



# AGENDA

## REGULAR MEETING OF THE LAKEPORT DISASTER COUNCIL

Wednesday, January 13, 2021 2:00 p.m.

Location: See Teleconferencing Instructions Below

**PUBLIC ADVISORY: THE CITY COUNCIL CHAMBERS WILL NOT BE OPEN TO THE PUBLIC**

Pursuant to Section 3 of Executive Order N-29-20, issued by Governor Newsom on March 17, 2020, the regular meeting of the Lakeport Disaster Council for **January 13, 2021** will be conducted telephonically through Zoom. Please be advised that pursuant to the Executive Order, and to ensure the health and safety of the public by limiting human contact that could spread the COVID-19 virus, the Council Chambers will not be open for the meeting. Council Members will be participating telephonically and will not be physically present in the Council Chambers.

If you would like to speak on an agenda item, you can access the **Zoom** meeting remotely:

Join from a PC, Mac, iPad, iPhone or Android device:

Please click this URL to join. <https://zoom.us/j/96998193491?pwd=MXI3SExJQj9iNEl6eE53QktidkFPQT09>

Passcode: 026825

Or join by phone:

Dial (for higher quality, dial a number based on your current location):

US: +1 669 900 9128 or +1 346 248 7799 or +1 253 215 8782 or +1 312 626 6799 or +1 646 558 8656 or +1 301 715 8592

Webinar ID: 969 9819 3491

Passcode: 026825

International numbers available: <https://zoom.us/j/96998193491?pwd=MXI3SExJQj9iNEl6eE53QktidkFPQT09>

The City wants you to know that you can also submit your comments by email to [virtualhost@cityoflakeport.com](mailto:virtualhost@cityoflakeport.com). To give the City Clerk adequate time to print out your comments for consideration at the meeting, please submit your written comments prior to **12:00 p.m. on Wednesday, January 13, 2021.**

Please indicate in the email Subject Line "FOR PUBLIC COMMENT" and list the item number you wish to comment on. Comments that you want read to the Council will be subject to the three minute time limitation (approximately 350 words). Written comments that are only to be provided to Council and not read at the meeting will be distributed to the Council prior to the meeting.

The City of Lakeport thanks you in advance for taking all precautions to prevent spreading the COVID-19 virus.



## **AGENDA**

### **REGULAR MEETING OF THE LAKEPORT DISASTER COUNCIL**

**Tuesday, January 13, 2021**

**2:00 P.M.**

- I. **CALL TO ORDER & ROLL CALL:** 2:00 p.m.
- II. **PLEDGE OF ALLEGIANCE:**
- III.
  - 1. Emergency Situation Reports: Receive updates on active incidents.
  - 2. Emergency Operations Plan (EOP) Update: Review Hazard Vulnerability Assessment (HVA) results and an outline of proposed changes to the EOP
  - 3. City of Lakeport Local Hazard Mitigation Plan (LHMP) Annual Review: Review Local Hazard Mitigation Plan (LHMP).
- IV. **ADJOURNMENT:**

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Hilary Britton, Deputy City Clerk



# CITY OF LAKEPORT

City of Lakeport Disaster Council

## STAFF REPORT

**RE:** Emergency Operations Plan (EOP) Update

**MEETING DATE:** 1/13/2021

**SUBMITTED BY:** Nicholas Walker

**PURPOSE OF REPORT:**  Information only  Discussion  Action Item

### WHAT IS BEING ASKED OF THE COUNCIL:

The Council is being asked to review Hazard Vulnerability Assessment (HVA) results and an outline of proposed changes to the EOP

### BACKGROUND/DISCUSSION:

In July 2020 the City hired Preparedness Consulting & Training (PCT) to assist in updating the City's EOP. Over the past several months PC and the City have conducted a HVA as part of that process. Additionally, proposed changes to the EOP have been documented in an outline format. Feedback on these two items will help guide the project to its completion by the end of the fiscal year.

### OPTIONS:

Review Hazard Vulnerability Assessment (HVA) results and an outline of proposed changes to the EOP

### FISCAL IMPACT:

None  \$ Budgeted Item?  Yes  No

Budget Adjustment Needed?  Yes  No If yes, amount of appropriation increase: \$

Affected fund(s):  General Fund  Water OM Fund  Sewer OM Fund  Other:

Comments:

### SUGGESTED MOTIONS:

None

- Attachments:**
1. City of Lakeport EOP 2021 Outline of Proposed Changes
  2. City of Lakeport EOP 2021 HVA Summary

# City of Lakeport Emergency Operations Plan Update 2021

Outline of Proposed Changes October 8, 2020

Preparedness Consulting & Training

2011 Plan Element	Proposed Updates	Reviewer Comments
<b>All</b>	<ul style="list-style-type: none"> <li>• Format to make hierarchy clearer</li> <li>• Number pages to indicate section and avoid duplication of numbers</li> <li>• Consider adding:                             <ul style="list-style-type: none"> <li>○ When to use ICS, SEMS, and NIMS, and key differences between levels</li> <li>○ Descriptions of:                                     <ul style="list-style-type: none"> <li>▪ Incident Command Position</li> <li>▪ Emergency Operations Center</li> <li>▪ Departmental Operations Center</li> <li>▪ Joint Information Center</li> <li>▪ Multiagency Coordination Group and Center</li> <li>▪ Other ICS facilities</li> </ul> </li> </ul> </li> </ul>	<p>Indicate how ICS will be used in the field. This should include the interface between the field Incident Command Post and the EOC.</p>
<b>Basic Plan</b>	<ul style="list-style-type: none"> <li>• Consider adding a glossary of terms and acronyms; include those that may be encountered during an incident/event, not just in the EOP document</li> </ul>	<p>Yes... this is missing from our current plan</p>
<b>Introduction</b>	<ul style="list-style-type: none"> <li>• Add a community profile: geography, demographics, economy, hazards overview, vulnerabilities, history of incidents/events</li> <li>• Describe relationships and authorities with Lake County OES, EOC, state, federal, tribal, other local government entities, NGOs and private sector</li> <li>• Identify who initiates annual and other plan reviews, to whom the review and recommendations are reported, and time frame/deadline. Consider who is mandated to participate in the review, and who is invited/recommended but not mandated. <b>Consider scheduling reviews/updates for congruence with Lake County EOP.</b></li> </ul>	<p>Schedule Disaster Council, Mitigation Plan Review</p>
<b>Concept of Operations</b>	<ul style="list-style-type: none"> <li>• Update phases to Preparedness, Prevention, Response, Recovery, Mitigation; provide a visual</li> <li>• Add examples of functions for each City department in emergencies</li> <li>• Add a table of examples of readiness, response, and recovery activities for various disciplines and functions <sup>1</sup></li> </ul>	<p>I Like all the points covered here. Our current EOP is Lacking info in recovery operations I would like to see more detail in the following: A description of the recovery organization along with a diagram.</p>

