

RESOLUTION NO. 11099 (2020 SERIES)

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SAN LUIS OBISPO, CALIFORNIA, PROCLAIMING A LOCAL EMERGENCY WITHIN THE CITY OF SAN LUIS OBISPO RELATED TO THE PANDEMIC OF VIRUS KNOWN AS COVID-19; AFFIRMING THE PROCLAMATION OF THE EMERGENCY SERVICES DIRECTOR RELATED TO ALCOHOL SERVING BUSINESSES ON SAINT PATRICK'S DAY; ENACTING EMERGENCY DELAYS ON EVICTIONS; AND, ACTING CONCURRENTLY IN ITS CAPACITY AS THE CITY OF SAN LUIS OBISPO DISASTER COUNCIL, APPROVING THE PANDEMIC ANNEX OF THE CITY'S EMERGENCY OPERATIONS PLAN

WHEREAS, section 2.24.060 of the Municipal Code empowers the Emergency Services Director to request that the City Council proclaim a local emergency when the City of San Luis Obispo is affected or likely to be affected by a public calamity; and

WHEREAS, section 2.24.020 of the Municipal Code includes an epidemic as one of the proper grounds for proclaiming a local emergency; and

WHEREAS, the President of the United States has declared a State of National Emergency; the Governor of the State of California has proclaimed a State of Emergency for the State of California and issued Executive Orders and direction regarding measures to mitigate the spread of cases of COVID-19 within the State of California; the San Luis Obispo County Emergency Services Director has proclaimed a local emergency; and the San Luis Obispo County Public Health Director has declared a public health emergency related the spread of cases of COVID-19 within the State of California; and

WHEREAS, conditions of extreme peril to the safety of persons and property have arisen within the City, caused by confirmed cases and the risk of spread of the pandemic of the virus known as COVID-19 and the demands on public services to mitigate and respond to those risks, as described in the President's Declaration of a National Emergency, the Governor's Proclamation of a State of Emergency, the County Emergency Services Director's Proclamation of Local Emergency and the County Public Health Director's Declaration of a Public Health Emergency, and all recitals set forth therein, are included as though fully set forth herein; and

WHEREAS, San Luis Obispo Municipal Code Section 2.24.080 provides for the development of an Emergency Operations Plan and the City has adopted an Emergency Operations Plan and the Emergency Services Director and Department Heads have prepared a "Pandemic" Annex; and

WHEREAS, Pursuant to San Luis Obispo Municipal Code Section 2.24.030, the City Council is also designated as the Disaster Council of the City, and pursuant to Section 2.24.040, the Disaster Council is empowered to review and approve the emergency plans of the City and is requested to review and approve the Pandemic Annex, as attached hereto as Exhibit A.

WHEREAS, the conditions of extreme peril concerning the spread of COVID-19 warrant and necessitate the proclamation of the existence of a local emergency; and

WHEREAS, Governor Newsom has directed that all jurisdictions should limit gatherings to 250 people or less, and that bars, pubs, and wineries in the state should close; and the Centers for Disease Control has advised against gatherings of more than 10 people in order to mitigate against the spread of COVID-19 for the next eight weeks; the City Emergency Services Director and County Emergency Services Director have issued orders prohibiting the service of alcohol for specified periods to deter public gatherings; and

WHEREAS, the City of San Luis Obispo will be required to help enforce all restrictions imposed by the State of California and by the County of San Luis Obispo acting as the health agency; and

WHEREAS, City resources, in the absence of this declaration, could be severely impacted in that the City's Fire Department responds to health emergencies, and the Police Department will have added emergency management duties, all such that the City of San Luis Obispo and its neighboring jurisdictions are likely to require mutual aid assistance; and

WHEREAS, in many other locations that are currently suffering an epidemic, testing has showed that the virus has the ability to spread fast and result in serious illness or death to vulnerable populations, including the elderly and those with underlying health conditions; and

WHEREAS, heightened levels of public health and safety planning and preparedness have been necessitated in preparation for the emergence of confirmed cases of COVID-19 and immediate action must be taken upon the first notice that the virus is present in the County of San Luis Obispo, and rapid response not lending itself to otherwise applicable notice and approval timelines is necessary to respond to the rapidly evolving pandemic and to mitigate against the spread of COVID-19 and its resulting public health and safety impacts; and

WHEREAS, in the absence of such actions, county wide health services may become overwhelmed and unable to keep up with medical demand for care and availability of hospital or care facility capacity,

WHEREAS, the economic impacts of restrictions imposed and implemented by employers for the prevention of spread of COVID-19 are likely to result in economic hardship on residential and commercial renters in California, making eviction for inability to pay rent more likely and potentially resulting in increased levels of housing insecurity, homelessness and business failures likely to exacerbate the impacts of the COVID -19 pandemic;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of San Luis Obispo that:

SECTION 1. A local emergency now exists throughout the City, and the City has been and will be undertaking necessary measures and incurring necessary costs, continuously until the cessation of this emergency, which are directly related to the prevention of the spread of the COVID-19 Virus and are taken in furtherance of the Governor's Proclamation of a State of Emergency on March 4, 2020, the President of the United States' Declaration of a National Emergency on March 13, 2020; the County Emergency Services Director's Proclamation of Local Emergency and the County Public Health Director's Declaration of a Public Health Emergency on March 13, 2020 and related orders and directions.

SECTION 2. The Pandemic Annex attached to this Resolution as Exhibit A is hereby adopted by the City Council, acting in its capacity as the Disaster Council of the City, pursuant to San Luis Obispo Municipal Code 2.24.040.

SECTION 3. During the existence of said local emergency, the powers, functions, and duties of the Emergency Services Director and the Emergency Organization of this City shall be those prescribed by state law, ordinances, and resolutions of this City and by the City of San Luis Obispo Emergency Operations Plan, notwithstanding otherwise applicable procedures, timelines or methods of action and the Emergency Services Director is expressly authorized to take any and all actions in furtherance of emergency powers to address the local emergency.

SECTION 4. The Emergency Services Director is further expressly authorized to make any and all modifications to City paid leave policies as are deemed necessary to support continuity of City services, including, but not limited to: the authorization of use of employee sick leave in excess of otherwise applicable restrictions, to the extent necessary to allow for employees to care for household family members or minor children requiring care as the result of the COVID-19 virus and related facilities closures; and the authorization of paid administrative leave to facilitate necessary employee quarantine periods or medically directed treatment to prevent the transmission or spread of the COVID-19 virus in the workplace. The Emergency Services Director may promulgate guidelines and employee advisories as necessary to further define and implement any modifications or paid leave time authorizations pursuant to this authorization.

SECTION 5. Emergency Services Director Proclamation No. 1 (2020 Series) (Exhibit B) regulating alcohol serving businesses related to the Saint Patrick's Day holiday is hereby affirmed.

SECTION 6. The City hereby adopts all limitations on eviction authorized by, and subject to limitations set forth in, Executive Order N-28-20, (attached hereto as Exhibit C) in order to provide eviction protections authorized therein to the residents of the City; such restrictions shall be in place until May 31, 2020 or such other time as may hereafter be specified by the City Council.

SECTION 7. The proclamation of local emergency shall be deemed to continue to exist until it is terminated by the City Council of the City of San Luis Obispo pursuant to a resolution adopted by the City Council of the City San Luis Obispo.

