


Agenda Report Reviewed by:  
City Manager: 

CITY OF SEBASTOPOL  
CITY COUNCIL  
AGENDA ITEM REPORT

**Meeting Date:** March 15, 2022  
**To:** Honorable Mayor and Honorable City Councilmembers  
**From:** Bill Braga, Fire Chief/Director of Emergency Services  
**Subject:** Public Hearing – First Reading and Introduction of Ordinance XXXX, Amendment to City Ordinance, Chapter Two, Section 2.36 Emergency Management  
Follow up Council report on Sebastopol Emergency Operation Plan  
**Recommendation:** Approval of Chapter Two, Section 2.36 Emergency Management Ordinance  
**Funding:** Currently Budgeted: \_\_\_\_\_ Yes \_\_\_\_\_ No \*X N/A  
Net General Fund Cost:  
Amount: \$ 10,000\*

\*See fiscal impact section. The amount listed has been put in as a placeholder in the proposed FY22-23 budget request.

Account Code/Costs authorized in City Approved Budget (if applicable) AK (verified by Administrative Services Department)

**PURPOSE/INTRODUCTION:** At the September 7, 2021, City Council meeting, the City Council received a presentation, discussed the draft proposed Emergency Operations Plan (EOP) and on September 21st, 2021, by resolution adopted the EOP. During the meetings Council provided direction to the Director of Emergency Services (Fire Chief) for additional information and preparing amendments to the Municipal Code, Chapter Two, Section 2.36 Emergency Management Ordinance, to be consistent with the EOP.

**BACKGROUND:**

The City’s Emergency Operations Plan (EOP) is a foundational document for emergency management systems, practices, and procedures for City staff, key partners, and the community and shall be based on and consistent with the Standardized Emergency Management System (SEMS) as adopted by the State of California and the National Incident Management System (NIMS) as adopted by the Federal government.

The Sebastopol Municipal Code Title Two, Administration and Personal, Section 2.36 pertains to Emergency Management within the City. With the adoption of the revised EOP, staff was directed by Council to review and make the necessary recommendations ensuring the code is consistent with the adopted EOP.

**DISCUSSION:**

At the September 7, 2021 City Council meeting, the City Council received a presentation, discussed the draft proposed Emergency Operations Plan (EOP) and supported adoption of the proposed document with the following direction to the Director of Emergency Services as provided in the EOP and as listed below:

- a. Proposed budget for modifications to the Emergency Operations Center located at the Sebastopol Police Department as well as proposed budget for modifications to the backup Emergency Operations Center located at the Sebastopol Fire Department;
- b. Amendments to the Emergency Management Ordinance to be consistent with Emergency Operations Plan

- c. Update on conducting of annual mock training drills/exercises to ensure staff is prepared for emergency situations and maintain certificates of training; and
- d. Proposed Appendixes to Approved Plan to include but not limited to:
  - i. Location of Cooling Center(s)
  - ii. Location of Buildings with City Generators
  - iii. Location of Evacuation Center
  - iv. Procedures for opening said buildings (Cooling Centers, Evacuation Center, etc.)
  - v. Location of Ham Operators
- a. Return to City Council with proposed budget for modifications to the Emergency Operations Center located at the Sebastopol Police Department as well as proposed budget for modifications to the backup Emergency Operations Center located at the Sebastopol Fire Department.

The primary City Emergency Operations Center (EOC) is located at the Sebastopol Police Department, 6850 Laguna Parkway. The alternate EOC is located at the Sebastopol Fire Department, 7425 Bodega Avenue. Generally, emergency management operations will be conducted from the primary EOC, however situations may arise which dictate EOC operations be conducted from alternate sites, i.e., the primary EOC is either non-operational due to damage or inaccessible, or the situation resulting from the event may dictate that both facilities be activated. As a result, both centers should be equipped to handle any emergency that arises in the city.

The Director of Emergency Services completed an assessment of both buildings and prepared a list of equipment and materials needed to update and operate the centers efficiently. Items include.

- Laptops
- Monitors
- Mounting units, cables, electrical surge protectors
- Miscellaneous office supplies

Staff is requesting a budget amendment of \$10,000 in FY 2022/23 Emergency Operations Preparedness Budget, 100-3114-4330 to purchase the requested items. It is not proposed to approve the funding tonight as the request will be a part of the overall budget discussions with the Budget Committee, followed by a public hearing with the City Council.

- b. Return to Council with Amendments to the Emergency Management Ordinance to be consistent with Emergency Operations Plan.

Current Sebastopol Municipal Code Title Two, Administration and Personal, section 2.36 pertains to Emergency Management. With the adoption of the revised EOP, staff is recommending making the following changes to section 2.36 for consistency with city practices and the EOP:

- *2.36.010 – Purpose*

Current language - The declared purposes of this chapter are to provide for the preparation and carrying out of plans for the protection of persons and property within this City in the event of an emergency; the direction of the emergency organization; and the coordination of the emergency functions of this City with all other public agencies, corporations, organizations, and affected private persons.

Proposed language - The purpose of this chapter is to provide for the preparation and implementation of plans for: protection of persons and property within the City in the event of a local emergency; the direction of the emergency organization; delegation of authority to the Director of Emergency Services and the emergency organization; coordination of the emergency functions of the City with all other public agencies, corporations, organizations, and affected persons; facilitation of mutual aid to and for affected persons; and implementation of the California Emergency Services Act (Government Code Section 8550, et seq.).

