

FY08-09 EMERGENCY PREPAREDNESS COMMITTEE WORK PLAN

1) PRE-POSITIONED EMERGENCY SUPPLIES AND EQUIPMENT CACHES

The pre-positioned emergency supplies and equipment caches will support the emergency response and recovery functions performed by City staff, emergency personnel and registered disaster workers who are responsible for damage assessment, light search and rescue, debris clearance, traffic control, damage documentation, communications and other City emergency operations. The pre-positioned caches are envisioned to enhance the City's capability to respond and manage an incident within the first critical 24 to 72 hours, rather than solely relying upon outside assistance and supplies to arrive.

Committee Responsibilities

The EPC approved the project in 2007. Additionally, on August 21, 2007, the Council approved the proposed emergency supply management plan and inventory for project implementation including the use of an advisory consultant and procurement of additional supplies. The EPC can offer comments and provide further direction at the time project updates are provided by Staff.

Staff Responsibilities

Staff will oversee the administration of the plan, including arrangements for the procurement of storage containers and supplies. City staff shall periodically review the Management Plan to evaluate its effectiveness and relevance to city operations and emergency preparedness priorities.

Timeline and Budget

On June 3, 2008, the Council approved this project as a milestone for their emergency preparedness tactical goal. The Council's milestone follows: "By March 31, 2009, implement the Council-approved plan for pre-positioned emergency supply and equipment caches." A budget appropriation of \$100,000 has been carried over from the FY07-08 Budget for this project.

Estimated Staff Resources

Procurement of Storage Containers and Supplies:	
Staff Time – City Manager (EPC Liaison)	40 hours
Inventory and Distribution of Supplies:	
Staff Time – Public Works	10 hours
Staff Time – City Manager (EPC Liaison)	20 hours
Ongoing Management and Supply Replenishment:	
Staff Time – City Manager (EPC Liaison)	Unknown
<u>Committee Updates</u>	<u>2 hours</u>
Minimum Staff Time Required	72 hours

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2) INSTALLATION OF AN ANTENNA/REPEATER ON SAN PEDRO HILL TO FACILITATE EMERGENCY COMMUNICATIONS ON THE EAST SIDE OF THE CITY

Members of the Peninsula Volunteer Alert Network (PVAN) and the Los Angeles County Disaster Communications Services (DCS) have notified the City that they are unable to communicate with their members located on the east side of the City. PVAN and DCS are volunteer organizations that use amateur ham radio to provide backup communications in case of telephone failure to the Los Angeles County Sheriff's Department and the City's Emergency Operation Center (EOC). Installation of an antenna and repeater would correct this deficiency and allow for increased communications during an emergency or natural disaster.

Committee Responsibilities

The EPC will coordinate the type of equipment and installation methods that should be used with PVAN and DCS. This coordination could be provided in the form of a subcommittee of the EPC. The EPC can offer comments and provide further direction at the time project updates are provided by Staff.

Staff Responsibilities

Staff will manage the project in coordination with PVAN and DCS, including the purchase and installation of the equipment. Planning Staff will also be involved in the issuance of a noncommercial amateur radio antenna permit.

Timeline and Budget

On June 3, 2008, the Council adopted this project as a milestone for their emergency preparedness tactical goal. The Council's milestone follows: "By June 30, 2009, complete the purchase of the tax defaulted vacant lot on East Crest Road and complete the installation of the emergency radio repeater on the property to augment the emergency communications facility located at City Hall." A budget appropriation of \$15,000 has been included in the FY08-09 Budget for this project. The \$15,000 budget appropriation is interest earnings on the accumulated fund balance in the CIP fund.

Estimated Staff Resources

Project Planning (Plans/Specifications and Contractor Bidding):	
Staff Time – Planning (Permit)	20 hours
Staff Time – City Manager (EPC Liaison)	30 hours
<u>Committee Updates</u>	<u>2 hours</u>
Total Staff Time Required	52 hours