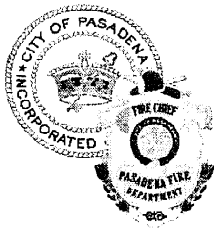


*DRAFT*  
**City of Pasadena**  
**Multi Hazard**  
**Functional Plan**



.....  
**Executive Summary**



*Pasadena Fire Department*  
*Emergency Management*  
October 2005

# Table of Contents

---

## SEMS

Standardized Emergency Management System (SEMS) ..... 1-3

National Incident Management System (NIMS)..... 4

## Organizational Roles

The Role of the City Council ..... 5

Working With the Media..... 6

The Role of the Mayor ..... 7

The Role of the City Manager..... 7-8

The Role of the Public Health Officer ..... 9

The Role of Department Heads..... 10

The Role of City Employees ..... 10

City of Pasadena Disaster Council ..... 11

Pasadena Emergency Preparedness Partnership .. 11

## Emergency Proclamations

Local Emergency ..... 12

Factors Proclaiming a Local Emergency..... 13

State of Emergency ..... 14

Presidential Declarations ..... 15

Health Emergency ..... 16

## Emergency Operation Centers

Emergency Operation Center (EOC)..... 17 - 19

Department Operation Center (DOC)..... 20

## Continuity of Government

Lines of Succession ..... 21-23

## Appendix

Overview of City Resources ..... 24

Acronyms ..... 25

Important Phone Numbers..... 26

EOC Organization Chart ..... *center fold*

## Standardized Emergency Management System (SEMS)

The Standardized Emergency Management System (SEMS) has been adopted by the City of Pasadena for managing the response to multi-agency and multi-jurisdiction emergencies. Local governments in California are required to use SEMS when their emergency operations center is activated or a local emergency is proclaimed in order to be eligible for state funding of response-related personnel costs.

Fully activated, SEMS consists of five levels: field response, local government, operational areas (countywide), State Office of Emergency Services Regions (Southern, Coastal & Inland), and state government. These various levels are activated from the field level up as the size of an incident increases and additional resources are needed.

### Field Response Level

The field response level is where emergency response personnel and resources, under the command of an appropriate authority, carry out tactical decisions and activities in direct response to an incident or threat.

### Local Government Level

Local governments include cities, counties, and special districts. Local governments manage and coordinate the overall emergency response and recovery activities within their jurisdiction.

### Operational Area

The operational area is defined as a county and all political subdivisions within the county area. In Los Angeles County, the Office of Emergency Management serves as the Operational Area Coordinator. Los Angeles County facilitates coordination and communication with its 88 cities, 94 school districts and over 100 special districts by creating 8 Areas. Pasadena is in Area C.

## Standardized Emergency Management Systems

*continued*

### Regional

Because of its size, the state has been divided into six mutual aid regions. The purpose of a mutual aid region is to provide more effective application and coordination of mutual aid and other emergency related activities.

State OES has also established three Administrative Regions (Coastal, Inland, and Southern). These Administrative Regions are the means by which State OES maintains day-to-day contact with emergency services organizations at local, county and private sector organizations.

The regional level manages and coordinates information and resources among operational areas within the mutual aid region and also between the operational areas and the state level. The regional level also coordinates overall state agency support for emergency response activities within the region.

### State

The state level manages state resources in response to the emergency needs of the other levels and coordinates mutual aid among the mutual aid regions and between the regional level and state level. The state level also serves as the coordination and communication link between the state and the federal disaster response system.

### Unified Command

Under SEMS, jurisdictions must establish a Unified Command in a multi-disciplinary, multi-agency response. A Unified Command Group is formed among the lead agencies that have jurisdictional responsibility for all or part of the response.

Under SEMS, management of an incident is organized by the following five functions: management, operations, planning/intelligence, logistics, and finance/administration.

## Standardized Emergency Management Systems *continued*

**Management Section** - Responsible for overall emergency management policy and coordination through the joint efforts of governmental agencies and private organizations. The Emergency Operations Center (EOC) Director will either activate appropriate sections or perform their functions as needed.

**Operations Section** - Responsible for coordinating all jurisdictional operations in support of the emergency response through implementation of the City's EOC Action Plan.

**Planning/Intelligence Section** - Responsible for collecting, evaluating and disseminating information; developing the city's EOC Action Plan in coordination with other sections; initiating and preparing the city's After-Action Report and maintaining documentation.

