



DISCUSSION ITEMS

Agenda Item # 8

AGENDA REPORT SUMMARY

Meeting Date: March 13, 2018

Subject: Disaster Council and Emergency Preparedness Program

Prepared by: Ann Hepenstal, Community Emergency Preparedness Coordinator

Reviewed by: J. Logan, Assistant City Manager

Approved by: Chris Jordan, City Manager

Attachment(s):

1. Timeline: Prior City Council's Consideration of Disaster Council
2. Briefing: Disaster Service Worker Volunteers
3. Los Altos Municipal Code Chapter 2.28, Emergency Plan
4. Ordinance No. 2018-443 (to be provided under separate cover)
5. Community Emergency Preparedness Program Report

Initiated by:

Staff

Previous Council Consideration:

Attachment 1 summarizes previous Council actions on related ordinances.

March 15, 1955: Disaster Service Worker Resolution and establishment of Disaster Council, Ordinance No. 64

April 11, 1967: Emergency Ordinance amended Disaster Council, Ordinance No. 67-16

September 22, 1987: Los Altos Emergency Plan adopted and Disaster Council repealed, Ordinance No. 87-176

March 22, 2016: Approved the City of Los Altos Emergency Operations Plan. Prior policy was the 2009 Emergency Operations Plan (updated annually with last prior update in October 2015)

June 12, 2017 Update on Los Altos PREPARES and Community Emergency Preparedness

Fiscal Impact:

None

Environmental Review:

Not applicable

Policy Question(s) for Council Consideration:

- Does the Council wish to adopt an ordinance that will reestablish the Los Altos Disaster Council and thereby, qualify volunteers for the State Disaster Service Worker (DSW) Program benefits?
- Does Council wish to provide further direction to staff pursuant to Community Emergency Preparedness (CEP)?



Subject: Disaster Council and Emergency Preparedness Program

Summary:

- City Council is asked to consider approving Ordinance 2018-443 [Attachment 4] to amend Chapter 2.28 of the City of Los Altos Municipal Code [Attachment 3] to reestablish the Los Altos Disaster Council and related additions to the code.
- An accredited Disaster Council will enable 1) the City of Los Altos to qualify for reimbursement for provisions afforded under the Labor Code §4351 and 2) the DSW Volunteers in the City to qualify for benefits as specified in California Labor Code §4351 and §8657.
- City Council is asked to receive a report on the Community Emergency Preparedness (CEP) Program [Attachment 5] and provide direction as needed.
- This report will reflect progress and coordination of activities by the part-time Community Emergency Preparedness Coordinator since commencing work in 2017.

Staff Recommendation:

Move to introduce and waive further reading of Ordinance No. 2018-443 approving amendments to Chapter 2.28 of the City of Los Altos Municipal Code to reestablish the Los Altos Disaster Council and related additions to the code, and to receive a report on the CEP Program and provide direction as needed



Subject: Disaster Council and Emergency Preparedness Program

Purpose

Reestablish a City of Los Altos Disaster Council; provide a report on Community Emergency Preparedness and receive direction as needed.

Background

Historically, the notion of volunteer recruitment for local disaster assistance started with the War Powers Act of 1943 which created the California War Council in response to concerns of military action along the Pacific border of the United States. Local War Councils recruited civilian volunteers and provided Workmen's [sic] Compensation benefits to volunteers to help with the volunteer recruitment. Legislation required that volunteers be registered with a local War Council certified by the State.

In 1955, City Council approved Ordinance No. 64 to establish a plan of Civil Defense and the Los Altos Civil Defense and Disaster Council. City Council approved resolutions establishing Mutual Aid Agreement and providing volunteers in the Civil Defense Program coverage under Workmen's [sic] Compensation.

In 1967, City Council amended the Civil Defense Ordinance to appoint the Chief Administrative Officer as Director of Civil Defense (Ordinance 67-16, effective May 25, 1967)

In 1987, City Council amended the Civil Defense Ordinance in its entirety and adopted Ordinance 87-176, effective October 22, 1987. This Ordinance adopted the "City of Los Altos Emergency Plan" dated September, 1987 and amended Chapter 1, Title 3 of the Municipal Code. Specifically, it repealed sections 3-1.03 through 3-1.08, inclusive:

- Section 3-1.03 Civil Defense and Disaster Council: Membership
- Section 3-1.05 Director of Civil Defense and Disaster Powers and Duties
- Section 3-1.06 Director of Civil Defense and Disaster: Powers and Duties following Proclamation of Disaster

As a result of this action, City Council repealed the provision for a Los Altos Disaster Council.

