



# STAFF REPORT

AGENDA NO: 8f

MEETING DATE: September 16, 2019

**To:** Honorable Mayor and City Council

**Date:** September 16, 2019

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

**Subject:** Adoption of a Resolution Approving 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 adopt by resolution the 2019 Burlingame and Hillsborough Emergency Operations Plan (EOP) Basic Plan.

## **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.

This plan was introduced at the August 19, 2019 City Council meeting. Once the EOP Basic Plan is adopted, all EOC staff will be trained in its use. They will then participate in the Training and

Exercise Plan (TEP) to develop and maintain the knowledge, skills, and capabilities to effectively plan, prepare, respond, and recover from major disasters and emergencies.

Exhibits:

- Resolution
- Executive Summary
- Emergency Operations Plan Basic Plan