**Logistics Section** - Responsible for coordinating and providing equipment, supplies and materials, communications, facilities, services and personnel.

**Finance/Administration Section** - Responsible for financial activities – such as personnel and equipment cost accounting and documentation -- and other administrative aspects.

A diagram showing how this is applied in the City of Pasadena can be found in the center-fold of this handbook.

At the national level, Homeland Security Presidential Directive-5, established the National Incident Management System (NIMS) as the required emergency response system. The NIMS is based on many of the SEMS fundamentals.

## National Incident Management System (NIMS)

**Command and Management**  
NIMS standard incident command structures are based on the following key organizational systems:

- The Incident Command Structure (ICS)
- Multi-Agency Coordination Systems
- Public Information Systems

### Preparedness

Effective incident management begins with preparedness activities conducted continually, well in advance of any potential incident. Preparedness involves an integrated combination of planning, training, exercises, personnel qualification and certification standards, equipment acquisition and certification standards, and publication management processes and activities.

### Resource Management

The NIMS defines standardized mechanisms and establishes requirements for processes to describe, inventory, mobilize, dispatch, track and recover resources over the life cycle of an incident.

### Communications and Information Management

The NIMS identifies the requirement for a standardized framework for communications, information management (collection, analysis, and dissemination), and information sharing at all levels of incident management.

### Supporting Technologies

Technology and technological systems provide supporting capabilities essential to implementing and refining the NIMS. These include voice and data communications systems, information management systems (i.e., record keeping and resource tracking), and data display systems. Also included are specialized technologies that facilitate ongoing operations and incident management activities in situations that call for unique technology-based capabilities.

### Ongoing Management and Maintenance

There needs to be both routine review and the continuous refinement of the NIMS system and its components over the long term.

## Role of the City Council

### Notification

In the event of a disaster, Council Members will be notified by the City Manager or Designee. Each Council member should be able to provide information on their status and availability and a call back number. Council members should then prepare for a briefing by the EOC Director (City Manager) or Deputy Director in the Council Chambers or other designated location.

### Responsibilities

When the city's EOC is activated, the City Council has several roles, including:

- **Policy** -- The Council approves policies, recommendations, and emergency proclamations as submitted by the City Manager;
- **Communicate With Other Elected Officials** -- Council members assist the EOC Director to overcome obstacles by communicating the issues and concerns of the city to local, state and federal elected officials; they may also be asked to accompany VIPs and other government officials on tours of the disaster area;
- **Public Information** -- Council members serve as a point of contact for disseminating disaster related information provided by the EOC to their constituents, and providing media interviews as arranged by the PIO group; and,
- **District Representative** -- Council members may communicate the issues and concerns of their constituents to the Mayor's representative in the EOC.

Council members that wish to visit the EOC and/or disaster site/s, should contact the Mayor's representative in the EOC to coordinate these arrangements.

## Working with the Media

In the event of a significant incident, you will be contacted and briefed by the City Public Information Officer or designee. In addition:

- Media conferences will be scheduled for you to attend.
- Public Information Officers will confer with you or your staff and brief you on the situation and what is being done.
- You will also be faxed or e-mailed copies of all news releases and information.

### When You Are Alerted to an Incident

When you receive a call from a high-ranking official alerting you to a situation, there are several questions you should ask:

- Ask the official for an appropriate comment for you to make to the public, and what information is releasable.
- Ask how the incident is affecting your area of responsibility. With this information you can make a brief comment to the media based on what is "releasable."
- Be sure to obtain a number that you can call to get information. Make it clear that you want to be updated regularly, or when new information is available.

### When the News Media Calls First

If you have **NOT** yet been notified about an incident and you receive calls from the news media or your constituents, here is a suggested response:

*"I'm currently not aware of that incident. However, if you give me your name and contact number I will be happy to call you back, or have one of our Public Information Officers call you back, with some information."*

## The Role of the Mayor

In the event of a local state of emergency within the City, the Mayor shall oversee and/or ensure the continuity of our government services. To that end, the Mayor will call a meeting of the City Council members as early as possible to assess the situation and take all appropriate actions. Should there be only one member of the Council available, he/she may call and hold said meeting and perform acts necessary to reconstitute the Council. The Mayor will also assist the Council, as necessary and appropriate, with the implementation of their emergency duties.

