

**ADMINISTRATION AND GOVERNMENT****3.3.7****G. EMERGENCY CONDITIONS POLICY****PURPOSE**

The purpose of this policy is to establish structures, mechanisms, assignments, and expectations to ensure the City can respond efficiently and effectively during a broad spectrum of emergencies, both natural and man-made. All City employees are critical to the services and operations of their department. This policy describes the roles and responsibilities of employees before, during and after an emergency incident.

- A. The City will participate in the county of San Bernardino operational area disaster response and recovery organization as required by California Government Code section 8607. As part of that participation, the city hereby adopts the standardized emergency management system (SEMS). The SEMS framework includes use of the incident command system (ICS), multiagency or interagency coordination, participation in the master mutual aid agreement and system of the State of California and of operational area concept.
- B. Emergency means the actual or threatened existence of conditions of disaster or extreme peril to the safety of persons and property within the city caused by such conditions as air pollution, fire, flood, storm, epidemic, riot, or earthquake, or other conditions, including conditions resulting from war or imminent threat of war, but other than conditions resulting from a labor controversy, which conditions are or are likely to be beyond the controls of the services, personnel, equipment, and facilities of the city, requiring the combined forces of other political subdivisions to combat. (Ord. 2485 1, 2002: prior code 45000)

In the event of a major emergency or disaster the City's Director of Emergency Services/City Manager will declare a Local Emergency on behalf of the city.

The director is empowered to:

Proclaim Emergency: Request the city council to proclaim the existence of threatened existence of a "local emergency" if the city council is in session, or to issue such proclamation if the city is not in session. Whenever a local emergency is proclaimed by the director, the city council shall take action to ratify the proclamation within seven (7) days thereafter of the proclamation shall have no further force or effect:

Proclaim State of Emergency: Request the governor to proclaim a "state of emergency" when, in the opinion of the director, the locally available resources are inadequate to cope with the emergency.

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Control, Direct Effort: Control and direct the effort of the emergency organization of the city.

Direct Cooperation, Coordination: Direct cooperation between and coordination of services and staff of the emergency organization of the city; and resolve questions of authority and responsibility that may area between them.

Represent Organization: Represent the city in all dealing with public or private agencies on matters pertaining to emergencies as defined (Prior code 4503-45308)

PURPOSE

The purpose is to provide for the preparation and carrying out of plans for the protection of persons and property within the city in the event of an emergency: the direction of the emergency organization: and the coordination of the emergency functions of the city with all other public agencies, corporations, organizations, and affected private persons. (Prior code 45001)

SCOPE

This policy is applicable to all full or part-time City employees regardless of civil service status, classification, or pay grade.

PROCEDURE

The emergency services chief shall, under the supervision of the director of emergency services, develop emergency plans, manage and/or coordinate the emergency programs of the city that relate to disaster planning, response, recovery and mitigation, and shall have such other powers and duties as may be assigned by such emergency services director.

In the event of the proclamation of a "local emergency" as provided in subsections 2.52.100A, the proclamation of a "state of emergency" by the governor or the director of the state office of emergency services, or existence of the "state of war emergency, the director is empowered.

- A. Promulgate Rules: To make and issue rules and regulations on matters reasonably related to the protection of life and property as affected by such emergency; provided, however:
 1. City Council; Confirm Rules: Such rules and regulations must be confirmed at the earliest practicable time by the city council.
- B. Requires Emergency Services: To require emergency services of any city officer or employee, and, in the event of the proclamation of a "state of emergency" in the county in which the

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city is located or the existence of a “state of war emergency”, to command the aid of as many citizens of the community as he deems necessary in the execution of his duties.

1. Benefits: Such persons shall be entitled to all privileges, benefits, and immunities as are provided by state law for registered disaster service workers.

Disaster Service Worker:

By definition of Government Code 3100-3102 all public employees are disaster service workers. Employees of the City of Redlands take the Oath of Affirmation when hired, as required by law. In the event of emergencies which result in conditions of disaster or extreme peril to life, property and resources, all City of Redlands employees are subject to disaster service activities assigned to them.