SECTION 8. A copy of this order and regulation shall be posted on all outside public access doors of City Hall of the City of San Luis Obispo and in one public place within any area of the City within which this order and regulation applies and personnel of the City of San Luis Obispo shall endeavor to make copies of this order and regulation available to the news media.

Upon motion of Council Member Christianson, seconded by Council Member Pease, and on the following roll call vote:


AYES:	Council Member Christianson, Pease, Stewart, Vice Mayor Gomez and Mayor Harmon
NOES:	None
ABSENT:	None

The foregoing Resolution was approved this 17th day of March 2020.

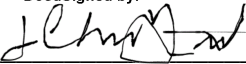
DocuSigned by:

 Heidi Harmon, Mayor


ATTEST:

DocuSigned by:

 Teresa Purrington
 City Clerk

APPROVED AS TO FORM:

DocuSigned by:

 J. Christine Dietrick
 City Attorney

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the official seal of the City of San Luis Obispo, California, this 17th day of March 2020.

DocuSigned by:

 Teresa Purrington
 City Clerk



City of San Luis Obispo

Comprehensive Disaster Leadership Plan

Pandemic

ANNEX I

Developed for:
Derek Johnson
City Manager
City of San Luis Obispo
San Luis Obispo, CA.

Developed by:
Keith Aggson
Fire Chief
City of San Luis Obispo
San Luis Obispo, CA

APPROVAL AND IMPLEMENTATION

This Pandemic Emergency & Continuity of Operations Plan (COOP) for a Pandemic event was prepared by the City of San Luis Obispo Leadership Team to develop, implement, and maintain City operations.

This plan (annex) serves as an extension of the City of San Luis Obispo Emergency Operations Plan (EOP) and provides additional information specific to Pandemics in the City. It is implied that upon activation of this plan, the EOP will be active. This plan will be reviewed and exercised periodically and revised as necessary to satisfy changing conditions and needs.

The City Council, City Administration and City Departments give their full support to this plan. The City of San Luis Obispo Pandemic Plan and its supporting contents are hereby approved to become an annex to the SLO City EOP and is effective immediately upon the signing by all signature authorities below.

Derek Johnson
City Manager
City of San Luis Obispo

Date

FORWARD

The City of San Luis Obispo City Continuity of Operations Plan (COOP) for Pandemic events provides an overview of the City's approach to COOP operations should a pandemic occur. It details COOP and City actions, describes the City organization, and assigns tasks. This plan provides guidance for implementing the COOP to ensure the orderly, rapid, and efficient actions of mission essential functions occur under the threat and condition of a pandemic and disruptions of City services are minimized to the best of our abilities. During a pandemic it is estimated that absenteeism can range from 10 to 40 percent. Compounding employee-illness related absenteeism is the possibility that schools, and childcare facilities may be closed, thus creating a significant childcare issue for working parents. While the severity and consequences of an emergency cannot be predicted, effective contingency planning can minimize the impact on City of San Luis Obispo missions, personnel, and facilities.

COORDINATED RESPONSE

When a Pandemic event impacts the City of San Luis Obispo and surrounding jurisdictions, Unified Coordination will be established by the San Luis Obispo County Office of Emergency Services (OES) charged with coordinating the regional response with the County Health Agency Department Operation Center (CHADOC). California Health and Safety Code gives broad authority to County Health Officers, including their authority to control contagious, infectious, or communicable disease and may "take measures as may be necessary" to prevent and control the spread of disease within the territory under their jurisdiction.¹

ICS/SEMS/NIMS

The City of San Luis Obispo has adopted the Incident Command System (ICS), the Standard Emergency System (SEMS), and the National Incident Management System (NIMS) as the emergency organization and the emergency management system for response to a Pandemic event impacting the City of San Luis Obispo.

UNIFIED INCIDENT COMMAND AUTHORITY

In the event of a Pandemic Incident, the Fire Chief will assume the position of Unified Incident Commander. In the event the Fire Chief is not available, the following chain of command is provided to identify authorized alternates to fill the City of San Luis Obispo's position as Incident Commander.

- No. 1 – The Police Chief
- No. 2 – The Deputy Fire Chief or Police Captain
- No. 3 – On-Duty Fire Battalion Chief or Police Lieutenant

The Unified Incident Commander will alert the San Luis Obispo City Manager as to the severity of the incident.

EMERGENCY OPERATIONS CENTER LEADERSHIP

The City Manager is the Emergency Services Director. The Assistant City Manager is the Deputy Emergency Services Director and the Deputy City Manager is the alternate as needed.

PERSONS WITH BASELINE MEDICAL, ACCESS AND FUNCTIONAL NEEDS

It is the intent of the City of San Luis Obispo to ensure Community Members with Baseline Medical needs and Functional & Access Needs have equal services and are prioritized during a Pandemic emergency based on the individual's needs.

¹ H&S §120175

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INTRODUCTION

Organizations across the nation perform essential functions and services that may be adversely affected in the event of a natural or human-made disaster. In such events, organizations should have continuity plans to assist in the continuance of their essential functions and governance. Continuing to perform essential functions is vital to an organization's ability to remain a viable entity and provide essential services during times of increased threats from all hazards, humanmade or natural. Since the threat to an organization's continuity of operations is great during a pandemic outbreak, it is important for the City of San Luis Obispo (SLO) to have a Pandemic Continuity of Operations plan (annex) in place to ensure it can carry out its essential functions and services. While organizations may be forced to suspend some operations due to the severity of a pandemic outbreak, an effective Continuity of Operations Plan can assist an organization in its efforts to remain operational, as well as strengthen the ability to resume operations.

PURPOSE

This plan/annex provides guidance to the City of San Luis Obispo and may serve as the plan for maintaining essential functions and services during a pandemic. This annex neither replaces nor supersedes any current, or approved continuity plan; rather it supplements it, bridging the gap between the traditional, all-hazards continuity planning and the specialized continuity planning required for a pandemic by addressing additional considerations, challenges, and elements specific to the dynamic nature of a pandemic.

This annex stresses that essential functions can be maintained during a pandemic outbreak through mitigation strategies, such as social distancing², increased hygiene, the vaccination of employees and their families, alternative work arrangements, and similar approaches. An infectious disease or influenza may not require a traditional continuity response, such as partial or full relocation of the organization's essential functions, although this response may be concurrently necessary due to other circumstances.

CONCEPT OF OPERATIONS

The City of SLO will monitor the severity of the pandemic and establish continuity activation triggers to address the unique nature of the pandemic threat. The Pandemic Continuity Plan will be implemented as needed to support the continued performance of essential functions. This plan is to be read as a companion document to City of San Luis Obispo Local Emergency Operations Plan (EOP). It supplements the EOP by addressing considerations and elements specific to pandemic events and emerging infectious diseases.

The following discussions present the most likely impacts from a Pandemic event occurring in or threatening the City of San Luis Obispo. These potential emergencies are discussed in detail below as a basis for planning and response. This plan does not presume to predict the full range and depth of consequences arising from a Pandemic event. It does, however, attempt to reflect the most accurate estimate of the nature of emergencies resulting from a Pandemic impacting event occurring in, or threatening the City of San Luis Obispo.

² Social distancing measures are taken to restrict when and where people can gather to stop or slow the spread of infectious diseases. Social distancing measures include limiting large groups of people coming together, closing buildings and canceling events.

