



Kate Harrison  
Councilmember, District 4

## **REVISED AGENDA MATERIAL for Supplemental Packet 2**

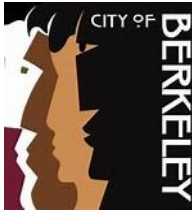
**Meeting Date:** July 24, 2018

**Item Number:** 65

**Item Description:** City-Sponsored Emergency Preparedness Training and  
Emergency Preparedness Program

**Submitted by:** Councilmember Harrison

Replaced “Direct the City Manager to adopt an ordinance” with “Adopt a standard and goal” in Recommendation 1.



Councilmember Cheryl Davila  
District 2

ACTION CALENDAR

July 24, 2018

*(Continued from July 10, 2018)*

To: Honorable Mayor and Members of the City Council  
From: Councilmember Cheryl Davila and Kate Harrison  
Subject: City-Sponsored Emergency Preparedness Training and Emergency Preparedness Program

RECOMMENDATION

1. ~~Direct the City Manager to Adopt an ordinance requiring standard and goal~~ that ~~the remaining at \$750~~ City of Berkeley employees, Councilmembers, the Mayor and their respective staff complete the following City sponsored Emergency Preparedness training courses: Disaster Preparedness/Disaster Service Worker, Area Safety Monitor, Council and staff receive additional CPR/AED/First Aid Training. Courses will be offered by the City of Berkeley Fire Department in conjunction with Public Works and Human Resources.
2. Budget Referral for the Emergency Preparedness Program and the Emergency Planning Coordinator position to oversee program.
  - The ordinance applies to employees that have not already received Emergency Preparedness training through the Department of Public Works (PW), Police Department (PD), Fire Department (FD) and Parks, Recreation & Waterfront Department (PRWD) (approximately 300 PW employees, 250 PD employees, 133 FD employees and 0 (zero) PRWD employees)
  - The ordinance implemented within one year after the City Manager meets and confers with the appropriate unions.
  - The ordinance instructs the City of Berkeley to notify all employees of the ordinance.
  - The ordinance requires a printout of the ordinance be presented to new hires and be placed in onboarding binders with a signature confirming receipt at the time of onboarding.
  - The ordinance requires that new employees receive the first training Disaster Service Orientation at the time of onboarding.
  - The ordinance shall recommend all commissioners voluntarily complete Emergency Preparedness training and include information regarding Emergency Preparedness training in their onboarding Commissioner packet.

Commissioners receiving Emergency Preparedness training will be acknowledged on their certificate of service.

- The ordinance requires the City of Berkeley and all departments to promote the free Emergency Preparedness classes throughout districts to ensure Berkeley residents are made aware of these services and are encouraged to participate.
- The ordinance requires Berkeley Considers to provide feedback platform of the Emergency Preparedness trainings and the user experience with the registration process for Emergency Preparedness trainings online.  
<https://www.cityofberkeley.info/considers/>
- The ordinance recommends that Emergency Preparedness class notifications be highly visible on the City of Berkeley’s website. The website should include a full catalog of Emergency Preparedness training classes and descriptions of each class. <https://www.cityofberkeley.info/certclassschedule/>
- The ordinance requires that employee Emergency Preparedness classes be made available as part of the City of Berkeley Citywide Training program occurring during regular business hours.
- The ordinance will require one Full Time Employee to develop, coordinate, and/or deliver disaster readiness trainings to staff.

**FISCAL IMPACTS OF RECOMMENDATION**

The City of Berkeley citizenry will be ready for emergencies that are a fact of life, happen without warning, will now be prepared to save lives which are priceless. The funding requirements and job requirements, which were submitted by Public Works, the Fire Department and Human Resources are as follows:

<b>Implementation requirements</b>	<b>Cost</b>	<b>Detail</b>
The ordinance will require one Full Time Employee to develop, coordinate, and/or deliver disaster readiness trainings to staff.	\$106,752 \$ 76,242	Salary Benefits Sample job description (Attachment I)
New Learning Management System with Video delivery and tracking capabilities	\$150,000 \$ 20,000	Initial estimated in Digital Strategic Plan Annual estimated fees
Video Editing, Accessibility and Captioning Services	\$ 25,000	Initial estimate
Training Supplies	\$ 5,000	Annual estimate
<b>Total</b>	<b>\$382,994 *</b>	

\*Does not include the cost of staff time to attend training.

**BACKGROUND**

The State of California is constantly at high risk for disasters ranging from earthquakes, floods, mudslides and fires. California recently experienced the worst catastrophic events in its history. These disasters occurred within our neighboring counties and throughout the state. City staff are Disaster Service Workers. This training will ensure our Disaster Service workers are prepared to return to our city to assist during a disaster or catastrophic event.

