

CITY OF DANA POINT
AGENDA REPORT

Reviewed By:	
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DATE: OCTOBER 13, 2004

TO: HONORABLE MAYOR AND CITY COUNCIL

FROM: MIKE ROSE, EMERGENCY SERVICES COORDINATOR

SUBJECT: EMERGENCY OPERATIONS CENTER

RECOMMENDED ACTION:

That the City Council receive and file this report acknowledging completion of the new Emergency Operations Center project.

BACKGROUND:

The City's Emergency Operations Center is utilized as a central location for communication and unified decision making during large scale emergency response efforts or periods of disaster. This centralized management, communication and decision making facility allows for an organized and efficient response to a disaster. Primary objectives of the City's Emergency Organization include:

- Organize Emergency Response efforts and resources.
- Understand the impact of the incident on the City and across the region.
- Ensure safety, financial and legal considerations have been made.
- Develop media communication.
- Predict and resolve next-day business implications.
- Prioritize recovery efforts and resources.

The City's first EOC was the Administration conference room. With an expanding staff and increased role responsibilities, the EOC was moved to Suite 206, which provided additional space for working personnel and supply storage. With the experience of our most recent Nuclear Power Plant exercises behind us, and the continued growth in the City Staff, we have once again taken steps to evolve the Emergency Operations Center to provide for the long term resource requirements of the City's Emergency Organization.

DISCUSSION:

The design of the new EOC provides for five separate functional areas. The Main Operations Room is where most of the Emergency Organization Staff work to maintain communications with field personnel, other agencies, and other EOC's. This is the most active of the working areas, where the information comes into the staff, decisions are made, actions and resources are directed, and decisions are communicated back out. The Communications Room is a separate room where radio equipment will be maintained so that its use will not distract from the activities in other areas of the EOC. Radio and communications equipment include the Orange County 800 MHz system, OC VHF EOC-EOC radio, Teleminder reverse 911 system, and the future addition of amateur radio equipment. The Conference Room is used for planning meetings where objectives for each operational period will be defined and EOC Division Chiefs can hold briefings. The EOC also has areas that can be used for food layout and for emergency supply storage.

The design of the new Emergency Operations Center not only modernizes our response capabilities with new technologies for information management, but allows for the addition of future resources and technologies not yet considered. The development of the new EOC included the creation of a proprietary computer based situation status program. This system allows us to input, update, and display the status of emergency response efforts and impacts to the City, while simultaneously maintaining a record of this data for future reference. Previously, we have relied on dry-erase boards for situation status display, and used hand-written notes for long term documentation. The EOC is equipped with an emergency generator that will continue to provide electricity for EOC operations during power outages, in addition to maintaining the operability of the City phone system and computer network.

As an Offsite Responding Organization responsible for the protection of the Public's health and safety during an emergency event at the San Onofre Nuclear Generating Station (SONGS), the City of Dana Point is required by NRC and FEMA regulations to maintain a standard of preparedness that few other cities of comparable size are held to. The Emergency Operations Center of most cities is a critical facility that typically receives little attention until an emergency situation requires its use. The new Dana Point EOC exemplifies our commitment to a level of preparedness for an emergency at SONGS and for any potential disaster.

FISCAL IMPACT:

The fiscal impact to the City from this project was limited to the \$25,000 approved by the Council on March 24, 2004. 87% of the funding for the EOC project was reimbursed through a combination of the State Nuclear Power Preparedness Program and a federal emergency planning grant.

There is no fiscal impact to receive and file this report.

STRATEGIC PLAN IMPLEMENTATION:

In compliance with the Strategic Plan Initiative to achieve total excellence in municipal services and City administration/planning with excellent customer service and cost-effectiveness, the design and construction of the new City Emergency Operations Center has increased staff effectiveness by providing a state-of-the-art facility for the City's Emergency Organization to respond for the coordination of emergency resources during periods of disaster.

ALTERNATIVE ACTIONS:

None