

**RESOLUTION OF THE BOARD OF SUPERVISORS OF  
ORANGE COUNTY, CALIFORNIA  
January \_\_, 2008**

WHEREAS, in accordance with Government Code section 8610, the Orange County Board of Supervisors has adopted an Emergency Organization Ordinance, which is Title 3, Division 1, Article 1, sections 3-1-1 through 3-1-9 of the County's Codified Ordinances;

WHEREAS, the Emergency Organization Ordinance has established a County disaster council known as the County of Orange Emergency Management Council, in accordance with Government Code section 8610;

WHEREAS, Government Code section 8610 empowers the Board of Supervisors to provide for the organization, powers and duties, and staff of the emergency organization; and

WHEREAS, the Emergency Management Council requests adoption of a revised Resolution to replace Resolution 05-016 and implement changes in the Emergency Organization which reflect the changes in the designation of the Director of Emergency Services to the County Executive Officer for any disaster or emergency not covered by the Sheriff-Coroner or the Director of the Orange County Fire Authority.

NOW, THEREFORE, BE IT RESOLVED that this Resolution replaces Resolution 05-016, which is of no further force and effect.

BE IT FURTHER RESOLVED that the County of Orange Emergency Management Council (Emergency Management Council) will have the following powers and duties, staff and organization.

**I. Voting Members of Emergency Management Council**

The Emergency Management Council will consist of nine (9) voting members. All voting members will be appointed by the Board of Supervisors and will serve at the discretion of the Board of Supervisors for an indefinite term. One of the members will be a member of the Board of Supervisors.

The remaining members shall be appointed by title, one from each of the County agencies/departments below:

- (a) County Executive Office
- (b) Resources and Development Management Department
- (c) Orange County Fire Authority
- (d) Health Care Agency
- (e) Sheriff-Coroner Department
- (f) Social Services Agency
- (g) Probation Department
- (h) Integrated Waste Management Department

Each County agency/department member may select one or more alternates to attend meetings and vote on the member's behalf.

## II. Powers and Duties of Emergency Management Council

1. **Chair and Vice-Chair.** The Chair will be a member of the Board of Supervisors, appointed by the Board of Supervisors. The Board of Supervisors will also appoint one of its members as an alternate to the Chair of the Emergency Management Council, who will preside over the Emergency Management Council in the absence of the Chair. In the absence of both the Chair and the alternate, the members of the Council present will, by majority vote, select one of the members present to act as Chair Pro Tem.
2. **Emergency Management Programs.** The Emergency Management Council will maintain close liaison with the Emergency Management Manager and advise on emergency management programs. At the onset of an emergency, the Emergency Management Council may be convened by the Chair of the Emergency Management Council to review the potential disaster situation and make appropriate recommendations to the Director of Emergency Services and Chair of the Board of Supervisors or the full Board of Supervisors if in session.
3. **County Emergency Plan.** The Emergency Management Council will direct the development and maintenance of the Orange County Emergency Plan as described in section 3-1-7 of the Emergency Organization Ordinance.
4. **Laws, Rules and Regulations.** The Emergency Management Council will review and recommend for adoption by the Board of Supervisors, emergency and mutual aid plans, agreements, the Emergency Organization Ordinance, resolutions, and any rules and regulations necessary to implement such plan and agreements. The Emergency Management Council will also study, review and make recommendations on matters referred to it in writing by the Board of Supervisors.
5. **Recovery Operations.** During the recovery phase of an emergency, the Emergency Management Council will provide advice to County Officials regarding rebuilding and cost recovery. The Emergency Management Council will direct the Emergency Manager to coordinate with the State Office of Emergency Services as needed in this process.

## III. Creation of the Position of Director of Emergency Services

The Director of Emergency Services will direct the emergency organization during times of emergency. Based on the type of disaster described below, the Director of Emergency Services will be the incumbent of the position designated below:

1. **Sheriff-Coroner.** The Sheriff-Coroner is designated as Director of Emergency Services for emergencies where evacuation, law and order are of the highest priority as related to earthquake, tsunami, nuclear power plant emergency, sudden and severe energy shortage, civil disturbance, terrorism, or act of war.

2. **Director of the Orange County Fire Authority.** The Director of the Orange County Fire Authority, under the auspices of the County Executive Office, is designated as Director of Emergency Services for emergencies where the life or safety of the public is threatened due to fire, mass casualty incident or hazardous materials release.
3. **County Executive Officer.** The County Executive Officer is designated as the Director of Emergency Services for any disaster or emergency not covered by the Sheriff-Coroner or the Director of the Orange County Fire Authority including, but not limited to: flood, storm, dam failure, marine oil spill, threat of an epidemic or a declared epidemic, severe weather crisis, threat to animals and/or livestock, care and shelter emergencies, or disaster recovery.
4. **Alternates to the Director of Emergency Services.** Each incumbent of a position eligible to act as Director of Emergency Services will annually designate, by name and in writing, a minimum of three alternates. This designation will be filed with the Emergency Management Manager no later than July 1<sup>st</sup> of each year.
  - a. **Line of Succession.** In the event that the designated Director of Emergency Services and the designated alternates from that agency/department are not available to serve in the capacity of the Director of Emergency Services, the following line of succession will be used to ensure continuity of government during time of emergency.
    1. Sheriff-Coroner and a minimum of three designated alternates.
    2. Director, Orange County Fire Authority and a minimum of three designated alternates.
    3. County Executive Officer and a minimum of three designated alternates.
    4. Director, Resources and Development Management Department and a minimum of three designated alternates.
    5. Director, Health Care Agency and a minimum of three designated alternates.
    6. Director, Social Services Agency and a minimum of three designated alternates.

