



STAFF REPORT

SAUSALITO CITY COUNCIL

AGENDA TITLE:

City of Sausalito Emergency Operations/Disaster Preparedness Update
August 2008-March 2009

RECOMMENDED MOTION:

Receive and file data following review of the presentation.

SUMMARY

The Sausalito Police Department is prepared to address the Sausalito City Council with information regarding the progress the City of Sausalito has made in the area of Emergency Operations/Disaster Preparedness since August 2008.

BACKGROUND

Since August of 2008, the City of Sausalito has taken the following actions regarding Emergency Operations and Disaster Preparedness within the City.

TRAINING

1. City of Sausalito Emergency Operations Center personnel participated in the Silver Sentinel training exercise in October 2008. This was a Bay Area wide training exercise that was designed to test a city's ability to respond to and handle immediate and sustained emergencies caused by a major earthquake.
2. Emergency Operations Center personnel received training regarding the roles, responsibilities, and duties of all the positions within the City's Emergency Operations Center in September 2008.
3. The City Council received training regarding their roles, responsibilities, and duties in the City's Emergency Operations Center in October of 2008. The Council also received a report on the progress of the City's Emergency Operations/Disaster Preparedness Program up to that time.
4. On-line computer training for the City of Sausalito's Emergency Operations Center's personnel and their department's staff has been increased. This

training is provided on-line through the Federal Emergency Management Agency (FEMA) and other sources. On-line training has been provided on the follow subjects:

- FEMA's Introduction to NIMS (National Incident Management System)
- FEMA's Emergency Operations Center Management and Operations
- FEMA's Emergency Operations Center Logistics
- FEMA's Emergency Operations Center Communications
- FEMA's Emergency Operations Center Department of Public Works and Engineering
- FEMA's Earthquake Preparedness/Response/Recovery
- Hayward Fault Earthquake Expectations from PBS

PLANS/GUIDES/RESOURCES

1. Nearing completion of a total revision of the City of Sausalito's Emergency Operations Plan. Plan is modeled after the County of Marin's Plan and contains updated disaster information and is more user friendly (approximately 70 pages in length compared to over 400). As part of the revised Emergency Operations Plan, there has been a restructuring and redeployment of personnel in the Emergency Operations Center to make it more efficient and effective.
2. Incorporated into the revised City of Sausalito Emergency Operations Plans are the following Marin Operational Area Annexes and Emergency Operation Supporting Plans:
 - Post Disaster Housing
 - Care and Shelter
 - Spontaneous Volunteers
 - Tsunami
 - Special Needs and Vulnerable Populations
 - Medical/Health
 - Oil Spill Contingency
 - Local Hazardous Mitigation
 - Hazardous Materials
 - Response Strategy for Homeland Security Advisory System Red
 - Weapons of Mass Destruction Response
 - Bio-terrorism Threat Response
 - Influenza Pandemic Response
 - Surveillance and Epidemiological Response
 - West Nile Virus Risk
 - Expanded Medical Preparedness Guide for Neighborhoods
 - Marin Animal Disease Emergency Response
 - San Francisco Bay Regional Emergency Coordination

3. An Employee Emergency Procedure Guide was created and distributed to City employees. This guide informs city employees of their responsibilities as Disaster Services Workers.
4. A City of Sausalito City Council Guide to Disaster Operations booklet was created and distributed to members of the City Council. This guide was designed to provide council members with information relating to their roles during a disaster.
5. Disaster Worker Passes were created and distributed to full time City employees and City Council Members. In times of disasters, these passes will allow our employees and council members to gain access to closed roadways, get through checkpoints, etc. as they make their way to report for duty in Sausalito.
6. A City of Sausalito Emergency Operations Center Resource Book was created to be used during times of emergency or disaster. This book is kept secured in the EOC and contains information regarding outside resources (food providers, restaurants, engineers, construction, media, electricians, rental equipment, etc.) that may be available to the City during times of emergency. This book also contains information on the Sausalito Volunteers in Public Safety (VIPS), Community Emergency Response Team (CERT) trained citizens, and other possible necessary information such as Red Cross Shelter information.
7. The City of Sausalito Emergency Callout Roster was updated. This roster of City employees had not been updated since July 2002.
8. The Lines of Succession for the City Department's were updated to ensure continuity of services to the public in times of emergency.
9. The Lines of Succession for the City Council are being updated to ensure continuity of government during times of emergency. When the Lines of Succession for the City Council are completed the Emergency Operations Plan will be submitted to the Council for approval and adoption.
10. Forms used in the Emergency Operations Center were either created or revised to ensure Emergency Operations Center personnel are using proper and currently accepted forms.
11. Southern Marin Fire District is updating the City's Vegetation Management Plan in order to better protect the City from fire related dangers.
12. The Department of Public Works is developing an Emergency Operation Plan for sewer spills.

13. The contact information for members of the City of Sausalito's Emergency Operations Center was entered into the Marin County Sheriff's Offices Communications Division's Computer Aided Dispatch System. Sausalito is one of only two Emergency Operations Centers in the county to list their information with the Sheriff's Office. This will allow the Sheriff's Office's communications personnel to start notifying (as time allows) Sausalito Emergency Operations Center Personnel when there is a disaster/emergency requiring activation of the Operations Center. Once Sausalito personnel are in the Operations Center, they will take over the notification duties.
14. The agreement between the City of Sausalito and Longs Drugs in Marin City stating that Longs is to furnish emergency medical workers with medical supplies during times of disaster/emergency was renewed.
15. Emergency Alert System for Radio Sausalito (1610 AM) has been fully installed. The Emergency Alert system is capable of broadcasting Federal/State/County & City specific emergency information over Radio Sausalito's radio frequency. It can be accessed via telephone by authorized users and updated messages or broadcasts can be left on the system for the public to hear. The system has a repeater which will allow the emergency message to be re-broadcast every 10 minutes for up to 2 hours. All Sausalito residents will be able to hear Emergency Information regardless of their location in the City due to a power increase to Radio Sausalito's frequency.
16. The Department of Public Works with assistance from the Police Department has researched and proposed the purchasing of an Identification Card system for all City Employees. This will allow our Emergency Disaster Workers to be readily identified by other Disaster Workers as well as members of the community.
17. The planned reinstatement of the Disaster Committee in the City of Sausalito. One of the Disaster Committee's primary goals will be to encourage citizen education in disaster preparedness and participation in preparedness activities and groups.