Attachment 1 summarizes the history of these Council actions.

Discussion/Analysis

Community Disaster Service Workers

Currently, community volunteers are recruited and their services utilized by local agencies to assist in times of local disaster or upon activation by authorized agency officials. State legislation provides for benefits, similar to those discussed above, to the volunteer worker if the local agency adopts a proper disaster ordinance and properly qualifies volunteer workers, now referred to as DSWs. Attachment 2 provides further background on the State DSW program and requirements.



Subject: Disaster Council and Emergency Preparedness Program

Disaster Council

Staff analyzed DSW Volunteer registrations and City procedures and concluded that the Community Emergency Response Team (CERT) and emergency communications (Los Altos Amateur Radio Emergency Service, or Ham) volunteers in the City of Los Altos do not meet the requirements of the DSW Volunteers (California Labor Code §4351) and do not qualify for benefits as DSW Volunteers as specified in California Labor Code §4351 and §8657. Hence, the City of Los Altos would not qualify for reimbursement for provisions afforded under the Labor Code §4351.

Disaster Council

To qualify for benefits under the State of California DSW Program, 1) City of Los Altos must have established an accredited Disaster Council, and 2) DSW Volunteers must be properly registered with the local Disaster Council. Certification by the Governor's Office of Emergency Services requires a city ordinance establishing a Disaster Council and agreeing to abide by the Mutual Aid Agreement. These actions would enable the protections offered by the State to the City for CERT and Ham volunteers and would provide State of California Workers' Compensation coverage and liability coverage to qualified DSW Volunteers. Under the State Program, registered DSW Volunteers enjoy the same immunities as officers and employees of the state and its political subdivisions for:

- Personal injury or property damage sustained by a DSW Volunteer
- Personal injury or property damage sustained by a third party

The Disaster Council would develop and recommend for adoption by the City Council, emergency and Mutual Aid Plans and agreements and such ordinances, resolutions, rules and regulations as are necessary to implement such plans and agreements.

Community Emergency Preparedness (CEP)

In June 2017, resident Sherie Dodsworth presented an update to City Council on the Los Altos PREPARES program, reviewed progress of the CEP Program, the status of each of the volunteer programs (Block Action Team, CERT, Ham) and noted strong collaboration between the volunteers, Santa Clara County Fire Department, Los Altos Police Dept, and City. She requested that the City fund a part-time position to support the Community Emergency Preparedness Program. Commencing with the hire of the part-time Emergency Preparedness (EP) Coordinator in November 2017, the following progress has occurred:

- EP Coordinator became familiar with and integrated into EP programs and established partnerships and communications with key colleagues, city staff and surrounding local agencies including the CERT, Ham, Block Action Team (BAT) Programs; Los Altos Community Foundation; Los Altos Police and Santa Clara Co Fire Departments; and City staff. Examples include:
 - Studied emergency management best practices with several neighboring jurisdictions: Palo Alto, Sunnyvale, Los Altos Hills, County of Santa Clara



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- Observed the Statewide Medical/health functional exercise at El Camino Hospital. Attended the San Francisquito Creek Multi Agency Coordination Taskforce's workshop and exercise. Attended Earthquake Country Alliance Bay Area Workshop
- Toured the Emergency Operations Centers (EOC) at Palo Alto, Los Altos, County of Santa Clara
- Joined the Emergency Managers Association and the Earthquake Country Alliance
- Began representing the City to the Operational Area Signatories emergency managers meeting and its CERT Subcommittee
- Accepted to attend the class "Building a Roadmap to Resilience: a Whole Community Training" at FEMA's Emergency Management Institute in Maryland, May 21-23

In addition, the EP Coordinator analyzed the State DSW Program requirements and current City procedures, identified gaps; and began steps to update City procedures. Staff benchmarked Disaster Council ordinances from neighboring cities to identify best practices and prepared the Disaster Council Ordinance for Council's consideration.

