



AGENDA REPORT

Meeting Date: October 2, 2007

Item Number: C-1

To: Honorable Mayor & City Council

From: Pamela Mottice-Muller, Director of Emergency Management

Subject:

- 1A) RESOLUTION OF THE DISASTER COUNCIL OF THE CITY OF BEVERLY HILLS DELEGATING TO CERTAIN EMPLOYEES OF THE CITY OF BEVERLY HILLS THE AUTHORITY TO ADMINISTER THE OATH OF OFFICE TO DISASTER SERVICE WORKERS
- 1B) RESOLUTION OF THE DISASTER COUNCIL OF THE CITY OF BEVERLY HILLS RECOMMENDING THAT THE CITY COUNCIL ADOPT THE CITY OF BEVERLY HILLS EMERGENCY OPERATIONS PLAN
- 1C) RESOLUTION OF THE COUNCIL OF THE CITY OF BEVERLY HILLS APPROVING THE CITY OF BEVERLY HILLS EMERGENCY OPERATIONS PLAN

Attachments:

- 1. Emergency Operations Plan (under separate cover)
- 2. Resolutions (3)
- 3. Letter of Promulgation

INTRODUCTION

The City's Emergency Operations Plan (EOP), with the assistance from all City departments, has been updated by the Office of Emergency Management. During the formal City Council meeting, as part of the updating process, the Disaster Council will be asked to delegate the authority to administer the Disaster Service Worker Loyalty Oath to additional City staff and to recommend the plan for City Council adoption. The City Council will then be asked to adopt the Plan.

DISCUSSION

The new Emergency Services Ordinance names members of the City Council as the Disaster Council. According to Chapter 4 Article 1 2-4-104 of the Municipal Code the Disaster Council has the following powers and duties:

- A. It shall be the duty of the Disaster Council, and it is hereby empowered:
- (1) To develop and recommend for adoption by the City Council, emergency and mutual aid plans and agreements, and such ordinances and resolutions and rules and regulations as are necessary to implement such plans and agreements.
 - (2) To forward a copy of any emergency plan developed and adopted by the City to the State of California Office of Emergency Services, including without limitation, the City of Beverly Hills Emergency Plan provided for in Section 2-4-109.
- B. The Disaster Council is hereby empowered:
- (1) To register disaster service workers; provided, however, that the Disaster Council may delegate the act of registering disaster service workers to others through the City of Beverly Hills Emergency Plan.
 - (2) To designate the individual responsible for keeping the registration of disaster service workers current, and for the accuracy and safekeeping of the official registration records, provided, however, that the documented proof that the disaster service worker has taken the oath of office shall be filed in the office of the City Clerk.
 - (3) To direct the activities of disaster service workers within the City through its role in the adoption of the City of Beverly Hills Emergency Plan. The Emergency Plan shall delegate to City staff the authority to direct the activities of disaster service workers during a Local Emergency, State of Emergency, or State of War Emergency.

During the City Council Formal meeting, the City Council will adjourn and a Disaster Council meeting will be held. During this meeting the Disaster Council will be asked the following:

- to delegate authority to additional City staff to administer the oath of office to Disaster Service Workers.
- to recommend the City of Beverly Hills City Council approve the new Emergency Operations Plan.

Once this is completed the Formal City Council meeting will be opened and the City Council will be asked to approve the Emergency Operations Plan.

Authority to Administer Oath of Office

Under state law, all Disaster Service Workers must be given the Disaster Service Loyalty Oath to be covered by Workers Compensation Insurance. The law states the Disaster Council, City Manager, City Clerk, City Treasurer, Fire and Police Chief and the City

Attorney have this authority to administer the Oath. Upon study, staff found a need to add additional staff to assist in the fulfillment of this duty. Having the expanded list of eligible staff will allow a number of individuals to provide the oath before, during and after a disaster. The Disaster Council, as well as all others as reflected in the state law, would retain their authority to directly administer the oath. Under the new resolution the authority will now be expanded to include all City department heads and senior management, all City employees in the Office of the City Clerk, and all City employees of the Administrative Services Department: Human Resources.

