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**EL DORADO COUNTY  
BOARD OF SUPERVISORS  
AGENDA TRANSMITTAL  
MEETING OF May 23, 2006**

**AGENDA TITLE:** County Operational Area Emergency Plan

<b>DEPARTMENT:</b> Sheriff <i>AT</i>	<b>DATE:</b> 04/08/06	<b>CAO USE ONLY</b> <i>C</i>
<b>CONTACT:</b> Lt. Marty Hackett	<b>PHONE:</b> 7467	<i>Kelley Webb 5/11/06</i>

**DEPARTMENT SUMMARY AND REQUESTED BOARD ACTION:**

Your Board is requested to approve the County Operational Area Emergency Plan and authorize the Chair to sign the approval page of the plan. This plan revision represents a major enhancement over the current 1994 version, which is needed in order to comply with State and Federal regulations to continue to receive program funding. This plan submittal was received by State OES on September 15, 2005, and has been approved by the State. Additionally, this plan has been approved by the Sheriff's Office of Emergency Services and the Local Disaster Council.

**CAO RECOMMENDATION:** *Recommend approval. Laura A. Gill 5/12/06*

2006 MAY 16 AM 10:09  
 RECEIVED  
 BOARD OF SUPERVISORS  
 EL DORADO COUNTY

<b>Financial impact?</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<b>Funding Source</b> <input type="checkbox"/> Gen Fund <input type="checkbox"/> Other
<b>BUDGET SUMMARY:</b>	<b>CAO OFFICE USE ONLY:</b>
Total Est. Cost \$ _____	415's Vote Req'd. ( ) Yes <input checked="" type="checkbox"/> No
<b>Funding</b>	Change in Policy ( ) Yes <input checked="" type="checkbox"/> No
Budgeted \$ _____	New Personnel ( ) Yes <input checked="" type="checkbox"/> No
New Funding \$ _____	<b>CONCURRENCES:</b>
Saving* \$ _____	Risk Management _____
Other \$ _____	County Counsel _____
Total Funding Available \$ _____	Other _____
Change in Net County Cost \$ _____	
* Explain	


**BOARD ACTIONS:** *MAY 23 2006 -APPROVED.*

*c: Tanya Donnelly*

<p><b>Vote:</b> Unanimous _____ Or _____</p> <p><b>Ayes:</b> SUPERVISORS DUPRAY, SANTIAGO, BAUMANN, SWEENEY</p> <p><b>Noes:</b> NONE</p> <p><b>Abstentions:</b> NONE</p> <p><b>Absent:</b> PAINE</p>	<p>I hereby certify that this is a true and correct copy of an action taken and entered into the minutes of the Board of Supervisors</p> <p><b>Date:</b> _____</p> <p><b>Attest:</b> CINDY KECK, Board Of Supervisors Clerk</p> <p><b>By:</b> _____</p>
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EL DORADO COUNTY SHERIFF'S DEPARTMENT  
SHERIFF JEFF NEVES

MEMORANDUM

TO: Board of Supervisors  
FROM: Jeff Neves, Sheriff  A7  
SUBJECT: Approval of County Operational Area Emergency Plan

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Executive Summary

**Purpose:**

To revise the El Dorado County Operational Area Emergency Operations Plan and bring it into compliance with the California Emergency Services Act, the Standardized Emergency Management System (SEMS), and the federal National Incident Management System (NIMS). The revised plan has been designed to be more of a functional guide to enhance our ability to manage large-scale emergencies and disaster level events.

**Background:**

Disasters are not business as usual. Disasters are large emergencies, which exceed local capabilities in either responding to or recovering from the event. The impact may be such that it will require all county operations to function under an emergency management structure for days or perhaps weeks. During such events the County will be expected to respond effectively to the emergency at hand, yet maintain essential county services.

All county emergency services organizations and support agencies in addition to most department and divisions within the County will have responsibilities in a large disaster. The levels of involvement will vary according to the nature and duration of the emergency. Naturally some departments will experience extensive involvement while others will be utilized for a limited period of time. In either case, this Emergency Operations Plan provides the framework for a directed and coordinated response from the first arriving on-scene units, to emergency operations center functions, and ultimately to recovery.

**Emergency Plan Format**

The format used in this plan is new and differs substantially from the 1994 version. In revising this document our office intended to make this plan user friendly and much more functional for emergency use. The plan format is

modular in nature following the natural progression of a disaster. When a disaster occurs, the progressive parts of the plan are then utilized for that stage of the response we are in. Each plan part is organized in a functional manner describing operational concepts and utilizing check lists for key positions and responsibilities.

### **Plan Parts**

The entire Emergency Operations Plan is comprised of four distinct parts. The plan is organized in the following fashion:

- Part I,           Administrative Plan
- Part II,           Emergency Operations Center Plan
- Part III,          Recovery Plan
- Part IV,          Annex: This part includes plans specific to a type of emergency (terrorism, multi-casualty incidents, hazard mitigation plan, etc.)

