

COUNCIL AGENDA: 08-17-04

ITEM: 9.2

Memorandum

TO: HONORABLE MAYOR AND
CITY COUNCIL

FROM: Frances L. Edwards

SUBJECT: APPROVE A RESOLUTION
ADOPTING THE 2004 EMERGENCY
OPERATIONS PLAN

DATE: 07-28-04

Approved

Ray Winn

Date

8/2/04

RECOMMENDATION

Approve a resolution adopting the 2004 Emergency Operations Plan for the City of San Jose.

BACKGROUND

State and Federal laws require that cities adopt emergency operations plans to guide the management of city assets and resources during an emergency or disaster. The Federal Emergency Management Agency recommends that cities emergency operations plans be reviewed and updated annually, and revised approximately every ten years.

San Jose has had an emergency operations plan since the 1950's. The original plan was a civil defense plan. In 1981 the San Jose Civil Defense Plan of 1971 was revised to cover all hazards, including natural disasters. In 1993 the plan was updated to comply with the FEMA guidance for plan organization and management in force at that time. Since that time the Standardized Emergency Management System (SEMS) has been adopted by the State of California as the method for managing disasters, and appropriate updates have been made to the City's Emergency Operations Plan to ensure compliance with all State and Federal requirements.

In 2004 the plan draft has been completely reorganized to conform to the SEMS functions and organizational relationships. It has also been amended to adopt the National Incident Management System (NIMS) that is required for local governments desiring to receive Federal assistance. NIMS adoption is required by October 1, 2004.

At its June 2004 meeting, the San Jose Citizen Corps Council reviewed and discussed the draft of the 2004 San Jose Emergency Operations Plan's Basic Plan. The Council unanimously recommended the adoption of the Basic Plan by the City Council. The plan draft presented for review and adoption by the City Council also includes the annexes that describe the work of the five SEMS sections and the hazard specific responses.

ANALYSIS

1. The new version of the Emergency Operations Plan complies with all current State and Federal requirements.
2. The new version of the Emergency Operations Plan will be easier for staff members to use because the material is organized by SEMS section. Each section chief can clearly determine which branches and units are within their section, and what tasks are their responsibilities.
3. The section chiefs and principal branch directors have reviewed the annexes to ensure that all activities are adequately documented, and appropriate guidance is available for emergency response.

PUBLIC OUTREACH

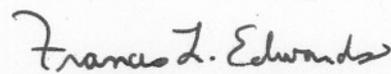
The American Red Cross is also a member of the Citizen Corps Council. All department heads with a role in the Emergency Operations Center were provided with review copies of the Basic Plan before the Citizen Corps Council. Their comments and suggestions were incorporated.

COORDINATION

This memo was coordinated with the City Attorney's Office and the City Manager's Office.

CEQA

This is not a project.



FRANCES L. EDWARDS
Director, Office of Emergency Services

Attachment