



# City of Culver City

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## Staff Report Details (With Text)

**File #:** 16-328      **Version:** 1      **Name:** Adoption of Emergency Operations Plan  
**Type:** Resolution      **Status:** Action Item  
**File created:** 10/13/2016      **In control:** City Council Meeting Agenda  
**On agenda:** 10/24/2016      **Final action:**  
**Title:** CC:DC - (1) Culver City Disaster Council Adoption of Resolutions (A) Recommending to City Council the Adoption of the Culver City Emergency Operations Plan; and (B) Delegating the Authority of the Disaster Council to Department Heads, Certain Senior Management, City Clerk's Department and All Employees in Human Resources to Register Disaster Service Workers; and (2) the City Council (A) Adoption of a Resolution (A) Adopting the Emergency Operations Plan; and (B) Approval of Memorandums of Understanding with Various Veterinarian Hospitals and Volunteer Organizations for the Care and Sheltering of Animals during Times of Emergency/Disaster.

### Sponsors:

### Indexes:

### Code sections:

**Attachments:** 1. 2016-10-24\_ATT NO. 1\_Disaster Council RESO re Recommendation of EOP.pdf, 2. 2016-10-24\_ATT NO. 2\_Disaster Council RESO Delegating authority re registering disaster workers.pdf, 3. 2016-10-24\_ATT NO. 3\_City Council RESO Adopting EOP.pdf, 4. Emergency Operations Plan

Date	Ver.	Action By	Action	Result
10/24/2016	1	City Council Meeting Agenda		

**CC:DC - (1) Culver City Disaster Council Adoption of Resolutions (A) Recommending to City Council the Adoption of the Culver City Emergency Operations Plan; and (B) Delegating the Authority of the Disaster Council to Department Heads, Certain Senior Management, City Clerk's Department and All Employees in Human Resources to Register Disaster Service Workers; and (2) the City Council (A) Adoption of a Resolution (A) Adopting the Emergency Operations Plan; and (B) Approval of Memorandums of Understanding with Various Veterinarian Hospitals and Volunteer Organizations for the Care and Sheltering of Animals during Times of Emergency/Disaster.**

**Meeting Date:** October 24, 2016

**Contact Person/Dept:** Christine Parra/Fire Administration  
Lisa Vidra, City Attorney's Office

**Phone Number:** 310-253-5909/310-253-5600

**Fiscal Impact:** Yes ☐ No ☒

**General Fund:** Yes ☐ No ☒

**Public Hearing:** ☐

**Action Item:** ☒

**Attachments:** ☐

**Commission Action Required:** Yes ☐ No ☒

**Public Notification:** (E-Mail) Meetings and Agendas - City Council (10/19/2016); (E-Mail) Distribution List Subscribers through GovDelivery to the Public Safety Events, Press Organizations and Public Notifications subscription lists (10/12/16); (E-Mail) CERT (Community Emergency

Response Teams) members (10/12/16), CCARES (Culver City Amateur Radio Emergency Services) members (10/12/16), Area A Mutual Aid Cities (10/12/16).

**Department Approval:** Dave White, Fire Chief (10/13/16)

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## **RECOMMENDATION**

Staff recommends:

1. The Disaster Council adopt respective Resolutions (A) recommending to the City Council the adoption of the City of Culver City Emergency Operations Plan; and (B) delegating authority to department heads, certain senior management, the City Clerk's department and all employees in Human Resources to register volunteer Disaster Service Workers; and
2. The City Council (A) adopt a Resolution adopting the Emergency Operations Plan; and (B) approve Memorandums of Understanding with veterinarian hospitals and volunteer organizations, for the care and shelter of animals during times of emergency/disaster.

## **BACKGROUND/DISCUSSION**

### **Emergency Operations Plan**

The City of Culver City maintains a well-staffed, highly trained police force and fire department. On a daily basis, both the police and fire departments are capable of responding to and mitigating a wide range of emergency calls throughout the City. However, in the event of a large scale disaster or major catastrophe, the City's first responders will become overwhelmed within minutes. When such an event takes place, the City of Culver City will need to activate the Emergency Operations Plan (EOP), staff the City's Emergency Operations Center, and request mutual aid through the Los Angeles County Office of Emergency Management.

