

EG&G Technical Services, Incorporated111 SW Columbia
Portland, OR 97201

**RECOMMENDATIONS TO AMEND
THE CITY OF LOS ALAMITOS
EMERGENCY OPERATIONS PLAN
FOR COMPLIANCE WITH
THE NATIONAL INCIDENT MANAGEMENT SYSTEM (NIMS)**

The City of Los Alamitos Emergency Operations Plan is currently compliant with the Incident Command System (ICS) principles of the National Incident Management System (NIMS). This compliance is primarily achieved through adherence to the Standardized Emergency Management System (SEMS). The following recommendations are submitted for consideration as further demonstrations of compliance with national policy, and possible inclusion during the next regular revision of the plan.

EOP REFERENCE	RECOMMENDATION
Chapter One Forward p. 1-1	This and all subsequent references to the SEMS should be changed to the SEMS/NIMS , as a basis for the Incident Command System (ICS) structure, as appropriate.
Chapter One Assumptions p. 1-1	<p>Consider changing the Assumptions to expand from response only to include mitigation, preparation, and recovery.</p> <p>Example:</p> <p>This plan has been developed to provide a comprehensive (multi-use) emergency management program for the City of Los Alamitos. It seeks to mitigate the effects of hazards, prepare for measures to be taken which will preserve life and minimize damage, enhance response during emergencies and provide necessary assistance, and establish a recovery system in order to return the city to its normal state of affairs.</p> <p>This plan attempts to define who does what, when, where, and how in order to mitigate, prepare for, respond to, and recover from the effects of natural disasters, technological accidents, nuclear incidents, and other major incidents/hazards.</p>
Chapter One Activation and Maintenance p. 1-2	<p>Consider adding the following:</p> <p>The contents of this plan must be known and understood by those people responsible for its implementation. The City Emergency Management Director is responsible for briefing staff members and city officials concerning their role in emergency management and the contents of this plan in particular.</p> <p>Department directors are responsible for development and maintenance</p>

EOP REFERENCE	RECOMMENDATION
	<p>of their respective segments of this plan and their appropriate supporting standard operating procedures (SOPs) as stated here and set forth in each Annex.</p> <p>The Policy Group will ensure an annual review of this plan is conducted by all officials involved in its execution. The Emergency Management Director will coordinate this review and any plan revision and distribution found necessary.</p> <p>The plan will be tested at least once a year in the form of a simulated emergency exercise in order to provide practical, controlled experience to those emergency managers tasked within the plan.</p>
<p>Chapter One Planning Process and Format p. 1-2</p>	<p>Consider adding the following:</p> <p>The members committed significant time and effort to create a plan, which integrates the State’s Standardized Emergency Management System while meeting the requirements of DHS/FEMA’s planning guidance as well as the concepts and principles set forth in the National Incident Management System (NIMS).</p>
<p>Chapter One p. 1-3</p>	<p>Consider adding a section following Agency Responsibilities to cover Administration and Logistics of the EOP.</p> <p>Example: ADMINISTRATION AND LOGISTICS</p> <p>A. Emergency Authority</p> <ol style="list-style-type: none"> 1. A summary of existing California legislation pertaining to emergency management is listed in Authorities and References beginning on page 1-17. 2. Provisions for local emergency powers are found in the California State Code and local ordinances which include but are not limited to: <ol style="list-style-type: none"> a. Declaration of States of Emergency b. Contracts and Obligations c. Control of Restricted Areas d. Liability <p>B. Agreements and Understandings</p> <p>Should City of Los Alamitos resources prove to be inadequate during an emergency requests will be made for assistance from other local jurisdictions, higher levels of government, and other agencies in accordance with existing or emergency negotiated mutual-aid agreements and understandings. Such assistance may take the form of equipment, supplies, personnel, or other available</p>

