



Memorandum

TO: HONORABLE MAYOR
AND CITY COUNCIL

FROM: Christopher Godley, CEM
Director of Emergency
Services

SUBJECT: DISASTER POLICY SEMINAR
FEBRUARY 22, 2011

DATE: February 15, 2011

Approved

Dama Aubra

Date

2/15/11

INTRODUCTION

In preparation for the upcoming February 22nd Council off-site Study Session on Disaster Policy, this memo is intended to provide you and your staff with the specific details for the event.

LOCATION / SCHEDULE

Hayes Mansion, Edenvale Room
Tuesday, February 22, 2011

7:00 a.m.	Continental Breakfast
8:00 a.m.	Welcome, Introductions, and Seminar Objectives
10:00 a.m.	Break
12:00 pm	Summary, Wrap-Up, Thank You and Adjourn

OBJECTIVES

The overall goal of this seminar is to enhance the ability of the City leaders to respond to a major emergency or disaster. Key objectives are:

1. Instill a common understanding of key homeland security policies, emergency management strategies, authorities, plans and organizational structure.
2. Review and clarify roles and responsibilities of senior City elected and appointed officials.
3. Identify areas of improvement for the emergency management program including planning, training and exercising.

EMERGENCY OPERATIONS GUIDE

Attached is a copy of the San Jose City Council Guide to Disasters. Originally distributed in October 2010, this Guide addresses critical subjects including emergency proclamations, Disaster District Offices, the City's Emergency Operations Plan and the roles of Councilmembers. These will form the basis for much of our discussion at the workshop.

I urge you to review this guide with your staff as soon as practical and would be happy to meet with you to personally to do so.

CONCLUSION

This workshop is designed to serve as a facilitated discussion – it is not a test. However, it will serve as an extraordinary opportunity to ensure that the City is prepared to meet the threat of natural and man-made disasters.

/s/
CHRISTOPHER A. GODLEY, CEM
Director of Emergency Services

For more information, please contact, Christopher A. Godley at (408) 277-4595.

Attachments

Attachment A: EOC Staffing Chart

Attachment B: Panelist Bios

Attachment C: City of San Jose City Council Guide to Emergency Operations

