



CITY OF BEVERLY HILLS

SEMS/NIMS
EMERGENCY
OPERATIONS PLAN

Completed By:
Office of Emergency Management
2013

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FOREWORD

This Emergency Operations Plan addresses the City of Beverly Hills' planned response to extraordinary emergency situations associated with all hazards such as natural disasters, technological incidents, and national security emergencies. The plan does not address normal day-to-day emergencies or the well established and routine procedures used in coping with such emergencies. Instead, the operational concepts reflected in this plan focus on potential large-scale disasters, which can generate unique situations requiring unusual emergency responses.

This plan is a preparedness document designed to be read, understood, and exercised prior to an emergency. It is designed to include the City of Beverly Hills as part of the California Standardized Emergency Management System (SEMS) and the National Incident Management System (NIMS).

City Department Heads within the City's emergency management organization are responsible for assuring the preparation and maintenance of appropriate and current standard operating procedures (SOPs), emergency operating procedures (EOPs), resource lists and checklists that detail how assigned responsibilities are performed to support Emergency Operations Plan implementation, and to ensure successful response during a major disaster. This should be kept in the department's Emergency Operations Procedures Manual found in each department. These SOPs/EOPs should include the specific emergency authorities that designated Staff and their successors can assume during emergency situations.

ASSUMPTIONS:

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

EMERGENCY MANAGEMENT GOALS:

- provide effective life safety measures, reduce property loss, and protect the environment
- provide a basis for the direction and control of emergency operations
- plan for continuity of government
- provide for the rapid resumption of impacted businesses and community services
- provide accurate documentation and records required for cost recovery efforts
- provide for the protection, use and distribution of remaining resources

- coordinate operations with the emergency service organizations of other jurisdictions, if necessary

ORGANIZATION OF THE EMERGENCY OPERATIONS PLAN

Part One - Basic Plan. Overall organizational and operational concepts relative to response and recovery, as well as an overview of potential hazards.

Part Two - Emergency Organization Functions and Supporting documents. Descriptions of the emergency response organization, emergency action checklists and information and supporting document pertaining to each function.

EOC Pocket Guide - Contains EOC Checklists, emergency/disaster organization's notification telephone numbers, and essential EOC supporting information.

ACTIVATION OF THE EMERGENCY OPERATIONS PLAN

This Emergency Operations Plan will be activated when:

- ordered by an official designated by City of Beverly Hills Ordinance No. 07-0-2521.
- the existence or threatened existence of a Local Emergency has been proclaimed in accordance with the City ordinance.
- the Governor has proclaimed a State of Emergency in an area including the City.
- the County has proclaimed a State of Emergency in an area, including the City.
- Conditions exist constituting a State of War Emergency as defined in Section 8558 of the California Emergency Services Act (Chapter 7, Division 1, Title 2, California Government Code).
- a Presidential declaration of a National Emergency.
- automatically on receipt of an attack warning, the observation of a nuclear detonation or act of terrorism.

APPROVAL AND PROMULGATION

This Emergency Operations Plan will be reviewed by all departments. Upon completion of review and written concurrence by these departments, the Emergency Operations Plan will be submitted to the California Emergency Management Agency for review and then to the City Council for review and approval. Upon concurrence by the City Council, the plan will be officially adopted and promulgated.

TRAINING, EXERCISING, AND MAINTENANCE OF EMERGENCY OPERATIONS PLAN

The Director of Emergency Management is responsible for coordination and scheduling of training and exercising of this plan. The City of Beverly Hills, Policy and Management, Office of Emergency Management will conduct regular exercises of this plan to train all necessary City staff in the proper response to disaster situations.

The Emergency Operations Plan will be reviewed minimally annually to ensure that plan elements are valid and current. Each responsible department will review and upgrade its portion of the Emergency Operations Plan and/or modify its SOP/EOP (Emergency Operating Procedures) as

required based on identified deficiencies experienced in drills, exercises or actual occurrences. Changes in government structure and emergency response organizations will also be considered in the Emergency Operations Plan revisions. The Director of Emergency Management is responsible for making revisions to the Emergency Operations Plan that will enhance the conduct of response and recovery operations. The Director of Emergency Management will prepare, coordinate, publish and distribute any necessary changes to the plan to all City departments as shown on the distribution list on page 5 of this Emergency Operations Plan. The Director of Emergency Management will also review documents that provide the legal basis for emergency planning to ensure conformance to SEMS and NIMS requirements and suggest modification as necessary.

Approval Date: xxxxxxxx xx, 2013

LETTER OF PROMULGATION

TO: OFFICIALS, EMPLOYEES, AND CITIZENS OF THE CITY OF BEVERLY HILLS

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

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

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

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

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

The City of Beverly Hills has previously adopted the use of the Standardized Emergency Management System and the National Incident Management System. This Emergency Operations Plan was approved by the City Council on _____.

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Mayor, City of Beverly Hills

DISTRIBUTION LIST

**DEPARTMENTS/OFFICES RECEIVING
COPIES OF THE SEMS/NIMS EMERGENCY OPERATIONS PLAN: NO. OF COPIES**

Mayor/City Council	5
Administrative Services	3
BHUSD	2
Capital Assets	3
City Clerk	1
City Attorney	2
Community Development	4
Community Services	2
Fire Department	4
Information Technology	1
Master File	1
Police Department	6
Policy and Management	6
Public Works Services	4
EOC	5
CAL OES	2 CD's

**SIGNED CONCURRENCE BY PRINCIPAL
DEPARTMENTS/OFFICES**

Signed concurrences by principal departments are on file in the Office of Emergency Management.

Date of department concurrence – May, 2012

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