## The Role of the City Manager

The City Manager, per city ordinance, is designated as the City's Director of Disaster Emergency Services. The City's disaster ordinance has granted the City Manager with a number of powers and duties including the following:

- Request the city council to proclaim the existence or threatened existence of a local emergency;
- Proclaim the existence or threatened existence of a local emergency; provided, that the city council shall take action to ratify the proclamation within 7 days;
- Request the Governor to proclaim a state of emergency when, in the director's opinion, the locally available resources are inadequate to cope with a local emergency;
- Control and direct the efforts of the Pasadena disaster emergency services council;
- Direct the cooperation and coordination of services and staff of the disaster emergency services council and the office of emergency management of this city, and resolve questions of authority and responsibility that may arise between them;
- Represent the city in all dealings with public or private agencies on matters pertaining to local emergencies.

## The Role of the City Manager

continued

In the event of the proclamation of a local emergency, the proclamation of a state of emergency by the Governor or the Director of the State Office of Emergency Services, or the existence of a state of war emergency, the director is empowered to:

- Make and issue rules and regulations on matters reasonably related to the protection of life and property... provided, however, such rules and regulations must be confirmed at the earliest practicable time by the city council;
- Obtain vital supplies, equipment and such other properties found lacking and needed for the protection of life and property and to bind the city for the fair value thereof, subject to the limitations contained in the Charter of the city, and if required immediately, to commandeer the same for public use;
- Require emergency services of any city officer or employee and, in the event of the proclamation of a state of emergency in Los Angeles County or the existence of a state of war emergency, to command the aid of as many citizens of this city as the director deems necessary in the execution of his/her duties. Such persons shall be entitled to all privileges, benefits and immunities as are provided by state law for registered disaster service workers;
- Requisition necessary personnel or material of any city department or agency;
- Execute all of the ordinary power of the office of city manager, all of the special powers ... or by resolution or emergency plan pursuant hereto adopted by the city council, all powers conferred by any statute, by any agreement approved by the city council, and by any other lawful authority

### The Role of Public Health Officer

The Public Health Officer per city ordinance is delegated the responsibility of enforcing public health laws and regulations within the City of Pasadena. The California Health and Safety Code (HSC) outlines the city health officer's authorities as being:

- To preserve and protect the public health, including the regulation of sanitary matters in the city, and including if indicated, the adoption of ordinances, regulations and orders not in conflict with general laws.

According to the California Government Code (GC), the city health officer can proclaim a local emergency for health related reasons. A "local emergency" as defined by GC § 8558(c) includes such health-related conditions as air pollution, epidemic, and plant or animal infestation or disease. A "local emergency" may also be proclaimed upon the existence of "other conditions" that are or are likely to beyond the control of the services, personnel, equipment and facilities of the political subdivision.

During a local emergency the health officer is vested with the following authorities:

- Authority to take preventive measures during emergency
- During a health emergency - obtain all necessary information about the material that was released, spilled or escaped to abate the health emergency and protect the public health.
- Order an evacuation if there is an immediate menace to the public health from a calamity such as a flood, storm, fire, earthquake, explosion, accident or other disaster.

In addition to the above authorities, under a local emergency the local health officer may require isolation (strict or modified) or quarantine for any case of contagious, infectious, or communicable disease when this action is necessary for the protection of the public health.

### The Role of Department Heads

The City of Pasadena department heads have a number of responsibilities in the event of a disaster, including:

- Control and direct the effort and resources of their department in responding to the emergency/disaster;
- Ensure Department Operation Center (DOC) is activated and staffed appropriately, if needed;
- Ensure that personnel and equipment resources applied to the response are documented appropriately;
- Provide representation in the EOC as needed;
- Be prepared to request mutual aid and/or respond to requests for mutual aid from other jurisdictions; and,
- Provide a briefing to the City Council upon request regarding the status and availability of department resources.

### The Role of City Employees

All Pasadena employees are Disaster Service Workers. As a disaster service worker, the role of City employees includes the following:

- Report to work and be prepared to assist in the emergency response as assigned by their supervisor, including activities that are outside their normal scope of work.
- Employees who cannot get to work after a disaster, due to road closures or similar complication, may report to the closest government office to volunteer their assistance.