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	<p><u>Increased Readiness</u></p> <ul style="list-style-type: none"> <li>• Rework readiness content to reflect “blue sky” everyday readiness status/actions and those for incidents/events predicted for days ahead or imminent</li> <li>• Consider merging Initial and Extended Response Operations for simplicity</li> <li>• Add plan activation authorities and procedures</li> </ul> <p><u>Initial Response Operations:</u></p> <ul style="list-style-type: none"> <li>• Add priorities of 1. Life safety, 2 Incident stabilization and 3. Protection of environment and property</li> <li>• Rework content for flexibility and detail; update as needed</li> </ul> <p><u>Extended Response Operations:</u></p> <ul style="list-style-type: none"> <li>• Rework for flexibility and detail; update as needed</li> <li>• SEMS/NIMS Functions:               <ul style="list-style-type: none"> <li>○ Describe applications and relationships between ICS, SEMS &amp; NIMS</li> <li>○ Provide for flexibility in incident/EOC organization to allow for incidents of varied nature and scope, e.g. ICS structure, Emergency Support Functions structure, ad hoc</li> <li>○ Consider overviews for field operations, ICPs, and City EOC</li> </ul> </li> </ul> <p><u>Mutual aid:</u></p> <ul style="list-style-type: none"> <li>• Define the Operational Area, describe the OA concept</li> <li>• Add maps:               <ul style="list-style-type: none"> <li>○ Mutual Aid Region II</li> <li>○ Lake OA showing political subdivisions, tribal lands, key facilities</li> </ul> </li> <li>• Add mutual assistance, automatic aid, and other types of co-response arrangements</li> <li>• Broaden aid examples to include public health, public works, emergency management, and other disciplines</li> </ul> <p><u>Recovery Operations:</u></p>	<p>The damage assessment organization and responsibilities. Describe the recovery documentation process. Procedures to submit AAR to Cal OES.</p>

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	<ul style="list-style-type: none"> <li>• Expand emergency facilities to include shelters, points of dispensing, interaction with OA EOC, REOC, field offices, etc.</li> </ul>	
<b>Continuity of Government</b>	<ul style="list-style-type: none"> <li>• Update throughout</li> <li>• Add Continuity of Operations</li> <li>• Confirm or update lines of succession as shown on P.7</li> <li>• Provide for additional delegations/lines of succession by title or function, e.g. LPD chief, lieutenant, sergeant(s) by seniority, officers by seniority</li> <li>• Distinguish between elected and appointed officials in COOP/COG</li> <li>• Identify the mechanism for the district fire chief to succeed in City government</li> <li>• Identify elected body(ies) to govern if City government is incapable</li> </ul>	
City Director of Emergency Services	<ul style="list-style-type: none"> <li>• Reorganize order of succession</li> </ul>	
Lines of succession	<ul style="list-style-type: none"> <li>• Review and update</li> </ul>	
Reconstitution of Government Body	<ul style="list-style-type: none"> <li>• Review and update</li> <li>• Might Lakeport become an ad hoc county seat?</li> </ul>	<p>I am not sure what Lakeport becoming an ad hoc seat looks like but if this is referring to who is the CC succession, I think we need to evaluate this succession plan.</p> <p><i>I suggest identifying at least one city to govern on your behalf if you can't reconstitute your own CC.</i></p> <p><i>If Lake County can't operate from its own facilities and with its own resources, might Lakeport become a temporary county seat or City facilities become locations for governance facilities and operations? This isn't essential content for your plan, but could be useful.</i></p>

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Preservation of Vital Records	<ul style="list-style-type: none"> <li>• Describe current measures to protect vital records, e.g. offsite storage, digital backup, etc.</li> </ul>	
<b>Relationship to SEMS</b>	<ul style="list-style-type: none"> <li>• Update</li> <li>• Summarize SEMS organization</li> <li>• Add graphic</li> </ul>	
Standardized Emergency Management System	<ul style="list-style-type: none"> <li>• Update throughout</li> </ul>	
Emergency Management Organization	<ul style="list-style-type: none"> <li>• Emphasize the day-to-day City organization may not apply in an emergency</li> <li>• Add information on Emergency Support Functions (ESF)s and those departments with primary and support roles for each</li> </ul>	
<b>Hazard Analysis Summaries</b>	<ul style="list-style-type: none"> <li>• Update and quantify using HVA survey results</li> <li>• Add matrix of hazards and their common effects</li> </ul>	<p>Hazard Analysis. Include a description of potential hazards. This could be in a narrative with maps, schematic, or matrix indicating severity potential, affected population estimates, frequency, and geographical characteristics of the jurisdiction</p> <p><i>Agreed. I propose hazards listed in order of expected severity based on the survey tools returned from stakeholders.</i></p> <p><i>I also propose a table of effects of each hazard on response and recovery operations, and will provide an example.</i></p>
<b>National Security Advisory System</b>	<ul style="list-style-type: none"> <li>• Update, include graphic, and relocate</li> </ul>	
<b>Standard Operating Procedures</b>	<ul style="list-style-type: none"> <li>• Emphasize that no plan or SOP can anticipate all possible combinations of hazards, conditions, resources, and effects, and that the plan should provide sufficient flexibility to allow reasonable discretion by those in authority</li> <li>• Reiterate the role of the OA in relation to city, regional, state, federal, and other entities</li> </ul>	

