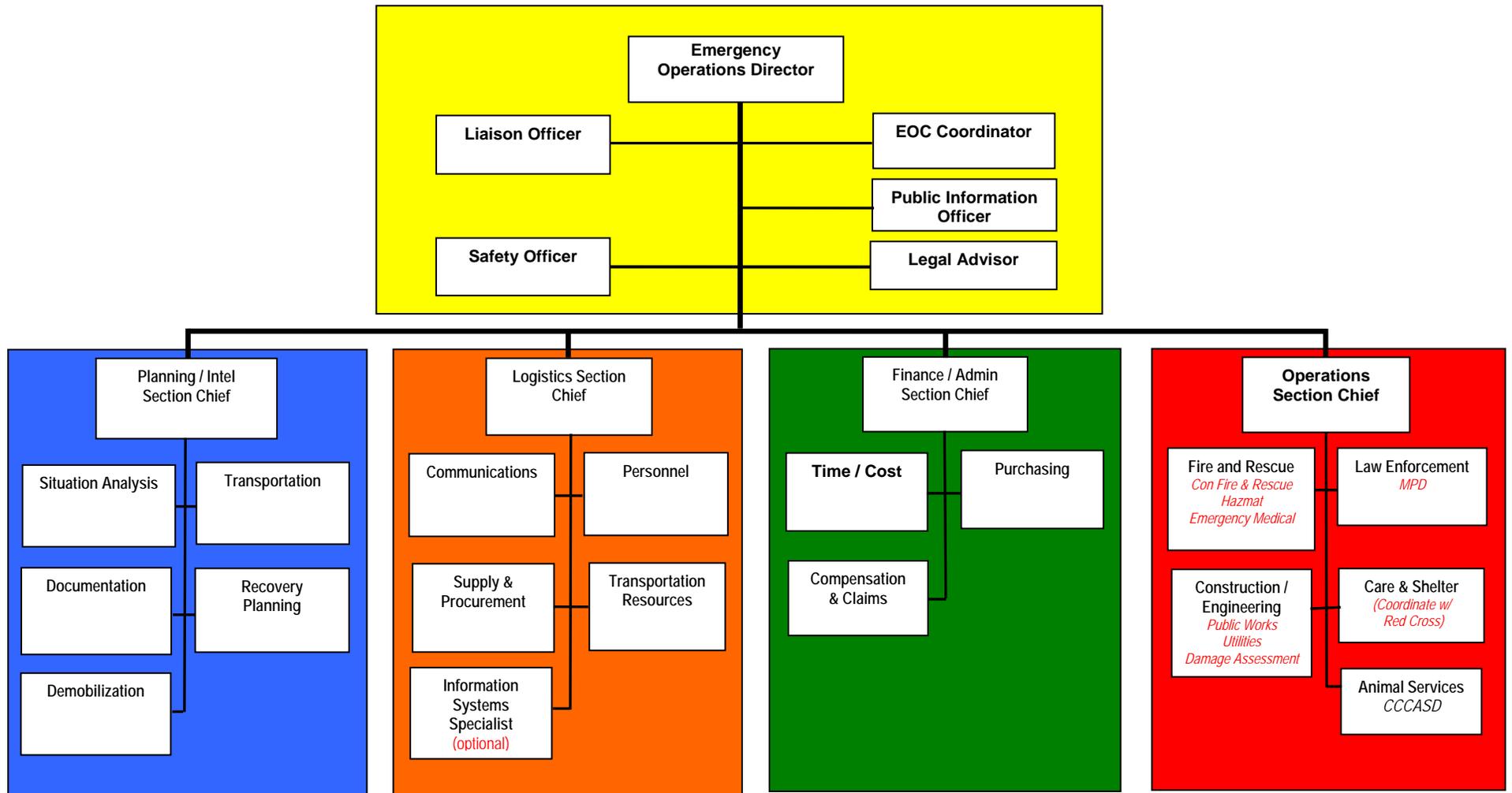


# EOC Functional Organizational Chart



## Emergency Operations Center Assignments

POSITION	PRIMARY	ALTERNATE/2 <sup>ND</sup> SHIFT
<b><u>Command/Management</u></b>		
• EOC Director	City Manager	Assistant City Manager
• Staff-Police	Police Chief	Police Commander
• Staff-Public Works	Public Works Director	Deputy Public Works
• Staff-Engineering	City Engineer	Senior Civil Eng.
• Public Information Officer	ALTERNATE	Same
• Legal Advisor	City Attorney	Same
• Liaison	PD/PW/Eng Exec.	Same
• Safety Officer	PD/PW/Fire	Same
<b><u>Operations Section</u></b>		
• Operations section coordinator	Police Commander (Patrol)	Police Sergeant (Patrol)
• Operations Coordinator Aide	Police Assistant	Police Assistant
• Fire/Hazmat/Med. Liaison	Police Sergeant	Police Officer
• Fire/Rescue Branch Cord.	Consolidated Fire Dept.	Same
• Public Works/Utilities	Public Works Super	Assist. Civil Eng.
• Infrastructure/Damage/Eng.	Public Works Super	Assist. Civil Eng.
• Health/Welfare Shelter	Parks and Community Dep. Dir	Rec. Supervisor
• Support Staff-Status Board Ops.	PD Clerical	PD Clerical
<b><u>Planning/Intelligence Section</u></b>		
• Section Coordinator/demobilization leader	Deputy Planning Director	Asst. Planning Director
• Situation Analysis Leader	Asst. Civil Eng.	Assoc. Eng
• Advanced Planning Leader	Asst. Civil Eng.	Assoc. Eng
• Documentation Leader	Assistant Planner	Senior Planner
• Technical Services	Assistant Planner	Senior Planner
• Transportation Planning	Assistant Planner	Senior Planner
• Situation Board Operators	Staff	Staff
<b><u>Logistics Section</u></b>		
• Section Coordinator	Senior Mgt. Analyst	Asst. City Mgr (Comm/Econ)
• EOC Communications	City IT Group	City IT Group
• Information Systems	City IT Group	Same
• Personnel Resources	Personnel Tech	Asst. Personnel Tech
• Supply Procurement	Code Enforcement	Permit Tech.

• Resource Tracking	Code Enforcement	Permit Tech.
<b><u>Finance Section</u></b>		
• Section Coordinator	Finance Mgr.	Accountant
• Time Keeping Unit Leader	Payroll	Sr. Account Tech
• Compensation and Claims Unit Leader	Deputy City Clerk	Sec. City Manager
• Purchasing Unit Leader	Accounts Payable	Accounts Payable

