

## Part One, Section One

### **Foreword (CW-#1)**

#### **General**

This Emergency Operations Plan (EOP) addresses the City of Bradbury's planned response to emergency/disaster situations associated with natural disasters, technological incidents and national security emergencies. The plan does not address 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 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 Bradbury. This plan is flexible enough to use in all emergencies and will facilitate response and short-term recovery activities. **(CW-#1)**

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.

#### **Assumptions**

- The City of Bradbury is hereafter referred to as the “City” in this plan unless otherwise noted.
- The City is responsible for emergency/disaster actions and will commit all available resources to save lives, minimize injury to persons, minimize damage to property and preserve the environment.
- The City will utilize SEMS and NIMS in emergency/disaster response operations.
- The City will use the Incident Command System (ICS) and the Multi-agency Coordination System (MACS) at all incidents and events.
- As specified in the City's Emergency Services Ordinance, the Director of Emergency Services (City Manager) will coordinate the City's disaster response.
- The City will participate in the Los Angeles County Operational Area.
- The Los Angeles County Operational Area is hereafter referred to as the “Operational Area” in this plan unless otherwise noted.
- Mutual aid assistance will be requested when disaster response and relief requirements exceed the City's ability to meet them.

#### **Emergency/Disaster Management Goals**

- Provide effective life safety measures and reduce property loss.
- Provide for the rapid resumption of community services.
- Provide accurate documentation required for cost recovery efforts.

### **Organization of the Emergency Operations Plan (EOP)**

- **Part One – Basic Plan.** Overall organizational and operational concepts of response and recovery, overview of potential hazards and a description of the emergency/disaster response organization.
- **Part Two – EOC Appendices and Annexes**
  - Checklists and supporting documents for each function/position.
  - Supporting documents follow each functional sectional checklist.
  - Appendices
    - Appendix A (Restricted Use) – public safety sensitive information, i.e., emergency and city-specific information including telephone numbers...Will not be published with Emergency Operations Plan.
    - Appendix B – City policies relating to administration and logistics of the EOP (non-public safety sensitive information)
- **Part Three, Other Annexes** – (hazard specific plans, operational plans, standard operating procedures, etc.)
- **Part Four, Forms**

### **Activation of the Emergency Operations Plan (EOP)**

- On the order of the City Manager or other designated authority.
- When the Governor has proclaimed a State of Emergency in an area including this jurisdiction.
- Automatically on the proclamation of a State of War Emergency as defined in 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 or the observation of a nuclear detonation.

### **Approval and Promulgation of the Emergency Operations Plan (EOP)**

This Emergency Operations Plan (EOP) will be reviewed by all City Staff and other agencies assigned a primary function in the City Emergency/Disaster Responsibilities Matrix (**see Section Eight, Chart 2**). Upon completion of review and written concurrence by these agencies, the EOP will be submitted to the Governor's Office of Emergency Services, Southern Region, for review and then to the City Council for adoption. Upon concurrence by the City Council, the plan will be officially adopted and promulgated.

### **Maintenance of the Emergency Operations Plan (EOP) (CW-#36)**

The EOP will be reviewed regularly to ensure that plan elements are valid and current. Each organization will review and upgrade its portion of the EOP and its standard operating procedures (SOPs) as required by SEMS and NIMS regulations. Changes in government structure and emergency response organizations will also be considered in the EOP revisions. The City's Management Analyst is responsible for making revisions to the EOP and will prepare, coordinate, publish and distribute any necessary changes to the plan to all City staff and other agencies as shown on the distribution list on page **(Insert correct page number for Distribution List)** of this EOP.

The City's Manager will also review documents that provide the legal basis for emergency planning to ensure conformance to SEMS/NIMS requirements and modify the EOP as necessary.

**Department/Agency Plan Concurrence (CW-#2)**

<b>Department/Agency</b>	<b>Signature of Representative</b>	<b>Title</b>	<b>Date</b>
Director of Emergency Services (City Manager)			
City Attorney			
City Clerk			
Management Analyst			
City Engineer			
Building & Safety Department			
City Planner			
LA County Sheriff's Department			
LA County Fire Department			

Adoption Date: \_\_\_\_\_

## **Letter of Promulgation (CW-#3)**

TO: Officials, Employees and Citizens of the City of Bradbury

The preservation of life and property is an inherent responsibility of local, state and federal government. The City has prepared this Emergency Operations Plan (EOP) 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 California Emergency 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 effort of the City.

Concurrence of this promulgation letter constitutes the adoption of the Standardized Emergency Management System, the National Incident Management System and the Incident Command System by the City. This EOP will become effective on adoption by the City Council.

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Mayor  
City of Bradbury