EOP REFERENCE	RECOMMENDATION
	<p>capability. All agreements and understanding will be entered into by duly authorized officials and will be formalized in writing whenever possible.</p> <p>C. Reports and Records Required reports will be submitted to the appropriate authorities in accordance with instructions in annexes to this plan. All records of emergency management activities will be maintained at the EOC.</p> <p>D. Relief Assistance All individual disaster assistance provided by the government will be administered in accordance with policies set forth by the California Office of Emergency Services and those Federal agencies providing such assistance.</p> <p>E. Consumer Protection Consumer complaints pertaining to alleged unfair or illegal business practices will be referred to the California Attorney General's Consumer Protection Division.</p> <p>F. Nondiscrimination There will be no discrimination on grounds of race, color, religion, nationality, sex, age, or economic status in the execution of emergency management functions. This policy applies to all levels of government, contractors, and labor unions.</p> <p>G. Administration and Insurance Claims Insurance claims are normally handled on a routine basis by the commercial insurance companies and adjustment agencies. Complaints should be referred to the California Insurance Commissioner. Adjusters of private insurance companies are usually dispatched to a disaster area to assist with claim problems.</p> <p>H. Management of Manpower (Paid and Volunteer) Manpower, both paid and volunteer, will be managed by the City Emergency Management Director.</p> <p>I. Duplication of Benefits No person will receive assistance with respect to any loss for which he has received financial assistance under any other program or for which he/she has received insurance or other compensation. This also applies to business concerns or other entities.</p> <p>J. Use of Local Firms When major disaster assistance activities may be carried out by</p>

EOP REFERENCE	RECOMMENDATION
	<p>contract or agreement with private organizations, firms, or individuals, preference will be given, to the extent feasible and practicable, to those organizations, firms, and individuals residing or doing business primarily in the areas affected.</p> <p>K. Preservation of Historic Properties The California Historical Preservation Officer (HPO) will be notified when the Governor declares that a state of emergency exists as the result of a disaster. The Director, California Office of Emergency Services, will arrange for the HPO to identify any existing historic properties within the designated disaster area.</p>
<p>Chapter One Promulgation and Approvals p. 1-3</p>	<p>A reference to the NIMS should be made in the Letter of Promulgation.</p> <p>Also, consider a reference to the adoption of SEMS/NIMS and the Incident Command System (ICS) through executive order, proclamation, or legislation at the appropriate level of government be added to this letter.</p>
<p>Chapter One Training Documentation and Exercises p. 1-6</p>	<p>Consider a reference to the required NIMS training in this section. Example: The appropriate NIMS/SEMS ICS training, e.g. IS-100 <i>Basic Incident Command System</i> and IS-700 <i>National Incident Management System</i>, or the equivalent, will be provided to all responders, commensurate with individual responsibilities.</p> <p>Exercises will be conducted utilizing the concepts and principles of the NIMS/SEMS.</p>
<p>Chapter One Hazard Mitigation p. 1-7</p>	<p>The references to FEMA, and subsequent references, should be changed to FEMA/DHS, based on the current Federal structure.</p>
<p>Chapter One Emergency Facilities for Mutual Aid p. 1-12</p>	<p>The reference to the Federal Response Plan (FRP), here and subsequently, should be changed to the National Response Plan (U.S. Department of Homeland Security [DHS]).</p>
<p>Chapter One Authorities and References p. 1-17</p>	<p>Reference should be made to the fact that the EOP additionally is consistent with the concepts and principles of the NIMS and the NRP.</p>
<p>Chapter One Authorities – Federal p. 1-18</p>	<p>Language should be added in this section that explains the national authorities and the interface to the Standardized Emergency Management System (SEMS).</p>

EOP REFERENCE	RECOMMENDATION
	<p>Example:</p> <p>Homeland Security Presidential Directive (HSPD) 5 directs the U.S. Department of Homeland Security (USDHS) to lead a coordinated national effort with other Federal departments and agencies and State, local, and tribal governments to establish a National Response Plan (NRP) and a National Incident Management System (NIMS).</p> <p>The City of Los Alamitos created the Emergency Operations Plan founded in the ICS principles and concepts within the Standardized Emergency Management System (SEMS). The SEMS and the NIMS are compatible plans, and the City of Los Alamitos recognizes these policies and utilizes the SEMS/NIMS as a basis for the Incident Command System (ICS) structure. The SEMS/NIMS create a standard incident management system that is scalable and modular, and can be used in incidents of any size/complexity. These functional areas include command, operations, planning, logistics, and finance/administration. The SEMS/NIMS incorporate such principles as Unified Command (UC) and Area Command (AC), ensuring further coordination for incidents involving multiple jurisdictions or agencies at any level of government.</p> <p>HSPD 8 is a companion policy to HSPD 5 and will provide guidance and standards, through the NIMS Integration Center (NIC), for preparedness activities, to include training, exercising, employee certification, credentialing, and National Resource Typing Protocols.</p>
<p>Chapter One Authorities – Federal p. 1-18</p>	<p>The following National Authorities should be referenced in this section:</p> <ul style="list-style-type: none"> • Homeland Security Act of 2002. • Homeland Security Presidential Directive/HSPD 5, <i>Management of Domestic Incidents</i>. • Homeland Security Presidential Directive/HSPD 8, <i>National Preparedness</i>. • U.S. Department of Homeland Security (USDHS) <i>National Incident Management System (NIMS)</i>. • U.S. Department of Homeland Security (USDHS) <i>National Response Plan (NRP)</i>. • Presidential Directives 39 and 62 which direct primary terrorism investigative authority to U.S. Department of Justice/FBI. • Reference to the City of Los Alamitos’s adoption of the SEMS, NIMS and Incident Command System (ICS) through executive order, proclamation or legislation at the appropriate level of government.