The California Emergency Services Act (codified in California Government Code Sections 8550 et seq.) (the "Act") provides the basic authority for conducting emergency operations following a proclamation of Local Emergency, State of Emergency or State of War Emergency by the Governor and/or appropriate local authorities, consistent with the provisions of the Act.

The California Emergency Plan, which is promulgated by the Governor, is published in accordance with the Act and provides overall statewide authorities and responsibilities, and describes the functions and operations of government at all levels during emergencies or disasters. Section 8568 of the Act states, in part, that "the State Emergency Plan shall be in effect in each political subdivision of the state, and the governing body of each political subdivision shall take such action as may be necessary to carry out the provisions thereof." Local emergency plans are, therefore, considered to be extensions of the California Emergency Plan.

The EOP outlines various City activities in the event of an emergency, including activating and staffing the Emergency Operations Center, training City staff on the Incident Command System, fulfilling Federal Emergency Management Agency (FEMA) requirements, receiving reimbursements

from the Federal Disaster Relief Fund, and complying with the California Emergency Services Act. The EOP also provides a “best practice” scenario, essential to a focused, complete and effective response for the City of Culver City.

In 1999, the City’s EOP was referred to as the Multi-Hazard Functional Emergency Plan. The EOP was prepared based upon a prototype model developed by the Los Angeles County “SEMS MHFP Committee” which integrated the State’s Standardized Emergency Management System and met FEMA’s planning guidance requirements. In 2002, the EOP was updated using the same prototype model as in 1999.

The EOP was updated in 2006, with the assistance of consultant Wendy Milligan of Terra Firma Enterprises. Beginning in 2014, Terra Firma Enterprises again assisted the City in updating the EOP, resulting in the proposed EOP for City Council’s consideration.

The EOP has been updated and revised to reflect organizational changes within the City government structure, to incorporate the City’s Emergency Alerting and Notification Systems, and to incorporate the latest best practices in emergency management. The EOP is divided into several sections: Introduction; Basic Plan; Emergency Organization Functions; Annexes; and Appendices.

Part One of the EOP - contains the Introduction and Basic Plan Sections. These sections provide the overall organizational and operational concepts relative to response and recovery, as well as an overview of potential hazards.

Part Two of the EOP - contains the Emergency/Disaster Response Organization Functions. In this section you will find the description of the emergency/disaster response organization, checklists and reference material.

Annexes and Appendices - contains the emergency/disaster organization’s notification numbers, other essential numbers, lists of locations of shelters, critical facilities, and forms. The Animals in Disaster Response Plan is included as an Annex.

After the EOP was drafted, each department head in the City reviewed the sections of the EOP relevant to that department. After review, each department head signed off on the EOP. In 2015, the EOP was sent to the State of California, Office of Emergency Services for review and “acceptance”. On March 11, 2016, the EOP was returned as “acceptable and in accordance with the requirements of the Emergency Services Act, the California Master Mutual Aid Agreement,” consistent with state guidance available at the time the EOP was developed and ready to be adopted by City Council.

A copy of the EOP is available in the City’s Clerk’s office and on the City’s website at [www.culvercity.org/emergencyprep](http://www.culvercity.org/emergencyprep) <<http://www.culvercity.org/emergencyprep>> for the public to review.

### Disaster Council

In 1943, due to concern regarding an invasion along the United States Pacific border, the War Powers Act and California War Council were created. The California War Council was tasked with helping cities and counties with civil defense and local war councils. During the war effort, human resources were inadequate to address local mass attacks or natural disasters. As a result, local war councils were forced to recruit numerous civilian volunteers.

A challenge that was recognized early on was that civilian volunteers injured while volunteering, were not covered under the 1942 California Workmen's Compensation Act (later re-named workers' compensation). This oversight seriously impaired volunteer recruitment. As a result, Legislature addressed this problem with the War Powers Act. The War Powers Act provided benefits to volunteers if they were injured in the course of his or her volunteer duty. The City previously (in 2010) adopted a Resolution that its registered disaster service workers who are injured while providing disaster service may benefit by these provisions of state law, and receive worker's compensation benefits under Chapter 10 of Division 4 of Part 1 of the Labor Code. One requirement of this benefit was that the volunteers must be registered with an "accredited" local War Council (also known as a Disaster Council). The City of Culver City became an accredited Disaster Council on June 16, 1949.

