetings are also an essential activity at all SEMS EOC levels.

Procurement Unit

Functional unit within the Finance and Administration Section responsible for financial matters involving vendor contracts.

Public Information Officer (PIO)

The individual in the ICS responsible for communicating information to the public, the media, and outside organizations. The PIO is part of the general staff and works directly for the Incident Commander.

R

Radio Amateur Civil Emergency Service (RACES)

Ham radio operators who respond to the City with their own radio equipment and provide auxiliary communications during disaster situations.

Recorders

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

ReddiNet/HEAR Control Point

A facility with communication capabilities (e.g., ReddiNet/HEAR), which enables it to network with hospitals for the purpose of appropriate distribution of casualties following a mass casualty incident and to collect damage/resource data during an extreme casualty event.

ReddiNet Rapid Emergency Digital Data Information Network

The data radio component which is part of the ReddiNet/HEAR system designed with the purpose of assisting acute care hospital communication in time of crisis. ReddiNet/HEAR is also used by Orange County EMS to assist hospital operational/resource data during a disaster.

Reduction

To diminish in strength and intensity or to restrict or lessen the size, amount, and extent of damage resulting from the major disaster or emergency or to be expected as the result of future disasters.

Region Emergency Operations Center (REOC)

Facilities found at State OES Administrative Regions. REOCs are used to coordinate information and resources among operational areas and between the operational areas and the state level. The Southern REOC is located at Los Alamitos.

Reporting Locations

Specific locations or facilities where incoming resources can check in at the incident.

Resources

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

S

Safety Officer

A member of the Command Staff at the incident or within an EOC responsible for monitoring and assessing safety hazards or unsafe situations and for developing measures for ensuring personnel safety. The Safety Officer may have assistants.

Section Chief

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

Simple Triage and Rapid Treatment (START)

A pre-hospital patient prioritizing system developed by Hoag Hospital and Newport Beach Fire Department for use during a multiple victim incident, a mass casualty incident, or an extreme casualty event. The START system of triage is based on four levels of prioritization: Deceased, Minor, Delayed, or Immediate.

Situation Analysis Unit

Functional unit within the Planning and Intelligence Section responsible for the collection, organization, and analysis of incident status information, and for analysis of the situation as it progresses.

Span of Control

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

Special District

A unit of local government (other than a city, county, or city and county) with authority or responsibility to own, operate, or maintain a project, as defined in California Code of Regulations 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.

Staging Area

Locations set up at an incident where resources can be placed while awaiting a tactical assignment. Staging areas are managed by the Operations Section.

Standardized Emergency Management System (SEMS)

A system required by the California Government Code for managing response to multi-agency and multi-jurisdiction emergencies in California. SEMS consists of five organizational levels which are activated as necessary: Field, Local Government, Operational Area, Regional, and State.

State of Emergency

The duly proclaimed existence of conditions of disaster or of extreme peril to the safety of persons and property within the state caused by such conditions as air pollution, fire, flood, storm, epidemic, riot, or earthquake; or other conditions, other than conditions resulting from a labor controversy, or conditions causing a State of War Emergency, which conditions, by reason of their magnitude, are or are likely to be beyond the control of the services, personnel, equipment, and facilities of any single Operational Area, city and county, or city and require combined forces of a mutual aid region or regions to combat.

T

Task Force

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

Technical Specialists

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

Time Unit

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

U

Unified Area Command

A Unified Area Command is established when incidents under an Area Command are multijurisdictional. Also see Area Command and Unified Command.

Unified Command

In ICS, Unified Command is a unified team effort which allows all agencies with responsibility for the incident, either geographical or functional, to manage an incident by establishing a common set

of incident objectives and strategies. This is accomplished without losing or abdicating agency authority, responsibility, or accountability.

Unit

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

Unity of Command

The concept by which each person within an organization reports to one and only one designated person.

ABBREVIATIONS

ADA: Americans with Disabilities Act

ARC: American Red Cross

ATC: Applied Technology Council

Cal EOC: State of California Emergency Operations Center

Caltrans: California Department of Transportation

CAISO: California Independent Systems Operator

CCCS: Countywide Coordinated Communications System

CERT: Community Emergency Response Team

CPUC: California Public Utilities Commission

DAC: Disaster Assistance Center

DOC: Department Operations Center

EAS: Emergency Alert System

EMS: emergency medical services

EOC: Emergency Operations Center

EOP: Emergency Operations Plan

EPZ: Emergency Planning Zone

FEMA: Federal Emergency Management Agency

GIS: geographic information system

HSEEP: Homeland Security Exercise and Evaluation Program

HSPD: Homeland Security Presidential Directive

IAP: Incident Action Plan

ICP: Incident Command Post

ICS: Incident Command System

IPAWS: Integrated Public Alert and Warning System

IPZ: Ingestion Pathway Zone

JIC: Joint Information Center

JIS: Joint Information System

MACC: Multi-Agency Coordination Center

MACS: Multi-Agency Coordination System

MCI: Mass Casualty Incident

NIMS: National Incident Management System

OA: Operational Area

OASIS: Operational Area Satellite Information System

OCFA: Orange County Fire Authority

OES: California Office of Emergency Services

PEZ: Public Education Zone

PIO: Public Information Officer

RACES: Radio Amateur Civil Emergency Services

REOC: Region Emergency Operations Center

SCE: Southern California Edison

SEMS: Standardized Emergency Management System

SONGS: San Onofre Nuclear Generating Station

SOP: standard operating procedure

START: Simple Triage and Rapid Treatment

STP: standard temperature and pressure

USC: United States Code

WEA: Wireless Emergency Alert

WMD: weapon of mass destruction

WNV: West Nile virus

CONTACTS AND RESOURCES

For the most recent and updated listing of contacts and resources please contact the City of Seal Beach at (562) 431-2527. City Hall is located at 211 8th Street, Seal Beach, CA. 90740.

Photos by: Seal Beach Police Department Sergeant (Retired) John Scott