

CITY OF IRWINDALE

5050 N. IRWINDALE AVE., IRWINDALE CA 91706 • PHONE: (626) 430-2200 • FACSIMILE: 962-4209



NOTICE AND AGENDA FOR THE SPECIAL AND REGULAR MEETING OF THE

CITY COUNCIL

SUCCESSOR AGENCY TO THE IRWINDALE COMMUNITY REDEVELOPMENT AGENCY

MARCH 24, 2021

**SPECIAL MEETING – 5:30 P.M. - CLOSED SESSION
REGULAR MEETING - 6:30 P.M. - OPEN SESSION**

IRWINDALE CITY COUNCIL CHAMBER

CLOSED SESSION / OPEN SESSION – CITY COUNCIL CHAMBER

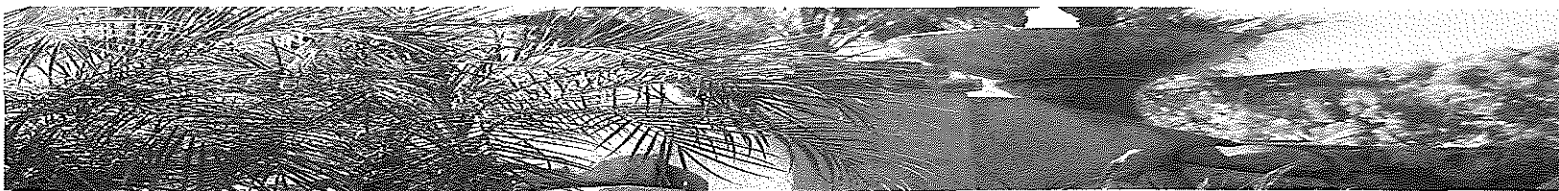
(Closed to the Public)

Pursuant to Executive Order N-29-20

The Governor has declared a State of Emergency to exist in California as a result of the threat of COVID-19 (aka the “Coronavirus”). The Governor also issued Executive Order N-25-20, which directs Californians to follow public health directives including canceling large gatherings. The Executive Order also allows local legislative bodies to hold meetings via conference calls while still meeting state transparency requirements.

The public’s health and well-being are the top priority for the City, and you are urged to take all appropriate health safety precautions. To facilitate this process, the meeting and opportunities to participate will also be available through the following options:

<https://attendee.gotowebinar.com/rt/3484420930268753680>



Spontaneous Communications: The public is encouraged to address the City Council on any matter listed on the agenda or on any other matter within its jurisdiction. The City Council will hear public comments on items listed on the agenda during discussion of the matter and prior to a vote. The City Council will hear public comments on matters not listed on the agenda during the Spontaneous Communications period.

Pursuant to provisions of the **Brown Act**, no action may be taken on a matter unless it is listed on the agenda, or unless certain emergency or special circumstances exist. The City Council may direct staff to investigate and/or schedule certain matters for consideration at a future City Council meeting.

Americans with Disabilities Act: In compliance with the ADA, if you need special assistance to participate in a City Council meeting or other services offered by this City, please contact City Hall at (626) 430-2200. Assisted listening devices are available at this meeting. Ask the Chief Deputy City Clerk if you desire to use this device. Upon request, the agenda and documents in the agenda packet can be made available in appropriate alternative formats to persons with disabilities. Notification of at least 48 hours prior to the meeting or time when services are needed will assist the City staff in assuring that reasonable arrangements can be made to provide accessibility to the meeting or service.

Note: Staff reports are available for inspection at the office of the Chief Deputy City Clerk, City Hall, 5050 N. Irwindale Avenue, during regular business hours (8:00 a.m. to 6:00 p.m., Monday through Thursday).

Code of Ethics

As City of Irwindale Council Members, our fundamental duty is to serve the public good. We are committed to the principle of an efficient and professional local government. We will be exemplary in obeying the letter and spirit of Local, State and Federal laws and City policies affecting the operation of the government and in our private life. We will be independent and impartial in our judgment and actions.

We will work for the common good of the City of Irwindale community and not for any private or personal interest. We will endeavor to treat all people with respect and civility. We will commit to observe the highest standards of morality and integrity, and to faithfully discharge the duties of our office regardless of personal consideration. We shall refrain from abusive conduct, personal charges or verbal attacks upon the character or motives of others.

We will inform ourselves on public issues, listen attentively to public discussions before the body, and focus on the business at hand. We will base our decisions on the merit and substance of that business. We will be fair and equitable in all actions, claims or transactions. We shall not use our official position to influence government decisions in which we have a financial interest or where we have a personal relationship that could present a conflict of interest, or create a perception of a conflict of interest.

We shall not take advantage of services or opportunities for personal gain by virtue of our public office that are not available to the public in general. We shall refrain from accepting gifts, favors or promises of future benefit that might compromise our independence of judgment or action or give the appearance of being compromised.

We will behave in a manner that does not bring discredit or embarrassment to the City of Irwindale. We will be honest in thought and deed in both our personal and official lives.

Ultimate responsibility for complying with this Code of Ethics rests with the individual elected official. In addition to any other penalty as provided by law, violation of this Code of Ethics may be used as a basis for disciplinary action or censure of a Council Member.

These things we hereby pledge to do in the interest and purposes for which our government has been established.

IRWINDALE CITY COUNCIL



SPECIAL MEETING - CLOSED SESSION – 5:30 P.M.

A. CALL TO ORDER

B. ROLL CALL: Councilmembers: Albert F. Ambriz, Mark A. Breceda, Manuel R. Garcia;
Mayor Pro Tem Larry G. Burrola; Mayor H. Manuel Ortiz

SPONTANEOUS COMMUNICATIONS

Spontaneous communications are limited to the special meeting agenda items only.

C. RECESS TO CLOSED SESSION

1. Conference with Labor Negotiator

Pursuant to California Government Code Section 54957.6

Agency Designated Representatives: William Tam, City Manager; Adrian Guerra, Legal
Counsel

Employee Organizations: IMEA, ICEA, IPOA, and Unrepresented Employees

2. Conference with Legal Counsel – Existing Litigation

Pursuant to California Government Code Section 54956.9

Case Name: Golden State Environmental Justice Alliance v. City of Irwindale, et. al.
Case Number: 20STPCP04070

3. Public Employee Performance Evaluation

Pursuant to California Government Code Section 54957

Title: City Manager

D. RECONVENE IN OPEN SESSION

E. REPORT FROM CLOSED SESSION

F. ADJOURNMENT

OPEN SESSION – 6:30 P.M.

- A. **CALL TO ORDER**
- B. **PLEDGE OF ALLEGIANCE**
- C. **INVOCATION**
- D. **ROLL CALL:** Councilmembers: Albert F. Ambriz, Mark A. Breceda, Manuel R. Garcia;
Mayor Pro Tem Larry G. Burrola; Mayor H. Manuel Ortiz
- E. **CHANGES TO THE AGENDA**
- F. **COUNCIL MEMBER TRAVEL REPORTS**
- G. **COUNCILMEMBER COMMENTS**
- H. **INTRODUCTION OF NEW EMPLOYEES/PROMOTIONS**
- I. **PROCLAMATIONS / PRESENTATIONS / COMMENDATIONS**

Chamber of Commerce Business of the Month – Southern California Edison

SPONTANEOUS COMMUNICATIONS

This is the time set aside for members of the audience to speak on items not on this agenda. State law prohibits any Council discussion or action on such communications unless 1) the Council by majority vote finds that a catastrophe or emergency exists; or 2) the Council by at least four votes finds that the matter (and need for action thereon) arose within the last five days. Since the Council cannot (except as stated) participate it is requested that all such communications be made in writing so as to be included on the next agenda for full discussion and action. If a member of the audience feels he or she must proceed tonight, then each speaker will be limited to 3 minutes unless such time limits are extended.

1. CONSENT CALENDAR

The Consent Calendar contains matters of routine business and is to be approved with one motion unless a member of the City Council requests separate action on a specific item. At this time, members of the audience may ask to be heard regarding an item on the Consent Calendar.

A. Minutes

Recommendation: Approve the following minutes:

- 1. Special meeting held March 10, 2021
- 2. Regular meeting held March 10, 2021

B. Warrants/Demands/Payroll

Recommendation: Approve

C. Rejection of Claim: Alexander Rendon vs. City of Irwindale

Recommendation: (1) Reject the claim of Alexander Rendon vs. City of Irwindale; and
(2) Direct staff to send a letter of rejection.

D. Approve a Fee Waiver for the American Red Cross Waiving City Facilities Rental Fees

Recommendation: **Adopt Resolution No. 2021-28-3240** entitled, "A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF IRWINDALE APPROVING A FEE WAIVER FOR THE AMERICAN RED CROSS 501(c)3 NON-PROFIT ORGANIZATION, WAIVING CITY FACILITY RENTAL FEE".

2. **NEW BUSINESS**

At this time, members of the audience may ask to be heard regarding an item on New Business.

A. Adoption of the 2021 Legislative Platform

Recommendation: Approve the 2021 Legislative Platform

DEPARTMENT: Administration

B. Consideration of Organizational Changes to Enhance Structure to better Meet the Needs of the Community and Sustain Demanded Service Levels

Recommendation: (1) **Adopt Resolution No. 2021-22-3234** entitled, "A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF IRWINDALE APPROVING A NEW JOB CLASSIFICATION AND ASSOCIATED JOB SPECIFICATION, FREEZING AND UNFREEZING CERTAIN MANAGEMENT CLASSIFICATIONS, APPROVING UPDATES ON EXISTING JOB SPECIFICATIONS, AND CREATING A NEW PUBLIC SERVICES DEPARTMENT"; (2) **Adopt Resolution No. 2021-23-3235** entitled, "A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF IRWINDALE REPLACING RESOLUTION NO. 2020-50-3160, ADOPTING A SCHEDULE OF SALARIES AND BENEFITS FOR UNCLASSIFIED MANAGEMENT EMPLOYEES; (3) **Adopt Resolution No. 2021-29-3241** entitled, "A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF IRWINDALE REPLACING RESOLUTION NO. 2020-83-3243, ESTABLISHING THE NUMBER OF POSITIONS, SCHEDULE OF CLASSES, COMPENSATION, AND BENEFITS FOR CITY EMPLOYEES".

DEPARTMENT: Administration

- C. Adopt a Comprehensive Update to the City's Emergency Operations Plan. Adopt and Train staff on Using an Irwindale Specific and California Office of Emergency (CalOES) Continuity of Operations Plan in the Event of a Disaster

Recommendation: **Adopt Resolution No. 2021-25-3237** entitled, "A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF IRWINDALE TO ADOPT AN AMENDED EMERGENCY OPERATIONS PLAN AND CONTINUITY OF OPERATIONS PLAN FOR THE CITY OF IRWINDALE"; (1) Adopt the resolution approving the City of Irwindale Emergency Operations Plan and the Continuity of Operation Plan and authorizing the Assistant Director of Emergency Services to submit the plans to the California Emergency Management Agency for review and concurrence; and (2) Authorize the City Manager as the Assistant Director of Emergency Services of the City of Irwindale or his/her designee to amended the Emergency Operations Plan and/or the Continuity of Operations Plan to make any changes which may become necessary in the future to keep the Plans current, functional, and in accordance with State and Federal guidelines.

Department: Police

- D. 2020 General Plan Annual Housing Element Progress Report

Recommendation: (1) Approve the 2020 General Plan Annual Housing Element Progress Report; and (2) Authorize staff to submit the 2020 General Plan Annual Housing Element Progress Report to the Governor's Office of Planning and Research (OPR) and the State Department of Housing and Community Development (HCD).

DEPARTMENT: Planning / Administration

- E. Capital Improvement Program Update (Verbal)

DEPARTMENT: Public Works Engineering

3. PUBLIC HEARINGS

At this time, members of the audience may ask to be heard regarding an item on Public Hearings.

4. CITY MANAGER'S REPORT

5. FUTURE AGENDA ITEMS REQUESTED BY COUNCIL MEMBERS

6. ADJOURN

**SUCCESSOR AGENCY TO THE IRWINDALE
COMMUNITY REDEVELOPMENT AGENCY**

SPONTANEOUS COMMUNICATIONS

This is the time set aside for members of the audience to speak on items not on this agenda. Spontaneous Communications for the Successor Agency are subject to the same State prohibitions and City guidelines as cited on the City Council agenda.

1. CONSENT CALENDAR

A. Minutes

Recommendation: Approve the following minutes:

1. Regular meeting held March 10, 2021

B. Warrants

Recommendation: Approve

2. NEW BUSINESS

At this time, members of the audience may ask to be heard regarding an item on New Business.

3. PUBLIC HEARINGS

At this time, members of the audience may ask to be heard regarding an item on Public Hearings.

4. FUTURE AGENDA ITEMS REQUESTED BY COUNCIL MEMBERS

5. ADJOURN

AFFIDAVIT OF POSTING

I, Laura M. Nieto, Chief Deputy City Clerk, certify that I caused the agenda for the regular meeting of the City Council and Irwindale Successor Agency to the Irwindale Community Redevelopment Agency to be held on March 24, 2021, be posted at the City Hall, Library, and Post Office on March 18, 2021.

Laura M. Nieto, MMC

Laura M. Nieto, MMC
Chief Deputy City Clerk

**IRWINDALE CITY COUNCIL CHAMBERS
5050 N. IRWINDALE AVENUE
IRWINDALE, CALIFORNIA 91706**

CC ITEM 1A1

**MARCH 10, 2021
WEDNESDAY
5:30 P.M.**

The Irwindale **CITY COUNCIL** met in special session at the above time and place.

ROLL CALL:

Present: Councilmembers Albert F. Ambriz, Mark A. Breceda,
Manuel R. Garcia; Mayor Pro Tem Larry G. Burrola;
Mayor H. Manuel Ortiz

Present: William Tam, City Manager; Adrian Guerra, City Attorney;
and Laura Nieto, Chief Deputy City Clerk

**SPONTANEOUS
COMMUNICATIONS**

There were no speakers.

**RECESS TO
CLOSED SESSION**

At 5:30 p.m., the City Council met in Closed Session to discuss the
following:

Public Employee Performance Evaluation
Pursuant to California Government Code Section 54957

Title: City Manager

ACTION: No action was taken

ADJOURNMENT

There being no further business to conduct, the meeting was
adjourned at 6:30 p.m.

Laura M. Nieto, MMC
Chief Deputy City Clerk

IRWINDALE CITY COUNCIL CHAMBERS
5050 N. IRWINDALE AVENUE
IRWINDALE, CALIFORNIA 91706

MARCH 10, 2021
WEDNESDAY
6:31 P.M.

The Irwindale **CITY COUNCIL** met in regular session, beginning at the above time and place.

ROLL CALL:

Present: Councilmembers Albert F. Ambriz, Mark A. Breceda, Manuel R. Garcia; Mayor Pro Tem Larry G. Burrola; Mayor H. Manuel Ortiz

Present: William Tam, City Manager; Theresa Olivares, Assistant City Manager; Adrian Guerra, City Attorney; Ty Henshaw, Police Chief; Arsanious Hanna, City Engineer; Eva Carreon, Director of Finance; Marilyn Simpson, Community Development Manager; Mary Hull, Human Resources Manager; Elizabeth Rodriguez, Public Works Services Manager; Brandi Jones, Senior Planner; Jeff Wagner, Information Technology Manager; Iris Espino, Economic Development Coordinator; and Laura Nieto, Chief Deputy City Clerk

CHANGES TO THE AGENDA

CITY MANAGER TAM

City Manager Tam advised that Item No. 1E would be pulled from the Consent Calendar for further discussion at the request of Mayor Ortiz. Also, staff is requesting that the Reclamation Authority portion of the meeting be held before the Housing Authority portion.

COUNCILMEMBER TRAVEL REPORTS

None.

COUNCILMEMBER COMMENTS

COUNCILMEMBER AMBRIZ

Councilmember Ambriz spoke on an upcoming food giveaway being planned by the Irwindale Community Foundation on March 27. He also requested an update from Chief Henshaw on current issues at Las Casitas.

CHIEF HENSHAW

Chief Henshaw reported that the security and safety of resident seniors are of utmost importance. He noted that complaints have been received about parties, unauthorized guests, and other illegal activities taking place at the Las Casitas senior apartments. He indicated that staff is working with the complex's management company, and that staff has made recommendations so that the management company could address security protocols. Officers will continue to provide extra patrols and walk-throughs of the property.

MAYOR PRO TEM BURROLA

Responding to a question by Mayor Pro Tem Burrola, Chief Henshaw stated his understanding that the cameras at Las Casitas work intermittently. Mayor Pro Tem Burrola requested to be updated once the cameras are fully functional.

COUNCILMEMBER BRECEDA	In answer to a question by Councilmember Breceda, Chief Henshaw indicated that somebody is propping the pedestrian gate open and that individuals are coming in and out of the complex.
COUNCILMEMBER AMBRIZ	Councilmember Ambriz thanked Chief Henshaw for the report, and reaffirmed the Council's deep concern for the safety and welfare of the seniors.
MAYOR ORTIZ	Mayor Ortiz also thanked Chief Henshaw for the report, and asked who would control the cameras once they are functional, to which Chief Henshaw stated that the property owner would control them. He added that the management company is also looking into remedying internet connectivity issues at the site.
MAYOR PRO TEM BURROLA	Mayor Pro Tem Burrola commended the Recreation Department staff, particularly the ones working on the COIN broadcast, for their creativity. He also requested that a survey be conducted as to which city facilities have cameras and their operational status, with a report to be presented to the Council in the future.
COUNCILMEMBER BRECEDA	Councilmember Breceda requested that cameras be installed at the Memorial Garden.
MAYOR ORTIZ	Mayor Ortiz, on behalf of Our Lady of Guadalupe Church, thanked the Police Officers for being present during the funeral services of Pastor Joseph Canna. He also thanked his Council colleagues for attending the funeral services. He then stated that he has received comments from residents who indicate that they feel that their comments and questions are not being answered or followed-up on. He also stated that he is not receiving the minutes for the Parks and Recreation and Planning Commissions, and requested that the minutes be delivered to the Council once again.
CITY MANAGER TAM	City Manager Tam advised that the minutes were previously provided to the Council in their weekly updates. However, the weekly updates had been discontinued due to the pandemic. He indicated that the weekly update will be resuming and that the minutes would be included.

**INTRODUCTION OF
NEW EMPLOYEES /
PROMOTIONS**

None.

**PROCLAMATIONS /
PRESENTATIONS /
COMMENDATIONS**

CSMFO MERITORIOUS
BUDGET AWARD
PRESENTED TO THE
FINANCE DEPT.

CSMFO MERITORIOUS BUDGET AWARD PRESENTED TO THE
FINANCE DEPARTMENT OF THE CITY OF IRWINDALE

The presentation was made.

CERTIFICATE OF
APPOINTMENT TO
SENIOR CITIZEN
COMMISSIONER
CAROL ACOSTA

CERTIFICATE OF APPOINTMENT PRESENTATION TO SENIOR
CITIZEN COMMISSIONER CAROL ACOSTA

The presentation was made.

**SPONTANEOUS
COMMUNICATIONS**

CARMEN ROMAN

Carmen Roman requested to discuss certain items on the agenda,
and commended staff for the wonderful work on the Memorial Garden
pavers.

DENA ZEPEDA

Dena Zepeda congratulated Senior Commissioner Acosta on her
appointment, complimented Recreation Manager Zepeda for the
amazing programs and activities that the department is providing, and
stated that she recognizes illegal activities being conducted at Las
Casitas, and suggested improvements to the complex's
management.

CONSENT CALENDAR

MOTION

A motion was made by Councilmember Breceda, seconded by Mayor
Pro Tem Burrola, to approve the Consent Calendar; reading
ordinances by title only and waiving further reading thereof, with the
exception of Item No. 1E, which was removed for separate
consideration. The motion was unanimously approved.

ITEM NO. 1A
MINUTES

MINUTES

1) Regular meeting held February 24, 2021

ITEM NO. 1B
WARRANTS /
DEMANDS /
PAYROLL

WARRANTS / DEMANDS / PAYROLL

The warrants / demands / payroll were approved.

ITEM NO. 1C
2ND READING OF
ORDINANCE NO. 755

2ND READING OF ORDINANCE NO. 755

ORDINANCE NO. 755
ADOPTED ON
SECOND READING

Ordinance No. 755, entitled:

"AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF IRWINDALE, COUNTY OF LOS ANGELES, CALIFORNIA, APPROVING AMENDMENT NO. 1 TO DEVELOPMENT AGREEMENT NO. 02-06 FOR PROPERTY LOCATED AT 15990 FOOTHILL BOULEVARD (APN 8604-019-003) IN THE RELIANCE II SPECIFIC PLAN ZONE SUBJECT TO CONDITIONS AS SET FORTH HEREIN AND MAKING FINDINGS IN SUPPORT THEREOF; AND FINDING THE PROJECT EXEMPT FROM THE PROVISIONS OF THE CALIFORNIA ENVIRONMENTAL QUALITY ACT," was passed, approved, and adopted on second reading, reading by title only and waiving further reading thereof,

ITEM NO. 1D
2ND READING OF
ORDINANCE NO. 752
AND ORDINANCE NO.
753

2ND READING OF ORDINANCE NO. 752 AND ORDINANCE NO.
753

ORDINANCE NO. 752
ADOPTED ON
SECOND READING

Ordinance No. 752, entitled:

"AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF IRWINDALE AMENDING SECTION 8.20.370 OF THE IRWINDALE MUNICIPAL CODE REGARDING SOLID WASTE FRANCHISES, AMENDING CHAPTERS 17.56 AND 17.58 OF THE CITY OF IRWINDALE MUNICIPAL CODE REGARDING MATERIAL RECOVERY FACILITIES IN THE M-2 (HEAVY MANUFACTURING) ZONE AND ADDING SECTION 17.56.025 REGARDING DISTANCE REQUIREMENTS FOR ALCOHOL BEVERAGE ESTABLISHMENTS," and

ORDINANCE NO. 753
ADOPTED ON
SECOND READING

Ordinance No. 753, entitled:

"AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF IRWINDALE APPROVING DEVELOPMENT AGREEMENT NO. 02-2016 WITH ATHENS SERVICES TO ALLOW THE CONSTRUCTION AND OPERATIONS OF A MATERIALS RECOVERY FACILITY AND TRANSFER STATION, CONVENIENCE STORE AND PUBLIC GAS STATION ON PROPERTY LOCATED AT 2200 ARROW HIGHWAY (APN 8535-001-911), AND MAKING FINDINGS IN SUPPORT THEREOF," were passed, approved, and adopted on second reading, reading by titles only and waiving further reading thereof.

ITEM NO. 1F
REQUEST TO
APPROVE A PROJECT
REIMBURSEMENT
AGREEMENT WITH
REXFORD INDUSTRIAL
REALTY, INC.

REQUEST TO APPROVE A PROJECT REIMBURSEMENT AGREEMENT BETWEEN THE CITY AND REXFORD INDUSTRIAL REALTY, INC. ("APPLICANT") FOR CEQA AND CITY ATTORNEY COSTS ASSOCIATED WITH A PROPOSED INDUSTRIAL BUILDING TO BE LOCATED AT 4416 AZUSA CANYON ROAD (APN 8617-004-006)

The Project Reimbursement Agreement with Rexford Industrial Realty, Inc., for the reimbursement of costs associated with all CEQA work conducted and all necessary CEQA documents prepared by the CEQA consultant selected by the City as Lead Agency and costs incurred by the City Attorney's office to process and negotiate permits, entitlements, and proposed conditions of approval of the Project, was approved.

ITEM NO. 1G
AMENDMENT NO. 1
TO CONTRACT
SERVICES AGMT.
WITH ITERIS, INC.

AMENDMENT NO. 1 TO CONTRACT SERVICES AGREEMENT WITH ITERIS, INC., FOR PROFESSIONAL DESIGN SERVICES FOR RELIANCE II PHASE I OFFSITE IMPROVEMENTS PROJECT; P-1014

Amendment No. 1 to Contract Services Agreement with Iteris, Inc., for Professional Design Services for the preparation of the Plans, Specifications, and Estimate (PS&E) for the Reliance II Phase I Offsite Improvements Project (P-1014) increasing the contract amount to \$121,870.00 (increase of \$41,940.00), was approved.

ITEM NO. 1H
AWARDS OF
CONTRACT FOR
CONSTRUCTION AND
CONSTRUCTION
MANAGEMENT AND
INSPECTION FOR
THE 2020-2021
RESURFACING
PROJECT

AWARDS OF CONTRACT FOR CONSTRUCTION AND CONSTRUCTION MANAGEMENT AND INSPECTION FOR THE 2020-2021 RESURFACING PROJECT; P-1026

1) The City Manager was authorized to enter into an agreement with Hardy and Harper in the amount of \$492,055 for the 2020-2021 Resurfacing Project; 2) a 20% project contingency in the amount of \$98,411 was approved to cover any unforeseeable conditions that may arise during construction; 3) the City Manager was authorized to enter into an agreement with SA Associates in the amount of \$64,000 for construction management, inspection, labor compliance oversight, and geotechnical testing services; 4) a 20% project contingency was approved for construction management in the amount of \$12,800 to cover any unforeseeable conditions that may arise during construction; and:

RESOLUTION NO.
2021-27-3239
ADOPTED

Resolution No. 2021-27-3239, entitled:

"A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF IRVINDALE APPROVING THE BALANCE TRANSFER OF \$185,535.27 FROM THE 2019-2020 RESURFACING PROJECT TO THE 2020-2021 RESURFACING PROJECT," was adopted.

END OF CONSENT CALENDAR

<u>ITEM NO. 1E</u> REQUEST TO APPROVE A PROFESSIONAL CONTRACT SERVICES AGREEMENT WITH PLACEWORKS, INC.	REQUEST TO APPROVE A PROFESSIONAL CONTRACT SERVICES AGREEMENT WITH PLACEWORKS, INC. FOR THE PREPARATION OF CEQA DOCUMENTS (INITIAL STUDY AND MITIGATED NEGATIVE DECLARATION OR ENVIRONMENTAL IMPACT REPORT) FOR THE CONSTRUCTION OF AN APPROXIMATELY 125,475 SQUARE-FOOT SPECULATIVE CONCRETE TILT-UP BUILDING ON AN APPROXIMATELY 5.76 ACRE PROJECT SITE LOCATED AT 4416 AZUSA CANYON ROAD (APN 8617-004-006)

MAYOR ORTIZ	Mayor Ortiz spoke on the need to install a traffic signal at the intersection of Los Angeles Street and Azusa Canyon Road for safety reasons, to which City Manager Tam advised that the recommended contract will have the professional consultant study all areas of concern, including traffic safety.

MOTION	A motion was made by Mayor Ortiz, seconded by Mayor Pro Tem Burrola, to approve the contract with PlaceWorks, Inc., for the preparation of an Initial Study and Mitigated Negative Declaration or Environmental Impact Report to be prepared in association with a land use entitlement applications for property located at 4416 Azusa Canyon Road, Irwindale, CA 91706. The motion was unanimously approved.

NEW BUSINESS

<u>ITEM NO. 2A</u> COMPREHENSIVE ANNUAL FINANCIAL REPORT FOR THE FISCAL YEAR ENDED JUNE 30, 2020	COMPREHENSIVE ANNUAL FINANCIAL REPORT FOR THE FISCAL YEAR ENDED JUNE 30, 2020 (Presented as a joint item of the Successor Agency, Housing Authority, and Reclamation Authority Items 2A)

DIRECTOR CARREON	Director Carreon introduced the report and presented Brian Gruber with Lance, Soll, and Lunghard, the city's auditing firm, who made a PowerPoint presentation.

DENA ZEPEDA	Dena Zepeda asked whether the firm also audited staff and management, as well as the Recreation Department's budget, to which Mr. Gruber advised that the audit covered all city departments and activities, with a focus on financial reporting. He added that the audit also ensures that the budget that was adopted by the Council is being reported on the city's financial statements.

CARMEN ROMAN	Carmen Roman stated her opinion that the financial documentation prepared by the Finance Department contains mistakes, and questioned the procedures that the auditing firm undertakes for its

audit, to which Mr. Gruber responded by saying that the audit includes the financial statements produced by the Finance Department, including the city's general ledger, and that the audit includes tests and verifications of the accounting methods utilized by the city.

MOTION

A motion was made by Councilmember Breceda, seconded by Councilmember Garcia, to receive and accept the Comprehensive Annual Financial Report and Supplemental Audit Letters for the Fiscal year ended June 30, 2020. The motion was unanimously approved.

ITEM NO. 2B
RESOLUTION TO
EXTEND EXISTENCE
OF LOCAL
EMERGENCY;
RETROACTIVELY
AUTHORIZING THE
PAYMENT OF
STIPENDS TO
MEMBERS OF THE
SENIOR CITIZEN
COMMISSION

RESOLUTION TO EXTEND THE EXISTENCE OF A LOCAL EMERGENCY REGARDING COVID-19 PANDEMIC AND RETROACTIVELY AUTHORIZING THE PAYMENT OF STIPENDS TO THE MEMBERS OF THE SENIOR CITIZEN COMMISSION FOR THE MEETING CANCELLED ON JANUARY 25, 2021

HUMAN RESOURCES
MANAGER HULL

Human Resources Manager Hull presented the report.

DENA ZEPEDA

Dena Zepeda stated her desire to ask questions about the city's recent audit.

RESOLUTION NO.
2021-22-3234
ADOPTED

Resolution No. 2021-22-3234, entitled:

"A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF IRWINDALE, CALIFORNIA, EXTENDING THE EXISTENCE OF A LOCAL EMERGENCY RELATED TO COVID-19 PANDEMIC WITHIN THE CITY OF IRWINDALE PURSUANT TO IRWINDALE MUNICIPAL CODE CHAPTER 2.44 AND RETROACTIVELY AUTHORIZING PAYMENT OF STIPENDS TO MEMBERS OF THE SENIOR CITIZEN COMMISSION FOR THE JANUARY 25, 2021, MEETING CANCELLED DUE TO COVID-19," was adopted, on the motion of Councilmember Breceda, seconded by Councilmember Ambriz, and unanimously approved.

ITEM NO. 2C
10-ACRE PARCEL
ON EAST SIDE
OF ALLEN DRIVE

10-ACRE PARCEL ON EAST SIDE OF ALLEN DRIVE

COUNCILMEMBER BRECEDA	Councilmember Breceda declared a potential conflict of interest with this item, recused himself from the discussion, and exited the Council Chambers at 7:20 p.m.
CITY ATTORNEY GUERRA	City Attorney Guerra advised that City Manager Tam requested that he look into an issue relating to a potential conflict of interest regarding Councilmember Ambriz. He explained that, since Councilmember Ambriz rents his home, and since this is a very broad discussion on this topic, he did not see a conflict of interest at this time, but that this would be subject to Councilmember Ambriz's final determination.
COUNCILMEMBER AMBRIZ	Councilmember Ambriz stated his preference in participating in discussing this matter.
MANAGER SIMPSON	Manager Simpson noted that this matter relates to the 10-acre parcel on the east side of Allen Drive, and provided brief background information on the site. She advised that the 10-acre site is included in the Housing Element as part of the General Plan, with a 3-acre portion of the site being planned for high-density housing, including 21 units per acre, as part of the city's Regional Housing Needs Assessment ("RHNA") cycle. She further discussed RHNA, where Irwindale is currently in its 6th cycle, and indicated that the subject site could be used for future housing in order to meet RHNA requirements or future city-facility needs. She also advised that the state enacted AB 1486, also known as the CA Surplus Land Act, in January of 2020, with an emphasis to provide affordable housing development on what they consider to be surplus lands. She noted that the legislation requires that the Housing Element report any surplus land as well as the need to send out notices for any lease or sale of surplus lands to the California Department of Housing and Community Development ("HCD"). The legislation also requires cities to allow residential development under maximum development density on surplus lands, with the units being available under a variety of affordability levels, and it restricts cities from imposing certain design or architectural requirements. She concluded that the city must consider residential use for any surplus land throughout the city and include it in the Housing Element annual progress report, which is due on April 1. She further noted that the HCD will be monitoring activities to ensure city compliance.
CARMEN ROMAN	Carmen Roman asked why residents were not notified that the city plans on making changes to the subject site, to which City Attorney Guerra corrected her by stating that tonight's discussion will not include any zoning changes or the sale of the property. Rather, the matter was raised in order to hold a broad discussion on how the property could be utilized in the future.

MANAGER SIMPSON	Manager Simpson reiterated that there is no zoning change being proposed at this point. The site is currently zoned M2, Heavy Manufacturing, and the General Plan designation is industrial/business park, with a portion being designated as general. The final HCD guidelines were set for a January 2021 release, which is why the Council is being apprised with this information.
DENA ZEPEDA	Dena Zepeda stated that the majority of residents prefer to utilize the site for housing, to which Manager Simpson indicated that the site was identified in the 2013 Housing Element as being designated as a potential site for future housing. Dena Zepeda requested that the residents be informed whenever this site is discussed.
COUNCILMEMBER GARCIA	Councilmember Garcia voiced concern over developers potentially wishing to take over the property to develop whatever type of housing they wish, to which Manager Simpson stated that the HCD guidelines will go out to any developers that have registered with the HCD, so it is conceivable that there will be multiple developers interested in building on this site.
COUNCILMEMBER AMBRIZ	Councilmember Ambriz stated his belief that it is imperative to further designate the entire 10 acres solely for housing as quickly as possible, and for residents to become more involved in further discussions.
MANAGER SIMPSON	Manager Simpson clarified that the site has already been designated for housing in 2013 when the Housing Element was adopted. Therefore, the site would not be considered surplus land unless an alternative use for the site is identified.
COUNCILMEMBER GARCIA	Councilmember Garcia asked whether the Council would need to designate the site as housing once more, to which Manager Simpson stated that, should the Council desire to keep the site for housing, no further action is necessary. However, she also noted that a potential buyer can offer to purchase the property, though the development of the site would need to remain consistent with the Housing Element.
MAYOR PRO TEM BURROLA	Mayor Pro Tem Burrola suggested that rezoning the site for residential use would help alleviate concerns of residents that the site may be used for other purposes, to which Manager Simpson spoke on the process necessary in order to change the zoning designation. Responding to another question by Mayor Pro Tem Burrola, City Manager Tam reiterated that three acres of the 10-acre parcel was already designated for housing in RHNA's 5th cycle. The Council also approved the use of the entire 10-acre site to be used for housing. However, he noted that, since the site is currently owned by the city and not the Housing Authority, the seven acres will technically be subject to the Surface Land Act. One option would be for the city to transfer the entire 10 acres to the Housing Authority, to be used for

housing, then the Housing Authority could control aspects of the development.

CITY ATTORNEY
GUERRA

City Attorney Guerra provided background information on the Surface Land Act and how it works. He stated that the land owned by the city is considered surplus unless deemed exempt. One of those exemptions includes land that a local agency is either exchanging for another property that is necessary for agency use, or transferring it to another local, state, or federal agency for their use. He added that City Manager Tam's suggestion to transfer the land to the Housing Authority for housing uses would be consistent with the intent of the Surface Land Act.

MOTION

A motion was made by Councilmember Ambriz to direct staff to pursue the transfer of the subject 10-acre site to the Housing Authority for housing uses and bring a report back to the Council, and for staff to begin the process to rezone the property and amend the General Plan to designate the property as "residential".

COUNCILMEMBER
GARCIA

Councilmember Garcia suggested inviting residents to participate in the process to ensure their needs are met. He also suggested potentially developing walking trails, extending the park, or widening Allen Drive. He spoke on the importance of properly planning the site's development.

MAYOR ORTIZ

Mayor Ortiz thanked his colleagues for their comments and stated that the public should be made aware of the Council's intent so that they can provide their input.

SECOND TO MOTION

Mayor Pro Tem Burrola seconded Councilmember Ambriz's motion.

DENA ZEPEDA

Dena Zepeda stated her preference that the site be retained for housing.

CARMEN ROMAN

Carmen Roman spoke in favor of rezoning the property for housing.

ROLL CALL

The above-mentioned motion was unanimously approved; Councilmember Breceda absent.

COUNCILMEMBER
BRECEDA

Councilmember Breceda returned at 7:56 p.m.

ITEM NO. 2D
ACCEPTANCE AND
APPROPRIATION OF
THE 2020 LOCAL
EARLY ACTION
PLANNING GRANTS
PROGRAM (LEAP)
GRANTS PROGRAM
GRANT

ACCEPTANCE AND APPROPRIATION OF THE 2020 LOCAL
EARLY ACTION PLANNING GRANTS PROGRAM (LEAP) GRANTS
PROGRAM GRANT

MANAGER SIMPSON

Manager Simpson presented the staff report.

RESOLUTION NO.
2021-26-3238
ADOPTED

Resolution No. 2021-26-3238, entitled:

"A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF IRWINDALE APPROVING THE ACCEPTANCE AND APPROPRIATION OF THE LOCAL EARLY ACTION PLANNING GRANT IN THE AMOUNT OF \$65,000 FOR THE USE OF PROJECTS THAT WILL FACILITATE COMPLIANCE WITH THE 6TH CYCLE OF THE REGIONAL HOUSING NEEDS ASSESSMENT," was passed, approved, and adopted, on the motion of Councilmember Ambriz, seconded by Councilmember Breceda, and unanimously approved.

PUBLIC HEARINGS

None.

LEGISLATIVE ITEMS

ITEM NO. 4A
DEVELOPMENT OF A
LEGISLATIVE
PLATFORM FOR THE
CITY OF IRWINDALE

DEVELOPMENT OF A LEGISLATIVE PLATFORM FOR THE CITY
OF IRWINDALE

ASSISTANT CITY
MANAGER OLIVARES

Assistant City Manager Olivares presented the staff report.

CARMEN ROMAN

Carmen Roman asked about the lobbying services the city has retained, and whether existing staff could advocate for certain legislation. She spoke against hiring someone to advocate for legislation, to which Mayor Ortiz corrected her by noting that the City has not made any mention about hiring anybody.

ASSISTANT CITY
MANAGER OLIVARES

Assistant City Manager Olivares advised that the city does have a legislative advocate that works on behalf of the city. However, the purpose of the legislative platform is for the Council to provide clear direction on the types of actions that the city should take in response to legislation. She noted that, on occasions, the city is requested by other agencies to take a stance on legislation. The legislative platform

would serve to provide direction to staff to voice on how it stands on legislative matters

CARMEN ROMAN In response to Assistant City Manager Olivares' comments, Carmen Roman asked why the city is proposing to hire another person. Assistant City Manager Olivares repeated that the city is not proposing hiring anybody for this.

DENA ZEPEDA Dena Zepeda spoke on her issues with the city's upper management and insultingly disparaged staff.

COUNCIL CONSENSUS Council consensus was reached to receive and file the report.

ITEM NO. 4B
REPORT ON PENDING
LEGISLATION REPORT ON PENDING LEGISLATION

ASSISTANT CITY
MANAGER OLIVARES Assistant City Manager Olivares presented the report.

MOTION A motion was made by Councilmember Ambriz, seconded by Councilmember Garcia, to 1) authorize Mayor Ortiz to execute and send a letter of opposition unless amended to SB 9 (Atkins) Housing Development Approvals, and 2) retroactively approve a letter executed by Mayor Ortiz in support of H.R. 1319 American Rescue Plan Act of 2021. The motion was unanimously approved.

MAYOR ORTIZ Mayor Ortiz apologized to Assistant City Manager Olivares and City Manager Tam for the rude comments made by a member of the public, and thanked staff for providing this valuable information.

CITY MANAGER'S
REPORT

PUBLIC INFORMATION
OFFICER ESPINO Public Information Officer Espino provided an update relating to COVID-19.

DENA ZEPEDA Responding to a question by Dena Zepeda, Public Information Officer Espino advised that employees are being encouraged, not mandated, to receive the COVID-19 vaccination.

MAYOR ORTIZ Mayor Ortiz spoke on efforts made to collaborate with the County of Los Angeles to provide vaccination assistance to local businesses and residents.

CITY MANAGER TAM City Manager Tam advised that staff will continue to adjust city operations according to county and state guidelines. He further noted that all city staff is returning to work full-time from city facilities beginning March 15.

FUTURE AGENDA
ITEMS REQUESTED BY
COUNCILMEMBERS

There were none.

ADJOURNMENT

There being no further business to conduct, the meeting was adjourned at 8:30 p.m.

Laura M. Nieto, MMC
Chief Deputy City Clerk

Electronic Payments

March 2021

March 1 - 15, 2021



Reference Number	Vendor Name	Date	Amount
ACH	CalPERS-Medical	3/1/2021	247,187.89
ACH	CalPERS	3/3/2021	71,706.26
ACH	EDD	3/3/2021	17,506.76
ACH	Federal Tax	3/3/2021	46,112.11
ACH	EDD	3/10/2021	356.98
ACH	Federal Tax	3/10/2021	847.67
ACH	Nationwide-457 Plan & Trust	3/11/2021	13,434.89
ACH	Nationwide-Roth Cotribution-457 Plan & Trust	3/11/2021	2,852.00
ACH	PARS-Public Agency Retirement Services	3/10/2021	5,120.00
ACH	ICMA	3/11/2021	10.39
ACH	PARS-FT	3/11/2021	17,491.48
ACH	PARS-PT	3/11/2021	799.19
572	CJPIA Excess Pool	3/3/2021	4,147.00
573	Joint Powers Authority Lease Debt Service	3/11/2021	550,800.00
Report Total:			978,372.62

Accounts Payable

Checks by Date - Summary by Check Number

User: imarin
Printed: 3/18/2021 12:22 PM



Check No	Vendor No	Vendor Name	Check Date	Check Amount
73524	AGUILA07	Berlyn Aguila	03/04/2021	740.47
73525	AZUSALW	Azusa Light & Water	03/04/2021	240.96
73526	BLACKA	Black & White Emergency Vehicles	03/04/2021	38,513.69
73527	CHARTE01	Charter Communications	03/04/2021	82.25
73528	CSMFO02	CSMFO	03/04/2021	110.00
73529	ESPINO10	Iris Espino	03/04/2021	98.75
73530	FRONT01	Frontier Communications	03/04/2021	282.52
73531	GASCOM	Gas Company, The	03/04/2021	1,940.24
73532	PETTYC05	City of Irwindale Petty Cash	03/04/2021	571.25
73534	RIOHON01	Rio Hondo College	03/04/2021	27.24
73535	SMART&	Smart & Final	03/04/2021	546.21
73536	PETTYC05	City of Irwindale Petty Cash	02/10/2003	836.32
73537	INDEPE	Independent Cities Association	02/17/2003	450.00
73538	ENTERP01	Enterprise Communications	02/21/2003	3,723.00
73539	KWALKD	David Kwalk	03/04/2003	2,055.67
73540	PACIFI13	Rene David LTD	03/04/2021	208.41
73541	SCE02	Southern California Edison	03/04/2021	12,153.30
73542	TPX 01	TPX Communications	03/04/2021	2,288.35
73543	VALLEY01	Valley County Water District	03/04/2021	72.63
73544	VALLEY09	Valley View Mutual Water Co.	03/04/2021	72.53
73545	ARMS01	James Armstrong	03/11/2021	300.00
73546	AT&T06	AT & T	03/11/2021	1,697.12
73547	BANKOF03	Bank of The West	03/11/2021	8,598.69
73548	CALIFO02	California American Water	03/11/2021	551.85
73549	CHARTE01	Charter Communications	03/11/2021	365.97
73550	CHAVEZ03	Alice Chavez	03/11/2021	75.00
73551	CORONA03	Martin Corona	03/11/2021	75.00
73552	DELGO1	Margarita Delgado	03/11/2021	270.00
73553	DESIGN04	Design Concepts Consulting, Inc.	03/11/2021	6,927.50
73554	EDDCAS	Employment Development Dept.	03/11/2021	10,258.50
73555	SOUTHE17	Golden State Water Company	03/11/2021	2,369.01
73556	HOMEDE	Home Depot Credit Services	03/11/2021	1,450.78
73557	OPTUM01	OptumRx, Inc.	03/11/2021	25,245.19
73558	SCE02	Southern California Edison	03/11/2021	33,634.42
73559	TAPIA11	Sylvia Tapia	03/11/2021	322.00
73560	THOM01	Thomson Reuters- West	03/11/2021	245.31
73561	TPX 01	TPX Communications	03/11/2021	2,293.19
73562	VALLEY01	Valley County Water District	03/11/2021	6,696.06
73563	VISION01	Vision Service Plan - (CA)	03/11/2021	1,777.86
73564	VISION01	Vision Service Plan - (CA)	03/11/2021	4,134.76
73565	CALIFO56	California State Disbursement Unit	03/11/2021	604.15
73566	LOSANG31	Los Angeles County Sheriff's Dept.	03/11/2021	23.73

Report Total (42 checks):

172,929.88

Accounts Payable

Checks by Date - Summary by Check Number

User: imarin
Printed: 3/18/2021 12:22 PM



Check No	Vendor No	Vendor Name	Check Date	Check Amount
73568	ACOSTA02	Acosta Growers Inc	03/24/2021	17.64
73569	AFFORD01	Affordable Generator Services, Inc.	03/24/2021	600.00
73570	ALLISO01	Allison Mechanical, Inc	03/24/2021	5,905.76
73571	AZUSAP01	Azusa Plumbing Supply	03/24/2021	1,732.32
73572	B&BTIR	B & B Tires Service	03/24/2021	216.00
73573	BAKER01	Baker & Taylor Books	03/24/2021	246.21
73574	BEARFR	Bear Frame & Wheel #3	03/24/2021	55.00
73575	BILLST	Bill's Truck Repair, Inc.	03/24/2021	569.22
73576	BLACKA	Black & White Emergency Vehicles	03/24/2021	80.00
73577	BRITEW	BriteWorks, Inc.	03/24/2021	14,085.87
73578	CALIFA01	Califa Group	03/24/2021	4,389.52
73579	CINTAS	Cintas Corporation #693	03/24/2021	185.17
73580	COUNTY04	County of Los Angeles	03/24/2021	15,847.59
73581	BALLOO	Carol Diess	03/24/2021	15.00
73582	DLTSOL	DLT Solutions, LLC	03/24/2021	3,519.45
73583	DUDEK01	Dudek	03/24/2021	11,310.00
73584	ELITEE	Elite Elevator, Inc.	03/24/2021	350.00
73585	FCG01	FCG Consultants Inc.	03/24/2021	3,628.98
73586	FEDEX	FedEx	03/24/2021	30.91
73587	FILLG01	Fill Good Landscaping	03/24/2021	750.00
73588	GARVEY	Garvey Equipment Co	03/24/2021	4,336.02
73589	GEOLOG	Geologic Associates	03/24/2021	21,903.25
73590	IGlendor	Glendora Chevrolet	03/24/2021	2,643.87
73591	HEWLET01	Hewlett Packard Enterprise Co.	03/24/2021	6,907.29
73592	HINDER	Hinderliter, De Llamas & Assoc	03/24/2021	4,267.84
73593	IRWIND21	Irwindale Hand Wash & Auto Detail	03/24/2021	710.65
73594	ITERIS	Iteris, Inc.	03/24/2021	15,603.74
73595	JUSTIRE	Just Tires	03/24/2021	1,444.73
73596	COORYE	Samir M. Khoury	03/24/2021	900.00
73597	KLEI001	Kleinfelder, Inc.	03/24/2021	1,954.00
73598	LANDSC	Landscape Warehouse III	03/24/2021	89.87
73599	LEWISE	Lewis Engraving, Inc.	03/24/2021	213.89
73600	CALIBE01	Lawrence E. Marino	03/24/2021	1,425.00
73601	MARIPO	Mariposa Landscapes, Inc.	03/24/2021	8,796.00
73602	MIDWES	Midwest Tape	03/24/2021	3,000.00
73603	MIJACA	Mijac Alarm, Inc.	03/24/2021	199.00
73604	MMASC	MMASC	03/24/2021	90.00
73605	OFFICE03	Office Depot	03/24/2021	1,342.89
73606	PHASEII	PARS	03/24/2021	1,750.00
73607	PATTON	Patton Sales Corp (Arrow Pipe)	03/24/2021	15.51
73608	POWERM01	Power Muffler & Brakes Inc.	03/24/2021	2,136.82
73609	RANCHO01	Rancho Duarte Florist	03/24/2021	126.79
73610	PACIFI13	Rene David LTD	03/24/2021	412.51
73611	RICOH01	Ricoh USA, Inc	03/24/2021	729.85
73612	SANGAB13	San Gabriel Valley Council	03/24/2021	10,000.00
73613	SCFUELS	SC Fuels	03/24/2021	3,699.84
73614	SWT01	SWT Engineering, Inc.	03/24/2021	3,690.75

Check No	Vendor No	Vendor Name	Check Date	Check Amount
73615	NORTHR	The Northridge Group, Inc.	03/24/2021	5,374.60
73616	TRICO01	Tricor Contractors	03/24/2021	19,200.00
73617	UNITED11	United Site Services of CA Inc	03/24/2021	712.34
73618	WESTCO05	West Coast Arborists, Inc.	03/24/2021	890.00
Report Total (51 checks):				188,101.69

- ☒ City Council
- ☐ Successor Agency
- ☐ Housing Authority
- ☐ Reclamation Authority
- ☐ Joint Powers Authority

City of
IRWINDALE
AGENDA REPORT

Date: March 24, 2021
To: Honorable Mayor and Members of the City Council
From: William K. Tam, City Manager
Issue: Rejection of Claim: Alexander Rendon vs. City of Irwindale

City Manager's Recommendation:

Staff recommends City Council (1) Reject the claim of Alexander Rendon vs. City of Irwindale; and (2) Direct staff to send a letter of rejection.

Administrative Action:

Submitted by:

Theresa Olivares, Assistant City Manager



Prepared by:

Laura Nieto, Chief Deputy City Clerk
(626) 430-2202



Reviewed by:

Adrian R. Guerra, City Attorney



Eva Carreon, Finance Director / City Treasurer



Approved by:

William K. Tam, City Manager



Background and Analysis:

On May 7, 2020, the City received a claim for damages from claimant Alexander Rendon. On December 5, 2019, claimant Rendon alleges that he tripped and fell at the intersection of Ramona Boulevard and Francisquito when he was hit by a large wall of water over his entire body. He alleges that the City of Irwindale is liable because the City was aware of flooding at this intersection.

The claim was reviewed by the City's claims adjuster, Carl Warren & Co., who has recommended the rejection of the claim. Alternatively, the City Council may direct the City Manager to negotiate resolution of the claim.

Fiscal Impact:

None.

Attachment:

Rejection Notice to City from Carl Warren & Co.
Claim for Damages received May 7, 2020

March 15, 2021

TO: City of Irwindale

ATTENTION: Laura Nieto

RE: Claim	:	Rendon vs. Irwindale
Claimant	:	Alexander Rendon
Member	:	City of Irwindale
Date Rec'd by Mbr	:	5/7/20
Date of Event	:	12/5/19
CW File Number	:	3000539 WRV

Please allow this correspondence to acknowledge receipt of the captioned claim. Please take the following action:

- **CLAIM REJECTION:** Send a standard rejection letter to the claimant.

Please include a Proof of Mailing with your rejection notice to the claimant. An exemplar copy of a Proof of Mailing is attached. Please provide us with a copy of the Notice of Rejection and copy of the Proof of Mailing. If you have any questions feel free to contact the assigned adjuster or the undersigned claims specialist.

Very Truly Yours,

CARL WARREN & CO.

Timothy M. Varon

Timothy M. Varon
Claims Supervisor



CITY OF IRWINDALE

CLAIM FOR DAMAGES TO PERSON OR PROPERTY

INSTRUCTIONS

1. Claims for death, injury to person or to personal property must be filed not later than 6 months after the occurrence.
2. Claims for damages to real property must be filed not later than 1 year after occurrence.
3. Read entire claim before filing.
4. See page 2 for diagram upon which to locate place of accident.
5. This claim form must be signed on page 2 at bottom.
6. Attach separate sheets if necessary to give full details. Sign each sheet.
7. File with City Clerk, 5050 N. Irwindale Ave., Irwindale, CA 91706

RECEIVED

MAY - 7 2020

**CITY OF IRWINDALE
CITY CLERKS DEPT.
Clerk's Official
Filing Stamp**

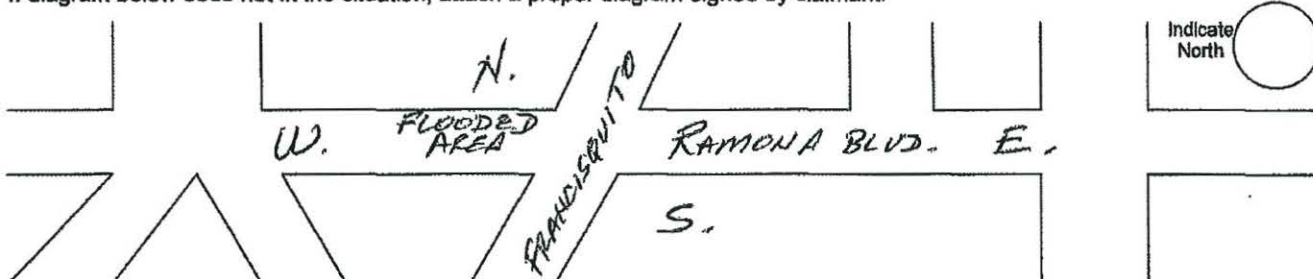
To: City of Irwindale <i>ATTN: LAURA M. NIETO, MMC</i>		Claimant's Date of Birth
Name of Claimant <i>ALEXANDER RENDON</i>		Claimant's Occupation <i>CAREGIVER</i>
Home Address of Claimant <i>3456 SAN GABRIEL RIVER PKWY.</i>		Home Telephone Number
Business Address of Claimant <i>BALDWIN PARK, CA. 91706</i>		Business Telephone Number
Name and address to which you desire notices or communications to be sent regarding this claim: <i>3456 SAN GABRIEL RIVER PKWY. BALDWIN PARK, CA.</i>		
When did DAMAGE or INJURY occur? Date: <i>12/5/2019</i> Time: <i>MID MORNING</i>	Names of any City employees involved in INJURY or DAMAGE <i>MAINTENANCE DEPARTMENT</i>	
If claim is for Equitable Indemnity, give date claimant served with complaint: <i>CITY OF IRWINDALE / PUBLIC WORKS DEPT.</i>		
Where did DAMAGE or INJURY occur? Describe in full detail and locate on diagram on page 2. Where appropriate, give street names, addresses, and measurements from landmarks: <i>RAMOXIA AND FRANCISQUITO AVE.</i>		
Describe in detail how the DAMAGE or INJURY occurred. <i>TRIP AND VERY HARD FALL. HIT BY A LARGE WALL OF WATER, ENTIRE BODY.</i>		
Why do you claim the City of Irwindale is responsible? <i>PUBLIC WORKS DEPT. ADVISED ME TO CONTACT CITY OF IRWINDALE; THEY ARE AWARE OF A FLOODING AT THIS INTERSECTION.</i>		
What DAMAGE or INJURIES do you claim resulted? Give full extent of injuries or damage claimed. <i>HEAD, STOMACH, FOOT, HAND'S, LEG'S AND BACK, ABDOMINAL BROKEN TOE.</i>		

Claimant's Name: <u>ALEXANDER RENDON</u>		
State the amount which you are claiming as of the date of presentation of this claim. Give basis of computation. <u>UNKNOWN AT THIS TIME. CURRENTLY UNDER DOCTOR'S CARE.</u>		
Give estimated amount of future losses due to INJURY or DAMAGE: <u>UNKNOWN AT THIS TIME, CURRENTLY UNDER DOCTORS CARE AND TREATMENT.</u>		
Was damage and/or injury investigated by the police? <u>NO</u> If yes, what City? _____		
Were paramedics or ambulance called? <u>NO</u> If yes, name City or ambulance _____		
If injured, give name and address of your doctor and the date and time of your first visit: <u>DR. MOHAMMAD HASSAN RASEKHI M.D.</u> <u>DR. PEDRAM KOHAN, M.D.</u>		
Doctors and Hospitals: <u>12100 VALLEY BLVD. # 109-A, EL MONTE, CA.</u>		
Doctor <u>DR. MOSHFEGH</u>	Address <u>GREATER EL MONTE</u>	Date Hospitalized <u>1/27/2020</u>
Hospital _____	Address _____	Date Hospitalized _____
Hospital _____	Address _____	Date Hospitalized _____
Witnesses to DAMAGE or INJURY: List all persons and addresses of persons known to have information:		
Name <u>UNKNOWN AT THIS TIME.</u>	Address _____	Phone _____
Name _____	Address _____	Phone _____

READ CAREFULLY

For all accident claims, indicate on the diagram street names, including North, East, South, and West. Indicate place of accident with an "X". Indicate house numbers or distances to street corners.

If a City vehicle was involved, designate with an "A" the location of the City vehicle when you first saw it, and with "B" the location of yourself or your vehicle when you first saw the City vehicle. Indicate location of City vehicle at the time of accident by "A-1" and location of yourself or your vehicle at the time of the accident by "B-1". Mark the point of impact with an "X". Note: If diagram below does not fit the situation, attach a proper diagram signed by claimant.



Signature of Claimant (if other than claimant, indicate relationship) <u>Alex Rendon</u>	Typed Name _____	Date <u>4/30/2020</u>

Note: Claims must be filed with the City Clerk. Presentation of a false claim is a felony (Penal Code Section 72)

- ☒ City Council
☐ Successor Agency
☐ Housing Authority
☐ Reclamation Authority
☐ Joint Powers Authority

City of
IRWINDALE
AGENDA REPORT

Date: March 24, 2021
To: Honorable Mayor and Members of the City Council
From: William K. Tam, City Manager
Issue: Approve a Fee Waiver for the American Red Cross Waiving City Facilities Rental Fees

City Manager's Recommendation:

It is recommended that the City Council:

- 1) Adopt Resolution No. 2021-28-3240 entitled "A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF IRWINDALE APPROVING A FEE WAIVER FOR THE AMERICAN RED CROSS 501(c)(3) NONPROFIT ORGANIZATION, WAIVING CITY FACILITY RENTAL FEES."

Administrative Action:

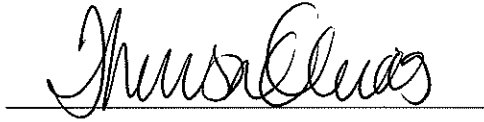
Prepared by:

Eloise Beltran, Senior Center Manager



Submitted by:

Theresa Olivares, Assistant City Manager

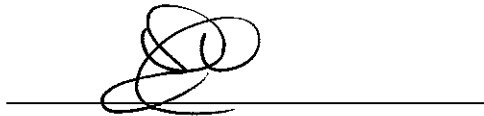


Reviewed by:

Adrian R. Guerra, City Attorney

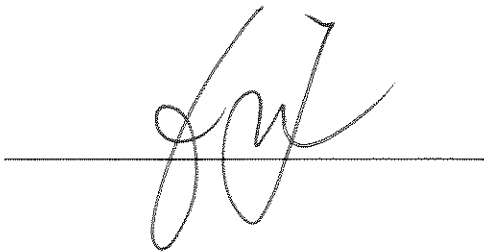
Electronically Approved

Eva Carreon, Finance Director / City Treasurer



Approved by:

William K. Tam, City Manager



Background and Analysis:

- 1) American Red Cross, a 501 (c)(3) non-profit organization, is hosting a blood drive in the City of Irwindale on Tuesday, April 6, 2021 at the Irwindale Senior Center.
- 2) Red Cross faces an emergency blood shortage. Blood donors are needed now to help avoid delays in lifesaving medical care for patients this spring. Due to the COVID-19 pandemic, blood products are being distributed to hospitals faster than donations are coming in. More donations are immediately needed to help replenish the blood supply.
- 3) The applicant's request to waive facility rental fees meets the criteria for consideration of a fee waiver according to the City of Irwindale's Fee Adjustment Policy by way of supporting the organization's emergency blood shortage through a community event.

Fiscal Impact:

The approval of this item will result in a fee waiver of \$840.00. This fee would have otherwise been collected as revenue to the General Fund.

Attachment(s):

1. Resolution No. 2021-28-3240
2. City of Irwindale Facility Use Agreement
3. City of Irwindale Application for Fee Adjustment of City Rental Facilities

RESOLUTION NO. 2021-28-3240

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF IRWINDALE
APPROVING A FEE WAIVER FOR THE AMERICAN RED CROSS 501(c)(3)
NONPROFIT ORGANIZATION, WAIVING CITY FACILITY RENTAL FEES**

WHEREAS, American Red Cross, a 501(c)(3) non-profit organization, is hosting one blood drive in the City of Irwindale: Tuesday, April 6, 2021 at the Irwindale Senior Center; and

WHEREAS, the City Council of the City of Irwindale finds that the American Red Cross serves an important public purpose insofar as the blood drive events supplies about 40 percent of the nation's blood; and

WHEREAS, these events qualify for a fee waiver according to the approved "City of Irwindale Fee Adjustment Policy" insofar as a way of supporting the organization's emergency blood shortage through a community event; and

NOW, THEREFORE, the City Council of the City of Irwindale, California, resolves, determines and orders as follows:

Section 1. That the City Council finds the above recitals true and correct.

Section 2. The City Council finds that waiving the fee of \$840.00 for the City facility rental serves the valid public purposes described in the above recitals.

Section 3. That the Chief Deputy City Clerk shall certify the adoption of this Resolution.

PASSED, APPROVED and ADOPTED this 24th day of March, 2021

H. Manuel Ortiz, Mayor

ATTEST

Laura M. Nieto, MMC
Chief Deputy City Clerk

STATE OF CALIFORNIA }
COUNTY OF LOS ANGELES } ss.
CITY OF IRWINDALE }

I, Laura M. Nieto, Chief Deputy City Clerk of the City of Irwindale, do hereby certify that the foregoing Resolution No. 2021-28-3240 duly adopted by the City Council of the City of the City of Irwindale, at a regular meeting held on the 24th day of March 2021, by the following vote:

AYES:	Councilmembers:	
NOES:	Councilmembers:	None
ABSENT:	Councilmembers:	None
ABSTAIN:	Councilmembers	None

Laura M. Nieto, MMC
Chief Deputy City Clerk

**City of Irwindale
Facility Use Agreement**

Policy Statement

The City of Irwindale ("City") Community Center and Mission Historical Site are available to the public for civic, social, educational, athletic, cultural activities and limited commercial use. It is the intent of this Facility Use Agreement ("Agreement") to provide use regulations and application and scheduling procedures to accommodate groups that wish to use these City facilities.

The person signing this Agreement, and the organization on whose behalf this Agreement is entered into (collectively the "Applicant"), are jointly responsible for compliance with the terms and conditions of this Agreement. All Applicants are required to read, complete, and sign this Agreement and initial on the bottom of each page where designated. A person who is at least eighteen (18) years of age must sign this Agreement. If alcohol is served, a person who is at least twenty-one (21) years of age must sign this Agreement.

Name of Facility to Be Used

☒ Irwindale Senior Center

☐ Irwindale Community Center: 16102 Arrow Highway, Irwindale, CA 91706

☐ Irwindale Mission Historical Site: 16239 Arrow Highway, Irwindale, CA 91706

Applicant Information

☐ Resident/City Employee ☒ Non resident

Contact name Dan D'Angelo Tel.: 323-314-3844

Organization American Red Cross Work

Address, City, State, Zip 100 Red Cross Circle, Pomona, CA 91768

Email: Dan.DAngelo@redcross.org

Event Information

Date of event 4/6/2021 Estimated attendance 35

Set-up time: 8:30am to 9:30am Event time: 9:30am to 3:30pm Clean-up time: 3:30pm to 4:45pm

Type of event: ☐ Meeting ☐ Wedding ☐ Birthday ☐ Family gathering ☐ Fundraiser

☒ Other (Describe) Blood Drive

Will alcohol be served? Yes ☒ No

Will alcohol be sold? Yes ☒ No

Will food be served? Yes ☒ No

Will food be sold? Yes ☒ No

Open to the public? ☒ Yes No

Will minors be present Yes ☒ No

Admission fee charged? Yes ☒ No Will

there be music

Yes ☒ No

If yes, how will music be provided (DJ, live band, etc.) _____

Reservations

1. Reservations for a City facility may be made up to 1 year prior to the event but no later than 10 working days before the event.
2. Any reservation made 6 months or more prior to the function requires a \$50.00 pre-registration deposit in addition to the refundable deposit amounts. The \$50.00 shall be forfeited if function is cancelled; otherwise the \$50.00 shall be applied toward the refundable deposit.
3. While an Applicant may make a reservation, a City facility is not deemed rented until (1) Applicant delivers to the City this signed Agreement, rental fees, deposit, certificate of insurance, written evidence of permits and licenses, and any other items deemed necessary by the City; and (2) the City, in its sole discretion, approves such rental.
4. Applicant must provide all information as may be required by the City's Department of Senior Services ("Department") to assure compliance with the requirements and regulations of this Agreement.
5. Applicant acknowledges that neither the City nor the Department assumes any liability for any injury or loss or damage of personal property, except when caused by the City or Department's sole negligence or willful misconduct.
6. Prior to the use of the facility, the application must have approval of the Department's designated representative.
7. Proof of residency is required at the time of application in order to receive the resident rate.
8. This Facility Use Agreement and permit, which authorizes the rental of facilities, may be revoked for violation of any rental policies.

Security Deposit and Payments

1. An Applicant will be required to pay a security deposit in an amount that will promote use of the City's facilities in an orderly manner without damage to the facilities. Security deposits will be refunded upon inspection of facilities and confirmation that no property damage has occurred or additional clean-up is required.
2. The Applicant must sign the return deposit verification form at the beginning and end of the rental function. The refundable deposit is forfeited if:
 - a. The Applicant fails to accompany the City employee and security officer(s) during the walk through at the beginning and conclusion of the function, or is not present during the scheduled function; or
 - b. The City's facility custodian is unable to clear and lock the facility at the time the function is scheduled to end due to the actions or in-actions of the Applicant; or
 - c. The Applicant occupies the facility at a time other than that requested on his/her/its application, causing the City's facility custodian on duty to work unscheduled hours; or
 - d. The Applicant causes damage to the Facility in any way, including damaged, broken and/or missing equipment, graffiti, vandalism, or similar damage; or
 - e. The Facility, parking lot, city vehicles or any other city owned property is damaged or left in an unacceptable manner.

3. Below are the current deposit rates:

COMMUNITY CENTER (Kitchen included)

Refundable deposit	\$300.00
Set up and clean up rental time	\$20.00/Hour
Rental - Irwindale Resident/City employee	\$60.00/Hour
Rental - Non Resident	\$120.00/Hour

MISSION HISTORICAL SITE

Refundable deposit	\$200.00
Set up and clean up time	\$20.00/Hour
Irwindale Resident/City employee	\$50.00/Hour
Non Resident	\$100.00/Hour

SECURITY

Call for hourly rate

Contact security company directly to arrange for certificate of security.

4. All applicants, regardless of status, must pay the applicable refundable deposit. However, the City Manager may, in the best interest of the City, waive any portion or all fees for non-profit or community-based organizations.
5. All refundable deposits to be refunded will be paid by a City check to the Applicant stated on the application within 30 days.
6. A \$10.00 Cancellation Service Charge shall be assessed if the function is cancelled 60 days or more prior to function date. If the cancellation is made less than 60 days prior to the function, a \$100.00 cancellation fee will be charged.
7. Rental fees are to be paid no less than 15 working days prior to decoration and/or function date. Fees received less than 15 working days prior to the decoration and/or function date must be made in cash and a 10% per day penalty will be charged on the rental balance.
8. If paying by check fees by check, the name on the check must match the name stated on the application.

Regulations and Restrictions

All uses of City facilities will be subject to the following regulations and restrictions:

A. Insurance and Indemnification.

1. When it is deemed to be in the best interest of the general public, the City will require the Applicant to furnish a Certificate of Insurance naming the City as additionally insured. The amount of the insurance shall not be less than \$1,000,000 per occurrence of commercial general liability insurance.
2. Insurance is available at the following estimated rates (City will provide quote for insurance, based on type of rental and number of rental days requested):

INSURANCE

No alcohol

\$81.00/Day

INSURANCE

With alcohol

\$240.00/Day

3. Note, if insurance is purchased from the City and Applicant cancels within 15 days of rental date, insurance will be returned minus a \$10.00 administrative fee.
4. The City shall require the applicant to carry general liability insurance when alcohol is available. The City shall require a full liquor liability premium in addition to general liability insurance when alcohol is sold in exchange for money. The cost of the required liability insurance shall be solely borne by the Applicant.
5. To the full extent permitted by law, Applicant agrees to indemnify, defend and hold harmless the City, its officers, employees and agents ("Indemnified Parties") against any liability including reasonable attorney fees in respect to bodily injury, death and property damage to the extent arising from any negligent acts or omissions or intentional misconduct of Applicant, its employees, agents or staff during its use of the City's facilities.
 - i. The provisions of this Section do not apply to claims or liabilities occurring as a result of City's soleneglignence The indemnity obligation shall be binding on successors and assigns of Applicant and shall survive termination of this Agreement.

B. Alcohol.

1. The City Manager or his/her designee has the authority to approve or disapprove all applications for serving of alcoholic beverages.
2. Groups or individuals wishing to serve alcoholic beverages must submit an application at least eight (8) working days prior to the event.
3. If alcohol is to be sold:
 - f. The responsibility for obtaining all required permits from the California Department of Alcoholic Beverage Control ("ABC") is the duty of the Applicant and necessary when selling alcohol.
 - g. Alcoholic beverages shall be sold only by the person possessing a valid permit from ABC.
 - h. The ABC Permit must be displayed over the bar throughout the activity/event.
 - i. Service, sale and consumption may be permitted only at those events for which the ABC so specifies.
4. Bring your own (B.Y.O.B.) events are prohibited.
5. **No glass bottles or containers will be allowed (other than champagne service). All champagne bottles must be opened in the kitchen.**
6. No unused or leftover alcoholic beverages shall be allowed to remain on premises.
7. For purposes of the Irwindale Mission Historical Site, alcohol may only be served outside.
8. Alcohol is not allowed when an event is designated for minors such as school

age award programs, birthday parties and/or receptions.

9. No alcoholic beverage shall be served to any person less than 21 years of age. Injuries caused to any person as a result of alcoholic beverages being served to or consumed by someone under the age of 21 while on the City's premises, shall be the sole responsibility of the organization or individual renting the facility.
10. The distribution or consumption of alcoholic beverages shall be in compliance with all applicable laws, including regulations of the ABC. Violators are subject to criminal prosecution, and reported violators will be denied approval of subsequent requests to use a City facility.
11. Any organization using City facilities shall be solely responsible for obtaining all permits or licenses relating to the distribution and consumption of alcoholic beverages on the premises.
12. Alcohol may only be served by an adult 21 years of age or older. If evidence is found that alcohol is being served that was not authorized by the City or to a minor the Police will be notified and the event will be terminated and all fees and deposits will be forfeited.

C. Security and Supervision.

1. Security is required when alcohol or music (live band, DJ, instrumental, etc.) is included at the function. A personal radio or boom box is excluded from the definition of music.
2. Security shall be provided by a private security company agency approved by the City. Applicant shall be responsible for procuring and paying for said security officers. Security officers are required to remain at the City facility one-half hour longer than the event to ensure the premises are cleared and secured.
3. Applicant is solely responsible for supervising its employees, agents and staff at the City facility and adjoining property during the event. The City is not responsible for providing this supervision.
4. When alcohol is served, there shall be at least one security guard present at the facility at all times. The guards must arrive 30 minutes before guest arrival time and remain until the contract end time. The parking lot must be monitored every 30 minutes. The security guards shall have the authority to enforce all rules and regulations governing facility rentals. In the event that the Police are called, the cost of their services shall be deducted from the Applicant's security deposit. The Applicant will be billed for any costs exceeding the security deposit.

D. Set-Up, Clean-Up, and Decorations.

1. Applicant and his/her/its agents, including caterers, bands, transportation of rental equipment, and related individuals, will not be permitted access to the Facility prior to or after the event time period approved by the City. Applicant shall not prepare or decorate the Facility prior to the event start time, unless Applicant provides rental fees, deposits, and insurance for the time of the preparation and/or decoration.
2. Applicant shall be responsible for arranging access during the time requested for entry and exit of the Facility.
3. Applicant shall not drive or permit to be driven nails, hooks, tacks, screws, poles, stakes or other forms of fasteners into any part of the Facility and shall not make or allow to be made any alterations of any kind therein. No decorations are to be hung on sprinklers.
4. The use of rice, birdseed, confetti, glitter, silly string, or candles is prohibited.
5. Applicant shall be responsible for clean-up of the entire Facility, including adjacent grounds, at the end of the rental. Applicant shall pick up, bag, and remove all trash generated by all activity in any way connected with its use of the Facility, leaving the Facility clean and free of all trash and litter. Applicant shall also leave all fixtures, if any, in good working condition.
6. The Community Center kitchen should be cleaned and wiped down. Applicant is not to mop floors in the kitchen, foyer or bathrooms.
7. Tables should be wiped down. Tables and chairs are to remain where they are. Applicant is not to fold and/or stack tables or chairs.
8. Applicant is not to vacuum floors.
9. Decorations are to be taken down and removed.
10. Applicant shall not store any equipment or materials at the Facility or adjoining property without the prior written approval of the City.

11. Cleanup must be completed prior to 12:00 midnight of the function date. The Community Center should be cleaned one hour prior the ending of the function. If you feel one hour is not sufficient, please allow more time.

E. Kitchen Use, Equipment, and Accessories.

1. An Applicant using the Community Center kitchen shall furnish dishes, silverware, cooking utensils, all paper products, towels, soap, etc.
2. Requests for table and chair arrangements must be submitted the Monday preceding the rental function or the room set up will be made at the discretion of the City.
3. Applicant shall not remove, relocate, or take any City property outside of the Facility for any reason without the prior written approval of the City.
4. The City does not provide audio/visual systems, public address systems, spotlights, floodlights, or projectors. Applicant, at its own cost, may bring these systems into the Facility for their use.
5. All music equipment must be contained within the enclosed walls of either the Community Center and/or the Mission.

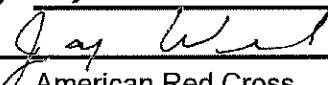
F. Miscellaneous.

1. Smoking is prohibited in all City facilities including restrooms and within 20 feet of all entrances.
2. Facilities and equipment are to be left in the same condition as they were prior to the rental. The Applicant is responsible to pay for any damage to property or loss of property. A fee equal to total replacement cost will be charged. It shall be the responsibility of the Applicant to see that unauthorized portions of the facility are not used. Continued or repeated use of City facilities will be contingent upon care of the facility, property and equipment, and observance of all approved rules and regulations.
3. No gambling of any kind shall be conducted on, or in, City facilities, and the Applicant shall ensure that no disorderly or illegal conduct shall be allowed in any facility. Charitable events and/or fundraisers in support of non-profit organizations that include a "Casino Night" or similar event where no monies are wagered are excluded from this prohibition.
4. Private groups wishing to collect fees, donations or admission charges, or those using the facility to market a product, give a presentation, or advertise their business, will be considered commercial users.
5. The posted occupancy of City facilities shall not be exceeded.
6. Storage space will not be granted at any time.
7. A City facility is available for rental seven days a week, between the hours of 7:00 a.m. – 12:00 midnight. Facilities are not available for reservations on the following holidays: Christmas Eve, Christmas Day, Cesar Chavez Day, Easter, Independence Day, Labor Day, Memorial Day, New Year's Eve, New Year's Day, and Thanksgiving.
8. All persons using the facilities shall observe and obey regulations of this policy, the rules of the Department, and all applicable City, State and Federal laws, rules and regulations.

9. Minors must remain in the rented facility room and shall not be allowed to roam.
10. Any intended use of outside vendors must be disclosed in the application and if permitted shall comply with applicable insurance requirements.
11. No open flames are permitted including the use of candles
12. Maximum capacity is 100 people for assembly at the Community Center.
13. Seating capacity for dining at the Community Center is 72 people.
14. No animals are permitted at the Facility, with the exception of service animals.
15. No one is permitted upstairs or in the elevator at the Community Center.
16. Be advised that guests are not allowed in the flower beds and are not to be throwing items into the Community Center fountain.
17. The Mission may not, under any circumstances, be used for regular church services. It may be rented, as are other City Facilities, for specific events such as parties, weddings, meetings, wakes, christenings, etc.
18. Applicant acknowledges the limited parking at the Mission. Adequate measures to ensure sufficient parking may be imposed. Failure to provide adequate parking and/or disruption of the neighborhood may result in termination of the event.
19. Applicant acknowledges that the Mission is located adjacent to a residential neighborhood. Loud noise must be controlled. Receipt of noise complaints by the City may subject the event to immediate termination.
20. The City is not responsible for lost or stolen items.
21. Applicant shall comply with all local, state, and federal laws and regulations related to the use of the Facility.
22. The City of Irwindale may impose additional requirements as deemed necessary to protect the health, safety, and/or welfare of the community.
23. The facility shall be used for the purpose stated in this Agreement and no other use will be permitted.
24. Applicant shall be responsible for securing all required permits and licenses.

Any violation of the above or any part of this Agreement or report of false information to the City of Irwindale may refuse Applicant from further use of the Facility and deny further requests for a period of up to two (2) years at the discretion of the City Manager or his/her designee. Moreover, Applicant shall forfeit a portion of or all of the rental fee and/or the deposit.

I am an authorized agent of the organization submitting this agreement. The information provided in this agreement is true and correct. I have read and understand this agreement and agree to all of the aforementioned rules, regulations, and conditions of use.

Print Name Jay Winkenbach
Signature 
Organization American Red Cross
Address 100 Red Cross Circle, Pomona, CA 91768
Telephone 909-282-2648
Date 3/4/2021

CITY OF IRWINDALE USE ONLY

☒ **APPROVED** ☐ **DENIED** Authorized By *R. Yndale* Date *3-4-2021*

Insurance certificate received?	Date: <u><i>3-4-2021</i></u>
ABC License received?	Date: <u><i>N/A</i></u>
Security authorization received?	Date: <u><i>N/A</i></u>
Room set up provided?	Date: <u><i>3-4-2021</i></u>
Refund issued?	Date: <u><i>N/A</i></u>

PAYMENTS RECEIVED

Refundable Deposit

\$300.00 Date received *N/A* Staff Initials *3*

Set up and clean up rental time
\$20.00 X *3* hours = \$ *60.00* Date received *3-4-2021* Initials *3*

Rental
\$ *6* X *120.00* hours = \$ *780.00* Date received *3-4-2021* Initials *3*

Insurance
\$ *N/A* Date received *3-4-2021* Staff Initials *3*

CONTACT INFORMATION

FACILITY RESERVATIONS

Contact the Irwindale Senior Center to check Facility availability, and to submit application, insurance, licenses and payments.

IRWINDALE SENIOR CENTER– (626) 430-2283
16116 Arrow Highway, Irwindale, Irwindale, CA 91706

SECURITY INFORMATION

The following private security firm licensed by the City of Irwindale provides security for rental purposes:

E & C Security Patrol– (626) 420 - 9110

CERTIFICATE OF INSURANCE

A Certificate of insurance quote/certificate can be obtained through the City of Irwindale Senior Center, utilizing the following special event insurance company:

Alliant – Special Event Insurance Services – (800) 821-9283
1301 Dove Street, Suite 200, Newport Beach, CA 92660

ABC LICENSE

ABC– ALCOHOLIC BEVERAGE CONTROL – (626) 256-3241
222 E. Huntington Dr., Ste 114, Monrovia, CA 91016

ROOM SET – UP DIAGRAM

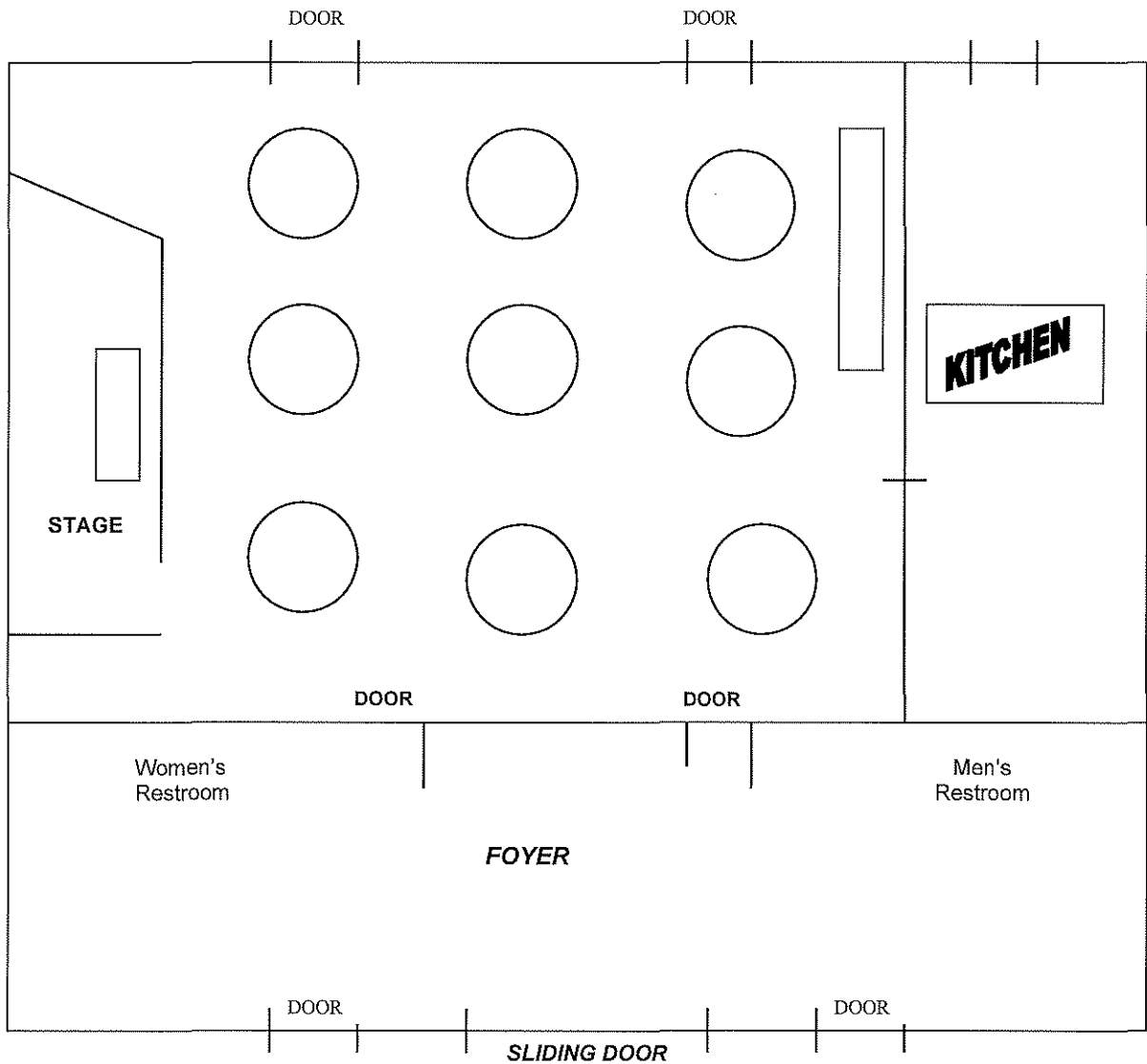
Community Center Capacity – 100 Maximum for assembly
72 Dining

8 -8ft. rectangle tables
6 – 6ft. rectangle tables
9 – 72 inch round tables

(Diagram not to scale)

SIDE DRIVEWAY

KITCHEN DELIVERY DOOR





CITY OF IRWINDALE

FEE ADJUSTMENT POLICY FOR CITY RENTAL FACILITIES

The City of Irwindale would like to alleviate some financial difficulties associated with using City facilities and wish to use the City facilities to serve a public purpose. To achieve this goal, the City is implementing this "Fee Adjustment Policy for Rental Facilities" to encourage the residents of Irwindale and not-for-profit organizations located in the City to participate and promote events that are beneficial to the community or otherwise provide a public service. The City will approve fee waivers or reductions for those Irwindale residents and not-for-profit organizations located in the City that meet the criteria below.

I. ADJUSTMENTS ARE AVAILABLE FOR THE FOLLOWING FEES

To achieve the City's goal of assisting the residents of Irwindale and not-for-profit organizations located in the City, the following fees are available for waiver or reduction in an amount deemed appropriate by the City Council or the City Manager pursuant to the criteria in this Policy:

- A. Community Center facility use fee
- B. Our Lady of Guadalupe Mission facility use fee
- C. Dan Diaz Recreation Banquet Room and Kitchen facility use fee
- D. Picnic Shelter facility use fee
- E. Fred Herrera Softball Field use fee
- F. Dan Diaz Recreation Facility use fee
- G. Any other public facility as the City Manager or City Council, as appropriate, may approve

II. CRITERIA FOR CONSIDERATION

The following criteria must be established to qualify for a fee waiver or fee reduction by the City Council:

1. Applicants for fee waivers or reductions must be:
 - a. Resident of Irwindale; or
 - b. Recognized by the Internal Revenue Service as a not-for-profit organization or charitable organization organized primarily for veteran, patriotic, welfare, civic betterment, religious or charitable purposes, which has a principal and permanent meeting place, office, or place of worship within the City , and has

been organized and established in the City for a minimum of period of one year, continuously, preceding the filing of a fee waiver application.

2. Fee waivers or reductions may be granted for City fees where it can be shown, through documentary proof:

- a. A financial hardship exists as follows:

1. For an individual resident, a financial hardship may include, but not be limited to, an unexpected need of assistance arising from illness, casualty loss, or other such unforeseeable occurrence, or difficulty paying essential costs to provide for the individual's health and welfare based on income; and
 2. For a non-profit organization, a financial hardship may include a significant portion of annual revenues dedicated towards the use of the facility.

- b. Serve a public purpose by demonstrating that use of the City facility will:

- i. Benefit the community. This includes, but is not limited to, circumstances where the applicant:

1. Supports civic or community programs for the City's residents or businesses; or,
 2. Provides financial assistance to the City's residents or businesses.

- ii. Provide a public service or otherwise promote the public health, safety and welfare. This includes, but is not limited to, circumstances where the entity provides needed donations or other assistance to residents and businesses of the City in areas such as:

1. Health care;
 2. Counseling services;
 3. Abatement of dangerous or unhealthful living or working conditions, including, but not limited to, those constituting violations of the Irwindale Municipal Code;
 4. Transportation needs of residents;
 5. Nutrition needs of residents; or
 6. Educational assistance.

III. PROCESS FOR CONSIDERATION

An Irwindale resident, individual or organization who would like to be considered for a fee waiver or adjustment should complete an "Application for Fee Adjustment of City

Rental Facilities" and submit it to the City Clerk's Office. The City Manager will review the request and, if it meets the criteria of this Policy, and the request is for five hundred dollars (\$500) or less, the City Manager will provide the applicant with a response within fifteen (15) days. If the City Manager's decision is adverse to the applicant, the decision can be appealed to the City Council.

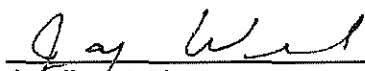
If the applicant requests a fee adjustment in excess of five hundred dollars (\$500), and meets the criteria of this policy, the City Manager will agendaize the item for City Council review and consideration under the guidelines of this Policy. If the City Council finds that all the requirements have been met, the waiver will be granted and process along with any Facility Use Agreement or Permit Application. Alternatively, the City Council may reduce such fee in an amount it deems appropriate based upon its assessment of the level by which the proposed activity meets the criteria outlined in this Policy. The decision of the City Council on any fee waiver or reduction shall be final.

**OFFICE USE ONLY:**Received By: Ryan D'AngeloDate: 2/24/2021**CITY OF IRWINDALE****APPLICATION FOR FEE ADJUSTMENT
OF CITY RENTAL FACILITIES**APPLICANT Dan D'Angelo☐ Resident ☒ Not-for-Profit Organization*ADDRESS 100 Red Cross Circle Pomona CA 91768TELEPHONE 323-314-3844 e-mail: Dan.Dangelo@redcross.orgCITY RENTAL FACILITY: Dining HallFEE(S) REQUESTING TO BE WAIVED: \$840.00**STATEMENT OF FINANCIAL HARDSHIP AND PUBLIC PURPOSE:**Blood Drives April 6, 2021

Evidence of financial hardship and public purpose served (to support assertion of financial hardship, attach all documents establishing current financial situation, including all bank statements, most current tax forms, and essential expenses):

EIN: 53-0196605

By signing below, I confirm that all of the above and attached information is true and correct. By signing below I also attest to the fact that payment of City fees for the City's rental facilities is a financial hardship and will serve a public purpose.


Applicant Signature2/24/2021

Date

*Must provide evidence of Internal Revenue Service Non-Profit status, principal and permanent meeting place, and length of time established at this location.



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
08/27/2020

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. IF SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Marsh USA Inc. (Philadelphia) 1717 Arch Street Philadelphia, PA 19103 215.246.1000 fax 215.246.1399 Attn: Redcross.certrequest@marsh.com CN102834971-ALL-CAS-20-21	CONTACT NAME: PHONE (A/C, No, Ext): FAX (A/C, No): E-MAIL: ADDRESS: INSURER(S) AFFORDING COVERAGE INSURER A : Old Republic Insurance Company INSURER B : INSURER C : INSURER D : INSURER E : INSURER F : NAIC # 24147

COVERAGES **CERTIFICATE NUMBER:** CLE-006606777-01 **REVISION NUMBER:** 4

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	☒ COMMERCIAL GENERAL LIABILITY ☒ CLAIMS-MADE ☐ OCCUR ☒ SIR \$100,000 GEN'L AGGREGATE LIMIT APPLIES PER: ☒ POLICY ☐ PRO-JECT ☐ LOC OTHER:			MWZZ 313806-20	07/01/2020	07/01/2021	EACH OCCURRENCE \$ 5,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 5,000,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 5,000,000 GENERAL AGGREGATE \$ 5,000,000 PRODUCTS - COMP/OP AGG \$ INCLUDED \$
A	☒ AUTOMOBILE LIABILITY ☒ ANY AUTO ☐ OWNED AUTOS ONLY ☐ SCHEDULED AUTOS ☐ HIRED AUTOS ONLY ☐ NON-OWNED AUTOS ONLY			MWTB 313807-20 (\$1M) Auto Physical Damage- Deductible Comp/Coll \$1,000	07/01/2020	07/01/2021	COMBINED SINGLE LIMIT (Ea accident) \$ 5,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
A	☐ UMBRELLA LIAB ☐ EXCESS LIAB ☐ OCCUR ☐ CLAIMS-MADE ☐ DED ☐ RETENTION \$			MWZX313810-20 (\$4M XS)	07/01/2020	07/01/2021	EACH OCCURRENCE \$ AGGREGATE \$ \$
A	☒ WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory In NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N N	N/A	MWC313809-20 (INSURED STATES) MWFEX313804-20 - (FL)* MWXS313805-20 (AL, CA, GA, MA, MI, MO, OH, PA, TN, VA)**	07/01/2020 07/01/2020 07/01/2020	07/01/2021 07/01/2021 07/01/2021	☒ PER STATUTE ☐ OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
RE: BLOOD DRIVES TO BE HELD THROUGHOUT THE POLICY PERIOD, 7/1/2020 - 7/1/2021.

CITY OF IRWINDALE, ITS ELECTED OFFICIALS, REPRESENTATIVE, EMPLOYEES AND AGENTS ARE INCLUDED AS ADDITIONAL INSURED WITH REGARDS TO COMMERCIAL GENERAL LIABILITY COVERAGE WHERE REQUIRED BY CONTRACT.

CERTIFICATE HOLDER

CANCELLATION

CITY OF IRWINDALE 5050 N. IRWINDALE AVENUE IRWINDALE, CA 91706	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE of Marsh USA Inc. Manashi Mukherjee <i>Manashi Mukherjee</i>

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AGENCY CUSTOMER ID: CN102834971

LOC #: Philadelphia



ADDITIONAL REMARKS SCHEDULE

Page 2 of 2

AGENCY Marsh USA Inc. (Philadelphia)		NAMED INSURED AMERICAN RED CROSS AMERICAN NATIONAL RED CROSS 100 RED CROSS CIRCLE POMONA, CA 91768
POLICY NUMBER		
CARRIER	NAIC CODE	EFFECTIVE DATE:

ADDITIONAL REMARKS

THIS ADDITIONAL REMARKS FORM IS A SCHEDULE TO ACORD FORM,
FORM NUMBER: 25 FORM TITLE: Certificate of Liability Insurance

ATTACHING TO AND FORMING PART OF THE AMERICAN NATIONAL RED CROSS CERTIFICATE OF INSURANCE

AS RESPECTS WORKERS COMPENSATION:

This is to certify that all American National Red Cross units in the following states are currently self insured through the American National Red Cross: Alabama, California, Florida, Georgia, Massachusetts, Michigan, Missouri, Ohio, Pennsylvania, Tennessee, and Virginia.

Workers Compensation Policy #MWC313809-20:

Policy for all other states except the monopolistic states of North Dakota, Puerto Rico, Washington, Wyoming and U.S. Virgin Islands and the self-insured states of Alabama, California, Florida, Georgia, Massachusetts, Michigan, Missouri, Ohio, Pennsylvania, Tennessee, and Virginia. Includes Employers Liability for monopolistic states of North Dakota, Puerto Rico, Washington, Wyoming, and U.S. Virgin Islands.

*Specific Excess Workers Compensation Policy #MWFEX313804-20: American National Red Cross is self-insured for Workers Compensation in the state of Florida. The Excess Liability limit is subject to a state approved Self-Insured Retention.

**Specific Excess Workers Compensation Policy #MWXS313805-20: American National Red Cross is self-insured for Workers Compensation in the following states: Alabama, California, Georgia, Massachusetts, Michigan, Missouri, Ohio, Pennsylvania, Tennessee and Virginia. The Excess Liability limits are subject to state approved Self-Insured Retentions.

This certificate is issued as a matter of information only and confers no rights upon the certificate holder.

- ☒ City Council
- ☐ Successor Agency
- ☐ Housing Authority
- ☐ Reclamation Authority
- ☐ Joint Powers Authority

City of
IRWINDALE
AGENDA REPORT

Date: March 24, 2021
To: Honorable Mayor and Members of the City Council
From: William K. Tam, City Manager
Issue: Adoption of the 2021 Legislative Platform

City Manager's Recommendation:

That Council approves the 2021 Legislative Platform.

Administrative Action:

Prepared/Submitted by:

Theresa Olivares, Assistant City Manager

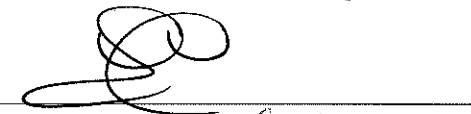


Reviewed by:

Adrian R. Guerra, City Attorney



Eva Carreon, Finance Director / City Treasurer



Approved by:

William K. Tam, City Manager



Background and Analysis:

Cities adopt a legislative Platform ("Platform") to efficiently administer responses to legislative proposals. The proposed Legislative Platform identifies issues deemed important to the City, and upon City Council approval will enable staff to proactively engage in the legislative process and respond to issues in a timely manner.

The Legislative Platform is a guide to process urgent requests in support, against or neutral position on legislative proposals. The proposed Legislative Platform is drafted using the guiding priorities of the City Council, as established in the City's Goals and Objectives. Once adopted, the Legislative Platform remains in effect for the duration of the legislative cycle. The City Council may add, remove, or modify items during the annual Legislative Platform update.

Each year, the City Manager's Office will submit an agenda report to the City Council regarding its proposed state and federal priorities, establishing the basis for the upcoming calendar year's Legislative Platform. Legislative issues impacting the city that are not addressed in the Legislative Platform will be placed on an agenda for the City Council's direction.

Upon adoption of the Legislative Platform, the City Manager's Office will continue to exercise day-to-day oversight of legislative matters. In addition to coordinating formal action through the City Council, the City Manager (or designee) will administer the City's Legislative Platform by carrying out the following functions:

- Work with Department Heads/Managers to identify matters of legislative importance and develop positions on federal and state legislative proposals and general matters of legislative interest.
- Communicate important legislative matters to the City Council through periodic updates, and identify and coordinate positions for formal action by the City Council.
- Review positions and analysis done by the League of California Cities, National League of Cities, the City's legislative advocate, and local government/professional associations in formulating positions.
- Monitor and track key bills through the legislative process utilizing the City's advocacy services, legislative websites, and government/professional associations.
- Communicate the City's positions to federal, state, and county legislators.
- Participate as needed in the drafting and amending of legislative proposals that significantly impact the City.
- Work with the League of California Cities, National League of Cities, legislative advocate, other cities and local government/professional associations on legislative matters of mutual concern.
- Participate and attend legislative briefings and meetings to actively engage and stay apprised of legislative trends and upcoming legislation.

Under the proposed Legislative Platform, responses to legislative proposals will be processed as follows:

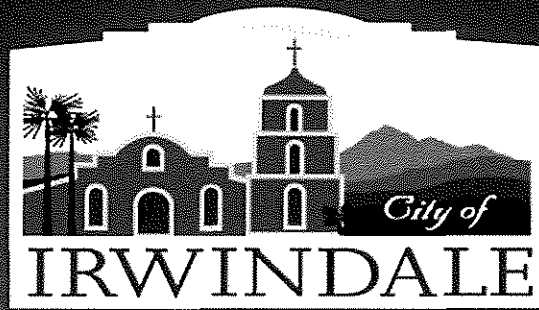
1. Once a determination has been made that a legislative proposal may impact the City and is identified on the approved Legislative Platform, a letter outlining the City's position (support/neutral/opposition) will be reviewed, approved and signed by the Mayor, Mayor Pro Tem in the absence of the Mayor, or City Manager (1) in absence of the Mayor and Mayor Pro Tem; or (2) when time is of the essence.
2. If a determination is made that a legislative proposal may impact the City and is not identified on the approved Legislative Platform, a letter outlining the City's position (support/neutral/opposition) will be prepared and presented for City Council review and approval.
 - a. The draft letter will be presented to the City Council at a public meeting for approval/revisions.
 - b. Upon approval, the letter may be signed by Mayor, Mayor Pro Tem in absence of Mayor, or City Manager (1) in absence of the Mayor and Mayor Pro Tem; or (2) when time is of the essence.
3. The final position letter will be forwarded to the bill's author, the League of California Cities, the City's legislative advocate; and other stakeholders as deemed appropriate.
4. A copy of the final letter will be distributed to the City Council.

Fiscal Impact:

There is no fiscal impact associated with the adoption of a Legislative Platform.

Attachment:

- 1) 2021 Legislative Platform



CITY OF IRWINDALE 2021 LEGISLATIVE PLATFORM

CITY COUNCIL

H. Manuel Ortiz, Mayor
Larry G. Burrola, Mayor Pro Tem
Albert F. Ambriz, Council Member
Mark A. Breceda, Council Member
Manuel R. Garcia, Council Member



City of Irwindale Legislative Platform 2021

The objective of the Legislative Platform for the City of Irwindale is to adopt official City positions on specific legislative issues at the start of the legislative session. The Legislative Platform's streamline approval process provides staff with clear direction on pertinent legislative issues.

The Legislative Platform is developed and maintained using the goals and objectives adopted by the Irwindale City Council, a review of legislative priorities from the League of California Cities, National League of Cities, input from the Council and staff, the City's legislative advocate, research of current law and pending legislation, as well as discussion with local legislative staff and the City's legal counsel.

Federal and state legislative proposals and policies consistent with the legislative priorities may be supported by the City. Those policies or proposals inconsistent with this platform may be opposed by the City.

For proposed legislation, either consistent with the City's legislative priorities or consistent with legislative positions the City has taken in the past; City staff shall be authorized to prepare position letters for the Mayor's signature. Items not addressed in the City's legislative priorities will require Council direction, and staff will submit a request to Council. Legislative priorities may only address issues directly relevant to or impacting the provision of municipal services.

City departments are encouraged to monitor and be knowledgeable of any legislative issues related to their discipline. However, any requests for the City to take positions on a legislative matter must be directed to the City Manager's Office. City departments may not take positions on legislative issues without City Manager's Office review and approval.

The process for responding to legislative proposals is streamlined as follows:

1. Once a determination has been made that a legislative proposal may impact the City and is identified on the approved Legislative Platform, a letter outlining the City's position (support/neutral/opposition) will be reviewed, approved and signed by the Mayor, Mayor Pro Tem in the absence of the Mayor, or City Manager (1) in absence of the Mayor and Mayor Pro Tem; or (2) when time is of the essence.
2. If a determination is made that a legislative proposal may impact the City and is not identified on the approved Legislative Platform, a letter outlining the City's position



(support/neutral/opposition) will be prepared and presented for City Council review and approval.

- a. The draft letter will be presented to the City Council at a public meeting for approval/revisions.
 - b. Upon approval, the letter may be signed by Mayor, Mayor Pro Tem in absence of Mayor, or City Manager (1) in absence of the Mayor and Mayor Pro Tem; or (2) when time is of the essence.
3. The final position letter will be forwarded to the bill's author, the League of California Cities, the City's legislative advocate; and other stakeholders as deemed appropriate.
 4. A copy of the final letter will be distributed to the City Council.

ADMINISTRATIVE SERVICES

General Area of Review: Elections, Brown Act, Public Records, Political Reform Act, Conflict of Interest and Open and Transparent Government.

1. Support legislation that would increase voter turnout in local elections, (e.g., mail ballots, more information to voters for judicial elections).
2. Support legislation that strengthens local control over election related matters such as boundary and district requirements.
3. Support measures that enable cities to maximize their ability to efficiently and effectively administer local elections, including programs designed to encourage and increase voter education, registration and voter turn-out.
4. Support reforms to modernize the structure, governance, management and method of financing State government.
5. Support legislation that discourages baseless and frivolous claims and demands made against municipalities, their officers and employees.
6. Oppose legislation that limits the authority of municipalities to enforce their own ordinances in municipal courts.
7. Support measures that preserve the integrity and fundamentals of the Brown Act while opposing measures that would constrain communication among staff and local officials.



8. Support measures increasing local autonomy, protecting privacy and maintaining our authority over public records. This includes measures that provide for the recovery of costs with regard to public records requests.
9. Support efforts to amend rules that limit and restrict local governments' ability to achieve greater transparency of governmental business by improving the platform in which agencies can publish and advertise notices, resolutions, orders, or other matters required by law.
10. Support measures that promote transparency, public participation and first amendment rights, while preserving procedures that continue to foster efficient government proceedings.
11. Support alternative methods of meeting public notice requirements and enhancing them through the use of cost effective and innovative, technology friendly methods of communication.

COMMUNITY SERVICES

General Area of Review: Arts, Cultural Resources, Public Parks/Recreation Facilities, Public Libraries, Seniors and Healthy Cities.

1. Support legislation that will help provide residents with safe, assessable services and facilities.
2. Support legislation that provides adequate and consistent funding to support the acquisition, development, and operation and maintenance requirements of recreation, parks and community services agencies at the local, State, and Federal levels.
3. Oppose action that depletes services and funding sources created to enhance the community's varying needs.
4. Support Federal and State funding opportunities for cultural arts programs, libraries, parks, recreation and human services, trails, open space, and facility development/renewal.
5. Support Federal and State funding opportunities that promote our ability to provide public access to technology at community facilities.
6. Support Federal and State funding opportunities that promote health and wellness services and education offered to the youth, low income and senior communities.



ECONOMIC DEVELOPMENT

General Areas of Review: Economic Development, Redevelopment and Job Creation

1. Oppose legislation that erodes the ability of cities to condition and deny projects that inadequately mitigate impacts to the community.
2. Support legislation that preserves or increases funding for the Community Development Block Grant (CDBG) program as provided by the U.S. Department of Housing and Urban Development.
3. Support legislation that enhances the City's efforts to retain existing businesses and attract new businesses.
4. Support legislation that provides tangible and productive tools and incentives to support job creation and retention.
5. Support funding opportunities for small business assistance, loan programs for business improvements, and tax credits for businesses.
6. Support legislation that clarifies and narrows the prevailing wage standard for economic development, public works, and affordable housing projects.

EMPLOYEE AND LABOR RELATIONS

General Area of Review: Labor Relations, Employee Relations and Human Services

1. Oppose any measure that imposes upon local government mandated employee benefits that are more properly decided at the local level.
2. Oppose efforts which reduce local control over public employee disputes and impose the regulations of an outside agency.
3. Support reform measures that provide sustainable and secure public pensions and other post-retirement benefits to ensure responsive and affordable public services.
4. Oppose efforts to legislate changes in how the California Public Employee Pension System invests its assets if the proposed changes will result in a loss of funds.



-
5. Support legislation that streamlines the Workers' Compensation system and makes it easier for employers, employees, and health care providers to navigate.

ENVIRONMENT

General Area of Review: Air, Water and Water Quality, Climate Change, CEQA, Energy Efficiency, Recycling, Solid Waste Management, Hazardous Materials and Utilities

1. Oppose legislation that imposes undue hardship on local agencies to implement environmental regulations.
2. Oppose air quality legislation that restricts the land use authority of cities.
3. Oppose actions by Regional Water Quality Control Boards that impose mandates on cities that exceed state or federal regulations and/or are outside their jurisdictional authority to impose or enforce.
4. Oppose efforts to mandate a state water public benefits charge unless funds remain within the local community.
5. Oppose new regulations that do not allow appropriate time and resources for compliance.
6. Support legislation that allows flexibility in the City's effort to cost- effectively meet energy goals.
7. Support legislation that keeps funding for public benefits programs in local communities.
8. Oppose legislation that imposes a mandate on local governments or private industry on how to achieve energy efficiencies.
9. Oppose actions by Regional Water Quality Control Boards that impose mandates on cities that exceed state or federal regulations and/or are outside their jurisdictional authority to impose or enforce.
10. Support legislation that provides funding for Water Infrastructure, Security and programs that promote water reuse and conservation.

FISCAL RESPONSIBILITY

General Area of Review: Finance Administration, Taxation Reform, General and Special Revenue, and Revenue Sources at the Federal, State and Local Levels



1. Oppose any legislation that would make local agencies more dependent on the State for financial stability and policy direction
2. Oppose legislation that would impose State mandated costs for which there is no guarantee of local reimbursement or offsetting benefits.
3. Support full cost reimbursement to the City for all federal, state and county-mandated programs.
4. Support legislation that strengthens and expands ongoing revenue for the City.
5. Support legislation that changes the allocation of sales tax for online purchases from the County pool and reallocates it to the city where the purchase is made.
6. Oppose legislation that undermines and preempts local authority over local taxes and fees.
7. Support advocacy for legislation or ballot measures to prevent the State from borrowing, raiding, or otherwise redirecting local government funds (i.e. – local taxes, sales tax, property taxes, etc.).
8. Oppose any effort to eliminate, or cap, the tax-exempt status of municipal bonds, one of the few tools left for local governments to finance large capital projects.

HOUSING, COMMUNITY DEVELOPMENT AND PLANNING

General Area of Review: Housing, Land Use, Development and Building Standards

1. Support legislation that would provide additional resources, including adequate funding, to local agencies to address regional growth issues such as air quality, water quality, air pollution, transportation corridors, and homelessness.
2. Oppose legislation that imposes a mandatory cap on local parking standards in transit intensive areas.
3. Oppose legislation and regulatory efforts that would diminish or eliminate the authority of cities to zone and plan for the development of telecommunications infrastructure, including the siting of cellular communications towers or transmission sites.
4. Support legislation that strengthens the concept of local control/local home rule for local decision making on land use and zoning matters.



5. Oppose legislation that places new restrictions on local land use control and transportation funding tied to external factors beyond municipal control.
6. Support housing element reform that provides local government the greatest flexibility to achieve realistic goals and support funding of mandated General Plan Housing Element Updates and related processes (i.e. RHNA).
7. Support efforts to reduce the role of the State's Housing and Community Development department in City affairs.
8. Support efforts to fund essential public facilities.
9. Support legislation and local, state, and federal programs that employ evidence-based best practice strategies to reduce the number of people experiencing homelessness by: preventing homelessness for those at risk; providing emergency and transitional housing; expanding affordable permanent housing; and promoting self-empowerment through counseling, job training, and other supportive services.
10. Support State and Federal funding to enhance mental health services for those living in homelessness.
11. Support new funding from the county, State, and Federal government for expanded Street Outreach Teams in collaboration with law enforcement, first responders, and the County's health and mental health departments for those affected by homelessness and mental health issues.
12. Support new funding from county, State, and Federal sources for the legal removal and storage of homeless belongings and cleaning of areas used by the homeless.
13. Support legislation that enhances local control and allows cities to address the needs of local constituents within a framework of regional cooperation.
14. Oppose preemption of local authority whether by state or federal legislation or ballot propositions.
15. Support legislation that streamlines and simplifies the job of running a city and oppose efforts that erode the City's authority to control its own affairs.

PUBLIC SAFETY

General Area of Review: Law Enforcement, Emergency Communications, Emergency



Services and Disaster Preparedness

1. Support measure that encourage community safety and well-being.
2. Support measures that encourage disaster preparedness and emergency planning.
3. Oppose legislation that serves to impact eligibility for local jurisdictions in regard to disaster response and recovery assistance.
4. Oppose reductions on Citizen's Option for Public Safety (COPS) funding.
5. Oppose legislation that would impede local law enforcement from addressing crime problems and recovering costs resulting from a crime committed by the guilty party.
6. Support efforts that strengthen local law enforcement's ability to prevent and fight crime.
7. Support legislation that minimizes alcohol-related criminal behavior and underage drinking.

TRANSPORTATION, COMMUNICATION AND PUBLIC WORKS

General Area of Review: Transportation, Construction, Telecommunications and General Public Works Related Areas

1. Support measures to finance local and regional transportation programs and improvements, including alternative modes of transportation and transportation demand management systems.
2. Support continuous appropriations of new monies directly to cities for the preservation, maintenance, rehabilitation, and development of local street and road systems.
3. Support legislation that facilitates cooperative programs among government agencies in order to help the City meet its basic needs, including transit, street, highway, road and bridge construction and maintenance, and safe corridors for bicyclists and pedestrians.
4. Support new processes to expedite the permitting and environmental review and approval of transportation projects.
5. Oppose the reduction/elimination of previously dedicated funds for any



transportation projects, especially those that are currently nearing construction and have been delayed by agency actions beyond the City's control.

6. Oppose transportation proposals that would adversely affect the quality of life in Irwindale by increasing traffic congestion, air pollution or other problems.
7. Oppose legislation that ties transportation funds to compliance with land use, housing, or climate change goals.
8. Support legislation that requires the California Public Utilities Commission (PUC), Federal PUC and railroad operators to adopt and fund programs to construct grade separations necessary for public safety and welfare.
9. Support legislation that would lift the minimum requirement of payment of prevailing wages on municipal Public Works projects to amounts greater than \$500,000.



Monthly Overview 2021 State Legislative Calendar

Below is an overview that summarizes major legislative events and key dates that occur month-to-month, and following is the 2021 Legislative Calendar created by the Office of the Secretary of the Senate.

January	The previous year's laws go in effect during this month. Legislature reconvenes to discuss the new year of legislation ahead, and all bill requests must be submitted to the Office of Legislative Counsel before the end of the month. Budget must be submitted by the Governor during the beginning portion of the month.
February	The last day for bills to be introduced occurs in February 19.
March	Cesar Chavez Day observed March 31.
April	Spring recess begins March 25 and reconvenes April 5. The end of this month marks the last day for policy committees to hear and report to fiscal committees regarding fiscal bills being introduced.
May	Policy committees must hear and report non-fiscal bills by May 7. Policy committees last day to meet is May 14 before convening in June. May 21 marks the last day for fiscal committees to hear and report to the Floor bills introduced in their house. Floor session conducted at the end of the month. May 21 is the last day for bills to be passed out of the house of origin.
June	Committee meetings may resume June 7. Budget Bill must be passed by midnight June 15.
July	Policy committees meet and report fiscal bills by July 14. Summer Recess begins provided Budget Bill has been passed.
August	Legislature reconvenes from Summer Recess. Fiscal committees meet and report bills to the Floor.
September	All bills to be passed by September 10. Interim Study Recess begins.
October	Governor to sign or veto bills passed by the Legislature.



2021 TENTATIVE LEGISLATIVE CALENDAR

COMPILED BY THE OFFICE OF THE ASSEMBLY CHIEF CLERK AND THE OFFICE OF THE SECRETARY OF THE SENATE
Revised 11-17-20

DEADLINES

JANUARY							
	S	M	T	W	TH	F	S
						1	2
Wk. 1	3	4	5	6	7	8	9
Wk. 2	10	11	12	13	14	15	16
Wk. 3	17	18	19	20	21	22	23
Wk. 4	24	25	26	27	28	29	30
Wk. 1	31						

FEBRUARY							
	S	M	T	W	TH	F	S
Wk. 1		1	2	3	4	5	6
Wk. 2	7	8	9	10	11	12	13
Wk. 3	14	15	16	17	18	19	20
Wk. 4	21	22	23	24	25	26	27
Wk. 1	28						

MARCH							
	S	M	T	W	TH	F	S
Wk. 1		1	2	3	4	5	6
Wk. 2	7	8	9	10	11	12	13
Wk. 3	14	15	16	17	18	19	20
Wk. 4	21	22	23	24	25	26	27
Spring Recess	28	29	30	31			

APRIL							
	S	M	T	W	TH	F	S
Spring Recess					1	2	3
Wk. 1	4	5	6	7	8	9	10
Wk. 2	11	12	13	14	15	16	17
Wk. 3	18	19	20	21	22	23	24
Wk. 4	25	26	27	28	29	30	

MAY							
	S	M	T	W	TH	F	S
Wk. 4							1
Wk. 1	2	3	4	5	6	7	8
Wk. 2	9	10	11	12	13	14	15
Wk. 3	16	17	18	19	20	21	22
Wk. 4	23	24	25	26	27	28	29
No Higs.	30	31					

- Jan. 1 Statutes take effect (Art. IV, Sec. 8(c)).
- Jan. 4 Legislature reconvenes (J.R. 51(a)(1)).
- Jan. 10 Budget must be submitted by Governor (Art. IV, Sec. 12(a)).
- Jan. 18 Martin Luther King, Jr. Day.
- Jan. 22 Last day to submit bill requests to the Office of Legislative Counsel.

- Feb. 15 Presidents' Day.
- Feb. 19 Last day for bills to be introduced (J.R. 61(a)(1), J.R. 54(a)).

- Mar. 25 Spring Recess begins upon adjournment (J.R. 51(a)(2)).
- Mar. 31 Cesar Chavez Day observed.

- Apr. 5 Legislature reconvenes from Spring Recess (J.R. 51(a)(2)).
- Apr. 30 Last day for policy committees to meet and report to fiscal committees fiscal bills introduced in their house (J.R. 61(a)(2)).

- May 7 Last day for policy committees to meet and report to the floor non-fiscal bills introduced in their house (J.R. 61(a)(3)).
- May 14 Last day for policy committees to meet prior to June 7 (J.R. 61(a)(4)).
- May 21 Last day for fiscal committees to meet and report to the floor bills introduced in their house (J.R. 61(a)(5)).
- Last day for fiscal committees to meet prior to June 7 (J.R. 61(a)(5)).
- May 31 Memorial Day.

*Holiday schedule subject to final approval by Rules Committee.



