



## **Item No. 7 Town of Atherton**

### **CITY COUNCIL STAFF REPORT – CONSENT AGENDA**

**TO: HONORABLE MAYOR AND CITY COUNCIL  
GEORGE RODERICKS, CITY MANAGER**

**FROM: STEVEN D. MCCULLEY, CHIEF OF POLICE**

**DATE: DECEMBER 21, 2022**

**SUBJECT: APPROVAL AND ADOPTION OF THE TOWN OF ATHERTON  
EMERGENCY OPERATIONS PLAN.**

#### **RECOMMENDATION**

Approve and adopt the Town of Atherton Emergency Operations Plan (EOP).

#### **BACKGROUND**

The preservation of life, environment, and property is an inherent responsibility of local, state, and federal government. The Town of Atherton has prepared this emergency operations plan to ensure the most effective and economical allocation of resources for the maximum benefit and protection of the community in time of emergency.

While no plan can completely prevent death and destruction, good plans carried out by knowledgeable and well-trained personnel can and will minimize losses. This plan establishes the emergency organization, assigns tasks, specifies policies, and general procedures, and provides for coordination of planning efforts of the various emergency staff and service elements utilizing the Standardized Emergency Management System (SEMS). The plan also meets requirements established by the National Incident Management System (NIMS).

The objective of this plan is to incorporate and coordinate all agencies and personnel within the Town into an efficient organization capable of responding to any emergency. This emergency operations plan is an extension of the California Emergency Plan. It will be reviewed, exercised periodically, and revised as necessary to meet changing conditions.

The Town regularly reviews and adopts updates to its Emergency Operations Plan in coordination with the State and County Offices of Emergency Management. The Town Emergency Operations Plan (EOP) has been developed by Emergency Management Consultants (EMC Inc.) for use by the Town, and was reviewed, edited, and finalized by Atherton Police Department staff and staff from the San Mateo County Office of Emergency Management.

## **ANALYSIS**

The Emergency Operations Plan (EOP) for the Town of Atherton outlines authorities, organizational structures, and procedures used to coordinate activities related to local and regional emergencies or disasters.

The Town and surrounding region are susceptible to several hazards such as natural disasters and human-caused events, as well as technological failures and pandemics. While the risk profiles for these hazards are quantified and assessed in related documents<sup>1</sup>, the EOP utilizes an “all-hazards” approach to ensure the Town can prepare for, respond to, recover from, and mitigate against all potential hazards and critical incidents.

The primary purpose of the EOP is to:

- 1) Outline the Town’s organizational and response framework for managing preparedness, response, recovery, and mitigation activities inclusive of Town departments, personnel, and elected officials.
- 2) Serve as a foundational document under which additional operational and tactical annexes, appendices, and plans can be attached.
- 3) Codify the Town’s understanding and adoption of State and Federal response constructs through which operational coordination, mutual aid, and other requests for support will be integrated.
- 4) Demonstrate compliance with State and Federal laws and regulations such as the California Emergency Services Act.

The EOP is the foundational element to the Town’s approach to emergency management. While all Town resources may be called upon as needed, specific departmental responsibilities are outlined in the EOP Basic Plan and associated annexes. To ensure the Town is adequately prepared, all Town departments are required to actively participate in preparedness and planning activities to include the development of departmental plans, policies, and procedures as necessary to fulfill their assigned roles and obligations.

The EOP embraces the "Whole Community" approach to emergency management and, in addition to Town resources, recognizes the roles of special districts, non-governmental organizations (NGOs), community-based organizations (CBOs), faith-based organizations (FBOs), educational institutions, and other stakeholders. The EOP reflects the wide variety of support that may be

required by residents, visitors including people with disabilities and others with access or functional needs.

This EOP outlines how the Town of Atherton complies with and implements the requirement of the California Emergency Services Act (ESA) to protect the lives and property of the community.

The EOP is organized as follows:

- Section I – The Basic Plan includes planning assumptions, policies, and concept of operations for emergency management.
- Section II – Attachments includes pertinent information such as Authorities, Acronyms, and a Sample Proclamation.
- Section III – Functional Annexes includes more detailed information on specific functions such as Direction and Control, Alert and Warning, and guidelines required to address specific hazards.

### **GOAL ALIGNMENT**

This Report and its contents are in alignment with the following Council Policy Goal:

- Goal Area F - Be a Forward-Thinking, Well-Managed, Well-Planned City.

### **FISCAL IMPACT**

There is no fiscal impact to the Town.

### **PUBLIC NOTICE**

Public notification was achieved by posting the agenda, with this agenda item being listed, at least 72 hours prior to the meeting in print and electronically. Information about the project is also disseminated via the Town's electronic News Flash and Atherton Online. There are approximately 1,200 subscribers to the Town's electronic News Flash publications. Subscribers include residents as well as stakeholders – to include, but be not limited to, media outlets, school districts, Menlo Park Fire District, service providers (water, power, and sewer), and regional elected officials.

### **COMMISSION/COMMITTEE FEEDBACK/REFERRAL**

This item \_\_\_\_ has or  X  has not been before a Town Committee or Commission.

- \_\_\_\_ Audit/Finance Committee (meets every other month)
- \_\_\_\_ Bicycle/Pedestrian Committee (meets as needed)
- \_\_\_\_ Civic Center Advisory Committee (meets as needed)
- \_\_\_\_ Environmental Programs Committee (meets every other month)
- \_\_\_\_ Park and Recreation Committee (meets each month)

- \_\_\_\_\_ Planning Commission (meets each month)
- \_\_\_\_\_ Rail Committee (meets every other month)
- \_\_\_\_\_ Transportation Committee (meets every other month)

## **ATTACHMENTS**

Attachment A- Town of Atherton Emergency Operations Plan