The EP Coordinator increased the emergency preparedness communications from the City to the community, and engaged with the Los Altos Public Information Coordinator to send out messages via NextDoor, Facebook, City Manager Weekly Update, et. al. These included a timely reminder about earthquake preparedness after the January tremor and encouragement for residents to register for CERT and Personal Emergency Preparedness training classes.

The EP Coordinator convened the Los Altos PREPARES Steering Committee on February 28, 2018 and conducted discussions to reaffirm its role, set quarterly meetings and drive future activities. The PREPARES Steering Committee guides community volunteers and coordinates program efforts with Police and Fire Departments and City staff to develop policies and programs for community emergency preparedness in the City of Los Altos. The PREPARES Steering Committee reaches out for broad stakeholder input and incorporates these ideas and initiatives into the CEP plans.

In the next few months, CEP plans include:

- Launch the Disaster Council (if reestablished) and approve the Los Altos DSW Volunteer training calendar
- Seek approval for a project to improve Ham radio emergency communications capability across the City
- Engage the business community in emergency preparedness discussion and planning
- Review the City's emergency plans and disaster shelter plan and identify gaps
- Further engage neighboring cities for a regional approach to EP planning, especially around CERT training
- Increase communications to raise awareness for emergency preparedness and help recruit volunteers. Ideas include:



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- April – Earthquake Preparedness display at the Los Altos libraries encouraging families to use library materials and other resources to prepare, and encouraging BAT and CERT sign-ups (for Los Altos and Los Altos Hills)
- April – National Volunteers Week: City communications thanking our EP volunteers and encouraging sign-ups as BAT/CERT/Ham
- May - City entry in the Pet Parade: pet disaster preparedness
- May – National Small Business Week: encourage business EP
- May – National Police Week: help our Los Altos Police by getting your family prepared

As a result of the partnerships between CEP volunteers, support from Council, assistance from staff, engagement with the local agencies such as County Fire and neighboring agencies, the Los Altos CEP Program has made great strides and is receiving support from the community. This is a multi-faceted program and the EP Coordinator is providing the coordination and leadership needed to expand and promote disaster preparedness in the City.

Staff recommends that Council adopt Ordinance No. 2018-443 approving amendments to Chapter 2.28 of the City of Los Altos Municipal Code to reestablish the Los Altos Disaster Council and related additions to the code, receive the report above on the CEP Program and provide direction as needed.

Options

- 1) Adopt Ordinance 2018-443 to reestablish the Los Altos Disaster Council and accept report on the Los Altos Community Emergency Preparedness Program.

Advantages: By reestablishing a Disaster Council, the City is able to qualify its CERT and Ham volunteers under the State of California's DSW program, which provides benefits from the State of California for liability protections and Workers' Compensation coverage to City DSW Volunteers. This enables the City to transfer the risk of Workers' Compensation claims to the State of California program, thereby reducing the City's potential liability. City DSW Volunteers gain protection from claims from personal injury or property damage sustained by a third party while carrying out their volunteer duties during an event as properly registered DSW Volunteers and will enjoy the same immunities as officers and employees of the State and its political subdivisions. Having these DSW protections is anticipated to help in recruitment efforts for emergency preparedness volunteers.

Disadvantages: Although City must adhere to the requirements for State certified local Disaster Councils, no disadvantages to the City are identified.



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- 2) Take no action on Ordinance 2018-443 to reestablish the Disaster Council and accept report on the Los Altos Community Emergency Preparedness Program.

Advantages: No additional ordinances required.

Disadvantages: Our CERT and Ham volunteers will not qualify under the State of California's DSW program. This exposes the City to potential Workers' Compensation claims. This also leaves City volunteers exposed to potential liability should they injure a third party while carrying out their volunteer duties during an event. Lacking these DSW protections may negatively impact recruitment of emergency preparedness volunteers.

Recommendation

The staff recommends Option 1.

