

2025 EMERGENCY PREPAREDNESS AD-HOC COMMITTEE SPECIAL MEETING AGENDA

*We are a vibrant, livable, and inclusive community dedicated to quality services,
safety, financial strength, sustainability, preservation, and progress
with equal representation for our community."*

City Hall
Citrus Room
225 West Second Street
Claremont, CA 91711



Monday
May 12, 2025
6:30 PM

AD-HOC COMMITTEE MEMBERS

JENNIFER STARK
CHAIR

| | | | |
|--------------------|----------------|----------------|--------------|
| ED REECE | LEIF CAMERON | TIM DUNFEE | LARRY GRABLE |
| ROBERT GRIMES | MIKE HALLINAN | | BOB KERN |
| JOHN NEIUBER | RICHARD RIVERA | | RECO SANDERS |
| DEBORAH SCOTT TOUX | KEVIN WARD | RICHARD WEINER | JASON WONG |

NOTICE IS HEREBY GIVEN that a special meeting of the 2025 Emergency Preparedness Ad-Hoc Committee of the City of Claremont, California, as called by the 2025 Emergency Preparedness Ad-Hoc Committee of the City of Claremont, will be held on the 12th day of May 2025, at 6:30 PM at the above location for the purpose of considering the items identified below. The Brown Act provides for an opportunity for members of the public to address the Committee concerning the items described below.

OPTIONS FOR PUBLIC COMMENT

Public comment may be provided by one of the following methods. Each speaker will be given up to three (3) minutes to provide their comment.

IN-PERSON LIVE COMMENTS

When public comment is announced, please proceed to the speaker's podium one by one.

E-MAIL/MAIL

Written comments sent to the Emergency Preparedness Ad-Hoc Committee will be distributed to the Committee and imaged into the record of the meeting. Email: snguyen@claremontca.gov. Mail: PO Box 880, Claremont, CA 91711. Written comments submitted after publication of the agenda will be made available in the document archive system on the City website as soon as possible - www.claremontca.gov.

**For assistance, comments, or more information please contact Stephanie Nguyen,
Commission Secretary, (909)399-5404.**

**CALL TO ORDER THE SPECIAL MEETING OF THE 2025 EMERGENCY PREPAREDNESS
AD-HOC COMMITTEE**

ROLL CALL

CONSENT CALENDAR – None

ADMINISTRATIVE ITEMS

1. **2025 EMERGENCY PREPAREDNESS AD-HOC COMMITTEE OVERVIEW (ORAL
REPORT)**

Recommendation: Staff recommends the Committee receive an oral report on the 2025 Emergency Preparedness Ad-Hoc Committee Planning Document; including an introduction and overview by Mayor Corey Calaycay.

2. **OVERVIEW OF EMERGENCY AND EVACUATION PLANS (ORAL REPORT)**

Recommendation: Staff recommends the Committee receive an oral report on the City of Claremont's emergency and evacuation plans presented by the Claremont Police Department.

REPORTS

Staff

Committee

ADJOURNMENT

THE NEXT SPECIAL MEETING OF THE 2025 EMERGENCY PREPAREDNESS AD-HOC COMMITTEE WILL BE HELD ON JUNE 23, 2025, AT 6:30 PM, IN THE CLAREMONT CITY HALL CITRUS ROOM, 225 WEST SECOND STREET, CLAREMONT, CA 91711.

IN COMPLIANCE WITH THE AMERICANS WITH DISABILITIES ACT OF 1990, THIS AGENDA WILL BE MADE AVAILABLE IN APPROPRIATE ALTERNATIVE FORMATS TO PERSONS WITH DISABILITIES. ANY PERSON WITH A DISABILITY WHO REQUIRES A MODIFICATION OR ACCOMMODATION IN ORDER TO PARTICIPATE IN A CITY MEETING SHOULD CONTACT THE CITY CLERK AT 909-399-5461 "VOICE" OR 1-800-735-2929 "TT/TTY" AT LEAST THREE (3) WORKING DAYS PRIOR TO THE MEETING, IF POSSIBLE.