Leadership - The strain on local government and its emergency response organization to command and coordinate the response to an extreme Pandemic event could be immediate, severe, and overwhelming. It is critical that the City provide strong and decisive leadership in order to ensure the needs of the City residents and guests are being met. Mutual Aid assistance from local, state, and federal agencies will probably not be needed in anything but the most extreme events. If needed, the availability will be limited because of the far-reaching impacts of a pandemic. Logistical support and/or mutual aid requests may have extended reflex arrival time which should be considered in decision making.

Emergency Response - A Pandemic event may initiate or exacerbate emergencies over a widespread area. Such an occurrence is reasonably anticipated to overwhelm emergency response resources and necessitate a change to the traditional response protocol. Normal response to reported emergencies may overload resources.

Shelter in Place/Isolation - The purpose of a shelter in place is to maintain the population in isolation away from affected persons. It is a protective action taken to avoid or reduce the public's exposure to an infectious disease. Managed care facilities with vulnerable populations should activate their emergency exposure control plan. People can self-isolate or they can be ordered to isolate by the County Health Officer.

School Disruptions - Public and private schools may choose or be directed to close as the Pandemic threat increases. Communication and coordination between schools, the City of SLO Liaison, County Health Agency Department Operations Center (CHADOC), County EOC and City of SLO Liaison may be necessary. Additional consideration for school closure and the effects of City employees with school age children should be anticipated. School disruptions and closures are typically joint decisions between CHADOC and School Districts, though the CHADOC or Public Health Director has the authority to close or modify school operations.

Emergency Services - Emergency medical services may become overwhelmed due to the number of infected, and ill community members. Additional consideration, coordination and communication will be necessary with local hospitals, medical clinics, assisted care facilities, medical equipment suppliers, and ambulance provider(s).

Emergency Public Information - During a Pandemic event, the public will need basic emergency public information. This information will be provided by the City of San Luis Obispo's Public Information Officer³ via a wide range of both public notification systems and social media. A staffed call center will be needed, which could be in conjunction with the County EOC and CHADOC. Typically, communications are centralized and a CHADOC website or <https://www.prepareslo.org/en/index.aspx> is used to centralize or disseminate information. The County is also capable of alerting the public using Reverse 911 and the Wireless Emergency Alert System (WEA).

³ Typically, assigned from the either the Police or Fire Departments.

PLAN OBJECTIVES

1. Provide for the safety of the public, agency employees, their families, and first responders at all times. Monitor the health of employees to ensure they receive proper and appropriate care.
2. Ensure that emergency service delivery efforts, both law enforcement, fire and emergency medical service, are uninterrupted.
3. Ensure continued public service and continuity of government capabilities to protect the citizens and to fulfill the City's mission including the provision of water and sewer services.
4. Identify which City services will be suspended, such as after-school recreation programs, fire station tours, etc.
5. Explore the legal requirements for public access to meetings such as boards, commissions, and council.
6. Institute preventive measures in all City workplaces, promoting proper hygiene to prevent the further spread of the diseases.
7. Provide for timely and accurate release of incident information to the public, media, first responders, agency administrators and cooperators by the EOC Public Information Office through a wide range of mediums.
8. Ensure coordination with law enforcement to maintain the protection of the public and maintain accountability in the event of shelter in place/isolation orders.
9. Ensure that the needs of medically dependent individuals and those with access and functional needs provided information and assisted as needed/able.
10. Ensure close coordination and communication between Cal Poly, SLO County EOC, CHADOC, San Luis Coastal Unified School District and the City of SLO.
11. Ensure the management actions and efforts will be focused on serving, safeguarding and protecting the community of San Luis Obispo.
12. Maintain accurate financial documentation which may be necessary for cost reimbursement.

CONTINUITY PLANNING

All City of SLO personnel are to be informed regarding protective actions and/or modifications related to this plan. Messaging and risk communications during an emerging infectious disease or pandemic will be conducted by the City Manager or his/her designee. Guidance and instructions on established infection control measures such as social distancing, personnel protective equipment and telework policies are provided by the City Manager or his/her designee to assist in limiting the spread of the virus at the primary and alternate worksite.

The plan emphasizes disease prevention; workforce protection is critical. Treatment options may be uncertain and may not be available. The actions outlined in this plan are intended to minimize the possibility of illness for City employees.

All City employees are Disaster Service Workers⁴ who may be assigned non-traditional responsibilities. All the City employees must understand their potential role as a disaster service worker. When engaged as a disaster service worker, city employees performing duties are considered to be acting within the scope of disaster service duties while assisting any part of the organization or performing any act contributing to the protection of life or property or mitigating the effects of the emergency. This means that the duties assigned to City employees may be different than their traditional duties.

⁴ California Government Code Section 3100-3109

The City must plan to be self-sufficient. Limited availability of mutual aid resources and disruption of the supply chain will require that the City be prepared to operate independently for long periods of time. Stores of food, fuel, and PPE will be required to sustain independent operation. If supplies have not been acquired prior to an event, the City must purchase supplies as early as possible as early information of a pandemic becomes available.

The plan requires action before the event. Parts of the plan depend upon action taken prior to an event. For instance, the use of full personal protective equipment (PPE) during an event depends on acquiring sufficient supplies of PPE beforehand. Pre-event actions are identified in low and medium impact level planning for each function. All supervisors are responsible to ensure pre-event actions are completed for each essential function in the City.

Within the workplace, social distancing measures could take the form of: modifying the frequency and type of face-to-face employee encounters (e.g., placing moratoriums on hand-shaking, substituting teleconferences for face-to-face meetings, staggering breaks, posting infection control guidelines); establishing flexible work hours or worksite, (e.g., telecommuting); promoting social distancing between employees and customers to maintain three-foot spatial separation between individuals; and implementing strategies that request and enable employees with an infectious disease such as influenza to stay home at the first sign of symptoms.

City Department Heads are encouraged to communicate protective actions with their employees, particularly any who are in higher risk positions and provide them with necessary personal protective equipment. Employees, whose primary and vital function is to conduct in-person transactions with the public, should be provided training and supplies to maximize their safety. This would include employees at customer service and payment positions. Closing other offices to routine public interaction should be considered to minimize risk while providing a safe alternative method to conducting the business of the City. This may include the use of electronic or written business transactions that may otherwise be conducted in person. The workspaces and hygiene supplies/procedures for employees who must interact with the public should be addressed before the start of each business day. Supplies and procedures should be consistent with the recommended guidelines provided by Public Health Officials. Unnecessarily overplaying a threat can have significantly negative impacts on public mental health and therefore should be avoided. Guidance to these employees

Frequent, daily communication is important to keep employees informed about developments in the organization's response, impacts on the workforce, and to reassure employees that the organization is continuing to provide essential functions. City leadership and pandemic response teams should include deliberate methods to measure, monitor, and adjust actions to changing conditions and improved protection strategies such as:

1. Implement a formal worker and workplace protection strategy of cleanliness⁵.
2. Track and implement changes in approved or recommended protection measures.
3. Pre-position material and protective equipment onsite.
4. Ensure essential personnel are aware of safety measure at the primary worksite.
5. Ensure personnel have access to information/systems to work remotely when appropriate.

⁵ Such as requiring surfaces be wiped down after every meeting, lunch hour, staying home when sick, etc., maintaining a visible log of these activities, and assigning responsibilities to area staff to coordinate completion these activities.

6. Coordinate with local public health and emergency response points of contact to ensure open, adequate communications.

The plan is scalable as actions outlined in this plan are based on the impact to the City; the greater the impact, the greater the level of action that will take place.