EQUIPMENT/SUPPLIES

1. Purged and re-organized the Emergency Operations Center's supplies at its current location within City Hall.
2. In process of purchasing updated equipment for the current Emergency Operations Center (charts, resource/status boards, forms, etc).
3. Currently assisting in the design/equipping needs of the City of Sausalito's future Emergency Operations Center which will be located in the new Fire Station. The equipment that will be requested for the new Emergency Operations Center is:

- Computers for each section of the Emergency Operations Center
- Three television screens. Two to display police/fire/public works incidents and one for cable programming/computerized maps/electronic chalkboard technology/etc.
- Electronic chalkboard technology/software. This technology and software will be used with the large screen television in Emergency Operations Center. This technology will allow personnel in the Emergency Operations Center to utilize maps and other computer tracking software more efficiently by direct interface. It can also be used for police and fire department training.
- MERA radio equipment and CAD programming. MERA Radio equipment will allow the Emergency Operations Center staff to directly interface with police/fire personnel and Marin County Communications during times of emergency/disasters. Computer programming will allow CAD (Computer Aided Dispatch) incidents to be displayed on the Emergency Operations Center's televisions.
- Eight Cell phones to be activated and used during Emergency Operations Center activations along with a charging bank to ensure cell phones are ready.
- Eight land line telephones to be used in the Emergency Operations Center.
- A Fax machine to be used in the Emergency Operations Center.
- Printer/Copier to be used in the Emergency Operations Center.
- A computer Projector for use in the Emergency Operations Center and other Emergency Operations/Disaster Preparedness Programs.
- Large dry erase boards for use by each department in the Emergency Operations Center and for other Emergency Operations/Disaster Preparedness Program. These boards will allow for the tracking of all personnel, events, resources, etc during times of emergencies and disasters.
- Emergency Operations Center Identification Gear. 50 Marked/Color Coded Vests for personnel (25 for Center personnel, 5 for City Council, 15 for volunteers/outside agencies) as well as Identification Cards/Placards for use in Emergency Operations Center and in the field during emergencies.
- Office Supplies such as pens, papers, and forms.
- Resource Material such as maps, directories, resource books, guides, etc.

COMMUNITY OUTREACH/MEETINGS AND ALLIED AGENCY

1. Posted information regarding preparing for earthquakes, floods, and winter storms under the Disaster Preparedness portion of the Police Department's website.

2. On February 8th then February 11th, attended meetings with Community Groups from Girard Ave and the Sausalito Woman's Club. These meetings were regarding what citizens can do to prepare for disasters and emergencies, the importance of community groups preparing their neighborhoods for disasters, and of the City's progress in planning for disasters and emergencies.
3. Interview with the Marin Scope in October 2008 regarding the City's Disaster Preparedness Program.
4. Constant consultation with Marin County's Office of Emergency Services regarding the development of Emergency Operations Plans, training exercises, and events that may effect the City of Sausalito.
5. The following meetings regarding Emergency Operations/Disaster Preparedness have been attended:
 - August 12th and November 13th. Marin County Operational Area Emergency Managers Meetings.
 - October 15th. Intelligence Information Sharing for Law Enforcement/Fire/Emergency Services at the San Jose Police Department.
 - November 9th-11th. The International Association of Chiefs of Police's Annual Conference where latest disaster preparedness/emergency operation technology was reviewed. While at the conference meet with numerous Federal, State, and Private agencies and discussed disaster preparedness/emergency operations.
 - December 17th-Sausalito Public Safety Building - Design of Emergency Operations Center.
 - December 3rd- National Weather Service Winter Storm Briefing.
 - December 19th and 22nd. Marin County Operational Area: Winter Storms.
 - January 8th-Met with City Manager regarding restructuring and redeploying personnel with the Sausalito Emergency Operations Center.
 - February 10- Met with Marin County Office of Emergency Services to review plans, protocols, responses, and establish strong lines of communication between the City of Sausalito and the County of Marin.
 - February 11th. Marin County Office of Emergency Services Oil Spill Annex/Plan.
 - February 18th. Field Communication's Hierarchy during Disasters/Emergency Operations.

FUTURE PLANS

1. Continue community outreach/education.
2. Continue to assist in the design/equipping of the future Emergency Operations Center.
3. Continue to provide training to Sausalito Emergency Operation Center personnel.
4. Emergency Services Manager to attend Incident Command System instructor school which will allow him to teach the ICS series of classes to City employees.
5. Creation of an Emergency Preparedness Guidebook for the citizens of Sausalito. This guidebook will provide information to citizens on several different disasters and ways to prepare/prevent them.
6. Will be working in conjunction with Marin County Office of Emergency Service, to develop a functional training exercise for Sausalito Emergency Operation Center personnel. This training is scheduled for the fall of 2009. This exercise will test the effectiveness and efficiency of the Emergency Operations Center.

STAFF RECOMMENDATIONS

Receive and file this information.

ATTACHMENTS

None

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