



FILED
OFFICE OF THE CITY CLERK
OAKLAND

2016 FEB 10 PM 12: 20

AGENDA REPORT

TO: Sabrina B. Landreth
City Administrator

FROM: Teresa Deloach Reed
Fire Chief

SUBJECT: Oakland Unified School District
Emergency Shelter Facilities
Use Committee Annual Report

DATE: February 4, 2016

City Administrator Approval

Date:

2/9/16

RECOMMENDATION

Staff Recommends The Education Partnership Committee Receive An Informational Report From The City Of Oakland And Oakland Unified School District's Emergency Shelter Facility Use Committee, Highlighting Their Accomplishments Over The Last Year.

EXECUTIVE SUMMARY

This is a report as prescribed by the Memorandum of Agreement between the City of Oakland (City) and the Oakland Unified School District (OUSD) to enable efficient communication and coordination between the two entities before, during, and after a catastrophic emergency in which school district facilities are needed for mass care shelters.

BACKGROUND/LEGISLATIVE HISTORY

On July 10, 2008, Resolution No. 81534 C.M.S. was adopted authorizing the City Administrator to enter into an agreement with the OUSD regarding use of designated OUSD school sites during emergencies for temporary mass care shelter sites. The agreement is renewed every five years. The current agreement has been signed by the City Administrator and is scheduled to be presented to the OUSD Board on February 24, 2016. A stipulation of the agreement is to form an Emergency Shelter Facility Use Committee consisting of members knowledgeable of their respective agency's roles and responsibilities pertaining to emergency management and mass care shelter requirements and needs.

Item: _____
Education Partnership Committee
February 25, 2016

ANALYSIS AND POLICY ALTERNATIVES

The provisions of the agreement require that the City and the OUSD's Emergency Shelter Facility Use Committee engage in the following planning and coordination activities:

1. Developing, drafting, and amending, as necessary, the written procedures setting forth the protocol for determining and documenting the condition of OUSD facilities prior to their use as emergency shelter sites and emergency staging sites by the City, Red Cross, and/or Federal Emergency Management Agency (FEMA). Included in this process is preparing a survey form for City staff to document the condition of OUSD facilities before initiating use of a site as a mass shelter or emergency operations site.
2. Developing, drafting, and amending, as necessary, the written procedures setting forth the protocol for the City to notify OUSD when it is necessary to establish a shelter at an OUSD facility. This protocol shall also provide guidelines for OUSD to contact the City in the event that an OUSD site is needed to establish, or is being used as, an emergency shelter.
3. Developing, drafting, and amending as necessary the written procedures governing City staff and OUSD staff when opening an OUSD site for use as an emergency shelter or emergency staging area.
4. Updating and dispersing to the City and OUSD, respectively, emergency contact information for the City and OUSD representatives to be contacted in the event of an emergency event impacting the geographical area of the City.
5. Reporting and discussing relevant issues pertaining to the use of OUSD facilities as emergency shelter sites and emergency staging sites.
6. Preparing the Annual Emergency Shelter Report of the Committee. The annual report shall be submitted to the City Council and the Board of Education through the Education Partnership Committee yearly. Such report shall highlight and summarize actions taken to maintain compliance with this Agreement for the previous school year and make any necessary recommendations for the coming school year.

In regards to the above, the committee has accomplished the following:

Deliverables	Agreement Provision	Status
Creation of City of Oakland (City) /Oakland Unified School District (OUSD) Emergency Shelter Use Committee	Appoint appropriate representatives to said Emergency Shelter Facility Use Committee.	City and OUSD staff formed the committee in 2014 comprised of: <ul style="list-style-type: none"> • City: Fire-Emergency Management Services Division, ADA Programs Division, Human Services Department, and Parks and Recreation Department