The plan is flexible as an infectious disease event is dynamic and unpredictable. Although the actions outlined in this plan are based upon specific impact levels, the plan is meant to be flexible. Some actions may need to be taken earlier than planned, and some actions may not be taken at all. In addition, other actions not specifically outlined in this plan may need to be taken as the need arises.

Department-specific risk assessments that identify actual control designations for all personnel and/or positions will be conducted initially and periodically thereafter for each department by the department head in coordination with the City Manager's message. These assessments should be kept as part of each departments action plan documentation.

Departments are encouraged to add their specific plan(s) and procedure(s) of their selected mitigation, prevention, protection, or control measures, to include those necessary during a pandemic.

Lastly, the plan recognizes that our actions are interdependent with the actions of other agencies such as County EOC, Local EMSA, SLO County Health Dept. and CHADOC. City of San Luis Obispo will cooperate with and assist other agencies whenever possible to best serve the public interest.

PANDEMIC PLANNING ASSUMPTIONS

National Assumptions

1. Susceptibility to the pandemic virus will be universal.
2. Efficient and sustained person-to-person transmission signals an imminent pandemic.
3. The clinical disease attack rate will likely be 35 percent or higher in the overall population during the pandemic. Illness rates will likely be highest among school-aged children and the elderly (about 40 percent) and decline with age. Among working adults, an average of 20 percent will become ill during a community outbreak.
4. Some persons will become infected but not develop clinically significant symptoms. Asymptomatic or minimally symptomatic individuals can transmit infection and develop immunity to subsequent infection.
5. While the number of patients seeking medical care cannot be predicted with certainty, in previous pandemic about half of those who become ill sought care. With the availability of effective antiviral drugs for treatment, this proportion may be higher in the next pandemic.
6. Rates of serious illness, hospitalization, and deaths will depend on the virulence of the pandemic virus and differ by an order of magnitude between more and less severe scenarios. Risk groups for severe and fatal infection cannot be predicted with certainty but are likely to include infants, the elderly, pregnant women, and persons with chronic or immunosuppressive medical conditions.
7. Rates of absenteeism will depend on the severity of the pandemic. In a severe pandemic, absenteeism attributable to illness, the need to care for ill family members and fear of infection

may reach 40 percent during the peak weeks of a community outbreak, with lower rates of absenteeism during the weeks before and after the peak. Certain public health measures (closing organizations, quarantining household contacts of infected individuals, and school closures) are likely to increase rates of absenteeism.

8. Individual and social impacts will have a significant impact on absenteeism. Proactive, frequent and credible information sharing, and dialogue may help control absenteeism related to excessive and unnecessary fear.
9. The typical incubation period (interval between infection and onset of symptoms) for influenza is approximately two days, to as long as 14.
10. Persons who become ill may shed virus and can transmit infection before the onset of symptoms. Viral shedding and the risk of transmission will be greatest during the first two days of illness. Children usually shed the greatest amount of virus and therefore are likely to post the greatest risk for transmission.
11. On average, infected persons will transmit infection to approximately two other people.
12. A pandemic outbreak in any given community will last about six to eight weeks or more for each wave of the pandemic.
13. Multiple waves (periods during which community outbreaks occur across the country) of illness could occur with each wave lasting two-three months. Historically, the largest waves have occurred in the fall and winter, but the seasonality of a pandemic cannot be predicted with certainty.

Organizational Assumptions

1. Organizational communication on proper hygiene which greatly reduces the spread of disease.
2. Demand for Fire Department response will increase during the illness. This plan assumes an increase in emergency medical service calls during peak impacts of the disease cycle based on the predicted rates of infection.
3. Medical supplies such as Personal Protective Equipment (PPE) that are needed to respond to an infectious event may be in short supply. These include masks, goggles, gowns and personal decontamination fluids/wipes. The City may experience disruption of other support infrastructure and services during this event.
4. The City will be provided with guidance and/or direction by Local, State or Federal, governments regarding current pandemic status in our area.
5. The City will have actionable plans and procedures to assist in the ability to remain operational during a pandemic. Plans and procedures may include social distancing protocols, personal protection equipment (PPE), and temporary suspension of some non-essential activities such as training, meetings and community events.
6. Hygiene protocols may include maintaining a three-foot bubble between people, no handshaking, posters reminding people to properly wash their hands and readily available liquid hand sanitizers.
7. The City of SLO has a viable Agency-wide continuity capability.
8. The City of SLO will review its continuity communications programs to ensure they are fully capable of supporting pandemic and other related emergencies, and consider supporting social distancing operations, including telework and other virtual office options.
9. The City of SLO controlled buildings will be accessible, but right of entry may be limited.

10. During plan implementation, the City of SLO may make alternate facilities available for staff to implement social distancing protocols.
11. Essential functions, operations, and support requirements will continue to be people dependent. However, human interactions may be remote or virtual, resulting in the employment of appropriate teleworking and other approved social distancing protocols. Utilities may implement its own or other operational plans in response to specific localized pandemics to continue to provide its essential functions.
12. Travel restrictions, such as limitations on mass transit, implemented at the Local, State, and Federal levels may affect the ability of some staff to report to work. Transit may implement its own or other operational plans to adjust to specific localized pandemics.
13. Additional funding will be budgeted for the acquisition of additional equipment required for a possible surge in teleworking capabilities.

PREVENTION STRATEGIES

Prevention is the key to reducing the impact of this disease on the City's ability to perform its mission. It is also important in protecting our employees and family. The following prevention strategies are to be implemented:

1. Training for all employees
 - a. Use of Protective Masks, when trained and instructed
 - b. Hygiene Techniques to Prevent Spread
 - i. Hand washing is the single most important action to prevent transmission of infectious disease. All personnel should practice good hygiene by regularly washing their hands.
 - ii. Always wash hands with soap and water or waterless instant hand antiseptic for a minimum of 20 to 30 seconds every time:
 1. After any patient contact (in addition to wearing gloves)
 2. Before cooking or handling food, eating and drinking
 3. After using the restroom
 4. After any contact with apparatus and equipment, and when entering station offices and quarters
 - c. Coughing and sneezing
 - i. All employees will cough or sneeze into their shirt sleeve or wear a simple procedure mask (dust mask).
 - ii. Any sick employees with symptoms indicative of flu (fever, headache, muscle aches, respiratory symptoms, sore throat) need to be sent home immediately. Exposing fellow workers and patients puts our workforce and vulnerable patients at risk.
 - d. Decontamination of Equipment, Workstations, and areas of public contact.
2. Infected Patient Contact Training for Fire Department Emergency Response employees
 - a. Gloves, gowns and eye protection will be worn for all patient contacts.
 - b. Properly placed N95 masks or oxygen mask will be worn on patients with a fever and cough or possible infectious illness.
 - c. Place masks on patient with symptoms of contagious disease
 - d. Other treatment and/or contagion-control measure as determined by Public Health and/or Local Emergency Medical Services Agency (LEMSA)

- e. Limit the number of rescuers in contact with an infectious patient or possibly infectious patient.
 - i. One rescuer with full PPE within three feet of the patient when doing an assessment (gloves, N95 mask, gown, and eye protection).
 - ii. If additional rescuers are needed within the three-foot “bubble,” full PPE is required.
 - f. Medical Equipment Decontamination and Replacement
 - g. Contaminated waste will be disposed of properly. Decontaminate eye protection with germicidal wipes.
3. Public Safety Dispatch Training and Protocol: Dispatch will inquire and relay to emergency responding units, when possible, if the reporting party indicated the patient may be symptomatic or if the location (e.g. home, care facility, dorm room) previously had someone present who was symptomatic.