JUNE							
	S	M	T	W	TH	F	S
No Hrgs.			1	2	3	4	5
Wk. 1	6	7	8	9	10	11	12
Wk. 2	13	14	15	16	17	18	19
Wk. 3	20	21	22	23	24	25	26
Wk. 4	27	28	29	30			

June 1-4 Floor session only. No committee may meet for any purpose except Rules Committee, bills referred pursuant to A.R. 77.2, and Conference Committees (J.R. 61(a)(7)).

June 4 Last day for each house to pass bills introduced in that house (J.R. 61(a)(8)).

June 7 Committee meetings may resume (J.R. 61(a)(9)).

June 15 Budget Bill must be passed by midnight (Art. IV, Sec. 12(c)(3)).

JULY							
	S	M	T	W	TH	F	S
Wk. 4					1	2	3
Wk. 1	4	5	6	7	8	9	10
Wk. 2	11	12	13	14	15	16	17
Summer Recess	18	19	20	21	22	23	24
Summer Recess	25	26	27	28	29	30	31

July 2 Independence Day observed.

July 14 Last day for policy committees to meet and report bills (J.R. 61(a)(11)).

July 16 Summer Recess begins upon adjournment, provided Budget Bill has been passed (J.R. 51(a)(3)).

AUGUST							
	S	M	T	W	TH	F	S
Summer Recess	1	2	3	4	5	6	7
Summer Recess	8	9	10	11	12	13	14
Wk. 3	15	16	17	18	19	20	21
Wk. 4	22	23	24	25	26	27	28
No Hrgs.	29	30	31				

Aug. 16 Legislature reconvenes from Summer Recess (J.R. 51(a)(3)).

Aug. 27 Last day for fiscal committees to meet and report bills (J.R. 61(a)(12)).

Aug. 30-Sept. 10 Floor session only. No committees may meet for any purpose, except Rules Committee, bills referred pursuant to A.R. 77.2, and Conference Committees (J.R. 61(a)(13)).

SEPTEMBER							
	S	M	T	W	TH	F	S
No Hrgs.				1	2	3	4
No Hrgs.	5	6	7	8	9	10	11
Interim Recess	12	13	14	15	16	17	18
Interim Recess	19	20	21	22	23	24	25
Interim Recess	26	27	28	29	30		

Sept. 3 Last day to amend bills on the floor (J.R. 61(a)(14)).

Sept. 6 Labor Day.

Sept. 10 Last day for any bill to be passed (J.R. 61(a)(15)). Interim Recess begins upon adjournment (J.R. 51(a)(4)).

IMPORTANT DATES OCCURRING DURING INTERIM RECESS

2021

Oct. 10 Last day for Governor to sign or veto bills passed by the Legislature on or before Sept. 10 and in the Governor's possession after Sept. 10 (Art. IV, Sec. 10(b)(1)).

2022

Jan. 1 Statutes take effect (Art. IV, Sec. 8(c)).

Jan. 3 Legislature reconvenes (J.R. 51(a)(4)).

*Holiday schedule subject to final approval by Rules Committee.



Elected Officials Representing Irwindale

CALIFORNIA STATE GOVERNOR

Name	Capitol Address	Capitol Numbers
Governor Gavin Newsom	State Capitol, Suite 1173 Sacramento, CA 95814	Phone: 916-445-2841 Fax: 916-558-3160

CALIFORNIA STATE ASSEMBLY

Name	Capitol Address	Capitol Numbers	Local Address	Local Numbers
Assemblymember Blanca E. Rubio 48 th Assembly District	State Capitol, Rm 5175 P.O. Box 942849 Sacramento, CA 94249	Phone: 916-319-2048 Fax: 916-319-2148	100 North Barranca St, Suite 895 West Covina, CA 91791	Phone: 626-960-4457 Fax: 626-960-1310

CALIFORNIA STATE SENATOR

Name	Capitol Address	Capitol Numbers	Local Address	Local Number
Senator Susan Rubio 22 nd District	State Capitol, Rm 4052 Sacramento, CA 95814	Phone: 916-651-4022 Fax: 916-651-4922	100 S. Vincent Ave, Suite 401 West Covina, CA 91790	Phone: 626-430-2499

LOS ANGELES COUNTY BOARD OF SUPERVISOR

Name	District Address	District Numbers
Supervisor Hilda L. Solis First District	856 Kenneth Hahn Hall of Administration 500 West Temple Street Los Angeles, CA 90012	Phone: 213-974-4111 Fax: 213-613-1739

UNITED STATES CONGRESS

Name	Washington Address	Washington Numbers	Local Address	Local Numbers
Congresswoman Grace F. Napolitano 32 nd District of California	1610 Longworth Washington, DC 20515	Phone: 202-225-5256 Fax: 202-225-0027	4401 Santa Anita Ave Suite 201 El Monte, CA 91731	Phone: 626-350-0150 Fax: 626-350-0450

UNITED STATES SENATOR

Name	Washington Address	Washington Numbers	Local Address	Local Numbers
Senator Dianne Feinstein	331 Hart Senate Bldg Washington, DC 20510	Phone: 202-224-3841	11111 Santa Monica Blvd., Suite 915 Los Angeles, CA 90025	
Senator Alex Padilla	Russell Senate Bldg Suite B03 Washington, DC 20510	Phone: 202-224-3553 Fax: 202-224-2200	11845 W Olympic Blvd Suite 1250W Los Angeles, CA 90064	Phone: 310-914-7300 Fax: 310-914-7318

- ☒ City Council
- ☐ Successor Agency
- ☐ Housing Authority
- ☐ Reclamation Authority
- ☐ Joint Powers Authority

City of
IRWINDALE
AGENDA REPORT

Date: March 24, 2021

To: Honorable Mayor and Members of the City Council

From: William K. Tam, City Manager

Issue: Consideration of Organizational Changes to Enhance Structure to Better Meet the Needs of the Community and Sustain Demanded Service Levels

City Manager's Recommendation:

It is recommended that the City Council:

- 1) **ADOPT RESOLUTION NO. 2021-22-3234 ENTITLED "A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF IRWINDALE APPROVING A NEW JOB CLASSIFICATION AND ASSOCIATED JOB SPECIFICATION, FREEZING AND UNFREEZING CERTAIN MANAGEMENT CLASSIFICATIONS, APPROVING UPDATES ON EXISTING JOB SPECIFICATIONS, AND CREATING A NEW PUBLIC SERVICES DEPARTMENT"**
- 2) **ADOPT RESOLUTION NO. 2021-23-3235 ENTITLED "A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF IRWINDALE REPLACING RESOLUTION NO. 2020-50-3160, ADOPTING A SCHEDULE OF SALARIES AND BENEFITS FOR UNCLASSIFIED MANAGEMENT EMPLOYEES"**
- 3) **ADOPT RESOLUTION NO. 2021-29-3241 ENTITLED "A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF IRWINDALE REPLACING RESOLUTION NO. 2020-83-3243, ESTABLISHING THE NUMBER OF POSITIONS, SCHEDULE OF CLASSES, COMPENSATION, AND BENEFITS FOR CITY EMPLOYEES"**

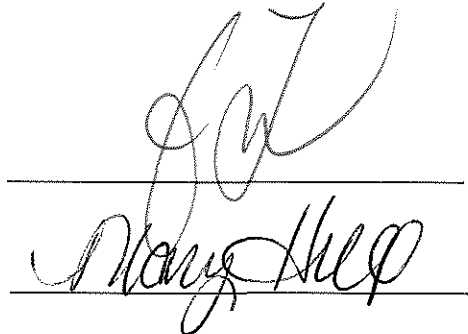
Administrative Action:

Submitted by:

William K. Tam, City Manager

Prepared by:

Mary Hull, Human Resources/Risk Manager



Handwritten signatures of William K. Tam and Mary Hull, each on a horizontal line.

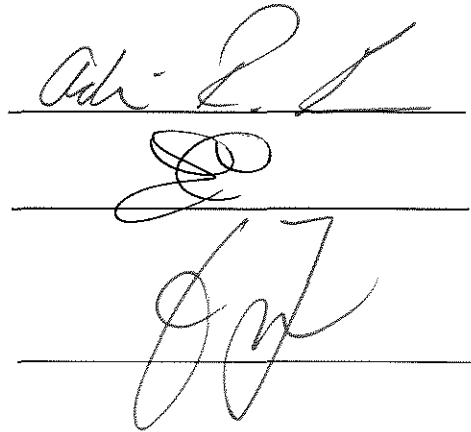
Reviewed by:

Adrian R. Guerra, City Attorney

Eva Carreon, Finance Director/ City Treasurer

Approved by:

William K. Tam, City Manager

Three handwritten signatures are shown, each on a horizontal line. The first signature is 'Adrian R. Guerra', the second is 'Eva Carreon', and the third is 'William K. Tam'.

Background and Analysis:

Over the past 12-18 months, the City Manager has received numerous communications, and direction from City Council which resulted in an in depth evaluation of the structure of the organization with the goal of enhancing the structure in order to better meet the needs of the community and sustain demanded service levels. In performing the evaluation, consideration was given to the numerous Council requests related to the development of a legislative platform as well as Council and community requests to provide timely informational updates to the community.

In response to requests for increased legislative updates and representation, the development of a Legislative Platform, a division within the Administration Department, will seek to preserve and protect the City's Charter powers, promote fiscal stability, and support opportunities that allow the City to compete for its fair share of funding.

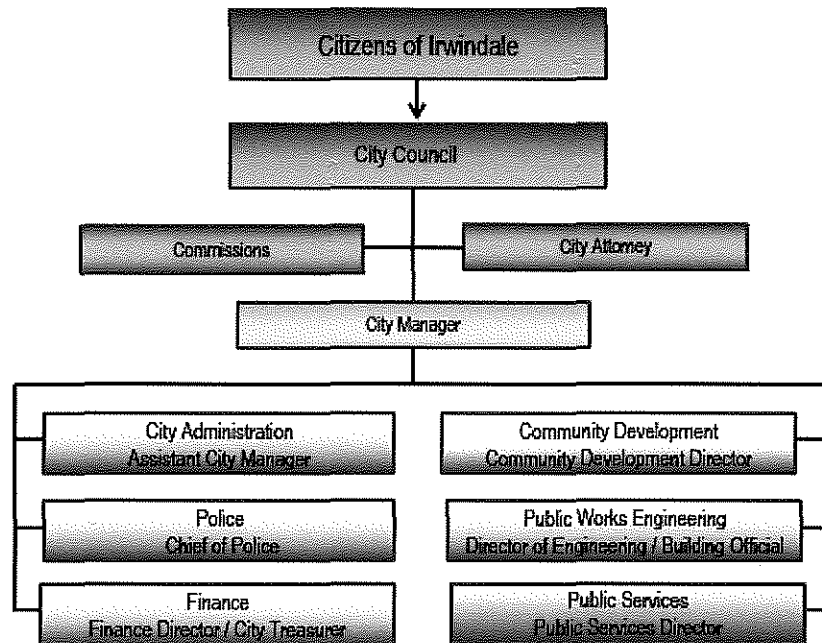
The expansion of the Public Information Office, a division within the Administration Department, will enable staff to provide timely updates to the community. The Public Information Office will oversee and coordinate citywide communications and civic engagement activities and serve as a resource for City Council, City departments and community members. The Public Information Office will be responsible for the City website, social media, media relations, press releases, community relations, and the City newsletter.

The additional responsibilities within the Administration Department will require the realignment and reassignment of some duties and functions, including a transfer of the City's Housing Program to the Community Development Department. Responsibilities will include planning, day-to-day operations of the program, as well and the administration of the rules and regulations. This realignment and reassignment of duties is encompassed within the revised job specifications to be considered by Council.

The Community Services division and Public Works Services division will align and form one department, the Public Services Department, to oversee the planning, operation, and maintenance of the parks, facilities, recreation, and senior services. The Public Services Department will be committed to providing effective and efficient public services, including maintenance of City parks, facilities, and streets, as well as provide various services to the community through the Recreation and Senior Center Divisions.

The reorganizing and restructuring of functions within the organization will allow for the reduction of departments, down from ten to six, as reflected in the proposed organizational chart.

Proposed Organizational Chart



The proposed personnel changes related to the restructuring and reorganization are outlined below.

Public Services Department

- 1) Create an at-will Public Services Director classification to manage the day-to-day operations.
- 2) Freeze the classified Public Works Services Manager classification

The proposed Public Services Director will be designated as an at-will department head position and will assume full management responsibility for the newly created Public Services Department. The Public Services Director will be under the general supervision of the City Manager.

The proposed salary range for the new Public Services Director classification was determined through a salary survey conducted by the Human Resources Department utilizing the same survey cities used in the completed citywide comprehensive classification and compensation study. The proposed compensation level is set to the 45th percentile, adjusted for the 38-hour workweek with a proposed annual salary range between \$133,854 - \$162,372.

If approved, the current Public Works Services Manager will be appointed to the Public Services Director position, effective April 4, 2021.

Community Development Department

- 1) Unfreeze the unclassified management Community Development Director classification to manage the day-to-day operations.
- 2) Freeze the classified Community Development Manager/City Planner classification.

The Community Development Director will assume full management responsibility for all Community Development Department services and activities, including planning, housing, business license, and code enforcement operations. The annual salary range for the Community Development Director position is between \$131,568 – \$159,924. The Community Development Director will likewise be under the general supervision of the City Manager

If approved, the current Community Development Manager/ City Planner will be appointed to the Community Development Director position, effective April 4, 2021.

Job Specifications

In addition to the proposed personnel changes outlined above, Resolution No. 2021-22-3234 includes the approval of a job specification for the newly created Public Services Director classification, as well as updated job specifications for the Assistant City Manager, City Engineer/ Building Official, and Community Development Director.

Meet and Confer

The Community Development Manager/City Planner and Public Works Services Manager classifications are represented positions in the Management bargaining unit represented by the Irwindale Management Employees' Association ("IMEA"). The City and IMEA met and conferred regarding the reorganization contemplated within Resolution No. 2021-22-3234.

Updates To Compensation and Executive Management Salary and Benefits Resolutions to Reflect Above Changes

Concurrently with Resolution No. 2021-22-3234, Council is being presented for consideration and adoption Compensation Resolution No. 2021-29-3241 and Executive Management Salary and Benefit Resolution No. 2021-23-3235. The personnel adjustments reflected in these two resolutions will only affect the classifications listed in this agenda report. The compensation and benefits of all other classifications will remain the same.

Fiscal Impact:

The total additional annual cost for the newly appointed Public Works Services Director and Community Development Director would be \$40,000. As these appointments are recommended to take place effective April 4, 2021, the additional cost for FY 2020-2021 is prorated for the remainder of the fiscal year, for a prorated additional cost of \$10,000.

These positions are funded by the General Fund, Mining Impact Fund and AB 939 Recycling Fund, and therefore the \$10,000 is distributed as follows:

General Fund	\$ 4,200
Mining Impact Fund	\$ 3,000
AB 939 Recycling Fund	\$ 2,800
Total	\$10,000

A budget appropriation for the amounts listed above, totaling \$10,000 is necessary to cover the prorated amount for salary and benefits for the newly appointed Public Services Director and Community Development Director for the remainder of this fiscal year

Attachments: Resolution No. 2021-22-3234
Resolution No. 2021-23-3235
Resolution No. 2021-29-3241

RESOLUTION NO. 2021-22-3234

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF
IRWINDALE APPROVING A NEW JOB CLASSIFICATION AND
ASSOCIATED JOB SPECIFICATION, FREEZING AND
UNFREEZING CERTAIN MANAGEMENT CLASSIFICATIONS,
APPROVING UPDATES ON EXISTING JOB SPECIFICATIONS,
AND CREATING A NEW PUBLIC SERVICES DEPARTMENT**

WHEREAS, Article VIII, Section 800 of the City Charter authorizes the City Council to designate miscellaneous and safety employee positions from time to time; and

WHEREAS, Section 2.12.010 of the Irwindale Municipal Code requires that the offices and positions in City employment be fixed and established by resolution of the City Council; and

WHEREAS, Section 2.05 of the City of Irwindale Personnel Rules, as adopted by the City Council in Resolution No. 2015-31-2760 on June 24, 2015, states that the Personnel Officer shall determine the duties and responsibilities of all City positions for inclusion in a Classification Plan, which shall be adopted by the City Council; and

WHEREAS, the City of Irwindale City Manager has the authority to appoint, remove, promote, and demote any officers and employees of the City, including Department Directors, pursuant to Irwindale Municipal Code Section 2.08.050; and

WHEREAS, the City Manager has received numerous communications, and direction from City Council which resulted in an in depth evaluation of the structure of the organization with the goal of enhancing the structure in order to better meet the needs of the community and sustain demanded service levels; and

WHEREAS, City staff have identified certain departments that can be consolidated and reorganized, reducing the total number of departments directly reporting to the City Manager from ten to six, which would facilitate a more efficient and effective delivery of services and is consistent with what is seen in comparably sized cities; and

WHEREAS, the consolidation of City departments would entail the creation of a new Public Services Department; and

WHEREAS, the City desires to establish a new at-will unrepresented, unclassified management Public Services Director department head position for the newly created Public Services Department and approve and adopt the associated job specification; and

WHEREAS, as part of the reorganization, the City desires to freeze and defund two (2) existing classified management classifications, namely the Public Works Services Manager and Community Development Manager/City Planner; and

WHEREAS, the City desires to unfreeze and fund the unclassified management Community Development Director classification, which was previously frozen pursuant to Resolution No. 2017-41-2939; and

WHEREAS, the City desires to implement changes in three (3) existing job specifications of employees, in order to provide a current and accurate description of the various duties performed by City employees; and

WHEREAS, the revised structure will improve the effectiveness of the City Manager in being able to address organizational needs and priorities and communicate effectively with the City Council, City commissions, and community representatives; and

WHEREAS, the City has met and conferred with the representatives of the affected employee organization regarding the proposed actions herein, pursuant to the provisions of the Meyers-Milias-Brown Act (Government Code § 3500 *et seq.*).

NOW, THEREFORE, the City Council of the City of Irwindale hereby resolves, determines and orders as follows:

SECTION 1. The foregoing recitals are true and correct and are hereby incorporated by this reference.

SECTION 2. The at-will, unrepresented Public Services Director position is hereby established and ordered funded. The City Council hereby approves and adopts the associated job specification attached hereto as Exhibit A.

SECTION 3. The classifications of Public Works Services Manager and Community Development Manager/City Planner are hereby frozen and defunded.

SECTION 4. The classification of Community Development Director is hereby unfrozen and ordered funded.

SECTION 5. The updated job specifications for the Assistant City Manager, City Engineer/Building Official, and Community Development Director, attached hereto as Exhibit B, are hereby approved and adopted.

SECTION 6. The Community Services division and Public Works Services division are hereby aligned to form the Public Services Department.

SECTION 7. A budget appropriation in the amount of \$10,000 is hereby approved, to cover the prorated amount for salary and benefits for the newly appointed Public Services Director and Community Development Director for the remainder of this fiscal year. The \$10,000 amount shall be funded by allocations from the following:

General Fund	\$ 4,200
Mining Impact Fund	\$ 3,000
AB 939 Recycling Fund	\$ 2,800
Total	\$10,000

SECTION 8. This resolution shall be effective on March 24, 2021. The Deputy City Clerk shall certify to the adoption of this resolution.

PASSED, APPROVED AND ADOPTED this 24th day of March, 2021.

H. Manuel Ortiz, Mayor

ATTEST:

Laura Nieto, Deputy City Clerk

STATE OF CALIFORNIA }
COUNTY OF LOS ANGELES } ss.
CITY OF IRWINDALE }

I, Laura Nieto, Deputy City Clerk of the City of Irwindale, do hereby certify that the foregoing Resolution No. 2021-22-3234 was duly and regularly passed and adopted by the City Council of the City of Irwindale at its regular meeting held on the 24th day of March, 2021, by the following vote:

AYES: Councilmembers:

NOES: Councilmembers:

ABSENT: Councilmembers:

ABSTAIN: Councilmembers:

Laura Nieto, Deputy City Clerk

EXHIBIT A

CITY OF IRWINDALE

PUBLIC SERVICES DIRECTOR

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

SUMMARY DESCRIPTION

Under general administrative direction, plans, directs, manages, and oversees the activities and operations of the Public Services Department including recreation, senior center, and transit, as well as the maintenance of all parks, recreation areas, parkways, landscape areas, streets, median islands, and related facilities and buildings; manages the City's environmental programs/mandates; coordinates assigned activities with other departments and outside agencies; and provides highly responsible and complex administrative support to the City Manager.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Assumes full management responsibility for Public Services Department services and activities including recreation, senior center and transit, as well as the maintenance of all parks, recreation areas, parkways, landscape areas, streets, median islands, and related facilities and buildings.
2. Manages, implements, monitors, and evaluates the City's environmental programs/mandates including the residential and commercial solid waste program; AB 939, AB 341, AB 1826, SB 1383 compliance; and recycling programs and projects, such as Used Oil Recycling, Household Hazardous and Electronic Waste, Beverage Container Recycling; and develops and maintains a variety of reports related to environmental mandates.
3. Manages the development and implementation of departmental goals, objectives, and priorities for each assigned service area; recommends and administers policies and procedures.
4. Establishes, within City policy, appropriate service and staffing levels; monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; allocates resources accordingly.
5. Assesses and monitors work load, administrative and support systems, and internal reporting relationships; identifies opportunities for improvement; directs and implements changes.
6. Plans, directs, and coordinates, through subordinate level staff, the Public Services Department's work plan; assigns projects and programmatic areas of responsibility; reviews and evaluates work methods and procedures; meets with key staff to identify and resolve problems.
7. Selects, trains, motivates, and evaluates assigned personnel; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline and termination procedures.
8. Oversees and participates in the development and administration of the department budget; approves the forecast of funds needed for staffing, equipment, materials, and supplies; approves expenditures and implements budgetary adjustments as appropriate and necessary.
9. Provides staff assistance to the City Manager; prepares and presents staff reports and other necessary correspondence.

CITY OF IRWINDALE
Public Services Director (Continued)

10. Represents the Public Services Department to other departments, elected officials, and outside agencies; coordinates assigned activities with those of other departments and outside agencies and organizations.
11. Explains, justifies, and defends department programs, policies, and activities; negotiates and resolves sensitive and controversial issues.
12. Participates on a variety of boards, commissions, and committees including Parks and Recreation Commission, Senior Citizen Commission, and City Council.
13. Attends and participates in professional group meetings; maintains awareness of new trends and developments in the field of community services; incorporates new developments as appropriate.
14. Responds to and resolves difficult and sensitive citizen inquiries and complaints.
15. Performs related duties as required.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

Operations, services and activities of programs within the Public Services Department.
Principles and practices of various programs within the Public Services Department.
Principles and practices of program development and administration.
Principles and practices of project management.
Principles and practices of municipal budget preparation and administration.
Principles of supervision, training, and performance evaluation.
Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.
Pertinent federal, state, and local codes, laws, and regulations.

Ability to:

Manage and direct a diverse and comprehensive public services program.
Provide highly complex and responsible staff support to the Parks and Recreation Commission, Senior Citizen Commission and the City Council, and other boards, commissions, and committees as assigned.
Develop and administer departmental goals, objectives, and procedures.
Analyze and assess programs, policies, and operational needs and make appropriate adjustments.
Identify and respond to sensitive community and organizational issues, concerns, and needs.
Plan, organize, direct, and coordinate the work of lower level staff.
Delegate authority and responsibility.
Select, supervise, train and evaluate staff.
Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
Research, analyze, and evaluate new service delivery methods and techniques.
Prepare clear and concise administrative and financial reports.
Prepare and administer large and complex budgets.
Interpret and apply applicable Federal, State, and local policies, laws, and regulations.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective working relationships with those contacted in the course of work.

Education and Experience Guidelines - Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education/Training:

A Bachelor's degree from an accredited college or university with major course work in business administration, public administration, or related field. A Master's degree is desirable.

Experience:

Six years of increasingly responsible experience in public administration, community services, public works operations, or a related field including three years of management and administrative responsibility.

License or Certificate:

Possession of an appropriate, valid driver's license.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential job functions.

Environment: Work is performed primarily in a standard office environment with some travel to different sites; incumbents may be required to work extended hours including evenings and weekends and may be required to travel outside City boundaries to attend meetings.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; to travel to other locations using various modes of private and commercial transportation; and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction.

Hearing: Hear in the normal audio range with or without correction.

Date: March 2021

EXHIBIT B

CITY OF IRWINDALE

ASSISTANT CITY MANAGER

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

SUMMARY DESCRIPTION

Under general administrative direction, performs highly responsible and complex management and administrative duties while assisting the City Manager in the development and control of operational goals and objectives for all City departments; provide direct supervision and oversight of other City departments as assigned by the City Manager; provides leadership in policy formation and implementation of policies and procedures; promotes effective and efficient operations throughout the organization by facilitating interdepartmental cooperation and sharing of resources; provides responsible staff assistance to the City Manager and City Council; and serves as acting City Manager as required.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Assumes full management responsibility for assigned functions, services, and activities of the City.
2. Assists the City Manager in coordinating and directing the activities and operations of all City departments.
3. Manages the development and implementation of goals, objectives, and priorities for each assigned service area; recommends and administers policies and procedures.
4. Establishes, within City policy, appropriate service and staffing levels for assigned functions; monitors and evaluate the efficiency and effectiveness of service delivery methods and procedures; allocates resources accordingly.
5. Assesses and monitors workload, administrative and support systems, and internal reporting relationships for assigned areas of responsibility; identifies opportunities for improvement; direct and implement changes.
6. Plans, directs, and coordinates, through management level staff, the work plan for assigned functions; assigns projects and programmatic areas of responsibility; provides direction and supervision on key projects; reviews and evaluates work methods and procedures; meets with key staff to identify and resolve problems.
7. Selects, trains, motivates, and evaluates assigned personnel; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline and termination procedures.
8. Oversees and participates in the development and administration of the budget for assigned functional areas; approves the forecast of funds needed for staffing, equipment, materials, and supplies; approves expenditures and implement budgetary adjustments as appropriate and necessary.
9. Participates in the preparation, coordination, and presentation of the City's annual budget, capital improvement budget, and internal fiscal control measures; participates in the development and presentation of financial forecasts and historical information including reviewing expenditures and revenues.

CITY OF IRWINDALE
Assistant City Manager (Continued)

10. Participates in the development of City goals, objectives, policies, and priorities; incorporates community input into goals and objectives for the City for the City Manager's and City Council's approval; develops new policies in consultation with the City Manager; confers with Department Directors and employees regarding significant policy and procedural changes.
11. Coordinates assigned activities with other City departments and divisions and with outside agencies; maintains communication with other jurisdiction officials to coordinate regional issues and represent the City.
12. Coordinates and participates in providing responsible staff assistance and professional analysis and advice to the City Manager, City Council, and other City boards and commissions as assigned; attends City Council meetings and other public meetings to assist or represent the City Manager.
13. Supervises and/or conducts studies, surveys, and the collection of information on difficult operational and administrative problems; analyzes findings and prepare reports of practical solutions for review.
14. Serves as a resource for department personnel, City staff, other organizations and the public; coordinates pertinent information, resources and work teams necessary to support a positive and productive environment.
15. May serve on the City's negotiating team for contract negotiations with the various bargaining units.
16. Assists the City Manager to monitor legislation and prepare necessary reports and recommendations for Council consideration.
17. Assists the City Manager with media and public relations.
18. Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of public administration.
19. Responds to and resolves difficult and sensitive citizen inquiries and complaints.
20. Serves as acting City Manager as required; oversees City operations in the City Manager's absence; provides assistance to the City Council.
21. Performs related duties as required.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

Operations, services, and activities of a municipality.

Advanced principles and practices of public administration and local government administration.

Current social, political, and economic trends and operating characteristics/problems of municipal government.

Principles and practices of program development and administration.

Government, council, and local and state legislative processes.

Principles and practices of fiscal and strategic planning.

Methods of analyzing, evaluating, and modifying administrative procedures.

Principles and practices of municipal finance and budget preparation and administration.

Methods and techniques for goal setting and program evaluation.

Principles of supervision, training, and performance evaluation.

Principles of effective public relations and interrelationships with community groups and agencies, the private sector, and other levels of government.

Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.

CITY OF IRWINDALE
Assistant City Manager (Continued)

Pertinent federal, state, and local codes, laws, and regulations.

Ability to:

Provide effective leadership and coordinate the activities of municipal organization.

Plan, organize, and direct the work of staff.

Select, supervise, train, and evaluate staff.

Delegate authority and responsibility.

Negotiate and resolve complex issues.

Prepare clear and concise administrative and financial reports.

Prepare and administer large and complex budgets.

Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.

Research, analyze, and evaluate new service delivery methods and techniques.

Interpret and apply federal, state, and local policies, laws, and regulations.

Respond to inquiries or complaints and explain regulations and procedures to the general public, members of the business community, and representatives of other agencies and organizations.

Effectively present information to top management, public groups, and/or boards of directors.

Exercise sound, independent judgment within general policy guidelines.

Deal constructively with conflict and develop consensus.

Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

Education and Experience Guidelines - *Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

Education/Training:

A Bachelor's degree from an accredited college or university with major course work in public administration, business administration, or related field. A Master's degree is desirable.

Experience:

Eight years of progressively responsible experience in municipal government including three years of management, supervisory, and administrative experience.

License or Certificate:

Possession of an appropriate, valid driver's license.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential job functions.

Environment: Work is performed primarily in a standard office environment with some travel to different sites; incumbents may be required to work extended hours including evenings and weekends and may be required to travel outside City boundaries to attend meetings.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; to travel to other locations using various modes of private and commercial transportation; and to verbally communicate to exchange information.

CITY OF IRWINDALE
Assistant City Manager (*Continued*)

Vision: See in the normal visual range with or without correction.

Hearing: Hear in the normal audio range with or without correction.

Date: November 2016
Revised: March 2021

CITY OF IRWINDALE

COMMUNITY DEVELOPMENT DIRECTOR

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

SUMMARY DESCRIPTION

Under general administrative direction, plans, directs, manages, and oversees the activities and operations of the Community Development Department including planning, housing, business license, and code enforcement programs, services, and activities; coordinates assigned activities with other departments and outside agencies; and provides highly responsible and complex administrative support to the City Manager.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Assumes full management responsibility for all Community Development Department services and activities including planning, housing, business license, and code enforcement operations and services.
2. Manages the development and implementation of departmental goals, objectives, and priorities for each assigned service area; recommends and administers policies and procedures.
3. Establishes, within City policy, appropriate service and staffing levels; monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; allocates resources accordingly.
4. Assesses and monitors work load, administrative and support systems, and internal reporting relationships; identifies opportunities for improvement; directs and implements changes.
5. Plans, directs, and coordinates, through subordinate level staff, the Community Development Department's work plan; assigns projects and programmatic areas of responsibility; reviews and evaluates work methods and procedures; meets with key staff to identify and resolve problems.
6. Selects, trains, motivates, and evaluates assigned personnel; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline and termination procedures.
7. Oversees and participates in the development and administration of the department budget; approves the forecast of funds needed for staffing, equipment, materials, and supplies; approves expenditures and implements budgetary adjustments as appropriate and necessary.
8. Oversees the City's planning functions and activities; develops, manages, and implements complex planning and policy programs.
9. Monitors technical documents for accuracy, completeness, and compliance with federal, state, and city policies and practices.
10. Assures effective communication of Community Development issues; coordinates with citizens' groups, advisory boards and commissions; develops cooperative professional relationships with local developers, realtors, and contractors.
11. Oversees code enforcement activities and ensures compliance with appropriate laws, ordinances, and regulations.
12. Provides staff assistance to the City Manager; prepares and presents staff reports and other necessary correspondence.

CITY OF IRWINDALE

Community Development Director (*Continued*)

13. Represents the Community Development Department to other departments, elected officials, and outside agencies; coordinates assigned activities with those of other departments and outside agencies and organizations.
14. Explains, justifies, and defends department programs, policies, and activities; negotiates and resolves sensitive and controversial issues.
15. Participates on a variety of boards, commissions, and committees including Planning Commission and City Council..
16. Attends and participates in professional group meetings; maintains awareness of new trends and developments in the fields of community/economic development; incorporates new developments as appropriate.
17. Responds to and resolves difficult and sensitive citizen inquiries and complaints.
18. Performs related duties as required.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

Operations, services and activities of a comprehensive Community Development Department including planning, code enforcement, housing, and related programs and functional areas.
Principles and practices of program development and administration.
Urban and regional planning, zoning, and development theory, principles, and practices and their application to a wide variety of municipal planning services.
Principles and practices of land use planning and development.
Development review procedures and requirements.
Current social, political and environmental issues influencing community development programs.
Legislation related to economic issues.
Short-term and long-term economic trends in local, county, state, and national economy.
Advanced methods and techniques of effective technical report preparation and presentation.
Principles and practices of municipal budget preparation and administration.
Principles of supervision, training, and performance evaluation.
Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.
Pertinent federal, state, and local codes, laws, and regulations.

Ability to:

Manage and direct a comprehensive Community Development Department.
Provide highly complex and responsible staff support to the Planning Commission, the City Council, and other boards, commissions, and committees as assigned.
Develop and administer departmental goals, objectives, and procedures.
Analyze and assess programs, policies, and operational needs and make appropriate adjustments.
Identify and respond to sensitive community and organizational issues, concerns, and needs.
Plan, organize, direct, and coordinate the work of lower level staff.
Delegate authority and responsibility.
Select, supervise, train and evaluate staff.
Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
Research, analyze, and evaluate new service delivery methods and techniques.

CITY OF IRWINDALE
Community Development Director (Continued)

Collect, analyze, and interpret economic and physical data pertaining to planning and zoning, including the interpretation of maps and plans.
Prepare clear and concise administrative and financial reports.
Prepare and administer large and complex budgets.
Interpret and apply applicable Federal, State, and local policies, laws, and regulations.
Effectively present information and respond to questions from groups of managers, clients, customers, and the general public.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective working relationships with those contacted in the course of work.

Education and Experience Guidelines - *Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

Education/Training:

A Bachelor's degree from an accredited college or university with major course work in urban planning, business or public administration, or related field. A Master's degree is desirable.

Experience:

Eight years of increasingly responsible community development experience including three years of management and administrative responsibility.

License or Certificate:

Possession of an appropriate, valid driver's license.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential job functions.

Environment: Work is performed primarily in a standard office environment with some travel to different sites; incumbents may be required to work extended hours including evenings and weekends and may be required to travel outside City boundaries to attend meetings.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; to travel to other locations using various modes of private and commercial transportation; and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction.

Hearing: Hear in the normal audio range with or without correction.

Date: November 2016
Revised March 2021

CITY OF IRWINDALE

DIRECTOR OF ENGINEERING / BUILDING OFFICIAL

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

SUMMARY DESCRIPTION

Under general administrative direction, plans, directs, manages, and oversees the activities and operations of the Public Works Engineering Department including streets, sewer, storm drains, traffic signals, bridges, engineering, building and safety, National Pollutant Discharge Elimination System (NPDES) Programs, Capital Improvement Program, Construction and Demolition Diversion/Recycling, and mining compliance programs, services, and activities; coordinates assigned activities with other departments, outside consultants, and outside agencies; represents the City in a variety of meetings with the State Mining and Geology Board and the State Department of Conservation; and provides highly responsible and complex administrative support to the City Manager and City Council.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Assumes full management responsibility for all Public Works Engineering Department services and activities including streets, sidewalks, curbs, gutters, sewer, storm drains, traffic signals, bridges, engineering, building and safety, National Pollutant Discharge Elimination System (NPDES) Program, Capital Improvement Program, Construction and Demolition Diversion/Recycling, and mining compliance operations and services.
2. Manages the development and implementation of departmental goals, objectives, and priorities for each assigned service area; recommends and administers policies and procedures.
3. Establishes, within City policy, appropriate service and staffing levels; monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; allocates resources accordingly.
4. Assesses and monitors workload, administrative and support systems, and internal reporting relationships; identifies opportunities for improvement; directs and implements changes.
5. Plans, directs, and coordinates, through subordinate level staff, the Public Works Engineering Department's work plan; assigns projects and programmatic areas of responsibility; reviews and evaluates work methods and procedures; meets with key staff to identify and resolve problems.
6. Selects, trains, motivates, and evaluates assigned personnel; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline and termination procedures.
7. Oversees and participates in the development and administration of the department budget; approves the forecast of funds needed for staffing, equipment, materials, and supplies; approves expenditures and implements budgetary adjustments as appropriate and necessary.
8. Develops and implements the Department's Capital Improvement Program and budget; directs the preparation of plans, specifications, cost estimates and contract documents; Plans, directs, coordinates and reviews work plans for the Mining and Reclamation Division to ensure compliance with the State Mining and Reclamation Act and other outside agencies permitting requirements.

CITY OF IRWINDALE

Director of Engineering / Building Official (*Continued*)

9. Plans, manages, leads, oversees, and performs professional and technical work for the Engineering Division; provides technical direction to engineering staff and consultants relative to day-to-day traffic engineering operational issues; acts as the deputy City Traffic Engineer and provides in-house traffic engineering support to other departments; acts as the City's liaison in dealing with the Metropolitan Transportation Authority (MTA) and Caltrans on transportation issues related to the roadway system, freeway interchanges and other public transportation programs in the City.
10. Serves as the City Building Official; plans, directs, coordinates and reviews the work plans for the Building and Safety Division; prepares, updates and recommends building standards for adoption by the City Council; coordinates various agencies or departments in the permit application process; prepares and manages the annual budget for the Division; administers programs for building safety maintenance and abates hazardous conditions.
11. Administers and/or oversees the management of a variety of design contracts to ensure compliance with performance and cost agreements; prepares and negotiates cooperative agreements with other jurisdictions and agencies for cooperative projects; evaluates the cost effectiveness of agreements; directs the preparation and maintenance of general records and correspondence; performs special studies and prepares reports.
12. Provides administrative and technical direction to the Irwindale Technical Advisory Committee relative to the development of technical policies and guidelines pertaining to the mining and reclamation of the open-pit sand and gravel mines in the City.
13. Administers Subdivision Map Act requirements for development; provides administrative and technical direction to the City's contract Land Surveyor relative to the review and approval of Tract and Parcel Maps.
14. Responsible for oversight of conditions of approval on development projects; provides technical oversight for inspection of private improvement projects in public right-of-way.
15. Administers grant applications and grant administrative activities in partnership with other government agencies.
16. Provides staff assistance to the City Manager; prepares and presents staff reports and other necessary correspondence.
17. Represents the Public Works Engineering Department to other departments, elected officials, and outside agencies; coordinates assigned activities with those of other departments and outside agencies and organizations.
18. Explains, justifies, and defends department programs, policies, and activities; negotiates and resolves sensitive and controversial issues.
19. Participates on a variety of boards, commissions, and committees including Planning Commission, City Council, and Successor Agency.
20. Attends and participates in professional group meetings; maintains awareness of new trends and developments in the fields of civil/traffic engineering and building; incorporates new developments as appropriate.
21. Responds to and resolves difficult and sensitive citizen inquiries and complaints.
22. Performs related duties as required.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

Operations, services and activities of a comprehensive Public Works Engineering Department including streets, sewer, storm drains, traffic signals, bridges, engineering, environmental regulations, building and safety, mining compliance and other related programs in functional areas.

Principles and practices of program development and administration.

Principles, practices, and methods associated with developing building standards, plan check and inspection.

Principles, practices and techniques of civil engineering, including the planning, design, construction, contract management, and inspection of municipal public works projects.

Land development, surveying methods, and techniques.

Traffic engineering including the use of standard traffic control devices/equipment used in the profession.

Principles, practices, and techniques of Mining Engineering.

Methods and techniques of scheduling work assignments.

Basic principles of mathematics.

Leadership techniques.

Grant administration practices.

Methods of administrative, organizational, and cost analysis.

Principles and practices of contract administration.

Occupational hazards and standard safety practices.

Proper English usage, including spelling, grammar, and punctuation.

Advanced methods and techniques of effective technical report preparation and presentation.

Principles and practices of municipal budget preparation and administration.

Principles of supervision, training, and performance evaluation.

Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.

Building, plumbing, electrical, mechanical, and related codes and regulations, including the Uniform and International Building Code

Pertinent federal, state, and local codes, laws, and regulations.

Ability to:

Manage and direct a comprehensive Public Works Engineering Department.

Organize, prioritize, and follow-up on work assignments, projects, and studies to meet deadlines.

Manage, oversee, review, and perform complex engineering computations.

Check, design, and supervise the preparation of engineering plans and studies.

Read and interpret maps, sketches, drawings, plans, specifications, blue prints and technical manuals.

Solve complex mining and earth systems related issues.

Perform the full range of professional civil engineering tasks.

Analyze and evaluate design drawings and specifications.

Perform mathematical calculations quickly and accurately.

Negotiate with citizens, property owners, contractors and other agencies.

Develop and administer departmental goals, objectives, and procedures.

Analyze and assess programs, policies, and operational needs and make appropriate adjustments.

Identify and respond to sensitive community and organizational issues, concerns, and needs.

Plan, organize, direct, and coordinate the work of lower level staff.

Delegate authority and responsibility.

Select, supervise, train and evaluate staff.

Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.

Research, analyze, and evaluate new service delivery methods and techniques.

Prepare clear and concise administrative and financial reports.

CITY OF IRWINDALE

Director of Engineering / Building Official (Continued)

Prepare and administer large and complex budgets.

Interpret and apply applicable Federal, State, and local policies, laws, and regulations.

Effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.

Work independently in the absence of supervision.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

Education and Experience Guidelines - *Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

Education/Training:

A Bachelor's degree from an accredited college or university with major course work in civil engineering, business or public administration, or related field.

A Master's degree is desirable.

Experience:

Eight years of increasingly responsible experience in public works, engineering and capital improvement projects including three years of experience in building inspection, plan checking, and code compliance AND three years of management and administrative responsibility.

License or Certificate:

Possession of an appropriate, valid driver's license.

Certification as a Professional Engineer in civil engineering in California.

Certification as a Professional Engineer in traffic engineering in California is desirable.

Possession of a Building Official certification issued by the International Code Council (ICC).

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential job functions.

Environment: Work is performed primarily in a standard office environment with some travel to different sites; incumbents may be required to work extended hours including evenings and weekends and may be required to travel outside City boundaries to attend meetings.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; to travel to other locations using various modes of private and commercial transportation; and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction.

Hearing: Hear in the normal audio range with or without correction.

Date: March 2018

Revised: March 2021

RESOLUTION NO. 2021-23-3235

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF IRWINDALE
REPLACING RESOLUTION NO. 2020-50-3160, ADOPTING A
SCHEDULE OF SALARIES AND BENEFITS FOR UNCLASSIFIED
MANAGEMENT EMPLOYEES**

WHEREAS, Article VIII, Section 803 of the City Charter requires the City Council to establish by resolution salaries and other forms of compensation for all City employees; and

WHEREAS, Section 2.12.010 of the Irwindale Municipal Code requires that the offices and positions in the City employment be fixed and established by resolution of the City Council; and

WHEREAS, Section 2.12.020 of the Irwindale Municipal Code requires that the salaries and compensation of officers and employees of the City be fixed and determined by resolution of the City Council; and

WHEREAS, the City of Irwindale City Manager has the authority to appoint, remove, promote, and demote any officers and employees of the City, including Department Directors, pursuant to Irwindale Municipal Code Section 2.08.050; and

WHEREAS, on June 24, 2020, the City Council adopted Resolution No. 2020-50-3160 for unclassified, unrepresented management employees, which outlines the compensation and benefits of said employees; and

WHEREAS, the City currently has Department Director classifications that include the Assistant City Manager, Chief of Police, City Engineer/Building Official, Community Development Director and Finance Director/City Treasurer (hereinafter collectively referred to as "Directors"); and

WHEREAS, concurrently with this resolution, the City Council is considering the adoption of Resolution No. 2021-2-3234, which involves a reorganization of City departments, establishes a new Public Services Director classification and unfreezes the Community Development Director classification; and

WHEREAS, the City Council desires to replace Resolution No. 2020-50-3160 with this Resolution to reflect the reorganization of City departments.

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF IRWINDALE, CALIFORNIA,
DOES HEREBY RESOLVE AS FOLLOWS:**

SECTION 1. This Resolution shall supersede and replace Resolution No. 2020-50-3160. This resolution shall also take the place of all existing resolutions or orders of the City Council as they relate to the subject matter contained herein.

SECTION 2. The City Council hereby approves the Schedule of Salaries and Benefits for Unclassified Management Employees effective April 4, 2021 attached as Attachment A. In the

event the City Manager desires to exceed any of the parameters set forth therein, City Council authorization shall be required.

SECTION 3. This resolution shall be effective on April 4, 2021. The Chief Deputy City Clerk shall certify to the adoption of this resolution.

PASSED, APPROVED, AND ADOPTED this 24th day of March, 2021.

H. Manuel Ortiz, Mayor

ATTEST:

Laura M. Nieto, MMC
Chief Deputy City Clerk

STATE OF CALIFORNIA }
COUNTY OF LOS ANGELES} ss.
CITY OF IRWINDALE }

I, Laura M. Nieto, Chief Deputy City Clerk of the City of Irwindale, do hereby certify that the foregoing Resolution No. 2021-23-3235 was duly and regularly passed and adopted by the City Council of the City of Irwindale at its regular meeting held on the 24th day of March, 2021, by the following vote:

AYES: Councilmembers:

NOES: Councilmembers:

ABSENT: Councilmembers:

ABSTAIN: Councilmembers:

Laura M. Nieto, MMC
Chief Deputy City Clerk

ATTACHMENT A

SCHEDULE OF SALARIES AND BENEFITS FOR UNCLASSIFIED MANAGEMENT EMPLOYEES

ARTICLE 01 INTRODUCTION

SECTION 01.01 AFFECTED EMPLOYEES

This Schedule of Salary and Benefits for Unclassified Management Employees ("Schedule") shall be in force and effect for the following classifications of Unclassified Management employees with the City of Irwindale ("City"), hereinafter referred to as the "Affected Employee(s)":

Assistant City Manager
Chief of Police
Community Development Director
Director of Engineering / Building Official
Finance Director / City Treasurer
Public Services Director

ARTICLE 02 SALARY & DUTIES

SECTION 02.01 BASIC COMPENSATION PLAN

There is hereby maintained and restated a basic compensation plan for the Affected Employees who are now employed, or will in the future be employed, in any of the designated positions of employment set forth in Article 1, Section 01.01 above. The salary and wage schedule set forth in Exhibit A shall constitute the basic compensation plan for these Affected Employees consisting of a range of pay available and identified by position. Such Salary shall be adjusted for payroll taxes, workers' compensation, and other payroll-related liability costs.

SECTION 02.02 SALARY AND WAGE SCHEDULE

The salary ranges for Unclassified Management employees are reflected in Exhibit A (Unclassified Management Salary Schedule), which are effective April 4, 2021.

Effective upon the date of approval of this Schedule by City Council, the initial salary for new hires and promoted employees shall be between the "Minimum" and "Maximum" salary range for the applicable position. The City Manager shall have sole discretion to appoint a new hire to a salary commensurate with the prospective employee's education, experience and qualifications as they relate to the classification.

SECTION 02.03 EMPLOYMENT STATUS

The employment of Affected Employees with the City is "at-will" serving solely at the pleasure of the City Manager and Affected Employees are subject to dismissal without notice and without cause whatsoever; and without any right of due process hearing, including any so-called "Skelly" pre-disciplinary notice and response or post-termination appeal hearing. In the event of such voluntary

or involuntary termination, the sole and entire right of any Affected Employee shall be to receive compensation, if any, which vested prior to the date of the termination, and those severance benefits, if any, as provided for herein under Article 13, Sections 13.01 and 13.02.

SECTION 02.04 FLSA EXEMPT STATUS

The City designates the Affected Employees as exempt from overtime for purposes of the Fair Labor Standards Act ("FLSA"). The City shall comply with all applicable state and federal standards, regulations and laws relative to its designations of these employees as exempt for FLSA purposes.

SECTION 02.05 OTHER ACTIVITIES

Affected Employees shall focus his/her professional time, ability, and attention to City business during term of employment with the City. Employee shall not engage, without the express prior written consent of the City Manager, in any other business, duties or pursuits whatsoever, or directly or indirectly render any services of a business, commercial, or professional nature to any other person or organization, whether for compensation or otherwise, that is or may be competitive with the City, that might cause a conflict-of-interest with the City, or that otherwise might interfere with the business or operation of the City or the satisfactory performance of the functions and duties of his/her position.

SECTION 02.06 ADVANCEMENT WITHIN SCHEDULE

An Affected Employee shall be considered for advancement within the steps of the salary range for his/her respective classification set forth above at the discretion of the City Manager. Salary advancement for employees in classifications covered by these Rules shall be based upon the employee's overall performance rating as demonstrated in his/her Annual Performance Review as determined by the initial appointment date.

The City Manager may authorize accelerated movement through the salary range for exceptional performance or to address compaction issues related to other classifications within the Affected Employee's own department.

SECTION 02.07 WORK SCHEDULES

Affected Employees are expected to engage in the hours of work that are necessary to fulfill the obligations of the position, must be available at all times, and must devote a great deal of time outside the normal office hours to the business of the City. The proper performance of the duties will require Affected Employees to generally observe normal business hours, as set by the City and may be duly revised from time-to-time (currently 8:00 a.m. to 6:00 p.m., Monday through Thursday), and will also often require the performance of necessary services outside of normal business hours. Notwithstanding the foregoing, the City will permit Affected Employees such reasonable "time off" as is customary for exempt employees of the City, so long as the time off does not interfere with normal business. An Affected Employee's compensation (whether salary or benefits or other allowances) is not based on hours worked, and Affected Employees shall not be entitled to any compensation for overtime.

SECTION 02.08 CITY DOCUMENTS

All data, studies, reports and other documents prepared by Affected Employees while performing his/her duties during the term of employment shall be furnished to and become the property of the

City, without restriction or limitation on their use. All ideas, memoranda, specifications, plans, procedures, drawings, descriptions, computer program data, input record data, written information, and other materials either created by or provided to Affected Employees in connection with the performance of his/her job duties shall be held confidential by Affected Employees to the extent permitted by applicable law, except as may be required by any governmental agency or court of competent jurisdiction. Such materials shall not be used by an Affected Employee, without the prior written consent of the City Manager, for any purposes other than the performance of his/her duties. Additionally, no such materials may be disclosed to any person or entity not connected with the performance of his/her job duties, except as required by (a) law, (b) any governmental agency, (c) subpoena, or (d) an order issued by a court of competent jurisdiction.

ARTICLE 03 **OTHER COMPENSATION**

SECTION 03.01 ANNUAL SERVICE AWARD PAY

Affected Employees shall be entitled on the fifth (5th) consecutive employment year with the City to "Annual Service Award" pay of thirty dollars (\$30.00) for each year worked, which shall be paid in December of the qualifying year at the Employee Annual Service Award Luncheon. If there is no Award Luncheon planned for the year, the annual service award pay will be paid the first pay day in December of the qualifying year. Affected Employees must still be employed by the City at the time of the payment to be eligible for this Annual Service Award pay.

SECTION 03.02 BILINGUAL PAY

The City shall pay Affected Employees an additional two and one-half percent (2½%) of base salary as bilingual pay incentive upon passing an appropriate verbal bilingual exam as determined by the City, if an Affected Employee is proficient in Spanish and/or American Sign Language and is required to use such language(s) during the course of City business. This compensation will be earned and paid out on a pro-rata basis per pay period over the twenty-six (26) bi-weekly pay periods in a calendar year.

SECTION 3.03 CITY TREASURER STIPEND

Irwindale Municipal Code section 2.12.050 provides for a salary of fifty dollars (\$50) per month for the City Treasurer. Accordingly, the Affected Employee in the classification of Finance Director who is also appointed as City Treasurer shall be provided a Stipend in the amount of \$50.00 per month for the duration of the appointment as City Treasurer.

SECTION 03.04 EDUCATION INCENTIVE

Affected Employees shall be provided an education incentive as follows:

- A. **B.A/B.S. Degrees.** Affected Employees who have been awarded a Bachelors of Arts ("B.A.") or Bachelors of Science ("B.S.") degree will receive an additional one thousand five hundred dollars (\$1,500) per year maximum as an education incentive bonus to their base compensation. This incentive will be earned and paid out on a pro-rata basis per pay period over the over the twenty-six (26) bi-weekly pay periods in a calendar year.
- B. **Master's Degree.** Affected Employees who have been awarded a Master's degree will receive an additional one thousand eight hundred dollars (\$1,800) per year maximum as an education incentive bonus to their base compensation. This incentive

will be earned and paid out on a pro-rata basis per pay period over the twenty-six (26) bi-weekly pay periods in a calendar year. An Affected Employee eligible for a Master's degree education incentive payment pursuant to this section 03.03 subsection B shall not be eligible for a B.A./B.S. degree education incentive payment pursuant to section 03.03 subsection A.

- C. In addition to the education incentive as reflected in section 03.04 subsection A and B, the classification of Chief of Police shall be entitled to receive bonus pay in addition to basic compensation for obtaining California Police Officers Standards and Training (P.O.S.T.) Certificates as set forth by the percentages of basic compensation below:

2 ½%	Bonus for Advanced Certificate;
2 ½%	Bonus for Supervisory Certificate;
2 ½%	Bonus for Management Certificate.

To be eligible for Education Incentive Pays, the coursework and/or degrees must be from an institution accredited by an agency recognized by the California Department of Education, U.S. Department of Education or Council for Higher Education Accreditation.

ARTICLE 04

HOLIDAYS

SECTION 04.01 HOLIDAY DATES

Affected Employees shall be entitled to the holidays listed below.

1.	New Year's Day	January 1
2.	Cesar Chavez Day	March 31
3.	Martin Luther King Jr. Day	Third Monday in January
4.	Memorial Day	Last Monday in May
5.	Independence Day	July 4
6.	Labor Day	First Monday in September
7.	Thanksgiving Day	Fourth Thursday in November
8.	Day After Thanksgiving Day	Fourth Friday in November
9.	Christmas Eve (1/2 Day)	December 24
10.	Christmas	December 25
11.	New Year's Eve (1/2 Day)	December 31

If any of the foregoing holidays fall on a Friday or a Saturday, the holiday will not be observed on the preceding Wednesday or Thursday. For any holiday that falls on a Sunday, it will be at the City Manager's discretion as to whether it will be observed on the following Monday.

SECTION 04.02 FLOATING HOLIDAYS

At the beginning of each calendar year, Affected Employees shall be provided a total holiday leave bank for the calendar year of one hundred forty (140) hours per year for holidays, reduced by the number of scheduled holiday hours for that calendar year. (At the beginning of each calendar year, the City will determine and distribute its holiday schedule. When any of the holidays fall on a regular work day (Monday-Thursday) or a Sunday holiday which is celebrated on the following Monday, as determined by the City Manager, nine and one half (9.5) hours will be deducted from the holiday bank of one hundred forty (140) hours for each such holiday (with 4.75 hours to be deducted for ½ day

holidays). In no event will such deduction result in a negative holiday bank account balance. Employee will be then be credited with the balance, if any, of the remaining holiday bank hours which may be used as floating holiday time in a manner similar to that of vacation time.

All floating holiday time must be used in the calendar year in which it was credited to Employee. Any and all unused floating holiday time will be cashed out in January of the following calendar year.

Upon separation of employment, all earned but unused floating holiday hours will be paid to the Affected Employee at the base hourly rate of pay then in effect.

ARTICLE 05 **SICK LEAVE**

SECTION 05.01 SICK LEAVE ACCRUAL

Affected Employees shall accrue 3.693 hours of sick leave on a bi-weekly basis (i.e. per pay period).

SECTION 05.02 SICK LEAVE PAY BACK

Affected Employees are eligible for sick leave pay back upon termination or cash in request and will be provided as follows:

over 950 hours	25% of total sick leave value
571-950 hours	50% of total sick leave value
1st 570 hours	75% of total sick leave value

Elective cash-out of accumulated sick leave may be made anytime by means of a regular payroll check (no separate check will be issued) and/or by separate check limited to four times a year (first pay period in September, December, March, and June), up to the combined vacation and sick leave cash-out limit of one hundred (100) hours total per fiscal year.

ARTICLE 06 **VACATION LEAVE**

SECTION 06.01 VACATION LEAVE ACCRUAL

Affected Employees shall accrue vacation leave in accordance with the formula below on a bi-weekly basis (i.e. per pay period), with an accrual cap of three hundred (300) hours, over which employee shall receive a cash out at one hundred percent (100%) to be included in the second paycheck in January of each year, in order to bring accrual down to the three hundred (300) hour accrual cap. The number of hours accrued bi-weekly, based on service with the City of Irwindale only, is as follows:

Years of service	Hours accrued bi-weekly
0-4	3.693
4-10	4.616
10-11	4.923
11-12	5.231
12-13	5.539
13 +	6.154

Accrual at the next highest incremental rate shall begin with the next pay period following Employee's anniversary date of original employment with the City.

Elective cash-out of vacation leave may be made anytime by means of a regular payroll check (no separate check will be issued) and/or by separate check limited to four times a year (first pay period in September, December, March, and June), up to the combined vacation and sick leave cash-out limit of one hundred (100) hours total per fiscal year.

SECTION 06.02 PAY OFF OF ACCRUED VACATION UPON TERMINATION OF EMPLOYMENT

Upon termination from employment with the City, earned and unused vacation hours will be paid to the employee at the employee's base hourly rate of pay then in effect.

ARTICLE 07 EXECUTIVE LEAVE

In recognition that Affected Employees are not entitled to receive overtime compensation despite devoting hours beyond the normal workweek, employees may be allowed to take executive leave upon approval of the City Manager.

All Affected Employees shall accrue executive leave at the rate of sixty (60) hours per year, which hours shall be credited to Affected Employees the first pay period in January of each calendar year. Executive leave hours shall be used prior to any floating holiday hours and accrued vacation leave hours available to Affected Employees. Executive leave shall not be carried over from year-to-year. Any and all unused executive leave hours will be cashed out and included in the first paycheck in January of the following calendar year. Additionally, any unused executive leave hours shall be cashed out upon separation of Affected Employees.

ARTICLE 08 OTHER LEAVES

SECTION 08.01 WORKERS' COMPENSATION

The City shall provide Workers' Compensation benefits in accordance with State Law and these provisions.

The City has the right to require the employee to go to a City selected physician, unless the employee has pre-designated a physician, to verify the reported injury/illness and if it restricts the employee from performing his or her regular job assignment.

A. NON-SWORN EMPLOYEES

Affected Employees who sustain a work-related injury or illness on-the-job and file a claim for workers' compensation benefits which is accepted, shall receive a sum which, when added to the amount of temporary disability payment, if any, will result in a payment equal to such an employee's regular compensation for a maximum period of one (1) year. The one (1) year period need not be consecutive if the employee's absence is directly traceable to a single incident. In addition, the City will maintain its contribution to benefits as provided for herein (retirement, health, dental, life and AD&D insurance). Vacation and sick leave

shall continue to accrue during this time.

B. SWORN EMPLOYEES

Base salary and benefit continuance for sworn Affected Employees shall be in accordance with California Labor Code Section 4850.

SECTION 08.02 JURY DUTY AND WITNESS LEAVE

A. JURY DUTY

Affected Employees shall receive full pay and benefits while responding to a jury summons or serving on a jury, for up to ten (10) working days. Any compensation for such jury duty (except travel pay) shall be remitted to the City.

B. WITNESS LEAVE

If an Affected Employee is required to be absent from work by proper subpoena issued by a court or other legally empowered agency requiring an Affected Employee to serve as a witness in a legal action, the Affected Employee shall be entitled to be absent from work at his/her regular rate of pay, provided that any fees, except mileage, are deposited with the City.

SECTION 08.03 MILITARY LEAVE

Military Leave requirements for Affected Employees shall be granted consistent with state and federal law pursuant to City's Personnel Rule 7.15.

SECTION 08.04 LEAVE OF ABSENCE WITHOUT PAY

Affected Employees may apply in writing to the City Manager for a leave of absence without pay. If the City Manager determines there is adequate justification to grant such a leave of absence and that the work of the department will not be significantly impacted by a temporary absence of the employee, the leave without pay may be authorized, with the condition that the employee be available by phone if the City Manager needs to contact him/her. The City Manager's decision is final and not subject to grievance or appeal. The City Manager may also terminate or cancel early any authorized leave by giving the employee notice of 10 calendar days. Notice will be given by any means including, but not limited to phone call, text, or U.S. mail.

Any Affected Employee requesting a leave of absence without pay shall utilize all of his/her administrative leave, vacation time (and sick leave if appropriate) prior to the start of the leave without pay.

Any leave of absence without pay of 9.5 hours or more shall result in a pro-rata accrual of vacation, sick leave or holiday credits. A leave of absence without pay of thirty-eight (38) hours or more shall not result in a pro-rata reduction of employer paid health benefit payments.

SECTION 08.05 BEREAVEMENT LEAVE

Affected Employees shall be entitled to such bereavement leave equal to four (4) days, totaling not more than 38 hours (4 days x 9.5 hours per work day).

ARTICLE 09
EMPLOYEE BENEFITS

SECTION 09.01 MEDICAL BENEFITS

Medical Benefits shall be under the CalPERS medical program. The City pays one hundred percent (100%) of the premium for any CalPERS medical plan for Affected Employees and their eligible dependents as defined by CalPERS.

SECTION 09.02 DENTAL BENEFITS

The City pays one hundred percent (100%) of the premium for one of two dental plans offered by the City for Affected Employees and their eligible dependents. The City reserves the right to unilaterally change plans, plan administrators or insurance companies as long as any new plan affords equal or greater benefit coverage.

SECTION 09.03 VISION BENEFITS

The City pays one hundred percent (100%) of the premium for a vision plan for Affected Employees and their eligible dependents. The City reserves the right to unilaterally change plans, plan administrators or insurance companies as long as any new plan affords equal or greater benefit coverage.

SECTION 09.04 MEDICAL, DENTAL & VISION INSURANCE PREMIUM OPT-OUT

Any Affected Employee who elects to opt-out of medical, dental & vision coverages offered by the City will be paid a cash benefit in lieu of said coverage equal to one half (1/2) of the average monthly cost to the City for single employee medical insurance coverage only (not including dental or vision), provided such Affected Employee can demonstrate, to the satisfaction of the City, that he/she has opted out of all three coverages and can demonstrate to the satisfaction of the City, that such Affected Employee has substantially equivalent medical coverage through some other insurance plan, which plan shall remain in full force and effect during the entire term of employment of such Affected Employee with the City. The City shall have the sole and unfettered right to determine whether such Affected Employee has satisfactorily demonstrated substantially equivalent medical coverage, and any such Employee seeking reimbursement from the City must, at least annually, provide written proof of such substantially equivalent medical coverage in a form satisfactory to the City. Payment shall be made bi-weekly through the regular payroll system.

SECTION 09.05 LIFE INSURANCE

The City shall provide and pay for a life insurance policy for Affected Employees with coverage in the amount of One Hundred Thousand Dollars and No Cents (\$100,000.00), as well as coverage for spouse and eligible dependent children in the amount of Five Thousand Dollars and No Cents (\$5,000.00) each.

SECTION 09.06 ACCIDENTAL DEATH & DISMEMBERMENT POLICY (AD&D)

The City shall provide and pay for an accidental death and dismemberment ("AD&D") insurance policy for Affected Employees with coverage in the amount of One Hundred Thousand Dollars and No Cents (\$100,000.00).

SECTION 09.08 EMPLOYEE ASSISTANCE PROGRAM (EAP)

The City shall pay the premium for participation in an Employee Assistance Program (EAP) for Affected Employees and their eligible dependents.

SECTION 09.09 STATE DISABILITY INSURANCE

Affected Employees are participants in the state-sponsored short-term disability program at no expense to the City.

SECTION 09.10 DEFERRED COMPENSATION

Affected Employees may, at his/her sole cost and expense, participate in the City's Deferred Compensation Program. The City currently has two plan options under its Deferred Compensation Program: (a) ICMA-RC and (b) the Nationwide Retirement Solutions plans. The City does not provide any matching benefits or other payments toward the Deferred Compensation Program.

SECTION 09.11 FLEXIBLE SPENDING ACCOUNT

Affected Employees shall be eligible to participate in the City's Internal Revenue Code section 125 and 129 Flexible Spending Account plans, which are administered through a vendor selected at the City's sole discretion. The City's FSA plans presently maintain a cap of Five Thousand Dollars (\$5,000) for dependent care expenses and Two Thousand Six Hundred Fifty Dollars (\$2,650) for health care expenses, which caps may be adjusted based on revisions to IRS regulations. Employee participation in such plans is voluntary and Affected Employees shall be solely responsible for any desired plan contributions. The City does not provide legal or tax advice to Affected Employees as to whether dependent care and health care expenses are legally tax-deductible to or by him/her.

SECTION 09.12 UNIFORM ALLOWANCE- CHIEF OF POLICE

The Affected Employee in the classification of Chief of Police shall receive an annual uniform allowance of One Thousand Four Hundred Dollars (\$1,400) in the first pay period of each July.

SECTION 09.13 SIDEARM – CHIEF OF POLICE

The Affected Employee in the classification of Chief of Police who separates from employment in good standing shall be entitled to purchase his/her duty weapon at fair market value.

SECTION 09.14 TECHNOLOGY/CELL PHONE ALLOWANCE

The City shall provide Affected Employees with a technology allowance in the amount of One Hundred Twenty-Five Dollars and No Cents (\$125.00) per month, which shall be paid on a pro-rated basis bi-weekly at the same time as other employees of the City are paid. Any applicable taxes are the responsibility of the Employee to pay and not covered by the City.

SECTION 09.15 BUSINESS RELATED EQUIPMENT

The City shall supply each Affected Employee with a portable laptop computer or tablet (inclusive of office docking station).

SECTION 09.16 AUTOMOBILE ALLOWANCE

The Affected Employees in the classifications of Chief of Police and City Engineer/Building Official shall be provided with a vehicle, fuel, and maintenance for City-related and *de minimis* personal use. Any personal use beyond *de minimis* may be subject to the reporting requirements as taxable income, and any applicable taxes shall be the responsibility of the employee to pay and are not paid by the City.

SECTION 09.17 TUITION REIMBURSEMENT

Affected Employees applying for tuition reimbursement shall be initially eligible to receive tuition reimbursement of 20% of an allocated \$15,000, provided that such funds are available in the fiscal year such request is made by the Affected Employee. If, at the end of the fiscal year, unencumbered funds are available in the tuition reimbursement account, remaining funds will be used to further reimburse the Affected Employee if accumulated reimbursable educational expenses are in excess of 20% of the total available for that fiscal year. If more than one employee incurs such additional expenses, distribution of the remaining funds will be made equally among said employees until each individual employee has been fully reimbursed, or until the funds have been depleted, whichever comes first.

All courses taken and completed must have prior written approval of the City Manager. Courses must be graduate-level courses and be related to the Affected Employee's employment with the City. Upon completion of each course, the Affected Employee must complete the appropriate City form requesting tuition reimbursement. A passing grade of "C" or better is required, and a copy of the grade and all receipts must be attached. Affected Employees may also be reimbursed for costs of books, tuition, and lab fees for classes.

To be eligible for reimbursement, Employee must submit the request for reimbursement within 60 days of completing the class or coursework or receiving the passing grade. In addition, the institution must be accredited by an agency recognized by the California Department of Education, U.S. Department of Education or Council for Higher Education Accreditation.

ARTICLE 10 PROFESSIONAL DEVELOPMENT

SECTION 10.01 MEMBERSHIP

The City encourages Affected Employees' continued professional development and shall provide payment of appropriate related costs for such activities, including membership in relevant professional organizations, as approved by the City Manager.

SECTION 10.02 OUT-OF-TOWN MEETINGS & SEMINARS

The City shall reimburse Affected Employees the actual cost for registration, travel, lodging, meals, and other expenses incurred by him/her while attending overnight, out-of-town meetings or seminars related to his/her employment with the City, in accordance with the City's policies for expense reimbursement. Moreover, to be eligible the Affected Employee must have budgeted funds available for same; provided, however, that the City Manager may, in his or her sole discretion, approve such unbudgeted expenditures if he or she deems it in the best interests of the City.

SECTION 10.03 LOCAL MEETINGS & SEMINARS.

The City shall reimburse Affected Employees the actual cost of registration, meals, and other expenses necessarily incurred while in attendance at local meetings or seminars related to his/her employment with City in accordance with the City's policies for expense reimbursement.

SECTION 10.04 INCIDENTAL EXPENSES.

The City shall reimburse Affected Employees the actual cost of those incidental expenses necessarily incurred by him/her while engaged in the business of the City upon the presentation of an appropriate receipt therefor, in accordance with the City's policies for expense reimbursement.

SECTION 10.05 APPROVAL BY CITY MANAGER.

To be eligible to receive reimbursement for the memberships and travel and other expenses incurred pursuant to this Section 10.0, Affected Employees shall obtain approval of the City Manager or his/her designee.

ARTICLE 11 **RETIREMENT**

SECTION 11.01 CALPERS

The City is a contract member of the California Public Employees' Retirement System ("CalPERS"). Such membership shall be maintained and Affected Employee eligibility, classification, contributions, and benefits are as prescribed in the contract between the City and CalPERS heretofore approved by the City Council. The City does not elect and shall not be required to pay any part of employee member contributions known informally as Employer Paid Member Contributions (EPMC) as allowed under Government Code Section 20691. Accordingly, each Affected Employee shall pay the entire member contribution required under the City's benefit formula as set forth below.

A. Tier I Miscellaneous (Employees hired prior to January 1, 2011 and determined to be a "classic member" by CalPERS)

1. 2% @ 55 retirement benefit formula
2. Fourth Level of 1959 Survivors Program
3. Military Service as Public Service
4. One-Year Final Compensation: Final compensation is the average full-time monthly pay rate for the highest twelve (12) consecutive months
5. Improved non-industrial disability allowance
6. Post-retirement survivor allowance
7. Credit for unused sick leave

B. Tier II Miscellaneous (Employee hired on or after May 1, 2011, and determined to be a "classic member" by CalPERS)

1. 2% @ 55 retirement benefit formula
2. Fourth Level of 1959 Survivors Program
3. Military Service as Public Service

4. Three-year Final Compensation: Final compensation is the average full-time monthly pay rate for the highest thirty-six (36) consecutive months
 5. Improved non-industrial disability allowance
 6. Post-retirement survivor allowance
 7. Credit for unused sick leave
- C. Tier III (PEPRA) Miscellaneous (Employees hired on and after January 1, 2013, deemed to be a "new member" as defined in Government Code § 7522.04)**
1. 2% @ 62 retirement benefit formula
 2. Fourth Level of 1959 Survivors Program
 3. Military Service as Public Service
 4. Three-year Final Compensation: Final compensation is the average full-time monthly pay rate for the highest thirty-six (36) consecutive months
 5. Improved non-industrial disability allowance
 6. Post-retirement survivor allowance
 7. Credit for unused sick leave
 8. Affected Employee shall individually pay a CalPERS contribution rate of 50% of the normal cost rate for the Defined Benefit Plan in which said "new member" is enrolled, rounded to the nearest quarter of 1%, or the current contribution rate of similarly situated employees, whichever is greater.
- D. Tier I Sworn (Employees hired prior to January 1, 2011 and determined to be a "classic member" by CalPERS)**
1. 3% @ 50 for sworn unit members
 2. Fourth Level of 1959 Survivors Program
 3. Military Service as Public Service
 4. One-Year Final Compensation: Final compensation is the average full-time monthly pay rate for the highest twelve (12) consecutive months
 5. Improved non-industrial disability allowance
 6. Post-retirement survivor allowance
 7. Credit for unused sick leave
- E. Tier II Sworn (Employee hired on or after May 1, 2011, and determined to be a "classic member" by CalPERS)**
1. 3% @ 50 for sworn unit members
 2. Fourth Level of 1959 Survivors Program
 3. Military Service as Public Service
 4. Three-year Final Compensation: Final compensation is the average full-time monthly pay rate for the highest thirty-six (36) consecutive months
 5. Improved non-industrial disability allowance
 6. Post-retirement survivor allowance
 7. Credit for unused sick leave
- F. Tier III (PEPRA) Sworn (Employees hired on and after January 1, 2013, deemed to be a "new member" as defined in Government Code § 7522.04)**
1. 2.7% @ 57 for sworn unit members
 2. Fourth Level of 1959 Survivors Program
 3. Military Service as Public Service

4. Three-year Final Compensation: Final compensation is the average full-time monthly pay rate for the highest thirty-six (36) consecutive months
5. Improved non-industrial disability allowance
6. Post-retirement survivor allowance
7. Credit for unused sick leave
8. Affected Employees shall individually pay a CalPERS contribution rate of 50% of the normal cost rate for the Defined Benefit Plan in which said "new member" is enrolled, rounded to the nearest quarter of 1%, or the current contribution rate of similarly situated employees, whichever is greater

SECTION 11.02 PARS

Pursuant to Government Code §53216, the City participates in the Public Agency Retirement Services (PARS) Retirement Enhancement Plan which affords non-sworn employees the retirement benefit commonly referred to as "1% at 55." The City's participation in PARS is in addition to, and not in lieu of, the City's participation in the CalPERS programs identified in the preceding Section.

A. Non-Sworn Employee Hired Before January 1, 2007

1. Affected Employees shall individually pay a PARS contribution rate of four tenths percent (0.4%) of salary
2. PARS benefits are vested after completing three (3) years of continuous employment with the City and service credit shall be given for previous employment with/by other agencies and/or cities

B. Non-Sworn Employees Hired After January 1, 2007

1. Affected Employees shall individually pay a PARS contribution rate of four tenths percent (0.4%) of salary
2. PARS benefits are vested after ten (10) years of continuous employment with the City and no service credit shall be given for previous employment with/by other agencies and/or cities

C. Non-Sworn Employees Hired After January 1, 2011

1. Affected Employees shall individually pay a PARS contribution rate of fifty percent (50%) of the amount sufficient to pay for the cost of the PARS retirement enhancement benefit
2. PARS benefits are vested after ten (10) years of continuous employment with the City and no service credit shall be given for previous employment with/by other agencies and/or cities

Affected Employees hired on and after January 1, 2013 shall be ineligible to participate in the PARS program.

SECTION 11.03 RETIREE MEDICAL BENEFITS

Affected Employees who were hired before January 1, 2011 and who retire from the City as a CalPERS-eligible retiree shall receive one hundred percent (100%) lifetime medical insurance upon retirement from the City. The City shall pay one hundred percent (100%) of the premium for any CalPERS medical plan, inclusive of eligible dependents as defined by CalPERS, so long as Affected Employee remains eligible for CalPERS medical coverage.

For Affected Employees hired on or after January 1, 2011, retiree medical will be implemented in accordance with the CalPERS Health Benefit Vesting Resolution No. 2010-49-2479 which mirrors the state plan for contribution levels. The resolution requires ten (10) years of service, five (5) years of which is with Irwindale, for fifty percent (50%) contribution of state designated amount towards retiree medical premium and twenty (20) years of service, five (5) years of which is with Irwindale, for one hundred percent (100%) contribution of state designated amount towards retiree medical premium for any CalPERS medical plan.

ARTICLE 12

BONDS AND INDEMNIFICATION

SECTION 12.01 INDEMNIFICATION

To the extent mandated by the California Government Code, the City shall defend, hold harmless, and indemnify Affected Employees against any tort, professional liability, claim or demand, or other legal action arising out of an alleged act or omission occurring in the performance of Employee's services under this Agreement. This section shall not apply to any intentional tort or crime committed by Employee, to any action outside the course and scope of the services provided by Employee under this Agreement, or any other intentional or malicious conduct or gross negligence of Employee.

SECTION 12.02 BONDS

City shall bear the full cost of any fidelity or other bonds, which may be required in the performance of an Affected Employee's services.

ARTICLE 13

TERMINATION AND SEVERANCE

Affected Employees shall be entitled to severance only as provided in this Article 13. Any and all severance rights are conditioned upon and in consideration for execution of a standard agreement of separation, severance, and general release in a form approved by the City Attorney. The severance rights provided for herein shall constitute the sole and only entitlement of an Affected Employee with respect to severance pay in the event of the termination without cause.

SECTION 13.01 NON-SWORN AFFECTED EMPLOYEES

A. Termination Without Cause

By providing a non-sworn Affected Employee at least thirty (30) days' prior written notice thereof, the City may terminate a non-sworn Affected Employee without cause but rather based upon management reasons such as implementing the City's goals or policies, including but not limited to: (i) change of administration, or (ii) incompatibility of management styles. In the event a non-sworn Affected Employee is terminated without cause and does not challenge such termination, including but not limited to by means of appeal or civil or administrative claim, then the City shall pay severance in an amount equal to the monthly base salary of the employee then in effect (excluding the value of any other benefits) multiplied by six (6). The severance payment shall not include the monetary value of any benefits, but salary only.

B. Resignation

Should an Affected Employee resign or otherwise initiate termination of his or her employment with the City, then the City shall have no obligation to pay the severance provided for above.

C. Termination For Cause

The City may terminate a non-sworn Affected Employee for cause at any time by providing non-sworn Affected Employee with five (5) business days' written notice of termination for cause and the facts and grounds constituting such cause. In the event a non-sworn Affected Employee is terminated for cause, as defined in this section below, the City shall have no obligation to pay the severance provided for above.

For the purposes of this Section 13, "cause" for termination shall be defined to include any misconduct materially related to performance of official duties, including but not be limited to any of the following: (1) willful or persistent material breach of duties or inattention to duties, (2) résumé fraud or other acts of material dishonesty, (3) unauthorized or excessive absence or leave, (4) conviction of a misdemeanor involving moral turpitude (i.e., offenses contrary to justice, honesty, or morality), (5) conviction of a felony under California law, (6) violation of the City's anti-harassment policies and/or a finding that legally prohibited personal acts of harassment against a City official or employee or legally prohibited personal acts of discrimination against a City official or employee has occurred, (7) violation of the City's Charter, Municipal Code, Ordinances, Rules, and Regulations, including but not limited to the City's Personnel Rules and the Irwindale Police Department policy manual, (8) use or possession of illegal drugs, (9) engaging in conduct tending to bring embarrassment or disrepute to the City, (10) any illegal or unethical act involving personal gain, (11) significant mismanagement of City finances, (12) A pattern of repeated, willful and intentional failure to carry out materially significant and legally constituted directions or policy decisions of the City Council or City Manager, (13) gross misfeasance or gross malfeasance, or (14) "abuse of office or position" as defined in Government Code §53243.4 (i.e., waste, fraud, and violation of the law under color of authority and crimes against public justice, including crimes involving bribery and corruption), or 15) any similar cause. For any of the foregoing, the City may, in its discretion, place Employee on paid or unpaid administrative leave until resolution.

SECTION 13.02 SPECIAL PROCEDURES FOR SWORN AFFECTED EMPLOYEES

With respect to the position of sworn Affected Employees only, in order to comply with the requirements of the Public Safety Officers Procedural Bill of Rights Act (POBRA) (Cal. Gov. Code §3300 *et seq.*), specifically California Government Code section 3304(c), the following termination procedures shall apply. The City Manager or someone acting in the capacity as City Manager may terminate a sworn Affected Employee at any time with or without cause, by providing written notice of the reason(s) and an opportunity for administrative appeal, as provided herein, in accordance with the requirements of the POBRA, including but not limited to Government Code section 3304(c), which states that the City is required to provide written notice of termination and the reason or reasons therefore and an opportunity for administrative appeal. The City Manager's right to terminate a sworn Affected Employee as provided herein shall not be subject to or in any way limited by the City's Personnel Rules or past City practices related to the employment, discipline or termination of the City's employees. Except as expressly provided in this Section 12.02, a sworn Affected Employee shall not have any rights provided for the Chief of Police or sworn personnel under the City's Personnel Rules, Municipal Code, or under other state or federal law to any other form of pre- or post-termination hearing, appeal, or other administrative process pertaining to termination. Nothing herein, however, shall be construed to create a property interest, where one

does not exist by rule of law, in the position of Chief of Police. Notwithstanding this Section 12.02, sworn Affected Employees shall remain as at-will employees serving at the pleasure of the City Manager

A. Termination Without Cause

By providing a sworn Affected Employee at least thirty (30) days' prior written notice thereof, the City may terminate a sworn Affected Employee without cause but rather based upon management reasons such as implementing the City's goals or policies, including but not limited to: (i) change of administration, or (ii) incompatibility of management styles. In the event a sworn Affected Employee is terminated without cause and does not challenge such termination, including but not limited to by means of appeal or civil or administrative claim, then the City shall pay severance in an amount equal to the monthly base salary of the employee then in effect (excluding the value of any other benefits) multiplied by six (6). The severance payment shall not include the monetary value of any benefits, but salary only. Prior to such termination, in order to be eligible for severance as provided in this Section, a sworn Affected Employee must have worked for the City a minimum of six (6) months.

In order to comply with the requirements of California Government Code section 3304(c), termination by the City Manager for a reason other than cause shall be conducted in accordance with the following procedures:

1. The City reserves the right to place Employee on paid administrative leave for all or a portion of the thirty (30) day notice period provided under this Section 12.02.A.
2. Employee may request to appear before the City Council prior to the effective date of the termination to challenge the reasons for the termination or to raise mitigating circumstances regarding the termination but in such event would waive any right to severance pay as provided in this Section 12.02.A.

B. Resignation

Should a sworn Affected Employee resign or otherwise initiate termination of his or her employment with the City, then the City shall have no obligation to pay the severance provided for above.

C. Termination for Cause

The City may terminate a sworn Affected Employee for cause at any time by providing the employee with five (5) business days' written notice of the termination for cause and the facts and grounds constituting such cause. The term "cause" shall be defined the same as in Section 12.01(B) above. For any of the conduct described in this Section constituting cause for termination, the City may, in its discretion, place Employee on paid or unpaid administrative leave until resolution. If the City terminates a sworn Affected Employee for cause, the City shall have no obligation to pay severance. In order to comply with the requirements of California Government Code section 3304(c), a termination by the City Manager of a sworn Affected Employee for cause shall be conducted in accordance with the following procedures:

1. Within five (5) days of receipt of written notice under this Section, a sworn Affected Employee may submit a request in writing to the City Manager for an administrative

appeal. Such appeal shall not prohibit or otherwise delay the termination of a sworn Affected Employee prior to the administrative appeal. Failure to timely file such a request shall be deemed to be a waiver of the right to do so.

2. Upon a sworn Affected Employee's written appeal request, the City Manager shall appoint an independent hearing officer to conduct an administrative hearing and issue an advisory decision which shall then be reviewed and considered and either adopted, modified or rejected by City Council. Both the sworn Affected Employee and the City and their respective representatives, if any, shall make reasonable efforts to set an administrative appeal hearing date within thirty (30) days from the City Manager's receipt of the written appeal request. Pursuant to Government Code section 3304(c) and for purposes of this subdivision, the removal of a sworn Affected Employee for the purpose of implementing the goals or policies, or both, of the City, for reasons including, but not limited to, incompatibility of management styles or as a result of a change in administration, shall be sufficient to constitute "reason or reasons" for the sworn Affected Employee's termination in addition to those reasons constitution cause for termination.
3. At the administrative appeal hearing, the independent hearing officer shall be presented with both the information and documents on which the City based its decision to terminate as well as any information and documents on which the City based its decision to terminate for cause as well as any information and documentation that the sworn Affected Employee chooses to submit to challenge the City's information and documents to raise mitigating circumstances for consideration by the independent hearing officer.
4. Within thirty (30) days of completing the hearing, the independent hearing officer shall issue an advisory decision in writing to the City Council determining whether the sworn Affected Employee was properly terminated and whether there was sufficient "cause" to justify not paying severance under the terms of this Resolution unless severance was already tendered. Following City Council's review and consideration of the advisory decision, the sworn Affected Employee shall be notified in writing as to whether the advisory decision will be upheld, modified or rescinded.

SECTION 13.03 LIMITATION ON SEVERANCE (GOVERNMENT CODE §53260)

This Resolution does not create a defined term of employment for any Affected Employee, but in the event this resolution is construed by a court of law to have a fixed term, should such proposed severance payment exceed the amount authorized to be paid under Government Code Section 53260, then the amount paid to an Affected Employee shall be reduced in the amount necessary to comply with such statute. (Government Code section 53260 provides that all contracts of employment with a city must include a provision limiting the maximum cash settlement for the termination of the contract to the monthly salary (excluding benefits) multiplied by the number of months left on the unexpired term, but not more than 18 months if the unexpired term exceeds 18 months. For example, if termination occurs with two (2) months left in the term, severance would be equal to the monthly base salary multiplied by two (2) rather than the six (6) months provided in Section 5.1(b).)

EXHIBIT B
Unclassified Management Salary Schedule
Effective April 4, 2021

Title	Step	Yearly Salary	Monthly Salary	Bi-Weekly Salary	Hourly Salary
Assistant City Manager	A	152,496	12,708	5,865.23	77.1741
	B	160,116	13,343	6,158.31	81.0304
	C	168,120	14,010	6,466.15	85.0810
	D	176,520	14,710	6,789.23	89.3320
	E	185,352	15,446	7,128.92	93.8016
Chief of Police	A	158,472	13,206	6,095.08	80.1984
	B	166,392	13,866	6,399.69	84.2065
	C	174,708	14,559	6,719.54	88.4150
	D	183,444	15,287	7,055.54	92.8360
	E	192,624	16,051	7,408.62	97.4818
City Engineer/Building Official	A	138,648	11,554	5,332.62	70.1660
	B	145,584	12,132	5,599.38	73.6761
	C	152,868	12,739	5,879.54	77.3623
	D	160,512	13,376	6,173.54	81.2308
	E	168,532	14,044	6,482.00	85.2895
Community Development Director	A	131,568	10,964	5,060.31	66.5830
	B	138,144	11,512	5,313.23	69.9109
	C	145,056	12,088	5,579.08	73.4089
	D	152,304	12,692	5,857.85	77.0769
	E	159,924	13,327	6,150.92	80.9332
Finance Director/Treasurer	A	135,384	11,282	5,207.08	68.5142
	B	142,152	11,846	5,467.38	71.9393
	C	149,256	12,438	5,740.62	75.5344
	D	156,720	13,060	6,027.69	79.3117
	E	164,556	13,713	6,329.08	83.2773
Public Services Director	A	133,584	11,132	5,137.85	67.6032
	B	140,268	11,689	5,394.92	70.9858
	C	147,276	12,273	5,664.46	74.5324
	D	154,644	12,887	5,947.85	78.2611
	E	162,372	13,531	6,245.08	82.1721

RESOLUTION NO. 2021-29-3241

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF IRWINDALE
REPLACING RESOLUTION NO. 2020-83-3243, ESTABLISHING THE
NUMBER OF POSITIONS, SCHEDULE OF CLASSES,
COMPENSATION, AND BENEFITS FOR CITY EMPLOYEES**

WHEREAS, Article VIII, Section 803 of the City Charter requires the City Council to establish by resolution salaries and other forms of compensation for all City employees; and

WHEREAS, Section 2.12.010 of the Irwindale Municipal Code requires that the offices and positions in the City employment be fixed and established by resolution of the City Council; and

WHEREAS, Section 2.12.020 of the Irwindale Municipal Code requires that the salaries and compensation of officers and employees of the City be fixed and determined by resolution of the City Council; and

WHEREAS, Section 2.05 of the City's Personnel Rules, as adopted by the City Council in Resolution No. 2007-06-2192 on February 15, 2007, states that the Personnel Officer shall determine the duties and responsibilities of all City positions for inclusion in a Classification Plan, which shall be adopted by the City Council; and

WHEREAS, Section 2.25 of the City's Personnel Rules states that the Personnel Officer shall prepare an annual salary resolution that establishes the minimum through maximum salary rates of pay for employee classifications, which shall be adopted by the City Council; and

WHEREAS, on November 14, 2018, the City Council approved the Memorandum of Understanding covering July 1, 2016 through June 30, 2020 for the the Irwindale Police Officers' Association (IPOA); and

WHEREAS, on June 24, 2020, the City Council approved amendments to the Memoranda of Understanding for the Irwindale City Employees Association (ICEA) and the Irwindale Management Employees Association (IMEA), extending the terms of the two memoranda for an additional year through June 30, 2021; and

WHEREAS, the Memoranda of Understanding for all bargaining units expressly establish compensation and benefits for all represented employees who belong to the Recognized Employee Organizations; and

WHEREAS, the City Council adopted Resolution No. 2020-83-3243 on December 9, 2020, which established the number of positions, schedule of classes, compensation, and benefits for City employees; and

WHEREAS, concurrently with this resolution, the City Council is considering the adoption of Resoution No. 2021-23-3235, which will supersede Resolution No. 2020-50-3160, which outlines the compensation and benefits of the unclassified, unrepresented management employees; and

WHEREAS, a number of unaffiliated and/or unrepresented unclassified at-will employees rely on the City Council to provide an appropriate compensation and benefit system; and

WHEREAS, the City Manager has received numerous communications, and direction from City Council which resulted in an in depth evaluation of the structure of the organization with

the goal of enhancing the structure in order to better meet the needs of the community and sustain demanded service levels; and

WHEREAS, City Staff have identified certain departments that can be consolidated and reorganized, reducing the total number of departments directly reporting to the City Manager from ten to six, would facilitate a more efficient and effective delivery of services and is consistent with what is seen in comparably sized cities; and

WHEREAS, concurrently with this resolution, the City Council is considering the adoption of Resolution No. 2021-22-3234, which establishes a new Public Services Director unclassified management position, freezes the Public Works Services Manager classified position, unfreezes the Community Development Director unclassified management position, and freezes the Community Development Manager/ City Planner classified position, such that updates to this resolution are necessary; and

WHEREAS, to facilitate administration and in accordance with applicable laws and regulations, the City Council desires to adopt Resolution No. 2021-29-3241, establishing the number of positions, schedule of classes, compensation, and benefits of City employees in their entirety, to replace Resolution No. 2020-83-3243.

NOW, THEREFORE, the City Council of the City of Irwindale hereby resolves, determines and orders as follows:

SECTION 1. Applicability to other Governing Documents.

This Resolution shall supersede and replace Resolution No. 2020-83-3243. This Resolution shall also take the place of all existing resolutions or orders of the City Council as they relate to the subject matter contained herein. However, in no event shall this Resolution rescind, supersede, alter or in any way have an effect on Resolution No. 2021-23-3235 relating to the compensation and benefits of unclassified, unrepresented management employees, or on any approved or adopted memoranda of understanding in accordance with Section 2 of this Resolution.

Except as expressly stated in this Resolution, in the event that any provision of this Resolution is inconsistent with any provision of any approved or adopted memoranda of understanding, or Resolution No. 2021-23-3235, the provisions of the adopted memoranda of understanding or Resolution No. 2021-23-3235 shall prevail.

In the event that any provision of this Resolution is in conflict with the City's Personnel Rules or other policies, this Resolution shall supersede and govern the City's policies and practices with regard to unrepresented and/or unaffiliated employees.

SECTION 2. Classified Employees Organized In Bargaining Units Represented By Recognized Employee Organizations.

The Memoranda of Understanding for all bargaining units govern the employment relationship between the City and the employees represented by their respective Recognized Employee Organizations. Except as expressly stated in this Resolution, in the event that this Resolution conflicts with the benefits granted or the restrictions imposed pursuant to any Memoranda of Understanding negotiated with these Recognized Employee Organizations, the applicable Memoranda of Understanding shall govern as to that particular employee bargaining unit.

SECTION 3. Authorized Full-Time Employees.

Effective April 4, 2021, unless otherwise stated herein, the number of positions, list of class titles, and compensation for full-time employees of the City of Irwindale shall be as follows:

A. Unclassified Management Positions:

Classification Title	Authorized Number	Annual Compensation
City Manager	1	\$229,628
Assistant City Manager	1	\$152,496 - \$185,352
Chief of Police	1	\$158,484 – \$192,624
Community Development Director	1	\$131,568 – \$159,924
Director of Engineering / Building Official	1	\$138,636 - \$168,528
Finance Director/ City Treasurer	1	\$135,384 – \$164,556
Public Services Director	1	\$133,584 - \$162,372

B. Classified Positions:

Classification Title	Authorized Number	Salary Range
Administrative Secretary	1	32
Assistant City Engineer	1*	62
Assistant Engineer	1	48
Assistant to the City Manager	1*	56
Assistant Planner	1*	40
Associate Engineer	1*	52
Associate Planner	1*	45
Building Permit Technician	1*	33
Bus Driver	2	29
Chief Deputy City Clerk	1	54
City Librarian	1	54
Code Enforcement Officer	2**	34
Community Development Manager/ City Planner	1*	63
Construction Compliance Manager	1	58
Deputy City Clerk	1*	34
Economic Development Coordinator	1	48
Engineering Technician	3	33
Executive Assistant	1	37 (Y-rated 42)
Finance Analyst	2	40

Classification Title	Authorized Number	Salary Range
Finance Manager	1	57 (Y-rated 59)
Finance Technician	1	32
Human Resources/ Risk Manager	1	59
Human Resources Specialist	1*	33
Information Technology Manager	1	59
Janitor	1	13
Library Technician	1	24
Management Analyst	1	40
Maintenance Lead Worker	1	34 (Y-rated 43)
Maintenance Worker I	1	26 (Y-rated 36)
Maintenance Worker II	5	30 (Y-rated 40)
Office Specialist	3	25
Planning Technician	2**	33
Police Captain	1*	70
Police Corporal	2	50
Police Dispatcher/Clerk	6**	35 (Y-rated 37)
Police Lieutenant	2**	65
Police Officer	17	48
Police Records Clerk	1	22 (Y-rated 24)
Police Sergeant	6	59
Police Services Specialist	1	36 (Y-rated 39)
Project Manager - Construction Compliance	1	41
Project Manager - Mining	1*	58
Public Works Maintenance Supervisor	1	43 (Y-rated 48)
Public Works Services Manager	1*	58
Recreation Assistant	1*	25
Recreation Manager	1	56
Recreation Supervisor	2	43
Senior Center Assistant	1	25
Senior Code Enforcement Officer	1	40
Senior Center Leader/ Bus Driver	1	29
Senior Center Manager	1	45
Senior Center Specialist	1	33
Senior Finance Analyst	1*	46
Senior Human Resources/ Risk Management Analyst	1	46
Senior Management Analyst	1*	46

Classification Title	Authorized Number	Salary Range
Senior Planner	1	51

* Currently frozen and unfunded for budgeting purposes.

** One of the positions currently frozen and unfunded for budgeting purposes.

The benefits for all the foregoing employee positions are stated within either Resolution No. 2021-23-3235, for unclassified management positions, or the respective ICEA MOU, IMEA MOU, or IPOA MOU governing each represented classified employee position.

SECTION 4. Authorized At-Will Permanent Part-Time Employees.

Effective January 1, 2021 unless otherwise stated herein, the number of positions and compensation for all at-will permanent part-time employees of the City of Irwindale, who are unaffiliated and/or unrepresented and unclassified, shall be as follows:

Classification Title	Authorized Number	Hourly Compensation
Civil Engineering Technician	3*	\$23.76 - \$28.88
Departmental Aide	1	\$14.15 – \$17.19
Library Aide	1	\$15.23 - \$18.51
Maintenance Aide	4	\$15.23 - \$18.51 (Y-rated \$19.02 - \$23.12)
Senior Recreation Leader	2	\$15.61 - \$18.98 (Y-rated \$16.15 - \$19.64)
Senior Center Leader	1	\$15.61 – \$18.98

* Currently frozen and unfunded for budgeting purposes.

Unless otherwise stated herein, the benefits for all at-will permanent part-time employees of the City of Irwindale, who are unaffiliated and/or unrepresented and unclassified, shall be as follows:

- A. SICK LEAVE. Unaffiliated and/or unrepresented unclassified at-will permanent part-time employees shall be eligible for sick leave in accordance with the City's Personnel Rule 14.20 beginning on the 90th day of employment. Sick leave will not be considered hours worked for purposes of overtime calculation.

Sick leave accrual and pay back are as follows:

1. SICK LEAVE ACCRUAL. Unaffiliated and/or unrepresented unclassified at-will permanent part-time employees shall be credited with 3.693 hours of sick leave bi-weekly per the City's Personnel Rule 14.20.3.
2. SICK LEAVE PAY BACK. The City agrees to provide unaffiliated and/or unrepresented unclassified at-will permanent part-time employees sick leave pay back per the City's Personnel Rule 14.20.4 upon an employee's termination or cash-out request as follows:

25%	over 800 hours
50%	481-800 hours

75%	1 st 480 hours

Elective cash-outs of leave accruals may be made anytime by means of a regular payroll check (no separate check will be issued) or by separate check limited to four times a year (first pay period ending in September, December, March, and June) with a cash-out limit of one hundred (100) hours total per fiscal year. Cash-outs will be paid at the employee's basic rate of pay.

- B. EDUCATION INCENTIVE. Unaffiliated and/or unrepresented unclassified at-will permanent part-time employees will receive the following education incentive bonus in addition to their base compensation:

AA/AS degree or Junior Year Status at Four Year College or Higher: \$1,200/year

BA/BS degree: \$1,500/year

MA/MS degree: \$1,800/year

To be eligible for these benefits, the coursework and/or degrees must be from an institution accredited by an agency recognized by the California Department of Education, U.S. Department of Education or Council for Higher Education Accreditation.

This incentive will be paid out over twenty-six (26) bi-weekly pay periods in a calendar year.

- C. BILINGUAL BONUS PAY. Unaffiliated and/or unrepresented unclassified at-will permanent part-time employees shall be paid bilingual pay at a rate of fifty cents (\$0.50) per hour upon passing a verbal bilingual exam. The employee may take a bilingual exam when hired or twice a year when the City offers bilingual exams. Bilingual bonus pay will be paid per pay period to those employees who prove proficient in Spanish and/or American Sign Language, and are required to use such languages during the course of City business. The City shall determine qualification requirements and the appropriate exam.

- D. ANNUAL SERVICE AWARD PAY. Unaffiliated and/or unrepresented unclassified at-will permanent part-time employees shall be entitled on each qualifying employee's fifth (5th) consecutive employment year to "Annual Service Award" pay of ten dollars (\$10.00) for each year worked, which shall be paid in December of the qualifying year at the Annual Employee Service Award Reception. If there is no reception planned for the year, the service award will be paid in conjunction with the first paycheck in December of the qualifying year.

- E. PARS MEMBERSHIP. Pursuant to Government Code §§ 53216 et seq., the City participates in the Public Agency Retirement Services (PARS) Retirement Enhancement Plan, which affords unaffiliated and/or unrepresented unclassified at-will permanent part-time employees additional retirement benefits commonly referred to as "1% at 55." The City pays on behalf of each eligible employee an amount sufficient to pay the full cost of the PARS retirement enhancement benefit. The City's participation in PARS is in addition to, and not in lieu of, the City's participation in the CalPERS program identified in Section 5. F.

1. Unaffiliated and/or unrepresented unclassified at-will permanent part-time employees hired before January 1, 2007:

- a. Employees shall individually pay a PARS contribution rate of four-tenths percent (0.4%) of salary.

- b. PARS benefits are vested after completing three (3) years of continuous employment with the City and service credit shall be given for previous employment with/by other agencies and/or cities.
- 2. Unaffiliated and/or unrepresented unclassified at-will permanent part-time employees hired After January 1, 2007:
 - a. Employees shall individually pay a PARS contribution rate of four-tenths percent (0.4%) of salary.
 - b. PARS benefits are vested after ten (10) years of continuous employment with the City and no service credit shall be given for previous employment with/by other agencies and/or cities.
- 3. Unaffiliated and/or unrepresented unclassified at-will permanent part-time employees hired After January 1, 2011:
 - a. Employees shall individually pay a PARS contribution rate of fifty percent (50%) of the amount sufficient to pay for the cost of the PARS retirement enhancement benefit.
 - b. PARS benefits are vested after ten (10) years of continuous employment with the City and no service credit shall be given for previous employment with/by other agencies and/or cities.

All unaffiliated and/or unrepresented unclassified at-will permanent part-time employees hired on or after January 1, 2013 are ineligible to participate in the PARS program.

F. CalPERS MEMBERSHIP. The City is a contract member of the California Public Employees' Retirement System ("CalPERS"). Such membership shall be maintained and employee eligibility, classification, contributions, and benefits are as prescribed in the contract between the City and CalPERS heretofore approved by the City Council. The City does not elect and shall not be required to pay any part of employee member contributions known informally as Employer Paid Member Contributions (EPMC) as allowed under Government Code Section 20691. Accordingly, each employee shall pay the entire member contribution required under the City's benefit formula as set forth below.

- 1. Tier I Miscellaneous (unaffiliated and/or unrepresented unclassified at-will permanent part-time employee hired prior to January 1, 2011 and determined to be a "classic member" by CalPERS)
 - a. 2% @ 55 retirement benefit formula
 - b. Fourth Level of 1959 Survivors Program
 - c. Military Service as Public Service
 - d. One-Year Final Compensation: Final compensation is the average full-time monthly pay rate for the highest twelve (12) consecutive months
 - e. Improved non-industrial disability allowance
 - f. Post-retirement survivor allowance
 - g. Credit for unused sick leave
- 2. Tier II Miscellaneous (unaffiliated and/or unrepresented unclassified at-will permanent part-time employee hired on or after May 1, 2011, and determined to be a "classic member" by CalPERS)

- a. 2% @ 55 retirement benefit formula
- b. Fourth Level of 1959 Survivors Program
- c. Military Service as Public Service
- d. Three-year Final Compensation: Final compensation is the average full-time monthly pay rate for the highest thirty-six (36) consecutive months
- e. Improved non-industrial disability allowance
- f. Post-retirement survivor allowance
- g. Credit for unused sick leave

3. Tier III (PEPRA) Miscellaneous (unaffiliated and/or unrepresented unclassified at-will permanent part-time employee hired on and after January 1, 2013, deemed to be a "new member" as defined in Government Code § 7522.04)

- a. 2% @ 62 retirement benefit formula
- b. Fourth Level of 1959 Survivors Program
- c. Military Service as Public Service
- d. Three-year Final Compensation: Final compensation is the average full-time monthly pay rate for the highest thirty-six (36) consecutive months
- e. Improved non-industrial disability allowance
- f. Post-retirement survivor allowance
- g. Credit for unused sick leave
- h. Employee shall individually pay a CalPERS contribution rate of 50% of the normal cost rate for the Defined Benefit Plan in which said "new member" is enrolled, rounded to the nearest quarter of 1%, or the current contribution rate of similarly situated employees, whichever is greater.

G. RETIREE MEDICAL. CalPERS eligible retirees who were hired before January 1, 2011, and who retire from the City as a CalPERS-eligible retiree shall receive one hundred percent (100%) lifetime medical insurance upon retirement from the City. The City shall pay one hundred percent (100%) of the premium for any CalPERS medical plan, inclusive of eligible dependents as defined by CalPERS, so long as employee remains eligible for CalPERS medical coverage. For all new employees hired on or after January 1, 2011, retiree medical will be implemented in accordance with the CalPERS Health Benefit Vesting Resolution No. 2010-49-2479 which mirrors the state plan for contribution levels. The resolution requires ten (10) years of service, five (5) years of which is with Irwindale, for fifty percent (50%) contribution of state designated amount towards retiree medical premium and twenty (20) years of service, five (5) years of which is with Irwindale, for one hundred percent (100%) contribution of state designated amount towards retiree medical premium for any CalPERS medical plan.

H. DIRECT DEPOSIT REQUIREMENT. The City shall maintain a mandatory requirement for participation in payroll direct deposit for all employees hired after July 8, 2001.

I. MEDICAL BENEFITS. Medical benefits shall be under the CalPERS medical program. The City pays one hundred percent (100%) of the premium for any CalPERS medical plan for unaffiliated and/or unrepresented unclassified at-will permanent part-time employees and their eligible dependents as defined by CalPERS.

J. DENTAL BENEFITS. The City pays one hundred percent (100%) of the premium for one of two dental plans offered by the City for unaffiliated and/or unrepresented unclassified

at-will permanent part-time employees and their eligible dependents. The City reserves the right to unilaterally change plans, plan administrators or insurance companies as long as any new plan affords equal or greater benefit coverage.

- K. VISION BENEFITS. The City pays one hundred percent (100%) of the premium for a vision plan for unaffiliated and/or unrepresented unclassified at-will permanent part-time employees and their eligible dependents. The City reserves the right to unilaterally change plans, plan administrators or insurance companies as long as any new plan affords equal or greater benefit coverage.
- L. MEDICAL, DENTAL, AND VISION INSURANCE PREMIUM OPT-OUT. Any eligible unaffiliated and/or unrepresented unclassified at-will permanent part-time employee who elects to opt-out of medical, dental & vision coverages offered by the City will be paid a cash benefit in lieu of said coverage equal to one half (1/2) of the average monthly cost to the City for single employee medical insurance coverage only (not including dental or vision), provided such employee can demonstrate, to the satisfaction of the City, that he/she has opted out of all three coverages and can demonstrate to the satisfaction of the City, that such employee has substantially equivalent medical coverage through some other insurance plan, which plan shall remain in full force and effect during the entire term of employment of such employee with the City. The City shall have the sole and unfettered right to determine whether such employee has satisfactorily demonstrated substantially equivalent medical coverage, and any such employee seeking reimbursement from the City must, at least annually, provide written proof of such substantially equivalent medical coverage in a form satisfactory to the City. Payment shall be made bi-weekly through the regular payroll system.
- M. UNIFORM ALLOWANCE. The positions of Departmental Aide, Senior Recreation Leader, and Senior Center Leader shall receive a uniform allowance in the amount of \$50.00 per year.
- N. BREAK PERIODS. Unless otherwise stated herein, the break periods for all at-will permanent part-time employees shall be as follows:
- **MEAL BREAK.** Employees working more than six (6) hours in a work day may take an unpaid meal period of thirty (30) minutes. This shall occur approximately mid-way between the employee's starting time and finishing time.
 - **REST BREAK.** Employees working more than three and one-half (3.5) hours in a work day may take a paid rest break of fifteen (15) minutes for every four hours worked. Insofar as practical, the rest break should be in the middle of each four-hour work period.

SECTION 5. Authorized At-Will Non-Permanent Part-Time Employees.

Effective January 1, 2021 unless otherwise stated herein, the compensation for all at-will non permanent part-time employees of the City of Irwindale, who are unaffiliated and/or unrepresented and unclassified, shall be as follows:

Classification Title	Hourly Compensation
Assistant Pool Manager	\$17.60

Classification Title	Hourly Compensation
Bus Driver	\$23.17
Community Center Worker (temp assignment of staff member)	\$20.96
Community Service Officer	\$16.71
Crossing Guard*	\$14.00
Finance Assistant*	\$18.56
Intern	\$19.49
Library Page	\$14.00
Lifeguard	\$14.00
Office Specialist	\$15.61
Police Cadet I*	\$14.60
Police Cadet II*	\$14.00
Recreation Aide	\$14.00
Reserve Police Officer I	\$35.73
Reserve Police Officer II*	\$14.92
Senior Center Aide	\$14.00
Senior Library Page	\$15.45
Senior Lifeguard	\$15.35

* Currently frozen and unfunded for budgeting purposes.

Unless otherwise stated herein, the benefits for all at-will non permanent part-time employees of the City of Irwindale, who are unaffiliated and/or unrepresented and unclassified, shall be as follows:

- A. CITY MANAGER AUTHORIZATION. For unaffiliated and/or unrepresented unclassified at-will non-permanent part-time positions, the City Manager may authorize the number of hires as long as the personnel costs do not exceed the budgeted amounts in approved funds.
- B. SICK LEAVE. Unaffiliated and/or unrepresented unclassified at-will non-permanent part-time employees shall be eligible for sick leave in accordance with the City's Personnel Rule 14.20. This includes sick leave accrual as follows:
 1. Pursuant to Personnel Rules Section 14.20.07, non-permanent part-time employees are eligible to accrue sick leave beginning with their first day of employment or July 1, 2015, whichever is later.
 2. Non-permanent part-time employees shall accrue one (1) hour of paid leave for every thirty (30) hours worked, not to exceed a maximum cap of 48 hours per calendar year. Sick leave does not accrue once the cap is reached, but will commence accruing again when accrued sick leave drops below the cap. Any unused accrued sick leave carries over year to year while continuously employed.

Sick leave is provided at the non-permanent part-time employee's base hourly wage rate.

3. Non-permanent part-time employees are entitled to use accrued Sick Leave for any purpose described in Personnel Rules Section 14.20.1 beginning on the 90th day of employment. Non-permanent part-time employees are only permitted to use a maximum of three (3) days or twenty-four (24) hours, whichever is greater, of accrued sick leave per calendar year. Sick leave must be used in two (2) hour minimum increments.
 4. Sick leave will not be considered hours worked for purposes of overtime calculation.
 5. Non-permanent part-time employees are not entitled to sick leave buy-back and shall not receive any pay out or compensation for unused accrued sick leave upon termination, resignation, retirement or other separation from employment.
 6. If a non-permanent part-time employee separates from City employment and is re-hired by the City within one (1) year of the date of separation, previously accrued and unused sick leave hours shall be reinstated.
 7. Non-permanent part-time employees shall provide reasonable advance notification of their need to use accrued paid sick leave to their supervisor if the need for sick leave use is foreseeable. If the need for sick leave use is unforeseeable, the employee shall provide notice of the need for the leave to their supervisor as soon as is practicable.
- C. BILINGUAL BONUS PAY. Unaffiliated and/or unrepresented unclassified at-will non-permanent part-time employees shall be paid bilingual pay at a rate of fifty cents (\$0.50) per hour upon passing a verbal bilingual exam. The employee may take a bilingual exam when hired or twice a year when the City offers bilingual exams. Bilingual bonus pay will be paid per pay period to those employees who prove proficient in Spanish and/or American Sign Language, and are required to use such languages during the course of City business. The City shall determine qualification requirements and the appropriate exam.
- D. ANNUAL SERVICE AWARD PAY. Unaffiliated and/or unrepresented unclassified at-will non-permanent part-time employees shall be entitled on each qualifying employee's fifth (5th) consecutive employment year to "Annual Service Award" pay of ten dollars (\$10.00) for each year worked, which shall be paid in December of the qualifying year at the Annual Employee Service Award Reception. If there is no reception planned for the year, the service award will be paid in conjunction with the first paycheck in December of the qualifying year.
- E. DIRECT DEPOSIT REQUIREMENT. The City shall maintain a mandatory requirement for participation in payroll direct deposit for all employees hired after July 8, 2001.
- F. UNIFORM ALLOWANCE. The positions of Bus Driver, Recreation Aide and Senior Center Aide shall receive a uniform allowance in the amount of \$50.00 per year.
- E. BREAK PERIODS. Unless otherwise stated herein, the break periods for all at-will non-permanent part-time employees shall be as follows:

- **MEAL BREAK.** Employees working more than six (6) hours in a work day may take an unpaid meal period of thirty (30) minutes. This shall occur approximately mid-way between the employee's starting time and finishing time.
- **REST BREAK.** Employees working more than three and one-half (3.5) hours in a work day may take a paid rest break of fifteen (15) minutes for every four hours worked. Insofar as practical, the rest break should be in the middle of each four-hour work period.

SECTION 6. Authorized At-Will Temporary Part-Time Employees.

Effective January 1, 2021 unless otherwise stated herein, the number of positions and compensation for all at-will temporary part-time employees of the City of Irwindale, who are unaffiliated and/or unrepresented and unclassified, shall be as follows:

Classification Title	Authorized Number	Hourly Compensation
Summer Youth Worker	20	Minimum Wage

At-will temporary part-time employees of the City of Irwindale, who are unaffiliated and/or unrepresented and unclassified, are not entitled to any benefits. Other than the compensation provided for herein, temporary part-time employees are not provided any additional compensation, reimbursements, leaves, or incentives, except those mandated by state or federal law.

A. BREAK PERIODS. Unless otherwise stated herein, the break periods for all at-will temporary part-time employees shall be as follows:

- **MEAL BREAK.** Employees working more than six (6) hours in a work day may take an unpaid meal period of thirty (30) minutes. This shall occur approximately mid-way between the employee's starting time and finishing time.
- **REST BREAK.** Employees working more than three and one-half (3.5) hours in a work day may take a paid rest break of fifteen (15) minutes for every four hours worked. Insofar as practical, the rest break should be in the middle of each four-hour work period.

SECTION 7. Salary schedules.

The salary schedule, which first became effective July 1, 2019, shall continue to be in force, notwithstanding any other effective date to the contrary in an applicable memorandum of understanding, applicable to all positions represented by the ICEA is attached as Exhibit "A".

The salary schedule, which first became effective July 1, 2019, shall continue to be in force, notwithstanding any other effective date to the contrary in an applicable memorandum of understanding, applicable to all miscellaneous positions represented by the IMEA is attached as Exhibit "B-1".

The salary schedule, which first became effective July 1, 2019, shall continue to be in force, notwithstanding any other effective date to the contrary in an applicable memorandum of understanding, applicable to all safety positions represented by the IMEA is attached as Exhibit "B-2".

The salary schedule, which first became effective July 1, 2019, shall continue to be in force, notwithstanding any other effective date to the contrary in an applicable memorandum of understanding, applicable to all safety positions represented by the IPOA is attached as Exhibit "C-1".

The salary schedule, which first became effective July 1, 2019, shall continue to be in force, notwithstanding any other effective date to the contrary in an applicable memorandum of understanding, applicable to miscellaneous positions represented by the IPOA is attached as Exhibit "C-2".

If any employee is receiving compensation above the highest step of the salary range stated in this resolution for his/her position, the employee's present rate shall be continued as an approved additional step rate for the class ("Y-rated"), until the highest step is greater than the Y-rate. Except as provided herein or an applicable MOU, no non Y-rated employee may be adjusted to a Y-rate upon reclassification or promotional appointment, and the Y-rate shall no longer be in effect after the termination of the employment in that class of the incumbent(s) on whose behalf the Y-rate is authorized. Nothing in this resolution shall prohibit any Y-rated employee from receiving a cost of living adjustment that other employees within the employee's applicable bargaining group may receive pursuant to an applicable MOU.

SECTION 8. Certification.

The Chief Deputy City Clerk shall certify to the adoption of this resolution.

PASSED, APPROVED AND ADOPTED this 24th day of March 2021.