Emergency Operations Plan

The Emergency Operations Plan (EOP) addresses the City's planned response to emergency situations associated with all hazards such as 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 in an emergency. This plan establishes the emergency organization, assigns tasks, specifies policies and general procedures, and provides for the coordination of planning efforts of the various emergency staff and service elements utilizing the California Standardized Emergency Management System (SEMS) and the National Incident Management System (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, safety measures, reduce property loss, and protect the environment
- provide for 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 business 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 EOP is also designed to be compliant with SEMS and NIMS. SEMS/NIMS 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.

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

NIMS is the national framework for responding to and managing disaster. 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. Full federal preparedness assistance is conditional on full compliance with NIMS.

The EOP was submitted to the Governor's Office of Emergency Services for State approval. In a letter dated July 23, 2007 the State found, upon a review of the plan, the

plan to be *acceptable in accordance with requirements of the Emergency Services Act including the Standardized Emergency Management System and the California Mutual Aid Agreement.*

FISCAL IMPACT

There is no fiscal impact at this time. In order to ensure compliance under the federal National Incident Management System and the State Standardized Emergency Management System the City must have an Emergency Operations Plan.

RECOMMENDATION

Staff recommends the following actions during the Disaster Council meeting:

- approve the resolution delegating the authority to provide the oath to Disaster Service Workers
- recommend the updated Emergency Operations Plan for adoption.

Staff recommends the following actions during the City Council meeting:

- adopt the Emergency Operations Plan.

Once the Plan is approved, staff recommends the following actions:

- Mayor signs the "Letter of Promulgation" which will be provided to all officials, employees and through a variety of sources to all citizens,
- two copies of the EOP are sent to the Governor's Office of Emergency Services,
- and the plan kept updated and reviewed every three years.

Pamela Mottice-Muller Pam

RESOLUTION NO. 07-R-_____

RESOLUTION OF THE DISASTER COUNCIL OF THE
CITY OF BEVERLY HILLS DELEGATING TO CERTAIN
EMPLOYEES OF THE CITY OF BEVERLY HILLS THE
AUTHORITY TO ADMINISTER THE OATH OF OFFICE
TO DISASTER SERVICE WORKERS

WHEREAS, the California Emergency Services Act, Government Code Sections 8550 et seq., provides authority for local agencies to create a disaster council by ordinance, which disaster council shall have the authority to register and administer the oath of office to disaster service workers as provided by state law (Labor Code §§ 3211.9 et seq. and Government Code § 3102);

WHEREAS, the Disaster Council of the City of Beverly Hills is an accredited disaster council that has been created by ordinance and is empowered to register Disaster Service Workers pursuant to Section 2-4-104(B)(1) of the Beverly Hills Municipal Code;

WHEREAS, the Beverly Hills Municipal Code authorizes the Disaster Council to delegate the act of registering volunteer Disaster Service Workers to others through the City of Beverly Hills emergency plan;

WHEREAS, the Disaster Council has delegated the power to register volunteer Disaster Service Workers to all department heads and senior management, all employees of the Administrative Services Department: Human Resources Division and all employees in the City Clerk's office pursuant to the City of Beverly Hills Emergency Operations Plan; and

WHEREAS, as the appointing power for volunteer Disaster Service Workers, the Disaster Council may administer the oath of office to volunteer Disaster Service Workers or

delegate to others the authority in writing to administer the oath of office to volunteer Disaster Service Workers pursuant to Section 3104 of the Government Code;

NOW, THEREFORE, the Disaster Council of the City of Beverly Hills does hereby resolve as follows:

Section 1. In addition to those officers who may administer the oath of office pursuant to state law, the Disaster Council hereby delegates to all City department heads and senior management, all City employees of the Administrative Services Department: Human Resources Division and all City employees in the City Clerk's office of the City of Beverly Hills the authority to administer the oath of office to any volunteer Disaster Service Workers for the City of Beverly Hills, which oath of office must be administered prior to a Disaster Service Worker being registered as such by the Disaster Council or its designees.

