



STAFF REPORT

AGENDA NO: 11a

MEETING DATE: October 21, 2024

To: Honorable Mayor and City Council

Date: October 21, 2024

From: Dena Gunning, Central County Fire Department

Subject: Adoption of a Resolution Adopting the 2024 Emergency Operations Plan (EOP) Basic Plan; CEQA Determination: Exempt Pursuant to State CEQA Guidelines Sections 15378(b)(2) and 15378(b)(5)

RECOMMENDATION

Central County Fire Department (CCFD) staff recommends that the City Council adopt by resolution the 2024 City of Burlingame (Burlingame)/Town of Hillsborough (Hillsborough) Emergency Operations Plan (EOP) Basic Plan as revised.

BACKGROUND

In 2007, the San Mateo County Sheriff's Office of Emergency Services (OES) completed an Emergency Operations Plan (EOP) Basic Plan. This EOP Basic Plan was made available to all municipalities in San Mateo County. The Burlingame and Hillsborough EOP Basic Plan was edited to meet the needs of the City of Burlingame and the Town of Hillsborough. The Burlingame City Council adopted the 2007 Burlingame and Hillsborough EOP Basic Plan on September 4, 2007 (Resolution No. 65-2007).

The 2007 Burlingame and Hillsborough EOP Basic Plan was reviewed and revised by the Central County Fire Department (CCFD) Community Risk and Resiliency Specialist, Burlingame and Hillsborough City Managers, Department Heads, and City Attorneys in accordance with federal and state standards. The 2019 EOP Basic Plan was designed to be consistent with Homeland Security Presidential Directive (HSPD)-5, National Incident Management System (NIMS) and the California Standardized Emergency Management System (SEMS) requirements. The Burlingame City Council adopted the 2019 EOP Basic Plan on September 16, 2019 (Resolution No. 115-2019).

The Burlingame and Hillsborough EOP Basic Plan, as revised in 2024:

- Conforms to the National Incident Management System (NIMS) and the Standardized Emergency Management System (SEMS)
- Provides Emergency Operations Center (EOC) responders with procedures, documentation, and EOC position checklists to effectively manage emergencies
- Provides detailed information of supplemental requirements such as Public Information, Hazard Specific Annexes, Damage Assessment, and Recovery Operations.

DISCUSSION

MAINTENANCE:

The Burlingame and Hillsborough EOP Basic Plan is a document that will continually evolve. Recommendations for improvement will be considered for future revisions based on identified deficiencies experienced in drills, exercises or actual occurrences. This plan cannot anticipate all possible emergency events and situations or emergency responses; therefore, each jurisdiction retains their authority to deal with all types of emergencies while operating in an efficient, effective manner to provide the best response and recovery efforts possible with all available resources.

The CCFD Community Risk and Resiliency Specialist is responsible for revising the Burlingame and Hillsborough EOP Basic Plan that will enhance the conduct of response and recovery operations. The Community Risk and Resiliency Specialist will prepare, coordinate, publish and distribute any necessary changes to the plan to all CCFD, City and Town departments and other entities as shown on the distribution list on the Records Revision Page of the Burlingame and Hillsborough EOP Basic Plan.

TRAINING AND EXERCISES:

Training and exercises are essential at all levels of government to make emergency response personnel operationally ready. A goal of CCFD, Burlingame and Hillsborough are to train and educate staff, city officials, and emergency response personnel in emergency management, preparedness, response, and recovery.

Once this revised plan is adopted, assigned EOC staff and Policy Group participants will be required to participate in the Training and Exercise Plan (TEP) to maintain current knowledge, skills, and capabilities to provide the best response possible to save lives, and to protect property and the environment.

ENVIRONMENTAL ISSUES:

The proposed action is exempt from environmental review pursuant to the California Environmental Quality Act (CEQA) Guidelines sections 15378(b)(2) and 15378(b)(5) as ongoing administrative or organizational activities that will not result in direct or indirect physical changes in the environment.

FISCAL IMPACT

There is no fiscal impact from the adoption of the revised plan.

Exhibits:

- Resolution
- 2024 City of Burlingame/Town of Hillsborough Emergency Operations Plan (EOP) Revision (redlined)