H. Manuel Ortiz, Mayor

ATTEST:

Laura Nieto, MMC
Chief Deputy City Clerk

STATE OF CALIFORNIA }
COUNTY OF LOS ANGELES } ss.
CITY OF IRWINDALE }

I, Laura Nieto, Chief Deputy City Clerk of the City of Irwindale, do hereby certify that the foregoing Resolution No. 2021-29-3241 was duly and regularly passed and adopted by the City Council of the City of Irwindale at its regular meeting held on the 24th day of March 2021, by the following vote:

AYES: Councilmembers:

NOES: Councilmembers:

ABSENT: Councilmembers:

ABSTAIN: Councilmembers:

Laura Nieto, Chief Deputy City Clerk

Exhibit "A"

**Salary Schedule Effective July 1, 2019
and Continues to be In Force on July 1, 2020
ICEA Employees (2.0%)**

Range	Step	Yearly Salary	Monthly Salary	Bi-weekly Salary	Hourly Salary
10	A	28,648	2,387	1,101.85	14.4980
	B	30,081	2,507	1,156.96	15.2232
	C	31,585	2,632	1,214.81	15.9843
	D	33,164	2,764	1,275.54	16.7834
	E	34,822	2,902	1,339.31	17.6225
11	A	29,365	2,447	1,129.42	14.8608
	B	30,833	2,569	1,185.88	15.6037
	C	32,374	2,698	1,245.15	16.3836
	D	33,993	2,833	1,307.42	17.2029
	E	35,693	2,974	1,372.81	18.0633
12	A	30,099	2,508	1,157.65	15.2323
	B	31,604	2,634	1,215.54	15.9939
	C	33,184	2,765	1,276.31	16.7935
	D	34,843	2,904	1,340.12	17.6331
	E	36,585	3,049	1,407.12	18.5147
13	A	30,851	2,571	1,186.58	15.6129
	B	32,394	2,700	1,245.92	16.3937
	C	34,013	2,834	1,308.19	17.2131
	D	35,714	2,976	1,373.62	18.0739
	E	37,500	3,125	1,442.31	18.9777
14	A	31,622	2,635	1,216.23	16.0030
	B	33,204	2,767	1,277.08	16.8036
	C	34,864	2,905	1,340.92	17.6437
	D	36,607	3,051	1,407.96	18.5258
	E	38,437	3,203	1,478.35	19.4519
15	A	32,413	2,701	1,246.65	16.4033
	B	34,034	2,836	1,309.00	17.2237
	C	35,735	2,978	1,374.42	18.0845
	D	37,522	3,127	1,443.15	18.9889
	E	39,398	3,283	1,515.31	19.9383
16	A	33,223	2,769	1,277.81	16.8133
	B	34,885	2,907	1,341.73	17.6544
	C	36,629	3,052	1,408.81	18.5369
	D	38,460	3,205	1,479.23	19.4636
	E	40,383	3,365	1,553.19	20.4367
17	A	34,054	2,838	1,309.77	17.2338
	B	35,757	2,980	1,375.27	18.0956
	C	37,544	3,129	1,444.00	19.0000
	D	39,422	3,285	1,516.23	19.9504
	E	41,393	3,449	1,592.04	20.9479
18	A	34,905	2,909	1,342.50	17.6645
	B	36,651	3,054	1,409.65	18.5481
	C	38,483	3,207	1,480.12	19.4752
	D	40,407	3,367	1,554.12	20.4489
	E	42,428	3,536	1,631.85	21.4717

Exhibit "A"

**Salary Schedule Effective July 1, 2019
and Continues to be In Force on July 1, 2020
ICEA Employees (2.0%)**

Range	Step	Yearly Salary	Monthly Salary	Bi-weekly Salary	Hourly Salary
19	A	35,778	2,982	1,376.08	18.1063
	B	37,567	3,131	1,444.88	19.0116
	C	39,445	3,287	1,517.12	19.9620
	D	41,417	3,451	1,592.96	20.9600
	E	43,488	3,624	1,672.62	22.0081
20	A	36,672	3,056	1,410.46	18.5587
	B	38,506	3,209	1,481.00	19.4868
	C	40,431	3,369	1,555.04	20.4610
	D	42,453	3,538	1,632.81	21.4843
	E	44,575	3,715	1,714.42	22.5582
21	A	37,589	3,132	1,445.73	19.0228
	B	39,469	3,289	1,518.04	19.9742
	C	41,442	3,454	1,593.92	20.9727
	D	43,514	3,626	1,673.62	22.0213
	E	45,690	3,808	1,757.31	23.1225
22	A	38,529	3,211	1,481.88	19.4985
	B	40,455	3,371	1,555.96	20.4732
	C	42,478	3,540	1,633.77	21.4970
	D	44,602	3,717	1,715.46	22.5719
	E	46,832	3,903	1,801.23	23.7004
23	A	39,492	3,291	1,518.92	19.9858
	B	41,467	3,456	1,594.88	20.9853
	C	43,540	3,628	1,674.62	22.0344
	D	45,717	3,810	1,758.35	23.1361
	E	48,003	4,000	1,846.27	24.2930
24	A	40,479	3,373	1,556.88	20.4853
	B	42,503	3,542	1,634.73	21.5096
	C	44,629	3,719	1,716.50	22.5855
	D	46,860	3,905	1,802.31	23.7146
	E	49,203	4,100	1,892.42	24.9003
25	A	41,491	3,458	1,595.81	20.9975
	B	43,566	3,631	1,675.62	22.0476
	C	45,744	3,812	1,759.38	23.1498
	D	48,032	4,003	1,847.38	24.3077
	E	50,433	4,203	1,939.73	25.5228
26	A	42,529	3,544	1,635.73	21.5228
	B	44,655	3,721	1,717.50	22.5987
	C	46,888	3,907	1,803.38	23.7287
	D	49,232	4,103	1,893.54	24.9150
	E	51,694	4,308	1,988.23	26.1609
27	A	43,592	3,633	1,676.62	22.0607
	B	45,772	3,814	1,760.46	23.1640
	C	48,060	4,005	1,848.46	24.3219
	D	50,463	4,205	1,940.88	25.5380
	E	52,986	4,416	2,037.92	26.8148

Exhibit "A"

**Salary Schedule Effective July 1, 2019
and Continues to be In Force on July 1, 2020
ICEA Employees (2.0%)**

Range	Step	Yearly Salary	Monthly Salary	Bi-weekly Salary	Hourly Salary
28	A	44,682	3,724	1,718.54	22.6123
	B	46,916	3,910	1,804.46	23.7429
	C	49,262	4,105	1,894.69	24.9302
	D	51,725	4,310	1,989.42	26.1766
	E	54,311	4,526	2,088.88	27.4853
29	A	45,799	3,817	1,761.50	23.1776
	B	48,089	4,007	1,849.58	24.3365
	C	50,493	4,208	1,942.04	25.5531
	D	53,018	4,418	2,039.15	26.8310
	E	55,669	4,639	2,141.12	28.1726
30	A	46,944	3,912	1,805.54	23.7571
	B	49,291	4,108	1,895.81	24.9448
	C	51,755	4,313	1,990.58	26.1918
	D	54,343	4,529	2,090.12	27.5015
	E	57,060	4,755	2,194.62	28.8765
31	A	48,117	4,010	1,850.65	24.3507
	B	50,523	4,210	1,943.19	25.5683
	C	53,049	4,421	2,040.35	26.8467
	D	55,702	4,642	2,142.38	28.1893
	E	58,487	4,874	2,249.50	29.5987
32	A	49,320	4,110	1,896.92	24.9595
	B	51,786	4,316	1,991.77	26.2075
	C	54,376	4,531	2,091.38	27.5182
	D	57,094	4,758	2,195.92	28.8937
	E	59,949	4,996	2,305.73	30.3386
33	A	50,553	4,213	1,944.35	25.5835
	B	53,081	4,423	2,041.58	26.8629
	C	55,735	4,645	2,143.65	28.2060
	D	58,522	4,877	2,250.85	29.6164
	E	61,448	5,121	2,363.38	31.0972
34	A	51,817	4,318	1,992.96	26.2232
	B	54,408	4,534	2,092.62	27.5344
	C	57,128	4,761	2,197.23	28.9109
	D	59,985	4,999	2,307.12	30.3568
	E	62,984	5,249	2,422.46	31.8745
35	A	53,113	4,426	2,042.81	26.8790
	B	55,768	4,647	2,144.92	28.2227
	C	58,557	4,880	2,252.19	29.6341
	D	61,484	5,124	2,364.77	31.1154
	E	64,559	5,380	2,483.04	32.6716
36	A	54,440	4,537	2,093.85	27.5506
	B	57,162	4,764	2,198.54	28.9281
	C	60,020	5,002	2,308.46	30.3745
	D	63,022	5,252	2,423.92	31.8937
	E	66,173	5,514	2,545.12	33.4884

Exhibit "A"

**Salary Schedule Effective July 1, 2019
and Continues to be In Force on July 1, 2020
ICEA Employees (2.0%)**

Range	Step	Yearly Salary	Monthly Salary	Bi-weekly Salary	Hourly Salary
37	A	55,801	4,650	2,146.19	28.2394
	B	58,591	4,883	2,253.50	29.6513
	C	61,521	5,127	2,366.19	31.1341
	D	64,597	5,383	2,484.50	32.6908
	E	67,827	5,652	2,608.73	34.3254
38	A	57,196	4,766	2,199.85	28.9453
	B	60,056	5,005	2,309.85	30.3927
	C	63,059	5,255	2,425.35	31.9124
	D	66,212	5,518	2,546.62	33.5081
	E	69,523	5,794	2,673.96	35.1837
39	A	58,626	4,886	2,254.85	29.6690
	B	61,558	5,130	2,367.62	31.1528
	C	64,635	5,386	2,485.96	32.7100
	D	67,867	5,656	2,610.27	34.3456
	E	71,261	5,938	2,740.81	36.0633
40	A	60,092	5,008	2,311.23	30.4109
	B	63,097	5,258	2,426.81	31.9317
	C	66,251	5,521	2,548.12	33.5278
	D	69,564	5,797	2,675.54	35.2045
	E	73,042	6,087	2,809.31	36.9646
41	A	61,594	5,133	2,369.00	31.1711
	B	64,674	5,390	2,487.46	32.7298
	C	67,908	5,659	2,611.85	34.3664
	D	71,303	5,942	2,742.42	36.0845
	E	74,868	6,239	2,879.54	37.8887
42	A	63,134	5,261	2,428.23	31.9504
	B	66,291	5,524	2,549.65	33.5481
	C	69,605	5,800	2,677.12	35.2252
	D	73,086	6,091	2,811.00	36.9868
	E	76,740	6,395	2,951.54	38.8360
43	A	64,712	5,393	2,488.92	32.7490
	B	67,948	5,662	2,613.38	34.3866
	C	71,345	5,945	2,744.04	36.1058
	D	74,913	6,243	2,881.27	37.9114
	E	78,658	6,555	3,025.31	39.8067
44	A	66,330	5,528	2,551.15	33.5678
	B	69,647	5,804	2,678.73	35.2465
	C	73,129	6,094	2,812.65	37.0086
	D	76,786	6,399	2,953.31	38.8593
	E	80,625	6,719	3,100.96	40.8021
45	A	67,989	5,666	2,614.96	34.4074
	B	71,388	5,949	2,745.69	36.1275
	C	74,957	6,246	2,882.96	37.9337
	D	78,705	6,559	3,027.12	39.8305
	E	82,640	6,887	3,178.46	41.8219

Exhibit "B-1"

**Salary Schedule Effective July 1, 2019
and Continues to be In Force on July 1, 2020
IMEA-Misc Employees (2.0%)**

Range	Step	Yearly Salary	Monthly Salary	Bi-weekly Salary	Hourly Salary
37	A	55,801	4,650	2,146.19	28.2394
	B	58,591	4,883	2,253.50	29.6513
	C	61,521	5,127	2,366.19	31.1341
	D	64,597	5,383	2,484.50	32.6908
	E	67,827	5,652	2,608.73	34.3254
38	A	57,196	4,766	2,199.85	28.9453
	B	60,056	5,005	2,309.85	30.3927
	C	63,059	5,255	2,425.35	31.9124
	D	66,212	5,518	2,546.62	33.5081
	E	69,523	5,794	2,673.96	35.1837
39	A	58,626	4,886	2,254.85	29.6690
	B	61,558	5,130	2,367.62	31.1528
	C	64,635	5,386	2,485.96	32.7100
	D	67,867	5,656	2,610.27	34.3456
	E	71,261	5,938	2,740.81	36.0633
40	A	60,092	5,008	2,311.23	30.4109
	B	63,097	5,258	2,426.81	31.9317
	C	66,251	5,521	2,548.12	33.5278
	D	69,564	5,797	2,675.54	35.2045
	E	73,042	6,087	2,809.31	36.9646
41	A	61,594	5,133	2,369.00	31.1711
	B	64,674	5,390	2,487.46	32.7298
	C	67,908	5,659	2,611.85	34.3664
	D	71,303	5,942	2,742.42	36.0845
	E	74,868	6,239	2,879.54	37.8887
42	A	63,134	5,261	2,428.23	31.9504
	B	66,291	5,524	2,549.65	33.5481
	C	69,605	5,800	2,677.12	35.2252
	D	73,086	6,091	2,811.00	36.9868
	E	76,740	6,395	2,951.54	38.8360
43	A	64,712	5,393	2,488.92	32.7490
	B	67,948	5,662	2,613.38	34.3866
	C	71,345	5,945	2,744.04	36.1058
	D	74,913	6,243	2,881.27	37.9114
	E	78,658	6,555	3,025.31	39.8067
44	A	66,330	5,528	2,551.15	33.5678
	B	69,647	5,804	2,678.73	35.2465
	C	73,129	6,094	2,812.65	37.0086
	D	76,786	6,399	2,953.31	38.8593
	E	80,625	6,719	3,100.96	40.8021
45	A	67,989	5,666	2,614.96	34.4074
	B	71,388	5,949	2,745.69	36.1275
	C	74,957	6,246	2,882.96	37.9337
	D	78,705	6,559	3,027.12	39.8305
	E	82,640	6,887	3,178.46	41.8219

Exhibit "B-1"

**Salary Schedule Effective July 1, 2019
and Continues to be In Force on July 1, 2020
IMEA-Misc Employees (2.0%)**

Range	Step	Yearly Salary	Monthly Salary	Bi-weekly Salary	Hourly Salary
46	A	69,688	5,807	2,680.31	35.2672
	B	73,173	6,098	2,814.35	37.0309
	C	76,831	6,403	2,955.04	38.8821
	D	80,673	6,723	3,102.81	40.8264
	E	84,706	7,059	3,257.92	42.8674
47	A	71,430	5,953	2,747.31	36.1488
	B	75,002	6,250	2,884.69	37.9565
	C	78,752	6,563	3,028.92	39.8543
	D	82,690	6,891	3,180.38	41.8472
	E	86,824	7,235	3,339.38	43.9393
48	A	73,216	6,101	2,816.00	37.0526
	B	76,877	6,406	2,956.81	38.9054
	C	80,721	6,727	3,104.65	40.8507
	D	84,757	7,063	3,259.88	42.8932
	E	88,995	7,416	3,422.88	45.0380
49	A	75,047	6,254	2,886.42	37.9793
	B	78,799	6,567	3,030.73	39.8780
	C	82,739	6,895	3,182.27	41.8720
	D	86,876	7,240	3,341.38	43.9656
	E	91,220	7,602	3,508.46	46.1640
50	A	76,923	6,410	2,958.58	38.9286
	B	80,769	6,731	3,106.50	40.8750
	C	84,807	7,067	3,261.81	42.9185
	D	89,048	7,421	3,424.92	45.0648
	E	93,500	7,792	3,596.15	47.3178
51	A	78,846	6,571	3,032.54	39.9018
	B	82,788	6,899	3,184.15	41.8968
	C	86,928	7,244	3,343.38	43.9919
	D	91,274	7,606	3,510.54	46.1913
	E	95,838	7,987	3,686.08	48.5010
52	A	80,817	6,735	3,108.35	40.8993
	B	84,858	7,072	3,263.77	42.9443
	C	89,101	7,425	3,426.96	45.0916
	D	93,556	7,796	3,598.31	47.3462
	E	98,234	8,186	3,778.23	49.7136
53	A	82,837	6,903	3,186.04	41.9216
	B	86,979	7,248	3,345.35	44.0177
	C	91,328	7,611	3,512.62	46.2186
	D	95,895	7,991	3,688.27	48.5299
	E	100,689	8,391	3,872.65	50.9560
54	A	84,908	7,076	3,265.69	42.9696
	B	89,154	7,430	3,429.00	45.1184
	C	93,611	7,801	3,600.42	47.3740
	D	98,292	8,191	3,780.46	49.7429
	E	103,207	8,601	3,969.50	52.2303

Exhibit "B-1"

**Salary Schedule Effective July 1, 2019
and Continues to be In Force on July 1, 2020
IMEA-Misc Employees (2.0%)**

Range	Step	Yearly Salary	Monthly Salary	Bi-weekly Salary	Hourly Salary
55	A	87,031	7,253	3,347.35	44.0440
	B	91,383	7,615	3,514.73	46.2465
	C	95,952	7,996	3,690.46	48.5587
	D	100,749	8,396	3,874.96	50.9863
	E	105,787	8,816	4,068.73	53.5359
56	A	89,207	7,434	3,431.04	45.1452
	B	93,667	7,806	3,602.58	47.4023
	C	98,351	8,196	3,782.73	49.7728
	D	103,268	8,606	3,971.85	52.2611
	E	108,431	9,036	4,170.42	54.8740
57	A	91,437	7,620	3,516.81	46.2738
	B	96,009	8,001	3,692.65	48.5876
	C	100,809	8,401	3,877.27	51.0167
	D	105,850	8,821	4,071.15	53.5678
	E	111,142	9,262	4,274.69	56.2460
58	A	93,723	7,810	3,604.73	47.4307
	B	98,409	8,201	3,784.96	49.8021
	C	103,330	8,611	3,974.23	52.2925
	D	108,496	9,041	4,172.92	54.9069
	E	113,921	9,493	4,381.58	57.6523
59	A	96,066	8,006	3,694.85	48.6164
	B	100,869	8,406	3,879.58	51.0471
	C	105,913	8,826	4,073.58	53.5997
	D	111,208	9,267	4,277.23	56.2794
	E	116,769	9,731	4,491.12	59.0936
60	A	98,468	8,206	3,787.23	49.8320
	B	103,391	8,616	3,976.58	52.3234
	C	108,561	9,047	4,175.42	54.9398
	D	113,989	9,499	4,384.19	57.6867
	E	119,688	9,974	4,603.38	60.5709
61	A	100,929	8,411	3,881.88	51.0774
	B	105,976	8,831	4,076.00	53.6316
	C	111,275	9,273	4,279.81	56.3133
	D	116,838	9,737	4,493.77	59.1285
	E	122,680	10,223	4,718.46	62.0850
62	A	103,453	8,621	3,978.96	52.3548
	B	108,625	9,052	4,177.88	54.9722
	C	114,056	9,505	4,386.77	57.7206
	D	119,759	9,980	4,606.12	60.6068
	E	125,747	10,479	4,836.42	63.6371
63	A	106,039	8,837	4,078.42	53.6635
	B	111,341	9,278	4,282.35	56.3467
	C	116,908	9,742	4,496.46	59.1640
	D	122,753	10,229	4,721.27	62.1220
	E	128,891	10,741	4,957.35	65.2282

Exhibit "B-1"

**Salary Schedule Effective July 1, 2019
and Continues to be In Force on July 1, 2020
IMEA-Misc Employees (2.0%)**

Range	Step	Yearly Salary	Monthly Salary	Bi-weekly Salary	Hourly Salary
64	A	108,690	9,058	4,180.38	55.0051
	B	114,124	9,510	4,389.38	57.7551
	C	119,831	9,986	4,608.88	60.6432
	D	125,822	10,485	4,839.31	63.6751
	E	132,113	11,009	5,081.27	66.8588
65	A	111,407	9,284	4,284.88	56.3801
	B	116,977	9,748	4,499.12	59.1989
	C	122,826	10,236	4,724.08	62.1589
	D	128,968	10,747	4,960.31	65.2672
	E	135,416	11,285	5,208.31	68.5304
66	A	114,192	9,516	4,392.00	57.7895
	B	119,902	9,992	4,611.62	60.6791
	C	125,897	10,491	4,842.19	63.7131
	D	132,192	11,016	5,084.31	66.8988
	E	138,801	11,567	5,338.50	70.2434
67	A	117,047	9,754	4,501.81	59.2343
	B	122,899	10,242	4,726.88	62.1959
	C	129,044	10,754	4,963.23	65.3057
	D	135,497	11,291	5,211.42	68.5714
	E	142,271	11,856	5,471.96	71.9995
68	A	119,973	9,998	4,614.35	60.7151
	B	125,972	10,498	4,845.08	63.7510
	C	132,271	11,023	5,087.35	66.9388
	D	138,884	11,574	5,341.69	70.2854
	E	145,828	12,152	5,608.77	73.7996
69	A	122,973	10,248	4,729.73	62.2333
	B	129,121	10,760	4,966.19	65.3446
	C	135,577	11,298	5,214.50	68.6118
	D	142,356	11,863	5,475.23	72.0425
	E	149,474	12,456	5,749.00	75.6447
70	A	126,047	10,504	4,847.96	63.7890
	B	132,349	11,029	5,090.35	66.9782
	C	138,967	11,581	5,344.88	70.3274
	D	145,915	12,160	5,612.12	73.8436
	E	153,211	12,768	5,892.73	77.5359
71	A	129,198	10,767	4,969.15	65.3836
	B	135,658	11,305	5,217.62	68.6528
	C	142,441	11,870	5,478.50	72.0855
	D	149,563	12,464	5,752.42	75.6898
	E	157,041	13,087	6,040.04	79.4742
72	A	132,428	11,036	5,093.38	67.0182
	B	139,049	11,587	5,348.04	70.3689
	C	146,002	12,167	5,615.46	73.8877
	D	153,302	12,775	5,896.23	77.5820
	E	160,967	13,414	6,191.04	81.4610

Exhibit "B-2"

**Salary Schedule Effective July 1, 2019
and Continues to be In Force on July 1, 2020
IMEA-Safety Employee (2.0%)**

Range	Step	Yearly Salary	Monthly Salary	Bi-weekly Salary	Hourly Salary
64	A	110,864	9,239	4,264.00	56.1053
	B	116,407	9,701	4,477.19	58.9104
	C	122,227	10,186	4,701.04	61.8558
	D	128,339	10,695	4,936.12	64.9489
	E	134,755	11,230	5,182.88	68.1959
65	A	113,635	9,470	4,370.58	57.5076
	B	119,317	9,943	4,589.12	60.3831
	C	125,283	10,440	4,818.58	63.4023
	D	131,547	10,962	5,059.50	66.5724
	E	138,124	11,510	5,312.46	69.9008
66	A	116,476	9,706	4,479.85	58.9453
	B	122,300	10,192	4,703.85	61.8927
	C	128,415	10,701	4,939.04	64.9873
	D	134,836	11,236	5,186.00	68.2368
	E	141,577	11,798	5,445.27	71.6483
67	A	119,388	9,949	4,591.85	60.4190
	B	125,357	10,446	4,821.42	63.4398
	C	131,625	10,969	5,062.50	66.6118
	D	138,207	11,517	5,315.65	69.9428
	E	145,117	12,093	5,581.42	73.4398
68	A	122,373	10,198	4,706.65	61.9297
	B	128,491	10,708	4,941.96	65.0258
	C	134,916	11,243	5,189.08	68.2773
	D	141,662	11,805	5,448.54	71.6913
	E	148,745	12,395	5,720.96	75.2758
69	A	125,432	10,453	4,824.31	63.4777
	B	131,704	10,975	5,065.54	66.6518
	C	138,289	11,524	5,318.81	69.9843
	D	145,203	12,100	5,584.73	73.4833
	E	152,463	12,705	5,863.96	77.1574
70	A	128,568	10,714	4,944.92	65.0648
	B	134,996	11,250	5,192.15	68.3178
	C	141,746	11,812	5,451.77	71.7338
	D	148,833	12,403	5,724.35	75.3203
	E	156,275	13,023	6,010.58	79.0865
71	A	131,782	10,982	5,068.54	66.6913
	B	138,371	11,531	5,321.96	70.0258
	C	145,290	12,108	5,588.08	73.5273
	D	152,554	12,713	5,867.46	77.2034
	E	160,182	13,349	6,160.85	81.0638
72	A	135,077	11,256	5,195.27	68.3588
	B	141,830	11,819	5,455.00	71.7763
	C	148,922	12,410	5,727.77	75.3654
	D	156,368	13,031	6,014.15	79.1336
	E	164,186	13,682	6,314.85	83.0901

Exhibit "C-1"

**Salary Schedule Effective July 1, 2019
and Continues to be In Force on July 1, 2020
IPOA-Safety Employees (2.0%)**

Range	Step	Yearly Salary	Monthly Salary	Bi-weekly Salary	Hourly Salary
48	A	74,321	6,193	2,858.50	35.7313
	B	78,038	6,503	3,001.46	37.5183
	C	81,939	6,828	3,151.50	39.3938
	D	86,036	7,170	3,309.08	41.3635
	E	90,338	7,528	3,474.54	43.4317
49	A	76,180	6,348	2,930.00	36.6250
	B	79,989	6,666	3,076.50	38.4563
	C	83,988	6,999	3,230.31	40.3788
	D	88,187	7,349	3,391.81	42.3976
	E	92,597	7,716	3,561.42	44.5178
50	A	78,084	6,507	3,003.23	37.5404
	B	81,988	6,832	3,153.38	39.4173
	C	86,088	7,174	3,311.08	41.3885
	D	90,392	7,533	3,476.62	43.4577
	E	94,912	7,909	3,650.46	45.6308
51	A	80,036	6,670	3,078.31	38.4788
	B	84,038	7,003	3,232.23	40.4029
	C	88,240	7,353	3,393.85	42.4231
	D	92,652	7,721	3,563.54	44.5442
	E	97,284	8,107	3,741.69	46.7712
52	A	82,037	6,836	3,155.27	39.4409
	B	86,139	7,178	3,313.04	41.4130
	C	90,446	7,537	3,478.69	43.4837
	D	94,968	7,914	3,652.62	45.6577
	E	99,717	8,310	3,835.27	47.9409
53	A	84,088	7,007	3,234.15	40.4269
	B	88,292	7,358	3,395.85	42.4481
	C	92,707	7,726	3,565.65	44.5707
	D	97,342	8,112	3,743.92	46.7990
	E	102,209	8,517	3,931.12	49.1389
54	A	86,190	7,183	3,315.00	41.4375
	B	90,500	7,542	3,480.77	43.5096
	C	95,025	7,919	3,654.81	45.6851
	D	99,776	8,315	3,837.54	47.9692
	E	104,765	8,730	4,029.42	50.3678

Exhibit "C-1"

**Salary Schedule Effective July 1, 2019
and Continues to be In Force on July 1, 2020
IPOA-Safety Employees (2.0%)**

Range	Step	Yearly Salary	Monthly Salary	Bi-weekly Salary	Hourly Salary
55	A	88,345	7,362	3,397.88	42.4736
	B	92,762	7,730	3,567.77	44.5971
	C	97,400	8,117	3,746.15	46.8269
	D	102,270	8,523	3,933.46	49.1683
	E	107,384	8,949	4,130.15	51.6269
56	A	90,554	7,546	3,482.85	43.5356
	B	95,081	7,923	3,656.96	45.7120
	C	99,835	8,320	3,839.81	47.9976
	D	104,827	8,736	4,031.81	50.3976
	E	110,068	9,172	4,233.38	52.9173
57	A	92,817	7,735	3,569.88	44.6236
	B	97,458	8,122	3,748.38	46.8548
	C	102,331	8,528	3,935.81	49.1976
	D	107,448	8,954	4,132.62	51.6577
	E	112,820	9,402	4,339.23	54.2404
58	A	95,138	7,928	3,659.15	45.7394
	B	99,895	8,325	3,842.12	48.0264
	C	104,889	8,741	4,034.19	50.4274
	D	110,134	9,178	4,235.92	52.9490
	E	115,641	9,637	4,447.73	55.5966
59	A	97,516	8,126	3,750.62	46.8827
	B	102,392	8,533	3,938.15	49.2269
	C	107,512	8,959	4,135.08	51.6885
	D	112,887	9,407	4,341.81	54.2726
	E	118,532	9,878	4,558.92	56.9865

Exhibit "C-2"

**Salary Schedule Effective July 1, 2019
and Continues to be In Force on July 1, 2020
IPOA-Misc (Dispatchers) (2.0%)**

Range	Step	Yearly Salary	Monthly Salary	Bi-weekly Salary	Hourly Salary
35	A	52,344	4,362	2,013.23	25.1654
	B	54,961	4,580	2,113.88	26.4236
	C	57,709	4,809	2,219.58	27.7447
	D	60,595	5,050	2,330.58	29.1322
	E	63,625	5,302	2,447.12	30.5889
36	A	53,653	4,471	2,063.58	25.7947
	B	56,335	4,695	2,166.73	27.0841
	C	59,152	4,929	2,275.08	28.4385
	D	62,110	5,176	2,388.85	29.8606
	E	65,215	5,435	2,508.27	31.3534
37	A	54,994	4,583	2,115.15	26.4394
	B	57,744	4,812	2,220.92	27.7615
	C	60,631	5,053	2,331.96	29.1495
	D	63,662	5,305	2,448.54	30.6067
	E	66,846	5,571	2,571.00	32.1375

- ☒ City Council
☐ Successor Agency
☐ Housing Authority
☐ Reclamation Authority
☐ Joint Powers Authority

City of
IRWINDALE
AGENDA REPORT

Date: March 24, 2021
To: Honorable Mayor and Members of the City Council
From: William K. Tam, City Manager
Issue: Adopt a comprehensive update to the City's Emergency Operations Plan. Adopt and train staff on using an Irwindale specific and California Office of Emergency Services (CalOES) Continuity of Operations Plan in the event of a disaster.

City Manager's Recommendation:

Adopt **Resolution No. 2021-25-3237** entitled: **"A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF IRWINDALE TO ADOPT AN AMENDED EMERGENCY OPERATIONS PLAN AND CONTINUITY OF OPERATIONS PLAN FOR THE CITY OF IRWINDALE,"** waiving further reading;

That the City Council:

1. Adopt the attached resolution approving the City of Irwindale Emergency Operations Plan and the Continuity of Operation Plan and authorizing the Assistant Director of Emergency Services to submit the Plans to the California Emergency Management Agency for review and concurrence; and
2. Authorize the City Manager as the Assistant Director of Emergency Services of the City of Irwindale or his/her designee to amend the Emergency Operations Plan and/or the Continuity of Operations Plan to make any changes which may become necessary in the future to keep the Plans current, functional, and in accordance with State and Federal guidelines.

Administrative Action:

Submitted by:

Ty Henshaw, Police Chief
 (626) 430-2200

Electronically Approved

Prepared by:

John Fraijo, Police Lieutenant

Electronically Approved

Reviewed by:

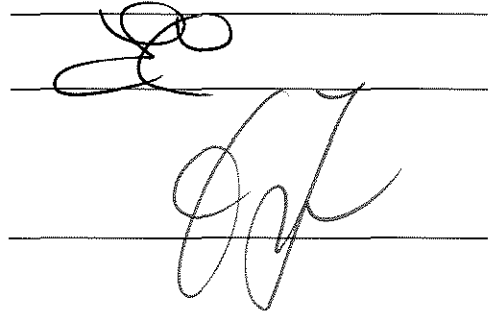
Adrian R. Guerra, City Attorney

Eva Carreon, Finance Director / City Treasurer

Approved by:

William K. Tam, City Manager

Electronically Approved

Two electronic signatures are shown on horizontal lines. The first signature is a stylized 'E' or 'C' shape. The second signature is a more complex, cursive-style signature.

Background and Analysis:

On November 13, 2019, City Council adopted Resolution No. 2019-56-3140, authorizing the City Manager to execute a professional services agreement with Interwest Consulting Group for the development of an Emergency/Disaster Operations Plan and Continuity of Operations Plan.

The City of Irwindale Emergency Operations Plan (EOP) and Continuity of Operations Plan (along with EOP, collectively referred to as "Plans") are the base documents which establish the policies and framework for City management of extraordinary emergencies and disasters. The purpose is to provide strategic guidance for response and recovery to the full range of natural, technological, human-caused and terrorist-related emergencies and disasters; defines roles and responsibilities of the City's emergency response system; and provides triggers for implementation of the Plans during disasters, all of which, along with training and exercises, prepares the City to respond effectively when impacted by a disaster. The Plans also address the integration and coordination with other governmental agencies, and non-governmental organizations involved in emergency preparedness, response, and recovery operations. The EOP conforms to United States Department of Homeland Security requirements and California Emergency Management Agency regulations, and is consistent with the California Standardized Emergency Management System (SEMS) and the National Incident Management System (NIMS).

The Emergency/Disaster Operations Plan and Continuity of Operations Plan will only be effective if City personnel are trained on how to use and implement the Plans. Part of this project ensures city employees and personnel are trained and familiar with the multitude of scenarios and hazards the Plans can cover. Training will be achieved by conducting tabletop exercises and mock disaster scenarios to ensure employees are proficient and familiar with their role should a disaster strike. The training portion of this project was included as one of the specifications outlined in the professional service agreement with Interwest Consulting Group.

In order to ensure a level of emergency readiness within the City, the EOP is reviewed and updated regularly in accordance with guidelines set forth in the California Emergency Plan. The Office of Emergency Management of the Los Angeles County Fire Department has thoroughly reviewed and revised the attached EOP.

In addition, the emergency processes, guidance and protocols change from time to time and so too must the Plans. The City Manager as the Assistant Director of Emergency Services of the City of Irwindale or his/her designee shall be authorized to amend the Plans as may be necessary in the future to keep the Plans current, functional and in accordance with State and Federal guidelines.

Fiscal Impact:

There is no impact to the General Fund associated with adopting the proposed update to the Emergency Operations Plan, updating the Irwindale Municipal Code or approving the Continuity of Operation Plan.

Attachment(s):

Attachment A: Resolution No. 2021-25-3237

Attachment B: City of Irwindale Emergency Operation Plan (revised 01-18-2021)

Attachment C: City of Irwindale Continuity of Operation Plan (revised 01-18-2021)

RESOLUTION NO. 2021-25-3237

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF IRWINDALE TO ADOPT AN
AMENDED EMERGENCY OPERATIONS PLAN AND CONTINUITY OF OPERATIONS PLAN
FOR THE CITY OF IRWINDALE**

WHEREAS, protecting life and property by way of emergency preparedness is one of the primary responsibilities of a local municipality; and

WHEREAS, the City of Irwindale entered into a professional services agreement with Interwest Consulting Group, Inc. for the development of an Emergency/Disaster Operations Plan and Continuity of Operations Plan; and

WHEREAS, the City of Irwindale Emergency Operations Plan ("EOP") and Continuity of Operations Plan (with EOP, collectively, "Plans") are the base documents which establish the policies and framework for City management of extraordinary emergencies and disasters; and

WHEREAS, the EOP will address the planned response to extraordinary emergency situations associated with natural disasters, technological incidents, and national security emergencies, which can generate unique situations requiring unusual emergency responses; defines roles and responsibilities of the City's emergency response system; and provides triggers for implementation of the Plans during disasters, all of which, along with training and exercises, prepares the City to respond effectively when impacted by a disaster.

WHEREAS, the Plans also address the integration and coordination with other governmental agencies, and non-governmental organizations involved in emergency preparedness, response, and recovery operations.

WHEREAS, the EOP conforms to United States Department of Homeland Security requirements and California Emergency Management Agency regulations, and is consistent with SEMS and NIMS; and

WHEREAS, city employees and personnel will be trained and familiar with the multitude of scenarios and hazards the Plans covers.

NOW, THEREFORE, the City Council of the City of Irwindale, California, resolves, determines and orders as follows:

SECTION 1. Adopt the attached City of Irwindale Emergency Operations Plan and the Continuity of Operation Plan and authorize the Assistant Director of Emergency Services to submit the Plans to the California Emergency Management Agency for review and concurrence.

SECTION 2. Appoints the City Manager as the Assistant Director of Emergency Services of the City of Irwindale.

SECTION 3. Authorizes the Assistant Director of Emergency Services or his/her designee to amend the Emergency Operations Plan and/or Continuity of Operations Plan to make those changes which may become necessary in the future to keep the plans current, functional, and in accordance with State and Federal guidelines.

SECTION 4. The Chief Deputy City Clerk shall attest to the adoption of this resolution which shall, in turn, have immediate effect.

PASSED, APPROVED AND ADOPTED this 24th day of March, 2021.

H. Manuel Ortiz, Mayor

ATTEST:

Laura M. Nieto, MMC
Chief Deputy City Clerk

STATE OF CALIFORNIA }
COUNTY OF LOS ANGELES } ss.
CITY OF IRWINDALE }

I, Laura M. Nieto, Chief Deputy City Clerk of the City of Irwindale, do hereby certify that the foregoing Resolution No. 2021-25-3237 was duly adopted by the City Council of the City of Irwindale at a regular meeting thereof held on the 24th day of March 2021, by the following vote:

AYES: Councilmembers:

NOES: Councilmembers:

ABSTAIN: Councilmembers:

ABSENT: Councilmembers:

Laura M. Nieto, MMC
Chief Deputy City Clerk

EMERGENCY OPERATIONS PLAN



PART I: BASE PLAN

A STRATEGY FOR CITYWIDE
REPOSE AND RECOVERY TO
MAJOR EMERGENCIES AND
DISASTERS

First Issued: April 1, 2021

Last Revised: January 18, 2021

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*Plan produced in partnership with
Interwest Consulting Group*

PROMULGATION STATEMENT

This Emergency Operations Plan is adopted as the official emergency plan of the City of Irwindale by resolution No. XXXX of the City Council of the City of Irwindale, California, dated April 1, 2021. This version supersedes all previous versions.

H. Manuel Ortiz, Mayor
Irwindale City Council

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FOREWORD

EOP OVERVIEW

The City of Irwindale Emergency Operations Plan (EOP) provides the strategic guidance for response and recovery to a full range of natural, technological, human-caused, and terrorism-related emergencies and disasters. The EOP is both a preparedness and a response document. It is designed to be read, understood, and exercised prior to an emergency. It has been developed to conform to the California Standardized Emergency Management System (SEMS) and the National Incident Management System (NIMS).

EOP DEVELOPMENT

In developing the EOP, steps have been taken to insure it conforms to United States Department of Homeland Security-Federal Emergency Management Agency requirements and California Office of Emergency Services regulations. As a technical document, the EOP is written to be consistent with the State of California Emergency Plan, National Response Framework and FEMA's Comprehensive Preparedness Guide 101 - Developing and Maintaining Emergency Operations Plans.

The Irwindale Disaster Council is responsible for the development of the city emergency plan (MC 2.44.080). Responsibility for developing the EOP and related emergency plans, procedures, policies, and agreements has been delegated to the Irwindale Police Department (IPD). Additionally, IPD is responsible for coordinating emergency and disaster operations under the direction of the City Manager who serves as Assistant Director of Emergency Services. The Mayor serves as the Chairman of the Disaster Council as well as serving as the Director of Emergency Services. This plan provides the framework, within which City of Irwindale departments, allied agencies, non-governmental organizations, volunteer groups, and private organizations can develop detailed response procedures, continuity of government / continuity of operations plans, resource arrangements, and aid agreements. These departments, agencies and organizations collectively comprise the City of Irwindale Emergency Organization.

EOP SUPPORTING PROCEDURES

Recipients of this EOP are expected to develop detailed plans, procedures, arrangements, and agreements for their respective departments or agencies; train their personnel to implement those plans, procedures, arrangements, and agreements; and make changes as needed. Each department or agency assigned as either lead or support to an Emergency Support Function (ESF) should have emergency resources identified in plans and the means for obtaining those resources during an emergency or disaster.

EOP UPDATES

Emergency planning involves a continuous and cyclic process. As such, the EOP will continually undergo changes, revisions, and updates. Updates and changes to the EOP will be issued as necessary based upon lessons learned from disasters and emergency exercises, new technology, and changes in statutory requirements. Supplements to this plan which deal with unique emergency functions or specific hazards and with regional or seasonal planning implications will be issued periodically and as necessary by IPD. Regular and routine updates may be made without the need for further promulgation or legislative action.

SUMMARY

While no plan can fully prevent loss of life and destruction to property, good plans carried out by well-trained and knowledgeable personnel can and will minimize losses. City departments, allied agencies, non-governmental organizations, volunteer groups, and private organizations are encouraged to take all necessary preparedness actions to enable them to fulfill their role to the Emergency Operations Plan.

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PREFACE

This comprehensive Emergency Operations Plan (EOP) outlines the capabilities and resources often needed to prevent, mitigate, prepare, protect, respond, and recover from natural, technological, human-caused, and terrorism related hazards affecting the City of Irwindale. All actions undertaken by emergency management focus on the protection of lives, property, and the environment; the maintenance and continuity of critical governmental operations; and ensuring a timely transition to short term and long-term recovery. Emergency response activities must be undertaken according to a prescribed plan to ensure that disaster response and recovery resources are applied in the most effective manner possible. The EOP is developed with this coordination, collaboration, and cooperation in mind.

By the very nature of a disaster, the City of Irwindale recognizes that successful response and recovery depends on prepared and ready city departments, city staff, other levels of government, non-governmental organizations, businesses, and citizens. To this end, the City of Irwindale encourages education and training to prepare City emergency operations staff, other governmental organizations, non-governmental organizations, businesses, and the citizens of Irwindale to be ready to respond effectively to disasters affecting our community.

The EOP is organized in parts focusing on specific areas including basic concept of operations, emergency operations center management, emergency functions, and hazard specific response plans. City departments will develop and maintain specific standard operating procedures (SOPs) in support of their lead or support role to the EOP.

The EOP consists of two individual, though interconnected plans. These individual plans are referred to as “parts”. This Base Plan (Part I) along with the Emergency Operations Center Guidelines and Procedures (Part II) collectively make up the City of Irwindale Emergency Operations Plan.

IRWINDALE FACTS & FIGURES

- Founded 1860
- Incorporated 1957
- 9.5 square miles
- 1,466 population
- 20 mi. east of downtown LA
- 700 businesses
- 40,000 employment
- Top Employers
 - Ready Pac Produce
 - Charter Communications
 - Decorative Specialties
 - CA Community News
- Land Use
 - 43% Industrial
 - 32% Open Space
 - .98% Residential
 - 24.02% All Other Uses

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Distribution Methodology:

- All planning documents will be distributed digitally.
- Library-Circulation will receive one (1) printed copy.
- Dates of distribution:
 - Original EOP to be distributed same day as promulgation.
 - Updates to EOP, including attachments and appendices, will be distribute same day as updated or revised.

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CONCURRENCE SIGNATURES TO THE EMERGENCY OPERATIONS PLAN

City Manager

Assistant City Manager

Chief Deputy City Clerk

Finance Director / City Treasurer

Human Resources / Risk Manager

Police Chief

Public Works Services Manager

City Engineer / Building Official

Senior Center Manager

Recreation Manager

City Attorney

City Librarian

Community Development Manager/City Planner

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PLAN ORGANIZATION AND ACTIVATION

PLAN ORGANIZATION

The EOP in its entirety is organized into two distinct “Parts” in order to provide the greatest functionality and flexibility in its use by emergency organization personnel and key officials.

PART I: BASE PLAN

Authorities, concept of operations, and assignment of responsibilities.

PART II: EOC OPERATIONS

EOC activation procedures, organization, and functional position descriptions.

PLAN ACTIVATION

The plan shall become activated:

1. On order of the Mayor as Director of the Emergency Services, or City Manager or Assistant City Manager as the Assistant Director of the Emergency Services; or
2. At the proclamation of a local emergency or upon the existence of circumstances where a declaration is likely to occur in accordance with the City’s Emergency Management Ordinance; or
3. When the Governor has proclaimed a State of Emergency in an area including the City of Irwindale; or
4. At the proclamation of a State of War Emergency, as defined by the California Emergency Services Act; or
5. Upon a Triggering Event identified within Part II of the EOP.

In the event of a threatened emergency, the City of Irwindale Emergency Organization, or any portion of it may be mobilized prior to activation of this plan, by order of the City Manager, Assistant City Manager, a First Response Department Head, or designated City Emergency Services Manager.

PREEMPTIVE RESPONSE ACTIONS

Actions taken in advance of a potential, impending, or threatened emergency will be taken in order to prevent, mitigate, or prepare for a potential, impending, or threatened emergency. Actions may include, though not be limited to: obtaining and maintaining situation and resource status information; pre-alerting response departments and organizations; developing incident specific contingency plans and staffing patterns; pre-positioning of response assets and emergency resources; establishing and maintaining communications with Department Directors, Emergency Support Function (ESF) Coordinators, Department Operations Centers, Department Emergency Coordinators, and the City of Irwindale Emergency Organization.

Preemptive response actions may be ordered by the Mayor, City Manager, Assistant City Manager, a Department Head (or designee), or a designated City Emergency Services Manager.

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BASE PLAN

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1.0. PURPOSE AND SCOPE

1.1.1. PURPOSE

The Irwindale Emergency Operations Plan (EOP) establishes the policies and framework to effectively manage extraordinary emergencies and disasters. The EOP prescribes the phases of emergencies and disasters: Prevention, Mitigation, Preparedness, Protection, Response, and Recovery. The EOP is an all-hazard, all-risk plan which provides linkage to other plans and policies. It assigns responsibilities for actions and tasks that the City of Irwindale will take to provide for the safety and welfare of its citizens against the threat of natural, technological, national security emergencies, and human-caused disasters. The EOP is designed to coordinate closely with the State of California Emergency Plan and the National Response Framework.

1.1.2. SCOPE

The City of Irwindale Emergency Operations Plan (EOP) addresses the City of Irwindale’s planned response to extraordinary emergency situations and disasters associated with natural, technological, national security emergencies, and human-caused incidents.

The EOP does not address normal day-to-day or more routine emergencies. Instead, the operational concepts reflected in this plan focus on potential extraordinary emergencies, large-scale disasters, and catastrophic incidents which can generate unique situations requiring a unique or extraordinary response.

This Base Plan establishes the authority and identifies the general concept of operations on which further plans, procedures, guidelines, arrangements, and agreements can be elaborated upon.

The structure outlined in the EOP is responsive to the full range of tasks that could accompany any extraordinary emergency or disaster affecting the City of Irwindale. It is designed to focus initial response efforts on saving lives, protecting property, and meeting basic human needs in the hours and days following such an emergency or disaster. Additionally, the EOP is structured to aid in restoring emergency-affected areas to normalcy and reducing further harm or damage through the recovery and mitigation phases of a disaster.

The EOP applies to all City of Irwindale departments as well as independent organizations that may be tasked to provide assistance in an extraordinary emergency situation. For purposes of the EOP, any reference to City departments and organizations with respect to their responsibilities and activities in responding to an extraordinary emergency generally means City departments, divisions, and organizational units. Additionally, non-governmental or quasi-governmental organizations such as school districts, telecommunications providers, chartered organizations, universities, and volunteer organizations may serve in a supporting role in response and recovery efforts to an extraordinary emergency or disaster.

The plan is structured so that City of Irwindale departments can respond under individual department authorities and capabilities, if appropriate, or as part of a more robust city-wide effort in a disaster. The EOP takes an all-hazards approach to disaster response. The response concepts within the EOP are designed to be applied to the full range of “all-hazards” and “all-risks” emergencies that may impact the City.

According to hazard assessments, there are five major categories of hazards that may pose a threat to the City of Irwindale:

- **Natural Hazards** – earthquakes, severe weather, extreme temperatures, wind, flooding, or pandemic.
- **Infrastructure and Systems Disruptions** - utility and power failures, water supply failures, or critical resource shortages.

- **Human-caused Events and Hazards** - urban fires, civil disorder, transportation accidents, or special events.
- **Technological Hazards** - hazardous materials, radiological, biological, or computer-related Incidents.
- **Terrorist and Criminal Act Incidents** - bomb threats, sabotage, hijacking, or armed insurrection that threaten life or property. Terrorist attacks can also be conduits through which biological, nuclear, chemical, incendiary, and radiological agents can be employed.

Regardless of the threat, the EOP is structured to enhance the City of Irwindale's ability to work collaboratively with state and federal response partners by working in parallel with state and federal emergency response plans, initiatives, and programs.

1.1.3. BASIS FOR PLANNING

The California Emergency Services Act (Chapter 7 of Division 1 of Title 2 of the Government Code) in Article 3, Section 8568, states: "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."

United States Homeland Security Presidential Directive-5 (HSPD-5) directs the development and implementation of the National Incident Management System (NIMS). NIMS requires the development and maintenance of various planning elements at the local government level, including the Emergency Operations Plan (EOP).

The Emergency Operations Plan for the City of Irwindale is established in accordance with Chapter 2.44.080 of the Irwindale Municipal Code.

1.1.4. OBJECTIVES

The following objectives guide the planning, as well as the conduct, of response and recovery efforts for the City of Irwindale during an emergency:

1. Save lives.
2. Safeguard property, the environment, and the economy.
3. Provide a basis for direction and control of emergency operations.
4. Coordinate emergency operations with other jurisdictions and emergency service organizations.
5. Provide for the protection, use, and distribution of emergency resources.
6. Provide for the continuity of government.
7. Repair and restore essential systems and services.

2.0. SITUATION & ASSUMPTIONS

2.1.1. SITUATION

Overview: The City of Irwindale is a moderately sized city located in the San Gabriel Valley and approximately 20 miles east of Downtown Los Angeles. 9.5 square miles in size, Irwindale is home to 1,466 permanent residents, 700 businesses and 40,000 private sector employees. In the midst of a renaissance, Irwindale is transitioning from a mining-oriented community to a manufacturing and high-tech based, modern suburban city. The City of Irwindale is located within Los Angeles County Supervisorial District 1, California Senate District 22, California Assembly District 48, and in U.S. 32nd Congressional District.

While the sand and gravel industry remain a moving force in the city's economy, (including such companies as United Rock, Hanson Aggregates, Vulcan, and Robertson's Ready Mix) other long-standing successful businesses like Bonduelle, Davis Wire, Nu-Way Industries, the Irwindale Event Center, Pepsi, and Sparkletts reflect the fact that the city has attracted and retained business and commercial activities of a very dynamic and diverse nature. A clear sign that Irwindale is a place to invest and grow.

City Services: The City of Irwindale operates a wide range of internally administered essential services, to include: law enforcement patrol and investigative services, a public safety dispatch and communications center, public works services and engineering, library services, a senior center, parks and recreation, and a variety of community focused ancillary services. Fire-rescue service is provided through contractual agreement with the Los Angeles County Fire Department. Electric and gas services are provided collectively by Southern California Edison and Southern California Gas Company. Water is provided by five separate water services.

Climate: Irwindale is located at the center of the San Gabriel Valley, a region of Los Angeles County encompassing 200 square miles and a population of over 1.5 million people. Bounded by the San Gabriel Mountains on the north, San Rafael Hills to the west, Puente Hills to the south, and the Chino Hills to the south, the San Gabriel River flows southward through the center of the valley. The climate is characterized by a warm-summer Mediterranean climate, with warm dry summers and mild winter temperatures. Located at an elevation of 469 feet, Irwindale enjoys a year-round monthly average high temperature of 78 degrees and an average low of 51 degrees. The average annual rainfall is 16 to 18 inches, falling mostly from September through April.

Hazards: It is recognized that the City of Irwindale can be exposed to an exhaustive variety of natural occurring, human caused, and technological risks and threats. These include, though are not limited to: biological/hazardous materials, disease/virus infections, chemical/hazardous material spill, high pressure gas pipelines, earthquakes, wildfires, floods, windstorms, homeland security threats, domestic/foreign terrorist activities, active shooters, bombings, aviation emergencies, train, and transportation accidents. Through the City's most recent local hazard mitigation planning process, seven specific hazards were identified as posing the greatest threat to the City. This analysis was the result of an expertly lead outside independent assessment involving exhaustive internal evaluations validated by community wide input. The seven hazards posing the greatest threat to the City of Irwindale include: earthquakes, floods, wildfires, dam failures, windstorms, drought, and hazardous/toxic chemical releases. These specific hazards are further defined and analyzed in the most current City of Irwindale Hazard Mitigation Plan (2013) adopted through Resolution No. 2013-05-2599 on February 27, 2013. The City of Irwindale Hazard Mitigation Plan follows a planning process prescribed by the Hazard Mitigation Act of 2000 and as such is limited in scope to natural and technological threats. Acts of terrorism and terrorism threats are not included within the City of Irwindale Hazard Mitigation Plan. The seven identified hazards are ranked for planning purposes in a manner consistent with the Calculated Priority Risk Ranking methodology prescribed by the Federal Emergency Management Agency. These seven hazards are ranked below.

2.1.2. HAZARDS SUMMARY FOR IRWINDALE

HAZARD	SEVERITY	PROBABILITY	CPRI RANKINGS
EARTHQUAKE	3	3	2.95
FLOOD	2	3	2.45
WILD FIRE	2	2	2.30
DAM FAILURE	3	1	2.35
WINDSTORM	1	3	2.00
DROUGHT	1	2	1.75
HAZARDOUS / TOXIC CHEMICAL RELEASE	2	1	1.75

Hazards Summary Source: Irwindale Hazard Mitigation Plan, February 2013

CPRI Ranking = Calculated Priority Risk Index

Key: 0 = lowest, 4 = highest

Note: The **Hazards Summary for Irwindale** is pulled from the FEMA approved and City Council adopted Irwindale Hazard Mitigation Plan. FEMA Hazard Mitigation Plans require mitigation of natural hazards only and as such do not include such threats as pandemics, transportation accidents, and acts of terrorism. The City of Irwindale does however recognize the full spectrum of hazards and threats that pose a risk to the community regardless of cause; natural hazard, technological, health, or human caused. It is this broader spectrum of hazards and risks that the City works to prevent, mitigate, and protect against.

2.1.3. PLANNING ASSUMPTIONS

Planning Assumptions: Certain overarching planning assumptions guide the local response and recovery to disasters. These planning assumptions include the following concepts:

During an emergency or disaster, the City of Irwindale will take immediate action to determine, direct, mobilize, and coordinate resource needs. Normal operations may be interrupted, and resources redirected to save lives, relieve human suffering, sustain survivors, protect property, and repair essential facilities.

The City of Irwindale maintains an Emergency Operations Center (EOC) from which all emergency activities will be managed.

The City of Irwindale has designated emergency management staff and has identified key officials tasked with coordinating response and recovery activities from the EOC.

Certain planning assumptions are made and relied upon in the preparedness, response, and recovery phases of a disaster. These assumptions should guide planning activities at the city, special district, non-governmental, and business level.

These planning assumptions include, though are not limited to:

- Responsibility for emergency preparedness rests with all levels of government.
- Warning time used effectively decreases life and property loss.
- Personnel preparedness and training is essential to effective emergency operations.
- The nature and extent of an emergency will govern which elements of the emergency organization will mobilize and respond.
- The City of Irwindale will coordinate all available resources to save lives, minimize injury to persons, and limit damage to property.

- The City of Irwindale Police Department serves as the lead organization for prevention, mitigation, preparedness, protection, response, and recovery activities of disasters.
- The City Mayor, as Director of Emergency Services, will coordinate the City's disaster response in conformance with City of Irwindale Municipal Code, Chapter 2.44 Emergency Organization and Functions.
- All of the resources of the City of Irwindale: technical, personnel, mobile equipment, facilities, heavy equipment, and supplies, will be brought to bear in order to prevent, mitigate, prepare, protect, respond, or recover from a disaster.
- Mutual-aid assistance will be requested when disaster relief requirements exceed the City of Irwindale's capacity to meet them.
- Mutual-aid assistance, critical equipment, essential supplies, and technical expertise may be limited or unavailable during times of regional or national disasters.

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3.0. CONCEPT OF OPERATIONS

3.1.1. GENERAL OVERVIEW

General: The Emergency Operations Plan is based on the premise that the Emergency Support Functions (ESF) performed by the various departments and organizations during emergency operations generally parallel their normal day-to-day functions. The same personnel and material resources will be employed in both cases. Day-to-day tasks and operations that do not contribute directly to the emergency may be suspended or redirected for the duration of any emergency or disaster, and efforts that would normally be assigned to those tasks will be channeled toward emergency and disaster relief efforts.

3.1.2. PLAN IMPLEMENTATION AND ACTIVATION

Implementation: The City Mayor serves as the Director of Emergency Services. The Assistant Director of Emergency Services has been delegated to the City Manager, and to that of the Police Department the responsibility for implementation of this plan. Implementation involves training and exercising to the plan, developing emergency policies and procedures, and carrying out other readiness activities in support of the EOP.

Activation: Activation involves invoking emergency policies and procedures, mobilizing, and deploying emergency resources and carrying out other response and recovery activities in support of the EOP. The EOP shall become activated:

- A. On order of the City Mayor as Director of the Emergency Services, or City Manager/Assistant City Manager as the Assistant Director of the Emergency Services; or
- B. At the proclamation of a local emergency or upon the existence of circumstances where a proclamation is likely to occur in accordance with the City's Emergency Management Ordinance/Municipal Code; or
- C. When the Governor has proclaimed a State of Emergency in an area including the City of Irwindale; or
- D. At the declaration of a State of War Emergency, as defined by the California Emergency Services Act; or
- E. Upon a Triggering Event identified within Part II of the EOP.

3.1.3. CA STANDARDIZED EMERGENCY MANAGEMENT SYSTEM

3.1.3.1. CA SEMS OVERVIEW

CA SEMS: The State of California implemented the Standardized Emergency Management System (SEMS) in 1994. SEMS incorporates the Incident Command System (ICS) and Unified Command (UC) concept of operations for both field incident operations as well as Emergency Operations Center (EOC) organization. Additionally, SEMS includes the use of Master Mutual Aid and Mutual Aid Systems, Multi-Agency/Multi-Jurisdictional Coordination System principles and processes, and the Operational Area Concept which designates each County as an operational area to be utilized as an organizational level of the State emergency management system to link local government with the State. The City of Irwindale will use all components of SEMS to manage emergency incidents affecting the City.

The SEMS regulations took effect in September of 1994. Local Governments must use SEMS in order to be eligible for state funding of their personnel and equipment related costs under State disaster assistance programs.

3.1.3.2. SEMS LEVELS

SEMS Levels: SEMS consists of five response levels which are activated as necessary:

- Field Response Level
- Local Government Level
- Operational Area Level
- Regional Level
- State Level

SEMS response levels are activated as needed to respond to an emergency.

Field Response Level

The Field Response Level consists of emergency response personnel and resources carrying out tactical decisions and activities in direct response to an incident or threat using the SEMS Incident Command/ Unified Command System.

Local Government Level

The definition of local government includes cities, counties, and special districts. They manage and coordinate the overall emergency response and recovery activities within their jurisdictions. Local governments are required to use SEMS when their Emergency Operations Centers are activated or when there has been a Proclamation of Local Emergency.

Operational Area Level

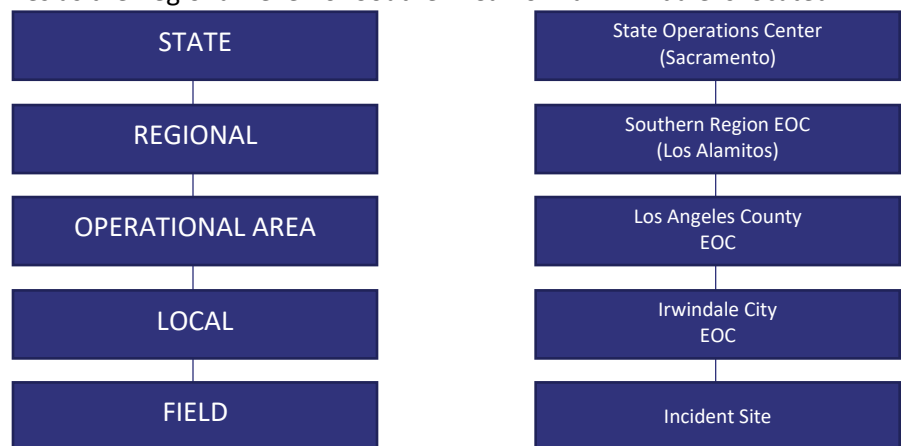
The Operational Area is an intermediate level of SEMS, which consists of a county and all political subdivisions within the county, including special districts. The Operational Area manages and/or coordinates information, resources, and priorities among local governments within the Operational Area and serves as the communication link between the Local Government Level and the Regional Level of the State.

Regional Level

The SEMS regions are also known as mutual aid regions. There are six regions, and their purpose is to provide for more effective application and coordination of mutual aid and other emergency related activities. At the Regional Level, information and resources are managed and coordinated among Operational Areas within the Region and between the Operational Areas and the State Level. In addition, coordination of state agency support for emergency response activities within the Region occurs at this level. The California Office of Emergency Services regional office at Los Alamitos serves as the Regional Level for Southern California. Irwindale is located in the Southern Administrative Region and Mutual Aid Region One.

State Level

At the State Level (State Operations Center in Sacramento), state resources are assigned in response to the needs of other SEMS levels and mutual aid is coordinated among the mutual aid regions and between the Regional Level and the State Level. The coordination and communication link between the state and federal disaster response systems also occurs at this level.



SEMS Response Levels

3.1.3.3. SEMS COMPONENTS

SEMS Components: SEMS integrates several of the emergency response components:

The key principles and elements of SEMS include:

- Incident Command System (ICS)
- Multi-Agency / Multi-Jurisdictional Coordination System (MACS)
- Master Mutual Aid Agreement and related systems (MMAA)
- Operational Area Concept (OA)

SEMS integrates several of the State's primary emergency response programs. The primary components within SEMS are:

I. The Incident Command System (ICS)

ICS was developed as a part of the FIRESCOPE program (Firefighting Resources of California Organized for Potential Emergencies) during the 1970's, by an inter-agency working group representing local, state, and federal fire services in California. After field tests, ICS was adopted by the fire services in California as the standard all hazards response system. ICS has also been adopted nationally by the federal land management agencies as the standard for response to all wildland fires. A National generic version of ICS was developed by a multi-discipline working group. ICS has been fully implemented into the National Incident Management System (NIMS) as its base incident management system applicable at all levels of government.

II. Multi Agency / Multi-Jurisdictional Coordination System (MACs)

Multi-Agency / Multi-Jurisdictional Coordination, as it applies to SEMS, means the participation of various agencies and disciplines involved at any level of the SEMS organization working together in a coordinated effort to facilitate decisions for overall emergency response activities, including the sharing of critical resources and the prioritization of incidents.

The cooperative and collaborative working relationship between police, fire, public works, public utilities, and parks departments in an EOC is an example of Inter-agency Coordination as intended in SEMS. Another example would be the collaborative operational coordination that might occur between municipal police, county sheriff, California Highway Patrol, and National Guard elements that are involved in the same response. The City of Irwindale EOC is an example of a Multi-Agency / Multi-Jurisdictional Coordination (MACS) Center.

III. The Master Mutual Aid Agreement (MMAA)

A Master Mutual Aid Agreement in California was originally signed in 1950. Under this agreement, cities, counties, and the State joined together to provide for a comprehensive program of voluntarily providing services, resources, and facilities to jurisdictions when local resources prove to be inadequate to cope with a given emergency situation.

Written mutual aid plans and operating procedures have been developed for several discipline specific mutual aid systems that function on a statewide basis within the Master Mutual Aid Agreement. Examples of these are fire and law enforcement. The mutual aid systems, current and planned, form essential links within SEMS.

IV. Operational Areas (OA)

An Operational Area is one of the five organizational levels in SEMS. An Operational Area consists of a county, and all political subdivisions within the county area. The governing bodies of each county and of the political

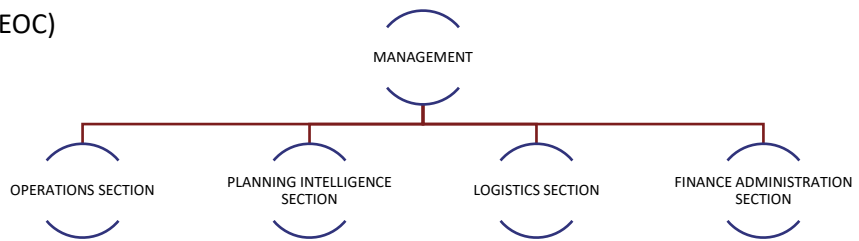
subdivisions in the county shall organize and structure their operational area. The county will be the lead agency for the Operational Area unless another arrangement is established by agreement. Operational Areas facilitate the coordination of resources between its member jurisdictions. Operational Areas also serve as a communication and coordination link between the Region and State level EOCs and local government EOCs within the Operational Area. ***The County of Los Angeles serves as the Operational Area Coordinator.***

3.1.3.4. SEMS FUNCTIONS

There are five primary SEMS functions that are derived from the Incident Command System (ICS). These functions are basic to all SEMS levels and must be used in the field and all EOCs.

The functions are:

- Command (field) & Management (EOC)
- Operations
- Planning / Intelligence
- Logistics
- Finance / Administration



3.1.3.5. SEMS ADOPTION

The Irwindale City Council fully supports SEMS and has adopted SEMS by City Resolution #2002-47-1838 on August 8, 2002.

3.1.4. NATIONAL INCIDENT MANAGEMENT SYSTEM

3.1.4.1. NIMS OVERVIEW

National Incident Management System (NIMS): The Federal Government adopted the National Incident Management System (NIMS) in 2003 to manage emergency incidents and disasters from the first responder level to the highest levels of the Federal Government. It is based at least in part on SEMS and includes the use of the Incident Command System and the Unified Command Structure (ICS/UC) and is flexible and appropriate to all types of incidents. The City of Irwindale will use the same flexible structure to manage all types of incidents, particularly those that require the establishment of Incident Command Posts at or near an incident site and the use of Emergency Operations Centers and Department Operations Centers.

NIMS is the result of post 9/11 Homeland Security Presidential Directive (HSPD) - 5, which directed the development and adoption of a national system of managing incidents of national significance.

3.1.4.2. NIMS COMPONENTS

NIMS integrates several of the emergency response components:

- Command and Management
- Preparedness
- Resource Management
- Communications and Information Management
- Supporting Technologies
- Ongoing Management and Maintenance

3.1.4.3. NIMS ADOPTION

The Irwindale City Council fully supports NIMS and has adopted NIMS by City Resolution #2007-40-2226 on June 27, 2007.

3.1.5. INCIDENT COMMAND SYSTEM (ICS)

ICS is based on several management concepts that provide the foundation for effective response operations:

Unified Command Structure: All involved agencies contribute to the process of developing overall incident objectives, selecting strategies, joint planning of tactical activities, and integration of tactical operations.

Common Terminology: Common titles are established and used for all organizational functions, resources, and facilities, allowing different organizations or departments to communicate using common terminology and operating procedures.

Modular Organization: The emergency response structure can be established, expanded, and contracted depending on the type, size, and complexity of the incident.

Integrated Communications: All communications at the scene are managed through a common plan and a communications center is established for use of tactical and support resources assigned to the response.

Consolidated Action Plans: All participating organizations or departments are involved in development of overall incident objectives, selection of strategies, planning, and performance of tactical activities.

Manageable Span of Control: The responsibility of each individual supervisor is limited. The span of control typically ranges from three to seven people, depending on the type of incident, the nature of the response, and the size of the incident.

Comprehensive Resource Management: This maximizes resource use, consolidates control of large numbers of single resources, and reduces the communication load.

3.1.5.1. ICS ORGANIZATION

The resulting ICS organizational structure consists of five major pre-designated functions:

Command: Responsible for directing response activities, including:

- Developing strategies
- Managing resources
- Planning of overall operations

Operations: Responsible for the coordinated tactical response of the incident resources and accomplishment of incident specific objectives.

Planning/Intelligence: Responsible for:

- Ongoing situation assessment
- Collection, evaluation, dissemination, and use of information on the incident
- Development of incident intelligence information to assist in development of contingency plans (including status of response efforts and resources)

Logistics: Responsible for provision of facilities, services, and materials, including transportation and fuel, shelter, personal hygiene, food, potable water, tools, medical attention and supplies, communications, and relief personnel.

Finance/Administration: Responsible for tracking all incident costs and evaluating the financial considerations of the incident.

3.1.5.2. ESTABLISHING COMMAND

Command will always be the first function established. This function is assumed by the Incident Commander.

Incident Commander: The individual responsible for the command of all functions at the field response level.

ICS Command: The command function within ICS may be conducted in two general ways.

1. Single Command may be applied when there is no overlap of jurisdictional boundaries or when a single Incident Commander is designated by the agency with overall management responsibility for the incident.
2. Unified Command may be applied when more than one jurisdiction, agency, or department shares management responsibility.

Unified Command is also used when the incident is multi-jurisdictional in nature, or when more than one individual designated by his or her jurisdiction or agency shares overall management responsibility.

3.1.5.3. ICS STRUCTURE

Any or all of the other five ICS functions may be handled by the Incident Commander and his or her Command Staff until the need arises to activate the personnel assigned to those functions. The ICS organizational structure develops in a modular fashion based upon the type and size of the incident. The organization's staff builds from the top down, expanding through the following organizational levels:

Section: ICS organizational level having functional responsibility for primary segments of incident operations, including: Operations, Planning/Intelligence, Logistics, and Finance/Administration.

Branch: ICS organizational level having functional responsibility for major segments of incident operation. The Branch level is organizationally situated between Section and Groups in Operations and Section and Units in Logistics. A Branch may have the responsibility of a geographical assignment on an incident or a functional assignment on an incident.

Division: ICS organizational level responsible for operations within a defined geographic area or with functional responsibility. The Division level is organizationally situated below the Branch.

Group: Established to divide the incident into functional areas of operations. Groups are composed of resources assembled to perform a special function not necessarily within a single geographic division.

Unit: ICS organizational level having functional responsibility. Units are commonly used in incident Planning, Logistics, or Finance/Administration sections and can be used in operations for some applications. Units are also found in EOC organizations.

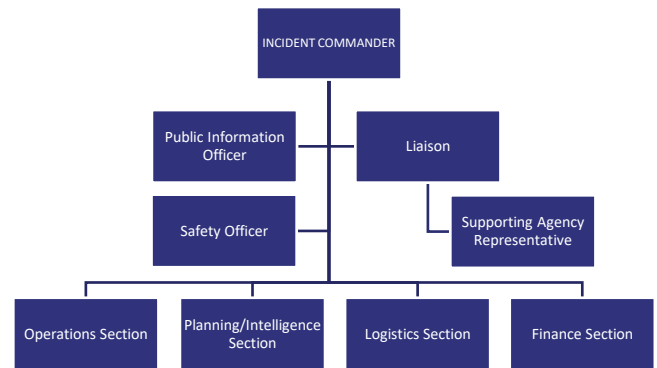


Figure above presents a sample ICS Command structure as recommended by the California Office of Emergency Services

3.1.6. CONTRAST BETWEEN INCIDENTS, EMERGENCIES, AND DISASTERS

These terms are often used interchangeably and in some cases are used to both define a situation and to describe a level of response to a situation.

Incident

An incident is an occurrence or event, either human-caused or caused by natural phenomena, that requires action by emergency response personnel to prevent or minimize loss of life or damage to property and/or natural resources. Incidents may result in extreme peril to the safety of persons and property and may lead to, or create conditions of disaster. Incidents may also be rapidly mitigated without loss or damage. Larger incidents, while not yet meeting disaster level definition, may call for local governments to proclaim a Local Emergency. Incidents call for a field level on-scene response of an Incident Commander and tactical and support resources organized within an Incident Command System structure.

Examples of incidents are wide-ranging:

Protest or demonstration	Multi-casualty accident	Law enforcement operation
Sink hole in street	Downed utility lines	Power outage
Structure fire	Hazardous materials release	

For purposes of this plan, an incident is referred to as day-to-day occurrences which typically require only one city department or discipline to mitigate.

Emergency

The term emergency is used in three ways:

1. A condition that may result in extreme peril to the safety of persons and damage to property. In this context, an emergency and an incident could mean the same thing, although an emergency has a broader meaning and could have several incidents associated with it. Emergencies tend to define complex incidents with management complexities and an extreme threat to life and property.
2. Emergency is also used in SEMS to describe agencies or facilities e.g., Emergency Response Agency, Emergency Operations Center, etc.
3. Emergency is also used to define a conditional state such as proclamation of "Local Emergency". The California Emergency Services Act describes three states of Emergency:
 - a. State of War Emergency
 - b. State of Emergency
 - c. Local Emergency

Examples of emergencies include:

- River flooding
- Earthquake
- Major wildland-urban interface fire

For purposes of this plan, an emergency is referring to incidents which require more than one city department or discipline and require substantial city resources to mitigate

Disaster

A disaster is a calamitous emergency event bringing great damage, loss, or destruction. Disasters may occur with little or no advance warning, i.e., an earthquake or a flash flood, or they may develop from one or more incidents i.e., a major brush fire. Long-term recovery issues are often associated with disasters.

For purposes of this plan, a disaster is referred to emergencies which require wide application of substantial city resources and have major short and long-term recovery activities associated with the emergency.

Examples of disasters include:

- River flooding with major property and infrastructure damage.
- Earthquake with loss of life and/or major property and infrastructure damage.
- Major wildland-urban interface fire with destruction of significant numbers of homes or Businesses.
- Epidemic and pandemic events.

Some of the usual distinguishing characteristics of emergencies and disasters are listed below:

CHARACTERISTICS OF EMERGENCIES AND DISASTERS:

EMERGENCIES	DISASTERS
▪ Usually a single event – may be small or large. ▪ Has a defined geographical area. ▪ Will use local resources and mutual aid may be applied. ▪ Usually only one or a few agencies involved. ▪ Ordinary threat to life and/or property – limited population and geographic area. ▪ Usually, a Local Emergency will not be proclaimed and jurisdictional EOC will not be activated for a single or multiple small incidents. ▪ Usually, a short duration measured in hours or a few days. ▪ Primary command decisions are made at the scene Incident Command Post.	▪ Single or multiple events (can have many separate incidents associated with it). ▪ Resource demand is beyond local capabilities and extensive mutual aid and support needed. ▪ Many agencies and jurisdictions involved (multiple layers of government). ▪ Extraordinary threat to live and/or property. ▪ Generally, a widespread population and geographic area affected ▪ Will last over a substantial period of time (days to weeks) and local government will proclaim a Local Emergency. ▪ Emergency Operations Centers are activated to provide centralized overall coordination of jurisdiction assets, information, department and incident support functions, and initial recovery operations.

3.1.7.MANAGEMENT OF DISASTERS

MANAGEMENT CHALLENGES DURING A DISASTER

The following challenges are often seen at all EOC levels:

- Activation usually takes place after the fact resulting in a “catch up” process.

- Lack of good and complete information at the beginning.
- Possible loss or degraded communication capability.
- Possible loss or late arrival of key or trained staff.
- Often a shortfall of resources available to meet demand.
- Lack of inter-agency coordination.

Following established plans and procedures as well as remaining focused on emergency management goals will avoid or minimize these potential challenges.

COMMON GOALS OF EMERGENCY MANAGEMENT

Disaster and emergency responders share a number of common goals, including the desire to protect life, environment, and property. Identifiable goals include:

- Save lives
- Care for casualties
- Limit further casualties
- Limit further damage to property, infrastructure, and environment
- Restore essential services and infrastructure
- Reassure and care for the public
- Restore area to normal as soon as possible

3.1.7.1. ROLE OF FIELD LEVEL RESPONSE AND EOCs IN EMERGENCY MANAGEMENT

Field Level Command:

A key concept in all emergency planning is to establish command and tactical control at the lowest level that can perform that role effectively in the organization. In the Incident Command System (ICS), the Incident Commander, with appropriate policy direction and authority from the responding agency, sets the objectives to be accomplished, and approves the strategy and tactics to be used within the realm of available resources to meet those objectives.

The Incident Commander must respond to higher authority. Depending upon the incident's size and scope, that higher authority could be the next ranking level in the organization up to the agency or department executive. This relationship provides an operational link with policy executives who customarily reside in the Department Operations Center (DOC) or Emergency Operations Center (EOC), when activated. Similarly, department executives also report to a higher authority. That authority may rest in city or county administrative offices, with mayors, city councils, or county boards of supervisors.

As a rule, EOCs do not directly direct or "command" incidents. This would imply setting incident objectives, determining strategy and tactics, and assigning and supervising tactical resources. Within the SEMS organizational structure, this is the role of the on-scene incident commanders using the component elements of the Incident Command System.

Field Incident Commanders requests for additional resources, or a request to deviate from agency policy, will be directed to a higher authority within the discipline which has primary incident responsibility. This communication may be to the DOC or to the appropriate departmental authority within the EOC depending upon how the jurisdiction is set up.

EOC Coordination:

The EOC has a role in all phases of emergency management:

In the pre-emergency period, the EOC is developed and prepared for any contingency. It is used for orientations, training, and exercising. It is constantly monitoring and gathering information on potential incidents and emergencies that could affect the jurisdiction. It is constantly testing and evaluating systems, equipment, and tools.

In the emergency response phase, EOCs along with DOCs, serve as the central point for jurisdictional or agency coordination and overall management of the emergency.

The primary Incident Command Post (ICP) to Emergency Operations Center interface will be Incident Commander to EOC Manager. As the incident expands into sustained operations the interface may occur between like sections and units in the field to like sections and units in the EOC. This coordination is critical to the exchange of real time situation status information and for the deployment and management of emergency resources.

In the post emergency or recovery phase, the EOC structure and organization can be used to facilitate and direct the recovery operation.

Primarily communication between DOCs, ICPs, and field units will be through traditional voice and data systems. Once activated, the EOC will utilize the EOC Information Management System to communicate situation status and resource status information to DOCs, ICP and field units. In certain situations, the EOC may deploy an EOC Liaison to the ICP to further facilitate ICP to EOC interface.

Primary communication between the City of Irwindale EOC and the Los Angeles County Operational Area EOC will be through traditional voice and data systems. Once activated, the EOC will use the Operational Area Response and Recovery System (OARRS) to communicate situation status and resource status information with the Los Angeles Operational Area EOC.

3.1.8. EMERGENCY MANAGEMENT PROCESS

The effectiveness of the EOC during an emergency will, to a large extent, be determined by how well the process of management is achieved. There are several sequential steps involved in the EOC management process.

Together, these steps create an effective and efficient EOC operation.

- Planning
- Organizing
- Leading
- Evaluating
- Improving

Planning is taking the actions in advance that are required to ensure an effective operation. These actions can include both mitigation and preparedness measures described earlier. In EOCs, planning also comes in the form of EOC Action Plans that address specific and measurable objectives and assignments during specific periods.

Organizing is ensuring that there is adequately trained staff, that an overall organization structure is in place that operates with an effective span of control, that assignments and responsibilities are known and understood, and with appropriate procedures and systems to make the organization function effectively.

Leading is a process of guiding and supervising the efforts of the management team and support staff. It involves providing proper motivation, lines and systems of communication, and leadership and delegation of authority.

In EOC management using the SEMS principal functions, authority for specific activities is delegated in the organization.

This accomplishes several objectives:

- Uses other peoples' knowledge, talents, and skills.
- Completes tasks without unnecessary delay.
- Enhances training and personnel development.
- Provides a more meaningful work environment.

Evaluating: EOC Action Plans provide the primary vehicle for addressing overall EOC performance effectiveness. Action Plans lay out objectives to be achieved, and provide all personnel with knowledge about:

- What is to be done (objectives).
- Priorities to accomplish objectives.
- Tasks necessary for each objective.
- Assignments to complete tasks.

At the conclusion of each operational period, an assessment can be made of performance effectiveness, and changes can then be made as necessary. This method of evaluation is a dynamic process that takes place continuously over the life cycle of the EOC activation.

Improving: An essential last step in the management process is the implementation of needed changes or fixes to make operations more effective. Some of these can be made on the spot as a result of the evaluation of EOC Action Plans. Others may have to wait and become part of a longer range EOC improvement program.

In SEMS, the After-Action Report/Corrective Action Report for the emergency provides the basis for ensuring that improvements will be implemented. The After-Action Report/Corrective Action Report should review actions taken, evaluate the application of SEMS and NIMS, include modifications to plans and procedures, and identify training needs.

Lessons Learned from past emergencies often form the basis for future emergency operations.

Lessons learned from past experiences in EOC operations have historically included:

- Activate as early as possible.
- Staff initially to a high enough level.
- Delegate authority for SEMS functions to primary staff.
- Assume and plan for some degradation in personnel and systems.
- Closely monitor operating effectiveness.
- Make changes when necessary.

Keys for Effective Emergency Management

Five key factors have been identified that are necessary for effective emergency and disaster management:

1. Disaster plan in place and ready to be implemented.
2. Good Standard Operating Procedures (SOPs) in place, with adequate checklists.
3. Adequate training and exercises.

4. Use of the Standard Emergency Management System (SEMS) and National Incident Management System (NIMS).
5. An effective and up-to-date Emergency Operations Center (EOC).

3.1.9. EMERGENCY OPERATING CONDITIONS (OPCON)

3.1.9.1. EMERGENCY OPERATING CONDITIONS OVERVIEW

Operating Conditions (OPCON) have been established to provide a general indicator of the level of seriousness of an incident, impending incident, and current or anticipated emergency conditions. OPCONs and related guidance for Lead and Support departments will be used to guide readiness and response actions which are necessary to handle actual or impending emergency situations. OPCONs do not necessarily reflect EOC activation levels which are covered in Part II.

OPCON	
Level	Description
Green	Normal Operations
Blue	Increased Readiness
Yellow	Emergency Operations
Orange	Disaster Operations
Red	Catastrophic Incident Operations

City Emergency Operating Conditions

3.1.9.2. EMERGENCY OPERATING CONDITIONS

Normal Operating Condition [GREEN ▲]

Normal operations are underway. Lead and Support departments and agencies are conducting planning, training, and exercise activities in support of their role in the EOP.

First Response Departments are staffed and operating per normal business operations.

Lead and Support departments and agencies should be leaning toward and preparing for the next highest operating condition.

The Normal Operating Condition would not generally be associated with any EOC Activation Level.

Increased Readiness Operating Condition [BLUE ▲]

Events or conditions involving an actual or potential threat to the safety of people, critical infrastructure, key resources, or property in a threatened area(s) are underway.

Lead and Support departments and agencies are responding to emergency events or taking appropriate increased readiness activities in advance of an impending or potential emergency event. The EOC Situation Unit and/or Resource Unit may be activated and operational with minimum staffing. The EOC or DOCs (Department Operations Centers) may be activated with selected Emergency Support Functions (ESFs) activated by functional branch.

Lead and Support departments and agencies should be leaning toward and preparing for the next highest operating condition.

The Increased Operating Condition would generally be associated with either no EOC Activation Level or a Level 3, the lowest of EOC activation levels.

Emergency Operating Condition [YELLOW ▲]

Events are in progress or have occurred which involve an imminent or actual major impact on the safety of people, critical infrastructure, key resources, or property in the impacted area (s). The Emergency Operations Center (EOC) is activated and staffed by the City of Irwindale Emergency Organization and other tasked departments and agencies as required. Department Operations Centers (DOCs) are activated as required. Lead and Support departments and agencies will take all appropriate response actions to include curtailment of non-essential operations and implementation of special staffing patterns. This status will be maintained until conditions escalate or de-escalate.

Lead and Support departments and agencies should be leaning toward and preparing for the next highest operating condition.

The Emergency Operating Condition would generally be associated with either an EOC Activation Level 3, the lowest of EOC activation levels, or a Level 2, the middle level of EOC activations.

Disaster Operating Condition [ORANGE ▲]

Events are in progress or have occurred which continue previously declared action levels and require extraordinary response activities. The EOC is fully activated. All tasked departments, cooperating agencies, non-governmental organizations, and volunteer agencies report to the EOC as requested for 24-hour operations. Lead and support departments and agencies will curtail non-essential operations and implement special staffing patterns. Support departments will make available all resources necessary to support Lead departments. This status will be maintained until the threat is over and the emergency is terminated. As imminent danger is reduced, operations will be initiated for the return of the impacted area(s) to pre-disaster status. All departments should be prepared to implement their Continuity of Government – Continuity of Operations Plans.

Lead and Support departments and agencies should be leaning toward and preparing for long term recovery operations.

The Disaster Operating Condition would generally be associated with either an EOC Activation Level 2, the middle level of EOC activations, or Level 1, the highest level of EOC activations.

Catastrophic Operating Condition [RED ▲]

Events are in progress or have occurred which cause a full and immediate response by all City departments and response organizations. The nature of a catastrophic event will cause a full or near full disruption of City services and operations. Continuity of Government – Continuity of Operations Plans will be fully implemented. Disruption or loss of customary means of emergency communication systems will cause departments and response organizations to operate under communication failure protocols and procedures. Communication failure protocols include initiating pre-determined response activities directed at force protection, saving lives, and continuity of critical government functions. The EOC is fully activated and extensive state and national mutual aid resources will be required to fully respond and recover from the event(s).

All City staff will report to pre-identified disaster assignments and all departments will be involved in disaster response and recovery activities. Long term and extensive community recovery will be required.

The Catastrophic Operating Condition would generally be associated with an EOC Activation Level 1, the highest level of EOC activations.

3.1.10 EMERGENCY SITUATION TERMINOLOGY

Emergency Situation Terminology: For the purpose of incident management, the City will use the same emergency situation terminology used by federal agencies.

3.1.10.1. NATIONAL WEATHER SERVICE WEATHER WARNING SYSTEM

Weather (National Weather Service)

- (1) Advisory
- (2) Watch
- (3) Warning

Definitions

Advisory – Issued for weather hazards not meeting Warning criteria within a designated advisory area. Advisories are generally issued for large geographical areas over an extended period of time.

An advisory is issued when serious conditions exist that cause significant inconvenience but do not meet warning criteria and, if caution is not exercised, could lead to life-threatening situations. Advisories are issued for significant events that are occurring, are imminent, or have a very high probability of occurrence. Advisories may lead to a watch or warning.

Watch - Severe weather is possible within a designated watch area. A watch is issued well in advance when conditions are favorable for a weather event to occur that can threaten life and/or property in the watch area. A watch is a recommendation for planning, preparation, and increased awareness (i.e., to be alert for changing weather, listen for further information, and think about what to do if the danger materializes).

Warning - Severe weather has been reported or is imminent within a designated warning area. Warnings are generally issued for smaller geographical areas over a shorter and more definite period of time.

A warning is issued when a weather event that can threaten life and/or property is imminent or already occurring in the warned area. A warning indicates the need to take immediate action to protect life and property. The type of hazard is reflected in the type of warning (e.g., tornado warning, excessive heat warning). Emergency Alert System (EAS) is activated for short-fused warnings, such as a Severe Thunderstorm Warning.

3.1.10.2. DEPARTMENT OF ENERGY NUCLEAR WARNING SYSTEM

Fixed Nuclear Facility (Department of Energy)

- (1) Unusual event
- (2) Alert
- (3) Site area emergency
- (4) General emergency

Nuclear power plant emergencies are classified into one of four classifications described below. At each level, the nuclear power plant would notify local, state, and federal officials. These officials would take action as outlined in their emergency plans. **The City of Irwindale is not located within any nuclear generating station's 50-mile Ingestion Pathway Zone (IPZ), 20-mile Public Education Zone (PEZ) or 10-mile Emergency Planning Zone (EPZ).**

Unusual Event is an event which is in process or has occurred and indicates a potential degradation of the level of safety of the plant or indicates a security threat to facility protection. No releases of radioactive material requiring offsite response or monitoring are expected unless further degradation of safety systems occurs.

The **Alert** classification is characterized by an event that is in process or has occurred which involves an actual or potential substantial degradation of the level of safety of the plant or a security event that involves probable life-threatening risk to site personnel or damage to site equipment because of intentional malicious dedicated efforts of a hostile act. Any releases are expected to be limited to small fractions of the Environmental Protection Agency (EPA) Protective Action Guideline exposure levels.

A **Site Area Emergency** is characterized by an event that is in process or has occurred which involves actual or likely major failures of plant functions needed for protection of the public or a security event that results in intentional damage or malicious act: (1) toward site personnel or equipment that could lead to the likely failure of or, (2) that prevents effective access to equipment needed for the protection of the public. Any releases are not expected to result in exposure levels which exceed EPA Protective Action Guideline exposure levels beyond the site boundary.

A **General Emergency** classification is characterized by an event that is in process or has occurred which involves actual or imminent substantial core degradation or melting with potential for loss of containment integrity or a security event that results in an actual loss of physical control of the facility. Releases can be reasonably expected to exceed EPA Protective Action Guideline exposure levels offsite for more than the immediate site area.

3.1.10.3. NATIONAL TERRORISM ADVISORY SYSTEM (NTAS)

In 2011, the Department of Homeland Security (DHS) replaced the color-coded alerts of the Homeland Security Advisory System (HSAS) with the National Terrorism Advisory System (NTAS), designed to communicate information more effectively about terrorist threats by providing timely, detailed information to the American public.

National Terrorism Advisories (Bulletins and Alerts) contain actionable information about an incident involving, or a threat targeting, critical national networks or infrastructures or key assets.

Types of Advisories:

Homeland Security Information Bulletins describes current developments or general trends regarding threats of terrorism.

Elevated Alert warns of a credible terrorism threat against the United States.

Imminent Alert warns of a credible, specific, and impending terrorism threat against the United States.

3.1.11. PHASES OF EMERGENCY MANAGEMENT

Phases of Emergency Management: Since the Emergency Operations Plan (EOP) is concerned with the many hazards and risks to which any community and its citizens may be exposed before, during, and after an emergency or disaster occurs, emergency management authorities operate in accordance with six (6) phases of emergency management prescribed by the federal government:

Prevention – Preventive actions are taken to avoid an incident or to intervene to stop an incident from occurring. Such actions are primarily applicable to terrorist incidents, though also apply to certain avoidable natural occurring events. They may include the application of intelligence and other information to a range of activities that may include deterrence, heightened security for potential targets, investigations to determine the nature and source of the threat, public health and agricultural surveillance and testing, and public safety law

enforcement operations aimed at preempting, interdicting, or disrupting illegal activities and apprehending perpetrators.

Mitigation – Actions may be taken to eliminate or reduce the impact of a disaster. Such measures include zoning and land-use measures, formulating and enforcing building codes that recognize the hazards faced by a community, public education about hazards and protective measures, hazard and vulnerability analysis, and preventative health care.

Preparedness – Actions may be taken in advance of an emergency or disaster to develop operational capabilities and help communities respond to and recover from a disaster. Such measures include: construction and equipping of EOC's with warning and communications systems; recruitment, and training of emergency management personnel; development of plans, procedures, arrangements, and agreements; and exercises of personnel, equipment, and systems.

Protection – Actions taken immediately prior to or upon the impact of an emergency incident or hazard directed at the protection of lives, property, environment, and the economy. Protective actions may include: alert and warning, flood fighting, evacuation and shelter in place, and crisis resolution activities.

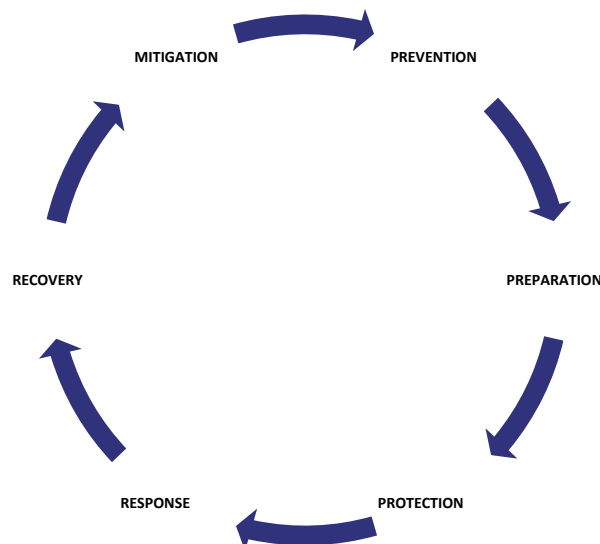
Response – Response actions are taken immediately before, during, or after an emergency or disaster to save lives, minimize damages, and enhance recovery operations. Such measures include: activation of emergency operations centers, plans and procedures, arrangements and agreements, the emergency alert system, and public warning; notification of public officials, provision of mass care and shelter, search and rescue, firefighting, emergency medical care, and public safety and security.

Initial response actions are directed at immediate lifesaving, property protection, environmental preservation, and continuity of government activities.

Sustained response actions are directed at continued response capabilities past the first operational period or beyond the first 24 hours.

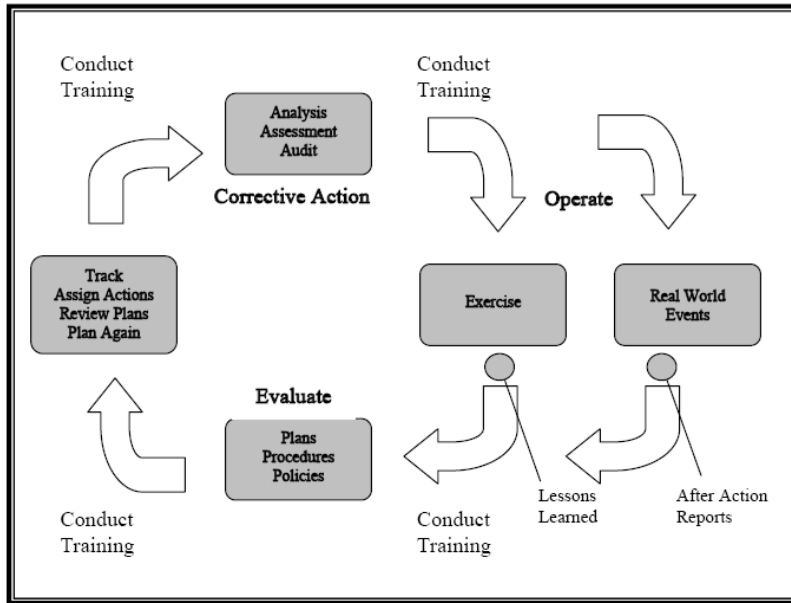
Recovery – Recovery actions are taken over the short-term to return vital life-support systems to minimum standards, and long-term to return life to normal or improved levels. Such measures include: damage assessment, restoration of essential services, supplemental assistance to individuals and public entities, assessment of plans, procedures, arrangements, and agreements, and the development of economic impact studies and methods to mitigate damages.

EMERGENCY & DISASTER MANAGEMENT PHASES



EMERGENCY & DISASTER MANAGEMENT PHASES

The Emergency Operations Plan (EOP) is maintained, reviewed, and updated following a prescribe preparedness cycle that includes four steps: Plan, Operate, Evaluate, and Corrective Action. These steps guide the City in updating and maintaining the EOP.



CONTINUOUS IMPROVEMENT

The Emergency Management Program follows a compendium of continuous improvement involving a prescribe improvement cycle that includes four steps: Plan Operate, Evaluate, and Corrective Action.

These steps guide the City in continually improving the emergency management program and updating the EOP.

3.1.12. PUBLIC INFORMATION

3.1.12.1. PUBLIC OUTREACH PROGRAMS

Pre-Incident Public Information is focused on preparedness and readiness activities. The Police Department leads the City's outreach efforts to educate the general public on preventative measures and safe actions to take with respect to their particular areas of public safety responsibilities.

Emergency preparedness information is found at <https://www.irwindaleca.gov/118/Emergency-Preparedness>

Additional preparedness information may be found at:

Ready LA County

<https://lacounty.gov/emergency/>

LA County Fire Department

<https://www.fire.lacounty.gov/#>

LA County CERT Program

<https://www.fire.lacounty.gov/lacofd-cert-program/>

Cal OES

<https://www.caloes.ca.gov/individuals-families>

FEMA

<https://www.ready.gov/>

3.1.12.2. EMERGENCY PUBLIC INFORMATION

Event or post-event Emergency Public Information (EPI) is focused on providing the affected population information on what has happened, the actions that emergency response organizations are taking, and to summarize the expected outcomes of the emergency actions. Particular attention is given to providing the public with information on what actions they should take and what cautions they should observe with respect to the emergency.

For general city emergencies not necessitating EOC activation, this information will generally be coordinated from a department Public Information Officer (PIO) or incident PIO.

For City emergencies with EOC activation, this information will be coordinated from the Joint Information Center (JIC) located within the EOC.

Residents and business are encouraged to register for emergency telephone notifications through the City of Irwindale's **CIVIC READY** program. Information and registration may be found at <https://www.irwindaleca.gov/civicroady>

3.1.13. SPECIAL NEEDS POPULATIONS

3.1.13.1. ACCESS AND FUNCTIONAL NEEDS POPULATIONS

According to the U.S. Census of 2000 there are 230 people who identify as having a disability in Irwindale. This represents 15.63% of the total population of Irwindale based on the 2000 census. The number of individuals with disabilities will likely increase as the overall population of the city grows. The city's population of older adults is also growing. According to the U.S. Census of 2010 there are 151 people 65 years and older in the City of Irwindale. This represents 10.6% of the total population of Irwindale based on the 2010 census.

Populations with access and functional needs include those members of the community that may have additional needs before, during, and after an incident in functional areas, including but not limited to maintaining independence, communication, transportation, supervision, and medical care.

Individuals in need of additional response assistance may include those who:

- Have disabilities
- Live in institutionalized settings
- Are elderly
- Are children
- Are from diverse cultures
- Have limited English proficiency or are non-English speaking
- Are transportation disadvantage

Lessons learned from past emergencies concerning people with disabilities and older adults have shown that the existing paradigm of emergency planning, implementation and response must change to meet the needs of these groups during an emergency. These lessons show four areas that are repeatedly identified as most important to people with disabilities and older adults:

Communications and Public Information - Emergency notification systems must be accessible to ensure effective communication for people who are deaf/hard of hearing, blind/low vision, or deaf/blind.

Evacuation and Transportation - Evacuation planning must incorporate disability and older adult transportation providers for identification and movement of people with mobility impairments and those with transportation disadvantages.

Sheltering - Care and shelter planning must address the access and functional needs of people with disabilities and older adults to allow for sheltering in general population shelters.

Americans with Disabilities Act - When shelter facilities are activated, the City of Irwindale will work with emergency officials to ensure they accommodate the provisions of the Americans with Disabilities Act (ADA).

EOP PROVISIONS

The various parts of the Emergency Operations (EOP) have provisions to ensure that emergency notification systems, evacuation and transportation procedures and sheltering operations allow for the accommodation of persons with access and functional needs.

3.1.13.2. AT-RISK POPULATIONS

Another perspective is to consider the needs of people who are not in contact with traditional emergency service providers. These people may feel they cannot comfortably or safely access and use the standard resources offered in preparedness, response, and recovery. These include, but are not limited to individuals who are:

- Homeless
- Without radio or television to know they need to take action
- Without access to telephones
- Visiting or temporarily residing in an impacted area
- Not familiar with available emergency response and recovery resources
- Geographically or culturally isolated

The Irwindale Emergency Operations Plan (EOP), Parts I-II collectively, includes provision in its guidelines and procedures that address the specific needs of these individuals during response and recovery.

3.1.14. RECOVERY OPERATIONS

3.1.14.1. RECOVERY OVERVIEW

Recovery Overview: The recovery phase of an emergency or disaster is often defined as restoring a community to its pre-disaster condition. More realistically, recovery is the process of re-establishing a state of normalcy in the affected neighborhood or community. The specific approach to recovery operations following a disaster will be determined by the location, type, magnitude, and effects of the incident.

Transition to Recovery: While the immediate lifesaving activities are occurring, emergency managers are simultaneously assessing how soon the response phase can transition to recovery. Critical response phase operations will gradually shift to assisting individuals, households, businesses, and non-governmental organizations in meeting basic needs and returning to self-sufficiency.

Short-Term Recovery: Short-term recovery operations begin concurrently with or shortly after the commencement of response operations. Although referred to as “short-term” recovery, these activities may last for weeks. Short-term recovery includes actions required to:

- Stabilize the situation.

- Restore services.
- Implement critical infrastructure recovery plans to maintain operations during emergencies and the recovery phase.
- Commence the planning for the restoration of the community, including economic functions.

Long-Term Recovery: Long-term recovery continues the short-term recovery actions but focuses on community restoration. Long term recovery may continue for a number of months or years depending on the severity and extent of the damage sustained. These activities include those necessary to restore a community to a state of normalcy, given the inevitable changes that result from a major disaster. Long-term recovery activities require significant planning to maximize opportunities and mitigate risks after a major incident and may include the following:

- Reconstruction of facilities and infrastructure, including the technology systems and services necessary for restoration of all operations functions.
- Community planning, including the development of long-term housing plans.
- Implementation of waivers, zoning changes, and other land use legislation to promote recovery.
- Assistance to displaced families, which may include financial support as well as social and health services.
- Restoration of the local economic system.
- Integration of mitigation strategies into recovery efforts.
- Documentation of eligible disaster-related costs for reimbursement through federal grant programs.

3.1.14.2. RECOVERY ORGANIZATION

Individuals and Households: Individuals and households will try to stabilize their circumstances by seeking adequate shelter, assessing damage to their property, resuming work and other regular activities, applying for federal assistance, and obtaining insurance proceeds.

The Private Sector: The private sector engages in activities necessary to resume business operations, including assessing damage, implementing continuity of business plans, caring for employees, shifting operations to temporary facilities or other locations, applying for federal assistance, and obtaining insurance proceeds. In coordination with the City and Non-Governmental Organizations (NGO), businesses may also play a key role in donating goods and services for community recovery.

Non-Government Organizations: NGO and community-based organizations, such as the American Red Cross and the Salvation Army, will provide support to individuals and households who are displaced by a disaster and work with governmental organizations to support the transition from care and shelter operations to interim housing arrangements. Community organizations active before a disaster may expand their services to meet increased needs. Such groups include churches, neighborhood health clinics, and food distribution agencies. NGO and community-based organizations may provide a range of services such as donations management, emergency food, clothing, and shelter, as well as support of housing reconstruction. They provide these services independently or in coordination with federal, state, and local efforts.

Local Governments Actions: Local government, including counties and cities, organize recovery operations according to their respective priorities and mechanisms for conducting business. These jurisdictions may work with neighboring jurisdictions to share resources or address common problems. Regional entities may also play a role in setting priorities and obtaining resources for recovery within their respective areas of authority. These organizations, particularly the City of Irwindale, will undertake the following actions to stimulate recovery within their respective communities:

- Conduct damage and safety assessment.
- Assess the housing situation, identify potential solutions, and request support.
- Assess damage to public facilities and initiate temporary repairs.
- Assess damage to private property and issue permits for repairs and demolition.
- Remove debris.
- Open transportation routes.
- Restore services such as power, water, sewer, and transportation.
- Activate Local Assistance Centers to assist individuals and households.
- Document disaster-related costs for reimbursement through federal grant programs.
- Work with states and federal officials to assess damage, identify needs, and secure financial assistance.
- Resume governmental functions.
- Begin planning for sustained long-term community recovery.
- Enact appropriate zoning variances to accommodate business and commercial repairs.
- Assist with the identification of temporary housing and business space.

Irwindale EOC: Both short term and long-term recovery activities will be coordinated from the City EOC. Certain recovery efforts and functions may be carried out in other facilities, including Department Operations Centers and Local Assistance Centers. The recovery organization will include functions added to the existing EOC response organization.

State Government Actions: When a State of Emergency is proclaimed in the impacted counties, the California Office of Emergency Services (CalOES) will lead California’s recovery operations and coordinate assistance provided by other state agencies and the federal government. When federal assistance is required, CalOES will work together with the Federal Emergency Management Agency (FEMA) and other federal agencies to ensure effective delivery of services.

State Coordinating Officer: The Governor appoints a State Coordinating Officer (SCO) to coordinate the state’s requests for federal assistance.

Federal Coordinating Officer: In accordance with the Stafford Act, the President appoints a Federal Coordinating Officer (FCO) to manage federal operations and coordinate recovery programs.

Local Assistance Centers: A Local Assistance Center (LAC), which provides for the social services and financial support of individuals, businesses and non-governmental organizations may be established in which services for disaster survivors can be centralized. LACs are staffed with representatives of local, state, and non-governmental agencies (NGOs) and provide a convenient “one-stop shop” for disaster survivors who can access recovery assistance and referrals to other programs and assistance that may not be represented. LACs may also host representatives of organizations that provide other services such as the U.S. Postal Service, building officials, utilities, non-governmental organizations, school districts and property tax officials who can help survivors begin the process of recovery. Federal agencies may also assign representatives who can provide information regarding federal disaster assistance programs. A LAC will be established as close to the affected neighborhood or community as is safe and practical.

FEMA Disaster Recovery Centers: FEMA may establish Disaster Recovery Centers (DRCs) to centralize public outreach operations for federal agencies and their respective assistance programs and to supplement LAC operations. California Office of Emergency Services (CalOES), Federal Emergency Management Agency (FEMA),

and the local jurisdiction(s) coordinate on the locations of LACs and DRCs to best meet the needs of the communities affected by the disaster.

FEMA-State transition to the Joint Field Office: As resources and conditions allow, CalOES and FEMA establish the Joint Field Office (JFO) to manage and coordinate recovery operations. In general, all Emergency Support Functions (ESFs) that support federal response and recovery efforts operate from the JFO once it is activated. CalOES and other state agencies deploy staff to the JFO to ensure effective coordination with federal counterparts as part of the joint state/federal operation.

FEMA-State JFO Operations: State and federal officials will coordinate directly with other state agencies, other states, and FEMA to provide recovery resources requested by local governments. Under the direction of the SCO, CalOES will implement Stafford Act assistance programs with FEMA and coordinate the implementation of long-term recovery operations. CalOES is responsible for:

- Requesting federal assistance.
- Setting priorities for federal assistance in conjunction with local government requirements.
- Ensuring effective implementation of assistance programs.
- Managing grants under the Public Assistance Program.
- Coordinating with state agencies that have responsibility for managing grant programs.

State Agency Assistance: Other state agencies may provide support to local governments under their respective authorities, or under other federal programs. These state agencies coordinate their activities with CalOES, but may direct operations from their respective Department Operations Centers.

3.1.14.3. RECOVERY DAMAGE ASSESSMENT

Recovery Damage Assessment: Recovery Damage Assessment serves several distinct, though interdependent purposes. As such, the damage assessment process occurs in steps which run concurrently.

The **first step** involves a rapid damage assessment which is often referred to as a window survey conducted by emergency responders, critical facility operators, utility providers, and essential service providers. This component of the overall damage assessment process is focused on gaining situational awareness so as to apply scarce resources to saving lives, protecting property, and limiting harm to the environment.

The **second step** involves conducting a rapid needs assessment of the affected community. The needs assessment is focused on identifying critical needs of the community such as water, food, electricity, mutual aid resources, care and shelter requirements, specialized equipment needs, sanitation, etc.

The **third step** is to conduct a preliminary damage estimate which is focused on placing monetary estimates to: debris management, emergency protective actions (firefighting, etc.), road repair, repair to water control infrastructure, government buildings and facilities, public utilities, and private dwellings and businesses.

3.1.14.4. RECOVERY DOCUMENTATION

Recovery Documentation: Recovery Documentation is focused on documenting damage, response costs, and identifying mitigation or preventative opportunities.

3.1.14.5. RECOVERY AFTER-ACTION REPORTS

Recovery After-Action Reports: Recovery After-Action reporting is focused on documenting lessons learned and potential corrective actions. Each EOC activation requires an After-Action / Corrective-Action Report (AAR/CAR). The AAR/CAR is an internal controlled document. Consistent with Section 2450 (a) of the SEMS Regulations

states that. "Any city, city and county, or county declaring a local emergency for which the governor proclaims a state of emergency, and any state agency responding to that emergency shall complete and transmit an after-action report to Cal OES within ninety (90) days of the close of the incident period as specified in the California Code of Regulations, section 2900(j). The City of Irwindale's Director of Emergency Services or Assistant Director of Emergency Services will cause for the development and transmittal of an After-Action Report to Cal OES that is consistent with California Code of Regulations.

3.1.14.6. RECOVERY DISASTER ASSISTANCE

Recovery Disaster Assistance: Recovery Disaster Assistance is available to assist individuals, businesses, non-governmental organizations, and governments rebuild and recover following a disaster. Recovery assistance comes from a wide array of organizations for specific purposes. For purposes of this Emergency Operations Plan (EOP), disaster assistance is organized into Individual Assistance and Public Assistance.

I. INDIVIDUAL ASSISTANCE

Non-Governmental Organizations Assistance: Many non-governmental agencies (NGOs), such as the American Red Cross and the Salvation Army, provide recovery assistance to individuals, families, and community organizations. This may include assistance for shelter, food, clothing, and housing reconstruction.

State Assistance: The State does not have authority to offer financial assistance to private sector disaster victims under the California Disaster Assistance Act (CDAA). However, California Office of Emergency Services (CalOES) actively coordinates with federal, state, local and NGOs to provide other types of recovery assistance to individuals, households, businesses, and the agricultural community. Under the Welfare and Institutions Code, the California Department of Social Services (CDSS) is authorized to assist those who receive the maximum grant under the Federal Individuals and Households Program (IHP) and still have eligible losses as identified by the Federal Emergency Management Agency (FEMA) inspector.

The State also has a variety of other programs and services to assist individuals, businesses, and farmers in recovering from a disaster.

FEMA Assistance: Under the Stafford Act, FEMA provides a wide range of programs for individuals and households. This assistance includes:

- *Housing Assistance:* The IHP provides financial and direct assistance to eligible homeowners and renters displaced from their pre-disaster primary residence.
- *Other Needs Assistance:* The IHP provides financial assistance for uninsured disaster-related necessary expenses and serious needs, including personal property, medical, dental, and transportation expenses.
- *Additional Programs:* Other Stafford Act Programs that may be made available as a result of a major disaster declaration includes crisis counseling, disaster unemployment assistance, and legal services.

Low-Interest Loans: The U.S. Small Business Administration (SBA) provides low-interest disaster loans to homeowners, renters, businesses, and private non-profit organizations in declared disaster areas. Loans may be made for uninsured physical damage to homes, businesses, and other properties, or for economic losses. Following Presidential disaster declarations, SBA implements its program in conjunction with FEMA's Individual Assistance (IA) Stafford Act programs. When a Presidential disaster declaration is not viable or warranted or does not include IA due to the scope of the disaster, it may be appropriate for California Office of Emergency Services (CalOES) to coordinate requests for SBA assistance, since this can be done independently of a FEMA declaration. In order to pursue SBA assistance, the damage incurred by the community must meet certain minimum thresholds.

Agricultural Assistance: The U.S. Department of Agriculture (USDA) provides low-interest loans to farmers, ranchers, and aqua culturists for physical and/or crop production losses in areas designated a disaster by the Secretary of Agriculture. This designation may also follow a Presidential disaster declaration. As a result, the SBA may also provide economic injury disaster loans to small non-farm businesses, small agricultural cooperatives, and most private non-profit organizations of any size.

II. PUBLIC ASSISTANCE

State Assistance: The California Disaster Assistance Act (CDAA) authorizes the State to provide financial assistance for costs incurred by local governments as a result of a disaster. CDAA assistance may be implemented in circumstances when local resources are exceeded, but the President does not declare an emergency or major disaster under the Stafford Act. In general, the State's share of work that is eligible under CDAA is no more than 75% of total State eligible costs. However, funding may vary with the type of disaster at the discretion of the Legislature. There are two levels of CDAA assistance:

- *Secretary's Concurrence:* Under CDAA, the CalOES Director may concur with a local government request for state assistance independently of a Governor's Proclamation of a State of Emergency. A Director's Concurrence is limited to eligible permanent repair work. There is generally a 75% / 25% cost share between state and local governments.
- *During a State of Emergency:* When the Governor proclaims a State of Emergency, both emergency and permanent work are eligible for assistance. Again, there is generally a 75% / 25% cost share between state and local governments.

Federal Assistance: Under a declaration of emergency or major disaster, the President may designate certain counties in the affected areas as eligible for the Public Assistance (PA). Major Public Assistance programs available under the Stafford Act are managed by FEMA.

- *FEMA Public Assistance Grant Program:* Federal Emergency Management Agency (FEMA) provides state agencies, local governments, and certain private non-profit entities with federal grants to cover eligible disaster recovery work on a cost-share basis. In accordance with the Stafford Act, the federal cost share is a minimum of 75%. The State of California shares the remaining cost with the applicant. Costs are generally categorized into Emergency Work and Permanent Work.

Eligible costs must be associated with:

Emergency Work

- Debris removal (Category A)
- Emergency protective measures. Emergency work necessary to save lives, protect public health and safety, and protect property. (Category B)

Permanent Work (restoration of)

- Roads / bridges (Category C)
- Water control facilities (Category D)
- Buildings / equipment (Category E)
- Utilities (Category F)
- Parks, recreational, and other facilities (Category G)

Non-Stafford Act Programs: The federal government provides recovery assistance through authorities and programs outside of the Stafford Act. These programs may be implemented in conjunction with Stafford Act programs under a disaster declaration or separately. Depending on the program, the agencies may provide assistance directly to recipients or through another state agency besides CalOES. Examples include:

- *Federal Highway Administration:* Under the Emergency Relief Program, the Federal Highway Administration (FHWA) provides assistance to the Department of Transportation (Caltrans) and local governments for damage to roads, bridges, and other facilities on the federal-aid system. Caltrans implements this program on behalf of FHWA.
- *Natural Resources Conservation Service:* Under the Emergency Watershed Protection Program, the Natural Resources Conservation Service (NRCS) provides assistance to state agencies and local governments for emergency work necessary to protect life, property, and public health and safety in watersheds that have been damaged by a disaster, such as a wildfire or flood.
- *U.S. Army Corps of Engineers:* Under the Rehabilitation and Inspection Program, the United State Army Corps of Engineers (USACE) provides assistance for flood fighting, emergency repairs, and repairs to damaged facilities. The USACE provides this assistance for levees and other flood control works that meet pre-disaster criteria for participation in the program.
- *U.S. Department of Housing and Urban Development:* The United States Department of Housing and Urban Development's (HUD) Community Development Block Grants may be requested by state and local governments for a wide range of recovery purposes.
- *Congressional Appropriations:* The U.S. Congress may make disaster-specific appropriations that allow federal agencies to provide assistance beyond existing authorities and programs. State coordination of this assistance depends on the nature of the appropriation and the federal agency that is charged with its implementation.

3.1.15. CITY DEPARTMENT PARTICIPATION

City Department participation during all phases of the emergency management cycle ensures the Emergency Operations Plan (EOP) reflects the current policies, organizational structures, and methodologies utilized by City of Irwindale response organizations.

The Irwindale Police Department (IPD) is responsible for coordinating overall planning under the EOP, including review and revision of the plan, related annexes, and supporting operational procedures. Lead Departments are responsible for taking the lead in preparing input into and supporting the maintenance of their specific Emergency Support Function (ESF) to the EOP.

Lead and Support Departments are responsible for planning and coordinating the delivery of emergency assistance. Lead Departments are responsible for leading and managing an Emergency Support Function (ESF) while Support Departments are responsible for supporting a Lead Department in the execution of an ESF. All departments will contribute to the development of supporting material to the EOP including annexes as well as supplements describing specific policies and procedures for carrying out emergency operations.

The preparedness of departments, organizations, agencies, and units is demonstrated by the capabilities they possess to deliver emergency response assistance. The Federal Emergency Management Agency (FEMA) measures the development and maintenance of capability through a concept spanning 32 Core Capabilities across 5 Mission Areas.

Information on the Core Capabilities at <https://www.fema.gov/core-capabilities>

Further description of the 32 Core Capabilities and 5 Mission Areas is found in the next several sections of this plan.

3.1.16. THE NATIONAL PLANNING SCENARIOS

The National Planning Scenarios provide a means for the City of Irwindale to conceptually prepare for a range of potential emergency incidents that address all types of hazards including terrorism, natural disasters, and health emergencies. They represent a minimum number of scenarios rather than every possible threat or hazard. The Scenarios help Department of Homeland Security (DHS) identify the tasks that must be performed to prevent, protect against, respond to, and recover from a scenario event. Though not inclusive of all possible hazards, Lead Departments will consider these scenarios when preparing for or developing exercises and training to lead their functional area.