## Acronyms

<b>ALS</b>	Advanced Life Support
<b>ARC</b>	American Red Cross
<b>ASD</b>	Animal Services Department
<b>BLEVE</b>	Boiling Liquid Expanding Vapor Explosion
<b>BOLO</b>	Be On the Look Out
<b>CALTRANS</b>	California Department of Transportation
<b>CHP</b>	California Highway Patrol
Common acronyms used in an emergency operations environment.	
<b>CSTI</b>	California Specialized Training Institute
<b>DA</b>	District Attorney
<b>DFG</b>	Department of Fish & Game
<b>DHS</b>	Department of Homeland Security
<b>DOC</b>	Department Operations Center
<b>DoD</b>	Department of Defense
<b>EBS</b>	Emergency Broadcast System
<b>EMAC</b>	Emergency Management Assistance Compact
<b>EMS</b>	Emergency Medical Service
<b>EOC</b>	Emergency Operations Center
<b>EOP</b>	Emergency Operations Plan
<b>FBI</b>	Federal Bureau of Investigation
<b>FEMA</b>	Federal Emergency Management Agency
<b>FOG</b>	Field Operations Guide
<b>GIS</b>	Geographic Information System
<b>HAZMAT</b>	Hazardous Material
<b>HSPD-5</b>	Homeland Security Presidential Directive-5
<b>IAP</b>	Incident Action Plan
<b>IC or LIC</b>	Incident Command or Unified Command
<b>IC</b>	Incident Commander
<b>ICP</b>	Incident Command Post
<b>ICS</b>	Incident Command System
<b>IED</b>	Improvised Explosive Device
<b>IMT</b>	Incident Management Team
<b>JIC</b>	Joint Information Center
<b>JIS</b>	Joint Information System
<b>LNO</b>	Liaison Officer
<b>LZ</b>	Landing Zone
<b>MAMFF</b>	Mutual Aid Mobile Field Force

<b>NCS</b>	National Communications System
<b>NDMS</b>	National Disaster Medical System
<b>NGO</b>	Non-Governmental Organization
<b>NIMS</b>	National Incident Management System
<b>NOAA</b>	National Oceanic Atmospheric Administration
<b>NRP</b>	National Response Plan
<b>OA</b>	Operational Area
<b>PIO</b>	Public Information Officer
<b>POLREP</b>	Pollution Report
<b>PVO</b>	Private Voluntary Organizations
<b>R&amp;D</b>	Research & Development
<b>RACES</b>	Radio Amateur Civil Emergency Service
<b>REOC</b>	Regional Emergency Operations Center
<b>RESTAT</b>	Resource Status
<b>ROSS</b>	Resource Ordering & Status System
<b>SAR</b>	Search & Rescue
<b>SDO</b>	Standard Development Organizations
<b>SEMS</b>	Standardized Emergency Management System
<b>SITREP</b>	Situation Report
<b>SITSTAT</b>	Situation Status
<b>SO</b>	Safety Officer
<b>SOC</b>	State Operations Center
<b>SOP</b>	Standard Operating Procedure
<b>SWAT</b>	Special Weapons and Tactics
<b>TENS</b>	Telephone Emergency Notification System
<b>TSC</b>	Town Service Center
<b>USAR</b>	Urban Search & Rescue
<b>WHO</b>	World Health Organization

# **GUIDE FOR CONDUCTING SEMS ACTION PLANNING MEETINGS**

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## Planning Intelligence Section

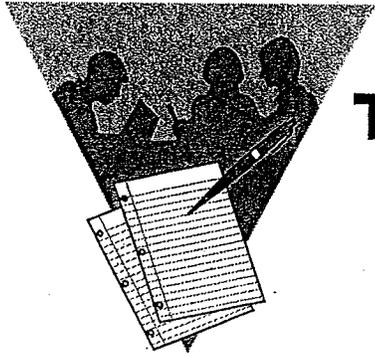
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### **EOC Action Planning Responsibilities:**

- ❖ **EOC DIRECTOR:** ENSURES THAT EOC ACTION PLANNING IS ACCOMPLISHED WITHIN THE EOC.
- ❖ **PLANNING INTELLIGENCE CHIEF:** IS DIRECTLY RESPONSIBLE FOR THE EOC ACTION PLANNING PROCESS.
- ❖ **SITUATION STATUS & ANALYSIS UNIT LEADER:** CONDUCTS THE EOC ACTION PLANNING MEETING AND PREPARES OR ASSIGNS STAFF TO PREPARE THE ACTION PLAN.
- ❖ **DOCUMENTATION UNIT LEADER:** DISTRIBUTES AND ARCHIVES THE EOC ACTION PLANS.

### **Purpose of the EOC Action Plan:**

- ❖ ESTABLISHES ***DIRECTION AND PRIORITIES*** FOR EOC OPERATIONS IN THE FORM OF OVERALL OBJECTIVES.
- ❖ ESTABLISHES ***OPERATIONAL OBJECTIVES FOR EACH SEMS FUNCTION*** IN THE EOC, AND TRACKS PROGRESS.
- ❖ ESTABLISHES THE ***OPERATIONAL PERIOD***. (Time-frame for completion of operational objectives)
- ❖ PROVIDES FOR ***ACCOUNTABILITY*** AND REDUCES ***REDUNDANCY***.
- ❖ PROVIDES ***VALUABLE DOCUMENTATION*** FOR AFTER-ACTION REPORTS.



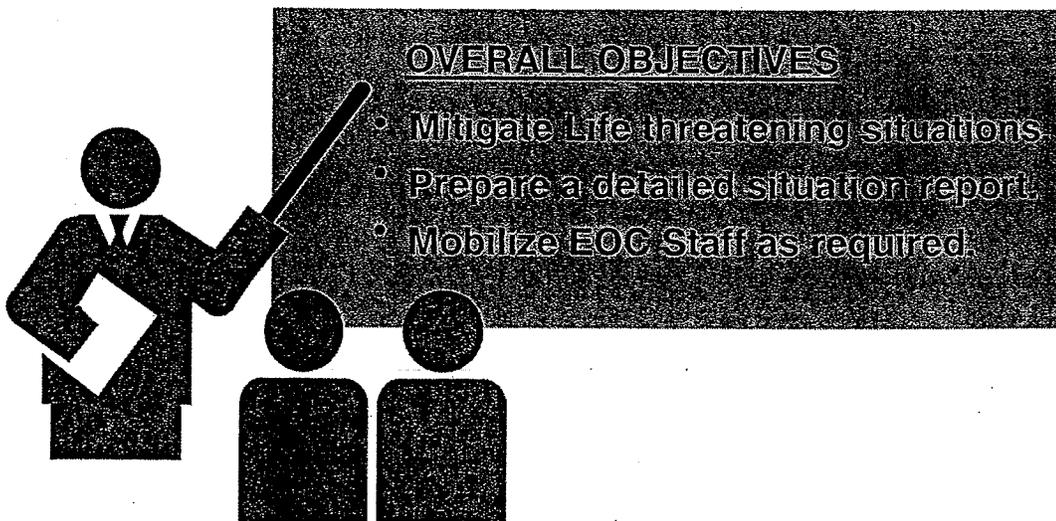
# The Action Planning Process:

## Step # 1:

### Conducting the Initial Planning Meeting:

- ❖ EOC DIRECTOR REVIEWS THE INITIAL SITUATION IMMEDIATELY UPON ACTIVATION OF THE EOC.
- ❖ EOC DIRECTOR MEETS WITH AVAILABLE GENERAL STAFF AND ESTABLISHES OVERALL (BROAD) OBJECTIVES:

#### *Example:*



#### ❖ Initial Planning Meeting Outcomes:

1. Overall objectives identified. Objectives must represent the **INITIAL PRIORITIES FOR EOC OPERATIONS!**

2. Key management and general staff members must know the overall objectives.
3. The first **formal** EOC Action Planning Meeting is scheduled. (Usually 1 hour after the overall objectives have been established)

**Important:**

***The Initial Planning Meeting should be BRIEF – No more than 10 Minutes!***

- ❖ The EOC Director concludes the meeting by directing all management and general staff members to prepare their operational objectives and be ready to present them at the first EOC Action Planning Meeting.