With the proposed language staff is recommending stronger clarification in the identification of a local emergency, providing the delegation of authority to the Director of Emergency Services as stated in the EOP, and additional language for facilitation of mutual aid for affected persons; and implementation of the California Emergency Services Act (Government Code Section 8550, et seq.).

- *2.36.030 – Disaster Council Membership*

Current language - The Sebastopol Disaster Council is hereby created and shall consist of the following:

- A. The Mayor or his/her designee, who shall be Chairperson.
- B. The Director of Emergency Services, who shall be Vice Chairperson.
- C. The Assistant Director of Emergency Services.
- D. Such chiefs of emergency services as are provided for in a current emergency plan of this City adopted pursuant to this chapter.
- E. Such representatives of civic, business, labor, health, educational, professional, or other organizations having an official emergency responsibility, as may be appointed by the Chairperson.

Proposed Language – The City of Sebastopol Disaster Council is hereby created and shall consist of the members of the City Council. The duties of the Disaster Council shall be to perform the actions which the City Council finds to be authorized or required by the California Emergency Services Act. The Mayor shall be the chairperson, and the Vice Mayor shall be the vice chairperson, and the Committee shall also consist of the Director of Emergency Services and such Department Heads as are provided for in a current emergency plan of the City. There shall be no regular meetings of the Disaster Council; and special meetings of the Disaster Council shall be called in accordance with the requirements of the Ralph M. Brown Act. (See California Government Code Section 54956.)

With the proposed language staff is recommending membership to all Council members on the Disaster Council. Additional language also clarifies the duties of the Disaster Council and authorization as provided by the California Emergency Services Act. All meetings must be called in accordance with the requirements of the Ralph M. Brown Act. (See California Government Code Section 54956.).

- *2.36.040 – Disaster Council Powers and Duties*

Current Language - It shall be the duty of the Sebastopol Disaster Council, and it is hereby empowered to develop and recommend for adoption by the City Council, emergency and mutual aid plans and agreements and such ordinances and resolutions and rules and regulations as are necessary to implement such plans and agreements. The Disaster Council shall meet upon call of the Chairman or, in his absence from the City or inability to call such meeting, upon call of the Vice Chairman.

Proposed Language – It shall be the duty of the Sebastopol Disaster Council, and it is hereby empowered to develop and recommend for adoption by the City Council, emergency and mutual aid plans and agreements and such ordinances and resolutions and rules and regulations as are necessary to implement such plans and agreements. The Disaster Council shall meet at least once per year upon call of the Chairman, or, in his absence from the City or inability to call such meeting, upon call of the Vice Chairman.

With the proposed language staff is recommending adding language to the section which dictates the Disaster Council meet at least once a year upon the call of the chairman. This language is consistent with Council request, and the EOP, which dictates the Director of Emergency Services to review the EOP annually and report back to the Council on required changes to the EOP.

- *2.36.060 – Powers and Duties of Director and Assistant Director of Emergency Services*

Current Language -

B. The Director of Emergency Services shall designate the order of succession to that office, to take effect in the event the Director is unavailable to attend meetings and otherwise perform his/her duties during an emergency. Such order of succession shall be approved by the City Manager.

C. The Director shall, with the assistance of emergency service chiefs, develop emergency plans and manage the emergency programs of this City; and shall have such other powers and duties as may be assigned by the City Council.

Proposed Language –

B. The Director of Emergency Services shall designate the order of succession to that office, to take effect in the event the Director is unavailable to attend meetings and otherwise perform his/her duties during an emergency. Such order of succession shall be approved by the City Manager, as listed in the City's Emergency Operational Plan and reviewed and updated yearly.

C. The Director shall, with the assistance of emergency service chiefs, develop emergency plans and manage the emergency programs of this City; and shall have such other powers and duties as may be assigned by the City Council. Such plan shall be reviewed yearly, and Director shall submit a Report to the City Council at a public meeting yearly as to whether or not changes are required of the Plan.

The proposed language change further clarifies the EOP's requirement of an annual review and update of the plan, and a public report out to the Council regardless of changes or lack of changes.

- *2.36.080 Emergency plan*

Current Language -The Sebastopol Disaster Council shall be responsible for the development of the City of Sebastopol emergency plan, which plan shall provide for the effective mobilization of all of the resources of this City, both public and private, to meet any condition constituting local emergency, state of emergency, or state of war emergency; and shall provide for the organization, powers and duties, services, and staff of the emergency organization. Such plan shall take effect upon adoption by resolution of the City Council.

Proposed Language - The City's emergency plans shall be developed and maintained current by the Director of Emergency Services and the emergency organization, in accordance with the provisions of the

California Emergency Services Act and shall be subject to the approval of the City Council. Provided, however, that the Director of Emergency Services shall be authorized to make administrative amendments to the emergency plans without approval of the City Council to the extent necessary to update nonsubstantive administrative matters (such as the identification of resources, clerical corrections, or clarifications). A copy of each such administrative amendment shall be signed by the Director of Emergency Services and on file with the City Clerk. The Director shall be responsible for the implementation of emergency plans during a proclaimed local emergency

The proposed language removes the requirement the Sebastopol Disaster Council shall be responsible for the development of the City of Sebastopol emergency plan. It directs the Emergency Services Director as being responsible for developing and maintaining an updated and current EOP, in accordance with the provisions of the California Emergency Services Act and shall be subject to the approval of the City Council. It would allow the Emergency Services Director to make nonsubstantive to the EOP and requirements all changes be on file with the City Clerk.

