

Memorandum

TO: HONORABLE MAYOR AND
CITY COUNCIL

FROM: Frances L. Edwards

SUBJECT: 2006 ANNEX A UPDATE

DATE: 12-14-05

Approved



Date

1/03/06

RECOMMENDATION:

That the City Council accept the 2005 Annex A update, a part of the City's Emergency Operations Plan.

BACKGROUND:

The State of California has set the Standardized Emergency Management System (SEMS) as the authorized method for the management of all-hazards emergencies in the State. The City of San Jose has adopted SEMS, and its Emergency Operations Plan conforms to all SEMS requirements. In August 2004 the City Council approved a complete revision of the City of San Jose Emergency Operations Plan, including the adoption of all annexes. Generally, changes to the Basic Plan require City Council approval, unless they are ministerial. Changes to the Annexes are generally functional, and are the responsibility of City staff.

At the request of the City Council, staff investigated the roles of the elected officials during declared disasters under the City Charter, Municipal Code and the Basic Plan of the Emergency Operations Plan.

ANALYSIS:

1. Under SEMS, the role of the elected officials is to set policy for the management of the disaster.
2. Under the San Jose Municipal Code (SJMC) Section 8.08.210 of Chapter 8.08, the role of the elected officials is to decide whether or not to ratify the Director of Emergency Services' (City Manager's) declaration of local emergency if the City Council is not in session, or, upon the request of the Director, to decide whether to declare a local emergency if they are in session; and to approve the end of a local emergency, on the recommendation of the Director of Emergency Services. Whenever a local emergency is

DIRECTION AND CONTROL

In an emergency requiring activation of the EOC, or in an emergency requiring response by more than one agency, whether or not the EOC is activated, or in cases where a proclamation of LOCAL EMERGENCY, STATE OF EMERGENCY, or STATE OF WAR EMERGENCY, the following command relationships will apply:

ELECTED OFFICIALS – Elected officials play a crucial role in setting policy for emergency management within the City. During an actual event constituting an emergency, the City Manager, pursuant to the authority granted under SJMC Chapter 8.08, is the Director of Emergency Services. He is responsible for implementing the policy established by the Mayor and City Council. The Emergency Operations Plan Basic Plan embodies that policy direction.

During an emergency, the Mayor acts as the City's principal spokesperson, providing information and reassurance to the community through personal appearances, on media outlets, through written communications with the public, and through meetings with officials from other levels of government.

During an emergency, the Councilmembers act as the principal information conduits within their districts. Each Councilmember establishes an emergency response point within his or her district to use as an alternative office during a disaster, if the disaster makes access to City Hall difficult. This emergency response facility enables constituents to have ready access to the Councilmember and staff, for sharing with them or receiving disaster information and guidance from them. Councilmembers also act as spokespersons within their districts, and with the media during events occurring within their districts. The Director of the Office of Emergency Services will arrange for an amateur radio volunteer from San Jose Radio Amateurs in Civil Emergency Service (RACES) to be at the selected emergency response point to provide a direct link to the City's Emergency operations Center.

Within the Emergency Operations Center, the City Manager acts as the Management Section Chief. A City Hall liaison works directly for him to ensure that all questions from Councilmembers and their staff members are answered in a timely fashion, and to coordinate with the Emergency Public Information Officer (EPIO) to ensure timely communication of updated information regarding the disaster. The EPIO also works closely with the Mayor's Public Information Officer, and will support any Councilmember who is asked to meet with the media. The detailed checklists for these positions are in this annex.

MANAGEMENT SECTION CHIEF - The Director of Emergency Services, who is the City Manager, or designated alternate. This individual is responsible for overall incident/citywide coordination and management of the response effort. Most likely base of operations will be the EOC. Staff officers assigned to the primary/alternate EOC, and the SEMS organization will support the Director.