## **Step # 2:**

### **Preparing for the Action Planning Meeting:**

- |                           |                                                                                                                                                                                                                    |
|---------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Purpose?</b>           | <ol style="list-style-type: none"> <li>1. Review the Overall Objectives</li> <li>2. Present Operational Objectives by SEMS Function</li> <li>3. Update Progress and Completion Estimates for Objectives</li> </ol> |
| <b>Who Should Attend?</b> | <ol style="list-style-type: none"> <li>1. EOC Director</li> <li>2. Key Management Staff</li> <li>3. Section Chiefs and Key Branch Leads</li> </ol>                                                                 |
| <b>Who Facilitates?</b>   | <ol style="list-style-type: none"> <li>1. Situation Status and Analysis Unit Leader (Primary)</li> <li>2. Planning Intelligence Chief (Secondary)</li> </ol>                                                       |
| <b>Duration?</b>          | <b><i>This meeting should not last more than 30 minutes!</i></b>                                                                                                                                                   |
| <b>Frequency?</b>         | <ol style="list-style-type: none"> <li>1. Meeting should be scheduled 2 hours prior to the end of the Operational Period.</li> </ol>                                                                               |

**NOTE:** *If the overall objectives are changed during the operational period, the EOC Director may convene an Action Planning Meeting accordingly to address the new situation.*

**Tools & Facilities?  
(Manual Process)**



1. Quiet meeting room with wall space for chart paper.
2. Two easels with chart tablets.
3. Felt tip markers and masking tape.
4. Copies of the most recent Situation Status Report.

**Tools & Facilities?  
(RIMS)**



1. Quiet meeting room with space for a projector screen.
2. Laptop or desktop computer.
3. LCD Projector
4. One easel with chart tablet, felt tip markers and masking tape.
5. Copies of the most recent Situation Report.

**Report Format:** The EOC Action Plan format is maintained on RIMS. Should it become necessary, the template may be printed from RIMS and completed manually.

**Important:**

*If Chart Paper is used, format each sheet prior to the meeting as shown below:*

**Example:** (Chart Paper Layout: Overall Objectives)

<b>Action Planning Meeting</b> September 20, 2000	
<b>EBMUD E.O.C.</b> Disaster / Event Name: _____	<b>Overall Objectives:</b> <ol style="list-style-type: none"><li>1. Mitigate life-threatening situations.</li><li>2. Prepare a detailed situation report.</li><li>3. Mobilize EOC Staff as required.</li><li>4. Restore service area utility infrastructure.</li></ol>
Operational Period:	
From: _____ To: _____	

## OPERATIONS SECTION OBJECTIVES

<u>OBJECTIVE:</u>	<u>BRANCH – UNIT RESPONSIBLE:</u>	<u>% COMPLETE:</u>	<u>EST. TIME COMPLETED:</u>
1. Prepare a branch status report outlining repair activities and priorities.	Response Branch	25%	1600hrs 9/20/2000
2. Prepare a branch status report on water quality in the affected service area.	Water Quality Branch	50%	1700hrs 9/20/2000

### Before The Meeting....

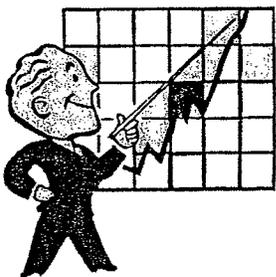
1. Situation staff meets with Management and all Section Chiefs or designees, and obtains all Section objectives to be presented at the meeting.
2. Objectives are entered into RIMS for projection on the screen, or written out on chart paper for posting.
3. It is mandatory that all objectives be prepared for presentation **BEFORE THE MEETING IS CONVENED.**



## Step # 3:

### Conducting the Action Planning Meeting:

The Facilitator:



1. Starts the meeting ON TIME!
2. States the purpose of the meeting.
3. Reviews the "ground-rules:"
  - ❖ Pagers and cell-phones OFF!
  - ❖ No unnecessary "side-discussions!"
  - ❖ Participants must keep focused and take notes.
  - ❖ THE MEETING IS OVER IN 30 MINUTES OR LESS!
4. Briefly highlights the Situation Status Report:
  - ❖ Operational Priorities (significant incidents in progress).
  - ❖ Weather report if critical to the response.
5. Presents the Overall Objectives (updating as necessary).

**Important:**

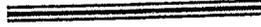
*Ask the EOC Director to emphasize the importance of the Overall Objectives. Everyone must understand the priorities.*

6. Calls on Management Staff to present and update their objectives. The following order is recommended:
  - ❖ Public Information
  - ❖ Liaison
  - ❖ Safety
  - ❖ Security
  - ❖ Others as appropriate
7. Calls on each Section Coordinator (or Chief) to present and update their objectives. The following order is recommended:
  - ❖ Operations Section
  - ❖ Planning Intelligence Section
  - ❖ Logistics Section
  - ❖ Finance Administration Section

**Important:**

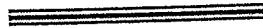
*If using the computer, corresponding screen images from the Action Plan can be projected during each Section Report.*

*If done manually, refer to the posted chart paper as Section Reports are given.*



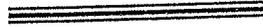
**Important:**

*Progress reports on existing objectives should be given by indicating the % completed, as appropriate.*



**Important:**

*When a Section Objective is completed, it is closed out in the Action Planning Meeting. It will be listed as "completed" in the next Action Plan. It will then be removed from subsequent Plans.*



**Important:**

**DEVELOPING OPERATIONAL STRATEGY**  
*Should NOT occur as part of the Action Planning Meeting! These strategy sessions should be conducted in the Section workplace with respective staffs present. They are NOT part of the Action Planning Meeting. The facilitator should encourage inter/intra-sectional strategic or operational planning subsequent to the Action Planning Meeting.*



**RESOLUTION PROCLAIMING THE EXISTENCE OF A LOCAL EMERGENCY  
BY THE CITY MANAGER/EMERGENCY SERVICES DIRECTOR**

In the Matter of  
Proclaiming the Existence  
of a Local Emergency

WHEREAS, 1204, of the Municipal Code of the City of Martinez empowers the City Manager/Emergency Services Director to proclaim the existence or threatened existence of a local emergency when said City is affected or likely to be affected by a public; and

WHEREAS, the City Manager/Emergency Services Director does hereby find that conditions of extreme peril to the safety of persons and property have arisen within said city, caused by (fire, flood, storm, mudslides, torrential rain, wind, earthquake, drought, or other causes); which began on the \_\_\_\_th day of \_\_\_\_\_, 20\_\_\_\_; and

That aforesaid conditions of extreme peril warrant and necessitate the proclamation of the existence of a Local Emergency; and

WHEREAS, said City Manager/Emergency Services Director has made every reasonable effort to confer with one or more members of the City Council, including the mayor, and declares that such a conference was impossible;

NOW, THEREFORE, IT IS HEREBY PROCLAIMED that a local emergency now exists throughout said city; and

IT IS FURTHER PROCLAIMED AND ORDERED that during the existence of said local emergency the powers, functions, and duties of the City Manager/Emergency Services Director and emergency organization of this City shall be those prescribed by state law, by ordinances, and resolutions of this City; and

IT IS FURTHER PROCLAIMED AND ORDERED that said Local Emergency shall be deemed to continue to exist until its termination is proclaimed by the Martinez City Council.