Organization/ Personnel:

All officers and employees of the city, together with those volunteer forces enrolled to aid them during an emergency, and all groups, organizations, and persons who may be in agreement or operation of law, including persons impressed into service under the provisions of subsection 2.5.2.130C of the city ordinance, be charged with duties incident to the protection of life and property in the city during such emergency, shall constitute the emergency organization of the city. (Prior code 45501)

The emergency services chief shall be responsible for the development and update of the city of Redlands emergency multi-hazard functional plan and hazard mitigation plan. The multi-hazard functional plan shall provide for the effective mobilization of all of the resources of the city, both public and private, to meet any condition constituting a local emergency, state of emergency, or state of war emergency. The hazard mitigation plan shall provide a well-organized public education and awareness effort involving preparedness and mitigation. These actions include hazard, risk and vulnerability identification, the identification of mitigation action, and the support of mitigation efforts. Such plans shall take effect upon adoption by resolution of the city council. (Ord 2639 3, 2006: Ord. 2485 4 (5), 2002)

Standardized Emergency Management System:

In accordance with California Government Code Section 8607, the city of Redlands hereby adopts the standardized emergency management system (SEMS). The SEMS framework includes use of the incident command system (ICS), multiagency or interagency coordination, participation in the master mutual aid agreement and system of operational area concept. (ORD. 2547 2, 2003)

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The City of Redlands adopts the national incident management systems (NIMS). The NIMS framework includes use of the incident command system (ICS) and the standardized emergency management system (SEMS), multi-agency or interagency coordination, participation in the master mutual aid agreement and system of operational area concept. The federal homeland security Presidential directive 5, entitled “Management of Domestic Incidents” requires the adoption of NIMS of all federal departments and agencies. This directive also requires the federal preparedness assistance funding for states, territories, local jurisdictions, and tribal entities be dependent on NIMS compliance and adoption. (Ord. 2639 4, 2006)

Notification and Mobilization of City staff:

In the event of a major emergency or disaster this Notification and Mobilization System may be put into effect. It is important that all employees are aware of their position, especially in the case of assignment changes. Emergency notification and mobilization is based upon regular position assignment, not individuals. These assignments may be changed as an incident develops or as needs are assessed. Emergency assignments allow employees to know when to respond during disaster operations and help to minimize the amount of phone calls necessary. This system does not affect the handling of smaller local emergencies. These will be handled by on-duty units, mutual aid and/or limited call-out of off-duty officers.

Upon activation of the EOC (Emergency Operations Center), each functional coordinator assesses the need for one or more EFs (Emergency Functions) to support their emergency response and recovery activities. Each EF mobilizes according to its functional annex. When planning for mobilization each working group should consider space requirements. The EF is typically assigned to the Operations Section.

If employees are unable to report to their regular facility or alternate staging area; they are encouraged to report to the closest local jurisdiction to register as a Disaster Services Worker. All Employees are declared to be Disaster Services Workers by Section 3100-3109 of the California Governmental Code.

Notification:

The city has developed an EOC Emergency Response List comprised of contact information of City Department personnel and personnel from other governmental, utilities and non-profit agencies that are designated EOC Responders critical to emergency operations. The EOC



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Emergency Response List may be used by EOC personnel when the EOC Director requests an enhanced staffing level at the EOC.

The EOC Emergency Response List is confidential with limited access. The City's Emergency Operations Manager is responsible for the development, security and maintenance of the list. In addition, each department will develop their own departmental alert list to be used by the departments to alert departmental personnel. In the event of a major emergency or disaster, the city will utilize the emergency notification system including telephone, cell phone, text messaging or email to notify personnel of an emergency need.

Trained City personnel/EOC responders will be notified and fill the EOC section positions as needed.

General city staff will report to duty and will be assigned accordingly to the task at hand.