I, STEPHANIE NGUYEN, SENIOR ADMINISTRATIVE ASSISTANT OF THE CITY OF CLAREMONT, CALIFORNIA, HEREBY CERTIFY UNDER PENALTY OF PERJURY THAT THE FOREGOING AGENDA WAS POSTED AT CLAREMONT CITY HALL, 207 HARVARD AVENUE, ON MAY 8, 2025, PURSUANT TO GOVERNMENT CODE SECTION 54956.

POST THROUGH: May 14, 2025

**2025 Emergency Preparedness Ad-Hoc Committee
Agenda Report**

TO: 2025 EMERGENCY PREPAREDNESS AD-HOC COMMITTEE

FROM: KATIE WAND, DEPUTY CITY MANAGER

DATE: MAY 12, 2025

**SUBJECT: 2025 EMERGENCY PREPAREDNESS AD-HOC COMMITTEE OVERVIEW
(ORAL REPORT)**

RECOMMENDATION

Staff recommends the Committee receive an oral report on the 2025 Emergency Preparedness Ad-Hoc Committee Planning Document; including an introduction and overview by Mayor Corey Calaycay.

PUBLIC NOTICE PROCESS

The agenda and staff report for this item have been posted on the City website and distributed to interested parties. If you desire a copy, please contact the City Clerk's Office.

Submitted by:

Katie Wand
Deputy City Manager

Prepared by:

Stephanie Nguyen
Senior Administrative Assistant

Attachment:

Emergency Preparedness Ad-Hoc Planning Document

2025 Emergency Preparedness Ad-Hoc Committee

Planning Document as of 5/5/25

Mayor's Ad-Hoc Members

1. Jennifer Stark, Vice Mayor/Committee Chair
2. Ed Reece, Councilmember/Committee Vice Chair
3. Jason Wong, Representative from Planning Commission
4. John Neiuber, Representative from Architectural & Preservation Commission
5. Deborah Scott Toux, Representative from Community & Human Services Commission
6. Richard Weiner, Representative from Traffic & Transportation Commission
7. Tim Dunfee, Representative from Police Commission
8. Kevin Ward, Representative from Claremont Unified School District (CUSD)
9. Reco Sanders, Representative from Webb Schools
10. Mike Hallinan, Representative from The Claremont Colleges Services (TCCS)
11. Bob Kern, Retired Senior Volunteer Program
12. Larry Grable, Representative from Service Center for Independent Life (SCIL)
13. Leif Cameron, Representative from Pilgrim Place
14. Richard Rivera, Citizen Representative
15. Robert Grimes, Citizen Representative

Staff Liaisons

Katie Wand, Deputy City Manager

Garrett Earl, Police Corporal

Robert "Buzz" Ewing, Police Captain

Committee Secretaries

Stephanie Nguyen, Senior Administrative Assistant to the Chief of Police

Katsi Roa, Administrative Assistant

Meeting Location/Format

Meetings will be held in-person at City Hall in the Citrus Room and will begin at 6:30pm. All meetings will be Brown Act meetings and will be live-streamed and recorded so that the public can view recordings on the City's website.

Meeting Schedule/Topics

Monday, May 12

- Introduction and Overview by Mayor Corey Calaycay
- Primary Topic: Emergency and Evacuation Plans
 - Provide copies of City's emergency plan as well as those of partner agencies. Analyze how the emergency plans correlate with one another and ask for feedback/recommendations from committee members.

- Discuss traffic issues related to potential evacuations, including ingress and egress.
- Discuss the goals of this committee, including public review of the City's Local Hazard Mitigation Plan (LHMP) Update and the development of a City Emergency Operations Plan (EOP).