DATED: \_\_\_\_\_  
CITY MANAGER

ATTEST: \_\_\_\_\_  
City of Martinez

---

**CITY OF MARTINEZ LOCAL EMERGENCY CURFEW AND  
BUSINESS ESTABLISHMENT REGULATIONS**

As the City Manager of the City of Martinez, by virtue of the power vested in me by the provisions of Chapter 1204 of Municipal Code of the City of Martinez, Government Code Section 8634 and my related Proclamation of **Local Emergency**, I do hereby declare and determine that due to \_\_\_\_\_ (limited resources from the earthquake, price gauging, looting, riot, mob action, and civil disobedience), a state of **Local Emergency** has been found to exist within the City of Martinez.

And I do hereby, make, order and promulgate the following regulations to be effective immediately, to wit:

1. Curfew is hereby ordered from \_\_\_\_\_ o'clock to \_\_\_\_\_ o'clock for area located in \_\_\_\_\_ boundaries, and all persons other than law enforcement officers and personnel, firefighters, and Emergency Services' authorized persons', shall not loiter on and shall remain off the streets and away from public places contained in the said area for the period of said curfew.
2. Violations of this curfew shall be considered a misdemeanor, punishable pursuant to Government code Section 8665 and City of Martinez Municipal Code 1204.
3. The following businesses are hereby ordered closed in \_\_\_\_\_ area:
  - a. Tavern
  - b. Retail and Wholesale Liquor Establishments
  - c. Gasoline Service Stations
  - d. Any establishment selling firearms or ammunition
  - e. Other (specify)
4. All regular reserve law enforcement personnel are ordered to report to duty immediately.

This proclamation shall remain in effect immediately and extend for a period of forty-eight (48) hours (or the duration of the emergency).

\_\_\_\_\_  
Date/Time

\_\_\_\_\_  
City Manager, Emergency Services Director

---

**RESOLUTION RATIFYING CITY MANAGER'S PROCLAMATION  
OF THE EXISTENCE OF A LOCAL EMERGENCY BY THE CITY COUNCIL**

In the Matter of Ratifying  
the City Manager's  
Proclamation of the  
Existence of a Local Emergency

WHEREAS, Chapter 1204 of the City of Martinez Municipal Code empowers the City Manager/Emergency Services Director to proclaim the existence or threatened existence of a Local Emergency when said city is affected or likely to be affected by a public calamity and;

WHEREAS, conditions of extreme peril to the safety of persons and property have arisen within the city, caused by (fire, flood, storm, epidemic, riot, earthquake, drought, energy shortage, or other causes) commencing on or about \_\_\_\_\_.m. on the \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_; and

WHEREAS, the Martinez City Council does hereby find that the aforesaid conditions of extreme peril did warrant and necessitate the proclamation of the existence of Local Emergency; and

WHEREAS, the City Manager/Emergency Services Director of the City of Martinez did proclaim the existence of a Local Emergency within said city on the \_\_\_ day of \_\_\_\_\_ 20\_\_;

NOW, THEREFORE, IT IS HEREBY PROCLAIMED AND ORDERED that the said Proclamation of Existence of a Local Emergency, as issued by said City Manager/Emergency Services Director, is hereby ratified by the Martinez City Council; and

IT IS FURTHER PROCLAIMED AND ORDERED that said Local Emergency shall be deemed to continue to exist until its termination is proclaimed by the City Council of the City of Martinez, Contra Costa County , California.

DATED: \_\_\_\_\_  
CITY MANGER

ATTEST: \_\_\_\_\_  
City of Martinez

---

**RESOLUTION REQUESTING COUNTY AND STATE DIRECTOR,  
OFFICER OF EMERGENCY SERVICES  
CONCURRENCE IN LOCAL EMERGENCY**

In the Matter of Requesting  
The State Director, Office of  
Emergency Services' Concurrence  
In Local Emergency

WHEREAS, on \_\_\_\_\_, 20\_\_, the Martinez City Council found that due to (fire, flood, storm, epidemic, riot, earthquake, drought, energy shortage, or other causes) a condition of extreme peril to life and property did exist in the City of Martinez during the period of \_\_\_\_\_; and

WHEREAS, in accordance with state law the City Council proclaimed an emergency did exist throughout said City;

NOW, THEREFORE, IT IS HEREBY PROCLAIMED AND ORDERED that a copy of this resolution be forwarded to the County and State Directors of the Offices of Emergency Services with a request that it be found acceptable in accordance with provisions of the Natural Disaster Assistance Act; and

IT IS FURTHER RESOLVED that \_\_\_\_\_, \_\_\_\_\_, is hereby designated as the authorized representative of the City of Martinez for the purpose of receipt, processing, and coordination of all inquiries and requirements necessary to obtain available state resources and funds.

Dated: \_\_\_\_\_  
CITY COUNCIL

ATTEST: \_\_\_\_\_  
City of Martinez

\*Proclamation of Local Emergency must be made within 10 days of the disaster occurrence in order to qualify for assistance under the Natural Disaster Assistance Act.

NOTE: Attach a list of damaged Public Facilities showing location and estimated cost of repair.

---

**RESOLUTION REQUESTING GOVERNOR TO PROCLAIM  
A STATE OF EMERGENCY**

In the Matter of  
Requesting the Governor  
to Proclaim a State of  
Emergency

WHEREAS, on \_\_\_\_\_, 20\_\_, the Martinez City Council found that due to (fire, flood, storm, epidemic, riot, earthquake, drought, energy shortage, or other causes) a condition of extreme peril to life and property did exist in the City of Martinez during the period of \_\_\_\_\_; and

WHEREAS, in accordance with state law the City Council proclaimed an emergency did exist throughout said City; and

WHEREAS, it has been found that local resources are unable to cope with the effects of said emergency;

NOW, THEREFORE, IT IS HEREBY PROCLAIMED AND ORDERED that a copy of this resolution be forwarded to the Governor of California with the request that he proclaim the City of Martinez to be in a State of Emergency; and

IT IS FURTHER ORDERED that a copy of this resolution be forwarded to the State Director of the Office of Emergency Services; and

IT IS FURTHER RESOLVED that \_\_\_\_\_, \_\_\_\_\_, is hereby designated as the authorized representative of the City of Martinez for the purpose of receipt, processing, and coordination of all inquiries and requirements necessary to obtain available state and federal assistance.

Dated: \_\_\_\_\_  
CITY COUNCIL

ATTEST: \_\_\_\_\_  
City of Martinez

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**RESOLUTION EXTENDING THE EXISTENCE OF A LOCAL EMERGENCY  
BY THE CITY COUNCIL**

In the Matter of Extending  
the Existence of a Local  
Emergency

WHEREAS, Section 8630 of the Government Code requires the Martinez City Council to review, at least every 14 days until such Local Emergency is terminated, the need for continuing the Local Emergency; and

WHEREAS, a period of Local Emergency presently exists in the City of Martinez in accordance with the proclamation thereof by the City Manager and its confirmation on the \_\_\_ day of \_\_\_\_\_, 20\_\_, as a result of extreme peril to the safety of the persons and property within said city, caused by (fire, flood, storm, epidemic, riot, earthquake, drought, energy shortage, or other causes); and

WHEREAS, the Martine City Council has reviewed the need to continue the existence of the Local Emergency; and

WHEREAS, the situation resulting from said condition of extreme peril is still deemed to be beyond the control of normal protective services, personnel, equipment, and facilities of and within said City of Martinez;

NOW, THEREFORE, the Martinez City Council does hereby proclaim the extension of the period of Local Emergency for fourteen additional days unless sooner terminated.

