

Town of Hillsborough Emergency Operations Plan

*To be adopted at the September Hillsborough City Council meeting.

EXECUTIVE SUMMARY

OVERVIEW

The City of Burlingame & Town of Hillsborough Emergency Operations Plan (EOP) defines the scope of preparedness and incident management activities necessary for the County. The City of Burlingame & Town of Hillsborough EOP describes organizational structures, roles and responsibilities, policies, and protocols for providing emergency support. The EOP facilitates response and short-term recovery activities (which set the stage for successful long-term recovery). It drives decisions on long-term prevention and mitigation efforts or risk-based preparedness measures directed at specific hazards. The EOP is flexible enough for use in all emergencies. It also describes the purpose of the plan, situation and assumptions, concept of operations, organization and assignment of responsibilities, administration and logistics, plan development and maintenance, and authorities and references. It contains functional sections (EOC Checklists), hazard-specific appendices (Event Specific Checklists), and a glossary. It identifies pre-designated jurisdictional and/or functional area representatives to the EOC Emergency Response Team to facilitate responsive and collaborative incident management.

This EOP is a preparedness document - designed to be read, understood, and exercised prior to an emergency. Each city department is responsible for insuring the preparation and maintenance of appropriate and current Standard Operating Procedures (SOPs), Emergency Operating Procedures (EOPs), resource and alert lists that will support the City of Burlingame & Town of Hillsborough Emergency Operations Plan. The SOPs/EOPs and alert lists should include specific emergency authorities that designated officials and their successors assume during emergency situations.

The City of Burlingame & Town of Hillsborough EOP is designed to be consistent with Homeland Security Presidential Directive (HSPD-5), the National Incident Management System (NIMS), the California Standardized Emergency Management System (SEMS), and Incident Command System (ICS) requirements. The City of Burlingame & Town of Hillsborough EOP:

- Supports the NIMS / SEMS utilized by the City of Burlingame & Town of Hillsborough EOC Emergency Response Team.
- Supports the Incident Command System (ICS) utilized by field responders.
- Provides Emergency Operations Center (EOC) Emergency Response Team members with procedures, documentation and user friendly checklists to effectively manage emergencies.
- Provides detailed information on supplemental requirements such as public information, damage assessment and recovery operations.

Procedures

Each organization covered by the San Mateo Operational Area EOP should develop

procedures that translate the tasking to that organization into specific action-oriented checklists for use during incident management operations, including how the organization will accomplish its assigned tasks. Procedures are documented and implemented with checklists; resource listings; maps, charts, and other pertinent data; mechanisms for notifying staff processes for obtaining and using equipment, supplies, and vehicles; methods of obtaining mutual aid; mechanisms for reporting information to organizational work centers and EOCs; and communications operating instructions, including connectivity with private-sector and nongovernmental organizations. The development of procedures is required in accordance with the law for certain risk-based, hazard-specific programs. There are four standard levels of procedural documents:

- Overview—a brief concept summary of an incident-related function, team, or capability.
- Standard Operating Procedure (SOP) or Operations Manual—a complete reference document that details the procedures for performing a single function or a number of interdependent functions.
- Field Operations Guide (FOG) or Handbook—a durable pocket or desk guide that contains essential information required to perform specific assignments or functions.
- Job Aid—a checklist or other aid that is useful in performing or training for a job.

ASSUMPTIONS

The initial response to most domestic incidents is typically handled by local “911” dispatch centers, emergency responders within a single jurisdiction, and direct supporters of emergency responders. Most responses need go no further. In other instances, incidents that begin with a single response discipline within a single jurisdiction may rapidly expand to multi-discipline, multi-jurisdictional incidents requiring significant additional resources and operational support. Whether for incidents in which additional resources are required or are provided from different organizations within a single jurisdiction or outside the jurisdiction, or for complex incidents with national-level implications (such as an emerging infectious disease or a bioterror attack), the Incident Command System (ICS) provides a flexible core mechanism for coordinated and collaborative incident management. When a single incident covers a large geographical area, multiple local ICS organizations may be required. Effective cross-jurisdictional coordination using processes and systems described in NIMS is absolutely critical in this instance. The City of Burlingame & Town of Hillsborough has implemented and institutionalized the processes, systems, procedures and plans to ensure effective cross-jurisdictional coordination between multiple ICS organizations responding to an incident covering a large geographical area. The following assumptions apply to the City of Burlingame & Town of Hillsborough Emergency Operations Plan and response Operations:

