

CITY OF SAN DIEGO  
ADMINISTRATIVE REGULATION

SUBJECT  CITYWIDE EMERGENCY PLANS AND PROTOCOLS	Number 1.03	Issue 1	Page 1 of 6
	Effective Date August 31, 2018		

1. PURPOSE

- 1.1. The purpose of this Administrative Regulation (A.R.) is to ensure City of San Diego compliance with *Citywide (i.e. multi-department) Emergency Plans and Protocols* in accordance with state and federal requirements and to designate the City departments responsible for maintaining and updating specific emergency plans and protocols.

2. SCOPE

- 2.1. This Administrative Regulation applies to all City Departments.

3. DEFINITIONS

- 3.1. *Citywide Emergency Plans and Protocols* – Written documents that address multi-department emergency processes, procedures, and information according to state or federal requirements or nationwide best practices.

4. POLICY

- 4.1. This A.R. is established in accordance with the State of California’s Standardized Emergency Management System (SEMS) and the federal National Incident Management System (NIMS).
- 4.2. All *Citywide Emergency Plans and Protocols* listed in Attachment 1 will be derived from state and federal requirements where applicable and from statewide and nationwide emergency management best practices where no requirements exist.

(New Administrative Regulation 1.03, Issue 1, effective August 31, 2018)

Authorized

Signature on File

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CHIEF OPERATING OFFICER

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5. RESPONSIBILITY

5.1. City of San Diego Office of Homeland Security (SDOHS) will:

5.1.1. Review this A.R. on an annual basis and update this A.R. if needed.

5.1.2. Issue a memorandum to all City departments in the third quarter of each fiscal year that identifies required updates to the *Citywide Emergency Plans and Protocols* for the next fiscal year, as listed in Attachment 1.

5.1.3. Assist City departments in updating the *Citywide Emergency Plans and Protocols* when requested by a City department.

5.2. City Department Directors will:

5.2.1. Acknowledge receiving, in writing, the annual *Citywide Emergency Plans and Protocols* memorandum listed in section 5.1.2.

5.2.2. Provide input and expertise to the update of the *Citywide Emergency Plans and Protocols* when requested by SDOHS.

5.2.3. Comply with the update schedule for the *Citywide Emergency Plans and Protocols* listed in Attachment 1.

5.2.4. Ensure any City departmental emergency plans not listed in Attachment 1 are compliant with the listed *Citywide Emergency Plans and Protocols*.

5.2.5. Inform SDOHS of any known additional required or recommended updates to the *Citywide Emergency Plans and Protocols*.

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APPENDIX

Legal References

California Government Code, Section 3100-3109  
Municipal Code Chapter 2, Government; Article 2, Administrative Code; Division 1, The Council  
Municipal Code Chapter V, Public Safety, Morals and Welfare; Article 1, Public Emergency Procedures

Forms

Attachment 1 – City of San Diego *Citywide Emergency Plans and Protocols* Update Frequency

Subject Index

Emergency; Operations Procedures  
Emergency; Operations Plan  
Emergency; Natural and Human-Caused

Administering Department

City of San Diego Office of Homeland Security

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Attachment 1 – City of San Diego *Citywide Emergency Plans and Protocols*  
Update Frequency

Title	Update frequency	Departmental input required from:
<b>San Diego Urban Area Security Strategy</b>	5 years	-Office of Homeland Security -Police -Fire-Rescue
<b>San Diego Urban Area Threat/Hazard Identification and Risk Assessment</b>	1 year	-Office of Homeland Security -Police -Fire-Rescue
<b>San Diego Urban Area Multi-Year Training and Exercise Plan (City of San Diego portion)</b>	3 years	-Office of Homeland Security -Police -Fire-Rescue
<b>San Diego Urban Area Preventive Radiological/ Nuclear Detection Concept of Operations (City of San Diego portion)</b>	3 years	-Office of Homeland Security -Police -Fire-Rescue
<b>Multi-Jurisdictional Hazard Mitigation Plan (City of San Diego portion)</b>	5 years	-Office of Homeland Security -Police -Fire-Rescue -Environmental Services -Public Utilities -Public Works -Transportation and Storm Water -Development Services -Planning
<b>Regional Inclement Weather Homeless Shelter Response Plan (City of San Diego portion)</b>	3 years	-Office of Homeland Security -Police -Fire-Rescue
<b>Chapter 5, Article 1, Division 1 of San Diego Municipal Code</b>	5 years	-Office of Homeland Security -Police -Fire-Rescue
<b>Continuity of Operations Plan</b>	5 years	See following:
-Basic Plan		-Office of Homeland Security -Office of the City Clerk
-Department Annexes		-All Mayoral departments -Office of the City Clerk
-City Council District Annexes		-All City Council Districts

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		-Office of the City Clerk
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Attachment 1 – City of San Diego *Citywide Emergency Plans and Protocols*  
Update Frequency (continued)

Title	Update frequency	Departmental input required from:
<b>Debris Management Plan</b>	5 years	-Office of Homeland Security -Police -Fire-Rescue -Environmental Services -Public Utilities -Public Works -Transportation and Storm Water -Development Services -Planning
<b>Emergency Operations Plan</b>	5 years	See following:
-Basic Plan		-Office of Homeland Security
-Annex A: Emergency Management		-Office of Homeland Security
-Annex B: Fire and Rescue Mutual Aid		-Fire-Rescue
-Annex C: Law Enforcement Mutual Aid		-Police
-Annex D: Mass Casualty Operations		-Office of Homeland Security -Fire-Rescue
-Annex E: Public Health Operations		-Office of Homeland Security -Fire-Rescue
-Annex F: Medical Examiner Operations		-Office of Homeland Security -Fire-Rescue
-Annex G: Care and Shelter Operations		-Office of Homeland Security -Parks and Recreation
-Annex H: Environmental Health		-Office of Homeland Security -Fire-Rescue
-Annex I: Communications		-Office of Homeland Security -Communications -Information Technology
-Annex J: Construction and Engineering Operations		-Environmental Services -Public Utilities -Public Works -Transportation and Storm Water -Development Services
-Annex K: Logistics		-Office of Homeland Security -Purchasing and Contracting

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-Annex L: Emergency Public Information		-Office of Homeland Security -Communications
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Update Frequency (continued)

Title	Update frequency	Departmental input required from:
-Annex M: Behavioral Health		-Office of Homeland Security -Police -Fire-Rescue
-Annex N: Not Applicable (superseded by Annex R)		
-Annex O: Animal Services		-Office of Homeland Security
-Annex P: Terrorism		-Office of Homeland Security -Police
-Annex Q: Evacuation		-Office of Homeland Security -Police -Fire-Rescue
-Annex R: Recovery Plan		-Office of Homeland Security -Police -Fire-Rescue