IT IS FURTHER ORDERED that said Local Emergency shall be deemed to continue to exist until its termination is proclaimed by the Martinez City Council.

Dated: \_\_\_\_\_  
CITY COUNCIL

ATTEST: \_\_\_\_\_  
City of Martinez

---

**RESOLUTION TERMINATING THE EXISTENCE OF A LOCAL EMERGENCY  
BY THE CITY COUNCIL**

In the Matter of Terminating  
The Existence of a Local  
Emergency

WHEREAS, a Local Emergency existed in the City of Martinez in accordance with the resolution thereof by the City Manager and its confirmation by the City Council on the \_\_\_\_ day of

\_\_\_\_\_,  
20\_\_\_\_, as a result of conditions of extreme peril to the safety of persons and property within said city, caused by (fire, flood, storm, epidemic, riot, earthquake, drought, energy shortage, or other causes); and

WHEREAS, the Martinez City Council has reviewed the need to continue the existence of the Local Emergency; and

WHEREAS, the situation resulting from said condition of extreme peril is now deemed not to be beyond the control of normal protective services, personnel, equipment, and facilities of and within said City of Martinez;

NOW, THEREFORE, the Martinez City Council does hereby proclaim the termination of said Local Emergency.

Dated: \_\_\_\_\_  
CITY COUNCIL

ATTEST: \_\_\_\_\_  
City of Martinez

---

RESOLUTION NO. 120-2008

APPROVING THE UPDATED EMERGENCY OPERATIONS PLAN  
FOR THE TOWN OF DANVILLE

WHEREAS, the Town of Danville is responsible for the planning, preparation and implementation of a comprehensive disaster plan; and

WHEREAS, The Town's Emergency Operations Plan incorporates all regulations and requirements as set forth in California Government Code 8607, the Standardized Emergency Management System (SEMS) and the National Incident Management System (NIMS); and

WHEREAS, the updated Town Emergency Operations Plan meets the mandates and requirements set forth by Federal, State and County agencies; now, therefore, be it

RESOLVED, that the Danville Town Council hereby approves the updated Town of Danville Emergency Operations Plan replacing the previous Emergency Plan, and directs appropriate distribution of the updated plan.

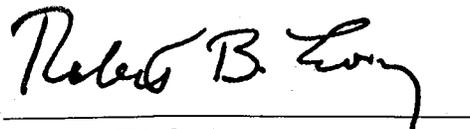
APPROVED by the Danville Town Council at a regular meeting on October 21, 2008, by the following vote:

AYES: Andersen, Arnerich, Doyle, Shimansky, Stepper  
NOES: None  
ABSTAINED: None  
ABSENT: None

  
MAYOR

APPROVED AS TO FORM:

ATTEST:

  
CITY ATTORNEY  
CITY CLERK

**RESOLUTION NO. 137-93**

**A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF DANVILLE  
DESIGNATING AND APPOINTING STANDBY OFFICERS FOR THE MEMBERS OF  
THE TOWN COUNCIL IN THE EVENT OF AN EMERGENCY**

WHEREAS, Article 15, of the State of California Emergency Services Act, dated February 1983, provides for the preservation of local government in the event of enemy attack, state of emergency or local emergency; and

WHEREAS, said article requires that the governing body of a political subdivision appoint three (3) standby officers for each member of the governing body; now, therefore, be it

RESOLVED, that the Town Council of the Town of Danville designate and appoint the following standby officers in successive order who shall serve in their posts as standby officers at the pleasure of the Town Council until removal or replacement:

Planning Commission Chair  
Parks & Leisure Services Commission Chair  
Planning Commission Vice-Chair  
Parks & Leisure Services Vice-Chair  
Arts Commission Chair  
Heritage Resources Commission Chair  
Planning Commissioners based on years of service.

APPROVED by the Danville Town Council at a Regular Meeting on October 19, 1993, by the following vote:

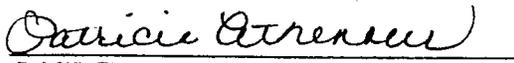
AYES: SHIMANSKY, DOYLE, GREENBERG, LANE  
NOES: NONE  
ABSENT: RITCHEY  
ABSTAINED: NONE

  
MAYOR

APPROVED AS TO FORM:

ATTEST:

  
CITY ATTORNEY

  
CITY CLERK

# EARTHQUAKE

IMMEDIATE CONSIDERATIONS	OPERATIONS CENTER TASKS
<ul style="list-style-type: none"> <li><input type="checkbox"/> Establish communication w/Dispatch and obtain initial status report.</li> <li><input type="checkbox"/> Immediately conduct a roll call, accounting for field &amp; office personnel.</li> <li><input type="checkbox"/> Initiate a check of "Critical Facilities" by field units. Checks to include:               <ul style="list-style-type: none"> <li>◆ High occupancy structures</li> <li>◆ Damage to roads, critical emergency facilities, utilities, dams, etc.</li> <li>◆ Air support can provide aerial assessment.</li> </ul> </li> <li><input type="checkbox"/> Assess critical infrastructure to include, roads, bridges, water, power, utilities.</li> <li><input type="checkbox"/> Facilitate evacuation of displaced persons (Red Cross will establish location for shelters).</li> <li><input type="checkbox"/> Assess communications equipment e.g., telephones, radios, computers, etc.).</li> <li><input type="checkbox"/> Consider activation of additional City personnel.</li> <li><input type="checkbox"/> In coordination with other emergency response agencies, prioritize responses.</li> <li><input type="checkbox"/> Initiate a "Medical Advisory Alert" through Dispatch, per Multi-Casualty Incident Plan.</li> <li><input type="checkbox"/> In coordination with the Con Fire, establish Incident Command Posts on scene of the most severe incidents.</li> <li><input type="checkbox"/> Restrict access and/or provide for crowd control at all incidents.</li> <li><input type="checkbox"/> In coordination with the Incident Commander and the EOC, manage arrival &amp; use of spontaneous volunteers, referring volunteers to designated staging areas &amp; emergency shelters</li> <li><input type="checkbox"/> Ensure proper documentation of event(s) and damage assessment.</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Establish the Department Operations Center at PD and TSC.</li> <li><input type="checkbox"/> Request activation of EOC, if necessary.</li> <li><input type="checkbox"/> Establish Incident Command System (ICS)</li> <li><input type="checkbox"/> Assign a person to document action taken (ICS 214 Log).</li> <li><input type="checkbox"/> Assign a Public Information Officer (PIO).</li> <li><input type="checkbox"/> Identify units on scene, location &amp; call-sign.</li> <li><input type="checkbox"/> Consider activation of additional City personnel.</li> <li><input type="checkbox"/> Consider activation of Community Warning System &amp; TENS.</li> </ul> <p style="text-align: center;"><b>NOTIFICATIONS</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> City Manager</li> <li><input type="checkbox"/> EOC Coordinator</li> <li><input type="checkbox"/> Police Chief</li> <li><input type="checkbox"/> City Attorney</li> <li><input type="checkbox"/> City Council</li> <li><input type="checkbox"/> County Office of Emergency Services</li> <li><input type="checkbox"/> PIO</li> <li><input type="checkbox"/> AIR AMBULANCE</li> <li><input type="checkbox"/> Hospitals</li> <li><input type="checkbox"/> Con Fire / Paramedics / EMS</li> <li><input type="checkbox"/> Maintenance / Public Works</li> <li><input type="checkbox"/> County HAZMAT</li> <li><input type="checkbox"/> Utilities (PGE, EBMUD, etc.)</li> <li><input type="checkbox"/> Reserves</li> <li><input type="checkbox"/> Coroner</li> <li><input type="checkbox"/> Search and Rescue</li> <li><input type="checkbox"/> K-9</li> <li><input type="checkbox"/> CERT Coordinator</li> </ul>

