

The work that provided the basis for this publication was supported by joint funding through a cooperative agreement between the Federal Emergency Management Agency and the California Seismic Safety Commission. The recommendations and suggestions included in this document are intended to improve earthquake preparedness, response and mitigation. The contents do not necessarily reflect the views and policies of the Federal Emergency Management Agency and do not guarantee the safety of any individual, structure, or facility in an earthquake situation. Neither the United States nor the State of California assumes liability for any injury death, or property damage which occurs in connection with an earthquake.

Comprehensive Earthquake Preparedness Planning Guidelines: City

Part I - User's Guide

Part II - Planning Guide

Part III - References

May 1985

Developed by the
Southern California Earthquake Preparedness Project



FEDERAL EMERGENCY MANAGEMENT AGENCY

**SOUTHERN CALIFORNIA EARTHQUAKE PREPAREDNESS PROJECT
POLICY ADVISORY BOARD
1983-84**

The Southern California Earthquake Preparedness Project Policy Advisory Board guides the work of the Southern California Earthquake Preparedness Project and provides outreach to the planning communities.

CHAIRMAN Homer Givin
VICE CHAIRMAN Robert Gibson

GOVERNMENT

Cal McElwain	Supervisor, County of San Bernardino
* Deborah Barmack	Administrative Assistant to Supervisor Cal McElwain
Norton Younglove	Supervisor, County of Riverside
* Robert Horrigan	Emergency Services Director, County of Riverside
Evar Peterson	Councilman, City of Westminster
* Rafael Kenealy	Councilman, City of Chino
Ezunial Burts	Executive Assistant to the Mayor, City of Los Angeles

CALIFORNIA SEISMIC SAFETY COMMISSION

Richard Andrews	Executive Director
Robert Cheney	Commissioner

STRUCTURAL SAFETY

Ted M. Christensen	Structural Engineers Association of Southern California
Eugene Zeller	Superintendent of Building and Safety, City of Long Beach
* Alexander Pyper	Superintendent of Buildings, City of Glendale

EARTH SCIENCES/PREDICTION

James Davis	State Geologist, State of California
* Clifton Gray, Jr.	California Division of Mines and Geology
Robert E. Wallace	United States Geological Survey
* David P. Hill	United States Geological Survey
Karen McNally	Earth Science Board, University of California, Santa Cruz
* Thomas Heaton	United States Geological Survey

BUSINESS AND INDUSTRY

Homer Givin	Chairman, Seismic Safety Committee, IBM Corporation
Robert Gibson	President and CEO, Valley Federal Savings and Loan

EDUCATION

Joan Wertz	Director, Head Start Program, County of Los Angeles
------------	---

* Denotes alternates

EMERGENCY SERVICES

Walter T. Johnson, Jr.	Southern California Emergency Services Association
* Anthony Prud'homme	Director, Emergency Planning, Atlantic Richfield Company
Jack Kearns	California State Office of Emergency Services
* James Alexander	California State Office of Emergency Services

AMERICAN RED CROSS

James Haigwood	Associate Manager
* Pat Snyder	Volunteer Consultant

FEDERAL EMERGENCY MANAGEMENT AGENCY

Terrance Meade	Community Planner
* Laurie Friedman	Community Planner

SOCIAL SCIENCES

Henry Reining, Jr.	Dean Emeritus, University of Southern California
* Robert Stallings	Professor of Public Administration, USC

*** Denotes Alternate**

THE SOUTHERN CALIFORNIA EARTHQUAKE PREPAREDNESS PROJECT

Paul J. Flores, Project Director

Cheryl Tateishi, City Prototype Program Manager

Project Staff

Joan M. Arias, Education Program Supervisor

Gilbert V. Najera, Operations/Coordination Officer

Mark Zierten, Planning Officer

Jeff Sampson, Education Officer

Paula Schulz, Planning Officer

Melanie Ingram, Program Analyst

Greg Warnagieris, Education Officer

Michelle Banford, Office Technician

Nesta McAteer, Office Technician

ACKNOWLEDGMENTS

The Southern California Earthquake Preparedness Project (SCEPP) wishes to acknowledge the contributions of the City of Westminster in providing the basis for the development of this Basic Earthquake Plan Guide. A City of Westminster Earthquake Task Force, consisting of six subcommittees, was set up to work with SCEPP in identifying appropriate city actions in response to the threat of a catastrophic earthquake. In particular, SCEPP would like to acknowledge the invaluable contributions made by the following individuals:

Honorable Evar Peterson
Councilman, City of Westminster

Subcommittee Chairpersons:

Pamela Lawrence
City of Westminster

Joseph Kane
Huntington Beach Unified
High School District

Dave Clarke
Fire and Rescue Services
City of Westminster

Penny Loomer
Community Services and Recreation
Department

Roy Freeman
Police Department
City of Westminster

Rick McKinney
Police Department
City of Westminster

Carol Gordon
American Red Cross

Don Vestal
Planning Department
City of Westminster

SCEPP also wishes to acknowledge the contributions of the City Planning Guidelines Peer Review Group. The Group's commitment to advance earthquake preparedness in Southern California was evident in the level of interest and participation maintained throughout the review of this plan guide.