Timeline: Prior City Council's consideration of Disaster Council

1955

1967

1987

2018

March 15, 1955 Council Mtg:

City Clerk/Chief Admin Officer Hope presented resolutions:

- No. 47: Mutual Aid Agreement - passed
- No. 71: people in Civil Defense program will be covered under Workmen's [sic] Compensation - passed
- No. 73: structure of Civil Defense organization – held for later consideration

And

- Ordinance No. 64, Civil Defense, approved by voice vote

Ordinance 64:
Established a plan of Civil Defense, disaster council, and participation of City in program of civil defense

Chapter 1, Civil Defense
Codified by Ord. 65 consisting of Sections 3-1.01 - 3.1.09

April 11, 1967 Council Mtg:

1st reading
2nd reading waived

April 25, 1967 Council Mtg:

Adopted Ordinance 87-176

Ordinance 67-16:
Appointed Chief Admin Officer as Director of Civil Defense

Chapter 1, Civil Defense
Amended by Ord. 67-16, effective May 25, 1967

Sept 8, 1987 Council Mtg:

- Staff report by Police Commander Jones recommending adoption of Emergency Plan and amending Chapter 1, Title 3 of the municipal code
- 1st reading of Ordinance

Sept 22, 1987 Council Mtg:

2nd reading and adopted Ordinance 87-176

Ordinance 87-176:
Adopted Emergency Plan
Repealed Code 3-1.03-1.08 repealed

Chapter 1, Civil Defense
Amended in entirety by Ord. 87-176, effective Oct 22, 1987

March 13, 2018 Council Mtg:

- Staff report by Ann Hepenstal recommending adoption of Ordinance to re-establish Disaster Council and Mutual Aid agreement

Decision today



Briefing: Disaster Service Workers

ANN HEPENSTAL
EMERGENCY PREPAREDNESS COORDINATOR
CITY OF LOS ALTOS

Disaster Service Worker - Definition

Disaster Service Workers (DSW):

City employees engaged in disaster response

Registered volunteers engaged in disaster response or in planning or training for such response

Importance of Registration of DSW Volunteers:

Personal injury or property damage sustained by DSW Volunteer:

- Workers' Compensation is the exclusive remedy of a DSW Volunteer for injury or death as against the state, disaster council with which he/she is registered, and the county which has empowered the disaster council to register and direct his/her activities
- Does not address liability of third parties who causes injury to a DSW Volunteer
- To qualify: DSW Volunteer must be properly registered with the jurisdiction's disaster council (California Labor Code § 3600.6)

Personal injury or property damage sustained by a third party:

- Registered DSW Volunteers and unregistered persons duly impressed into service during emergency enjoy the same immunities as officers and employees of the state and its political subdivisions

Disaster Service Workers

DSW Volunteer	Registered	Unpaid for disaster service duties
Volunteer	Registered with an Accredited Disaster Council	Receive no pay or compensation, monetary or otherwise, for the service being provided (allowable: food and lodging; reimbursed expenses)
Impressed into Service	Not registered Emergency official orders a bystander to assist in emergency situation	No pay

Disaster Service Worker:

Public employee who work within the scope of their regular job and receive pay are Disaster Service Workers, not DSW Volunteers. They are activated by their supervisors.
Benefits and liability protections through his/her employer and Workers' Compensation, not the DSW program

Spontaneous Volunteers:

Must register as DSW Volunteer to be eligible for Program benefits

Spontaneous Unaffiliated Volunteers	Registered	Unpaid for disaster service duties
Volunteer	No pre-registered Not impressed into service	Receive no pay or compensation

SUVs:

May be registered as DSW Volunteers for the duration of that single event

To be eligible for Workers' Compensation: must meet all program requirements

- proper registration
- appropriate training
- working under official supervision

Qualification Requirements Registered DSW Volunteer

City must have an accredited **Disaster Council**, certified by the Governor's Office of Emergency Services

Accredited Disaster Council or authorized registering entity must approve, document, and supervise the volunteer

Volunteer must register:

- Complete registration form
- Certify to loyalty oath
- Disaster Council maintain registration form/oath on file

For Workers' Compensation coverage: volunteer must engage in **eligible activities**