The 15 **National Planning Scenarios** are:

1. Improvised Nuclear Device	9. Major Earthquake
2. Aerosol Anthrax	10. Major Hurricane
3. Pandemic Influenza	11. Radiological Dispersal Device
4. Plague	12. Improvised Explosive Device
5. Blister Agent	13. Food Contamination
6. Toxic Industrial Chemical	14. Foreign Animal Disease
7. Nerve Agent	15. Cyber Attack
8. Chlorine Tank Explosion	

Jurisdictions should not limit their emergency planning, training, exercising only to the 15 national planning scenarios. Rather, planning and capability building should also be directed to the hazards and risks identified within their Local Hazard Mitigation Plan.

3.1.17. CORE CAPABILITIES

Core Capabilities: The Core Capabilities identifies the essential capabilities required to prevent, protect against, mitigate, respond to, and recover from the incidents defined by the national planning scenarios and other disasters. It provides very detailed information on what needs to be accomplished and under what conditions accomplishment will occur. This detail serves as a very precise way for departments and other tasked organizations to develop training and exercise objectives, and if necessary, refine plans. There are 32 identified Core Capabilities. The core capabilities are not exclusive to any single government or organization, but rather require the combined efforts of the whole community. As such, the City of Irwindale may share certain Core Capabilities among cooperating and assisting agencies and organizations.

The Core Capabilities assume that departments and other tasked organizations currently possess a level of capability to address steady-state operations and smaller-scale emergencies and disasters (i.e., routine firefighting, law enforcement services, or seasonal flooding). The Core Capabilities is focused on identifying the unique capabilities and incremental resources related to terrorism, large-scale disasters, or pandemic health emergencies. Establishing the plans, procedures, systems, interagency relationships, training and exercise programs, and mutual aid agreements required to build capabilities for these emergencies will enhance performance for all hazards response, regardless of incident size.

There are 32 Core Capabilities. The 32 Core Capabilities and the City Emergency Support Functions (ESFs) aligned with them are identified in the table on the next page and are specified in FEMA's Core Capabilities List.

FEMA CORE CAPABILITY	CITY EMERGENCY SUPPORT FUNCTION
1. Planning	26
2. Public Information and Warning	15
3. Operational Coordination	5
4. Forensics and Attribution	13
5. Intelligence and Information Sharing	13
6. Interdiction and Disruption	13
7. Screening, Search, and Detection	13
8. Access Control and Identity Verification	13
9. Cybersecurity	2
10. Physical Protective Measures	13
11. Risk Management	5
12. Supply Chain Integrity and Security	5
13. Community Resilience	5
14. Long-Term Vulnerability Reduction	5
15. Risk And Disaster Resilience Assessment	5
16. Threats And Hazards Identification	5
17. Critical Transportation	1
18. Environmental Response/Health And Safety	8
19. Fatality Management Services	13
20. Fire Management and Suppression	4
21. Infrastructure Systems	3
22. Logistics and Supply Chain Management	7
23. Mass Care Services	6
24. Mass Search and Rescue Operations	9
25. On-Scene Security, Protection, and Law Enforcement	13
26. Operational Communications	2
27. Public Health, Healthcare, and Emergency Medical Services	8
28. Situational Assessment	26
29. Economic Recovery	14
30. Health and Social Services	8
31. Housing	14
32. Natural And Cultural Resources	14

CORE CAPABILITIES DESCRIPTIONS:**1. Planning**

- Mission Areas: All
- Description: Conduct a systematic process engaging the whole community as appropriate in the development of executable strategic, operational, and/or tactical-level approaches to meet defined objectives.

2. Public Information and Warning

- Mission Areas: All
- Description: Deliver coordinated, prompt, reliable, and actionable information to the whole community through the use of clear, consistent, accessible, and culturally and linguistically appropriate methods to effectively relay information regarding any threat or hazard, as well as the actions being taken and the assistance being made available, as appropriate.

3. Operational Coordination

- Mission Areas: All
- Description: Establish and maintain a unified and coordinated operational structure and process that appropriately integrates all critical stakeholders and supports the execution of core capabilities.

4. Forensics and Attribution

- Mission Area: Prevention
- Description: Conduct forensic analysis and attribute terrorist acts (including the means and methods of terrorism) to their source, to include forensic analysis as well as attribution for an attack and for the preparation for an attack in an effort to prevent initial or follow-on acts and/or swiftly develop counter-options.

5. Intelligence and Information Sharing

- Mission Areas: Prevention, Protection
- Description: Provide timely, accurate, and actionable information resulting from the planning, direction, collection, exploitation, processing, analysis, production, dissemination, evaluation, and feedback of available information concerning physical and cyber threats to the United States, its people, property, or interests; the development, proliferation, or use of WMDs; or any other matter bearing on U.S. national or home-land security by local, state, tribal, territorial, federal, and other stakeholders. Information sharing is the ability to exchange intelligence, information, data, or knowledge among government or private sector entities, as appropriate.

6. Interdiction and Disruption

- Mission Areas: Prevention, Protection
- Description: Delay, divert, intercept, halt, apprehend, or secure threats and/or hazards.

7. Screening, Search and Detection

- Mission Areas: Prevention, Protection
- Description: Identify, discover, or locate threats and/or hazards through active and passive surveillance and search procedures. This may include the use of systematic examinations and assessments, bio surveillance, sensor technologies, or physical investigation and intelligence.

8. Access Control and Identify Verification

- Mission Area: Protection
- Description: Apply and support necessary physical, technological, and cyber measures to control admittance to critical locations and systems.

9. Cybersecurity

- Mission Area: Protection
- Description: Protect (and if needed, restore) electronic communications systems, information, and services from damage, unauthorized use, and exploitation.

10. Physical Protective Measures

- Mission Area: Protection
- Description: Implement and maintain risk-informed countermeasures, and policies protecting people, borders, structures, materials, products, and systems associated with key operational activities and critical infrastructure sectors.

11. Risk Management

- Mission Area: Protection
- Description: Identify, assess, and prioritize risks to inform protection activities, countermeasures, and investments.

12. Supply Chain Integrity and Security

- Mission Area: Protection
- Description: Strengthen the security and resilience of the supply chain.

13. Community Resilience

- Mission Area: Mitigation
- Description: Enable the recognition, understanding, communication of, and planning for risk and empower individuals and communities to make informed risk management decisions necessary to adapt to, withstand, and quickly recover from future incidents.

14. Long-Term Vulnerability Reduction

- Mission Area: Mitigation
- Description: Build and sustain resilient systems, communities, and critical infrastructure and key resources lifelines so as to reduce their vulnerability to natural, technological, and human-caused threats and hazards by lessening the likelihood, severity, and duration of the adverse consequences.

15. Risk and Disaster Resilience Assessment

- Mission Area: Mitigation
- Description: Assess risk and disaster resilience so that decision makers, responders, and community members can take informed action to reduce their entity's risk and increase their resilience.

16. Threats and Hazards Identification

- Mission Area: Mitigation
- Description: Identify the threats and hazards that occur in the geographic area; determine the frequency and magnitude; and incorporate this into analysis and planning processes so as to clearly understand the needs of a community or entity.

17. Critical Transportation

- Mission Area: Response
- Description: Provide transportation (including infrastructure access and accessible transportation services) for response priority objectives, including the evacuation of people and animals, and the delivery of vital response personnel, equipment, and services into the affected areas.

18. Environmental Response/Health and Safety

- Mission Area: Response
- Description: Conduct appropriate measures to ensure the protection of the health and safety of the public and workers, as well as the environment, from all-hazards in support of responder operations and the affected communities.

19. Fatality Management Services

- Mission Area: Response
- Description: Provide fatality management services, including decedent remains recovery and victim identification, working with local, state, tribal, territorial, insular area, and federal authorities to provide mortuary processes, temporary storage, or permanent internment solutions, sharing information with mass care services for the purpose of reunifying family members and caregivers with missing persons/remains, and providing counseling to the bereaved.

20. Fire Management and Suppression

- Mission Area: Response
- Description: Provide structural, wildland, and specialized firefighting capabilities to manage and suppress fires of all types, kinds, and complexities while protecting the lives, property, and the environment in the affected area.

21. Infrastructure Systems

- Mission Area: Response, Recovery
- Description: Stabilize critical infrastructure functions, minimize health and safety threats, and efficiently restore and revitalize systems and services to support a viable, resilient community.

22. Logistics and Supply Chain Management

- Mission Area: Response
- Description: Deliver essential commodities, equipment, and services in support of impacted communities and survivors, to include emergency power and fuel support, as well as the coordination of access to community staples. Synchronize logistics capabilities and enable the restoration of impacted supply chains.

23. Mass Care Services

- Mission Area: Response
- Description: Provide life-sustaining and human services to the affected population, to include hydration, feeding, sheltering, temporary housing, evacuee support, reunification, and distribution of emergency supplies.

24. Mass Search and Rescue Operations

- Mission Area: Response
- Description: Deliver traditional and atypical search and rescue capabilities, including personnel, services, animals, and assets to survivors in need, with the goal of saving the greatest number of endangered lives in the shortest time possible.

25. On-Scene Security, Protection, And Law Enforcement

- Mission Area: Response
- Description: Ensure a safe and secure environment through law enforcement and related security and protection operations for people and communities located within affected areas and also for response personnel engaged in lifesaving and life-sustaining operations.

26. Operational Communications

- Mission Area: Response
- Description: Ensure the capacity for timely communications in support of security, situational awareness, and operations by any and all means available, among and between affected communities in the impact area and all response forces.

27. Public Health, Healthcare, And Emergency Medical Services

- Mission Area: Response
- Description: Provide lifesaving medical treatment via emergency medical services and related operations and avoid additional disease and injury by providing targeted public health, medical, and behavioral health support, and products to all affected populations.

28. Situational Assessment

- Mission Area: Response
- Description: Provide all decision makers with decision-relevant information regarding the nature and extent of the hazard, any cascading effects, and the status of the response.

29. Economic Recovery

- Mission Area: Recovery
- Description: Return economic and business activities (including food and agriculture) to a healthy state and develop new business and employment opportunities that result in an economically viable community.

30. Health and Social Services

- Mission Area: Recovery
- Description: Restore and improve health and social services capabilities and networks to promote the resilience, independence, health (including behavioral health), and well-being of the whole community.

31. Housing

- Mission Area: Recovery
- Description: Implement housing solutions that effectively support the needs of the whole community and contribute to its sustainability and resilience.

32. Natural and Cultural Resources

- Mission Area: Recovery
- Description: Protect natural and cultural resources and historic properties through appropriate planning, mitigation, response, and recovery actions to preserve, conserve, rehabilitate, and restore them consistent with post-disaster community priorities and best practices and in compliance with applicable environmental and historic preservation laws and executive orders.

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4.0. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

4.1.1. GENERAL OVERVIEW OF EMERGENCY RESPONSIBILITIES

All City departments and employees have a role during emergencies and recovery operations. Additionally, all City employees are considered Disaster Service Workers (DSW) and may be called to order during times of proclaimed or declared disasters.

The City of Irwindale emergency operations, organizational structure, and support functions are organized in accordance with the California Standardized Emergency Management System (SEMS) and National Incident Management System (NIMS) concepts and principles.

4.1.2. DIRECTOR OF EMERGENCY SERVICES

Director of Emergency Services: The City Mayor serves as the Director of Emergency Services having jurisdiction and full authority over the City's response and recovery to extraordinary emergencies and disasters. The City Manager, or when absent the Assistant City Manager, serves as the Assistant Director of Emergency Services.

4.1.3. CITY COUNCIL

City Council: The Mayor and City Council may promulgate orders and regulations necessary to provide for the protection of life and property, including orders and regulations imposing curfew within designated boundaries where necessary to preserve the public order and safety, orders against price fixing, and all other orders necessary to protect lives and property. Members of City Council also serve as a liaison to their respective wards with regards to response and recovery efforts of the City during and following a disaster.

4.1.4. CITY EMERGENCY ORGANIZATION

City Emergency Organization: The City Emergency Organization constitutes the operational forces necessary to meet the conditions of a local emergency. All officers and employees of the city, together with those volunteer forces enrolled to aid them during an emergency, and all groups, organizations and persons who may by agreement or operation of law, including persons pressed into service, be charged with duties incident to the protection of life and property in the city during an emergency, constitute the City of Irwindale Emergency Organization.

4.1.5. DISASTER SERVICE WORKER

Disaster Service Worker: Disaster Service Worker is any person registered with a disaster council or the California Office of Emergency Services or a state agency granted authority to register disaster service workers, for the purpose of engaging in disaster service work pursuant to the California Emergency Services Act without pay or other consideration. Disaster Service Workers include public employees, and also includes any unregistered persons impressed into service during a state of war emergency, a state of emergency, or a local emergency by a person having authority to command the aid of citizens in the execution of his or her duties. All City of Irwindale employees are Disaster Service Workers.

4.1.6. FIRST RESPONSE DEPARTMENTS

First Response Departments: The three operational departments with primary jurisdictional authority or responsibility over the response and recovery to extraordinary emergencies and disasters are considered First Response Departments.

First Response Departments include:

- Police Department
- Public Works Departments (Public Works Services and Public Works Engineering)
- Fire Department (LACO)

4.1.7. LEAD DEPARTMENTS

Lead Departments: Lead Departments are those designated as the primary department responsible for the execution of an Emergency Support Function (ESF) on the basis of its authorities, resources, and capabilities in the particular functional area. Departments may serve as one or more Lead, Support, and/or Coordinating roles with respect to ESFs.

Lead Departments (leading one or more ESFs) include:

- City Manager's Office
- Community Development
- Finance Department
- City Administration
- Information Technology
- Recreation
- Police Department
- Public Works – Engineering
- Public Works – Services
- Fire Department (LACO FD)
- Public Health Department (LACO DPH)
- Animal Care and Control Department (LACO Animal Care and Control)

4.1.8. SUPPORT DEPARTMENTS

Support Departments: Support Departments are those designated as responsible for supporting Lead Departments in the execution of a Lead Department's emergency support function. Support Departments are designated on the basis of its capabilities and capacities to support a Lead Department's emergency function mission.

All City departments are considered Support Departments in the context of the Emergency Operations Plan (EOP).

4.1.9. COORDINATING DEPARTMENTS

Coordinating Departments: Coordinating Departments are those charged with the responsibility of coordinating a particular Emergency Support Function. Coordinating Departments coordinate emergency support functions for which no particular City department has the jurisdictional authority. Coordination generally occurs with an outside organization having jurisdictional or contractual authority over the emergency function. Public Health is an example of an ESF for which no City department has specific authority or capability. As such, this requires outside coordination with the Los Angeles County Department of Public Health.

Coordinating Departments include, though are not limited to:

- Police Department (coordinates fire services)
- Public Works Services Department (coordinates animal care and welfare services)
- Police Department (coordinates military support)
- City Manager's Office (coordinates public health services)

4.1.10. DEPARTMENT EMERGENCY COORDINATORS

Department Emergency Coordinators: Each department will designate a Department Emergency Coordinator (DEC), who will be responsible for routine department emergency planning and preparedness activities and serve as a point of contact for related activities and communication.

4.1.11. DEPARTMENT OPERATIONS CENTER (DOC)

Department Operations Center (DOC): Means the location from which centralized departmental emergency management is performed. First Response Departments shall maintain primary and alternate DOC capabilities. Lead Departments are encouraged to maintain primary and alternate DOC capabilities. DOCs serve in a supporting role to the City EOC.

4.1.12. EMERGENCY OPERATIONS CENTER (EOC)

Emergency Operations Center (EOC): Means the location from which centralized city emergency management is performed. The City of Irwindale maintains primary EOC and alternate EOC capabilities.

4.1.13. DEPARTMENT RESPONSIBILITIES

Department Responsibilities: All departments, non-governmental organizations, and volunteer organizations, that comprise the City Emergency Organization, are grouped into 28 Emergency Support Functions (ESF) to carry out the coordination and completion of assigned missions. These functions represent specific response and recovery activities that are cross-cutting and common to all disasters. Each Emergency Support Function is comprised of one Lead Department or agency serving as the primary tasked organization and one or more Support Departments, agencies or organizations providing operational, logistical, or technical support. ESFs which are not a typical capability of the City of Irwindale are identified as having a Coordinating Department as opposed to a Lead Department. An example is the animal services ESF, which has the Los Angeles County Animal Care and Control Department as the Lead agency and the City of Irwindale Public Works Services Department as the internal City Coordinating Department). Lead, Support, and Coordinating Departments will develop any and all SOPs, SOGs, Policies, or Enabling Documents required to fulfill their role in executing Emergency Support Functions. Lead, Support, and Coordinating Departments will develop and conduct any and all training and exercises required to fulfill their role in executing Emergency Support Functions.

4.1.14. EMERGENCY SUPPORT FUNCTION (ESF) OVERVIEW

Emergency Support Function Overview: The ESF concept was developed by the Federal Emergency Management Agency (FEMA) in the late 1980s to address the potential management concerns that would be necessary to coordinate a federal response to a catastrophic earthquake in California. FEMA subsequently implemented the ESF concept in the development of its original National Response Plan and subsequent National Response Framework.

The City of Irwindale must be prepared to respond quickly and effectively on a 24-hour basis to developing emergency events. When a threat or potential threat is first detected, the City Emergency Operations Center (EOC) is activated to a level appropriate to the magnitude of the event. The City's response effort is then initiated through the City Emergency Organization which is comprised of designated Emergency Support Function (ESF) Coordinators from tasked City departments, non-governmental organizations, and volunteer organizations. These ESF Coordinators are authorized to deploy the resources of their respective department or organization to carry out response and recovery missions that are assigned by functions.

4.1.15. CONSOLIDATED EMERGENCY ACTIVITIES

Consolidated Emergency Activities: The consolidated emergency activities concept is a mechanism that consolidates multiple departments or agencies that perform similar or like activities or functions into a single, cohesive group to allow for more effective management of emergency response functions and resources. This consolidation of like activities forms the basis for the Emergency Support Function (ESF) concept of operations. For example, many different local, state, non-governmental, and volunteer organizations have mass care, sheltering, and human services capabilities. Under the ESF concept, these organizations function as one entity under ESF 6, Mass Care, Sheltering, and Human Services.

4.1.16. INCIDENT COMMAND SYSTEM AND EMERGENCY FUNCTIONS

Incident Command System and Emergency Functions: In the City of Irwindale, ESFs fall under one or more general command sections in the Emergency Operations Center organization modeled after the Incident Command System. These sections include Management Section, Operations Section, Planning & Intelligence Section, Logistics Section, and Finance & Administration Section. Detailed information on ESF assignments is located in the ESF Section as found in Part III of the Emergency Operations Plan (EOP).

The Incident Command System provides for the flexibility to assign ESF and other stakeholder resources according to their capabilities, tasking, and other requirements. This allows augmentation and support to the other sections of the City Emergency Operations Center, Department Operations Centers, Incident Command Post, or other Multi-Agency Coordination facility in order to respond to incidents in a more collaborative and cross-cutting manner.

4.1.17. EMERGENCY SUPPORT FUNCTION LOCATIONS

Emergency Support Function Locations: While ESFs are typically assigned to a specific section at the City Emergency Operations Center for management purposes, ESF resources may be assigned anywhere within the Unified Coordination or Multi-Agency Coordination System structure. Regardless of the section in which an ESF may reside, that entity works in conjunction with other EOC sections to ensure that appropriate planning and execution of missions occur. Absent an EOC activation, ESFs are coordinated and managed by a designated Lead Department.

4.1.18. EMERGENCY SUPPORT FUNCTION COORDINATORS

Emergency Support Function Coordinators: Each Emergency Support Function (ESF) will have a designated ESF Coordinator. ESF Coordinators are assigned by the responsible Department Head. ESFs without assigned coordinators or having vacancy in an ESF coordinator will default to the responsible Department Head. ESF Coordinators carry the same responsibility and authority to allocate department resources as does a Branch Director in an EOC setting.

4.1.19. EMERGENCY FUNCTION DESCRIPTIONS

ESF 1-TRANSPORTATION

Lead Department or Agency: **Public Works Services Department**

Responsible for coordinating transportation support to departments, non-governmental organizations, and voluntary organizations. Transportation support includes the following:

- (1) Performance of and assisting with evacuation and re-entry.
- (2) Processing of all transportation assistance requests and tasks received in the EOC.
- (3) Prioritizing and arranging transportation resources for the transportation of people, materials, and services.
- (4) Performing all necessary actions to assist with recovery operations.

ESF 2-COMMUNICATIONS

Lead Department or Agency: **Police Department – radios**
Information Technology – network and telecom

Responsible for coordinating actions to be taken to assure the provision of required communications (2-way radios) and telecommunications (computer and telephone systems) support to disaster response personnel. Actions may include the acquisition, deployment, activation, and maintenance of emergency communications systems and equipment.

ESF 3-PUBLIC WORKS AND ENGINEERING

Lead Department or Agency: **Public Works Services and Public Works Engineering Departments**

Responsible for providing technical advice and evaluations, engineering systems, construction management and inspection, emergency repair of wastewater and solid waste facilities, assisting with removal and handling of debris, and assisting in the opening and maintenance of roadways.

ESF 4-FIREFIGHTING AND RESCUE

Lead Department or Agency: **Los Angeles County Fire Department**
Police Department (C)

Responsible for firefighting and rescue activities including activities related to hazard control, fire suppression, and technical rescue. Areas of responsibility and activities include suburban, urban, rural, and wildland settings, and the interface between each environment. Emergency medical first responder services, general and technical rescue activities, and other hazard control which is consistent with the firefighting and rescue emergency support function.

ESF 5-EMERGENCY MANAGEMENT

Lead Department or Agency: **Police Department**

Responsible for overall incident management support and coordination, event information and action planning activities, resource coordination and allocation, multi-agency multi-jurisdictional coordination activities, and mission tasking and tracking activities.

ESF 6-MASS CARE, SHELTERING, AND HUMAN SERVICES

Lead Department or Agency: **American Red Cross
Recreation Department (C)**

Responsible for coordinating efforts to provide shelter, food, basic human needs, and for coordinating distribution of emergency relief supplies to disaster victims. Also includes activities as related to responder and responder family care.

ESF 7-RESOURCE SUPPORT

Lead Department or Agency: **City Manager's Office – Administration**

Responsible for providing logistical and resource support to entities involved in delivering emergency response efforts for natural and technological emergencies and disasters. Resource support activities are wide ranging and general activities include those logistics and resources not coordinated by other ESFs.

ESF 8-HEALTH AND MEDICAL

Lead Department or Agency: **Los Angeles County Department of Public Health
City Manager's Office (C)**

Responsible for coordinating health and medical resources needed to respond to public health and medical care needs prior to, during, and following a disaster.

ESF 9-URBAN SEARCH AND RESCUE

Lead Department or Agency: **Los Angeles County Fire Department
Police Department (C)**

Responsibilities include searching for and locating disaster victims in urban environments. Urban environments include confined spaces, damaged or destroyed buildings, slow rise or swift water environments, and other situations where entrapment has occurred due to a natural, technical, or human caused disaster.

ESF 10-HAZARDOUS MATERIALS

Lead Department or Agency: **Los Angeles County Fire Department
Police Department (C)**

Responsibilities include coordinating the mitigation, response, and recovery to an actual or potential discharge and/or release of hazardous materials resulting from a natural or technological disaster. Irwindale Public Works Department is responsible for supervising the clean-up of spills on city streets, catch basins, storm drains, and storm channels.

ESF 11-ANIMAL CARE & WELFARE

Lead Department or Agency: **Los Angeles County Animal Care and Control Department
Public Works Services Department (C)**

Responsible for coordinating animal response, rescue, and relief activities following a major emergency or disaster.

ESF 12-ENERGY AND UTILITIES

Lead Department or Agency: **Public Works Services and Public Works Engineering Departments**

Responsible for coordinating the provision of emergency power to support emergency response and recovery efforts and normalized community functions. EF 12 coordinates electric power, power distribution systems, fuel, emergency generators, and water systems.

ESF 13-LAW ENFORCEMENT AND SECURITY*Lead Department or Agency:* **Police Department**

Responsibilities include establishing procedures for the command, control, and coordination of law enforcement activities to support disaster response operations. EF 13 works with County, State, National Guard, and Federal law enforcement agencies in support of security missions and other law enforcement activities.

ESF 14-LONG TERM COMMUNITY RECOVERY*Lead Department or Agency:* **Community Development**

Responsible for the community's effort to regain normal functions like commerce and employment, public transportation and use of structures like buildings, bridges, and roadways. Longer term recovery generally involves the rebuilding efforts, post-event mitigation activities, repatriation of communities and neighborhoods, and economic assistance and stabilization.

ESF 15-EMERGENCY PUBLIC INFORMATION AND EXTERNAL AFFAIRS*Lead Department or Agency:* **City Manager's Office**

Responsible for emergency public information, media affairs, community relations, and coordination of special visits and political visits.

ESF 16-EVACUATION, MOVEMENT AND RE-ENTRY*Lead Department or Agency:* **Police Department**

Responsible for the evacuation of people, controlling and movement of people and vehicles, escorting of residents and business representatives into closed disaster areas when appropriate and safe, and the controlled re-entry or repatriation of people to a previously evacuated area.

ESF 17-VOLUNTEER MANAGEMENT*Lead Department or Agency:* **Library**

Responsible for coordinating the efforts of affiliated, spontaneous-unaffiliated volunteers, and volunteer organizations during times of emergencies and disasters.

ESF 18-DONATIONS MANAGEMENT*Lead Department or Agency:* **City Manager's Office – Administration**

Responsible for the coordination of donated goods and services during times of emergencies and disasters.

ESF 19-ALERT AND WARNING*Lead Department or Agency:* **Police Department**

Responsible for coordinating public alerting and warning. Activation of alerting and warning systems, and restoration of essential alerting and warning systems.

ESF 20-DIRECTION AND CONTROL*Lead Department or Agency:* **EOC-Mayors Office and City Manager's Office**
ICP-Dependent upon hazard and incident type

Responsible for the overall direction and control over incident resources, personnel, and incident objectives. Direction and Control includes the development of strategic incident goals, application of equipment and incident resources to accomplish tactical objectives, and the supervision of all incident personnel and resources.

ESF 21-DAMAGE ASSESSMENT*Lead Department or Agency:* **Public Works Services and Public Works Engineering Departments**

Responsible for the collection and organization of damage data as related to critical infrastructure, city facilities, commercial properties, residential and dwelling units, special districts, non-governmental organizations, and agriculture.

ESF 22-FOOD AND WATER DISTRIBUTION

Lead Department or Agency: **Recreation Department**

Responsible for the acquisition and distribution of bulk food, water, and ice at points of distribution sites. Bulk distribution involves providing sustenance to disaster victims independent of shelter operations where food is generally provided in a prepared format. This ESF is critical when roads and transportation modes are disrupted and food distribution systems are compromised.

ESF 23-ROUTE RECOVERY

Lead Department or Agency: **Public Works Services and Public Works Engineering Departments**

Responsible for the opening and restoration of transportation routes to aid in the response and recovery efforts of emergency response and support organizations.

ESF 24-DEBRIS MANAGEMENT

Lead Department or Agency: **Public Works Services Department**

Responsible for the identification, movement, collection, sorting, and re-use or disposal of disaster related debris.

ESF 25-DISASTER COST RECOVERY

Lead Department or Agency: **Finance Department**

Responsible for the identification, coordination, and recovery of emergency response and recovery related financial expenses and costs.

ESF 26-INFORMATION AND PLANNING

Lead Department or Agency: **Police Department**

Responsible for collecting, processing, and disseminating information to facilitate emergency response and recovery efforts. Preparation of special operations plans, pre-event monitoring, situational assessments, determination of operating conditions, hazards and risk assessments, and capability and gap analysis activities.

ESF 27-SPECIAL POPULATIONS

Lead Department or Agency: **Senior Center**

Responsible for the unique planning considerations for populations with special needs and those at particular risk during times of emergencies and disasters.

ESF 28-MILITARY SUPPORT

Lead Department or Agency: **Police Department**

Responsible for the overall coordination with the United States Department of Defense, California National Guard, and related armed forces and resources during times of emergencies and disasters.

4.1.20. EMERGENCY SUPPORT FUNCTION RESPONSIBILITIES

LEAD DEPARTMENTS:

City departments designated as the Lead for an Emergency Support Function (EF) serve as the executive agent to carry out the ESF mission. When an ESF is activated, the Lead Department for the ESF has operational responsibility for:

- a) Orchestrating the department or organization support within the functional area.
- b) Providing an appropriate level of staffing for operations at the EOC.
- c) Activating and tasking Support Departments, Organizations, or Agencies.
- d) Managing mission assignments and coordinating tasks with Support Departments, organizations, or agencies, as well as other necessary organizations, State, and Federal agencies.
- e) Supporting and keeping other ESFs and organizational elements informed of ESF operational priorities and activities.
- f) Following established financial and property accountability procedures.
- g) Supporting planning for short and long-term emergency operations.
- h) Reviewing and updating plans and procedures associated with assigned emergency response target capabilities.
- i) Training and exercising with Support Departments, Organizations, or Agencies to maintain response readiness and capabilities.

SUPPORT DEPARTMENTS:

When an ESF is activated, each Support Department, Organization, or Agency for the ESF has operational responsibility for:

- a) Supporting the ESF Lead Department when requested, by conducting operations using its authorities, expertise, capabilities, and resources.
- b) Supporting the Lead Department mission assignments.
- c) Providing status and resource information to the Lead Department.
- d) Following established financial and property accountability procedures.
- e) Supporting planning for short and long-term emergency operations.
- f) Supporting the review and update of plans and procedures associated with assigned emergency response target capabilities.
- g) Participating with the Lead Department in training and exercising to maintain response readiness and capabilities.

COORDINATING DEPARTMENTS:

City departments designated as the Coordinating Department for an Emergency Support Function (ESF) serve as the principal point of contact in coordinating the efforts of external lead departments. When an ESF is activated, the Coordinating Department for the ESF has operational responsibility for:

- a) Coordinating emergency support activities with the Lead agency or organization.
- b) Liaison between the City and external lead agencies or organizations.
- c) Direct mission tasks to external lead agencies or organizations.
- d) Request external lead agencies and organizations to respond to the EOC via the EOC Liaison Officer.

OTHER DEPARTMENTS, ORGANIZATIONS, AND AGENCIES:

Other City of Irwindale departments or divisions, non-governmental organizations, or outside agencies not specifically designated as Lead or Support may have authorities, expertise, capabilities, or resources that will be required to support emergency operations. Those entities may be requested to participate in planning and pre-incident activities or provide support during times of emergencies.

4.1.21. EMERGENCY SUPPORT FUNCTIONS MATRIX OVERVIEW

Emergency Support Functions Matrix Overview: The Emergency Operations Plan (EOP) identifies 28 areas of functional responsibility, called Emergency Support Functions (ESFs). Each ESF is headed by a Lead City Department designated on the basis of its authorities, resources, and capabilities in the particular functional area. Each Lead Department is supported by an array of departments (Supporting Departments) and organizations that have functional supporting roles and responsibilities based upon their resources and capabilities.

Important ESF Principles:

- Emergency response activities are conducted using one or more ESFs as necessary, based upon the nature and magnitude of the event.
- ESFs may be activated with or without the activation of the EOC.

Each Lead Department with ESF responsibility will assign by title an ESF Coordinator for each ESF they are responsible for.

These 28 Emergency Support Functions are further depicted along with assigned Lead, Support, and Coordinating agencies on the following **Emergency Support Functions Matrix**.

4.1.22. EMERGENCY SUPPORT FUNCTIONS & RESPONSIBILITY MATRIX

EMERGENCY FUNCTION	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28			
	Transportation	Communications	Public Works and Engineering	Firefighting and Rescue	Emergency Management	Mass Care, Sheltering, and Human Resources	Resource Support	Health and Medical Services	Urban Search and Rescue	Hazardous Materials	Animal Care and Welfare	Energy and Utilities	Law Enforcement and Security	Long Term Community Recovery	Emergency Public Information and Evacuation, Movement and Re-Entry	Volunteer Management	Donations Management	Alert and Warning	Direction and Control	Damage Assessment	Food and Water Distribution	Route Recovery	Debris Management	Disaster Cost Recovery	Information and Planning	Special Populations	Military Support				
City Manager’s Office - Administration							L										L														
City Manager’s Office								C							L					L											
Community Development														L																	
Finance																									L						
Information Technology		L																													
Library																	L														
Police Department		L		C	L				C	C			L			L			L							L		L			
Public Works -Services	L		L								C	L									L		L	L							
Public Works-Engineering			L									L									L		L								
Recreation						C																L									
Senior Center																											L				
American Red Cross						L																									
LA County Animal Care and Control											L																				
LA County Public Health								L																							
LA County Fire Department				L					L	L																					

Key: L = Lead

* For purposes of ESF's, all city departments are considered "support" to lead departments and are not specifically called out on this matrix.

S = Support *

C = Coordinate

4.1.23. LOS ANGELES COUNTY OPERATIONAL AREA

The Los Angeles County Office of Emergency Management (OEM) serves as the Operational Area (OA) Coordinator. As defined in SEMS, the "OA Level" means an intermediate level of the State emergency services organization, consisting of a county and all political subdivisions within the county area. Each county geographic area is designated as an OA. An OA is used by the county and political subdivisions comprising the OA for the coordination of emergency activities and to serve as a link in the system of communications and coordination between the State's emergency operations center and the operation centers of the political subdivisions comprising the OA. On July 5, 1995 the Los Angeles County Board of Supervisors adopted SEMS, established the OA, and designated the Chair of the Board as the OA Coordinator. **The City of Irwindale is located within Los Angeles County Operational Area (LACO OA).** Contact information for LACO OA is found in EOP Part II.

4.1.24. DISASTER MANAGEMENT AREA COORDINATORS

The Los Angeles County Disaster Management Areas (DMA)s are established through a joint powers agreement between the LA County Board and the 88 cities. The Operational Areas 88 cities are divided into eight DMAs. Each DMA has a Coordinator (DMAC) who works with each city in its area to coordinate and train in planning for preparedness, response, mitigation, and recovery from emergency/disasters; to advocate for cities and serve as liaisons to all levels of government. **The City of Irwindale is located within Disaster Management Area "D".** Contact information for DMA "D" is found in EOP Part II.

4.1.25. COMMUNITY INVOLVEMENT

Resilient communities begin with prepared individuals. Individuals, families, and caregivers to those with access and functional needs should enhance their awareness of risks and threats, develop household emergency plans that include care for pets and service animals, and prepare emergency supply kits. Individuals can also volunteer in their communities.

Although not formally a part of emergency management operations, individuals and households play an important role in the overall emergency management strategy. Community members can contribute by:

- Reducing hazards in and around their homes. By taking simple actions, such as making their home earthquake resistant or taking in unanchored objects during high winds, people can reduce the amount of damage caused by an emergency
- Preparing an emergency supply kit and household emergency plan. By developing a household emergency plan and assembling disaster supplies in advance of an emergency, people can take care of themselves until assistance arrives. This includes supplies for household pets and service animals. See the recommended supplies at <https://www.irwindaleca.gov/118/Emergency-Preparedness>
- Monitoring emergency communications carefully. Throughout an emergency, critical information and direction will be released to the public via various media. By carefully following the directions provided, residents can reduce their risk of injury, keep emergency routes open to response personnel, and reduce demands on landline and cellular communication.
- Volunteering with an established organization. Organizations and agencies with a role in response and recovery are always seeking hardworking and dedicated volunteers. By volunteering with an established voluntary agency, individuals and households become a part of the emergency management system and ensure that their efforts are directed where they are needed the most.

- Enrolling in emergency response training courses. Emergency response training, whether basic first aid through the American Red Cross or a more complex course through a local college, will enable residents to take initial response actions required to take care of themselves and their households. This allows first responders to focus on higher priority tasks that affect the entire community. Strong partnerships with citizen groups and organizations provide support for incident management prevention, preparedness, response, recovery, and mitigation.

4.1.26. NON-GOVERNMENTAL ORGANIZATIONS (NGOs)

Non-Governmental Organizations (NGOs) play very important roles before, during, and after an emergency.

NGOs provide sheltering, emergency food supplies, counseling services, and other vital services to support response and promote the recovery of disaster survivors. These groups often provide specialized services that help individuals with special needs, including those with disabilities. Non-Governmental Organizations collaborate with first responders, governments at all levels, and other agencies and organizations providing relief services to sustain life, reduce physical and emotional distress, and promote recovery of disaster victims when assistance is not available from other sources. Examples of NGO and voluntary organization contributions include:

- Training and managing volunteer resources.
- Identifying shelter locations and needed supplies.
- Providing critical emergency services to those in need, such as cleaning supplies, clothing, food and shelter, or assistance with post-emergency clean up.
- Identifying those whose needs have not been met and helping coordinate the provision of assistance.

The American Red Cross (ARC) is a Non-Governmental Organization (NGO) that provides relief at the local level and also assists in coordinating the Mass Care Emergency Support Function. The ARC does not direct other NGOs, but it takes the lead in integrating the efforts of national NGOs that provide mass care services during response operations. The National Voluntary Organizations Active in Disaster (NVOAD) is a consortium of more than 50 recognized national organizations of volunteers active in disaster relief. Such entities provide significant capabilities to incident management and response efforts at all levels.

4.1.27. BUSINESS AND INDUSTRY

City of Irwindale Emergency Operations Plan (EOP) Lead and Support Departments coordinate with the private sector to share information, form plans of action, and incorporate available resources into preparedness and response efforts.

Roles: The roles, responsibilities, and participation of the private sector during incidents of local or regional significance vary based on the nature of the organization and the type and impact of the incident. The roles of private-sector organizations are summarized below.

Impacted organization or infrastructure private sector organizations may be affected by direct or indirect consequences of the incident, including privately owned critical infrastructure, key resources, and those main private sector organizations that are significant to local, regional, and national economic recovery from the incident. Examples of privately-owned infrastructure may include transportation, telecommunications, private utilities, financial institutions, and hospitals.

Private sector organizations provide response resources (donated or compensated) during an incident - including specialized teams, essential service providers, equipment, and advanced technologies - through local public-

private emergency plans, mutual aid agreements, or incident specific requests from government and private sector/volunteer initiatives.

Regulated and/or Responsible Party Owners/Operators of certain regulated facilities or hazardous operations may bear responsibilities under the law for preparing for and preventing incidents from occurring, and responding to an incident once it occurs.

Responsibilities: Private sector organizations support the City's EOP - voluntarily or to comply with applicable laws and regulations - by sharing information with the government, identifying risks, performing vulnerability assessments, and developing emergency response and business continuity plans. Additionally, they may enhance their overall readiness, implement appropriate prevention and protection programs, and donate or otherwise provide goods and services through contractual arrangement or government purchases to assist in response to and recovery from an incident.

Response Resources: Unless the response role is inherently governmental (e.g., law enforcement, etc.), private sector organizations are encouraged to develop and maintain capabilities to respond to and manage a complete range of incidents and emergencies. The City of Irwindale maintains ongoing interaction with the critical infrastructure and key resources industries to provide coordination for prevention, mitigation, preparedness, response, and recovery activities. When practical, private sector representatives are included in planning and exercises.

Functional Coordination: The Lead Department(s) for each Emergency Support Function (ESF) maintains working relations with its associated private sector counterparts through partnerships or other means. (e.g., ESF #1 – Transportation– transportation personnel and equipment, through the region's transportation committees, organizations, and relationships)

4.1.28. SCHOOLS, COLLEGES AND UNIVERSITIES

In California, schools (K-12) are required to: have a disaster plan, hold periodic drop, cover, and hold drills, and to hold educational and training programs for students and staff. Preparedness activities include:

- Identify hazards likely to affect schools.
- Mitigate against the likely hazards.
- Develop a response plan, including evacuation routes.
- Plan for coping and sustaining students and staff after a disaster.
- Implement drills and family education programs

Schools (K-12), colleges and universities must take actions to train students and staff on proper emergency response procedures, educate student families on the schools plans and procedures during and immediately following an emergency, and plan for sustaining students and staff following a major disaster. Another important consideration is the student release procedure following an emergency. This involves considering what circumstances, when, and how to release students back to responsible persons following or during an emergency.

In addition to their preparedness role, schools, colleges, and universities are often used in emergency response by sheltering and housing evacuated persons during a disaster. To this end, close coordination is in place between the City of Irwindale and schools, colleges, universities, and the Los Angeles County Chapter of the American Red Cross to accomplish this important emergency function.

4.1.29. FAITH-BASED ORGANIZATIONS

Following a disaster, many people and organizations will immediately respond. A major role of faith community response is addressing those needs that other disaster responders do not or cannot address. “Unmet Needs” refer to basic life-sustaining needs for which there is not an immediately accessible resource. The needs identified in the early hours or days of a disaster will be much different than those identified in the weeks and months following the disaster. Different agencies provide different services in the emergency response, emergency relief, short-term recovery, and long-term recovery phases following a disaster.

During the emergency phase, first responders provide much of the needed services. The primary tasks are to get people to safety, administer emergency medical care, and restore order. Other response agencies may include American Red Cross, the Salvation Army, and other community-based organizations. Services provided will depend upon need, but may include food, water, shelter, medical supplies, clothing, transportation, security, debris removal, and other specialized services.

As the immediate emergency subsides, and the community moves into the stabilizing phase of relief and initial recovery, assistance may be offered in the form of material goods, volunteers, services such as debris removal or assessment, and other assistance programs. When the impact of the disaster is such that it outstrips the capability of the local community to respond and adequately recover, additional assistance may come to the community in the form of state and federal governmental programs, other voluntary agencies, and upper levels of faith-based disaster response organizations.

Coordinated and collaborative recovery efforts of community organizations lead to the best possible recovery outcomes for disaster survivors. These often take the form of a community-based effort including secular, voluntary, and faith-based participants, or a faith-based recovery program alone. Scope of the disaster, identified needs and resources, and available or interested participants are likely to be the most influential forces in determining the structure of the long-term recovery mechanism. Usually, the most sustainable structure is created by residents in the affected community.

Following a disaster, the recovery response will often be vast and at times overwhelming. This response must be coordinated, collaborative, and serve the long-term recovery needs of the affected people and the community. For complete recovery following a disaster, the faith-based community needs to not only be involved at the onset, but also be committed to its role as a conduit of resources and advocacy for the long-term recovery process. Through faith-based community organizations, churches, and other religious groups, along with other agencies can work together to assure the most complete recovery following a disaster. Within the context of a community organization, they can most effectively assure that needs are identified and addressed without wasteful duplication of services. When large numbers of marginalized people have been affected by a disaster, the faith-based community organization can make a particularly important contribution in the disaster response and long-term recovery.

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5.0. DIRECTION AND CONTROL

5.1.1. DIRECTOR OF EMERGENCY SERVICES/ ASSISTANT DIRECTOR OF EMERGENCY SERVICES

The Mayor / Director of Emergency Services is responsible for the coordinated delivery of all emergency services (public, volunteer, and private) during a natural, technological, and/or national security emergency or disaster situation. The City Manager, who serves as the Assistant Director of Emergency Services, has been delegated the authority to implement this plan, and to coordinate city level emergency operations through the regularly constituted governmental structure.

5.1.2. CITY EMERGENCY OPERATIONS CENTER (EOC)

In the event of an emergency or disaster, the requisite emergency functions of the City of Irwindale government will be in the City Emergency Operations Center (EOC) located at City Hall/Police Department at 5050 North Irwindale Avenue. Should the primary EOC become inoperative, isolated, and/or unusable, the EOC Manager will issue relocation instructions to the City Emergency Organization for the preparation and activation of the Alternate City EOC located at the Senior Center at 16116 Arrow Highway or at another location to be determined at that time.

5.1.3. DEPARTMENT DIRECTION

Each City of Irwindale department shall be under the general control of its respective Head or through his or her designated emergency representative. Department representatives or outside agency representatives represent their department or agency as the Lead or Support Department for an Emergency Support Function (ESF) or as a department or agency representative in the EOC. The emergency representative shall be empowered to make decisions, and expend resources (personnel, materials, supplies, equipment, facilities, and funds) in providing operational or logistical support to City of Irwindale departments, County, State, and Special District governments during any extraordinary emergency incident or disaster event.

5.1.4. LOCAL CONTROL

Local governments are responsible under all applicable laws, executive orders, proclamations, rules, regulations, and ordinances for emergency management within their respective jurisdiction. Emergency incidents and disaster events within the City of Irwindale will be locally managed by the City of Irwindale from initial response to final recovery activities. In accordance with the California Emergency Services Act, section 8618, the City of Irwindale shall remain in charge of any incident requiring mutual aid, including the direction of personnel and equipment provided through mutual aid.

5.1.5. EOC RESPONSE

Upon activation of the City of Irwindale EOC, City departments shall insure that the necessary personnel and resources are available. Those department and agency representatives should bring or have prepositioned plans, procedures, resource inventories, supplies, and notification lists needed to facilitate emergency or disaster operations from the EOC.

5.1.6. CITY MANAGER AUTHORITY

During a proclaimed local emergency incident or disaster event within the City of Irwindale, the City Manager / Assistant Director of Emergency Services has complete control and full authority to assign emergency resources from the City of Irwindale, Special Districts, Non-Governmental Organizations, Volunteer Entities, and Private parties in order to save lives, reduce human suffering, protect property, and expedite recovery.

5.1.7. ON-SCENE CONTROL

On-scene tactical activities are directed and controlled by an Incident Command structure from an Incident Command Post (ICP). This on-scene control may be in support of single incidents, incident sites as part of a series of city-wide emergency events, complex incidents, or as part of an Area Command structure.

5.1.8. EOC COORDINATION

Management and coordination of response and recovery to city-wide events, extraordinary emergencies, and disasters shall be directed from the City Emergency Operations Center (EOC)

5.1.9. DOC COORDINATION

Management and coordination of department level response and recovery activities to city-wide events, extraordinary emergencies, and disasters shall be directed from Department Operations Centers (DOCs)

5.1.10. EOC ORGANIZATION

The EOC organization and structure is based upon functional roles and responsibilities key to multi-agency / multi-jurisdictional coordination, resource and information management, and operational support to other SEMS levels. The EOC organization is consistent with local government SEMS organization and utilizes the elements common to the Incident Command System. Collectively the sections and units of the EOC organization are responsible for executing the Emergency Support Functions (ESF) of the Emergency Operations Plan (EOP) when the EOC is activated.

The EOC organizational chart is found in Part II of the EOP - EOC Operations.

6.0. CONTINUITY OF GOVERNMENT

6.1.1. CONTINUITY OF GOVERNMENT

The concept of Continuity of Government is comprised of three elements: Standby Officers for the Governing Body, Temporary Seat of Government, and the Preservation of Vital records. Continuity of Operations, which is not subject of the Emergency Operations Plan (EOP), consists of many additional operational, logistical, and procedural elements.

A major disaster could result in the death or injury of key government officials, the partial or complete destruction of established seats of government, and the destruction of public and private records essential to continued operations of government.

Government at all levels is responsible for providing continuity of effective leadership and authority, direction of emergency operations, and management of recovery operations. To this end, it is particularly essential that the City of Irwindale continue to function as governmental entities during and immediately following a critical incident or disaster. The California Government Code and the Constitution of California provide the authority for state and local government to reconstitute itself in the event incumbents are unavailable or unable to serve.

6.1.2. DIRECTOR OF EMERGENCY SERVICES

Irwindale Municipal Code identifies a successor to the position of Director of Emergency Services. Should the Director of Emergency Services be unable to serve, the positions defined in 2.44.060 (B). will automatically serve as Alternate Director, in the order approved by City Council, and serve until a successor has been appointed by the Council, and seated. An individual serving as Alternate Director will have all the authority and powers of the Director.

6.1.3. ALTERNATE DIRECTOR OF EMERGENCY SERVICES

The Director of Emergency Services shall designate the order of succession to that office, to take effect in the event the Director is unavailable to attend meetings and otherwise perform his duties during an emergency. Such order of succession shall be approved by the City Council.

6.1.4. SUCCESSION OF OFFICERS

California Government Code (CGC) Section § 8638, Article 15, Part 7, Division 1, Title 2 allows for the appointment of up to three standby officers for each member of the governing body. This article also provides for the succession of officers who head departments responsible for maintaining law and order, or for furnishing public services relating to health and safety. Additionally, Article 15 outlines procedures to ensure the continued functioning of political subdivisions in the event the governing body, including standby officers, are unavailable or unable to serve. The standby officers shall have the same authority and powers as the regular officers or department heads. The succession list consistent with CGC Article 15, and as provided for by the City of Irwindale, will be on file with the City Clerk.

6.1.5. LINES OF SUCCESSION

The following staff positions are identified as key to emergency operations and have identified two standby officers in the event the member is unavailable or unable to serve during a proclaimed emergency or disaster. Lines of succession are identified in the City's Continuity of Operations Plan and each department's Continuity

of Operations policies. The succession list consistent with this section, and as provided for by the City of Irwindale, will be on file with the City Clerk.

The positions that have been identified as requiring first and second alternate successors, include, though are not limited to:

- A.** City Manager
- B.** Assistant City Manager
- C.** City Attorney
- D.** Chief Deputy City Clerk
- E.** Community Development Manager/City Planner
- F.** Finance Director / City Treasurer
- G.** Human Resource / Risk Manager
- H.** Chief of Police
- I.** Police Lieutenant
- J.** Recreation Manager
- K.** Senior Center Manager
- L.** City Librarian
- M.** City Engineer / Building Official
- N.** Public Works Services Manager

As used in this plan, the word "unavailable" means that a department head or other key City official is either killed, missing, or so seriously injured as to be unable to attend meetings and otherwise perform his duties. Any question as to whether a particular member is unavailable shall be settled by the Director of Emergency Services, or if unavailable his or her successor.

For the purpose of this plan, each person who shall succeed to each position of office as provided herein, and as provided for in continuity plans, shall assume all the powers and duties of the office succeeded to immediately upon such succession.

6.1.6. RECONSTITUTING GOVERNMENT

California Government Code Section § 8635 et seq., Article 15, Part 7, Division 1, Title 2, establishes a method for reconstituting the governing body. It authorizes that, should all members, including all standby officers, be unavailable, temporary officers shall be appointed by the Chairman of the Board of the County in which the political subdivisions are located or by the Chairman of the Board of any other County within 150 miles. California Government Code Section § 8642 of Article 15 authorizes local governing bodies to convene as soon as possible whenever a state of emergency or local emergency exists and at a place not necessarily within the political subdivision. Under Article 15, the duties of a governing body during emergencies include ascertaining the damage to the jurisdiction and its personnel and property, reconstituting itself and any subdivisions, and performing functions in preserving law and order and furnishing local services. The City of Irwindale maintains a Continuity of Operations Plan and each Lead City Department will maintain Continuity of Operations procedures.

6.1.7. PRESERVATION OF VITAL RECORDS

The City of Irwindale City Clerk's Office is responsible for the preservation and protection of vital records. Each department will identify, maintain, and protect its vital records. Vital records are defined as those records that are essential to the rights and interests of individuals, governments, corporations, and other entities, including vital statistics, land and tax records, license registers, and historical information. Vital records also include those records essential for emergency response, recovery operations, including utility system maps, emergency supplies, equipment locations, emergency operational plans, emergency procedures, and personnel rosters.

These vital records will be essential to the re-establishment of normal city government functions and serve to protect the rights and interests of government. These rights and interests may include the constitutions, charters, statutes, ordinances, court records, official proceedings, and financial records of the City of Irwindale.

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7.0. ADMINISTRATION AND LOGISTICS

7.1.1 ADMINISTRATION

During an emergency or disaster, local government shall determine, if necessary, what if any normal administrative procedures shall be suspended, relaxed, or made optional in order to prevent unnecessary impediments of emergency operations and recovery activities. Such action should be carefully considered, and the consequences should be projected. Any departure from the usual methods of doing business will normally be stated in the Director of Emergency Services Proclamation of Local Emergency, or as specified in the Emergency Operations Plan (EOP), its supporting documents, or Continuity of Operations Plans.

7.1.2. FINANCE DURING DISASTER

A major disaster or emergency may require the expenditure of large sums of local funds. Financial operations may be carried out under compressed schedules and intense political pressures which will require expeditious actions that still meet sound financial management and accountability requirements.

7.1.2.1. EMERGENCY FUNDS

Financial support for emergency response and recovery operations shall be from funds regularly appropriated to City of Irwindale departments. If the demands exceed available funds, the City Manager may make additional funds available from Reserve Emergency Funds. If money available from Reserve Emergency Funds is insufficient, the City Manager has the authority under a Local Proclamation of Local Emergency to transfer and expend moneys appropriated for other purposes. Emergency expenditures shall be made in accordance with City of Irwindale Municipal Code Chapter 2.44.090 - Expenditures.

7.1.2.2. DISASTER COST ACCOUNTING

Departments designated as Lead Departments for Emergency Support Functions (ESF) conducting emergency support activities will be responsible for organizing their functional activities to provide financial support for their operations. Each department is responsible for maintaining appropriate documentation to support requests for reimbursement, for submitting bills in a timely fashion, tracking all emergency personnel, equipment, and contractor costs and for closing out personnel and equipment assignments.

Departments are responsible for documenting all emergency or disaster related expenditures using generally accepted accounting procedures. Care must be taken throughout the course of the emergency to maintain detailed logs, records, receipts, invoices, purchase orders, rental agreements, etc. These documents will be necessary to support claims, purchases, reimbursements, and disbursements. Record keeping is necessary to facilitate closeouts and to support post recovery audits.

7.1.3. LOGISTICS

The City Manager's Office - Administration, in coordination with City of Irwindale departments and external organizations will facilitate logistical support for city-wide emergency operations (i.e., provide supplies and equipment) and, if required, sleeping, and feeding facilities for Emergency Operations Center (EOC) staff.

The EOC maintains the following logistics and resource databases:

- Roster of typed resources maintained by departments.
- Roster of vendor provided emergency equipment and supplies.

- Roster of emergency management credentialed personnel.
- Roster of emergency facilities.
- Roster of city personnel.
- Expendable emergency supplies.
- Emergency sustenance for emergency workers.

In major Emergency Operations Center (EOC) activations, a Logistics Section will be established in the EOC.

During emergencies and disasters, departments shall implement established resource control procedures and determine resource availability of key resources. This includes identifying source and quantity of available resources. Resource availability lists maintained by departments shall be kept up to date and maintained in the EOC. Emergency Operations staff and the Director of Emergency Services shall be advised of any anticipated shortfalls in required resources needed to support any given emergency or disaster operation.

Departments should develop and maintain a current database of locally available resources and their locations. The database should include available public and private equipment, and personnel with special technical skills pertinent to the anticipated needs of the entity.

In advance of or upon the impending onset of an emergency event, the EOC may call for updated department or division level resource lists and logistics status in anticipation of local emergency needs or outside mutual-aid requests for assistance

7.1.4. EMERGENCY FACILITIES

The City of Irwindale maintains several emergency facilities designed to support emergency and disaster operations. Emergency facilities each serve a unique independent critical function, though are dependent upon each other in order to fulfill the full spectrum of emergency response and recovery activities.

7.1.4.1. PUBLIC SAFETY COMMUNICATIONS CENTER

The Public Safety Communications Center (PSCC) is staffed by communications specialists trained to handle a variety of police, fire, and medical emergencies. The Public Safety Communications Center is responsible for receiving, prioritizing, and sending appropriate assistance to citizens of the City of Irwindale. The Center is staffed by Public Safety Dispatchers and Communications Supervisors who serve to coordinate police, fire and emergency medical dispatch and communications activities.

The Public Safety Communication Center is located within the Police Department's Administrative Headquarters at:

**5050 North Irwindale Avenue
Irwindale, CA 91706**

7.1.4.2. MOBILE COMMAND AND COMMUNICATIONS UNIT

The City of Irwindale does not maintain a Mobile Command Unit (MCU).

7.1.4.3. DEPARTMENT OPERATIONS CENTER

A Department Operations Center (DOC) is a coordination center utilized by a distinct discipline such as fire, police, public works, or public utilities to support the department's field level response to an emergency and to support the Emergency Operations Center (EOC). All three First Response departments (Police, Public Works, LACO Fire Department) maintain DOCs as well as suitable alternate DOCs. A DOC is organized and staffed in

accordance with Standardized Emergency Management System (SEMS) and National Incident Management System (NIMS). DOCs may be activated based upon individual departmental needs or when requested by the EOC.

Department Operations Centers are located at:

Police Department
5050 North Irwindale Avenue
Irwindale, CA 91706

Public Works Department
5463 2nd Street
Irwindale, CA 91706

Los Angeles County Fire Department
1320 North Eastern Avenue
Los Angeles, CA 90063

7.1.4.4. EMERGENCY OPERATIONS CENTER

The Emergency Operations Center (EOC) for the City of Irwindale is the facility where centralized emergency management is performed during large-scale emergencies and disasters. Though managed by the Police Department, the EOC is staffed by designated representatives of most city departments. The EOC is organized and staffed in accordance with SEMS and NIMS. During a major emergency or disaster all coordination and management of the response and recovery occurs from the EOC.

Considered the City's most critical facility during a disaster, the EOC maintains back up and redundant systems and equipment in order to maintain continuous emergency operations even during the worst of conditions. The EOC must be maintained in a constant state of readiness with the ability to be activated during an emergency or immediately following the impact of a disaster. The Irwindale Police Department is responsible for maintaining the readiness of the Emergency Operations Center.

The Emergency Operation Center is located at the City of Irwindale City Hall / Police Department:

5050 North Irwindale Avenue
Irwindale, CA 91706

7.1.4.5. ALTERNATE EMERGENCY OPERATIONS CENTER

An Alternate Emergency Operations Center (AEOC) is designated at the Irwindale Senior Center, should the main EOC become damaged or otherwise not available during a disaster. The Irwindale Police Department is responsible for maintaining the readiness of the Alternate Emergency Operations Center.

16116 Arrow Highway
Irwindale, CA 91706

7.1.4.6. MOBILE EMERGENCY OPERATIONS CENTER

The City of Irwindale does not maintain a Mobile Emergency Operations Center (MEOC).

7.1.4.7. JOINT INFORMATION CENTER

The Joint Information Center (JIC) is a physical location where personnel with public information responsibilities from organizations involved in incident management activities can co-locate to perform critical emergency

information, crisis communications, and public affairs functions. The JIC is located in the Emergency Operations Center (EOC). The JIC develops, coordinates, and disseminates unified news releases, coordinates press conferences, facilitates media interviews, media tours, monitors sources of media for accuracy of incident related information, and coordinates all other public information needs and activities. Representatives within the JIC have the dual responsibilities of coordinating public information received from their specific department or agency as well as facilitating the flow of incident public information back to their department or agency. When required of the incident, a Media Center will be established by the JIC.

The JIC coordinates all public information with effected departments, agencies, and other levels of government. News releases are cleared through the EOC Director to ensure consistent messages, avoid release of conflicting information, and prevent negative impact on operations. This formal approval process for news releases ensures protection of law enforcement-sensitive information or other sensitive but unclassified information.

Departments may issue their own news releases related to their policies, procedures, programs, and capabilities, however, these will be coordinated with the JIC. The JIC may have representatives from other jurisdictions or levels of government in order to ensure the adequacy and availability of information as well as to maintain the consistency of public information.

7.1.4.8. INCIDENT COMMAND POST

An Incident Command Post (ICP) is the field location at which the primary tactical-level, on-scene incident command functions are performed. The ICP signifies the location of the tactical-level, on-scene incident command and management organization. It typically comprises the Incident Commander (IC) and immediate command staff and may include other designated incident management officials, responders, and representatives from departments as well as private-sector and non-governmental organizations.

Typically, the ICP is located at or in the immediate vicinity of the incident site and is the focus for the conduct of direct, on-scene control of tactical operations. Incident planning is also conducted at the ICP. Any mobile command and communications equipment would also normally be established at this location. EOC-like functions in the context of smaller incidents or less complex incident scenarios may occur here as well. Major incidents will require ICP to EOC interface and coordination. Incident management activities, regardless of discipline type or incident type, must be conducted using the Incident Command System organizational structure and action-planning process.

7.1.4.9. STAGING AREA

A Staging Area is established as a temporary location of assigned resources. Staging Areas will be established by the Incident Commander or Operations Section Chief to enable positioning of and accounting for resources assigned though not having an immediate operational task assignment on an incident. A Staging Area is any location in which personnel, supplies, and equipment can be temporarily positioned while awaiting operational assignment. Generally staging areas are established when emergency resources will be required to support an emergency incident, however they are not required for immediate assignment.

In order to ensure that these resources are immediately available for emergency assignment, they will be brought into a safe and proximal location to the incident to await emergency assignment. City departments receiving a tasking to respond to an emergency incident will often be directed to either the Incident Command Post (ICP) or to a designated Staging Area.

Any resource, personnel or mobile equipment assigned to a Staging Area must: 1. Have a means of communications to the ICP; and 2. Remain ready and be able to respond out of the designated Staging Area within three minutes.

7.1.4.10. MOBILIZATION CENTER

A Mobilization Center is an off-incident location where emergency service personnel and equipment are temporarily located pending assignment to incidents, release, or reassignment. Mobilization Center is similar to that of a Staging Area, though is generally activated and managed by the Emergency Operations Center (EOC). A Mobilization Center will be established by the EOC to support major emergencies and disasters and will serve as a mobilization point for mutual aid resources.

Unlike Staging Areas, Mobilization Centers are generally designed to support sustained operations during major incidents and will also include accommodations for fuel, food, and supplies. During a major emergency affecting the City of Irwindale, there may be several Staging Areas established though there is likely to be only one Mobilization Center at a centralized location. A Mobilization Center may also be utilized when assembling City resources for out of area or out of region emergency assignments.

7.1.4.11. EVACUATION RECEPTION CENTER

An Evacuation Reception Center is a designated area where the public temporarily gathers for assignment to a mass care center or shelter. An Evacuation Reception Center may be established in a safe and comfortable area to provide disaster victims or evacuees a venue where they can be provided temporary relief from an emergency incident. An Evacuation Reception Center will be established when the incident is of short duration or in cases when overnight victim assistance is not required. In some cases, an Evacuation Reception Center may initially be established until a fully operational Shelter can be opened. An Evacuation Reception Center is often established in lieu of a Shelter in short-term incidents since it may take 4-5 hours to fully set up a Shelter.

7.1.4.12. SHELTER

A Shelter is a facility that provides temporary care for individuals and families who have been evacuated from their homes by an emergency or disaster. Unlike an Evacuation Reception Center, a Shelter provides sleeping accommodations. Evacuation Reception Centers may be established in conjunction with a Shelter. Public shelters are a refuge for those seeking temporary safety from a disaster or emergency. People going to a public shelter are doing so because they have been ordered to evacuate, or left their home believing that remaining there was unsafe, or they have been temporarily displaced for another reason. Shelters offer minimal necessities and are not intended to take the place of other options for displaced person, such as staying with friends or family or staying in hotel/motels. Fully opening up a Shelter requires advance planning, heavy logistical needs, full shower, and restroom facilities, sleeping accommodations, medical and mental health care availability, and security services.

7.1.5. MUTUAL AID

7.1.5.1. MUTUAL AID AGREEMENTS

No single local jurisdiction will have all the personnel, equipment, and materials required to cope with a major emergency or disaster. Necessary additional assistance may be rendered through mutual aid agreements that provide for obtaining additional resources from non-impacted, inter/intra-jurisdictional governmental agencies and other organizations. Mutual aid agreements are an essential component of emergency management planning, response, and recovery activities. These agreements can significantly increase the availability of critical resources and improve response and recovery efforts.

The foundation of California's emergency planning and response capability is a statewide mutual aid system, which is designed to ensure that adequate resources, facilities, and other support are provided to jurisdictions whenever their own resources prove to be inadequate to cope with a given situation.

The basis for the system is the California Master Mutual Aid Agreement, as referenced in the California Emergency Services Act. The California Master Mutual Aid Agreement created a formal process, in which each jurisdiction retains control of its own personnel and facilities, but can give and receive help whenever it is needed.

Mutual Aid assistance may be provided under one or more of the following authorities:

- California Civil Defense Master Mutual Aid Agreement (1950)
- California Fire and Rescue Emergency Plan (1978)
- California Law Enforcement Mutual Aid Plan (1961)
- Coroner's Mutual Aid Plan (2006)
- Emergency Managers Mutual Aid (EMMA) (1997)
- Robert T. Stafford Disaster Relief and Emergency Assistance Act (Public Law 100-705)
- Interstate Civil Defense and Disaster Compact (1951)
- Emergency Management Assistance Compact (2005)

7.1.5.2. MUTUAL AID COORDINATION

To facilitate Mutual Aid, mutual aid systems work through designated Mutual Aid Coordinators at the Operational Area (OA), regional, and state levels. The basic role of a Mutual Aid Coordinator is to receive requests, coordinate the provision of resources from within the coordinator's geographic area of responsibility, and to pass on unfilled requests to the next level of coordination.

7.1.5.3. MUTUAL AID AREAS

Mutual aid region; operational area:

- (a) A “mutual aid region” is a subdivision of the state emergency services organization, established to facilitate the coordination of mutual aid and other emergency operations within an area of the State consisting of two or more county operational areas.
- (b) An “operational area” is an intermediate level of the state emergency services organization, consisting of a county and all political subdivisions within the county area.

7.1.5.4. MASTER MUTUAL AID AGREEMENT

“Master Mutual Aid Agreement” means the California Disaster and Civil Defense Master Mutual Aid Agreement, made and entered into by and between the State of California, its various departments and agencies, and the various political subdivisions of the state.

7.1.5.5. MUTUAL AID LEGISLATIVE PURPOSE

It is the legislative purpose of the Master Mutual Aid Agreement and related mutual aid systems to facilitate the rendering of aid to areas stricken by an emergency and to make unnecessary, the execution of written agreements customarily entered into by public agencies exercising joint powers. Emergency plans duly adopted and approved as provided by the Governor shall be effective as satisfying the requirement for mutual aid operational plans provided in the Master Mutual Aid Agreement.

7.1.5.6. OUTSIDE AID

During any State of War Emergency or State of Emergency when the need arises for outside aid in any county, city and county, or city, such aid shall be rendered in accordance with approved emergency plans. It shall be the duty of public officials to cooperate to the fullest possible extent in carrying out such plans.

7.1.5.7. EXERCISE OF MUTUAL AID POWERS IN NON-EMERGENCY PERIODS

In periods other than a State of War Emergency, a State of Emergency, or a Local Emergency, state agencies and political subdivisions have authority to exercise mutual aid powers in accordance with the Master Mutual Aid Agreement and local ordinances, resolutions, agreements, or plans thereof.

7.1.5.8. LOCAL CONTROL

Local officials to remain in charge at incident requiring mutual aid.

Unless otherwise expressly provided by the parties, the responsible local official in whose jurisdiction an incident requiring mutual aid has occurred shall remain in charge at such incident, including the direction of personnel and equipment provided him through mutual aid.

7.1.5.9. INTERSTATE AID AGREEMENTS

Reciprocal aid agreements with other states or federal government; consultation with local officials.

The Governor may on behalf of this state enter into reciprocal aid agreements or compacts, mutual aid plans, or other interstate arrangements for the protection of life and property with other states and the federal government, either on a statewide basis or a political subdivision basis. Prior to committing the personnel, equipment, or facilities of any political subdivision of this state, the Governor shall consult with the chief executive or governing body of such political subdivision. Such mutual aid arrangements may include the furnishing or exchange, on such terms and conditions as are deemed necessary, of supplies, equipment, facilities, personnel, and services.

7.1.5.10. LOCAL MUTUAL AID PROVISIONS

In periods of Local Emergency, political subdivisions have full power to provide mutual aid to any affected area in accordance with local ordinances, resolutions, emergency plans, or agreements thereof.

7.1.5.11. STATE MUTUAL AID PROVISIONS

Provision of mutual aid by state agencies.

State agencies may provide mutual aid, including personnel, equipment, and other available resources, to assist political subdivisions during a Local Emergency or in accordance with mutual aid agreements or at the direction of the Governor.

7.1.5.12. MUTUAL AID CHARGES AGAINST STATE OF CA

Costs incurred in executing mutual aid agreements as charged against state.

In the absence of a State of War Emergency or State of Emergency, the cost of extraordinary services incurred by political subdivisions in executing mutual aid agreements shall constitute a legal charge against the state when approved by the Governor in accordance with orders and regulations promulgated as prescribed in Section 8567 of the California Government Code.

7.1.5.13. CA MUTUAL AID SYSTEMS

CALIFORNIA MUTUAL AID PROGRAM			
MUTUAL AID SYSTEMS AND CHANNELS OF STATEWIDE MUTUAL AID COORDINATION			
COORDINATED BY Cal OES ¹			COORDINATED BY EMSA ²
Fire and Rescue	Law Enforcement	Emergency Services	Disaster Medical/Health
Fire Mutual Aid System	Coroner's Mutual Aid System	All other emergency services mutual aid not included in other systems	Disaster Medical/Health Mutual Aid System
Urban Search and Rescue System	Law Enforcement Mutual Aid System	Volunteer Engineers Mutual Aid System	
	Search and Rescue Mutual Aid System (non-urban)	Emergency Managers Mutual Aid System	
		Water Agency Response Network (WARN)	

7.1.5.14. STATE MUTUAL AID REGIONS

To facilitate the coordination and flow of mutual aid, the State of California has been divided into six mutual aid regions and three administrative regions.

Irwindale is located in the Southern Administrative Region and Mutual Aid Region I.

The image to the right shows State Mutual Aid regions.



¹ California Office of Emergency Services

² California Emergency Medical Services Authority

7.1.5.15. DISCIPLINE-SPECIFIC MUTUAL AID COORDINATION

The statewide system includes several discipline-specific mutual aid systems, such as: Fire and Rescue, Law Enforcement, and Emergency Managers. To further facilitate the mutual aid process, particularly during day-to-day emergencies involving public safety agencies, Fire and Rescue and Law Enforcement Mutual Aid Coordinators have been selected and function at the Operational Area (OA), regional, and State levels. Regional Disaster Medical Health Coordinators have also been identified for each mutual aid region to coordinate medical mutual aid during disasters.

Mutual aid requests that do not fall into one of the discipline-specific mutual aid systems are handled through the Emergency Managers Mutual Aid (EMMA) Plan by emergency management staff at the local government, OA, regional, and state levels.

7.1.5.16. CITY MUTUAL AID PARTICIPATION

The City of Irwindale participates in various Mutual Aid Programs. Each is managed and maintained by the department shown below:

MUTUAL AID PROGRAM	RESPONSIBLE DEPARTMENT
Fire & Rescue	Fire Department (LACO)
Law Enforcement	Police Department
Public Works	Public Works
Utilities Water & Electric	Public Works
Emergency Managers Mutual Aid	Police Department

7.1.5.17. MUTUAL AID AGREEMENT RESPONSIBILITY

The following Mutual Aid Plans, participation, and maintenance, is the responsibility of the below listed departments:

MUTUAL AID PLAN	RESPONSIBLE DEPARTMENT
California Master Mutual Aid Agreement	Police Department
Fire and Rescue Mutual Aid	Fire Department (LACO)
Law Enforcement Mutual Aid	Police Department
Coroner's Mutual Aid	Sheriff's Department (LACO)
Water Agency Response Network (WARN)	Public Works
Omnibus Mutual Aid Agreement	Public Works
Public Utilities Mutual Aid	Public Works
Public Works Mutual Aid	Public Works
Emergency Managers Mutual Aid (EMMA)	Police Department

7.1.6. EMERGENCY MANAGEMENT ASSISTANCE COMPACT (EMAC)

Since 2005 California has been a party to the Emergency Management Assistance Compact (EMAC), a law in affect in all 50 states, the District of Columbia, Puerto Rico, the U.S. Virgin Islands and the Northern Mariana Islands. EMAC allows states to share emergency response resources immediately during a disaster without having to use valuable time reaching agreements and developing contracts. This mutual aid compact allows California to receive help from other states quickly during a disaster.

EMAC is the primary legal tool that states use to immediately send and receive emergency personnel and equipment during a major disaster. Prior to adopting EMAC, the California Office of Emergency Services negotiated governor-to-governor agreements with other states.

EMAC is neither a federal agency nor part of the federal government. It is an agreement among 50 states, the District of Columbia, Puerto Rico, the U.S. Virgin Islands and the Northern Mariana Islands, to provide assistance across state lines when any type of disaster occurs. The governor of the affected area must first declare a State of Emergency, and then that state must request the help it needs. It is this request that triggers the response from other EMAC-member states and sets the EMAC operations system of coordination and deployment in motion. EMAC gained national recognition in 2004 when four major hurricanes hit the U.S. in a six-week period, precipitating what was then the largest utilization to date of state-to-state mutual aid in the nation's history.

Established in 1996, EMAC was ratified by Congress and signed into law (Public Law 104-321). It is the first national disaster-relief compact to be ratified by Congress since the Civil Defense Compact of 1950. EMAC is administered by the National Emergency Management Association (NEMA).

7.1.7. TRAINING

Training of emergency operations staff should be conducted on a continuing basis. In-house training sessions, exercises, actual operations, or sponsored classes are sources for accomplishing this training. Various training courses are provided by or coordinated through the Los Angeles County Office of Emergency Management (OEM), the Los Angeles County Disaster Management Areas (DMA), and other training institutions. CalOES also offers training through the California Specialized Training Institute (CSTI). FEMA also offers both classroom settings as well as in on-line independent study settings through its training arm, the Emergency Management Institute (EMI).

It is the responsibility of each department, special district, non-governmental organization, and business institution to ensure that staff is trained to an appropriate level which is commensurate with their potential emergency assignment. Training needs are often identified in applicable credentialing standards, needs assessments, after action, and corrective action reports.

Individual and organization tasks and capabilities to be trained to may be found in FEMA's National Preparedness Goal – Core Capabilities.

Training of emergency organization staff will be consistent with their assigned and expected role in emergency operations, their placement on special teams, CA Standardized Emergency Management System (SEMS) training requirements, and the National Incident Management System (NIMS) 5-Year Training Plan.

8.0. PLAN DEVELOPMENT AND MAINTENANCE

8.1.1. PLAN DEVELOPMENT

The Emergency Operations Plan (EOP), its annexes, appendices, and procedures are developed in coordination with and is consistent with the following directives, guidance, or plans:

- National Incident Management System (NIMS)
- California Standardized Emergency Management System (SEMS)
- National Response Framework (NRF)
- California Emergency Plan
- Guide for All-Hazards Emergency Planning (CPG 101), and its predecessor SLG 101

8.1.2. PLAN MAINTENANCE

This EOP, its annexes, appendices, procedures, resource inventories, and notification/recall lists shall be maintained and kept current by all parties in the following manner:

- a) The EOP, its Annexes, and Continuity of Government (COG) / Continuity of Operations (COOP) provisions will be reviewed every year.
- b) A comprehensive review and update of the EOP will be done every five (5) years.
- c) Any department or agency changes or additions to the EOP will be forwarded to the City Manager's Office for review and consideration.
- d) Resource inventories and notification/recall lists should be reviewed on a six (6) month basis or as changes occur.
- e) Procedures will be reviewed following evaluations of actual emergency / disaster operations and/or exercises and trainings, where deficiencies were noted.
- f) Substantive changes to Part I of the EOP will be identified in the Record of Changes table.

8.1.3. PLAN REVISIONS

The EOP is continually being updated and distribution of revised versions will be the responsibility of the Police Department. Outdated versions of this plan should be destroyed when a new version is published so that only the most recent version is in circulation.

Revisions, updates, and enhancements to the EOP may be made without Council approval when said changes are as a matter of normal improvement planning and corrective action process. Regular and routine updates may be made without the need for further promulgation or legislative action.

The schedule for revisions and updates to the EOP include a full and complete update with City Council approval every five years with more frequent routine updates and revisions as identified through lessons learned of actual events, trainings, and exercises.

Substantive revisions and changes to Part I of the EOP will be identified in the Record of Changes table.

8.1.4. COORDINATION WITH OTHER PLANS

The Irwindale EOP has been developed in coordination with the concepts, principles, and requirements of the following plans and policies:

- California Emergency Plan
- Los Angeles County Emergency Plan
- National Response Framework
- National Preparedness Goal
- National Planning Scenarios
- National Infrastructure Protection Plan
- National Homeland Security Strategy
- City of Irwindale Hazard Mitigation Plan

9.0. AUTHORITIES AND REFERENCES

CITY OF IRWINDALE

Emergency Organization and Functions, Irwindale Municipal Code Chapter 2.44
 Standardized Emergency Management System (SEMS), Resolution #2002-47-1838
 National Incident Management System (NIMS), Resolution #2007-40-2226
 City of Irwindale Hazard Mitigation Plan, February 2013

COUNTY

LA County Code 2.68.060 - Los Angeles County Emergency Organization
 LA County Code 2.68.70 - Los Angeles County Operational Area Organization

STATE CONSTITUTION

Constitution of the State of California

STATE LAW

Air Pollution Permit Streamlining, Health and Safety Code §42320
 Air Toxics Hot Spots, Health and Safety Code §44300
 Disaster Project Law, Health and Safety Code §34000
 Disaster Recovery Reconstruction Act of 1986, Government Code §8877.1
 Earthquake Education Act, Public Resources Code §2805
 Earthquake Fault Zoning Act, Public Resources Code §2621
 Earthquake Hazards Reduction Act, Government Code §8871
 Economic Disaster Act of 1984, Government Code §8695
 Employees Safety Act, Labor Code §2801
 Emergency Services Act, Government Code §8550
 Essential Services Buildings Seismic Safety Act of 1986, Health and Safety Code §16000
 FIRESCOPE Act of 1989, Health and Safety §13070
 Flood Control Law, Water Code §8000
 Flood Control Law of 1946, Water Code §12800
 Flood Plain Management Act, Water Code §8400
 Hazardous Substances Highway Spill Containment and Abatement Act, Vehicle Code §2450
 Hazardous Materials Release Response Plans and Inventory, Health and Safety Code §25500
 Integrated Waste Management Act, Public Resources Code, §40050
 School Earthquake Emergency Procedures, Education Code §35295 - 35297
 California Disaster Assistance Act, Government Code §8680
 Oil Spill Prevention and Response Act, Government Code §8670.1
 Planning and Zoning Law, Government Code §65000
 Radiation Protection Act of 1999, Health and Safety Code §114650
 Sabotage Prevention Act of 1950, Military and Veterans Code §1630
 Seismic Hazards Mapping Act, Public Resources Act §2690
 Hospital Facilities Seismic Safety Act, Health and Safety Code §129675
 Seismic Safety Commission Act, Government Code, §8870
 Water Shortage Emergency Act, Water Code §350

CALIFORNIA CODE OF REGULATIONS

Title 19, Public Safety, Division 2, Chapter 1, Standardized Emergency Management System, §2400
 Title 19, Public Safety, Division 2, Chapter 2, Emergencies and Major Disasters, §2510
 Title 19, Public Safety, Division 2, Chapter 2, Subchapter 2, Hazardous Substances Emergency Response Training, §2510
 Title 19, Public Safety, Division 2, Chapter 3, Conflict of Interest Code, §2600

Title 19, Public Safety, Division 2, Chapter 4, Hazardous Material Release Reporting, Inventory, and Response Plans, §2620

Title 19, Public Safety, Division 2, Chapter 5, State Assistance for Fire Equipment Act, §2800

Title 19, Public Safety, Division 2, Chapter 6, California Disaster Assistance Act, §2900

CA Government Code §3100, Disaster Service Workers and Public Employees

FEDERAL LAWS

Comprehensive Environmental Response Compensation and Liability Act (CERCLA), Title 42 USC, §9601

Emergency Planning and Community Right-to-Know Act, 1986 (also known as SARA Title III, as amended in CERCLA, Title 42 USC, §11001)

Federal Water Pollution Control Act, 33 USC §1251

The Robert T. Stafford Disaster Relief and Emergency Assistance Act, 1988, P.L. 93-288 as amended

CODE OF FEDERAL REGULATIONS

7 CFR Farmers Home Administration (FmHA) recovery, land use policy, soil conservation service, disaster losses
10 CFR Department of Defense (DOD) relates to Defense Production Act, priority supply of crude oil and petroleum products

24 CFR Housing and Urban Development, Disaster Assistance Act of 1974

29 CFR Hazardous Waste Operation and Emergency Response (HAZWOPER), §1910.120

32 CFR Department of Defense (DOD), national defense, military resources in support of civil authorities

40 CFR Environmental Protection Agency (EPA) hazardous waste treatment, storage, and disposal facilities.

44 CFR Federal Emergency Management Agency (FEMA) federal disaster assistance programs, emergency and major disaster declarations, disaster field offices, State, and federal coordinating officers

45 CFR Public Welfare, Health and Human Services, emergency energy conservation program

PRESIDENTIAL DIRECTIVES

Homeland Security Presidential Directives (HSPD) are issued by the President of the United States on matters pertaining to Homeland Security.

HSPD – 1: Organization and Operation of the Homeland Security Council. (White House) Ensures coordination of all homeland security-related activities among executive departments and agencies and promote the effective development and implementation of all homeland security policies.

HSPD – 2: Combating Terrorism Through Immigration Policies. (White House) Provides for the creation of a task force which will work aggressively to prevent aliens who engage in or support terrorist activity from entering the United States and to detain, prosecute, or deport any such aliens who are within the United States.

HSPD – 3: Homeland Security Advisory System. (White House) Establishes a comprehensive and effective means to disseminate information regarding the risk of terrorist acts to Federal, State, and local authorities and to the American people. (replaced by National Terrorism Advisory System in April 2011)

HSPD – 4: National Strategy to Combat Weapons of Mass Destruction. (White House) Applies new technologies, increased emphasis on intelligence collection and analysis, strengthens alliance relationships, and establishes new partnerships with former adversaries to counter this threat in all of its dimensions.

HSPD – 5: Management of Domestic Incidents. (White House) Enhances the ability of the United States to manage domestic incidents by establishing a single, comprehensive national incident management system.

HSPD – 6: Integration and Use of Screening Information. (White House) Provides for the establishment of the Terrorist Threat Integration Center.

HSPD – 7: Critical Infrastructure Identification, Prioritization, and Protection. (White House) Establishes a national policy for Federal departments and agencies to identify and prioritize United States critical infrastructure and key resources and to protect them from terrorist attacks.

HSPD – 8: National Preparedness. (White House) Identifies steps for improved coordination in response to incidents. This directive describes the way Federal departments and agencies will prepare for such a response, including prevention activities during the early stages of a terrorism incident. This directive is a companion to HSPD-5.

HSPD – 8 Annex 1: National Planning. (White House) Further enhances the preparedness of the United States by formally establishing a standard and comprehensive approach to national planning.

HSPD – 9: Defense of United States Agriculture and Food. (White House) Establishes a national policy to defend the agriculture and food system against terrorist attacks, major disasters, and other emergencies.

HSPD – 10: Biodefense for the 21st Century. (White House) Provides a comprehensive framework for our nation's Biodefense.

HSPD – 11: Comprehensive Terrorist-Related Screening Procedures. (White House) Implements a coordinated and comprehensive approach to terrorist-related screening that supports homeland security, at home and abroad. This directive builds upon HSPD – 6.

HSPD – 12: Policy for a Common Identification Standard for Federal Employees and Contractors. (White House) Establishes a mandatory, Government-wide standard for secure and reliable forms of identification issued by the Federal Government to its employees and contractors (including contractor employees).

HSPD – 13: Maritime Security Policy. (White House) Establishes policy guidelines to enhance national and homeland security by protecting U.S. maritime interests.

HSPD - 16: Aviation Strategy. (White House) Details a strategic vision for aviation security while recognizing ongoing efforts, and directs the production of a National Strategy for Aviation Security and supporting plans.

HSPD – 18: Medical Countermeasures against Weapons of Mass Destruction. (White House) Establishes policy guidelines to draw upon the considerable potential of the scientific community in the public and private sectors to address medical countermeasure requirements relating to CBRN threats.

HSPD – 19: Combating Terrorist Use of Explosives in the United States. (White House) Establishes a national policy, and calls for the development of a national strategy and implementation plan, on the prevention and detection of, protection against, and response to terrorist use of explosives in the U.S.

HSPD – 20: National Continuity Policy. (White House) Establishes a comprehensive national policy on the continuity of federal government structures and operations and a single National Continuity Coordinator responsible for coordinating the development and implementation of federal continuity policies.

HSPD – 21: Public Health and Medical Preparedness. (White House) Establishes a national strategy that will enable a level of public health and medical preparedness sufficient to address a range of possible disasters.

HSPD – 22: Trafficking in Persons. (White House) Establishes a national policy to advance the United States Government's fight against trafficking in persons.

STATE EMERGENCY PLANS

California Emergency Plan, October 2017

California Contingency Plan for Excessive Heat Emergencies, 2014

California Contingency Plan for Extreme Cold/Freeze Emergencies, 2013

California Emergency Repatriation Plan, 2014

California Concept of Operations for Pandemic Influenza, 2009

California Catastrophic Incident Base Plan, 2008

Northern California Catastrophic Flood Response Plan, 2018

Bay Area Earthquake Catastrophic Earthquake Responses Plan, 2016

Southern California Catastrophic Earthquake Responses Plan, 2010

MUTUAL AID PLANS

California Coroners' Mutual Aid Plan, 2014
 California Emergency Managers Mutual Aid Plan, 2012
 California Fire and Rescue Mutual Aid Plan, 2019
 California Law Enforcement Mutual Aid Plan, 2019
 California Medical Mutual Aid Plan, 2007

SUPPORTING DOCUMENTS

California SEMS (Standardized Emergency Management System) Guidelines
 California SEMS Approved Course of Instruction (ACI)
 California EOC Credentialing Task Books
 California Statewide Multi-Agency Coordination System Guide

RESOURCE DOCUMENTS

California FEAT 1 Guidelines for Coordinating Flood Emergency Operations
 California FEAT 2 Legal Guidelines for Flood Evacuation
 California FEAT 3 Flood Preparedness Guide for Levee Maintaining Agencies
 California FEAT 5 Emergency Plans for Mobile Home Parks
 California FEAT 6 MOU Animal Care During Disasters
 California Legal Guidelines for Controlling Movement, People, and Property
 California Emergency Drinking Water Procurement Distribution Guidance, 2014
 California Mobilization Centers-ASEMS Guide for State & Local, 2001
 California Post-Disaster Volunteers Local Govt, 2001
 California Risk Communication Guide State & Local Agencies, 2006

MEMORANDUMS OF UNDERSTANDING AND AGREEMENTS

California Disaster and Civil Defense Master Mutual Aid Agreement (also referred to as the Master Mutual Aid Agreement) (MMAA)

Memorandum of Understanding – Office of Emergency Services (OES) and Department of Fish and Game (DFG)

Memorandum of Understanding - National American Red Cross and Department of Social Services

Memorandum of Understanding - OES California Division of Mines and Geology, and the United States Geological Survey

Statement of Operational Relationships Between the American Red Cross and California Office of Emergency Services

FEDERAL EMERGENCY / DISASTER PLANS AND PROCEDURES

National Response Framework, 2019
 National Prevention Framework, 2016
 National Protection Framework, 2016
 National Mitigation Framework, 2016
 National Recovery Framework, 2016
 National Preparedness Goal, 2015

10.0. GLOSSARY OF ABBREVIATIONS AND DEFINITIONS OF TERMS

ABBREVIATIONS

ACS	Auxiliary Communications Services
AAR	After Action Report
ACI	Approved Course of Instruction
ADA	Americans with Disabilities Act
ARC	American Red Cross
Cal ISO	California Independent System Operations
CalOES	California Governor's Office of Emergency Services
CalFIRE	California Department of Forestry and Fire Protection
CalTRANS	California Department of Transportation
CAP	Civil Air Patrol
CBO	Community Based Organization
CBRNE	Chemical, Biological, Radiation, Nuclear, Explosive
CCC	California Conservation Corps
CCR	California Code of Regulations
CDA	California Disaster Assistance Act
CDC	Center for Disease Control
CERT	Community Emergency Response Team
CHP	California Highway Patrol
CIP	Critical Infrastructure Protection
CISD	Critical Incident Stress Debriefing
CLERS	California Law Enforcement Radio System
CLETS	California Law Enforcement Telecommunications System
CNG	California National Guard
COG	Continuity of Government
CONOPS	Concept of Operations
COOP	Continuity of Operations
CPUC	California Public Utilities Commission
CST	Civil Support Team
CSTI	California Specialized Training Institute
DHS	Department of Homeland Security
DMA 2000	Disaster Mitigation Act of 2000
DOC	Department Operations Center
DOE	Department of Energy
DOJ	Department of Justice
DRC	Disaster Recovery Center
DSR	Damage Survey Report

DSW	Disaster Service Worker
DWI	Disaster Welfare Inquiry
DWR	Department of Water Resources
EAS	Emergency Alert System
EDIS	Emergency Digital Information Service
EMS	Emergency Medical Services
EDIS	Emergency Digital Information System
EMAC	Emergency Management Assistance Compact
EMMA	Emergency Managers Mutual Aid
EMSA	Emergency Medical Services Authority
EOC	Emergency Operations Center
EOP	Emergency Operations Plan
EPA	Environmental Protection Agency
EPI	Emergency Public Information
EPZ	Emergency Planning Zone
ERD	Emergency Resource Directory
ESA	California Emergency Services Act
ESF	Emergency Support Function
ETA	Estimated Time of Arrival
FEMA	Federal Emergency Management Agency
FHWA	Federal Highway Administration
FBI	Federal Bureau of Investigation
FCC	Federal Communications Commission
FIRESCOPE	Firefighting Resources of California Organized for Potential Emergencies
FIRM	Flood Insurance Rate Map
FMA	Flood Mitigation Assistance
FMAG	Fire Management Assistance Grant Program
GAR	Governor's Authorized Representative
GIS	Geographical Information System
HAZ MAT	Hazardous Materials
HHS	Department of Human Health Services
HMA	Hazard Mitigation Assistance
HMC	Hazard Mitigation Coordinator
HMGP	Hazard Mitigation Grant Program
HSPD	Homeland Security Presidential Directive
HT	Handy Talkie
IA	Individual Assistance
IAP	Incident Action Plan
IC	Incident Commander
ICP	Incident Command Post
ICS	Incident Command System

IDE	Initial Damage Estimate
IHP	Individuals and Households Program
IMAT	Incident Management Assistance Team
IMS	Incident Management System
IST	Incident Support Team
JFO	Joint Field Office
JIC	Joint Information Center
JIS	Joint Information System
LAC	Local Assistance Center
LHMP	Local Hazard Mitigation Plan
MAC	Multiagency Coordination
MAC Group	Multiagency Coordination Group
MACS	Multi-Agency Coordination System
MMAA	California Disaster and Civil Defense Master Mutual Aid Agreement
MOU	Memorandum of Understanding
NHTSA	National Highway Traffic Safety Administration
NAWAS	National Warning System
MHz	Megahertz
NCIC	National Crime Information Center
NDAA	Natural Disaster Assistance Act
NEPA	National Environmental Policy Act
NFIP	National Flood Insurance Program
NGO	Non-Governmental Organization
NIMS	National Incident Management System
NOAA	National Oceanic and Atmospheric Administration
NRC	U.S. Nuclear Regulatory Commission
NTSB	National Transportation Safety Board
NWS	National Weather Service
OA	Operational Area
OASIS	Operational Area Satellite Information System
OEM	Office of Emergency Management
OES	Office of Emergency Services
OHS	Office of Homeland Security
PA	Public Assistance
PDA	Preliminary Damage Assessment
PDM	Pre-Disaster Mitigation
P.L.	Public Law
PIO	Public Information Officer
PNP	Private Nonprofit
POST	Commission on Peace Officer Standards and Training
RACES	Radio Amateur Civil Emergency Services

RDD	Radiation Dispersal Device
RDMHC	Regional Disaster Medical Health Coordinator
REOC	Region Emergency Operations Center
RIMS	Response Information Management System
SAR	Search and Rescue
SAR	Suspicious Activity Reporting
SBA	U.S. Small Business Administration
SCO	State Coordinating Officer
SEMS	Standardized Emergency Management System
SEP	State of California Emergency Plan
SHMC	State Hazard Mitigation Coordinator
SHMP	State of California Enhanced Multi-hazard Mitigation Plan
SOC	State Operation Center
SOG	Standard Operating Guideline
SONGS	San Onofre Nuclear Generating Station
SOP	Standard Operating Procedure
SNS	Strategic National Stockpile
STAC	State Threat Assessment Center
STAS	State Threat Assessment System
TLO	Terrorism Liaison Officer
UC	Unified Command
UCG	Unified Coordination Group
USACE	U.S. Army Corps of Engineers
US&R	Urban Search and Rescue
US-CERT	United States Computer Emergency Readiness Team
USDA	U.S. Department of Agriculture
USGS	United States Geological Survey
WMD	Weapons of Mass Destruction
VOAD	Voluntary Organizations Active in Disaster
WUI	Wildland-Urban Interface

DEFINITIONS OF TERMS

Action Plan (AP): See EOC Action Plan and Incident Action Plan.

Activate: As used in this plan, shall mean the placing into operation of the Emergency Organization hereinafter provided for, upon the receipt of official warning of an impending or threatened emergency, or upon the declaration of the existence of a local emergency.

California Disaster and Civil Defense Master Mutual Aid Agreement (MMAA): An agreement entered into by and between the State of California, its various departments and agencies, and the various political subdivisions, municipal corporations, and public agencies of the State of California to assist each other by providing resources during an emergency. Mutual Aid occurs when two or more parties agree to furnish resources and facilities and to render services to each other in response to any type of disaster or emergency.

California Emergency Services Act (ESA): An Act within the California Government Code to ensure preparations within the state will be adequate to deal with natural, human-caused, or war-caused emergencies which result in conditions of disaster or in extreme peril to life, property, and the natural resources of the state, and generally to protect the health and safety and preserve the lives and property of the people of the state.

Catastrophe: As used in this plan, any natural or human-caused incident, including terrorism that results in extraordinary levels of mass casualties, damage, or disruption severely affecting the population, infrastructure, environment, economy, national morale, and/or government functions.

Continuity of Government: As used in this plan, shall mean all measures taken to ensure the continuity of essential functions of government in the event of emergency conditions, including lines of succession for key decision makers and officials.

Continuity of Operations (COOP): As used in this plan, actions taken to ensure the continued performance of core capabilities and/or critical government operations during any potential incident.

Critical Infrastructure: Systems and assets, whether physical or virtual, so vital to the United States that the incapacity or destruction of such systems and assets would have a debilitating impact on security, national economic security, national public health or safety, or any combination of those matters.

Demobilization: The orderly, safe, and efficient return of an incident resource to its original location and status.

Department Operations Center (DOC): An Emergency Operations Center (EOC), specific to a single department or agency where the focus is on internal agency incident management and response.

Director of Emergency Services: As used in this plan, shall mean the individual having jurisdiction and authority over the City's response and recovery to extraordinary emergencies and disasters.

Disaster: A sudden calamitous emergency event bringing great damage, loss, or destruction.

Disaster Service Worker: As used in this plan, shall mean any person registered with a disaster council or the California Office of Emergency Services, or a state agency granted authority to register Disaster Service Workers, for the purpose of engaging in disaster service work pursuant to the California Emergency Services Act without pay or other consideration. Disaster Service Worker includes public employees, and also includes any unregistered persons impressed into service during a state of war emergency, a state of emergency, or a local emergency by a person having authority to command the aid of citizens in the execution of his or her duties.

Emergency: As used in this plan, shall mean the actual or threatened existence of conditions of disaster or of extreme peril to the safety of persons and property within this city caused by such conditions as air pollution, fire, flood, storm, epidemic, riot, earthquake, drought, sudden and severe energy shortage, plant or animal infestation or disease, or other conditions, including conditions resulting from war or imminent threat of war, severe or imminent threat of terrorist attack, but other than conditions resulting from a labor controversy, which conditions are or are likely to require the combined services, personnel, equipment, and facilities of this city.

Emergency Management Assistance Compact (EMAC): A congressionally ratified organization that provides form and structure to interstate mutual aid. Through EMAC, a disaster-affected state can request and receive assistance from other member states quickly and efficiently, resolving two key issues upfront: liability and reimbursement.

Emergency Operations Center: As used in this plan, shall mean the physical location from which centralized city emergency management is performed.

Emergency Response Agency: Any organization responding to an emergency, or providing mutual aid support to such an organization, whether in the field, at the scene of an incident, or to an operations center.

Emergency Response Personnel: Personnel affiliated with or sponsored by emergency response agencies.

EOC Action Plan: The plan developed at SEMS EOC levels, which contains objectives, actions to be taken, assignments, and supporting information for the next operational period.

Essential Facilities: May include facilities such as law enforcement, fire, emergency operations centers, schools, medical facilities, and other resources that have a role in an effective and coordinated emergency response.

Evacuation: Organized, phased, and supervised withdrawal, dispersal, or removal of civilians from dangerous or potentially dangerous areas and their reception and care in safe areas.

Function: Function refers to the five major activities in ICS: Command, Operations, Planning, Logistics and Finance/Administration. The same five functions are also found at all SEMS EOC Levels. At the EOC, the term Management replaces Command. The term function is also used when describing the activity involved, (e.g., the planning function).

Hazard: Something that is potentially dangerous or harmful, often the root cause of an unwanted outcome.

Inability to Act: As used in this plan, shall mean that an official is either killed, missing, or so seriously ill or injured as to be unable to attend meetings and otherwise perform his/her duties. Any question as to whether a particular official can be deemed to have an “inability to act” shall be settled by the governing board of the political jurisdiction or any remaining available members of said body (including standby officers who are serving on such body).

Incident: An occurrence or event, natural or human-caused, which requires a response to protect life or property.

Incident Command: Responsible for overall management of the incident and consists of the Incident Commander, either single or unified command, and any assigned supporting staff. Incident Commander (IC): The individual responsible for all incident activities, including the development of strategies and tactics, and the ordering and the release of resources. The IC has overall authority and responsibility for conducting incident operations and is responsible for the management of all incident operations at the incident site.

Incident Command Post (ICP): The field location where the primary functions are performed. The ICP may be co-located with the incident base or other incident facilities.

Incident Command System (ICS): A standardized on-scene emergency management construct specifically designed to provide for the adoption of an integrated organizational structure that reflects the complexity and demands of single or multiple incidents, without being hindered by jurisdictional boundaries. ICS is the combination of facilities, equipment, personnel, procedures, and communications operating within a common organizational structure, designed to aid in the management of resources during incidents.

Local Emergency: As used in this plan, shall mean the duly proclaimed existence of conditions of disaster or of extreme peril to the safety of persons and property within the territorial limits of a county, city and county, or city, caused by such conditions as air pollution, fire, flood, storm, epidemic, pandemic, riot, drought, sudden and severe energy shortage, plant or animal infestation or disease, the governor's warning of an earthquake or volcanic prediction, or an earthquake, or other conditions, including conditions resulting from war or imminent threat of war, severe or imminent threat of terrorist attack, other than conditions resulting from a labor controversy, which conditions are or are likely to be beyond the control of the services, personnel, equipment, and facilities of that political subdivision and require the combined forces of other political subdivisions to combat, or with respect to regulated energy utilities, a sudden and severe energy shortage requires extraordinary measures beyond the authority vested in the State Public Utilities Commission.

Joint Information Center (JIC): A facility established to coordinate all incident-related public information activities. It is the central point of contact for all news media. Public information officials from all participating agencies should co-locate at the JIC.

Joint Information System (JIS): Integrates incident information and public affairs into a cohesive organization designed to provide consistent, coordinated, accurate, accessible, timely, and complete information during crisis or incident operations. The mission of the JIS is to provide a structure and system for developing and delivering coordinated interagency messages; developing, recommending, and executing public information plans and strategies on behalf of the IC; advising the IC concerning public affairs issues that could affect a response effort; and controlling rumors and inaccurate information that could undermine public confidence in the emergency response effort.

Jurisdiction: A range or sphere of authority. Public agencies have jurisdiction at an incident related to their legal responsibilities and authority. Jurisdictional authority at an incident can be political or geographical (e.g., federal, state, tribal, and local boundary lines) or functional (e.g., law enforcement, public health)

Mobilization: The process and procedures used by all organizations - federal, state, tribal, and local - for activating, assembling, and transporting all resources that have been requested to respond to or support an incident.

Mobilization Center: An off-emergency location where emergency services personnel and equipment may be temporarily located, pending assignment to emergencies, released, or reassigned.

Multi-agency or Inter-Agency Coordination: The participation of agencies and disciplines involved at any level of the SEMS organization working together in a coordinated effort to facilitate decisions for overall emergency response activities, including the sharing of critical resources and the prioritization of incidents.

Multi-agency Coordination Group (MAC Group): Typically, administrators/executives, or their appointed representatives, who are authorized to commit agency resources and funds, are brought together and form MAC Groups. MAC Groups may also be known as multiagency committees, emergency management committees, or as otherwise defined. It can provide coordinated decision-making and resource allocation among cooperating agencies and may establish the priorities among incidents, harmonize agency policies, and provide strategic guidance and direction to support incident management activities.

Multi-agency Coordination System(s) (MACS): Multi-agency coordination systems provide the architecture to support coordination for incident prioritization, critical resource allocation, communications systems integration, and information coordination. The elements of multi-agency coordination systems include facilities, equipment, personnel, procedures, and communications. Two of the most commonly used elements are EOC and MAC Groups. These systems assist agencies and organizations responding to an incident.

Mutual Aid Agreements and/or Assistance Agreements: Written or oral agreements between and among agencies/organizations and/or jurisdictions that provide a mechanism to quickly obtain emergency assistance in the form of personnel, equipment, materials, and other associated services. The primary objective is to facilitate rapid, short-term deployment of emergency support prior to, during, and/or after an incident.

Mutual Aid Coordinator: An individual at the local government, Operational Area, Region or State Level that is responsible to coordinate the process of requesting, obtaining, processing, and using mutual aid resources. Mutual Aid Coordinator duties will vary depending upon the mutual aid system.

Multi-Agency or Inter-Agency Coordination: As used in this plan, shall mean the participation of agencies and disciplines involved at any level of the Standardized Emergency Management System (SEMS) organization working together in a coordinated effort to facilitate decisions for overall emergency response activities, including the sharing of critical resources and the prioritization of incidents.

National Incident Management System: As used in this plan, shall mean the adopted national emergency management processes, protocols, and procedures for federal, state, tribal and local responders. National Incident Management System (NIMS) utilizes the Incident Command System (ICS), Resource Management, Joint

Information Management System, Communication and Information Management and Preparedness policies. NIMS is consistent with SEMS.

National Response Framework (NRF): A guide to how the nation conducts all-hazards incident management.

Non-governmental Organization (NGO): An entity with an association based on the interests of its members, individuals, or institutions. It is not created by a government, but it may work cooperatively with the government. Such organizations serve a public purpose, not a private benefit. Examples of NGO include faith-based charity organizations and the American Red Cross.

Operational Area: As used in this plan, shall mean an intermediate level of state emergency services organization, consisting of a county and all political subdivisions within the county area. Each county geographic area is designated an operational area for the coordination of emergency activities and to serve as a link in the system of communications and coordination between the state's emergency operations centers and the operations centers of the political subdivisions comprising the operational area, as defined in California Government Code Subsection 8559 (b) and Section 8605. This definition does not change the definition of operational area as used in the existing fire and rescue mutual aid system.

Operational Period: The time scheduled for executing a given set of operation actions, as specified in the Incident Action Plan or EOC Action Plan. Operational periods can be of various lengths, although usually last 12-24 hours.

Preparedness: A continuous cycle of planning, organizing, training, equipping, exercising, evaluating, and taking corrective action in an effort to ensure effective coordination during incident response. Within NIMS, preparedness focuses on the following elements: planning, procedures and protocols, training and exercises, personnel qualification and certification, and equipment certification.

Prevention: Actions to avoid an incident or to intervene to stop an incident from occurring. Prevention involves actions to protect lives and property. It involves applying intelligence and other information to a range of activities that may include such countermeasures as deterrence operations; heightened inspections; improved surveillance and security operations; investigations to determine the full nature and source of the threat; public health and agricultural surveillance and testing processes; immunizations, isolation, or quarantine; and, as appropriate, specific law enforcement operations aimed at deterring, preempting, interdicting or disrupting illegal activity, and apprehending potential perpetrators and bringing them to justice.

Recovery: The development, coordination, and execution of service and site restoration plans; the reconstitution of government operations and services; individual, private sector, non-governmental, and public assistance programs to provide housing and to promote restoration; long-term care and treatment of affected persons; additional measures for social, political, environmental, and economic restoration; evaluation of the incident to identify lessons learned; post-incident reporting; and development of initiatives to mitigate the effects of future incidents.

Response: Activities that address the short-term, direct effects of an incident. Response includes immediate actions to save lives, protect property, and meet basic human needs. Response also includes the execution of EOP and of mitigation activities designed to limit the loss of life, personal injury, property damage, and other unfavorable outcomes. As indicated by the situation, response activities include applying intelligence and other information to lessen the effects or consequences of an incident; increased security operations; continuing investigations into nature and source of the threat; ongoing public health and agricultural surveillance and testing processes; immunizations, isolation, or quarantine; and specific law enforcement operations aimed at preempting, interdicting, or disrupting illegal activity, and apprehending actual perpetrators and bringing them to justice.

Stafford Act: The Robert T. Stafford Disaster Relief and Emergency Assistance Act (Stafford Act) establishes the programs and processes for the federal government to provide disaster and emergency assistance to states,

local governments, tribal nations, individuals, and qualified private nonprofit organizations. The provisions of the Stafford Act cover all hazards including natural disasters and terrorist events. Relevant provisions of the President. The President may declare a major disaster or emergency.

Staging Area: Established on an incident for the temporary location of available resources. A Staging Area can be any location on an incident in which personnel, supplies, and equipment can be temporarily housed or parked while awaiting operational assignment.

Standard Operating Procedure (SOP): Complete reference document or an operations manual that provides the purpose, authorities, duration, and details for the preferred method of performing a single function or a number of interrelated functions in a uniform manner.

Standardized Emergency Management System: As used in this plan shall mean the adopted State of California emergency management system. The Standardized Emergency Management System (SEMS) utilizes the Incident Command System (ICS), Multi/Interagency Coordination, Mutual Aid, and the Operational Area Concept to facilitate emergency incident management, priority setting, interagency cooperation, and the efficient use of resources and flow of information during an emergency. SEMS is consistent with NIMS.

State of Emergency: As used in this plan, shall mean the duly proclaimed existence of conditions of disaster or of extreme peril to the safety of persons and property within the state caused by such conditions as air pollution, fire, flood, storm, epidemic, pandemic, riot, drought, sudden and severe energy shortage, plant or animal infestation or disease, the governor's warning of an earthquake or volcanic prediction, or an earthquake, or other conditions, other than conditions resulting from a labor controversy or conditions causing a state of war emergency, which conditions, by reason of their magnitude, are or are likely to be beyond the control of the services, personnel, equipment, and facilities of any single county, city and county, or city and require the combined forces of a mutual aid region or regions to combat, or with respect to regulated energy utilities, a sudden and severe energy shortage requires extraordinary measures beyond the authority vested in the State Public Utilities Commission.

State of War Emergency: As used in this plan, shall mean the condition which exists immediately, with or without a proclamation thereof by the governor, whenever this state or nation is attacked by an enemy of the United States, or upon receipt by the state of a warning from the federal government indicating that such an enemy attack is probable or imminent.

Terrorism: Under the Homeland Security Act of 2002, terrorism is defined as activity that involves an act dangerous to human life or potentially destructive of critical infrastructure or key resources; is a violation of the criminal laws of the United States or of any state or other subdivision of the United States in which it occurs; and is intended to intimidate or coerce the civilian population, or influence or affect the conduct of a government by mass destruction, assassination, or kidnapping.

Threat: An indication of possible violence, harm, or danger.

Type: 1) An ICS resource classification that refers to capability. Type 1 is generally considered to be more capable than Types 2, 3, or 4, respectively, because of size, power, capacity, or (in the case of incident management teams) experience and qualifications. 2) A class, kind, or group sharing one or more characteristics; category. 3) A variety or style of a particular class or kind of things.

Unified Command: An ICS application used when more than one agency has incident jurisdiction or when incidents cross political jurisdictions. Agencies work together through the designated members of the UC, often the senior person from agencies and/or disciplines participating in the UC, to establish a common set of objectives and strategies and a single IAP.

Vital Records: The essential agency records needed to meet operational responsibilities under national security emergencies or other emergency or disaster conditions (emergency operating records), or to protect the legal

and financial rights of the Government and those affected by Government activities (legal and financial rights records).

Volunteer: As used in this plan, a volunteer is any individual accepted to perform services by the lead agency (which has authority to accept volunteer services) when the individual performs services without promise, expectation, or receipt of compensation for services performed. A volunteer may be “affiliated” with a volunteer organization or may be “spontaneous unaffiliated” when pressed into volunteer service at the time of a disaster.

11.0. EMERGENCY PLAN CROSSWALK

This checklist of emergency plan elements, known as a “crosswalk” was developed to assist planners in ensuring the fundamental SEMS and NIMS content is included in emergency operations plans. The current version of the crosswalk can be found on the Cal OES website (www.caloes.ca.gov).

The below listed crosswalk is meant to demonstrate Irwindale’s Emergency Plan consistency with that of the California State Emergency Plan and those planning elements required by the California Office of Emergency Services emergency plan “crosswalk”.

