



**CITY OF HAYWARD**  
**AGENDA REPORT**

AGENDA DATE 02/22/05  
AGENDA ITEM \_\_\_\_\_  
WORK SESSION ITEM WS#2

**TO:** Mayor and City Council  
**FROM:** Fire Chief  
**SUBJECT:** Emergency Operations Center Exercise

**RECOMMENDATION:**

It is recommended that the City Council review and comment on this report.

**BACKGROUND:**

One of the objectives contained in the 2004-05 Budget is to conduct an Emergency Operations Center (EOC) exercise. The purpose of the exercise is to have the City respond to a disaster or series of disasters such as an earthquake, chemical spill or train derailment. Staff has been developing such an exercise and will hold a drill on April 1, 2005.

The City has held EOC exercises in the past; however, this exercise will see several significant differences from previous drills. First, this exercise will be held in City Hall. Prior drills have been held in the Police building. While that location was adequate, the current City Hall offers significant advantages of space, computer networking, earthquake protection and co-location of employees and elected officials. Also, since the last exercise, the City has developed and deployed a revamped external web site and a functioning GIS application. In addition, the City will employ a disaster management software package. The application is "E Team" which was developed specifically to assist EOC and public safety personnel in responding to a disaster, emergency or any event that might pose a safety risk to residents. Finally, the City's Comprehensive Emergency Management Plan (CEMP) which has been extensively revised and updated will guide the upcoming exercise.

As required by State law, the City's CEMP implements the Standardized Emergency Management System or SEMS. SEMS provides an organizational structure and standardized approach for responding to emergencies. A key advantage is that personnel when responding to an emergency can efficiently take up pre-assigned duties and be ready to identify resources, place orders for services and supplies, assign personnel and carry out the myriad of duties required to respond to an emergency.

Attached for Council's review is an organizational chart showing the how an EOC will be staffed during an emergency. Staff will be discussing the operation of the EOC during the Work Session; however, Council may find a brief review at this point useful.

The organization chart implements the SEMS. When the EOC is "activated", which can be done by the City Manager or other authorized personnel, then the EOC will be staffed as noted in the attachment and a response to the emergency will begin.

At first glance the attached organization chart may seem complex. However, this structure has proven itself over time and is an efficient and effective way to address emergency events, make decisions and implement those decisions. As can be seen from the attachment there are two major divisions: a Command Section and an EOC Section. The overall direction for the management of the EOC rests with the EOC Director which is the City Manager. These two sections are discussed briefly below:

Command Section The EOC Director is charged with analysis, evaluation and formulating a response to the incident. Assisting the EOC Director is the Policy Group and several other personnel. The EOC Director is responsible for briefing Council on the status of events on a routine basis. Finally, the EOC Director is responsible for the coordination of the efforts of the various Section Chiefs.

EOC Section Once a response plan has been formulated by the Command Section and authorized by the EOC Director, then the various EOC sections act to implement that plan. There are four Sections as noted in the attachment. They are: Operations, Planning & Intelligence, Logistics and Finance. The overriding characteristic of the EOC Section is that activities are organized along functional lines. For example, dispatch of fire and rescue resources or law enforcement resources are under the direction of the Operations Section Chief. A decision by the EOC Director to allocate these resources to a certain area of the city, for example, is implemented immediately by Operations Section. This approach is also true of the other Sections in the EOC Section.

Finally, another significant advantage of being standardized state wide is the ability to coordinate the efforts of local jurisdictions. For example, if an emergency is area wide in nature, then local efforts can be coordinated in a building block manner to respond.

Staff anticipates that the upcoming exercise will be an excellent opportunity to test the City's capabilities and to learn of any areas that need improvement. To that end staff is receiving training in the use of the new software, a briefing on the Standardized Emergency Management System and will attend a work shop on the operation of the EOC.

As noted above, the SEMS outlines the roles for various staff during an emergency response. This is also true for elected officials. With respect to the role of elected officials staff would like to use this Work Session to achieve the following:

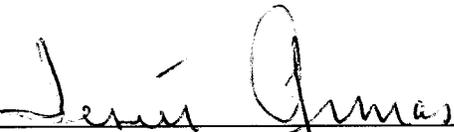
- Provide to Council a brief overview of the Standardized Emergency Management System.
- Provide a brief overview of the City's disaster management software package.
- Provide a brief overview of the upcoming exercise.
- Review the role of elected officials during an emergency response.

In closing staff would like to note that the upcoming exercise will provide an opportunity to test the new software application, City Hall as the EOC and other capabilities such as the City's GIS system.

Recommended by:

  
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Larry Arfsten, Fire Chief

Approved by:

  
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Jesús Armas, City Manager

Attachment