

DATE ISSUED: February 5, 2004 REPORT NO. 04-034

ATTENTION: Public Safety & Neighborhood Services Committee  
Agenda of February 11, 2004

SUBJECT: Emergency Operations Center (EOC) Post-Fire Status

REFERENCE: December 3, 2003 City Manager's Report No. 03-242

#### SUMMARY

THIS IS AN INFORMATION ITEM ONLY. NO ACTION IS REQUIRED ON THE PART OF THE COMMITTEE OR THE CITY COUNCIL.

#### BACKGROUND

The San Diego Office of Homeland Security (SD-OHS) has been working with City and Regional stakeholders to address issues raised in the City Manager's Initial 30-Day Post-Fire Overview. The issues being addressed include:

1. Notification Protocols and Technologies
2. Resource and Situation Status Information Management and Technologies
3. Integration of Local Assistance Center Activities in the Emergency Operations Plan
4. Office of Homeland Security Staffing
5. EOC Planning Section Staffing and Training
6. EOC Reference Material Provision and Maintenance.

Some of the issues are being addressed on a regional basis by the San Diego Regional Fire Prevention Emergency Preparedness Task Force to insure consistency, while others are strictly City issues.

#### DISCUSSION

### **Notification Protocols and Technologies**

#### **Status**

A sub-committee of the Regional Task Force will be meeting to begin discussing and analyzing the Reverse 9-1-1 technology and mass notification needs of the Public Safety departments

throughout the County. Concurrently, SD-OHS has formed a work group of representatives from the City's Public Health and Safety Departments [Fire, Information Technology & Communications (IT&C), Metropolitan Wastewater, Police and Water] to identify their needs for routine and emergency mass or group notifications and to search for the appropriate technology. Solutions range from purchasing and maintaining equipment to subscribing to a service.

### **Funding**

SD-OHS requested \$30,000 last fiscal year to purchase a small outcall system and has a pending request for the same in the FY05 Budget.

### **Timeline**

February 3, 2004	First Regional Task Force sub-committee meeting.
April 1, 2004	The findings and recommendations from the two groups should be available. Implementation will depend on the extent of the recommendations and the fiscal impact.

## **Resource and Situation Status Information Management and Technologies**

### **Status**

SD-OHS has been working with IT&C, San Diego Data Processing Corporation (SDDPC) and representatives of the four City Public Health and Safety Departments who maintain Department Operations Centers (DOC) to identify a crisis management software solution to track situation and resource information in the EOC and DOCs. A potential vendor and product has been identified and SDDPC is moving forward with negotiating a contract. The County of San Diego is moving forward with the same solution and vendor for their EOC. The proposed software is compatible with the City's Geographical Information System (GIS) and will be able to capitalize on its extensive mapping data layers.

### **Funding**

FY03 State Homeland Security Grant Program – Part I funds have been set aside for the procurement of the crisis management software for the City's EOC and four DOCs. A GIS workstation, plotter and projection equipment have been requested in the FY05 Budget for the EOC.

### **Timeline**

Spring 2004	Crisis management software installed and operational.
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## **Integration of Local Assistance Center Activities in the Emergency Operations Plan**

### **Status**

The Regional Task Force has established a sub-committee to work on the re-write of the County's Emergency Operations Plan (EOP) including the development of a Terrorism Annex. The County EOP will be used as a template by the 18 incorporated cities to re-write their EOP. The SD-OHS Director and several County staff met with representatives of the California Office of Emergency Services (CA-OES) to discuss the Local Assistance Center (LAC) operations

during the Fire Storm 2003. CA-OES is compiling staff's input and will issue an updated version of their LAC guidance document in the coming months. The release of an updated version of the CA-OES LAC guidance is anticipated and will likely be an addendum to the EOP. The vendor of the proposed crisis management software is including LAC forms and disaster recovery templates in their next software version.

