



Memorandum

TO: RULES AND OPEN
GOVERNMENT COMMITTEE

SUBJECT: EMERGENCY MANAGEMENT
STUDY SESSION

FROM: Raymond Riordan

DATE: February 22, 2023

Approved

Date

2/23/2023

RECOMMENDATION

Schedule a City Council Study Session entitled Emergency Management for Thursday, March 23, 2023, at 1:30 p.m. in the City Hall Wing Rooms W118-120 and approve the Study Session agenda.

BACKGROUND

PURPOSE

The purpose of this Study Session is to conduct a Tabletop Exercise demonstrating how the updated Emergency Operations Plan, Annexes, and Support Plans will be implemented; the coordination between the City Emergency Operations Center (EOC) and the ten Disaster District Offices; and how communications with the public is coordinated.

OUTCOME

By the end of the Study Session, the Mayor and Councilmembers will:

- Understand their role and actions to take during an emergency,
- Experience how the EOC functions in a disaster and communicates with elected officials, and
- Review key information on the updated plans and procedures.

SUMMARY

The Office of Emergency Management supports the City Manager, who is the City's Director of Emergency Services, in developing, maintaining, and managing the City's emergency management capabilities, including the City's primary and alternate EOCs, emergency communications, and all other aspects systems used during an emergency or disaster in the City of San José.

In 2017, Office of Emergency Management was moved from the San José Fire Department to the City Manager's Office. Since that time the EOC has been activated 14 times, for over 760 days. Activations include the 2020 – 2022 COVID-19 pandemic, 2020 SCU Lightening Complex Fire, 2020 George Floyd protests, 2021 Flood Watch, 2021 Gas Leaks, 2022 Home Depot Fire, and 2023 Winter Storms and Atmospheric Rivers. During the COVID-19 pandemic the EOC was activated for almost three years, for a total of 730 days. This was a unique activation in that the EOC was activated for a longer period of time compared to most emergency responses. During this activation, the City learned to operate virtually in order to maintain continuity of government operations and engagement with the community. After each emergency an After-Action Report was completed that identified areas of excellence and areas for improvement. The COVID-19 After-Action Report will be presented to the City Council in March 2023.

ANALYSIS

The Emergency Management Study Session agenda accompanies the staff memorandum to the Rules and Open Government Committee. The format and flow of the session follows the Department of Homeland Security's Exercise and Evaluation Program requirements. The Study Session will take place in the City Council Wing Rooms 118-120 to allow for arranging the tables and chairs to demonstrate the relationship between the EOC, Department Operations Centers, Disaster District Offices, shelter and other field activities, and public information and liaison functions. The Mayor, Councilmembers and participants will be provided a Situation Manual, with instructions, scenario information, and key questions designed to stimulate discussion on response issues, communication, public information, and operations. The format will include a staff presentation, structured questions, informal dialogue, and public comment. The Study Session will conclude with a discussion on the progress in the citywide emergency management program and future considerations, as the City becomes "quake ready".

COORDINATION

This memorandum has been coordinated with the City Manager's Office and City Attorney's Office.

/s/

RAYMOND RIORDAN

Director, Office of Emergency Management

For questions, please contact Raymond Riordan, Director of the Office of Emergency Management at ray.riordan@sanjoseca.gov or (408) 794-7050.

ATTACHMENT – *March 23, 2023 Study Session: Emergency Management Agenda*

CITY COUNCIL STUDY SESSION AGENDA

EMERGENCY MANAGEMENT

**March 23, 2023
1:30 P.M.
WING ROOMS 118-120**

- **Purpose**

This Study Session will be conducted as a Tabletop Exercise demonstrating how the updated Emergency Operations Plan, Annexes, and Support Plans will be implemented; the coordination between the City Emergency Operations Center and the ten Disaster District Offices; and how communications with the public is coordinated.

- **Outcome**

By the end of the Study Session, the Mayor and Councilmembers will:

- Understand their role and actions to take during an emergency,
- Experience how the Emergency Operations Center functions in a disaster and communicates with the elected officials, and
- Review key information on the updated plans and procedures.

CITY COUNCIL STUDY SESSION

1:30 p.m. – Study Session: Emergency Management, City Hall Wing Rooms 118-120

1. Review Emergency Operations Center Activations and Role of the Elected Officials.

Staff will report on recent Emergency Operations Center activations and review the role of the elected officials during an emergency and purpose of a Disaster District Office.

2. Tabletop Exercise.

Staff will present a discussion based, Tabletop Exercise, for the Mayor and Councilmembers; experience the City's overall emergency management efforts to create comprehensive emergency plans, coordinate response action, and communicate with the elected officials, the public, and partner response agencies.

- Public Comment
- Adjourn