

EMERGENCY PREPAREDNESS

Policy # **2210**
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Type of Policy: ☐ BOARD ☒ DISTRICT ☐ FIRE ☐ PARKS

POLICY

2210.1 Cosumnes Community Services District ("District") will create and maintain an active Emergency Preparedness Program to manage the District's critical functions during any emergency and to protect District personnel. The District will coordinate the emergency plan, function, and response with those responders from public and private entities and organizations charged with emergency services.

PURPOSE AND SCOPE

2210.2 The District's Emergency Preparedness Program will provide personnel with adequate resources to deal with an emergency or dangerous situations, procedures to protect District employees and property and regulate the operation of programs during an emergency or disaster situation, and mitigate the effects of the disaster through emergency procedures, training of District employees, and access to necessary disaster supplies.

2210.3 This policy applies to all District elected officials, executives, employees, interns, volunteers, contractors, vendors, suppliers, members of the public, and other persons who participate in District programs and services.

APPLICATION

2210.4 Definitions:

- a. Emergency: actual or threatened existence of conditions of disaster or of extreme peril to critical District functions and the health and safety of personnel 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.

2210.5 Emergency Preparedness Program: The District will establish an Emergency Preparedness Program, managed by an Emergency Management Team. District actions will include, but not be limited to:

- a. Develop and maintain a District-wide emergency plan which covers at a minimum the following information:

1. Evacuation
 2. Sheltering
 3. Shelter-in-place
 4. Lockdown
 5. Hostile or Violent Incidents (e.g., armored intruder, explosion, hostage, bomb threat, hostile customer, etc.)
- b. Identify and train personnel to activate and use the plan.
 - c. Appoint personnel to critical positions identified in the emergency plan.
 - d. Appoint personnel 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.

- 2210.6 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. 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.
- 2210.7 District Emergency Declaration: When an emergency condition arises, the General Manager may, in consultation with the Board President, declare a “District Emergency.” The Board of Directors (“Board”) must ratify the declaration within 14 days at a regular, special, or emergency Board meeting.
- 2210.8 Authorization During District Emergencies: The General Manager’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. During a District Emergency, the General Manager is granted the authority to suspend competitive bidding and enter into emergency contracts as outlined in District Policy, Purchasing (2112).
- 2210.9 Mutual Aid: The California Master Mutual Aid Agreement (Government Code 8561) allows for the implementation of mutual aid during threatened, actual, or declared emergencies. The General Manager, in accordance with the emergency plan, may request mutual aid assistance from other agencies, or commit District resources to other agencies requesting aid. The General Manager may sign appropriate documents to effectuate mutual aid and other emergency response agreements.
- 2210.10 Continuity of Management: The District’s emergency plan will list at least two successors to critical personnel identified in the plan, including the General Manager. 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.

REFERENCES

- 2210.11 California Government Code 8561
- 2210.12 California Government Code 8607
- 2210.13 Board Policy, Workplace Violence Prohibited (1120)
- 2210.14 District Policy, Purchasing (2112)