## **Pasadena Disaster Emergency Services Council**

In 1947, the city council created the Disaster Emergency Services Council (DESC). The DESC is responsible for reviewing and recommending for adoption by the Council: emergency and mutual aid plans and agreements, as well as ordinances, resolutions, rules and regulations that are necessary to implement such plans and agreements.

The Mayor serves as Chair of the DESC Council, and the Director of Disaster Emergency Services (City Manager) serves as vice-chair. The DESC includes the chiefs of emergency services as are provided for in the city's emergency plan and such representatives of civic, business, labor, veteran, professional or other organizations having an official emergency responsibility. City Ord. Title 2, Ch. 2.370

## **Pasadena Emerg Partnership Preparedness**

The Pasadena Emergency Preparedness Partnership, a local advisory committee, meets regularly to revise emergency plans as necessary, collaborate on preparedness efforts and engages the community. Members include representatives from the Pasadena Public Health Department, San Gabriel Valley-Pomona American Red Cross, Kaiser Permanente, City Safety Division, Huntington Memorial Hospital, Pasadena Police Department, Pasadena Fire Department, City Disaster Preparedness Program, Pasadena Water and Power, Pasadena Unified School District, United States Marine Corps, United States National Guard, Federal Bureau of Investigation, Los Angeles County Sheriff's Department, Los Angeles County Department of Public Health, Los Angeles County Department of Mental Health, Caltech, Pasadena City College, private schools, local behavioral health clinics, faith-based organizations, and other local community based organizations.

## **Emergency Proclamations**

Emergency proclamations are normally made when there is an actual incident or threat of disaster or extreme peril to the safety of persons and property caused by natural or man-made situations.

### Local Emergency

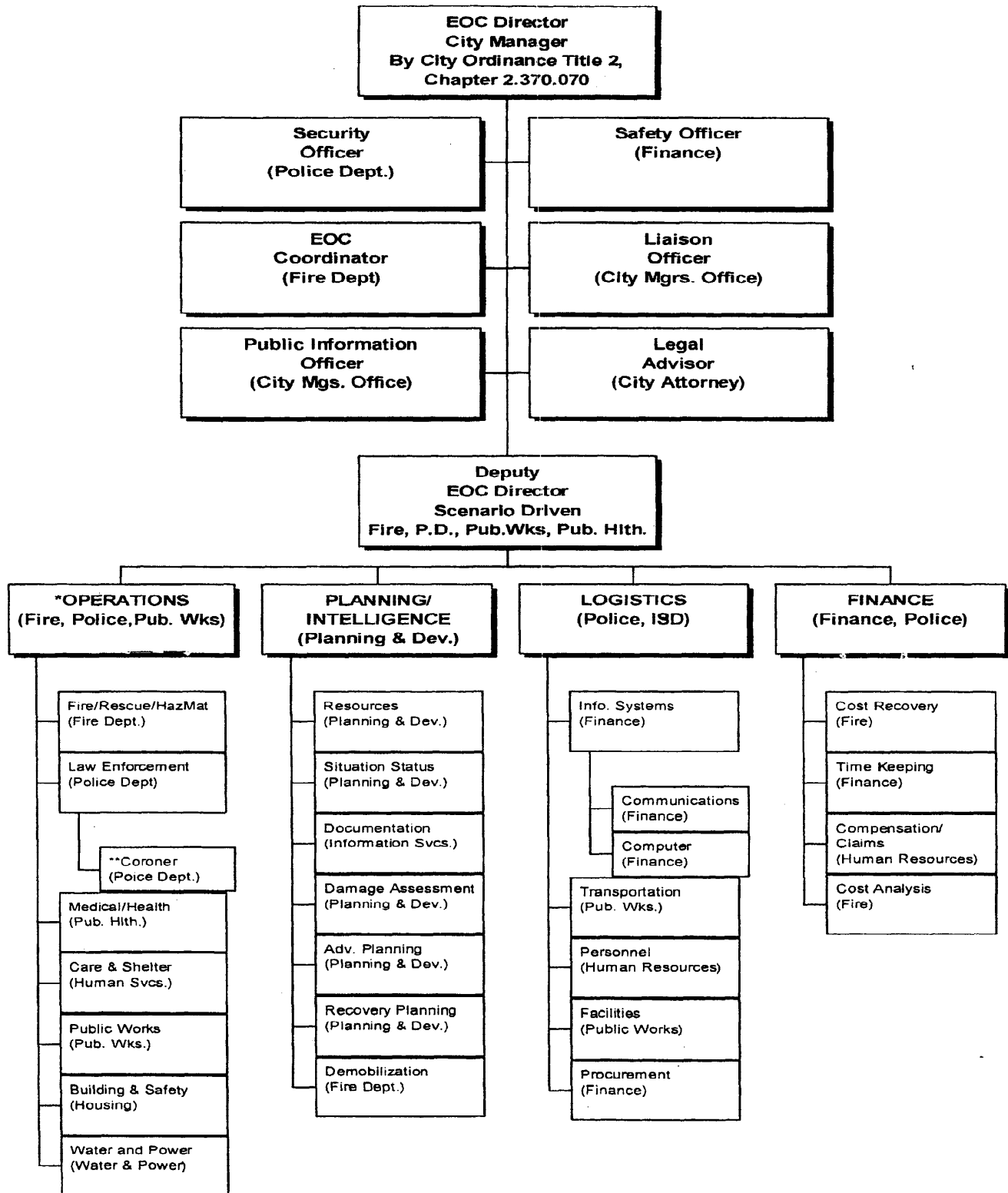
A Local Emergency may be proclaimed by the City Council or the City Manager. If the City Manager proclaims a Local Emergency, the City Council must ratify it within seven days. The Council must review the need for the proclamation at least every 14 days until the Local Emergency is terminated. The Local Emergency must be terminated by resolution as soon as conditions warrant.