#### IV. Powers and Duties of Director of Emergency Services

The Director of Emergency Services will have the following powers and duties in addition to those listed in the Emergency Organization Ordinance:

1. **Direction and Control.** Serve as a key decision-maker in the emergency organization providing direction and control necessary to accomplish the purposes of this resolution.
2. **County Representative.** Represent the County in all dealings with the public or private agencies on matters pertaining to emergencies as defined herein.
3. **Emergency Public Information.** Appoint a Public Information Officer to coordinate the dissemination of all emergency information, press releases, and

1 public statements, to prevent conflicting information, misinformation, and the  
2 initiation of rumors, as appropriate to the type of emergency confronting the  
3 County.

4 V. Creation of Position of Emergency Management Manager

5 The position of the Emergency Management Manager is hereby created. The Emergency  
6 Management Manager will be appointed by and be responsible to the Sheriff-Coroner.

7 VI. Powers and Duties of Emergency Management Manager

- 8 1. **Staff to the Emergency Management Council.** Serve as staff to the Emergency  
9 Management Council, maintain close liaison with the Emergency Management  
10 Council, and coordinate all activities of assigned staff with the Emergency  
11 Management Council.
- 12 2. **Daily Coordination and Assistance.** Direct the daily coordination and  
13 cooperation between the emergency management staff and emergency  
14 organization of the County, resolve questions of authority and responsibility that  
15 may arise between them, and work closely with and assist the Emergency  
16 Management Council, as required.
- 17 3. **Emergency Preparedness Information.** Ensure that a plan exists to provide  
18 information on disaster preparedness to County agencies/departments, Orange  
19 County cities, state and federal agencies, special districts, business and industry  
20 groups, volunteer organizations and the citizens of the County.
- 21 4. **County Emergency Plan.** Ensure that the Orange County Emergency Plan  
22 described in the Emergency Organization Ordinance is developed and maintained.
- 23 5. **Emergency Training and Exercises.** Ensure that personnel who are part of the  
24 emergency organization are trained, and arrange for all necessary tabletop,  
25 functional, and full-scale exercises necessary to prepare for potential disaster  
26 conditions.
- 27 6. **Emergency Operations Center Maintenance.** Maintain the Emergency  
28 Operations Center in a constant state of readiness, providing staff as needed to  
support the Emergency Operations Center operations during times of emergency  
in order to coordinate emergency information among County  
agencies/departments, Orange County cities, state and federal agencies, special  
districts and volunteer organizations.
7. **Notification of Emergency Operations Activation.** Notify the Emergency  
Management Council and Board of Supervisors of Emergency Operations Center  
activation as soon as practical, and keep the Board of Supervisors informed on all  
aspects of a current emergency situation as soon as information is available.

1 VII. Description of the Orange County Emergency Organization

2 All officers and employees of the County and of any special district governed by the Board of  
3 Supervisors, together with those volunteer forces enrolled to aid them during an emergency, and  
4 all groups, organizations, and persons who may by agreement or operation of law, including  
5 persons pressed into service under the provisions of the Emergency Organization Ordinance, will  
6 constitute the emergency organization of the County of Orange, and will be charged with duties  
7 incidental to the protection of life and property in this County during times of emergency.

8 VIII. Functions and Duties of the Emergency Organization

9 The functions and duties of the Orange County Emergency Organization will be distributed  
10 among such County agencies/departments, special districts, and staff as the Board of Supervisors  
11 will prescribe. Insofar as possible, the form of the organization, titles, and terminology will  
12 conform to the recommendations of the federal government and the State Office of Emergency  
13 Services.

14 IX. Responsibilities of Orange County Agency/Directors/Department Heads

15 Each agency director or department head assigned a function in the County Emergency plan will  
16 be responsible for:

- 17 1. **Procedures.** Developing procedures, which outline the steps necessary to  
18 complete the tasks of the assigned function.
- 19 2. **Training.** Maintaining a thorough knowledge of the County Emergency Plan and  
20 ensuring that their respective supporting services and key personnel are properly  
21 trained and organized to meet all of their responsibilities in the event of an  
22 emergency.
- 23 3. **Critical Personnel.** Identifying three alternates for each person deemed critical  
24 to agency operations, either to serve in the capacity of the primary contact when  
25 (s)he is not available, or to facilitate 24-hour operation when needed in times of  
26 emergency.
- 27 4. **Emergency Notifications.** Ensuring that internal emergency notifications are  
28 kept current.
5. **Emergency Operations Center.** Providing liaison between department  
emergency operations and the County Emergency Operations Center, and  
providing personnel to support the County Emergency Operations Center  
activities.

X. Activation of the Orange County Emergency Operations Center

The Orange County Emergency Operations Center (EOC) activation levels are as described  
below:

