



Memorandum

TO: RULES AND OPEN GOVERNMENT COMMITTEE FROM: Raymond Riordan

SUBJECT: SEE BELOW

DATE: October 24, 2018

Approved

Date

10/26/18

SUBJECT: EMERGENCY MANAGEMENT TRAINING STUDY SESSION

RECOMMENDATION

- (a) Set a Council Study Session on *Elected and Appointed Officials Emergency Management Training* on Monday, December 10, 2018, from 1:30 p.m. to 4:30 p.m. in City Council Chambers.
- (b) Recommend that this Council Study Session include attendance of all Elected and Appointed Officials.

PURPOSE OF STUDY SESSION

This study session would consist of a presentation and discussion on the threats and risks to the City of San José and the role of Elected and Appointed Officials during an emergency or disaster.

OUTCOME

Information will be presented to the Council regarding emergency management risks, capabilities, gaps, and the Council's role during an emergency or disaster. By the end of the session, Council members will:

- Understand developments and status of the Emergency Management Roadmap
- Understand the purpose of a Disaster District Office and role of Council members
- Experience a "walk through" of communications with the Emergency Operations Center

BACKGROUND

The Office of Emergency Management (OEM) is responsible for all emergency management, homeland security, critical infrastructure protection, and continuity programs within the City of San José. The OEM 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, alternate and mobile Emergency Operations Centers, emergency communications, and all other aspects of Multi-Agency Coordination Systems during an emergency or disaster impacting the City of San José. OEM is also responsible for supporting the City Council in establishing and operating the Disaster District Offices from which each Councilmember operates during a state of emergency or disaster declaration impacting their Council District.

ANALYSIS

A study session agenda accompanies this memo with the subject matter of this session.

/s/
RAYMOND RIORDAN
Director, Office of Emergency Management

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

Attachment

CITY COUNCIL STUDY SESSION AGENDA

**ELECTED AND APPOINTED OFFICIALS
EMERGENCY MANAGEMENT TRAINING**

**DECEMBER 10, 2018
1:30 P.M. to 4:30 P.M.
COUNCIL CHAMBERS**

- **Purpose**

This study session would consist of a presentation and discussion on the threats and risks to the City of San José and the role of Elected and Appointed Officials during an emergency or disaster.

- **Outcome**

Expected outcome is increased Council recognition of emergency management risks, capabilities, gaps, and the Council's role during an emergency or disaster.

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DISTRICT 5

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DISTRICT 7
DISTRICT 8
DISTRICT 9
DISTRICT 10

Welcome to the San José City Council meeting!

The San José City Council meets every Tuesday at 1:30 p.m. and Tuesday at 6 p.m. as needed, unless otherwise noted. If you have any questions, please direct them to the City Clerk's staff seated at the tables just below the dais. Thank you for taking the time to attend today's meeting. We look forward to seeing you at future meetings.

Agendas, Staff Reports and some associated documents for City Council items may be viewed on the Internet at <http://www.sanjoseca.gov/index.aspx?NID=5322>. Council Meetings are televised live and rebroadcast on Channel 26.

All public records relating to an open session item on this agenda, which are not exempt from disclosure pursuant to the California Public Records Act, that are distributed to a majority of the legislative body will be available for public inspection at the Office of the City Clerk at San José City Hall, 200 E. Santa Clara Street, Tower 14th Floor, San José, CA 95113 at the same time that the public records are distributed or made available to the legislative body. Any draft contracts, ordinances and resolutions posted on the Internet site or distributed in advance of the Council meeting may not be the final documents approved by the City Council. Contact the Office of the City Clerk at (408) 535-1260 or City.Clerk@sanjoseca.gov for the final document.

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- **Call to Order and Roll Call**

CITY COUNCIL STUDY SESSION

1:30 p.m. – Open Session, Council Chambers, City Hall

1. Emergency Management Roadmap Update.

Staff will report on the activities related to improving City readiness to the reported hazards. By the end of this section, Council members will:

- Understand developments and improvements in the city's readiness
- Understand the priorities of the Emergency Management Work Group
- Understand the role of the Emergency Services Council
- Understand the status of the Community Emergency Response Team program

2. Role of the Elected Officials Training.

Staff will present a combined curriculum from the Federal Emergency Management Agency (ICS402-Elected Officials Overview) and California Office of Emergency Services (Elected Officials Guide) to describe the Elected Officials Responsibilities. By the end of this session, Council members will:

- Understand their role before, during and after an emergency
- Understand the purpose of a Disaster District Office
- Understand the next step for Disaster District Office planning

3. Tabletop Exercise.

Staff will provide a structured discussion based exercise to allow the Elected Officials to further discuss their roles. By the end of this session, Council members will:

- Experience a “walk through” how to activate a Disaster District Office
- Experience a “walk through” of how to get information from the Emergency Operations Center.

- **Public Comments**

- **Adjourn**