A Local Emergency proclamation provides the governing body with the legal authority to:

- Request the Governor to proclaim a State of Emergency and/or that the Director of FEMA authorizes a Presidential Declaration.
- Promulgate or suspend orders and regulations necessary to provide protection to life and property, including orders or regulations imposing a curfew within designated boundaries.
- Exercise full power to provide mutual aid to any affected area in accordance with local ordinances, resolutions, emergency plans, or agreements.
- Request state agencies and other jurisdictions to provide mutual aid.
- Require the emergency services of a local official or employee.
- Requisition necessary personnel and materials from any local department or agency.



# SEMS/NIMS ORGANIZATION CHART



\* If all elements are activated, a deputy will be appointed to provide a manageable span of control.

\*\* Position is normally coordinated by the County, but a local coordinator may be designated, if needed

Field Units will be coordinating and communication with each of the Branches under the Operations Section. The Incident Command System will be used in the field.

## Emergency Proclamations

*continued*

### **Factors to Consider in Determining Whether to Proclaim a Local Emergency**

- The local proclamation is the first step toward a state and federal declaration, which would then activate eligible state and federal disaster relief programs to provide financial relief to both local government and the public;
- A local, state and/or federal declaration is likely to send a reassuring message to the public that officials intend to pursue every avenue available to assist the disaster victims.
- It is not necessary for the affected city, or cities, to declare an emergency if the county has already done so.
- Cities within a county are bound by county rules and regulations adopted by the county during a proclaimed local emergency when the emergency is in both the incorporated and unincorporated territory. (Ref. 62 California Attorney General Opinions, 701, dated 1979)

## Emergency Proclamations

*continued*

### **State of Emergency**

A State of Emergency may be proclaimed by the governor when conditions of disaster or extreme peril exist which threaten the safety of person and property within the state. The governor may also proclaim a state of emergency when requested to do so by local authorities or when the local authority is inadequate to cope with the emergency.

When the Governor proclaims a State of Emergency:

- Mutual aid shall be rendered in accordance with approved emergency plans when the need arises in any city or county for outside assistance.
- The Governor shall, to the extent he deems necessary, have the right to exercise all police power vested in the state by the Constitution and the laws of the State of California within the designated area.
- Jurisdictions may command the aid of citizens as deemed necessary to cope with an emergency.
- The Governor may suspend the provisions of orders, rules or regulation of any state agency; and any regulatory statute or statute prescribing the procedure for conducting state business.
- The Governor may commandeer or make use of any private property or personnel (other than the media) in carrying out the responsibilities of his office.
- The Governor may promulgate, issue and enforce orders and regulations deemed necessary.
- It activates the California Disaster Assistance Act (CDAA) which provides financial assistance for items such as repairing or replacing public property or facilities, and local agency overtime costs and costs of supplies used in the response.

