

# **CITY OF CARPINTERIA**



# **EMERGENCY OPERATIONS PLAN**

**April 2009**

THIS PAGE INTENTIONALLY LEFT BLANK

## **TABLE OF CONTENTS** (LEPG-1)

	Page
LETTER OF PROMULGATION.....	v
THE FOREWORD (LEPG-2).....	vii
Assumptions .....	vii
Emergency Management Goals .....	viii
Organization of the EMERGENCY OPERATION PLAN .....	viii
Activation of the EMERGENCY OPERATION PLAN .....	viii
Training, Exercising, and Maintenance of EMERGENCY OPERATION PLAN.....	viii
RECORD OF REVISIONS (LEPG-15).....	xi
DISTRIBUTION LIST (LEPG-15).....	xii
SIGNED CONCURRENCE BY PRINCIPAL CITY DEPARTMENT (LEPG-18) .....	xv

### **PART I** **BASIC PLAN**

Table of Contents.....	I-i
SECTION ONE – PLAN DESCRIPTION .....	I-1
SECTION TWO - AUTHORITIES AND REFERENCES .....	I-17
SECTION THREE - HAZARD MITIGATION.....	I-21
SECTION FOUR - MUTUAL AID .....	I-25
SECTION FIVE - RECOVERY OPERATIONS.....	I-35
SECTION SIX - THREAT SUMMARY AND ASSESSMENTS .....	I-49

### **PART II** **EMERGENCY ORGANIZATION FUNCTIONS**

Table of Contents.....	II-i
SECTION ONE - MANAGEMENT .....	II-1
SECTION TWO - OPERATIONS .....	II-65
SECTION THREE - PLANNING/INTELLIGENCE .....	II-127
SECTION FOUR - LOGISTICS .....	II-175
SECTION FIVE - FINANCE/ADMINISTRATION .....	II-225
ICS FORMS .....	II-259

**PART III**  
**LEGAL DOCUMENTS**

Table of Contents.....	III-i
AUTHORITIES .....	III-1
ORDERS AND REGULATIONS .....	III-3
SUPPORTING DOCUMENTS .....	III-9
Proclamations.....	III-9
State/Federal Documentation.....	III-20
SEMS .....	III-49

**APPENDIX**

Table of Contents.....	A-i
Resource List .....	A-1
Contact List.....	A-7
Call Back and Standby Responses.....	A-9
Crosswalk.....	A-13
Glossary of Terms.....	A-21
NIMS Glossary .....	A-33
List of Acronyms and Abbreviations.....	A-42

**RECORD OF REVISIONS**

Note: Items identified with a (LEPG-#) reference the Local Emergency Preparedness Guide and may be retained in the plan as a cross-walk for review purposes

## LETTER OF PROMULGATION

TO: The Citizens of the City of Carpinteria

The preservation of life, environment, and property is an inherent responsibility of local, state, and federal government. In cooperation with the County of Santa Barbara Operational Area, the City of Carpinteria has prepared this multiple volume plan to ensure the most effective and economical allocation of resources for the maximum benefit and protection of the civilian population in time of emergency or disaster.

While no plan can prevent death and destruction, good plans carried out by knowledgeable and well-trained personnel can and will minimize losses. This plan is an extension of the State Emergency Plan and the National Response Plan. It establishes Carpinteria's Emergency Organization, assigns tasks, specifies policies and general procedures, and provides for coordination of planning efforts of the various emergency staff and service elements utilizing the Standard Emergency Management System (SEMS) and the National Incident Management System (NIMS). It will be reviewed and tested periodically and revised as necessary to meet changing conditions.

In accordance with the City of Carpinteria's Municipal Code, Section 2.40.050, the Carpinteria Emergency Services Council "shall provide for the effective mobilization of all of the resources of this city, both public and private, to meet any condition constituting a local emergency, and shall provide for the organization, powers and duties, services and staff of the emergency organization."

The objective of this plan is to incorporate and coordinate all the facilities and personnel of the City, Special Districts, and Carpinteria Emergency Services Council into an efficient organization capable of responding in the event of any emergency or disaster.

I give my full support to this plan and urge all officials, employees, and citizens, individually and collectively, to do their share in the total emergency effort of the City of Carpinteria.