- *2.36.100 Punishment of violations.*

Current Language – It shall be a misdemeanor punishable by a fine of not to exceed \$500.00 or by imprisonment for not to exceed six months, or both, for any person, during an emergency.

Proposed Language – Changes the section from punishment of violations to Acts Prohibited During and Emergency. In addition, deletes the above language stating punishment and fine, and moves the punishment to a new subsection 2.36.110 with the same previous language of punishment by a fine of not to exceed \$500.00 or by imprisonment for not to exceed six months, or both, for any person, during an emergency.

The proposed language separates the two sections for ease of violation identification and punishment.

*2.36.110 Repeal of conflicting ordinances*

Current Language - Ordinance No. 467 adopted December 2, 1963, and all other ordinances in conflict herewith are hereby repealed.

Proposed Language – Renumbering of section to 2.36.120 and creating additional language as follows; If any provision of this ordinance or the application thereof to any person or circumstances is held invalid, such invalidity shall not affect other provisions or applications, and to this end the provisions of this ordinance are declared to be severable.

The above-described proposed changes are the only recommended changes to section 2.36 Emergency Management. Attachment A is a red line version of complete ordinance as proposed for adoption.

- c. Conduct annual mock training drills/exercises to ensure staff is prepared for emergency situations and maintain certificates of training.

The Director of Emergency Services is responsible for ensuring staff meets all the training requirements per the State and Federal Emergency Management Systems. In October 2021, the Director distributed a matrix provided by the California Office of Emergency Services to all Department Heads describing the training mandates dictated by law (See attachment C). Department Heads are responsible for ensuring their staff meet all mandated training requirements and forwarding training certifications to the Director of Emergency Services for verification and

filing. The Director of Emergency Services is managing the on-going completion of staff certifications. Annual training and mock exercises dates are still to be determined and scheduled.

Most Department Heads have completed Command or Supervisory level training and the Director of Emergency Services will work with each Department to ensure trainings are completed in the near future.

- d. Return to City Council with appendixes to plan, including but not limited to; location of evacuation, warming and cooling center(s), location of buildings with city generators, procedures for opening said buildings (Cooling Centers, Evacuation Center, etc.), and location of Ham Operators.

The Director of Emergency Services has developed a supplemental Annex to the Sebastopol Emergency Operation Plan; Sebastopol Operations Plan Annex: Evacuation and Cooling/Warming Centers Resources (See attachment D).

This Annex establishes general and specific policies, procedures, and protocols for the use of Evacuation, Cooling, and Warming Centers in the City of Sebastopol Operational Area (Op Area) during actual or potential emergencies that pose a significant threat to life or property. In addition to center locations the annex also provides community members general information about preparing for evacuations, how alerts will be made during emergencies, and other available resources in the City of Sebastopol. The Director of Emergency Services is responsible for mainlining contracts and approvals to all locations identified in the annex.

The City's Evacuation Plan, Maps, and Vehicle Routes are located in our revised Local Hazard Mitigation Plan (LHMP) currently under review by CalOES and then by FEMA. Once approved by both State and Federal, our LHMP will come to City Council with a Public Meeting and Adoption. We are anticipating final review and approval with CalOES and FEMA by June 2022.

**CITY COUNCIL AND/OR GENERAL PLAN GOALS:**

Encourage and increase public awareness of City Policies, decisions, programs and all public processes and meetings, by investigating effective methods of communication and obtaining feedback from the community. Action CSF 5g: Continue to support and implement community education and training regarding fire prevention and emergency preparedness.

Action SA 3a: Regularly review and update the City's Multihazard Emergency Plan to ensure consistency with the County's plan and regional plans and to address changing conditions.

Action SA 3b: Ensure that the City's Multihazard Emergency Plan or other disaster planning and emergency response plan: 1) identifies specific facilities and lifelines critical to effective emergency/disaster response and evaluate their abilities to survive and operate efficiently immediately after a disaster, 2) designates alternative facilities for post-disaster assistance in the event that the primary facilities have become unusable, and 3) identifies evacuation routes.

Action SA 3c: Continue to publicize and regularly update information at City Hall, other public locations, and via the City website related to emergency and disaster preparedness including evacuation routes and specific steps to take in the event of a flood, fire, earthquake, or other emergency. Improve the visibility and accessibility of emergency and disaster preparedness information on the City's website by making information more prominent, more detailed, and by providing critical information in Spanish.

Action SA 3e: Adopt an emergency evacuation system and periodically review, maintain, and repair City roadways and emergency access routes, and provide signage, where necessary, to clearly identify emergency access routes.

**PUBLIC COMMENT:**

As of the writing of this staff report, the City has not received any public comment. However, if staff receives public comment from interested parties following the publication and distribution of this staff report such comments will be provided to the City Council as supplemental materials before or at the meeting. In addition, public comments may be offered during the public comment portion of this item.

**PUBLIC NOTICE:**

This item was noticed in accordance with the Ralph M. Brown Act and was available for public viewing and review at least 72 hours prior to schedule meeting date.

**FISCAL IMPACT:**

Staff is requesting a FY 2022-2023 Emergency Operations Preparedness Budget of \$10,000 (100-3114-4330). (See comment above).

**RECOMMENDATION:**

Staff is requesting Council Approve for First Reading and Introduction of Ordinance XXXX, Amendment to City Ordinance, Chapter Two, Section 2.36 Emergency Management and Direct Staff to Return to the next City Council Meeting for Adoption of Ordinance.

