



Meeting Date: 7/31/12

ACTION	TYPE OF ITEM
<input type="checkbox"/> Approved Recommendation	<input checked="" type="checkbox"/> Info/Consent
<input type="checkbox"/> Ord. No(s). _____	<input type="checkbox"/> Report
<input type="checkbox"/> Res. No(s). _____	<input type="checkbox"/> Public Hearing (Info/consent)
<input type="checkbox"/> Other _____	<input type="checkbox"/> Other _____

Prepared By: Deborah O'Malia, Disaster Preparedness Coordinator Agenda Item No. I-11  
 Reviewed By: City Manager [Signature] City Attorney [Signature] Finance [Signature] Other (Specify) \_\_\_\_\_

DATE: July 13, 2012

TO: City Council

FROM: Michael O'Malia, Interim Fire Chief [Signature]  
Fire Department

SUBJECT: Adoption of City of Oxnard Emergency Operations Plan

**RECOMMENDATION**

That City Council adopt a resolution:

1. Adopting the City of Oxnard Emergency Operations Plan (EOP); and
2. Authorizing the Mayor to sign the Letter of Promulgation.

**DISCUSSION**

The EOP addresses the City's planned response to extraordinary emergency situations associated with natural and man-made disasters. The EOP takes an "All-Hazards" approach to disaster planning and contains operational concepts designed to adapt to any potential large-scale disaster scenario.

The EOP has been updated in accordance with Chapter 6 of The City of Oxnard 2030 General Plan which addresses "Safety & Hazards." Found therein are Goal SH-4.2 ("Continued Evaluation of Emergency Response Plans) and Goal SH-4.5 (Update Emergency Operations Plan.).

The EOP was reviewed by the California Emergency Management Agency (Cal EMA) which determined that the EOP is written in accordance with and has addressed critical elements of the Standardized Emergency Management (SEMS) and the National Incident Management System (NIMS) and that it is "acceptable in accordance with the requirements of the Emergency Services Act and the California Master Mutual Aid Agreement."

Council adoption of the EOP provides the community with approved policies, procedures and legal authorities under which City employees, operating as Disaster Service Workers, can operate in the event of extraordinary emergency situations. The Mayor's signature on the Letter of Promulgation renders the Plan effective. An adopted EOP which is SEMS and NIMS compliant, allows the City to continue to receive state and federal funding.

## **FINANCIAL IMPACT**

Compliance with SEMS and NIMS allows the City to be eligible to receive both State and Federal Grant funds, as well as reimbursement and assistance, in the aftermath of a declared disaster.

DO/do

- Attachment #1 - Resolution  
#2 - Letter of Promulgation  
#3 - Department/Agency Concurrence Signature Page  
#4 - California Emergency Management Agency (Cal EMA) letter  
#5 - Statement regarding Cal EMA recommended corrections/inclusions

Note: The City of Oxnard Emergency Operations Plan has been provided to the City Council electronically. A hard copy was placed in the City Manager's Office and was made available for review at the Help Desk in the Library after 6:00 p.m. on July 19, 2012 and was also made available at the City Clerk's Office after 8:00 a.m. on July 23, 2012.

CITY COUNCIL OF THE CITY OF OXNARD

RESOLUTION NO.

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF OXNARD  
ADOPTING THE CITY OF OXNARD EMERGENCY OPERATIONS PLAN

WHEREAS, The City of Oxnard Emergency Operations Plan (EOP) addresses the City's planned response to extraordinary emergency situations associated with natural and man-made disasters, and

WHEREAS, The EOP takes an "All-Hazards" approach to disaster planning and contains operational concepts designed to adapt to any potential large-scale disaster scenario, and

WHEREAS, The EOP has been updated in accordance with Chapter 6 of the City of Oxnard 2030 General Plan which addresses Safety & Hazards, and

WHEREAS, The EOP was reviewed by the California Emergency Management Agency (Cal EMA) which determined that the EOP is written in accordance with and has addressed critical elements of the Standardized Emergency Management (SEMS) and the National Incident Management System (NIMS) and that it is "acceptable in accordance with the requirements of the Emergency Services Act and the California Master Mutual Aid Agreement," and

WHEREAS, Compliance with SEMS and NIMS allows the City to be eligible to receive both State and Federal Grant funds, as well as reimbursement and assistance, in the aftermath of a declared disaster

NOW, THEREFORE, the City Council of the City of Oxnard resolves to adopt the City of Oxnard Emergency Operations Plan and authorizes the Mayor to sign the Letter of Promulgation, making the EOP effective.