Section 2. The Disaster Council hereby directs the City department heads and senior management, all City employees of the Administrative Services Department: Human Resources Division and all City employees in the City Clerk's office of the City of Beverly Hills, that upon registering a Disaster Service Worker, the completed registration form documenting that the oath of office has been taken by a Disaster Service Worker shall be filed with the City Clerk of the City of Beverly Hills.

Section 3. The City Clerk is hereby directed to forward a copy of this resolution to all department heads and senior management, all employees of the Administrative Services Department: Human Resources Division and all employees in the City Clerk's office.

Section 4. The City Clerk shall certify to the adoption of the Resolution and shall cause the Resolution and his certification to be entered in the Book of Resolutions of the Disaster Council of the City.

Adopted:

JIMMY DELSHAD
Chair of the City of
Beverly Hills Disaster Council

ATTEST:

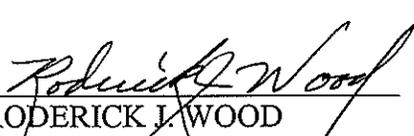
_____(SEAL)
BYRON POPE
Clerk of the Disaster Council

APPROVED AS TO FORM:



LAURENCE S. WIENER
Legal Counsel to Disaster Council

APPROVED AS TO CONTENT:



RODERICK J. WOOD
Manager of the Disaster Council

RESOLUTION NO. 07-R-_____

RESOLUTION OF THE DISASTER COUNCIL OF THE
CITY OF BEVERLY HILLS RECOMMENDING THAT THE
CITY COUNCIL ADOPT THE CITY OF BEVERLY HILLS
EMERGENCY OPERATIONS PLAN

WHEREAS, the City of Beverly Hills has long recognized its responsibility to mitigate the effects of natural, man-made or war-caused emergencies which result in conditions of disaster or extreme peril to life, property and the resources of the City, and generally to protect the health and safety and preserve the life and property of the people of the City;

WHEREAS, the California Emergency Services Act, Government Code Sections 8550 et seq., provides authority for local agencies to adopt plans pursuant to Section 8610 of the Government Code for meeting any condition constituting a Local Emergency, State of Emergency, or State of War Emergency, as those emergencies are defined under the California Emergency Services Act;

WHEREAS, Sections 2-4-101 and 2-4-109 of the Beverly Hills Municipal Code provide that the City of Beverly Hills Disaster Council is responsible for the development of emergency and mutual aid plans and agreements, which plans shall provide for the effective mobilization of all of the resources of the City, both public and private, to meet any condition constituting a Local Emergency, State of Emergency, or State of War Emergency and shall provide for the organization, powers and duties, services, and staff of the emergency organization;

WHEREAS, the proposed City of Beverly Hills Emergency Operations Plan incorporates all of the provisions required by the Beverly Hills Municipal Code, as well as the Standardized Emergency Management System and the National Incident Management System;

WHEREAS, a City of Beverly Hills emergency plan takes effect upon adoption by resolution of the City Council; and,

WHEREAS, the City of Beverly Hills Disaster Council has reviewed the City of Beverly Hills Emergency Operations Plan.

NOW, THEREFORE, the Disaster Council of the City of Beverly Hills does hereby resolve as follows:

Section 1. The Disaster Council hereby recommends to the City Council the adoption of the City of Beverly Hills Emergency Operations Plan, dated October 2, 2007.

Section 2. The Disaster Council hereby further recommends that the Director of Emergency Management should be granted the authority to approve any revisions, modifications or amendments to the City of Beverly Hills Emergency Operations Plan.

Section 3. Upon approval by resolution of the City Council, the City Clerk is hereby directed to forward two certified copies of the finalized City of Beverly Hills Emergency Operations Plan to the State of California Office of Emergency Services.