Emergency Operations Plan Crosswalk	Page Where Located
FOREWORD SECTION – INTRODUCTORY MATERIAL	
1. Promulgation Document/Signature Page: - This is a promulgation statement recognizing and adopting the plan as the jurisdiction’s all-hazards EOP and signed by the senior elected or appointed official. (CPG 101) - Provide evidence of a dated letter of promulgation or resolution from the governing board. (SEMS)	Part I EOP P iii
2. Approval and Implementation: - Introduces the plan and outlines its applicability. Include a delegation of authority for specific modifications that may be made to the plan without the senior official’s signature. (CPG 101) - Provide a foreword, preface or introduction that explains why the plan was developed and how the plan is to be used. (SEMS)	Part I EOP P ix, xi, xix, 4, 9
3. Plan Concurrence: Provide evidence that the assigned emergency agencies are in agreement with how the plan describes their tasks. This may be in the form of a letter of concurrence or a sign-off sheet. (SEMS)	Part I EOP P xvii
4. Record of Changes: - Normally a table with fields that track each update or change to the plan. (CPG 101) - Who maintains the emergency plan? What is the process? Detail schedules for modifications, revision list, and who has responsibility for ensuring the plan is kept up to date. (SEMS)	Part I EOP P xiii
5. Record of Distribution: - Normally a table with fields that indicate who received the plan, date of delivery and number of copies. (CPG 101) - Include a distribution method that indicates who received the plan and when. (SEMS)	Part I EOP P xv
6. Table of Contents: - Outlines the plan’s format, key sections, attachments, charts, etc. Identifies the major chapters and key elements within the EOP. (CPG 101) - List of where significant parts of the plan are located by page number and subsection of the plan. (SEMS)	Part I EOP P v-vii Part II EOP P 3-6
PART I: BASIC PLAN	
7. Purpose: Describe the purpose for developing and maintaining the EOP. (CPG 101)	Part I EOP P 3 Part II EOP P 9

Emergency Operations Plan Crosswalk	Page Where Located
8. Scope: Describe at what times or under what conditions the plan will be activated. (CPG 101)	Part I EOP P 3 Part II EOP P 9
9. Situation Overview: - Provide an overview of the steps taken by the jurisdiction to prepare for disasters. This section should include the following: A) Hazard Analysis Summary; B) Capability Assessment; and C) Mitigation Overview. (CPG 101) - Summarizes the Jurisdictional Hazard Analysis. Includes a description of potential hazards. This could be in a narrative with maps, schematic, or matrix indicating severity potential, affected population estimates, frequency, and geographical characteristics of the jurisdiction. This and other relevant information should be included to provide a rationale for prioritizing emergency preparedness actions for specific hazards. (SEMS)	Part I EOP P 5-6
10. Planning Assumptions: Identify what are assumed to be facts for planning purposes in order to make it possible to execute the EOP. (CPG 101)	Part I EOP P 6-7
11. Concept of Operations: - Explain in broad terms, the jurisdiction's intent with regard to emergency operations. Provide a clear methodology to realize the goals and objectives to execute the plan. This may include a brief discussion of the activation levels identified by the jurisdiction for its operations center, and may touch on direction and control, alert and warning, and continuity matters. (CPG 101) - Describe the principles and methods used to carry out emergency operations, including the provision of emergency services by government agencies. (Gov. Code Sec. 8560)	Part I EOP P 9-39 Part II EOP P 11-22, 29-32
12. Organization and Assignment of Responsibilities: - Provide an overview of the key functions the jurisdiction will accomplish during an emergency. Include roles that federal, state, territorial, tribal, local, regional, and private sector agencies will take to support local operations. Pre-designate jurisdictional and/or functional area representatives to the IC or UC whenever possible. (CPG 101) - Identify agency roles and responsibilities during disaster situations and include an emergency organization chart. Indicate how the jurisdiction fulfills the five SEMS sections (Management, Plans/Intelligence, Operations, Logistics, and Finance/Administration). (SEMS)	Part I EOP P 41-55 Part II EOP P 37-49
13. Direction, Control, and Coordination: - Describe the framework for all direction, control, and coordination activities. Identify who has tactical and operational control of response assets. Discuss multijurisdictional coordination systems and processes. (CPG 101) - Indicate how the Incident Command System (ICS) will be used in the field. This should include the interface between the field Incident Command Post and the EOC. It should also indicate methods of integrating state and federal field activities into local emergency management operations. (SEMS)	Part I EOP P 9-14, 57-58 Part II EOP P 11-16
14. Information Collection, Analysis and Dissemination: Describe the required critical or essential information common to all operations identified during the planning process. (CPG 101)	Part II EOP P 16, 151-155
15. Communications: - Describe the communications and coordination protocols used between response organizations. (CPG 101) - Indicate how the EOC will coordinate and communicate with field units, operational areas, regions, and other entities. (SEMS)	Part II EOP P 15-16
16. Administration, Finance, and Logistics: Describe administrative protocols including documentation, after-action reporting, cost recovery, and resource management. (CPG 101)	Part I EOP P 63-72

Emergency Operations Plan Crosswalk	Page Where Located
17. Plan development and Maintenance: Describe the process to regularly review and update the EOP. (CPG 101)	Part I EOP P 73-74
18. Authorities and References: Provide the legal basis for emergency operations and activities. Describe federal, state, and local laws that specifically apply to the plan. List references used to develop the plan. (CPG 101)	Part I EOP P 75-78 Part II EOP P 9
BASIC PLAN (Additional SEMS Elements)	
19. SEMS Coordination Levels: Indicate how the jurisdiction coordinates between the different SEMS levels (field, local, operational areas, region, and state), how information is exchanged, and how and when multi/inter-agency coordination and unified command are used. The Operational Area agreement should also be referenced; and the plan should indicate who performs the Operational Area responsibilities.	Part I EOP P 9-12 Part II EOP P 15-16
20. Emergency Operations Center Organization: Describe the roles and responsibilities of agencies and departments in the EOC, including who is responsible for ensuring the readiness of the EOC.	Part I EOP P 41,58,65 Part II EOP P 11-14, 24, 45
21. Involvement of special districts, private, and nonprofit agencies: Identify emergency responsibilities of special districts, private, and volunteer agencies, and their roles in the EOC, Incident Command Post, or other emergency facility.	Part I EOP P 53-55
22. Essential Facilities-Primary and Alternate EOC: Indicate the location of both the primary and alternate EOC and what conditions would cause the alternate EOC to be activated.	Part I EOP P 64-65 Part II EOP P 29, 37
23. Essential Facilities-Activation/Deactivation of EOC: Indicates how, when, and by whom, the Emergency Operations Center will be activated and deactivated.	Part I EOP P xix Part II EOP P 29-32
24. Field/EOC Direction and Control Interface: Describe the direction and control relationship between the field responders (ICS) and the EOC. This should include the reporting of pertinent information.	Part I EOP P 57-58 Part II EOP P 15-16
25. Field Coordination with Department Operations Centers (DOC) and EOCs: Include the use and coordination of DOCs and how they fit into the emergency management organization.	Part I EOP P 57-58 Part II EOP P 15-16
26. Essential Facilities-Alternate Government Facilities: Indicate an alternate seat of government to serve as government offices for performing day-to-day functions and a facility that could serve as an alternate emergency operations center.	Part I EOP P 65

Emergency Operations Plan Crosswalk	Page Where Located
27. Essential Facilities-Americans with Disabilities Act: Identify how shelter facilities, evacuation/movement, warning, etc. procedures accommodate the provisions of the Americans with Disabilities Act.	Part II EOP P 139
28. Continuity of Government: Provide persons by position to succeed key government officials and members of the emergency management organization. Also indicate the level and duration of authority these individuals would assume (Gov. Code Sec. 8560).	Part I EOP P 59-60
29. Vital Record Retention: Indicate how vital records are to be protected in the event of a disaster. Most data storage systems have a back-up system. Identify the system, archiving schedules, and who has responsibility for its maintenance.	Part I EOP P 61
30. Notification and Mobilization: Describe how resources are mobilized and managed (Gov. Code Sec. 8560). Include methods to contact emergency response personnel during normal and after hours. This may be in the form of an alert list.	Part II EOP P 25-27
31. Mutual Aid: Include a general description of mutual aid system and processes. (Gov. Code Sec. 8560)	Part I EOP P 67-71
32. Emergency Proclamations: Indicate the purpose and process of emergency proclamations (include samples).	Part II EOP P 33-36
33. Public Information: Include pre-incident and post-incident public awareness, education, and communications plans and protocols. (Gov. Code Sec. 8560)	Part I EOP P 25-26 Part II EOP P 79-85
34. Recovery Overview: Include a general recovery concept of operations.	Part I EOP P 25-31 Part II P 169-172
35. Recovery Organization: Provide a description of the recovery organization along with a diagram.	Part I EOP P 27-30 Part II EOP P 45
36. Recovery Damage Assessment: Describe the damage assessment organization and responsibilities.	Part I EOP P 30 Part II EOP P 133, 134, 135, 171
37. Recovery Documentation: Describe the documentation process.	Part I EOP P 30 Part II EOP P 133-137
38. Recovery After-Action Reports (AAR): Define procedures to submit AAR to Cal OES via Cal EOC.	Part I EOP P 30-31
39. Recovery Disaster Assistance: Describe the different programs, their purpose, restrictions, and application process. Include Public Assistance, Individual Assistance, and Hazard Mitigation Grant programs.	Part I EOP P 31-33

Emergency Operations Plan Crosswalk	Page Where Located
	Part II EOP P 34-35
40. Standard Operating Procedures (SOP) Development: Ensure emergency response agencies develop and maintain SOPs. Indicate in the plan the relationship and purpose of SOPs to the plan.	Part I EOP P xix,33,43
41. Training and Exercises: Describe the training and exercise programs for the jurisdiction, including who has personal responsibility for the programs. Training should include EOP orientation, SEMS training, a full-scale exercise, and other training as deemed necessary.	Part I EOP P 43,72
APPENDICES (SEMS ELEMENTS)	
42. Glossary of Terms: Include a glossary of terms that includes all the terms used throughout the plan.	Part I EOP P 79-88 Part II EOP P 51-60
43. References: Identify the references used in developing the plan.	Part I EOP P 75-78 Part II EOP P 9
44. Resources: Identify sources for materials and supplies internally and externally.	EOC database
45. Contact List: Include a list of agencies and personnel not internal to the organization, but critical to emergency operations. May be kept under separate cover.	EOC database
46. Supporting Documentation: Include material necessary to self-certify compliance with SEMS. This should include evidence of training, planning, exercises, and performance.	Part I EOP P 9,12
PART II: EMERGENCY SUPPORT FUNCTION ANNEXES (If Applicable) (CPG 101 ELEMENTS)	
47. Functional Support Annexes: Include functional annexes that add specific information and directions to the EOP. These annexes focus on specific responsibilities, tasks, and operational actions that pertain to the performance of emergency support functions to include: • CA-ESF 1 – Transportation • CA-ESF 2 – Communications • CA-ESF 3 – Construction and Engineering • CA-ESF 4 – Fire and Rescue • CA-ESF 5 – Management • CA-ESF 6 – Care and Shelter • CA-ESF 7 – Resources • CA-ESF 8 – Public Health and Medical • CA-ESF 10 – Hazardous Materials • CA-ESF 11 – Food and Agriculture • CA-ESF 12 – Utilities • CA-ESF 13 – Law Enforcement • CA-ESF 14 - Recovery • CA-ESF 15 – Public Information • CA-ESF 17 – Volunteers and Donation Management • CA-ESF 18 – Cyber Security	Part II EOP P 38-44

Emergency Operations Plan Crosswalk	Page Where Located
PART III: FUNCTIONAL ANNEXES (SEMS ELEMENTS)	
48. Management Section: Include the following activities and responsibilities: • Overall EOC management • Public information assignment • Identification of a media center • Rumor control • Public inquires • Provision for public safety communications and policy • Identification of a Safety Officer • Facility security • Agency liaison • State/Federal field activity coordination	Part II EOP P 47, 63-104
49. Operations Section: Include the following activities and responsibilities: • General warning • Special population warning • Authority to activate Emergency Alert System • Inmate evacuation • Traffic direction and control • Debris removal • Evacuation • Evacuation and care for pets and livestock • Access control • Hazardous materials management • Coroner operations • Emergency medical care • Transportation management • Crisis counseling for emergency responders • Urban search and rescue • Disease prevention and control • Utility restoration • Flood operations • Initial damage assessments • Safety assessments • Shelter and feeding operations • Emergency food and water distribution	Part II EOP P 48, 105-146
50. Planning/Intelligence Section: Include the following activities and responsibilities: • Situation status • Situation analysis • Information display • Documentation • Advance planning • Technical services • Action planning	Part II EOP P 48, 147-179

Emergency Operations Plan Crosswalk	Page Where Located
Demobilization	
51. Logistics Section: Include the following activities and responsibilities: - Field incident support - Communications support - Transportation support - Personnel - Supply and procurement - Resource tracking - Sanitation services - Computer support	Part II EOP P 49, 181-216
52. Finance/Administration Section: Include the following activities and responsibilities: - Fiscal management - Timekeeping - Purchasing - Compensation and claims - Cost recovery - Travel request, forms, and claims	Part II EOP P 49, 217-231
PART IV: SUPPORT ANNEXES (CPG 101 ELEMENTS)	
53. Support Functions: Describe critical operational functions and who is responsible for carrying them out. They may include: - Continuity of Government/Operations - Warning - Population Protection - Financial Management - Mutual aid/Multijurisdictional Coordination - Private Sector Coordination - Volunteer and Donations Management - Worker Safety and Health - Prevention and Protection	Part II EOP P 39-43
PART V: HAZARD, THREAT, or INCIDENT SPECIFIC ANNEXES	
54. Threat Specific Appendices: The EOP should address response activities that are specific to all hazards that pose a threat to the jurisdiction. Describe any emergency response strategies that apply to a specific type of hazard. These may include: - Avalanche - Severe Storm - Earthquake - Tsunami - Volcanic Activity - Tornado - Floods - Dam Failure - Hazardous Materials Incident - Incorporate or reference the Hazardous Materials Area Plan - Radiological Incident - Biological Incident - Terrorism Incident - Other hazards, threat, or incidents	N/A All-Hazards EOP

Emergency Operations Plan Crosswalk	Page Where Located
ADDITIONAL SEMS ELEMENTS FOR CONSIDERATION	
55. Dams: If there are dams in the area, the plan should have or reference inundation maps that indicate what areas could flood, the time the flood wave arrives at specific locations, and when the water will recede. Operational information necessary to carry-out an evacuation of all potentially flooded areas should be indicated for each dam. The information required for each dam should include shelter locations, location of critical facilities such as government center hospitals, nursing homes, schools, day care centers, etc. Each dam evacuation plan should also indicate other facilities with large concentrations of people with disabilities, persons that lack their own transportation, or persons requiring special assistance.	LHMP 2013

**City of Irwindale
5050 North Irwindale Avenue
Irwindale, CA 91706**

(626) 430-2200

EMERGENCY OPERATIONS PLAN



PART II: EOC OPERATIONS

EMERGENCY OPERATIONS
CENTER GUIDELINES AND
PROCEDURES

First Issued: April 1, 2021

Last Revised: January 18, 2021

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Interwest Consulting Group*

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SECTION A

CORE EOC OPERATIONS

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1.0 INTRODUCTION

1.1.1. REFERENCES

The following references are used in the development of the Emergency Operations Plan (EOP) Part II – Emergency Operations Center (EOC) Guidelines and Procedures:

1. Irwindale MC Chapter 2.44, Emergency Organization and Functions
2. Irwindale Resolution #2002-47-1838, SEMS
3. Irwindale Resolution #2007-40-2226, NIMS
4. Irwindale City Emergency Operations Plan, Part I - Base Plan

1.1.2. PURPOSE

The purpose of this document is to provide guidance and procedures for the activation and operation of the Irwindale City Emergency Operations Center (EOC). This document is a supporting document to the Irwindale Emergency Operations Plan (EOP) and is incorporated as Part II of that plan.

1.1.3. SCOPE

This planning document focuses on the response phase of emergency management and the transition to recovery. It is applicable to city operations for hazards and contingencies outlined in the Irwindale City Emergency Operations Plan (EOP), Base Plan (Part I). The procedures address operations at the city's Emergency Operations Center (EOC) located at the city hall complex within the police administration building. Operations at an alternate location, in the event that the primary EOC facility is unusable or inaccessible, is also addressed in this plan.

1.1.4. DEFINITIONS OF INCIDENTS, EMERGENCIES, AND DISASTERS

These terms are often used somewhat interchangeably and in some cases are used to both define a situation and to describe a level of response to a situation. Save lives.

Incident: An incident is an occurrence or event, either human-caused or caused by natural phenomena, that requires action by emergency response personnel to prevent or minimize loss of life or damage to property and/or natural resources. Incidents may result in extreme peril to the safety of persons and property and may lead to or create conditions of disaster. Incidents may also be rapidly mitigated without loss or damage. Larger incidents, while not yet meeting disaster level definition, may call for local governments to proclaim a “Local Emergency”. Incidents call for a on-scene response of an Incident Commander and tactical and support resources organized within an Incident Command System structure.

Examples of incidents are wide-ranging:

- Protest or demonstration
- Sink hole in street
- Structure fire
- Multi-casualty accident
- Downed utility lines

- Broken water main

Emergency: The term emergency is used in three ways:

1. A condition that may result in extreme peril to the safety of persons and damage to property. In this context, an emergency and an incident could mean the same thing, although an emergency has a broader meaning and could have several incidents associated with it. Emergencies tend to define complex incidents with management complexities and an extreme threat to life and property.
2. Emergency is also used in SEMS to describe agencies or facilities e.g., Emergency Response Agency, Emergency Operations Center, etc.
3. Emergency is also used to define a conditional state such as proclamation of “Local Emergency”. The California Emergency Services Act describes three states of Emergency:
 - State of War Emergency
 - State of Emergency
 - Local Emergency

Examples of emergencies include:

- Major River flooding
- Damaging earthquake
- Major wildland-urban interface fire

Disaster: A disaster is a sudden calamitous emergency event bringing great damage, loss or destruction. Disasters may occur with little or no advance warning, e.g., an earthquake or a flash flood, or they may develop from one or more incidents e.g., a major brush fire. Long term recovery issues are often associated with disasters.

Examples of disasters include:

- River flooding long term recovery and mitigation requirements.
- Earthquake with substantial life or property loss.
- Major wildland-urban interface fire with major loss of homes.

Management Problems During a Disaster: The following problems are often seen at all EOC levels:

- Lack of coordination and understanding between SEMS Levels.
- Activation often takes place late into the event resulting in a “catch up” process.
- Lack of good and complete information.
- Possible loss or degraded communications capability.
- Possible loss or late arrival of key or trained staff.
- Often a shortfall of resources available to meet immediate demands.
- Lack of inter-departmental, inter-agency, or inter-jurisdictional coordination.

2.0 GENERAL CONCEPT OF EOC OPERATIONS

Overview:

The City EOC will support city department operations and local organizations in response to an emergency or disaster. Representatives, when requested from city departments, will be in the EOC to coordinate their department's response with overall city emergency operations. The EOC operation is based on use of the Incident Command System (ICS), Emergency Support Function concept, and Multi-Agency Coordination System, and is designed to function at a level consistent with the size and complexity of an event.

The EOC serves as a Multi-Agency Coordination Center (MACC) designed to support response and recovery operations for city departments and local organizations, including incident, area command, or unified command sites.

The EOC is organized using the basic and scalable components of the Incident Command System (ICS) through incorporation and use of Emergency Support Functions (ESF) and is designed to function at a level consistent with the size and complexity of an event. The primary roles of the EOC are to coordinate, communicate, dispatch, and track resources, to collect, analyze, and disseminate information, and to set jurisdictional response priorities. This is accomplished through the establishment of attainable, overarching objectives, and the associated tasks necessary to accomplish them as identified through the development and use of EOC Action Plans.

During an emergency or during the build-up leading to an emergency, day-to-day operations are conducted from departments throughout the City. These response systems and activities are coordinated by the various Department Operations Centers (DOCs). The EOC is the location that centralizes the collection and dissemination of information about the emergency and makes policy-level decisions about response priorities and the allocation of resources. The Irwindale Police Department staffs the EOC Manager position. The EOC Manager is responsible to insure the readiness of the Irwindale EOC.

The following functions are performed in the Irwindale EOC:

- Analysis, evaluation, reporting, and assessment of all data pertaining to emergency operations.
- Coordinating emergency response operations through the appropriate DOCs.
- Receiving warning information from a variety of government and private sources and issuing alerts and warnings to the public as required.
- Serving as the central point for providing emergency information and instructions to the public.
- Coordinating the operational and logistical support of City resources committed to the emergency.
- Maintaining contact and coordination with supporting DOCs, special districts, quasi-governmental, and other government EOCs.
- Collecting information from, and disseminating information to, the various DOC representatives and to other jurisdictions, other level of government EOCs, County, State, Federal, and military agencies.

2.1.1. KEY OPERATIONAL CONCEPTS

Several key operational components are critical to effective EOC operations. These key operational components are the basis for all EOC operations during emergency and disaster operations. The lack of or failure of any one of these key operational components will limit or hinder the EOC to carry out its emergency management mandate. These key operational components include:

1. Real time accurate situational awareness.

- EOC responders must have access to real time, accurate, and organized situation or event information and intelligence.
- 2. Real time accurate resource awareness.
 - EOC responders must have access to real time, accurate, and organized resource and response assets status information.
- 3. Empowered EOC responders.
 - EOC responders filling key roles at the section, branch or management positions must have full department decision making authority as related to their EOC function.
- 4. Operable Communications
 - Uninterrupted, hardened, and reliable communications in to and out of the EOC to city departments, cooperating agencies, and other key partners.

2.1.2. EOC ROLES AND RESPONSIBILITIES

Overview:

EOCs coordinate with on-scene incident managers and other agencies and organizations to:

- Acquire, allocate, and track resources.
- Manage and share information.
- Establish response priorities among incidents.
- Provide legal and financial support.
- Liaison with other jurisdictions and other levels of government.

Jurisdictions with well-organized EOCs have several distinct advantages over other jurisdictions during an emergency because they:

- Serve as a conduit for information passed from the incident scene, through lower-level coordination agencies, to higher-level coordination entities.
- Allow the Incident Commander to focus on managing the incident.
- Promote problem resolution at the lowest practical level.
- Provide strategic guidance and direction to support incident management activities.

EOCs and SEMS / NIMS:

EOCs are part of a larger **MULTI-AGENCY COORDINATION SYSTEM (MACS)** that is integral to domestic response as required by the California Standardized Emergency Management System (SEMS) and the National Incident Management System (NIMS).

EOCs serve several main functions within a MACS:

- **Information collection and evaluation** - collecting, analyzing, and interpreting information from various sources.
- **Coordination** - coordinating the information flow and resources for complex incidents or multiple incidents occurring simultaneously.

- **Priority setting** - ensuring that response systems are interconnected and complementary, reinforcing interoperability among the various system components, making response more efficient and effective by coordinating available resources, and making decisions based on agreed-upon policies and procedures.
- **Resource coordination** - identifying and acquiring needed resources and allocating existing or known resources.
- **Communications facilitation** - establishing interoperable communications among all partners in the MACS and others, as necessary for the response.

EOCs and Multi-Agency Coordination Systems:

Most emergencies are handled independently by first responders, fire, law enforcement, and emergency medical personnel, but in a large emergency or disaster, the efforts of first response agency personnel and others must be coordinated to ensure an effective response.

In these situations, Emergency Operations Centers (EOCs) play a critical role in acquiring, allocating and tracking resources, managing and distributing information, and setting response priorities among many incident sites.

EOCs are a critical link in the emergency response chain, enabling incident commanders to focus on the needs of the incident, serving as a conduit of information between the incident command and higher levels of MAC system entities, and promoting problem solving at the lowest practical level.

EOCs are part of the larger Multi-Agency Coordination System that is integral to the National Incident Management System (NIMS). NIMS is a flexible framework of doctrine, concepts, principles, terminology, and organizational processes that is applicable to all hazards and jurisdictions.

SEMS integrates existing best practices into a consistent statewide approach to domestic incident management.

NIMS integrates existing best practices into a consistent nationwide approach to domestic incident management.

Effective Multi-Agency Coordination helps in establishing response priorities and allocating resources, resolving differences among agencies, and providing strategic guidance and direction.

Multi-Agency Coordination is a system, not a facility. Entities that may comprise a multi-agency system include dispatch, on-scene command, resource coordination centers, emergency operations centers, and coordination entities in groups.

As part of the overall MAC system, the EOC provides a central location where government at any level can provide interagency coordination and executive decision making in support of the incident response.

EOC Purpose:

The purpose of an EOC is to establish a central location where government at any level can provide interagency coordination and execute decision making to support incident response.

Incidents are best managed at the lowest possible level:

- Geographically
- Organizationally
- Jurisdictionally

Local EOCs provide resource coordination and support to the on-scene Incident command. When local resources are exceeded, operational area and state EOCs may provide additional expertise, resources, and support.

When state resources are exceeded, state EOCs may request additional resource support and coordination assistance from other States or from the Federal Government.

EOC Benefits:

An effective EOC:

- Helps establish a common operating picture.
- Facilitates long-term operations.
- Improves continuity of operations.
- Provides ready access to all available information.
- Simplifies information analysis and verification.
- Promotes resource identification and assignment.

A single point of coordination, as found in an EOC facility, allows for the most efficient use of jurisdictional resources, and insures a single source clearing house of accurate and up-to-date disaster related information. With a single location, officials can meet, make decisions, and coordinate jurisdictional activities.

ICS / EOC Relationships:

Incident Commanders have several critical needs with which EOC personnel can assist. These needs include:

- **A common operating picture** - critical during incidents that are large or complex or involve personnel from multiple response agencies.
- **Policy direction** - critical when jurisdictions with differing policies are involved in a response.
- **Communication support** - critical in large, complex incidents or when multiple jurisdictions are involved in a response.
- **Resources** - includes people, equipment, and supplies required for a response.
- **Strategic planning** - allows the Incident Commander to focus on tactics.
- **Legal and financial support** - frees on-scene resources to focus on the response.

EOCs can help meet the needs at the incident scene by:

- **Providing the “big picture”** view of the incident (s).
- **Establishing policy** or resolving conflicting policies.
- **Providing communications** and messaging support.
- **Managing public information** issues and media requests.
- **Providing and prioritizing resources.**
- **Authorizing emergency expenditures**, when appropriate, and tracking incident costs.

Factors for an Effective EOC:

To ensure effective EOC operations, focus is placed upon:

- The Facility
- Equipment
- Personnel
- Procedures

2.1.3. EOC AND PSCC LINKAGE

Establishing and maintaining a communications link between the City Emergency Operations Center (EOC) and Public Safety Communications Center (PSCC) is critical to maintaining an accurate situation and resource status picture.

As soon as practical, communications will be established between the EOC manager and the PSCC floor supervisor. When possible, this communication will be established by telephone.

Other means of communications include:

- E-mail
- Police Radio
- Face to Face
- Runner

PSCC Police channel dispatchers may communicate direct by radio to EOC Law radio communications or direct to EOC Law Enforcement Branches by telephone or other means of communications.

Communications from the EOC to Los Angeles County Fire Dispatch will be established via telephone. When staffed, The EOC Fire Branch Director can communicate direct from the EOC to Los Angeles County Fire Dispatch via radio.

2.1.4. EOC AND DOC LINKAGE

Establishing and maintaining a communications link between the City Emergency Operations Center (EOC) and City Department Operations Centers (DOC) is critical to maintaining an accurate situation and resource status picture.

As soon as practical communications will be established between the respective EOC Operations Branch within the EOC Operations Section and their DOC. When possible, this communication will be established by telephone.

Other means of communications include:

- E-mail
- Radio
- Phone
- Runner

DOCs may communicate direct by radio to the EOC Communications Unit or direct to EOC Branches by telephone or other means of communications.

2.1.5. EOC AND ICP LINKAGE

Establishing and maintaining a communications link between the City Emergency Operations Center (EOC) and the Incident Command Post (ICP) is critical to maintaining an accurate situation and resource status picture.

As soon as practical communications will be established between the EOC Manager and the Incident Commander (IC). When possible, this communication will be established by telephone.

Other means of communications include:

- E-mail
- Fire Radio
- Police Radio
- Telephone
- Runner

Once fully activated, the EOC Operations Section Chief may establish and maintain communications with the IC. The EOC Operations Section Chief, or designee, may serve as the link between the IC and the EOC.

2.1.6. EOC AND OP AREA EOC, REGIONAL EOC, AND STATE EOC LINKAGE

Establishing and maintaining a communications link between the City Emergency Operations Center (EOC) and the Operational Area (Los Angeles County) EOC, Regional EOC (Los Alamitos), and the State EOC (Sacramento) is critical to maintaining an accurate situation and resource status picture.

As soon as practical communications will be established between the EOC Manager and the Operational Area (Los Angeles County) EOC. This communication link will most often be established via the LACO DMAC Coordinator. When possible, this communication will be established by telephone.

Other means of communications include:

- E-mail
- OARRS (LA County Operational Area Response and Recovery System)*

**OARRS is a web-based information reporting and notification system used by jurisdictions and agencies in the Los Angeles County Operational Area to convey conditions and operational status as a result of an incident, emergency, or disaster.*

Once fully activated, the EOC Manager will establish and maintain communications with the Operational Area (Los Angeles County) EOC. The EOC Manager will be the link between the Disaster Management Area, Operational Area, Regional EOC and State EOC. Section Chiefs, Branch Directors or Unit Leaders may communicate directly with their counterpart at the Operational Area, Regional EOC or State EOC as required and as appropriate.

3.0 PHASED RESPONSE/OPERATING CONDITIONS

The phased response concept is designed to staff a response operation as dictated by the size and complexity of the event.

The nature and extent of the response to any given incident by city departments and/or the EOC will vary with the size and complexity of the incident. The functions carried out in any response phase are basically the same and will follow the Incident Command System concept along with possible assignment of Emergency Support Functions (ESFs) in order to easily align with the Federal Response Framework, California State Emergency Plan, and the City EOP Base Plan. The level of activity, the number, and skills of staff required to carry out those activities will vary. The Police Department – Public Safety Communications Center will receive the initial notification of an incident on a 24/hour a day basis.

3.1.1. NORMAL OPERATING CONDITION

Normal Operating Condition: City departments are operating under normal or routine operations. No major emergencies are occurring beyond day-to-day normal and routine events. First Response Departments are responding to the normal type and volume of routine calls for service. There is no EOC activation or activity.

3.1.2. INCREASED READINESS OPERATING CONDITION

Increased Readiness Operating Condition: Increased Readiness Operations are likely to occur in advance of a threatened or impending emergency event such as adverse weather conditions or a change in the National Terrorism Advisory System. Actual and occurring incidents are or could potentially grow beyond the capability or capacity of First Response Departments to adequately handle. In this instance select staffing from the Irwindale Emergency Organization may be tasked to support the incident from the City EOC, ICP, or forward EOC.

Increased Readiness Operations may prompt the Director of Emergency Services or Assistant Director of Emergency Services to contact First Response Departments or ESF Coordinators to obtain both situation status and resource status information. Additionally, the Director of Emergency Services or Assistant Director of Emergency Services may direct preemptive response actions in advance of a potential or impending event.

Any one or a combination of the following individuals will make the decision on whether an incident or potential event meets the criteria for Increased Readiness:

- Director of Emergency Services
- Assistant Director of Emergency Services
- Department Head
- Police Watch Commander

During this level, ESF Coordinators will continue to monitor and process requests for assistance or information that has caused the Increased Readiness Operating Condition. Additional major activities will include situation status activities, resource status activities, and the processing of event intelligence and resource requests.

As a general rule, transition from Normal Operations to Increased Readiness will automatically occur when:

- A department has activated its DOC.
- One or more First Response Departments has a heavy commitment of resources to one or more incidents.

- Intelligence data suggests the potential for an emergency that has or may require the coordination of preemptive response activities, situation status and resource status coordination, or stepped-up emergency public information activities.

At this level, one or more persons may be initially tasked to the following functions:

- EOC Management
- Situation and Resource Status
- Emergency Public Information
- Communications
- Selected other department or agency representatives, as needed

Increased Readiness EOC staffing will consist of select personnel required to support the increased readiness posture and related activities. Increased Readiness Operating Conditions and associated EOC activities can occur within the EOC or remotely as required. EOC hours of operation outside of normal business hours will be consistent with the criticality of the situation and EOC activity.

Staffing of these functions will continue until the Emergency Services Director, Alternate Emergency Services Director, or EOC Manager determines that the staffing level should be increased or decreased depending on the status of the event and response efforts.

Staff assigned to these positions will carry out the responsibilities outlined in position checklists for all positions within that respective functional area. For example, the individual assigned to the Public Information Officer function will carry out the tasks outlined in the Public Information Officer position checklists as well as all subordinate positions assigned under the Public Information function. (See Position Checklists)

Actions to be taken at this time may include:

- The City EOC will obtain, monitor, and track situation and resource status information from the First Response departments, cooperating agencies, and normal sources of information and event data.
- First Response departments (FD, PD, PW) will actively assess the situation or impending event, gather intelligence from the field, and prepare to respond to requests from city departments, affected local jurisdictions, and mutual aid requests.
- The City EOC, department DOCs, local jurisdiction EOCs, and incident or area command posts (ICPs) are staffed according to the current and predicted situation. Key city departments may be requested to send representatives to the EOC.
- Notification of the event or situation and the EOC response actions are made to the following:
 - Director of Emergency Services
 - Assistant Director of Emergency Services
 - Department Heads
 - First Response Departments
 - Affected ESF (Emergency Support Function) Coordinators
 - Operational Area as required
 - State and Federal agencies as required

- The City's PIO disseminates emergency public information regarding the city's preemptive and/or response actions. Information is provided to the city PIO by EOC Management staff and public information staff of other city departments.
- Lead and Support Departments and key city functions should be reviewing response plans and procedures, checking resource and contact lists, developing staffing patterns for impending events or the next higher-level operating condition, and obtaining and maintaining situational awareness as related to the current event or situation.
- If additional staff support is required, the EOC Manager will have the authority to escalate to Level III EOC activation or any intermediate level of staffing that the situation may dictate. Level III EOC activation concurrence will be obtained from the Director of Emergency Services or Assistant Director of Emergency Services as soon as practical.
- Increased Readiness Operating Condition may be executed remotely during off business hours outside of the EOC or DOCs if conditions allow for same. The example may be during Santa Ana winds resulting in extreme hazardous fire conditions. In this case Fire Department may initiate fire patrols, implement special staffing patterns, and utilized high fire dispatch procedures. These activities may occur during Increased Readiness Operating Conditions, though may occur outside of EOC and DOC facilities or operations.

3.1.3. EMERGENCY OPERATING CONDITION

Emergency Operating Condition: Emergency Operating Conditions will likely occur upon the immediate impact of an event or imminent impact of an emergency event. Emergency Operating Condition is recognized as an emergency that greatly affects city day-to-day operations and there is a heavy staff and resource commitment from the three First Response Departments.

Events are in progress or have occurred which involve an imminent or actual major impact on the safety of people, critical infrastructure, key resources, or property in the impacted area(s).

An incident's size and complexity require representation in the EOC by all appropriate city departments and outside agencies and organizations to support emergency operations. The number of staff and the agencies represented will vary by incident. In this phase, the level of activity dictates that normal operational staff functions may cease, and all tasked personnel respond in support of the incident, performing functions in accordance with position checklists and previous EOC responsibilities. Police Department staff will assume supervisory roles in Level III operations once adequately trained city emergency organization personnel report to the EOC. As the event becomes further defined, previously assigned operations staff may be released after shift staffing schedules are established. SEMS response levels are activated as needed to respond to an emergency.

Emergency Operating Conditions EOC staffing will consist of activated ESF Coordinators and all tasked departments. Level III EOC event will require most or all EOC positions to be staffed. EOC 24-hour operations will continue until the emergency event de-escalates and will be consistent with the criticality of the situation and required EOC activity.

Possible actions to be taken at this time include:

- The City EOC, DOCs, and command posts are fully activated, with representation from appropriate city departments, along with necessary cooperating agencies, non-governmental, government, and volunteer organizations. Requests from local organizations for city assistance are prioritized and fulfilled commensurate with available resources and established procedures.
- One or more selected department level Emergency Support Functions (ESFs) have been activated to respond to the situation.

- The EOC Team continues to assess the emergency, oversee city emergency actions, and advise the Director of Emergency Services. In most cases, the EOC Director or EOC Manager will orchestrate the actions of the EOC Team, Director of Emergency Services, and City response and recovery actions.
- If a formal proclamation of Local Emergency is recommended, it will be advised to the Director of Emergency Services by the EOC Director.
- The Director of Emergency Services formal actions may include Proclamation of Local Emergency, request for County concurrence, request for State OES Director concurrence, and request for Governors Declaration of Emergency.
- The Director of Emergency Services and the Irwindale Emergency Organization, and/or emergency response personnel continue to oversee and assess the emergency response. Actions may include incident site visits, briefings by city departments, etc.
- Continued monitoring of and notifications to local organizations, county organizations, and state and federal agencies are made, informing them of city emergency actions and coordinating responses.
- The EOC PIO activates the public information system, joint information center, and public information team to handle all public information activities from the city EOC and other locations as required.
- The Director of Emergency Services and the Irwindale Emergency Organization provides stakeholder coordination and maintains contact with neighboring jurisdictions, mutual aid coordinators, state and federal counterparts, and elected officials.

Calls for assistance not related to the incident will generally be handled by First Response Departments or Agencies Having Jurisdiction and separated from activation-related calls, which will be handled by EOC staff.

3.1.4. DISASTER OPERATING CONDITION

Disaster Operating Condition: A major disaster event has occurred that exceeds the capability of the city and local organizations to provide timely and effective response to meet the immediate needs of the situation. For example, the occurrence of a major earthquake, or sustained wide area flooding in a high-risk, high-population area. An event of this magnitude would cause numerous casualties, property loss, and disruption of normal life support systems and significantly impact the regional economic, physical, and social infrastructures. As a general rule, transition to this phase occurs when the EOC or mutual aid coordinators have requested significant mutual aid assistance or long-term recovery issues and activities are likely.

Possible actions to be taken at this time include:

- The city EOC, DOCs, and command posts are fully activated, with representation from appropriate city departments, along with necessary cooperating agencies, non-governmental, government, and volunteer organizations. Requests from local organizations for city assistance are prioritized and fulfilled commensurate with available resources and established procedures.
- One or more selected department level Emergency Support Functions (ESFs) have been activated to respond to the situation.
- Contact is established with the Operational Area EOC, neighboring local government EOCs, and the State level REOC or EOC as required.
- The EOC Team continues to assess the emergency, oversee city emergency actions, and advise the Director of Emergency Services. In most cases, the EOC Director or EOC Manager will orchestrate the actions of the EOC Team, Director of Emergency Services, and City response and recovery actions.
- If a formal proclamation of Local Emergency is recommended, it will be advised to the Director of Emergency Services by the EOC Director.

- The Director of Emergency Services formal actions will likely include Proclamation of Local Emergency, request for County concurrence, request for State OES Director concurrence, and request for Governors Declaration of Emergency.
- The Director of Emergency Services' Crisis Management Team, Irwindale Emergency Organization and/or emergency response personnel continue to oversee and assess the emergency response. Actions may include incident site visits, briefings by city departments, etc.
- Continued monitoring of and notifications to local organizations, county organizations, and state and federal agencies are made, informing them of city emergency actions and coordinating responses.
- The EOC PIO activates the public information system, public information center, and public information team to handle all public information activities from the city EOC and other locations as required.
- The EOC Director, and the Irwindale Emergency Organization provides stakeholder coordination and maintains contact with neighboring jurisdictions, the mutual aid coordinators, state and federal counterparts, and elected officials.
- Non-first response departments are tasked to assist in response and recovery activities.
- Non-essential city operations may be curtailed to focus energy on responding to the disaster.
- Disaster recovery operations, both short term and long term, are stood up.
- Continuity of Operations Plans are being implemented.
- Calls for assistance not related to the incident will generally be handled by First Response Departments or Agencies Having Jurisdiction and separated from activation-related calls, which will be handled by EOC staff.

3.1.5. CATASTROPHIC OPERATING CONDITION

Catastrophic Operating Condition: Events are in progress or have occurred which cause a full and immediate response by all City departments and response organizations. The nature of a catastrophic event will cause a full or near full disruption of city services and operations. Continuity of Government – Continuity of Operations Plans will be fully implemented. Disruption or loss of customary means of emergency communication systems will cause departments and response organizations to operate under communication failure protocols. Communication failure protocols include initiating pre-determined response activities directed at force protection, saving lives, and continuity of critical government functions. The EOC is fully activated and extensive regional and national mutual aid resources will be required to fully respond and recover from the event(s).

All City staff will report to pre-identified disaster assignments and all departments will be involved in disaster response and recovery activities. Long term and extensive community recovery will be required.

Possible actions to be taken at this time include:

- City Government Continuity of Government Plans and Procedures are fully activated.
- City Department Continuity of Operations Plans and Procedures are fully activated.
- Communications failure protocols for PSCC, EOC, DOCs and Departments and Divisions are fully activated.
- City Departments, Divisions, and Incident Commanders should be prepared to function independently under an Area Command Concept throughout the City until communications systems and key facilities can be re-established.
- The city EOC, DOCs, and command posts are fully activated, with representation from appropriate city departments, along with necessary cooperating agencies, non-governmental, and volunteer

organizations. Requests from local organizations for city assistance are prioritized and fulfilled commensurate with available resources and established procedures.

- All department level Emergency Support Functions (ESFs) have been activated to respond to the situation.
- Contact is established with the Operational Area EOC, neighboring local government EOCs, and the State level REOC or EOC as required. Contact may be by runners in the event of full communications failure.
- The EOC Team continues to assess the catastrophic incident, oversee city emergency actions, and advise the Director of Emergency Services. In most cases, the EOC Director or EOC Manager will orchestrate the actions of the EOC Team, Director of Emergency Services, and City response and recovery actions.
- A formal proclamation of Local Emergency is made by the Director of Emergency Services or Assistant Director of Emergency Services or Alternate Director of Emergency Services.
- The Director of Emergency Services formal actions will likely include Proclamation of Local Emergency, request for County concurrence, request for State OES Director concurrence, and request for Governors Declaration of Emergency.
- The Director of Emergency Services, City's Emergency Organization, and/or emergency response personnel continue to oversee and assess the emergency response. Actions may include incident site visits, briefings by city departments, etc.
- Continued monitoring of and notifications to local organizations, county organizations, and state and federal agencies are made, informing them of city emergency actions and coordinating responses.
- The EOC PIO activates the public information system, public information center, and public information team to handle all public information activities from the city EOC and other locations as required.
- The EOC Director or City's Emergency Organization provides stakeholder coordination and maintains contact with neighboring jurisdictions, the mutual aid coordinators, state and federal counterparts, and elected officials.
- EOC Branches and DOCs initiate procedures to integrate federal response assets into local emergency operations.
- Calls for assistance not related to the catastrophic incident will be deferred until catastrophic disaster operations have de-escalated or have been discontinued.

4.0 EOC TEAMS

4.1.1. CRISIS MANAGEMENT TEAM

The CMT (Crisis Management Team) is comprised of senior officials from city departments that by jurisdictional authority have a high level of responsibility for crisis resolution of significant city emergencies or critical events.

The CMT is comprised of:

- City Manager
- Assistant City Manager
- Chief of Police
- Finance Director
- Chief Deputy City Clerk
- City Attorney
- Other's as required or requested

The EOC Manager will serve in an advisory capacity to the CMT.

The CMT may be activated to the EOC at any time during the pre-impact or impact phase of an incident. The CMT serves to provide executive level counsel to the Assistant Director of Emergency Services / City Manager in order to resolve a potential, impending or actual emergency management crisis. Members of the CMT generally have jurisdictional authority for a crisis event or have significant resources available to resolve a crisis event.

4.1.2. POLICY GROUP TEAM

The policy group is responsible for recommending or deciding emergency management policies necessary to protect life and property or provide for continuity of essential city operations. This includes, though is not limited to:

- Recall of employees.
- Establishing special city-wide staffing patterns.
- Curtailment of city business functions.
- Temporary relaxing of City policies.
- Temporary establishment of City policies.
- Establishing curfews.
- Preventing price gouging.
- Issuing large scale evacuation orders.
- Issuing re-population and re-entry orders.
- Setting short term recovery priorities.

Members of the policy group include:

1. Mayor, who is the chairperson, and serves as the Director of Emergency Services

2. Mayor Pro Tem
3. City Manager
4. Assistant City Manager
5. Chief of Police
6. Finance Director
7. Human Resources/Risk Management Director
8. Community Development Manager/City Planner
9. Chief Deputy City Clerk, who serves as secretary to the Policy Group
10. City Attorney, who serves as legal advisor to the Policy Group

The Policy Group reports directly to and serves the Director of Emergency Services.

4.1.3. EOC RESPONSE TEAM

The EOC Response Team consists of those personnel assigned to one or more positions within the EOC organizational chart. Each primary position will be staffed to three levels deep. Each supporting position may not require three deep levels of staffing for EOC positions. This three deep staffing allows for an activated EOC to be staffed 24 hours per day (two shifts) and maintains one additional level of staffing for contingencies. The three teams include:

Example:

<u>Team</u>	<u>Primary Role</u>
Team A	1 st Shift
Team B	2 nd Shift
Team C	Alternate

Typically shift staffing does not start until the EOC goes into Extended Operations, which generally occurs after an incident goes beyond the first 24 hours. Once an incident goes beyond 24 hours, an EOC Staffing Plan will be established. This staffing plan will include staffing requirements for both the A Shift (7:00am-7:00pm) and the B Shift (7:00pm-7:00am). Other shifts or staffing patterns, including overlapping shifts, may be established when situations warrant.

5.0 NOTIFICATIONS FOR EMERGENCIES

5.1.1. NOTIFICATION OF THE EOC RESPONSE TEAM

1. The PSCC Shift Supervisor will notify Irwindale EOC Response Team when:
 - A. "Warnings" are received by the PSCC (e.g., a "Warning Message" other than weather such as a Homeland Security Warning, Power Plant Warning, Civil Emergency Warnings, Public Health Warning, etc.).
 - B. The incident is "unusual" and does not happen frequently (e.g., train derailment, found military ordinance, etc.).
 - C. Multi-Casualty incident involving 10 or more victims.
 - D. Hazardous materials incidents involving evacuations or protection in place of 10 or more people.
 - E. Law enforcement operations (SWAT, Hostage, or EOD) involving evacuations or protection in place of 10 or more people.
 - F. Full closure of a state or Interstate highway exceeding or likely to exceed 30 minutes.
 - G. Incidents where sabotage or terrorism is suspected.
 - H. Anything of a sensitive nature that would be of high interest to the news media (e.g., incidents involving: VIPs, venues of special interest, critical infrastructure, etc.).
 - I. Significant incidents involving or directly impacting city, state or federal facilities or buildings.
 - J. Updates of significance on the status of an incident already in progress.
 - K. Incidents where there is no guidance or notification is at the discretion of the PSCC Shift Supervisor.

5.1.2. NOTIFICATION OF THE DIRECTOR OF EMERGENCY SERVICES

1. The Director of Emergency Services/Mayor will be notified by the City Manager/Assistant Director of Emergency Services when emergencies meet one or more of the following criteria:
 - A. The severity of the situation warrants.
 - B. A regional or national emergency will likely have a direct impact on the city.
 - C. An event has or is likely to require activation of the city's EOC, multiple DOCs, or multiple ESFs.
 - D. The event is likely to result in wide spread news coverage.
 - E. It is politically prudent.

Whenever a "gray area" for notification is encountered, the City Manager or designee will err on the side of making the notification.

Generally, notifications to the Director of Emergency Services will be done via the City Manager or Assistant City Manager. At times this may be done by the Police Department Watch Commander or EOC Manager as appropriate.

2. When notification of an emergency event is made to the Director of Emergency Services, the following information will be provided:

Primary Information

- A. Nature of the event
- B. Location of the event
- C. Departments committed to the event
- D. Prognosis, if known
- E. Actions being taken
- F. Additional recommended actions (pre-emptive actions, EOC activations, EF activations, etc.)

Secondary Information

- G. Recommended activations of CMT, EOC Team, Policy Group, etc.
- H. Proclamation of Local Emergency recommendation
- I. Recommended level of public information response
- J. Anticipated/recommended schedule for briefings or updates

5.1.3. NOTIFICATION OF THE CRISIS MANAGEMENT TEAM

1. The CMT will be convened by the Assistant Director of Emergency Services upon any situation warranting such and at the discretion of the Assistant Director of Emergency Services. Notification will be made by the City Manager's Office or designee upon the order of the Assistant Director of Emergency Services.

5.1.4. NOTIFICATION OF THE POLICY GROUP

1. The Policy Group will be convened by the EOC upon any situation warranting such and at the discretion of the Director of Emergency Services. The City Manager or Assistant City Manager will generally serve as the EOC Director. Notification may be made by the EOC Manager upon the order of the EOC Director.

5.1.5. NOTIFICATION MEANS OF ESF COORDINATORS

1. ESF Coordinators will be notified by any of the following means:

EOC not activated

- A. Watch Commander
- B. PSCC Supervisor
- C. City Manager / Assistant City Manager, or designee

EOC activated

- D. EOC Director
- E. EOC Manager
- F. EOC Section Chief

5.1.6. NOTIFICATION MEANS OF THE EOC TEAM

1. The EOC Team will be notified by any of the following means:

EOC not activated

- A. Watch Commander
- B. PSCC Supervisor
- C. City Manager / Assistant City Manager, or designee

EOC activated

- D. EOC Manager
- E. Deputy EOC Manager
- F. EOC Message Center
- G. EOC Team members may notify next shift, relief or subordinate EOC functions or positions.

5.1.7. NOTIFICATION OF THE MAYOR'S OFFICE

1. The Mayor's Office will be notified when emergencies meet one or more of the following criteria:

- A. The severity of the situation warrants.
- B. A regional or national emergency will likely have a direct impact on the city.
- C. An event has or is likely to require activation of the city's EOC, multiple DOCs, or multiple ESFs.
- D. The event is likely to result in wide spread news coverage.
- E. It is politically prudent.

Generally, notifications to the Mayor's Office will be initiated by the City Manager or Assistant City Manager.

5.1.8. NOTIFICATION OF THE OPERATIONAL AREA

1. The Los Angeles County Operational Area (LACO OA) will be notified upon the following criteria:

- A. When the EOC has been activated.
- B. When activation of the EOC is anticipated or being planned for.

2. Notification to the LACO OA will be made to the LACO OEM Duty Officer:

- A. By email at **DutyOfficer@ceooem.lacounty.gov**
- B. By phone (**24-hour cell phone number is located as an attachment to EOP Part II**)

5.1.9. NOTIFICATION OF THE DISASTER MANAGEMENT AREA

1. The Los Angeles County Disaster Management Area "D" Coordinator (DMAC) will be notified upon the following criteria:

- A. When the EOC has been activated.
- B. When activation of the EOC is anticipated or being planned for.

2. Notification to the DMA "D" Coordinator will be made:

- A. By email (**e-mail is located as an attachment to EOP Part II**)
- B. By phone (**24-hour cell phone number is located as an attachment to EOP Part II**)

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6.0 EOC ACTIVATION PROCEDURES

6.1.1. ACTIVATION CRITERIA

Generally, the following events will trigger activation of the EOC. They serve as a general guideline only. The EOC may be activated for any reason as directed by the Director of Emergency Services or Assistant Director of Emergency Services.

A. Earthquake

- Earthquake 3.0M or greater within City limits.
- Earthquake 5.0M or greater within 50 miles of City limits.
- Earthquake 6.0M or greater within 60 miles of City limits.
- Earthquake 7.0M or greater within 140 miles of City limits.
- Earthquake 8.0M or greater within 240 miles of City limits.
- Any earthquake registering as Strong Shaking Intensity Level VI on USGS California Integrated Seismic Network (CISN) Shake Map.
- Any earthquake with resultant damage to windows, building facades, unreinforced masonry structures, or chimneys within the City of Irwindale.

B. Severe Weather Warnings

- High Wind Warning, with significant local impacts.
- Severe Thunderstorm Warning, with significant local impacts.
- Flash Flood Warning, with significant local impacts.
- Excessive Heat Warning, with significant local impacts.

C. National Security Emergencies

- President's declaration of a National Security Emergency.
- National Terrorism Advisory System issuance of an Alert, with local impact to the city.
- Any suspected international or domestic act or threat of terrorism upon the city.

D. City Resource Commitment

- Two or more ESFs are activated.
- Two or more DOCs are activated.
- Mutual Aid resources, other than Fire and Law, have been requested from the city or to the city.
- Two or more First Response Departments are severely drawn down in resources due to emergency events.

E. Other Misc. Triggering Events

- Irwindale City Proclamation of Local Emergency.
- LA County Board of Supervisor Proclamation of Local Emergency for an area or emergency that includes the City of Irwindale.

- Governor’s proclamation of State of Emergency for an area or emergency that includes the City of Irwindale.
- Governor’s declaration of a State of War Emergency, as defined by the California Emergency Services Act.
- President’s declaration of Emergency or Major Disaster in an area including the City of Irwindale.
- Any other event(s), emergency or planned, that would benefit from EOC activation and support.

6.1.2. ACTIVATION LEVELS

There are three levels of EOC activation. These are:

Level III: Minimum Staffing

Impending or actual emergencies have prompted an increase in activity at the EOC. Key EOC functions are activated which are commensurate to the impending or actual emergency.

Level III staffing includes, with few exceptions, Management Section, Section Chiefs, and any required support personnel. Other EOC Team members may be required to be readily available by phone.

Level II: Partial Staffing

Impending or actual emergencies have prompted an increase in activity at the EOC. Key EOC functions are activated which are commensurate to the impending or actual emergency.

Level II staffing includes, with few exceptions, Management Section, Section Chiefs, Branch Directors, and any required support personnel. Other EOC Team members may be required to be readily available by phone.

Level I: Full Staffing

Impending or actual emergencies have prompted an increase in activity at the EOC. Key EOC functions are activated which are commensurate to the impending or actual emergency.

Level I staffing includes, with few exceptions, Management Section, Section Chiefs, Branch Directors, Unit Leaders and any required support personnel. Level I staffing will generally include all EOC functions and positions. Other EOC Team members may be required to be readily available by phone.

6.1.3. ACTIVATION CONCURRENCE

EOC Level’s III, II, and I require concurrence by the Director of Emergency Services or Assistant Director of Emergency Services.

In situations where communication failures or emergency events prevent contact with the Director of Emergency Services or Assistant Director of Emergency Services, presumptive concurrence will be assumed for any event listed under Activation Criteria – Triggering Events.

6.1.4. POLICE WATCH COMMANDER

If time and situation permit, the Police Watch Commander will discuss possible EOC activation with the City Manager or Assistant City Manager who will then consult with the Director of Emergency Services or Assistant Director of Emergency Services and determine the extent of staff and agency call out depending on the situation. In the event that the Police Watch Commander is unable to contact the City Manager or Assistant City Manager, the Watch Commander should take steps to activate the EOC based on Activation Criteria and his/her own independent judgment.

6.1.5. ACTIVATION PROCESS

The activation process is initiated by an announcement to the staff within the Police Department/City Hall facility by the PSCC by public address, radio, telephone, and reverse-telephone during business hours and during non-business hours. Notification to appropriate EOC Teams will be made via telephone, e-mail, text messaging, or reverse telephone by PSCC staff or designee. Preferred method of alerting and notification will be made using the city's Civic Ready emergency notification system. Assigned staff for the particular Activation Level will report to the EOC for a briefing on the incident by the Police Watch Commander, EOC Director, EOC Manager, City Manager, Assistant City Manager, or designated manager or supervisor.

Selection of person (s) to support the operation and shift assignments will then be determined (EOC Staffing Plan). Section Chiefs are responsible for determining their section's staffing needs. Staffing or personnel will be ordered by functions and not by any other methodology. The EOC functions required to be filled determines what personnel need to be ordered.

6.1.6. ACTIVATION NOTIFICATIONS

Notifications of EOC activations will be made by the PSCC, EOC Manager or designee as follows:

<u>Level</u>	<u>Notifications</u>
Level III	CMT, Policy Group, ESF Coordinators, EOC Teams, LA County OEM
Level II	CMT, Policy Group, ESF Coordinators, EOC Teams, LA County OEM
Level I	CMT, Policy Group, ESF Coordinators, EOC Teams, LA County OEM

6.1.7. STAFF AND TEAM CALL OUT

The Watch Commander, PSCC Supervisor, or EOC Manager, using telephone, pagers, Civic Ready, or e-mail will notify or call out selected teams and staff (i.e., CMT, EOC Response Team, Individuals etc.) and/or selected department representatives.

6.1.8. INITIAL OPERATIONS ACTIONS

1. The EOC Director, upon arrival, will:
 - A. After reviewing pertinent messages and information from the field, PSCC, or state and federal sources, ensure all warning information has been disseminated.
 - B. Be prepared to make essential operational decisions, to include preliminary staff assignments and deployment of manpower and resources.
 - C. Be prepared to discuss and determine the need for emergency public information support and/or activation of the Joint Information Center (JIC) with the Director of Emergency Services/Assistant Director of Emergency Services.
 - D. Assume control of incident operations and remain in control until properly relieved.
 - E. After reviewing information and intelligence on the current situation, anticipated, or forecasted situation, resource status and any anticipated shortfalls, and current EOC staffing level, initiate a higher-level staffing pattern and higher-level of activation, or prepare for demobilization as appropriate.

*In the absence of or inability to act by the City Manager or Assistant City Manager, the EOC Director position will be assumed by the Police Chief or the next highest member of the City management team.

2. The first staff persons or support persons to arrive at the EOC will assist the EOC Director or EOC Manager by performing the following functions in order:
 - A. Receive a briefing from the Watch Commander or EOC Manager and assist the Watch Commander or EOC Manager as necessary.
 - B. Perform Situation Status Display Processing by displaying incident situation data on the appropriate display boards in the EOC at the direction of the Watch Commander or EOC Manager.
3. The first telecommunications operator, clerical staff member, or appropriate staff person to arrive at the EOC will assist the Watch Commander or EOC Manager by performing the following functions in order:
 - A. Receive a briefing from the Watch Commander or EOC Manager and assist the Watch Commander or EOC Manager as necessary.
 - B. Initiate further EOC Team call outs or telephone notifications at the direction of the Watch Commander or EOC Manager.
 - C. Answering EOC telephones at the direction of the Watch Commander or EOC Manager.
4. The first information technology computer technician or appropriate staff person to arrive at the EOC will assist the Watch Commander or EOC Manager by performing the following functions in order:
 - A. Receive a briefing from the Watch Commander or EOC Manager and assist the Watch Commander or EOC Manager as necessary.
 - B. Bring all EOC information technology equipment and systems on-line at the direction of the Watch Commander or EOC Manager.
 - C. Conduct a rapid situation and resource assessment of EOC systems and technologies. Report systems and technologies status, outages, and repair prognosis to Watch Commander or EOC Manager.
 - D. Assist EOC Team members with computer systems access and log on.
5. All subsequent staff reporting to the EOC as part of the EOC Team will follow the initial activation priorities:
 - A. Report to the Watch Commander or EOC Manager to receive functional assignment and to assist with warnings, notifications, or staff recalls.
 - B. Bring facility equipment into operation and begin posting pertinent information on status boards, display boards, computer boards, etc.
 - C. Initiate contact with appropriate DOCs, central offices, command posts, cooperating agencies, neighboring jurisdictions, and other sources of incident information.
 - D. Attend situation briefing and begin functional activities until relieved by other staff arriving for the next activation level, subsequent shift changes, or until when otherwise relieved.
 - E. Initiate and maintain all appropriate EOC documentation activities and forms.
 - F. Assist in other functional areas or with other EOC tasks when appropriate, available, and when other areas appear to need immediate assistance.

7.0 PROCLAMATION OF LOCAL EMERGENCY

7.1.1. DEFINITION OF LOCAL EMERGENCY

Definition of Local Emergency: “The duly proclaimed existence of conditions of disaster or of extreme peril to the safety of persons and property within the territorial limits of a county, city and county, or city, caused by such conditions as air pollution, fire, flood, storm, epidemic, riot, drought, sudden and severe energy shortage, plant or animal infestation or disease, the Governor’s warning of an earthquake or volcanic prediction, or an earthquake... or other conditions, other than conditions resulting from a labor controversy, which are or are likely to be beyond the control of the services, personnel, equipment, and facilities of that political subdivision and require the combined forces of other political subdivisions to combat...” Section 8558(c), Chapter 7 of Division 1 of Title 2 of the Government Code.

7.1.2. DESIGNATED OFFICIALS WITH AUTHORITY TO ISSUE

The Director of Emergency Services, Alternate Director of Emergency Services, and the Irwindale City Council have the authority to issue a Proclamation of Local Emergency.

7.1.3. SITUATIONS TRIGGERING A PROCLAMATION OF LOCAL EMERGENCY

A local proclamation of emergency will be recommended when one or more of the following occur:

- When the event has or will potentially exceed the capabilities and resources of the city.
- When the city will likely have to exercise extraordinary police powers.
- When the city will likely have to issue special orders or regulations for the protection of life and property.
- When the proclamation is required to activate special purchasing agreements or spending authorities.
- When the city will likely pursue state or federal assistance for either response aid or recovery aid.
- When it is a prerequisite to requesting a County Emergency Proclamation, California Office of Emergency Services Director’s Concurrence, Governor’s Declaration of a State of Emergency, or a Presidential Declaration of Major Emergency or Disaster.
- When the Director of Emergency Services or the Mayor, recognizing the seriousness of the situation, wishes to assure the public through formal proclamation that the City is responding with all available resources to protect the public health and safety.

7.1.4. DEADLINES

The following are deadlines important to the proclamation process:

- **Issuance:** Within 10 days of the actual occurrence of a disaster if assistance will be requested through the California Disaster Assistance Act (CDAA).
- **Ratification:** If issued by official designated by ordinance, must be ratified by governing body within 7 days.
- **Renewal:** Reviewed at least every 60 days by the governing body until terminated.

- **Termination:** At the earliest possible date that conditions warrant.

7.1.5. NOTIFICATION PROCESS

Local governments should notify the Operational Area (OA) and provide a copy of the local emergency proclamation as soon as possible.

- OA shall notify their state OES Region and provide a copy of the proclamation as soon as possible.
- OES Region will notify the OES Director and Deputy Directors, and shall be the primary contact between the OES Director, OA, and the local jurisdiction for updates on any requests for assistance.
- OES Director will respond in writing to the local government concerning the status of any requests for assistance included within the local proclamation or accompanying letter

Note: A local emergency proclamation and/or Governor's Proclamation is not a prerequisite for mutual aid assistance, Red Cross assistance, the federal Fire Management Assistance Grant Program, or disaster loan programs designated by the Small Business Administration, or the U.S. Department of Agriculture.

7.1.6. LEVELS OF DISASTER ASSISTANCE

DIRECTOR'S CONCURRENCE

Purpose:

The CDAA authorizes the OES Director, at his discretion, to provide financial assistance to repair and restore damaged public facilities and infrastructure.

Deadline:

State OES must receive request from local government within 10 days of incident.

Supporting Information Required:

Local Emergency Proclamation, Initial Damage Estimate (IDE), and a request from the City Mayor or Administrative Officer, or County Board of Supervisors.

GOVERNOR'S PROCLAMATION

Purpose:

Provides Governor with powers authorized by the Emergency Services Act, authorizes OES Director to provide financial relief for emergency actions and restoration of public facilities and infrastructure, prerequisite when requesting federal declaration of a major disaster or emergency.

Deadline:

State OES must receive request from local government within 10 days of incident.

Supporting Information Required:

Local Emergency Proclamation, Initial Damage Estimate (IDE), and a request from the City Mayor or Administrative Officer, or County Board of Supervisors.

PRESIDENTIAL DECLARATION OF AN EMERGENCY

Purpose:

Supports response activities of the federal, state, and local government. Authorizes federal agencies to provide "essential" assistance including debris removal, temporary housing, and the distribution of medicine, food, and other consumable supplies.

Deadline:

Governor must request on behalf of local government within 5 days after the need for federal emergency assistance is apparent.

Supporting Information Required:

All of the supporting information required above, and a Governor's Proclamation, certification by the Governor that the effective response is beyond the capability of the state, confirmation that the Governor has executed the state's emergency plan, information describing the state and local efforts, identification of the specific type and extent of federal emergency assistance needed.

PRESIDENTIAL DECLARATION OF A MAJOR DISASTER:Purpose:

Supports response and recovery activities of the federal, state, local government, and disaster relief organizations. Authorizes implementation of some or all federal recovery programs including public assistance, individual assistance, and hazard mitigation.

Deadline:

Governor must request federal declaration of a major disaster within 30 days of incident.

Supporting Information Required:

All of the supporting information required above, and a Governor's Proclamation, certification by the Governor that the effective response is beyond the capability of the state, confirmation that the Governor has executed the state's emergency plan, and identification of the specific type and extent of federal aid required.

7.1.7. FEDERAL/STATE ASSISTANCE THAT REQUIRE PROCLAMATIONS

Federal/State Disaster Assistance that require Local Emergency Proclamation

Local Government:

- Reimbursement of extraordinary emergency costs (e.g., overtime, debris removal, sandbagging).
- Funds to repair damaged public facilities (e.g., buildings, roads, equipment, utilities).
- Hazard Mitigation.

Individuals and Families:

- Housing assistance such as home repairs and temporary lodging/rental assistance.
- Damage to personal property, medical/dental expenses.
- Disaster unemployment benefits.
- Crisis Counseling.

7.1.8. CITY COVERED BY COUNTY PROCLAMATIONS

Section 2.8.3 of the Los Angeles County Emergency Response Plan (2012) states:

2.8.3 Cities Covered Under a County Proclamation

"When a county proclaims a local emergency pursuant to Section 8630 of the Government Code, based upon conditions which include both incorporated and unincorporated territory of the county, it is not necessary for the cities to also proclaim the existence of a local emergency independently. Further, cities within a county are bound

by county rules and regulations adopted by the county pursuant to Section 8634 of the Government Code during a county proclaimed local emergency when the local emergency includes both incorporated and unincorporated territory of the county even if the cities do not independently proclaim the existence of a local emergency."

7.1.9. SAMPLE LOCAL EMERGENCY PROCLAMATION

SAMPLE PROCLAMATION

WHEREAS, Ordinance No. _____ of the City/County of _____ empowers the *Director of Emergency Services** to proclaim the existence or threatened existence of a local emergency when said City/County is affected or likely to be affected by a public calamity and the City Council/County Board of Supervisors is not in session, and;

WHEREAS, the *Director of Emergency Services** of the City/County of _____ does hereby find; That conditions of extreme peril to the safety of persons and property have arisen within said city/county, caused by _____ (fire, flood, storm, mudslides, torrential rain, wind, earthquake, drought, or other causes); which began on the _____ the day of _____, 20____. and;

That these conditions are or are likely to be beyond the control of the services, personnel, equipment, and facilities of said City/County, and;

That the City Council/County Board of Supervisors of the City/County of _____ is not in session and cannot immediately be called into session;

NOW, THEREFORE, IT IS HEREBY PROCLAIMED that a local emergency now exists throughout said City/County, and;

IT IS FURTHER PROCLAIMED AND ORDERED that during the existence of said local emergency the powers, functions, and duties of the emergency organization of this City/County shall be those prescribed by state law, by ordinances, and resolutions of this City/County, and; That this emergency proclamation shall expire in 7 days after issuance unless confirmed and ratified by the governing body of the City/County of _____.

Dated: _____

By: _____

*Director of Emergency Services**

Print Name _____

Address _____

**Insert appropriate title and governing body*

Note: *It may not be necessary for a city to proclaim a local emergency if the county has already proclaimed an emergency that applies to the entire geographic county area or for a specific area that includes the impacted city or cities.*

8.0. EOC ORGANIZATION AND RESPONSIBILITIES

8.1.1. EOC LOCATION

The **Primary EOC** for the City is located at **5050 North Irwindale Avenue**, Irwindale CA 91706 (Irwindale Police Department).

The **Alternate or Secondary EOC** as back up to the Primary EOC for the City is located at **16116 Arrow Highway**, Irwindale CA 91706 (Irwindale Senior Center).

The **Los Angeles County Operational Area EOC** is located at 1275 North Eastern Avenue, Los Angeles CA 90063.

8.1.2. EOC ORGANIZATION

Incident Command System:

The EOC is organized using the Incident Command System as a foundation. This foundational organization includes the following five functional areas:

- Management Section
- Operations Section
- Planning & Intelligence Section
- Logistics Section
- Finance & Administration Section

The EOC is organized in accordance with the basic concepts of the Incident Command System (ICS) and incorporates local-level Emergency Support Functions ESFs.

The EOC also utilizes the ICS concepts of:

- Unified Command
- Unity of Command
- Span of Control
- Management by Objectives
- Action Planning

Multi-Agency / Multi-Jurisdictional Coordination System:

A multi-agency coordination system is a combination of facilities, equipment, personnel, procedures, and communications integrated into a common system with responsibility for coordinating and supporting domestic incident management activities.

The primary functions of multi-agency coordination systems are to support incident management policies and priorities, facilitate logistics support and resource tracking, inform resource allocation decisions using incident management priorities, coordinate incident related information, and coordinate interagency and intergovernmental issues regarding incident management policies, priorities, and strategies.

Direct tactical and operational responsibility for conducting incident management activities rests with the Incident Command.

The EOC is a MACS facility conducting MACS functions.

Functional Staffing:

EOC staffing consists of functional assignments and not by any other considerations such as City titles or traditional government staff titles. Each person assigned to the EOC is assigned specific functional activities commensurate with the emergency functions required of that particular event. Emergency functions not required for a particular event will not have staff assigned to them.

All EOC staff will be assigned into one of the five primary functional areas.

Each department or division is responsible for providing trained personnel for their EOC functional areas of responsibility as well as trained back-up staff as necessary to other areas.

Each department or division is also responsible for providing support staff to the EOC when so requested in addition to their assigned functional areas.

8.1.3. EMERGENCY SUPPORT FUNCTIONS OVERVIEW

The City of Irwindale must be prepared to respond quickly and effectively on a 24-hour basis to developing emergency events. When a threat or potential threat is first detected, the City Emergency Operations Center is activated to a level appropriate to the magnitude of the event. The city's response effort is then initiated through the City Emergency Organization which is comprised of designated Emergency Support Function (ESF) Coordinators from tasked city departments, non-governmental organizations, and volunteer organizations. These ESF Coordinators are authorized to deploy the resources of their respective agency or organization to carry out response and recovery missions that are assigned by functions.

All city departments, non-governmental organizations, and volunteer organizations, that comprise the City Emergency Organization, are grouped into 28 Emergency Support Functions (ESF) to carry out the coordination and completion of assigned missions. These functions represent specific response and recovery activities that are common to all disasters. Each Emergency Support Function is comprised of one Lead department or agency serving as the primary tasked organization and one or more departments, agencies or organizations providing operational, logistical, or technical support. ESF's which are not a typical capability of the city are identified as having a Coordinating department as opposed to a Lead department. (an example is the animal services ESF which has the Los Angeles County Department of Animal Care and Control as the Lead agency and the City of Irwindale Public Works Services Department as the internal city Coordinating department).

The ESF is a mechanism that consolidates multiple departments or agencies that perform similar or like functions into a single, cohesive group to allow for more effective management of emergency response functions and resources. For example, many different local, state, non-governmental, and volunteer organizations have mass care, sheltering, and human services capabilities. Under the ESF concept, these organizations function as one entity under ESF 6-Mass Care, Sheltering, and Human Services. The ESF (Emergency Support Function) concept was developed by the Federal Emergency Management Agency (FEMA) in the late 1980s to address the potential management concerns that would be necessary to coordinate a federal response to a catastrophic earthquake in California. FEMA subsequently implemented the ESF concept in the development of its National Response Plan. In the City of Irwindale, ESFs fall under one or more major general command sections in the Emergency Operations Center organization modeled after the Incident Command System. These sections include: Management Section, Operations Section, Planning & Intelligence Section, Logistics Section, and Finance & Administration Section. Detailed information on ESF assignments is found in section 8.1.4.

The Incident Command System provides for the flexibility to assign ESF and other stakeholder resources according to their capabilities, tasking, and requirements to augment and support the other sections of the City Emergency Operations Center, Department Operations Centers, Incident Command Post, or other Multi-Agency

Coordination facility in order to respond to incidents in a more collaborative and cross-cutting manner.

While ESFs are typically assigned to a specific section at the City Emergency Operations Center for management purposes, resources may be assigned anywhere within the Unified Coordination or Multi-Agency Coordination System structure. Regardless of the section in which an ESF may reside, that entity works in conjunction with other EOC sections to ensure that appropriate planning and execution of missions occur.

8.1.4. EMERGENCY SUPPORT FUNCTION DESCRIPTIONS

ESF 1-TRANSPORTATION

Lead Department or Agency: **Public Works Services Department**

Responsible for coordinating transportation support to departments, non-governmental organizations, and voluntary organizations. Transportation support includes the following:

1. Performance of and assisting with evacuation and re-entry.
2. Processing of all transportation assistance requests and tasks received in the EOC.
3. Prioritizing and arranging transportation resources for the transportation of people, materials, and services.
4. Performing all necessary actions to assist with response and recovery operations.

ESF 2-COMMUNICATIONS

Lead Department or Agency: **Police Department** - radios
Information Technology – network and telecom

Responsible for coordinating actions to be taken to assure the provision of required communications (2-way radios) and telecommunications (computer and telephone systems) support to disaster response personnel. Actions may include the acquisition, deployment, activation, and maintenance of emergency communications systems and equipment.

ESF 3-PUBLIC WORKS AND ENGINEERING

Lead Department or Agency: **Public Works Services and Public Works Engineering Departments**

Responsible for providing technical advice and evaluations, engineering systems, construction management and inspection, emergency repair of wastewater and solid waste facilities, assisting with removal and handling of debris, and assisting in the opening and maintenance of roadways.

ESF 4-FIREFIGHTING AND RESCUE

Lead Department or Agency: **Los Angeles County Fire Department**
Police Department (C)

Responsible for firefighting and rescue activities including activities related to hazard control, suppression, and technical rescue. Areas of responsibility and activities include suburban, urban, rural, wildland settings, and the interface between each environment. Emergency medical first responder services, general and technical rescue activities, and other hazard control which is consistent with the firefighting emergency support function.

ESF 5-EMERGENCY MANAGEMENT

Lead Department or Agency: **Police Department**

Responsible for overall incident management support and coordination, event information and action planning activities, resource coordination and allocation, multi-agency and multi-jurisdictional coordination activities, and mission tasking and tracking activities.

ESF 6-MASS CARE, SHELTERING, AND HUMAN SERVICES

Lead Department or Agency: **American Red Cross
Recreation Department (C)**

Responsible for coordinating efforts to provide shelter, food, basic human needs, and for coordinating distribution of emergency relief supplies to disaster victims. Also includes activities as related to responder and responder family care.

ESF 7-RESOURCE SUPPORT

Lead Department or Agency: **City Manager's Office - Administration**

Responsible for providing logistical and resource support to entities involved in delivering emergency response efforts for natural and technological emergencies and disasters. Resource support activities are wide ranging and general activities include those logistics and resources not coordinated by other ESFs.

ESF 8-HEALTH AND MEDICAL

Lead Department or Agency: **Los Angeles County Department of Public Health
City Manager's Office (C)**

Responsible for coordinating health and medical resources needed to respond to public health and medical care needs prior to, during, and following a disaster.

ESF 9-URBAN SEARCH AND RESCUE

Lead Department or Agency: **Los Angeles County Fire Department
Police Department (C)**

Responsibilities include searching for and locating disaster victims in urban environments. Urban environments include confined spaces, damaged or destroyed buildings, slow rise or swift water environments, and other situations where entrapment has occurred due to a natural, technical, or human caused disaster.

ESF 10-HAZARDOUS MATERIALS

Lead Department or Agency: **Los Angeles County Fire Department
Police Department (C)**

Responsibilities include coordinating the mitigation, response, and recovery to an actual or potential discharge and/or release of hazardous materials resulting from a natural or technological disaster. Irwindale Public Works Services Department is responsible for supervising the cleanup of spills on city streets, catch basins, storm drains, and storm channels.

ESF 11-ANIMAL CARE & WELFARE

Lead Department or Agency: **Los Angeles County Animal Care and Control Department
Public Works Department (C)**

Responsible for coordinating animal response, rescue, and relief activities following a major emergency or disaster.

ESF 12-ENERGY AND UTILITIES

Lead Department or Agency: **Public Works Services and Public Works Engineering Departments**

Responsible for coordinating the provision of emergency power to support emergency response and recovery efforts and normalized community functions. EF 12 coordinates electric power, power distribution systems, fuel, emergency generators, and water systems.

ESF 13-LAW ENFORCEMENT AND SECURITY

Lead Department or Agency: **Police Department**

Responsibilities include establishing procedures for the command, control, and coordination of law enforcement activities to support disaster response operations. EF 13 works with county, state, national guard, and federal law enforcement agencies in support of security missions and other law enforcement activities.

ESF 14-LONG TERM COMMUNITY RECOVERY

Lead Department or Agency: **Community Development**

Responsible for the community's effort to regain normal functions like commerce and employment, public transportation, and use of structures like buildings, bridges, and roadways. Longer term recovery generally involves the rebuilding efforts, post event mitigation activities, repatriation of communities and neighborhoods, and economic assistance and stabilization.

ESF 15-EMERGENCY PUBLIC INFORMATION AND EXTERNAL AFFAIRS

Lead Department or Agency: **City Manager's Office**

Responsible for emergency public information, media affairs, community relations, and coordination of special visits and political visits.

ESF 16-EVACUATION, MOVEMENT AND RE-ENTRY

Lead Department or Agency: **Police Department**

Responsible for the evacuation of people, controlling and movement of people and vehicles, escorting of residents and business representatives into closed disaster areas when appropriate and safe, and the controlled re-entry or repatriation of people to a previously evacuated area.

ESF 17-VOLUNTEER MANAGEMENT

Lead Department or Agency: **Library**

Responsible for coordinating the efforts of affiliated, spontaneous-unaffiliated volunteers, and volunteer organizations during times of emergencies and disasters.

ESF 18-DONATIONS MANAGEMENT

Lead Department or Agency: **City Manager's Office - Administration**

Responsible for the coordination of donated goods, funds, and services during times of emergencies and disasters.

ESF 19-ALERT AND WARNING

Lead Department or Agency: **Police Department**

Responsible for coordinating public alerting and warning, activation of alerting and warning systems, and restoration of essential alerting and warning equipment and systems.

ESF 20-DIRECTION AND CONTROL

Lead Department or Agency: **EOC-City Managers Office**
ICP-Dependent upon incident type

Responsible for the overall direction and control over incident resources, personnel, and incident objectives. Direction and Control includes the development of strategic incident goals, application of equipment and incident resources to accomplish tactical objectives, and the supervision of all incident personnel and resources.

ESF 21-DAMAGE ASSESSMENT

Lead Department or Agency: **Public Works Services and Public Works Engineering Departments**

Responsible for the collection and organization of damage data as related to critical infrastructure, city facilities, commercial properties, residential and dwelling units, special districts, non-governmental organizations, and agriculture.

ESF 22-FOOD AND WATER DISTRIBUTION

Lead Department or Agency: **Recreation Department**

Responsible for the acquisition and distribution of bulk food, water, and ice at points of distribution sites. Bulk distribution involves providing sustenance to disaster victims independent of shelter operations where food is generally provided in a prepared format. This ESF is critical when roads and transportation modes are disrupted and food distribution systems are compromised.

ESF 23-ROUTE RECOVERY

Lead Department or Agency: **Public Works Services and Public Works Engineering Departments**

Responsible for the opening and restoration of transportation routes to aid in the response and recovery efforts of emergency response and support organizations.

ESF 24-DEBRIS MANAGEMENT

Lead Department or Agency: **Public Works Services Department**

Responsible for the identification, movement, collection, sorting, re-use, or disposal of disaster related debris.

ESF 25-DISASTER COST RECOVERY

Lead Department or Agency: **Finance Department**

Responsible for the identification, coordination, and recovery of emergency response and recovery related financial expenses and costs.

ESF 26-INFORMATION AND PLANNING

Lead Department or Agency: **Police Department**

Responsible for collecting, processing, and disseminating information to facilitate emergency response and recovery efforts. Preparation of special operations plans, pre-event monitoring, situational assessments, determination of operating conditions, hazards and risk assessments, and capability and gap analysis activities.

ESF 27-SPECIAL POPULATIONS

Lead Department or Agency: **Senior Center**

Responsible for the unique planning considerations for populations with special needs and those at particular risk during times of emergencies and disasters.

ESF 28-MILITARY SUPPORT

Lead Department or Agency: **Police Department**

Responsible for the overall coordination with the United States Department of Defense and related armed forces and resources during times of emergencies and disasters.

8.1.5. EMERGENCY SUPPORT FUNCTION RESPONSIBILITIES

City departments designated as the Lead for an Emergency Support Function (ESF) serve as the executive agent to carry out the ESF mission. When an ESF is activated, the Lead Department for the ESF has operational responsibility for:

- Orchestrating the department or organization support within the functional area.
- Providing an appropriate level of staffing for operations at the EOC, activating and tasking Support Departments, organizations, or agencies.
- Managing mission assignments and coordinating tasks with Support Departments, organizations, or agencies, as well as other necessary organizations, state, and federal agencies.
- Supporting and keeping other ESFs and organizational elements informed of ESF operational priorities and activities.
- Following established financial and property accountability procedures, supporting planning for short- and long-term emergency operations.
- Reviewing and updating plans and procedures associated with assigned emergency response core and target capabilities.
- Training and exercising with Support Departments, organizations, and agencies to maintain response readiness and capabilities.

SUPPORT DEPARTMENTS:

When an ESF is activated, each Support Department, organization, or agency for the ESF has operational responsibility for:

- Supporting the ESF Lead Department when requested, by conducting operations using its authorities, cognizant expertise, capabilities, or resources.
- Supporting the Lead Department mission assignments.
- Providing status and resource information to the Lead Department.
- Following established financial and property accountability procedures.
- Supporting planning for short and long-term emergency operations.
- Supporting the review and update of plans and procedures associated with assigned emergency response target capabilities.
- Participating with the Lead Department in training and exercising to maintain response readiness and capabilities.

COORDINATING DEPARTMENTS:

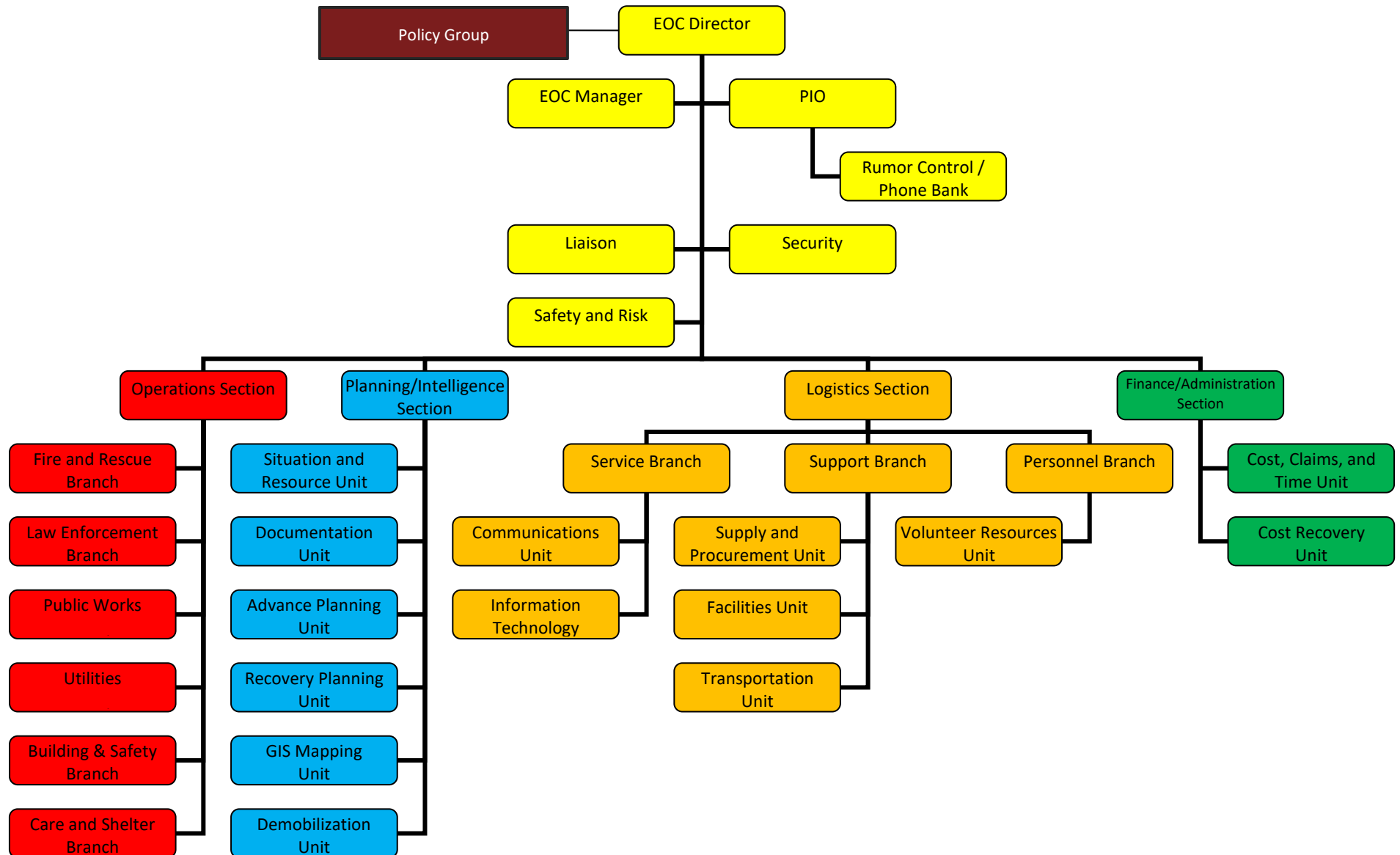
City departments designated as the Coordinating Department for an Emergency Support Function (ESF) serve as the principal point of contact in coordinating the efforts of external lead agencies and organizations. When an ESF is activated, the Coordinating Department for the ESF has operational responsibility for:

- Coordinating emergency support activities with the lead agency or organization.
- Liaison between the city and external lead agencies or organizations.
- Direct mission tasks to external lead agencies or organizations.
- Request external lead agencies and organizations to respond to the City EOC via the EOC Liaison Officer.

OTHER DEPARTMENTS, ORGANIZATIONS, AND AGENCIES:

Other City of Irwindale department or divisions, non-governmental organizations, or outside agencies not specifically designated as Lead, Support, or Coordinating may have authorities, expertise, capabilities, or resources that may be required to support emergency operations. Those entities may be requested to participate in planning and pre-incident activities or provide support during times of emergencies.

8.1.6. EOC ORGANIZATIONAL CHART (RESPONSE AND RECOVERY)



8.1.7. RESPONSIBILITIES

The following are tasked with specific emergency management responsibilities. More specific details of tasks and responsibilities may be found as Position Checklists within this plan.

Director of Emergency Services

Served by Mayor.

1. Declares a local emergency when appropriate.
2. Chairs Policy Group.

Assistant Director of Emergency Services

Served by City Manager or Assistant City Manager.

1. Provides overall command and control of the city's emergency response.
2. Serves as EOC Director when EOC is activated.

CMT Team

The Crisis Management Team is comprised of executives of key departments with a jurisdictional responsibility for the resolution of city-wide crisis events. The Crisis Management Team is responsible for consulting with the Assistant Director of Emergency Services on the best course of action to resolve emergency crisis events and may serve during the buildup phase of a crisis or during the response phase of a crisis event. The CMT may be convened with or without an activated EOC.

Policy Group Team

The Policy Group is comprised of key city executives and staff and is charged with assisting the Director of Emergency Services with overall management objectives and policy decisions during times of emergencies. The City of Irwindale Policy Group serves during the response and recovery phases of a disaster. The Policy Group shall be activated upon activation of the Irwindale Emergency Operations Plan, by declaration of a Local Emergency, or by direction of the Director of Emergency Services. The Policy Group Team is only convened when the EOC is activated and at the direction of the Director of Emergency Services.

ESF Coordinators

The ESF Coordinator has ongoing responsibilities throughout the preparedness, response, and recovery phases of incident management. The ESF Coordinator is responsible for pre-incident planning and coordination, maintaining ongoing contact with the ESF primary and support agencies, and coordinating efforts with corresponding private-sector organizations.

The ESFs provide the structure for coordinating city interdepartmental support for a city-wide response to an incident. They are mechanisms for grouping functions most frequently used to provide city support to departments, agencies, special districts, other cities, the county, state, and federal government.

The Incident Command System provides for the flexibility to assign ESF and other stakeholder resources according to their capabilities, tasking, and requirements to augment and support the other sections of the EOC in order to respond to incidents in a more collaborative and cross-cutting manner.

While ESFs are typically assigned to a specific section at the EOC or in the DOC for management purposes, resources may be assigned anywhere within the MACS structure. Regardless of the section in which an ESF may reside, that entity works in conjunction with other EOC sections to ensure that appropriate planning and execution of missions occur. ESFs may be deployed or activated with or without an activated EOC.

EOC RESPONDER TEAM

The EOC Responder Team is comprised of all individuals assigned to the EOC for the purpose of incident management by activating and operating an EOC for a pre-planned or no-notice event. EOC management includes EOC activation, notification, staffing, and deactivation; management, direction, control, and coordination of response and recovery activities; coordination of efforts among neighboring governments at each level and among local, regional, state, and federal EOCs; coordination of public information and warning; and maintenance of the information and communication necessary for coordinating response and recovery activities.

The EOC Team is made up of members of most city departments and divisions. Each team member has one or more assigned functions.

MANAGEMENT SECTION

The Management Section is responsible for the overall coordination and administration of emergency response and recovery operations within the City of Irwindale.

The Management Section is responsible for the following functions:

- EOC Director
- EOC Manager
- Public Information Officer
- Liaison Officer
- EOC Security Officer
- EOC Safety Officer
- EOC Legal Adviser
- Section/Branch Aid

Management includes positions that provide functions for response situation:

Director – Emergency Operations Center: The Director is the City Manager. The City Manager may assign an Assistant EOC Director.

Manager – Emergency Operations Center: The Police Department Supervisory Team serves as a resource to and assists the EOC Director in administration of the emergency response and the management of the EOC facility.

Liaison Officer – When an incident has a multi-agency or multi-jurisdictional response, the Liaison Officer maintains and provides coordination with outside agency representatives, other Operational Area jurisdictions, local business and employers, LA County Operational Area EOC, and the State OES Coastal Region EOC.

Legal Advisor – The City Attorney serves as Legal Advisor. This position provides legal counsel to the EOC Director and assist in preparing a declaration of a Local Emergency.

Public Information Officer – The Public Information Officer serves as the point of contact for the media and other organizations seeking information on the emergency response. The function provides information to the general public through the media and monitors broadcasts for correct information. Monitors media operations in the jurisdiction to ensure safety and lack of interference. Provides the Director and other emergency service personnel with current information. Monitors the use of and prepares releases for the alert and warning systems.

Safety Officer – Monitors all operations within the jurisdiction and screens plans for activities which may place disaster workers in conditions which are unduly hazardous for the event. Makes recommendations to the staff and EOC Director to modify or terminate operations. Monitors the scheduling, work conditions, feeding and rest requirements of all disaster workers to ensure the safest possible environment for conditions. Prepares and monitors a safety plan for the emergency and ensures adequate measures are taken to guard the safety and well-being of all personnel.

Security Officer – Responsible for the control of personnel into and out of the EOC. Denies access to all unauthorized persons unless otherwise directed. Establishes an access roster and maintains an identification and entry pass system.

Agency Representative – Agency representatives are from other jurisdictions or organizations outside of the city management. They serve as funnels through request flow to or from their agencies. They should be able to speak on behalf of their jurisdiction or agency within established policy limits.

OPERATIONS SECTION

The Operations Section is responsible for managing all operational aspects of the emergency event.

The Operations Section is responsible for the following functions:

- Operations Section Chief
- Deputy Operation Section Chief
- Fire and Rescue Branch Director
- Law Enforcement Branch Director
- Public Works and Engineering Branch Director
- Utilities Branch Director
- Care and Shelter Branch
- Safety Assessment and Damage Inspection Branch Director
- Section/Branch Aid

PLANNING AND INTELLIGENCE SECTION

The Planning Section is responsible for managing all information management, intelligence gathering, and planning activities of the emergency event.

The Planning and Intelligence Section is responsible for the following functions:

- Planning and Intelligence Section Chief
- Situation Status Unit and Resource Status Unit Leader
- Documentation Unit Leader
- Advanced Planning Unit Leader
- Recovery Planning Unit Leader
- GIS Mapping Unit Leader
- Demobilization Unit Leader
- Section/Branch Aid

LOGISTICS SECTION

The Logistics Section is responsible for managing all logistical and resource needs of the emergency event.

The Logistics Section is responsible for the following functions:

- Logistics Section Chief
- Supply and Procurement Unit Leader
- Facilities Unit Leader
- Transportation Unit Leader
- Information Technology Unit Leader
- Communications Unit Leader
- Personnel Branch Director
- Volunteer Resources Unit Leader
- Section/Branch Aid

FINANCE AND ADMINISTRATION SECTION

The Finance and Administration Section is responsible for managing all financial and administrative aspects of the emergency event.

The Finance and Administration Section is responsible for the following functions:

- Finance and Administration Section Chief
- Cost, Claims, and Time Unit Leader
- Cost Recovery Unit Leader
- Section/Branch Aid

8.1.8. EOC SHIFTS

The EOC, when fully activated, will operate round-the-clock utilizing 12-hour shifts. EOC shifts will generally run from 7:00 a.m. (0700) to 7:00 p.m. (1900) on a single day and 7:00 p.m. (1900) to 7:00 a.m. (0700) of the following day. New shifts must arrive promptly and remain after their shift ends for the shift change briefing. The outgoing "On Duty" EOC Manager will conduct the formal shift change briefings and each section will brief their relief.

The EOC will remain activated until the event has terminated and the EOC Director, or designee makes the decision to deactivate the EOC and return to normal operations. When not fully activated round-the-clock, the EOC Director may designate any applicable shifts and staffing pattern which is commensurate with the needs of the emergency event.

EOC Staffing is premised upon the particular Activation Level (III, II or I) that the EOC is activated to. The EOC Director may designate any applicable staffing pattern which is commensurate with the needs of the emergency event.

Sample Staffing Plan:

<u>Team</u>	<u>Primary Role</u>	<u>Shift</u>
Team A	1 st Shift	0700-1900
Team B	2 nd Shift	1900-0700
Team C	Alternate	Ready Reserve

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9.0. GLOSSARY OF ABBREVIATIONS AND DEFINITIONS OF TERMS

9.1.1. ABBREVIATIONS

ACS	Auxiliary Communications Services
AAR	After Action Report
ACI	Approved Course of Instruction
ADA	Americans with Disabilities Act
ARC	American Red Cross
Cal ISO	California Independent System Operations
CalOES	California Governor's Office of Emergency Services
CalFIRE	California Department of Forestry and Fire Protection
CalTRANS	California Department of Transportation
CAP	Civil Air Patrol
CBO	Community Based Organization
CBRNE	Chemical, Biological, Radiation, Nuclear, Explosive
CCC	California Conservation Corps
CCR	California Code of Regulations
CDAA	California Disaster Assistance Act
CDC	Center for Disease Control
CERT	Community Emergency Response Team
CHP	California Highway Patrol
CIP	Critical Infrastructure Protection
CISD	Critical Incident Stress Debriefing
CLERS	California Law Enforcement Radio System
CLETS	California Law Enforcement Telecommunications System
CNG	California National Guard
COG	Continuity of Government
CONOPS	Concept of Operations
COOP	Continuity of Operations
CPUC	California Public Utilities Commission
CST	Civil Support Team
CSTI	California Specialized Training Institute
DHS	Department of Homeland Security
DMA 2000	Disaster Mitigation Act of 2000
DOC	Department Operations Center
DOE	Department of Energy
DOJ	Department of Justice
DRC	Disaster Recovery Center
DSR	Damage Survey Report
DSW	Disaster Service Worker

DWI	Disaster Welfare Inquiry
DWR	Department of Water Resources
EAS	Emergency Alert System
EDIS	Emergency Digital Information Service
EMS	Emergency Medical Services
EDIS	Emergency Digital Information System
EMAC	Emergency Management Assistance Compact
EMMA	Emergency Managers Mutual Aid
EMSA	Emergency Medical Services Authority
EOC	Emergency Operations Center
EOP	Emergency Operations Plan
EPA	Environmental Protection Agency
EPI	Emergency Public Information
EPZ	Emergency Planning Zone
ERD	Emergency Resource Directory
ESA	California Emergency Services Act
ESF	Emergency Support Function
ETA	Estimated Time of Arrival
FEMA	Federal Emergency Management Agency
FHWA	Federal Highway Administration
FBI	Federal Bureau of Investigation
FCC	Federal Communications Commission
FIRESCOPE	Firefighting Resources of California Organized for Potential Emergencies
FIRM	Flood Insurance Rate Map
FMA	Flood Mitigation Assistance
FMAG	Fire Management Assistance Grant Program
GAR	Governor's Authorized Representative
GIS	Geographical Information System
HAZ MAT	Hazardous Materials
HHS	Department of Human Health Services
HMA	Hazard Mitigation Assistance
HMC	Hazard Mitigation Coordinator
HMGP	Hazard Mitigation Grant Program
HSPD	Homeland Security Presidential Directive
HT	Handy Talkie
IA	Individual Assistance
IAP	Incident Action Plan
IC	Incident Commander
ICP	Incident Command Post
ICS	Incident Command System
IDE	Initial Damage Estimate

IHP	Individuals and Households Program
IMAT	Incident Management Assistance Team
IMS	Incident Management System
IST	Incident Support Team
JFO	Joint Field Office
JIC	Joint Information Center
JIS	Joint Information System
LAC	Local Assistance Center
LHMP	Local Hazard Mitigation Plan
MAC	Multiagency Coordination
MAC Group	Multiagency Coordination Group
MACS	Multi-Agency Coordination System
MMAA	California Disaster and Civil Defense Master Mutual Aid Agreement
MOU	Memorandum of Understanding
NHTSA	National Highway Traffic Safety Administration
NAWAS	National Warning System
MHz	Megahertz
NCIC	National Crime Information Center
NDAA	Natural Disaster Assistance Act
NEPA	National Environmental Policy Act
NFIP	National Flood Insurance Program
NGO	Non-Governmental Organization
NIMS	National Incident Management System
NOAA	National Oceanic and Atmospheric Administration
NRC	U.S. Nuclear Regulatory Commission
NTSB	National Transportation Safety Board
NWS	National Weather Service
OA	Operational Area
OASIS	Operational Area Satellite Information System
OEM	Office of Emergency Management
OES	Office of Emergency Services
OHS	Office of Homeland Security
PA	Public Assistance
PDA	Preliminary Damage Assessment
PDM	Pre-Disaster Mitigation
P.L.	Public Law
PIO	Public Information Officer
PNP	Private Nonprofit
POST	Commission on Peace Officer Standards and Training
RACES	Radio Amateur Civil Emergency Services
RDD	Radiation Dispersal Device

RDMHC	Regional Disaster Medical Health Coordinator
REOC	Region Emergency Operations Center
RIMS	Response Information Management System
SAR	Search and Rescue
SAR	Suspicious Activity Reporting
SBA	U.S. Small Business Administration
SCO	State Coordinating Officer
SEMS	Standardized Emergency Management System
SEP	State of California Emergency Plan
SHMC	State Hazard Mitigation Coordinator
SHMP	State of California Enhanced Multi-hazard Mitigation Plan
SOC	State Operation Center
SOG	Standard Operating Guideline
SONGS	San Onofre Nuclear Generating Station
SOP	Standard Operating Procedure
SNS	Strategic National Stockpile
STAC	State Threat Assessment Center
STAS	State Threat Assessment System
TLO	Terrorism Liaison Officer
UC	Unified Command
UCG	Unified Coordination Group
USACE	U.S. Army Corps of Engineers
US&R	Urban Search and Rescue
US-CERT	United States Computer Emergency Readiness Team
USDA	U.S. Department of Agriculture
USGS	United States Geological Survey
WMD	Weapons of Mass Destruction
VOAD	Voluntary Organizations Active in Disaster
WUI	Wildland-Urban Interface

9.1.2. DEFINITIONS

Action Plan (AP): See EOC Action Plan and Incident Action Plan.

Activate: As used in this plan, shall mean the placing into operation of the Emergency Organization hereinafter provided for, upon the receipt of official warning of an impending or threatened emergency, or upon the declaration of the existence of a local emergency.

California Disaster and Civil Defense Master Mutual Aid Agreement (MMAA): An agreement entered into by and between the State of California, its various departments and agencies, and the various political subdivisions, municipal corporations, and public agencies of the State of California to assist each other by providing resources during an emergency. Mutual Aid occurs when two or more parties agree to furnish resources and facilities and to render services to each other in response to any type of disaster or emergency.

California Emergency Services Act (ESA): An Act within the California Government Code to ensure preparations within the state will be adequate to deal with natural, human-caused, or war-caused emergencies which result in conditions of disaster or in extreme peril to life, property, and the natural resources of the state, and generally to protect the health and safety and preserve the lives and property of the people of the state.

Catastrophe: As used in this plan, any natural or human-caused incident, including terrorism that results in extraordinary levels of mass casualties, damage, or disruption severely affecting the population, infrastructure, environment, economy, national morale, and/or government functions.

Continuity of Government: As used in this plan, shall mean all measures taken to ensure the continuity of essential functions of government in the event of emergency conditions, including lines of succession for key decision makers and officials.

Continuity of Operations (COOP): As used in this plan, actions taken to ensure the continued performance of core capabilities and/or critical government operations during any potential incident.

Critical Infrastructure: Systems and assets, whether physical or virtual, so vital to the United States that the incapacity or destruction of such systems and assets would have a debilitating impact on security, national economic security, national public health or safety, or any combination of those matters.

Demobilization: The orderly, safe, and efficient return of an incident resource to its original location and status.

Department Operations Center (DOC): An Emergency Operations Center (EOC), specific to a single department or agency where the focus is on internal agency incident management and response.

Director of Emergency Services: As used in this plan, shall mean the individual having jurisdiction and authority over the city's response and recovery to extraordinary emergencies and disasters.

Disaster: A sudden calamitous emergency event bringing great damage, loss, or destruction.

Disaster Service Worker: As used in this plan, shall mean any person registered with a disaster council or the California Office of Emergency Services, or a state agency granted authority to register Disaster Service Workers, for the purpose of engaging in disaster service work pursuant to the California Emergency Services Act. Disaster Service Worker includes public employees, and also includes any unregistered persons impressed into service during a state of war emergency, a state of emergency, or a local emergency by a person having authority to command the aid of citizens in the execution of his or her duties.

Emergency: As used in this plan, shall mean the actual or threatened existence of conditions of disaster or of extreme peril to the safety of persons and property within this city caused by such conditions as air pollution, fire, flood, storm, epidemic, riot, earthquake, drought, sudden and severe energy shortage, plant or animal infestation or disease, or other conditions, including conditions resulting from war or imminent threat of war,

severe or imminent threat of terrorist attack, but other than conditions resulting from a labor controversy, which conditions are or are likely to require the combined services, personnel, equipment, and facilities of this city.

Emergency Management Assistance Compact (EMAC): A congressionally-ratified organization that provides form and structure to interstate mutual aid. Through EMAC, a disaster-affected state can request and receive assistance from other member states quickly and efficiently, resolving two key issues upfront: liability and reimbursement.

Emergency Operations Center: As used in this plan, shall mean the physical location from which centralized city emergency management is performed.

Emergency Response Agency: Any organization responding to an emergency, or providing mutual aid support to such an organization, whether in the field, at the scene of an incident, or to an operations center.

Emergency Response Personnel: Personnel affiliated with or sponsored by emergency response agencies.

EOC Action Plan: The plan developed at SEMS EOC levels, which contains objectives, actions to be taken, assignments, and supporting information for the next operational period.

Essential Facilities: May include facilities such as law enforcement, fire, emergency operations centers, schools, medical facilities, and other resources that have a role in an effective and coordinated emergency response.

Evacuation: Organized, phased and supervised withdrawal, dispersal, or removal of civilians from dangerous or potentially dangerous areas and their reception and care in safe areas.

Function: Function refers to the five major activities in ICS: Command, Operations, Planning, Logistics and Finance/Administration. The same five functions are also found at all SEMS EOC Levels. At the EOC, the term Management replaces Command. The term function is also used when describing the activity involved, (e.g., the planning function).

Hazard: Something that is potentially dangerous or harmful, often the root cause of an unwanted outcome.

Inability to Act: As used in this plan, shall mean that an official is either killed, missing, or so seriously ill or injured as to be unable to attend meetings and otherwise perform his/her duties. Any question as to whether a particular official can be deemed to have an “inability to act” shall be settled by the governing board of the political jurisdiction or any remaining available members of said body (including standby officers who are serving on such body).

Incident: An occurrence or event, natural or human-caused, which requires a response to protect life or property.

Incident Command: Responsible for overall management of the incident and consists of the Incident Commander, either single or unified command, and any assigned supporting staff. Incident Commander (IC): The individual responsible for all incident activities, including the development of strategies and tactics, and the ordering and the release of resources. The IC has overall authority and responsibility for conducting incident operations and is responsible for the management of all incident operations at the incident site.

Incident Command Post (ICP): The field location where the primary functions are performed. The ICP may be co-located with the incident base or other incident facilities.

Incident Command System (ICS): A standardized on-scene emergency management construct specifically designed to provide for the adoption of an integrated organizational structure that reflects the complexity and demands of single or multiple incidents, without being hindered by jurisdictional boundaries. ICS is the combination of facilities, equipment, personnel, procedures, and communications operating within a common organizational structure, designed to aid in the management of resources during incidents.

Local Emergency: As used in this plan, shall mean the duly proclaimed existence of conditions of disaster or of extreme peril to the safety of persons and property within the territorial limits of a county, city and county, or city, caused by such conditions as air pollution, fire, flood, storm, epidemic, pandemic, riot, drought, sudden and severe energy shortage, plant or animal infestation or disease, the governor's warning of an earthquake or volcanic prediction, or an earthquake, or other conditions, including conditions resulting from war or imminent threat of war, severe or imminent threat of terrorist attack, other than conditions resulting from a labor controversy, which conditions are or are likely to be beyond the control of the services, personnel, equipment, and facilities of that political subdivision and require the combined forces of other political subdivisions to combat, or with respect to regulated energy utilities, a sudden and severe energy shortage requires extraordinary measures beyond the authority vested in the State Public Utilities Commission.

Joint Information Center (JIC): A facility established to coordinate all incident-related public information activities. It is the central point of contact for all news media. Public information officials from all participating agencies should co-locate at the JIC.

Joint Information System (JIS): Integrates incident information and public affairs into a cohesive organization designed to provide consistent, coordinated, accurate, accessible, timely, and complete information during crisis or incident operations. The mission of the JIS is to provide a structure and system for developing and delivering coordinated interagency messages; developing, recommending, and executing public information plans and strategies on behalf of the IC; advising the IC concerning public affairs issues that could affect a response effort; and controlling rumors and inaccurate information that could undermine public confidence in the emergency response effort.

Jurisdiction: A range or sphere of authority. Public agencies have jurisdiction at an incident related to their legal responsibilities and authority. Jurisdictional authority at an incident can be political or geographical (e.g., federal, state, tribal, and local boundary lines) or functional (e.g., law enforcement, public health).

Mobilization: The process and procedures used by all organizations - federal, state, tribal, and local - for activating, assembling and transporting all resources that have been requested to respond to or support an incident.

Mobilization Center: An off-emergency location where emergency services personnel and equipment may be temporarily located, pending assignment to emergencies, released, or reassigned.

Multi-Agency or Inter-Agency Coordination: The participation of agencies and disciplines involved at any level of the SEMS organization working together in a coordinated effort to facilitate decisions for overall emergency response activities, including the sharing of critical resources and the prioritization of incidents.

Multi-Agency Coordination Group (MAC Group): Typically, administrators/executives, or their appointed representatives, who are authorized to commit agency resources and funds, are brought together and form MAC Groups. MAC Groups may also be known as multi-agency committees, emergency management committees, or as otherwise defined. It can provide coordinated decision-making and resource allocation among cooperating agencies and may establish the priorities among incidents, harmonize agency policies, and provide strategic guidance and direction to support incident management activities.

Multi-Agency Coordination System(s) (MACS): Multi-agency coordination systems provide the architecture to support coordination for incident prioritization, critical resource allocation, communications systems integration, and information coordination. The elements of multi-agency coordination systems include facilities, equipment, personnel, procedures, and communications. Two of the most commonly used elements are EOC and MAC Groups. These systems assist agencies and organizations responding to an incident.

Mutual Aid Agreements and/or Assistance Agreements: Written or oral agreements between and among agencies/organizations and/or jurisdictions that provide a mechanism to quickly obtain emergency assistance in

the form of personnel, equipment, materials, and other associated services. The primary objective is to facilitate rapid, short-term deployment of emergency support prior to, during, and/or after an incident.

Mutual Aid Coordinator: An individual at the local government, Operational Area, Region or State level that is responsible to coordinate the process of requesting, obtaining, processing, and using mutual aid resources. Mutual Aid Coordinator duties will vary depending upon the mutual aid system.

Multi-Agency or Inter-Agency Coordination: As used in this plan, shall mean the participation of agencies and disciplines involved at any level of the Standardized Emergency Management System (SEMS) organization working together in a coordinated effort to facilitate decisions for overall emergency response activities, including the sharing of critical resources and the prioritization of incidents.

National Incident Management System: As used in this plan, shall mean the adopted national emergency management processes, protocols, and procedures for federal, state, tribal and local responders. National Incident Management System (NIMS) utilizes the Incident Command System (ICS), Resource Management, Joint Information Management System, Communication and Information Management and Preparedness policies. NIMS is consistent with SEMS.

National Response Framework (NRF): A guide to how the nation conducts all-hazards incident management.

Non-Governmental Organization (NGO): An entity with an association based on the interests of its members, individuals, or institutions. It is not created by a government, but it may work cooperatively with the government. Such organizations serve a public purpose, not a private benefit. Examples of NGO include faith-based charity organizations and the American Red Cross.

Operational Area: As used in this plan, shall mean an intermediate level of state emergency services organization, consisting of a county and all political subdivisions within the county area. Each county geographic area is designated an operational area for the coordination of emergency activities and to serve as a link in the system of communications and coordination between the state's emergency operations centers and the operations centers of the political subdivisions comprising the operational area, as defined in California Government Code Subsection 8559 (b) and Section 8605. This definition does not change the definition of operational area as used in the existing fire and rescue mutual aid system.

Operational Period: The time scheduled for executing a given set of operation actions, as specified in the Incident Action Plan or EOC Action Plan. Operational periods can be of various lengths, although usually last 12-24 hours.

Preparedness: A continuous cycle of planning, organizing, training, equipping, exercising, evaluating, and taking corrective action in an effort to ensure effective coordination during incident response. Within NIMS, preparedness focuses on the following elements: planning, procedures and protocols, training and exercises, personnel qualification and certification, and equipment certification.

Prevention: Actions to avoid an incident or to intervene to stop an incident from occurring. Prevention involves actions to protect lives and property. It involves applying intelligence and other information to a range of activities that may include such countermeasures as deterrence operations; heightened inspections; improved surveillance and security operations; investigations to determine the full nature and source of the threat; public health and agricultural surveillance and testing processes; immunizations, isolation, or quarantine; and, as appropriate, specific law enforcement operations aimed at deterring, preempting, interdicting or disrupting illegal activity, and apprehending potential perpetrators and bringing them to justice.

Recovery: The development, coordination, and execution of service and site restoration plans; the reconstitution of government operations and services; individual, private sector, non-governmental, and public assistance programs to provide housing and to promote restoration; long-term care and treatment of affected persons; additional measures for social, political, environmental, and economic restoration; evaluation of the

incident to identify lessons learned; post-incident reporting; and development of initiatives to mitigate the effects of future incidents.

Response: Activities that address the short-term, direct effects of an incident. Response includes immediate actions to save lives, protect property, and meet basic human needs. Response also includes the execution of EOP and of mitigation activities designed to limit the loss of life, personal injury, property damage, and other unfavorable outcomes. As indicated by the situation, response activities include applying intelligence and other information to lessen the effects or consequences of an incident; increased security operations; continuing investigations into nature and source of the threat; ongoing public health and agricultural surveillance and testing processes; immunizations, isolation, or quarantine; and specific law enforcement operations aimed at preempting, interdicting, or disrupting illegal activity, and apprehending actual perpetrators and bringing them to justice.

Stafford Act: The Robert T. Stafford Disaster Relief and Emergency Assistance Act (Stafford Act) establishes the programs and processes for the federal government to provide disaster and emergency assistance to states, local governments, tribal nations, individuals, and qualified private nonprofit organizations. The provisions of the Stafford Act cover all hazards including natural disasters and terrorist events. Relevant provisions of the Stafford Act include a process for Governors to request federal disaster and emergency assistance from the President. The President may declare a major disaster or emergency.

Staging Area: Established on an incident for the temporary location of available resources. A Staging Area can be any location on an incident in which personnel, supplies, and equipment can be temporarily housed or parked while awaiting operational assignment.

Standard Operating Procedure (SOP): Complete reference document or an operations manual that provides the purpose, authorities, duration, and details for the preferred method of performing a single function or a number of interrelated functions in a uniform manner.

Standardized Emergency Management System: As used in this plan shall mean the adopted State of California emergency management system. The Standardized Emergency Management System (SEMS) utilizes the Incident Command System (ICS), Multi/Interagency Coordination, Mutual Aid, and the Operational Area Concept to facilitate emergency incident management, priority setting, interagency cooperation, and the efficient use of resources and flow of information during an emergency. SEMS is consistent with NIMS.

State of Emergency: As used in this plan, shall mean the duly proclaimed existence of conditions of disaster or of extreme peril to the safety of persons and property within the state caused by such conditions as air pollution, fire, flood, storm, epidemic, pandemic, riot, drought, sudden and severe energy shortage, plant or animal infestation or disease, the governor's warning of an earthquake or volcanic prediction, or an earthquake, or other conditions, other than conditions resulting from a labor controversy or conditions causing a state of war emergency, which conditions, by reason of their magnitude, are or are likely to be beyond the control of the services, personnel, equipment, and facilities of any single county, city and county, or city and require the combined forces of a mutual aid region or regions to combat, or with respect to regulated energy utilities, a sudden and severe energy shortage requires extraordinary measures beyond the authority vested in the State Public Utilities Commission.

State of War Emergency: As used in this plan, shall mean the condition which exists immediately, with or without a proclamation thereof by the governor, whenever this state or nation is attacked by an enemy of the United States, or upon receipt by the state of a warning from the federal government indicating that such an enemy attack is probable or imminent.

Terrorism: Under the Homeland Security Act of 2002, terrorism is defined as activity that involves an act dangerous to human life or potentially destructive of critical infrastructure or key resources; is a violation of the criminal laws of the United States or of any state or other subdivision of the United States in which it occurs; and

is intended to intimidate or coerce the civilian population, or influence or affect the conduct of a government by mass destruction, assassination, or kidnapping.

Threat: An indication of possible violence, harm, or danger.

Type: 1) An ICS resource classification that refers to capability. Type 1 is generally considered to be more capable than Types 2, 3, or 4, respectively, because of size, power, capacity, or (in the case of incident management teams) experience and qualifications. 2) A class, kind, or group sharing one or more characteristics; category. 3) A variety or style of a particular class or kind of things.

Unified Command: An ICS application used when more than one agency has incident jurisdiction or when incidents cross political jurisdictions. Agencies work together through the designated members of the UC, often the senior person from agencies and/or disciplines participating in the UC, to establish a common set of objectives and strategies and a single IAP.

Vital Records: The essential agency records needed to meet operational responsibilities under national security emergencies or other emergency or disaster conditions (emergency operating records), or to protect the legal and financial rights of the Government and those affected by Government activities (legal and financial rights records).

Volunteer: As used in this plan, a volunteer is any individual accepted to perform services by the lead agency (which has authority to accept volunteer services) when the individual performs services without promise, expectation, or receipt of compensation for services performed. A volunteer may be “affiliated” with a volunteer organization or may be “spontaneous unaffiliated” when pressed into volunteer service at the time of a disaster.

SECTION B

EOC POSITION CHECKLISTS

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MANAGEMENT SECTION

MANAGEMENT SECTION CHECKLISTS

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MANAGEMENT SECTION

GENERAL

PURPOSE

This section establishes procedures and assigns responsibilities to ensure the effective management of large-scale operations under the Standardized Emergency Management System (SEMS) and National Incident Management System (NIMS). It provides information and guidance to the City of Irwindale's Emergency Management Organization and the Emergency Operations Center (EOC).

OVERVIEW

Management is responsible for overall emergency policy and coordination through the joint efforts of governmental agencies and private organizations.

The Management function has primary responsibility of the Management Section. It is led by the EOC Director, or City Manager, who may also defer to the Assistant City Manager. The Management Section provides recommendations to the EOC Director on the incident priorities, course of action, and policies needed to manage the emergency situation. In addition to the EOC Director, the Management Section staff includes: the EOC Manager, Safety & Risk Officer, Security Officer, Public Information Officer, and the Liaison Officer. Note: A Scribe might also be assigned to the Management Section.

Section Chiefs for Operations, Planning and Intelligence, Logistics, and Finance and Administration constitute the EOC General Staff. The EOC Manager and General Staff function as the EOC Management team.

The EOC Manager will ensure the Management positions and functions are filled and performing within the scope and performance period of the EOC:

The EOC Director will keep the Policy informed on events occurring in the City.

The primary mission of the Management Section is to manage all aspects of EOC operations and oversee all general staff functions.

These functional elements may include:

- EOC Management
- Public Information
- Liaison Activities
- EOC Security
- EOC Safety & Risk

OBJECTIVES

The overall objective of the Emergency Management organization is to support response forces and provide resources to ensure the effective management of situations associated with natural disasters, technological incidents, and national security emergencies. To carry out its responsibilities the Management Section will accomplish the following objectives during a disaster or emergency:

- Oversight and support of overall emergency response and recovery operations.
- Coordinate and liaison with appropriate outside government agencies, as well as applicable segments of private sector entities and volunteer agencies.
- Establish priorities and resolve any conflicting demands for support.

- Prepare and disseminate emergency public information to inform, alert, and warn the public.
- Ensures people with disabilities and those with access and/or functional needs are properly considered in all aspects of the incident response and recovery.
- Coordinates with Operations Section and Branches to identify access and functional needs-related issues and available resources and inclusion of information in the EOC Action Plan.
- Provides information to the PIO, PIO Support Staff, and any established telephone bank on how to effectively communicate with people with disabilities and those with access and/or functional needs.
- Disseminate damage information and other essential data.

POSITION CHECKLISTS

The Position Checklists are a tool designed to provide the city emergency response organization with proposed activities to support essential functions during EOC activation. The following checklists serve as a point of reference to identify the scope of actions that may occur during response operations. The items listed in the checklists should not be considered final or static. As response operations evolve, so too will the requirements of the City emergency response organization and additions or modifications to actions outlined below will likely be required.

In the ICS structure used in an EOC, subordinate positions within each Section, Branch, Unit, or Group that are not activated, responsibilities and those operational duties of that Branch, Unit or Group become the responsibility of the appropriate superior Unit Leader, Branch Director or Section Chief to ensure the operational duties are fulfilled.

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MANAGEMENT SECTION

EOC DIRECTOR

PRIMARY: City Manager

ALTERNATE: Assistant City Manager

SUPERVISOR: Director of Emergency Services

OVERALL RESPONSIBILITY

Overall management, coordination, and oversight of emergency response and recovery operations associated with a large-scale event, emergency, or catastrophic disaster. Coordinate and liaise with appropriate federal, state, and other local government agencies, as well as applicable segments of private sector entities and volunteer agencies. Establish priorities and resolve any conflicting demands for support.

DESCRIPTION OF POSITION RESPONSIBILITIES

- Serve as the EOC Director.
- Serve as primary liaison between Director of Emergency Services and the EOC as well as between Policy Group and EOC.
- Lead in the support of the incident and oversight of response efforts including the impacts to people with disabilities and those with access and/or functional needs.
- Operational resources in the field will need support in staffing, equipment, and municipal guidance. The EOC is activated to support the field and does not make tactical decisions.
- The EOC Director will make executive decisions based on city policy.
- Through the Director of Emergency Services, develop and issue rules, regulations, proclamations, and orders.
- Establish the appropriate level of EOC organization, and continuously monitor the effectiveness of that organization. Make changes as required.
- Be prepared to form additional branches/groups/units in the EOC organization as dictated by the situation.
- Exercise overall management responsibility for the coordination of the city response efforts within the affected area. In conjunction with the EOC Manager and the General Staff, set priorities for response efforts, and ensure that all actions are accomplished within the priorities established
- Ensure that multi-agency or inter-agency coordination is accomplished effectively within the EOC.