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	<ul style="list-style-type: none"> <li>• Add emphasis to coordination with the OA in all phases, planning, and operations</li> <li>• Update all content</li> <li>• Consider reorganizing by phase instead of function, e.g. Increased Readiness Phase provides guidance for all departments/functions                             <ul style="list-style-type: none"> <li>○ Begin with guidance for all departments, e.g. planning and coordination with other departments, establishing the City's response organization for the incident, common considerations for the anticipated hazard(s), just in time training</li> <li>○ Follow with departmental/functional specifics</li> </ul> </li> <li>• Summarize roles and responsibilities for each department</li> <li>• Add content on convening planning meetings, PIO/JIC functions</li> <li>• Add information for routing requests for assistance, status updates, and declarations</li> <li>• For extended response add anticipating activation/response for several weeks or months, with all operational and logistical demands of that duration</li> </ul>	
General Emergency Management	<ul style="list-style-type: none"> <li>• Consider citing ordinances or resolutions adopting SEMS and NIMS</li> <li>• Consider added specificity to City training expectations</li> <li>• Consider allowing EM to declare with ratification by City Council.</li> <li>• EOP: Assign responsibility and deadline for annual review/update of the document</li> <li>• Employees as DSWs: reword consistent with CGC 3100.</li> </ul>	
Emergency Operational Laws and Authority	<ul style="list-style-type: none"> <li>• Review and update as needed</li> </ul>	
<b><i>Emergency Operations Center Procedures</i></b>		
Concept of Operations	<ul style="list-style-type: none"> <li>• Expand functions to include coordination with the Lake County EOC, Joint Information Center(s) and other coordination facilities as needed</li> </ul>	



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	<ul style="list-style-type: none"> <li>• Emphasize which functions are responsible for the EOC itself and which support field operations</li> <li>• Identify potential alternate EOCs</li> </ul>	
Objectives	<ul style="list-style-type: none"> <li>• Emphasize coordination with OA, particularly when coordinating with other municipalities, OAs, state, federal, and other resources outside of the city</li> <li>• Distinguish coordination and support vs management of field incidents</li> </ul>	
Activation Policy	<ul style="list-style-type: none"> <li>• Revise activation criteria away from field agencies being <i>unable</i> to manage</li> <li>• Consider adding activation when the OA EOC is activated</li> <li>• Add activation notification options/backups; consider using LakeCoAlerts</li> <li>• Provide examples for activation triggers</li> </ul>	
Levels of Activation	<ul style="list-style-type: none"> <li>• Reverse levels to use descriptions consistent with CalOES and the OA:               <ul style="list-style-type: none"> <li>○ Level 3 Low: Activities that are normal for the EOC when no incident or specific risk or hazard has been identified. This also could be a steady state or monitoring stage. Generally, only a Duty Officer or single staff member is required.</li> <li>○ Level 2 Partial: Certain EOC members/organizations are activated to monitor a credible threat, risk, or hazard and/or support the response to a new and potentially evolving incident. This level may also be in response to a planned public event.</li> <li>○ Level 1 High: Level EOC activation requires comprehensive response and/or assistance to support major incident or credible threat. This level is generally a full EOC staffing level (all positions filled).</li> </ul> </li> <li>• Provide examples based on resource needs, not just incident types</li> </ul>	
Emergency Communication System	<ul style="list-style-type: none"> <li>• Consider backups/alternatives to alerting City EOC staff <i>at the direction of</i> the director or coordinator</li> </ul>	

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Set-up: EOC	<ul style="list-style-type: none"> <li>• Provide an annex or section that includes a checklist or worksheet for the range of requirements, e.g. assessing for safety hazards, establishing security, locating and activating phones and other electronics, placing supplies and equipment, verifying activation level, and verifying notification and response of needed staff</li> <li>• Make setup procedure and checklist practical for use by any EOC staffer</li> <li>• Identify who to notify when EOC is activated and alternative ways to notify</li> </ul>	
Staffing EOC	<ul style="list-style-type: none"> <li>• Provide additional alternatives for who decides on staffing</li> <li>• Provide alternative organizations, e.g. ICS, Emergency Support Functions, other functional</li> <li>• Consider minimum or baseline staffing at each level</li> <li>• Emphasize that one person may fill more than one position, especially early in an incident</li> <li>• Emphasize that assignments may change as an incident evolves, shifting staffing needs and priorities</li> </ul>	
Message Flow	<ul style="list-style-type: none"> <li>• Add a description of message media, needs, and challenges. Add emphasis to social media and rumor control.</li> <li>• Add overview of Joint Information Centers</li> <li>• Emphasize coordination with OA and others in messaging</li> </ul>	
Incident Action Plans	<ul style="list-style-type: none"> <li>• Add emphasis that IAPs are typically developed in the field or Incident Command Post, not the EOC; EOC plans are separate, and geared toward managing the facility and its functions</li> </ul>	YES!!! We need clarity differentiating the two documents
Information and Resource Management	<ul style="list-style-type: none"> <li>• Consider moving current content to a section describing the interaction between levels of government</li> <li>• Replace RIMS references with CalEOC as appropriate</li> <li>• Provide more detail on communicating resource requests and situation/status</li> <li>• Provide one or more backup routes in case of WebEOC or Web failure</li> </ul>	<p>We do not use WebEOC</p> <p><i>I suggest exploring this. It is the mechanism for reporting to the State, and using it may expedite updates and resource requests being made to the County and relayed upward</i></p>
Resource Requests	<ul style="list-style-type: none"> <li>• Update and clarify</li> </ul>	

