



Memorandum

TO: RULES AND OPEN GOVERNMENT COMMITTEE **FROM:** Raymond Riordan

SUBJECT: SEE BELOW

DATE: November 25, 2019

Approved

D. D. SyL

Date

11/25/19

SUBJECT: CITY COUNCIL EMERGENCY MANAGEMENT STUDY SESSION

RECOMMENDATION

Set a City Council Study Session entitled *Emergency Management* for Thursday, January 30, 2020 from 9:00 a.m. – 12:00 p.m. in Wing Rooms 118-120 and approve a draft Study Session agenda.

PURPOSE OF STUDY SESSION

This study session will be conducted as a Table Top 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 Office Plans; and how communications with the public is coordinated.

OUTCOME

By the end of the session, the Mayor and Councilmembers will have a better understanding of their role during an emergency and:

- Discuss actions to take during an emergency.
- Experience how the Emergency Operations Center collects information, creates situation status reports, and communicates with the electeds thru the Disaster District Office, as needed.
- Discuss key information on the updated plans and procedures.
- Discuss the Emergency Management Workplan and Strategies going forward.

BACKGROUND

The Office of Emergency Management (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 (EOCs), emergency communications, and all other aspects of Multi-Agency Coordination Systems (MACS) used during an emergency or disaster in the City of San José.

On July 10, 2017, the City Manager established an Emergency Management Work Group (EMWG) to improve the readiness of the City of San José following the impacts of the 2017 Coyote Creek Flood. Each Department Director identified a management representative to participate in the EMWG. The department representative has the authority to commit the department's resources and personnel to support emergency preparedness, planning, response, and recovery activities. The EMWG meets regularly to review improvement progress. Department leads will provide updates on Annexes and support plans to the Emergency Operations Plan, Base Plan, adopted by City Council on February 5, 2019.

In October 2017 the City Manager established Emergency Management and Preparedness as the first Enterprise Priority, because it is critical to respond to the lessons learned from the 2017 Coyote Creek Flood and advance city readiness for a significant earthquake along the four seismic faults that could impact the City. For these reasons the priority states: *“No issue is more important than the lives and safety of our residents. The City has more work to do to ensure San Jose is well prepared for earthquakes and other disasters, particularly for those who are most vulnerable. As a City, we will do more to be prepared for emergencies and commit to this priority with relentless attention and support.”*

On August 8, 2017, City Council approved the February 2017 Coyote Creek Flood After Action Report that further evaluated the City's response capabilities and the OES Assessment Report on the role, action, and staffing of the Office of Emergency Management. An update to the Emergency Management Roadmap Objectives and Key Results (OKRs) will be provided. The OKRs include:

- The City has a plan to tackle any emergency.
- Employees, citizens, and businesses are ready to take action and able to answer a “call to action”.
- Our community trusts the City to let them know when an emergency is coming, and the public provides vital information to the City.
- Our emergency response is optimized through technology.

ANALYSIS

A study session agenda accompanies this memo. The format of the session will follow the Department of Homeland Security's Exercise and Evaluation Program requirements. The session will take place in the City Council Chamber Wings to allow for arranging the tables and chairs to demonstrate the relationship between the Emergency Operations Center, Department Operations Centers, Disaster District Offices, shelter and other field activities, and public information and liaison functions. The Mayor, Council members and participants will be

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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 allow for structured questions and informal dialogue. The session will conclude with discussion on the progress in the citywide emergency management program and future vision and considerations, as the city becomes "quake ready".



RAYMOND RIORDAN

Director, Office of Emergency Management

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

Attachment – Draft Agenda



CITY COUNCIL STUDY SESSION AGENDA

EMERGENCY MANAGEMENT

January 30, 2020

9:00 A.M. to 12:00 P.M.

WING ROOMS 118-120

- **Purpose**

This study session will be conducted as a Table Top Exercise to provide a demonstration of 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 Office Plans; and how communications with the public is coordinated. A review of the strategies to be “quake ready” in three years will be provided.

- **Outcome**

By the end of the session, the Mayor and Council members will have:

- Discussed actions to take during an emergency.
- Experienced how the Emergency Operations Center collects information, creates situation status reports, and communicates with the elected.
- Discussed key information on the updated plans and procedures.
- Discussed the Emergency Management Workplan and Strategies going forward.

CHAPPIE JONES, Vice Mayor DISTRICT 1
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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

9:00 AM. – Open Session, Council Chambers Wing Rooms, City Hall

1. Table Top Exercise.

Staff will present a discussion based, Table Top Exercise, for the Mayor and City Council members experience the City's overall emergency management efforts to create comprehensive emergency plans, coordinate response action, and communicate with the electeds, the public, and partner response agencies. By the end of this session, Council members will have:

- Discussed actions to take during an emergency;

- Engaged in discussion on how the Emergency Operations Center collects information, creates situation status reports, and communicates with the elected; and
- Engaged in discussion on the updated plans and procedures.

2. Emergency Management Roadmap Update.

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

- Engaged in discussion regarding Citywide Emergency Management Strategy and Vision

- **Public Comments**
- **Adjourn**