**Attachments:**

- A. Draft Sebastopol Municipal Code Title Two, Administration and Personal, section 2.36, Emergency Management.
- B. Proposed Budget Modifications of the Emergency Operation Center(s)
- C. NIMS Cal OES Compliant Training Reference Chart
- D. Sebastopol Op Area Annex – Evacuation Warming and Cooling Centers

## ATTACHMENT A

**TITLE TWO ADMINISTRATION AND PERSONNEL****2.36 EMERGENCY MANAGEMENT ORDINANCE****2.36.010 – Purpose**

~~The declared purposes of this chapter are to provide for the preparation and carrying out of plans for the protection of persons and property within this City in the event of an emergency; the direction of the emergency organization; and the coordination of the emergency functions of this City with all other public agencies, corporations, organizations, and affected private persons.~~

The purpose of this chapter is to provide for the preparation and implementation of plans for: protection of persons and property within the city in the event of a local emergency; the direction of the emergency organization; delegation of authority to the Director of Emergency Services and the emergency organization; coordination of the emergency functions of the city with all other public agencies, corporations, organizations, and affected persons; facilitation of mutual aid to and for affected persons; and implementation of the California Emergency Services Act (Government Code Section 8550, et seq.).

**2.36.020 – Definitions**

“Emergency” means the actual or threatened existence of conditions of disaster or of extreme peril to the safety of persons and property within this City caused by such conditions as air pollution, fire, flood, storm, epidemic, riot, drought, sudden and severe energy shortage, plant or animal infestation or disease, the Governor’s warning of an earthquake or volcanic prediction, or an earthquake, or other conditions, including conditions resulting from war or imminent threat of war, but other than conditions resulting from a labor controversy, which conditions are likely to be beyond the control of the services, personnel, equipment and facilities of this City, requiring the combined forces of other political subdivisions to combat.

**2.36.030 – Disaster Council Membership**

~~The Sebastopol Disaster Council is hereby created and shall consist of the following:~~

- ~~A. The Mayor or his/her designee, who shall be Chairperson.~~
- ~~B. The Director of Emergency Services, who shall be Vice Chairperson.~~
- ~~C. The Assistant Director of Emergency Services.~~
- ~~D. Such chiefs of emergency services as are provided for in a current emergency plan of this City adopted pursuant to this chapter.~~
- ~~E. Such representatives of civic, business, labor, health, educational, professional, or other organizations having an official emergency responsibility, as may be appointed by the Chairperson.~~



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The City of Sebastopol Disaster Council is hereby created and shall consist of the members of the City Council. The duties of the Disaster Council shall be to perform the actions which the City Council finds to be authorized or required by the California Emergency Services Act. The Mayor shall be the chairperson, and the Vice Mayor shall be the vice chairperson, the Director of Emergency Services, such Department Heads as are provided for in a current emergency plan of the City. There shall be no regular meetings of the Disaster Council; and special meetings of the Disaster Council shall be called in accordance with the requirements of the Ralph M. Brown Act. (See California Government Code Section 54956.)

**2.36.040 – Disaster Council Powers and Duties**

It shall be the duty of the Sebastopol Disaster Council, and it is hereby empowered to develop and recommend for adoption by the City Council, emergency and mutual aid plans and agreements and such ordinances and resolutions and rules and regulations as are necessary to implement such plans and agreements. The Disaster Council shall meet at least once per year upon call of the Chairman, or, in his absence from the City or inability to call such meeting, upon call of the Vice Chairman.

**2.36.050 – Director and Assistant Director of Emergency Services**

A. There is hereby created the office of Director of Emergency Services. The Fire Chief shall be the Director of Emergency Services.

B. There is hereby created the office of Assistant Director of Emergency Services. The City Manager shall be the Assistant Director of Emergency Services.

**2.36.060 – Powers and Duties of Director and Assistant Director of Emergency Services**

A. The Director is hereby empowered to:

1. Request the City Council to proclaim the existence or threatened existence of a “local emergency” if the City Council is in session, or to issue such proclamation if the City Council is not in session. Whenever a local emergency is proclaimed by the Director, the City Council shall take action to ratify the proclamation within seven days thereafter or the proclamation shall have no further force or effect.

2. Request the Governor to proclaim a “state of emergency” when, in the opinion of the Director, the locally available resources are inadequate to cope with the emergency.

3. Control and direct the effort of the emergency organization of this City for the accomplishment of the purposes of this ordinance.

4. Direct cooperation between and coordination of services and staff of the emergency organization of this City; and resolve questions of authority and responsibility that may arise between them.

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5. Represent this City in all dealings with public or private agencies on all matters pertaining to emergencies as defined herein.

6. In the event of the proclamation of a “local emergency” as herein provided, the proclamation of a “state of emergency” by the Governor, or the Director of the State Emergency Management Agency, or the existence of a “state of war emergency,” the Director is hereby empowered:

a. To make and issue rules and regulations on matters reasonably related to the protection of life and property as affected by such emergency; provided, however, such rules and regulations must be confirmed at the earliest practicable time by the City Council.

b. To obtain vital supplies, equipment, and such other properties found lacking and needed for the protection of life and property and to bind the City for the fair value thereof, and, if required immediately, to commandeer the same for public use;

c. To require emergency services of any City officer or employee and, in the event of the proclamation of a “state of emergency” in the County in which this City is located or the existence of a “state of war emergency,” to command the aid of as many citizens of this community as he deems necessary in the execution of his duties. Such persons shall be entitled to all privileges, benefits, and immunities as are provided by State law for registered disaster service workers;

d. To requisition necessary personnel or material of any City department or agency; and

e. To execute all ordinary power as City Manager, all of the special powers conferred by this chapter or by resolution or emergency plan pursuant hereto adopted by the City Council, all powers conferred by any statute, by any agreement approved by the City Council, and by any other lawful authority.