## SAFETY MESSAGE

<ul style="list-style-type: none"> <li>◆ If in open area-move away from buildings, wires and trees. Watch for falling objects, damaged roadways, bridges and overpasses.</li> <li>◆ If driving stop as quickly as safety permits, remain in car until shaking stops.</li> <li>◆ Prepare for significant after-shocks.</li> <li>◆ <b>Do Not</b> attempt rescues unless it's absolutely necessary.</li> </ul>
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# FIRES

IMMEDIATE CONSIDERATIONS	OPERATIONS CENTER TASKS
<ul style="list-style-type: none"> <li><input type="checkbox"/> Provide a detailed <u>Situation Assessment</u>:               <ul style="list-style-type: none"> <li>◆ Location of the emergency</li> <li>◆ Size of the involved area</li> <li>◆ Direction of the fire.</li> <li>◆ Immediate threat (business, residential, hillside, etc.)</li> <li>◆ Ingress/egress routes for emergency vehicles</li> <li>◆ Location of staging area</li> <li>◆ Incident command Post location and radio designations</li> </ul> </li> <li><input type="checkbox"/> Ensure initial responders don't block roadways.</li> <li><input type="checkbox"/> Establish perimeter with direction from Fire's Incident Commander.</li> <li><input type="checkbox"/> Evacuate persons in designated area, if needed</li> <li><input type="checkbox"/> Provide security patrols in evacuation areas.</li> <li><input type="checkbox"/> Provide security for the ICP.</li> <li><input type="checkbox"/> Consider activating the Community Warning System (CWS) and the Telephone Emergency Notification System (TENS).</li> <li><input type="checkbox"/> Consider critical infrastructure/sites of significance.</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Establish the Department Operations Center at PD and TSC.</li> <li><input type="checkbox"/> Request activation of EOC, if necessary.</li> <li><input type="checkbox"/> Establish Incident Command System (ICS).</li> <li><input type="checkbox"/> Assign a person to document action taken (ICS 214 Log).</li> <li><input type="checkbox"/> Assign a Public Information Officer (PIO).</li> <li><input type="checkbox"/> Identify units on scene, location &amp; call-sign.</li> <li><input type="checkbox"/> Consider activation of additional City personnel.</li> </ul> <p style="text-align: center;"><b>NOTIFICATIONS</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> City Manager</li> <li><input type="checkbox"/> EOC Coordinator</li> <li><input type="checkbox"/> Police Chief</li> <li><input type="checkbox"/> City Attorney</li> <li><input type="checkbox"/> City Council</li> <li><input type="checkbox"/> County Office of Emergency Services</li> <li><input type="checkbox"/> PIO</li> <li><input type="checkbox"/> AIR AMBULANCE</li> <li><input type="checkbox"/> Hospitals</li> <li><input type="checkbox"/> Con Fire / Paramedics / EMS</li> <li><input type="checkbox"/> Maintenance / Public Works</li> <li><input type="checkbox"/> County HAZMAT</li> <li><input type="checkbox"/> Utilities (PGE, EBMUD, etc.)</li> <li><input type="checkbox"/> Reserves</li> <li><input type="checkbox"/> Coroner</li> <li><input type="checkbox"/> Search and Rescue</li> <li><input type="checkbox"/> K-9</li> <li><input type="checkbox"/> CERT Coordinator</li> </ul>

## SAFETY MESSAGE

<ul style="list-style-type: none"> <li>◆ <b>Smoke can cause serious injuries. If trapped in a smoke filled building, stay low and crawl towards an exit.</b></li> <li>◆ <b>Beware of falling glass from high rise buildings.</b></li> <li>◆ <b>Plan for several safe escape routes, the direction of the fire often changes.</b></li> <li>◆ <b>Park vehicles toward an escape route with vehicle windows rolled-up.</b></li> <li>◆ <b>MSA respirators do not provide respiratory protection from normal fires.</b></li> <li>◆ <b>Know where the fire is at all times by making personal observations and monitoring radio broadcasts.</b></li> <li>◆ <b>Keep clear of all overhead power lines.</b></li> </ul>
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# **FLOODS/RAIN STORMS/DAM FAILURE**

<b>IMMEDIATE CONSIDERATIONS</b>	<b>OPERATIONS CENTER TASKS</b>
<ul style="list-style-type: none"> <li><input type="checkbox"/> Provide a detailed <u>Situation Assessment</u>:               <ul style="list-style-type: none"> <li>◆ Location of flooding or mud slides</li> <li>◆ Size of the involved area,</li> <li>◆ Type(s) of structure(s) involved,</li> <li>◆ Number of injuries and casualties, if known.</li> <li>◆ Additional assistance mutual aid, Con Fire, medical, military, CHP, SAR, etc.</li> <li>◆ Location of Staging Area</li> <li>◆ Additional department personnel required (Emphasize numbers of department personnel, not units)</li> </ul> </li> <li><input type="checkbox"/> Establish a perimeter to isolate incident.</li> <li><input type="checkbox"/> Conduct a critical facilities assessment within the inundation / flooded or slide area.</li> <li><input type="checkbox"/> Ensure initial responders don't block roadways.</li> <li><input type="checkbox"/> Control access to incident site restricted to <u>emergency responders only</u> (media excepted 409.5 PC).</li> <li><input type="checkbox"/> Traffic control plan (CHP, CALTRANS, County Engineering).</li> <li><input type="checkbox"/> Consider emergency activation of off-duty personnel.</li> <li><input type="checkbox"/> Utilize pre-designated County sandbag stations.</li> <li><input type="checkbox"/> If evacuation is necessary establish routes and reception areas for evacuees.</li> <li><input type="checkbox"/> Consider security for evacuated areas.</li> <li><input type="checkbox"/> Maps of the potential inundation areas, and proposed traffic control points for each dam are available in the County EOC.</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Establish the Department Operations Center at PD and TSC.</li> <li><input type="checkbox"/> Request activation of EOC, if necessary.</li> <li><input type="checkbox"/> Establish Incident Command System (ICS)</li> <li><input type="checkbox"/> Assign a person to document action taken (ICS 214 Log.)</li> <li><input type="checkbox"/> Assign a Public Information Officer (PIO)</li> <li><input type="checkbox"/> Identify units on scene, location &amp; call-sign</li> <li><input type="checkbox"/> Consider activation of additional City personnel</li> </ul>
	<h3><b>NOTIFICATIONS</b></h3> <ul style="list-style-type: none"> <li><input type="checkbox"/> City Manager</li> <li><input type="checkbox"/> EOC Coordinator</li> <li><input type="checkbox"/> Police Chief</li> <li><input type="checkbox"/> City Attorney</li> <li><input type="checkbox"/> City Council</li> <li><input type="checkbox"/> County Office of Emergency Services</li> <li><input type="checkbox"/> PIO</li> <li><input type="checkbox"/> AIR AMBULANCE</li> <li><input type="checkbox"/> Hospitals</li> <li><input type="checkbox"/> Con Fire / Paramedics / EMS</li> <li><input type="checkbox"/> Maintenance / Public Works</li> <li><input type="checkbox"/> County HAZMAT</li> <li><input type="checkbox"/> Utilities (PGE, EBMUD, etc.)</li> <li><input type="checkbox"/> Reserves</li> <li><input type="checkbox"/> Coroner</li> <li><input type="checkbox"/> Search and Rescue</li> <li><input type="checkbox"/> K-9</li> <li><input type="checkbox"/> CERT Coordinator</li> </ul>