Non-Residents

Residents of Unincorporated Areas

City may swear them in as DSWs

City may activate these DSWs to work within the City boundaries

City may not activate these DSWs to work outside of the City boundaries

Residents of other Cities

City may swear them in as DSW

Similarly: may activate them only to work within the City boundaries

Residents of unincorporated areas may want to get training as Community Emergency Response Team (CERT) and volunteer to work in their home neighborhoods

Work outside of City jurisdiction does not qualify as City DSW Volunteers

Back-up

Eligible Activities

- Accredited Disaster Council or authorized registering entity must approve, document, and supervise
- Proclaimed emergencies
- Official deployments
- Activities when mitigating an *imminent threat of extreme peril* to life, property, and resources
- Vaccinations clinics during a pandemic
- Search and Rescue (SAR) missions and evidence searches conducted by SAR
- Travel directly to and from incident site
- Training – must be authorized in advance

Ineligible Activities

- Unapproved training. Out-of-state training not conducted in a manner geographically and functionally specific to cross-border emergency response
- Meetings
- Equipment/supply maintenance
- Educational fairs
- First aid booths at concerts, races, etc.
- Vaccinations clinics, traffic control in non-imminent threat environment
- Parades
- Celebrations, ceremonies, community events
- Fire safety events
- Travel to and from training
- Self deployment

Volunteers working for the betterment of the City are covered by City of Los Altos Workers' Compensation (parades, festivals, et. al.)

Sources

- *Disaster Service Worker Volunteer Program: Guidance*, October 2016, California Governor's Office of Emergency Services
- California Emergency Services Act; California Disaster Assistance Act. 2015 edition. Downloaded 12/1/17
- Jan 23, 2018 meeting: Ann Hepenstal and David Flamm, Deputy Director of Emergency Management, Office of Emergency Services, County of Santa Clara
- California Emergency Management Agency Administrative Regulations dated December 17, 2012. Title 19, Division 2, Chapter 2, Subchapter 3: “Disaster Service Worker Volunteer Program”

Chapter 2.28 - EMERGENCY PLAN

Sections:

2.28.010 - Purposes.

The purposes of this chapter are to provide for the preparation and carrying out of plans for emergencies to persons and property within the city in the event of a disaster and to provide for the coordination of the emergency functions of the city with all other public agencies and affected private persons, corporations, and organizations. Any expenditure made in connection with such emergency activities, including mutual aid activities, shall be deemed conclusively to be for the direct protection and benefit of the inhabitants and property of the city.

(Prior code § 3-1.01)

2.28.020 - Emergency Plan adopted.

The City of Los Altos Emergency Plan," dated September, 1987, is hereby adopted by reference as if fully set forth in this chapter and shall have the full force and effect of law for the purposes set forth therein.

(Prior code § 3-1.02)

2.28.030 - Violations—Penalties.

It shall be a misdemeanor for any person during an emergency:

- A. To willfully obstruct, hinder, or delay any emergency service worker in the enforcement of any lawful rule or regulation issued pursuant to this chapter or in the performance of any duty imposed upon him by virtue of this chapter;
- B. To do any act forbidden by any lawful rule or regulation issued pursuant to this chapter if such act is of such a nature as to give, or be likely to give, assistance to the enemy, or to imperil the lives or property of inhabitants of the city, or to prevent, hinder, or delay the defense or protection thereof; or
- C. To wear, carry, or display, without authority, any means of identification specified as being authorized for emergency service workers.

(Prior code § 3-1.03)

ORDINANCE NO. 2018-443

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF LOS ALTOS AMENDING CHAPTER 2.28 OF THE LOS ALTOS MUNICIPAL CODE PERTAINING TO EMERGENCY ORGANIZATION AND THE DISASTER COUNCIL

WHEREAS, on March 15, 1955, the City Council adopted Resolution No. 47, which adopted a Mutual Aid Agreement, and Resolution No. 71, which declared persons in the Civil Defense program to be covered under Workman’s [sic] Compensation; and

WHEREAS, on March 15, 1955, the City Council also adopted Ordinance No. 64, which established a Plan of Civil Defense, a Disaster Council, and participation of the City in a program of Civil Defense of the City of Los Altos; and

WHEREAS, on April 25, 1967, the City Council adopted Ordinance No. 67-16, which amended the Disaster Council and appointed the Chief Administrative Officer as the Director of Civil Defense; and