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Private and Volunteer Organizations	<ul style="list-style-type: none"> <li>• Consider the option to have representatives in the City EOC as needed</li> <li>• Consider establishing Multi Agency Coordination groups and facilities</li> </ul>	Add COAD liaison  <i>Add utilities, waste mgt, shelter management, etc.?</i>
Operational Area Coordination	<ul style="list-style-type: none"> <li>• Reinforce interrelationship between City an OA</li> <li>• Describe EOC activation criteria when the other activates</li> </ul>	Lets talk about how to best add this  <i>Agreed.</i>
State and Federal Response	<ul style="list-style-type: none"> <li>• Add emphasis that SEMS directs that these be coordinated through the OA</li> <li>• Federal agencies may take command in suspected terrorist incidents, plane or common carrier accidents, incidents involving water or air quality, and others</li> </ul>	
<b>Emergency Declarations</b>	<ul style="list-style-type: none"> <li>• Update processes as needed</li> <li>• Provide templates/sample declarations</li> </ul>	
After-Action Reports	<ul style="list-style-type: none"> <li>• Separate from Emergency Declarations section</li> </ul>	Template would be nice
Demobilization Procedures	<ul style="list-style-type: none"> <li>• Update as needed</li> </ul>	
Designated EOC Location	<ul style="list-style-type: none"> <li>• Identify at leases one alternate EOC location, ideally two or three in different areas of the City</li> <li>• List other potential coordination facilities and 2-3 possible locations, including the EOC where appropriate</li> </ul>	Need alternate locations – one within the City Limits and one Outside the city limits  <i>It may be more important to have them in separate hazard zones than in and out of city limits</i>
EOC Functions & Responsibilities	<ul style="list-style-type: none"> <li>• Update</li> <li>• Reiterate differences between EOCs, ICPs, and other ICS facilities</li> </ul>	
<b>EOC Organization</b>	<ul style="list-style-type: none"> <li>• Consider moving above Functions &amp; Responsibilities</li> <li>• Update and expand</li> <li>• Provide alternatives to ICS organization, e.g. ESF, functional</li> </ul>	We are currently working on EOC section position binders/flash drives  <i>Excellent!</i>
<b>Management Section</b>	<ul style="list-style-type: none"> <li>• Update</li> <li>• Emphasize EOC’s role in coordinating information and resources and supporting Incident Commanders in the field, not commanding field operations</li> </ul>	
Director of ES	<ul style="list-style-type: none"> <li>• Add designees at least two deep</li> </ul>	

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	<ul style="list-style-type: none"> <li>• Clarify role in managing the EOC vs commanding incident(s)</li> </ul>	
ES Coordinator	<ul style="list-style-type: none"> <li>• Add designees at least two deep</li> <li>• Clarify role in managing the EOC vs managing incident(s)</li> </ul>	
Liaison Officer	<ul style="list-style-type: none"> <li>• Provide new, more accurate description</li> <li>• Identify primary and alternate positions for consideration</li> </ul>	
Legal Officer	<ul style="list-style-type: none"> <li>• Correct "City Council" to "City Attorney" or other position</li> </ul>	
Public Information Officer	<ul style="list-style-type: none"> <li>• Update description</li> <li>• Add information re mass notification, e.g. county telephone notification system, Emergency Alert System (EAS), Wireless Emergency Alerts (WEA), Integrated Public Alert and Warning System (IPAWS), and any others pertinent to the jurisdiction</li> <li>• Add role in monitoring and broadcasting via social media</li> <li>• Identify primary and alternate City positions for consideration</li> <li>• Add role/responsibility re: Joint Information Centers</li> </ul>	
Safety Officer	<ul style="list-style-type: none"> <li>• Update description to reflect primary responsibility for EOC environment</li> <li>• Distinguish between EOC and field/ICP safety officer functions</li> <li>• Identify primary and alternate City positions for consideration</li> </ul>	
Security Officer	<ul style="list-style-type: none"> <li>• Consider making this a responsibility for the EOC Safety Officer</li> <li>• Update description</li> <li>• Identify primary and alternate City positions for consideration; could be assigned to an agency, e.g. Lakeport Police or contract security firm</li> </ul>	
Agency Representative	<ul style="list-style-type: none"> <li>• Update description</li> <li>• Emphasize this may refer to representatives from other agencies in the City EOC, or a City representative in another EOC or ICP</li> </ul>	
Media Contacts Lake OA	<ul style="list-style-type: none"> <li>• Move to an appendix</li> <li>• Add URLs, social media platforms, email addresses</li> <li>• Add print and social media outlets</li> </ul>	
<b>Operations Section</b>	<ul style="list-style-type: none"> <li>• Update all</li> <li>• Designated Shelter Sites:                             <ul style="list-style-type: none"> <li>○ Move to an appendix</li> </ul> </li> </ul>	

