



COUNTY OF EL DORADO, CALIFORNIA  
BOARD OF SUPERVISORS POLICY

Subject:  <b>EMERGENCY MANAGEMENT POLICY</b>	Policy Number <b>K-3</b>	Page Number: 1 of 7
	Date Adopted: <b>04/29/2003</b>	Revised Date:

BACKGROUND:

An emergency is an unplanned event that can cause significant injuries or death to employees or the public, can disrupt or shut down operations, cause physical or environmental damage, or threaten the County's financial resources. Emergency Management is the process of preparing for, mitigating, responding to, and recovering from an emergency.

The purpose of this policy is to ensure that El Dorado County government departments: prepare for and respond effectively to an emergency situation through the appropriate use of County and community resources; provide a framework for enhancing the safety and security of its employees and operations; and plan for a mechanism to continue to provide County Governmental services during and after an emergency. It is intended to cover, but is not limited to, managing and responding to the following: disaster – fire, flood, hazardous material spill, severe storm, earthquake, communication failure, power outage, explosion, act of terrorism, or civil disturbance; medical emergency – serious injury or fatality, epidemic or poisoning; major violence – murder, suicide kidnapping, hostage-taking, or workplace violence resulting in bodily harm or trauma; and bomb threat.

This Policy is not to be confused with the emergency plans that exist and are prepared by the County Sheriff Office of Emergency Services which have a broader scope encompassing the entire County.

Occupants of County facilities who are not departments of the County are strongly encouraged to participate in the El Dorado County Emergency Management Policy and plans.

RESPONSIBILITIES:



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1. Chief Administrative Officer. Is responsible for the overall operation of the County's Emergency Management Policy for County government departments.
2. Department Heads. Shall prepare a department Emergency Management Plan and implement a program of emergency readiness for department employees and visitors. At a minimum, the following shall be accomplished:
  - A. Work with facility occupants (other departments and tenants) to coordinate emergency response;
  - B. Conduct emergency evacuation drills semi-annually, in coordination with other facility occupants;
  - C. Designate an Emergency Management Coordinator, and at least one alternate for each of the department's facilities;
  - D. Review and evaluate the Plan annually;
  - E. Provide a copy of the Plan to Risk Management for review and filing; and
  - F. Participate, as requested, on the Crisis Management Team.
3. Risk Management. Working in conjunction with the Crisis Management Team, is responsible for overseeing the implementation of the County Department Emergency Management Policy and shall:
  - A. Provide departments with a boilerplate Emergency Management Plan;



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- B. Coordinate a review of Department Plans and maintain files of current plans;
- C. Develop and maintain a network of emergency resources;
- D. Evaluate the effectiveness of Department Emergency Management Plans;

Coordinate a County Service Support Plan to provide administrative support to reinstating services as soon as possible following an emergency. Although each department will be responsible for determining action under its specific Emergency Management Plan needs, the Support plan will address overall facilities needs, employee assistance programs and mental health needs, fiscal operations, security, etc.

4. Sheriff's Office of Emergency Services will:

- A. Provide instruction on incident command and standardized emergency management systems.
- B. Provide assistance with the emergency management planning process as needed.
- C. Maintain a file of department Emergency Response Plans in the Emergency Operation Center.
  - (1) Assist departments with implementation of plans and continuity of governmental services during an emergency; and



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(2) Assist departments with emergency evacuation drills.

5. Crisis Management Team: Is a group of El Dorado County employees representing areas of expertise ideal to responding to an incident or situation that is, or has the potential to evolve into, a crisis. The Crisis Management team is permanently comprised of a “core” team of employees from the following departments:

Risk Management  
Human Resources  
Sheriff  
County Counsel  
General Services  
Mental Health  
Health

- A. Departments designated above shall appoint individuals to the “core” team that can commit to actively participate on an ongoing basis for a period of at least two-years. This two year minimum commitment is required so that the team can be trained and experienced to respond with the utmost efficiency and effectiveness to an emergency.
- B. In addition to the appointed individual on the “core” team, departments shall have alternate staff available to participate should the appointed individual be unavailable.





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1. Depending on the nature of the incident, the Crisis Management Team will expand to include additional departments, as well as outside agencies.
2. Although Risk Management coordinates the general activities and training of the Crisis Management Team, any member aware of an incident requiring the attention of the Team may call the Team into action by contacting Human Resources or Risk Management. Human Resources or Risk Management will coordinate the time and place and notify all Team members appropriate to address the incident.
3. Not every incident response will require the participation of all Team members.
4. The Crisis Management Team will work with department heads to respond to an incident. Activities may include, but not be necessarily limited to the following:
  - (1) Obtain, or provide assistance to obtain, restraining orders;
  - (2) Advise as to the following: organizational changes; office remodels; employee work schedules; building security, etc;
  - (3) Work with the Sheriff and local police to provide enhanced security;



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- (4) Provide information to the District Attorney for prosecution;  
and
  - (5) Provide information regarding an incident to the Chief Administrative Officer and advise action.
5. Additional activities of the Crisis Management Team include, but are not limited to the following:
- (1) Train employees regarding the Violence in the Workplace Policy
  - (2) Participate in professional crisis management organizations
  - (3) Review and perform building security assessments
6. Emergency Management Coordinators: Are recommended to be management level employees and shall be responsible for the following:
- A. Assess vulnerabilities, implement procedures for emergency situations;
  - B. Train staff on the procedures;
  - C. Conduct emergency drills;
  - D. Provide for the care and shelter of employees;
  - E. Oversee the recovery of governmental services;



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- F. Oversee maintenance of emergency supplies/equipment;
- G. Provide information to department staff; and
- H. Work with other facility Emergency Management Coordinators for a facility-wide coordinated response.

**Primary Department:** Risk Management  
Chief Administrative Office

**References:** Cal-OSHA Title 8, Section 3220  
El Dorado County Workplace Violence Prevention Policy K-2