EOP REFERENCE	RECOMMENDATION
<p>Chapter Three Terrorism p. 3-23</p>	<p>In this section, information regarding the Federal Bureau of Investigation (FBI) as the lead investigative agency in a terrorist incident, as established by Presidential Directives 39 and 62, should be acknowledged.</p>
<p>Chapter Seven Public Information Officer p. 7-4</p>	<p>The reference to the Media Information Center should be changed to Joint Information Center (JIC), for consistency with NIMS terminology. The concept of a Joint Information System (JIS) should also be included. Consider adding both to the glossary.</p> <p>The JIS and JIC are defined as follows:</p> <p>Joint Information System (JIS): Integrates incident information and public affairs into a cohesive organization designed to provide consistent, coordinated, timely 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 incident commander (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.</p> <p>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 at the scene of the incident. Public information officials from all participating agencies should collocate at the JIC.</p>
<p>Chapter Thirty-One Glossary</p>	<p>The term Action Plan is should be replaced with the term Incident Action Plan and the following NRP definition used:</p> <p>Incident Action Plan: An oral or written plan containing general objectives reflecting the overall strategy for managing an incident. It may include the identification of operational resources and assignments. It may also include attachments that provide direction and important information for management of the incident during one or more operational periods.</p> <p>The Glossary Section should be amended to include the new terminology such as the NIMS, JIC, JIS, etc. The following definitions are from the NRP:</p> <p>Emergency Support Function (ESF): A grouping of government and certain private-sector capabilities into an organizational structure to provide the support, resources, program implementation, and services that are most likely to be needed to save lives, protect property and the</p>

EOP REFERENCE	RECOMMENDATION
	<p>environment, restore essential services and critical infrastructure, and help victims and communities return to normal, when feasible, following domestic incidents. The ESFs serve as the primary operational-level mechanism to provide assistance to State, local, and tribal governments or to Federal departments and agencies conducting missions of primary Federal responsibility.</p> <p>Joint Field Office (JFO): A temporary Federal facility established locally to provide a central point for Federal, State, local and tribal executives with responsibility for incident oversight, direction and/or assistance to effectively coordinate protection, prevention, preparedness, response and recovery actions. The JFO will combine the traditional functions of the JOC, the FEMA DFO, and the JIC within a single Federal facility.</p> <p>Joint Information Center (JIC): Defined above.</p> <p>Joint Information System (JIS): Defined above.</p> <p>Joint Operations Center (JOC): The JOC is the focal point for all Federal investigative law enforcement activities during a terrorist or potential terrorist incident or other significant criminal incident, and is managed by the SFLEO. The JOC becomes a component of the JFO when the NRP is activated.</p> <p>National Incident Management System: A system mandated by HSPD 5 that provides a consistent nationwide approach for Federal, State, local, and tribal governments; the private-sector, and nongovernmental organizations to work effectively and efficiently together to prepare for, respond to, and recover from domestic incidents, regardless of cause, size, or complexity. To provide for interoperability and compatibility among Federal, State, local, and tribal capabilities, the NIMS includes a core set of concepts, principles, and terminology. HSPD 5 identifies these as the ICS; multi-agency coordination systems; training; identification and management of resources (including systems for classifying types of resources); qualification and certification; and the collection, tracking, and reporting of incident information and incident resources.</p>
<p>General Considerations</p>	<p>The NIMS Integration Center is tasked with typing disaster response resources. The SEMS Resource Management Specialist Committee is involved in developing templates and guidance based on this national policy. As the information is received, the City of Alamitos should adhere with SEMS guidance related to resource typing.</p>