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	<ul style="list-style-type: none"> <li>○ Update, organize into a table showing capabilities</li> <li>○ Add 24/7 contact information</li> <li>○ Consider making this content confidential</li> <li>● Animal Care, Control, and Holding Facilities:                             <ul style="list-style-type: none"> <li>○ Move to an appendix</li> <li>○ Update, organize into a table showing capabilities</li> <li>○ Add 24/7 contact information</li> <li>○ Consider making this content confidential</li> </ul> </li> </ul>	
Staging Area Manager	<ul style="list-style-type: none"> <li>● Add that multiple staging areas may be necessary or desired</li> <li>● Add that these duties may be carried out by the Logistics Section</li> </ul>	
Air Operations	<ul style="list-style-type: none"> <li>● Consider deleting this as an EOC function in favor of having ICPs retain it due to more intimate and immediate knowledge of needs and conditions</li> <li>● May be supported in the EOC by Operations or other sections</li> </ul>	
<b>Planning/Intelligence Section</b>	<ul style="list-style-type: none"> <li>● Update EOC role in coordinating and supporting for field users and others</li> </ul>	
Situation Analysis Branch	<ul style="list-style-type: none"> <li>● Update EOC role</li> </ul>	
Documentation Branch	<ul style="list-style-type: none"> <li>● Distinguish between this branch in Planning vs the Finance/Admin Section</li> </ul>	
Advance Planning Unit	<ul style="list-style-type: none"> <li>● Update EOC role</li> </ul>	
Technical Services Unit	<ul style="list-style-type: none"> <li>● Update</li> <li>● Consider the OA's role, and whether the City needs to retain this</li> </ul>	Not sure??
Recovery Branch	<ul style="list-style-type: none"> <li>● Update</li> </ul>	
Resource Status Unit	<ul style="list-style-type: none"> <li>● Update</li> </ul>	
<b>Logistics Section</b>	<ul style="list-style-type: none"> <li>● Update all</li> <li>● Who manages the labor pool of public employees?</li> <li>● Who manages spontaneous unaffiliated volunteers?</li> </ul>	
Communications Frequencies	<ul style="list-style-type: none"> <li>● Move to an appendix</li> <li>● Include Interoperability Field Operations Guide (IFOG) information and local VTAC capabilities</li> </ul>	
<b>Finance/Administration Section</b>	<ul style="list-style-type: none"> <li>● Update all</li> </ul>	

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	<ul style="list-style-type: none"> <li>• Emphasize the importance of maintaining accurate and timely records from the beginning</li> <li>• Who manages the labor pool of public employees?</li> <li>• Who manages spontaneous unaffiliated volunteers?</li> </ul>	
<b>EOC Operations – General</b>	<ul style="list-style-type: none"> <li>•</li> </ul>	
Security & Sign-In	<ul style="list-style-type: none"> <li>• Consider alternative to LPD. LEOs may be urgently needed in the field</li> <li>• Update throughout</li> </ul>	
Shift Scheduling	<ul style="list-style-type: none"> <li>• Update</li> <li>• Add comparison of shifts and Operational Periods</li> <li>• Add battle rhythm concept</li> <li>• Relax 30-minute overlap as a consideration, not requirement. Shifts should build those in as needed</li> </ul>	
Briefings & Conferences	<ul style="list-style-type: none"> <li>• Update</li> <li>• Add option to call briefings on short notice as needed</li> <li>• Provide a sample format and keys to successful briefings</li> <li>• Add ICS 201 form as example</li> </ul>	
After Action Reports	<ul style="list-style-type: none"> <li>• Duplicate, replace or move earlier content?</li> </ul>	I would move earlier content; AAR should be a stand-alone item that names the position responsible for completing the report
Clerical Support	<ul style="list-style-type: none"> <li>• Update or Include in a broader section on Labor Pool?</li> <li>• Coordinate through Logistics of Finance/Admin?</li> <li>• Consider avoiding use of “technical assistant”</li> </ul>	
Computer Operations	<ul style="list-style-type: none"> <li>• Update all</li> <li>• Replace RIMS references with CalEOC</li> </ul>	
Incident Boards	<ul style="list-style-type: none"> <li>• Update to include all relevant branches</li> <li>• Broaden to include displays of computer information</li> <li>• Avoid prescribing what information can and can’t be included</li> </ul>	
Personnel Accountability	<ul style="list-style-type: none"> <li>• Update all</li> <li>• Provide check-in and check-out procedure and responsibility</li> <li>• Consider using ICS Forms 204 and 211; include blanks or samples</li> </ul>	

## City of Lakeport Emergency Operations Plan Update 2021

Outline of Proposed Changes October 8, 2020

Preparedness Consulting & Training

2011 Plan Element	Proposed Updates	Reviewer Comments
Records Maintenance	<ul style="list-style-type: none"> <li>• Update</li> <li>• Describe roles and responsibilities of the Documentation Unit</li> </ul>	This may be the most important item to update, I would recommend a training for the entire EOC staff on documentation, reimbursement, and audits. I don't know if this is the best spot but a Record Request flow chart would be very helpful.
Staff Unit Logs	<ul style="list-style-type: none"> <li>• Update</li> <li>• Suggest use of FEMA ICS Form 214 and provide a blank or example</li> </ul>	
Message Flow and Processing	<ul style="list-style-type: none"> <li>• Update</li> <li>• Suggest use of FEMA ICS Form 213 General Message form (3 parts?)</li> <li>• Provide CalEOC overview</li> </ul>	
EOC Floor Plan	<ul style="list-style-type: none"> <li>• Necessary? Desired?</li> <li>• If so, include for alternate EOCs</li> <li>• Add locations for other functions, e.g. check-in, supplies, printer, IT/IS,</li> </ul>	Nick?? Do you have this? I do not, but I think this is something we should develop.
Generic Position Checklist	<ul style="list-style-type: none"> <li>• Reword to All Positions Checklist</li> <li>• Emphasize that it applies to every position in addition to position-specific documents</li> </ul>	
<b><i>EOP Position Checklists</i></b>	<ul style="list-style-type: none"> <li>• Update all checklists with current FEMA/CalOES versions, modified as desired for local use</li> <li>• Clarify where this applies: EOC, field, elsewhere</li> <li>• Replace day-to-day titles with EOC functional titles, e.g. Director of Emergency Services becomes the EOC Manager/Director</li> </ul>	We are working on this as well
<b><i>Recovery Operations Annex</i></b>	<ul style="list-style-type: none"> <li>• Update all</li> <li>• Emphasize recovery operations often begin while response operations are ongoing; need for simultaneous coordination as objectives shift from response to recovery</li> <li>• Emphasize early recovery actions can speed arrival of resources and funding</li> <li>• Emphasize priorities: Life safety, incident stabilization, protection of environment and property</li> </ul>	