Item: _____
 Education Partnership Committee
 February 25, 2016

Deliverables	Agreement Provision	Status
		<ul style="list-style-type: none"> • OUSD: Director of Facilities, Emergency Preparedness • American Red Cross
Quarterly Meetings	The Committee shall meet no less than four (4) times per year or more if mutually agreed, to maintain the terms and conditions of this Agreement. The Emergency Shelter Facility Use Committee shall annually elect a Chair, Vice-Chair, and Secretary in order to ensure that meetings are regularly scheduled, conducted and minutes of said meetings are recorded for the benefit of the City and OUSD.	<p>Quarterly meetings were held on the following dates with minutes taken:</p> <ul style="list-style-type: none"> • November 10, 2014 • February 9, 2015 • May 11, 2015 • August 17, 2015 • November 16, 2015 <p>The 2016 meeting dates are:</p> <ul style="list-style-type: none"> • February 22 • May 16 • August 15 • November 21
Procedures for Notification of Emergency Shelter Needs	Developing, drafting, and amending, as necessary, the written procedures setting forth the protocol for the City, including Police and Fire Departments, to notify OUSD when it is necessary to establish a shelter at an OUSD facility. This protocol shall also provide guidelines for OUSD to contact the City in the event that an OUSD site is needed to establish or is being used as an emergency shelter.	The committee updated the existing procedures in August 2015 which included updating current contacts for both the City and the OUSD.
Procedures Documenting Condition of OUSD Facilities Prior to Use as an Emergency Shelter	Developing, drafting, and amending as necessary, the written procedures setting forth the protocol for determining and documenting the condition of OUSD facilities prior to their use as emergency shelter sites and emergency staging locations by the City, Red Cross, and/or FEMA.	The committee updated the existing procedures in August 2015, which included updating the protocols for both the City and OUSD.

Deliverables	Agreement Provision	Status
Procedures for Opening a Shelter Site	Developing, drafting, and amending as necessary the written procedures governing City staff and District staff when opening a District site for use as an emergency shelter or emergency staging area.	The committee updated the existing procedures in August 2015 which included updating the procedures for opening an emergency shelter site for both the City and OUSD.
Emergency Contact List	Updating and dispersing to the City and OUSD, respectively, emergency contact information for the City and OUSD representatives to be contacted in the event of an emergency event impacting the geographical area of the City.	The committee updates the contact list as changes occur for both the City and OUSD.
Reporting and Relevant Issues	Reporting and discussing relevant issues pertaining to the use of OUSD facilities as emergency shelter sites and emergency staging sites.	<p>During our quarterly meetings, issues relevant to opening emergency shelters on school grounds were discussed at length with the following outcomes:</p> <ul style="list-style-type: none"> • Mass care shelters in school facilities are designated for city-wide catastrophic events. • Smoking is not permitted on premises including medical marijuana. • Service or other assistive animals protected under the Americans with Disabilities Act and the Fair Housing Act are allowed in shelters.
Prepare an Annual Emergency Shelter Report for Education Partnership Committee	Preparation of the Annual Emergency Shelter Report of the Committee. The annual report shall be submitted to the City Council and the Board of Education through the Education Partnership Committee in October of each year. Such report shall highlight and summarize actions taken to maintain compliance with this Agreement for the previous	It was established that an annual report be assembled providing the Committee's accomplishments. This report is slated for presentation to the Education Partnership Committee Meeting in Spring 2016.

Item: _____

Deliverables	Agreement Provision	Status
	school year and make any necessary recommendations for the coming school year.	
Site Survey Form	Prepare a survey form for City staff to document the condition of OUSD facilities before initiating use of a site as a mass shelter or emergency operations site.	The survey form is included in the City/OUSD/Red Cross Emergency Shelter Facility Use-Policies and Procedures and integrates the U.S. Department of Justice's "ADA Checklist for Emergency Shelters."

FISCAL IMPACT

There are no costs in conducting the quarterly meetings and producing work products in the form of plans, policies or procedures. However, when the need arises to activate the agreement to coordinate and open mass care shelters in school district facilities, costs may be incurred. If a local emergency proclamation is in place, the City will be able to seek reimbursement for costs related to sheltering operations through the Federal Emergency Management Agency's Stafford Act.

PUBLIC OUTREACH/INTEREST

This is of public interest as it directly relates to the needs of the Oakland community when mass care shelters are needed after a catastrophic event such as an earthquake or urban/wildland fire. No other notification was done other than posting of this agenda report to the City's website.

COORDINATION

This report was vetted amongst the City of Oakland/Oakland Unified School District's Emergency Shelter Facilities Use Committee members. The provisions of the memorandum of agreement between the City of Oakland and the Oakland Unified School District was reviewed and approved by the City Attorney's Office.

SUSTAINABLE OPPORTUNITIES

Economic: There are no economic impacts related to this report.

Environmental: There are no direct environmental impacts pertaining to this report.

Social Equity: The planning and coordination process of mass care shelters using school sites includes consideration of persons with access and functional needs to ensure all members of the Oakland community are considered.

ACTION REQUESTED OF THE CITY COUNCIL

Staff recommends the Education Partnership Committee receive an informational report from the City of Oakland and Oakland Unified School District's Emergency Shelter Facility Use Committee highlighting their accomplishments over the last year.