A state proclamation also paves the way for a Presidential Declaration and access to federal disaster relief programs.

**Emergency Proclamations**

*continued*

**Declaration of Health Emergency**

When a release, spill escape, or entry of waste occurs that the city Health Officer determines to be a threat to public health, the city Health Officer can proclaim a Health Emergency in the city or any area within the city that is affected by the threat. This declaration must be ratified by the City Council if it is to remain in effect after seven days, and must be reviewed at least every 14 days until the emergency is terminated.

A Public Health Emergency may also be declared if there is an outbreak of a communicable disease. The Health Officer may then require isolation or quarantine of any case of contagious, infectious, or communicable disease when this action is necessary for the protection of the public health. The Health Officer may also take any measures as may be necessary to prevent the spread of the disease or occurrence.

*Although the city Health Officer has the authority to proclaim a health emergency because of health related reasons in the City of Pasadena, the Health Officer is requested to either:*

1. *Meet with, call or contact the City Manager to discuss the reasons why a health emergency is necessary, if the City Council is not in session, to request that the City Manager proclaim a local emergency*  
or
2. *If the City Council is in session, the Health Officer should ask that the City Council to proclaim a local emergency*

**Emergency Proclamations**

*continued*

**Presidential Declarations**

The governor of an impacted state may request a Presidential Declaration of Emergency or Disaster when the disaster is of such severity and magnitude that effective response is beyond the ability of the state and affected local jurisdictions.

Declaration of Emergency

In some cases the President may make a Declaration of Emergency instead of a Disaster. An Emergency Declaration unleashes the support of any or all of the 27 federal agencies. It also authorizes reimbursement of emergency work, such as debris removal and emergency protective measures. It stops short, however, of providing certain types of recovery assistance.

Declaration of Disaster

A Presidential Declaration of Disaster is made when the President determines that the situation warrants major federal disaster assistance. In addition to the assistance provided in an Emergency Declaration, a Disaster Declaration makes a broad range of assistance available to individual victims, including:

- Temporary housing;
- Disaster unemployment and job placement assistance;
- Individual and family grants;
- Legal services to low-income victims; and
- Crisis counseling and referrals.

## Emergency Operation Center

*continued*

An Emergency Operation Center (EOC) is a pre-designated facility established by an agency or jurisdiction to coordinate the overall agency or jurisdictional response and support to an emergency. The city's EOC is activated when the field level responders need support. Emergencies requiring EOC activation include the following:

- A significant earthquake causing damage in the city or neighboring jurisdictions.
- An uncontrolled release or failure of a dam.
- An impending or declared "State of War Emergency".
- An emergency situation that has occurred or might occur that will require a large commitment of resources from two or more city departments over an extended period of time.
- A transportation incident involving an airplane, truck, bus or the light rail system that will result in multiple casualties.
- Any incident involving hazardous materials at a fixed site facility, on a transportation corridor.
- Major flooding due to flash flooding, urban flooding (storm drain failure/infrastructure breakdown, river channel overflow) and severe winter storms.
- Civil unrest

### Activating the EOC

The following individuals may request the City Manager or designated representative to activate the EOC:

- Assistant City Manager
- Fire Chief
- Police Chief
- Director of Public Works
- Director of Water and Power
- Director of Public Health

To recommend activation of the EOC, contact the Fire Department and then:

- Identify yourself and provide a call-back confirmation phone number if requested. Briefly describe the emergency/disaster situation causing this request.
- Request the Fire Department to "Activate the EOC".
- Provide information on your availability and a phone number or how to contact you for follow-up communication.

The activated EOC may be partially or fully staffed. The EOC Director or designee will determine the appropriate level of response based on the type and magnitude of the emergency.

**Emergency Operation Center**

*continued*

For planning purposes, State OES has established three levels of emergency response to peacetime emergencies, which are based on the severity of the situation and the availability of local resources.

**Level One**

**Decentralized Coordination and Direction**

A minor to moderate incident where local resources are adequate and available. A Local Emergency may or may not be proclaimed. The City EOC may or may not be activated. Off-duty personnel may be recalled.

**Level Two**

**Centralized Coordination and Decentralized Direction**

A moderate to severe emergency wherein local resources are not adequate and mutual aid may be required on a regional or even statewide basis. Key management level personnel from the principal involved agencies will co-locate in a central location to provide jurisdictional or multi-jurisdictional coordination. The EOC should be activated. Off-duty personnel may be recalled. A Local Emergency will be proclaimed and a State of Emergency may be proclaimed.

