

**CONTENTS OF PLAN
INTRODUCTION**

	PAGE NO.
Acknowledgments	Intro - 2
Foreword	Intro - 3
Letter of Promulgation	Intro - 6
Record of Revisions	Intro - 7
Distribution List.....	Intro - 8
Department/Agency Concurrence	Intro - 9

**PART ONE
BASIC PLAN**

Section One, Basic Plan.....	Part One-3
Section Two, Authorities and References	Part One-23
Section Three, Mutual Aid	Part One-27
Section Four, Threat Summary and Assessments	Part One-35

**PART TWO
EMERGENCY ORGANIZATION FUNCTIONS**

Management Section	Part Two- M-1
Support Documentation	Part Two- MS-1
Operations Section.....	Part Two - O-1
Support Documentation	Part Two - OS-1
Planning/Intelligence Section	Part Two - P-1
Support Documentation	Part Two - PS-1
Logistics Section	Part Two - L-1
Support Documentation	Part Two - LS-1
Finance/Administration Section	Part Two - F-1
Support Documentation.....	Part Two - FS-1

APPENDIX

City of Pasadena EOC Notification List	Appendix -3
Essential Contacts Notification List	Appendix -5
City of Pasadena EOC Numbers.....	Appendix -7
EOC Locations	Appendix -9
EAS Activation Procedures	Appendix - 11
Media Phone List	Appendix-13
Nursing Home Facilities	Appendix 15

ACKNOWLEDGMENTS

This plan is was prepared and edited by Wendy Haddock Milligan of Terra Firma Enterprises and Lisa Derderian with the Pasadena City Fire Department. The following vital documents were used as reference information in compiling this plan:

FEMA SLG 101: "State and Local Guidance 101"
FEMA CPG 1-8a: "State and Local Emergency Operations Plans"
OES: "Local Government Emergency Planning Guidance"
OES: "SEMS Guidelines"
Los Angeles County Civil Defense Areas: "SEMS MHFP"
City of Pasadena MultiHazard Functional Response Plan, 1997
City of Pasadena, Safety Element, 2002
City of Pasadena, Hazard Mitigation Plan, 2004

The recommendations and suggestions included in this plan are intended to improve emergency preparedness, response and recovery and to satisfy the Standardized Emergency Management System requirements as presented in Title 19 of the California Code of Regulations. Although Terra Firma Enterprises stands by the quality of its products, it is understood that disaster preparedness is not an exact science, and this Emergency Response Plan does not guarantee the safety of any individual, structure, or organization in a disaster. Terra Firma Enterprises assumes no liability for deaths, injuries, or property damage resulting from a disaster.

INTRODUCTION

FOREWORD

This SEMS/NIMS Emergency Response Plan addresses the City of Pasadena's planned response to extraordinary emergency/disaster situations associated with natural disasters, technological incidents, and national security emergencies. The plan does not address normal day-to-day emergencies or the well established and routine procedures used in coping with such emergencies. Instead, the operational concepts reflected in this plan focus on potential large-scale disasters that can generate unique situations requiring unusual responses.

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

This plan provides basic planning information. City departments must prepare standard operating procedures and, in most cases, more detailed checklists that will describe their internal operations under emergency/disaster conditions.

ASSUMPTIONS:

- The City of Pasadena is primarily responsible for emergency/disaster actions and will commit all available resources to save lives, minimize injury to persons, and minimize damage to property.
- The City of Pasadena will utilize SEMS and NIMS in emergency/disaster response operations.
- The Director of Disaster Emergency Services, the City Manager, will coordinate the City's disaster response in conformance with its Emergency Services Ordinance.
- The City of Pasadena will participate in the Los Angeles County Operational Area.
- The resources of the City of Pasadena will be made available to local agencies and citizens to cope with disasters affecting this area.
- The City will commit its resources to a reasonable degree before requesting mutual aid assistance.

SEMS/NIMS EMERGENCY RESPONSE PLAN

- Mutual aid assistance will be requested when disaster relief requirements exceed the City's ability to meet them.