## **SAFETY MESSAGE**

<ul style="list-style-type: none"> <li>◆ <b>Do not drive through a flooded road; 6 inches of water can float a car.</b></li> <li>◆ <b>Mud slides can move very quickly, trapping you when you least expect it.</b></li> <li>◆ <b>Do not walk through moving water; 2" of water can sweep you off your feet.</b></li> <li>◆ <b>Beware of downed power lines and electrical wires. Electrical currents travel through water.</b></li> <li>◆ <b>Flash Flooding can occur in a matter of minutes. Be aware of your surroundings at all times. Stay on high ground.</b></li> <li>◆ <b>Dam failure can result from natural or man-made incidents, such as earthquakes, erosion, rapidly rising flood waters and structural / design flaws.</b></li> </ul>
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# HAZARDOUS MATERIALS

IMMEDIATE CONSIDERATIONS	OPERATIONS CENTER TASKS
<ul style="list-style-type: none"> <li><input type="checkbox"/> Approach upwind, upgrade, and upstream</li> <li><input type="checkbox"/> Think: Locate – Isolate -Evacuate</li>   <li><input type="checkbox"/> Provide a detailed <u>Situation Assessment</u>; utilize the <i>Emergency Response Guide</i> book           <ul style="list-style-type: none"> <li>◆ Location of incident</li> <li>◆ Type of vehicle; vehicle owner’s name.</li> <li>◆ Type of premises; property owner’s name.</li> <li>◆ Ingress/egress routes for emergency vehicles.</li> <li>◆ Size of involved area (actual and potential).</li> <li>◆ Weather conditions including wind direction.</li> <li>◆ Information, warning signs on containers (placards, labels, identification, numbers, manufacturers, and chemical names).</li> <li>◆ Name or ID# of material involved, if known use material safety data sheets (MSDS) or manifest.</li> <li>◆ If known, possible symptoms / health hazards.</li> <li>◆ Is hazard explosive? React with other materials (water, air, etc.)?</li> </ul> </li>   <li><input type="checkbox"/> Consider issuing a “Shelter-In-Place” or “Evacuation Order” after consultation with HAZMAT. <b>Refer to <i>Emergency Response Guide</i> book for safe distances.</b></li> <li><input type="checkbox"/> Contain release from safe distance. Isolate and deny entry.</li> <li><input type="checkbox"/> Do not rush toward victims without doing a safety assessment and wearing proper protective equipment.</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Establish the Department Operations Center at PD and TSC.</li> <li><input type="checkbox"/> Request activation of EOC, if necessary.</li> <li><input type="checkbox"/> Establish Incident Command System (ICS)</li> <li><input type="checkbox"/> Assign a person to document action taken (ICS 214 Log.)</li> <li><input type="checkbox"/> Assign a Public Information Officer (PIO)</li> <li><input type="checkbox"/> Identify units on scene, location &amp; call-sign</li> <li><input type="checkbox"/> Consider activation of additional City personnel</li> </ul> <p style="text-align: center;"><b>NOTIFICATIONS</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> City Manager</li> <li><input type="checkbox"/> EOC Coordinator</li> <li><input type="checkbox"/> Police Chief</li> <li><input type="checkbox"/> City Attorney</li> <li><input type="checkbox"/> City Council</li> <li><input type="checkbox"/> County Office of Emergency Services</li> <li><input type="checkbox"/> PIO</li> <li><input type="checkbox"/> AIR AMBULANCE</li> <li><input type="checkbox"/> Hospitals</li> <li><input type="checkbox"/> CON Fire / Paramedics / EMS / HAZMAT</li> <li><input type="checkbox"/> Maintenance / Public Works</li> <li><input type="checkbox"/> County HAZMAT / Environmental Health</li> <li><input type="checkbox"/> Utilities (PGE, EBMUD, etc.)</li> <li><input type="checkbox"/> Reserves</li> <li><input type="checkbox"/> Coroner</li> <li><input type="checkbox"/> Search and Rescue</li> <li><input type="checkbox"/> CERT Coordinator</li> </ul>

## SAFETY MESSAGE

<ul style="list-style-type: none"> <li>◆ Do not drive or walk through contaminated areas.</li> <li>◆ Wear Personal Protective Equipment (PPE) to include MSA Respirator.</li> <li>◆ Do not touch, sample or transport any material or container involved in the incident.</li> <li>◆ Stay upwind (wind at back), uphill, and upgrade. Isolate incident and deny entry.</li> <li>◆ Be aware; MSA Respirators may not be appropriate for all hazards. Consult HAZMAT</li> </ul>
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## Community Warning System Incident Classification Levels

### LEVEL 0 -

(Easily contained and controlled by plant personnel) defined by any of the following:

1. On site only
2. Plant safety is put on alert
3. Liquid spill contamination
4. At least 5 unsubstantiated odor complaints within an hour
5. No federal/state spill or release notification requirements

### LEVEL 1

1. On-site, possible off-site
2. Confirmed off site order from facility. (Greater than or equal to 5 odor complaints within one hour and substantiated by plant personnel as an on-site problem)
3. Fire/smoke which requires a response from workers outside the immediate area, but not visible off-site
4. Excess flaring, spill or release incident which meets an RQ (reportable quantity) requirement and also meets one or more of the other level 1 criteria

### LEVEL 2

1. Off-site impact where eye, skin, nose and/or respiratory irritation may be possible
2. Explosion with noise/pressure wave impact off-site
3. Fire/smoke/plume (other than steam) visible off-site (does not include fire training)

### LEVEL 3

1. Off-site impact that is expected to cause eye, skin, nose and /or respiratory irritation in the community --Emergency Response Planning Guide (ERPG) level 2 concentration reading or greater
2. Explosion with off-site damage
3. Fire, heat or smoke off-site impact
4. Major fire
5. Explosion
  - A. On a process unit (excluding precipitators and boilers) where mutual aid is requested to mitigate the event and the fire will last longer than 15 minutes
  - B. When the local fire department strikes multiple alarms to mitigate the event

### Additional Notifications:

County OES	County agency coordination
CON Fire Protection District (Type 2)	Rescue / Evacuation / Decon
County HAZMAT / Environmental Health	Product ID / Decon / Clean up of scene
Agriculture Department	Agricultural chemicals
Fish and Game	Involving state waters
Division of Oil and Gas	Oil / gas wells, pipelines, facilities
Homeland Security / Terrorism	County Intel Unit & FBI
Air Resources Board	Releases that affect air quality
Environmental Protection Agency	Inland areas
Cal OSHA	On-duty injured employees

## **SAMPLE EMERGENCY MESSAGES**

### **Flooding Imminent - General Evacuation**

"This is the Martinez Police Department. The (creek/stream/river) is forecast to rise at (time) o'clock on (date). If you live along \_\_\_\_\_, you are advised to evacuate as soon as possible. Please check on your immediate neighbors to make sure that they have received this warning.