WHEREAS, on September 22, 1987, the City Council adopted Ordinance No. 87-176, which adopted the City of Los Altos Emergency Plan (“1987 Emergency Plan”) and repealed the Disaster Council; and

WHEREAS, on March 22, 2016, the City Council approved the City of Los Altos Emergency Operations Plan (“Emergency Operations Plan”)

WHEREAS, the City’s adoption of the 1987 Emergency Plan, and other provisions related to emergency response, are codified in Los Altos Municipal Code Chapter 2.28; and

WHEREAS, the City now desires to amend Los Altos Municipal Code Chapter 2.28 to re-establish the Disaster Council and Mutual Aid Agreement; to adopt the Emergency Operations Plan; and to provide for (1) the preparation and carrying out of plans for the protection of persons and property within the City in the event of an emergency, (2) the direction of the emergency organization, and (3) the coordination of the emergency functions with all other public agencies, corporations, organizations, and affected private persons; and

WHEREAS, this Ordinance is exempt from environmental review pursuant to Section 15061(b)(3) of the State Guidelines implementing the California Environmental Quality Act of 1970, as amended.

NOW THEREFORE, the City Council of the City of Los Altos does hereby ordain as follows:

SECTION 1. AMENDMENT OF CODE: The title of Chapter 2.28 of the Los Altos Municipal Code, “EMERGENCY PLAN” is hereby amended as follows:

CHAPTER 2.28 ~~EMERGENCY PLAN, DISASTER COUNCIL AND CITY~~
EMERGENCY ORGANIZATION

SECTION 2. AMENDMENT OF CODE: Section 2.28.20 in Chapter 2.28 of the Los Altos Municipal Code is hereby amended as follows:

2.28.020 – Emergency Plan Adopted.

The Los Altos Disaster Council shall be responsible for the development of the Emergency Plan, which plan shall provide for the effective mobilization of all the resources of this jurisdiction, both public and private, to meet any condition constituting a local emergency, state of emergency, or state of war emergency; and shall provide for the organization, powers and duties, services, and staff of the emergency organization. The City of Los Altos Emergency Operations Plan, ~~dated September, 1987, as amended,~~ is hereby adopted by reference as if fully set forth in this chapter and shall have the full force and effect of law for the purposes set forth therein.

SECTION 3. AMENDMENT OF CODE: Chapter 2.28 of the Los Altos Municipal Code is hereby amended to add new Sections 2.28.040-2.28.100 to the end of the Chapter, to read as follows:

2.28.040 – Definition

As used in this ordinance, “emergency” shall mean the actual or threatened existence of conditions of disaster or of extreme peril to the safety of persons and property within this jurisdiction caused by such conditions as air pollution, fire, flood, storm, epidemic, riot, or earthquake, or other conditions, including conditions resulting from war or imminent threat of war, but other than conditions resulting from a labor controversy, which conditions are or are likely to be beyond the control of the services, personnel, equipment, and facilities, requiring the combined forces of other political subdivisions to combat.

2.28.050 – Disaster Council Membership

The Los Altos Disaster Council is hereby created and shall consist of the following:

- A. The Director of Emergency Services, who shall be chair.
- B. The Assistant Director of Emergency Services who shall be vice chair.
- C. The Chief of Police.
- D. The Director of Public Works.

- E. The Mayor or City Council designee.
- F. Such other persons appointed by the Director.

2.28.060 – Disaster Council Powers and Duties

It shall be the duty of the Los Altos Disaster Council, and it is hereby empowered, to develop and recommend for adoption by the City Council, emergency and mutual aid plans and agreements and such ordinances and resolutions and rules and regulations as are necessary to implement such plans and agreements. The Disaster Council shall meet at least once per year, upon call of the chair or, upon call of the vice chair (in the absence of the chair). The Disaster Council shall comply with the California Emergency Services Act and abide by the California Disaster and Civil Defense Master Mutual Aid Agreement. The Disaster Council agrees to follow established rules and regulations relating to the various classes of Disaster Service Workers, scope of duties of each class, and manner of registration pursuant to the provisions of Government Code §8585.5.