Section 4. The City Clerk shall certify to the adoption of the Resolution and shall cause the Resolution and his certification to be entered in the Book of Resolutions of the Disaster Council of the City.

Adopted:

JIMMY DELSHAD
Chair of the City of
Beverly Hills Disaster Council

[Signatures continue]

ATTEST:

_____(SEAL)
BYRON POPE
Clerk of the Disaster Council

APPROVED AS TO FORM:



LAURENCE S. WIENER
Legal Counsel to Disaster Council

APPROVED AS TO CONTENT:



RODERICK J. WOOD
Manager of the Disaster Council

RESOLUTION NO. 07-R-_____

RESOLUTION OF THE COUNCIL OF THE CITY OF
BEVERLY HILLS APPROVING THE CITY OF BEVERLY
HILLS EMERGENCY OPERATIONS PLAN

WHEREAS, the City of Beverly Hills has long recognized its responsibility to mitigate the effects of natural, man-made or war-caused emergencies which result in conditions of disaster or extreme peril to life, property and the resources of the City, and generally to protect the health and safety and preserve the life and property of the people of the City;

WHEREAS, the California Emergency Services Act, Government Code Sections 8550 et seq., provides authority for local agencies to adopt plans pursuant to Section 8610 of the Government Code for meeting any condition constituting a Local Emergency, State of Emergency, or State of War Emergency, as those emergencies are defined under the California Emergency Services Act;

WHEREAS, Sections 2-4-101 and 2-4-109 of the Beverly Hills Municipal Code provide that the City of Beverly Hills Disaster Council is responsible for the development of emergency and mutual aid plans and agreements, which plans shall provide for the effective mobilization of all of the resources of the City, both public and private, to meet any condition constituting a Local Emergency, State of Emergency, or State of War Emergency and shall provide for the organization, powers and duties, services, and staff of the emergency organization;

WHEREAS, the proposed City of Beverly Hills Emergency Operations Plan incorporates all of the provisions required by the Beverly Hills Municipal Code, as well as the Standardized Emergency Management System and the National Incident Management System;

WHEREAS, a City of Beverly Hills emergency plan takes effect upon adoption by resolution of the City Council; and,

WHEREAS, the City of Beverly Hills Disaster Council has submitted the City of Beverly Hills Emergency Operations Plan to the City Council and the City Council has reviewed that plan.

NOW, THEREFORE, the Council of the City of Beverly Hills does hereby resolve as follows:

Section 1. The City of Beverly Hills Emergency Operations Plan, dated October 2, 2007, is hereby adopted as the official emergency plan for the City of Beverly Hills. A copy of the plan is on file in the Office of the City Clerk.

Section 2. The Director of Emergency Management shall have the authority to approve any revisions, modifications or amendments to the City of Beverly Hills Emergency Operations Plan.

Section 3. The City Clerk is hereby directed to forward two certified copies of this resolution to the State of California Office of Emergency Services.

Section 4. The City Clerk shall certify to the adoption of the Resolution and shall cause the Resolution and his certification to be entered in the Book of Resolutions of the Council of the City.

Adopted:

JIMMY DELSHAD
Mayor of the City of
Beverly Hills, California

ATTEST:

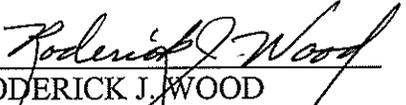
_____(SEAL)
BYRON POPE
City Clerk

APPROVED AS TO FORM:



LAURENCE S. WIENER
City Attorney

APPROVED AS TO CONTENT:



RODERICK J. WOOD
City Manager



JIMMY DELSHAD
MAYOR

CITY OF BEVERLY HILLS

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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 Plan. It will be reviewed and exercised periodically and revised as necessary to meet changing conditions.

The City Council gives its full support to this plan and urges all officials, employees, and citizens, individually and collectively, to do their share in the total emergency 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 October 2, 2007.

Mayor, City of Beverly Hills