James Alexander, Manager
Office of Emergency Services
Region I

Barbara Lohman, Disaster Consultant
American Red Cross

**Don Anderson, Assistant City
Manager**
City of Westminster

Richard Monroe, Director of Communications
Emergency Services Coordinator
City of San Bernardino

Eddie Beals
Emergency Services Coordinator
City of Westminster

CITY
COMPREHENSIVE EARTHQUAKE PREPAREDNESS PLANNING GUIDELINES
INTRODUCTION

Scientists have estimated the probability of a catastrophic earthquake in Southern California as being greater than fifty percent in the next thirty years. A catastrophic earthquake occurring in urbanized areas will produce devastating effects. Depending upon the time of day, thousands may be killed and injured, and billions of dollars of property damage will be inflicted. Loss of productivity will be widespread and long-lasting. The event will impact millions of people and affect not only Southern California, but the rest of the nation as well. While little can be done to stop the event itself, much can and must be done to prepare for it and mitigate its effects.

The purpose of the Comprehensive Earthquake Preparedness Planning Guidelines (hereafter referred to as "Guidelines") is to assist city governments in developing a comprehensive plan to ensure an effective and coordinated response to a predicted or unpredicted catastrophic earthquake. The Guidelines are designed to be used by the City Council, the City Administrative Officer, City departments and agencies, and appointed commissions and boards.

The Guidelines are among the products developed under a two-year program conducted by the Southern California Earthquake Preparedness Project (SCEPP). The products were developed through a series of planning partnerships with several local governments and private sector entities. They represent the professional

judgement of those agencies as to the functions, assignments and activities to be performed in preparing for, responding to, and recovering from catastrophic earthquakes.

The Guidelines consist of three parts: the User's Guide, the Planning Guide and References.

PART I - The User's Guide - provides information on the steps to follow in establishing and implementing a city-wide comprehensive earthquake preparedness planning process. The User's Guide describes a ten-step planning approach for developing a multi-phased earthquake preparedness program.

PART II - The Planning Guide - is the heart of the Guidelines. The Planning Guide is divided into four planning elements or time phases. These deal with long- and short-term preparedness, the emergency response phase, and short-term recovery. The Planning Guide describes for each phase the principal functions, primary and support department and agency assignments, and the activities which should be considered when developing specific operating procedures and checklists to be included into the city's emergency preparedness plan.

PART III - References - is a bibliography of publications which can be used in the city's preparedness planning effort. Reference materials describe school programs, neighborhood self-help programs, legal authorities and liabilities, county and corporate planning guidance, small business guidance, and others.

The User's Guide and the Planning Guide provide guidance to city governments in preparing comprehensive plans, but should not be considered as sample or model plans. Initially prepared with the assistance of local personnel, they are intended to augment existing local, State and Federal guidance materials.

The Guidelines are compatible with the Federal Emergency Management Agency's (FEMA) Integrated Emergency Management System (IEMS) planning approach and have both FEMA and the California Office of Emergency Services (OES) endorsements. While specific to catastrophic earthquake planning, the planning process described in the User's Guide can be used for examining the adequacy of planning for a wide variety of hazards.

The use of the Guidelines should result in the formulation of a city multi-year earthquake hazard reduction plan, improved operational response plans and procedures, and the creation of a planning element which addresses the short-term recovery.

As a result of the comprehensive city preparedness planning effort, mitigation and preparedness actions taken before the occurrence of a catastrophic earthquake will result in more efficient and less costly response and recovery efforts.

Knowledge of seismic phenomena and their potential impacts on urban centers is constantly growing. Use of this information can only improve and refine planning efforts by providing more specific information on earthquake occurrence and

the quantification of earthquake effects. The Guidelines therefore introduce the element of developing specific responses to earthquake predictions.

In addition to the city guidance, planning guidance appropriate for use by counties and private sector corporations has also been developed in the same format. That documentation, as well as other references is described in Part III.