



El Segundo Pandemic Response Annex

March 13, 2020

Background

Public health emergencies, or pandemics, are listed in the El Segundo Emergency Operations Plan as a possible hazard for the community. This annex documents that actions that the City may take in three phases during a pandemic incident. When a pandemic first occurs, known cases of the communicable disease will be minor and require monitoring, surveillance and basic precautions to minimize spread of the disease. This may be considered level one. At level two, there may be known but isolated cases of community transmission. Level three is the phase of a pandemic in which the most extreme of precautions are taken when community transmission has become out of control. The precautions and actions contained within this document are based on the capabilities of the City of El Segundo and the best practices and lessons learned of previous incidents. Such actions are flexible, as determined by the incident commander and/or the city manager.

Purpose

The purpose of this plan is to guide the City response and actions pertaining to the unique challenges presented by a pandemic. This plan does not supersede other plans, but rather is an addendum to other plans and is officially an annex to the City of El Segundo Emergency Operations Plan.

Planning Assumptions

- Susceptibility to the communicable disease may be universal
- Efficient and sustained person-to-person transmission signals an imminent pandemic
- Some persons may become infected but not develop clinically significant symptoms. Asymptomatic or minimally symptomatic individuals can transmit infection and develop immunity to subsequent infection.
- Rates of serious illness, hospitalization, and deaths may depend on the virulence of the pandemic virus and differ by an order of magnitude between more and less severe scenarios. Risk groups for severe and fatal infection cannot be predicted with certainty, but are likely to include infants, the elderly, pregnant women, and persons with chronic or immunosuppressive medical conditions.
- Rates of absenteeism may depend on the severity of the pandemic. In a severe pandemic, absenteeism attributable to illness, the need to care for ill family members and fear of infection may reach 40 percent during the peak weeks of a community outbreak, with lower rates of absenteeism during the weeks before and after the peak. Certain public health measures (closing organizations, quarantining household contacts of infected individuals) are likely to increase rates of absenteeism.
- On average, infected persons may transmit infection to approximately two other people.

Level 1 – Monitoring and Surveillance – Minimal Cases

The City will function in a normal manner, but with a high degree of situational awareness and precautions.

Community Actions:

- Recommend postpone or cancel indoor events of 50 people or more
- Recommend postpone or cancel outdoor events of 250 or more

Overall City Government Actions:

- Proper hygiene
- Social distancing
- If you are sick, stay home
- Doctor's note is not required
- Clean and disinfect regularly
- Prepare for community transmission (Including attending training, supplying go-kit, reviewing plans, reading GovDelivery)
- All supervisors take the following course: An Introduction to Continuity of Operations Planning for Pandemic Influenza <https://training.fema.gov/is/courseoverview.aspx?code=IS-520>
- Know the signs and symptoms of CoVid-19 and what to do if staff become symptomatic at the worksite
- Consider liberal leave and telecommute policies
- Consider 7-day leave policy for people with COVID-19 symptoms

City Manager's Office:

- Provide frequent updates to City Council
- Provide updates to City employees as necessary
- Provide updates to citizens as necessary
- Provide updates to businesses as necessary

Police Department Actions:

- Maintain routine field operations
- Personnel assigned to operations must have proper Personal Protective Equipment (PPE) to utilize when necessary
- Provide pandemic training to police volunteers

Fire Department Actions:

- Maintain normal operations and response model
- Provide treatment and transport of patients meeting COVID-19 screening requirements

- Conduct follow-ups with patients showing COVID-19 symptoms
- Make appropriate notifications for contacts with known or suspected COVID-19 patients
- Provide pandemic and Personal Protective Equipment training to the Community Emergency Response Team

Level 2 – Community Transmission Limited

Local outbreaks emerge within the City including clusters at various buildings, businesses, or schools.

Community Actions:

- Postpone or cancel indoor events of 50 people or more
- Postpone or cancel outdoor events of 250 people or more
- Isolate buildings, businesses, schools that have been identified as an area of community transmission

Overall City Government Actions:

- Activate the All-Hazards Incident Management Team
- Consider implementing the Emergency Operations Plan
- Implement work at home/telecommute where possible
- Cease non-essential functions (so employees can support disaster operations)
- Implement liberal leave policies
- Stagger work schedules
- Limit in-person meetings (utilize teleconference and web-based options)
- Limit non-essential travel
- Consider health checks (temperature and respiratory symptom screening) of staff and visitors before entering Incident Command Post.
- Personnel and assignments are captured on ICS-204 forms
- Personnel complete ICS-214 forms for Pandemic related incidents/work

City Manager's Office:

- Provide frequent updates to City Council
- Make Proclamation of an Emergency to invoke special powers related to the response
- Provide updates to City employees daily
- Provide updates to citizens daily
- Provide updates to businesses daily

Police Department:

- Field operations may be modified to provide for increased phone/online reporting for non-priority calls for service
- Officers utilize Personal Protective Equipment liberally

Fire Department Actions:

- Maintain normal operations and response model (Interface with All-Hazards Incident Management Team)
- Manage internal quarantine measures and locations
- Request private ambulances as needed

- Provide treatment and transport of patients meeting COVID-19 screening requirements
- Conduct follow-ups with patients showing COVID-19 symptoms
- Make appropriate notifications for contacts with known or suspected COVID-19 patients
- Activate Community Emergency Response Team as appropriate

Level 3 – Sustained Community Transmission

The disease spreads rapidly, and may be uncontrollable. Strain on the LA metro medical system is observed. LA County has over 1,900 cases and more than 60 hospitalizations. El Segundo experiences significant absenteeism.

Community Actions:

- Postpone or cancel all public indoor gatherings
- Postpone or cancel all outdoor events
- Consider curfews and recommended business shut-downs or minimal staffing
- Close city hall and all non-essential government services

Overall City Government Actions:

- Activate the All-Hazards Incident Management Team
- Implement the Emergency Operations Plan
- Implement work at home/telecommute where possible
- Cease non-essential functions
- Implement liberal leave policies
- Stagger work schedules
- Ensure flexible leave policies for staff who need to stay home due to school/childcare dismissals
- Limit in-person meetings (utilize teleconference and web-based options)
- Cancel non-essential travel
- Conduct health checks (temperature and respiratory symptom screening) of staff and visitors before entering Incident Command Post.
- Personnel and assignments are captured on ICS-204 forms
- Personnel complete ICS-214 forms for Pandemic related incidents/work

City Manager's Office:

- Provide frequent updates to City Council
- Extend Proclamation of Emergency
- Provide updates to City employees daily
- Provide updates to citizens twice a day
- Provide updates to businesses daily

Police Department:

- Police Department operations function under the Operations Section Chief of the All-Hazards Incident Management Team
- Emergency Deployment (12 on/12 off) schedule activated if necessary for adequate coverage
- Officers utilize Personal Protective Equipment liberally

Fire Department Actions:

- Fire operations function under the Operations Section Chief
- Manage internal quarantine measures and locations
- Request private ambulances as needed
- Provide treatment and transport of patients meeting COVID-19 screening requirements
- Conduct follow-ups with patients showing COVID-19 symptoms
- Make appropriate notifications for contacts with known or suspected COVID-19 patients
- Activate Community Emergency Response Team as appropriate
- Consider general recall and local lodging of firefighters