For questions regarding this report, please contact Genevieve Pastor-Cohen, Senior Emergency Planning Coordinator, Emergency Management Services Division, at (510) 238-2326.

Respectfully submitted,


TERESA DELOACH REED
Fire Chief, Oakland Fire Department

Reviewed by:
Cathey Eide
Acting Emergency Services Manager

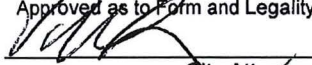
Prepared by:
Genevieve Pastor-Cohen
Senior Emergency Planning Coordinator
Emergency Management Services Division

Item: _____
Education Partnership Committee
February 25, 2016

Attachment A.

FILED
OFFICE OF THE CITY CLERK
OAKLAND
2008 JUN 10 PM 4:24

Approved as to Form and Legality


City Attorney

OAKLAND CITY COUNCIL

RESOLUTION No. 81534 C.M.S.

RESOLUTION AUTHORIZING THE CITY ADMINISTRATOR, ACTING CITY ADMINISTRATOR OR HIS OR HER DESIGNEE TO ENTER INTO AN AGREEMENT WITH THE OAKLAND UNIFIED SCHOOL DISTRICT REGARDING THE USE OF OAKLAND UNIFIED SCHOOL DISTRICT SCHOOL SITES DURING EMERGENCIES FOR TEMPORARY MASS CARE SHELTER SITES

WHEREAS, the potential for a major catastrophe due to natural or human-caused disaster causes all government entities within Alameda County to be prepared to share resources and information among themselves as well as with the State of California in order to protect public welfare; and

WHEREAS, greater efficiency in disaster mitigation, prevention, preparedness, response and recovery, can be achieved by joining the efforts of the City of Oakland with our Bay Area Region which includes, Alameda County, other cities, special districts, and other public benefit non-profit corporations and establishing pre-disaster agreements; and

WHEREAS, the Oakland City Council supports proactive actions as they relate to emergency management practices to ensure effective and efficient emergency mitigation, prevention, preparedness, response, and recovery for the City of Oakland and the Bay Area Region; and

WHEREAS, the City of Oakland has been working with the Oakland Unified School District to update the potential temporary mass care and shelter sites that are Oakland school sites throughout the City of Oakland; and

WHEREAS, the City of Oakland and the Oakland Unified District have developed an agreement that delineates the protocols and procedures for the City of Oakland to use pre-identified Oakland school sites that may be used as temporary mass care shelter sites during emergencies; now, therefore, be it

RESOLVED: That the Oakland City Council authorizes the City Administrator or a designee to enter into an agreement with the Oakland Unified School District regarding the use of the Oakland Unified School District school sites during emergencies for temporary mass care shelter sites; and be it

RESOLVED: That Oakland City Charter section 504(1) empowers the City Administrator to represent the City in its "intergovernmental relations" and to negotiate contracts, which includes Agreements, with other government entities subject to approval by the Council; and be it

FURTHER RESOLVED: That the City Administrator is hereby authorized to renew, modify, extend or amend any necessary agreement or other documents entered into in furtherance of this resolution, provided that no additional funds shall be allocated without prior Council approval; and be it

FURTHER RESOLVED: That all agreement authorized hereunder shall be approved by the City Attorney for form and legality prior to execution and placed on file in the Office of the City Clerk.

IN COUNCIL, OAKLAND, CALIFORNIA, SEP 16 2008

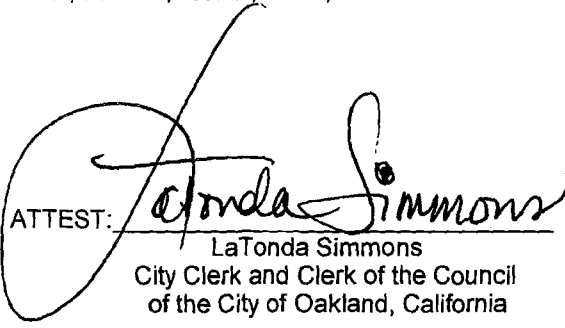
PASSED BY THE FOLLOWING VOTE:

AYES - BROOKS, BRUNNER, CHANG, KERNIGHAN, NADEL, QUAN, REID, and
PRESIDENT DE LA FUENTE - 8

NOES - 0

ABSENT - 0

ABSTENTION - 0

ATTEST: 
LaTonda Simmons
City Clerk and Clerk of the Council
of the City of Oakland, California