## City of Lakeport Emergency Operations Plan Update 2021

Outline of Proposed Changes October 8, 2020

Preparedness Consulting & Training

2011 Plan Element	Proposed Updates	Reviewer Comments
Recovery Operations	<ul style="list-style-type: none"> <li>• Describe recovery operations with examples for a variety of emergencies</li> </ul>	
Short Term Recovery	<ul style="list-style-type: none"> <li>• Emphasize restoration of whole community, not just City functions</li> <li>• Update examples</li> </ul>	
Long term Recovery	<ul style="list-style-type: none"> <li>• Expand on priorities, types of recovery, sources of support, organizations involved</li> </ul>	
<b>Recovery Operations Organization</b>	<ul style="list-style-type: none"> <li>• Emphasize coordination by City vs management and direction</li> <li>• Provide</li> <li>• Emphasize whole community focus</li> <li>• Describe multi-disciplinary organizations and facilities such as Area Field Offices</li> </ul>	
Recovery Damage & Safety Assessment	<ul style="list-style-type: none"> <li>• Emphasize that an emergency may not be considered for disaster declaration; allow for both</li> <li>• Emphasize safety for all concerned</li> <li>• Describe various hazards for those conducting recovery operations</li> </ul>	
<b>Recovery Operations Responsibilities</b>	<ul style="list-style-type: none"> <li>• Update the list; add functions and responsible organizations including those not part of the City</li> </ul>	
Documentation	<ul style="list-style-type: none"> <li>• Emphasize importance of the collection and management of comprehensive, timely, and accurate documentation</li> </ul>	
After-Action Reporting	<ul style="list-style-type: none"> <li>• Update</li> <li>• Duplicate prior information? Refer back to it?</li> <li>• May consider recovery AAR/Corrective Action Planning as part of, or separate from, response</li> </ul>	



## City of Lakeport Emergency Operations Plan Update 2021

Outline of Proposed Changes October 8, 2020

Preparedness Consulting & Training

### Example of table of readiness and response actions

<b>Blue sky/normal</b>	<b>Days of warning</b>	<b>Imminent</b>	<b>Occurring</b>	<b>Recovery</b>
City offices open as usual	Expanded hours; reduced access; preparing alternate locations for vulnerable locations; staff assigned to planning and/or just in time training; COOP/COG plan and EOC activation; public notices prepared/issued	Closed; secured; alternate locations open or ready for activation on short notice; staff assignments and just in time training implemented; COOP and COG plan and EOC activation; public notices updated/prepared/issued	Actions to provide for life safety of staff and the public; staff advised when/where to evacuate or shelter; COOP and COG plan and EOC activation; public alerts/notices updated and issued	Extended hours to support public recovery; use of alternate locations as necessary;
Utilities	Backup systems tested, tuned up; Coordination with County EOC	Backup systems activated; related staff scheduled/ assigned	Some utility functions may be temporarily sacrificed for public and staff safety	Assessment of incident impact, needs, and alternatives; re-establishment of primary and/or backup services
Public safety and essential functions operating per usual	EOC activation considered at low level, e.g. duty officer status or a few hours/day; coordinated planning for staff recalls, planning and scheduling for emergency response, just in time training, incident-specific briefings; essential vehicles and equipment prepared for the expected incident; redundant systems updated and tested; aid agreements reviewed, and parties coordinated	Updated briefings/notifications to City staff re hazards and protective measures; increased EOC activation considered; coordinated department meetings, briefings, and just in time training stepped up as needed; shift structures adapted to meet expected threat; resources deployed for self-protection or incident response	Staff safety measures implemented; EOC status as incident conditions allow; public safety alerts/notices issued; incident intelligence/status monitored within safe capabilities and shared as necessary	Assessment of staff safety and status; EOC status as conditions dictate and allow; critical facilities security and functionality assessed and reported; public information prepared and disseminated using available methods

City of Lakeport  
Emergency Operations Plan Update 2021  
Hazard Vulnerability Assessment Data

November 21, 2020

The tables provided here summarize input from a Hazard Vulnerability Assessment survey conducted among The City of Lakeport's Emergency Operations Plan update stakeholders in July and August of 2020.

For comparison, results are ranked by raw score, probability, and severity of different effects, as assessed by survey respondents. A column with percentage of possible scores is provided for perspective.

It is worthwhile to note that the surveys were completed during a period when the local effects of recent wildfires and the COVID-19 pandemic were considered at the time of the survey. Although the final assessment of the 2020 fire season and the pandemic will not be fully understood in the near future, a sense of their magnitude and effects was incorporated into the following data.

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City of Lakeport  
Emergency Operations Plan Update 2021  
Hazard Vulnerability Assessment Data

**Table 1: All Data Ranked by Raw Score**

Rank	Hazard	Effects							Raw Score	% of Poss. Score
		Fatalities	Injured	Economic	Mental Health	Critical Facilities	Infrastructure	Environmental		
1	Wildfire	54	58	81	63	62	58	74	577	100%
2	Flood/seiche	26	28	64	45	58	64	70	377	65%
3	Public health/infectious disease	47	49	68	63	36	36	36	349	60%
4	Sustained power failure	12	12	40	29	33	33	19	323	56%
5	Earthquake	39	45	56	39	56	55	52	299	52%
6	Dam failure	28	30	47	30	48	50	56	294	51%
7	Drought	16	14	63	36	41	52	67	266	46%
8	Severe storm	26	28	45	32	47	51	49	261	45%
9	Hazmat release	20	28	35	20	34	28	64	175	30%
10	Civil disturbance	31	38	39	45	45	40	32	173	30%
11	Volcanic activity	61	64	68	66	61	62	70	162	28%
12	Transportation incident	27	27	40	26	25	25	25	131	23%
13	Terrorism/criminal act	38	39	38	40	29	22	21	99	17%
14	Air quality event	15	26	44	33	23	21	43	83	14%
15	Land movement, not earthquake	19	20	31	21	30	28	34	77	13%
16	Cyber incident	12	8	39	30	46	38	16	71	12%
17	Animal health	21	25	45	19	14	6	30	67	12%
18	Airplane crash	37	40	22	22	23	23	21	59	10%
19	Aquatic biological hazards***	1	1	8	3	4	2	8	108	19%

