



# REPORT TO COUNCIL

## City of Sacramento

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STAFF REPORT  
July 21, 2005

Honorable Mayor and  
Members of the City Council

**Subject:** ADOPT THE CITYWIDE EMERGENCY OPERATIONS PLAN UPDATED FOR  
STATE AND FEDERAL COMPLIANCE

**Location/Council District:** Citywide

**Recommendation:**

Staff recommends that City Council adopt the attached resolution, accepting the amended Citywide Emergency Operations Plan as developed by the Citywide Emergency Planning Team.

**Contact:** Julius J. Cherry, Fire Chief, 433-1301

**Presenters:** Julius J. Cherry, Fire Chief, 433-1301

**Department:** Fire Department

**Division:** Emergency Planning

**Organization No:** 2512

**Summary:**

On April 29, 2004 and on September 28, 2004 the City Council approved resolutions to accept grant funding to amend the Citywide Emergency Operations Plan (2000) and create a terrorism contingency plan. A consultant was hired to work with a Citywide Emergency Planning Team to develop a Citywide Emergency Operations Plan compliant with new State and Federal regulations. The final product was delivered to the City's Office of Emergency Services on April 15, 2005. These amendments to the plan require adoption by resolution of the City Council.

**Committee/Commission Action:** None.



**Background Information:**

The Sacramento Fire Chief, as the Assistant Director of Emergency Services, is responsible for the development of the city emergency plan and amendments to the city's plan. This plan provides for the effective mobilization of all the resources of this city, both public and private, to meet any condition constituting a local emergency, state of emergency, or state of war emergency, and provides for the organization, powers and duties, services, and staff of the emergency organization. An amendment to the plan requires adoption by resolution of the City Council.

The City's Emergency Operations Plan was last updated in 2000. Since that time, much has changed in the realm of domestic preparedness, especially in dealing with hazardous materials and weapons of mass destruction. Furthermore, in 2002, the State of California released its 1999 Emergency Planning Guidance for Local Government. On March 1, 2004, U. S. Department of Homeland Security approved a National Incident Management System, the Nation's first standardized management plan that creates a unified structure for Federal, state, and local lines of government for incident response. The City's Emergency Operation Plan was deemed to be noncompliant with these new directives.

The City acquired grant funding to re-format and update the City's Emergency Operations Plan, incorporating the expansion of the Hazardous Materials Threat Summaries, including a Terrorism Contingency Plan, and to update the emergency response checklists. The Fire Department contracted a professional Emergency Management Firm, Riordan and Associates, to assist and direct the City in the update process.

An Emergency Planning Team was formed through cooperation with staff from all city departments. The team met once per month over eight months to develop and finalize the new plan. The final product was delivered to the City's Office of Emergency Services on April 15, 2005.

The amended Citywide Emergency Operations Plan incorporates the suggested State of California format as well as requirements of the National Incident Management System (NIMS). NIMS is structured after the Standardized Emergency Management System (SEMS), which became California law in 1995, so our basic operating procedures do not change. The plan is divided into two main parts, the basic plan and Emergency Operations Center (EOC) procedures. Additionally, the plan contains an annex for each SEMS / NIMS EOC function, describing duties and responsibilities in detail. Finally, the plan contains any contingency plan that may have been developed for a specific hazard that requires special actions, such as the Terrorism Contingency Plan.

This report recommends that the City Council adopt the attached resolution to accept the amended Citywide Emergency Operations Plan and sign the Letter of Promulgation. The amended Citywide Emergency Operations Plan is attached and available for review in the Office of the City Clerk.

**Financial Considerations:**

Compliance with State and Federal regulations allows the City to be eligible for disaster related expenditure reimbursement under Federal Emergency Management Agency (FEMA) guidelines.

**Environmental Considerations:**

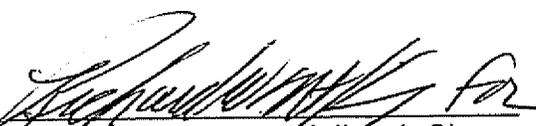
This is not defined as a project under the California Environmental Quality Act (CEQA), and, therefore, is exempt.

**Policy Considerations:**

The action requested is consistent with the City of Sacramento's Strategic Plan goal to enhance and preserve neighborhoods, establish and strengthening community and regional partnerships to enhance the quality of life, and to promote and support economic vitality.

**Emerging Small Business Development (ESBD):** None.

Respectfully Submitted by:   
Julius J. Cherry

Approved by:   
Julius J. Cherry  
Fire Chief

Recommendation Approved:

  
ROBERT P. THOMAS  
City Manager

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## **RESOLUTION NO. 2005-**

Adopted by the Sacramento City Council

### **APPROVAL OF THE EMERGENCY OPERATIONS PLAN UPDATED FOR STATE AND FEDERAL COMPLIANCE**

#### **BACKGROUND**

- A. The Citywide Emergency Operations Plan provides for the effective mobilization of all the resources of this city, both public and private, to meet any condition constituting a local emergency, state of emergency, or state of war emergency, and provides for the organization, powers and duties, services, and staff of the emergency organization.
- B. On April 29, 2004 and on September 28, 2004 the City the Council approved resolutions to accept grant funding to amend the Citywide Emergency Operations Plan (2000) and create a Terrorism Contingency Plan. A consultant was hired to work with a Citywide Emergency Planning Team to develop an Emergency Operations Plan compliant with new State and Federal regulations.

#### **BASED ON THE FACTS SET FORTH IN THE BACKGROUND, THE CITY COUNCIL RESOLVES AS FOLLOWS:**

- Section 1. The amended Citywide Emergency Operations Plan is approved as the official document outlining actions to be taken by local government officials and cooperating private or volunteer organizations in an emergency.
- Section 2. To execute the Letter of Promulgation as a supporting document to the Citywide Emergency Operations Plan.

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## Letter of Promulgation

July 2005

To: Officials and Employees of the City of Sacramento

The preservation of life and property is an inherent responsibility of all levels of government. Since disasters in many devastating forms may strike at any time, the City of Sacramento must provide safeguards, which will save lives and minimize property damage through prior planning, preparedness measures and training. Sound emergency plans carried out by knowledgeable and well-trained personnel can and will minimize losses.

The City of Sacramento Emergency Operations Plan (EOP) establishes an Emergency Management Organization and assigns functions and tasks consistent with California's Standardized Emergency Management System (SEMS). It provides for the integration and coordination of planning efforts of multiple jurisdictions. This plan was reviewed and approved by representatives from each City of Sacramento department, local special districts with emergency services responsibilities in the city, and the Sacramento Operational Area Office of Emergency Services. The content is based upon guidance approved and provided by the State of California and the Federal Emergency Management Agency. The intent of the EOP is to provide direction on how to respond to an emergency from the initial onset, through an extended response, and into the cost recovery process.

Once adopted, this plan is an extension of the Sacramento Operational Area and California Emergency Plan. It will be reviewed and tested periodically and revised as necessary to meet changing conditions.

The City of Sacramento City Council gives its full support to this Emergency Operations Plan (EOP), and urges all public employees and individuals to prepare for times of emergency before they occur.

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Mayor  
City of Sacramento