

RESOLUTION 2014- 6

**RESOLUTION OF THE HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTORS AUTHORIZING ADOPTION OF EMERGENCY
PREPAREDNESS POLICY**

WHEREAS, disaster preparedness, the security of District property, and the safety of District personnel are among the District's top priorities; and

WHEREAS, pursuant to various State and Federal mandates, the District is required to prepare and periodically update a number of emergency/disaster response plans, some highly focused, others more general in scope and content; and

WHEREAS, many of the District's emergency/disaster response plans are interrelated by virtue of the geographic area, District facilities, and/or District personnel they address; and

WHEREAS, the District desires to organize and integrate the various emergency/disaster response plans under an umbrella program to be called the Emergency Preparedness Program.

NOW, THEREFORE, BE IT RESOLVED that the Hidden Valley Lake Community Services District Board of Directors adopts the Emergency Preparedness Policy set forth in Exhibit A and attached hereto, authorizing creation of the District Emergency Preparedness Program.

PASSED AND ADOPTED on April 15, 2014 by the following vote:

AYES: MIRBEGIAN, FREEMAN, LIEBERMAN, GRAHAM, HERNON

NOES: NONE

ABSTAIN: NONE

ABSENT: NONE

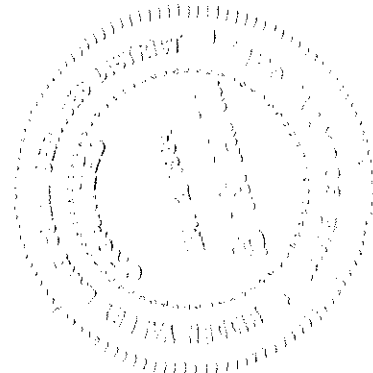


Judy Mirbegian
President of the Board of Directors

ATTEST:



Roland Sanford
Secretary to the Board of Directors





Hidden Valley Lake Community Services District

Emergency Preparedness Policy

Policy: It is the policy of Hidden Valley Lake Community Services District (District) to create and maintain an active emergency preparedness program that includes an emergency plan that will help manage the District's critical functions during any emergency and protect the safety of staff. The District will coordinate the emergency plan, function and response with those responders from the public and private entities and organizations charged with emergency duties.

Emergency: Emergency means the actual or threatened existence of conditions of disaster or of extreme peril to the provision of critical District functions and the health and safety of staff 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 may require the combined forces of other political subdivisions to help respond.

Emergency Preparedness: The District will initiate the establishment of an Emergency Preparedness Program, which consists of the nationally-recognized four phases of emergency management: mitigation, preparedness/planning, response, and recovery. District actions will include developing and maintaining an District-wide emergency plan, identifying and training District staff to activate and use the plan, appointing District staff to critical positions identified in the emergency plan, and appointing staff to represent the District in negotiations or consultations with public and private agencies on matters pertaining to response to the emergency and recovery of damaged systems and financial costs incurred during the emergency.

National Incident Management System: The National Incident Management System (NIMS) provides a consistent nationwide template to enable Federal, State, local governments, non-governmental organizations (NGOs), and the private sector to work together to prevent, protect against, respond to, recover from, and mitigate the effects of incidents, regardless of cause, size, location, or complexity. To ensure reimbursement for claims filed after a disaster, the District's emergency plans, procedures, and training will follow applicable NIMS regulations and protocols.

District Emergency Declaration: When an emergency condition arises, the General Manager may, in consultation with the Board President, declare a "District Emergency." The Board must ratify the declaration within 14 days at a regular, special or emergency Board meeting.

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. The Board of Directors, in consultation with the General Manager, may delegate to the General Manager the authority to suspend competitive bidding and enter into emergency contracts of up to \$250,000, as authorized by Public Contract Code §20567 and §22050.

Mutual Aid: The California Master Mutual Aid Agreement (Government Code §8561, §8615, and §8617) 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 local government and public 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.

Continuity of Management: The District's emergency plan will list at least two successors to critical staff identified in the plan, including the General Manager. In the event the primary person is unable to respond to an emergency, each successor, in order, may assume all the duties and powers of the primary staff.

Status Reports: The General Manager will provide annual reports to the Board of Directors on the progress of the Emergency Preparedness Program. Additional reports will be given to the Board on the effectiveness of the plan and District response within 60 days of the occurrence of a declared District Emergency.