

PORTOLA VALLEY TOWN COUNCIL / EMERGENCY PREPAREDNESS COMMITTEE (EPC) SPECIAL
JOINT MEETING NO. 854 JANUARY 30, 2013

Mayor Richards called the meeting to order at 7:30 p.m. and led the Pledge of Allegiance. Mr. Pegueros called the roll.

Present: Councilmembers Jeff Aalfs, Maryann Derwin and Ted Driscoll; Vice Mayor Ann Wengert, Mayor John Richards

EPC Members John Boice, Bud Trapp, Secretary Anne Kopf-Sill and Vice Chair Craig Taylor

Absent: EPC Members David Howes, Diana Koin, Chris Raanes and Chair Ray Rothrock

Others: Nick Pegueros, Town Manager
Sharon Hanlon, Town Clerk

ORAL COMMUNICATIONS

None.

REGULAR AGENDA [7:32 p.m.]

- (1) Presentation: by Lieutenant Jeffrey Kearnan, Office of Emergency Services & Homeland Security, with Functionality of Homeland Security and Area Office of Emergency Services; Responsibility to the Community and available support to Cities

Lt. Kearnan, a 23-year veteran of the San Mateo County Sheriff's Department, introduced Don Mattei, Supervising District Coordinator and recently retired Belmont Police Chief, and Jill Schaeffer, San Mateo County Office of Emergency Services (OES) Planner who updates disaster plans and protocols. She came recently to the Bay Area from the Tacoma/Seattle Hospital District, where she served as Director of Emergency Services Management, overseeing five regional hospitals.

Lt. Kearnan gave an overview of the OES organizational chart. He explained that Mr. Mattei supervises three District Coordinators, each of whom has a special discipline – writing plans, conducting training, overseeing technology and infrastructure. The OES is aggressively seeking funding for a fourth coordinator for the coastal area, he said.

Each of the 20 cities the OES serves has a representative, a councilmember, serving on the Emergency Services Council. The ESC is a Joint Powers Authority (JPA). The OES also liaise with all the cities and special districts in the County's operational area. A major goal of the OES this year is to rewrite its JPA agreement, which was last revised in 1996. Lt. Kearnan said the updated document should be ready for the ESC review in June 2013. The OES is also developing metrics to help cities monitor their emergency training, preparation, standards, etc.

Lt. Kearnan noted that the OES Emergency Services Bureau comprises approximately 200 volunteers in several units, including an air squadron, a mounted patrol search and rescue operation, two police cadet explorer posts (one for law enforcement and the other for search and rescue. It also includes cliff-rescue and mountain-rescue teams, a dive team (with sonar capability) and a communications unit.

Lt. Kearnan also explained how OES is funded, including federal grants, the ESC and the Sheriff's Department. The current budget is about \$1.9 million, which also covers the hazmat team. He noted that unlike most other California counties, San Mateo County has found a single hazmat team serving the

entire area a more efficient and cost-effective approach. The OES hazmat crew responds to approximately three incidents each week, he said.

The OES mission is to build trust with the public, community and partnering agencies. With creeks overflowing and levees overcome by the rains of December 24, 2012, Lt. Kearnan said they went through 3,000 sandbags in one night and came to realize the importance of partnering with Public Works Departments of each city within San Mateo County.

He said the OES is working with the Office of Education to host a Countywide summit in April 2013 involving all of the school districts as well as the private and parochial schools – more than 350 schools. The OES wants to develop a single standardized plan and approach for first responders in the event of violence. Sheriff Greg Munks and Rep. Jackie Speier will lead the summit, he said, and afterward the EOS is likely to develop a task force to work on next steps so that schools can be prepared.

According to a global reinsurer's threat assessment report that takes into account risk and property valuations, Lt. Kearnan said, Tokyo scores 710 – the highest risk in the world, and this is *since* the 2011 earthquake-tsunami-nuclear plant disaster. San Francisco is second to Tokyo, with a score of 167. By comparison, he said Baltimore is 16, Chicago 20, and New York and Miami in the 40s. He brought this up, he said, as a reminder that we live in an area where the risk of a catastrophic is very high.

Lt. Kearnan said the OES has an emergency coordinator and a liaison on duty 24/7 to assist and respond to third-alarm fires, hazmat incidents, etc. Depending on the circumstances, the OES responds to a command post or help set it up and serve as a resource to other agencies, including the Fire Department, Police Department, etc.