Monday, June 23

- Primary Topic: Utilities
 - Request attendance from the following agencies to speak to their respective emergency plans as follow-up from the previous meeting, and to be available to answer any questions that committee members may have. This is also an opportunity for utility representatives to follow up on any outstanding requests for information from the March 2025 workshop.
 - LACoFD
 - Golden State Water
 - SoCalGas
 - SCE
 - Clean Power Alliance

Monday, July 28

- Primary Topic: Building and Development
 - Discuss City/State Building Codes as they relate to wildfire preparedness, and address questions/concerns related to incorporating new developments into emergency planning efforts.

Monday, September 22

- Primary Topic: Landscaping and Trees
 - Discuss City tree policies, tree-related safety concerns, and landscaping recommendations from LACoFD regarding "home hardening."
 - Discuss the concept of using goats to assist with brush clearance.
 - Discuss LA Department of Water and Power wires that are present at the Claremont Hills Wilderness Park.

Monday, October 20

- Primary Topic: Communication and Coordination
 - Understand how communication and coordination works during an emergency, especially when there are multiple agencies (the City, Area D, LA-RICS, etc.) involved in response efforts.
 - Discuss the benefits associated with Fire Safe Councils.

Monday, November 17

- Primary Topic: Wrap-Up
 - This meeting will be a "catch all" or placeholder meeting for any additional topics that need to be discussed.
- Form recommendations to present to City Council.

**2025 Emergency Preparedness Ad-Hoc Committee
Agenda Report**

TO: 2025 EMERGENCY PREPAREDNESS AD-HOC COMMITTEE

FROM: ROBERT EWING, POLICE CAPTAIN

DATE: MAY 12, 2025

SUBJECT: OVERVIEW OF EMERGENCY AND EVACUATION PLANS (ORAL REPORT)

RECOMMENDATION

Staff recommends the Committee receive an oral report on the City of Claremont's emergency and evacuation plans presented by the Claremont Police Department.

PUBLIC NOTICE PROCESS

The agenda and staff report for this item have been posted on the City website and distributed to interested parties. If you desire a copy, please contact the City Clerk's Office.

Submitted by:

Robert Ewing
Police Captain

Prepared by:

Stephanie Nguyen
Senior Administrative Assistant

Attachment:

Admin Policy #40-07



Administrative Policy Manual
Policy No.: #40-07

Date: February 6, 2013

Approved: _____

SUBJECT: EMERGENCY PLAN

PURPOSE: To establish procedures and responsibilities of various City staff in the event of an emergency

General Policy - City staff shall respond quickly, efficiently and with empathy to victims of emergencies. Emergencies shall include, but not be limited to, local disasters caused by wind, fire, flood, earthquakes, hazardous materials, train derailment, or other transportation accidents.

The checklist (Attachment A) shall be referred to immediately upon arrival at the Emergency Operations Center (EOC) or other designated site. In the event the governor declares a regional disaster (i.e., significant earthquake), the procedures contained in the Standardized Emergency Management System Multi-Hazard Functional Plan (SEMS MHFP), where they differ from these, will prevail.

So long as the emergency is in effect, the Emergency Team, whose members and their assignments are described below, shall meet at least once a day at time(s) designated by the City Manager. The team shall first provide a situation analysis which shall be followed by a damage assessment.

In the event a building has been damaged and threatens the safety of the people in it, employees shall make sure the building is immediately evacuated.

Provisions:

- A. Under both state law and City ordinance, all officers and employees of the City of Claremont are charged with duties incident to the protection of life and property in the City of Claremont during an emergency. Regardless of the time of day or day of week, in the event of an emergency, it is the responsibility of each employee to contact his/her supervisor and carry out any duties that may be assigned. If employees are unable to contact their supervisor, they shall make every effort to report to the EOC or alternate EOC. Dependent care will be provided for those employees engaged in official duties during the course of the emergency.
- B. As elected officials, the City Council, represented by the Mayor, or in his/her absence, the Mayor Pro-Tem, will assist in policy decisions. The Mayor will be kept apprised of the actions being taken relative to the emergency and he/she in turn will communicate these to the City Council.