- The City of Burlingame & Town of Hillsborough EOC Directors (City Manager) and jurisdiction response departments are primarily responsible for

emergency actions and will commit all available resources to save lives, minimize injury to persons and minimize damage to property within the city limits.

- NIMS / SEMS will be utilized in the Emergency Operations Center and ICS will be used in field response operations. Special districts and agencies are encouraged to use the NIMS / SEMS / ICS.
- The City of Burlingame & Town of Hillsborough EOC Directors will manage and coordinate the city's disaster response in conformance with state law and county emergency response ordinances.
- The resources of the City of Burlingame & Town of Hillsborough, when appropriate, will be made available to San Mateo County, other local cities, special districts, local agencies and citizens to cope with disasters affecting the public.
- Mutual aid assistance will be requested when disaster relief requirements exceed the City's ability to meet them.

Note: Detailed information relating to NIMS/SEMS/ICS can be found in Volume Two – NIMS Basic Plan Chapter One – Basic Plan.

EMERGENCY MANAGEMENT GOALS

It is the City of Burlingame & Town of Hillsborough's goal to provide effective emergency management and coordination for mitigation, preparation, response and recovery activities needed to protect lives and property within the jurisdiction. Specific goals are as follows:

- Provide effective life-safety measures, reduce property loss and protect the environment.
- Work for the rapid resumption and recovery of impacted businesses and community services.
- Create accurate documentation and records required for cost recovery.

ACTIVATION OF THE City of Burlingame & Town of Hillsborough EOC

The Homeland Security Presidential Directive (HSPD-5), the Governor's Executive Order S-2-05, and the California Emergency Services Act (Chapter 7 of Division 1 of Title 2 of the Government Code), hereafter referred to as the Act, provides the basic authority for conducting emergency operations.

Section 8568 of the Act states, in part, that "California State Emergency Operations Plan shall be in effect in each political subdivision of the state, and the governing body of each political subdivision shall take such action as may be necessary to carry out the provisions thereof."

Local emergency operations are, therefore, considered to be extensions of the California Emergency Operations Plan. The City of Burlingame & Town of Hillsborough Emergency Operations Center will be activated when:

- The governor has proclaimed a State of Emergency in an area which includes the City of Burlingame & Town of Hillsborough
- There is a presidential declaration of a national emergency.
- On receipt of an attack warning or the observation of a nuclear detonation.

USE OF City of Burlingame & Town of Hillsborough EMPLOYEES

All city employees are subject to assignment as “Disaster Service Workers” under authority of California Government Code 3100. The following personnel policies apply to emergency response operations:

- The City of Burlingame & Town of Hillsborough may use whatever personnel resources are at hand during a declared emergency. City departments are encouraged to recruit and train personnel to supplement and support city emergency functions.
- Reserves, activated retirees, and auxiliary personnel should be used for low risk duties such as security, traffic control and clerical work unless specifically trained and certified for particular functions.
- Law enforcement security patrols will be maintained in evacuated areas when feasible. Appropriate precautions will be taken to protect personnel from potential hazards.
- Only duly sworn or deputized personnel with appropriate training will be used for purely law enforcement activities.
- Shifts, patrols and damage assessment areas should be reconfigured as needed to meet the demands of the situation - flexibility with planning is paramount.
- The use of ad hoc/spontaneous volunteers without special emergency service expertise or training is not recommended.