The OES provides support for Citizens Emergency Response Preparedness Program (CERPP) teams, Lt. Kearnan said, and this year has an effort underway to improve standardization from neighborhood to neighborhood. Multi-year training and periodic simulation exercises are other important components of OES services. Training incorporates Incident Command System (ICS) and National Incident Management System (NIMS) protocols, and includes training for volunteers and public employees, both via online courses and in-house classes. Although aircraft-related exercises usually involve hijacking-simulations, he said recently the scenario was of a plane crashing into the water, so they mobilized all its maritime assets, coordinating with San Francisco and San Mateo Counties to get all the vessels there, figuring out how to manage it – from transferring survivors from the plane onto boats and safely to shore, establishing evacuation zones, identifying who's responsible for collecting debris and evidence, etc.

The OES also participates in Urban Shield, a federally funded grant exercise in terrorist-response organized by Alameda County. They identify numerous critical infrastructure and high-value assets, including those of iconic value, throughout five Bay Area counties (Alameda, San Francisco, Contra Costa, Santa Clara and San Mateo) and wrote a scenario. Members of 30 SWAT teams from the U.S. and as far away as Israel and Jordan then work through a 48-hour exercise, coordinating logistics, operations and support to make five area command posts operational as a unified command. Lt. Kearnan said that working around-the-clock from 5:30 a.m. on a Saturday until 5:30 a.m. on Monday, they get real-life hands-on training they would never get anywhere else. He said it's great training for line-level officers and first responders who would actually get deployed in such a situation, but paramedics, fire departments, and Explosive Device Disposal (EOD) bomb squads also get involved.

Every October, on the anniversary of the 1989 Loma Prieta earthquake, the OES activates its Emergency Operations Center (EOC) during its Great Shakeup drill, checking in with all the cities, checking all the microwave lines, reviewing readiness plans and reporting back to the County. The OES also conducts an annual Countywide earthquake exercise, which last year was a scenario structured for 48 hours after a quake. Lt. Kearnan said gaps identified in the post-exercise assessment were distribution points for water, food and fuel.

Among other services provided by the OES are:

- 1) Emergency response
- 2) Ongoing planning for operational and additional services
- 3) Grant management
- 4) Alert and warning systems, including:
 - interoperability of communications
 - The SMC Alert system, which sends information and updates on various kinds of situations to email accounts, cell phones, pagers, smartphones and handheld devices (and has some 24,000 subscribers)
 - The Telephone Emergency Notification System (TENS), a reverse 9-1-1 system for emergency broadcasts and other purposes
- 5) Available support vehicles, including those with self-contained breathing apparatus, armored vehicles with detectors for chemical and biologic agents and radiation, rescue trucks, a mobile command post, mobile field force vans for mutual-aid support, boats, trailers (to support CERPP units, store hazmat equipment and signboards, etc.), and a new high-tech airplane

Mr. Mattei said OES is working on restoring and improving WebEOC, a website that provides real-time disaster tracking for the entire County for use by emergency agencies and city officials. He said, "This will be the tool of the future." He said a Councilmember could log in and find up-to-date information about what's happening in Portola Valley, Woodside or any other San Mateo County community. He said that he finds it useful, too, in that he can check the website before coming on duty to see what's going on and start setting priorities. In the process of working on WebEOC, they're inventorying their equipment so they know how many fire engines and bulldozers there are, so that if a community needs a bulldozer, for instance, you could see what's available right away. He said that in San Diego's Public Works Department uses a similar website in conjunction with dispatching, to help track and prioritize work.

According to Mr. Mattei, the OES is preparing for a Countywide major disaster drill in 2015, involving all the cities, police, fire, public health, public works, schools, hospitals, etc. The idea is to bring together the training, technology, funding and then test ourselves. The last time this was done was in 1999, at Notre Dame de Namur University, with about 600 participants. He said we learned a great deal tactically from that exercise, but much has changed since 1999. He said the 1999 exercise was held shortly after the April 1999 massacre at Columbine High School in Colorado, but it had been scheduled long before, and the County advanced its tactics based on that tragedy.

According to Mr. Mattei, there's something new to learn all the time. Responding to the East Palo Alto flooding, he said, he didn't know what a "levee boil" was. Now he does; a levee boil is caused by water seeping under the levee and pushing its way up to the surface on the landside of the levee. It can flip the levee over. He had to call the State Department of Water Resources, which was also new to him, which sent in teams from the California Conservation Corps. He also learned that sandbags aren't available at 1:00 a.m. on Sunday, nor is sand available. Nor do sand-bagging machines work with wet sand.