---

David Durflinger, City Manager  
Director of Emergency Services

---

Date

(LEPG-3)

THIS PAGE INTENTIONALLY LEFT BLANK

---

## THE FOREWORD (LEPG-2)

This Emergency Operation Plan addresses the City of Carpinteria's planned response to extraordinary emergency situations associated with natural disasters, technological incidents, and national security emergencies. The plan is not intended to be used for addressing minor emergencies which are addressed by emergency services providers with well-established and routine procedures such as Incident Command. Instead, the operational concepts reflected in this plan focus on potential large-scale disasters, which can generate unique situations requiring unusual emergency responses.

This plan is a preparedness document designed to be read, understood, and exercised prior to an emergency. It is designed to include the City of Carpinteria as part of the California Standardized Emergency Management System (SEMS) and the National Incident Management System (NIMS).

Each element of the emergency management organization is responsible for assuring the preparation and maintenance of appropriate and current Standard Operating Procedures (SOPs)/Emergency Operating Procedures (EOPs), resource lists, and checklists that detail how assigned responsibilities are performed to support implementation of the Emergency Operation Plan and to ensure successful response during a major disaster. Such SOPs/EOPs should include the specific emergency authorities that designated officials and their successors can assume during emergency situations. (LEPG-8)

### ASSUMPTIONS:

- The City of Carpinteria is primarily responsible for emergency actions and will commit all available resources to save lives, minimize injury to persons and minimize damage to property.
- The City of Carpinteria will utilize SEMS and NIMS in emergency response operations.
- The Director of Emergency Services will coordinate the City of Carpinteria's disaster response in conformance with its Civil Defense Ordinance.
- The resources of the City of Carpinteria will be made available to Santa Barbara County, Special Districts, local agencies and citizens to cope with disasters affecting this area.
- The City of Carpinteria will commit its resources to a reasonable degree before requesting mutual aid assistance.
- The City of Carpinteria is part of the Santa Barbara County Operational Area which was created to coordinate information, resources, and priorities among local governments.
- The City of Carpinteria will request mutual aid assistance from the Santa Barbara County Operational Area, when disaster relief requirements exceed resources available in the City of Carpinteria.

## **EMERGENCY MANAGEMENT GOALS:**

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

## **ORGANIZATION OF THE EMERGENCY OPERATION PLAN:**

- **Part I – Basic Plan.** Overall organizational and operational concepts relative to response and recovery, as well as an overview of potential hazards. Intended audience — Emergency Operations Center (EOC) Management Team.
- **Part II – Emergency Organization Functions.** Description of the emergency response organization and emergency action checklists. Intended audience — EOC staff.
- **Part III – Legal Documents -** Supporting and legal documents pursuant to SEMS/NIMS and other state statues and documentation to the Carpinteria Emergency Operation Plan. Intended audience — all SEMS/NIMS emergency management staff.

## **ACTIVATION OF THE EMERGENCY OPERATION PLAN:**

- On the order of the official designated by local ordinance, provided that the existence or threatened existence of a LOCAL EMERGENCY has been proclaimed in accordance with the appropriate emergency ordinance.
- When the Governor has proclaimed a STATE OF EMERGENCY in an area, which includes the City of Carpinteria.
- Automatically on the proclamation of a STATE OF WAR EMERGENCY as defined in California Emergency Services Act (Chapter 7, Division 1, Title 2, California Government Code).
- A Presidential declaration of a NATIONAL EMERGENCY.
- Upon receipt of an attack WARNING, a WARNING issued by Homeland Security or the FBI, and/or any other THREATENING actions towards the city, county, state or country.

## **TRAINING, EXERCISING, AND MAINTAINING THE EMERGENCY OPERATION PLAN:** (LEPG-15 & LEPG-17)

The City of Carpinteria Office of Emergency Services (OES) is responsible for coordination and scheduling of training and exercising of this plan. The City of Carpinteria will conduct regular exercises of this plan to train all appropriate City staff in the proper response to disaster situations.

An exercise is a simulation of a series of emergencies for identified hazards affecting the City of Carpinteria. During these exercises, emergency response organizations are required to respond as though a real emergency had occurred. Private Citizens will also be involved with training and exercises with the end goal to certified members of the public to assist the Office of Emergency Services. The general public will be made aware of any training and exercises performed through normal media communications.