READ ENTIRE CHECKLIST AT START-UP AND AT BEGINNING OF EACH SHIFT

CHECKLIST ACTIONS

IMMEDIATE ACTIONS

- _____ Determine the operational status and appropriate level of activation based on the situation as known.
- _____ Make contact with the Assistant Director of Emergency Services for an EOC activation.

As appropriate, respond to the EOC.

Consider an alternate EOC location based on the type or location of the emergency, or condition of the primary EOC.

Ensure that the Management Section and General Staff are in place as soon as possible:

- EOC Manager
- Operations Section
- Planning and Intelligence Section
- Logistics Section
- Finance and Administration Section
- Public Information Officer
- Liaison Officer
- Security Officer
- Safety and Risk Officer

Obtain and maintain constant situational awareness from available resources.

POSITION START-UP

Identify yourself as the Director of Emergency Services by putting on an EOC vest with your title. Print your name and title on the EOC organization sign-in. **Check-In (ICS Form 211).**

Obtain an Incident Briefing.

Determine your personal operating location, and setup as necessary.

Review your position responsibilities.

Ensure that the EOC organizational chart is posted and that arriving team members are assigned.

Assess emergency impacts and obtain input from the Management staff as to the extent of EOC activation.

Ensure that the Operational Area EOC has been notified of the extent of damages in the city.

Ensure the City of Irwindale's SEMS Emergency Operations Plan is implemented.

Direct the formulation and implementation of the situation specific EOC Action Plan (AP) to the Planning Section.

Conduct EOC meetings and briefings.

Where applicable, establish communications with adjacent jurisdictions, other responding governmental agencies, school districts, utility companies, etc.

Determine 24-hour staffing requirements, and request additional support as needed.

Establish ongoing situational awareness of the field from Operations.

Brief incoming section personnel prior to their assuming their duties.

Briefings should include:

- Current situation assessment.
- Identification of specific job responsibilities.

- Identification of co-workers within the job function and/or geographical assignment.
- Availability of communications.
- Location of work area.
- Identification of eating and sleeping arrangements as appropriate or if needed.
- Procedural instructions for obtaining additional supplies, services, and personnel.
- Identification of operational period work shifts.

_____ Ensure that all EOC meetings and policy decisions are documented by a scribe.

_____ Ensure telephone, radio, and data communications are established and tested.

_____ Ensure that all city departments account for their personnel and work assignments.

_____ Determine appropriate delegation of purchasing authority to the Finance and Administration Section.

_____ Work with the EOC Manager to schedule the first planning meeting.

_____ Confer with Operations Section Chief, and other General Staff, to determine what representation is needed at the EOC from other agencies.

_____ Determine and implement standing EOC Objectives.

_____ Based on the situation as known or forecast, determine likely future Management Section needs.

GENERAL OPERATIONAL DUTIES

_____ Using Activity Log (ICS Form 214) maintain all required records and documentation to support the After-Action Report and the history of the emergency/disaster.

Document:

- Messages received
- Action taken
- Decision justification and documentation
- Requests filled
- EOC personnel, time on duty and assignments

*Detailed information is essential to meet requirements for possible reimbursement by State OES and FEMA.

_____ Carry out responsibilities of your Section not currently staffed.

_____ Make a list of key issues to be accomplished within the next operational period.

_____ Ensure that all your section logs and files are maintained.

_____ Monitor your section activities and adjust section organization as appropriate.

_____ Anticipate potential situation changes, such as severe aftershocks (in the event of an earthquake), in all section and EOC planning. Develop a backup plan for all plans and procedures requiring off-site communications.

_____ Conduct periodic briefings for your section. Ensure that all organizational elements are aware of priorities.

Use face-to-face communication in the EOC whenever possible, and document decisions and policy.

Plan ahead and anticipate situations and problems before they occur.

Ensure that all your section personnel time records are provided to the Finance Section at the end of each operational period.

In conjunction with the General Staff, set priorities and ensure that all agency actions are accomplished within the priorities established.

Begin the planning process by holding a coordination meeting with Management and General Staff to gather input or to provide immediate direction that cannot wait until the planning process is completed.

Brief the Policy Group, Mayor, and/or City Manager on the current situation.

Determine the need for proclaiming a local emergency, if so, the Chief City Clerk should prepare the document. Proclaim the emergency and have City Council ratify. If the emergency is widely impacted, a County Proclamation will cover impacted cities.

Planning Section will hold a planning meeting. Each Branch from Operations will report situation status. EOC Manager and Operations Chief will set or reaffirm strategies and resources.

Each section of Management and General Staff will provide support and approve the plan (**EOC Action Plan**).

Provide closing comments to the planning meetings.

Work with the Public Information Officer (PIO) to approve a press release, media release, or other information release. A Press Briefing should be held when appropriate and facilitated by the PIO and attended by Mayor/Director of Emergency Services and General Staff.

Periodically brief members of the Policy Group.

The **Operational Period Briefing** will end/begin the next Operational Period. This is facilitated by the Planning Section.

The planning process will be repeated every operational period (12 to 24 hours) with the distribution of a new **EOC Action Plan** from the Planning Section.

Remind staff to be accountable in signing in and out of the EOC and to complete their ICS 214s, time logs and other forms.

Ensure continuity of government and capabilities for 24-hour operations.

If the city has little damage, prepare to support more heavily damaged jurisdictions through the Operational Area.

As the Incident deescalates, transition response operations to recovery operations.

Ensure that all required forms or reports are completed prior to deactivation.

Provide direction to city staff and PIO for the city's recovery operations and EOC deactivation as appropriate.

Ensure that any open actions not yet completed will be taken care of after deactivation.

DEACTIVATION

- _____ Upon termination of the emergency, proclaim termination as needed and proceed with recovery operations.
- _____ Authorize deactivation of sections, branches, or units when they are no longer required.
- _____ Instruct EOC Manager to notify Los Angeles County Operational Area of planned time of deactivation.
- _____ Be prepared to provide input to the After-Action Report.
- _____ Sign-out and leave forwarding number where you can be reached.

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MANAGEMENT SECTION

EOC MANAGER

PRIMARY: Police Department Supervisor
 ALTERNATE: Police Department Supervisor
 SUPERVISOR: EOC Director

OVERALL RESPONSIBILITY

Oversight of the support and operations provided to the field responders of the City of Irwindale during an activation of the Emergency Operations Center. Serves as to coordinate EOC activities and capabilities in support to the EOC director.

DESCRIPTION OF POSITION RESPONSIBILITIES

- Serve as the EOC Manager.
- With the EOC Director, establish the appropriate EOC level of organization and continuously monitor the effectiveness and make changes as required.
- Be prepared to suggest additional branches/groups/units as dictated by the situation.
- Exercise overall support and coordination of response efforts of the affected area.
- Ensure that multi-agency or inter-agency coordination is accomplished effectively within the EOC.
- Facilitate the overall operations and functions of the EOC.
- Liaison and provide point of contact for assisting and cooperating agency representatives.
- Provide information and guidance to the EOC Management Team.
- Ensure that the Los Angeles County Operational Area and State OES are contacted and updated on Irwindale's status and needs.
- Coordinate all visits to the EOC with the City PIO.
- Ensure effective staffing and logistical support is maintained in the EOC for the duration of event.

READ ENTIRE CHECKLIST AT START-UP AND AT BEGINNING OF EACH SHIFT

CHECKLIST ACTIONS

EARLY ACTIONS

- _____ Determine the operational status and appropriate level of activation based on the situation as known.
- _____ Make contact with the EOC Director for EOC activation concurrence.
- _____ As appropriate, respond to the EOC.
- _____ Consider an alternate EOC location based on the type or location of the emergency, or condition of the primary EOC.

_____ Ensure that Section Chiefs /General Staff are in place as soon as possible:

- Operations Section
- Planning and Intelligence Section
- Logistics Section
- Finance and Administration Section

_____ Ensure that the Management Section is staffed as soon as possible, at the level needed.

- Public Information Officer
- Liaison Officer
- Security Officer
- Safety and Risk Officer
- Legal Advisor

_____ Obtain and maintain constant situational awareness from available resources.

POSITION START-UP

_____ Identify yourself as the EOC Manager by putting on an EOC vest with your title. Print your name and title on the EOC organization sign-in. **(ICS Form 211)**

_____ Obtain an Incident briefing from the EOC Director as appropriate.

_____ Determine your personal operating location and setup as necessary.

_____ Review your position responsibilities.

_____ Open and maintain an **Activity Log (ICS Form 214)**.

_____ Ensure the check-in procedures are known to EOC staff. The Security Officer position can assist.

_____ Ensure that the EOC organization chart is posted and those arriving team members are assigned.

_____ Ensure that EOC is properly setup and ready for operations.

_____ Assess emergency impacts and provide input to the EOC Director as to the extent and level of EOC activation.

_____ Notify the Operational Area EOC that the city EOC has been activated. Update Operational Area and State OES as needed.

_____ Ensure the City of Irwindale’s SEMS Emergency Operations Plan is implemented.

_____ Begin formulation and implementation of the situation specific EOC Action Plan in coordination with the Planning Section.

_____ Conduct briefings.

_____ Provide assistance and information to General Staff as needed.

_____ Where applicable, establish communications with adjacent jurisdictions, other responding governmental agencies, school districts, utility companies, etc.

_____ Determine 24-hour staffing requirements, and request additional support as needed.

_____ Establish ongoing situational awareness of the field from Operations Section.

Brief incoming Section personnel prior to their assuming their duties.

Briefings should include:

- Current situation assessment.
- Identification of specific job responsibilities.
- Identification of co-workers within the job function and/or geographical assignment.
- Availability of communications.
- Location of work area.
- Identification of eating and sleeping arrangements as appropriate or if needed.
- Procedural instructions for obtaining additional supplies, services, and personnel.
- Identification of operational period work shifts.

Ensure that all Management Section meetings, General Staff meetings, and policy decisions are documented by a scribe.

Ensure that telephone, radio, and data communications with other facilities are established and tested.

Ensure that all departments account for personnel and work assignments.

Determine appropriate delegation of purchasing authority to the Finance and Administration Section.

Schedule the first planning meeting.

Confer with Operations Section Chief and other General Staff to determine what representation is needed at the EOC from other agencies.

Based on the situation as known or forecast determine likely future Management Section needs.

GENERAL OPERATIONAL DUTIES

Using **Activity Log (ICS Form 214)**, maintain all required records and documentation to support the After-Action Report and the history of the emergency/disaster. Document:

- Messages received
- Action taken
- Decision justification and documentation
- Requests filled
- EOC personnel, time on duty and assignments

**Detailed information is essential to meet requirements for possible reimbursement by State OES and FEMA.*

Carry out responsibilities of your section not currently staffed.

Make a list of key issues currently facing your section to be accomplished within the next operational period.

Ensure that all your section logs and files are maintained.

Monitor your section activities and adjust section organization as appropriate.

Anticipate potential situation changes, such as severe aftershocks (in the event of an earthquake), in all section and EOC planning. Develop a backup plan for all plans and procedures requiring off-site communications.

Conduct periodic briefings for your section. Ensure that all organizational elements are aware of priorities.

Use face-to-face communication in the EOC whenever possible, and document decisions and policy.

Plan ahead and anticipate situations and problems before they occur.

Ensure that all your section personnel time records are provided to the Finance Section at the end of each operational period.

SECTION/POSITION OPERATIONAL DUTIES

Carry out responsibilities of all other sections not currently staffed.

Assess situation, work in progress, and resources, and estimate incident duration.

Schedule an EOC Action planning meeting with all Section Chiefs.

Develop overall strategy with the Section Chiefs.

Ensure that sections are carrying out their principal duties:

- Implementing operational objectives per the EOC Action Plan.
- Preparing action plans and status reports.
- Providing adequate facility and operational support.
- Providing administrative and fiscal record-keeping and support.

Conduct periodic briefing sessions with the Director of Emergency Services, Mayor, and/or the Policy Group to update the overall situation.

Hold planning meeting of section and branch leaders, agency representatives (as required) and key staff.

Objectives of the planning meeting are to:

- Provide briefings on current and forecasted situation, and major reportable incidents within affected Operational Area.
- Obtain any additional information from other sources on the current situation assessment.
- Review availability and status of ordered, enroute, or staged resources.
- Establish with staff the next operational period for which the EOC Action Plan should be developed.
- Define priority actions to be accomplished or undertaken within the next operational period in light of the known and forecasted situation and status of available resources.
- Establish assignments for available and incoming resources based on current and forecast situation and established priorities.
- Determine need for additional resources. Establish specific responsibilities for ordering.
- Discuss and resolve any internal coordination issues.

- Ensure that staff is clear on the EOC Action Plan. Have pertinent elements documented for distribution as necessary.
- Establish time for next action planning meeting.

_____ In conjunction with the EOC Director and Public Information Officer coordinate and conduct news conferences and review media releases as required.

_____ Establish procedure for press releases affecting inter-agency coordination such as a JIC.

_____ Authorize PIO to release information to the media and consider Civic Ready, EAS, and social media as needed through appropriate channels.

_____ In conjunction with the EOC Safety Officer (if appointed), establish and maintain a safe working environment and monitor EOC personnel for signs of stress. Initiate critical incident stress debriefing as appropriate.

_____ Ensure that proper security of the EOC is maintained at all times.

_____ Ensure that the EOC is providing for and maintaining positive and effective inter-agency coordination.

_____ Establish and maintain contacts with adjacent jurisdictions or agencies and with other organizational levels as appropriate.

_____ Monitor section level activities to assure that all appropriate actions are being taken.

_____ Brief your relief at shift change. Ensure that in-progress activities are identified, and follow-up requirements are known.

DEACTIVATION

_____ Authorize deactivation of sections, branches, or units when they are no longer required.

_____ Notify Los Angeles County Operational Area of planned time of deactivation.

_____ Ensure that any open actions not yet completed will be taken care of after deactivation.

_____ Ensure that all required forms or reports are completed prior to deactivation.

_____ Be prepared to provide input to the After-Action Report.

_____ Deactivate the EOC and close out logs when emergency situation no longer requires activation.

_____ Sign-out and leave forwarding number where you can be reached.

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MANAGEMENT SECTION

PUBLIC INFORMATION OFFICER

PRIMARY: City Public Information Officer

ALTERNATE: Assistant City Manager

SUPERVISOR: EOC Director

OVERALL RESPONSIBILITY

Ensure that information support is provided that is consistent, accurate, and timely. Information is to be shared with all required agencies and methods. The Public Information function may, as conditions and or activation levels require, expand to a branch structure. At the discretion of the Public Information Officer the branch may be divided into divisions, groups, and units as necessary to meet the functional need.

DESCRIPTION OF POSITION RESPONSIBILITIES

- Serves as the primary contact for all event and incident information within the affected jurisdiction.
- Coordinates vital information gathering and dissemination.
- Ensure the public within the affected area receives complete, accurate, timely, and consistent information about lifesaving procedures, health preservation instructions, emergency status, relief programs, and other services to ensure public safety.
- Establishes contact with pre-identified community partners who serve the non-English speaking, those with disabilities and with access and/or functional needs to enable them to initiate their own communications protocols.
- Provide, review, and coordinate all related public and media information releases.
- Maintain a sustained relationship with the media and hold periodic press conferences as required.
- Implement support positions of JIC/Social Media Officer to coordinate information on social media and with field PIO(s).

READ ENTIRE CHECKLIST AT START-UP AND AT BEGINNING OF EACH SHIFT

CHECKLIST ACTIONS

START-UP ACTIONS

- _____ Check-in upon arrival at the EOC. **Check-In (ICS Form 211)**
- _____ Report to EOC Director.
- _____ Obtain a briefing on the situation. Determine if a field site PIO has already been established (i.e., Police or Fire PIO). If so, establish communications.
- _____ Determine your personal operating location and setup as necessary (Check for needed supplies including phones, fax, printer, email with network capabilities, etc.).
- _____ Review your position responsibilities.

Identify yourself as the Public Information Officer by putting on an EOC vest with your title. Print your name and title on the EOC organization sign-in.

Clarify any issues regarding your authority and assignment and what others in the organization do.

Determine 24-hour staffing requirements.

Make required personnel requests for JIC, Social Media, and or Hotline staff.

Based on the situation as known or forecast determine likely future needs.

GENERAL OPERATIONAL DUTIES

Using **Activity Log (ICS Form 214)**, maintain all required records and documentation to support the After-Action Report and the history of the emergency/disaster. Document:

- Messages received
- Action taken
- Decision justification and documentation
- Requests filled
- EOC personnel, time on duty and assignments

**Detailed information is essential to meet requirements for possible reimbursement by State OES and FEMA.*

Keep up to date on the situation and resources associated with your Branch/Unit/Position. Maintain current status reports and displays.

Keep the EOC Director and EOC Manager advised of your status and activity, and on any problem areas that now need or will require solutions.

Establish operating procedure with the Information Technology Unit of the Logistics Section for use of telephone, radio, and data systems. Make any priorities or special requests known.

Review situation reports as they are received. Verify information where questions exist.

Anticipate potential situation changes, such as severe aftershocks (in the event of an earthquake), in all planning. Develop a backup plan for all plans and procedures requiring off-site communications.

Monitor your position activities and adjust staffing and organization to meet current needs.

Use face-to-face communication in the EOC whenever possible and document decisions and policy.

Plan ahead and anticipate situations and problems before they occur.

Ensure that your personnel and time records are completed at the end of each operational period.

Brief your relief at shift-change. Ensure that in-progress activities are identified and follow-up requirements are known.

Determine any immediate emergency public warning and/or information issues.

Compile an initial press release for the EOC Director approval on current response operations.

- _____ Develop a public information plan, review the plan periodically, and update it as changes occur.
- _____ Prepare for possible 24-hour operations and develop a shift schedule (both at the EOC and JIC) to ensure continued public information operations.
- _____ Attend ongoing situation briefings.
- _____ Coordinate with Planning Section to determine the situation status in local cities, the county, region, and the state.
- _____ Make contact with PIO staff of related agencies and impacted jurisdictions. Ensure contact can be maintained throughout the emergency in order to coordinate local and regional emergency notifications and other important public information functions.

POSITION OPERATIONAL DUTIES

- _____ Secure guidance from the EOC Director or EOC Manager regarding the release of available information.
- _____ Identify and publish the dedicated telephone number (Public Information Hotline) to be used for public inquiries related emergency information.
- _____ Determine if any immediate emergency public warning and/or information issues are needed.
- _____ Ensure all systems for public warning and public information are operable.
- _____ Keep the EOC Director and EOC Manager advised of all unusual requests for Information, rumors, and of all major critical or unfavorable media comments. Provide an estimate of the impact and severity and make recommendations as appropriate.
- _____ Coordinate all media events with the EOC Manager and EOC Security Officer.
- _____ In multi-agency or jurisdictional incidents, establish a Media or Joint Information Center (JIC) at a site away from the EOC and Command Post for media use and dissemination of information. Provide necessary workspace, materials, telephones, and staffing. Announce safe access routes to Media Information Center for media. Utilize social media such as Twitter.
- _____ Schedule and post times and locations of news briefings in the EOC, on the web, social media, and other appropriate areas.
- _____ Prepare and provide approved information to the media and the public. Provide information through social media and post news releases in the EOC, Media Information Center, on the web, and other appropriate areas.
- _____ Obtain and provide reports on types of calls and trends on a regular basis.
- _____ Develop an information release schedule.
- _____ Ensure all information is clear, concise, confirmed, and approved before being released to the public.
- _____ Interact with other branches/groups/units to provide and obtain information relative to public information operations.
- _____ Coordinate with the Situation Unit of the Planning Section and define needs of special interest for public information action. Identify means for securing the information as it is developed.

Prepare and disseminate public information covering such topics as what to do, not to do, and why relating to:

- ☐ health and safety risks and issues
- ☐ curfews
- ☐ impacts to people with disabilities, access and/or functional needs.
- ☐ appropriate protective actions to take
- ☐ response to rumors
- ☐ evacuation routes
- ☐ re-entry information
- ☐ shelter locations
- ☐ animal issues
- ☐ school and school district information

Obtain, process, and summarize information in a format usable for presentations.

Provide periodic briefings and press releases about the disaster situation.

As required, periodically prepare briefings for executives or elected officials.

Refer media representatives to incident level PIOs for specific information at JIC (if activated).

Ensure all press releases and Operational Area emergency notifications are disseminated in the JIC, Social Media, and to:

- ☐ Public Information Hotline and Rumor Control Unit
- ☐ EOC Sections and Branches
- ☐ Post in each room

Ensure all press releases and Operational Area emergency notifications are immediately delivered to:

- ☐ JIC (if activated)
- ☐ City departments
- ☐ Impacted jurisdictions
- ☐ Incident Command Post (ICP)
- ☐ Posted to City website

Participate in scheduled EOC meetings.

Ensure that a rumor control function is established as necessary and has the means for identifying false or erroneous information. Develop procedure to be used to dispel such information.

Provide sufficient staffing and telephones to efficiently handle incoming media and public calls, and to gather status information.

Initiate Public Information Hotline position to handle inquiries from the public.

Prepare a briefing sheet to be distributed to all employees at the beginning of each shift so they can answer questions from the public, such as shelter locations, water distribution sites, etc.

Broadcast emergency information and updates on local cable channels and radio.

Provide escort for the media and VIPs as required. Arrange for tours and photo opportunities when available staff and time permit. Coordinate VIP tours with the EOC Manager and City Council.

Coordinate through the JIC, adjacent jurisdictions for media visits.

If a Joint Information Center is to be established:

- ☐ Hold JIC PIO coordination meetings.
- ☐ Maintain contact with the JIC Liaison, determine if any additional information is available from the JIC and establish a set schedule for maintaining contact.

Determine which radio and TV stations are operational.

Determine requirements for support to the emergency public information functions at other EOC levels.

Monitor broadcast media and use information to develop follow-up news releases and rumor control.

When federal emergency response teams respond, coordinate activities through the Los Angeles County Operational Area to ensure coordination of local, state, and federal public information activities.

Ensure that announcements, information, and materials are translated and prepared for special populations (non-English speaking, non-readers, elderly, the hearing, sight and mobility impaired, etc.).

Prepare materials that describe the health risks associated with each hazard, the appropriate self-help or first aid actions, and other appropriate survival measures.

Issue other information pertaining to the emergency and disaster (acts of heroism, historical property damaged or destroyed, prominence of those injured or killed or other human-interest stories).

Through the Los Angeles County Operational Area, coordinate with state, federal, or private sector agencies to get technical information (health risks, weather, etc.) for release to the public and media.

Ensure file copies are maintained of all information released.

Prepare final news releases and advise media representatives of points-of-contact for follow-up stories.

RECOVERY PHASE ACTIONS

Coordinate the release public information concerning recovery activities.

Ensure the county website has current information regarding recovery information and instructions, including items such as the location of disaster recovery centers, local assistance centers, recovery related assistance, and recovery agency contact information.

Accommodate state and federal public information officers and assist them in releasing information on recovery assistance programs.

Release information on restoration of utilities, re-entry, and any travel restrictions still in effect.

_____ Gather all records kept during all phases of the emergency and prepare a chronological summary of all events, actions taken, inquiries made, and responses given. Collect newspaper clippings and TV videotapes, if available.

_____ Ensure PIOs from the other jurisdictions or agencies are appraised of the county's recovery, disaster area reentry, and demobilization activities.

_____ When appropriate, direct the JIC Liaison to discontinue operations at the JIC and return to the County and Operational Area EOC or other designated location.

_____ Prepare to assist the state and federal response team in the Joint Information Center (JIC) with information on the status of the City of Irwindale.

RECOVERY OPERATIONAL PHASE ACTIONS

_____ Obtain policy guidance and approval from the EOC Director with regard to all information to be released to the media and public.

_____ Coordinate with Planning Section-Recovery Planning Unit to gather verified recovery situation status information for release to the public.

_____ Develop public communications and messaging action plan to be included in the EOC Action Plan-Recovery focusing on:

- Individual Assistance status
- Local Assistance Center and/or Disaster Recovery Center operations
- Public outreach
- Educational information
- Community recovery priorities
- Public input opportunities
- Mitigation activities during reconstruction

_____ Ensure all public information and messaging is provided in alternate formats and languages in order to reach people with disabilities and those with access and/or functional needs.

_____ Keep the EOC Director and any assigned Recovery Manager apprised of all unusual requests for information and of all major, critical, or unfavorable media comments.

_____ Coordinate with Planning Section-Recovery Planning Unit and identify methods for obtaining and verifying significant information pertaining to recovery activities.

_____ Establish and maintain a Recovery Hotline as needed for the public to access recovery information.

_____ Ensure Hotline staff are kept current with recovery activities and information.

_____ Ensure city website has current recovery information.

_____ Monitor written and electronic media sources to ensure correct and current information is being provided.

_____ Coordinate with Recovery Manager for VIP and visitor tours.

_____ Develop key talking points for the Director of Emergency Services, EOC Director, City Recovery Manager, and City Council and others as appropriate.

_____ Coordinate recovery information releases from the City Emergency Organization-Recovery, OA jurisdictions, state, and federal partner agencies to ensure a unified message is maintained.

_____ Coordinate with EOC Director and the City Recovery Manager to conduct public meetings as required.

_____ Coordinate with the Logistics Section for location and equipment needs.

_____ Ensure alternate forms of communication is available for people with disabilities and those with access and/or functional needs.

- Limited or non-English speaking
- Visually impaired
- Hearing impaired
- Provide copies of all public communications and messaging to the Recovery Manager.

DEACTIVATION

_____ Ensure that all required forms or reports are completed prior to your release and departure.

_____ Be prepared to provide input to the After-Action Report.

_____ Determine what follow-up to your assignment might be required before you leave.

_____ Deactivate the Public Information Officer position and close out logs when authorized by the EOC Director.

_____ Sign-out and leave forwarding phone number where you can be reached.

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MANAGEMENT SECTION

LIAISON OFFICER

PRIMARY: Assistant City Manager
 ALTERNATE: Chief Deputy City Clerk
 SUPERVISOR: EOC Director

OVERALL RESPONSIBILITY

The Liaison Officer:

1. Serves as the single point of contact for representatives of government departments and agencies (such as federal, state, county, local, and territorial), as well as for jurisdictions, non-governmental organizations (NGO), private sector organizations, and other cooperating agencies and organizations, and speaks on behalf of the EOC Director.
2. Ensures that those who are not part of the command staff, but who contribute to the incident's prevention, protection, mitigation, response, and recovery, receive appropriate information and exchange communications with the Emergency Operations Center staff.

DESCRIPTION OF POSITION RESPONSIBILITIES

- Oversee all liaison activities, including coordinating outside agency representatives assigned to the EOC and handling of requests from other EOCs for EOC agency representatives.
- Establish and maintain a central location for incoming agency representatives and providing workspace and support as needed.
- Ensure that position specific guidelines, policy directives, situation reports, and a copy of the EOC Action Plan (AP) are provided to Agency Representatives upon check-in.
- In coordination with the Management Section provide orientations for VIPs and other visitors to the EOC.

READ ENTIRE CHECKLIST AT START-UP AND AT BEGINNING OF EACH SHIFT

CHECKLIST ACTIONS

START-UP ACTIONS

- _____ Check-in upon arrival at the EOC. **Check-In (ICS Form 211)**
- _____ Report to EOC Director.
- _____ Obtain a briefing on the situation. Determine if there are Agency Representatives present in the EOC. If so, establish communications.
- _____ Determine your personal operating location, and setup as necessary (Check for needed supplies including phones, fax, printer, email with network capabilities, etc.).
- _____ Review your position responsibilities.

Identify yourself as the Liaison Officer by putting on an EOC vest with your title. Print your name and title on the EOC organization sign-in.

Clarify any issues regarding your authority and assignment and what others in the organization do.

Open and maintain an **Activity Log (ICS Form 214)**.

Determine 24-hour staffing requirements.

Determine the need for group or unit establishment. Make required personnel assignments as staff arrive at the EOC.

Based on the situation as known or forecast, determine likely future needs

GENERAL OPERATIONAL DUTIES

Using **Activity Log (ICS Form 214)**, maintain all required records and documentation to support the After-Action Report and the history of the emergency/disaster. Document:

- Messages received
- Action taken
- Decision justification and documentation
- Requests filled
- EOC personnel, time on duty and assignments

**Detailed information is essential to meet requirements for possible reimbursement by State OES and FEMA.*

Ensure that your personnel and time records and are provided to the Finance Section Chief at the end of each operational period.

Brief your relief at shift-change. Ensure that in-progress activities are identified and follow-up requirements are known.

POSITION OPERATIONAL DUTIES

Contact Agency Representatives already on-site, ensuring they:

- Sign into the EOC organization
- Understand assigned functions
- Know work locations
- Review and understand the EOC organization and floor plan

Determine if additional agency representation is required from:

- Other agencies
- Schools
- Volunteer organizations
- Private organizations
- Utilities not already represented

Arrange and coordinate VIP tours with the PIO and the elected/executive members or their designees.

Determine the status and resource needs and availability of other agencies.

_____ Request agency representatives maintain communications with their agencies and obtain situation status reports regularly.

_____ Act as liaison with county, state, and federal emergency response officials.

_____ With the approval of the EOC Director, provide agency representatives from the Irwindale EOC to other EOCs, as required and requested.

_____ Maintain a roster of agency representatives located at the EOC. Roster should include the assignment within the EOC (section or interagency coordination group). Roster should be distributed internally on a regular basis.

_____ Release agency representatives that are no longer required in the EOC when authorized by the EOC Director (be sure to get contact information from representative before demobilization.)

DEACTIVATION

_____ Ensure that all required forms or reports are completed prior to your release and departure.

_____ Be prepared to provide input to the After-Action Report.

_____ Determine what follow-up to your assignment might be required before you leave.

_____ Deactivate the Liaison Officer position and close out logs when authorized by the EOC Director.

_____ Sign-out and leave forwarding phone number where you can be reached.

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MANAGEMENT SECTION

EOC SECURITY OFFICER

PRIMARY: Police Department

ALTERNATE: Police Department

SUPERVISOR: EOC Director

OVERALL RESPONSIBILITY

Security of all EOC facilities and personnel access.

DESCRIPTION OF POSITION RESPONSIBILITIES

- Provide 24-hour security for EOC facility(s).
- Control personnel access to facilities in accordance with policies established by the EOC Director.

READ ENTIRE CHECKLIST AT START-UP AND AT BEGINNING OF EACH SHIFT

CHECKLIST ACTIONS

START-UP ACTIONS

- _____ Check-in upon arrival at the EOC. **(ICS Form 211)**
- _____ Report to EOC Manager.
- _____ Obtain a briefing on the situation.
- _____ Determine your personal operating location and setup as necessary.
- _____ Review your position responsibilities.
- _____ Identify yourself as the EOC Security Officer by putting on an EOC vest with your title. Print your name and title on the EOC organization sign-in.
- _____ Clarify any issues regarding your authority and assignment and what others in the EOC organization do.
- _____ Open and maintain an **Activity Log (ICS Form 214)**.
- _____ Determine 24-hour staffing requirements and request additional support as required.
- _____ Based on the situation as known or forecast, determine likely future needs.

GENERAL OPERATIONAL DUTIES

- _____ Using **Activity Log (ICS Form 214)**, maintain all required records and documentation to support the After-Action Report and the history of the emergency/disaster. Document:
 - Messages received
 - Action taken
 - Decision justification and documentation

- Requests filled
- EOC personnel, time on duty and assignments

**Detailed information is essential to meet requirements for possible reimbursement by State OES and FEMA.*

Keep up to date on the situation and resources associated with your position. Maintain current status reports and displays.

Keep the EOC Director and EOC Manager advised of your status and activity, and on any problem areas that now need or will require solutions.

Establish operating procedure with the Information Technology Unit of the Logistics Section for use of telephone, radio, and data systems. Make any priorities or special requests known.

Review situation reports as they are received. Verify information where questions exist.

Anticipate potential situation changes, such as severe aftershocks (in the event of an earthquake), in all planning. Develop a backup plan for all plans and procedures requiring off-site communications.

Determine and anticipate support requirements and forward to EOC Manager.

Monitor your position activities and adjust staffing and organization to meet current needs.

Use face-to-face communication in the EOC whenever possible and document decisions and policy.

Plan ahead and anticipate situations and problems before they occur.

Request additional resources through the appropriate Logistics or Planning Section Units as needed.

Ensure that your personnel and time records are provided to the Finance Section at the end of each operational period.

Brief your relief at shift-change time. Ensure that in-progress activities are identified and follow-up requirements are known.

POSITION OPERATIONAL DUTIES

Determine current security requirements and establish staffing as needed.

Determine needs for special communications. Make needs known to the Logistics Section.

Complete a radio or communications check with all on-duty security personnel as appropriate.

Establish or relocate security positions as dictated by the situation.

Check identification of all personnel entering the EOC.

Assure personnel working in the EOC are properly identified.

Determine needs for special access facilities. Consider need for vehicle traffic control or parking plan. Develop if required.

Assist in any EOC evacuation.

Assist in closing off any damaged areas of City Hall Campus. Provide access control as required.

- _____ As requested, provide security for any EOC critical facilities, supplies, or materials.
- _____ Provide executive protection security as appropriate or required.
- _____ Provide security input and recommendations as appropriate to conditions to EOC Manager.

DEACTIVATION

- _____ Ensure that all required forms or reports are completed prior to your release and departure
- _____ Be prepared to provide input to After-Action Report.
- _____ Determine what follow-up to your assignment might be required before you leave.
- _____ Deactivate the Security Officer position and close out logs when authorized by the EOC Director.
- _____ Sign-out and leave forwarding phone number where you can be reached.

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MANAGEMENT SECTION

EOC SAFETY AND RISK OFFICER

PRIMARY: Human Resources/Risk Manager

ALTERNATE: Sr. Human Resources/Risk Management Analyst

SUPERVISOR: EOC Director

OVERALL RESPONSIBILITY

Ensure the safe operations of all personnel and activities identified within the EOC Action Plan.

Identify and mitigate safety hazards and situations of potential city liability during Incident and EOC operations.

Manage the investigation and compensation of physical injuries and property damage claims involving the City of Irwindale arising out of an emergency and disaster.

DESCRIPTION OF POSITION RESPONSIBILITIES

- Support Field Incident Management Team or Incident Command Post if no Incident Safety Officer is established.
- Ensure that all facilities used in support of EOC operations have safe operating conditions.
- Monitor all EOC and related facility activities to ensure that they are being conducted in as safe a manner as possible, under the circumstances which exist.
- Stop or modify all unsafe operations.
- Accept as agent for the City of Irwindale claims resulting from the emergency or disaster.
- Collect information for all forms required by workers' compensation and local agencies.
- Maintain a file of injuries and illness associated with the personnel activity at the EOC and maintain a file of written witness statements on injuries.
- Manage and direct all compensation for injury specialists and claims specialists assigned to the emergency or disaster.
- Provide investigative support in areas of claims for bodily injury and property damage compensation, presented to the City of Irwindale.
- Provide input into the EOC Action Plan safety section.

READ ENTIRE CHECKLIST AT START-UP AND AT BEGINNING OF EACH SHIFT

CHECKLIST ACTIONS

START-UP ACTIONS

- _____ Check-in upon arrival at the EOC. Check-In (**ICS Form 211**).
- _____ Report to the EOC Director.
- _____ Obtain a briefing on the situation.

_____ Determine your personal operating location and setup as necessary.

_____ Review your position responsibilities.

_____ Identify yourself as the Safety & Risk Services Officer by putting on an EOC vest with your title. Print your name and title on the EOC organization sign-in.

_____ Clarify any issues regarding your authority and assignment, and what others in the organization do.

_____ Open and maintain an Activity Log (**ICS Form 214**).

_____ Determine 24-hour staffing requirements and request additional support as required.

_____ Based on the situation as known or forecast determine likely future needs.

GENERAL OPERATIONAL DUTIES

_____ Using Activity Log (ICS Form 214), maintain all required records and documentation to support the After-Action Report and the history of the emergency/disaster. Document:

- Messages received
- Action taken
- Decision justification and documentation
- Requests filled
- EOC personnel, time on duty and assignments

**Detailed information is essential to meet requirements for possible reimbursement by State OES and FEMA.*

_____ Keep up to date on the situation and resources associated with your position. Maintain current status reports and displays.

_____ Keep the EOC Manager advised of your status and activity, and on any problem areas that now need or will require solutions.

_____ Establish operating procedure with the Information Technology Unit of the Logistics Section for use of telephone, radio, and data systems. Make any priorities or special requests known.

_____ Review situation reports as they are received. Verify information where questions exist.

_____ Anticipate potential situation changes, such as severe aftershocks (in the event of an earthquake), in all planning. Develop a backup plan for all plans and procedures requiring off-site communications.

_____ Determine and anticipate support requirements and forward to the EOC Manager.

_____ Monitor your position activities, and adjust staffing and organization to meet current needs.

_____ Use face-to-face communication in the EOC whenever possible, and document decisions and policy.

_____ Plan ahead and anticipate situations and problems before they occur.

_____ Request additional resources through the appropriate Logistics or Planning Section Units as needed.

_____ Ensure that your personnel and time records are completed at the end of each operational period.

_____ Brief your relief at shift-change time. Ensure that in-progress activities are identified and follow-up requirements are known.

POSITION OPERATIONAL DUTIES

_____ Advise EOC Security Officer of your function. Secure information regarding emergency conditions.

_____ Tour the entire facility area and determine the scope of on-going operations.

_____ Tour or evaluate any remote and active field work sites.

_____ Maintain contact with field supervisors for safety evaluations.

_____ Collect reports of injuries to city employees and to volunteers in the field or in the EOC.

_____ Evaluate conditions and advise the EOC Manager of any conditions and actions which might result in liability—e.g., oversights, improper response actions, etc.

_____ Coordinate with the Personnel Branch of the Logistics Section to ensure that safety and hazard awareness is in compliance with CAL OSHA requirements and coordinate with Planning and Intelligence Section to ensure a safety message is part of the EOC Action Plan.

_____ Study the facility to learn the location of all fire extinguishers, emergency and secondary exits, fire hoses, emergency pull stations, and air and heat controls.

_____ Be familiar with particularly hazardous conditions in the facility.

_____ Ensure that the EOC location is free from environmental threats (i.e., air purity, water portability, etc.).

_____ If the event which caused activation is an earthquake, provide guidance regarding actions to be taken in preparation for aftershocks.

_____ Coordinate with Security Officer to obtain assistance for any special safety requirements.

_____ Keep the EOC Manager advised of safety conditions.

_____ Coordinate with the Finance Section on any personnel injury claims or records preparation as necessary for proper case evaluation and closure.

_____ Document circumstances to contribute to post emergency investigation of claims.

_____ Coordinate with EOC staff and collect information and claims related to the incident.

_____ Maintain a log of all injuries occurring during the disaster and emergency.

_____ Develop and maintain a log of potential and existing claims.

_____ Prepare claims relative to damage to city property and notify and file the claims with insurers.

_____ Periodically review all logs and forms produced by unit to ensure:

- Work is complete.
- Entries are accurate and timely.
- Work is in compliance with City of Irwindale requirements and policies.

_____ Determine if there is a need for additional staffing of claims specialists and order personnel as needed.

_____ Ensure that a compensation-for-injury and claims log and forms are complete and routed to the appropriate department for post-EOC activation processing.

_____ Ensure the investigation of all accidents if possible.

_____ Provide report of injuries and coordinate with the EOC Director for briefing to mitigate hazards.

_____ Obtain all witness statements pertaining to claims and review for completeness.

DEACTIVATION

_____ Ensure that all required forms or reports are completed prior to your release and departure.

_____ Be prepared to provide input to the After-Action Report.

_____ Determine what follow-up to your assignment might be required before you leave.

_____ Deactivate the Safety & Risk Officer position and close out logs when authorized by the EOC Director.

_____ Sign-out and leave forwarding phone number where you can be reached.

MANAGEMENT SECTION

POLICY GROUP

PRIMARY: Mayor and City Council

ALTERNATE: Mayor Pro Tem and City Council

SUPERVISOR: Electorate

OVERALL RESPONSIBILITY

Proclaim and/or ratify a local emergency, approve emergency orders, and render emergency policies.

DESCRIPTION OF POSITION RESPONSIBILITIES

- Proclaim and/or ratify a local emergency.
- Establish executive level policies for management of emergency.
- Obtain briefings from Director of Emergency Services and the EOC Director and provide information to the public and media.
- Host and accompany VIPs and government officials on tours of the emergency or disaster.

READ ENTIRE CHECKLIST AT START-UP AND AT BEGINNING OF EACH SHIFT

CHECKLIST ACTIONS

START-UP ACTIONS

- _____ Check-in at City Hall or at a directed location.
- _____ Obtain incident briefing from the Director of Emergency Services.
- _____ Call emergency meetings of the City Council to proclaim and/or ratify a local emergency and approve emergency orders as needed.
 - Three (3) members of the City Council are needed for an official quorum.
 - Emergency proclamations must be ratified within seven (7) days.
 - Approve extraordinary expenditure requirements as necessary.
- _____ Review, at its regularly scheduled meetings until the Local Emergency is terminated, the need for continuing the Local Emergency. The Local Emergency must be terminated by resolution as soon as conditions warrant.
- _____ In consultation with the EOC Director and General Staff, develop temporary emergency policies for managing the strategic aspects of the emergency.
- _____ Coordinate with the Director of Emergency Services, the EOC Director, and the City PIO regarding the release of official statements.
- _____ Upon request of the City PIO, host and accompany VIP's and governmental officials on tours of the emergency or disaster area. Coordinate all tours with Public Information Officer (PIO).

- _____ Provide interviews to the media as arranged only by the PIO.
- _____ Refer all requests for emergency information to the EOC Director or Public Information Officer.
- _____ Serve on and coordinate activities of the Disaster Council.
- _____ Consider developing an emergency planning task force within the local business or trade association to discuss concerns and disseminate pre-event planning information and post-event recovery information.
- _____ Consider developing a plan to provide a “Local Assistance Center” location, which can be utilized for information and assistance to citizens and businesses impacted by an emergency.
- _____ Encourage post-event discussions (town hall meetings) in the community to identify perceived areas of improvements.

NOTE: Council members should refrain from direct involvement in City or joint City/County/State Emergency Operations Center (EOC) activities. Council members will be provided information updates through the Director of Emergency Services, Assistant Director of Emergency Services, or EOC Director.

DEACTIVATION

- _____ Sign-out and leave forwarding number where you can be reached.
- _____ Be prepared to provide input to the After-Action Report.

MANAGEMENT SECTION

LEGAL ADVISOR

PRIMARY: City Attorney

ALTERNATE: City Attorney Alternate

SUPERVISOR: EOC Director

OVERALL RESPONSIBILITY

Acting as the City Attorney, provide legal counsel to the Director of Emergency Services, Policy Group, and EOC Director in all legal matters relative to the emergency, and assist as needed in the proclamation of a local emergency.

DESCRIPTION OF POSITION RESPONSIBILITIES

- Advise the City Council, Policy Group, Director of Emergency Services, EOC Director, EOC Manager, and Management personnel of the legality and/or legal implications of contemplated emergency actions and/or policies.
- Track and maintain legal information relative to the emergency.
- Commence legal proceedings as needed.
- Participate as a member of the EOC Policy Group as requested by the Director of Emergency Services.

READ ENTIRE CHECKLIST AT START-UP AND AT BEGINNING OF EACH SHIFT

CHECKLIST ACTIONS

START-UP ACTIONS

- _____ Check-in at City Hall or at a directed location.
- _____ Report to the EOC Director.
- _____ Obtain incident briefing from the EOC Director.
- _____ Determine your personal operating location, and setup as necessary.
- _____ Review your position responsibilities.
- _____ Identify yourself as a member of the Policy Group. Print your name and title on the EOC organization sign-in.
- _____ Clarify any issues regarding your authority and assignment, and what others in the organization do.
- _____ Determine 24-hour staffing requirements and request additional support as required.
- _____ Based on the situation as known or forecast determine likely future needs.

GENERAL OPERATIONAL DUTIES

Using Activity Log (**ICS Form 214**), maintain all required records and documentation to support the After-Action Report and the history of the emergency/disaster. Document:

- Messages received
- Action taken
- Decision justification and documentation
- Requests filled
- EOC personnel, time on duty and assignments

**Detailed information is essential to meet requirements for possible reimbursement by State OES and FEMA.*

Keep the EOC Director advised of your status and activity and on any problem areas that now need or will require solutions.

Review situation reports as they are received. Verify information where questions exist.

Monitor your position activities, and adjust staffing and organization to meet current needs. Plan ahead and anticipate situations and problems before they occur.

Request additional resources through the appropriate Logistics or Planning Section Units, as needed.

Ensure that your personnel and time records are provided to the Finance Section at the end of each operational period.

Brief your relief at shift-change time. Ensure that in-progress activities are identified, and follow-up requirements are known.

POSITION OPERATIONAL DUTIES

Prepare proclamations, emergency ordinances, and other legal documents required by the City Council, Director of Emergency Services, and EOC Director.

Develop rules, regulations, and laws required for the acquisition and/or control of critical resources.

Develop emergency ordinances and regulations to provide a legal basis for evacuation and/or population control.

Commence civil and criminal proceedings as necessary and appropriate to implement and enforce emergency actions.

Advise the EOC Director and Director of Emergency Services on areas of legal responsibility and identify potential liabilities.

Advise the City Council, Policy Group, Director of Emergency Services, EOC Director, EOC Manager, and management personnel of the legality and/or legal implications of contemplated emergency actions and/or policies.

Prepare documents relative to the demolition of hazardous structures or conditions.

Prepared documents relative to any special policing actions.

DEACTIVATION

- _____ Ensure that all required forms or reports are completed prior to your release and departure.
- _____ Be prepared to provide input to the After-Action Report.
- _____ Determine what follow-up to your assignment might be required before you leave.
- _____ Deactivate the Legal Advisor position and close out logs when authorized by the EOC Director.
- _____ Sign-out and leave forwarding phone number where you can be reached.

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OPERATIONS SECTION

OPERATIONS SECTION CHECKLISTS

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OPERATIONS SECTION

GENERAL

PURPOSE

This section establishes procedures and assigns responsibilities to ensure the effective management of large-scale operations under the Standardized Emergency Management System and National Incident Management System. It provides information and guidance to the Operations Section of the City of Irwindale's Emergency Management Organization and the Emergency Operations Center.

OVERVIEW

The primary mission of the Operations Section is to support tactical operations of various response elements throughout the city related to the disaster or emergency.

These elements may include:

- Fire and Rescue
- Law Enforcement
- Public Works
- Public Utilities
- Building and Safety
- Care and Shelter

OBJECTIVES

The Operations Section is responsible for coordination and support of all response elements applied to the disaster/emergency. The Operations Section carries out the objectives of the EOC Action Plan and requests resources as needed.

OPERATIONS SECTION

OPERATIONS SECTION CHIEF

PRIMARY: Police Department

ALTERNATE: TBD

SUPERVISOR: EOC Director

OVERALL RESPONSIBILITY

To coordinate and support the emergency response operations within the city through implementation of the objectives set in the City's EOC Action Plan. Coordination of requests for mutual aid and other operational resources as needed.

DESCRIPTION OF POSITION RESPONSIBILITIES

- Ensure that the Operations Section function is carried out including those branches necessary relating to the events in the city.
- Establish and maintain staging areas for incoming resources. (Staging may be under Logistics Section if more suited.)
- With branch input, develop and ensure that the EOC Action Plan's operational objectives are carried out.
- Establish the appropriate level of organization within the section and continuously monitor the effectiveness of that organization. Make changes as required.
- Exercise overall responsibility for the coordination of branch/group/unit activities within the Section.
- Report to the EOC Director on all matters pertaining to section activities which will ensure the effective functioning of the EOC organization.

READ ENTIRE CHECKLIST AT START-UP AND AT BEGINNING OF EACH SHIFT

CHECKLIST ACTIONS

SECTION START-UP ACTIONS

- _____ Check in upon arrival at the EOC. **(ICS Form 211)**
- _____ Report to the EOC Director.
- _____ Obtain a briefing on the situation.
- _____ Setup your section workstation, including maps and status boards. Use your EOC Section materials and on-site supplies.
- _____ Review your position responsibilities.
- _____ Identify yourself as the Operations Chief by putting on the vest with your title. Print your name on the Section Chief EOC organization chart next to your assignment.
- _____ Clarify any issues you may have regarding your authority and assignment and what others in the organization do.

Review organization in place at the EOC. Know where to go for information or support.

Determine if other section staff are at the EOC.

Confirm that all key Operations Section personnel or alternates are in the EOC or have been notified. Recall the required staff members necessary for the emergency.

Activate organizational elements within your Section as needed and designate leaders for each element or combination of elements.

- Fire and Rescue Branch
- Law Enforcement Branch
- Care and Shelter Branch
- Public Works Branch
- Public Utilities Branch
- Building and Safety Branch

Request additional personnel for the section to maintain a 24-hour operation as required.

Brief incoming section personnel prior to their assuming their duties.

Briefings should include:

- Current situation assessment.
- Identification of specific job responsibilities.
- Identification of co-workers within the job function and/or geographical assignment.
- Availability of communications.
- Location of work area.
- Identification of eating and sleeping arrangements as appropriate.
- Procedural instructions for obtaining additional supplies, services, and personnel.
- Identification of operational period work shifts.

Inform the EOC Director and General Staff when your section is fully operational.

Open and maintain section log.

Review responsibilities of branches/groups/units in your section.

Develop plan for carrying out all responsibilities.

Prepare work objectives for section staff and make staff assignments.

Meet with other activated section chiefs.

From the Planning and Intelligence Section, obtain and review major incident reports and additional field operational information that may pertain to or affect your section operations. Provide information to appropriate branches/units.

Based on the situation as known or forecast determine likely future Operations Section needs.

GENERAL OPERATIONAL DUTIES

Using Activity Log (**ICS Form 214**), maintain all required records and documentation to support the After-Action Report and the history of the emergency/disaster. Document:

- Messages received

- Action taken
- Decision justification and documentation
- Requests filled
- EOC personnel, time on duty and assignments

**Detailed information is essential to meet requirements for possible reimbursement by the State OES and FEMA.*

_____ Carry out responsibilities of the Operations Section branches/groups/units that are not currently staffed.

_____ Evaluate the need for Critical Incident Stress Debriefing for all affected personnel. Arrange debriefings through the Personnel Branch of the Logistics Section.

_____ Make a list of key issues currently facing your section to be accomplished within the next operational period.

_____ Keep up to date on situation and resources associated with your section. Maintain current status and displays at all times.

_____ Brief the EOC Manager on major problem areas that need or will require solutions.

_____ Provide situation and resources information to the Situation Unit of the Planning and Intelligence Section on a periodic basis, or as the situation requires.

_____ Establish operating procedure with the Information Technology Unit of the Logistics Section for use of telephone, data, and radio systems. Make any priorities or special requests known.

_____ Determine status of transportation systems into and within the affected area. Find out present priorities and estimated times for restoration of the disaster route system. Provide information to appropriate branches/units.

_____ Ensure that your section logs and files are maintained.

_____ Monitor your Section activities and adjust section organization as appropriate.

_____ Ensure internal coordination between branch/group/unit leaders.

_____ Update status information with other sections as appropriate.

_____ Resolve problems that arise in conducting your section responsibilities.

_____ Anticipate potential situation changes, such as severe aftershocks (in the event of an earthquake), in all section planning. Develop a backup plan for all plans and procedures requiring off-site communications.

_____ Conduct periodic briefings for your section. Ensure that all organizational elements are aware of priorities.

_____ Use face-to-face communication in the EOC whenever possible and document decisions and policy.

_____ Make sure that all contacts with the media are fully coordinated first with the Public Information Officer (PIO).

_____ Participate in the EOC action planning meetings.

_____ Plan ahead and anticipate situations and problems before they occur.

Request additional resources through the Logistics Section Unit as needed.

Ensure that all your section personnel and time records are provided to the Cost/Time & Claims Unit (Finance) at the end of each operational period.

Brief your relief at shift change time. Ensure that in-progress activities are identified and follow-up requirements are known.

SECTION OPERATIONAL DUTIES

Identify and establish field communications with affected areas.

Evaluate the conditions associated with the disaster/emergency and coordinate with the Situation Unit of the Planning/Intelligence Section.

Determine the need to evacuate and issue evacuation orders.

Determine the need for in-place sheltering and issue notification orders.

In coordination with the Situation Unit of the Planning/Intelligence Section designate primary and alternate evacuation routes for each incident.

Display on maps the primary and alternate evacuation routes which have been determined for the incident.

Identify, establish, and maintain staging areas if needed for operations-related equipment and personnel.

Direct Operations Branch/Unit Chiefs to maintain up-to-date incident reports and branch/unit specific maps. Ensure that only active, essential information is depicted on the charts and maps. All branch/unit related items of interest should be recorded on an incident report. This info should be made available to the Situation Unit of the Planning and Intelligence Section.

Work with the Situation Unit (Planning and Intelligence) to provide copies of a daily Incident report to the Documentation Unit of the Planning and Intelligence Section at end of each operational period.

Coordinate the activities of all departments and agencies involved in the operations.

Determine resources committed and resource needs.

Consider utilizing City volunteer personnel to supplement operational forces.

Receive, evaluate, and disseminate information relative to the operations of the disaster/emergency.

Ensure that Coroner notification has been made to the Los Angeles County Operational Area as required. Determine the expected time of arrival.

If necessary, establish temporary morgue facilities and coordinate with local morticians for assistance.

Provide data on numbers and locations of casualty counts to the Los Angeles County Operational Area and or County Coroner.

Direct field units to report pertinent information (casualties, damage observations, evacuation status, chemical exposures, etc.) to the appropriate EOC Operations Branch.

- _____ Provide all relevant emergency information to the Public Information Officer.
- _____ Conduct periodic Operations Section briefings and work to reach consensus for forthcoming operational periods.
- _____ Work closely with the Planning and Intelligence Section Chief in the development of the EOC Action Plan.
- _____ Work closely with each branch/unit leader to ensure Operations Section objectives as defined in the current EOC Action Plan are being addressed.
- _____ Ensure that intelligence information from Branch/Unit Leaders is made available to the Planning and Intelligence Section.
- _____ If there are animal care issues (horses or pets, etc.) coordinate with necessary organizations, volunteers, LACO Animal Care and Control, Care and Shelter Branch, Logistics, etc.
- _____ Ensure that all fiscal and administrative requirements are coordinated through the Finance and Administration Section, i.e., notification of any emergency expenditures.

DEACTIVATION

- _____ Authorize deactivation of organizational elements within your section when they are no longer required.
- _____ Ensure that any open actions are handled by your section or transferred to other EOC elements as appropriate.
- _____ Ensure that any required forms or reports are completed prior to your release and departure.
- _____ Be prepared to provide input to the After-Action Report.
- _____ Deactivate your Section, and close out logs when authorized by the EOC Director.
- _____ Check out and leave forwarding number where you can be reached.

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OPERATIONS SECTION

FIRE AND RESCUE BRANCH DIRECTOR

PRIMARY: LACO Fire Dept. Representative

ALTERNATE: LACO Fire Dept. Representative

SUPERVISOR: Operations Section Chief

OVERALL RESPONSIBILITY

Provide for the timely and adequate response to fire, search and rescue, medical, and hazardous materials calls for service. Priorities of importance are:

- Protection of Life
- Protection of Environment
- Protection of Property and Equipment

DESCRIPTION OF POSITION RESPONSIBILITIES

- Evaluate and process requests for fire and rescue resources.
- Evaluate and process reports of hazardous materials spills or releases.
- Maintain communications with Los Angeles County Fire Department.
- Assist and serve as advisor to the Operations Section Chief as needed.
- Serve as Fire-Rescue mutual aid coordinator for the City while EOC is activated.

READ ENTIRE CHECKLIST AT START-UP AND AT BEGINNING OF EACH SHIFT

CHECKLIST ACTIONS

BRANCH/UNIT START-UP ACTIONS

- _____ Check in upon arrival at the EOC. **(ICS Form 211)**
- _____ Report to the Operations Section Chief and obtain a briefing.
- _____ Determine your personal operating location, and setup as necessary.
- _____ Review your position responsibilities.
- _____ Obtain a briefing from the field command post(s) prior to assuming EOC assignment and brief the Operations Section Chief.
- _____ Identify yourself as the Fire and Rescue Branch Chief by putting on the vest with your title. Print your name on the EOC organization chart next to your assignment.
- _____ Ensure that all required supplies are available and equipment is working properly (phones, radios, forms, lists, maps, etc.)
- _____ Ascertain if all Fire Department personnel with EOC assignments have been notified that the City EOC has been activated.

Clarify any issues regarding your authority and assignment and what others in the organization do.

Activate elements of your branch/unit, establish work area, assign duties, and ensure branch/unit journal/log is opened.

Ensure that field units begin damage/safety assessment survey of critical facilities and report status information to the Planning and Intelligence Section through the Operations Section.

Determine 24-hour staffing requirement and request additional support as needed.

Ensure that all your incoming branch/unit personnel are fully briefed.

Based on the situation as known or forecast determine likely future branch/unit needs.

GENERAL OPERATIONAL DUTIES

Using Activity Log (**ICS Form 214**), maintain all required records and documentation to support the After-Action Report and the history of the emergency/disaster. Document:

- Messages received
- Action taken
- Decision justification and documentation
- Requests filled
- EOC personnel, time on duty and assignments

**Detailed information is essential to meet requirements for possible reimbursement by State OES and FEMA.*

Develop a plan for your branch/unit operations and support of field operations as requested. Assign specific responsibilities.

Keep up to date on the situation and resources associated with your branch/unit. Maintain current status reports and displays.

Ensure that field units are conducting windshield surveys and damage assessments as able to.

Obtain regular briefings from field command post(s) or Department Operation Centers.

Direct field units to report pertinent information (casualties, damage observations, evacuation status, chemical exposures, etc.) to the appropriate Section Chiefs and EOC Operations Section.

Keep the Operations Section Chief advised of your branch/unit status and activity and on any problem areas that now need or will require solutions.

Provide periodic situation or status reports to your Section Chief for updating information to the Planning and Intelligence Section.

Establish operating procedure with the Information Technology Unit of the Logistics Section for use of telephone and data systems. Make any priorities or special requests known.

Review situation reports as they are received. Verify information where questions exist.

Anticipate potential situation changes, such as severe aftershocks (in the event of an earthquake), in all branch/unit planning. Develop a backup plan for all plans and procedures requiring off-site communications.

- _____ Determine and anticipate your support needs, and forward to your Section Chief.
- _____ Conduct periodic briefings for your branch/unit. Ensure they are aware of priorities.
- _____ Monitor your branch/unit activities and adjust staffing and organization as appropriate to meet current needs.
- _____ Use face-to-face communication in the EOC whenever possible and document decisions and policy.
- _____ Refer all media contacts to your Section Chief.
- _____ Be prepared to participate in the EOC Directors/EOC Manager's action planning meetings and policy decisions if requested.
- _____ Plan ahead and anticipate situations and problems before they occur.
- _____ Request additional resources through the Logistics Section or established ordering procedures as needed.
- _____ Ensure that all your branch/unit personnel and time records are provided to your Section Chief at the end of each operational period.
- _____ Brief your relief at shift-change time. Ensure that in-progress activities are identified, and follow-up requirements are known.

BRANCH/UNIT OPERATIONAL DUTIES

- _____ Establish communications with field fire and rescue resources.
- _____ Coordinate requests for fire and rescue services.
- _____ Attend planning meetings at the request of the Operations Section Chief.
- _____ Assist in the preparation of the EOC Action Plan.
- _____ Determine the need to evacuate public as the situation dictates and account for weather and hazards if applicable. Coordinate with Law Enforcement Branch for evacuations.
- _____ Request an activation of evacuation centers or mass care shelters as needed through Care and Shelter Branch.
- _____ Report to the Operations Section Chief when:
 - EOC Action Plan needs modification.
 - Additional resources are needed, or surplus resources are available.
 - Significant events occur.
- _____ Obtain the Fire Department priorities based on the nature and severity of the disaster.
- _____ Alert all emergency responders to the dangers associated with areas with hazards.
- _____ Coordinate emergency medical care and transportation to appropriate facilities utilizing County resources and private providers.
- _____ Assist in dissemination of warning to the public.
- _____ Coordinate with the Los Angeles County Operational Area on shelter issues and social service needs.

_____ Provide support for hazardous materials monitoring and decontamination operations.

_____ Coordinate firefighting water supplies with the Public Utilities Branch. Obtain status of water system and report to field Incident Commanders or Command Posts.

_____ Implement hazardous materials protection procedures as needed.

_____ Determine if current and forecasted weather conditions will complicate large and intense fires, hazardous material releases, major medical incidents and/or other potential problems.

DEACTIVATION

_____ Ensure that all required forms or reports are completed prior to your release and departure.

_____ Be prepared to provide input to the After-Action Report.

_____ Determine what follow-up to your assignment might be required before you leave.

_____ Deactivate the Fire and Rescue Branch position and close out logs when authorized by the Operations Section Chief or EOC Director.

_____ Check out and leave forwarding phone number where you can be reached.

OPERATIONS SECTION

LAW ENFORCEMENT BRANCH DIRECTOR

PRIMARY: Police Department

ALTERNATE: Police Department

SUPERVISOR: Operations Section Chief

OVERALL RESPONSIBILITY

Liaisons and coordinates with the Field Incident Command Post(s) to ensure that they have the resources to alert and warn the public, coordinate evacuations, enforce laws and emergency orders, establish safe traffic routes, ensure that security is provided at incident facilities, ensure access control to damaged areas, order and coordinate appropriate mutual aid resources, and assume responsibility for the Fatalities Management function in the absence of the Los Angeles County Coroner. Necessary units or groups may be activated as needed to carry out these functions.

DESCRIPTION OF POSITION RESPONSIBILITIES

- Coordinate movement and evacuation operations during the disaster.
- Alert and notify the public of the pending or existing emergency. Activate any public warning systems.
- Maintain communications with Los Angeles County Sheriff's Department.
- Coordinate all law enforcement and traffic control operations during the disaster.
- Ensure the provision of security at incident facilities.
- Coordinate incoming law enforcement mutual aid resources during the emergency.
- Coordinate as necessary for Coroner Operations.

READ ENTIRE CHECKLIST AT START-UP AND AT BEGINNING OF EACH SHIFT

CHECKLIST ACTIONS

BRANCH/UNIT START-UP ACTIONS

- _____ Check in upon arrival at the EOC. **(ICS Form 211)**
- _____ Report to the Operations Section Chief and obtain a briefing.
- _____ Determine your personal operating location and setup as necessary.
- _____ Review your position responsibilities.
- _____ Obtain a briefing from the field command post(s) prior to assuming EOC assignment and brief the Operations Section Chief.
- _____ Identify yourself as the Law Enforcement Branch by putting on the vest with your title. Print your name on the EOC organization chart next to your assignment.
- _____ Clarify any issues regarding your authority and assignment and what others in the organization do.

____ Activate elements of your branch/unit, establish work area assign duties and ensure branch/unit journal/log is opened.

____ Determine 24-hour staffing requirements and request additional support as required.

____ Ensure that all your incoming branch/unit personnel are fully briefed.

____ Based on the situation as known or forecast determine likely future branch/unit needs.

GENERAL OPERATIONAL DUTIES

____ Using Activity Log (**ICS Form 214**), maintain all required records and documentation to support the After-Action Report and the history of the emergency/disaster. Document:

- Messages received
- Action taken
- Decision justification and documentation
- Requests filled
- EOC personnel, time on duty and assignments

**Detailed information is essential to meet requirements for possible reimbursement by State OES and FEMA.*

____ Develop a plan for your branch/unit operations and support of field operations as requested. Assign specific responsibilities.

____ Keep up to date on the situation and resources associated with your branch/unit. Maintain current status reports and displays.

____ Obtain regular briefings from field command post(s) or DOC.

____ Ensure that field units are conducting windshield surveys and damage assessments as able to.

____ Keep the Operations Section Chief advised of your branch/unit status and activity, and on any problem areas that now need or will require solutions.

____ Provide periodic situation or status reports to your Section Chief for updating information to the Planning/Intelligence Section.

____ Establish operating procedure with the Information Technology Unit of the Logistics Section for use of telephone and data systems. Make any priorities or special requests known.

____ Review situation reports as they are received. Verify information where questions exist.

____ Anticipate potential situation changes, such as severe aftershocks (in the event of an earthquake), in all branch/unit planning. Develop a backup plan for all plans and procedures requiring off-site communications.

____ Determine and anticipate your support needs, and forward to your Section Chief.

____ Conduct periodic briefings for your branch/unit. Ensure they are aware of priorities.

____ Monitor your branch/unit activities and adjust staffing and organization as appropriate to meet current needs.

____ Use face-to-face communication in the EOC whenever possible, and document decisions and policy.

- _____ Refer all media contacts to your Section Chief.
- _____ Be prepared to participate in the EOC Director's/EOC Manager's action planning meetings and policy decisions if requested.
- _____ Plan ahead and anticipate situations and problems before they occur.
- _____ Request additional resources through the Logistics Section Unit as needed.
- _____ Ensure that all your branch/unit personnel and time records are provided to your Section Chief at the end of each operational period.
- _____ Brief your relief at shift-change time. Ensure that in-progress activities are identified, and follow-up requirements are known.

BRANCH/UNIT OPERATIONAL DUTIES

Branch/Unit Operational Duties are organized into categories: Mobilization, Initial Response, Alerting/Warning, Evacuation, Security, Other, and Additional Actions in Response to Hazardous Materials, Air Crash, or Flooding/Dam Failure.

MOBILIZATION

- _____ Ensure that all on-duty law Enforcement and public safety personnel have been alerted and notified of the current situation.
- _____ Ensure that all off-duty law enforcement and public safety personnel have been notified of callback status, (when they should report) in accordance with current department emergency procedures.
- _____ Ensure that law enforcement and public safety personnel have completed status checks on equipment, facilities, and operational capabilities.
- _____ Alter normal patrol procedures to accommodate the emergency situation.

INITIAL RESPONSE

- _____ Ensure that field units begin damage/safety assessment survey of critical facilities and report status information to the Planning/Intelligence Section through the Operations Section.
- _____ Coordinate with the appropriate units of the Logistics Section for supplies, equipment, personnel, and transportation for field operations.
- _____ Establish a multi-purpose staging area as required.
- _____ Direct field units to report pertinent information (casualties, damage observations, evacuation status, chemical exposure, etc.) to the appropriate EOC Operations Branch.

ALERTING/WARNING OF PUBLIC

- _____ Designate area to be warned and/or evacuated.
- _____ Develop the warning/evacuation message to be delivered. At a minimum the message should include:
 - Nature of the emergency and exact threat to public.
 - Threat areas.

- Time available for evacuation.
- Evacuation routes.
- Location of evacuee assistance center.
- Radio stations carrying instructions and details.

Coordinate all emergency warning and messages with the EOC Director and the PIO. Consider following dissemination methods:

- Notifying police units to use loudspeakers and sirens to announce warning messages.
- Determine if helicopter is available and/or appropriate for announcing warnings.
- Using Civic Ready, EAS, Social Media, local media stations to deliver warning or emergency messages upon approval of the EOC Director.
- Using the City volunteer forces, reserves, and other City personnel as necessary to help with warnings.

Ensure that special facilities within area receive warning and/or notification (i.e., hospitals, schools, government facilities, special industries, etc.)

Include non-English speaking, hearing, visually or mobility impaired persons, as well as other special needs populations of the emergency situation/hazard by:

- Using bilingual employees whenever possible.
- Translating all warnings, written, and spoken, into appropriate languages.
- Contacting media outlets (radio/television) that serve the languages you need.
- Utilizing alternative mechanisms of communication for language and special needs considerations.
- Using pre-identified lists of disabled and hearing-impaired persons for individual contact.

EVACUATION

Establish emergency traffic routes in coordination with the Public Works Branch and GIS Mapping Unit.

Consider utilization of volunteer organizations for assistance with moving animals, sheltering, etc., and mobilize as soon as possible.

Coordinate with the Public Works Branch to determine capacity and safety of evacuation routes and time to complete evacuation.

Ensure that evacuation routes do not pass-through hazard zones.

Identify alternate evacuation routes where necessary.

Through field unit requests, identify persons/facilities that have special evacuation requirements, i.e., disabled, hospitalized, elderly, institutionalized, incarcerated etc. Check status. Evacuate if necessary. Coordinate with the Transportation Unit of the Logistics Section.

Consider use of city or school vehicles if threat is imminent. Coordinate use of city vehicles (trucks, vans, etc.) with the Transportation Unit of the Logistics Section. Encourage the use of private vehicles if possible.

_____ Establish evacuation assembly points.

_____ Coordinate the evacuation of hazardous areas with neighboring jurisdictions and other affected agencies.

_____ Coordinate with Care and Shelter Branch to open evacuation centers.

_____ Establish traffic control points and provide traffic control for evacuation and perimeter control for affected areas.

_____ Place towing services on stand-by to assist disabled vehicles on evacuation routes.

_____ Monitor status of warning and evacuation processes.

_____ Coordinate with the Public Works Branch to obtain necessary barricades and signs.

SECURITY

_____ Enforce curfew and other emergency orders as identified in the EOC Action Plan.

_____ Request mutual aid assistance through the Los Angeles County Sheriff's Department.

_____ Coordinate security in the affected areas to protect public and private property.

_____ Coordinate security for critical facilities and resources.

_____ Coordinate with the Public Works Branch for street closures and board up of buildings.

_____ Coordinate law enforcement and crowd control services at mass care and evacuation centers.

_____ Provide information to the PIO on matters relative to public safety.

_____ Ensure that detained inmates are protected from potential hazards. Ensure adequate security, and relocate if necessary.

_____ Consider vehicle security and parking issues at incident facilities, and coordinate security if necessary.

_____ Develop procedures for safe re-entry into evacuated areas.

OTHER

_____ Coordinate with Animal Control, Facilities Unit, and the Supply & Procurement Unit as necessary of the Logistics Section.

_____ If requested, assist the County Coroner with removal and disposition of the deceased.

ADDITIONAL ACTIONS IN RESPONSE TO HAZARDOUS MATERIALS INCIDENTS

_____ Ensure that all personnel remain upwind or upstream of the incident site.

_____ This may require repositioning of personnel and equipment as conditions change.

_____ Coordinate with appropriate local, state, and federal hazard response agencies.

_____ Consider wind direction and other weather conditions. Contact the Situation Unit of the Planning and Intelligence Section for updates.

_____ Assist with the needs at the Unified Command Post as requested.

_____ Assist in efforts to identify spilled substances, including locating shipping papers and placards, and contacting as required: County Health, State OES, shipper, manufacturer, CHEMTREC, etc.

ADDITIONAL ACTIONS IN RESPONSE TO A MAJOR AIR CRASH

_____ Notify the Federal Aviation Agency or appropriate military command. Request temporary flight restrictions. Notify American Red Cross as they have responsibilities federally designated.

DEACTIVATION

_____ Ensure that all required forms or reports are completed prior to your release and departure.

_____ Be prepared to provide input to the After-Action Report.

_____ Determine what follow-up to your assignment might be required before you leave

_____ Deactivate the Law Enforcement Branch position and close out logs when authorized by the Operations Section Chief or EOC Director.

_____ Check out and leave forwarding phone number where you can be reached.

OPERATIONS SECTION

PUBLIC WORKS BRANCH DIRECTOR

PRIMARY: City Engineer

ALTERNATE: Public Works Services Manager

SUPERVISOR: Operations Section Chief

OVERALL RESPONSIBILITY

Coordinate all Public Works operations, maintain public facilities and services, as well as restore City Public Works that is damaged or destroyed, debris removal, assist other functions with traffic issues, search and rescue, transportation, etc., as needed. Ensure public ADA accessibility and access public transportation needs.

DESCRIPTION OF POSITION RESPONSIBILITIES

- Monitor field resource requests for Public Works resources. Coordinate those requests as necessary, to make sure there are no duplicate orders.
- Coordinate with the EOC Logistics Section and Finance and Administration Section on the acquisition of all personnel resources and support supplies as local materials, and equipment may be exhausted.
- Determine the need for and location of general staging areas citywide for unassigned resources.
- Coordinate with the Facilities Unit of the Logistics Section and participate in any action planning meetings pertaining to the establishment of additional locations.
- Prioritize the allocation of resources to individual incidents. Monitor resource assignments.
- Make adjustments to assignments based on requirements.
- Coordinate with the Operational Area EOC on a Disaster Route Recovery Plan.
- Assess the city's public transportation.
- Provide inspections to any Public Works right-of-way and right-of-way's for ADA compliance.
- Provide location information of special needs population who regularly utilizes public transportation.

READ ENTIRE CHECKLIST AT START-UP AND AT BEGINNING OF EACH SHIFT

CHECKLIST ACTIONS

BRANCH/UNIT START-UP ACTIONS

- _____ Check in upon arrival at the EOC. (ICS Form 211)
- _____ Report to the Operations Section Chief and obtain a briefing.
- _____ Determine your personal operating location, and setup as necessary.
- _____ Review your position responsibilities.

Obtain a briefing from the field command post(s) prior to assuming EOC assignment and brief the Operations Section Chief.

Identify yourself as the Public Works Branch by putting on the vest with your title. Print your name on the EOC organization chart next to your assignment.

Ensure that all required supplies are available and equipment is working properly (phones, radios, forms, lists, maps, etc.)

Ascertain if all key department personnel are in the EOC or have been notified.

Clarify any issues regarding your authority and assignment and what others in the organization do.

Activate elements of your branch/unit, utilize established department SOP's, establish work area, assign duties, and ensure branch/unit journal/log is opened.

Ensure that all on-duty department personnel have been alerted and notified of the current situation.

Ensure that all off-duty department personnel have been notified of callback status (when they should report) in accordance with current department emergency procedures.

Ensure that all department personnel have completed status check on equipment, facilities, and operational capabilities.

Ensure that field units begin damage and safety assessment survey of critical city public works and report status information to the Planning and Intelligence Section through the Operations Section.

Determine 24-hour staffing requirements and request additional support as required.

Ensure that all incoming branch/unit personnel are fully briefed.

Based on the situation as known or forecast, determine likely future branch/unit needs.

GENERAL OPERATIONAL DUTIES

Using Activity Log (**ICS Form 214**), maintain all required records and documentation to support the After-Action Report and the history of the emergency/disaster. Document:

- Messages received
- Action taken
- Decision justification and documentation
- Requests filled
- EOC personnel, time on duty and assignments

**Detailed information is essential to meet requirements for possible reimbursement by State OES and FEMA.*

Develop a plan for your branch/unit operations and support of field operations as requested. Assign specific responsibilities.

Keep up to date on the situation and resources associated with your branch/unit. Maintain current status reports and displays.

Ensure that field units are conducting a damage/safety assessment of city infrastructure.

Obtain regular briefings from field command post(s).

Maintain contact with established DOCs and work/control/dispatch center to coordinate resources and response personnel.

Direct field units to report pertinent information (casualties, damage observations, evacuation status, chemical exposures, etc.) to the appropriate EOC Operations Branch.

Keep the Operations Section Chief advised of your branch/unit status and activity, and on any problem areas that now need or will require solutions.

Provide periodic situation or status reports to your Section Chief for updating information to the Planning and Intelligence Section.

Establish operating procedure with the Information Technology Unit of the Logistics Section for use of telephone and data systems. Make any priorities or special requests known.

Review situation reports as they are received. Verify information where questions exist.

Anticipate potential situation changes, such as severe aftershocks (in the event of an earthquake) in all Branch/Unit planning. Develop a backup plan for all plans and procedures requiring off-site communications.

Determine and anticipate your support needs, and forward to your Section Chief.

Conduct periodic briefings for your branch/unit. Ensure they are aware of priorities.

Monitor your branch activities and adjust staffing and organization as appropriate to meet current needs.

Use face-to-face communication in the EOC whenever possible and document decisions and policy.

Refer all media contacts to your Section Chief.

Be prepared to participate in the EOC Director's/EOC Manager's action planning meetings and policy decisions if requested.

Plan ahead and anticipate situations and problems before they occur.

Request additional resources through the Logistics Section as needed.

Ensure that all your branch/unit personnel and time records are provided to your Section Chief at the end of each operational period.

Brief your relief at shift-change time. Ensure that in-progress activities are identified, and follow-up requirements are known.

BRANCH/UNIT OPERATIONAL DUTIES

Receive and process all requests for Public Works resources.

_____ Ensure back-up power in the EOC is maintained.

_____ Assure that all Public Works emergency equipment has been moved from unsafe areas.

_____ Mobilize personnel, heavy equipment, and vehicles to designated general staging areas.

_____ Request resources through the OA EOC once the city has exhausted their resources utilizing the mutual aid process when appropriate.

_____ Develop priorities and coordinate with utility companies for restoration of utilities to critical and essential facilities.

_____ Allocate available resources based on requests and EOC priorities.

_____ Determine priorities for identifying, inspecting, and designating hazardous city sites to be demolished.

_____ In coordination with the Los Angeles County Operational Area, determine status of the priority disaster routes and other transportation routes into and within the affected area. Determine present priorities and estimated times for restoration. Clear and reopen disaster routes on a priority basis.

_____ Coordinate with the Law Enforcement Branch to ensure the safety of evacuation routes.

_____ Coordinate with the Supply & Procurement Unit of the Logistics Section for sanitation service during an emergency.

_____ Support clean-up and recovery operations during disaster events.

_____ Clear debris from waterways to prevent flooding. Dewater flooded areas as needed.

_____ Develop a debris removal plan to facilitate city clean-up operations, which addresses:

- Identification of agencies such as the Los Angeles County Environmental Health Agency and coordination of the debris removal process.
- Identification of and cooperation with Los Angeles County landfills (consider fee waivers, modification of landfill operating hours, and public concerns).
- Cooperation with various waste management regulatory agencies to address associated debris removal problems.
- Identification and establishment of debris collection sites.
- FEMA will want to know the location of the receiving dump sites and the quantity of the city debris.
- Evaluation of potential recycling of debris.
- Prioritization and completion of the debris removal process.

DEACTIVATION

_____ Ensure that all required forms or reports are completed prior to your release and departure.

_____ Be prepared to provide input to the After-Action Report.

_____ Determine what follow-up to your assignment might be required before you leave.

_____ Deactivate the Public Works Branch position and close out logs when authorized by the Operations Section Chief or EOC Director.

_____ Check out and leave forwarding phone number where you can be reached.

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OPERATIONS SECTION

UTILITIES BRANCH DIRECTOR

PRIMARY: Construction Compliance Manager

ALTERNATE: TBD

SUPERVISOR: Operations Section Chief

OVERALL RESPONSIBILITY

Coordinate all utilities operations, liaison with all outside utility providers, repair or restore any city owned utilities, report sites that are damaged or destroyed.

DESCRIPTION OF POSITION RESPONSIBILITIES

- Coordinate the assessment, repair, and restoration of all utility services within the city.
- Monitor field resource requests for utilities resources. Coordinate those requests as necessary to make sure there are no duplicate orders.
- Coordinate with the EOC Logistics Section and Finance and Administration Section on the acquisition of all personnel resources, support supplies, local materials, and equipment as needed.
- Determine the need for and location of general staging areas citywide for unassigned resources.
- Coordinate with the Facilities Unit of the Logistics Section and participate in any action planning meetings pertaining to the establishment of additional locations.
- Prioritize the allocation of resources to individual incidents. Monitor resource assignments. Make adjustments to assignments based on requirements.
- Provide inspections of critical utility sites.

READ ENTIRE CHECKLIST AT START-UP AND AT BEGINNING OF EACH SHIFT

CHECKLIST ACTIONS

BRANCH/UNIT START-UP ACTIONS

- _____ Check in upon arrival at the EOC. **(ICS Form 211)**
- _____ Report to the Operations Section Chief and obtain a briefing.
- _____ Determine your personal operating location and setup as necessary.
- _____ Review your position responsibilities.
- _____ Obtain a briefing from the field command post(s) prior to assuming EOC assignment and brief the Operations Section Chief.
- _____ Identify yourself as the Utilities Branch by putting on the vest with your title. Print your name on the EOC organization chart next to your assignment.

Ensure that all required supplies are available and equipment is working properly (phones, radios, forms, lists, maps, etc.)

Ascertain if all key department personnel are in the EOC or have been notified.

Clarify any issues regarding your authority and assignment and what others in the organization do.

Activate elements of your branch/unit, utilize established department SOP's, establish work area, assign duties, and ensure branch/unit journal/log is opened.

Ensure that all on-duty department personnel have been alerted and notified of the current situation.

Ensure that all off-duty department personnel have been notified of callback status (when they should report in accordance with current department emergency procedures.

Ensure that all department personnel have completed status check on equipment, facilities, and operational capabilities.

Ensure that field units begin damage and safety assessment survey of critical city public works and report status information to the Planning and Intelligence Section through the Operations Section.

Determine 24-hour staffing requirements and request additional support as required.

Ensure that all your incoming branch/unit personnel are fully briefed.

Based on the situation as known or forecast determine likely future branch/unit needs.

GENERAL OPERATIONAL DUTIES

Using Activity Log (**ICS Form 214**), maintain all required records and documentation to support the After-Action Report and the history of the emergency/disaster. Document:

- Messages received
- Action taken
- Decision justification and documentation
- Requests filled
- EOC personnel, time on duty and assignments

**Detailed information is essential to meet requirements for possible reimbursement by State OES and FEMA.*

Develop a plan for your branch/unit operations and support of field operations as requested. Assign specific responsibilities.

Keep up to date on the situation and resources associated with your branch/unit. Maintain current status reports and displays.

Ensure that field units are conducting a damage/safety assessment of city owned utilities.

Obtain regular briefings from field command post(s).

_____ Maintain contact with established DOCs and work/control/dispatch center to coordinate resources and response personnel.

_____ Direct field units to report pertinent information (casualties, damage observations, evacuation status, chemical exposures, etc.) to the appropriate EOC Operations Branch.

_____ Keep the Operations Section Chief advised of your branch/unit status and activity, and on any problem areas that now need or will require solutions.

_____ Provide periodic situation or status reports to your Section Chief for updating information to the Planning and Intelligence Section.

_____ Establish operating procedure with the Information Technology Unit of the Logistics Section for use of telephone and data systems. Make any priorities or special requests known.

_____ Review situation reports as they are received. Verify information where questions exist.

_____ Anticipate potential situation changes, such as severe aftershocks (in the event of an earthquake) in all Branch/Unit planning. Develop a backup plan for all plans and procedures requiring off-site communications.

_____ Determine and anticipate your support needs and forward to your Section Chief.

_____ Conduct periodic briefings for your branch/unit. Ensure they are aware of priorities.

_____ Monitor your branch activities and adjust staffing and organization as appropriate to meet current needs.

_____ Use face-to-face communication in the EOC whenever possible and document decisions and policy.

_____ Refer all media contacts to your Section Chief.

_____ Be prepared to participate in the EOC Director's/EOC Manager's action planning meetings and policy decisions if requested.

_____ Plan ahead and anticipate situations and problems before they occur.

_____ Request additional resources through the Logistics Section as needed.

_____ Ensure that all your branch/unit personnel and time records are provided to your Section Chief at the end of each operational period.

_____ Brief your relief at shift-change time. Ensure that in-progress activities are identified and follow-up requirements are known.

BRANCH/UNIT OPERATIONAL DUTIES

_____ Receive and process all requests for Public Works resources.

_____ Ensure back-up power in the EOC is maintained.

_____ While working with Public Works assure that all emergency equipment has been moved from unsafe areas.

_____ Mobilize personnel, heavy equipment, and vehicles to designated general staging areas.

Request public utilities resources through the OA EOC once the city has exhausted their resources utilizing the mutual aid process when appropriate.

Develop priorities and coordinate with utility companies for restoration of utilities to critical and essential facilities.

Allocate available resources based on requests and EOC priorities.

Determine priorities for identifying, inspecting, and designating hazardous city public utilities.

In coordination with the Los Angeles County Operational Area determine status priorities and estimated times for restoration of essential utilities.

DEACTIVATION

Ensure that all required forms or reports are completed prior to your release and departure.

Be prepared to provide input to the After-Action Report.

Determine what follow-up to your assignment might be required before you leave.

Deactivate the Utilities Branch position and close out logs when authorized by the Operations Section Chief or EOC Director.

Check out and leave forwarding phone number where you can be reached.

OPERATIONS SECTION

BUILDING AND SAFETY BRANCH DIRECTOR

PRIMARY: Construction Compliance Manager

ALTERNATE: Assistant Engineer

SUPERVISOR: Operations Section Chief

OVERALL RESPONSIBILITY

Under general direction conduct safety assessments of damaged structures, assess city structures and essential facilities for damage and functionality, and tabulate damage data to support local disaster proclamations and state and federal damage estimates.

DESCRIPTION OF POSITION RESPONSIBILITIES

- Determine the safety and functionality of essential facilities such as emergency operation centers, shelters, sewage plants, water treatment systems, bridges, and other structures. This is critical because these may pose a threat to life and safety if damaged by an event.
- Tabulate damage data to support disaster proclamations and declarations, state and federal initial damage estimates, and disaster cost recovery efforts.

READ ENTIRE CHECKLIST AT START-UP AND AT BEGINNING OF EACH SHIFT

CHECKLIST ACTIONS

BRANCH/UNIT START-UP ACTIONS

- _____ Check in upon arrival at the EOC. **(ICS Form 211)**
- _____ Report to the Operations Section Chief and obtain a briefing.
- _____ Determine your personal operating location, and set up as necessary.
- _____ Review your position responsibilities.
- _____ Obtain a briefing from the field command post(s) prior to assuming EOC assignment and brief the Operations Section Chief.
- _____ Identify yourself as the Building and Safety Branch Director by putting on the vest with your title. Print your name on the EOC organization chart next to your assignment.
- _____ Ensure that all required supplies are available, and equipment is working properly (phones, radios, forms, lists, maps, etc.)
- _____ Clarify any issues regarding your authority and assignment, and what others in the organization do.
- _____ Activate elements of your branch/unit, establish work area, assign duties and ensure branch/unit journal/log is opened.

Ensure that all on-duty building and safety personnel have been alerted and notified of the current situation.

Ensure that all off-duty building and safety personnel have been notified of call-back status (when they should report) in accordance with current department emergency procedures.

Ensure that all building and safety personnel have completed status check on equipment, facilities, and operational capabilities.

Ensure that field units begin safety assessment survey of essential facilities and report status information to the Planning Section through the Operations Section.

Determine 24-hour staffing requirements and request additional support as required.

Ensure that all your incoming branch/unit personnel are fully briefed.

Based on the situation as known or forecast determine likely future branch/unit needs.

GENERAL OPERATIONAL DUTIES

Using Activity Log (**ICS Form 214**), maintain all required records and documentation to support the After-Action Report and the history of the emergency/disaster. Document:

- Messages received
- Action taken
- Decision justification and documentation
- Requests filled
- EOC personnel, time on duty and assignments

**Detailed information is essential to meet requirements for possible reimbursement by State OES and FEMA.*

Note: Only safety assessment activities may be reimbursable. Damage assessment activities, including cost estimates, are not reimbursable. Documentation shall indicate whether the activity is safety assessment or damage assessment.

Develop a plan for your branch/unit operations and support of field operations as requested, using a Building and Safety – Safety and Damage Assessment Plan as appropriate. Assign specific responsibilities.

Keep up to date on the situation and resources associated with your branch/unit. Maintain current status reports and displays.

Activate Departmental Operations Center (DOC) as necessary for larger events.

Ensure that field units are conducting damage and safety assessments.

Obtain regular briefings from field command post(s).

Direct field units to report pertinent information (casualties, damage observations, evacuation status, chemical exposures, etc.) to the appropriate EOC Operations Branch.

Keep the Operations Section Chief advised of your branch status and activity, and on any problem areas that will require solutions.

Provide periodic situation or status reports to your Section Chief for updating information to the Planning and Intelligence Section.

Establish operating procedure with the Information Technology Unit of the Logistics Section for use of telephone and data systems. Make any priorities or special requests known.

Review situation reports as they are received. Verify information where questions exist.

Anticipate potential situation changes, such as severe aftershocks (in the event of an earthquake) in all branch/unit planning. Develop a backup plan for all plans and procedures requiring off-site communications.

Determine and anticipate your support needs, and forward to your Section Chief.

Conduct periodic briefings for your branch/unit. Ensure they are aware of priorities.

Monitor your branch/unit activities and adjust staffing and organization as appropriate to meet current needs.

Use face-to-face communication in the EOC whenever possible, and document decisions and policy.

Refer all media contacts to your Section Chief.

Be prepared to participate in the EOC Director's/EOC Manager's action planning meetings and policy decisions if requested.

Plan ahead and anticipate situations and problems before they occur.

Request additional resources through the Logistics Section Units as needed.

Ensure that all your Branch/Unit personnel and time records are provided to your Section Chief at the end of each operational period.

Brief your relief at shift-change time. Ensure that in-progress activities are identified and follow-up requirements are known.

BRANCH/UNIT OPERATIONAL DUTIES

Coordinate with Los Angeles County Operational Area regarding local jurisdictional needs.

Activate your initial damage and safety assessment procedures. This should include inspection of the following critical, essential, or high risk facilities (priority), and other facilities:

- EOC
- City Hall and City buildings
- Police station
- Fire stations
- Medical Facilities
- Public schools*
- Potential HazMat sites, including gas stations
- Designated evacuation shelters
- Concrete tilt-up buildings

- Soft first story buildings
- Multi-story structures, commercial, industrial, and residential
- Mobile homes/modular structures
- Single-family dwellings

*Note: Certain facilities may fall under the jurisdiction of state or county inspectors. These agencies may exercise their jurisdictional authority to inspect these facilities. As a practical matter, there are very few state inspectors available, and they may not be able to respond in a timely manner during the initial stages of the emergency/disaster.

Be prepared to start over due to earthquake aftershocks.

_____ After completion of the initial damage survey develop a preliminary estimate of the need for mutual aid assistance.

_____ Initiate private property and public infrastructure assessments.

_____ Assess the need and establish contacts for requesting or providing mutual aid assistance.

_____ Alert and stage safety assessment teams as needed for both rapid and detailed evaluation and safety assessments.

_____ Implement procedures for posting of building occupancy safety status.

_____ Activate data tracking system to document and report safety assessment information, and forward to the Planning and Intelligence Section.

_____ Arrange for necessary communications equipment from the Information Technology Unit of the Logistics Section and distribute to all field personnel (e.g., radios, cameras, cellular phones, etc.).

_____ Brief all personnel on Department Emergency Operating Procedures and assignments including safety procedures.

_____ Assess the need to require potentially unsafe structures to be vacated.

_____ Provide structural evaluation of mass care and shelter facilities to the Care and Shelter Branch.

_____ Provide public school inspection reports to the State Architect, if inspected.

_____ Consider establishing an area or field site to direct and coordinate safety assessment and inspection teams.

_____ Coordinate with the Public Works Branch on immediate post-event issues (i.e., debris removal, demolition, fences, etc.).

_____ Provide policy recommendations to appropriate city officials for:

- Emergency Building and Safety ordinances.
- Expedited plan checking and permit issuance on damaged buildings.

_____ Coordinate with the PIO to establish public information and assistance hotlines.

_____ Consider using 24-hour inspection call-in lines to take damage reports and requests for safety inspections.

_____ Direct field personnel to advise property owners and tenants that multiple inspections of damage property will be required by various assisting agencies, including American Red Cross, FEMA, State OES, local Building and Safety, insurance carriers, and other local, state, and federal agencies.

_____ If needed request police escort of safety assessment and inspection personnel.

DEACTIVATION

_____ Ensure that all required forms or reports are completed prior to your release and departure.

_____ Be prepared to provide input to the After-Action Report.

_____ Determine what follow-up to your assignment might be required before you leave.

_____ Deactivate the Building and Safety Branch position and close out logs when authorized by the Operations Section Chief or EOC Director.

_____ Check out and leave forwarding phone number where you can be reached.

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OPERATIONS SECTION

CARE AND SHELTER BRANCH DIRECTOR

PRIMARY: Recreation Manager

ALTERNATE: Recreation Supervisor

SUPERVISOR: Operations Section Chief

OVERALL RESPONSIBILITY

Provide the care and shelter for disaster victims, and coordinate efforts with the American Red Cross (ARC), LACO OP AREA, and other volunteer and faith-based organizations.

This section describes the organizational and operational procedures to provide food, clothing, and shelter for those who have been displaced during a major disaster. It cites authorities and specifies the public and private organizations responsible for providing mass care services. Anytime the city opens a shelter the American Red Cross should be notified and use of a pre-inspected Red Cross shelter location should be considered. However, the Red Cross may not be immediately available and the city may have to act without their immediate assistance.

OBJECTIVES

The overall objectives of care and shelter operations are:

- To provide food, clothing, shelter, and other basic necessities to persons unable to provide for themselves as a result of a disaster.
- With the assistance of the American Red Cross services, provide an inquiry service to reunite separated families, or respond to inquiries from relatives and friends outside the affected areas.
- To assure an orderly transition from mass care, to separate family living, to post-disaster recovery.

ADA COMPLIANCE

The Care and Shelter Branch Director will ensure all care and shelter facilities (shelters, evacuation centers, etc.) are compliant with the American's With Disabilities Act. To ensure compliance, actions will include the following:

- Utilize ARC Pre-Approved Shelters when possible.
- Consult the current *ARC Sheltering Handbook*.
- Consult the current FEMA Resource Typing Standard for Short-Term Shelters.
- Seek guidance from the city's ADA Coordinator.
- Seek assistance from the EOC Logistics Section-Facilities Unit Leader.
- Seek assistance from the California Department of Social Services FAST (Functional Assessment Service Team) Program.

AMERICAN RED CROSS

The ARC, as mandated by Federal Law 36-USC, and reaffirmed in Robert T. Stafford Disaster Relief and Emergency Assistance Act (Public Law 93-288) as amended, provides disaster relief in peacetime.

At the state level, the Statement of Operational Relationships between the ARC and the California Office of Emergency Services, and the Memorandum of Understanding between the ARC and the California Department of Social Services, establishes the operating relationships between these agencies. The major care and shelter responsibilities of the ARC in the emergency period are included in the Statement of Operational Relationships.

Emergency mass care includes providing:

- Emergency lodging for disaster victims in public or private buildings.
- Food and clothing for persons in emergency mass care facilities.
- Food for disaster workers if normal commercial feeding facilities are not available.
- Registration and inquiry service.

The ARC acts cooperatively with state and local government and private sector relief organizations, to provide emergency mass care to persons affected by disasters in peacetime. There is no legal mandate for ARC involvement in a State of War Emergency. However, by decision of Chapter Board of Directors, the ARC Chapter Disaster Committee in California may, incorporated into the civil defense plans of political subdivisions, serve as a component of civil defense to assist in emergency mass care operations.

ORGANIZATION AND RESPONSIBILITIES

The Recreation Manager serves as the Care and Shelter Branch Director. In this capacity, they, or a designated alternate, will:

- Serve, with the ARC representative (when possible), as the Care and Shelter Liaison in the City EOC (if possible) or coordinate with American Red Cross through the Operational Area EOC.
- Have overall responsibility for coordination of Care and Shelter operations within the city.
- Encourage the interface of private sector and volunteer organizations active in disasters.

In the event ARC is not available to serve, the Recreation Center will be the lead in opening and operation of mass care facilities, until such time as the ARC or other private sector organizations are available to serve.

PUBLIC SHELTERS

There are pre-designated shelters in the City of Irwindale, which are pre-inspected and approved by the American Red Cross. All public schools may potentially be used as shelters. Those schools which have been inspected and signed-off by the ARC having gymnasiums, kitchens and showers should first be considered.

SPONTANEOUS SHELTERS AND NON-SANCTIONED SHELTERS

In some emergencies, church groups, community-based organizations, or community members, may setup “spontaneous” shelter facilities, without working through the city or ARC channels. These might be established in church buildings, school facilities, meeting halls, warehouses, or as tent cities in local parks or vacant lots. If these spontaneous shelters meet minimum standards, the ARC and the local government should work with the agencies or individuals running these shelters, to bring them into the official shelter operations system for the local jurisdiction. Ideally, this will be done by the shelter being established as an ARC mass care facility (shelter). Another option is for the agencies or individuals running the shelter to establish a liaison with the ARC, and the local jurisdiction.

Some spontaneous shelters may be in facilities that do not meet the minimum standards, or are for some other reason unacceptable. These might be located in vacant buildings, vacant lots, impacted areas, facilities lacking

in essential services, or unacceptable public areas. If the ARC and local government feel these shelters are inappropriate, they will be classified as “non-sanctioned” shelters. The objectives for the government and the ARC with non-sanctioned shelters will be to help address the problems that make them unacceptable, relocate the sheltered to acceptable facilities, or get them back to more permanent housing. Occasionally, disaster evacuees may refuse to relocate to shelters acceptable to the local government and the ARC. In those instances, local government and the non-profit community will need to cooperate to provide the best possible services to the unsanctioned shelters.

REGISTRATION AND INQUIRY

The ARC has trained Disaster Welfare Inquiry cadres, a system to recruit volunteer workers, and a tested program to handle mass inquiries. During most disasters, a Registration and Inquiry Center is established in the ARC Chapter office closest to the incident. On occasion, the ARC may designate a Headquarters for Disaster Operations. If initiated, Registration and Information staff in Reception and Care Centers have the responsibility for registration of shelter inhabitants.

Communications should be established between the Center and shelters, hospitals, and coroners’ offices, and morgues. Registration lists and location changes are sent to the Center daily, if practicable. Although every effort is made to locate all survivors, it is probable that some persons whose homes may have been damaged will relocate without registering. In light of this, the Registration and Information staff in Reception and Care Centers can request the PIO to issue bulletins requesting survivors and evacuees to notify relatives of their whereabouts, as well as to register at the Care Center.

LODGING OPERATIONS

In widespread disasters, all suitable buildings, other than those being used for other emergency functions, may be used for lodging.

- Schools are the preferred facilities for lodging, as they are public facilities, and can accommodate a large number of persons. Churches are also appropriate, as they are often large, and frequently have feeding facilities on the premises.
- Arrangements should be made in advance with owners or managers of all potential mass care facilities.
- In a large-scale disaster, commercial lodging facilities, such as motels and hotels, should be reserved for the physically limited, or ill who require special facilities.
- The lodging list should be updated as needed, and at least annually.
- When possible, most lodging operations will be performed by personnel normally associated with the facility. However, in large-scale disasters, the sheltered, under the supervision of the facility manager, are expected to assist with many, if not most, of the operations.
- Pets will not be allowed in lodging facilities. Whenever possible Los Angeles County Animal Care & Control will co-locate outside the shelter location. Whenever practical, they will be housed in the temporary animal control facilities, or at the Los Angeles County Department of Animal Care and Control, as space permits. Private veterinary hospitals may also provide pet housing resources.
- Only minimal health care will be provided in mass care facilities. Shelters should be made as accessible as possible for those with access and functional needs.
- Functional Assessment Service Team (FAST) provides staff that conducts a functional assessment of facilities and survivors with disabilities or access and functional needs as they arrive at shelters. The

assessment also evaluates the essential functional needs that can be supported within the general population area of a given shelter. FAST may be deployed as shelters are opened and remain in the shelters until it is determined that they are no longer needed. FAST can be obtained through the Operational Area EOC.

FEEDING OPERATIONS

Mass care feeding operations will be the joint responsibility of the City of Irwindale and the ARC.

- During operations, arrangements will be made, if possible, for mobile feeding and refreshment services, as well as food delivery to persons in remote locations.
- Ordinarily, a central facility will be established for mass feeding.
- Mass feeding schedules will be published and distributed.
- Special diets will be provided, if possible. Individuals with pre-identified health/dietary problems should develop emergency meal kits for their personal use, as food offered in mass feedings may be inappropriate for their health needs.
- Arrangements will be made with restaurants and hotels to augment mass feeding operations, when possible.
- Arrangements for food to be brought in for pets should be made.

CARE OF PETS

In the event of a major natural disaster, it may be necessary for the city to provide emergency animal control functions. Animal Care and Control would involve overseeing the control of loose animals, the handling of animals with minor injuries, and the disposal of dead animals. Immediate priorities for pet owners are leashes, muzzles, carriers, fencing, food dishes, etc.

Los Angeles County Animal Care and Control has the responsibility for animal control in the City of Irwindale and can be contacted through the Operational Area EOC. Considerations for sheltering animals, providing veterinary services, and providing animal care at evacuation and shelter sites, the Operational Area EOC should be contacted.

READ ENTIRE CHECKLIST AT START-UP AND AT BEGINNING OF EACH SHIFT

CHECKLIST ACTIONS

BRANCH/UNIT START-UP ACTIONS

- _____ Check in upon arrival at the EOC. **(ICS Form 211)**
- _____ Report to the Operations Section Chief and obtain a briefing.
- _____ Determine your personal operating location and setup as necessary.
- _____ Review your position responsibilities.
- _____ Obtain a briefing from the field command post(s) prior to assuming EOC assignment and brief the Operations Section Chief.

Identify yourself as the Care and Shelter Branch Director by putting on the vest with your title. Print your name on the EOC organization chart next to your assignment.

Ensure that all required supplies are available, and equipment is working properly (phones, radios, forms, lists, maps, etc.).

Ascertain if all key Care and Shelter personnel are in the EOC or have they been notified (Red Cross).

Contact staff and volunteers from the Recreation Center and Senior Center, to alert them that a care and shelter facility may be opening, and their assistance may be required to staff the facility.

Clarify any issues regarding your authority and assignment, and what others in the organization do.

Activate elements of your branch/unit, establish work area, assign duties, and ensure branch/unit journal/log is opened.

Ensure that all care and shelter personnel have completed status check on equipment, facilities, and operational capabilities.

Ensure that field units begin damage/safety assessment survey of critical care and shelter facilities and report status information to the Planning and Intelligence Section through the Operations Section.

Determine 24-hour staffing requirements and request additional support as required

Ensure that all incoming branch/unit personnel are fully briefed.

Maintain open communications with the shelter(s).

Based on the situation as known or forecast, determine likely future branch/unit needs.

GENERAL OPERATIONAL DUTIES

Using Activity Log (**ICS Form 214**), maintain all required records and documentation to support the After-Action Report and the history of the emergency/disaster. Document:

- Messages received
- Action taken
- Decision justification and documentation
- Requests filled
- EOC personnel, time on duty and assignments

*Detailed information is essential to meet requirements for possible reimbursement by State OES and FEMA.

Develop a plan for your branch/unit operations and support of field operations as requested. Assign specific responsibilities.

Keep up to date on the situation and resources associated with your branch.

Maintain current status reports and displays.

_____ Ensure that the damage/safety assessment of shelters or potential shelters is being carried out by field units.

_____ Keep the Operations Section Chief advised of your branch/unit status and activity, and on any problem areas that now need, or will require solutions.

_____ Provide periodic situation or status reports to your Section Chief for updating information to the Planning and Intelligence Section.

_____ Direct field units to report pertinent information (casualties, damage observations, evacuation status, chemical exposures, etc.) to the appropriate EOC Operations Branch.

_____ Establish operating procedure with the Information Technology Unit of the Logistics Section for use of telephone and data systems. Make any priorities or special requests known.

_____ Review situation reports as they are received. Verify information where questions exist.

_____ Anticipate potential situation changes, such as severe aftershocks (in the event of an earthquake) in all branch/unit planning. Develop a backup plan for all plans and procedures requiring off-site communications.

_____ Determine and anticipate your support needs and forward to your Section Chief.

_____ Conduct periodic briefings for your branch/unit. Ensure they are aware of priorities.

_____ Monitor your branch/unit activities and adjust staffing and organization as appropriate to meet current needs.

_____ Use face-to-face communication in the EOC whenever possible, and document decisions and policy.

_____ Refer all media contacts to your Section Chief.

_____ Be prepared to participate in the EOC Director's/EOC Manager's action planning meetings and policy decisions if requested.

_____ Plan ahead and anticipate situations and problems before they occur.

_____ Request additional resources through the Logistics or Finance Section Units, as needed.

_____ Ensure that all your branch/unit personnel and time records are provided to your Section Chief at the end of each operational period.

_____ Brief your relief at shift-change time. Ensure that in-progress activities are identified, and follow-up requirements are known.

BRANCH/UNIT OPERATIONAL DUTIES

_____ Identify the care and shelter needs of the community in coordination with the other Operations Branches. Develop a plan for shelter operations and support of field operations as requested. Assign specific responsibilities.

_____ Determine the need for an evacuation center or mass care shelters.

_____ Determine how many evacuees are expected at the shelter.

Work closely with the Public Information Officer on getting information out to the community on shelter locations, transportation information, and instructions.

Work with an American Red Cross representative to coordinate the opening of any shelter. Ideally, the ARC approves the opening of a shelter in order to qualify for reimbursement from FEMA. This is not always possible.

Identify and prioritize which designated mass care facilities will be needed and if they are functional.

Ensure that Building and Safety Branch has inspected each shelter site prior to occupancy following an earthquake, and after each significant aftershock.

If an evacuation is ordered the city should consult and work with the American Red Cross when possible. Evacuation centers should be in low-risk areas.

Determine how shelters will communicate with the EOC.

Assign staff to visit shelter sites regularly and report any needs.

Items for consideration in the absence of the Red Cross: City staff to observe activation, registration, food services, dormitory, basic first aid, smoking areas (outside), pet area (enclosed outside), recreation programs, site sanitation, staffing, logistics, communications, mental health, and all other operations.

In conjunction with the American Red Cross manage care and shelter activities (staffing, registration, shelter, feeding, pertinent evacuee information, etc.).

Find solutions to issues which may include special diets, special lodging facilities, medical equipment, prescription needs, medical transportation for disabled and elderly persons, disputes, and pets.

Work with the Law Enforcement Branch and Transportation Unit in the EOC on transportation needs of evacuees.

If a need is established contact the Los Angeles County Chapter of the American Red Cross, and request an ARC liaison to the City of Irwindale's EOC. (The Los Angeles County Chapter of the American Red Cross will arrange for a liaison at the Operational Area EOC that may satisfy local government needs.)

Ensure shelter management teams are organized and facilities are ready for occupancy, meeting all health, safety, and ADA standards, in conjunction with the American Red Cross.

Establish communications with local business and volunteer organizations to provide supplies and meals for shelter evacuees.

Coordinate with the Los Angeles County Operational Area, Care and Shelter Branch and Medical Health Branch for sheltering of residential care and special needs populations.

Coordinate with the Personnel Branch and Volunteer Resource Unit of the Logistics Section to contact volunteer agencies and to recall city staff to assist with mass care functions and sanitation concerns as needed.

_____ Coordinate with the Los Angeles County Operational Area Care and Shelter Unit, the American Red Cross, other volunteer organizations and private sector, if mass feeding or other support is required at spontaneous shelter sites, e.g., in parks, schools, etc.

_____ Coordinate with the Los Angeles County Department of Animal Care and Control on the care of pets of evacuees. Setting up an area adjacent to the shelter for the care of pets is ideal.

_____ Coordinate with the Facilities Unit of the Logistics Section in the evacuation and relocation of shelters that may be threatened by any hazardous condition.

_____ Plan for a staffing shift change at the shelter and alert the next shift staff of time to report.

_____ Coordinate with the American Red Cross in the relocating and closing of shelter operations. Also coordinate the same with adjacent communities if needed.

DEACTIVATION

_____ Deactivate the Care and Shelter Branch position and close out logs when authorized by the Operations Section Chief or EOC Director.

_____ Ensure that all required forms or reports are completed prior to your release and departure.

_____ Be prepared to provide input to the After-Action Report.

_____ Determine what follow-up to your assignment might be required before you leave.

_____ Check out and leave forwarding phone number where you can be reached.

PLANNING AND INTELLIGENCE SECTION

PLANNING & INTELLIGENCE SECTION CHECKLISTS

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PLANNING AND INTELLIGENCE SECTION

GENERAL

PURPOSE

This section establishes procedures and assigns responsibilities to ensure the effective management of large-scale operations under the Standardized Emergency Management System and National Incident Management System. It provides information and guidance to the Planning and Intelligence Section of the City of Irwindale's Emergency Management Organization and Emergency Operations Center.

OVERVIEW

The Planning Section's primary responsibility is to collect, evaluate, display, and disseminate information and provide status of resources. The Planning and Intelligence Section is responsible for the development and distribution of the EOC Action Plan. This section functions as the primary support for decision-making to the overall emergency organization. This section also provides anticipatory appraisals and develops plans necessary to cope with changing field events. During a disaster/emergency other section chiefs will advise the Planning Section Chief of various courses of action from their section perspective.

The primary mission of the Planning and Intelligence Section is to support the planning and information needs of the Emergency Operations Center and that of field operations and other levels of government. This is accomplished through the various functional elements of the Planning and Intelligence Section.

These functional elements may include:

- Situation Status and Resource Status
- Documentation
- Advanced Planning
- Recovery Planning
- GIS Mapping
- Demobilization

OBJECTIVES

The Planning and Intelligence Section ensures that damage assessment information is compiled, assembled, and reported in an expeditious manner to the various EOC sections and city departments. It is responsible for providing this information to the EOC Manager for transmission to the Los Angeles County Operational Area EOC. The Planning and Intelligence Section is also responsible for the detailed chronicling (Documentation Unit) of the entire response effort and the preservation of these records during and following the disaster. The Planning Section will accomplish the following specific objectives during an EOC activation.

- Collect initial situation and damage assessment information.
- Display situation and operational information in the Emergency Operations Center (EOC) using maps, visual aids, computer information management systems, and white boards.
- Coordinates with Operations Section and Branches to identify access and functional needs-related issues and available resources and inclusion of information in the EOC Action Plan.

- Collect intelligence information from the EOC Director, EOC Manager, Public Information Officer, General Staff, and the Los Angeles County Operational Area.
- Conduct mapping and recording operations.
- Provides information to the PIO and any Public Hotline Supervisor on how to effectively communicate with people with disabilities and those with access and/or functional needs.
- Prepare summary damage assessment reports for dissemination to other sections, city departments, CalOES, FEMA, and the Los Angeles County Operational Area.
- Prepare required reports identifying the extent of damage and financial losses.
- Determine the city's post-event condition.
- Provide planning support to other sections.
- Ensure accurate recording and documentation of the incident.
- Prepare the city's EOC Action Plan.
- Assist in preparation of the city's After-Action Report.
- Assist in preparation of a post-disaster Recovery Plan.
- Maintain accurate documentation of all actions taken to ensure that all required records are preserved for future use and for CalOES and FEMA filing requirements.
- Acquire technical experts for special interest topics, or special technical knowledge subjects.

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PLANNING AND INTELLIGENCE SECTION

PLANNING AND INTELLIGENCE SECTION CHIEF

PRIMARY: Assistant Engineer

ALTERNATE: Engineering Technician

SUPERVISOR: EOC Director

OVERALL RESPONSIBILITY

Collect, evaluate, forecast, formulate, disseminate, and utilize information about the development of the incident and status of resources. Oversee the development and distribution of the EOC Action Plan.

DESCRIPTION OF POSITION RESPONSIBILITIES

- Ensure that the Planning function is performed consistent with SEMS/NIMS Guidelines.
- Coordinates all incident-related data gathering and analysis regarding incident operations and assigned resources, develops alternatives for operations, conducts planning meetings, and prepares the EOC Action Plan for each operational period.
- Be prepared to form additional branches/groups/units as dictated by the situation.
- Exercise overall responsibility for the coordination of branch/group/unit activities within the Section.
- Report to the EOC Director on all matters pertaining to Section activities.

READ ENTIRE CHECKLIST AT START-UP AND AT BEGINNING OF EACH SHIFT

CHECKLIST ACTIONS

SECTION START-UP ACTIONS

- _____ Check in upon arrival at the EOC. **(ICS Form 211)**
- _____ Report to the EOC Director.
- _____ Obtain a briefing on the situation.
- _____ Set up your Section workstation including maps and status boards.
- _____ Review your position responsibilities.
- _____ Identify yourself as the Planning Section Chief by putting on the vest with your title. Print your name on the EOC organization chart next to your assignment.
- _____ Clarify any issues you may have regarding your authority and assignment and what others in the organization do.
- _____ Review organization in place at the EOC. Know where to go for information or support.
- _____ Determine if other section staff are at the EOC.

Confirm that all key Planning Section personnel or alternates are in the EOC or have been notified. Recall the required staff members necessary for the emergency.

Activate organizational elements within your Section as needed and designate leaders for each element or combination of elements:

- Planning Section Chief
- Situation and Resource Unit
- Documentation Unit
- Advanced Planning Unit
- Recovery Planning Unit
- GIS Mapping Unit
- Demobilization Unit

Request additional personnel for the section to maintain a 24-hour operation as required.

Brief incoming section personnel prior to their assuming their duties. Briefings should include:

- Current situation assessment.
- Identification of specific job responsibilities.
- Identification of co-workers within the job function and/or geographical assignment.
- Availability of communications.
- Location of work area.
- Identification of eating and sleeping arrangements as appropriate.
- Procedural instructions for obtaining additional supplies, services, and personnel.
- Identification of operational period work shifts.

Inform the EOC and General Staff when your section is fully operational.

Open and maintain section logs.

Review responsibilities of branches/groups/units in your section. Develop plan for carrying out all responsibilities.

Prepare work objectives for section staff and make staff assignments.

Meet with other activated Section Chiefs.

Review major incident reports and additional field operational information that may pertain to or affect section operations.

Obtain and review major incident reports and other reports from adjacent areas that have arrived at the EOC.

Direct the Situation Status Unit leader to initiate collection and display of significant disaster events.

Direct the Documentation Unit leader to initiate collection and display of disaster information.

Based on the situation as known or forecast, determine likely future Planning and Intelligence Section needs.

GENERAL OPERATIONAL DUTIES

Using daily Activity Log (**ICS Form 214**) maintain all required records and documentation to support the After-Action Report and the history of the emergency/disaster. Document:

- Messages received
- Action taken
- Decision justification and documentation
- Requests filled
- EOC personnel, time on duty and assignments

** Detailed information is essential to meet requirements for possible reimbursement by the State OES and FEMA.*

Carry out responsibilities of the Planning and Intelligence Section branches/groups/units that are not currently staffed.

Make a list of key issues currently facing your section to be accomplished within the next operational period.

Keep up to date on situation and resources associated with your section. Maintain current status and displays at all times.

Brief the EOC Director on major problem areas that need or will require solutions.

Make any priorities or special requests known to the Information Technology Unit of the Logistics.

Determine status of transportation system into and within the affected area in coordination with the Public Works Branch. Find out present priorities and estimated times for restoration of the disaster route system. Provide information to appropriate branches/units.

Ensure that your section logs and files are maintained.

Monitor your section activities and adjust section organization as appropriate.

Ensure internal coordination between branch/group/unit leaders.

Update status information with other sections as appropriate.

Resolve problems that arise in conducting your section responsibilities.

Anticipate potential situation changes, such as severe aftershocks (in the event of an earthquake) in all section planning. Develop a backup plan for all plans and procedures requiring off-site communications.

Conduct periodic briefings for your section. Ensure that all organizational elements are aware of priorities.

Use face-to-face communication in the EOC whenever possible, and document decisions and policy.