Another example of on-the-job learning came with the need to evacuate some 550 guests from a Burlingame hotel in November 2012 due to a carbon monoxide leak; Mr. Mattei said there weren't enough agreements in place to accommodate so many people – but now those agreements are in place. And, of course, he said the San Bruno gas pipeline explosion in 2010 was a tremendous learning exercise. It led

to the formation of a team of emergency management people who are pre-trained in the various disciplines to help set up EOCs.

- (2) Presentation: by Craig Taylor, member of the Emergency Preparedness Committee, with a Committee Update

Mr. Taylor discussed Go Bags, policies for the new AM radio station, policies for the new portable AM radio system, an alternate EOC location and training opportunities.

Go Bags

Mr. Taylor stressed the importance of securing one's home before grabbing your Go Bag and rushing off to deal with an emergency. He drew attention to 72hours.org, a website that makes it easy to find basic information about how to prepare for the first 72 hours after a disaster strikes, because it might be up to three days before vital services are restored.

He shared the contents of his personal Go Bag, not to suggest that everyone's should be the same but because it might give Councilmembers and staff ideas to think about what to keep in their own Go Bags:

- *Reminder card*. He doesn't keep keys, cell phone and charger, wallet, watch and medications physically in his Go Bag, but does keep a reminder card there with these items listed on it. Mr. Taylor reminded Councilmembers to include their emergency staff passes, and also suggested keeping all medications in one place in the house, so they can quickly be transferred to a bag to put in your Go Bag.
- *Documentation*. Lists of allergies and medications, an old passport and driver's license, credit card number, important phone numbers and at least one emergency contact, photo(s) of family (all dated, and updated occasionally, and kept in a waterproof zip bag); Mr. Taylor also stows his computer backup drive in his Go Bag.
- *Cash*.
- *Clothing*. Sturdy shoes, extra socks (because it's important to be able to keep your feet warm and dry), thermal underwear, a warm hat, windbreaker, jacket and emergency rain poncho. Mr. Taylor suggested a separate duffel bag or backpack for these items because they can take up too much room in your Go Bag. He also said he doesn't worry about having a change of clothes, but the long johns are important to him.
- *Personal hygiene items*. Roll of toilet paper, toothbrush and toothpaste, hand sanitizer. Mr. Taylor pointed out that sickness would be less likely a result of contaminated water than picking something up on your hands.
- *Gear*. Eyeglasses or reading glasses (unless they're on your reminder list), Post-It notes, pad of paper, permanent marker, hand-crank radio, utility cord, gloves, empty plastic bags, pocket knife, multipurpose tool, lighter, dust mask, bandana, whistle and headlamp (better than a flashlight because it keeps your hands free).
- *Food and water*. Mr. Taylor includes sardines for protein and calories.
- An emergency sleeping bag (similar to a space blanket but a bag).
- *First-aid items*. Mr. Taylor stressed that it's not a real first-aid kit, but he keeps some basics in his Go Bag – ace bandages, antiseptic swabs, Band-Aids, ibuprofen – and a first aid book.

- *Miscellaneous.* Ms. Kopf-Sill said the Quick Start Card has been updated to include some information about using radios and a small map of the Town Center that shows the location of the gas turnoff valve. These cards are to help the first person to arrive at the EOC get it up and functional.

AM Radio

EPC Chair Chris Raanes updated the Council on the Town's new, portable low-power AM radio station 1680 at its December 12, 2012 meeting. It's now set up in the EOC Radio Room (off the conference room in Town Hall). At this time, it's using a portable antenna, but the station is fully licensed and ready to start broadcasting – from a technical point of view.

Mr. Taylor said that next steps require establishing a policy and obtaining a permanent antenna.

As for policy, he said one thing is to decide whether it will run 24/7, a few hours a day, once a week or once a month. The EPC recommends having it on all the time to avoid the possibility of someone encroaching on the station and to enable residents to tune in any time they choose. They might hear a simple repeating message all the time or daily news updates. Something in between might be changing repeating messages periodically – such as monthly meeting announcements. The EPC is working with Mr. Pegueros on how much staff time can be devoted to programming. In response to Vice Mayor Wengert, Mr. Taylor said the power cost of running the station 24/7 would be minimal. It would need a generator backup in the event power went out, he added, but the unit has built-in batteries that would enable it to run for days without external power.