WORK PRACTICES AND PROCEDURES

All Executive Managers shall ensure that their Departments are following preventive actions.

1. Staffing Adjustments
 - a. The Fire Chief and Chief of Police will ensure that minimum staffing levels of emergency response personnel are met. Call back, alternative staffing patterns and Mutual Aid may be utilized.
 - b. Department Heads will ensure that staff positions are adequately staffed to meet the department missions. Call back, telecommunicating and setting work priorities may be utilized.
 - c. If staffing shortages exist, priority duty positions will be identified, and personnel moved to fill them.
2. Essential Operational Programs and Functions
 - a. Dispatch Center – Access limited to personnel assigned to the Dispatch Center and designated Fire and Police employees. Communications between Dispatch Center personnel and field-assigned Fire and Police employees should be conducted via phone, not face-to-face. The small officers’ work area, kitchen, and restrooms at the Dispatch Center will not be used by field-assigned personnel during implementation of this plan.
 - b. Fire Stations – When identified by the Chief or Deputy Chief, Fire Stations will be closed to the general public. Outreach programs will be cancelled. Families will not be allowed to visit.
 - c. City Hall and City Support Facilities – When identified by the City Manager, the public access will be restricted to specific areas.
 - d. The Corporation Yard, Water Treatment, and Wastewater Treatment access will be closed to the general public and personnel will follow operational plans for assignments to maintain operational programs and functions.
 - e. Utilities will continue to evaluate, maintain adaptable scheduling, and inform employees of possible schedule and procedural changes to ensure continuity of operations at these critical facilities.

Sharing of Information

1. Daily conference or webinar meetings with Department Heads, Executive Manager’s, and the City Manager as required by current situation.

2. Obtain updated information from Local and State Agencies.
3. Fire Chief or Acting Chief attends meetings/conference calls with SLO County Health Dept. and / or CHADOC.
4. Email information to all staff as appropriate.
5. Provide updates to Council.
6. Coordinate with Mayor and Council to ensure all social media posts support this plan and reference credible, factual information.
7. All information shall come from the PIO, Emergency Services Director (City Manager) or designee.

Providing Supplies of Protective Equipment

1. Supplies will be provided by the Fire Department.
2. The Fire Department will seek to maintain no less than a 50% reserve of all virus-related personal protective equipment.
3. Orders will be placed in a timely manner to ensure product turn-around times.

Items	100% Inventory	50% Inventory
N95 Masks	1,000	500
Simple Mask	500	250
Tyvek Suits/Gowns	100	50
Gloves	10 cases	5 cases
Goggles/Glasses	100	50

Employee Illness and Exposure

1. If an employee becomes ill at work, they should be encouraged to seek medical care and, when possible, reassign to an isolated work area. Personal leave credits will be used. Backfill or coverage, if required, should be obtained through the regularly established methods.
2. If an employee feels they were exposed at work, the regular occupational exposure documents will be completed.
3. Family and Medical Leave Act (FMLA) policies should be adhered to.

ELEMENTS OF A VIABLE PANDEMIC CONTINUITY CAPABILITY**Essential Functions**

Given the expected duration and potential multiple waves of pandemic outbreaks, organizations must review the process involved in carrying out essential functions and services in order to develop plans that mitigate the effects of the pandemic while simultaneously allowing the continuation of operations which support essential functions. The City has identified essential functions and services needed to sustain its mission and operations during a pandemic. The City Essential Functions are:

1. Dispatch – Emergency communications
2. Police – Law enforcement and public safety
3. Fire – Emergency fire and rescue services
4. Utilities – Water and Wastewater Services
5. Administration – Information Technologies, Telephones, Radios, Dispatch
6. Finance – Payroll Processing, Emergency Payments, Requisitions, Contracts
7. Administration – Leadership, Public Information, Inter/Intra Agency Coordination.
8. City Attorney – Legal Affairs, Public Orders, Public Records request delay

9. Public Works – Vehicle and equipment maintenance
10. Maintenance Services – Custodial Staff responsible for sanitizing facilities
11. TBD by Pandemic Coordinator (City Manager)

Orders of Succession and Delegation of Authority

The City has identified orders of succession that are at least three deep per position while considering dispersing successors to various geographically separated locations, as appropriate. If it is necessary for a person to succeed due to a pandemic emergency, this document will serve as a delegation of authority to the successor. The City Orders of Succession are:

Policy Group

1. Mayor
2. Vice Mayor
3. City Council

Fire

1. Fire Chief
2. Deputy Fire Chief
3. Battalion Chief

Public Works

1. Public Works Director
2. Deputy Director/City Engineer
3. Deputy Director

Parks & Recreation

1. Parks & Recreation Director
2. Recreation Manager
3. Recreation Supervisor

Finance

1. Finance Director
2. Budget/Controller Manager
3. Senior Accounting Technician

City Attorney

1. City Attorney
2. Assistant City Attorney
3. Contract Assistant City Attorney

Emergency Services Director

1. City Manager
2. Assistant City Manager
3. Deputy City Manager

Police

1. Chief of Police
2. Police Captain
3. Police Lieutenant

Utilities

1. Utilities Director
2. Deputy Director - Water
3. Deputy Director - Wastewater

Human Resources

1. Human Resource Director
2. Human Resource Manager
3. Human Resource Analyst

Information Systems

1. Information Systems Manager
2. Network Service Supervisor
3. IT System Engineer

Continuity Communications

According to the National Strategy Implementation Guidance, workplace risk can be minimized through implementation of systems and technologies that facilitate communication without person-to-person contact. The City has identified communication systems needed to perform essential functions. The City Continuity Communications plan for a pandemic is as follows:

1. Land line phone (voice/fax) system
2. Internet access, E-mail, Web-Conferencing and City website
3. Two-way radios (public safety)
4. Satellite phones

5. Amateur radios
6. Cell phones
7. Wireless Emergency Alert (WEA)
8. Reverse 911
9. Emergency Alert System (EAS)
10. Alerts on radio stations KCBX/KVEC

Critical information systems used to accomplish mission essential functions during normal operations at the primary location must be accessible at the continuity facility. In addition, City personnel should make sure that critical data is stored in such a way that it can be backed up regularly. Each department will coordinate with the IT Department on the specific technical support needed during COOP activation.

Essential Records Management

The City shall identify, protect, and ensure the ready availability of electronic and hardcopy documents, references, records, and information systems needed to support essential functions during a pandemic outbreak. The City has an essential records plan for identified systems, databases, and files that are needed to ensure essential functions remain operational. This may become financially critical to the City if/when official emergency declarations follow a pandemic outbreak. The City's ability to apply for reimbursement relies on early planning and implementation of records management for all increased costs (personnel, contracts, and commodities) related to pandemic operations.

Human Resources

Although a pandemic outbreak may not directly affect the physical infrastructure of an organization, a pandemic will ultimately threaten all operations by its impact on an organization's human resources. The health threat to personnel is the primary threat to maintaining essential functions and services during a pandemic outbreak. The City will establish plans to protect the entire employee population and their families, should a pandemic outbreak occur. This may include logistical support and housing for essential employees and their families in order to maintain critical services.

All City employees are Disaster Service Workers when conditions warrant and appropriate actions have been taken by the County Health Director, Emergency Services Director and/or the City Council. Avoidable confusion and consternation can be significantly reduced when leadership provides accurate, timely, and detailed instructions to employees about their required roles and responsibilities during a pandemic.