Make sure that all contacts with the media are fully coordinated first with the Public Information Officer (PIO).

Participate in the EOC Director's/EOC Manager's action planning meetings.

Plan ahead and anticipate situations and problems before they occur.

Request additional resources through the appropriate Logistics or Finance and Administration Section Units, as needed.

Ensure that all time records for section personnel are provided to the Cost, Compensation, and Time Unit (Finance and Administration Section) at the end of each operational period.

At shift change brief your relief of all pertinent items. Ensure that in-progress activities are identified, and follow-up requirements are known.

SECTION OPERATIONAL DUTIES

Assess the impact of the disaster/emergency on the City of Irwindale, including the initial damage assessment by field units.

Develop situation analysis information of the emergency from the following sources:

- City Departments
- CHP
- Local Hospitals
- Los Angeles County Operational Area EOC
- Los Angeles County Fire Department
- Los Angeles County Sheriff's Department
- School Districts
- Metrolink, RR, Cal Trans,
- Red Cross
- Access and Functional Needs population
- Media (Radio and Television)
- Social Media

Ensure that pertinent disaster/emergency information is disseminated through appropriate channels to response personnel, city EOC staff, city departments, Los Angeles County Operational Area, and the public including the access and functional needs population.

Review and approve incident reports, reconnaissance, city status and damage assessment reports completed by the Situation Unit for transmission by the EOC Manager to the Los Angeles County Operational Area

Working with the EOC Management Team and the Documentation Unit, prepare an EOC Action Plan to identify priorities and objectives.

Assemble information on alternative strategies.

Identify the need for use of special resources.

Initiate the EOC Action Plan development for the current and forthcoming operational periods.

_____ Direct the coordination of periodic disaster and strategy Planning briefings to the EOC Director and General Staff, including analysis and forecast of incident potential.

_____ Ensure coordination of collection and dissemination of disaster information and intelligence with other sections.

_____ Begin planning for recovery.

DEACTIVATION

_____ Authorize deactivation of organizational elements within your Section when they are no longer required.

_____ Ensure that any open actions are handled by your section or transferred to other EOC elements as appropriate.

_____ Ensure that any required forms or reports are completed prior to your release and departure.

_____ Be prepared to provide input to the After-Action Report.

_____ Deactivate your section and close out logs when authorized by the EOC Director.

_____ Check out and leave forwarding phone number where you can be reached.

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PLANNING AND INTELLIGENCE SECTION

SITUATION STATUS AND RESOURCE STATUS UNIT LEADER

PRIMARY: Engineering Technician

ALTERNATE: TBD

SUPERVISOR: Planning and Intelligence Section Chief

OVERALL RESPONSIBILITY

Collect and organize incident status and situation information, and evaluate, analyze, and display information for use by EOC staff. Collect and organize incident resource status information including assigned resources, available resources, and resource needs.

DESCRIPTION OF POSITION RESPONSIBILITIES

- Collect, organize, and analyze situation information from external EOC sources.
- Collect, organize, and analyze resource information from EOC sections and branches.
- Provide current situation assessments based on analysis of information received from a variety of sources and reports.
- Develop situation reports for dissemination to Planning and Intelligence Section Chief, EOC, and other section Chiefs to initiate the action planning process.
- Assess, verify, and prioritize situation information into situation intelligence briefings and situation reports.
- Seek from any verifiable source available information which may be useful in the development of current situation assessments of the affected area.
- Complete jurisdiction situation report and preliminary damage assessment reports for approval by the Section Chief.
- Deliver the reports to the EOC Manager for submission to the Los Angeles County Operational Area.
- Evaluate the content of all incoming field situation and major incident reports. Provide incoming intelligence information directly to appropriate EOC Sections, summarize and provide current information on central maps and displays.
- Monitor and ensure the orderly flow of disaster intelligence information within the EOC.
- Provide maps for the Planning and Intelligence Section and EOC Action Plan contents.
- Develop and maintain current maps and other displays.

**READ ENTIRE CHECKLIST AT START-UP
AND AT BEGINNING OF EACH SHIFT**

CHECKLIST ACTIONS

SECTION START-UP ACTIONS

- _____ Check in upon arrival at the EOC. **(ICS Form 211)**
- _____ Report to the Planning and Intelligence Section Chief.
- _____ Obtain a briefing on the situation.
- _____ Determine your personal operating location and set up as necessary.
- _____ Review your position responsibilities.
- _____ Identify yourself as the Situation Status Unit Leader by putting on the vest with your title. Print your name on the EOC organization chart next to your assignment.
- _____ Clarify any issues regarding your authority and assignment, and what others in the organization do.
- _____ Activate elements of your branch/unit, establish work area, assign duties, and ensure branch/unit journal/log is opened.
- _____ Determine 24-hour staffing requirements and request additional support as required.
- _____ Ensure that all your incoming branch/unit personnel are fully briefed.
- _____ Based on the situation as known or forecast determine likely future branch/unit needs.

GENERAL OPERATIONAL DUTIES

- _____ Using Activity Log **(ICS Form 214)**, maintain all required records and documentation to support the After-Action Report and the history of the emergency/disaster. Document:
 - Messages received
 - Action taken
 - Decision justification and documentation
 - Requests filled
 - EOC personnel, time on duty and assignments

**Detailed information is essential to meet requirements for possible reimbursement by State OES and FEMA.*
- _____ Develop a plan for your branch/unit operations and support of field operations as requested. Assign specific responsibilities.
- _____ Keep up to date on the situation and resources associated with your branch/unit. Maintain current status reports and displays.
- _____ Keep the Planning and Intelligence Section Chief advised of your branch/unit status and activity, and on any problem areas that now need, or will require solutions.
- _____ Provide periodic situation or status reports to your Section Chief.
- _____ Establish operating procedure with the Information Technology Unit of the Logistics Section for use of telephone and data systems. Make any priorities or special requests known.

Review situation reports as they are received. Verify information where questions exist.

Anticipate potential situation changes, such as severe aftershocks (in the event of an earthquake) in all branch/unit planning. Develop a backup plan for all plans and procedures requiring off-site communications.

Determine and anticipate your support needs, and forward to your Section Chief.

Conduct periodic briefings for your branch/unit. Ensure they are aware of priorities.

Monitor your branch/unit activities, and adjust staffing and organization as appropriate to meet current needs.

Use face-to-face communication in the EOC whenever possible and document decisions and policy.

Refer all media contacts to your Section Chief.

Be prepared to participate in the EOC Director's/EOC Manager's action planning meetings and policy decisions if requested.

Plan ahead and anticipate situations and problems before they occur.

Request additional resources through the appropriate Logistics or Finance and Administration Section Units as needed.

Ensure that all your branch/unit personnel and time records are provided to your Section Chief at the end of each operational period.

Brief your relief at shift-change time. Ensure that in-progress activities are identified, and follow-up requirements are known.

BRANCH/UNIT OPERATIONAL DUTIES

Direct the collection, organization, and display of status of disaster events according to the format that the Documentation Unit is utilizing, including:

- Location and nature of the disaster/emergency.
- Special hazards.
- Number of injured persons.
- Number of deceased persons.
- Road closures and disaster routes.
- Structural property damage (estimated dollar value).
- Personal property damage (estimated dollar value).
- City of Irwindale resources committed to the disaster/ emergency.
- City of Irwindale resources available.
- Assistance provided by outside agencies and resources committed.
- Shelters, type, location, and number of people that can be accommodated.

Prepare and maintain EOC displays.

Post to the significant events log casualty information, health concerns, property damage, fire status, size of risk area, scope of the hazard to the public, number of evacuees, etc.

Develop sources of information and assist the Planning and Intelligence Section Chief in collecting, organizing, and analyzing data from the following:

- Management Section
- Operations Section
- Logistics Section
- Finance and Administration Section

Provide for an authentication process in case of conflicting status reports on events.

Meet with the Planning Section Chief and the EOC Director to determine needs for planning meetings and briefings. Determine if there are any special information needs.

Meet with the PIO to determine best methods for exchanging information and providing the PIO with Situation Status Unit information.

Provide information to the PIO for use in developing media and other briefings.

Establish and maintain an open file of situation reports and major incident reports for review by other sections/units.

Determine weather conditions, current and upcoming. Keep up-to-date weather information posted.

Provide resource and situation status information in response to specific requests.

Prepare an evaluation of the disaster situation and a forecast on the potential course of the disaster event(s) at periodic intervals, or upon request of the Planning and Intelligence Section Chief.

Prepare required Operational Area reports. Obtain approval from Section Chief. Deliver these reports to the EOC Manager for submission to the Los Angeles County Operational Area.

Prepare written situation reports at periodic intervals at the direction of the Planning and Intelligence Section Chief.

Assist at planning meetings as required.

DEACTIVATION

Ensure that all required forms or reports are completed prior to your release and departure.

Be prepared to provide input to the After-Action Report.

Determine what follow-up to your assignment might be required before you leave.

Deactivate the Situation Unit Leader position and close out logs when authorized by the Planning Section Chief or EOC Director.

Check out and leave forwarding phone number where you can be reached.

PLANNING AND INTELLIGENCE SECTION

DOCUMENTATION UNIT LEADER

PRIMARY: City Clerk's Office

ALTERNATE: City Clerk's Office

SUPERVISOR: Planning and Intelligence Section Chief

OVERALL RESPONSIBILITY

Compile and distribute the City's EOC Action Plans and After-Action Reports, maintain accurate and complete incident files, and preserve incident files for legal, analytical, and historical purposes.

DESCRIPTION OF POSITION RESPONSIBILITIES

- Maintain an accurate and complete record of significant disaster events. This will be essential for the Recovery phase.
- Assist other parts of the EOC organization in setting up and maintaining files, journals, and special reports.
- Collect and organize all written forms, logs, journals, and reports at completion of each shift from all sections.
- Maintain and preserve disaster/emergency files for legal, analytical, and historical purposes.
- Compile, copy, and distribute the EOC Action Plans as directed by the Section Chief.
- Compile, copy, and distribute the After-Action Report as directed by the Section Chief.

READ ENTIRE CHECKLIST AT START-UP AND AT BEGINNING OF EACH SHIFT

CHECKLIST ACTIONS

BRANCH/UNIT START-UP ACTIONS

- _____ Check in upon arrival at the EOC. **(ICS Form 211)**
- _____ Report to the Planning and Intelligence Section Chief.
- _____ Obtain a briefing on the situation.
- _____ Determine your personal operating location and set up as necessary.
- _____ Review your position responsibilities.
- _____ Identify yourself as the Documentation Unit Leader by putting on the vest with your title. Print your name on the EOC organization chart next to your assignment.
- _____ Clarify any issues regarding your authority and assignment and what others in the organization do.

_____ Activate elements of your branch/unit, establish work area, assign duties, and ensure branch/unit journal/log is opened.

_____ Determine 24-hour staffing requirements and request additional support as required.

_____ Ensure that all your incoming branch/unit personnel are fully briefed.

_____ Based on the situation as known or forecast determine likely future branch/unit needs.

GENERAL OPERATIONAL DUTIES

_____ Using Activity Log (**ICS Form 214**), maintain all required records and documentation to support the After-Action Report and the history of the emergency/disaster. Document:

- Messages received
- Action taken
- Decision justification and documentation
- Requests filled
- EOC personnel, time on duty and assignments

**Detailed information is essential to meet requirements for possible reimbursement by State OES and FEMA in the Recovery phase.*

_____ Develop a plan for your branch/unit operations and support of field operations as requested. Assign specific responsibilities.

_____ Keep up to date on the situation and resources associated with your branch/unit. Maintain current status reports and displays.

_____ Keep the Planning Section Chief advised of your branch/unit status and activity, and on any problem areas that now need, or will require solutions.

_____ Provide periodic situation or status reports to your Section Chief.

_____ Establish operating procedure with the Information Technology Unit of the Logistics Section for use of telephone and data systems. Make any priorities or special requests known.

_____ Review situation reports as they are received. Verify information where questions exist.

_____ Anticipate potential situation changes, such as severe aftershocks (in the event of an earthquake) in all branch/unit planning. Develop a backup plan for all plans and procedures requiring off-site communications.

_____ Determine and anticipate your support needs and forward to your Section Chief.

_____ Conduct periodic briefings for your branch/unit. Ensure they are aware of priorities.

_____ Monitor your branch/unit activities and adjust staffing and organization as appropriate to meet current needs.

_____ Use face-to-face communication in the EOC whenever possible and document decisions and policy.

_____ Refer all media contacts to your Section Chief.

_____ Be prepared to participate in the EOC Director's/EOC Manager's action planning meetings and policy decisions if requested.

Plan ahead and anticipate situations and problems before they occur.

Request additional resources through the appropriate Logistics or Finance and Administration Section Units as needed.

Ensure that all your branch/unit personnel and time records are provided to your Section Chief at the end of each operational period.

Brief your relief at shift-change time. Ensure that in-progress activities are identified, and follow-up requirements are known.

BRANCH/UNIT OPERATIONAL DUTIES

Meet with the Planning Section Chief to determine what EOC materials should be maintained for official records.

Contact other EOC sections and units and inform them of the requirement to maintain official records. Assist them as necessary in setting up a file records system.

Coordinate documentation with the Situation and Resource Status Unit.

Following planning meetings, assist in the preparation of any written action plans or procedures.

Ensure that the EOC Action Plans and After-Action Report are compiled, approved, copied, and distributed to EOC Sections and Units.

Establish a system for collecting all section and unit journal/logs at completion of each operational period. Coordinate with the Cost, Compensation, and Time Unit in Finance and Administration Section to be sure documentation is forwarded as needed.

Periodically collect, maintain, and store messages, records, reports, logs, journals, and forms, submitted by all sections and units for the official record.

Prepare an overview of the documented disaster events at periodic intervals or upon request from the Planning and Intelligence Section Chief.

DEACTIVATION

Ensure that all required forms or reports are completed prior to your release and departure.

Be prepared to provide input to the After-Action Report.

Determine what follow-up to your assignment might be required before you leave.

Deactivate the Documentation Unit Leader position, and close out logs when authorized by the Planning and Intelligence Section Chief or EOC Director.

Check out and leave forwarding phone number where you can be reached.

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PLANNING AND INTELLIGENCE SECTION

ADVANCED PLANNING UNIT LEADER

PRIMARY: Public Works Engineering

ALTERNATE: TBD

SUPERVISOR: Planning and Intelligence Section Chief

OVERALL RESPONSIBILITY

Develop reports and recommendations for future operational periods and prepare reports and briefings for use in strategy and/or planning meetings.

DESCRIPTION OF POSITION RESPONSIBILITIES

- Development of an Advanced Action Plan consisting of potential response and recovery related issues likely to occur beyond the next operational period, generally within 36 to 72 hours.
- Review all available status reports, Action Plans, and other significant documents.
- Determine potential future impacts of the emergency, particularly issues which might modify the overall strategic EOC objectives.
- Provide periodic briefings for the EOC Director and General Staff addressing advanced planning issues.
- Supervise the Advanced Planning Unit.

READ ENTIRE CHECKLIST AT START-UP AND AT BEGINNING OF EACH SHIFT

CHECKLIST ACTIONS

BRANCH/UNIT START-UP ACTIONS

- _____ Check in upon arrival at the EOC. **(ICS Form 211)**
- _____ Report to the Planning Section Chief.
- _____ Obtain a briefing on the situation.
- _____ Determine your personal operating location and set up as necessary.
- _____ Review your position responsibilities.
- _____ Identify yourself as the Advanced Planning Unit Leader by putting on the vest with your title. Print your name on the EOC organization chart next to your assignment.
- _____ Clarify any issues regarding your authority and assignment and what others in the organization do.
- _____ Activate elements of your branch/unit, establish work area, assign duties, and ensure branch/unit journal/log is opened.
- _____ Determine 24-hour staffing requirements and request additional support as required.
- _____ Ensure that all your incoming branch/unit personnel are fully briefed.

Based on the situation as known or forecast determine likely future Branch/Unit needs.

GENERAL OPERATIONAL DUTIES

Using Activity Log (**ICS Form 214**) maintain all required records and documentation to support the After-Action Report and the history of the emergency/disaster. Document:

- Messages received
- Action taken
- Decision justification and documentation
- Requests filled
- EOC personnel, time on duty and assignments

**Detailed information is essential to meet requirements for possible reimbursement by State OES and FEMA.*

Develop a plan for your branch/unit operations and support of field operations as requested. Assign specific responsibilities.

Keep up to date on the situation and resources associated with your branch/unit. Maintain current status reports and displays.

Keep the Planning and Intelligence Section Chief advised of your branch/unit status and activity, and on any problem areas that now need, or will require solutions.

Provide periodic situation or status reports to your Section Chief for updating information to the Planning and Intelligence Section.

Review situation reports as they are received. Verify information where questions exist.

Anticipate potential situation changes, such as severe aftershocks (in the event of an earthquake) in all branch/unit planning. Develop a backup plan for all plans and procedures requiring off-site communications.

Determine and anticipate your support needs and forward to your Section Chief.

Conduct periodic briefings for your Branch/Unit. Ensure they are aware of priorities.

Monitor your branch/unit activities and adjust staffing and organization as appropriate to meet current needs.

Use face-to-face communication in the EOC whenever possible and document decisions and policy.

Refer all media contacts to your Section Chief.

Be prepared to participate in the EOC Director's/EOC Manager's action planning meetings and policy decisions if requested.

Plan ahead and anticipate situations and problems before they occur.

Request additional resources through the appropriate Logistics or Finance Section Units, as needed

Ensure that all your branch/unit personnel and time records are provided to your Section Chief at the end of each operational period.

_____ Brief your relief at shift-change time. Ensure that in-progress activities are identified, and follow-up requirements are known.

BRANCH/UNIT OPERATIONAL DUTIES

_____ Obtain current briefing on the operational situation from the Situation Status Unit. Determine best estimate of duration of the situation from available information.

_____ Determine current priorities and policies from the Planning and Intelligence Section Chief and EOC Director.

_____ In coordination with other EOC section develop written forecasts for future time periods as requested. Best estimate of likely situation in 36 to 72 hours given current direction and policy.

_____ Determine top priorities for actions and resources.

_____ Identify any recommended changes to EOC policy, organization, or procedures to better address the current and projected situation.

_____ Identify any issues and constraints that should be addressed now, in light of any probable situations in the next 36-72 hours.

_____ Provide reports to the Planning and Intelligence Section Chief and/or EOC Director and others as directed.

_____ Develop specific recommendations on areas and issues which will require continuing and/or expanded city involvement.

_____ Periodically evaluate the operational situation and assist the Planning Section staff in making recommendations on priority response and recovery actions.

DEACTIVATION

_____ Ensure that all required forms or reports are completed prior to your release and departure.

_____ Be prepared to provide input to the After-Action Report.

_____ Determine what follow-up to your assignment might be required before you leave.

_____ Deactivate the Advance Planning Unit Leader position and close out logs when authorized by the Planning and Intelligence Section Chief or EOC Director.

_____ Check out and leave forwarding phone number where you can be reached.

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PLANNING AND INTELLIGENCE SECTION

RECOVERY PLANNING UNIT LEADER

PRIMARY: Economic Development Coordinator

ALTERNATE: TBD

SUPERVISOR: Planning and Intelligence Section Chief

OVERALL RESPONSIBILITY

Ensure that the City receives all emergency assistance and disaster recovery costs for which it is eligible, conduct all initial recovery operations, and prepare the EOC organization for transition to a recovery operations organization to restore the city to pre-disaster conditions, as quickly and effectively as possible.

DESCRIPTION OF POSITION RESPONSIBILITIES

- Utilize disaster-caused opportunities to correct past poor land-use practices while ensuring that legal safeguards for property owners and the jurisdiction are observed.
- Develop a Mid-Range Recovery Plan identifying future policy related issues, social and economic impacts, significant response or recovery resource needs, and any other key issues likely to affect community recovery efforts.
- Ensure that the City of Irwindale is prepared to participate jointly with FEMA, CalOES, Los Angeles County Operational Area, and non-profit organizations, to expedite disaster assistance for individuals, families, businesses, public entities, and others entitled to disaster assistance. Refer to current state and federal disaster assistance programs and information.

READ ENTIRE CHECKLIST AT START-UP AND AT BEGINNING OF EACH SHIFT

CHECKLIST ACTIONS

BRANCH/UNIT START-UP ACTIONS

- _____ Check in upon arrival at the EOC. **(ICS Form 211)**
- _____ Report to the Planning Section Chief.
- _____ Obtain a briefing on the situation.
- _____ Determine your personal operating location, and set up as necessary.
- _____ Review your position responsibilities.
- _____ Identify yourself as the Recovery Planning Unit Leader by putting on the vest with your title. Print your name on the EOC organization chart next to your assignment.
- _____ Clarify any issues regarding your authority and assignment, and what others in the organization do.
- _____ Activate elements of your branch/unit, establish work area, assign duties, and ensure branch/unit journal/log is opened.

_____ Determine 24-hour staffing requirements and request additional support as required.

_____ Ensure that all your incoming branch/unit personnel are fully briefed.

_____ Based on the situation as known or forecast, determine likely future branch/unit needs.

GENERAL OPERATIONAL DUTIES

_____ Using Activity Log (**ICS Form 214**) maintain all required records and documentation to support the After-Action Report and the history of the emergency/disaster. Document:

- Messages received
- Action taken
- Decision justification and documentation
- Requests filled
- EOC personnel, time on duty and assignments

**Detailed information is essential to meet requirements for possible reimbursement by State OES and FEMA.*

_____ Develop a plan for your branch/unit operations and support of field operations as requested. Assign specific responsibilities.

_____ Keep up to date on the situation and resources associated with your branch/unit. Maintain current status reports and displays.

_____ Keep the Planning Section Chief advised of your branch/unit status and activity, and on any problem areas that now need or will require solutions.

_____ Provide periodic situation or status reports to your Section Chief.

_____ Establish operating procedure with the Information Technology Unit of the Logistics Section for use of telephone and data systems. Make any priorities or special requests known.

_____ Review situation reports as they are received. Verify information where questions exist.

_____ Anticipate potential situation changes, such as severe aftershocks (in the event of an earthquake) in all branch/unit planning. Develop a backup plan for all plans and procedures requiring off-site communications.

_____ Determine and anticipate your support needs, and forward to your Section Chief.

_____ Conduct periodic briefings for your branch/unit. Ensure they are aware of priorities.

_____ Monitor your branch/unit activities, and adjust staffing and organization as appropriate to meet current needs.

_____ Use face-to-face communication in the EOC whenever possible and document decisions and policy.

_____ Refer all media contacts to your Section Chief.

_____ Be prepared to participate in the EOC Director's/EOC Manager's action planning meetings and policy decisions if requested.

Plan ahead and anticipate situations and problems before they occur.

Request additional resources through the appropriate Logistics or Finance Section Units as needed.

Ensure that all your branch/unit personnel and time records are provided to your Section Chief at the end of each operational period.

Brief your relief at shift-change time. Ensure that in-progress activities are identified, and follow-up requirements are known.

BRANCH/UNIT OPERATIONAL DUTIES

Identify issues to be prioritized by the EOC Director on restoration of services to the city.

Review all available status reports, Action Plans, and other significant documents.

Provide periodic briefings for the EOC Director and General Staff addressing recovery planning issues.

Monitor the current situation report to include recent updates.

Develop and submit a Mid-Range Recovery Plan to the Planning Intelligence Chief for review and approval prior to conducting briefings for the EOC Director and General Staff.

Be alert for opportunities to implement actions to alleviate/remedy previous zoning practices that have caused incompatible land uses.

Maintain contact with the Los Angeles County Operational Area, CalOES, and FEMA sources for advice and assistance in obtaining maximum eligible funds for disaster costs.

In coordination with the Building and Safety Branch of the Operations Section, establish criteria for temporary entry of “posted” buildings so owners/occupants may retrieve business/personal property.

In coordination with the Building and Safety Branch of the Operations Section, establish criteria for re-occupancy of “posted” buildings. Posting includes, as a minimum, the categories of “Inspected”, “Restricted Access” and “Unsafe.”

In coordination with Building and Safety Branch of the Operations Section; establish criteria for emergency demolition of buildings/structures that are considered to be an immediate and major danger to the population, or adjacent structures. Ensure that homeowners’ and business owners’ rights are fully considered and that arrangements are made for appropriate hearings, if possible. Consult with the EOC Legal Advisor/City Attorney, if needed.

Ensure that buildings considered for demolition that come under “Historical Building” classification follow any special review process, if applicable.

Review Mid-Range Recovery Plan objectives submitted by each section for the forthcoming operational period. In conjunction with the general staff, recommend a transition strategy to EOC Director when EOC activity shifts predominately to recovery operations.

With Section Chiefs, develop a strategy for initial recovery operations.

_____ Prepare the EOC organization for transition to Recovery Operations.

DEACTIVATION

_____ Ensure that all required forms or reports are completed prior to your release and departure.

_____ Be prepared to provide input to the After-Action Report.

_____ Determine what follow-up to your assignment might be required before you leave.

_____ Deactivate the Recovery Planning Unit Leader position and close out logs when authorized by the Planning and Intelligence Section Chief or EOC Director.

_____ Check out and leave forwarding phone number where you can be reached.

PLANNING AND INTELLIGENCE SECTION

GIS MAPPING UNIT LEADER

PRIMARY: Public Works Engineering

ALTERNATE: TBD

SUPERVISOR: Planning and Intelligence Section Chief

OVERALL RESPONSIBILITY

Provide situational status by utilizing Geographical Information Systems to display maps, statistics, routes, damages, emergency operations, emergency facilities, boundaries, etc. as a result of the disaster for the purpose of response and recovery efforts.

DESCRIPTION OF POSITION RESPONSIBILITIES

- The GIS Unit provides the EOC with special mapping and tracking skills and tools needed to support the EOC and field functions. The GIS Unit reports to the Planning Section Chief.

READ ENTIRE CHECKLIST AT START-UP AND AT BEGINNING OF EACH SHIFT

CHECKLIST ACTIONS

BRANCH/UNIT START-UP ACTIONS

- _____ Check in upon arrival at the EOC. **(ICS Form 211)**
- _____ Report to the Planning Section Chief.
- _____ Obtain a briefing on the situation.
- _____ Determine your personal operating location, and set up as necessary.
- _____ Review your position responsibilities.
- _____ Identify yourself as GIS Mapping Unit Leader by putting on the vest with your title. Print your name on the EOC organization chart next to your assignment.
- _____ Clarify any issues regarding your authority and assignment and what others in the organization do.
- _____ Determine 24-hour staffing requirements and request additional support as required.
- _____ Based on the situation as known or forecast determine likely future needs.

GENERAL OPERATIONAL DUTIES

- _____ Using Activity Log **(ICS Form 214)** maintain all required records and documentation to support the After-Action Report and the history of the emergency/disaster. Document:
 - Messages received
 - Action taken
 - Decision justification and documentation

- Requests filled
- EOC personnel, time on duty and assignments

**Detailed information is essential to meet requirements for possible reimbursement by State OES and FEMA.*

_____ Develop a plan for operations and support of field operations as requested. Assign specific responsibilities.

_____ Keep up to date on the situation and resources associated with your position. Maintain current status reports and displays.

_____ Keep the Planning and Intelligence Section Chief advised of your position status and activity, and on any problem areas that now need or will require solutions.

_____ Provide periodic situation or status reports to your Section Chief.

_____ Establish operating procedure with the Information Technology Unit of the Logistics Section for use of telephone and data systems. Make any priorities or special requests known.

_____ Review situation reports as they are received. Verify information where questions exist.

_____ Anticipate potential situation changes, such as severe aftershocks (in the event of an earthquake) in all branch/unit planning. Develop a backup plan for all plans and procedures requiring off-site communications.

_____ Determine and anticipate your support needs and forward to your Section Chief.

_____ Use face-to-face communication in the EOC whenever possible and document decisions and policy.

_____ Refer all media contacts to your Section Chief.

_____ Be prepared to participate in the EOC Director's/EOC Manager's action planning meetings and policy decisions if requested.

_____ Plan ahead and anticipate situations and problems before they occur.

_____ Request additional resources through the appropriate Logistics or Finance Section Units as needed.

_____ Ensure that all your personnel and time records are provided to your Section Chief at the end of each operational.

_____ Brief your relief at shift-change time. Ensure that in-progress activities are identified, and follow-up requirements are known.

BRANCH/UNIT OPERATIONAL DUTIES

_____ Act as a resource to members of the EOC staff in matters relative to your technical specialty.

_____ Support response and recovery efforts through the application of GIS mapping capabilities.

DEACTIVATION

_____ Ensure that all required forms or reports are completed prior to your release and departure.

_____ Be prepared to provide input to the After-Action Report.

_____ Determine what follow-up to your assignment might be required before you leave.

_____ Deactivate the GIS Mapping Unit Leader position and close out logs when authorized by the Planning Section Chief or EOC Director.

_____ Check out and leave forwarding phone number where you can be reached.

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PLANNING AND INTELLIGENCE SECTION

DEMOBILIZATION UNIT LEADER

PRIMARY: Library

ALTERNATE: TBD

SUPERVISOR: Planning and Intelligence Section Chief

OVERALL RESPONSIBILITY

Plans for and oversees the organized demobilization of incident resources. Obtains objectives, priorities, schedules, ongoing resources needs, and constraints for the demobilization plan. This information is gathered from the Section Chiefs, Branch Directors, and Unit leaders of each section.

DESCRIPTION OF POSITION RESPONSIBILITIES

- Collects, evaluates, and disseminates information regarding all incident resources.
- Develops and disseminates the demobilization plan.
- Monitors demobilization process and progress.
- Coordinates implementation of the demobilization plan.
- Establishes or transitions into a unit under the Planning and Intelligence Section.
- Configures unit with personnel to support operations.

READ ENTIRE CHECKLIST AT START-UP AND AT BEGINNING OF EACH SHIFT

CHECKLIST ACTIONS

BRANCH/UNIT START-UP ACTIONS

- _____ Check in upon arrival at the EOC. **(ICS Form 211)**
- _____ Report to the Planning and Intelligence Section Chief.
- _____ Obtain a briefing on the situation.
- _____ Determine your personal operating location and set up as necessary.
- _____ Review your position responsibilities.
- _____ Identify yourself as the Demobilization Unit Leader by putting on the vest with your title. Print your name on the EOC organization chart next to your assignment.
- _____ Clarify any issues regarding your authority and assignment and what others in the organization do.
- _____ Activate elements of your branch/unit, establish work area, assign duties, and ensure branch/unit journal/log is opened.
- _____ Determine 24-hour staffing requirements and request additional support as required.

_____ Ensure that all your incoming branch/unit personnel are fully briefed.

_____ Based on the situation as known or forecast determine likely future branch/unit needs.

GENERAL OPERATIONAL DUTIES

_____ Using an Activity Log (**ICS Form 214**), maintain all required records and documentation to support the After-Action Report and the history of the emergency/disaster. Document:

- Messages received
- Action taken
- Decision justification and documentation
- Requests filled
- EOC personnel, time on duty and assignments

**Detailed information is essential to meet requirements for possible reimbursement by State OES and FEMA.*

_____ Develop a plan for your branch/unit operations and support of field operations as requested. Assign specific responsibilities.

_____ Keep up to date on the situation and resources associated with your branch/unit. Maintain current status reports and displays.

_____ Keep the Planning Section Chief advised of your branch/unit status and activity, and on any problem areas that now need or will require solutions.

_____ Provide periodic situation or status reports to your Section Chief.

_____ Establish operating procedure with the Information Technology Unit of the Logistics Section for use of telephone and data systems. Make any priorities or special requests known.

_____ Review situation reports as they are received. Verify information where questions exist.

_____ Anticipate potential situation changes, such as severe aftershocks (in the event of an earthquake) in all branch/unit planning. Develop a backup plan for all plans and procedures requiring off-site communications.

_____ Determine and anticipate your support needs and forward to your Section Chief.

_____ Conduct periodic briefings for your branch/unit. Ensure they are aware of priorities.

_____ Monitor your branch/unit activities and adjust staffing and organization as appropriate to meet current needs.

_____ Use face-to-face communication in the EOC whenever possible and document decisions and policy.

_____ Refer all media contacts to your Section Chief.

_____ Be prepared to participate in the EOC Director's/EOC Manager's action planning meetings and policy decisions if requested.

_____ Plan ahead and anticipate situations and problems before they occur.

Request additional resources through the appropriate Logistics or Finance Section Units, as needed.

Ensure that all your branch/unit personnel and time records are provided to your Section Chief at the end of each operational period.

Brief your relief at shift-change time. Ensure that in-progress activities are identified, and follow-up requirements are known.

BRANCH/UNIT OPERATIONAL DUTIES

Coordinate with any assigned field level Demobilization Unit Leader.

Review the organization and current staffing to determine the likely size and extent of demobilization effort.

Request the General Staff to assess long-term staffing needs within their sections and provide listing of positions and personnel for release by priority.

Coordinate with the Agency Representatives to determine:

- Agencies not requiring formal demobilization.
- Personal rest and safety needs.
- Coordination procedures with cooperating/assisting agencies.

Evaluate logistics and transportation capabilities to support the demobilization effort.

Prepare a Demobilization Plan to include the following:

- Release plan strategies and general information.
- Priorities for release (according to agency and kind and type of resource).
- Phase over or transfer of authorities.
- Completion and submittal of all required documentation.

Obtain approval of the Demobilization Plan from the EOC Director.

Ensure that all sections and branches/groups/units understand their specific demobilization responsibilities.

Supervise execution of the Demobilization Plan.

Brief Planning Section Chief on demobilization progress.

DEACTIVATION

Ensure that all required forms or reports are completed prior to your release and departure.

Be prepared to provide input to the After-Action Report.

Determine what follow-up to your assignment might be required before you leave.

Deactivate the Demobilization Unit Leader position and close out logs when authorized by the Planning and Intelligence Section Chief or EOC Director.

Check out and leave forwarding phone number where you can be reached.

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LOGISTICS SECTION

LOGISTICS SECTION CHECKLISTS

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LOGISTICS SECTION

GENERAL

PURPOSE

To enhance the capabilities of the City of Irwindale in order to respond to emergencies by providing communications, facilities, supplies, services, and transportation. It is the policy of this section that the priorities of responses are to:

- Protect life and property.
- Provide operational and logistical support for emergency response personnel, and optimize the utilization of resources.
- Provide support to other sections of the city's emergency response team.
- Support the restoration of essential services and systems.

OVERVIEW

The Logistics Section's primary responsibility is to ensure the facility, supply, transportation, and mobilization of resources to support the response effort at the disaster sites, staging areas, mobilization centers, public shelters, EOCs, etc. This Section provides all necessary resources, information systems, facilities, equipment, and procurement support. Methods for providing personnel, and for obtaining and using facilities and services to support emergency response at all operational sites during emergency/disaster conditions will be the same as that used during normal operations, unless authorized by the EOC Director or through emergency orders of the City Council.

The primary mission of the Logistics Section is to support the resource and logistical needs of the Emergency Operations Center and that of field operations. This is accomplished through the various functional elements of the Logistics Section.

These functional elements may include:

- Supply and Procurement
- Facilities
- Transportation
- Information Technology
- Communications
- Personnel Resources
- Volunteer Resources

OBJECTIVES

The Logistics Section ensures that all other sections are supported for the duration of the incident. Any communication services, facility, and transportation request, supplies, and other services required by the other sections will be ordered through the Logistics Section. The Section also supervises the negotiation and administration of vendor and supply contracts and procedures in coordination with the Finance and Administration Section. This Section works closely with the Finance and Administration Section on all procurements, purchasing, contracting, and cost analysis.

The Logistics Section will accomplish the following specific objectives during a disaster/emergency:

- Collect information from other sections to determine needs and prepare for expected operations.
- Coordinate provision of logistical support with the EOC Director.
- Prepare required reports identifying the activities performed by the Logistics Section.
- Determine the city's logistical support needs, and plan for both immediate and long-term requirements.
- Obtain, dispatch, and track all incident logistics to include equipment, facilities, supplies, equipment operators, vehicles, and contracted services.
- Maintain proper and accurate documentation of all actions taken to ensure that all required records are preserved for future use and CalOES and FEMA filing requirements.

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LOGISTICS SECTION

LOGISTICS SECTION CHIEF

PRIMARY: Public Works Services Manager

ALTERNATE: TBD

SUPERVISOR: EOC Director

OVERALL RESPONSIBILITY

Oversee the support and services needed for those assisting the response effort in the city, including the provision of communications, facilities, transportation, supplies, and services.

DESCRIPTION OF POSITION RESPONSIBILITIES

Ensure the logistics function is carried out consistent with SEMS/NIMS guidelines, including:

- Meeting all support needs for the incident, including facilities, transportation, supplies, equipment maintenance, fueling, and communications.
- Establish the appropriate level of organization within the section, and continuously monitor the effectiveness of that organization. Make changes as required.
- Be prepared to form additional branches/groups/units as dictated by the situation.
- Exercise overall responsibility for the coordination of branch/group/unit activities within the section.
- Coordinate the provision of logistical support for the EOC.
- Report to the EOC Director on all matters pertaining to section activities.

READ ENTIRE CHECKLIST AT START-UP AND AT BEGINNING OF EACH SHIFT

CHECKLIST ACTIONS

UNIT START-UP ACTIONS

- _____ Check in upon arrival at the EOC. **(ICS Form 211)**
- _____ Report to the EOC Director.
- _____ Obtain a briefing on the situation.
- _____ Set up your section workstation, including maps and status boards. Use your EOC Section materials and on-site supplies.
- _____ Review your position responsibilities.
- _____ Identify yourself as the Logistics Section Chief by putting on the vest with your title. Print your name on the EOC organization chart next to your assignment.
- _____ Clarify any issues you may have regarding your authority and assignment and what others in the organization do.
- _____ Review the EOC organization in place. Know where to go for information or support.

_____ Determine if other section staff are at the EOC.

_____ Confirm that all key Logistics Section personnel or alternates are in the EOC or have been notified. Recall the required staff members necessary for the emergency.

_____ Request additional personnel for the section to maintain a 24-hour operation as required.

_____ Brief incoming section personnel prior to their assuming their duties.

Briefings should include:

- Current situation assessment.
- Identification of specific job responsibilities.
- Identification of co-workers within the job function and/or geographical assignment.
- Current objectives.
- Availability of communications.
- Location of work area.
- Identification of eating and sleeping arrangements as appropriate.
- Procedural instructions for obtaining additional supplies, services, and personnel.
- Identification of operational period work shifts.

_____ Inform the EOC Director and General Staff when your section is fully operational.

_____ Open and maintain unit log.

_____ Review responsibilities of branches/groups/units in your section. Develop plan for carrying out all responsibilities.

_____ Prepare work objectives for section staff and make staff assignments.

_____ Meet with other activated Section Chiefs.

_____ From Planning Section, obtain and review major incident reports and additional field operational information that may pertain to, or affect your section operations. Provide information to appropriate branches/units.

_____ Based on the situation as known or forecast determine likely future Logistics Section needs.

GENERAL OPERATIONAL DUTIES

_____ Using Activity Log (**ICS Form 214**), maintain all required records and documentation to support the After-Action Report and the history of the emergency/disaster. Document:

- Messages received
- Action taken
- Decision justification and documentation
- Requests filled
- EOC personnel, time on duty and assignments

**Detailed information is essential to meet requirements for possible reimbursement by State OES and FEMA.*

_____ Carry out responsibilities of the Logistics Section branches/groups/units that are not currently staffed.

Make a list of key issues currently facing your section to be accomplished within the next operational period.

Keep up to date on situation and resources associated with your section. Maintain current status and displays at all times.

Brief the EOC Director on major problem areas that need or will require solutions.

Provide situation and resource information to the Situation and Resource Unit of the Planning and Intelligence Section on a periodic basis or as the situation requires.

Provide briefing to the General Staff on operating procedure for use of telephone, data, and radio systems.

From Planning and Intelligence Section and field sources, determine status of transportation system into and within the affected area. Find out present priorities and estimated times for restoration of the disaster route system.

Ensure that your section logs and files are maintained.

Monitor your section activities and adjust section organization as appropriate.

Ensure internal coordination between branch/group/unit leaders.

Update status information with other sections as appropriate.

Resolve problems that arise in conducting your section responsibilities.

Anticipate potential situation changes, such as severe aftershocks (in the event of an earthquake) in all section planning. Develop a backup plan for all plans and procedures requiring off-site communications.

Conduct periodic briefings for your section. Ensure that all organizational elements are aware of priorities.

Use face-to-face communication in the EOC whenever possible and document decisions and policy.

Make sure that all contacts with the media are fully coordinated first with the Public Information Officer (PIO).

Participate in the EOC Director's/EOC Manager's action planning meetings.

Plan ahead and anticipate situations and problems before they occur.

Request additional resources through the appropriate Logistics or Finance and Administration Section Units, as needed.

Ensure that all your section personnel and time records are provided to the Cost/Time & Claims Unit (Finance and Administration) Section at the end of each operational period.

Brief your relief at shift change. Ensure that in-progress activities are identified, and follow-up requirements are known.

SECTION OPERATIONAL DUTIES

- _____ Meet with Finance and Administration Section Chief and review financial and administration support needs and procedures. Determine level of financial authority, if any, is to be delegated to Logistics Section.
- _____ Following action planning meetings, ensure that orders for additional communications, facilities, transportation, and other services, are necessary to meet known or expected demands have been placed, and are being coordinated within the EOC and field units.
- _____ Meet with other Section Chiefs to determine and coordinate resource needs.
- _____ Obtain, dispatch, and track all incident logistics to include equipment, facilities, supplies, equipment operators, vehicles, and contracted services.
- _____ Maintain proper and accurate documentation of all actions taken to ensure that all required records are preserved for future use and CalOES and FEMA filing requirements.

DEACTIVATION

- _____ Authorize deactivation of organizational elements within your section when they are no longer required.
- _____ Ensure that any open actions are handled by your section or transferred to other EOC elements as appropriate.
- _____ Ensure that any required forms or reports are completed prior to your release and departure.
- _____ Be prepared to provide input to the After-Action Report.
- _____ Deactivate your section and close out logs when authorized by the EOC Director.
- _____ Check out and leave forwarding number where you can be reached.

LOGISTICS SECTION

SUPPLY AND PROCUREMENT UNIT LEADER

PRIMARY: Finance Technician

ALTERNATE: TBD

SUPERVISOR: Logistics Section Chief

OVERALL RESPONSIBILITY

Administration of all financial matters pertaining to purchases, vendor contracts, leases, fiscal agreements, and tracking expenditures. Identify sources of expendable materials and equipment, prepare and sign equipment rental agreements, and process all administrative paperwork associated with equipment rental and supply contracts. Provide detailed expenditure report for cost analysis.

DESCRIPTION OF POSITION RESPONSIBILITIES

- Prepare and maintain an emergency resources roster. This roster should contain sources of supplies and services where current agreements exist, and will include a 24-hour emergency resource contact list, and associated purchase orders.
- Order, receive, and keep records on all emergency purchases of materials and equipment.
- Identify additional sources of supplies, services, and equipment as requested.
- Manage all equipment rental agreements. Process all administrative paperwork associated with equipment rental and supply contracts.
- Initiate vendor contracts associated with EOC activities within purchase authority limits established by City Council, Director of Emergency Services, EOC Director, or Finance and Administration Section.
- Prepare and maintain display charts which reflect the current status and location of all allocated resources. Establish a resource reporting system for field and EOC units.
- Provide information to Situation and Resource Unit and Documentation Unit of Planning and Intelligence Section for action planning and briefings.

READ ENTIRE CHECKLIST AT START-UP AND AT BEGINNING OF EACH SHIFT

CHECKLIST ACTIONS

UNIT START-UP ACTIONS

- _____ Check in upon arrival at the EOC. **(ICS Form 211)**
- _____ Report to the Logistics Section Chief.
- _____ Obtain a briefing on the situation.
- _____ Determine your personal operating location, and set up as necessary.
- _____ Review your position responsibilities.

Identify yourself as the Supply and Procurement Unit Leader by putting on the vest with your title. Print your name on the EOC organization chart next to your assignment.

Clarify any issues regarding your authority and assignment, and what others in the organization do.

Activate elements of your unit, establish work area, assign duties, and ensure unit journal/log is opened.

Determine 24-hour staffing requirements and request additional support as required.

Ensure that all your incoming unit personnel are fully briefed.

Based on the situation as known or forecast determine likely future Unit needs.

GENERAL OPERATIONAL DUTIES

Using Activity Log (**ICS Form 214**), maintain all required records and documentation to support the After-Action Report and the history of the emergency/disaster. Document:

- Messages received
- Action taken
- Decision justification and documentation
- Requests filled
- EOC personnel, time on duty and assignments

**Detailed information is essential to meet requirements for possible reimbursement by State OES and FEMA.*

Develop a plan for your unit operations and support of field operations as requested. Assign specific responsibilities.

Keep up to date on the situation and resources associated with your Unit. Maintain current status reports and displays.

Keep the Logistics Section Chief advised of your unit status and activity, and on any problem areas that now need or will require solutions.

Provide periodic situation or status reports to your Section Chief for updating information to the Planning and Intelligence Section.

Establish operating procedure with the Information Technology Unit for use of telephone, radio, and data systems. Make any priorities or special requests known.

Review situation reports as they are received. Verify information where questions exist.

Anticipate potential situation changes, such as severe aftershocks (in the event of an earthquake) in all unit planning. Develop a backup plan for all plans and procedures requiring off-site communications.

Determine and anticipate your support needs and forward to your Section Chief.

Conduct periodic briefings for your unit. Ensure they are aware of priorities.

Monitor your unit activities and adjust staffing and organization as appropriate to meet current needs.

Use face-to-face communication in the EOC whenever possible and thoroughly document decisions and actions.

Refer all media contacts to your Section Chief.

Be prepared to participate in the EOC Director's/EOC Manager's action planning meetings and policy decisions if requested.

Plan ahead and anticipate situations and problems before they occur.

Request additional resources through the appropriate Logistics or Finance and Administration Section Units as needed.

Ensure that all your unit personnel and time records are provided to your Section Chief at the end of each operational period.

Brief your relief at shift-change. Ensure that in-progress activities are identified, and follow-up requirements are known.

UNIT OPERATIONAL DUTIES

Review/prepare EOC purchasing procedures.

Prepare and maintain the emergency resource roster.

Contact appropriate branch/group/unit leaders on needs and any special procedures.

Order, receive, and issue disaster related equipment, supplies and resources, with detailed tracking and receiving logs, including timetables.

Develop a system to track resources deployed for disaster response.

Establish a reporting procedure for resources at specified locations.

Ensure that all records identify scope of work and site-specific locations.

Coordinate supply requirements with personnel, vendors, contractors, and mutual aid partners.

Prepare, sign, and manage all contracts and rental agreements.

Verify cost data in pre-established vendor contracts with Cost, Claims, and Time Unit.

Interpret contracts/agreements and resolve claims or disputes within delegated authority.

Coordinate with Cost, Claims, and Time Unit on procedures for handling claims.

Identify to Logistics Section Chief any significant resource request(s) which cannot be met through local action. Suggest alternative methods to solve the problem when possible.

Ensure that a system is in place which meets city's property management and control requirements. Ensure proper accounting for all new property.

Complete final processing and send documents for payment.

Direct the collection, organization, and display status of incident resources to include allocation, deployment, and staging areas.

Provide for an authentication system in case of conflicting resources status reports.

_____ Provide a resources overview and summary information to the Situation and Resource Unit of the Planning and Intelligence Section as requested and written status reports on resources allocations as requested by the Section Chiefs.

_____ Assist in action planning based on the evaluation of the resource allocations, resources ordered, available, committed, and any projected resources shortfalls.

DEACTIVATION

_____ Ensure that all required forms or reports are completed prior to your release and departure.

_____ Be prepared to provide input to the After-Action Report.

_____ Determine what follow-up to your assignment might be required before you leave.

_____ Deactivate the Supply & Procurement Unit Leader position and close out logs when authorized by the Logistics Section Chief or EOC Director.

_____ Check out and leave forwarding phone number where you can be reached.

LOGISTICS SECTION

FACILITIES UNIT LEADER

PRIMARY: Public Works Maintenance Supervisor

ALTERNATE: TBD

SUPERVISOR: Logistics Section Chief

OVERALL RESPONSIBILITY

Ensure that adequate facilities are provided for the response effort, including securing access to the facility, and providing staff, furniture, supplies and materials necessary to configure the facility, in a manner adequate to accomplish the emergency response mission.

DESCRIPTION OF POSITION RESPONSIBILITIES

- Coordinate and oversee the management of and support to the EOC and other essential city facilities and sites used during disaster operations.
- Coordinate with other EOC branches/groups/units needing Facilities Unit support.
- Support activities for restoration of disrupted services and utilities to facilities.
- Coordinate with Finance and Administration Section on any claims or fiscal matters relating to operations of facilities.

READ ENTIRE CHECKLIST AT START-UP AND AT BEGINNING OF EACH SHIFT

CHECKLIST ACTIONS

UNIT START-UP ACTIONS

- _____ Check in upon arrival at the EOC. **(ICS Form 211)**
- _____ Report to the Logistics Section Chief.
- _____ Obtain a briefing on the situation.
- _____ Determine your personal operating location and set up as necessary.
- _____ Review your position responsibilities.
- _____ Identify yourself as the Facilities Unit Leader by putting on the vest with your title. Print your name on the EOC organization chart next to your assignment.
- _____ Clarify any issues regarding your authority and assignment and what others in the organization do.
- _____ Activate elements of your unit, establish work area, assign duties, and ensure unit journal/log is opened.
- _____ Determine 24-hour staffing requirements and request additional support as required.
- _____ Ensure that all your incoming unit personnel are fully briefed.

Based on the situation as known or forecast determine likely future unit needs.

GENERAL OPERATIONAL DUTIES

Using Activity Log (**ICS Form 214**), maintain all required records and documentation to support the After-Action Report and the history of the emergency/disaster. Document:

- Messages received
- Action taken
- Decision justification and documentation
- Requests filled
- EOC personnel, time on duty and assignments

**Detailed information is essential to meet requirements for possible reimbursement by State OES and FEMA.*

Develop a plan for your unit operations and support of field operations as requested. Assign specific responsibilities.

Keep up to date on the situation and resources associated with your unit. Maintain current status reports and displays.

Keep the Logistics Section Chief advised of your unit status and activity, and on any problem areas that now need or will require solutions.

Provide periodic situation or status reports to your Section Chief for updating information to the Planning and Intelligence Section.

Review situation reports as they are received. Verify information where questions exist.

Anticipate potential situation changes, such as severe aftershocks (in the event of an earthquake) in all unit planning. Develop a backup plan for all plans and procedures requiring off-site communications.

Determine and anticipate your support needs and forward to your Section Chief.

Conduct periodic briefings for your unit. Ensure they are aware of priorities.

Monitor your Unit activities, and adjust staffing and organization as appropriate to meet current needs.

Use face-to-face communication in the EOC whenever possible and document decisions and policy.

Refer all media contacts to your Section Chief.

Be prepared to participate in the EOC Director's/EOC Manager's action planning meetings and policy decisions if requested.

Plan ahead and anticipate situations and problems before they occur.

Request additional resources through the appropriate Logistics or Finance and Administration Section Units, as needed.

Ensure that all your unit personnel and time records are provided to your Section Chief at the end of each operational period.

_____ Brief your relief at shift-change. Ensure that in-progress activities are identified and follow-up requirements are known.

UNIT OPERATIONAL DUTIES

_____ Maintain information in the unit regarding:

- Facilities opened and operating.
- Facility managers and contact information.
- Supplies and equipment at the various locations.
- Specific operations and capabilities of each location.

_____ As the requirement for emergency-use facilities is identified, coordinate the acquisition of required space to include any use permit, agreement, restrictions, or negotiations required.

_____ In coordination with the Operations Section, provide support to facilities used for disaster response and recovery operations, such as staging areas, shelters, etc.

_____ Identify technology needs to the Information Technology Unit.

_____ Identify equipment, material, and supply needs to the Supply & Procurement Unit.

_____ Identify personnel needs to the Personnel Branch.

_____ Identify transportation needs and requirements to the Transportation Unit.

_____ Identify facility security requirements to the Law Enforcement Branch of the Operations Section.

_____ Monitor the actions at each facility activated, and provide additional support requested in accordance with unit capabilities and priorities established.

_____ Account for personnel, equipment, supplies, and materials provided to each facility.

_____ Coordinate the receipt of incoming resources to facilities.

_____ Ensure that operational capabilities are maintained at facilities.

_____ Oversee the distribution of utilities, fuel, water, and essential supplies to all disaster operation facilities.

_____ Ensure that basic sanitation and health needs at mass care facilities (toilets, showers, etc.) are met.

_____ Ensure that access and other related assistance for residential care and special needs persons are provided in facilities.

_____ Provide facilities for sheltering essential workers, employees' families, and volunteers as required.

_____ Provide facilities for animal boarding as required.

_____ Coordinate water resources for consumption and sanitation at all facilities.

DEACTIVATION

_____ Ensure that all required forms or reports are completed prior to your release and departure.

_____ Be prepared to provide input to the After-Action Report.

_____ Determine what follow-up to your assignment might be required before you leave.

_____ Deactivate the Facilities Unit Leader position and close out logs when authorized by the Logistics Section Chief or EOC Director.

_____ Check out and leave forwarding phone number where you can be reached.

LOGISTICS SECTION

TRANSPORTATION UNIT LEADER

PRIMARY: Public Works Lead Worker

ALTERNATE: TBD

SUPERVISOR: Logistics Section Chief

OVERALL RESPONSIBILITY

Responsible for transportation of personnel, equipment, supplies, and disaster survivors.

DESCRIPTION OF POSITION RESPONSIBILITIES

- Coordinate the transportation of personnel, supplies, food, and equipment, fueling service, maintenance, and repair of vehicles and other transportation equipment and resources within the city, by all available means.
- Coordinate all public transportation resources.
- Work with Operations Section (Public Works, Utilities, and Law Enforcement Branches) to determine status of transportation routes.

READ ENTIRE CHECKLIST AT START-UP AND AT BEGINNING OF EACH SHIFT

CHECKLIST ACTIONS

UNIT START-UP ACTIONS

- _____ Check in upon arrival at the EOC. **(ICS Form 211)**
- _____ Report to the Logistics Section Chief.
- _____ Obtain a briefing on the situation.
- _____ Determine your personal operating location and set up as necessary.
- _____ Review your position responsibilities.
- _____ Identify yourself as the Transportation Unit Leader by putting on the vest with your title. Print your name on the EOC organization chart next to your assignment.
- _____ Clarify any issues regarding your authority and assignment and what others in the organization do.
- _____ Activate elements of your Unit, establish work area, assign duties, and ensure unit journal/log is opened.
- _____ Determine 24-hour staffing requirements and request additional support as required.
- _____ Ensure that all your incoming unit personnel are fully briefed.
- _____ Based on the situation as known or forecast determine likely future Unit needs.

GENERAL OPERATIONAL DUTIES

Using Activity Log (**ICS Form 214**), maintain all required records and documentation to support the After-Action Report and the history of the emergency/disaster. Document:

- Messages received
- Action taken
- Decision justification and documentation
- Requests filled
- personnel, time on duty and assignments

**Detailed information is essential to meet requirements for possible reimbursement by State OES and FEMA.*

Develop a plan for your unit operations and support of field operations as requested. Assign specific responsibilities.

Keep up to date on the situation and resources associated with your unit. Maintain current status reports and displays.

Keep the Logistics Section Chief advised of your unit status and activity, and on any problem areas that now need or will require solutions.

Provide periodic situation or status reports to your Section Chief for updating information to the Planning and Intelligence Section.

Review situation reports as they are received. Verify information where questions exist.

Anticipate potential situation changes such as severe aftershocks (in the event of an earthquake) in all unit planning. Develop a backup plan for all plans and procedures requiring off-site communications.

Determine and anticipate your support needs, and forward to your Section Chief.

Conduct periodic briefings for your unit. Ensure they are aware of priorities.

Monitor your unit activities and adjust staffing and organization as appropriate to meet current needs.

Use face-to-face communication in the EOC whenever possible, and document decisions and policy.

Refer all media contacts to your Section Chief.

Be prepared to participate in the EOC Director's/EOC Manager's action planning meetings and policy decisions if requested.

Plan ahead and anticipate situations and problems before they occur.

Request additional resources through the appropriate Logistics or Finance and Administration Section Units as needed.

Ensure that all your unit personnel and time records are provided to your Section Chief at the end of each operational period.

Brief your relief at shift-change. Ensure that in-progress activities are identified, and follow-up requirements are known.

UNIT OPERATIONAL DUTIES

- _____ Coordinate with the Planning and Intelligence Sections and Operations Sections to determine which disaster routes are available for emergency use.
- _____ Coordinate with other sections and branches/groups/units to identify transportation priorities.
- _____ Establish a transportation plan for movement of:
 - Personnel, supplies, and equipment to the EOC, field units, shelters, and Casualty Collection Points (CCPs).
 - Individuals to medical facilities.
 - Emergency workers and volunteers to and from work sites.
- _____ Coordinate with the Operations Section on the movement of disabled and elderly persons.
- _____ Coordinate with local transportation agencies and schools to establish availability of resources for use in evacuations and other operations as needed.
- _____ As reports are received from field units and EOC sections, and as sufficient information develops, analyze the situation, and anticipate transportation requirements.

DEACTIVATION

- _____ Ensure that all required forms or reports are completed prior to your release and departure.
- _____ Be prepared to provide input to the After-Action Report.
- _____ Determine what follow-up to your assignment might be required before you leave.
- _____ Deactivate the Transportation Unit Leader position, and close out logs when authorized by the Logistics Section Chief or EOC Director.
- _____ Check out and leave forwarding phone number where you can be reached.

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LOGISTICS SECTION

INFORMATION TECHNOLOGY UNIT LEADER

PRIMARY: Information Technology Manager

ALTERNATE: TBD

SUPERVISOR: Logistics Section Chief

OVERALL RESPONSIBILITY

Manage all data and telephone needs of the EOC, city facilities, and incident facilities

DESCRIPTION OF POSITION RESPONSIBILITIES

- Coordinate the telephone and data communications within the EOC as well as City facilities and shelters.
- Coordinate and oversee all contracted information technology services and systems.

READ ENTIRE CHECKLIST AT START-UP AND AT BEGINNING OF EACH SHIFT

CHECKLIST ACTIONS

UNIT START-UP ACTIONS

- _____ Check in upon arrival at the EOC. **(ICS Form 211)**
- _____ Report to the Logistics Section Chief.
- _____ Obtain a briefing on the situation.
- _____ Determine your personal operating location and set up as necessary.
- _____ Review your position responsibilities.
- _____ Identify yourself as the Information Technology Unit Leader by printing your name on the EOC organization chart next to your position.
- _____ Clarify any issues regarding your authority and assignment and what others in the organization do.
- _____ Determine 24-hour staffing requirements and request additional support as required.
- _____ Ensure that all your incoming personnel are fully briefed.
- _____ Based on the situation as known or forecast determine likely future unit needs.

GENERAL OPERATIONAL DUTIES

- _____ Using Activity Log **(ICS Form 214)**, maintain all required records and documentation to support the After-Action Report and the history of the emergency/disaster. Document:
 - Messages received
 - Action taken
 - Decision justification and documentation

- Requests filled
- EOC personnel, time on duty and assignments

**Detailed information is essential to meet requirements for possible reimbursement by State OES and FEMA.*

_____ Develop a plan for your unit operations and support of field operations as requested. Assign specific responsibilities.

_____ Keep up to date on the situation and resources associated with your unit. Maintain current status reports and displays.

_____ Keep the Logistics Section Chief advised of your status and activity, and on any problem areas that now need or will require solutions.

_____ Establish operating procedure for use of telephone, and data systems, and provide to other units.

_____ Review situation reports as they are received. Verify information where questions exist.

_____ Anticipate potential situation changes, such as severe aftershocks (in the event of an earthquake). Develop a backup plan for all plans and procedures requiring off-site communications.

_____ Determine and anticipate your support needs and forward to your Section Chief.

_____ Conduct periodic briefings for your unit. Ensure they are aware of priorities.

_____ Monitor your unit activities, and adjust staffing and organization as appropriate to meet current needs.

_____ Use face-to-face communication in the EOC whenever possible and document decisions and policy.

_____ Refer all media contacts to your Section Chief.

_____ Be prepared to participate in the EOC Director's/EOC Manager's action planning meetings and policy decisions if requested.

_____ Request additional resources through the appropriate Logistics or Finance and Administration Section Units as needed.

_____ Plan ahead and anticipate situations and problems before they occur.

_____ Ensure that all your unit personnel and time records are provided to your supervisor at the end of each operational period.

_____ Brief your relief at shift-change. Ensure that in-progress activities are identified, and follow-up requirements are known.

UNIT OPERATIONAL DUTIES

_____ Coordinate with all sections and branches/groups/units on operating procedures for use of telephone, data, and radio systems. Receive any priorities or special requests.

_____ Link with applicable utility providers, as well as contracting and cooperating agencies, to establish communications as soon as possible.

_____ Coordinate with all city departments and the EOC to establish a plan to minimize communication issues that includes data and telephone needs utilizing established communications and the private sector.

_____ Monitor operational effectiveness of EOC communications systems. Obtain additional communications capability as needed.

_____ Establish a plan to ensure staffing and repair of communications equipment.

_____ Protect equipment from adverse conditions including weather, aftershocks, electromagnetic pulse, power surges, etc.

_____ Provide briefings as requested at action planning meetings.

DEACTIVATION

_____ Ensure that all required forms or reports are completed prior to your release and departure.

_____ Be prepared to provide input to the After-Action Report.

_____ Determine what follow-up to your assignment might be required before you leave.

_____ Deactivate the Information Technology Unit Leader position, and close out logs when authorized by the Logistics Section Chief or the EOC Director.

_____ Check out and leave forwarding phone number where you can be reached.

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LOGISTICS SECTION

COMMUNICATIONS UNIT LEADER

PRIMARY: Police Department

ALTERNATE: Police Department

SUPERVISOR: Logistics Section Chief

OVERALL RESPONSIBILITY

Manage all communications, radio, and telecommunication activities for the EOC.

DESCRIPTION OF POSITION RESPONSIBILITIES

- Notify support agencies and oversee the installation, activation and maintenance of all radio and telephone communications services inside of the EOC and between the EOC and outside agencies.
- Determine the appropriate placement of all radio transmitting equipment brought to the EOC to support operations. Approval all radio frequencies to minimize interference conditions.
- Provide necessary communication system operators, and ensure effective continuous 24-hour operation of all communications services.
- Copy and log incoming radio and telephone reports on situation reports, major incident reports, resource requests and general messages.
- Make special assignment of radio and telephone services as directed by the EOC Director.
- Organize, place, and oversee the operation of any amateur radio services working in support of the EOC.

READ ENTIRE CHECKLIST AT START-UP AND AT BEGINNING OF EACH SHIFT

CHECKLIST ACTIONS

UNIT START-UP ACTIONS

- _____ Check in upon arrival at the EOC. (ICS Form 211)
- _____ Report to the Logistics Section Chief.
- _____ Obtain a briefing on the situation.
- _____ Determine your personal operating location and set up as necessary.
- _____ Review your position responsibilities.
- _____ Identify yourself as the Communications Unit Leader by putting on the vest with your title. Print your name on the EOC organization chart next to your assignment.
- _____ Clarify any issues regarding your authority and assignment and what others in the organization do.
- _____ Activate elements of your unit, establish work area, assign duties, and ensure unit journal/log is opened.

_____ Determine 24-hour staffing requirements and request additional support as required.

_____ Ensure that all your incoming unit personnel are fully briefed.

_____ Based on the situation as known or forecast determine likely future unit needs.

GENERAL OPERATIONAL DUTIES

_____ Using Activity Log (**ICS Form 214**), maintain all required records and documentation to support the After-Action Report and the history of the emergency/disaster. Document:

- Messages received
- Action taken
- Decision justification and documentation
- Requests filled
- EOC personnel, time on duty and assignments

**Detailed information is essential to meet requirements for possible reimbursement by State OES and FEMA.*

_____ Develop a plan for your unit operations and support of field operations as requested. Assign specific responsibilities.

_____ Keep up to date on the situation and resources associated with your unit. Maintain current status reports and displays.

_____ Keep the Logistics Section advised of your unit status and activity, and on any problem areas that now need or will require solutions.

_____ Establish operating procedure for use of telephone, radio, and data systems, and provide to other units.

_____ Anticipate potential situation changes such as severe aftershocks (in the event of an earthquake) in all unit planning. Develop a backup plan for all plans and procedures requiring off-site communications.

_____ Determine and anticipate your support needs, and forward to your Section Chief.

_____ Conduct periodic briefings for your unit. Ensure they are aware of priorities.

_____ Monitor your unit activities and adjust staffing and organization as appropriate to meet current needs.

_____ Use face-to-face communication in the EOC whenever possible and document decisions and policy.

_____ Refer all media contacts to your Section Chief.

_____ Be prepared to participate in the EOC Director's/EOC Manager's action planning meetings and policy decisions if requested.

_____ Request additional resources as needed and notify Logistics.

_____ Plan ahead and anticipate situations and problems before they occur.

_____ Ensure that all your unit personnel and time records are provided to your Section Chief at the end of each operational period.

_____ Brief your relief at shift-change. Ensure that in-progress activities are identified and follow-up requirements are known.

UNIT OPERATIONAL DUTIES

_____ Meet with section and branch/unit coordinators and obtain EOC on-site and external radio communications capabilities, needs, restrictions, and operating procedures.

_____ Establish a primary and alternate plan for radio communications.

_____ Coordinate with all city departments and the EOC to establish a radio communications plan to minimize communication issues utilizing established communications, the private sector, amateur radio, and volunteers. Provide completed **ICS Form 205** to the Planning Section.

_____ Keep the Operations Section Chief updated on radio activities and the situation in the city, as appropriate.

_____ Request additional staffing to assist you as needed.

_____ Route incoming radio messages through EOC runners or other system for distribution to EOC staff.

_____ Coordinate radio activities between the city and cooperating and assisting agencies.

_____ Coordinate with volunteer and private sector organizations to supplement communications needs.

_____ Establish procedures to ensure staffing and repair of communications equipment.

_____ Provide briefings as requested at action planning meetings.

DEACTIVATION

_____ Ensure that all required forms or reports are completed prior to your release and departure.

_____ Be prepared to provide input to the After-Action Report.

_____ Determine what follow-up to your assignment might be required before you leave.

_____ Deactivate the Communications Unit Leadr and close out logs when authorized by the Logistics Section Chief or EOC Director.

_____ Check out and leave forwarding phone number where you can be reached.

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LOGISTICS SECTION

PERSONNEL BRANCH DIRECTOR

PRIMARY: Human Resources/Risk Manager

ALTERNATE: TBD

SUPERVISOR: Logistics Section Chief

OVERALL RESPONSIBILITY

Manage all activities related to the ordering, dispatching, and tracking of all incident personnel requests and use of personnel resources.

DESCRIPTION OF POSITION RESPONSIBILITIES

- Coordinate all personnel support requests received at or within the EOC, including any category of personnel support requested from the EOC functional element or from city response elements in the field.
- Identify sources and maintain an inventory of personnel support and volunteer resources. Request personnel resources from those agencies as needed.
- Ensure that all Disaster Service Workers and Disaster Service Worker Volunteers are registered and integrated into the emergency response system. Spontaneous and unaffiliated volunteers will have to sign the CA Loyalty Oath Statement and be sworn in.
- Assign personnel within the EOC as needs are identified.
- Consider recommending to Logistics Section Chief on activating Volunteer Resource Unit.
- Manage the delivery of Critical Incident Stress Debriefing as required.

READ ENTIRE CHECKLIST AT START-UP AND AT BEGINNING OF EACH SHIFT

CHECKLIST ACTIONS

BRANCH/UNIT START-UP ACTIONS

- _____ Check in upon arrival at the EOC. **(ICS Form 211**
- _____ Report to the Logistics Section Chief.
- _____ Obtain a briefing on the situation.
- _____ Determine your personal operating location, and set up as necessary.
- _____ Review your position responsibilities.
- _____ Identify yourself as the Personnel Branch Director by putting on the vest with your title. Print your name on the EOC organization chart next to your assignment.
- _____ Clarify any issues regarding your authority and assignment and what others in the organization do.

_____ Activate elements of your branch/unit, establish work area, assign duties, and ensure branch/unit journal/log is opened.

_____ Determine 24-hour staffing requirements and request additional support as required.

_____ Ensure that all your incoming branch/unit personnel are fully briefed.

_____ Based on the situation as known or forecast determine likely future branch/unit needs.

GENERAL OPERATIONAL DUTIES

_____ Using Activity Log (**ICS Form 214**) maintain all required records and documentation to support the After-Action Report and the history of the emergency/disaster. Document:

- Messages received
- Action taken
- Decision justification and documentation
- Requests filled
- EOC personnel, time on duty and assignments

**Detailed information is essential to meet requirements for possible reimbursement by State OES and FEMA.*

_____ Develop a plan for your branch/unit operations and support of field operations as requested. Assign specific responsibilities.

_____ Keep up to date on the situation and resources associated with your branch/unit. Maintain current status reports and displays.

_____ Keep the Logistics Section Chief advised of your branch/unit status and activity, and on any problem areas that now need or will require solutions.

_____ Provide periodic situation or status reports to your Section Chief for updating information to the Planning and Intelligence Section.

_____ Review situation reports as they are received. Verify information where questions exist.

_____ Anticipate potential situation changes, such as severe aftershocks (in the event of an earthquake) in all branch/unit planning. Develop a backup plan for all plans and procedures requiring off-site communications.

_____ Determine and anticipate your support needs, and forward to your Section Chief.

_____ Conduct periodic briefings for your branch/unit. Ensure they are aware of priorities.

_____ Monitor your branch/unit activities and adjust staffing and organization as appropriate to meet current needs.

_____ Use face-to-face communication in the EOC whenever possible and document decisions and policy.

_____ Refer all media contacts to your Section Chief.

_____ Be prepared to participate in the EOC Director's/EOC Manager's action planning meetings and policy decisions if requested.

_____ Plan ahead and anticipate situations and problems before they occur.

Request additional resources through the appropriate Logistics or Finance and Administration Section Units, as needed.

Ensure that all your branch/unit personnel and time records are provided to your Section Chief at the end of each operational period.

Brief your relief at shift-change time. Ensure that in-progress activities are identified, and follow-up requirements are known.

BRANCH/UNIT OPERATIONAL DUTIES

Receive and process incoming requests for personnel support. Identify number of personnel, special qualifications or training, location where needed, and person to report to upon arrival. Secure an estimated time of arrival for relay back to the requesting agency.

Develop a system for tracking personnel/volunteers processed by the Branch. Maintain sign in/out logs. Control must be established for the accountability of personnel used in the response effort. Personnel/volunteers relieved from assignments will be processed through the plan as developed by the Demobilization Unit of the Planning and Intelligence Section.

Maintain information regarding:

- Personnel/volunteers processed.
- Personnel/volunteers allocated and assigned by agency/ location.
- Personnel/volunteers on standby.
- Special personnel requests by category not filled.

Ensure training of assigned response staff and volunteers to perform emergency functions. Coordinate with Safety and Risk Officer to ensure that training for personnel includes safety and hazard awareness, and is in compliance with OSHA requirements.

Obtain crisis counseling for emergency workers as requested. Coordinate Critical Incident Stress Debriefing as required.

Coordinate feeding, shelter and care of personnel, employees' families, and volunteers with other Logistics Section Units and the Care and Shelter Branch of the Operations Section.

Establish a plan for childcare for city employees if needed. Coordinate with Facilities Unit for suitable facilities as well as the Care and Shelter Branch of the Operations Section.

Assist and support employees and their families who are also disaster survivors/victims.

Develop a plan for communicating with those agencies having personnel resources capable of meeting special needs.

Coordinate with the Los Angeles County Operational Area for additional personnel needs via the Operational Area EOC.

If the need for volunteers is anticipated, coordinate with the PIO and Volunteer Resource Unit, and provide the specific content of any broadcast item desired.

Coordinate transportation of personnel and volunteers with Logistics.

Keep the PIO advised of the volunteer situation. If the system is saturated with excessive numbers of volunteers, advise the PIO of that condition, and take steps to reduce.

_____ Provide a resources overview and summary information to the Situation Unit of the Planning Section as requested and written status reports on resources allocations as requested by the Section Chiefs.

_____ Assist in action planning based on the evaluation of the resource allocation, resources enroute, and projected resources shortfalls.

DEACTIVATION

_____ Ensure that all required forms or reports are completed prior to your release and departure.

_____ Be prepared to provide input to the After-Action Report.

_____ Determine what follow-up to your assignment might be required before you leave.

_____ Deactivate the Personnel Branch and close out logs when authorized by the Logistics Section Chief or EOC Director.

_____ Check out and leave forwarding phone number where you can be reached.

LOGISTICS SECTION

VOLUNTEER RESOURCE UNIT LEADER

PRIMARY: Library

ALTERNATE: TBD

SUPERVISOR: Personnel Branch Director

OVERALL RESPONSIBILITY

Manage all activities related to the ordering, dispatching, and tracking of all incident requests and use of volunteer resources.

DESCRIPTION OF POSITION RESPONSIBILITIES

- Coordinate all volunteer resource support requests received at or within the EOC, including any category of volunteer support requested from the EOC functional elements, or from city response elements in the field.
- Identify sources and maintain an inventory of volunteer support and volunteer resources. Request volunteer resources from those agencies as needed.
- Ensure that all volunteers are registered and integrated into the emergency response system.
- Assign volunteers within the EOC as needs are identified.

READ ENTIRE CHECKLIST AT START-UP AND AT BEGINNING OF EACH SHIFT

CHECKLIST ACTIONS

BRANCH/UNIT START-UP ACTIONS

- _____ Check in upon arrival at the EOC. **(ICS Form 211)**
- _____ Report to the Logistics Section Chief, or Personnel Branch Director if activated.
- _____ Obtain a briefing on the situation.
- _____ Determine your personal operating location and set up as necessary.
- _____ Review your position responsibilities.
- _____ Identify yourself as the Volunteer Resource Unit Leader by putting on the vest with your title.
Print your name on the EOC organization chart next to your assignment.
- _____ Clarify any issues regarding your authority and assignment and what others in the organization do.
- _____ Activate elements of your branch/unit, establish work area, assign duties, and ensure Branch/Unit journal/log is opened.
- _____ Determine 24-hour staffing requirements and request additional support as required.
- _____ Ensure that all your incoming branch/unit personnel are fully briefed.

Based on the situation as known or forecast determine likely future branch/unit needs.

GENERAL OPERATIONAL DUTIES

Using Activity Log (**ICS Form 214**) maintain all required records and documentation to support the After-Action Report and the history of the emergency/disaster. Document:

- Messages received
- Action taken
- Decision justification and documentation
- Requests filled
- EOC personnel, time on duty and assignments

**Detailed information is essential to meet requirements for possible reimbursement by State OES and FEMA.*

Develop a plan for your branch/unit operations and support of field operations as requested. Assign specific responsibilities.

Keep up to date on the situation and resources associated with your branch/unit. Maintain current status reports and displays.

Keep the Logistics Section Chief advised of your branch/unit status and activity, and on any problem areas that now need or will require solutions.

Provide periodic situation or status reports to your Section Chief for updating information to the Planning Section.

Review situation reports as they are received. Verify information where questions exist.

Anticipate potential situation changes, such as severe aftershocks (in the event of an earthquake) in all branch/unit planning. Develop a backup plan for all plans and procedures requiring off-site communications.

Determine and anticipate your support needs and forward to your Section Chief.

Conduct periodic briefings for your branch/unit. Ensure they are aware of priorities.

Monitor your branch/unit activities and adjust staffing and organization as appropriate to meet current needs.

Use face-to-face communication in the EOC whenever possible and document decisions and policy.

Refer all media contacts to your Section Chief.

Be prepared to participate in the EOC Director's/EOC Manager's action planning meetings and policy decisions if requested.

Plan ahead and anticipate situations and problems before they occur.

Request additional resources through the appropriate Logistics or Finance and Administration Section Units as needed.

Ensure that all your branch/unit personnel and time records are provided to your Section Chief at the end of each operational period.

_____ Brief your relief at shift-change time. Ensure that in-progress activities are identified and follow-up requirements are known.

BRANCH/UNIT OPERATIONAL DUTIES

_____ Receive and process incoming requests for volunteer support. Identify number of volunteers, special qualifications or training, location where needed, and person to report to upon arrival. Secure an estimated time of arrival for relay back to the requesting agency.

_____ Develop a system for tracking volunteers processed by the Branch. Maintain sign in/out logs. Control must be established for the accountability of personnel used in the response effort. Personnel/volunteers relieved from assignments will be processed through the Demobilization Plan as developed by the Demobilization Unit of the Planning and Intelligence Section.

_____ Maintain information regarding:

- Personnel/volunteers processed.
- Personnel/volunteers allocated and assigned by agency/ location.
- Personnel/volunteers on standby.
- Special personnel requests by category not filled.

_____ Ensure training of assigned volunteers to perform emergency functions. Coordinate with Safety and Risk Officer to ensure that training for volunteers includes safety and hazard awareness and is in compliance with OSHA requirements.

_____ Coordinate feeding, shelter, and care of volunteers as needed.

_____ If the need for additional volunteers is anticipated, coordinate with the Personnel Branch Director and PIO, and provide the specific content of any broadcast item desired.

_____ Coordinate transportation of volunteers with the Transportation Unit.

_____ Keep the PIO advised of the volunteer situation. If the system is saturated with excessive volunteers, advise the PIO of that condition, and take steps to reduce.

_____ Provide a resources overview and summary information to the Situation and Resource Unit of the Planning and Intelligence Section as requested, and written status reports on resources allocations as requested by the Section Chiefs.

_____ Assist in action planning based on the evaluation of the volunteer resources allocation, resources in route, and projected resource shortfalls.

DEACTIVATION

_____ Ensure that all required forms or reports are completed prior to your release and departure.

_____ Be prepared to provide input to the After-Action Report.

_____ Determine what follow-up to your assignment might be required before you leave.

_____ Deactivate the Volunteer Resource Unit and close out logs when authorized by the Logistics Section Chief or EOC Director.

_____ Check out and leave forwarding phone number where you can be reached.

FINANCE AND ADMINISTRATION SECTION

FINANCE AND ADMINISTRATION SECTION CHECKLISTS

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FINANCE AND ADMINISTRATION SECTION

GENERAL

PURPOSE

This section establishes procedures and assigns responsibilities to ensure the effective management of large-scale operations under the Standardized Emergency Management System and National Incident Management System. It provides information and guidance to the Finance and Administration Section of the City of Irwindale's Emergency Management Organization and Emergency Operations Center.

The Finance and Administration Section:

- Provides continuity of financial support to the city and community.
- Tracks incident related costs and makes recommendations on cost saving measures.
- Documents city costs and initiates recovery of those costs as allowable.
- Manages claims against the city arising from or as related to the incident.

OVERVIEW

The Finance and Administration Section's primary responsibility is to maintain, to the greatest extent possible, the financial systems necessary to keep the city functioning during a disaster or emergency. These systems include:

- Payments
- Revenue collection
- Claims and compensations
- Cost recovery documentation

The primary mission of the Finance and Administration is to support the procurement and cost tracking and analysis needs of the Emergency Operations Center and that of field operations. This is accomplished through the various functional elements of the Finance and Administration Section.

These functional elements may include:

- Cost, Claims, and Time Tracking
- Cost Recovery

OBJECTIVES

The Finance and Administration Section acts in a support role in all disasters/emergencies to ensure that all required records are preserved for future CalES and FEMA requirements. To carry out its responsibilities, the Finance and Administration Section will accomplish the following objectives during a disaster/emergency:

- A. For all disasters/emergencies:
 1. Determine the extent to which the city's electronic financial systems are accessible and/or usable.
 2. Determine if the city's banks can continue handling financial transactions.
 3. Maintain, as best possible, the financial continuity of the city financial systems (payroll, payments, and revenue collection).
 4. Put into place and disseminate information about the EOC's disaster accounting system to other sections and departments as necessary.

5. Upon declaration of a disaster by the state and/or federal government, coordinate and initiate the recovery process of city costs.
 - Coordinate the collection and documentation of costs pertaining to the disaster/emergency with the other sections and departments.
 - Coordinate with the disaster assistance agencies for the required inspections, documentation, audits, and other necessary work, in order to recover costs.
- B. For disasters/emergencies where the city's electronic financial systems and bank are accessible and usable:
 1. Inform the other sections and city departments that the payroll and payments processing will be handled on a "business-as-usual" basis, except that a Cost Center will be used for disaster/emergency-related costs.
 2. Continue with objectives A.1. through A.5 above.
- C. For disasters/emergencies where the city's electronic financial systems and/or bank are either inaccessible or unusable for a short period of time (less than one week):
 1. Inform the other sections and city departments that payroll and payments will be on hold for a short time, and that processing will continue on a normal basis as of a specified date.
 2. Continue with objectives A.1. through A.5 above.
- D. For disasters/emergencies where the city's electronic financial systems and/or bank systems are either inaccessible or unusable for an extended period of time, (one week or more):
 1. Inform the other sections and City departments that disaster accounting procedures will be necessary for the next payroll and all critical payments, and what those procedures are.
 2. Continue with objectives A.1. through A.5 above.

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FINANCE AND ADMINISTRATION SECTION

FINANCE AND ADMINISTRATION SECTION CHIEF

PRIMARY: Finance Director/City Treasurer

ALTERNATE: Finance Manager

SUPERVISOR: EOC Director

OVERALL RESPONSIBILITY

Supervise the financial support for the response, and recovery to the disaster/emergency, ensure that the payroll and revenue collection processes continue, activate a disaster accounting system, and procure supplies and equipment as required.

DESCRIPTION OF POSITION RESPONSIBILITIES

Ensure that the Finance and Administration function is performed consistent with SEMS Guidelines, including:

- Maintaining financial records of the emergency.
- Tracking and recording of all response costs.
- Procuring needed supplies and equipment and processing of purchase orders.
- Handling travel and expense claims.
- Providing administrative support to the EOC.
- Management of all personal injury and property damage claims.

Establish the appropriate level of organization within the section and continuously monitor the effectiveness of that organization. Make changes as required.

Work with the Planning Section - Recovery Planning Unit, for accurate and timely documentation essential to cost recovery.

Ensure that the section is supporting other EOC sections consistent with priorities established in the EOC Action Plan.

Keep the EOC Director updated on all significant financial developments.

READ ENTIRE CHECKLIST AT START-UP AND AT BEGINNING OF EACH SHIFT

CHECKLIST ACTIONS

BRANCH/UNIT START-UP ACTIONS

- _____ Check in upon arrival at the EOC. **(ICS Form 211)**
- _____ Report to the EOC Director.
- _____ Obtain a briefing on the situation.
- _____ Set up your section workstation, including laptop and status boards. Use your EOC section materials and on-site supplies.

Review your position responsibilities.

Identify yourself as the Finance and Administration Section Chief by putting on the vest with your title. Clarify any issues you may have regarding your authority and assignment as well as others in the organization.

Review organization in place at the EOC. Know where to go for information or support.

Determine if other section staff are at the EOC.

Determine if a Cost Center has been assigned or obtain one for disaster expense tracking.

Confirm that all key Finance and Administration Section personnel or alternates are in the EOC or have been notified. Recall the required staff members necessary for the emergency.

Activate organizational elements within your section as needed and designate leaders for each element or combination of elements.

- Cost, Claims, and Time Unit
- Cost Recovery Unit

Request additional personnel for the section to maintain a 24-hour operation as required.

Brief incoming section personnel prior to their assuming their duties. Briefings should include:

- Current situation assessment.
- Identification of specific job responsibilities.
- Identification of co-workers within the job function and/or geographical assignment.
- Availability of communications.
- Location of work area.
- Identification of eating and sleeping arrangements as appropriate.
- Procedural instructions for obtaining additional supplies, services, and personnel.
- Identification of operational period work shifts.

Inform the EOC Director and General Staff when your section is fully operational and of the cost center assigned.

Open and maintain section unit log.

Review responsibilities of branches/groups/units in your section. Develop a plan for carrying out all responsibilities.

Prepare work objectives for section staff and make staff assignments.

Meet with other EOC Section Chiefs.

From the Planning and Intelligence Section Chief, obtain and review major incident reports and additional field operations information that may pertain to, or affect your section operations. Provide information to appropriate branches/units.

From the Logistics Section Chief, obtain and review major procurements, purchases, and contracts initiated and in progress.

Based on the situation as known or forecast determine likely future needs of Finance and Administration.

GENERAL OPERATIONAL DUTIES

_____ Using a daily Activity Log (**ICS Form 214**), maintain all required records and documentation to support the After-Action Report and the history of the emergency/disaster. Document:

- Messages received
- Action taken
- Decision justification and documentation
- Requests filled
- EOC personnel, time on duty and assignments

**Detailed information is essential to meet requirements for possible reimbursement by the State OES and FEMA.*

_____ Carry out responsibilities of the Finance and Administration Section branches/groups/units that are not currently staffed.

_____ Make a list of key issues currently facing your section to be accomplished within the next operational period.

_____ Keep up to date on situation and resources associated with your section. Maintain current status and displays at all times.

_____ Brief the EOC Director on major problem areas that need or will require solutions.

_____ Provide situation and resources information to the Planning and Intelligence Section, and any other applicable Sections, on a periodic basis or as the situation requires.

_____ Establish operating procedure with the Information Technology Unit of the Logistics Section for use of telephone and data. Make any priorities or special requests known.

_____ Ensure that your section logs and files are maintained.

_____ Monitor your section activities, and adjust section organization as appropriate.

_____ Ensure internal coordination between branch/group/unit leaders.

_____ Resolve problems that arise in conducting your section responsibilities.

_____ Anticipate potential situation changes, such as severe aftershocks (in the event of an earthquake) in all section planning. Develop a backup plan for all plans and procedures requiring off-site communications.

_____ Conduct periodic briefings for your section. Ensure that all organizational elements are aware of priorities.

_____ Use face-to-face communication in the EOC whenever needed and thoroughly document decisions and actions.

_____ Make sure that all contacts with the media are fully coordinated through the Public Information Officer (PIO).

_____ Participate in the EOC Director's/EOC Manager's action planning meetings.

_____ Plan ahead and anticipate situations and problems before they occur.

Request additional resources through the appropriate Logistics or Finance and Administration Section Units as needed.

Brief your relief at shift change time. Ensure that in-progress activities are identified, and follow-up requirements are known.

SECTION OPERATIONAL DUTIES

Authorize use of a cost center for cost recovery tracking.

Ensure that the payroll process continues.

Ensure that the revenue collection process continues.

Collect your section personnel and time records and provide copies to the Cost, Claims, and Time Unit at the end of each operational period.

Ensure that all personnel and equipment time records and record of expendable materials used (including field records) are received from other Sections, and submitted to the Cost, Claims, and Time Unit at the end of each operational period.

Coordinate any donations of money received, during and following an emergency, from individual citizens and volunteer groups.

Coordinate with the Cost, Claims, and Time Unit to make recommendations for cost savings to the General Staff.

Meet with assisting and cooperating agency representatives as required.

Provide input in all EOC Director's/EOC Manager's action planning sessions on finance and cost analysis matters.

Working with the Documentation Unit, ensure that all obligation documents initiated during the emergency/disaster are properly prepared and completed.

DEACTIVATION

Authorize deactivation of organizational elements within the Finance and Administration Section when they are no longer required.

Ensure that any open actions are handled by your Section or transferred to other EOC elements as appropriate.

Ensure that any required forms or reports are completed prior to your release and departure.

Be prepared to provide input to the After-Action Report.

Deactivate the Finance and Administration Section and close out logs when authorized by the EOC Director.

Check out and leave forwarding phone number where you can be reached.

FINANCE AND ADMINISTRATION SECTION

COST, CLAIMS, AND TIME UNIT LEADER

PRIMARY: Finance Manager

ALTERNATE: Finance Analyst

SUPERVISOR: Finance and Administration Section Chief

OVERALL RESPONSIBILITY

Maintain the Disaster Accounting System and procedures to capture and document costs relating to a disaster/emergency, in coordination with other sections and departments, act as liaison with the disaster assistance agencies, coordinate the recovery of costs as allowed by law, and maintain records in such a manner that will pass audit. If the Planning Section - Recovery Planning Unit is activated, it should work closely with the Finance Section – Cost, Claims, and Time Unit. Accurate and timely documentation is essential to cost recovery.

Track hours worked by paid personnel, volunteers, contract labor, mutual aid, and all others, and ensure that daily personnel time recording documents are prepared, and that compliance to agency's time policy is being met. Ensure that time records identify scope of work and site-specific work location for each person.

Personnel time records should be collected and processed for each operational period as necessary. Records must be verified, checked for accuracy, and posted according to existing policy. Excess hours worked must also be calculated. Time records must be compiled in appropriate format for cost recovery purposes.

DESCRIPTION OF POSITION RESPONSIBILITIES

- Track, record, and report staff time for all personnel and volunteers working at the emergency/disaster.
- Establish and maintain pertinent data for all personnel working at the emergency/disaster.
- Ensure that daily personnel time recording documents are prepared, and are in compliance with specific City, CalOES, and FEMA time recording policies.
- Document information for reimbursement from the state and federal governments.
- Activate and maintain a Disaster Accounting System.
- Prepare and maintain a cumulative cost report for the event or disaster.
- Coordinate documentation of costs with other sections and city departments.

READ ENTIRE CHECKLIST AT START-UP AND AT BEGINNING OF EACH SHIFT

CHECKLIST ACTIONS

BRANCH/UNIT START-UP ACTIONS

- _____ Check in upon arrival at the EOC. **(ICS Form 211)**
- _____ Report to the Finance and Administration Section Chief.
- _____ Obtain a briefing on the situation.
- _____ Determine your personal operating location, and set up as necessary.

Review your position responsibilities.

Identify yourself as the Cost, Claims, and Time Unit Leader by putting on the vest with your title. Print your name on the EOC organization chart next to your assignment.

Clarify any issues regarding your authority and assignment and what others in the organization do.

Activate elements of your branch/unit, establish work area, assign duties, and ensure branch/unit journal/log is opened.

Ensure that all your incoming branch/unit personnel are fully briefed.

Based on the situation as known or forecast; determine likely future branch/unit needs.

GENERAL OPERATIONAL DUTIES

Using a daily Activity Log (**ICS Form 214**), maintain all required records and documentation to support the After-Action Report and the history of the emergency/disaster. Document:

- Messages received
- Action taken
- Decision justification and documentation
- Requests filled
- EOC personnel, time on duty and assignments

**Detailed information is essential to meet requirements for possible reimbursement by the State OES and FEMA.*

Develop a plan for your branch/unit operations and support of field operations as requested. Assign specific responsibilities.

Keep up to date on the situation and resources associated with your branch/unit. Maintain current status reports and displays.

Keep the Finance and Administration Section Chief advised of your branch/unit status and activity, and on any problem areas that now need or will require solutions.

Provide periodic situation or status reports to your Section Chief for updating information to the Planning and Intelligence Section.

Establish operating procedure with the Information Technology Unit of the Logistics Section for use of telephone, radio, and data systems. Make any priorities or special requests known.

Review situation reports as they are received. Verify information where questions exist.

Anticipate potential situation changes, such as severe aftershocks (in the event of an earthquake) in all branch/unit planning. Develop a backup plan for all plans and procedures requiring off-site communications.

Determine and anticipate your support needs, and forward to your Section Chief.

Conduct periodic briefings for your branch/unit. Ensure they are aware of priorities.

Monitor your branch/unit activities and adjust staffing and organization as appropriate to meet current needs.

Use face-to-face communication in the EOC whenever necessary, and thoroughly document decisions and actions.

Refer all media contacts to your Section Chief.

Be prepared to provide input in to the EOC Director's/EOC Manager's action planning meetings and policy decisions as needed.

Plan ahead and anticipate situations and problems before they occur.

Request additional resources through the appropriate Logistics or other Finance and Administration Section Units as needed.

Ensure that all your branch/unit personnel and time records are provided to your Section Chief at the end of each operational period.

Ensure that all personnel time records are obtained from all EOC sections/branches/units.

Brief your relief at shift-change time. Ensure that in-progress activities are identified, and follow-up requirements are known.

BRANCH/UNIT OPERATIONAL DUTIES

Activate and maintain a Disaster Accounting System, Cost Center, and procedures to capture and document costs relating to the event, in coordination with other sections and departments. Inform all sections and departments that the Cost Center is to be used.

Coordinate cost documentation, and make decisions on costs codes and items to be tracked by the Disaster Accounting (Number) System.

Prepare all required state and federal documentation as necessary to recover all allowable disaster costs.

Contact and assist Incident Commanders through the Operations Section, and obtain their cumulative cost totals for the events or disaster, on a daily basis.

Provide analyses, summaries and estimates of costs for the Finance and Administration Section Chief, Director of Emergency Services, EOC Director, and City Council. The report should provide cumulative analyses, summaries, and total disaster / event related expenditures for the city.

Work with EOC sections and appropriate departments to collect all required documentation.

Receive and allocate payments.

Organize and prepare records for final audit.

Prepare recommendations as necessary.

Maintain a log of all injuries occurring during the disaster/emergency.

Develop and maintain a log of potential and existing claims.

Prepare claims relative to damage to city property and notify and file the claims with insurers.

Periodically review all logs and forms produced by Unit to ensure:

- Work is complete.
- Entries are accurate and timely.

- Work is in compliance with City of Irwindale requirements and policies.

- _____ Determine if there is a need for additional staffing of Claims Specialists and order personnel as needed.
- _____ Ensure that all Compensation-for-Injury and Claims logs and forms are complete and routed to the appropriate department for post-EOC processing.
- _____ Ensure the investigation of all accidents and claims.
- _____ Provide report of injuries, and coordinate with the Safety and Risk Officer for mitigation of hazards.
- _____ Determine specific requirements for the time recording function.
- _____ Initiate, gather, or update time records and reports from all applicable personnel assigned to the emergency/disaster for each operational period.
- _____ Ensure that daily personnel time recording documents are accurate and prepared in compliance with city policies.
- _____ Ensure that all employee identification information is verified to be correct on the time report.
- _____ Ensure that time reports are signed.
- _____ Make notation of overtime hours as required.
- _____ Establish and maintain a file for employee time records.
- _____ Maintain records security.
- _____ Close out time documents prior to personnel leaving emergency assignment.
- _____ Keep records on each operational period as related to cost, claims, and time.

DEACTIVATION

- _____ Ensure that all required forms or reports are completed prior to your release and departure.
- _____ Be prepared to provide input to the After-Action Report.
- _____ Determine what follow-up to your assignment might be required before you leave.
- _____ Deactivate the Cost, Claims, and Time Unit Leader position and close out logs when authorized by the Finance and Administration Section Chief or EOC Director.
- _____ Check out and leave forwarding phone number where you can be reached.

FINANCE AND ADMINISTRATION SECTION

COST RECOVERY UNIT LEADER

PRIMARY: Finance Analyst

ALTERNATE: Finance Technician

SUPERVISOR: Finance and Administration Section Chief

OVERALL RESPONSIBILITY

The EOC Cost Recovery Unit is responsible for collecting data required for submission to CalOES, FEMA, and other entities providing post-disaster public assistance funds.

DESCRIPTION OF POSITION RESPONSIBILITIES

- Track, record, and document information for reimbursement from the state and federal governments.
- Prepare all required state and federal documentation as necessary to recover all allowable disaster costs.
- Coordinate documentation of costs with other sections and departments.
- Ensure that all EOC functions and all departments are recording work activities, expenses, damages, and are in compliance with specific city, CalOES, and FEMA disaster cost accounting policies and procedures.
- Document information for reimbursement from the state and federal governments.
- Access and monitor the Disaster Accounting System.
- Ensure that the City of Irwindale receives all emergency assistance and disaster recovery costs for which it is eligible.
- Coordinate documentation of costs with other sections and City departments.
- Coordinate cost recovery with disaster assistance agencies.

READ ENTIRE CHECKLIST AT START-UP AND AT BEGINNING OF EACH SHIFT

CHECKLIST ACTIONS

BRANCH/UNIT START-UP ACTIONS

- _____ Check in upon arrival at the EOC. **(ICS Form 211)**
- _____ Report to the Finance and Administration Section Chief.
- _____ Obtain a briefing on the situation.
- _____ Determine your personal operating location, and set up as necessary.
- _____ Review your position responsibilities.
- _____ Identify yourself as the Cost, Claims, and Time Unit Leader by putting on the vest with your title. Print your name on the EOC organization chart next to your assignment.

Clarify any issues regarding your authority and assignment and what others in the organization do.

Activate elements of your branch/unit, establish work area, assign duties, and ensure Branch/Unit journal/log is opened.

Ensure that all your incoming branch/unit personnel are fully briefed.

Based on the situation as known or forecast; determine likely future branch/unit needs.

GENERAL OPERATIONAL DUTIES

Using a daily Activity Log (**ICS Form 214**), maintain all required records and documentation to support the After-Action Report and the history of the emergency/disaster. Document:

- Messages received
- Action taken
- Decision justification and documentation
- Requests filled
- EOC personnel, time on duty and assignments

**Detailed information is essential to meet requirements for possible reimbursement by the State OES and FEMA.*

Develop a plan for your branch/unit operations and support of field operations as requested. Assign specific responsibilities.

Keep up to date on the situation and resources associated with your branch/unit. Maintain current status reports and displays.

Keep the Finance and Administration Section Chief advised of your branch/unit status and activity, and on any problem areas that now need or will require solutions.

Provide periodic situation or status reports to your Section Chief for updating information to the Planning and Intelligence Section.

Establish operating procedure with the Information Technology Unit of the Logistics Section for use of telephone, radio, and data systems. Make any priorities or special requests known.

Review situation reports as they are received. Verify information where questions exist.

Anticipate potential situation changes, such as severe aftershocks (in the event of an earthquake) in all branch/unit planning. Develop a backup plan for all plans and procedures requiring off-site communications.

Determine and anticipate your support needs, and forward to your Section Chief.

Conduct periodic briefings for your branch/unit. Ensure they are aware of priorities.

Monitor your branch/unit activities and adjust staffing and organization as appropriate to meet current needs.

Use face-to-face communication in the EOC whenever necessary and thoroughly document decisions and actions.

Refer all media contacts to your Section Chief.

Be prepared to provide input into the EOC Director's/EOC Manager's action planning meetings and policy decisions as needed.

Plan ahead and anticipate situations and problems before they occur.

Request additional resources through the appropriate Logistics or Finance and Administration Section Units as needed.

Ensure that all your branch/unit personnel and time records are provided to your Section Chief at the end of each operational period.

Ensure that all personnel time records are obtained from the Cost, Claims, and Time Unit.

Brief your relief at shift-change time. Ensure that in-progress activities are identified, and follow up requirements are known.

BRANCH/UNIT OPERATIONAL DUTIES

Access and monitor the Disaster Accounting System Cost Center and procedures to capture and document costs relating to the event, in coordination with other sections and departments. Inform all sections and departments that the Cost Center is to be used.

Coordinate cost documentation and make decisions on costs codes and items to be tracked by the Disaster Accounting (Number) System.

Act as liaison with the disaster assistance agencies and coordinate the recovery of costs as allowed by law.

Prepare all required state and federal documentation as necessary to recover all allowable disaster costs.

Ensure that each section is documenting cost recovery information from the onset of the event or disaster; collect required cost recovery documentation daily at the end of each shift.

Coordinate with the Cost, Claims, and Time Unit as well as the Documentation Unit and Recovery Planning Unit of the Planning Section.

Work with EOC sections and appropriate departments to collect all required documentation.

Determine if there is a need for additional staffing and order personnel as needed.

Ensure that all records identify scope of work and site-specific work location.

Keep records on each operational period.

DEACTIVATION

Ensure that all required forms or reports are completed prior to your release and departure.

Be prepared to provide input to the After-Action Report.

Determine what follow-up to your assignment might be required before you leave.

Deactivate the Cost Recovery Unit Leader position and close out logs when authorized by the Finance and Administration Section Chief or EOC Director.

Check out and leave forwarding phone number where you can be reached.

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SECTION C

SUPPORTING EOC

DOCUMENTS AND PROCEDURES

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**City of Irwindale
5050 North Irwindale Avenue
Irwindale, CA 91706
(626) 430-2200**

CONTINUITY OF OPERATIONS PLAN



CONTINUITY OF OPERATIONS PLAN

A STRATEGY FOR CONTINUITY OF
CITY FUNCTIONS AND SERVICES
DURING MAJOR EMERGENCIES
AND DISASTERS

First Issued: April 1, 2021

Last Revised: January 18, 2021

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*Plan produced in partnership with
Interwest Consulting Group*

PRIVACY STATEMENT

In its entirety, the Continuity of Operations Plan addresses not only high-level overview information about how the City of Irwindale responds to different types of disruptions, but also the operational detail necessary to support purposeful and methodical resumption and recovery efforts. Given the sensitivity of some of the information in this plan, the distribution of the plan and its associated attachments will be assessed, and appropriate document control measures maintained. The City may determine the required level of document control for this plan and minimally classifies it as a “For Official Use Only” document, resulting in the strict control and limited distribution of the plan. Activation of this plan is authorized by the City Manager, a Department Head, or a designee, while implementation is coordinated by the department leadership and COOP leads or alternates. For more information about continuity planning or this COOP, contact the City of Irwindale City Manager’s Office.

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PROMULGATION STATEMENT

This Continuity of Operations Plan is adopted as an official supplemental plan to the Emergency Operations Plan of the City of Irwindale by resolution No. XXXX of the City Council of the City of Irwindale, California, dated April 1, 2021. This version supersedes all previous versions.

H. Manuel Ortiz, Mayor
Irwindale City Council

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CONTINUITY OF OPERATIONS PLAN RECORD OF CHANGES

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PLAN ACTIVATION

PLAN ACTIVATION

Activation occurs after a disruption to business operations triggers the need to activate the COOP. An executive decision must be made after a quick and accurate assessment of the situation to determine the best course of action for the city. The decision process also prevents the premature or inappropriate activation of the COOP. Each department has identified a procedure to notify personnel during on-duty emergencies, off-duty emergencies, and for ongoing communications.

Activation of the COOP may be ordered by any of the following:

1. On order of the Mayor as Director of the Emergency Services, or City Manager or Assistant City Manager as the Assistant Director of the Emergency Services.
2. A Department Head or Acting Department Head.
3. Upon a Triggering Event identified below.

TRIGGERING EVENTS

The following events, though not all inclusive, would trigger activation of the COOP:

- a) A catastrophic natural, technological, or human-caused event such as a major earthquake or flood that effects city business operations.
- b) A major power outage that degrades city services and facilities.
- c) A major network outage that degrades city services and facilities.
- d) A major communications outage that degrades city services and facilities.
- e) Any event that severely draws down and limits the availability of city staff.
- f) Any event that forces the closure of essential city facilities such as City Hall, Police Department, etc.
- g) Any event that degrades mission critical and mission essential city services.

PREEMPTIVE RESPONSE ACTIONS

All appropriate preemptive actions in advance of a potential, impending, or threatened emergency will be taken in order to prevent, mitigate, or prepare for a potential, impending, or threatened emergency. Actions may include, though not be limited to obtaining and maintaining situation and resource status information, pre-alerting response departments and organizations, developing incident specific contingency plans and staffing patterns, pre-positioning of response assets and emergency resources, establishing and maintaining communications with Department Heads, Emergency Support Function (ESF) Coordinators, Department Operations Centers, Department Emergency Coordinators, and the City of Irwindale Emergency Organization.

Preemptive response actions may be ordered by the Mayor, City Manager, Assistant City Manager, a Department Head (or designee), or a designated City Emergency Services Manager.

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BASE PLAN

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1.0. PURPOSE AND SCOPE

1.1.1. PURPOSE

Purpose: The Irwindale Continuity of Operations Plan (COOP) establishes the framework to effectively respond to any event that threatens the business operations of the city. The COOP is focused on actions to restore mission critical functions, minimize disruption to business operations, and identify work-arounds when impacts occur.

The city is committed to the safety and protection of its employees, operations, and facilities. This COOP provides the city's departments and personnel a framework that is designed to minimize impact during an emergency. Furthermore, the COOP establishes procedures that leadership may use to strategically minimize risk to its operations, services, and facilities. It is anticipated that city departments and divisions will further develop their own policies and procedures to ensure the continuity of operations of their services, facilities, and personnel.

1.1.2. SCOPE

Scope: The City of Irwindale Continuity of Operations Plan (COOP) addresses the city's planned response to extraordinary emergency situations that threaten or impact the ability to maintain operations, provide essential services, and maintain functionality of city facilities and systems.

This Base Plan establishes the framework with which key departments and functions may construct more detailed continuity policies, procedures, and guidelines.

COOP planning ensures the preservation and reconstitution of the city's mission essential functions. The COOP is meant to be implemented in isolated cases such as the emergency evacuation of an essential facility (police department) while also applying to more widely impactful events such as a government scale down due to a pandemic health emergency. The COOP does not cover the unique tasks associated with an isolated building emergency such as an injury or illness, rather it covers tasks and responsibilities at a higher macro level.

The purpose of this plan is to facilitate the restoration of daily functions. The COOP provides the foundation for continuity of essential services and functions across its jurisdiction and is augmented by departmental policies and procedures developed by key department and division personnel.

1.1.3. BASIS FOR PLANNING

Basis for Planning: The California Emergency Services Act (Chapter 7 of Division 1 of Title 2 of the Government Code) in Article 3, Section 8568, states: "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."

United States Homeland Security Presidential Directive-5 (HSPD-5) directs the development and implementation of the National Incident Management System (NIMS). NIMS requires the development and maintenance of various planning elements at the local government level, including the Emergency Operations Plan (EOP) and any supporting plans.

The Continuity of Operations Plan for the City of Irwindale is established in accordance with Chapter 2.44.080 of the Irwindale Municipal Code.

1.1.4. OBJECTIVES

Objectives: Though the response objectives to the particular emergency event driving the activation of the COOP will remain agile as the impacts continually change, key continuity of operations objectives will remain focused on the restoration and recovery of essential services.

The following objectives guide the planning, as well as the conduct of continuity response and restoration efforts for the City of Irwindale during an event:

1. Provision of essential services.
2. Provision for the continuity of government.
3. Ensure successful succession of leadership positions.
4. Minimize or mitigate disruptions to business operations.
5. Restoration of mission critical lifelines, systems, and services.
6. Minimize negative impacts upon city employees and customers.
7. Protect essential facilities, equipment, vital records, and other city assets.
8. Ensure that the city maintains alternate work facilities, technologies, and systems from which to operate.
9. Achieve timely and orderly recovery and resumption of normal business operations for all city functions.

2.0. SITUATION AND ASSUMPTIONS

2.1.1. SITUATION

Overview: The City of Irwindale is a moderately sized city located in the San Gabriel Valley and approximately 20 miles east of Downtown Los Angeles. 9.5 square miles in size, Irwindale is home to 1,466 permanent residents, 700 businesses and 40,000 private sector employees. In the midst of a renaissance, Irwindale is transitioning from a mining-oriented community to a manufacturing and modern suburban city. The City of Irwindale is located within Los Angeles County Supervisorial District 1, California Senate District 22, California Assembly District 48, and in U.S. 32nd Congressional District.

City Services: The City of Irwindale operates a wide range of internally administered essential services to include: law enforcement patrol and investigative services, a public safety dispatch and communications center, public works services and engineering, library services, a senior center, parks and recreation, and a variety of community focused ancillary services. Fire-rescue services is provided through contractual agreement with the Los Angeles County Fire Department. Electric and gas services are provided collectively by Southern California Edison and Southern California Gas Company. Water is provided by five separate water services.

2.1.2. PLANNING ASSUMPTIONS

Planning Assumptions: Certain overarching planning assumptions guide the response and recovery to emergency events that negatively impact city essential services. These planning assumptions include the following concepts:

- The City of Irwindale maintains a Continuity of Operations Plan which will guide the actions of the city's response and restoration efforts.
- Using the City of Irwindale COOP as the foundation, key city departments and functions will develop specific policies, procedures, and resources required to execute their continuity responsibilities and provide for essential services.
- Procedures have been developed to support the resumption of time-sensitive operations and functions in the event of their disruption at the facilities identified in the COOP.
- City departments will share resources, personnel, and expertise during activation of the COOP.
- Resources, including personnel, equipment, supplies, and contractor provided services, may be limited and scarce during an emergency.
- Resumption of essential services will be prioritized and may be time-phased during extraordinary emergencies.
- City departments and functions should plan for extended operations (weeks or months) during extraordinary emergencies.

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3.0. CONCEPT OF OPERATIONS – PHASED RESPONSE

3.1.1. PHASE I: READINESS AND PREPAREDNESS

The City of Irwindale will participate in the full spectrum of readiness and preparedness activities to ensure personnel can continue essential functions in an all-hazard/threat environment. The city's readiness activities are divided into two key areas:

1. Organizational readiness and preparedness.
2. Staff readiness and preparedness.

ORGANIZATIONAL READINESS AND PREPAREDNESS

The City of Irwindale organizational and preparedness efforts include the following:

- Development of, training and exercising to, and maintenance of an Emergency Operations Plan.
- Development of, training and exercising to, and maintenance of a Continuity of Operations Plan.
- Development of, training and exercising to, and maintenance of department and function level continuity of operations policies, procedures, and guidance.
- Identification of leadership succession for key city positions.
- Identification of alternate work locations and facilities.
- Identification of redundant communication, vital records management, financial management, and information management systems.
- Pre-incident staffing plans for staffing shortage emergencies.
- Identification and acquisition of equipment and supplies deemed essential to continuity of city operations and services.

STAFF READINESS AND PREPAREDNESS

The City of Irwindale personnel will prepare for a continuity event and plan in advance for what to do in an emergency. The www.ready.gov website provides guidance for personal and family emergency preparedness and includes a "Get Ready Now" pamphlet that explains the importance of planning and provides a template that can be tailored to meet family-specific planning requirements.

All city personnel are encouraged to maintain the following:

- An understanding of their role in city emergency operations and department level continuity operations.
- Family Emergency Plan.
- Family Communications Plan.
- Family emergency supplies.
- Work Emergency Kit to sustain themselves during extended emergency operations.

The City of Irwindale continuity planning team may create and maintain Department Go-Kits. Department Go-Kits may contain key records and supplies essential to executing the objectives identified within this COOP. Continuity personnel are responsible for carrying the kits to the continuity facility or pre-positioning the kits at the continuity facility.

A typical go-kit may contain those items listed in the table below.

GO-KIT	
• City Continuity Plan • Department-level continuity policies, procedures, and guidance • Directions to continuity facility • Access cards, keys, and access instructions for continuity facility • City map or area map • Department staff phone list / phone tree • Business phone list of key contractors, business organizations, and vendors	• Laptop with secured access to essential department systems and data • External data storage (external drive or thumb drive) with secured access to essential department data, lists, records, etc. • Emergency Communications tools: ✓ Cell phone ✓ Hand-held radio ✓ Portable AM/FM radio ✓ GETS Card (Government Emergency Telecommunication Service)

The City of Irwindale should implement the following procedures to maintain currency of the go-kits:

City Departments should:

- a) Check each Go-Kit monthly.
- b) Refresh supplies and lists quarterly.
- c) Update laptop or external data storage every six months.
- d) Exercise the Go-Kits annually at city-wide emergency exercises.

3.1.2. PHASE II: PLAN ACTIVATION

Plan activation occurs after a disruption to business operations triggers the need to activate the COOP. An executive decision must be made after a quick and accurate assessment of the situation to determine the best course of action for the city. The decision process also prevents the premature or inappropriate activation of the COOP. Each department has identified a procedure to notify personnel during on-duty emergencies, off-duty emergencies and for ongoing communications.

Activation of the COOP may be ordered by any of the following:

1. On order of the Mayor as Director of the Emergency Services, or City Manager or Assistant City Manager as the Assistant Director of the Emergency Services.
2. A Department Head or Acting Department Head.
3. Upon a Triggering Event identified below.

The following events, though not all inclusive, would trigger activation of the COOP:

- a) A catastrophic natural, technological, or human-caused event such as a major earthquake or flood that effects city business operations.
- b) A major power outage that degrades city services and facilities.
- c) A major network outage that degrades city services and facilities.
- d) A major communications outage that degrades city services and facilities.
- e) Any event that severely draws down and limits the availability of city staff.
- f) Any event that forces the closure of essential city facilities such as City Hall, Police Department, etc.
- g) Any event that degrades mission critical and essential city services.

3.1.3. PHASE III: CONTINUITY OF OPERATIONS

The continuity of operations phase focuses on continuing mission essential functions by:

- 1. Accounting for all personnel.**
 - A. Achieve 100% accountability for all on-duty personnel.
 - B. Achieve 100% accountability for all off-duty personnel.
- 2. Performing essential functions.**
 - A. Establish emergency public safety dispatching capabilities.
 - B. Establish and prioritize law enforcement operations.
 - C. Establish and prioritize fire-rescue operations.
 - D. Establish and maintain emergency firefighting water supply.
 - E. Establish and maintain potable water supply.
 - F. Establish and maintain wastewater operations.
 - G. Establish and maintain electrical power supply.
 - H. Establish and maintain natural gas supply.
 - I. Establish and maintain all other operations deemed essential or critical to the city as established during COOP planning or at time of incident.
- 3. Establishing communications.**
 - A. Establish emergency public safety communications capabilities, to include: Law Enforcement, Fire-Rescue, and Emergency Medical Services.
 - B. Establish emergency alert and warning capabilities.
 - C. Establish internal and external telephonic capabilities.
 - D. Establish internal and external intranet and internet network capabilities.
- 4. Preparing for reconstitution of all functions.**
 - A. Convene COOP Response Team.
 - B. Develop reconstitution priorities and timelines for all impacted essential functions.
 - C. Execute reconstitution priorities and timelines for all impacted essential functions.

3.1.4. PHASE IV: RECONSTITUTION OPERATIONS

The reconstitution of operations phase focuses on recovering and restoring mission essential functions by:

- 1. Reconstituting workforce.**
 - A. Returning all personnel to pre-event positions and assignments.
- 2. Reconstituting essential functions.**
 - A. Restoring emergency public safety dispatching to full function and capacity.

- B. Restoring law enforcement operations to full function and capacity.
- C. Restoring fire-rescue operations to full function and capacity.
- D. Restoring emergency firefighting water supply to full function and capacity.
- E. Restoring potable water supply to full function and capacity.
- F. Restoring wastewater operations to full function and capacity.
- G. Restoring electrical power supply to full function and capacity.
- H. Restoring natural gas supply to full function and capacity.
- I. Restoring all other operations deemed essential or critical to the city as established during COOP planning or at time of incident.

3. Reconstituting communications.

- A. Restoring emergency public safety communications capabilities, to include: Law Enforcement, Fire-Rescue, and Emergency Medical Services to full function and capacity.
- B. Restoring emergency alert and warning capabilities to full function and capacity.
- C. Restoring internal and external telephonic capabilities to full function and capacity.
- D. Restoring internal and external intranet and internet network capabilities to full function and capacity.

