



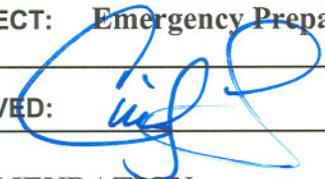
Memorandum

TO: Mayor and City Council

FROM: Vice Mayor Cindy Chavez

SUBJECT: Emergency Preparedness Plan

DATE: September 13, 2006

APPROVED: 

DATE: 9/13/06

RECOMMENDATION:

Direct staff to implement the plan below to protect the people of San Jose from future disasters and emergencies. Implementation shall be timed to utilize as much funding as possible from the Urban Area Security Initiative (UASI) grant within the next 90 days. Create a funding plan, including general fund and other grant sources, for those items that do not meet UASI's criteria.

Better Emergency Planning For a Natural Disaster

- To ensure the city makes full use of the Urban Area Security Initiative (UASI) grant funding and full participation in regional emergency preparedness plans, dramatically increase staffing, funding, and the scope of work of our Office of Emergency Services to meet the needs of the people of San Jose during a disaster
- Create a full-time position in the Office of Emergency Services responsible for identifying, applying for and securing all available state and federal funding to support the City's emergency preparedness activities.
- Publish and fund the translation of the *San Jose Prepared Handbook* in Vietnamese.
- Develop a plan for translation of the *Handbook* into all other major languages spoken in San Jose above and beyond current policies of translating materials into English, Spanish, and Vietnamese. These languages should include, but are not limited to, Vietnamese, Chinese, Spanish, Tagalog, Korean, Portuguese, and Japanese.

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- Mandate that each City Department coordinate its disaster response plan with the Office of Emergency Services and be prepared to immediately deploy all its resources to respond to any natural or man made disaster.
- Require the City's Office of Emergency Services to work through the staff of Strong Neighborhood's Initiative in conjunction with first responders, the Police and Fire Departments, and other key city officials to sponsor informational summits across the city to update our residents and businesses on city emergency planning and to recommend steps that each neighborhood organization can take to help prepare families for an emergency.
- The Office of Emergency Services, City Manager, and the Mayor will create a work plan to convene an annual public hearing on the state of the City's disaster preparedness and incorporate the results of the hearing into a report detailing; federal, state and other grant funding secured, current emergency services goals, and action items needed to accomplish these goals. Finally, the annual public hearing should examine the status of all City Department emergency plans and incorporate updates where appropriate.
- The Office of Emergency Services shall coordinate with all City departments and the private and non- profit sectors to include a seamless integration of emergency plans and maximum participation in exercises and training.
- Direct the Office of Emergency Services, in collaboration with the City's Departments of Housing and Parks, Recreation, and Neighborhood Services, to develop specific plans to ensure the most vulnerable residents of the City – the elderly, children, the homebound and disabled populations – are prioritized during a disaster and in the days, weeks, and months that follow. The Building Strong Neighborhoods Committee will have oversight over the creation of this plan.
- Coordinate with the County Public Health Officer to add short term emergency medical care capacity in the City, including designating locations for temporary medical facilities.
- Research and create a budget tracking system to account for all emergency response expenditures immediately upon a disaster or other serious event, so that the City of San Jose maximizes the eventual recovery of response costs from FEMA and other governmental agencies.

Increased Readiness of Emergency Response

- Direct the Office of Emergency Services to begin planning a bi-annual emergency preparedness drill in coordination with school districts, senior centers, and community based organizations. On-going preparedness training for residents,

employers, and others should be coordinated with first responders to establish clear roles, realistic expectations, and identify and resolve response deficiencies.

- Integrate emergency medical personnel, city and private hospitals, clinics, local military, Sheriff, Police, Fire, and all other City Departments in planning and practice drills.
- Conduct drills annually for first responders for a city-wide mobilization to protect the airport, train station, hospitals, HP Arena, and other critical facilities.

More Effective Communication

- Prepare emergency instructions and materials above and beyond current City and County policies in Vietnamese, Chinese, Spanish, Tagalog, Korean, Portuguese, and Japanese. Form committees to review these materials to ensure proper translation, and help design competent emergency briefings to ethnic community leadership groups. Distribute materials citywide.
- Fund satellite phones for police stations, fire stations, emergency shelters, hospitals, community centers, and trained volunteers throughout San Jose.
- Assist school districts within San Jose to purchase emergency kits for every classroom in San Jose.
- Require quarterly updates to the San Jose Prepared website with the most current emergency preparedness information.
- Distribute hand crank radios at a low cost to residents. Provide free radios to low-income households.
- Direct the City Manager's Office and the Department of Emergency Services to work with local utilities to send San Jose residents an updated list of emergency numbers and instructions with emergency preparedness information—in their water/electric/trash bills.
- Mail information to residents regarding avian flu.
- Direct the City Manager's Office and the City's Public Outreach Director to provide print and broadcast media outlets, including those serving ethnic communities with up to date information regarding disaster planning and response.
- Direct the City Manager's Office and the City's Public Outreach Director to review the city-wide e-communication strategy and how it can be utilized to disseminate emergency preparedness information.

- Explore opportunities to reach a goal that 75 percent of all homes and apartments in the City of San Jose will be equipped with an earthquake or emergency preparedness kit. In collaboration with the County Office of Education, each and every classroom in all 19 school districts in the City will also contain a classroom emergency kit.

BACKGROUND:

Recent tragedies like Hurricane Katrina and the attacks of 9/11 have taught us that cities must be better prepared to protect people in a crisis. These tragedies have shown that City's cannot rely on the state or federal governments for immediate assistance after a major disaster. A major earthquake in our Valley is inevitable, and we must prepare ourselves for the possibility of a pandemic like avian flu or an act of terror. We must focus on better planning, increased readiness and effective communication to keep us safe.

Certain items in the above plan may affect plans currently in process of being implemented. The City Manager shall have the discretion to augment, modify, or otherwise integrate the above plan with the City's current Emergency Preparedness plan and report such actions to the council.