**Level Three**

**Centralized Coordination and Direction**

A major local or regional disaster where resources in or near the impacted area are overwhelmed and extensive state and/or federal resources are required. A Local Emergency and a State of Emergency will be proclaimed and a Presidential Declaration of an Emergency or Disaster will be requested. All response and early recovery activities will be directed from the EOC. Off-duty personnel will be recalled.

**Department Operation Center**

The Department Operations Center (DOC) is an EOC used by a distinct discipline, such as law, fire, public health, building and safety, transportation, public works, or a special district. They may be used at all SEMS levels above the field response level depending upon the impacts of the emergency.

DOC's operating at the City level shall communicate through the City EOC for resource needs that extend beyond their existing capabilities, mutual aid requests, situation updates, and other information sharing.

## Continuity of Government

In the aftermath of a major disaster, law and order must be preserved and essential government services must be maintained. Therefore, it is essential that local units of government identify alternate work locations, and lines of succession for their governing body, and department heads.

### **Lines of Succession**

Article 15 of the California Emergency Services Act provides the authority, as well as the procedures to be employed, to ensure continued functioning of political subdivisions within the State of California. Generally, Article 15 permits the appointment of up to three standby officers for each member of the governing body, and the chief executive officer. Article 15 also provides for the succession of officers who head departments responsible for maintaining law and order, or in furnishing public services relating to health and safety.

The City Council shall appoint standby officers when an officer is either killed, missing, or so seriously injured as to be unable to attend meetings and otherwise perform his duties. Standby officers shall serve at the pleasure of the Council until the regular officer becomes available or until the election or appointment of a new regular officer.

In the City of Pasadena the Lines of Succession are as follows:

#### Director of Emergency Services

1. City Manager
2. Assistant City Manager
3. Fire Chief
4. Police Chief

#### City Attorney

1. City Attorney
2. Senior Assistant City Attorney
3. Chief City Prosecutor

## Continuity of Government

*continued*

#### City Clerk

1. City Clerk
2. Senior Assistant City Clerk
3. Assistant City Clerk

#### Finance

1. Director of Finance
2. Deputy Director of Finance
3. City Auditor

#### Fire

1. Fire Chief
2. Bureau Chief – Operations
3. Assistant Bureau Chief - Prevention

#### Health

1. Public Health Director
2. Health Officer
3. Public Health Administrator

#### Planning and Development

1. Director, Planning & Development
2. Building & Neighborhood Revitalization Manager
3. Deputy Director

#### Human Resources

1. Director of Human Resources
2. Human Resources Manager – Employee Relations
3. Human Resources Manager – Employee Services

#### Transportation

1. Director of Transportation
2. Transportation Administrator
3. Division Manager

## Continuity of Government *continued*

Lines of Succession continued:

- Information Services/Library
1. Director of Information Services
  2. Information Systems, Technology Manager
  3. Principal Librarian, Information Access

### Housing & Community Development

1. Housing & Community Development Administrator
2. Senior Housing Project Manager
3. Housing Assistant Officer

### Police

1. Police Chief
2. Deputy Police Chief
3. Senior Commander

### Public Works & Parks

1. Public Works Director
2. City Engineer
3. Assistant City Engineer

### Human Services & Recreation

1. Human Services & Recreation Director
2. Neighborhood and Services Administrator
3. Recreation & Human Services Administrator

### Water and Power

1. General Manager
2. Assistant General Manager
3. Business Unit Director

### Rose Bowl

1. Daryl Dunn
2. Jess Waiters

## Overview of Pasadena Resources

### Fire and EMS

Through Fire Administration and eight strategically located fire stations, the Fire Department strives to maintain a safe community and contribute to an improved quality of life by providing the highest possible level of emergency services. Public safety services provided by the Department include: fire prevention and suppression; emergency medical services (paramedics); fire and life safety; enforcement of State and City Fire Codes; hazardous vegetation management; regulation and disclosure of hazardous materials storage, handling and use; underground chemical storage tank inspections and permits; inspections of public assembly facilities and high rise buildings; maintenance of fire protection equipment and systems; special event planning to ensure the safety of the public; emergency management planning; and training of businesses, neighborhoods and other citizen groups in emergency management and mitigation.

