

Part II

Initial

Management

Response Plan

Section A. Introduction

1. Purpose

Part II, the Initial Management Response Plan, is a plan of action for department and division management of The City of South Lake Tahoe.

This plan addresses the administrative, coordination and support efforts of the City. It does not deal with field response directly since City departments responding to an incident already have procedures and documents which deal with field response actions.

The plan describes emergency notification criteria and procedures used in conjunction with the field level response Incident Command System.

2. Scope

Each department must have their own Standard Operating Procedures to be used during an emergency incident.

Please Note: Emergency response at the field level is controlled by the on-site Incident Commander.

Only if and when the resources of the City become burdened to or beyond their limits will the remainder of this plan be activated.

The focus of this plan is the operational concepts and procedures for emergency management once it has been determined a need exists to activate the Emergency Operations Center (EOC). See Section III.

In all cases please do the following before you report to the EOC:

- Secure the safety and critical needs of your family.
- Start and maintain an activity log of requests received, actions taken, reports made, etc., **then and only then**
- Report to the EOC.

**Field Level
Emergency
Response**

**When the EOC
will be activated.**

**Section III is
used when the
EOC is Activated.**

Section B. City Emergency Notification Criteria & Procedures

1. Notification Criteria

Upon encountering any of the following situations within the City of South Lake Tahoe, Incident Command shall make the appropriate notifications to the City:

Emergency Notification Criteria
Seismic activity
Aggressive military activity or threat of attack
Flooding, threatening populated areas
Wild-land fire, with evacuation implications
Haz-mat incidents, with evacuation implications.
Major utility failure, expected to last over 6 hours
Severe Weather, drastically affecting the City
Major aircraft incident, with mass casualties
Major fire, explosion, collapse of occupied buildings
Mass-casualty transportation accidents
Any incident that overwhelms City resources

2. Notification Procedures

- a. Upon being notified of any of the above situations, incident command shall gather and relay the following information about the incident to the appropriate City officials.
 - Type and location of incident.
 - First impression of scope of the incident.
 - Facilities involved and number of casualties.
 - Agencies responding.
- b. Notification attempts shall be made to the following City officials in the order given, until at least one official has been contacted:

- 1. City Director of Emergency Services**
(Normally the City Manager)
- 2. Assistant Director of Emergency Services**
- 3. Chief of Police**
- 4. Fire Chief**
- 5. Public Works Director/City Engineer**

3. Emergency Alert System Activation

- a. The Director of Emergency Services may instruct the Public Information Officer (PIO) to activate the Emergency Alert System (EAS) (formerly Emergency Broadcast System) to warn the general public under the following conditions:
 - When an emergency condition has been both identified and verified.
 - Per guidance in the Nevada Emergency Alert System (EAS) Western Nevada/Eastern California Operational Area Plan.
 - Using pre-formatted messages completed by the Public Information Officer, (see Part A Originating Official's Checklist and Part B Message Form.)
 - To contact KOWL/KRLT (a local radio station) before 6 a.m., call the general manager, Dennis Heinz, at home at (775) 772-5478 or the program director, Brian Zappettini, at (530) 545-2721.

Part A: Originating Official's Checklist

Emergency Managers, Public Safety and Law Enforcement officials will use this checklist to activate the Western Nevada/Eastern California Operational Area Emergency Alert System, or EAS.

1. Draft your message using the EAS Message Form below. (The use of a professional Public Information Officer [PIO] is imperative.) Using this form will keep your message within the two-minute time limit.
2. Establish contact with the LP-1* by telephone, cell phone or other means.
3. Identify yourself to the station operator and request an EAS activation. Tell them who you are, the nature of the emergency and the area affected.
4. The station operator will prepare for EAS activation by following station procedures. Stand by and remain on the phone while the station operator prepares to record your emergency message.
5. When the station operator tells you the recorder is running, read the "countdown" and then the message from the Message Form. If time allows, repeat the text of the message, then give the "sign-off" line at the end of the Message Form.
6. **Do not hang up** when you have finished reading! Wait for the station operator to advise you that the message has been recorded. You will also have to give the station operator information to program the proper Event, Location and Time Codes in the EAS equipment.
7. Give the station operator a callback telephone number or make arrangements for the station operator to get updated information.
8. FAX a copy of your emergency message to the Nevada State Office of Emergency Management (for events affecting Nevada) and/or the California Office of Emergency Services (for events affecting California).

NOTE:

ALL EMERGENCY EVENTS ARE DIFFERENT, UNIQUE AND POSE SPECIAL CONSIDERATIONS FOR PUBLIC SAFETY AGENCY RESPONSE PERSONNEL AND THE PUBLIC. CAREFUL CONSIDERATION AND SENSITIVITY MUST BE GIVEN TO THE MESSAGE CONTENT, LENGTH, PERIOD AND FREQUENCY OF THE MESSAGE.

The LP-1 station for the Western Nevada/Eastern California Operational Area is KKOH-AM. The EAS hotline number for KKOH is 775.325.6350. The LP-2 station is KUNR-FM. The EAS hotline number for KUNR is 775.784.4880.

Part B: Message Form

Prepare your message on this form before calling the LP-1 station. Follow the operator's instructions to record your message. DO NOT hang up until the operator confirms that your message has been recorded, the EAS equipment has been programmed and you have left a callback telephone number.

Countdown: "Three ... Two ... One..."

This is (name and agency) _____

There is a (state nature of emergency) _____

In the Area of (state area affected) _____

And is Expected to last (how long the situation will continue) _____

Residents Are Advised To (what people should do or not do) _____

Until (when more information will be available) _____

This Is (name and agency) _____
for The Western Nevada/Eastern California Emergency Alert System.

Do not say anything else until the station operator comes back on the line. The operator will confirm that the message has been recorded and ask for information on the event, location and expected duration to program the EAS equipment. Give the operator a telephone number where you or another emergency official can be contacted for updates. If you cannot reach the LP-1 station, call the LP-2 station, etc. Primary telephone contact numbers for the LP stations are shown below:

LP-1 KKOH 775.325.6350 / LP-2 KUNR 775.784.4880

These are secure telephone lines ... please do not compromise!