SMT – Executive Cabinet

Emergency Preparedness Update

October 21, 2010
Evaluate Emergency Preparedness readiness:

- Assess disaster vs. required resources
- Develop roadmap to ensure public safety, to meet state and federal compliance requirements, and to eliminate/mitigate service and financial impacts from disasters and emergencies
Emergency Preparedness

Campus Violence and Public Safety

- Peralta Police are trained and practiced in campus violence and public safety
- “Alertify” (Electronic notification system) is operational
- Design of campus and classroom notification and warning system is underway (Alert One)
- Need to develop and incorporate written procedures addressing campus violence and public safety into Emergency Operations Plans
- Staff and student training and plan testing are needed
Emergency Preparedness

Current Status =

Campus Violence and Public Safety cont.

- Peralta Police Dispatch Center is slanted for expansion
- "Mobile" Incident Command Center could service as a backup to the Dispatch Center
Emergency Preparedness

Natural Disasters and Manmade Disasters –
(Earthquakes, Fires, Floods, Chemical/Bio-hazards)

- All “Draft” plans require simplification, finalization and testing
- All plans require intra-College and District coordination
- Emergency Preparedness training requires further expansion

Completed 8 Training Sessions (179 attendees) – SEMS100/NIMS700 (Introduction, Standardized Emergency Management System)

Completed 6 Training Sessions (51 attendees) – First Aid/CPR/AED (Introduction, Standardized Emergency Management System)
Natural Disasters and Manmade Disasters cont. –
(Earthquakes, Fires, Floods, Chemical/Bio-hazards)

- District Emergency Operations Centers requires additional build-out
  - Alternate site build-out
    (multi-use capability – classroom and meeting space)
  - Expanded communications capability
  - Acquire “mobile” Incident Command Center
    (multi-use capability – mobile Health Services and Community Outreach for education and social services)
Natural Disasters and Manmade Disasters cont. —
(Earthquakes, Fires, Floods, Chemical/Bio-hazards)

- Emergency resources and supplies
  - Expand communications planning and capability
    (e.g. Inter-operable 2-way radios, satellite phones, “ham” radio)
  - Acquire additional emergency generators (ongoing)
  - Review and enhance critical utilities (e.g. water and waste disposal)
  - Establish/enhance in-house “baseline” damage assessment capability and hazardous chemical response capability
Emergency Preparedness

Current Status =

Natural Disasters and Manmade Disasters cont.

(earthquakes, fires, floods, chemical/bio-hazards)

• Emergency resources and supplies - supply "ark"
Natural Disasters and Manmade Disasters cont. —
(Earthquakes, Fires, Floods, Chemical/Bio-hazards)

- Testing and training
  - Develop multi-phase, multi-year test plan
  - Increase test complexity to include intra-District and inter-College tests
  - Participate in local and regional Emergency Preparedness Exercises
  - Establish Peralta as local and regional testing center
    (e.g. Merritt College hosted 2-day Executive Seminar on Campus Emergencies Training session sponsored by Homeland Security and State Chancellor’s Office)
Natural Disasters and Manmade Disasters cont. – (Earthquakes, Fires, Floods, Chemical/Bio-hazards)

- Local and Regional Coordination
  - Establish coordination for emergencies
  - Establish coordination for health and mental services as related to emergency preparedness
Natural Disasters and Manmade Disasters cont. –
(Earthquakes, Fires, Floods, Chemical/Bio-hazards)

- Business Continuity and Disaster Recovery
  (Definition – continue critical operations as best possible during and after
  the emergency/initial response phase and recover/resume “disrupted”
  operations)
  - Identify and develop Business Continuity Plans
  - Develop Disaster Recovery plan for Information Technology
Emergency Preparedness

Recommendation – Provide funding for FY2010-12 to address the Emergency Preparedness Phase and “key” resource requirements

- Finalize all District and College plans
- Procure additional supply “arks”
- Procure “inter-operable” radios and establish radio stations
- Procure “mobile” Incident Command Center (multi-use)
- Establish local and regional Emergency Preparedness coordination
## Emergency Preparedness Phase (Duration 18–24 months)