B. The Director of Emergency Services shall designate the order of succession to that office, to take effect in the event the Director is unavailable to attend meetings and otherwise perform his/her duties during an emergency. Such order of succession shall be approved by the City Manager, as listed in the City’s Emergency Operational Plan and reviewed and updated yearly.

C. The Director shall, with the assistance of emergency service chiefs, develop emergency plans and manage the emergency programs of this City; and shall have such other powers and duties as may be assigned by the City Council. Such plan shall be reviewed yearly, and Director shall submit a Report to the City Council at a public meeting yearly as to whether or not changes are required of the Plan.

### 2.36.070 – Emergency Organization

All officers and employees of this City, together with those volunteer forces enrolled to aid them during an emergency, and all groups, organizations, and persons who may by agreement or operation of law, including persons impressed into service under the provisions of SMC 2.36.060(A)(6)(c), be charged with duties incident to the protection of life and property in

## ATTACHMENT A

this City during such emergency, shall constitute the emergency organization of the City of Sebastopol's chief executive with special powers during emergencies.

### 2.36.080 – Emergency Plan

~~The Sebastopol Disaster Council shall be responsible for the development of the City of Sebastopol emergency plan, which plan shall provide for the effective mobilization of all of the resources of this City, both public and private, to meet any condition constituting local emergency, state of emergency, or state of war emergency; and shall provide for the organization, powers and duties, services, and staff of the emergency organization. Such plan shall take effect upon adoption by resolution of the City Council.~~

The city's emergency plans shall be developed and maintained current by the Director of Emergency Services and the emergency organization, in accordance with the provisions of the California Emergency Services Act, and shall be subject to the approval of the City Council. Provided, however, that the Director of Emergency Services shall be authorized to make administrative amendments to the emergency plans without approval of the City Council to the extent necessary to update nonsubstantive administrative matters (such as the identification of resources, clerical corrections, or clarifications). A copy of each such administrative amendment shall be signed by the Director of Emergency Services and on file with the City Clerk. The Director shall be responsible for the implementation of emergency plans during a proclaimed local emergency

The City of Sebastopol emergency plan shall be based on and consistent with the Standardized Emergency Management System (SEMS) as adopted by the State of California and the National Incident Management System (NIMS) as adopted by the Federal government.

### 2.36.090 – Expenditures

Any expenditures made in connection with emergency activities, including mutual aid activities, shall be deemed conclusively to be for the direct protection and benefit of the inhabitants and property of the City of Sebastopol.

### 2.36.100 – ~~Punishment of Violations~~ Acts Prohibited During and Emergency

~~It shall be a misdemeanor, punishable in accordance with Title 1 of this code, for any person, during a local emergency, to:~~

A. Willfully obstruct, hinder, or delay any member of the emergency organization in the enforcement of any lawful rule or regulation issued pursuant to this chapter, or in the performance of any duty imposed upon him by virtue of this chapter.

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B. Do any act forbidden by any lawful rule or regulation issued pursuant to this chapter, if such act is of such a nature as to give or be likely to give assistance to the enemy or to imperil the lives or property of inhabitants of this City, or to prevent, hinder, or delay the defense or protection thereof.

C. Wear, carry, or display, without authority, any means of identification specified by the emergency agency of the State.

**2.36.110 – Punishment of Violations**

It shall be a misdemeanor, punishable in accordance with Title 1 of this code, by a fine of not to exceed \$500.00 or by imprisonment for not to exceed six months, or both, for any person, during an emergency.

~~2.36.120 –~~**2.36.1230 – Repeal of Ordinance**

Ordinance No. 467 adopted December 2, 1963, and all other ordinances in conflict herewith are hereby repealed. If any provision of this ordinance or the application thereof to any person or circumstances is held invalid, such invalidity shall not affect other provisions or applications, and to this end the provisions of this ordinance are declared to be severable.

**2.36.1340 – Effective Date**

The ordinance codified in this chapter shall become effective 30 days from and after its passage.

## TITLE TWO ADMINISTRATION AND PERSONNEL

### 2.36 EMERGENCY MANAGEMENT ORDINANCE

#### 2.36.010 – Purpose

The purpose of this chapter is to provide for the preparation and implementation of plans for: protection of persons and property within the city in the event of a local emergency; the direction of the emergency organization; delegation of authority to the Director of Emergency Services and the emergency organization; coordination of the emergency functions of the city with all other public agencies, corporations, organizations, and affected persons; facilitation of mutual aid to and for affected persons; and implementation of the California Emergency Services Act (Government Code Section 8550, et seq.).

#### 2.36.020 – Definitions

“Emergency” means the actual or threatened existence of conditions of disaster or of extreme peril to the safety of persons and property within this City caused by such conditions as air pollution, fire, flood, storm, epidemic, riot, drought, sudden and severe energy shortage, plant or animal infestation or disease, the Governor’s warning of an earthquake or volcanic prediction, or an earthquake, or other conditions, including conditions resulting from war or imminent threat of war, but other than conditions resulting from a labor controversy, which conditions are likely to be beyond the control of the services, personnel, equipment and facilities of this City, requiring the combined forces of other political subdivisions to combat.

