

CITY OF SANTA ROSA
CITY COUNCIL

TO: MAYOR AND CITY COUNCIL
FROM: NEIL BREGMAN, EMERGENCY PREPAREDNESS
COORDINATOR, FIRE DEPARTMENT
LASHUNTA HOOVER, SENIOR ADMINISTRATIVE ASSISTANT
SUBJECT: ADOPTION OF EMERGENCY OPERATIONS PLAN AND
CONTINUITY OF OPERATIONS PLAN

AGENDA ACTION: RESOLUTION

RECOMMENDATION

It is recommended by the Fire Department that the Council, by resolution, adopt the City of Santa Rosa Emergency Operations Plan - Part I (Base Plan) and City of Santa Rosa Continuity of Operations Plan.

EXECUTIVE SUMMARY

The Emergency Operations Plan (EOP) outlines how the City of Santa Rosa—its government, stakeholder agencies, community-based organizations, business community and residents—coordinate their response to major emergencies and disasters. This EOP is the ultimate authority for coordinating response and recovery operations in the City of Santa Rosa. Its primary intent is to govern such operations following incidents that require the involvement of multiple City departments, external organizations/jurisdictions, community stakeholders, other levels of government, or mutual aid.

The purpose of a Continuity of Operations Plan (COOP) is to provide the framework for City departments and divisions to restore mission essential functions and City operations if an emergency disrupts City services.

BACKGROUND

In September 2016, City staff initiated an update and revision to the EOP as well as creation of a COOP. Tetra Tech was hired to assist the City with plan creation and updates. From November 2016 to May 2017, City staff from multiple departments worked with the City's consultant to update the EOP and create a COOP plan.

PRIOR CITY COUNCIL REVIEW

On January 12th, 1999, the Council adopted the City's current Emergency Operations Plan. The Council has not adopted a Continuity of Operations Plan.

ANALYSIS

The EOP identifies the City's emergency planning, organization, response policies, and procedures. The EOP also addresses integration and coordination with other governmental levels when required. This plan is flexible enough to use in all emergencies and will facilitate response and short-term recovery activities. This plan is based on the functions and principles of the Standardized Emergency Management System (SEMS), which is based on the FIRESCOPE Incident Command System (ICS) and the National Incident Management System (NIMS) and identifies how the City fits into the overall SEMS/NIMS structure.

The EOP serves as a planning reference and as a basis for effective response to any hazard that threatens the City. It also serves as a legal and conceptual framework for emergency management in the City of Santa Rosa. It establishes policies and procedures and assigns responsibilities to ensure the effective management of emergency operations. It provides information on the emergency management structure and how and when the EOC staff is activated.

As part of the EOP the City of Santa Rosa has adopted and integrated the following emergency management, response, and coordination systems:

- Incident Command System (ICS)
- Standardized Emergency Management System (SEMS)
- National Incident Management System (NIMS)

There are several City plans, procedures and other documents that support or relate to the EOP. These plans provide additional detail and guidance for specific hazards, functions or operations and are administered under the authorities provided for in the EOP. These include key Hazard Annexes or Functional Annexes:

- Hazard Annexes
 - Earthquake
 - Storm/Flood
 - Wildfire
 - Terrorism/Active Shooter
- Functional Annexes
 - Mass Care and Shelter
- Supporting Plans

ADOPTION OF EOP AND COOP PLANS

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- Emergency Operations Center Manual (includes EOC Position Checklists)
- Recovery Plan
- Emergency Public Information Plan
- Department Emergency Plans and other related procedures

The purpose of the COOP is to provide the framework for City departments and divisions to restore mission essential functions if an emergency disrupts operations. The COOP is designed to ensure the continuity of government and performance of critical services during and after an emergency, disaster or other disruption to normal City business.

The City is committed to the safety and protection of its employees, operations, and facilities. The COOP provides the City's departments and personnel a framework that is designed to minimize impact during an emergency. It is tailored to the operations of individual departments and divisions and the most indispensable missions and functions they perform. The COOP consists of an overarching plan and annexes for each of the City departments and departmental divisions. In developing the COOP, each department completed mission essential function workbooks designed to extract critical information about the departments' and divisions' day-to-day functions.

FISCAL IMPACT

The City of Santa Rosa must adopt and comply with the California Standardized Emergency Management System (SEMS) regulations to remain eligible for state funding of response-related costs. The City may also have opportunities to seek federal grants or funding where National Incident Management System (NIMS) and Incident Command System (ICS) adoption is required. These plans assure that City has done so.

ENVIRONMENTAL IMPACT

This action is exempt from the California Environmental Quality Act (CEQA) under Section 15061(b)3, because it can be seen with certainty that there is no possibility that the activity in question may have a significant effect on the environment and therefore is not subject to CEQA.

BOARD/COMMISSION/COMMITTEE REVIEW AND RECOMMENDATIONS

Not applicable.

NOTIFICATION

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Not applicable.

ATTACHMENTS

- Resolution

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