### **Part I – Administrative Plan**

Part I lays the legal foundation for the County Emergency Operations Plan. Part I contains the administrative policies and procedures found in the County Emergency Ordinance in addition to those from other sources which affect the emergency state of readiness and response of the county. In addition, Part I contains the purpose, authorities, hazard vulnerabilities, concept of operations, the Standardized Emergency Management System, National Incident Management System, and continuity of government provisions.

### **Part II – Emergency Operations Center Plan**

Part II contains the roles and responsibilities of the initial response agencies and support organizations in addition to that of the Emergency Management Division of the County. Part II provides the organizational framework for the initial response to a disaster situation including the utilization of the Incident Command System. This part contains checklists for those agencies and positions most likely to become involved during the early stages of a disaster. The checklists are designed to assist the first arriving agencies and support groups in making decisions and assuring individual responsibilities are met. The checklists are agency type specific but provided in a multi-hazard format. The underlying goal in Part II is to maximize the initial response resources as quickly as possible in a coordinated fashion.

Part II also provides the concept of operations, functional responsibilities, and organizational structure for the Emergency Operations Center (EOC). In addition to the basic EOC plan Concept of Operations, Part II utilizes responsibility checklists to assure fulfillment of all responsibilities. Part II utilizes the SEMS/NIMS system as the management structure to assure management scope of control and interface capabilities with the field incident command, department operation centers, city EOC's, and the State EOC. The EOC areas of responsibility are divided into: Policy/Management, Operations, Planning, Logistics, and Finance. Each section consists of a section chief in addition to specific areas of responsibility within each section. Each position has a checklist to assure their responsibilities are realized and completed. Since a full EOC activation will be a rare occurrence, it is paramount to organize this plan in a functional and user-friendly manner.

### **Part III – Recovery Plan**

Part III addresses the types of considerations which will likely come before the Board of Supervisors during the recovery phase. Such issues may involve enacting new building codes, issuing emergency building permits, re-establishing essential services, and identifying assistance programs for those in need. In addition, Part III addresses the various Federal, State and local assistance programs that are available to businesses, government facilities and individuals for recovery purposes. This includes the provisions for Disaster Application Centers (DAC's) with pre-determined DAC sites to facilitate reasonable access countywide. The concept behind the Disaster Applications Center is to provide the public with one stop shopping in order to access all available assistance following a disaster.

### **Part IV – Annex**

In Part IV, you will find those supporting plans, which are specific to a type of emergency. It is the intention of this office to continue to develop supporting plans as found to be necessary, either through regulation, or out of operational need.

### **Conclusion**

Following adoption of the El Dorado County Operational Area Emergency Operations Plan by the El Dorado County Board of Supervisors, our office will develop and coordinate all training necessary for individual agencies, organizations and county employees in order to fill their roles as identified throughout the emergency operations plan. In addition, our office will utilize the effectiveness of tabletop and functional exercises to familiarize all key individuals

with their responsibilities. This document represents much work and research over a two (2) year period of time by our office. It is our hope that the Board of Supervisors and the citizens of El Dorado County will find that this plan contributes to a much-enhanced state of readiness for El Dorado County.

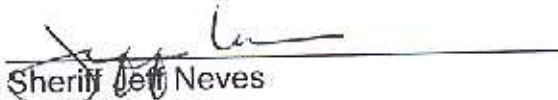
EL DORADO COUNTY OPERATIONAL AREA  
EMERGENCY OPERATIONS PLAN

APPROVAL PAGE

The following agencies and officials have approved the El Dorado County Operational Area Emergency Operations Plan on the date noted below, by signature.

  
Chairman, El Dorado County  
Board of Supervisors **JAMES R. SWEENEY**

May 23, 2006  
DATE

  
Sheriff Jeff Neves

11/27/05  
DATE

  
Chairman, El Dorado County  
Disaster Council

12/8/05  
DATE

  
Public Health Department

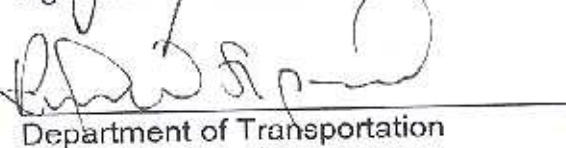
1/10/06  
DATE

  
Environmental Health Department

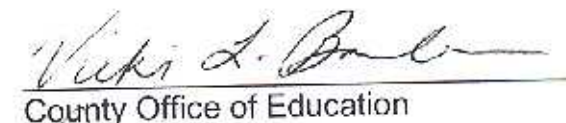
12-8-05  
DATE

  
Agricultural Commissioner

1/25/06  
DATE

  
Department of Transportation

12/1/05  
DATE

  
County Office of Education

\_\_\_\_\_  
DATE

  
Fire Mutual Aid Coordinator

3/13/06  
DATE