2.28.070 – Director and Assistant Director of Emergency Services

- A. There is hereby created the office of Director of Emergency Services. The City Manager shall be the Director of Emergency Services.
- B. There is hereby created the office of Assistant Director of Emergency Services. The Assistant City Manager or an individual appointed by the Director of Emergency Services shall be the Assistant Director of Emergency Services. When the Director of Emergency Services is not available, the Assistant Director of Emergency Services shall become Acting Director and assume the duties of the Director.

2.28.080 – Powers and Duties of the Director and Assistant Director of Emergency Services

- A. The Director is hereby empowered to:
 - (1) Request the City Council to proclaim the existence or threatened existence of a “local emergency” if the City Council is in session, or to issue such proclamation if the City Council is not in session. Whenever a local emergency is proclaimed by the Director, the City Council shall take action to ratify the proclamation within seven (7) days thereafter or the proclamation shall have no further force or effect.
 - (2) Request the Governor to proclaim a “state of emergency” when, in the opinion of the Director, the circumstances are beyond the

City's capacity to adequately respond to or recover from the emergency.

(3) Control and direct the effort of the City of Los Altos emergency organization for the accomplishment of the purposes of this ordinance. This responsibility will include the registration, supervision and direction of Disaster Service Worker Volunteers within the City.

(4) Direct cooperation between and coordination of services and staff of this emergency organization; and resolve questions of authority and responsibility that may arise between them.

(5) Represent the City in all dealings with public or private agencies on matters pertaining to emergencies as defined herein.

(6) In the event of the proclamation of a "local emergency" as herein provided, the proclamation of a "state of emergency" by the Governor, or the existence of a "state of war emergency," the Director is hereby empowered:

(a) To make and issue rules and regulations on matters reasonably related to the protection of life and property as affected by such emergency; provided, however, such rules and regulations must be confirmed at the earliest practicable time by the City Council;

(b) To obtain vital supplies, equipment, and such other properties found lacking and needed for the protection of life and property and to bind the jurisdiction for the fair value thereof and, if required immediately, to commandeer the same for public use;

(c) To require emergency services of any officer or employee and, in the event of the proclamation of a "state of emergency" in the county in which this city is located or the existence of a "state of war emergency," to command the aid of as many residents of this community as deemed necessary in the execution of duties; such persons shall be entitled to all privileges, benefits, and immunities as are provided by state law for registered Disaster Service Workers;

(d) To requisition necessary personnel or material of the departments or agencies; and

(e) To execute all ordinary power as City Manager, all of the special powers conferred by this ordinance or by

resolution or emergency plan pursuant hereto adopted by the governing body, all powers conferred by any statute, by any agreement approved by the governing body, and by any other lawful authority.

B. The Assistant Director is hereby empowered to:

(1) Under the supervision of the Director and with the assistance of emergency service chiefs, to develop emergency plans and manage the emergency programs of this jurisdiction;

(2) Act on behalf of the Disaster Council to approve Los Altos Disaster Service Worker Volunteer training and exercises and to coordinate with the appropriate agencies and organizations;

(3) Have such other powers and duties as may be assigned by the Director.

2.28.090 – Emergency Organization

All officers and employees, together with those volunteer forces enrolled to aid them during an emergency, and all groups, organizations, and persons who may by agreement or operation of law, including persons impressed into service under the provisions of 2.28.080 A. (6) (c) of this ordinance, be charged with duties incident to the protection of life and property during such emergency, shall constitute the emergency organization of the city of Los Altos.

2.28.100 – Severability

If any provision of this ordinance or the application thereof to any person or circumstances is held invalid, such invalidity shall not affect other provisions or applications, and to this end the provisions of this ordinance are declared to be severable.

SECTION 4. CONSTITUTIONALITY. If any section, subsection, sentence, clause or phrase of this code is for any reason held to be invalid or unconstitutional, such decision shall not affect the validity of the remaining portions of this code.

SECTION 5. PUBLICATION. This ordinance shall be published as provided in Government Code section 36933.

SECTION 6. EFFECTIVE DATE. This ordinance shall be effective upon the commencement of the thirty-first day following the adoption date.