### **Funding**

The Urban Area Steering Committee has allocated \$1,000,000 in FY03 Urban Area Security Initiative – Part II funds to pay for the staff from the 18 incorporated cities and County to develop a standard template for and draft the Emergency Operations Plans.

### **Timeline**

February 3, 2004      Regional Task Force EOP sub-committee meeting. Plan and milestones to be developed with the intent of completing by end of calendar year 2004.

## **Office of Homeland Security Staffing**

### **Status**

The Office of Homeland Security staffing is being established with six members (two budgeted and four limited) to manage Homeland Security (HLS) grants in addition to the development and implementation of new programs and performance of ongoing emergency preparedness planning, training and exercise activities. The Director position is filled. The unclassified HLS Program Manager has been authorized by the City Manager, Personnel Department and Civil Service Commission and a recruitment plan is being developed. The Personnel Department has been requested to perform a personnel classification study for the reclassification of an existing Supervising Management Analyst (Option Class: Emergency Management Coordinator) to a Senior Management Analyst (Option Class: Homeland Security Coordinator). Additionally, Personnel Classification study forms (PC-1) have been completed by OHS for three other limited positions: another HLS Coordinator, an Associate Management Analyst and an Administrative Aide II.

### **Funding**

In addition to the FY04 general funds for the OHS Director and vacant Emergency Management Coordinator in the Fire Department's base budget, OHS has identified terrorism grant funds to offset the cost of the four new positions. All four of the additional positions have been approved by the Manager as full time limited personnel in FY04 with the intent of making the positions permanent as part of the proposed FY05 Base Budget process. OHS anticipates obtaining grant funds to offset the personnel costs in FY05.

### **Timeline**

Mid February      PC-1s approved, recruitment for the HLS Coordinators begin and certification lists for the Analyst and Administrative Aide requested.

Late February      Recruitment begins for the HLS Program Manager

April 1, 2004      Start date for all five new OHS staff members.

## **EOC Planning Section Staffing and Training**

### **Status**

The first meeting to discuss the composition, activities and support requirements of the EOC Planning Section with the Development Services Director, the new EOC Planning Section Chief, has been scheduled. She served as the Planning Section Chief for the Local Assistance Center in Scripps Ranch during the Cedar Fire recovery operations.

OHS has had discussions with the City's GIS Manager regarding GIS or mapping support for the EOC and four DOCs. The GIS Advisory Committee will discuss the development of a list of GIS capable personnel, their area of expertise and contact information. During future EOC activations, the GIS Manager will respond to the EOC as part of the Planning Section and coordinate map generation with the departmental resources to support operations. A web page link is being created by IT&C staff, which will provide EOC GIS - Planning staff with access to the many layers of SANGIS map data.

A consultant is being hired by the County to develop a countywide exercise program and EOC position check lists.

### **Funding**

FY05 Base Budget      Procurement of a GIS workstation, plotter and projection equipment.

### **Timeline**

February 4, 2004	GIS Advisory Committee meets to discuss GIS support of EOC and DOCs.
February 12, 2004	Meet with the Development Services Director to develop a vision for the EOC Planning Section.
End of February	Webpage link available for the EOC.
Spring 2004	GIS staff support for the EOC and DOCs in place and associated coordination processes and protocols established.

## **EOC Reference Material Provision and Maintenance**

### **Status**

Three 2003 Thomas Brother map books and three City Telephone Directories with the Manager's Confidential Listings Section have been purchased for the EOC. EOC staffers have been reminded that their department is responsible for maintaining up-to-date resource materials at their EOC desks.

**Funding**

OHS has requested FY05 Base Budget funding to provide and maintain 36 Thomas Brothers map books, 27 City telephone directories and 5 Confidential Listing Sections for the EOC.

**Timeline**

July 15, 2004                      Purchase of Thomas Brothers and City Telephone Directories

**Respectfully submitted,**

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**D.P. Lee**  
**Director, Office of Homeland Security**

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**Approved: Rey Arellano**  
**Deputy City Manager & CIO**