#### 2.36.030 – Disaster Council Membership

The City of Sebastopol Disaster Council is hereby created and shall consist of the members of the City Council. The duties of the Disaster Council shall be to perform the actions which the City Council finds to be authorized or required by the California Emergency Services Act. The Mayor shall be the chairperson, and the Vice Mayor shall be the vice chairperson, the Director of Emergency Services, such Department Heads as are provided for in a current emergency plan of the City. There shall be no regular meetings of the Disaster Council; and special meetings of the Disaster Council shall be called in accordance with the requirements of the Ralph M. Brown Act. (See California Government Code Section 54956.)

#### 2.36.040 – Disaster Council Powers and Duties

It shall be the duty of the Sebastopol Disaster Council, and it is hereby empowered to develop and recommend for adoption by the City Council, emergency and mutual aid plans and agreements and such ordinances and resolutions and rules and regulations as are necessary to implement such plans and agreements. The Disaster Council shall meet at least once per year upon call of the Chairman, or, in his absence from the City or inability to call such meeting, upon call of the Vice Chairman.

**2.36.050 – Director and Assistant Director of Emergency Services**

A. There is hereby created the office of Director of Emergency Services. The Fire Chief shall be the Director of Emergency Services.

B. There is hereby created the office of Assistant Director of Emergency Services. The City Manager shall be the Assistant Director of Emergency Services.

**2.36.060 – Powers and Duties of Director and Assistant Director of Emergency Services**

A. The Director is hereby empowered to:

1. Request the City Council to proclaim the existence or threatened existence of a “local emergency” if the City Council is in session, or to issue such proclamation if the City Council is not in session. Whenever a local emergency is proclaimed by the Director, the City Council shall take action to ratify the proclamation within seven days thereafter or the proclamation shall have no further force or effect.

2. Request the Governor to proclaim a “state of emergency” when, in the opinion of the Director, the locally available resources are inadequate to cope with the emergency.

3. Control and direct the effort of the emergency organization of this City for the accomplishment of the purposes of this ordinance.

4. Direct cooperation between and coordination of services and staff of the emergency organization of this City; and resolve questions of authority and responsibility that may arise between them.

5. Represent this City in all dealings with public or private agencies on all matters pertaining to emergencies as defined herein.

6. In the event of the proclamation of a “local emergency” as herein provided, the proclamation of a “state of emergency” by the Governor, or the Director of the State Emergency Management Agency, or the existence of a “state of war emergency,” the Director is hereby empowered:

a. To make and issue rules and regulations on matters reasonably related to the protection of life and property as affected by such emergency; provided, however, such rules and regulations must be confirmed at the earliest practicable time by the City Council.

b. To obtain vital supplies, equipment, and such other properties found lacking and needed for the protection of life and property and to bind the City for the fair value thereof, and, if required immediately, to commandeer the same for public use;

c. To require emergency services of any City officer or employee and, in the event of the proclamation of a “state of emergency” in the County in which this City is located or the existence of a “state of war emergency,” to command the aid of as many citizens of this community as he deems necessary in the execution of his duties. Such persons shall be entitled to

all privileges, benefits, and immunities as are provided by State law for registered disaster service workers;

d. To requisition necessary personnel or material of any City department or agency; and

e. To execute all ordinary power as City Manager, all of the special powers conferred by this chapter or by resolution or emergency plan pursuant hereto adopted by the City Council, all powers conferred by any statute, by any agreement approved by the City Council, and by any other lawful authority.

B. The Director of Emergency Services shall designate the order of succession to that office, to take effect in the event the Director is unavailable to attend meetings and otherwise perform his/her duties during an emergency. Such order of succession shall be approved by the City Manager, as listed in the City's Emergency Operational Plan and reviewed and updated yearly.

C. The Director shall, with the assistance of emergency service chiefs, develop emergency plans and manage the emergency programs of this City; and shall have such other powers and duties as may be assigned by the City Council. Such plan shall be reviewed yearly, and Director shall submit a Report to the City Council at a public meeting yearly as to whether or not changes are required of the Plan.

#### **2.36.070 – Emergency Organization**

All officers and employees of this City, together with those volunteer forces enrolled to aid them during an emergency, and all groups, organizations, and persons who may by agreement or operation of law, including persons impressed into service under the provisions of SMC [2.36.060\(A\)\(6\)\(c\)](#), be charged with duties incident to the protection of life and property in this City during such emergency, shall constitute the emergency organization of the City of Sebastopol's chief executive with special powers during emergencies.

#### **2.36.080 – Emergency Plan**

The city's emergency plans shall be developed and maintained current by the Director of Emergency Services and the emergency organization, in accordance with the provisions of the California Emergency Services Act, and shall be subject to the approval of the City Council. Provided, however, that the Director of Emergency Services shall be authorized to make administrative amendments to the emergency plans without approval of the City Council to the extent necessary to update nonsubstantive administrative matters (such as the identification of resources, clerical corrections, or clarifications). A copy of each such administrative amendment shall be signed by the Director of Emergency Services and on file with the City Clerk. The Director shall be responsible for the implementation of emergency plans during a proclaimed local emergency

The City of Sebastopol emergency plan shall be based on and consistent with the Standardized Emergency Management System (SEMS) as adopted by the State of California and the National Incident Management System (NIMS) as adopted by the Federal government.

**2.36.090 – Expenditures**

Any expenditures made in connection with emergency activities, including mutual aid activities, shall be deemed conclusively to be for the direct protection and benefit of the inhabitants and property of the City of Sebastopol.

