

Emergency Management Plan

202.1 PURPOSE AND SCOPE

The City has prepared an Emergency Management Plan for use by all employees in the event of a major disaster or other emergency event. The plan provides for a strategic response by all employees and assigns specific responsibilities in the event that the plan is activated (Government Code § 8610).

202.2 ACTIVATING THE EMERGENCY PLAN

The Emergency Management Plan can be activated on the order of the official designated by local ordinance.

202.2.1 RECALL OF PERSONNEL

In the event that the Emergency Management Plan is activated, all employees of the Santa Monica Police Department are subject to immediate recall. Employees shall consider any catastrophic event occurring within the City of Santa Monica to be an automatic recall. Catastrophic disasters may be defined as, but not limited to, earthquake, civil unrest, tidal wave, hurricane, conflagration, and war hostilities. Employees may also be subject to recall during extraordinary circumstances as deemed necessary by the Chief of Police or the authorized designee.

Prior to responding to work for a catastrophic disaster, employees shall telephone their immediate supervisor, Watch Commander, or the Front Office to determine if they are needed. If telephone contact cannot be made, the employee shall report to their place of assignment. Employees shall not respond to other law enforcement agencies unless advised to do so by a supervisor.

In the event an employee is on pre-approved annual vacation leave, they should attempt to contact the Watch Commander and advise him/her of their status. If circumstances prevent the employee from responding, a notification should be made to the Deputy Chief, or their designee.

Failure to promptly respond to an order to report for duty may result in discipline.

202.3 EMERGENCY OPERATIONS CENTER (EOC)- REDACTED

202.4 EOC ACTIVATION- CITY WIDE PLAN- REDACTED

202.5 EOC POLICE DEPARTMENT ORGANIZATION

The EOC may not require a formal operation at Level I, with appropriate emergencies being handled by available on-duty safety employees, the City emergency manager, and other City departments as needed.

- a) The Police Department will be organized at three levels during a Level II or Level III EOC activation

- 1. Incident Command Post (Field). There may be one or more major problems in the

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2. field, which result in an EOC activation. These incidents may be handled in the field by the establishment of a single field command post, with a single Incident Commander or Unified Command; or multiple incidents may be so complex and/or separated by such distance that they require separate command posts and incident commanders.
 - a) In the Incident Command System, a Unified Command is an authority structure in which the role of the incident commander is shared by two or more individuals, each already having authority in a different responding agency.
 - b) The Incident Commander/Unified Command and their staff are responsible for the development of the plan and the tactics necessary to mitigate their incident, or to provide support for the City department responsible for mitigation efforts. The commander and staff also are responsible for recording all police personnel, supplies and equipment used at their incident for later transmittal to the Department Operations Center (DOC).
3. The Department Operations Center (DOC) will operate out of the Operations Division, or other location chosen by the DOC Commander. The DOC is responsible for the overall management of all incidents being handled by the Police Department. The DOC will allocate police resources according to the priorities assigned to each incident by the EOC, and will be the communications link between the field command posts and the EOC. The DOC Commander will review all field activity in light of the existing mission and priorities and will coordinate requests for resources, to be forwarded to the EOC. The DOC staff will engage in long range planning and organization of the overall police field response and they will collect information concerning personnel, supplies and equipment used by all police field operations for transmittal to the EOC.
 - a) The duty Watch Commander will be the DOC Commander, in the absence of the DOC Commander or their designee. Once the DOC Commander arrives and assumes command, the Watch Commander becomes a section coordinator for the DOC Commander. The Watch Commander's duties will then be to coordinate station activities and station security, as well as any other duties assigned by the DOC Commander.
4. The Emergency Operations Center (EOC) manages the overall City response to major disasters. The EOC does not plan the Police Department field response, but it does coordinate interdepartmental activity, implements City policy, determines the mission and priorities, and provides direction and the authority to act. It is the link between the City and any outside resources. EOC staff members engage in long range planning and coordination with outside agencies. The EOC also is the source of information for the public, via the Public Information Officers (PIOs) who are assigned to the EOC. The EOC provides the cost recovery efforts for the City, by tracking and reporting the personnel, supplies and equipment used by the various City departments.
 - a) National Incident Management System (NIMS) is the required emergency/ disaster response system. The organizational structure briefly described above is all a part of NIMS, which is mandated by Homeland