\*\*\* Single response scored and included for reference

City of Lakeport  
Emergency Operations Plan Update 2021  
Hazard Vulnerability Assessment Data

**Table 2: Ranking by Scored Probability**

Rank	Event	Probability	Raw Score	% of Poss. Score
1	Wildfire	82	162	100%
2	Flood/seiche	68	577	65%
3	Dam failure	65	349	51%
4	Severe storm	60	299	45%
5	Drought	59	99	46%
6	Earthquake	56	59	52%
7	Public health/infectious disease	51	173	60%
8	Hazmat release	49	294	30%
9	Civil disturbance	41	131	30%
10	Transportation incident	33	377	23%
11	Animal health	30	261	12%
12	Air quality event	29	67	14%
13	Terrorism/criminal act	28	175	17%
14	Land movement, not earthquake	27	77	13%
15	Cyber incident	24	266	12%
16	Volcanic activity	23	83	28%
18	Airplane crash	20	71	10%
19	Aquatic biological hazards ***	4	108	19%

**Table 3: Ranking by Scored Fatality Effects (not predicted numbers of fatalities)**

Rank	Event	Fatality Effects	Raw Score	% of Poss. Score
1	Volcanic activity	61	162	28%
2	Wildfire	54	577	100%
3	Public health/infectious disease	47	349	60%
4	Earthquake	39	299	52%
5	Terrorism/criminal act	38	99	17%
6	Airplane crash	37	59	10%
7	Civil disturbance	31	173	30%
8	Dam failure	28	294	51%
9	Transportation incident	27	131	23%
10	Flood/seiche	26	377	65%
11	Severe storm	26	261	45%
12	Animal health	21	67	12%
13	Hazmat release	20	175	30%
14	Land movement, not earthquake	19	77	13%
15	Drought	16	266	46%
16	Air quality event	15	83	14%
17	Cyber incident	12	71	12%
18	Sustained power failure	12	323	56%
19	Aquatic biological hazards***	1	108	19%

\*\*\* Single response scored and included for reference

City of Lakeport  
Emergency Operations Plan Update 2021  
Hazard Vulnerability Assessment Data

**Table 4: Ranking by Scored Injury Effects (not predicted numbers of injuries)**

Rank	Event	Injury Effects	Raw Score	% of Poss. Score
1	Volcanic activity	64	162	28%
2	Wildfire	58	577	100%
3	Public health/infectious disease	49	349	60%
4	Earthquake	45	377	65%
5	Airplane crash	40	173	30%
6	Terrorism/criminal act	39	99	17%
7	Civil disturbance	38	299	52%
8	Dam failure	30	266	46%
9	Flood/seiche	28	83	14%
10	Severe storm	28	261	45%
11	Hazmat release	28	294	51%
12	Transportation incident	27	71	12%
13	Air quality event	26	323	56%
14	Animal health	25	131	23%
15	Land movement, not earthquake	20	59	10%
16	Drought	14	77	13%
17	Sustained power failure	12	175	30%
18	Cyber incident	8	67	12%
19	Aquatic biological hazards***	1	108	19%

**Table 5: Ranking by Scored Economic Effects**

Rank	Event	Economic Effects	Raw Score	% of Poss. Score
1	Wildfire	81	577	100%
2	Public health/infectious disease	68	349	60%
3	Volcanic activity	68	162	28%
4	Flood/seiche	64	377	65%
5	Drought	63	266	46%
6	Earthquake	56	299	52%
7	Dam failure	47	294	51%
8	Animal health	45	67	12%
9	Severe storm	45	261	45%
10	Air quality event	44	83	14%
11	Sustained power failure	40	323	56%
12	Transportation incident	40	131	23%
13	Civil disturbance	39	173	30%
14	Cyber incident	39	71	12%
15	Terrorism/criminal act	38	99	17%
16	Hazmat release	35	175	30%
17	Land movement, not earthquake	31	77	13%
18	Airplane crash	22	59	10%
19	Aquatic biological hazards***	8	108	19%

\*\*\* Single response scored and included for reference

City of Lakeport  
Emergency Operations Plan Update 2021  
Hazard Vulnerability Assessment Data

**Table 6: Ranking by Scored Mental Health Effects**

Rank	Event	Mental Health Effects	Raw Score	% of Poss. Score
1	Volcanic activity	66	162	28%
2	Wildfire	63	577	100%
3	Public health/infectious disease	63	349	60%
4	Flood/seiche	45	377	65%
5	Civil disturbance	45	173	30%
6	Terrorism/criminal act	40	99	17%
7	Earthquake	39	299	52%
8	Drought	36	266	46%
9	Air quality event	33	83	14%
10	Severe storm	32	261	45%
11	Dam failure	30	294	51%
12	Cyber incident	30	71	12%
13	Sustained power failure	29	323	56%
14	Transportation incident	26	131	23%
15	Airplane crash	22	59	10%
16	Land movement, not earthquake	21	77	13%
17	Hazmat release	20	175	30%
18	Animal health	19	67	12%
19	Aquatic biological hazards***	3	108	19%