Delegation of Control and Direction

Delegation is the process of transferring operational control of one or more essential functions to a pre-determined responsible party or parties. Pandemic outbreaks will occur at different times, have variable durations, and may differ in the severity; therefore, full or partial delegation of essential functions may be necessary to continue essential functions and services. The City will establish plans and procedures for delegation, which identify how it will transfer operations, if a pandemic renders leadership and essential staff incapable or unavailable.

Proclamation of Emergency

The City Manager is authorized to Proclaim a Local Emergency. The proclamation must be ratified by the City Council within 7 days and reviewed every 60 days until the emergency is over. The City may request for a Cal OES Director's Concurrence, Governor's Proclamation of a State of Emergency, Executive Order,

California Disaster Assistance Act (CDAA) funding, and/or a Presidential Declaration of an Emergency or Major Disaster. If the County Proclaims a Local Emergency, the City may be included in that proclamation.

SLO County Office of Emergency Services (OES)

The SLO County Office of Emergency Services (OES) coordinates all requests for assistance from San Luis Obispo County (beyond mutual aid agreements established for fire, law, medical, or public works resources). To request assistance from San Luis Obispo County OES, contact the Duty Officer at +1 (805) 781-1144.

Reconstitution

Reconstitution is the process whereby an organization has regained the capability and physical resources necessary to return to normal (pre-disaster) operations. The objective during reconstitution is to effectively manage, control, and, with safety in mind, expedite the return to normal operations. The City has developed reconstitution plans and procedures, in conjunction with local public health authorities, to ensure facilities/buildings are safe to return. The organization's reconstitution plan should consider the possibility that not all employees may be able to return to work at the time of reconstitution.

PANDEMIC RESPONSE

Initiating Event

The declaration of a Pandemic by County Public Health Officer is the initiating event that alerts the public and the City of San Luis Obispo. The focal point for reporting initial declaration of a pandemic is the City of San Luis Obispo's Emergency Communication Center.

Pandemic Plan Activation

It is the policy of the City of San Luis Obispo that a pandemic, as referenced in this Plan, and in the judgment of the City Manager, Fire Chief or Police Chief, or their designee, warrants activation of this plan.

If a pandemic is confirmed and is brought to the attention of the City of San Luis Obispo Emergency Communications Center, contact with the Emergency Operations Center Director (or authorized alternate) should be attempted. If contact by phone is possible, the Emergency Operations Center Director or alternate would be advised of the situation (including initial confirmed cases) by the City of San Luis Obispo Emergency Communications Center.

If contact with the Emergency Operations Center Director or any authorized alternate cannot be made, the Deputy Fire Chief, on-duty Battalion Fire Chief or highest-ranking Police Officer may recommend Plan activation.

Emergency Operations Center Locations

The following are the EOC locations for an emergency event. *(Note: These locations may be adjusted or changed depending on the specific circumstances of event).*

Primary:

San Luis Obispo City Fire
2160 Santa Barbara Ave.
San Luis Obispo, CA 93401

Secondary:

Ludwick Community Center
864 Santa Rosa Street
San Luis Obispo, CA 93401

Pandemic Coordinator and Pandemic Response Team

The Pandemic Coordinator will oversee a Pandemic Response Team (PRT) to anticipate the impacts of a pandemic on the City and to assist with developing strategies to manage the effects of an influenza or viral outbreak. The City Manager has been designated as the agency Pandemic Coordinator who will work with a team of advisors from the City department head team or their designee.

Each department head or designee will participate on the Pandemic Response Team to support the Pandemic Coordinator. The City is comprised of the following departments:

- | | | |
|--------------------------|------------------|--------------------|
| 1. Administration/IT | 2. City Attorney | 3. Human Resources |
| 4. Community Development | 5. Public Works | 6. Utilities |
| 7. Finance | 9. Police | 10. Fire |

Risk Communications

The City will develop a pandemic risk communications procedure for communicating with all internal and external stakeholders. This includes the use of existing notification rosters with names and telephone numbers for personnel both working on site and those forced into emergency relocation. These rosters will be maintained and updated by the City Administration staff (PIO) and located on the database. Hardcopies are to be maintained at the City EOC.

City Overview Planning Sheet

The City will undertake actions at each impact level. These impact levels are designed to provide guidance for action timelines. Specific action timelines may be adjusted at the discretion of the City Manager and may vary by Department.

1. **Low Impact (Pre-event)**
 - a. Deliver infectious disease training
 - b. Determine and obtain critical resource stockpiles
 - c. Develop scalable response plans
 - d. Post handwashing signs and other information and City facilities
2. **Medium Impact**
 - a. Publish disease-specific treatment protocols for employees
 - b. Cross-train personnel in critical functions
 - c. Validate continuity plans
3. **High Impact**
 - a. Implement enhanced exposure protection
 - b. Reallocate personnel to support emergency response operations
 - c. Distribute critical resource inventories
4. **Severe Impact**
 - a. Implement strict exposure restrictions
 - b. Restrict public access
 - c. Execute scalable response plans

Pandemic Plan Activation

1. Operational Area Conference Call as necessary
 - a. SLO City EOC Director or Designee

- b. SLO City Fire & Police Chief
 - c. SLO County OES Director or Duty Officer
 - d. SLO County Medical/Health Officer or Designee
 - e. Cal Poly EOC Director or Designee
 - f. CAL FIRE Chief or Duty Chief
 - g. San Luis Coastal School District Director or Designee
2. Objectives to be discussed during the conference call:
- a. Attain situational awareness on pandemic and declaration of emergency.
 - b. Identify incident-specific concerns, actions already taken and recommended courses of action.
 - c. Determine implementation of all or part of the COOP.
 - d. PIO implement crisis communications plan with Pandemic information from CHADOC, JIC, and/or CDC.
 - e. Notify Department Heads & Elected Officials by SLO City EOC Director or Designee.
 - f. SLO City EOC Director or Designee determines and communicates activation of EOC to appropriate level:
 - i. Department Heads or assignee report to EOC as required
 - ii. Section Coordinators or assignee report to EOC as required
 - iii. Elected Officials report to EOC as required
 - iv. Recall Safety Employees to duty as required
 - v. Notify Cal Poly, Co. OES and CAL FIRE EOC is activated

This tables outline the plan of action the City will take to minimize the effects of an infectious disease incident. Specific actions are outlined on individual Areas and Support Function. Actions are correlated with the potential “Operational Impact Level” of an event. The “Trigger Guidelines” are meant to provide guidance for action timelines. Specific “Action Items” may be adjusted at the discretion of the City Manager (EOC Director) and may vary by Department.