PASSED AND ADOPTED this 31<sup>st</sup> day of July, 2012, by the following vote:

AYES:

NOES:

ABSENT:

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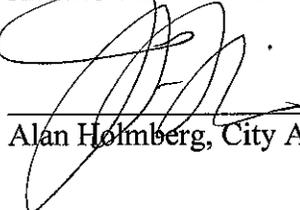
Dr. Thomas E. Holden, Mayor

ATTEST:

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Daniel Martinez, City Clerk

APPROVED AS TO FORM:



*for*

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Alan Holmberg, City Attorney

7.17.12

Approval Date: \_\_\_\_\_

## LETTER OF PROMULGATION

TO: OFFICIALS, EMPLOYEES, AND CITIZENS OF CITY OF OXNARD

The preservation of life and property is an inherent responsibility of local, state, and federal government. The City of Oxnard has prepared this Emergency Operations Plan (EOP) to ensure the most effective and economical allocation of resources for the maximum benefit and protection of the civilian population in time of emergency.

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 establishes the 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 Standardized Emergency Management System (SEMS) and the National Incident Management System (NIMS).

The objective of this plan is to incorporate and coordinate all the facilities and personnel of the City into an efficient organization capable of responding to any emergency.

This Emergency Operations Plan is an extension of the California Emergency Plan. It will be reviewed and exercised periodically and revised as necessary to meet changing conditions.

The City Council gives its full support to this plan and urges all officials, employees, and citizens, individually and collectively, to do their share in the total emergency effort of the City of Oxnard.

Concurrence of this promulgation letter constitutes the adoption of the Standardized Emergency Management System and the National Incident Management System (NIMS) by the City of Oxnard. This EOP will become effective on approval by the City Council.

Dr. Thomas E. Holden  
Mayor, City of Oxnard

**EMERGENCY OPERATIONS PLAN**

**DEPARTMENT/AGENCY CONCURRENCE**

AGENCY/DEPARTMENT	REPRESENTATIVE	TITLE / DATE SIGNED
City Manager's Office	Karen Burnham	Interim City Manager
	<i>Karen R. Burnham</i>	<i>5/02/12</i>
City Manager's Office	Grace Magistrale-Hoffman	Deputy City Manager
	<i>Grace Hoffman</i>	<i>5/2/12</i>
Fire Department	Michael O'Malia	Interim Fire Chief
	<i>Michael O'Malia</i>	<i>5/2/12</i>
Police Department	Jeri Williams	Police Chief
	<i>Jeri Williams</i>	<i>5/2/12</i>
Public Works Department	Rob Roshanian	Interim Director
	<i>Rob Roshanian</i>	<i>5/2/12</i>
Development Services	Matt Winegar	Director
	<i>Matt Winegar</i>	<i>5/2/2012</i>
Finance	Jim Cameron	Chief Financial Officer
	<i>James Cameron</i>	<i>5-2-2012</i>
Housing	Bill Wilkins	Director
	<i>Bill Wilkins</i>	<i>5/2/12</i>
General Services	Michael Henderson	Manager
	<i>Michael Henderson</i>	<i>5/2/12</i>
Community Development	Curtis Cannon	Director
	<i>Curtis P. Cannon</i>	<i>5/2/12</i>
Ventura County Sheriff's- OES	Laura Hernandez	Assistant Director
	<i>Laura Hernandez</i>	<i>6/26/12</i>



## CALIFORNIA EMERGENCY MANAGEMENT AGENCY

SOUTHERN REGION

4671 Liberty Avenue

Los Alamitos, California 90720-5158

Phone: (562) 795-2900 Fax: (562) 795-2877

February 8, 2012

Deborah OMalia  
City of Oxnard  
Oxnard Fire Department  
360 W. Second Street  
Oxnard, CA 93030

Dear Ms. OMalia,

My staff has completed their review of the City of Oxnard Emergency Operations Plan (EOP). I have reviewed the attached staff report and concur with its findings and recommendations. Accordingly, I have determined that the City of Oxnard EOP is acceptable in accordance with the requirements of the Emergency Services Act and the California Master Mutual Aid Agreement. This plan is also consistent with state guidance available at the time the plan was developed. This acceptance is contingent upon implementation of the recommendations in the attached staff report and the adoption of the EOP by your governing body or their designee.

Following the adoption of your plan, please provide us with the following:

- a signed copy of the Signed Concurrence by Principal Departments, and
- any resolutions that pertain to the adoption of your EOP.

Thank you for your planning effort. I encourage you to continue to develop supporting operating procedures, exercise your plan, and review the plan every three years.

If you have any questions or require any assistance, please contact my office at (562) 795-2900.

Sincerely,

A handwritten signature in black ink, appearing to read "Doug Huls".