C. **Emergency Team**

Staff assignments and responsibilities are:

1. **City Manager** - Determine that an emergency exists and convene the team. Direct and coordinate the activities of the team. Inform the council and update as appropriate. The City Manager shall have the authority to evacuate and/or close City offices until the emergency has passed. Chapter 2.48 of the Claremont Municipal Code authorizes the City Manager to declare a local emergency. The City Manager may authorize expenditure of emergency contingency funds up to \$100,000.
2. **Assistant City Manager** - In the absence of the City Manager, assume his designated responsibilities. Provide assistance as directed by City Manager.
3. **Sr. Management Analyst (Administration)** – Provides assistance as directed by the City Manager.
4. **Finance Director** – Coordinates the processing of emergency purchases and the accounting of resources and expenditures both from purchases, staff time, use of city equipment and resources. Provides financial information as needed to meet requests of the Los Angeles County Operational Area and processes reports needed for reimbursement during and following a declared emergency so reporting requirements for both State and Federal reimbursement can be made. Periodic reports shall be made to the Public Information Officer.
5. **Public Information Officer (PIO)** - Serve as contact for press. Develop statements and media releases, including information to be submitted to radio and cable TV stations, coordinate communications/information to citizens. Serve as information liaison with colleges, School District, and business community. Issue written status reports at least once a day and post information on the City web site. Utilize Everbridge mass calling system as a communications tool to keep residents and businesses updated.
6. **Building Official and Community Improvement Coordinator** - Coordinate and perform safety and damage assessments of buildings based on information from situational analysis. Determine and post buildings unsafe for occupancy. Coordinate temporary building repairs (boarding windows, securing buildings, etc.) Public buildings and those to be used as evacuation sites will be inspected on a priority basis, followed by public gathering spots (i.e., restaurants), group residential facilities, historic buildings, and private residences. The Building Official shall have the authority to immediately hire inspectors and/or engineers to assist in the inspection process. Provide assistance to City Engineer if the emergency has a greater impact on infrastructure than buildings. Periodic reports shall be submitted to the Public Information Officer.

Prior to restoration, rehabilitation, demolition, or other building activity of historical sites or historically significant buildings, the City shall consult with officials from Claremont Heritage in accordance with the provisions of SB 3x.

7. **City Engineer** - Coordinate the assessment of damage to roads, streets, sewers, water mains, gas, and electric utilities. Direct the emergency repair or clean up of City streets. Coordinate with utility companies, as appropriate. Respond to signal outages. Provide assistance as requested by the Building Official if the emergency has a greater impact on buildings than infrastructure. Periodic reports shall be submitted to the Community Information Coordinator.
8. **Community Development Director** - Coordinate the emergency response activities and personnel of building, planning, and engineering divisions and secure resources for same. Provide information on land use, population concentrations and historic significance of structures to Building Official and City Engineer. Record, organize and tabulate damage information and submit to Public Information Officer and Finance Director.
9. **Police Chief** – Manage EOC operations and coordinate damage assessment and situation analysis. Coordinate police response including activating mutual aid, conducting evacuations, providing traffic control, establishing the command post, providing security, and establishing communications system. Coordinate activities with Fire Department and other providers of emergency services. Periodic reports shall be made to the Public Information Officer.
10. **Police Captain and/or Watch Commander** – Set up EOC and facilitate overall functions of the EOC. Act as liaison officer with external agencies such as the Los Angeles County Operational Area EOC, Area D, Los Angeles County Sheriff's Department and other local, state and federal agencies, when necessary. Should the EOC be operational for more than 12 hours, establish a shift change schedule to maintain on-going EOC operations and coordinate necessary meals for emergency response team.
11. **Community & Human Services Director** - Coordinate tree, hillsides and parks damage assessment and direct clean up and mitigation activities. Depending on extent of damage, a preliminary assessment will determine location by block before identifying specific address.