Cupertino runs its emergency radio station 24/7, and Councilmembers can listen to its broadcasts by tuning in to 1670 AM.

Mr. Taylor said the antenna the EPC would like is 22 feet tall, but only the top five feet would be visible. It could be mounted on the lamppost on the southwest corner of the Town Center parking lot – it's an ideal spot, away from the building, with accessible power. The antenna is black except at the top, so only about five feet of white antenna would be apparent. Another possibility is placing it out in the field, but that's private property with three owners involved. A third option is finding a resident located high enough in the hill to mount the antenna.

Mr. Taylor enumerated several requests for the Council:

- Securing the equipment. The EOC Radio Room isn't locked, Mr. Taylor said, but it now contains valuable items that should be locked up. He said the key could be accessible to those who should know where it is, but leaving it open doesn't seem to be a good idea.
- A decision about where to put the antenna, because the portable antenna takes too much time to set up. Mayor Richards suggested some illustrations to give the Council an idea about what the options Mr. Taylor described would look like. Mr. Taylor said they'd also talk to the ASCC. Also proposed was upgrading the Priory radio equipment, equivalent to that of the radio equipment used in the EOC at Town hall.
- A policy about usage. He said on this point, the EPC proposes working with Mr. Pegueros and coming back to the Council with a proposal.

Mr. Taylor said the EPC is really excited about the ability to communicate with residents. He called it "a great move forward."

Alternate EOC

The EOC is in Town Hall, which has water, a backup power supply, and should survive an earthquake. But in the unlikely event that the whole area around Town Hall is devastated, he said the Town has an alternate EOC. It was originally set up in the Priory's maintenance barn, but 1) the Priory is using that facility for other things and 2) it's fairly flimsy corrugated steel – a 35-foot tall building with about four or five structural timbers.

The Town has stored emergency equipment in two large steel containers there, and Mr. Taylor that the EPC would spend part of its budget to upgrade its radio equipment to match the radio system in Town Hall, and put it all in a waterproof Pelican case. That would make the alternate EOC truly portable, he said, so that it could be set up at a grocery store or anywhere else – rather than in a fixed, potentially risky place.

He said the EPC also would buy some tents for portable shelter and figure out a way to have fuel available and ready to go.

Training Opportunities

Mr. Taylor said that if Councilmembers haven't had the opportunity to take the Community Emergency Response Training (CERT), he highly recommends investing the time for six upcoming Wednesday evening classes and referring others. Information is on the CERPP website (click on "Classes & Training" at <http://cerpp.org/>). Sponsored by the Woodside Fire Protection District, classes begin February 27, 2013 at Fire Station 19, 4091 Jefferson Avenue in Redwood City.

Other trainings Mr. Taylor mentioned:

- Periodic radio trainings. Mr. Taylor said the radios aren't complicated, but the training instills user protocols and practice helps put people at ease with how to use the radios.
- Red Cross classes, including basic first aid (to make the quick-reference book in your Go Bag more useful).
- NIMS trainings. Mr. Taylor said staff has earned certificates in all three required classes:
 - ICS-100, Introduction to the Incident Command System
 - ICS-200, ICS for Single Resources and Initial Action Incidents
 - IS 700, NIMS, an Introduction
- Town-sponsored training. The EPC is proposing a table-talk at a Fifth Wednesday meeting with the Council. Mayor Richards said these sessions are quite useful and informative.

In response to Mr. Pegueros' question about training for Town residents, Mr. Taylor said that although there are gaps in coverage, CERPP does a pretty good job of getting information out to neighborhoods. He also suggested introducing some interactive capabilities to the website, so residents can post information as well as read it.

Shelter in Place:

Councilmember Driscoll asked what's being done to facilitate the Town's shelter-in-place program. Mr. Taylor said the EPC has discussed this to some extent, but the issue falls somewhere between CERPP and EPC. He said shelter-in-place is part of disaster preparedness that means more than a can of sardines in your Go Bag; it means having what's needed to take care of a family for several days. They've discussed packaging emergency necessities and perhaps getting sponsorship so they could be

sold at cost or at least at a discount. Mayor Richards suggested that it might tie in with the inventory the EPC is taking for the EOC. Mr. Taylor said another idea is to prepare a list of recommended contents and post it with other emergency preparedness information on the Town's website. He again recommended checking out 72hours.org.

Mr. Taylor thanked the Council for making and taking the time to make emergency preparedness a priority. The EPC appreciates it.

ADJOURNMENT [9:10 p.m.]

Mayor

Town Clerk