



Board Policy No. 241
Emergency Preparedness

SUBJECT CATEGORY: SECTION 240,
HEALTH, SAFETY & SECURITY

241: Emergency Preparedness

241.1 It is the policy of the District to create and maintain an active emergency preparedness program to manage the District's critical functions during any emergency and to protect District staff. The District will coordinate the emergency plan, function and response with those responders from the public and private entities and organizations charged with emergency services.

241.2 Emergency Defined: "Emergency" means the actual or threatened existence of conditions of disaster or of extreme peril to critical District functions and the health and safety of staff or the public, caused by such conditions as fire, severe storm, riot, hazardous materials releases, earthquake, power outages, dam failures, freezes, water supply contamination, and other conditions which may be beyond the capability of the services, personnel, equipment, and facilities of this District, and response to which may require the combined forces of other agencies.

241.3 Emergency Preparedness: The Board of Directors authorizes the establishment of an Emergency Preparedness Program, which consists of the nationally-recognized four phases of emergency management: mitigation, preparedness/planning, response, and recovery. District actions will include developing and maintaining a District-wide emergency plan, identifying and training District staff to activate and use the plan, appointing District staff to critical positions identified in the emergency plan, and appointing staff to represent the District in negotiations or consultations with other agencies on matters pertaining to response to the emergency and recovery of damaged systems and costs incurred during the emergency.

241.4 Standardized Emergency Management System: The California Office of Emergency Services regulates the Standardized Emergency Management System (SEMS), which was created pursuant to Government Code § 8607 following the East Bay Hills Firestorm in 1991. To ensure reimbursement for claims filed after a disaster, all District emergency plans, procedures, and training will follow the SEMS regulations, and coordinate with the District-wide emergency plan.

241.5 District Emergency Declaration: When an emergency condition arises, the Fire Chief may, in consultation with the Board President, contact the city manager, county administrator of the city/cities/county where the emergency exists if there is a need to call a local emergency. The Board must ratify the declaration within 14 days at a regular, special or emergency Board meeting.

241.6 Authorization During District Emergencies: The Fire Chief's Declaration of a District Emergency is a public acknowledgement of the serious situation the District faces, and that the District's resources may not be adequate to respond to the emergency. In the case of an emergency, the Board of Directors, must respond to the emergency pursuant to chapter 2.5 of

the Public Contract Code (commencing with Section 22050) if notice for bids to let contracts will not be given.

241.7 Mutual Aid: The California Master Mutual Aid Agreement (Government Code §§ 8561–8619.5) allows for the implementation of mutual aid during threatened, actual, or declared emergencies. The Fire Chief, in accordance with the Emergency Plan, may request mutual aid assistance from other agencies, or commit District resources to other agencies requesting aid. The Fire Chief may sign appropriate documents to effectuate mutual aid and other emergency response agreements.

241.8 Continuity of Management: The District's emergency plan will list at least two successors to critical staff identified in the plan, including the Fire Chief. If the primary person is unable to respond to an emergency, each successor, in order, may assume all the duties and powers of the primary person.

241.9 Status Reports: The Fire Chief will provide annual reports to the Board of Directors on the progress of the Emergency Preparedness Program. Additional reports will be given to the Board on the effectiveness of the plan and District response within 60 days of the occurrence of a declared District Emergency.

Adopted: December 12, 2018



Clerk of the Board



Board President