If you cannot stay with friends or relatives, shelter will be available at \_\_\_\_\_. If you are physically unable to evacuate on your own, ask a neighbor to help or call \_\_\_\_\_."

### **Hazardous Materials Incident - High Hazard - General Evacuation**

"This is the Martinez Police Department. A hazardous substance has been (spilled/released) at \_\_\_\_\_. Everyone from \_\_\_\_\_ is advised to evacuate. You should go to \_\_\_\_\_.

Please leave now. Please check on your immediate neighbors to make sure that they have received this warning. If you can assist them, please do. If you have children in school, do not drive to the school to get them, they will be taken care of at school. If you are physically unable to evacuate on your own, ask a neighbor to help or call \_\_\_\_\_.

Do not dial 9-1-1 unless you have a life-threatening emergency or need assistance being evacuated."

### **Police Event – Advisory**

--Shelter in Place--

"This is the Martinez Police Department. We are requesting your cooperation regarding a police emergency operation in the area of \_\_\_\_\_.

The Department is asking all residents in the area to remain in their homes or place of business. Lock all doors and stay away from all windows until further notice. You will be notified when the emergency is over.

Do not dial 9-1-1 unless you have a life-threatening Emergency."

### **Wildfire - General Evacuation**

**“This is the Martinez Police Department. A large wildfire is burning in the area of \_\_\_\_\_. Local authorities advise that everyone in the area of \_\_\_\_\_ should evacuate to \_\_\_\_\_.**

**Please leave now. Please check on your immediate neighbors to ensure that they have received this notice. If you can assist them, please do. If you have children in a school in the area, do not drive to the school to get them, they will be taken care of at the school. If you are physically unable to evacuate on your own, ask a neighbor to help or call \_\_\_\_\_.**

**I repeat, everyone receiving this message is advised to evacuate for their own safety.**

**Do not dial 9-1-1 unless you have a life-threatening emergency or need assistance being evacuated.”**

### **Road Closure - Hazard Advisory**

**“This is the Martinez Police Department. Road/Street/Highway \_\_\_\_\_ at \_\_\_\_\_ has been closed. You are advised to avoid the area. If you live in this area do not use the roadway. Emergency personnel are on the scene.**

**Do not dial 9-1-1 unless you have a life-threatening emergency.”**

**RESOLUTION NO. -09**

**APPROVING THE UPDATED EMERGENCY OPERATIONS PLAN FOR THE CITY  
OF MARTINEZ**

**WHEREAS**, the City of Martinez is responsible for the planning, preparation and implementation of a comprehensive disaster plan; and

**WHEREAS**, The City's Emergency Operations Plan incorporates all regulations and requirements as set forth in California Government code 8607, the Standardized Emergency Management System (SEMS) and the National Incident Management System (NIMS); and

**WHEREAS**, the updated City Emergency Operations Plan meets the mandates and requirements set forth by Federal, State, and County agencies;

**NOW, THEREFORE, BE IT RESOLVED** that the City Council of the City of Martinez hereby approves the updated City of Martinez Emergency Operations Plan replacing the previous Emergency Plan, and directs appropriate distribution of the updated plan.

\* \* \* \* \*

**I HEREBY CERTIFY** that the foregoing is a true and correct copy of a resolution duly adopted by the City Council of the City of Martinez, at a Regular Meeting of said Council held on the XXXXXX

AYES:

NOES:

ABSENT:

RICHARD G. HERNANDEZ, CITY CLERK  
CITY OF MARTINEZ

The following list of signatures documents each department's review of this emergency operations plan (post City Council approval).

The City Manager has reviewed and approved the City of Martinez Emergency Operations Plan. As needed, revisions will be submitted to the Chief of Police.

Signed \_\_\_\_\_

The Finance Department has reviewed and approved the City of Martinez Emergency Operations Plan. As needed, revisions will be submitted to the Chief of Police.

Signed \_\_\_\_\_

The Police Department has reviewed and approved the City of Martinez Emergency Operations Plan. As needed, revisions will be submitted to the Chief of Police.

Signed \_\_\_\_\_

The Fire Department has reviewed and approved the City of Martinez Emergency Operations Plan. As needed, revisions will be submitted to the Chief of Police.

Signed \_\_\_\_\_

The Public Works Department has reviewed and approved the City of Martinez Emergency Operations Plan. As needed, revisions will be submitted to the Chief of Police.

Signed \_\_\_\_\_

The Parks and Recreation Department has reviewed and approved the City of Martinez Emergency Operations Plan. As needed, revisions will be submitted to the Chief of Police.

Signed \_\_\_\_\_

The Planning Department has reviewed and approved the City of Martinez Emergency Operations Plan. As needed, revisions will be submitted to the Chief of Police.

Signed \_\_\_\_\_

The Personnel Department has reviewed and approved the City of Martinez Emergency Operations Plan. As needed, revisions will be submitted to the Chief of Police.

Signed \_\_\_\_\_

The Engineering Department has reviewed and approved the City of Martinez Emergency Operations Plan. As needed, revisions will be submitted to the Chief of Police.

Signed \_\_\_\_\_

**RESOLUTION NO. -09**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MARTINEZ  
DESIGNATING AND APPOINTING STANDBY OFFICER FOR THE MEMBERS  
OF THE CITY COUNCIL IN THE EVENT OF AN EMERGENCY**

**WHEREAS**, Article 15 of the State of California Emergency Services Act, dated February 1983, provides for the preservation of local government in the event of enemy attack, state of emergency or local emergency; and

**WHEREAS**, said article requires that the governing body of a political subdivision appoint three (3) standby officers for each member of the governing body;

**NOW, THEREFORE, BE IT RESOLVED** that the City Council of the City of Martinez designate and appoint the following standby officers in successive order who shall serve in their posts as standby officers at the pleasure of the City Council until removal or replacement:

Planning Commission Chair  
Parks, Recreation, Marina, and Cultural Commission Chair  
Planning Commission Vice-Chair  
Parks, Recreation, Marina, and Cultural Vice-Chair  
Planning Commissioners based on years of service

\* \* \* \* \*

**I HEREBY CERTIFY** that the foregoing is a true and correct copy of a resolution duly adopted by the City Council of the City of Martinez, at a Regular Meeting of said Council held on the XXXXXX

AYES:

NOES:

ABSENT:

RICHARD G. HERNANDEZ, CITY CLERK

CITY OF MARTINEZ