	Response Level & Operational Impact	Trigger Point Guidelines <i>Any or all trigger points may initiate action</i>	Action Items
The risk for a pandemic is greatly increased but not certain.	Level 1 Impact Level: “Normal” Regular City Operations	Daily operations, no impact	<ul style="list-style-type: none"> ● Pre-planning action completed <input type="checkbox"/> Pre-planning action incomplete <input type="checkbox"/> Imminent event prep action
Spread of disease between humans is occurring in more than one country of one WHO region.	Level 2 Impact Level: “Low” Pre-event Planning	New infectious disease identified. Increasing public awareness exists.	<ul style="list-style-type: none"> <input type="checkbox"/> Program in effect - monitoring developing trends ● Obtain Critical resource stockpiles <input type="checkbox"/> Deliver infectious disease/ PPE training <input type="checkbox"/> Develop operational plan <input type="checkbox"/> Initiate City Dept awareness and ongoing updates <input type="checkbox"/> Review current plan for gaps

			<ul style="list-style-type: none"> <input type="checkbox"/> Train personnel in critical functions
<p>Community-level outbreaks are in at least one additional country in a different WHO region from phase 5. A global pandemic is under way</p>	<p>Level 3 Impact Level: “Medium” Specific Event Planning</p>	<p>City Manager to identify probable impact on departments based on communication from all agencies</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Supervisors finalize event prep and identified needs <input type="checkbox"/> Pre-event directives issued from City Manager <input type="checkbox"/> Verify critical resource inventories <input type="checkbox"/> Publish disease-specific treatment protocols <input type="checkbox"/> Prepare for protocol changes instituted by SLO Co. Health Dept and/or EMSA
<p>The global pandemic has been transmitted to SLO County and is occurring and is localized.</p>	<p>Level 4 Impact Level: “High” Event Response</p>	<p>FD identifies increased call volume. Disease spread in the public is increased significantly. Public health notification of incidence of infection with high mortality or hospitalization. Public Safety personnel symptomatic. Human Resources identify increasing or unusual absentee rates. Operations staffing is impacted.</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Review and change specific treatment protocols determined by SLO Co Health Dept or EMSA. <input type="checkbox"/> Implement enhanced exposure protection <input type="checkbox"/> Reallocate personnel to support essential operations <input type="checkbox"/> Distribute critical resource inventories <input type="checkbox"/> Restrict public access
<p>Localized pandemic is severely impacting population and city operations.</p>	<p>Level 5 Impact Level: “Severe” Active Pandemic, High Lethality</p>	<p>City unable to maintain normal staffing. Departments unable to meet increased requests for service</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Evaluate staffing distribution matrix and/or reduction of service <input type="checkbox"/> Implement strict exposure restrictions

EMERGENCY OPERATIONS CENTER DUTIES

EOC Director

1. Coordination and Response
 - a. Activate EOC / begin Incident Action Plan development
 - b. Review and set objectives
 - c. Direct EOC team
 - d. Set times utilizing Planning-P form
 - e. Monitor and assess situation
 - f. Continue coordination with Co. OES, CHADOC, Cal Poly and CAL FIRE
 - g. Coordinate public information
 - h. Order logistical supplies to support operations, EOC and field personnel
 - i. Request for Mutual Aid of non-FD/LE resources through County OES EOC

- j. Determine need for Local Emergency Proclamation

Elected Officials

1. Determine Local Emergency Proclamation
 - a. Follow same procedures as other emergencies
 - b. Guide policy decisions specific isolation and exposure reduction that may be useful
 - i. To set curfews by resolution
 - ii. Acquisition of resources for public protection as recommended by Emergency Operations Director

*See SLO County Emergency Proclamation and Disaster Declarations guidance

EOC Public Information Officer

1. Communications
 - a. Avoid conflicting information, all public information should be provided by the Emergency Operations Center City of San Luis Obispo Public Information Officer and typically redirected to County of SLO website such as <https://www.prepareslo.org/en/index.aspx>
 - b. Staff phone assistance centers to share critical and accurate information from a single point of contact with public
 - c. Message to coincide with County Health/CHADOC
 - d. Messaging mediums may include:
 - i. Sheriff Reverse 911 <https://slosheriff.onthealert.com/>
 - ii. Wireless Emergency Alerting (WEA)
 - iii. Emergency Alert System (EAS)
 - iv. Social Media
 - v. AM/FM Radio Stations
 - vi. Local network television

EOC Liaison

1. EOC Liaison to coordinate as necessary with allied agencies representatives
 - a. SLO County EOC
 - b. CHADOC/EMSA
 - c. Hospitals & Ombudsman
 - d. Voluntary Organization Active in Disaster (VOAD)
 - e. San Luis Coastal School District
 - f. Cal Poly
 - g. SLO Downtown Association & Chamber of Commerce

EOC Operations

1. Support Field Operations
 - a. Communicate with field resources as to:
 - i. Establishing medical isolation areas with CHADOC
 - ii. Supporting CHADOC/Hospital needs (temporary field units)
 - iii. Logistical support needs
 - iv. Specialized decontamination equipment

EOC Planning

1. Establish Planning Coordinator Position
 - a. Assist in Incident Action Plan development
 - b. Review and set objectives

- c. Monitor and assess situation
- d. Direct EOC team/ Coordinate Command Staff
- e. Set meeting times utilizing Planning-P
- f. Order logistical supplies to support Planning of EOC and field personnel

Pandemic Reduced or Cancelled

1. Operational Area Conference Call Activation
 - a. SLO City EOC Director or Designee
 - b. SLO City Fire & Police Chief
 - c. SLO County OES Director or Duty Officer
 - d. Cal Poly EOC Director or Designee
 - e. CAL FIRE Chief or Duty Officer
2. Actions to be taken
 - a. Department Heads & Elected Officials notified by SLO City EOC Director or Designee
 - b. Media release messaging in parallel with County EOC & CHADOC
 - c. As incident deescalates
 - i. Systematically release all city staff
 - ii. EOC Director or Designee directs closure of EOC operations
 - iii. Restock and prepare for future Pandemic
3. Conduct after action review (Per EOC Director)

RECOVERY

The City of San Luis Obispo has a Recovery Plan under development as part of the City of San Luis Obispo's Comprehensive Emergency Management Plan. The following points are a short overview of the recovery phase.

DEMOBILIZATION

When response agencies are nearing completion of the last remaining life-safety Protective Action Missions, and when the Emergency Services Director (San Luis Obispo City Manager) or the Deputy Emergency Services Director determines that the disaster has entered into a recovery phase, the command staff should develop a formal demobilization plan.

1. The City of San Luis Obispo Emergency Operations Center should be downgraded as an Emergency Operations Center. The Emergency Operations Center will then become a Recovery Operations Center (ROC).
2. It is desirable to attempt to restore departments to their normal working routine and environment as soon as possible.
3. The Unified Command Staff, as well as other City of San Luis Obispo agencies, will be heavily involved in short and long-term recovery operations.

COST RECOVERY

If State or Federal reimbursement is authorized for the emergency, accurate accounting and records of effort must be maintained and collected. These reimbursable costs could include:

- Actual travel and per diem

- Supplies, materials, and equipment
- Repair, permanent restoration, and replacement costs for public facilities
- The cost of basic engineering services when necessary for construction projects
- Indirect and administrative costs (10% of total approved state share)
- Costs for work performed under interagency assistance agreements for which an eligible applicant is legally obligated to pay
- The local cost share required under federal public assistance programs

FINAL REPORT AND ACTIVITY LOG

All department heads from the City of San Luis Obispo departments involved in the Pandemic event response will be required to complete a narrative report and a master activity log 214. The narrative report briefly describes the primary responsibility, the protective action missions performed and the total staff hours of involvement by the agency during the emergency phase of the Pandemic event. The master activity log documents names and times of agency personnel involved in a mission, equipment and supplies used, and any contracts with a private vendor to support emergency operations. Most of this information can be extrapolated from individual activity logs used by team leaders during the emergency (ICS 214, Emergency Operations Center messages, Emergency Operations Center activity logs). A copy of the narrative report and activity logs should be forwarded to City Hall as soon as possible and will be part of the official record of the Pandemic event disaster.

