



## CITY OF BEVERLY HILLS STAFF REPORT

**Meeting Date:** August 20, 2013

**To:** Honorable Mayor & City Council

**From:** Pamela Mottice-Muller, Director: Office of Emergency Management

**Subject:** Approval of the City of Beverly Hills Emergency Operations Plan

**Attachments:**

1. Emergency Operations Plan  
(transmitted on July 26, 2013 under a separate cover)
2. City Council Handbook for Emergencies and Disasters  
(transmitted on July 26, 2013 under a separate cover)
3. Letter of Promulgation

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### **INTRODUCTION**

Staff will provide a review of the *Emergency Operations Plan* and the *City Council Handbook for Emergencies and Disasters*. This review will assist the City Council in understanding the Plan, will meet federal training requirements and will ensure clarity of disaster roles, authorities, and responsibilities. Staff requests City Council approval of the Plan.

### **DISCUSSION**

The City's *Emergency Operations Plan* was last approved by the City Council in 2007. Major updates to the Plan were completed in 2012 with input from City departments and Emergency Operations Center stakeholders. This version was then sent to the California State Emergency Management Agency for approval. In a letter dated March 19, 2013, the California State Emergency Management Agency stated that the "City of Beverly Hills *Emergency Operations Plan* is acceptable in accordance with the requirements of the Emergency Services Act and the California Master Mutual Aid Agreement." This approval, however, is contingent upon City Council approval and a Letter of Promulgation. Upon City Council approval, copies of the Plan will be distributed to City Department Heads and placed in the Emergency Operations Center and in City Council offices.

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The *Emergency Operations Plan* addresses the City's planned response to emergency situations associated with all hazards, including natural and man-made disasters, technological incidents, and national security emergencies. The objective of the Plan is to incorporate and coordinate all the facilities and personnel of the City into an efficient organization capable of responding to an emergency. This plan establishes the organizational framework used in disaster response, assigns tasks, specifies policies and general procedures, and provides for the coordination of City response by utilizing the California Standardized Emergency Management System (SEMS) and the National Incident Management Systems (NIMS). The Plan is composed of methods of activating, managing, coordinating, and deploying the emergency organization and requesting mutual aid. The Plan also ensures the City's emergency management goals are met.

The City's emergency management goals are as follows:

- Provide effective life and safety measures, reduce property loss, and protect the environment
- Provide the basis for the direction and control of emergency operations
- Plan for the continuation of government in the aftermath of a disaster
- Provide for the rapid resumption of impacted businesses and community services
- Provide accurate documentation and records required for cost recovery
- Provide for the protection, use, and distribution of resources, and coordinate operations with the emergency service organizations of other jurisdictions

The Plan is also designed to be compliant with the State Emergency Management System and the National Incident Management System. These systems are used when a multi-department or multi-jurisdictional response is needed. Both ensure that in an emergency, response is standardized using the same terminology and organization.

The State Emergency Management System is the statewide framework for responding to and managing multi-agency and multi-jurisdictional emergencies in California. The State Emergency Management System consists of five organizational levels which are activated as necessary: field response, local government, operational area, regional, and state. The City must use the State Emergency Management System to be eligible for funding of its personnel-related costs under state disaster assistance programs.

The National Incident Management System is the national framework for responding to and managing disasters. It integrates the best management practices into a consistent, nationwide approach to domestic incident management that is applicable to all jurisdictional levels and across functional disciplines in an all-hazards context. Federal preparedness assistance is conditional on full compliance with the system.

Several changes have been made to the *Emergency Operations Plan* since it was last approved by the City Council in 2007. All the manuals have been updated, as have the references to applicable ordinances and laws. Significant responsibilities were also added to the Liaison Officer position. The Emergency Operations Center Liaison Officer position will now be responsible for making recommendations on issues related to persons with disabilities and others with access and functional needs whenever the Emergency Operations Center is activated. Suggestions made by the California Emergency Management Agency and other updates were incorporated to bring the Plan in accordance with best practices and new information in the emergency management field. A copy of the plan is available online and in the City Clerk's office for public view.

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To better understand the Plan, meet Federal training requirements, and ensure clarity of roles, authorities, and responsibilities, the Office of Emergency Management has included the *City Council Handbook for Emergencies and Disasters* as an executive summary.

As outlined in the attached City Council Handbook, City Council Members have a significant role in the City's emergency response and recovery as well as a vital role in disaster preparedness and mitigation. During and after a disaster Council Members' actions influence the community, ensure the continuation of government, and directly impact the City's ability to protect lives, property, and the environment.

The City Council's primary role during a disaster is one of policymaker, communicator, liaison, and spokesperson to the community, outside government agencies, and non-governmental agencies. The *City Council Handbook for Emergencies and Disasters* provides an important framework to the overall emergency organization, City Council disaster roles, authorities, and responsibilities, and assists in the disaster related decision-making process.

Copies of the *City Council Handbook for Emergencies and Disasters* will be placed in all City Council offices.

### **FISCAL IMPACT**

Approving the Plan causes no fiscal impact at this time. However, if the City were to be noncompliant with SEMS and NIMS, the City could lose thousands if not millions of dollars in state and federal reimbursements.

### **RECOMMENDATIONS**

Staff recommends that the City Council approve the *Emergency Operations Plan* dated August 2013. Staff also recommends that the City Council read and familiarize themselves with the Beverly Hills *Emergency Operations Plan* and the *City Council Handbook for Emergencies and Disasters*. Additional training can be received through the Office of Emergency Management.

Once the *Emergency Operations Plan* is approved, the following actions will be completed:

- Mayor signs the Letter of Promulgation which will be provided to all officials and employees, and published through a variety of sources in order to reach citizens,
- copies will be distributed as noted in the plan, including two copies that will be sent to the California Emergency Services Office,
- the Plan will be kept updated and reviewed every two years and
- City Council will place the copies of the Plan in their respective offices.

Currently, the plans, for your reference, are located in the City Council offices. The Plans will be placed on the City Council chairs before the August 20 meeting.

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Pamela Mottice-Muller 

# **Attachment 1**

**Emergency Operations Plan**

**Transmitted Under Separate Cover on July 26,  
2013**

# **Attachment 2**

**City Council Handbook for Emergencies and  
Disasters**

**Transmitted Under Separate Cover on July 26,  
2013**

# **Attachment 3**

**Letter of Promulgation**



## CITY OF BEVERLY HILLS

455 NORTH REXFORD DRIVE • BEVERLY HILLS, CALIFORNIA 90210

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 August 6, 2013.

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Mayor, City of Beverly Hills