



# City of Emeryville

CALIFORNIA

## MEMORANDUM

**DATE:** November 7, 2017

**TO:** Carolyn Lehr, City Manager

**FROM:** Lisa Lopez, HR Director  
Jennifer Tejada, Police Chief

**SUBJECT:** Emergency Preparedness Gap Analysis Update

### RECOMMENDATION

Staff recommends that the City Council provide input and guidance on the City's Emergency Management Program after receiving the status update from our consultant.

### DISCUSSION

In the Fall of 2016, after receiving funding in the 2016-17 budget, the City sent out Requests for Proposals for an assessment of the City's current emergency management capabilities. Susie Christensen of Susan Christensen Consulting was ultimately selected for this project. Susie was charged with evaluating the mitigation, preparedness, response, and recovery capabilities of the City's emergency management program and identifying gaps in our emergency planning, training, exercises, and outreach. Her findings would also provide us with recommended corrective actions that the City could take to strengthen our overall emergency management program.

For the first phase of the project, Susie did an assessment of the City's Emergency Operations Center (EOC) at Station 35 and provided the City with guidelines that could be used for the planning and design of primary and alternate EOC sites.

In the second phase of the project, Susie performed an assessment of the current state of the City's emergency management plans, policies and procedures. The development of her report included a review of current and draft emergency plans, analysis of government regulations, outreach to relevant emergency management stakeholders, and site visits to potential and established emergency management locations. The intent of her report is to measure the status of the City's emergency management program in relation to acceptable emergency standards and what the City can do to attain a standard of excellence for its Emergency Management Program.

In this study session, Susie will provide an overview of her assessment, the gaps she has identified (and their priority ranking) as well as her recommendations for moving the City forward.

## **FISCAL IMPACT**

This report is informational only and there is no fiscal impact.

## **STAFF COMMUNICATION WITH THE PUBLIC**

None

## **CONFLICT OF INTEREST**

None

## **CONCLUSION**

Staff would like Council's input and comments on this project update.

**PREPARED BY:** Lori Elefant, Management Analyst, HR

**APPROVED AND FORWARDED TO THE  
CITY COUNCIL OF THE CITY OF EMERYVILLE:**



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Carolyn Lehr, City Manager

## **ATTACHMENTS**

1. City of Emeryville Emergency Operations Center Standards, Guidance Document  
January 2017
2. City of Emeryville Emergency Management Program Assessment Report, July 2017