

County of Yolo

Administrative Policies and Procedure Manual

TITLE: OFFICE OF EMERGENCY SERVICES, BOARD OF SUPERVISORS COMMUNICATION	DEPARTMENT: County Administrators Office, OES
TYPE: Policy	DATE: December 6, 2022

A. PURPOSE

The purpose of this policy is to document internal communication procedures related to situational awareness of potential and actual emergency and disaster events. The elected Board of Supervisors bears the burden and ultimate responsibility for the county programs, funding, services, and capabilities, including those needed during the response to major emergencies or disasters. The role of the County Supervisors is to serve as a policy group for all emergency activities in Yolo County Operational Area. County supervisors are also inherently tasked with crisis communication, community engagement, and leadership. Their actions influence community members and employees and directly affect the County's ability to protect lives, property, and the environment. This influence is key in communicating with constituents, community organizations, and elected officials.

B. POLICY

Notifications of a potential event, planned event, emergency event, or non-emergency event of significant local and/or regional interest taking place in Yolo County the following positions will receive communication from OES staff:

- **County Board of Supervisors or designee**
- **County Administrator**
- **Assistant County Administrator**
- **Deputy County Administrator**
- **County Counsel**

Types of Notification:

- **Group Text:** OES will send notification of a potential event, planned event, or actual non-emergency or emergency in Yolo County.
- **Group Email:** OES will send when event/emergency details are too large or for situational updates on extended events.
- **County Emergency Operations Center is Activated;** the Elected Official Liaison Officer Position will be a dedicated and consistent point of contact for the County Supervisors to share information and identify any unaddressed issues.

Periodic updates will be sent as needed, with any change in the event or by the operation period of the emergency/disaster.