While natural disasters cannot be avoided, it is imperative that more people become trained in disaster preparedness and disaster response skills. By California Law, (California Government Code, Title 1, Div. 4, Ch. 8, Sec. 3100, 3101) all government employees are “disaster service workers” and are required to assist in a disaster service role. In addition, government employees are required to return to work to assist the public in the event that the employee is at home when a natural disaster occurs. Requiring employees to act as disaster service workers without properly training them as a disaster service worker is negligent. The recent hurricanes and fires have demonstrated the urgency, importance and vulnerability that we face. We must be prepared. This ordinance will empower the people of the City of Berkeley with valuable emergency response skills, thus improving the overall safety of our community.

Through emergency preparedness training, people gain basic emergency skills, knowledge of fire safety, disaster preparedness, disaster medical operations, an introductions to search and rescue operations. Emergency Preparedness empowers people in an emergency. Empowered people are more likely to respond in a disaster to assist with saving citizens, neighbors and the community. Creating a new position of one Full Time Employee to develop, coordinate, and/or deliver disaster readiness trainings to staff will ensure our citizens are able to receive the training. The additional FTE will demonstrate to Federal Emergency Management Agency (FEMA) our City has done due diligence in preparation for FEMA reimbursement after a disaster or catastrophic event.

#### ENVIRONMENTAL SUSTAINABILITY

Prepared citizens have the courage, skills and training and will be ready to assist in an emergency, an earthquake or a catastrophic event.

#### CONTACT PERSON

Councilmember Cheryl Davila 510-981-7120

#### ATTACHMENT I

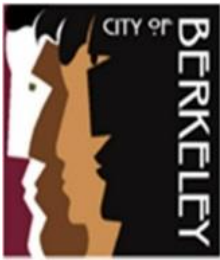
1. Draft proposed duties list for Emergency Planning Coordinator

Similar job listings for the Alameda County, City of Oakland and San Francisco County below:

[Emergency Services Coordinator County of Alameda](#)

[Emergency Planning Coordinator City of Oakland](#)

[Emergency Services Coordinator City and County San Francisco](#)



## ATTACHMENT 1

### EMERGENCY PLANNING COORDINATOR

(DRAFT proposed duties list for this classification subject to additional review)

#### CITY OF BERKELEY

##### **DEFINITION**

Under general supervision, performs journey level disaster and emergency planning work in and related to disaster and emergency services citywide. Assist in the compilation, update, and implementation of a variety of emergency management programs, projects and plans; provide disaster and emergency response training to City employees and citizen groups; and provide technical assistance to the City and public and/or private agencies as needed.

##### **EXAMPLES OF DUTIES:**

- Assist in the augmentation, update, and implementation of the City's Emergency Management and Emergency Action Programs;
- Present training sessions on both generalized and specific topics relating to disaster preparedness and response recovery; prepare training materials and curriculum;
- Assist in conducting disaster simulation exercises and training; conduct education and awareness programs for City employees and citizen groups in accordance with State and Federal requirements;
- Establish emergency preparedness, response, and recovery committees; develop goals and objectives, programs, and educational materials to meet City and community needs; insure protection of life and property;
- Provide technical assistance to joint government, public and private agency committees concerned with preparedness, response and recovery;
- Assist in preparing budgets, program papers, operations manuals, and grant applications for emergency preparedness projects;
- Respond to public inquiries regarding emergency planning;
- Perform related duties as assigned.
- This position requires the incumbent to be on-call 24 hours-a-day, seven (7) days a week.

##### **KNOWLEDGE AND ABILITIES:**

Knowledge of:

- Federal, state and local emergency service guidelines and criteria;
- Principles and practices of disaster preparedness, planning, program development and management;
- Techniques to gain City staff and community involvement in risk assessment, disaster planning, disaster education and other emergency management program;
- Computer systems and applications.



## EMERGENCY PLANNING COORDINATOR

(DRAFT proposed duties list for this classification subject to additional review)

Ability to:

- Plan, organize, and implement an emergency and disaster plans.
- Coordinate emergency management programs with other departments and agencies for the most effective and sustainable utilization of resources;
- Work effectively with government, public and private agencies.
- Communicate effectively in both oral and written form.
- Prepare and analyze complex reports;
- Prepare clear, concise and accurate written studies, proposals and reports;
- Establish and maintain effective work relationships with those contacted in the performance of required duties;
- This position requires the incumbent to be on-call 24 hours-a-day, seven (7) days a week.