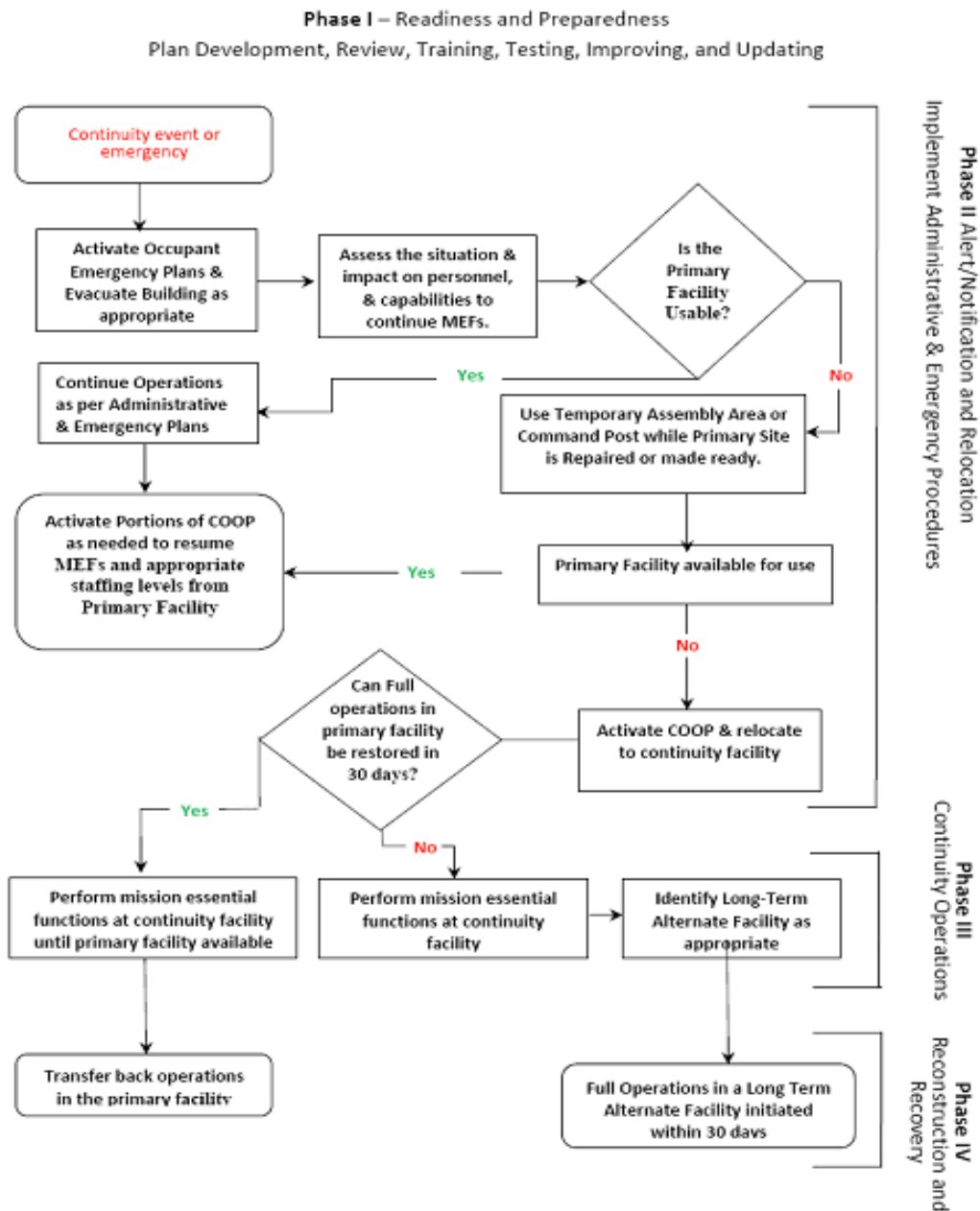
COOP Reconstitution Lead Departments

FUNCTIONAL LOSS	LEAD RECONSTITUTION DEPARTMENT
Loss of or functional degradation of building	Public Works
Loss of or functional degradation of personnel resources	Human Resources
Loss of or functional degradation of network infrastructure	Information Technology
Loss of or functional degradation of external service provider (electric, water, gas)	Coordinated by Public Works Services and Public Works Engineering

4.0. CONCEPT OF OPERATIONS – STRATEGIES

4.1.1. CONTINUITY OF OPERATIONS DECISION MATRIX

Continuity of Operations Decision Matrix



KEY

COOP = Continuity of Operations Plan

ME = Mission Essential Function

4.1.2. CONTINUITY OF OPERATIONS TASK MATRIX

ITEM	TASK
PHASE II – PLAN ACTIVATION – ALERT/NOTIFICATION AND RELOCATION	
1	Receive notification of emergency
2	If necessary, conduct evacuation
3	Account for all staff
4	If necessary, contact Emergency Responders (Fire, Police, EMS)
5	Ensure that employee health and safety measures are put into effect
6	Contact Building Maintenance for shutting down utilities to limit further damage, as required
7	Direct and assist emergency personnel as required
8	Notify Executive Management and activate COOP Plan as necessary
9	If necessary, invoke Orders of Succession
10	Initiate notification of all staff including continuity personnel
11	Convene Department and Divisional meetings at assembly area or another pre-determined site
12	Assemble supporting elements required for re-establishing and performing essential functions at continuity facility location: ▪ Establish over all operational objectives ▪ Prioritize MEFs and set Recovery Time Objectives (RTOs) ▪ Identify critical staffing requirements and health/safety concerns ▪ Identify critical resource requirements ▪ Identify communication concerns ○ IT & T-Comm.'s Systems and equipment ○ Required Vital files, records, and databases ▪ Develop a Public and Employee information message
13	Assemble remaining documents required for performance of all other essential functions to be performed at the alternate facility location
14	Notify all support agencies and critical contacts of the COOP activation
15	Prepare designated communications and other equipment for relocation
16	Take appropriate preventive measures to protect other communications and equipment that will not be relocated
17	Make computer connectivity and phone line transfers to designated alternate facility
18	Ensure go-kits are complete and ready for transfer
19	Continuity personnel begin movement to continuity facility
20	Evaluate the safety of the selected continuity facility prior to deployment
21	Develop and deliver status report
22	Notify remaining staff and appropriate agencies of movement to continuity location
23	As appropriate, notify State and Federal agencies, and surrounding jurisdictions as appropriate that operations have shifted to a continuity facility
24	Organize staff and account for non-continuity personnel

ITEM	TASK
PHASE III - CONTINUITY OPERATIONS	
25	Develop shift rotations as required
26	Determine which mission essential functions have been affected
27	Develop and deliver status report
28	Prioritize remaining essential functions for restoration
29	Track status and restoration efforts of all essential functions
30	Administrative actions to assemble: ▪ Onsite telephone ▪ E-mail and telephone directory ▪ Workforce office plans
31	Occupy workspace: ▪ Stow gear and equipment ▪ Vital files, records, and databases ▪ Test telephone, fax, e-mail, radio, and other communications ▪ Establish communications with essential support and office elements
32	Ensure all essential records, systems and equipment are available at alternate facility location
33	Coordinate procurement of additional equipment, as required
PHASE IV - RECONSTITUTION AND RECOVERY	
34	Assemble or appoint reconstitution manager and team
35	Survey condition of original facility or facilities and determine feasibility of salvaging, restoring, or returning to original facility when emergency subsides or is terminated
36	Develop long term reconstitution and recovery plans should original facility not be re-occupied.
37	Inventory and salvage useable equipment, materials, records and supplies from damaged facility, if possible
38	Evaluate original or new facility to assure that all critical services and support are available and operational.
39	Conduct transition of mission essential functions, personnel, and equipment from continuity facility back to designated facility
40	Conduct transition of remaining essential function, personnel, and equipment from continuity facility back to designated facility
41	Schedule and conduct initial debrief with staff and identify key issues, lessons learned and best practices.
42	Review, repeat, and reaffirm steps 1 through 41

4.1.3. DEVOLUTION OF DIRECTION AND CONTROL

Devolution is the transfer of legal and statutory obligations from one entity to another entity at a continuity facility or devolution site. The devolution option may be used when the organization's primary operating facility, alternate site, and/or staff are not available. Devolution requires the transition of roles and responsibilities for performance of essential functions through pre-authorized delegations of authority and responsibility. The authorities are delegated from an organization's primary operating staff to other employees internal or external to the organization in order to sustain essential functions for an extended period. Devolution supports the overall COOP and ensures the continuation of

mission essential functions. In this situation, management and leadership responsibility, and mission essential functions will devolve to the designated devolution department or agency.

The City of Irwindale has the following devolution agreements in place:

- No unique devolution agreements are in place.
- Various departments have mutual aid agreements as well as inter-local agreements between emergency response agencies, such as law enforcement and fire and rescue services.

4.1.4. CALIFORNIA EMERGENCY SERVICES ACT – ARTICLE 15

The **California Emergency Services Act**, as applicable to the preservation and continuity of local government.

Article 15 – Preservation of Local Government

§ 8635. Legislative findings; purpose; applicability of article

The Legislature recognizes that if this state or nation were attacked by an enemy of the United States, many areas in California might be subjected to the effects of an enemy attack and some or all of these areas could be severely damaged. During such attacks and in the reconstruction period following such attacks, law and order must be preserved and so far as possible government services must be continued or restored. This can best be done by civil government. To help to preserve law and order and to continue or restore local services, it is essential that the local units of government continue to function.

In enacting this article the Legislature finds and declares that the preservation of local government in the event of enemy attack or in the event of a state of emergency or a local emergency is a matter of statewide concern. The interdependence of political subdivisions requires that, for their mutual preservation and for the protection of all the citizens of the State of California, all political subdivisions have the power to take the minimum precautions set forth in this article. The purpose of this article is to furnish a means by which the continued functioning of political subdivisions will be assured. Should any part of this article be in conflict with or inconsistent with any other part of this chapter, the provisions of this article shall control. Nothing in this article shall prevent a city or county existing under a charter from amending said charter to provide for the preservation and continuation of its government in the event of a state of war emergency.

§ 8636. “Unavailable” defined

As used in this article, “unavailable” means that an officer is either killed, missing, or so seriously injured as to be unable to attend meetings and otherwise perform his duties. Any question as to whether a particular officer is unavailable shall be settled by the governing body of the political subdivision or any remaining available members of said body (including standby officers who are serving on such governing body).

§ 8637. Succession of officers

Each political subdivision may provide for the succession of officers who head departments having duties in the maintenance of law and order or in the furnishing of public services relating to health and safety.

§ 8638. Standby officers; appointment; vacancies; designations

To provide for the continuance of the legislative and executive departments of the political subdivision during a state of war emergency or a state of emergency or a local emergency the governing body thereof shall have the power to appoint the following standby officers: (a) Three for each member of the governing body. (b) Three for the chief executive, if he is not a member of the governing body. In case a standby office becomes vacant because of removal, death, resignation, or other cause, the governing body shall have the power to appoint another person to fill said office. Standby officers shall be designated Nos. 1, 2, and 3 as the case may be.

§ 8642. Meeting of governing body whenever emergency exists

Whenever a state of war emergency a state of emergency or a local emergency exists the governing body of the political subdivision shall meet as soon as possible. The place of meeting need not be within the political subdivision. The meeting may be called by the chief executive of the political subdivision or by a majority of the members of the governing body. Should there be only one member of the governing body, he/she may call and hold said meeting and perform acts necessary to reconstitute the governing body.

§ 8643. Duties of governing body

During a state of war emergency a state of emergency or a local emergency the governing body shall: (a) Ascertain the damage to the political subdivision and its personnel and property. For this purpose it shall have the power to issue subpoenas to compel the attendance of witnesses and the production of records. (b) Proceed to reconstitute itself by filling vacancies until there are sufficient officers to form the largest quorum required by the law applicable to that political subdivision. Should only one member of the governing body or only one standby officer be available, that one shall have power to reconstitute the governing body. (c) Proceed to reconstitute the political subdivision by appointment of qualified persons to fill vacancies. (d) Proceed to perform its functions in the preservation of law and order and in the furnishing of local services.

§ 8644. Temporary officers

Should all members of the governing body, including all standby members, be unavailable, temporary officers shall be appointed to serve until a regular member or a standby member becomes available or until the election or appointment of a new regular or standby member. Temporary officers shall be appointed as follows:

- a) By the chairman of the board of supervisors of the county in which the political subdivision is located, and if he/she is unavailable,
- b) By the chairman of the board of supervisors of any other county within 150 miles of the political subdivision, beginning with the nearest and most populated county and going to the farthest and least populated, and if he/she is unavailable,
- c) By the mayor of any city within 150 miles of the political subdivision, beginning with the nearest and most populated city and going to the farthest and least populated.

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5.0. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

5.1.1. COOP COORDINATOR

The **Assistant Director of Emergency Services/City Manager** has the overall responsibility and authority for the development, implementation, and activation of the COOP.

The development and maintenance of the COOP has been delegated to the Irwindale Police Department.

5.1.2. CITY DEPARTMENTS

City Departments have the responsibility to fulfill their role in the activation of the COOP. City Departments will also develop internal capabilities, procedures, policies, checklists, and resource lists to support department level continuity of operations efforts.

5.1.3. CRISIS MANAGEMENT TEAM

The **Crisis Management Team (CMT)** will be activated upon any triggering event necessitating activation of the COOP. The CMT serves to provide executive level counsel to the Assistant Director of Emergency Services / City Manager in order to resolve a potential, impending, or actual emergency management crisis. The CMT consists of: City Manager, Assistant City Manager, Chief of Police, Finance Director, Chief Deputy City Clerk, and City Attorney. If activated, the EOC Manager will serve in an advisory capacity to the CMT. All other members of the executive leadership team may be called on to provide subject matter expertise at the direction of the City Manager.

5.1.4. RECONSTITUTION MANAGER

A **Reconstitution Manager** may be assigned as needed and has the following responsibilities:

- a) Form a reconstitution team.
- b) Develop space allocation and location requirements to meet occupancy regulations.
- c) Coordinate with regional partners to find suitable space if the primary locations are unusable.
- d) Develop a plan for reconstitution of city functions and projects in order of priority.
- e) Assign appropriate staff to ensure buildings are structurally safe.
- f) Coordinate the restoration of essential city systems and networks.
- g) Coordinate the resourcing and staffing of reconstitution efforts.

The Reconstitution Manager will report to the Assistant Director of Emergency Services/City Manager.

5.1.5. DEPARTMENT LEADERSHIP

City Department Leadership will enable all department level preparedness, mitigation, prevention, and response service efforts in support of the City's COOP by:

- Developing all reasonable plans, actions, policies, and guidance to support department level COOP activities, essential functions, and critical business functions.

- Acquire or develop all reasonable resources, tools, technology, and supplies to support department level COOP activities, essential functions, and critical business functions.
- Identifying those functions that can be deferred or temporarily stopped during a COOP activation.
- Consult with and advise appropriate officials during implementation of the COOP.
- Provide department direction, guidance, and objectives during an incident and the implementation of the COOP.
- Aid continuity efforts at any continuity facility.
- Participate in training, testing, and exercising of the COOP.
- Initiate appropriate notifications during COOP activation and implementation.
- Provide input on the execution of essential functions.
- Initiate recovery of the organization as part of reconstitution.
- Designate personnel to assist security officials in securing office equipment and files at primary facilities when implementing the COOP.
- Coordinate with leadership personnel for movement of key personnel to continuity facilities when the COOP is activated.

6.0. DIRECTION AND CONTROL

6.1.1. DIRECTOR OF EMERGENCY SERVICES/ ASSISTANT DIRECTOR OF EMERGENCY SERVICES

The Mayor / Director of Emergency Services is responsible for the coordinated delivery of all emergency services (public, volunteer, and private) during a natural, technological, and/or national security emergency or disaster situation. The City Manager, who serves as the Assistant Director of Emergency Services, has been delegated the authority to implement this plan, and to coordinate city-level emergency operations through the regularly constituted governmental structure.

The **Assistant Director of Emergency Services/City Manager** serves as the COOP Coordinator and has the responsibility and authority over the operational response during a COOP activation.

6.1.2. CITY EMERGENCY OPERATIONS CENTER (EOC)

In the event of an emergency or disaster, the requisite emergency functions of the City of Irwindale government will be carried out from the City Emergency Operations Center (EOC) located at City Hall/Police Department at 5050 North Irwindale Avenue. Should the primary EOC become inoperative, isolated, and/or unusable, the EOC Manager will issue relocation instructions to the City Emergency Organization for the preparation and activation of the Alternate City EOC located at the Senior Center at 16116 Arrow Highway or at another location to be determined at that time.

The City's EOC will serve as the centralized point for operational response coordination during a COOP activation.

6.1.3. DEPARTMENT DIRECTION

Each City of Irwindale department shall be under the general control of its respective Department Head or through his or her designated emergency representative. Department representatives or outside agency representatives represent their department or agency as the Lead or Support Department for an Emergency Support Function (ESF) or as a department or agency representative in the EOC. The emergency representative shall be empowered to make decisions, and expend resources (personnel, materials, supplies, equipment, facilities, and funds) in providing operational or logistical support to City of Irwindale departments, county, state, and special district governments during any extraordinary emergency incident or disaster event.

Departments will be responsible for carrying out their responsibilities within the COOP and for executing department level COOP plans, policies, and activities.

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7.0. CONTINUITY OF GOVERNMENT

7.1.1. CONTINUITY OF GOVERNMENT

The concept of Continuity of Government is comprised of three elements: Standby Officers for the Governing Body, Temporary Seat of Government, and the Preservation of Vital Records. Continuity of Operations and Continuity of Government includes operational, logistical, and procedural elements.

A major disaster could result in the death or injury of key government officials, the partial or complete destruction of established seats of government, and the destruction of public and private records essential to continued operations of government.

Government at all levels is responsible for providing continuity of effective leadership and authority, direction of emergency operations and management of recovery operations. To this end, it is particularly essential that the City of Irwindale continue to function as governmental entities during and immediately following a critical incident or disaster. The California Government Code and the Constitution of California provide the authority for state and local government to reconstitute itself in the event officials are unavailable or unable to serve.

7.1.2. DIRECTOR OF EMERGENCY SERVICES

Irwindale Municipal Code identifies a successor to the position of Director of Emergency Services. Should the Director of Emergency Services be unable to serve, the positions defined in 2.44.060 (A6B) will automatically serve as Alternate Director, in the order approved by City Council, and serve until a successor has been appointed by the Council, and seated. An individual serving as Alternate Director will have all the authority and powers of the Director. The City Manager serves as the Assistant Director of Emergency Services.

7.1.3. ALTERNATE DIRECTOR OF EMERGENCY SERVICES

The Director of Emergency Services shall designate the order of succession to that office, to take effect in the event the Director is unavailable to attend meetings and otherwise perform his duties during an emergency. Such order of succession shall be approved by the City Council.

7.1.4. SUCCESSION OF OFFICERS

California Government Code (CGC) Section § 8638, Article 15, Part 7, Division 1, Title 2 allows for the appointment of up to three standby officers for each member of the governing body. This article also provides for the succession of officers who head departments responsible for maintaining law and order, or for furnishing public services relating to health and safety. Additionally, Article 15 outlines procedures to ensure the continued functioning of political subdivisions in the event the governing body, including standby officers, are unavailable or unable to serve. The standby officers shall have the same authority and powers as the regular officers or department heads. The succession list complying with CGC Article 15 is provided for by the City of Irwindale municipal code and is on file with the City Clerk.

7.1.5. LINES OF SUCCESSION

Orders of succession are activated when leadership is unable or unavailable to execute their duties during an emergency. Departments must establish, disseminate, and maintain their orders of succession for COOP critical positions. Orders of succession are addressed through internal policy or ordinances. Key personnel for City of Irwindale leadership and their successors have been identified below.

The following staff positions are identified as key to emergency operations and have identified two standby officers in the event the member is unavailable or unable to serve during a proclaimed emergency or disaster.

Lines of succession are identified in the City's Continuity of Operations Plan and each department's continuity of operations policies. The succession list complying with this section is provided for by the City of Irwindale municipal code and is on file with the City Clerk.

The positions that have been identified as requiring first and second alternate successors, include, though may be not limited to:

- a) City Manager
- b) Assistant City Manager
- c) Chief Deputy City Clerk
- d) City Attorney
- e) Community Development Manager/City Planner
- f) Finance Director / City Treasurer
- g) Human Resource / Risk Manager
- h) Chief of Police
- i) Police Lieutenant
- j) Recreation Manager
- k) Senior Center Manager
- l) City Librarian
- m) City Engineer / Building Official
- n) Public Works Services Manager

As used in this plan, the word "unavailable" means that a department head or other key City official is either killed, missing, or so seriously injured as to be unable to attend meetings and otherwise perform his or her duties. Any question as to whether a particular member is unavailable shall be settled by the Director of Emergency Services, or if unavailable his or her successor.

For the purpose of this plan, each person who shall temporarily succeed to each position of office as provided herein, and as provided for in continuity plans, shall temporarily assume all the powers and duties of the office succeeded to immediately upon such succession.

ORDERS OF SUCCESSION

PRINCIPAL POSITION	SUCCESSOR ORDER	SUCCESSOR POSITION
Mayor	Successor	Mayor Pro Tem
City Council	Successors	Standby Officers
City Manager	Successor #1	Assistant City Manager

	Successor #2	Chief Deputy City Clerk
Assistant City Manager	Successor #1	Chief Deputy City Clerk
	Successor #2	Economic Development Coordinator
Chief Deputy City Clerk	Successor #1	Management Analyst
	Successor #2	Office Specialist
City Attorney	Successor #1	Alternate City Attorney
	Successor #2	
Community Development Manager/City Planner	Successor #1	Public Works-Engineering
	Successor #2	Public Works-Services
Finance Director / City Treasurer	Successor #1	Finance Manager
	Successor #2	Finance Analyst
Human Resource / Risk Manager	Successor #1	Senior Human Resources/Risk Manager
	Successor #2	Senior Human Resources/Risk Management Analyst
Police Chief	Successor #1	Police Captain
	Successor #2	Police Lieutenant
Police Lieutenant	Successor #1	Senior Sergeant (1S)
	Successor #2	Sergeant (2S)
Recreation Manager	Successor #1	Recreation Supervisor
	Successor #2	Senior Recreation Leader
Senior Center Manager	Successor #1	Senior Center Specialist
	Successor #2	Senior Center Leader/Bus Driver
City Librarian	Successor #1	Library Technician
	Successor #2	Library Aide
City Engineer / Building Official	Successor #1	Construction Compliance Manager
	Successor #2	Associate Engineer
Public Works Services Manager	Successor #1	Public Works Maintenance Supervisor
	Successor #2	Engineering Technician

7.1.6. RECONSTITUTING GOVERNMENT

California Government Code Section § 8635 et seq., Article 15, Part 7, Division 1, Title 2, establishes a method for reconstituting the governing body. It authorizes that, should all members, including all standby officers, be unavailable, temporary officers shall be appointed by the Chairman of the Board of Supervisors for the County in which the political subdivisions are located or by the Chairman of the Board of Supervisors for any other County within 150 miles. California Government Code Section § 8642 of Article 15 authorizes local governing bodies to convene as soon as possible whenever a state of emergency or local emergency exists and at a place not necessarily within the political subdivision. Under Article 15, the duties of a governing body during emergencies include ascertaining the damage to the jurisdiction and its personnel and property, reconstituting itself and any subdivisions, and performing functions in preserving law and order and furnishing local services. The City of Irwindale maintains a Continuity of Operations Plan and each Emergency Support Function Lead City Department will maintain continuity of operations procedures.

7.1.7. PRESERVATION OF VITAL RECORDS

The City of Irwindale City Clerk's Office is responsible for the preservation and protection of vital records. Each department will identify, maintain, and protect its vital records. Vital records are defined as those records that are essential to the rights and interests of individuals, governments, corporations and other entities, including vital statistics, land and tax records, license registers, and historical information. Vital records also include those records essential for emergency response, recovery operations, including utility system maps, emergency supplies, equipment locations, emergency operational plans, emergency procedures, and personnel rosters.

These vital records will be essential to the re-establishment of normal city government functions and serve to protect the rights and interests of government. These rights and interests may include the constitutions, charters, statutes, ordinances, court records, official proceedings, and financial records of the City of Irwindale. Departments will follow the City Clerk's policies and procedures on preservation, protection, and retention of vital records.

7.1.8. TEMPORARY ALTERNATE SEATS OF GOVERNMENT

The City of Irwindale has taken measures to ensure compliance with California Government Code Section 8635 – Preservation of Local Government, by designating Temporary Alternate Seats of Government, should the primary seat of government located at 5050 N. Irwindale Avenue – City Hall become unavailable or untenable due to emergency situations.

In the event the City Hall is not usable because of emergency conditions, the alternative temporary seat of City government will be as follows:

1st Alternate:	Senior Center 16116 Arrow Highway Irwindale, CA 91706
2nd Alternate:	Annex Building 16102 Arrow Highway Irwindale, CA 91706

3rd Alternate: Dan Diaz Recreation Center
16053 Calle de Paseo
Irwindale, CA 91706

4th Alternate: Library
16053 Calle de Paseo
Irwindale, CA 91706

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8.0. CONTINUITY OF ESSENTIAL SERVICES

8.1.1. ESSENTIAL SERVICES DEFINED

The Federal Emergency Management Agency (FEMA) describes essential services or mission essential functions as those functions directly related to accomplishing an organization's mission. Essential functions are a subset of organizational functions that are determined to be critical activities. These essential functions are then used to identify supporting tasks and resources that must be included in the organization's continuity planning process.

For purposes of this COOP, **essential services** have been defined as those city services that are critical to the provisions of public safety and to the continued operations of the City of Irwindale's core governmental operations.

For purposes of this COOP, **mission essential functions** have been defined as those department level functions that enable the uninterrupted delivery of City essential services.

8.1.2. LIST OF ESSENTIAL SERVICES

The City of Irwindale has determined the following as essential services (those owned and operated by the City):

Government Administration	Finance
Law Enforcement and Policing	Human Resources and Risk Management
Public Safety Emergency Dispatching	Information Technology
Public Works-Services	Public Works-Engineering

The City of Irwindale has further evaluated each essential service into mission essential functions and non-mission essential functions. **Mission Essential Functions (MEFs)** will typically require specific plans, policies, or procedures on how they will be carried out when the COOP has been activated.

8.1.3. RECOVERY TIME OBJECTIVES

In addition to identifying which Mission Essential Functions are necessary to support city essential services and business operations, the **Recovery Time Objective (RTO)** have been determined for each mission essential function. The RTO is the maximum amount of time the function can be interrupted before it should be restored to an acceptable level of operation after an incident. To ensure that mission essential functions are restored in the order of their time criticality, functions have been categorized using a tier classification system. The following system has been established to prioritize the City of Irwindale's mission essential functions according to time criticality.

RECOVERY TIME OBJECTIVE MATRIX

Tier	Rating Criteria	Priority Time
1	IMMEDIATE: These functions have a direct and immediate effect on the organization to ensure the safety of individuals and protect property. These functions should be established within the first 12 hours up to 24 hours.	0-12 Up to 24 hours

2	CRITICAL: These functions can be delayed until Tier 1 functions are restored but should be operational within 72 hours.	24-72 hours
3	NECESSARY: These functions can be delayed until Tier 1 and Tier 2 functions are restored but should be operational within 1 week.	72 hours - 1 week
4	IMPORTANT: These functions can be delayed until Tier 1, Tier 2, and Tier 3 functions are restored but should be established within 30 days.	1 week - 30 days

If a function is necessary to keep another function operating, then it should have a shorter priority RTO. Such functions may include IT systems, building maintenance, and human resources.

The City of Irwindale will continually analyse each mission essential function and adjust **Recovery Time Objectives** as needed.

See Section 12.0 for Mission Essential Functions and associated Recovery Timeline Objectives.

9.0. CONTINUITY OF ESSENTIAL FACILITIES

9.1.1. ESSENTIAL FACILITIES DEFINED

The Federal Emergency Management Agency (FEMA) defines essential facilities or “critical facilities” as those buildings and facilities that are essential for the delivery of vital services or protection of a community.

For purposes of this COOP, **essential facilities** are defined as those City facilities that are critical to the provisions of public safety and to the continued operations of the City of Irwindale’s core governmental operations.

9.1.2. LIST OF ESSENTIAL FACILITIES

The City of Irwindale has determined the following as essential facilities (those owned and operated by the City):

FACILITY	SQ. FT.	ADDRESS	NOTES
City Hall	7,698	5050 N. Irwindale Ave.	Executive Team Core Business Functions
Council Chambers	4,302	5050 N. Irwindale Ave.	City Council
Police Department	8,600	5050 N. Irwindale Ave.	Police Services EOC
Dan Diaz Recreation Center	19,720	16053 Calle de Paseo	Certified Emergency Shelter
Public Works Maintenance Yard	1,738	16034 Calle de Norte	Emergency Shelter Equipment
Senior Center	12,000	16116 Arrow Highway	Cooling Center Alternate EOC
Limited Volume Transfer Station	19,620 (lot size)	4415 Azusa Canyon Road	Street Services Equipment

The City of Irwindale will further prioritize essential facilities based upon the MEF housed within each facility and the respective Essential Service they support as needed.

9.1.3. CONTINUITY FACILITIES

Each department recognizes that normal operations may be disrupted and that there may be a need to perform mission essential functions at a continuity facility. Each department will coordinate with the Crisis Management Team and EOC Team (if activated) to establish suitable continuity facilities.

Attachment D includes a matrix of the City’s available continuity facilities.

Selecting continuity facilities is one of the fundamental elements of a COOP. However, the potential costs for ensuring that a continuity facility is available and ready when needed can be significant. Due to

the criticality of the continuity facility and the possible costs associated with the site, it is important that the COOP provide departments and divisions with a consistent set of planning assumptions for use in planning for and assessing the viability of continuity facilities.

The following considerations should be made when planning for continuity facilities:

- Ensure that only mission essential functions are performed at the continuity facility.
- Pool resources among departments and divisions to acquire space for a continuity facility.
- Co-locate with another department while providing each with individually designated space to meet continuity facility needs.
- Offer telecommuting, if the essential function allows, as a short-term solution.

The following conditions are generally decision points for relocation to a continuity facility:

- A departments' primary location has been destroyed or will be unavailable for an extended period.
- Staff is available to perform mission essential functions defined in the COOP.
- Off-site storage facilities and materials survived the event.
- Surface transportation in the local area is possible.
- Staff can be notified and can report to the continuity facility to perform recovery and reconstituting activities.
- Essential resources have been pre-positioned or are available at the continuity facility.
- An adequate supply of critical supplies and provisions is available at the continuity facility or off-site storage.
- Manual processes are documented for mission essential functions where RTOs will not be met due to delays in restoring mechanized systems.
- IT services for a particular mission essential function can be established.
- The city has control over the continuity facility and/or has pre-positioned contracts to use the location/resource.

10.0. CONTINUITY OF ESSENTIAL PERSONNEL

10.1.1. ESSENTIAL PERSONNEL DEFINED

For purposes of this COOP, **essential personnel** have been defined as those city staff members that are critical to the provisions of public safety and to the continued operations of the City of Irwindale's core governmental operations. Essential personnel typically are those that are operationally indispensable to one or more of the city's defined Essential Services and associated Mission Essential Functions.

10.1.2. LIST OF ESSENTIAL PERSONNEL CLASSIFICATIONS

The City of Irwindale will further define essential personnel through analyzing and identifying those city job classifications that are operationally indispensable to one or more of the city's defined Essential Services and associated Mission Essential Functions as needed. This list may be included as an attachment to this plan, identified on position descriptions, and on employee identification cards.

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11.0. CONTINUITY OF ESSENTIAL COMMUNICATIONS

11.1.1. ESSENTIAL COMMUNICATIONS DEFINED

For purposes of this COOP, **essential communications** have been defined as those city communication systems that are critical to the provisions of public safety and to the continued operations of the City of Irwindale's core governmental operations. Essential communication systems typically are those that are operationally critical to one or more of the city's defined Essential Services and associated Mission Essential Functions.

11.1.2. LIST OF ESSENTIAL COMMUNICATIONS SYSTEMS

Communications, or the ability for personnel to communicate internally and externally, is critical during emergencies. This non-exhaustive list below identifies communication systems available to the city to communicate with other departments, emergency response units, the media, and external stakeholder agencies and organizations:

- Land line phone (voice/fax) system
- Internet access, E-mail, and City website
- Two-way radios (police department)
- Cell phones
- Civic Ready Emergency Alert
- National Emergency Alert Notification System
- Government Emergency Telecommunications Services (GETS)

The following chart describes each of the communication systems that might be used, the department responsible for maintaining the system, and the key personnel responsible for updating and implementing these systems when needed.

The City of Irwindale has determined the following as essential communication systems (those owned and operated by the City):

SYSTEM NAME	SYSTEM DESCRIPTION	RESPONSIBLE DEPARTMENT
Land line phone	Office phones to use as a primary source of communications	IT
Cellular phone	Cellular phones to use as a secondary source of communications	IT
Internet Access, Email and City website	Access to the Internet through City computers and other devices. Messages sent via Email and posted on City website	IT
Police Radios	Two-way radios	Police Department/IT
Civic Ready Emergency Alert	City managed public alert and warning system to issue urgent notifications, critical information, emergency instructions, public safety warnings, and other communications to subscribed users via email, text message and voicemail	Police Department/IT

The City of Irwindale will further identify alternate and redundant systems for each of the above listed communications systems as needed.

12.0. MISSION ESSENTIAL FUNCTIONS

Mission Essential Functions (MEFs) are the limited set of an organization's functions that must be continued throughout, or resumed rapidly, after a disruption of normal operations. MEFs are the backbone of continuity planning. They are the functions that cannot be deferred during an emergency or disaster.

Municipal Essential Functions are considered the high-level functions required to maintain public safety and essential governmental services during times of extraordinary emergencies and disasters. Mission Essential Functions are those functions at the department level that are required to execute the higher jurisdictional level Municipal Essential Functions.

Municipal Essential Functions generally are focused on the following eight high-level governmental responsibilities.

MUNICIPAL ESSENTIAL FUNCTIONS	
1	Maintain Continuity of Government Focus: Ensure the continued functioning of city government and critical government leadership elements, including: succession to key offices, organizational communications (with a priority on emergency communications), leadership and management operations, situational awareness, personnel accountability, and functional and judicial organizations (as necessary).
2	Provide Visible Leadership Focus: Provide leadership visible to the City of Irwindale and its neighbors and maintain the trust and confidence of Irwindale citizens, stakeholders, and partners.
3	Defend the Constitution of California Focus: Defend the Constitution of the State of California.
4	Maintain Effective Relationships with Neighbors and Partners Focus: Maintain relationships and cooperative agreements with federal, state, local, tribal governments, private sector, and non-profit partners.
5	Maintain Law and Order Focus: Maintain civil order and public safety (protect people and property and the rule of law) by ensuring basic civil rights, preventing crime, and protecting critical infrastructure.
6	Ensure Availability of Emergency Services Focus: Provide and/or assist in the provision of critical emergency services, including emergency management, police, fire, ambulance, medical, search and rescue, hazmat, emergency sheltering, emergency food services, recovery operations, etc.
7	Maintain Economic Stability Focus: Manage the overall economy of the City of Irwindale by managing the city's finances and

	ensuring solvency.
8	Ensure the Availability of Basic Essential Services Focus: Provide and/or assist in the provision of basic services, including water, power, health care, communications, transportation services, sanitation services, environmental protection, commerce, etc. These are services that must continue or be restored quickly to provide for basic human needs.

12.1.1. MISSION ESSENTIAL FUNCTIONS MATRIX

The table below lists the **mission essential functions** identified for the City of Irwindale in priority order based upon recovery time objectives. These mission essential functions are common upon local government operations. This matrix serves as an initiating point for COOP planning purposes and it is anticipated that the City of Irwindale may further define these MEF's and RTO's through further analysis and evaluation as needed.

TIER 1 (0-12 HOURS, <24 HOURS)			
Department	Mission Essential Function	Mission Essential Function Description	Recovery Time Objectives
City Administration – CM	Public Information	Develop and release public messaging about current situation, what general public should be doing, and what city is doing. (repeat on regular schedule)	Within 0 – 12 Hours Less than 24 hours
City Administration – all Divisions	Communication with partners and community	All divisions maintain communication with partners and community about the various needs of the community	Within 0 – 12 Hours Less than 24 hours
City Administration – CM	Manage Council and Executive Staff	City Manager maintains oversight, coordination, and communication with Council and Executive Staff	Within 0 – 12 Hours Less than 24 hours
City Administration – CM, Clerk	Coordinate and conduct emergency Council meeting(s), Set meeting agendas	Organize and convene Council emergency meeting(s) including logistics, setup, video, minutes, etc. CM sets Council meeting agendas with Mayor	Within 0 – 12 Hours Less than 24 hours
City Administration – CM	Customer Presence and Service	City Hall maintains a visible presence to the community, Front office provides timely and quality customer service	Within 0 – 12 Hours Less than 24 hours
Finance	Assess Cash Flow	Ensure that adequate liquid funds will be available to meet needs	Within 0 – 12 Hours Less than 24 hours
Finance/Human Resources	Process Payroll	Process employee timecards and issue paychecks/ACH deposits (as scheduled)	Within 0 – 12 Hours Less than 24 hours
Finance	Critical A/P Payment Processing	Process child support and any Lease payments (as scheduled)	Within 0 – 12 Hours Less than 24 hours
Finance	Critical Procurement	Procure essential supplies, equipment, and services	Within 0 – 12 Hours Less than 24 hours
City Engineer/Building Official	Inspect essential City buildings for damage	Assess habitability; post uninhabitable space	Within 0 – 12 Hours Less than 24 hours
City Engineer/Building Official	Inspect other City buildings for damage	Assess habitability; post uninhabitable space	Within 0 – 12 Hours Less than 24 hours
City Engineer/Building Official	Inspect any emergency homeless shelter operations	Determine if homeless shelters are habitable	Within 0 – 12 Hours Less than 24 hours

Human Resources	Staffing	Coordinate with EOC, Payroll and essential response departments to provide adequate staffing for event response and essential City operations.	Within 0 – 12 Hours Less than 24 hours
Human Resources	Consultation and Compliance	Consult with or answer urgent questions regarding MOUs, and employment laws, regulations, and policies. Maintain and process emergency employment transactions and other essential/required records.	Within 0 – 12 Hours Less than 24 hours
Human Resources	Mediation and Conflict Resolution	Advise and assist managers handling urgent personnel related matters and resolve conflicts, and deal with emergencies.	Within 0 – 12 Hours Less than 24 hours
HR – Risk Management	Insurance Implementation	Notify and coordinate with carriers to initiate claims process.	Within 0 – 12 Hours Less than 24 hours
HR – Risk Management	ADA Compliance	Respond as necessary to ADA requests or complaints related to event or related to any City services or programs.	Within 0 – 12 Hours Less than 24 hours
HR – Risk Management	Injury Response	Report employee injuries within 24 hours of incident to City WC Ins. carrier and mandatory reporting to OSHA within 8 hours of serious injuries.	Within 0 – 12 Hours Less than 24 hours
HR – Risk Management	Safety & Claims	Coordinate with Liability Claims. Contact City Liability Ins. carrier and prepare required documentation.	Within 0 – 12 Hours Less than 24 hours
IT Operations	Verify network connectivity is available	Determine if network connectivity is available. Check City fiber, check service providers. Cutover to available network	Within 0 – 12 Hours Less than 24 hours
IT Operations	Ensure phone, voicemail & phone conferencing is working	Bring up phone switches and voicemail servers and conferencing appliance at available locations	Within 0 – 12 Hours Less than 24 hours
IT Operations	SAN connectivity	Determine SAN status for City Hall related essential functions.	Within 0 – 12 Hours Less than 24 hours
IT Operations	Internet Connectivity	Cutover to available Internet connection. (Outside Service Provider)	Within 0 – 12 Hours Less than 24 hours
IT Operations	Ensure VPN appliance is working	Ensure VPN appliance is available and working for remote workers	Within 0 – 12 Hours Less than 24 hours
IT Operations	Restore priority servers.	Start server restoration or cutover process.	Within 0 – 12 Hours Less than 24 hours
IT Operations	GIS availability	Establish server and connectivity requirements for CAD RMS work.	Within 0 – 12 Hours Less than 24 hours
Community Development	Damage Inspection	City Buildings	Within 0 – 12 Hours Less than 24 hours
Community Development	Damage Inspection	Assist Public Works	Within 0 – 12 Hours Less than 24 hours
Police – Facilities	Power/Generator	Fuel and maintain emergency generator.	Within 0 – 12 Hours

	(Generator/Fuel)		Less than 24 hours
Police – Main Communication	Field Services/ Dispatch	Radio/Telephone/911	Within 0 – 12 Hours Less than 24 hours
Police – Field Services/Patrol	Police – Public Safety/Emergency Response/Civil Unrest/Protection/Traffic Safety	Uniform Patrol for emergency response and calls for service	Within 0 – 12 Hours Less than 24 hours
Police – Special Services/Investigations	Police – Criminal Investigations	Investigate serious crime, Intelligence	Within 0 – 12 Hours Less than 24 hours
Police and IT Operations	Police – IT Department Technology	Daily maintenance of department technology infrastructure.	Within 0 – 12 Hours Less than 24 hours
Fire-Rescue	Fire-Rescue Contract Svcs.	Ensure availability of fire-rescue response to high priority calls	Within 0 – 12 Hours Less than 24 hours
EMS	Emergency Medical Services	Ensure availability of EMS response and transport to high priority call	Within 0 – 12 Hours Less than 24 hours
Public Works	Service and Maintenance	Clear pathways and ready park facilities.	Within 0 – 12 Hours Less than 24 hours
Public Works	Service and Maintenance	Do first assessment and report to Public Works any known issues	Within 0 – 12 Hours Less than 24 hours
Recreation	First Assessment of buildings to report conditions and assist with any evacuations	Report to Public Works any issues to help with assessment of structure	Within 0 – 12 Hours Less than 24 hours
Public Works	Inspect Electrical systems	Streetlight, Signal, Buildings	Within 0 – 12 Hours Less than 24 hours
Public Works	Bridge/Dam Inspection	Run Bridge Routes	Within 0 – 12 Hours Less than 24 hours
Public Works	Vehicle Supply	Maintain Fleet	Within 0 – 12 Hours Less than 24 hours
Public Works	Clear Streets Debris	Maintain Flow of traffic	Within 0 – 12 Hours Less than 24 hours
TIER 2 (24-72 HOURS)			
Department	Mission Essential Function	Mission Essential Function Description	Recovery Time Objectives
City Administration – CM	Public Information	Develop and release public messaging about current situation, what general public should be doing, and what City is doing. (repeat on regular schedule)	24 - 72 hours
City Administration – CM	Decision-making	- Contracts <\$30k - Budget modifications - FEMA - Personnel and appointments - Franchises	24 - 72 hours
City Administration – CM, City Clerk	Continued coordination of Council meetings and legislative process; Brown Act compliance	Organize and convene Council meeting(s); submit legislative actions to appropriate agencies; provide public/press access to meetings/actions	24 - 72 hours
City Administration – Council	Decision-making	- Policy - Contracts >\$30k	24 - 72 hours

		- Budget appropriations - Public Information Officer	
City Administration – CM	Records Management	Maintain and preserve city records, and respond to Public Records Act requests	24 - 72 hours
City Administration – City Clerk	FPPC Filings	Comply with filing official duties mandated by the Political Reform Act	24 - 72 hours
City Administration – City Clerk	Commissions: Parks and Recreation Commission, Planning Commission, Senior Citizen Commission	Communicate with and fulfill any statutory requirements of commissions.	24 - 72 hours
City Engineer/Building Official	Inspect private buildings, houses, etc. for damage	Assess habitability; post uninhabitable units	24 - 72 hours
Human Resources	Staffing	Maintain coordination with EOC, Payroll and City departments to ensure adequate staffing including recruitment and onboarding of temporary help, and compliance with employment laws and regulations	24 - 72 hours
Human Resources	Consultation and Compliance	Prioritize, advise, and assist managers handling normal personnel-related matters and resolving conflicts. Assist employees dealing with emergencies. Administer leaves.	24 - 72 hours
HR – Risk Management	Drug Testing	Schedule mandatory drug testing and results for safety sensitive positions and post-accident testing.	24 - 72 hours
HR – Risk Management	Insurance Coordination	Continue to work with TPAs, brokers, field agents, and analysts to document and process insurance claims.	24 - 72 hours
IT Operations	Ensure Wireless Connectivity is available	Bring up Wi-Fi Controller/Check internal and guest wireless access	24 - 72 hours
IT Operations	Enable remote working	Make PCs, laptops, VPN, WiFi available for continuity facilities and remote working	24 - 72 hours
Community Development	Damage Inspection	Essential Buildings	24 - 72 hours
Community Development	Damage Inspection	Private Buildings	24 - 72 hours
Police – Records	Process and maintain all crime reports and documents	Process and maintain all crime reports and documents, protect RMS and records	24 - 72 hours
Police	Court Liaison	Court filings consistent with DA requirements	24 - 72 hours
Public Works	Secure building shut off utilities if necessary, start authorized building repairs	Service facility restrooms for possible heavy use	24 - 72 hours
Public Works	Clean/stock restrooms in parks	Service park restrooms for possible heavy	24 - 72 hours

		use	
Public Works	Repair failed systems	Traffic, Street, Building	24 - 72 hours
Public Works	Bridge/Dam/Contracts Contract sorts	Status, inspection, repair	24 - 72 hours
Public Works	Maintain Fleet	Secure specialty equipment. Repair priority vehicles.	24 - 72 hours
Public Works	Provide safe travel routes	Open streets based on priority routes	24 - 72 hours
TIER 3 (72 HOURS-1 WEEK)			
Department	Mission Essential Function	Mission Essential Function Description	Recovery Time Objectives
City Administration – CM	Public Information	Develop and release public messaging about current situation, what general public should be doing, and what City is doing. (repeat on regular schedule)	72 hours to 1 week
Human Resources	Employee Relations	Prioritize and respond to urgent and routine business. Resume HR responsibilities in the areas of employee and labor relations, disciplinary actions and grievances, etc.	72 hours to 1 week
City Engineer/Building Official	Permitting	Repair Permits	72 hours to 1 week
City Engineer/Building Official	Entitlements	New Projects	72 hours to 1 week
Police – Property/Evidence	Safeguards and maintains all booked property	Protect, receives, processes, stores, delivers, releases, and disposes of items which are Found, Safe keeping, Evidence	72 hours to 1 week
Public Works	Providing safe space for programming or shelter	Inspect play structures for safety and red tag if necessary. Coordinate with cleaning and trash hauler to keep facility clean	72 hours to 1 week
Recreation	Provide a safe clean gathering environment	As able to, return to normal operations and programming	72 hours to 1 week
Public Works	Install/Maintain temp systems	Generators, lights, signals, light trees	72 hours to 1 week
Public Works	Construction Inspection	As able to, resume construction project inspections. Priority to essential facilities.	72 hours to 1 week
Public Works	Maintain Fleet	Maintain & Repair City vehicles Coordinate emergency leasing and rentals.	72 hours to 1 week
Public Works	Re-open closed routes	Remove temporary detours	72 hours to 1 week
TIER 4 (1 WEEK-30 DAYS)			
Department	Mission Essential Function	Mission Essential Function Description	Recovery Time Objectives
City Administration – CM	Public Information	Develop and release public messaging about current situation, what general	1 week to 30 days

		public should be doing, and what City is doing. (repeat on regular schedule)	
City Administration – Council	Boards and Commission appointments, Administer oaths and affirmations	Council appointments to boards and commissions with priority on meeting any statutory requirements, and emergency successions.	1 week to 30 days
Finance	All Remaining Finance Functions	All Remaining Finance Functions. Resume revenue collection, receivables, and payable operations.	1 week to 30 days
Human Resources	Classification and salary, policy and procedures, training, etc.	All remaining HR and Risk Functions with priority to employee safety and support, and filling emergency staffing needs.	1 week to 30 days
Human Resources	Catastrophic Leave	Intake and processing of Catastrophic Leave requests.	1 week to 30 days
HR – Risk Management	Workers’ Compensation	Continuation of claims tracking and resolution.	1 week to 30 days
HR – Risk Management	Interactive Process	Interactive meetings with staff and supervisors regarding restricted return to work duties.	1 week to 30 days
HR – Risk Management	Risk and Safety	Resume normal Risk and Safety activities. Develop new Risk and Safety policies as needed to reflect new or remote working conditions.	1 week to 30 days
Public Works	Preventive maintenance programs	Resume doing regular parks and facilities maintenance.	1 week to 30 days
Public Works	Routine Park Maintenance	Ensure debris clearance and safety of parks and open space is achieved.	1 week to 30 days
Public Works	Install/Maintain Temp systems	Generators, lights, signals, light trees	1 week to 30 days

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13.0. PLAN DEVELOPMENT AND MAINTENANCE

13.1.1. PLAN DEVELOPMENT

The Continuity Of Operations Plan (COOP), its annexes, appendices, and procedures is developed in coordination with and is consistent with the following directives, guidance, or plans:

- Cal OES COOP Planning Guidance, January 2019
- FEMA Continuity Guidance Circular, February 2018
- Guide for All-Hazards Emergency Planning (CPG 101) (and its predecessor SLG 101)

13.1.2. PLAN MAINTENANCE

This COOP, its annexes, appendices, procedures, resource inventories, and notification/recall lists shall be maintained and kept current by all parties in the following manner:

- a) The COOP, its Annexes, and Continuity of Government (COG) / Emergency Operations Plan (EOP) provisions will be reviewed every year.
- b) A comprehensive review and update of the COOP will be done every five (5) years.
- c) Any department or agency changes or additions to the COOP will be forwarded to the City Manager's Office for review and consideration.
- d) Resource inventories, notification/recall lists should be reviewed on a six (6) month basis or as changes occur.
- e) Procedures will be reviewed following evaluations of actual emergency/disaster operations and/or exercises and trainings, where deficiencies were noted.
- f) Substantive changes to the the COOP will be identified in the Record of Changes table.

13.1.3. PLAN REVISIONS

The COOP is continually being updated and distribution of revised versions will be the responsibility of the Irwindale Police Department. Outdated versions of this plan should be destroyed when a new version is published so that only the most recent version is in circulation.

Revisions, updates, and enhancements to the COOP may be made without further City Council approval when said changes are as a matter of normal improvement planning and corrective action process.

The schedule for revisions and updates to the COOP include a full and complete update with City Council approval every five years with more frequent routine updates and revisions as identified through lessons learned of actual events, trainings, and exercises.

Substantive revisions and changes to the COOP will be identified in the Record of Changes table.

13.1.4. COORDINATION WITH OTHER PLANS

The Irwindale COOP has been developed in coordination with the concepts, principles, and requirements of the following plans and policies:

- Irwindale EOP

- California Emergency Plan
- Los Angeles County Emergency Plan
- National Response Framework (NRF)
- National Preparedness Goal
- National Planning Scenarios
- National Infrastructure Protection Plan
- National Homeland Security Strategy
- National Incident Management System (NIMS)
- California Standardized Emergency Management System (SEMS)

14.0. AUTHORITIES AND REFERENCES

The COOP acknowledges documents that provide legal authority, guidance, and reference for continuity planning at the federal, state, and local level.

Authorities

- Homeland Security Act of 2002 (6 U.S.C § 101 et seq.), November 25, 2002
- Presidential Executive Order 12472, *Assignment of National Security and Emergency Preparedness Telecommunications Functions*, April 3, 1984, as amended
- Presidential Executive Order 12656, *Assignment of Emergency Preparedness Responsibilities*, November 18, 1988, as amended
- National Security and Homeland Security Presidential Directives 20 and 51
- Presidential Decision Directive 67, *Ensuring Constitutional Government and Continuity of Government Operations*, October, 1998
- Federal Continuity Directive 1, *Federal Executive Branch National Continuity Program and Requirements*, February, 2008

References

- National Continuity Policy Implementation Plan, dated August 2007
- Federal Emergency Management Agency (FEMA) Continuity Guidance for Non-Federal Entities (States, Territories, Tribal, and Local Government Jurisdictions), July 2010
- FEMA Continuity Plan Template and Instructions for Non-Federal Governments, Sept. 2013.
- FEMA Continuity Guidance Circular 1 (CGC 1), Continuity Guidance for Non-Federal Governments (States, Territories, Tribes, and Local Government Jurisdictions), FEMA, Jan.2009
- FEMA Continuity Guidance Circular 2 (CGC 2) Continuity Guidance for Non-Federal Governments: Mission Essential Functions Identification Process (States, Territories, Tribes, and Local Government Jurisdictions), February 2018
- 36 Code of Federal Regulations, Part 1234, Electronic Records Management, Part 1236 Management of Vital Records
- National Incident Management System (NIMS), December 2008
- National Fire Protection Association (NFPA) 1600 Standard on Disaster/Emergency Management and Business Continuity Programs, 2013 Edition

State of California COOP Authorities

- State of California Senate Bill 61 Allowing Governing Bodies to Create Contingency Plans for Emergencies
- California Administrative Code Title 13, Chapter 6, Records Retention Scheduling Rules
- California Local Government Code, §441.180, Records Retention
- California Department of Information Resources (DIR) California Administrative Code (TAC) Title 1 §202.74
- California Government Code Subchapter E, Chapter 418, §418.111 and §418.112
- California Government Code Section 418.004, Government Code
California Governor's Office of Emergency Services Continuity Planning Guidance, August 2016

Local COOP Authorities and References

- City of Irwindale Emergency Operations Plan, v. 202a
- City of Irwindale Local Hazard Mitigation Plan, v. 2013

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15.0. GLOSSARY OF ABBREVIATIONS AND DEFINITIONS OF TERMS

ABBREVIATIONS

CMT	Crisis Management Team
COOP	Continuity of Operations Plan
COG	Continuity of Government
EOC	Emergency Operations Center
EOP	Emergency Operations Plan
FEMA	Federal Emergency Management Agency
FOUO	For Official Use Only
IT	Information Technology
LAN	Local Area Network
NIMS	National Incident Management System
RTO	Recovery Time Objective
SEMS	Standardized Emergency Management System

DEFINITIONS OF TERMS

Activation – When all or a portion of the COOP has been operational implemented due to an emergency incident.

COOP – Acronym for Continuity of Operations Plan which is planning to ensure the continuance of essential functions and services and the resumption of time-sensitive operations in the event of an emergency or disaster.

Continuity of Operations – The activities of individual units and agencies and their subcomponents to ensure that their mission essential functions are continued under all circumstances. This includes plans and procedures that delineate mission essential functions; specify orders of succession and delegations of authority; provide for the safekeeping of vital files, records, and databases; identify continuity facilities; provide for interoperable communications; and validate the plan through tests, training, and exercises.

COOP Coordinator – Responsible for approving overall policy directions, guidance, and objectives for COOP planning and activation. This position is fulfilled by the City Manager.

COOP Critical Personnel – Personnel designated by their department as critical to the resumption of mission essential functions and services.

Command and/or Control Center – A centrally located facility with adequate phone lines to begin recovery operations. Typically, it is a temporary facility used by the management team to begin coordinating the recovery process and is used until the continuity facilities are functional.

Communications Failure – An unplanned interruption in electronic communication between a terminal and a computer processor or between processors because of a failure of any hardware, software, or telecommunications components comprising the link. See also: network outage.

Communications Recovery – The component of disaster recovery that deals with restoring or rerouting a department's telecommunications network or its components. Similar terms: telecommunications recovery, data communications recovery.

Continuity Facility – A facility, other than the primary facility, used to process data and/or conduct mission essential functions in the event of a disaster. Similar terms: alternate processing facility, alternate facility, and alternate communication facility.

Crisis Assessment Team – A team developed to conduct an initial analysis of the situation to determine if the COOP or a departmental COOP annex will be activated. **Critical Equipment** – Includes specific equipment required to reestablish a mission essential function.

Damage Assessment – The process of assessing damage to computer hardware, vital records, facilities, etc., and determining what can be salvaged or restored and what must be replaced following a disaster.

Delegations of Authority – Specifies who is authorized to act on behalf of the department head and other COOP critical officials for specific purposes.

Department Backup Personnel – A list of alternate personnel who can fill a position when the primary person is unavailable.

Disaster – An incident that renders a department unable to provide critical business functions. Similar terms: business interruption, outage, and catastrophe.

Emergency Preparedness – The discipline that ensures an organization's readiness to respond to an emergency in a coordinated, timely, and effective manner.

Essential Records and Databases – Files, records, or databases that, if damaged or destroyed, would cause considerable inconvenience and/or require replacement or re-creation at considerable expense. For legal, regulatory, or operational reasons, these records cannot be irretrievably lost damaged without materially impairing the department's ability to maintain mission essential functions.

Facilities – A location containing the equipment, supplies, and voice and data communication lines to conduct transactions required to conduct business under normal conditions. Similar terms: primary site, primary processing facility, and primary operating facility.

File Backup – The practice of copying a file stored on disk or tape to another disk or tape. This is done for protection in case the active file gets damaged.

File Recovery – The restoration of computer files using backup copies.

File Server – The central repository of shared files and applications in a computer network.

Internal Call List – Standard format for an emergency call tree for employees within the scope of the COOP.

Interruption – An outage caused by the failure of one or more communications links with entities outside of the primary location.

Key Personnel – Personnel designated by their department as critical to the resumption of mission essential functions and services.

Local Area Network – Computing equipment, in proximity to each other, connected to a server that houses software that can be accessed by the users. This method does not use a public carrier. See also: WAN.

Local Area Network Recovery – The component of disaster recovery that deals specifically with replacing equipment and restoring essential data and software following a disaster. Similar terms: client/server recovery.

Logistics Manager – Staff member who has the skills and authority to coordinate the provision of resources and services during an incident.

Mission Essential Functions – Activities, processes, or functions that could not be interrupted or unavailable for several days without significantly jeopardizing the operation of the department.

Mutual Aid Agreements – A signed agreement to provide a service, which includes the method of performance, the fees, the duration, the services provided, and the extent of security and confidentiality maintained.

National Incident Management System – Provides a consistent nationwide template to enable federal, state, local, tribal governments, private sector, and nongovernmental organizations to work together effectively and efficiently to prepare for, prevent, respond to, and recover from domestic incidents, regardless of cause, size, or complexity.

Network Outage – An interruption in system availability because of a communication failure affecting a network of computer terminals, processors, or workstations.

Non-mission Essential Function/Data – Business activities or information, which could be interrupted or unavailable indefinitely without significantly jeopardizing a department's mission essential functions.

Nonessential Records – Records or documents that, if irretrievably lost or damaged, will not materially impair the department's ability to conduct business.

Off-Site Storage Facility – A secure location, remote from the primary location, at which backup hardware, software, data files, documents, equipment, or supplies are stored.

Orders of Succession – Identifying alternates for senior and other key positions during an emergency in the event any of those officials are unavailable to execute their legal and/or essential duties.

Reconstitution Manager – Appointed based on nature and type of emergency. Reports to COOP Administrator.

Record Retention – Storing historical documentation for a set period, usually mandated by state and federal law or the Internal Revenue Service.

Recovery – Includes all types of emergency actions dedicated to the continued protection of the public or to promoting the resumption of normal activities in the affected area.

Recovery Strategies – Alternative operating method (platform location, etc.) for facilities and system operations in the event of a disaster.

Recovery Time Objective – The period of time that a function can be suspended before its impact on the department is unacceptable.

Repository – A storage place for object models, interfaces, documents, and files. **Response** – Those activities and programs designed to address the immediate and short-term effects of the onset of an emergency or disaster.

Risk – An ongoing or impending concern that has a significant probability of adversely affecting a department's ability to maintain mission essential functions.

Risk Assessment/Analysis - The process of identifying and minimizing the exposures to certain threats that a department may experience. Similar terms: risk assessment, impact assessment, corporate loss analysis, risk identification, exposure.

Risk Management – The discipline that ensures that a department or service operation does not assume an unacceptable level of risk.

Standardized Emergency Management System – The cornerstone of California's emergency response system and the fundamental structure for the response phase of emergency management unifying all elements of California's emergency management community into a single integrated system and standardizes key elements. SEMS incorporates Incident Command System (ICS), Multi/Inter-agency coordination, Mutual aid, and the Operational Area Concept.

Vulnerability – The susceptibility of a department to a hazard. The degree of vulnerability to a hazard depends upon the risk of the hazard occurring and potential consequences.

16.0. ATTACHMENTS

- A. City of Irwindale Record Retention Schedule
- B. City of Irwindale Internal Telephone List
- C. City of Irwindale Organizational Chart
- D. City of Irwindale Continuity Facility List
- E. City of Irwindale Master Motor Vehicle List
- F. City of Irwindale Critical Supplies/Vendors List
- G. City of Irwindale Facility Emergency Exit Plans
- H. Template Temporary Remote Work Agreement
- I. Template Emergency Facility Use Agreement
- J. Master List of External Service and Utility Providers
- K. City of Irwindale Domestic Water Boundary Map
- L. City of Irwindale Bus Shelter Map
- M. City of Irwindale Traffic Signal Location Map
- N. City of Irwindale Off-Site Records and Equipment List
- O. City of Irwindale Roads and Streets Map
- P. Essential Critical Infrastructure Workers Classifications

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ATTACHMENT A – Irwindale Record Retention Schedule

INSERT RECORDS RETENTION SCHEDULE HERE

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ATTACHMENT B – Irwindale Internal Telephone List

INSERT INTERNAL TELEPHONE LIST HERE

ATTACHMENT C – Irwindale Organizational Chart

INSERT ORGANIZATIONAL CHART HERE

ATTACHMENT D – Irwindale Master Facility List

FACILITY	SQ.FT.	ADDRESS	GENERATOR	COMMENTS
City Hall	7,698	5050 N. Irwindale Ave.		
Council Chambers	4,302	5050 N. Irwindale Ave.		
Police Department	8,600	5050 N. Irwindale Ave.		EOC
Library	2,758	16053 Calle de Paseo		
Dan Diaz Recreation Center	19,720	16053 Calle de Paseo		Shelter
Aquatics Center	3,709	16053 Calle de Paseo, Bldg. 2		
Public Works Maintenance Yard	1,738	16034 Calle de Norte		
Senior Center	12,000	16102 Arrow Hwy.		Cooling Center
Annex Building	9,660	16102 Arrow Hwy.		
Historic Mission	2,520	16239 Arrow Hwy.		
Post Office	1,650	16025 Calle de Norte		
Public Works Services/Storage	7,712	5463 2 nd Street		
Limited Volume Transfer Station	19,620 (lot size)	4415 Azusa Canyon Rd.		
Irwindale Park Restroom #1 (near Police Department)	600	5050 N. Irwindale Ave.		
Irwindale Park Restroom #2 (near Playground)	600	5050 N. Irwindale Ave.		
Jardin de Roca Restrooms	400	5051 N. Irwindale Ave.		

ATTACHMENT E – Irwindale Master Motor Vehicle List

INSERT MASTER MOTOR VEHICLE LIST HERE

ATTACHMENT F – Irwindale Critical Suppliers/Vendors List

INSERT CRITICAL SUPPLIERS/VENDORS LIST

ATTACHMENT G – City Facilities Emergency Exit Plans

INSERT FACILITY EMRGENCY EXIT PLANS HERE

ATTACHMENT H – Template Temporary Remote Work Agreement

I. General work arrangement

1. This agreement is between the City of Irwindale (“the City”) and [] (“employee”) to establish the terms and conditions for temporarily performing work at an alternate work site with the following frequency (e.g., daily each week, on the same day every week, or on some routine basis).
2. This agreement begins on [](date). You understand that this agreement to permit you to work remotely is a temporary measure only, and will be reviewed continuously during the period in which the City requires social distancing as a measure intended to minimize the spread of the current health situation accordingly, City may alter this schedule or end the temporary remote work agreement at any time at its discretion.
3. This agreement will remain in effect unless altered or terminated at any time as described in paragraph 2 above.
4. The following conditions apply:
 - A) Employee’s remote work schedule is [].
(specify days and hours. If it varies, please include those details)
 - B) Employee’s regular remote work site location is [].
 - C) Employee’s regular remote work phone number is [].
5. While working remotely, employee will:
 - A) Remain accessible during the remote work schedule;
 - B) Check in with the supervisor to discuss status and open issues;
 - C) Be available for video/teleconferences, scheduled on an as needed basis;
 - D) Be available to physically attend scheduled work meetings as requested or required by the department;
 - E) Request supervisor approval in advance of working any overtime hours (if employee is nonexempt);
 - F) Take rest and meal breaks while working remotely in full compliance with all applicable policies or collective bargaining agreements; and
 - G) Request supervisor approval to use vacation, sick, or other leave in the same manner as when working at employee’s regular work location.
6. Employee’s duties, obligations, responsibilities, and conditions of employment with the university remain unchanged except those obligations and responsibilities specifically addressed in this agreement. Job responsibilities, standards of performance, and performance appraisals remain the same as when working at the regular City work site. The supervisor reserves the right to assign work as necessary at any work site.
7. The parties acknowledge that this agreement may be evaluated on an ongoing basis to ensure that employee’s work quality, efficiency, and productivity are not compromised by the remote work arrangement described herein.

8. You acknowledge that if your manager deems that the temporary remote work arrangement described in this agreement is not working effectively or as envisioned, management may at any time adjust or end this agreement. Management will strive to provide at least 24 hours' advance notice of any changes to this agreement.

II. Safety & Equipment; Information Security

1. Employee agrees to maintain a safe, secure, and ergonomic work environment and to report work related injuries to employee's supervisor at the earliest reasonable opportunity. Employee agrees to hold the university harmless for injury to others at the alternate work site. Regarding space and equipment purchase, set-up, and maintenance for telecommuting purposes:
 - a. Employee is responsible for providing space, telephone, printing, networking and/or internet capabilities at the telecommute location, and shall not be reimbursed by the employer for these or related expenses. Internet access must be via dsl, cable modem, or an equivalent bandwidth network.
 - b. Employee agrees to protect university-owned equipment, records, and materials from unauthorized or accidental access, use, modification, destruction, or disclosure. The precautions described in this agreement apply regardless of the storage media on which information is maintained, the locations where the information is stored, the systems used to process the information, or the process by which the information is stored.
 - c. Employee agrees to report to employee's supervisor any incidents of loss, damage, or unauthorized access at the earliest reasonable opportunity.
 - d. Employee understands that all equipment, records, and materials provided by the university shall remain the property of the university.
2. Employee understands and agrees that employee's personal vehicle may not be used for university business unless specifically authorized in writing by employee's supervisor in advance of such use.
3. With reasonable notice and at a mutually agreed upon time, the university may make on-site visits to employee's remote work location to ensure that the designated workspace is safe and free from hazards, provides adequate protection and security of City property, and to maintain, repair, inspect, or retrieve City property.
4. Employee agrees to return university-owned equipment, records, and materials within ____ days of termination of this agreement. Within ____ days of written notice, employee must return City owned equipment for inspection, repair, replacement, or repossession.
5. 5. Employee understands that employee is responsible for tax consequences, if any, of this arrangement, and for conformance to any local zoning regulations.

I hereby affirm by my signature that I have read this temporary remote work agreement and understand and agree to all of its provisions.

[insert employee's name], Employee

Date

[insert supervisor's name], Supervisor

Date

[insert department head's name], [insert title]

Date

This signed agreement must be sent to the Human Resources Department for placement in employee's personnel file. The employee and the supervisor should each keep a copy of this agreement for future reference.

ATTACHMENT I – Template Emergency Facility Use Agreement

AGREEMENT FOR EMERGENCY USE OF FACILITIES

Pursuant to common-law and statutory authority, in the State of California, the City of Irwindale "City" has the authority, in an emergency situation, to contract for the use of property on an emergency basis when such property is required by emergency personnel in connection with the protection of life and property .

The owner of the property _____ described herein, or the duly appointed representative, agrees to furnish facilities described herein _____ to the City of Irwindale for use as _____.

1. DESCRIPTION OF FACILITIES:

2. RATE: For each 24-hour day, or portion of a 24-hour day, the City will pay the sum of \$ _____. This shall include all charges for maintenance and supplies provided to the City as stipulated in Item #4.

3. TERM: This agreement shall commence on _____, and shall end on or before _____ (may be defined by date, or by the duration of the emergency).

4. MAINTENANCE: (a) Owner shall furnish, at Owner's sole cost and expense during the term of this contract, the following utilities and supplies to the area leased or rented by the City:

6. **SERVICE:** Owner shall provide the City with the name, address and the telephone number of an agency or person convenient to the City as a local source of service (e.g., owner, grounds manager, etc.) with regards to Owner's responsibilities under this lease/rental agreement as to repairs, maintenance, and servicing of the premises and any or all related equipment, fixtures, and appurtenances, or another person as identified below:

NAME _____ TELEPHONE NUMBER _____

6. **CONDITION REPORT:** A joint physical survey and inspection report of the facilities shall be made as of the effective date of this Agreement, reflecting the then existing conditions, and will be signed on behalf of the parties to this Agreement. A similar joint physical survey and inspection of the facilities shall be made as of the date of expiration of this Agreement, reflecting the then existing conditions, and will be signed on behalf of the parties to this Agreement.
7. **LOSS, DAMAGE OR DESTRUCTION:** The City will assume liability for the loss, damage, or destruction of facilities or equipment furnished under this Agreement provided that no reimbursement will be made from loss, damage, or destruction when due to (1) ordinary wear and tear, (2) the fault or negligence of the Owner or Owner's agent(s), or (3) circumstances beyond the control of the City.
- The City shall restore Owner's land, structures, and equipment to the condition they were in immediately prior to the period of government occupancy; restoration shall be performed to the extent reasonably practical.
- If the premises are not restored to the Owner's satisfaction, claims for reasonable costs incurred by the Owner in restoring the facility to their prior condition, all other claims shall be submitted to the City.
8. **HOLD HARMLESS:** To the extent that both parties to this agreement agree to hold each other harmless against any and all claims for injury to the person or damage to the property arising from the uses herein stated, except where such injury or damage is proximately caused by the negligent or willful acts of the other, its servants, agents, or employees.
9. **SUBROGATION WAIVED:** To the extent authorized by any emergency and extended coverage insurance policy issued to Owner on the lease/rental premises, Owner hereby waives the subrogation rights of the insurer, and releases the City from liability for any loss or damages by that insurance.

OWNER

CITY OF IRWINDALE

BY: _____

TITLE: _____

DATE: _____

NAME: _____

STREET ADDRESS: _____

TELEPHONE: _____

TELEPHONE: (Night) _____

BY: _____

TITLE: _____

DATE: _____

NAME: _____

STREET ADDRESS: _____

TELEPHONE: _____

TELEPHONE: (Night) _____

ATTACHMENT J – Master List of External Service and Utility Providers

INSERT MASTER LIST OF EXTERNAL SERVICE AND UTILITY PROVIDERS HERE

ATTACHMENT K – City of Irwindale Water Boundary Map

INSERT CITY OF IRWINDALE WATER BOUNDARY MAP HERE

ATTACHMENT L – City of Irwindale Bus Shelter Location Map

INSERT CITY OF IRWINDALE BUS SHELTER LOCATION MAP HERE

ATTACHMENT M – City of Irwindale Traffic Signal Location Map

INSERT CITY OF IRWINDALE TRAFFIC SIGNAL LOCATION MAP HERE

ATTACHMENT N – City of Irwindale Off-Site Records and Equipment List

INSERT CITY OF IRWINDALE OFF-SITE RECORDS AND EQUIPMENT LIST HERE

A list of off-site locations where essential records,
equipment, and supplies are stored.

ATTACHMENT O – City of Irwindale Roads and Streets Map

INSERT CITY OF IRWINDALE ROADS AND STREETS MAP HERE

ATTACHMENT P – Essential Critical Infrastructure Workers

New essential worker definition based upon the COVID-19 pandemic emergency.

On March 19, 2020, California Governor Newsom issued Executive Order N-33-20 directing all residents immediately to heed current state public health directives to stay home, except as needed to maintain continuity of operations of essential critical infrastructure sectors and additional sectors as the State Public Health officer may designate as critical to protect health and well-being of all Californians.

In accordance with this order, the State Public Health officer has designated the following list of “essential critical infrastructure workers” to help state, local, tribal, and industry partners as they work to protect communities, while ensuring continuity of functions critical to public health and safety, as well as economic and national security. **This list will serve as a new foundation for defining essential workers and critical infrastructure in future emergency planning and preparedness efforts.**

HEALTHCARE / PUBLIC HEALTH

Sector Profile

The Healthcare and Public Health (HPH) Sector is large, diverse, and open, spanning both the public and private sectors. It includes publicly accessible healthcare facilities, research centers, suppliers, manufacturers, and other physical assets and vast, complex public-private information technology systems required for care delivery and to support the rapid, secure transmission and storage of large amounts of HPH data.

Essential Workforce:

- Workers providing COVID-19 testing; Workers that perform critical clinical research needed for COVID-19 response.
- Health care providers and caregivers (e.g., physicians, dentists, psychologists, mid-level practitioners, nurses and assistants, infection control and quality assurance personnel, pharmacists, physical and occupational therapists and assistants, social workers, speech pathologists and diagnostic and therapeutic technicians and technologists).
- Hospital and laboratory personnel (including accounting, administrative, admitting and discharge, engineering, epidemiological, source plasma and blood donation, food service, housekeeping, medical records, information technology and operational technology, nutritionists, sanitarians, respiratory therapists, etc.).
- Workers in other medical facilities (including Ambulatory Health and Surgical, Blood Banks, Clinics, Community Mental Health, Comprehensive Outpatient rehabilitation, End Stage Renal Disease, Health Departments, Home Health care, Hospices, Hospitals, Long Term Care, Organ Pharmacies, Procurement Organizations, Psychiatric, Residential, Rural Health Clinics and Federally Qualified Health Centers, cannabis retailers).
- Manufacturers, technicians, logistics and warehouse operators, and distributors of medical equipment, personal protective equipment (PPE), medical gases, pharmaceuticals, blood and blood products, vaccines, testing materials, laboratory supplies, cleaning, sanitizing, disinfecting or sterilization supplies, personal care/hygiene products, and tissue and paper towel products.
- Public health / community health workers, including those who compile, model, analyze and communicate public health information.

- Behavioral health workers (including mental and substance use disorder) responsible for coordination, outreach, engagement, and treatment to individuals in need of mental health and/or substance use disorder services.
- Blood and plasma donors and the employees of the organizations that operate and manage related activities.
- Workers that manage health plans, billing, and health information, who cannot practically work remotely.
- Workers who conduct community-based public health functions, conducting epidemiologic surveillance, compiling, analyzing, and communicating public health information, who cannot practically work remotely.
- Workers who provide support to vulnerable populations to ensure their health and well-being including family care providers
- Workers performing cybersecurity functions at healthcare and public health facilities, who cannot practically work remotely.
- Workers conducting research critical to COVID-19 response.
- Workers performing security, incident management, and emergency operations functions at or on behalf of healthcare entities including healthcare coalitions, who cannot practically work remotely.
- Workers who support food, shelter, and social services, and other necessities of life for economically disadvantaged or otherwise needy individuals, such as those residing in shelters.
- Pharmacy employees necessary for filling prescriptions.
- Workers performing mortuary services, including funeral homes, crematoriums, and cemetery workers.
- Workers who coordinate with other organizations to ensure the proper recovery, handling, identification, transportation, tracking, storage, and disposal of human remains and personal effects; certify cause of death; and facilitate access to behavioral health services to the family members, responders, and survivors of an incident.
- Workers supporting veterinary hospitals and clinics.

EMERGENCY SERVICES SECTOR

Sector Profile

The Emergency Services Sector (ESS) is a community of highly skilled, trained personnel, along with the physical and cyber resources, that provide a wide range of prevention, preparedness, response, and recovery services during both day-to-day operations and incident response. The ESS includes geographically distributed facilities and equipment in both paid and volunteer capacities organized primarily at the federal, state, local, tribal, and territorial levels of government, such as city police departments and fire stations, county sheriff's offices, Department of Defense police and fire departments, and town public works departments. The ESS also includes private sector resources, such as industrial fire departments, private security organizations, and private emergency medical services providers.

Essential Workforce - Law Enforcement, Public Safety and First Responders:

- Including front line and management, personnel include emergency management, law enforcement, Emergency Management Systems, fire, and corrections, search and rescue, tactical teams including maritime, aviation, and canine units.
- Emergency Medical Technicians.
- Public Safety Answering Points and 911 call center employees.

- Fusion Center employees.
- Fire Mitigation Activities.
- Hazardous material responders and hazardous devices teams, from government and the private sector.
- Workers, including contracted vendors, who maintain digital systems infrastructure supporting law enforcement and emergency service operations.
- Private security, private fire departments, and private emergency medical services personnel.
- County workers responding to abuse and neglect of children, elders, and dependent adults.
- Animal control officers and humane officers.

Essential Workforce - Public Works:

- Workers who support the operation, inspection, and maintenance of essential dams, locks, and levees
- Workers who support the operation, inspection, and maintenance of essential public works facilities and operations, including bridges, water and sewer main breaks, fleet maintenance personnel, construction of critical or strategic infrastructure, construction material suppliers, traffic signal maintenance, emergency location services for buried utilities, maintenance of digital systems infrastructure supporting public works operations, and other emergent issues
- Workers such as plumbers, electricians, exterminators, and other service providers who provide services that are necessary to maintaining the safety, sanitation, and essential operation of residences.
- Support, such as road and line clearing, to ensure the availability of needed facilities, transportation, energy, and communications Support to ensure the effective removal, storage, and disposal of residential and commercial solid waste and hazardous waste.

FOOD AND AGRICULTURE

Sector Profile

The Food and Agricultural (FA) Sector is composed of complex production, processing, and delivery systems and has the capacity to feed people and animals both within and beyond the boundaries of the United States. Beyond domestic food production, the FA Sector also imports many ingredients and finished products, leading to a complex web of growers, processors, suppliers, transporters, distributors, and consumers. This sector is critical to maintaining and securing our food supply.

Essential Workforce:

- Workers supporting groceries, pharmacies, and other retail that sells food and beverage products, including but not limited to Grocery stores, Corner stores and convenience stores, including liquor stores that sell food, Farmers' markets, Food banks, Farm and produce stands, Supermarkets, Similar food retail establishments, Big box stores that sell groceries and essentials.
- Restaurant carry-out and quick serve food operations – including food preparation, carry-out and delivery food employees.
- Food manufacturer employees and their supplier employees—to include those employed in food processing (packers, meat processing, cheese plants, milk plants, produce, etc.) facilities; livestock, poultry, seafood slaughter facilities; pet and animal feed processing facilities; human food facilities producing by-products for animal food; beverage production facilities; and the production of food packaging.

- Farm workers to include those employed in animal food, feed, and ingredient production, packaging, and distribution; manufacturing, packaging, and distribution of veterinary drugs; truck delivery and transport; farm and fishery labor needed to produce our food supply domestically.
- Farm workers and support service workers to include those who field crops; commodity inspection; fuel ethanol facilities; storage facilities; and other agricultural inputs.
- Employees and firms supporting food, feed, and beverage distribution (including curbside distribution and deliveries), including warehouse workers, vendor-managed inventory controllers, blockchain managers, distribution.
- Workers supporting the sanitation of all food manufacturing processes and operations from wholesale to retail.
- Company cafeterias - in-plant cafeterias used to feed employees.
- Workers in food testing labs in private industries and in institutions of higher education.
- Workers essential for assistance programs and government payments.
- Workers supporting cannabis retail and dietary supplement retail.
- Employees of companies engaged in the production of chemicals, medicines, vaccines, and other substances used by the food and agriculture industry, including pesticides, herbicides, fertilizers, minerals, enrichments, and other agricultural production aids.
- Animal agriculture workers to include those employed in veterinary health; manufacturing and distribution of animal medical materials, animal vaccines, animal drugs, feed ingredients, feed, and bedding, etc.; transportation of live animals, animal medical materials; transportation of deceased animals for disposal; raising of animals for food; animal production operations; slaughter and packing plants and associated regulatory and government workforce.
- Workers who support the manufacture and distribution of forest products, including, but not limited to timber, paper, and other wood products.
- Employees engaged in the manufacture and maintenance of equipment and other infrastructure necessary to agricultural production and distribution.

ENERGY

Sector Profile

The Energy Sector consists of widely diverse and geographically dispersed critical assets and systems that are often interdependent of one another. This critical infrastructure is divided into three interrelated segments or subsectors—electricity, oil, and natural gas—to include the production, refining, storage, and distribution of oil, gas, and electric power, except for hydroelectric and commercial nuclear power facilities and pipelines. The Energy Sector supplies fuels to the transportation industry, electricity to households and businesses, and other sources of energy that are integral to growth and production across the Nation. In turn, it depends on the Nation's transportation, information technology, communications, finance, water, and government infrastructures.

Essential Workforce - Electricity industry:

- Workers who maintain, ensure, or restore the generation, transmission, and distribution of electric power, including call centers, utility workers, reliability engineers and fleet maintenance technicians.
- Workers needed for safe and secure operations at nuclear generation.
- Workers at generation, transmission, and electric blackstart facilities.

- Workers at Reliability Coordinator (RC), Balancing Authorities (BA), and primary and backup Control Centers (CC), including but not limited to independent system operators, regional transmission organizations, and balancing authorities.
- Mutual assistance personnel.
- IT and OT technology staff – for EMS (Energy Management Systems) and Supervisory Control and Data.
- Acquisition (SCADA) systems, and utility data centers; Cybersecurity engineers; cybersecurity risk management.
- Vegetation management crews and traffic workers who support.
- Environmental remediation/monitoring technicians.
- Instrumentation, protection, and control technicians.

Essential Workforce - Petroleum workers:

- Petroleum product storage, pipeline, marine transport, terminals, rail transport, road transport
- Crude oil storage facilities, pipeline, and marine transport.
- Petroleum refinery facilities.
- Petroleum security operations center employees and workers who support emergency response services.
- Petroleum operations control rooms/centers.
- Petroleum drilling, extraction, production, processing, refining, terminal operations, transporting, and retail for use as end-use fuels or feedstocks for chemical manufacturing.
- Onshore and offshore operations for maintenance and emergency response.
- Retail fuel centers such as gas stations and truck stops, and the distribution systems that support them.

Essential Workforce - Natural and propane gas workers:

- Natural gas transmission and distribution pipelines, including compressor stations.
- Underground storage of natural gas.
- Natural gas processing plants, and those that deal with natural gas liquids.
- Liquefied Natural Gas (LNG) facilities.
- Natural gas security operations center, natural gas operations dispatch and control rooms/centers natural gas emergency response and customer emergencies, including natural gas leak calls.
- Drilling, production, processing, refining, and transporting natural gas for use as end-use fuels, feedstocks for chemical manufacturing, or use in electricity generation.
- Propane gas dispatch and control rooms and emergency response and customer emergencies, including propane leak calls.
- Propane gas service maintenance and restoration, including call centers.
- Processing, refining, and transporting natural liquids, including propane gas, for use as end-use fuels or feedstocks for chemical manufacturing.
- Propane gas storage, transmission, and distribution centers.

WATER AND WASTEWATER

Sector Profile

The Water and Wastewater Sector is a complex sector composed of drinking water and wastewater infrastructure of varying sizes and ownership types. Multiple governing authorities pertaining to the

Water and Wastewater Sector provide for public health, environmental protection, and security measures, among others.

Essential Workforce:

Employees needed to operate and maintain drinking water and wastewater/drainage infrastructure, including:

- Operational staff at water authorities.
- Operational staff at community water systems.
- Operational staff at wastewater treatment facilities.
- Workers repairing water and wastewater conveyances and performing required sampling or monitoring.
- Operational staff for water distribution and testing.
- Operational staff at wastewater collection facilities.
- Operational staff and technical support for SCADA Control systems.
- Chemical disinfectant suppliers for wastewater and personnel protection.
- Workers that maintain digital systems infrastructure supporting water and wastewater operations.

TRANSPORTATION AND LOGISTICS

Sector Profile

The Transportation Systems Sector consists of seven key subsectors, or modes:

- a) Aviation includes aircraft, air traffic control systems, and airports, heliports, and landing strips. Commercial aviation services at civil and joint-use military airports, heliports, and sea plane bases. In addition, the aviation mode includes commercial and recreational aircraft (manned and unmanned) and a wide variety of support services, such as aircraft repair stations, fueling facilities, navigation aids, and flight schools.
- b) Highway and Motor Carrier encompasses roadway, bridges, and tunnels. Vehicles include trucks, including those carrying hazardous materials; other commercial vehicles, including commercial motor coaches and school buses; vehicle and driver licensing systems; taxis, transportation services including Transportation Network Companies, and delivery services including Delivery Network Companies; traffic management systems; AND cyber systems used for operational management.
- c) Maritime Transportation System consists of coastline, ports, waterways, and intermodal landside connections that allow the various modes of transportation to move people and goods to, from, and on the water.
- d) Mass Transit and Passenger Rail includes terminals, operational systems, and supporting infrastructure for passenger services by transit buses, trolleybuses, monorail, heavy rail—also known as subways or metros—light rail, passenger rail, and vanpool/rideshare.
- e) Pipeline Systems consist of pipelines carrying natural gas hazardous liquids, as well as various chemicals. Above-ground assets, such as compressor stations and pumping stations, are also included.
- f) Freight Rail consists of major carriers, smaller railroads, active railroad, freight cars, and locomotives.
- g) Postal and Shipping includes large integrated carriers, regional and local courier services, mail services, mail management firms, and chartered and delivery services.

Essential Workforce:

- Employees supporting or enabling transportation functions, including dispatchers, maintenance and repair technicians, warehouse workers, truck stop and rest area workers, and workers that maintain and inspect infrastructure (including those that require cross-border travel).
- Employees of firms providing services that enable logistics operations, including cooling, storing, packaging, and distributing products for wholesale or retail sale or use.
- Mass transit workers.
- Taxis, transportation services including Transportation Network Companies, and delivery services including Delivery Network Companies.
- Workers responsible for operating dispatching passenger, commuter and freight trains and maintaining rail infrastructure and equipment.
- Maritime transportation workers - port workers, mariners, equipment operators.
- Truck drivers who haul hazardous and waste materials to support critical infrastructure, capabilities, functions, and services.
- Automotive repair and maintenance facilities.
- Manufacturers and distributors (to include service centers and related operations) of packaging materials, pallets, crates, containers, and other supplies needed to support manufacturing, packaging staging and distribution operations.
- Postal and shipping workers, to include private companies.
- Employees who repair and maintain vehicles, aircraft, rail equipment, marine vessels, and the equipment and infrastructure that enables operations that encompass movement of cargo and passengers.
- Air transportation employees, including air traffic controllers, ramp personnel, aviation security, and aviation management.
- Workers who support the maintenance and operation of cargo by air transportation, including flight crews, maintenance, airport operations, and other on- and off- airport facilities workers.

COMMUNICATIONS AND INFORMATION TECHNOLOGY**Sector Profile**

The Communications Sector provides products and services that support the efficient operation of today's global information-based society. Communication networks enable people around the world to contact one another, access information instantly, and communicate from remote areas. This involves creating a link between a sender (including voice signals) and one or more recipients using technology (e.g., a telephone system or the Internet) to transmit information from one location to another. Technologies are changing at a rapid pace, increasing the number of products, services, service providers, and communication options. The national communications architecture is a complex collection of networks that are owned and operated by individual service providers. Many of this sector's products and services are foundational or necessary for the operations and services provided by other critical infrastructure sectors. The nature of communication networks involves both physical infrastructure (buildings, switches, towers, antennas, etc.) and cyber infrastructure (routing and switching software, operational support systems, user applications, etc.), representing a holistic challenge to address the entire physical-cyber infrastructure.

The IT Sector provides products and services that support the efficient operation of today's global information-based society and are integral to the operations and services provided by other critical infrastructure Sectors. The IT Sector is comprised of small and medium businesses, as well as large multinational companies. Unlike many critical infrastructure Sectors composed of finite and easily

identifiable physical assets, the IT Sector is a functions-based Sector that comprises not only physical assets but also virtual systems and networks that enable key capabilities and services in both the public and private sectors.

Essential Workforce – Communications:

- Maintenance of communications infrastructure- including privately owned and maintained communication systems- supported by technicians, operators, call-centers, wireline and wireless providers, cable service providers, satellite operations, undersea cable landing stations, Internet Exchange Points, and manufacturers and distributors of communications equipment.
- Workers who support radio, television, and media service, including, but not limited to front line news reporters, studio, and technicians for newsgathering and reporting.
- Workers at Independent System Operators and Regional Transmission Organizations, and Network Operations staff, engineers and/or technicians to manage the network or operate facilities.
- Engineers, technicians, and associated personnel responsible for infrastructure construction and restoration, including contractors for construction and engineering of fiber optic cables.
- Installation, maintenance, and repair technicians that establish, support or repair service as needed.
- Central office personnel to maintain and operate central office, data centers, and other network office facilities.
- Customer service and support staff, including managed and professional services as well as remote providers of support to transitioning employees to set up and maintain home offices, who interface with customers to manage or support service environments and security issues, including payroll, billing, fraud, and troubleshooting.
- Dispatchers involved with service repair and restoration.

Essential Workforce - Information Technology:

- Workers who support command centers, including, but not limited to Network Operations Command Center, Broadcast Operations Control Center and Security Operations Command Center.
- Data center operators, including system administrators, HVAC & electrical engineers, security personnel, IT managers, data transfer solutions engineers, software and hardware engineers, and database administrators.
- Client service centers, field engineers, and other technicians supporting critical infrastructure, as well as manufacturers and supply chain vendors that provide hardware and software, and information technology equipment (to include microelectronics and semiconductors) for critical infrastructure.
- Workers responding to cyber incidents involving critical infrastructure, including medical facilities, SLTT governments and federal facilities, energy and utilities, and banks and financial institutions, and other critical infrastructure categories and personnel.
- Workers supporting the provision of essential global, national, and local infrastructure for computing services (incl. cloud computing services), business infrastructure, web-based services, and critical manufacturing.
- Workers supporting communications systems and information technology used by law enforcement, public safety, medical, energy and other critical industries.
- Support required for continuity of services, including janitorial/cleaning personnel.

OTHER COMMUNITY-BASED GOVERNMENT OPERATIONS AND ESSENTIAL FUNCTIONS

Essential Workforce:

- Critical government workers, as defined by the employer and consistent with Continuity of Operations Plans and Continuity of Government plans.
- County workers responsible for determining eligibility for safety net benefits.
- The Courts, consistent with guidance released by the California Chief Justice.
- Workers to ensure continuity of building functions.
- Security staff to maintain building access control and physical security measures
- Elections personnel.
- Federal, State, and Local, Tribal, and Territorial employees who support Mission Essential Functions and communications networks.
- Trade Officials (FTA negotiators; international data flow administrators).
- Weather forecasters.
- Workers that maintain digital systems infrastructure supporting other critical government operations.
- Workers at operations centers necessary to maintain other essential functions.
- Workers who support necessary credentialing, vetting, and licensing operations for transportation workers.
- Workers who are critical to facilitating trade in support of the national, state, and local emergency response supply chain.
- Workers supporting public and private childcare establishments, pre-K establishments, K-12 schools, colleges, and universities for purposes of distance learning, provision of school meals, or care and supervision of minors to support essential workforce across all sectors.
- Workers and instructors supporting academies and training facilities and courses for the purpose of graduating students and cadets that comprise the essential workforce for all identified critical sectors.
- Hotel Workers where hotels are used for COVID-19 mitigation and containment measures, including measures to protect homeless populations.
- Construction Workers who support the construction, operation, inspection, and maintenance of construction sites and construction projects (including housing construction).
- Workers such as plumbers, electricians, exterminators, and other service providers who provide services that are necessary to maintaining the safety, sanitation, construction material sources, and essential operation of construction sites and construction projects (including those that support such projects to ensure the availability of needed facilities, transportation, energy and communications; and support to ensure the effective removal, storage, and disposal of solid waste and hazardous waste).
- Commercial Retail Stores, that supply essential sectors, including convenience stores, pet supply stores, auto supplies and repair, hardware and home improvement, and home appliance retailers.
- Workers supporting the entertainment industries, studios, and other related establishments, provided they follow covid-19 public health guidance around social distancing.
- Workers critical to operating Rental Car companies that facilitate continuity of operations for essential workforces, and other essential travel.
- Workers that provide or determine eligibility for food, shelter, in-home supportive services, child welfare, adult protective services and social services, and other necessities of life for economically disadvantaged or otherwise needy individuals (including family members).
- Professional services, such as legal or accounting services, when necessary to assist in compliance with legally mandated activities and critical sector services.

- Faith based services that are provided through streaming or other technology.
- Laundromats and laundry services.
- Workers at animal care facilities that provide food, shelter, veterinary and/or routine care and other necessities of life for animals.

CRITICAL MANUFACTURING

Sector Profile

The Critical Manufacturing Sector identifies several industries to serve as the core of the sector: Primary Metals Manufacturing, Machinery Manufacturing, Electrical Equipment, Appliance, and Component Manufacturing, Transportation Equipment Manufacturing Products made by these manufacturing industries are essential to many other critical infrastructure sectors.

Essential Workforce:

- Workers necessary for the manufacturing of materials and products needed for medical supply chains, transportation, energy, communications, food and agriculture, chemical manufacturing, nuclear facilities, the operation of dams, water and wastewater treatment, emergency services, and the defense industrial base.

HAZARDOUS MATERIALS

Essential Workforce:

- Workers at nuclear facilities, workers managing medical waste, workers managing waste from pharmaceuticals and medical material production, and workers at laboratories processing test kits.
- Workers who support hazardous materials response and cleanup.
- Workers who maintain digital systems infrastructure supporting hazardous materials management operations.

FINANCIAL SERVICES

Sector Profile

The Financial Services Sector includes thousands of depository institutions, providers of investment products, insurance companies, other credit and financing organizations, and the providers of the critical financial utilities and services that support these functions. Financial institutions vary widely in size and presence, ranging from some of the world's largest global companies with thousands of employees and many billions of dollars in assets, to community banks and credit unions with a small number of employees serving individual communities. Whether an individual savings account, financial derivatives, credit extended to a large organization, or investments made to a foreign country, these products allow customers to: Deposit funds and make payments to other parties; Provide credit and liquidity to customers; Invest funds for both long and short periods; Transfer financial risks between customers.

Essential Workforce:

- Workers who are needed to process and maintain systems for processing financial transactions and services (e.g., payment, clearing, and settlement; wholesale funding; insurance services; and capital markets activities).
- Workers who are needed to provide consumer access to banking and lending services, including ATMs, and to move currency and payments (e.g., armored cash carriers).
- Workers who support financial operations, such as those staffing data and security operations centers.

CHEMICAL**Sector Profile**

The Chemical Sector—composed of a complex, global supply chain—converts various raw materials into diverse products that are essential to modern life. Based on the end product produced, the sector can be divided into five main segments, each of which has distinct characteristics, growth dynamics, markets, new developments, and issues: Basic chemicals; Specialty chemicals; Agricultural chemicals; Pharmaceuticals; Consumer products.

Essential Workforce:

- Workers supporting the chemical and industrial gas supply chains, including workers at chemical manufacturing plants, workers in laboratories, workers at distribution facilities, workers who transport basic raw chemical materials to the producers of industrial and consumer goods, including hand sanitizers, food and food additives, pharmaceuticals, textiles, and paper products.
- Workers supporting the safe transportation of chemicals, including those supporting tank truck cleaning facilities and workers who manufacture packaging items.
- Workers supporting the production of protective cleaning and medical solutions, personal protective equipment, and packaging that prevents the contamination of food, water, medicine, among others essential products.
- Workers supporting the operation and maintenance of facilities (particularly those with high-risk chemicals and/ or sites that cannot be shut down) whose work cannot be done remotely and requires the presence of highly trained personnel to ensure safe operations, including plant contract workers who provide inspections.
- Workers who support the production and transportation of chlorine and alkali manufacturing, single-use plastics, and packaging that prevents the contamination or supports the continued manufacture of food, water, medicine, and other essential products, including glass container manufacturing.

DEFENSE INDUSTRIAL BASE**Sector Profile**

The Defense Industrial Base Sector is the worldwide industrial complex that enables research and development, as well as design, production, delivery, and maintenance of military weapons systems, subsystems, and components or parts, to meet U.S. military requirements. The Defense Industrial Base partnership consists of Department of Defense components, Defense Industrial Base companies and their subcontractors who perform under contract to the Department of Defense, companies providing

incidental materials and services to the Department of Defense, and government-owned/contractor operated and government-owned/government-operated facilities. Defense Industrial Base companies include domestic and foreign entities, with production assets located in many countries. The sector provides products and services that are essential to mobilize, deploy, and sustain military operations.

Essential Workforce:

- Workers who support the essential services required to meet national security commitments to the federal government and U.S. Military. These individuals, include but are not limited to, aerospace; mechanical and software engineers, manufacturing/production workers; IT support; security staff; security personnel; intelligence support, aircraft and weapon system mechanics and maintainers.
- Personnel working for companies, and their subcontractors, who perform under contract to the Department of Defense providing materials and services to the Department of Defense, and government-owned/contractor-operated and government-owned/government-operated facilities.

**CITY OF IRWINDALE
5050 NORTH IRWINDALE AVENUE
IRWINDALE, CA 91706**

(626) 430-2200

- ☒ City Council
- ☐ Successor Agency
- ☐ Housing Authority
- ☐ Reclamation Authority
- ☐ Joint Powers Authority

City of
IRWINDALE
AGENDA REPORT

Date: March 24, 2021
To: Honorable Mayor and Members of the City Council
From: William K. Tam, City Manager
Issue: 2020 General Plan Annual Housing Element Progress Report

City Manager's Recommendation:

- (1) Approve the 2020 General Plan Annual Housing Element Progress Report; and
- (2) Authorize staff to submit the 2020 General Plan Annual Housing Element Progress Report to the Governor's Office of Planning and Research (OPR) and the State Department of Housing and Community Development (HCD).

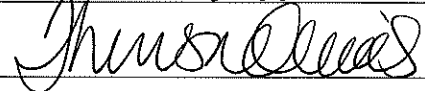
Administrative Action:

Prepared / Submitted by:

Marilyn Simpson, Community Development
Manager/City Planner

Theresa Olivares, Assistant City Manager

Electronically Approved



Reviewed by:

Adrian R. Guerra, City Attorney

Electronically Approved



Eva Carreon, Finance Director / City Treasurer

Approved by:

William K. Tam, City Manager



Background and Analysis:

Pursuant to Government Code Section 65400(a)(2)(B), the City is required to submit an annual General Plan Housing Element Progress Report to OPR and HCD prior to April 1st of each year. The purpose of this progress report is to provide local legislative bodies with information pertaining to the City's implementation of its General Plan. In addition, this progress report will provide information to allow OPR and HCD to monitor our planning activities.

The City 2020 General Plan Housing Element Progress Report includes a summary of the City's progress towards meeting its regional housing needs and assessment (RHNA) goal for the calendar year of 2020. Attached with this staff report is our annual housing element progress report prepared using the form provided by HCD.

In addition, pursuant to SB 35, the information provided in our annual housing element progress report is to be used by HCD to determine if the city is making progress towards reaching our regional housing needs assessment (RHNA) goal. Our annual progress report will show that we are meeting our 5th RHNA for affordable income units with the exception of above-moderate income units.

With the recent adoption of the 6th cycle RHNA by Southern California Association of Government for the planning period between 2021 and 2029, the City's required goal is to provide 119 affordable units as divided into the following four household categories:

- Very-low Income units :36
- Low Income units:11
- Moderate Income Units:17
- Above-moderate Income Units:55

As previously discussed with the City Council, staff will be issuing a contract to a qualified consultant to update our General Plan Housing Element to incorporate the 6th Cycle RHNA required goal for our City.

Staff recommends the City Council (1) approve the 2020 General Plan Annual Housing Element Progress Report; and (2) authorize staff to submit the 2020 General Plan Annual Housing Element Progress Report to the Governor's Office of Planning and Research (OPR) and the State Department of Housing and Community Development (HCD).

Fiscal Impact:

There is no fiscal impact associated with this action.

Attachment:

A. 2020 Housing Element Progress Report

Please Start Here

General Information	
Jurisdiction Name	Irwindale
Reporting Calendar Year	2020
Contact Information	
First Name	THERESA
Last Name	OLIVARES
Title	ASSISTANT CITY MANAGER
Email	tolivares@irwindaleca.gov
Phone	6264302200
Mailing Address	
Street Address	5050 N Irwindale Avenue
City	Irwindale
Zipcode	91706

Optional: Click here to import last year's data. This is best used when the workbook is new and empty. You will be prompted to pick an old workbook to import from. Project and program data will be copied exactly how it was entered in last year's form and must be updated.

v 3_8_21

Table A2 Annual Building Activity Report Summary - New Construction, Existing, Renos and Completed Units																																																																																																																																																																																																																																																																																										
Project Identifier				Unit Types		Affordability by Household Income - Completed Settlement										Affordability by Household Income - Building Permits										Affordability by Household Income - Certificates of Occupancy										Disseminating		Housing with Financial Assistance or/or Other Restrictions		Housing without Financial Assistance or Dead Restrictions		Terms of Affordability or Dead Restriction		Demolished/Dismantled Units		Notes																																																																																																																																																																																																																																												
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47																																																																																																																																																																																																																																												
Plat/Zone	Contract #/N	Street Address	Project Name	Local Jurisdiction Building ID	SEA Category (SEA 1-17) or FTA/OTC/N	Vertical Reference	Units with Financial Assistance	Units with Financial Assistance	Units with Financial Assistance	Units with Financial Assistance	Units with Financial Assistance	Units with Financial Assistance	Units with Financial Assistance	Units with Financial Assistance	Units with Financial Assistance	Units with Financial Assistance	Units with Financial Assistance	Units with Financial Assistance	Units with Financial Assistance	Units with Financial Assistance	Units with Financial Assistance	Units with Financial Assistance	Units with Financial Assistance	Units with Financial Assistance	Units with Financial Assistance	Units with Financial Assistance	Units with Financial Assistance	Units with Financial Assistance	Units with Financial Assistance	Units with Financial Assistance	Units with Financial Assistance	Units with Financial Assistance	Units with Financial 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Assistance	Units with Financial Assistance</

Jurisdiction	Inwindale	
Reporting Year	2020	(Jan. 1 - Dec. 31)

ANNUAL ELEMENT PROGRESS REPORT
Housing Element Implementation
(CCR Title 25 §6202)

This table is auto-populated once you enter your jurisdiction name and current year data. Past year information comes from previous APRs.
Please contact HCD if your data is different than the material supplied here

Table B													
Regional Housing Needs Allocation Progress													
Permitted Units Issued by Affordability													
		1	2									3	4
Income Level		RHNA Allocation by Income Level	2013	2014	2015	2016	2017	2018	2019	2020	2021	Total Units to Date (all years)	Total Remaining RHNA by Income Level
Very Low	Deed Restricted	4					3		2			5	
	Non-Deed Restricted												
Low	Deed Restricted	2					2		2			4	
	Non-Deed Restricted												
Moderate	Deed Restricted	2										4	
	Non-Deed Restricted						4						
Above Moderate		7											7
Total RHNA		15											
Total Units							9		4			13	7

Note: units serving extremely low-income households are included in the very low-income permitted units totals
Cells in grey contain auto-calculation formulas

ANNUAL ELEMENT PROGRESS REPORT

Housing Element Implementation

(CCR Title 25 §6202)

Jurisdiction	Irwindale		
Reporting Year	2020	(Jan. 1 - Dec. 31)	
Table D			
Program Implementation Status pursuant to GC Section 65583			
Housing Programs Progress Report Describe progress of all programs including local efforts to remove governmental constraints to the maintenance, improvement, and development of housing as identified in the housing element.			
1	2	3	4
Name of Program	Objective	Timeframe in H.E	Status of Program Implementation
Program 1: Housing Grants for Extremely and Very Low-Income (Grants)	7 grants between 2014-2021 (3 Extremely Low-Income; 2 Very Low-Income; 2 Moderate-Income	Ongoing	This program no longer exists due to the dissolution of the ICRA.
Program 2: Deferred Housing Improvement Loan Program (SR Loans)	7 grants between 2014-2021 (3 Extremely Low-Income; 2 Very Low-Income; 2 Moderate-Income	Ongoing	This program no longer exists due to the dissolution of the ICRA.
Program 3: Substantial Rehabilitation Housing Improvement Loan Program (SR Loans)	7 additional loans processed between 2014-2021 (3 Extremely Low-Income; 2 Very Low-Income; 2 Moderate-Income	Ongoing	This program no longer exists due to the dissolution of the ICRA.
Program 4: Below Market-Rate Loans for Tenant Occupied Units	1 additional loan processed between 2014-2021	Ongoing	This program no longer exists due to the dissolution of the ICRA.
Program 5: Substantial Rehabilitaiton Below Market Rate Loans for Tenant Occupied Units	1 additional loan processed between 2014-2021	Ongoing	This program no longer exists due to the dissolution of the ICRA.
Program 6: Zoning Program	Planned Development Overlay - up to 63 units	Fall 2014	The completion of the comprehensive Zoning Code Update was delayed due to COVID 19 pandemic and staffing issues. Anticipated to be completed by Fall 2021.
Program 7: In-Fill Housing Program	8 net new units	4th Quarter, 2014	In 2018, 5 new housing units were completed and 1 replacement housing uint was completed.

Program 8: Promotion of Second Unit Ordinance and Second Unit Deferred Loan Program	Average of 1 new second unit per year (total of 6 units - 4 Very Low-Income; 2 Low-Income)	Ongoing; , Ordinance No. 724 was adopted on 7.25.18 revising the City's ADU standards to comply with State regulations.	There have been no requests received for this program. The Second Unit Deferred Loan Program no longer exists due to the dissolution of the ICRA.
Program 9: Promotion of Energy and Water Conservation to Existing Residents and in City Sponsored Housing Projects	5 new retrofitted units per year (total of 25 units)	Ongoing	The new housing units developed with the assistance of the Irwindale Housing Authority are green point rated and include energy and water conservation elements.
Program 10: Proposed Green Building Grant Program	4 grants between 2015-2021	Ongoing	This program no longer exists due to the dissolution of the ICRA.
Program 11: Mountain Avenue & Shrode Street Residential Development	Development of 8 units	Ongoing	In 2018, The Housing Authority approved two Addendums to the Disposition and Development Agreement by and between the Irwindale Housing Authority and IMD Enterprises, LLC, to provide for 13 additional affordable housing units, of which 7 are located on Mountain & Shrode; 4 on Baca Ave.; 2 on Irwindale Ave.
Program 12: Priority for Water and Sewer (SB 1087)	N/A	Upon adoption of H.E.	Copy of the adopted H.E. sent to water and sewer service providers (Valley Counter Water District; Cal-American Water Company; L.A. County Sanitation District No. 22
Program 13: Annual Review of General Plan Land Use and Conservation Elements (AB 162)	N/A	Upon adoption of H.E.	Review as needed.
Program 14: Provision of Land Zoned for Multiple-Family Housing	Up to 63 dwelling units	Upon Rezoning of Manning Pit	The 10-acre portion of the Manning Pit has been recently reclaimed and rezoning is anticipated midyear 2021.
Program 15: Housing for Extremely Low-Income Households	New Housing for extremely low-income households in support of RHNA requirements	Annual outreach to developers & prioritize local funding twice during planning period	In 2018 one extremely low income home was developed.
Program 16: Fair Housing Program	Referrals at resident request	Ongoing	This information is provided when requested by residents.
Program 16a: Reasonable Accommodation	Referrals at resident request	Ongoing	This information is provided when requested by residents.

Jurisdiction	Irwindale	
Reporting Period	2020	(Jan. 1 - Dec. 31)

ANNUAL ELEMENT PROGRESS REPORT

Housing Element Implementation

(CCR Title 25 §6202)

Note: "+" indicates an optional field
Cells in grey contain auto-calculation formulas

Table F									
Units Rehabilitated, Preserved and Acquired for Alternative Adequate Sites pursuant to Government Code section 65583.1(c)									
Please note this table is optional: The jurisdiction can use this table to report units that have been substantially rehabilitated, converted from non-affordable to affordable by acquisition, and preserved, including mobilehome park preservation, consistent with the standards set forth in Government Code section 65583.1, subdivision (c). Please note, motel, hotel, hostel rooms or other structures that are converted from non-residential to residential units pursuant to Government Code section 65583.1(c)(1)(D) are considered net-new housing units and must be reported in Table A2 and not reported in Table F.									
Activity Type	Units that Do Not Count Towards RHNA ⁺ Listed for Informational Purposes Only				Units that Count Towards RHNA ⁺ Note - Because the statutory requirements severely limit what can be counted, please contact HCD to receive the password that will enable you to populate these fields.				The description should adequately document how each unit complies with subsection (c) of Government Code Section 65583.1 ⁺
	Extremely Low-Income ⁺	Very Low-Income ⁺	Low-Income ⁺	TOTAL UNITS ⁺	Extremely Low-Income ⁺	Very Low-Income ⁺	Low-Income ⁺	TOTAL UNITS ⁺	
Rehabilitation Activity									
Preservation of Units At-Risk									
Acquisition of Units									
Mobilehome Park Preservation									
Total Units by Income									

Jurisdiction	Irwindale	
Reporting Year	2020	(Jan. 1 - Dec. 31)

Building Permits Issued by Affordability Summary		
Income Level		Current Year
Very Low	Deed Restricted	0
	Non-Deed Restricted	0
Low	Deed Restricted	0
	Non-Deed Restricted	0
Moderate	Deed Restricted	0
	Non-Deed Restricted	0
Above Moderate		0
Total Units		0

Note: Units serving extremely low-income households are included in the very low-income permitted units totals

Housing Applications Summary	
Total Housing Applications Submitted:	0
Number of Proposed Units in All Applications Received:	0
Total Housing Units Approved:	0
Total Housing Units Disapproved:	0

Use of SB 35 Streamlining Provisions	
Number of Applications for Streamlining	0
Number of Streamlining Applications Approved	0
Total Developments Approved with Streamlining	0
Total Units Constructed with Streamlining	0

Units Constructed - SB 35 Streamlining Permits			
Income	Rental	Ownership	Total
Very Low	0	0	0
Low	0	0	0
Moderate	0	0	0
Above Moderate	0	0	0
Total	0	0	0

Cells in grey contain auto-calculation formulas

[illegible]

Completed Entitlement Issued by Affordability Summary		
Income Level		Current Year
Very Low	Deed Restricted	0
	Non-Deed Restricted	0
Low	Deed Restricted	0
	Non-Deed Restricted	0
Moderate	Deed Restricted	0
	Non-Deed Restricted	0
Above Moderate	Deed Restricted	0
	Non-Deed Restricted	0
Total Units		0

Building Permits Issued by Affordability Summary		
Income Level		Current Year
Very Low	Deed Restricted	0
	Non-Deed Restricted	0
Low	Deed Restricted	0
	Non-Deed Restricted	0
Moderate	Deed Restricted	0
	Non-Deed Restricted	0
Above Moderate	Deed Restricted	0
	Non-Deed Restricted	0
Total Units		0

Certificate of Occupancy Issued by Affordability Summary		
Income Level		Current Year
Very Low	Deed Restricted	0
	Non-Deed Restricted	0
Low	Deed Restricted	0
	Non-Deed Restricted	0
Moderate	Deed Restricted	0
	Non-Deed Restricted	0
Above Moderate	Deed Restricted	0
	Non-Deed Restricted	0
Total Units		0

IRWINDALE CITY COUNCIL CHAMBERS
5050 N. IRWINDALE AVENUE
IRWINDALE, CALIFORNIA 91706

MARCH 10, 2021
WEDNESDAY
8:36 P.M.

The Irwindale **SUCCESSOR AGENCY TO THE IRWINDALE COMMUNITY REDEVELOPMENT AGENCY** met in regular session at the above time and place.

ROLL CALL:

Present: Councilmembers Albert F. Ambriz, Mark A. Breceda, Manuel R. Garcia; Mayor Pro Tem Larry G. Burrola; Mayor H. Manuel Ortiz

Present: William Tam, City Manager; Theresa Olivares, Assistant City Manager; Adrian Guerra, City Attorney; Ty Henshaw, Police Chief; Arsanious Hanna, City Engineer; Eva Carreon, Director of Finance; Marilyn Simpson, Community Development Manager; Mary Hull, Human Resources Manager, Elizabeth Rodriguez, Public Works Services Manager; Jeanette Duran, Finance Manager; Brandi Jones, Senior Planner; Jeff Wagner, Information Technology Manager; Iris Espino, Economic Development Coordinator; and Laura Nieto, Chief Deputy City Clerk

SPONTANEOUS COMMUNICATIONS

DENA ZEPEDA

Dena Zepeda apologized to Mayor Ortiz for the rude comments she made against the city's upper management staff during the City Council portion of the meeting, and spoke very highly of City Attorney Guerra.

CONSENT CALENDAR

MOTION

A motion was made by Councilmember Breceda, seconded by Mayor Pro Tem Burrola, to approve Consent Calendar, reading resolutions and ordinances by title only and waiving further reading thereof. The motion was unanimously approved.

ITEM NO. 1A1
MINUTES

MINUTES

The following minutes were approved:

- 1) Regular meeting held February 24, 2021

ITEM NO. 1B
WARRANTS

WARRANTS

The warrants were approved

END OF CONSENT CALENDAR

NEW BUSINESS

ITEM NO. 2A
COMPREHENSIVE
ANNUAL FINANCIAL
REPORT FOR THE
FISCAL YEAR ENDED
JUNE 30, 2020

COMPREHENSIVE ANNUAL FINANCIAL REPORT FOR THE
FISCAL YEAR ENDED JUNE 30, 2020 (Presented as a joint item of
the City Council, Housing Authority, and Reclamation Authority
Items 2A)

DIRECTOR CARREON Director Carreon introduced the report and presented Brian Gruber with Lance, Soll, and Lunghard, the city's auditing firm, who made a PowerPoint presentation.

DENA ZEPEDA Dena Zepeda asked whether the firm also audited staff and management, as well as the Recreation Department's budget, to which Mr. Gruber advised that the audit covered all city departments and activities, with a focus on financial reporting. He added that the audit also ensures that the budget that was adopted by the Council is being reported on the city's financial statements.

CARMEN ROMAN Carmen Roman stated her opinion that the financial documentation prepared by the Finance Department contains mistakes, and questioned the procedures that the auditing firm undertakes for its audit, to which Mr. Gruber responded by saying that the audit includes the financial statements produced by the Finance Department, including the city's general ledger, and that the audit includes tests and verifications of the accounting methods utilized by the city.

MOTION A motion was made by Councilmember Breceda, seconded by Councilmember Garcia, to receive and accept the Comprehensive Annual Financial Report and Supplemental Audit Letters for the Fiscal year ended June 30, 2020. The motion was unanimously approved.

PUBLIC HEARINGS None.

FUTURE AGENDA
ITEMS REQUESTED
BY COUNCIL MEMBERS None.

ADJOURNMENT There being no further business to conduct, the meeting was adjourned at 8:38 p.m.

Laura M. Nieto, MMC
Chief Deputy City Clerk

SA ITEM 1B

Accounts Payable

Checks by Date - Summary by Check Number

**City of Irwindale as Successor Agency to the
Irwindale Community Redevelopment Agency**



Check No	Vendor No	Vendor Name	Check Date	Check Amount
73567	ROSENO	Rosenow Spevacek Group Inc	03/15/2021	291.25
Report Total (1 checks):				291.25