The foregoing ordinance was duly and properly introduced at a regular meeting of the City Council of the City of Los Altos held on _____, 2018 and was thereafter, at a regular meeting held on _____, 2018 passed and adopted by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

Jean Mordo, MAYOR

Attest:

Jon Maginot, CMC, CITY CLERK




Community Emergency Preparedness Program Report

ANN HEPENSTAL, CBCP

MARCH 13, 2018



Community Emergency Preparedness



Going Forward – Our Ask to Council

- Fund a part-time staff position to advance the City-Community emergency preparedness efforts
- Continue funding additional purchases of key emergency supplies
- Initiate a Neighborhood Grant Program to encourage emergency preparedness and connectivity
- Further develop the Stakeholder Team involvement and actions

June 13, 2017: Update from Los Altos Prepares

- Reviewed recent history of Los Altos community emergency preparedness (CEP)
- Requested a part-time staff position for emergency preparedness (EP)



Hired November 9, 2017:
Ann Hepenstal, CBCP*

Projects Include:

- Review and compliance of City ordinances for disaster emergency workers and Disaster Council
- Outreach with identified community stakeholders and steering committee for annual meetings and to review budget and identify budget projects; work with volunteers on budget expenditures
- Outreach to the business community, downtown and shopping districts to start emergency preparedness procedures and activities
- Enhance the emergency preparedness information on the City website
- Support efforts and community recruitment for BATs, CERTs and HAMs
(Block Action Team, Community Emergency Response Team, and amateur radio operators)
- Provide support to City staff, Police Department and County Fire for internal and community EP matters

Disaster Service Worker Volunteers



- Analyzed Disaster Service Worker (DSW) program and requirements vs. City practices
- Benchmarked disaster council/DSW ordinances across 11 neighbor cities to identify best practices
- Assessed Disaster Council requirements and structure
- Identified gaps and began action item

Draft ordinance to establish a Los Altos Disaster Council

Submitted for
your approval

Implement volunteer registration procedures to bring City into compliance

Done

Renew our DSW Volunteer registrations to bring into compliance

In
progress

Community Stakeholders and Steering Committee

- Steering Committee last met in 2017. Updated Steering Committee membership and reaffirmed its role and activities
- City has a budget to fund Community Emergency Preparedness projects

Initiate 2018 meetings of Los Altos Prepares Steering Committee

Met Feb 28th

Engage City and volunteers in emergency preparedness projects

In progress: project to improve emergency radio communications

Engage Stakeholders in community Emergency Preparedness

In progress: engage a Whole Community approach

Outreach to Business Community

Engage the business community, downtown, and shopping districts in emergency preparedness

Emergency Preparedness for businesses

In development

Emergency Preparedness presentation and safety tips

Piloted presentation
on March 2nd

Community Communications and Engagement

- Enhance the emergency preparedness information on the City website
- Support efforts and community recruitment for BATs, CERTs and HAMs

Strengthen emergency preparedness information on City volunteer website and recreation activities guide

Done

Partner with Los Altos Community Foundation to guide the Block Action Team (BAT) program

Member of BAT Leadership Team

Partner with Santa Clara County Fire Department and CERT volunteers to guide the Los Altos CERT program

Work in progress
Attended CERT train-the-trainer class

Increase visibility of emergency preparedness to City residents

Partnering with City PIC on communications
Events under development

Support to City staff, Police Department and County Fire for internal and community EP matters

- Represent City to emergency preparedness events and groups
- Support City staff to improve emergency preparedness at work

Emergency Preparedness kits for City employees

In progress

Emergency Preparedness presentation for Tiny Tots staff

March 2

Represent Los Altos to Emergency Managers Association, CERT subcommittee, Organization of Area Signatories, et. al.

Done

Sharing meetings with neighboring cities

Met with Palo Alto, Los Altos Hills, Sunnyvale, County

Participate in/observe drills and exercises with neighboring jurisdictions

Attended drill at El Camino Hospital et. al.

Communications Plans

Continue encouraging Emergency Preparedness by our community members and their engagement in classes and volunteer roles

Seek out external events we can leverage for our messages

Create new ways to meet community members where they are and encourage Emergency Preparedness