<table>
<thead>
<tr>
<th>Estimated Cost Summary</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Implement the Policy and Program Structure</td>
<td>$5,000</td>
</tr>
<tr>
<td>2. Revise PCCD EOP</td>
<td>$12,500 - $20,000</td>
</tr>
<tr>
<td>3. Revise College Plan</td>
<td>$25,000 - $33,600</td>
</tr>
<tr>
<td>4. Crisis Communications Plan</td>
<td>$15,000 - $25,000</td>
</tr>
<tr>
<td>5. Training &amp; Testing</td>
<td>$40,000 - $60,000</td>
</tr>
<tr>
<td>6. Develop Faculty, Staff &amp; Student Awareness Program</td>
<td>$15,000 - $30,000</td>
</tr>
<tr>
<td>7. Determine Facility Requirements</td>
<td>$20,000 - $33,000</td>
</tr>
<tr>
<td>Total</td>
<td>$132,500 - $206,000</td>
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</tbody>
</table>

* Mobile Command Center, “Arks”, supplies and radios costs = approx. $200-350K
# Emergency Preparedness

## Business Continuity and Recovery Phase (Duration 20-24 months)

<table>
<thead>
<tr>
<th>Estimated Cost Summary</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Identify Critical Processes</td>
<td>$32,500 - $40,000</td>
</tr>
<tr>
<td>2. Develop Recovery Strategies</td>
<td>$25,000 - $33,600</td>
</tr>
<tr>
<td>3. Build Continuity Plans</td>
<td>$32,500 - $50,000</td>
</tr>
<tr>
<td>4. Develop IT Disaster Recovery Plan</td>
<td>$40,000 - $60,000</td>
</tr>
<tr>
<td>5. Miscellaneous</td>
<td>$5,000 - $10,000</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$135,000 - $193,600</strong></td>
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## Resource Requirements

- **Project Manager** – 1/2 FTE/year for 2 years
  - Emergency Preparedness Phase
  - Business Continuity and Recovery
Marsh Risk Consulting will deliver the following:

- Next Steps
  - Policy and Program structure
  - Executable District Emergency Operations Plan
  - Executable College EOP
  - Crisis Communications Plan
  - Training exercise
Emergency Preparedness

Project Timeline

<table>
<thead>
<tr>
<th>Month 1</th>
<th>Month 2</th>
<th>Month 3</th>
<th>Month 4</th>
<th>Month 5</th>
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</thead>
<tbody>
<tr>
<td>Plan/</td>
<td>Policy &amp;</td>
<td>Revise College Plan</td>
<td>Develop Communication Plan</td>
<td>Validate Finals</td>
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<tr>
<td>Gather</td>
<td>Program Structure</td>
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<td>Information</td>
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<tr>
<td>Develop</td>
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<tr>
<td>Timeline</td>
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<tr>
<td>PCCD EOP</td>
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## Emergency Preparedness

### Project Responsibilities

<table>
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<tr>
<th>Role</th>
<th>Responsible for</th>
<th>Time Commitment</th>
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| **Executive Sponsors** (District – Chancellor; Colleges – Presidents) | Project champion  
Decision-making and approval of strategies and plans  
Ensuring assignments are completed on time by their respective staffs | 1 – 2 hours monthly   |
| **Peralta Project Manager**                    | Overall manager reporting to Peralta Team  
Regular status meeting and teleconference updates  
Performing action items from weekly status calls  
Coordinating interviews with participants  
Monthly status reports outlining progress and potential issues, if needed | 24 - 40 hours monthly |
| **Project Team Participants**                  | Participating in meetings, brainstorming sessions, interviews, and status calls or meetings  
Answering technical questions about the documents and the processes  
Reviewing drafts within timeframe indicated on project plan  
Facilitating with the rest of the project team  
Performing action items as necessary  
Providing overall support for project  
Attending one-on-one or group interviews | 6 - 12 hours monthly |
Emergency Preparedness

Emergency Preparedness Phase (Duration 5 months)

Develop Overall Project Timeline $1,200
Implement the Policy and Program Structure $4,000
Revise PCCD EOP $19,500
Revise College Plans (4) $30,000
Develop Crisis Communications Plan $25,000
Total $79,700