EMERGENCY/DISASTER MANAGEMENT GOALS:

- Provide effective life safety measures 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 SEMS/NIMS EMERGENCY RESPONSE PLAN (ERP):

- **Part One - Basic Plan.** Overall organizational and operational concepts relative to response and recovery, as well as an overview of potential hazards. Intended audience—EOC Management Team.
- **Part Two – Emergency/Disaster Response Organization Functions.** Description of the emergency/disaster response organization, checklists and reference material. Intended audience—EOC staff.
- **Appendix** – Contains the emergency/disaster organization's notification numbers and other essential numbers. Intended audience—EOC staff.

ACTIVATION OF THE SEMS/NIMS ERP:

- On the order of the Disaster Emergency Services Director, who is designated by the City of Pasadena's Ordinance No. 2.370, provided that the existence or threatened existence of a Local Emergency has been proclaimed in accordance with the ordinance.
- When the Governor has proclaimed a State of Emergency in an area including this jurisdiction.
- 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.
- Automatically on receipt of an attack warning or the observation of a nuclear detonation.

APPROVAL AND PROMULGATION:

This SEMS/NIMS ERP will be reviewed by all departments/agencies assigned a primary function in the Emergency/disaster Responsibilities Matrix (**Part Two, Management Section**). Upon completion of review and written concurrence by these departments/agencies, the SEMS/NIMS ERP will be submitted to the State Office of Emergency Services for review and then to the City Council for review and approval. Upon concurrence by the City Council, the plan will be officially adopted and promulgated.

TRAINING, EXERCISING, AND MAINTENANCE OF SEMS/NIMS ERP:

The Emergency Management Coordinator, who works for the Fire Department, is responsible for coordination and scheduling of training and exercising of this plan. The City of Pasadena's Emergency/Disaster Management Organization will conduct regular exercises of this plan to train all necessary City staff in the proper response to disaster situations.

The SEMS/NIMS ERP will be reviewed annually to ensure that plan elements are valid and current. Each responsible organization or agency will review and upgrade its portion of the SEMS/NIMS ERP and/or modify its SOP/EOP 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 SEMS/NIMS ERP revisions. The City Emergency Management Coordinator is responsible for making revisions to the SEMS/NIMS ERP that will enhance the conduct of response and recovery operations. The City Emergency Management Coordinator will prepare, coordinate, publish and distribute any necessary changes to the plan to all City departments and other agencies as shown on the distribution list on page 8 of this SEMS/NIMS ERP.

The City Emergency Management Coordinator will also review documents that provide the legal basis for emergency planning to ensure conformance to SEMS/NIMS requirements and modify as necessary.

Adoption Date: _____

LETTER OF PROMULGATION

TO: OFFICIALS, EMPLOYEES, AND CITIZENS OF CITY PASADENA

The preservation of life and property is an inherent responsibility of local, state, and federal government. The City of Pasadena has prepared this SEMS/NIMS Emergency Response Plan (ERP) 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 SEMS/NIMS Emergency Response 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 Pasadena.

Concurrence of this promulgation letter constitutes the adoption of the Standardized Emergency Management System and the National Incident Management System by the City of Pasadena. This SEMS/NIMS ERP will become effective on approval by the City Council.

Mayor
City of Pasadena

DISTRIBUTION LIST

DEPARTMENTS/AGENCIES RECEIVING COPIES OF THE SEMS MHFP: NO. OF COPIES

Governor's OES, Southern Region	1
City Emergency Operations Center	3
Mayor/City Council	1
Director of Emergency Services (City Manager)	1
Emergency Operations Center Coordinators	2
City Attorney Office	1
City Clerk	1
Finance Department	1
Fire Department	1
Health Department	1
Human Resources Department	1
Human Services and Recreation Department	1
Information Services Department	1
Planning and Development Department	1
Police Department	1
Public Works Department	1
Transportation	1
Rose Bowl	1
Water & Power Department	1

EOC POTENTIAL STAFF MEMBERS

DEPARTMENT/AGENCY CONCURRENCE

AGENCY/DEPARTMENT	REPRESENTATIVE	TITLE
Director of Emergency Services (City Manager)		
Emergency Services Coordinator		
City Attorney Office		
City Clerk		
Finance Department		
Fire Department		
Health Department		
Human Resources Department		
Human Services and Recreation Department		
Information Services Department		
Pasadena Center Operating Company		
Planning and Development Department		
Police Department		
Public Works Department		
Transportation Department		
Rose Bowl		
Water & Power Department		
Governor's OES, Southern Region		

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