**2.36.100 – Acts Prohibited During and Emergency**

- A. Willfully obstruct, hinder, or delay any member of the emergency organization in the enforcement of any lawful rule or regulation issued pursuant to this chapter, or in the performance of any duty imposed upon him by virtue of this chapter.
- B. Do any act forbidden by any lawful rule or regulation issued pursuant to this chapter, if such act is of such a nature as to give or be likely to give assistance to the enemy or to imperil the lives or property of inhabitants of this City, or to prevent, hinder, or delay the defense or protection thereof.
- C. Wear, carry, or display, without authority, any means of identification specified by the emergency agency of the State.

**2.36.110 – Punishment of Violations**

It shall be a misdemeanor, punishable in accordance with Title 1 of this code, by a fine of not to exceed \$500.00 or by imprisonment for not to exceed six months, or both, for any person, during an emergency.

**2.36.120 – Repeal of Ordinance**

Ordinance No. 467 adopted December 2, 1963, and all other ordinances in conflict herewith are hereby repealed. If any provision of this ordinance or the application thereof to any person or circumstances is held invalid, such invalidity shall not affect other provisions or applications, and to this end the provisions of this ordinance are declared to be severable.

**2.36.130 – Effective Date**

The ordinance codified in this chapter shall become effective 30 days from and after its passage.



**Proposed Budget Modifications for the Emergency Operations Center  
FY 2022-2023 Emergency Operations Preparedness Budget  
100-3114-4330**

The emergency Operations Center (EOC) is located at the Sebastopol Police Department. Equipment and materials in the center need replacement and or technology upgrades in order to function efficiently in an emergency situation. The Director of Emergency Services has completed an inventory and assessment of the center and is requesting budget and purchasing authority for the following.

1. Three (3) wall mounted large screen monitors	\$1,300.00
2. Three (3) monitor wall mounts	\$150.00
3. Three (3) power strip surge protectors	\$105.00
4. Four (4) magnetic dry-erase whiteboards	\$840.00
5. Four (4) dry erase marker sets	\$38.00
6. Two (2) flip charts with easel stands	\$200.00
7. Three (3) flip charts with folding stands	\$87.00
8. Miscellaneous pens and office supplies	\$80.00
9. Five (5) laptops	\$5,000.00
10. Five (5) updated EOC section binders	\$200.00
11. Comcast cable providers and cable boxes	\$1,000.00
12. Miscellaneous expenses	\$1,000.00
Total Requested Budget	\$10,000.00



## NIMS Compliance Training Reference Chart

Number of required courses increases with level of position responsibility	<b>PERSONNEL</b> Includes Federal/State/Local/Private Sector and non-Governmental Personnel	<b>REQUIRED TRAINING</b> Courses listed below in <b>BOLD ITALICS</b> currently required for NIMS Compliance
<b>ICS 400 (Command)</b>  <b>Six Months after ICS 300 Completion</b>	<b>COMMAND AND GENERAL STAFF</b> Department heads with Multi-agency coordination system responsibilities, area commanders, emergency managers, multi-agency coordination center / emergency operations center managers	<ul style="list-style-type: none"> <li>• <b><i>FEMA IS 700a: NIMS, An Introduction</i></b></li> <li>• <b><i>FEMA IS 800b: National Response Framework (NRF)</i></b></li> <li>• <b><i>ICS 100: Introduction to ICS or equivalent</i></b></li> <li>• <b><i>ICS 200: Basic ICS or Equivalent</i></b></li> <li>• <b><i>ICS 300: Intermediate ICS or equivalent</i></b></li> <li>• <b><i>ICS 400: Advanced ICS or equivalent</i></b></li> <li>• <b><i>SEMS EOC/ Introduction to SEMS</i></b></li> </ul>
<b>ICS 300 / IS 800 SEMS EOC (Managers)</b>	<b>MIDDLE MANAGEMENT</b> Strike team leaders, task force leaders, unit leaders, division / group supervisors, branch directors, and multi-agency coordination center / emergency operations center staff	<ul style="list-style-type: none"> <li>• <b><i>FEMA IS 700a: NIMS, An Introduction</i></b></li> <li>• <b><i>FEMA IS 800 b: National Response Framework (NRF)</i></b></li> <li>• <b><i>ICS 100: Introduction to ICS or equivalent</i></b></li> <li>• <b><i>ICS 200: Basic ICS or Equivalent</i></b></li> <li>• <b><i>ICS 300: Intermediate ICS or equivalent</i></b></li> <li>• <b><i>SEMS EOC/ Introduction to SEMS</i></b></li> </ul>
<b>ICS 200 SEMS EOC (Supervisors)</b>	<b>FIRST LINE SUPERVISORS</b> Single resource leaders, field supervisors, and other emergency management / response personnel that require a higher level of NIMS training	<ul style="list-style-type: none"> <li>• <b><i>FEMA IS 700.a: NIMS, An Introduction</i></b></li> <li>• <b><i>ICS-100: Introduction to ICS or equivalent</i></b></li> <li>• <b><i>ICS-200: Basic ICS or equivalent</i></b></li> <li>• <b><i>SEMS EOC/ Introduction to SEMS</i></b></li> </ul>
<b>ICS 100 / IS 700 SEMS (Responders)</b>	<b>ENTRY LEVEL RESPONDERS &amp; DISASTER WORKERS</b> Emergency Medical Service, firefighting, law enforcement, hospital, public health, public works/utility, skilled support and other emergency management response, support & volunteer personnel at all levels	<ul style="list-style-type: none"> <li>• <b><i>FEMA IS 700.a: NIMS, An Introduction</i></b></li> <li>• <b><i>ICS-100: Introduction to ICS or equivalent</i></b></li> <li>• <b><i>Introduction to SEMS</i></b></li> </ul>

California recommends Standardized Emergency Management System courses at levels indicated.

