

Introduction

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Statement of Promulgation

Upon adoption by the City Council, this shall be the official Emergency Management Plan of the City of South Lake Tahoe and shall supersede previous comprehensive emergency management plans.

This plan is an official publication and directive of the City of South Lake Tahoe under provisions of applicable law.

Nothing in this plan shall be construed in a manner that limits the use of good judgment and common sense in matters not foreseen or covered by the elements or appendices of the plan.

This plan shall be read and its stipulations considered binding upon all City employees with emergency responsibilities indicated herein.

Executive Summary

1. Purpose

The City of South Lake Tahoe Emergency Management Plan updated version better clarifies and defines the emergency operations and procedures of the City.

In addition, this plan also will help the City to fulfill State requirements for reimbursements for emergency operation expenditures.

The Emergency Management Plan addresses the City's administrative or management response to extraordinary emergency and disaster situations associated with natural disasters, man-made emergencies and war emergencies.

The plan focuses on actual or threatened large-scale emergencies and disasters which might require coordinated responses of multiple departments within the City and even jurisdictions or agencies autonomous of the City.

This plan establishes the policies, responsibilities and procedures required to protect the health and safety of the City's citizens, public and private property, and environment from emergencies.

The Plan establishes operational concepts and procedures for emergency management and Emergency Operations Center (EOC) activities. This should aid city leaders to coordinate emergency-related efforts with those of other jurisdictions and agencies.

The Emergency Management Plan is an operational plan and reference document; it may be used for pre-emergency planning and emergency operations. Agencies with roles and responsibilities indicated in this plan are encouraged to develop standard operating procedures (SOPs) and emergency checklists based on provisions of this plan. They are also encouraged to give City administration suggestions for improvements or changes needed in the plan.

This Plan may be used for pre-emergency planning & emergency operations.

2. Scope

The policies, procedures and provisions of this plan are applicable to all agencies and individuals, public and private, having responsibilities for emergency preparedness, response, recovery and/or mitigation in the City of South Lake Tahoe.

This plan applies to any extraordinary emergency or disaster situation associated with any hazard, natural or man-made, which may affect the city. Emergencies and disasters addressed by this plan range from those with limited short-term affects, to catastrophic situations having long-term public safety, economic and political implications.

This plan applies to any extraordinary emergency or disaster.

The Emergency Management Plan is designed to guide the reader through each phase of an emergency: preparedness, response, recovery and mitigation. It is divided into the following parts:

- a. **Part I**—This part focuses on the preparedness phase. It is the Administrative Plan which addresses the city's organization, responsibilities and operational concepts for multi-hazard emergency response and mitigation. Part I also contains emergency/disaster hazard analyses identifying the City's vulnerabilities and threats.
- b. **Part II**—This part is the Initial Management Response Plan, describing actions for department and division management to use in conjunction with the field level response Incident Command System, **PRIOR TO ACTIVATION OF THE EMERGENCY OPERATIONS CENTER.**
- c. **Part III**—This part is the Emergency Operations Center Plan. It continues where Part II leaves off—outlining the operational concepts and procedures used to conduct emergency operations at the City Emergency Operations Center.

- d. **Part IV**—This part is the Recovery Operations Plan. It describes the policies and procedures associated with recovery operations and state and federal disaster assistance.

It also refers to parts of the El Dorado County Multi-Hazard Functional Plan for more detail regarding recovery operations.

3. Emergency Plan Document Design

The format of this Emergency Management Plan is designed to be easy to use and hence more functional in emergency situations. The first page of the document contains a flow chart titled “Read This First” that helps direct the reader where to go in the document to find what he/she needs. Also included in this plan is a table of contents that directs individuals to all areas covered in the plan.

Most pages of the document have a header and footer that help the reader use the document more effectively. The headers and footer include the following items to help the reader:

- Name of the section or sub-section.
- Computer path and file name for section or sub-section.
- Date of last revision.
- Part and page number.

4. Conclusion

The Emergency Management Plan was developed with the help and input of many individuals in the different departments and divisions of the City of South Lake Tahoe.

The citizens and visitors of South Lake Tahoe can rest assured that the City will use its resources to best protect and serve people and property in emergency or disaster situations.

Distribution List

The following parties have a copy or copies of the City's Emergency Management Plan.

City Department or Division, or Other Party	No. of Copies
Accounting (c/o Finance Director)	1
Airport (Mike Dikun)	1
Assistant City Manager	1
City Attorney (c/o Angie Karhu)	1
City Clerk (Susie Alessi)	1
City Manager (c/o Adrian Gooch)	1
Community Development Director (Teri Jamin)	1
El Dorado County Office of Emergency Services, (c/o Todd Crawford crawfordt@edso.org)	1
EOC Supplies – 1352 Johnson Blvd. (Chief, Commanders, Watch Commander)	5
EOC Supplies – 1900 Lake Tahoe Blvd. (updates c/o Sally Davis)	5
Fire Department (one copy in EOC/titled Station #3)	4?
Human Resources Division (c/o Bev Doolittle)	1
Information Systems (c/o Helga Skelly)	1
Parks and Recreation (c/o Gary Moore)	1
Police Chief (c/o Don Muren)	1
Police Department Rich McGuffin Terry Daniels Martin Hewlett Susan Keast Alana Watson	1 1 1 1 1
Public Information Officer (Jan Busatto)	1
Public Works Director (Brad Vidro)	1
Public Works Department (c/o Sally Davis)	1

Public Works Department/Street Maintenance (c/o Scott Rogers)	1
Purchasing (c/o Nancy Jones)	1

Document & Computer File Organization

The table of contents reveals the organization of the hard copy of the Emergency Management Plan. This section explains how the computer files are organized. This explanation includes discussion of how to find parts of the Plan on computer disk and suggestions for updating parts of the Plan.

1. Location of the book

The complete City Emergency Plan can be found on the Fire Department web site ...
<http://www.slafd.org/emergency.htm>

2. Document Location on Computer Disk

Each page of the plan contains a footer. The left side of the footer lists the section title, page number and number of pages in that section. Below that is the file name associated with that section. The date of the revision is listed on the right side.

The files are numbered (001, 002, etc.) to indicate their proper order in the plan.

3. Updating Suggestions

At this time (04/02/04) Jan Busatto sends out notices of updates to the plan. These updates are posted to the web site so that you can print out and replace the appropriate pages or sections.