Each responsible organization or agency will review and upgrade its portion of the EMERGENCY OPERATION PLAN and/or modify its **Standard Operating Procedures/Emergency Operation Procedure** as required based on identified deficiencies experienced in drills, exercises or actual occurrences. Changes in government structure and emergency response organizations will also be considered in the EMERGENCY OPERATION PLAN revisions. Each City Department will receive a binder with the EMERGENCY OPERATION PLAN from City OES. Each identified **SPECIAL DISTRICT** will receive a copy of the EMERGENCY OPERATION PLAN on CD. Training will be set up with each **SPECIAL DISTRICT**.

*The City of Carpinteria OES is responsible for revising the EMERGENCY OPERATION PLAN to enhance the conduct of response and recovery operations. The City of Carpinteria will prepare, coordinate, publish and distribute any necessary changes to the plan to all City departments, other agencies, and special districts as shown on the distribution list in the APPENDIX of this EMERGENCY OPERATION PLAN.*

THIS PAGE INTENTIONALLY LEFT BLANK



THIS PAGE INTENTIONALLY LEFT BLANK

---

## DISTRIBUTION LIST (LEPG-15)

<b>DEPARTMENTS/AGENCIES RECEIVING COPIES OF THE EMERGENCY OPERATION PLAN:</b>	No. of Copies
Governor's OES, Southern Region	1
County of Santa Barbara Operational Area	1
City Manager's Office	1
City Public Works Department	1
City Clerk	1
City Attorney	1
Community Development	1
Administrative Services	1
Parks & Recreation	1
Public Library	1
Posted on City's Website	
<b>Other Agencies and Special Districts</b>	
Carpinteria-Summerland Fire Protection District	2
Carpinteria Cemetery District	1
Carpinteria Sanitary District	1
Carpinteria Unified School District	1
Carpinteria Valley Water District	1
Santa Barbara County Sheriff's Department – Carpinteria Substation	1

THIS PAGE INTENTIONALLY LEFT BLANK

---

## SIGNED CONCURRENCE BY PRINCIPAL CITY DEPARTMENTS (LEPG-18)

The CITY MANAGER (Department) concurs with the City of Carpinteria's Emergency Operation Plan. As needed, revisions will be submitted to the Office of Emergency Services.

Signed \_\_\_\_\_  
(Name) (Title)

CITY MANAGER  
(Department)

---

---

The COMMUNITY DEVELOPMENT (Department) concurs with the City of Carpinteria's Emergency Operation Plan. As needed, revisions will be submitted to the Emergency Services Coordinator.

Signed \_\_\_\_\_  
(Name) (Title)

COMMUNITY DEVELOPMENT  
(Department)

---

---

The ADMINISTRATIVE SERVICES (Department) concurs with the City of Carpinteria's Emergency Operation Plan. As needed, revisions will be submitted to the Emergency Services Coordinator.

Signed \_\_\_\_\_  
(Name) (Title)

ADMINISTRATIVE SERVICES  
(Department)

---

---

---

The PARKS AND RECREATION (Department) concurs with the City of Carpinteria's Emergency Operation Plan. As needed, revisions will be submitted to the Emergency Services Coordinator.

Signed \_\_\_\_\_  
(Name) (Title)

PARKS AND RECREATION  
(Department)

---

---

The PUBLIC WORKS (Department) concurs with the City of Carpinteria's Emergency Operation Plan. As needed, revisions will be submitted to the Emergency Services Coordinator.

Signed \_\_\_\_\_  
(Name) (Title)

PUBLIC WORKS  
(Department)

---

---

The SHERIFF'S DEPARTMENT concurs with the City of Carpinteria's Emergency Operation Plan. As needed, revisions will be submitted to the Emergency Services Coordinator.

Signed \_\_\_\_\_  
(Name) (Title)

SHERIFF'S DEPARTMENT

---

---

The CARPINTERIA-SUMMERLAND FIRE PROTECTION DISTRICT concurs with the City of Carpinteria's Emergency Operation Plan. As needed, revisions will be submitted to the Emergency Services Coordinator.

Signed \_\_\_\_\_  
(Name) (Title)

CARPINTERIA-SUMMERLAND FIRE PROTECTION DISTRICT

---

---