Contact and coordinate with agencies, such as the Red Cross, Salvation Army and Claremont Unified School District, to provide shelter and food for victims. Coordinate the City evacuation center (either Hughes Community Center or Taylor Hall). Coordinate victims' needs and whereabouts and relief services provided by outside agencies. Coordinate efforts of volunteers who wish to assist. Issue volunteer identification cards. Periodic reports shall be made to the Public Information Officer.

12. Fire Department Representative - Serve as liaison between City officials and Los Angeles County Fire Department. Coordinate inspection of facilities/accident sites known to involve hazardous/toxic substances.

13. Personnel Division Staff - Coordinate record keeping of staff assignments. Periodic reports shall be made to the Public Information Officer.

- D. Each department head has the authority to close his/her department depending on the effect/impact of the emergency on the operations of that department.
- E. Should the cost incurred by the City in responding to an emergency exceed \$5,000, appropriate reimbursement forms will be filed by the Emergency Services Coordinator and Finance Division with the State of California, Office of Emergency Services and Federal Emergency Management Agency (FEMA).
- F. Damage to historic structures, i.e., the Depot, Garner House, City Hall, Padua Hills Theater etc., and/or landmark trees (Attachments H and J), shall be reported to the City Manager and forwarded to the Community Information Coordinator.
- G. As appropriate and/or necessary, the City Manager and department heads may permit employees to leave their work sites to check on their families. Such departures shall be on a rotating basis and employees shall return to work as directed by the City Manager and/or department head.

Attachment A – Disaster Check List

Revisions:

11-15-91 (new policy)

7-1-04

2-6-13 (updated policy)

ATTACHMENT A

Disaster Check List

- _____ Notify employees of incident -- Use paging system in City Hall and/or any available method for notifying City staff of the Community Services Department/City Yard; the Hughes, Blaisdell, and Joslyn Centers; the Teen Activity Center (TAC) at El Roble, and the Youth Activity Center (YAC); the Police Department; and, any other applicable City staffed facilities.
- _____ Police Department establish on-scene operational command post and initiate situation analysis (*Police Chief/Police Captain/Watch Commander*).
- _____ Notify Claremont Emergency Response Team (C.E.R.T.) Chairperson of incident.
- _____ At the direction of City Manager or his designee, Police Department Watch Commander will coordinate notification of key personnel members of type of emergency and where they are to meet.
- _____ Set up the EOC at City Hall or alternate EOC, if necessary.
- _____ Notify City Council Members of incident (*City Manager*).
- _____ Following situation analysis, City Manager determines whether to declare a local emergency. If local emergency declared, notify Red Cross, CUSD, the Colleges, and Los Angeles County Sheriff's Walnut Station - Emergency Operations Center (EOC), if appropriate.
- _____ Identify evacuation shelters/centers when and if needed. Determine methods to disseminate to city employees and the public the locations of shelters.
- _____ Coordinate record keeping of incident including victims, their addresses, telephone numbers, and an alternate telephone number, type and extent of damage, special medical conditions, and any other relevant information (*Assistant City Manager*).
- _____ Notify utility companies of need for equipment, signal outages, etc. (*City Engineer*).
- _____ Notify contractors of need for equipment, signal outages, etc. (*Community Services*).
- _____ Coordinate record keeping of staff hours and related expenses (*Budget and Finance Manager*).

Disaster Check List

- _____ Establish media relations including use of the City web site and general broadcast radio and/or colleges radio station (KSPC) (*Community Information Coordinator*).
- _____ Contact and coordinate with agencies such as the Red Cross and Salvation Army to provide shelter and food for victims (*Human Services Division*).
- _____ Open family meeting place/evacuation center (Hughes Community Center). In the event the Hughes Community Center is unsafe, not accessible, or does not provide sufficient space, Taylor Hall and YAC will be used.
- _____ Coordinate Emergency Assistance Volunteer registration (*Human Services*).
- _____ Establish inspection and/or clean up schedule. Notify City Manager, City Council, and media (*appropriate staff*).
- _____ Conduct debriefing (*Team*).