



Memorandum

TO: HONORABLE MAYOR AND
CITY COUNCIL

FROM: Michael Miceli

SUBJECT: 2006 ANNEX A UPDATE

DATE: 3-21-06

Approved

Date 3/24/06

RECOMMENDATION:

That the City Council accept the 2006 Annex A update, as part of the City's Emergency Operations Plan.

BACKGROUND:

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

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.

Approximately a year ago, Council also directed staff to work with each Council Office to select alternative locations within each district to use as a temporary site to conduct business needs. To date, 4 out of 10 sites have been identified. Once the other sites are selected by the remaining Council Members, all ten locations will be added to the City of San Jose's Emergency Operations Plan. This information will also be included in an Information Memo that will respond to questions that were asked by Council Members in December 2005 during Council consideration of Annex F.

ANALYSIS:

1. Under the San Jose City Charter, Section 203, Continuity of Government in Event of Disaster, authorizes the City Council during any emergency resulting from war, or other disasters whatever nature; to make special appointments of persons to carry out duties of any City offices; to establish emergency locations for City government to continue to operate; to formulate plans to use all personnel, facilities and equipment of the City; and to do other things as may be authorized by the laws of the State of California.
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 the Director proclaims a local emergency, the City Council must act to ratify the proclamation within seven days, or the proclamation will have no further force or effect.
3. Language was added to Annex A (Management Section) to better describe the role of elected officials during disasters. The proposed language clearly defines the Mayor's role as the chief spokesperson for the City government, and Council Members' roles as setting policy and being the central point of contact for their constituents within their districts during disasters.
4. The attached 2006 Annex A draft meets all of the legal criteria in the City Charter, the Municipal Code, and the Basic Plan of the Emergency Operations Plan.
5. Under SEMS, the role of the elected officials is to set policy for the management of the disaster.

CEQA:

Not a project.

BUDGET REFERENCE:

None to implement this Annex A revision.

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COORDINATION:

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

OUTCOME

Executive support is crucial to emergency management and is an important part of the continuity of government during a disaster. The 2006 Annex A update better describes the role of San Jose's elected officials during disasters.


Michael Miceli, Acting Director
Office of Emergency Services

Attachment: Annex A, Page A-4

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, the City Manager is, by law, the Director of Emergency Services. The City Manager is responsible to carry out the policy established by the Mayor and City Council. The Emergency Operations Plan Basic Plan embodies that policy direction.

During a disaster, 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 a disaster, Council Members act as principal information conduits within their districts. If the disaster makes access to City Hall difficult, each Council Member can establish an emergency response location within his or her district to use as an alternative office. This emergency response site enables constituents to have ready access to the Council Member and staff, for sharing with them or receiving disaster information and guidance from them. 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 location to provide a direct link between the Mayor or Council Members and the City's Emergency Operations Center. Council Members also act as spokespersons within their districts, and with the media during events occurring within their districts. The Council Members and their staff will coordinate with the Mayor's Public Information officer as needed.

Within the Emergency Operations Center, the City Manager acts as the Management Section Chief. The Management Section Chief or designee will share information at regular intervals with the Mayor and Council Members to ensure timely communication of updated information regarding the disaster and to answer any questions the Mayor or Council members or their staff might have. The Mayor or designee will inform Council Members of relevant information the Mayor's Office has regarding the emergency throughout the incident. The Emergency Public Information Officer and the Mayor's Public Information Officer or designee will coordinate and handle incoming media requests and prepare statements. Together, the Emergency Public Information Officer and the Mayor's Public Information Officer will support any Council Member who is asked to meet with the media.