



Yolo County Housing

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BOARD OF COMMISSIONERS

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DATE: May 19, 2011

TO: YCH Board of Commissioners

FROM: Lisa A. Baker, Executive Director

PREPARED BY: Janis R. Holt, Resource Administrator

SUBJECT: **Review, Approve and Adopt the YCH 2011 Emergency Operations Plan**

RECOMMENDED ACTIONS:

That the Board of Commissioners Review, Approve and Adopt the YCH 2011 Emergency Operations Plan.

BACKGROUND/DISCUSSION:

The YCH Emergency Operations Plan (EOP) is designed to assist staff in the preservation of life and property in the event of a local or national incident or disaster. This plan will better enable YCH to be responsive to disasters while minimizing property damage and providing information and assistance to YCH residents and communities.

As a member jurisdiction of the proposed OES Shared Services consortium for the continued operations of the existing Office of Emergency Services office and as a partner in the Yolo Operational Area (OA), this plan is developed and written to fit in with the overall County of Yolo Emergency Operations Plan. This EOP establishes an Emergency Management Organization and assigns functions and tasks consistent with the California Standardized Emergency Management System (SEMS) and the National Incident Management System (NIMS). YCH will be an integral and coordinated partner in the planning efforts of the multiple-jurisdiction OA.

The YCH EOP and Appendices provides staff with direction on how to respond to an emergency from the initial onset, through an extended response, and into the cost recovery process.

Emergency Operation Plan:

- Identifies the Executive Director, or assigned designee, as the Emergency Services Director who will determine the level of activation of the Emergency Operations Center and staffing requirements within the SEMS organization dependent on response needs.

- Emergency Operations Center (EOC) primary location is the YCH Administrative Office with the secondary location at the Winters Housing Complex.
- Identifies the elements of the SEMS and NIMS in the functional areas of Management, Operations, Planning, Logistics, and Finance. Utilizing the concept of a team approach allows organizational flexibility and the use of key team members in different areas for response to the event.
- Functions will coordinate closely with the Cities' EOC's and with the County of Yolo EOC and partner functions within the County SEMS structure including fire, police, emergency response, warning and communication systems, health services, mass care services, and other listed functions. Staff is working with tenants and residents to establish a text messaging and/or phone contact warning system to notify residents in a timely manner of critical information.
- Addresses the key element of post-disaster recovery (short-term through long-term) including the areas of damage assessment, post-disaster recovery operations, coordinated delivery of services, identification of federal disaster assistance funds for victims, infrastructure, restoration, temporary and long-term housing, disaster response cost recovery, and other government funding as available.
- Establishes opportunities for training and evaluation opportunities in conjunction with OA partners such as Golden Guardian, etc.

Appendix A: Threat Summary

- Is designed to address threats and issues concerning the YCH community which is intertwined throughout the County of Yolo including all four incorporated cities and the unincorporated area. YCH vulnerabilities are very often a mirror image of those risks common to the entire operational area and impacts will generally be a shared experience, especially in the matter of natural disasters. Therefore, any threat that may be identified as high potential for one area (i.e. flooding in West Sacramento), could be a threat to the YCH community. Mutual aid, inter-jurisdictional coordination, shared provision of mass care and human assistance services, common interoperable communications, resource limitations, non-conflicting public information dissemination, and the sharing of situational intelligence will affect the response and recovery of all jurisdictions, including YCH during major emergencies. The preparation of this threat assessment is designed to provide YCH with a reasonable picture of potential threats that could result in significant impacts. Not every threat has been included in this assessment, nor is all available information presented. The Threat Summary is intended to be informative and to guide additional discussion and research into the potential risks to the YCH community.

Appendix B: EOC Checklists

- Provide the guiding tools to the Emergency Services Director and members of the emergency response team during the event. Included is the organization assignment list of roles and responsibilities in each of the SEMS functions including chiefs and unit leaders. Other team members may be assigned to these functions and directed according to accomplishing the elements of the checklists. Members of the YCH EOC team will work in coordination and collaboration with multi-jurisdictional partners providing support to the overall disaster response. As stated, the included functions of the YCH SEMS organization are within our organization's expertise areas (i.e., damage assessment, public works, evacuation/care, etc.).

- As tested and as used as a tool for training, these checklists will continue to evolve and change to ensure they are fully effective for the organization during an incident or disaster response.

Appendix C: YCH Emergency Action Plan

- Provides staff with information necessary for their initial response to a designated emergency event. This EAP contains the required provisions as outlined by OSHA and the California Housing Authorities Workers Compensation Association (CHWCA) including emergency numbers, key staff contact numbers, vehicle accidents, power failure, fire, medical emergency and response personnel, hazardous spills, public disturbance, earthquake, flood, shelter-in-place procedures, pandemic, robbery, bomb threat/suspicious packages, and emergency evacuation procedures. The EAP will be converted into a flip chart format that can be maintained in an office desk, work vehicles or available in common areas.

Appendix D: Resident/Tenant Community Preparedness and Evacuation Plan

- Provides a guideline for residents, including emergency contact numbers, preparedness information (Be Aware, Be Prepared, and Make a Family Plan) and an outline for evacuation procedures if necessary.

Once adopted, the YCH EOP will be utilized in cooperation with each of the cities and with the Yolo County Office of Emergency Services and Operational Area emergency response and will be reviewed and tested periodically, as well as revised as necessary to meet changing conditions. Through this EOP, YCH will encourage employees and individuals to be prepared for times of emergency before they occur.

FISCAL IMPACT:

There will be some costs associated with staff training, office supplies, and purchase of equipment as funding allows. Planned expenditures will be in the 2011-2012 and future budgets.

CONCLUSION:

Staff recommends that the Board adopt the Yolo County Housing Emergency Operations Plan.

Attachment: YCH Emergency Operations Plan