FEMA Independent Study Program (for ICS/IS) courses) can be found at: <http://training.fema.gov/IS/crslst.asp>

Standardized Emergency Management System courses can be found at: <http://www.calema.ca.gov/CSTI/Pages/SEMS-ACI-Training-Materials.aspx>



# Sebastopol Operational Area Emergency Operations Plan Annex

## Evacuation and Cooling/Warming Center Resources

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March 2022

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As an Annex to the Sebastopol Emergency Operations Plan, this document is subject to revision at any time.

Comments and suggestions should be directed to:

City of Sebastopol

Fire Department

707-823-8061

## I. INTRODUCTION

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This Annex establishes general and specific policies, procedures, and protocols for the use of Evacuation, Cooling, and Warming Centers in the City of Sebastopol Operational Area (Op Area) during actual or potential emergencies that pose a significant threat to life or property. This plan serves as a functional annex to the Sebastopol Emergency Operations Plan (EOP).

### **Situation Overview**

Depending on the emergency and the conditions, public safety officials may utilize a variety of ways to alert you that it is time to evacuate. Below is information on evacuation communication tools that you need to be aware of during emergencies (Refer to the City of Sebastopol Annex – Alert Warnings).

**Reminder:** Always use your best judgement in an emergency situation. If you feel unsafe, spot fires ignite, or conditions change, don't wait for an evacuation order; leave early if you are unsure to avoid being trapped by severe conditions.

### **Evacuation Center Information**

During emergencies and when conditions warrant, the City stands up an evacuation, cooling, and warming centers to direct residents to available resources. The location of the centers is particular to the specific incident and will be announced by the City of Sebastopol and/or County of Sonoma [social media](#), Nixle, and press releases.

### **Preparing is a Year-Round Endeavor**

A wide variety of emergencies may cause an evacuation. In some instances, you may have a day or two to prepare, while other situations might call for immediate evacuation. Planning ahead is vital to ensuring that you can evacuate quickly and safely, no matter what the circumstances.

#### **Before an evacuation:**

- Know Your Zone and evacuation route. Plan how you will leave and where you will go if you are advised to evacuate. Know and practice multiple routes out of your neighborhood.
- Prepare your Go Bag and Grab List items.
- Be sure you can open your garage if the power goes out
- Keep pets close and have carriers readily available.
- Be aware of nearby road conditions and potential obstacles, such as locked gates and overgrown vegetation.

- Talk to your neighbors about evacuation concerns and work together to mitigate potential hazards.
- Identify several places you could go in an emergency such as a friend's home in another town or a motel. Review the additional living expenses (ALE) coverage in your insurance policy.
- If you have a car, keep a full tank of gas.
- If you do not have a car, make arrangements with family, friends, or neighbors.

### During an evacuation:

- Monitor social media channels-- including local law enforcement agencies, Sonoma County and your city, Nixle, and traditional sources of media for evacuation information.
- Listen for hi-lo sirens.
- Take your go bag.
- Leave early enough to avoid being trapped by severe weather.
- Secure your home by closing and locking doors and windows.
- Leave a note telling others when you left and where you are going.
- Wear sturdy shoes and clothing that provides some protection such as long pants, long-sleeved shirts, and a hat.
- Check with neighbors who may need a ride.
- Follow recommended evacuation routes. Do not take shortcuts; they may be blocked.
- Use your evacuation tag to let first responders know you have safely evacuated.
- Be alert for road hazards such as downed trees, blocked roads or bridges and downed power lines.

### After an evacuation:

- Once you are safe, let friends and family know you are out of harm's way.
- Charge devices and consider getting back-up batteries in case power outages continue.
- Monitor social media channels-- including local law enforcement agencies, Sonoma County and your city, Nixle, and traditional sources of media for instructions on when to return home.

### Returning home:

- Residents returning to disaster-affected areas after significant events should expect and prepare for disruptions to daily activities and remember that returning home before debris is cleared is dangerous.
- Avoid downed power or utility lines; they may be live with deadly voltage.
- Stay away and report them immediately to your power or utility company.

- Only use generators away from your home and **NEVER** run a generator inside a home or garage or connect it to your home's electrical system.

## II. LOCATION OF EVACUATION CENTERS

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Current available locations:

1. Sebastopol Community Cultural Center, 390 Morris Street
2. Sebastopol Center for the Arts, 282 South High Street

## III. LOCATION OF COOLING/WARMING CENTERS

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Current available locations:

1. Sebastopol Community Cultural Center, 390 Morris Street, 707-823-1511 (Open during regular business hours and on an as-needed basis)
2. Sebastopol Area Senior Center, 167 North High Street, 707-829-2440 (Open during regular business hours only)

## IV. OTHER AVAILABLE RESOURCES

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Current available resources:

Buildings with City Generators -

1. Sebastopol City Hall, 7120 Bodega Avenue
2. Sebastopol Fire Department, 7425 Bodega Avenue

3. Sebastopol Police Department, 6850 Laguna Parkway
4. Sebastopol Public Works Department, 714 Johnson Street

Ham Operator Locations

1. Sebastopol Fire Department, 7425 Bodega Avenue
2. Hub Locations – TBD within City Limits
3. Use of FRS/GMRS Portable Radios
4. Map your Neighborhood (MYN) Leaders
5. Sebastopol Neighborhood Communications Unit (SNCU) Leaders

## **V. CONTRACTS**

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