

## EXECUTIVE SUMMARY

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### Overview of Plan Purpose and Structure

The City of Burlingame and Town of Hillsborough Emergency Operations Plan (EOP) provides for the effective mobilization of all jurisdictional resources to meet any condition constituting a local emergency, state of emergency, or state of war emergency. It provides for the organization, powers and duties, services, and staff of each jurisdiction's emergency organization and describes how both jurisdictions will prepare for, prevent, respond to, recover from and mitigate the effects of all types of hazards and threats.

In accordance with the California Emergency Services Act (ESA) and Comprehensive Preparedness Guide 101 Version 2: Developing and Maintaining Emergency Operations Plans, the Burlingame and Hillsborough EOP describes methods for carrying out emergency operations, how resources are mobilized, provisions to support emergency management programs/projects, the process for obtaining and rendering mutual aid, and how the public will be informed.

The concepts presented in this EOP are fully compliant with California's Standardized Emergency Management System (SEMS), the National Incident Management System (NIMS), and the Incident Command System (ICS). The concepts presented in this EOP support operational area plans, regional plans, the State of California Emergency Plan, and the National Response Framework. The Burlingame and Hillsborough EOP is a management document intended to be read and understood by City officials, departments and agencies prior to an emergency.

There are several supporting documents to the Burlingame and Hillsborough EOP:

**Basic Plan:** This part of the EOP describes fundamental systems, strategies, policies, assumptions, responsibilities, and operational priorities that both jurisdictions will follow to guide and support emergency management efforts.

**Appendixes** - Appendixes to the EOP include the EOC checklists, EOC Communications Directory, OES Resource Manual and Hazard Identification and Risk Assessment (HIRA). Appendixes provide the detailed instructions that an organization or an individual need to fulfill responsibilities and perform tasks assigned in the EOC. They may be appended to the end of the basic plan or referenced as deemed appropriate.

**Emergency Support Functions (ESFs):** Functional annexes are plans organized around the performance of a broad task. Each annex focuses on one of the critical Emergency Support Function that the jurisdiction will perform in response to an emergency. The functional annexes were developed separately from the basic plan. Functional annexes are discipline-specific emergency goals, objectives, capabilities, and responsibilities. ESFs include reafferences to both jurisdictional departments plan and procedures and external cross sector supporting agencies.

**Hazard Specific Incident Annexes:** There are several supporting incident annexes that highlight unique planning assumptions, policies, procedures, and emergency preparedness, response, and recovery actions specific to a particular hazard or threat. These include but are not limited to: earthquake, severe weather, wildland fire, tsunami, terrorism, energy disruption, plane crash and civil unrest.

## Purpose and Scope

The EOP establishes the framework for the effective and comprehensive integration and coordination of the emergency response and initial recovery actions of all levels of government, volunteer organizations, and the private sector within the City of Burlingame and Town of Hillsborough.

The purpose of this EOP is as follows:

Assign responsibilities to organizations and individuals for carrying out specific actions that exceed routine responsibility at projected times and places during an emergency.

Establish lines of authority and organizational relationships and show how all actions will be coordinated in accordance with the City of Burlingame and Town of Hillsborough's Emergency Ordinances, SEMS, and NIMS.

Outline critical support services and provide a management structure for coordinating and deploying essential resources.

Describe the hazards and threats that may affect the City of Burlingame and Town of Hillsborough.

Describe authorities, policies, and procedures that govern the City of Burlingame and Town of Hillsborough, its employees, and its residents during a disaster.

This EOP applies to all City of Burlingame and Town of Hillsborough's agencies and departments and is intended to be used for all applicable hazards.

## EOP and EOC Activation

The philosophy of CCFD, City of Burlingame and the Town of Hillsborough is that the EOP is always activated to reflect a constant state of readiness. The response and recovery portions of this plan will be implemented when an incident or event is considered imminent or probable and the implementation of this plan and the activation of the Burlingame and Hillsborough EOC is considered a prudent, proactive measure. The EOP will be implemented at the appropriate response levels during the following conditions:

An incident occurs or is imminent

As directed by either City Manager or their authorized designee

A Local Emergency is proclaimed

A Local Public Health Emergency is proclaimed

The EOC will be activated and staffed at a level to meet emergency response needs

**Level Three — Decentralized Coordination and Direction (Standby, Monitoring, and Alert):** Minor to moderate emergency where local resources are adequate and available. A local emergency may or may not be declared. The City of Burlingame and the Town of Hillsborough Joint EOC may or may not be activated. Off-duty personnel may be recalled.

**Level Two — Centralized Coordination and Decentralized Direction (Partial or Full Activation):**

Moderate to severe emergency where local resources are not adequate and mutual aid or operational area resource coordination may be required on a regional or even statewide basis. Management-level personnel from agencies involved should co-locate in a central location to provide jurisdictional or multijurisdictional coordination. Activation of the Joint EOC will be necessary when anticipating operational area activation or resource coordination. Off-duty personnel may be recalled. A local emergency will likely be proclaimed, and a state of emergency may be proclaimed.

**Level One — Centralized Coordination and Direction (Full Activation):** Major local or regional disaster where resources in or near the affected area are overwhelmed and extensive state and/or federal resources are required. A local emergency will be proclaimed and a state of emergency proclamation and a presidential declaration of an emergency or major disaster will be requested. All response and early recovery activities will be conducted from the Joint EOC. All key off-duty personnel will be recalled.

## **Operational Priorities**

The City of Burlingame and the Town of Hillsborough have established the following general priorities for establishing response goals, prioritizing actions, and developing operational strategies.

**Saving Lives:** The preservation of life is the top priority for the City of Burlingame and the Town of Hillsborough and takes precedence over all other considerations.

**Addressing Human Needs:** Beyond the simple preservation of human life, all possible efforts should be made to provide for basic human needs, including food, water, shelter, and security.

**Caring for People with Disabilities and Others with Access or Functional Needs<sup>1</sup>:** People with disabilities and others with access and functional needs may require assistance to provide for time-sensitive needs or support services to maintain health and safety and maximize independence. The needs of this population should be considered and addressed as a high priority.

**Protecting Property:** All feasible efforts must be made to protect public and private property and resources (including critical infrastructure) from damage during and after an emergency.

**Protect the Environment:** All possible efforts must be made to preserve the City of Burlingame and the Town of Hillsborough's environment and protect it from damage during and after an emergency.

**Restore Basic Services:** Power, water, sanitation, transportation, and other essential services must be restored as rapidly as possible to enable residents and businesses to resume their normal activities.

**Continuity of Government:** To ensure continuity of government and continuity of operations, the City of Burlingame and Town of Hillsborough must plan for the preservation, maintenance, or reconstitution of government.

**Support Community and Economic Recovery:** City of Burlingame and the Town of Hillsborough representatives must work with the community to ensure that recovery operations are conducted efficiently, effectively, and equitably, promoting expeditious recovery of the affected areas.

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## **Disaster Service Workers (DSW)**

Under the California Government Code, Section 3100-3109:

- All public employees are obligated to serve as Disaster Service Workers (DSW's).
- Public employees (civil service) are all persons employed by any county, city, state agency or public district in the State of California.
- DSWs provide services and aid during a proclaimed and/or declared emergency, disaster or catastrophic event.