Doug Huls  
Deputy Regional Administrator  
Southern Region

cc: Laura Hernandez, Ventura County OES  
Jeri Siegel, Emergency Services Coordinator  
Master File, Cal EMA Southern Region

**State of California  
Memorandum**

*California Emergency Management Agency*

**To:** Doug Huls  
Deputy Regional Administrator

**From:** Jeri Siegel  
Emergency Services Coordinator

**Date:** February 8, 2012

**Subject:** City of Oxnard Emergency Operations Plan (EOP) Review

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**Overview**

Attached is the EOP submitted by the City of Oxnard and the Crosswalk for reviewing emergency plans, which reflects my review and comments/suggestions and observations.

I have reviewed the EOP and find that it is written in accordance with the SEMS guidelines, Executive Order S-2-05 regarding integration of the National Incident Management System (NIMS) into SEMS, and the Local Emergency Planning Guidance.

The City of Oxnard adequately describes the threat facing the jurisdiction and the legal basis of the plan. The composition method of activating, managing, coordinating and deploying the City of Oxnard emergency organization, and requesting mutual aid and other assistance is likewise adequately described.

Upon completion of the review of the EOP, there are deficiencies in the EOP which need attention.

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**Recommendations** I recommend that we determine the City of Oxnard EOP as acceptable under the conditions and requirements existing at the time the EOP was submitted and contingent on the following corrections/inclusions:

Reference(s)	Element
Part One – 23-24, 26, 30-32	<p><b>11. Emergency Operations Center Organization</b></p> <p>Please include a statement indicating who is responsible for ensuring the readiness of the EOC.</p>
Part One – 11, 14, 16, 17, 28, M-9, PS -25-32	<p><b>23. Field/EOC Communications and Coordination</b></p> <p>Although RIMS is identified with mutual aid resource requests, please indicate its role in communicating between SEMS levels</p>
P-10, 29-30	<p><b>32. Recovery Documentation</b></p> <p>The EOP has extensive coverage of documentation for the purposes of after action reporting, however, the relation to recovery is only mentioned. Further explanation would be helpful.</p>
Intro. - 5	<p><b>36. Emergency Plan Maintenance and Distribution.</b></p> <p>Please indicate intervals for EOP modification/updates.</p>
Part One – 51-98	<p><b>47. Dams</b></p> <p>The section on dams is very general and does not include specific plans related to dam inundation zones for evacuation routes, shelter location, access and functional needs issues, critical infrastructure, etc. This information is located in the Operations Support Section, but is not broken down into the inundation zones. The LE SOPs are also referenced and may contain this information in detail.</p>
Resource List – SOP - Logistics	<p><b>50. Resources</b></p> <p>Lists identify fire department facilities/resources and supplies stored in a Homeland Security Shelter Trailer. Remaining resources may located in other documents (SOPs), please refer to those documents in this plan.</p>

Reference(s)	<i>Element</i>

**Conclusion**

If you have any questions or concerns regarding any of the information contained in this review memorandum for the *City/County of city/county name* EOP, please contact *ESC name*, Territorial Representative, or Mary Montgomery, Deputy Regional Administrator, at (562) 795-2900.

**City of Oxnard - Disaster Preparedness Division**  
**Statement of Clarification**  
**Re: California Emergency Management Agency (Cal EMA)**  
**Recommended Corrections/Inclusions to**  
***The City of Oxnard Emergency Operations Plan***

In a letter dated February 8, 2012, the California Emergency Management Agency (Cal EMA) determined that the City of Oxnard Emergency Operations Plan (EOP) "is acceptable... contingent on implementation of the recommendations in the attached staff report and the adoption of the EOP by your governing body or their designee."

Cal EMA identified six items that had "corrections/inclusions" associated with them. Five of the items required only nominal modifications to satisfy the recommendations. These modifications have been made and are reflected in the EOP submitted to City Council for adoption.

The sixth item is identified in the Cal EMA letter as Element "47. Dams." The Cal EMA Staff comments read as follows: "The section on dams is very general and does not include specific plans related to dam inundation zones..." The comments go on to acknowledge that the relevant information "...is located in [other sections of the EOP], but is not broken down into the inundation zones" as they would prefer. It is not that the information does not exist; it is just not where Cal EMA would prefer to see it.

The City's Emergency Operations Plans include established systems and procedures for early alert, warning, notification, and evacuation procedures that are adaptable to "All Hazards" that could potentially affect any or all of our community. Cal EMA acknowledges their presence in the EOP.

It is worth noting that EOPs are "living documents" that are fluid and constantly changing. It is also worth noting that the City of Oxnard is engaged in an on-going working relationship with our water agency partners who are responsible for the dams. The Water Agencies work with their Federal partners to identify and update their emergency systems, procedures and plans. As that information becomes available, it is incorporated into the "living document" that constitutes the city's EOP as well as day-to-day systems and procedures. In that way, the city has been able to ensure that any necessary response efforts can be consistent with our plans and we can incorporate those changes into the existing elements of our "All-Hazards" approach.