CONCLUSION

Maintaining City of San Luis Obispo essential functions and services in the event of pandemic requires additional considerations beyond traditional continuity planning. Unlike other hazards that necessitate the relocation of staff performing essential functions to an alternate operating facility, a pandemic may not directly affect the physical infrastructure of the organization. As such, a traditional “continuity activation” may not be required during a pandemic outbreak. However, a pandemic outbreak threatens an organization’s human resources by removing essential personnel from the workplace for extended periods of time. Accordingly, the City continuity plan addresses the threat of a pandemic outbreak. Continuity Plans for maintaining essential functions and services in a pandemic should include implementing procedures such as social distancing, infection control, personal hygiene, and cross-training (to ease personnel absenteeism in a critical skill set). Protecting the health and safety of key personnel, ERG members, and other essential personnel must be the focused goal of the organization in order to enable the organizations to continue to operate effectively and to perform essential functions and provide essential services during a pandemic outbreak.

REVISION PAGE

This Section is for Plan Holders to record the posting of each Official Plan Revision made by the City of San Luis Obispo. Please enter the revision number, the pages, the date the revision was posted, and the name of the person posting the revision.

Revision #	Revision Title	Page Number Revised	Date	Name

APPENDIX 1: WORLD HEALTH ORGANIZATION PHASES

The World Health Organizations (WHO) developed an alert system to help inform the world about the seriousness of a pandemic. The alert system has six phases, with Phase 1 having the lowest risk of human cases and Phase 6 posing the greatest risk of pandemic. Organizations are encouraged to monitor the WHO phases and establish continuity “triggers” as deemed appropriate.

The phases are applicable globally and provide a framework to aid countries in pandemic preparedness and response planning. The use of a six-phased approach has been retained. However, the pandemic phases have been re-defined (Table 1). In addition, the time after the first pandemic wave has been elaborated into post peak and post pandemic periods.

Table 1: World Health Organization Pandemic Influenza Phases

Phase 1	No animal influenza virus circulating among animals has been reported to cause infection in humans.	Preparedness
Phase 2	An animal influenza virus circulating in domesticated or wild animals is known to have caused infection in humans and is therefore considered a specific potential pandemic threat.	
Phase 3	An animal or human-animal influenza reassortant virus has caused sporadic cases or small clusters of disease in people but has not resulted in human-to-human transmission sufficient to sustain community-level outbreaks.	
Phase 4	Human-to-human transmission (H2H) of an animal or human-animal influenza reassortant virus able to sustain community-level outbreaks has been verified.	Response and Mitigation
Phase 5	The same identified virus has caused sustained community level outbreaks in two or more countries in one WHO region.	
Phase 6	In addition to the criteria defined in Phase 5, the same virus has caused sustained community level outbreaks in at least one other country in another WHO region.	
Post-Peak Period	Levels of pandemic influenza in most countries with adequate surveillance have dropped below peak levels.	Recovery
Possible New Wave	Level of pandemic influenza activity in most countries with adequate surveillance rising again.	
Post-Pandemic Period	Levels of influenza activity have returned to the levels seen for seasonal influenza in most countries with adequate surveillance.	

The WHO phases of pandemic alert:

In the 2009 revision of the phase descriptions, WHO has retained the use of a six-phased approach for easy incorporation of new recommendations and approaches into existing national preparedness and response plans. The grouping and description of pandemic phases have been revised to make them easier to understand, more precise, and based upon observable phenomena. Phases 1–3 correlate with preparedness, including capacity development and response planning activities, while Phases 4–6 clearly

signal the need for response and mitigation efforts. Furthermore, periods after the first pandemic wave are elaborated to facilitate post pandemic recovery activities.

In nature, influenza viruses circulate continuously among animals, especially birds. Even though such viruses might theoretically develop into pandemic viruses, in Phase 1 no viruses circulating among animals have been reported to cause infections in humans.

In Phase 2 an animal influenza virus circulating among domesticated or wild animals is known to have caused infection in humans and is therefore considered a potential pandemic threat.

In Phase 3, an animal or human-animal influenza reassortant virus has caused sporadic cases or small clusters of disease in people but has not resulted in human-to-human transmission sufficient to sustain community-level outbreaks. Limited human-to-human transmission may occur under some circumstances, for example, when there is close contact between an infected person and an unprotected caregiver. However, limited transmission under such restricted circumstances does not indicate that the virus has gained the level of transmissibility among humans necessary to cause a pandemic.

Phase 4 is characterized by verified human-to-human transmission of an animal or human-animal influenza reassortant virus able to cause “community-level outbreaks.” The ability to cause sustained disease outbreaks in a community marks a significant upwards shift in the risk for a pandemic. Any country that suspects or has verified such an event should urgently consult with WHO so that the situation can be jointly assessed, and a decision made by the affected country if implementation of a rapid pandemic containment operation is warranted. Phase 4 indicates a significant increase in risk of a pandemic but does not necessarily mean that a pandemic is a forgone conclusion.

Phase 5 is characterized by human-to-human spread of the virus into at least two countries in one WHO region. While most countries will not be affected at this stage, the declaration of Phase 5 is a strong signal that a pandemic is imminent and that the time to finalize the organization, communication, and implementation of the planned mitigation measures is short.

Phase 6, the pandemic phase, is characterized by community level outbreaks in at least one other country in a different WHO region in addition to the criteria defined in Phase 5. Designation of this phase will indicate that a global pandemic is under way.

During the post-peak period, pandemic disease levels in most countries with adequate surveillance will have dropped below peak observed levels. The post-peak period signifies that pandemic activity appears to be decreasing; however, it is uncertain if additional waves will occur and countries will need to be prepared for a second wave.

Previous pandemics have been characterized by waves of activity spread over months. Once the level of disease activity drops, a critical communications task will be to balance this information with the possibility of another wave. Pandemic waves can be separated by months and an immediate “at-ease” signal may be premature.

In the post-pandemic period, influenza disease activity will have returned to levels normally seen for seasonal influenza. It is expected that the pandemic virus will behave as a seasonal influenza A virus. At this stage, it is important to maintain surveillance and update pandemic preparedness and response plans accordingly. An intensive phase of recovery and evaluation may be required.

APPENDIX 2: WEBSITES FOR PLANNING AND PREPAREDNESS

1. <http://www.opm.gov/pandemic/index.asp> - Links to policies on leave, pay, hiring, alternative work arrangements and other critical human capital issues in relation to pandemic influenza.
2. <http://www.pandemicflu.gov> - pandemic influenza related information (e.g., signs and symptoms of influenza, modes of transmission, developing individual and family plans, etc.).
3. <http://www.flu.gov/planning-preparedness/federal/index.html#> Pandemic influenza related information for Federal Government agencies to use for planning and preparedness. Links to other federal government agencies.

APPENDIX 3: LEGAL REFERENCE

1. **Municipal Code 2.24.010 Officer Powers and Duties**
 - a. The declared purposes of the ordinance codified in 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.

2. **CA Code of Regulations (Title 17: §2501 (a))**
 - a. Disease Investigation: The local health officer has the duty to investigate diseases, conditions or outbreaks.

3. **CA Code of Regulations (Title 17: §2515, §2516, §2518, §2520)**
 - a. Isolation, Strict Isolation, Modified Isolation, and Quarantine

4. **CA Health and Safety Code (§101025-101030)**
 - a. Enforcement: The health officer has the duty to enforce local ordinances concerning public health and sanitary matters as well as state statutes, orders and regulations related to public health including quarantine laws, and orders prescribed by CDPH