



# STAFF REPORT

AGENDA NO: 10c

MEETING DATE: August 19, 2019

**To: Honorable Mayor and City Council**

**Date: August 19, 2019**

**From: Dena Gunning, Community Risk and Resiliency Specialist – (650) 558-7609  
John Kammeyer, Fire Chief – (650) 558-7600**

**Subject: Discussion of the 2019 Burlingame and Hillsborough Emergency Operations Plan (EOP) Basic Plan**

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## **RECOMMENDATION**

Central County Fire Department (CCFD) staff recommends that the Burlingame City Council discuss the 2019 Burlingame and Hillsborough Emergency Operations Plan (EOP) Basic Plan. The plan will be brought back to the City Council for adoption at a subsequent meeting.

## **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 by resolution on September 4, 2007.

The 2007 Burlingame and Hillsborough EOP Basic Plan has been reviewed and revised by the Central County Fire Department (CCFD) Risk and Resiliency Specialist, Burlingame and Hillsborough City Managers, Department Heads, and City Attorneys in accordance with federal and state standards. This 2019 EOP Basic Plan is designed to be consistent with Homeland Security Presidential Directive (HSPD)-5 as well as National Incident Management System (NIMS) and California Standardized Emergency Management System (SEMS) requirements.

The Burlingame and Hillsborough EOP Basic Plan:

- 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**

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

Once this plan is adopted, assigned Emergency Operations Center staff and Policy Group participants will be required to participate in a 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.

## **FISCAL IMPACT**

There is no fiscal impact associated with this report.

Exhibits:

- Executive Summary
- 2019 Burlingame and Hillsborough Emergency Operations Plan (EOP) Basic Plan