

COUNTY OF RIVERSIDE, CALIFORNIA
BOARD OF SUPERVISORS POLICY

<u>Subject:</u>	<u>Policy Number</u>	<u>Page</u>
EMERGENCY OPERATIONS CENTER SPACE MANAGEMENT	H-14	1 of 2

Policy:

1. The Board of Supervisors expects that the Emergency Operations Centers (EOC) located in the basement at the Riverside and Indio County Administrative Centers shall be maintained in a continuous state of readiness, as directed in Ordinance No. 533.5, Section 11.4.
2. Fire Department Office of Emergency Services, County Executive Office and Facilities Management personnel will assure reasonable day-to-day use of floor space and facilities within each EOC. Occupancy will not be established for County agencies whose facility requirements will require negative changes to the EOC structure, its protective measures, or support systems. Negative changes are defined as:
 - a. Those modifications to the EOC which will compromise the integrity of the facility to withstand the effects of natural, technological or war related emergencies.
 - b. Those modifications to floor plan, storage or support systems which will compromise or reduce the effective level of response of the EOC upon activation, or those which will impede activation.
3. To ensure that occupancies established in the EOC are compatible with the mission of these facilities, a plan review process will be utilized for all work or changes proposed for the EOC.
 - a. Request for floorspace utilization or changes will be directed to the Facilities Management Department. Requests will be evaluated as to need, cost effectiveness and other administrative and floorspace management considerations by Facilities Management Department in conjunction with the County Executive Office.
 - b. If approved above, proposed occupancies and modifications will be directed to the Fire Department Office of Emergency Services, where evaluation will be made as to compatibility and EOC effectiveness considerations.
 - c. If compatible, proposed changes to the facility will be directed to the Building and Safety Department to ensure that the integrity of the structure will not be compromised by the proposed modification.

COUNTY OF RIVERSIDE, CALIFORNIA
BOARD OF SUPERVISORS POLICY

<u>Subject:</u>	<u>Policy Number</u>	<u>Page</u>
EMERGENCY OPERATIONS CENTER SPACE MANAGEMENT	H-14	2 of 2

The above plan review process will give consideration to:

- Heat exchange requirements which would necessitate new support systems.
 - Power requirements which may weaken backup capability.
 - Structural modifications that will compromise EOC integrity to natural hazards, technological and man made emergencies, or war emergencies.
 - Occupancy operational compatibility to the primary mission of the EOC facility and their ability to support EOC activation.
 - Occupancy requests must demonstrate a significant contribution to the EOC operation in order to be considered.
4. The Board recognizes that the existing Primary EOC location in the basement of the Riverside County Administrative Center (City of Riverside) no longer provides the optimum security; communication and coordination capabilities needed in the event of an activation of the facility, and has put the building of a new state-of-the-art EOC on the list of County construction projects. Fire Department Office of Emergency Services personnel are working with Facilities Management and have completed an Architectural Program in anticipation of beginning this construction project. This construction plan demonstrates a phased compliance to this Board policy.
5. Manpower, equipment and other resources which are housed in the EOC will be evaluated for their ability to contribute to emergency duties, should the EOC be activated. Fire Department Office of Emergency Services will work with affected departments to plan and prepare for emergency responsibilities. Each department so affected will maintain said resources so that planned emergency duties can be accomplished, as provided in the Riverside County Emergency Operations Plan.

Reference:

Minute Order dated 12/17/85
Minute Order 3.4 of 12/18/07