### Police

Pasadena Police Department is recognized worldwide for its outstanding planning and implementation of policing for high profile events such as the Rose Bowl, Rose Parade, Super Bowl, and World Cup Soccer. It has established community policing programs proclaimed as national models and it is one of the first municipal police departments in the State to deploy a Computer Automated Crime Analysis system. The Department's Field Training Officer (FTO) program is one of the most recognized in Southern California, while the Helicopter Section provides training and service to other police air support units in and outside of the country.

Pasadena Police Department has:

- 379 Full time employees
- 241 Sworn Police Officers
- 126 Civilian employees
- 13 Reserve Police Officers (Volunteer)

## Acronyms

CCP	Casualty Collection Points
CDAAC	California Disaster Assistance Act
CDC	Centers for Disease Control
CERT	Community Emergency Response Team
CLETS	California Law Enforcement Telecommunications System
DART	Disaster Assistance Response Team
DOC	Department Operations Center
EDIS	Emergency Digital Information System
EMAC	Emergency Mutual Aid Compact
EMIS	Emergency Management Information System
EMMA	Emergency Managers Mutual Aid
EOC	Emergency Operations Center
FEMA	Federal Emergency Management Agency
GC	Government Code
HSAS	Homeland Security Advisory System
HSC	Health and Safety Code
IC	Incident Commander
ICP	Incident Command Post
ICS	Incident Command System
JFO	Joint Field Office
JIC	Joint Information Center
JOC	Joint Operations Center
LAC	Local Assistance Center
MARAC	Mutual Aid Regional Advisory Committee
NICC	National Inter Agency Coordinating Center
NIMS	National Incident Management System
NRCC	National Response Coordinating Center
NRP	National Response Plan
NWS	National Weather Service
OA	Operational Area
OASIS	Operational Area Satellite Information System
OES	Office of Emergency Services
PW	Project Worksheet
RACES	Radio Amateur Civil Emergency Services
REOC	Regional Emergency Operations Center
RIMS	Resource Information Management System
SAR	Search and Rescue
SEMS	Standardized Emergency Management System
USAR	Urban Search and Rescue

## Important Phone Numbers

Mayor's Office.....	744-4311
City Manager's Office.....	744-4222
Police Department.....	744-4501
Police Watch Commander.....	744-4620
Fire Department.....	744-4655
Emergency Management Coordinator.....	744-7276
Public Health Department	
Communicable Diseases.....	744-6005
Bi terrorism Unit.....	744-6164
Public Works Department	
Street Maintenance/Waste Mgmt.....	744-4158
Blgd. Systems/Fleet Mgmt.....	744-4394
Engineering.....	744-4191
Parks/Natural Resources.....	744-4321
Water & Power Department	
Emergency Services-Water.....	744-4138
Emergency Services-Power.....	744-4673
Transportation Department	
Traffic Engineering and Operations.....	744-8726
Transit Operations.....	744-8723
City Council Members	
District 1 – Joyce Streater.....	744-4444
District 2- Paul Little.....	744-4742
District 3 – Chris Holden.....	744-4738
District 4 – Steve Haderlein.....	744-4740
District 5 – Victor Gordo.....	744-4741
District 6 – Vice Mayor Steve Madison.....	744-4739
District 7 – Sid Tyler.....	441-4802
State Representatives	
Assemblyman Carol Liu.....	(626) 577-9944
Senator Jack Scott.....	(626) 683-0282
Humane Society.....	(626) 792-7151
Gas Company.....	(800) 427-2200
MTA Information.....	(800) 266-6883



**The following space is for you to fill in any other numbers that may be important to you.**

1) \_\_\_\_\_ ( )

2) \_\_\_\_\_ ( )

3) \_\_\_\_\_ ( )

4) \_\_\_\_\_ ( )

5) \_\_\_\_\_ ( )

6) \_\_\_\_\_ ( )

7) \_\_\_\_\_ ( )

8) \_\_\_\_\_ ( )

9) \_\_\_\_\_ ( )

10) \_\_\_\_\_ ( )

11) \_\_\_\_\_ ( )

12) \_\_\_\_\_ ( )

13) \_\_\_\_\_ ( )

14) \_\_\_\_\_ ( )

15) \_\_\_\_\_ ( )