**Table 7: Ranking by Scored Critical Facilities Effects**

Rank	Event	Critical Facilities Effects	Raw Score	% of Poss. Score
1	Wildfire	62	577	100%
2	Volcanic activity	61	162	28%
3	Flood/seiche	58	377	65%
4	Earthquake	56	299	52%
5	Dam failure	48	294	51%
6	Severe storm	47	261	45%
7	Cyber incident	46	71	12%
8	Civil disturbance	45	173	30%
9	Drought	41	266	46%
10	Public health/infectious disease	36	349	60%
11	Hazmat release	34	175	30%
12	Sustained power failure	33	323	56%
13	Land movement, not earthquake	30	77	13%
14	Terrorism/criminal act	29	99	17%
15	Transportation incident	25	131	23%
16	Airplane crash	23	59	10%
17	Air quality event	23	83	14%
18	Animal health	14	67	12%
19	Aquatic biological hazards***	4	108	19%

\*\*\* Single response scored and included for reference

City of Lakeport  
Emergency Operations Plan Update 2021  
Hazard Vulnerability Assessment Data

**Table 8: Ranking by Scored Infrastructure Effects**

Rank	Event	Infrastructure Effects	Raw Score	% of Poss. Score
1	Flood/seiche	64	377	65%
2	Volcanic activity	62	162	28%
3	Wildfire	58	577	100%
4	Earthquake	55	299	52%
5	Drought	52	266	46%
6	Severe storm	51	261	45%
7	Dam failure	50	294	51%
8	Civil disturbance	40	173	30%
9	Cyber incident	38	71	12%
10	Public health/infectious disease	36	349	60%
11	Sustained power failure	33	323	56%
12	Hazmat release	28	175	30%
13	Land movement, not earthquake	28	77	13%
14	Transportation incident	25	131	23%
15	Airplane crash	23	59	10%
16	Terrorism/criminal act	22	99	17%
17	Air quality event	21	83	14%
18	Animal health	6	67	12%
19	Aquatic biological hazards***	2	108	19%

**Table 9: Ranking by Scored Environmental Effects**

Rank	Event	Environmental Effects	Raw Score	% of Poss. Score
1	Wildfire	74	577	100%
2	Flood/seiche	70	377	65%
3	Volcanic activity	70	162	28%
4	Drought	67	266	46%
5	Hazmat release	64	175	30%
6	Dam failure	56	294	51%
7	Earthquake	52	299	52%
8	Severe storm	49	261	45%
9	Air quality event	43	83	14%
10	Public health/infectious disease	36	349	60%
11	Land movement, not earthquake	34	77	13%
12	Civil disturbance	32	173	30%
13	Animal health	30	67	12%
14	Transportation incident	25	131	23%
15	Terrorism/criminal act	21	99	17%
16	Airplane crash	21	59	10%
17	Sustained power failure	19	323	56%
18	Cyber incident	16	71	12%
19	Aquatic biological hazards***	8	108	19%

\*\*\* Single response scored and included for reference



# CITY OF LAKEPORT

City of Lakeport Disaster Council ☒

STAFF REPORT	
<b>RE:</b> City of Lakeport Local Hazard Mitigation Plan (LHMP) Annual Review	<b>MEETING DATE:</b> 1/13/2021
<b>SUBMITTED BY:</b>	
<b>PURPOSE OF REPORT:</b> <input checked="" type="checkbox"/> Information only <input type="checkbox"/> Discussion <input type="checkbox"/> Action Item	

## WHAT IS BEING ASKED OF THE COUNCIL:

The Council is being asked to review the LHMP.

## BACKGROUND/DISCUSSION:

In order to monitor progress and update the mitigation strategies identified in the mitigation action plan, the Lakeport Public Works Department, the LPFPD, and the HMPC are conducting the annual plan review. During the review, the priority standing of various activities may be changed. Some activities that are found not to be doable may be deleted from this LHMP entirely and activities addressing problems unforeseen during development of the Plan may be added. Continued public involvement is imperative to the overall success of the LHMP's implementation. The update process provides an opportunity to solicit participation from new and existing stakeholders and to publicize success stories from the Plan implementation and seek additional public comment.

- I. The criteria recommended in 44 CFR 201 and 206 will be utilized for this review. Specifically, the review will include the following information:
  - a. City growth or change in the past year.
  - b. The number of substantially damaged or substantially improved structures by flood zone
  - c. The renovations to City infrastructure including water, sewer, drainage, roads, bridges, gas lines, and buildings.
  - d. Natural hazard occurrences that required activation of the Emergency Operations Center (EOC) and whether or not the event resulted in a presidential disaster declaration
  - e. Natural hazard occurrences that were not of a magnitude to warrant activation of the EOC or a federal disaster declaration but were severe enough to cause damage in the City or closure of offices, schools, or public services.
  - f. The dates of hazard events descriptions.
  - g. Documented damages due to the event
  - h. Closures of places of employment or schools and the number of days closed.
  - i. Road or bridge closures and other school access routes due to the hazard and the length of time closed.
  - j. Assessment of the number of City buildings damaged and whether the damage was minor, substantial, major, or if buildings were destroyed.
  - k. Review of any changes in federal, state, and local policies to determine the impact of these policies on the City and how and if the policy changes can or should be incorporated into the LHMP.



- I. Review of the status of implementation of projects and actions (mitigation strategies) including projects completed will be noted. Projects behind schedule will include a reason for delay of implementation.
- II. Evaluation of progress can be achieved by monitoring changes in vulnerabilities identified in the LHMP. Changes in vulnerability can be identified by noting:
  - a. Decreased vulnerability as a result of implementing recommended actions.
  - b. Increased vulnerability as a result of failed or ineffective mitigation actions.
  - c. Increased vulnerability as a result of new development (and/or annexation).
  - d. Increased vulnerability resulting from unforeseen or new circumstances.

**OPTIONS:** Review the LHMP.

**FISCAL IMPACT:**  None       \$      Budgeted Item?  Yes  No

Budget Adjustment Needed?  Yes  No      If yes, amount of appropriation increase: \$

Affected fund(s):  General Fund     Water OM Fund     Sewer OM Fund     Other:      Comments:

**SUGGESTED MOTIONS:** None

**Attachments:**      1. City of Lakeport LHMP