

Exhibit A

Emergency Management Safety Partners, LLC. Scope of Work for Alert SouthBay Program- May 1, 2022-April 30, 2025

This document outlines the scope of work to be performed by Emergency Management Safety Partners, Inc. (EMSP) for the Alert SouthBay Program.

EMSP will perform the following services:

Program Administration

A. Software Administration, Maintenance, and Functionality

EMSP will manage the regional software system used to send emergency alerts out to the 14 South Bay communities. This includes maintaining user roles and access, adding, deleting, or changing user settings and provisions, creating roles and new accounts, changing rules or opt-in categories, creating new keywords for jurisdictional needs, troubleshooting, assisting agencies real-time in alerts and warnings, maintaining, and creating new incident templates, and maintaining competency in the software system to include any updates to the platform. EMSP will also assist with community comment and feedback related to managing registrant settings for alerts and warnings.

EMSP will also be responsible for maintaining iPAWS certificates to ensure regional Wireless Emergency Alert (WEA) capabilities are always in the ready state to be implemented in an emergency. EMSP will work directly with the City of El Segundo to renew any federal licensing requirements needed to ensure availability and access to the FEMA network.

B. Training and Exercising

EMSP will provide three regional trainings a month that will be made available virtually to all users in the system to maintain a baseline of competency in the system for alerts and warnings. This includes one annual tabletop exercise and/or incident whereas agencies can practice the cross-jurisdictional decision-making process for specific scenarios.

C. Agency Liaison/Representative

EMSP will serve as the liaison representing the alert and warning interests with all local, state, and federal, and private non-profit partners to ensure there is coordination between legislative mandates and laws, new or existing programs, and public outreach to our communities. This includes coordinating any requests for information related to the program, developing public service announcements, working directly with the Certified Unified Petroleum Agencies (CUPA), refineries, or Local Implementing Agencies (LIA), or assisting in emergency response alerting capabilities at the local or state level. EMSP will also provide

technical assistance when needed to any Alert SouthBay jurisdiction related to message content and alert and warning dissemination.

For alerts and warnings that cross jurisdictional boundaries, EMSP will assist in coordination or regional messaging between the jurisdictions that are impacted, which may include sending the alerts and warnings for the region.

** EMSP is not a 24/7 watch center. EMSP will provide support outside of the normal business hours of 8:00am and 5:30pm on a case by case basis to support a jurisdiction in its alert and warning needs if available.*

D. Managing Contract Services

EMSP will provide technical assistance to the South Bay COG on contract costs and services related to the functionality of the program. This will include assisting with the billing calculations for each city based upon local, state, or federal laws and mandates.

EMSP will serve as the account manager by delegation of the SouthBay COG for Everbridge to ensure all relevant notifications, system changes and configurations, and updates and received and implemented. This also includes making system modifications to ensure the regional platform communicates with other area partners such as the City of Los Angeles, the County of Los Angeles, and Los Angeles World Airport.

E. Community Outreach, social media, Email and Website Management

EMSP will maintain and monitor the Alert SouthBay official social media sites which include, Twitter, Facebook, and Instagram and updating them to reflect any public safety messaging that occurs at the regional level.

EMSP will run and manage the Alert SouthBay website www.alertsouthbay.com to provide information related to the program, alerts and warnings, registration, FAQ's, PSAs, regional alerts and warnings, and special events.

EMSP will manage the info@alertsouthbay.com email account which the community utilizes to inquire about registration, the program, changes in notification preferences etc.

EMSP will also provide information and material based upon best practice and expertise on community outreach strategies for effective community engagement which include but are not limited to conducting community surveys and academic research.

F. Meetings and Events

EMSP will coordinate and facilitate meetings with the designated jurisdictional alert and warning operators for each of the Alert SouthBay jurisdictions. These meeting can occur quarterly or more frequently as needed.

G. Regional Standard Operating Procedures (SOP), Documents, MOUs, and Guides

EMSP will maintain the regional SOP for the Alert SouthBay Program. This includes updating information, modifying any current use or practice based on events and/or after-action reports, and or changes in legislative laws and mandates.

EMSP will also maintain and develop any user guides, documents, or quick sheets on sending alerts and warnings.

H. Special Projects, Events and Disasters

EMSP will provide the oversight and subject matter expertise to support any special events, projects, or disasters related to alert and warning for the Alert SouthBay jurisdictions. This includes coordination and guidance on communications and alert and warning. Examples of this may include special events within a specific jurisdiction such as concerts, athletic events such as the Super Bowl, and other events that require coordination in alert and warning.