Culver City Municipal Code (CCMC) Section 3.09.035, "Emergency Plan," states that the Culver City Disaster Council is responsible for the development of the City of Culver City Emergency Operations Plan. The plan takes effect upon adoption by resolution of the City Council.

The Disaster Council, per CCMC Section 3.09.015, consists of the members of the City Council. The Mayor serves as the Chairperson, and the Vice Mayor serves as Vice Chairperson.

The duties of the Disaster Council are:

1. To develop and recommend for adoption to City Council emergency and mutual aid plans, agreements, ordinances and resolutions as necessary to implement such plans and agreements;
2. To forward a copy of the Emergency Plan adopted by the City to the State of California Office of Emergency Services;
3. To register disaster service workers or delegate the act of registering disaster service workers to others through the Emergency Plan;
4. 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; and
5. To direct the activities of disaster service workers within the City through its role in the adoption of the City of Culver City Emergency Plan.

Staff recommends the Disaster Council, by adoption of the respective proposed Resolutions, recommend to the City Council adoption of the proposed EOP; and delegation of the power to register volunteer Disaster Service Workers to various City staff members, including department heads, certain senior management, the City Clerk's department and all employees in Human Resources. From a practical standpoint, it would be inefficient for the Disaster Council to be tasked with registering Disaster Service Workers and giving the state oath, whether in advance of or during an emergency.

Should the Disaster Council recommend adoption of the EOP, staff recommends the City Council adopt the EOP by resolution.

#### Animals in Disaster Response Plan

After the widely reported hardships of Hurricane Katrina victims attempting to seek life-saving assistance for themselves and their pets, the City recognized the need to consider pet shelter, care

and other related services as part of the City's overall emergency response and recovery planning efforts.

In addition, two legislative bills were passed to require federal and/or state agencies to incorporate animal/pet care as part of emergency preparedness planning. The Pet Evacuation and Transportation Standards Act of 2006 authorized FEMA to 1) study and develop plans to take into account the needs of individuals with pets and service animals prior to, during and following a major disaster or emergency, and 2) provide financial and other assistance essential to rescue, care, shelter and related needs to individuals with household pets and service animals as a result of a major disaster.

As an Annex to the City's EOP, the City of Culver City Animals in Disaster Response Plan provides guidance on how the City will care for and shelter animals in need during times of sudden emergency or disaster. The Animals in Disaster Response Plan also identifies the City's statement of purpose and objectives when caring for animals during disaster. The plan pre-identifies collection sites where animals can be taken should they require medical evaluation, treatment and/or temporary housing.

By signing Memorandums of Understanding (MOU) with pre-identified veterinarian hospitals/clinics and volunteer care groups, the City will fulfill the purpose and objectives of the Animals in Disaster Response Plan. The veterinarian hospitals/clinics will act in coordination with the City's animal services division in emergency response, and will set up temporary triage animal centers staffed with a licensed veterinarian and supervised and trained staff. They will also assist in supplying lost and found animal information services to the public.

Staff recommends the City Council authorize staff to enter into Memorandums of Understanding (MOUs) with the following veterinarian hospitals/clinics and volunteer animal care groups:

1. Culver City Animal Hospital;
2. Culver Palms Animal Hospital;
3. City of Angels Veterinary Specialty Center; and
4. United Animal Nations d.b.a. Red Rover.

## **FISCAL ANALYSIS**

No fiscal impact anticipated.

## **ATTACHMENTS**

1. Proposed Resolution of the Disaster Council recommending adoption of the Culver City Emergency Operations Plan
2. Proposed Resolution of the Disaster Council delegating authority to City staff to register disaster workers
3. Proposed Resolution of the City Council adopting the Emergency Operations Plan
4. Copy of the Emergency Operations Plan

## **RECOMMENDED MOTION(S)**

That the Disaster Council:

1. Adopt a Resolution recommending to City Council the adoption of the Culver City Emergency Operations Plan; and,
2. Adopt a Resolution delegating authority to register volunteer Disaster Service Workers to department heads, certain senior management, the City Clerk's department and all employees in Human Resources.

That the City Council:

1. Adopt a Resolution adopting the Emergency Operations Plan;
2. Approve MOUs with animal hospitals/clinics and volunteer organizations for the care and shelter of animals during sudden emergencies and disasters;
3. Authorize the City Attorney to review/prepare the necessary documents; and
4. Authorize the City Manager to execute such documents on behalf of the City.