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- b) Security Presidential Directive-5 (HSPD-5). Failure to use the NIMS structure or failure to train staff to use it can result in loss of disaster recovery funds.
- c) The Incident Command System (ICS) is a nationally recognized system for managing incidents as well as pre-planned events. It consists of a modular and flexible organizational structure and contains features such as management of objectives, action planning, span of control, organizational hierarchy, accountability and resource management. The nationwide organization is as follows, beginning at the local field level:
 - 1. The Incident Command Post is the field response level of organization.
 - 2. A Department Operations Center (DOC) is the individual City department organizational level.
 - 3. The EOC for the City of Santa Monica manages the overall City response and will communicate situation and resource status information to the Los Angeles County Operational Area and other outside agencies via designated countywide emergency reporting system. The Los Angeles County Office of Emergency Management (OEM) is the day-to-day Los Angeles County Operational Area coordinator for the entire geographic area of the county and tasked with maintaining the County Emergency Operations Center (CEOC).
 - 4. The Operational Area County EOC reports to the Regional Emergency Operations Center (REOC). Santa Monica is in Region I, which includes Orange, Los Angeles, Ventura, Santa Barbara, and San Luis Obispo Counties. The Region I EOC is located at Los Alamitos. Region I and Region VI are the two southern regions, both of which are managed through the Los Alamitos REOC.
 - 5. The various REOC's are managed by the Governor's Office of Emergency Services (O.E.S).
 - 6. The various City EOC assignments and the Police Department assignments for both the EOC and DOC are found in the "Emergency Recall Directory" located in the white notebook (with the Santa Monica City Seal) in the Watch Commander's Office.

202.6 EARTHQUAKE RESPONSE

After a major earthquake has occurred and it is verified that the City has or will be affected, the Watch Commander shall ensure that the following steps are taken:

- (a) Assure that all on-duty station and field personnel are uninjured and accounted for

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- (b) Ensure that the Communications Center is operational
- (c) Ensure the safety of all inmates within the Jail Facility
- (d) If necessary, relocate emergency vehicles from the garage to a safe area until structural integrity of the Public Safety Facility is determined
- (e) Initiate steps to provide alternate communications if the Public Safety Facility telephones and/or radios are not operational
- (f) Notify the Chief of Police and Command Staff
- (g) Initiate recall or contact of Department and City personnel, as necessary
- (h) Initiate Windshield Survey inspections of critical facilities by field personnel. A Windshield Survey is a phrase to describe the initial response taken by emergency responders and will be the first damage assessment in the event of a major disaster. It may occur as an event is still in progress, or immediately afterwards, as with the above example of an earthquake disaster. The damage assessment provides the initial extent and boundaries of the damaged area, and helps determine the scope of response, i.e. where the most critical needs are. This survey is a tool used to prioritize the immediate needs of our City. In conducting a Windshield Survey, field personnel should follow these guidelines:
 - 1. Use a Windshield Survey Form (#0814) to report conditions of damage or other facts that will affect emergency responses, i.e. major road damage, blocked roadways, collapsed structures, integrity of high occupancy buildings, casualty estimates, conditions of traffic signals, street lighting, etc.
 - 2. Relay observations to the Communications Center. If normal radio or telephone methods are unavailable and there are no other alternatives, then officers should return to PSF when their Windshield Surveys are completed.
 - 3. Resources should not be committed to any specific large-scale incident until all Windshield Surveys have been completed and evaluated.
 - 4. Note: Personnel conducting the Windshield Surveys should prioritize their Windshield Survey checklist. Factors such as departmental staffing conditions, holidays, and the time of day may influence the priority of the sites being checked. Additionally, high occupancy structures such as schools and office buildings should be emphasized in the daytime, while hotels should be emphasized during nighttime hours.

202.7 LOCATION OF PLAN

The Emergency Management Plan is available in Administrative Services and the Watch

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Commander's office. All supervisors should familiarize themselves with the Emergency Management Plan. The Administrative Services supervisor should ensure that Department personnel are familiar with the roles police personnel will play when the plan is implemented.

202.8 UPDATING OF MANUALS

The Chief of Police or designee shall review the Emergency Management Plan Manual at least once every two years to ensure that the manual conforms to any revisions made by the National Incident Management System (NIMS) and the Standardized Emergency Management System (SEMS) and should appropriately address any needed revisions.