

**OAKLAND EMERGENCY SERVICES DISASTER COUNCIL (OESDC) MEETING**

**December 14, 2017**

**Oakland Fire Department, Emergency Management Services Division**

**1605 Martin Luther King, Jr. Way**

**Oakland, CA**

**PRESENT:**

Hoang Banh, ADA City of Oakland  
Representative from Oakland Unified School Dist. (OUSD)  
Desmond De Moss, Port of Oakland  
Sabrina Landreth, City Administrator  
Angelica Lopez, Parks and Recreation  
Rick Luna, Alta Bates-Summit Medical Center  
Scott Means, Human Services Department

**PRESENTERS:**

Gwyn Johnson, OFD-EMSD, Sr. Emergency Planning Coordinator  
Kashmir Singh Shahi, Sikhs For Humanity, Gurdwara Sahib Fremont

**EMSD STAFF PRESENT:**

Dena Gunning, OFD-EMSD, EPC/CORE Coordinator  
Mitchell Green, OFD-EMSD, Acting Emergency Management Services Manager  
Gwyn Johnson, OFD-EMSD, Sr. Emergency Planning Coordinator  
Denise Kittell-Nwuke, OFD-EMSD, Grants Management Analyst  
Eileen Ogata, OFD-EMSD Office Manager

## **I. WELCOME/INTRODUCTIONS AND APPROVAL OF MINUTES**

**Chairperson, Mitchell Green, Acting Emergency Management Services Manager** welcomed participants. The chair motioned to approve minutes from the September 14, 2017 committee meeting which was accepted and seconded by a committee member. Self-introductions followed.

## **II. STAFF REPORTS (Oral reports only):**

**Mitch Green, Acting EMSD Manager stated that he:**

- Conducted Shelter Management and Fundamentals Training in conjunction with the American Red Cross.
- Along with the Red Cross, we resumed surveys of schools that will be used as shelters in the event of a proclaimed emergency.
- Provided Disaster Service Worker Training during New Employee Orientation who were sworn-in by a member of the EMSD staff.
- Identified possible projects to consider for the UASI FY18 funding that will build and maintain a resilient Oakland.
- Participated in the statewide UASI Yellow Command Mass Care and Shelter tabletop exercise.
- Led an EOC tour for a delegation from the China Society of Red Cross during their visit to the OFD on December 5<sup>th</sup>.

**(See the attached OESDC Status Report for Mitch's full report).**

**Gwyn Johnson, EMSD Senior Emergency Planning Coordinator stated that she:**

- Participated in Oakland's Mass Care and Shelter tabletop exercise After Action meeting on October 3<sup>rd</sup>. The scenario was a chemical spill at a residential dwelling as well as an overturned tanker on the freeway that affected the entire community.
- Continues the position mapping initiative that will pre-assign specific disaster service worker positions to each City employee.
- Conducted training with OFD personnel to expand their understanding of EOC operations and possible roles they can fill.
- She is directly involved in planning Alameda County's Mass Casualty exercise.
- Helped finalize the Emergency Operations Plan annexes sent for City Council approval. **(See the attached OESDC Status Report for Gwyn's full report)**

**Dena Gunning, EMSD Emergency Planning Coordinator/CORE Program Coordinator, stated that:**

- The Resilient Fruitvale Initiative grant started in June of 2017. The grant provides a \$25,000 fund that supports our use of Sam Becker and Shanta Krick-Gathright, two Vista workers who are under the Mayor's office. We will have their help until the end of the grant in June of 2018.

- Continues the Neighbors-Helping-Neighbors training program in the Fruitvale District.
- Held training and build-a-kit sessions at several sites in the Fruitvale District.
- CORE program has increased public trainings classes incorporating information about AC Alert and Siren Warning Systems.
- Participated in a town-hall meeting along with Vice Mayor Annie Campbell-Washington and presented the premise of the Neighbors-Helping-Neighbors program with the build-a-kit session.
- The Mayor's office also held a town-hall meeting for the Oakmore Home Owner's Association where we again presented the principles of Neighbors-Helping-Neighbors program.
- Emergency Services knowledge we're providing Oakland's non-profits and local businesses, equips them to continue weaving emergency preparedness into the fabric of their communities.
- Working on obtaining other grants to assist businesses with their preparedness needs to strengthen their continuity after a catastrophic event.
- CORE classes, workshops and events are underway; for details, go to [www.oaklandcore.com](http://www.oaklandcore.com).

### III. PRESENTATIONS:

**Gwyn Johnson, Sr. Emergency Planning Coordinator** presented on the Urban Shield Tabletop Exercise and Shelter Management. In September, the City of Oakland departments, American Red Cross and UASI participated in a Yellow Command Regional Tabletop exercise on Mass Care and Shelter. The Objectives of the exercise were to: Identify and evaluate local care and shelter capabilities and capacity, etc.; examine and discuss procedures in existing plans to address common issues, etc.; assess and identify gaps in the City of Oakland plans, procedures and formal agreement for providing, etc.

Key findings and recommendations for POETE (Plans, Organization, Equipment, Training and Exercise) were formed and the following questions raised:

- 1- **PLANS:** Is the City's emergency plan in alignment with the State's plan; are neighboring jurisdictions developing additional annexes?
- 2- **ORGANIZATION:** Are line of authority clear? Is there a member of the community that needs to be engaged? What are your staffing needs: Are all stakeholders onboard with current efforts?
- 3- **EQUIPMENT:** Do you have the needed equipment and supplies to meet response needs? Should MOA/MOU's be established?
- 4- **TRAINING:** Is there regular training held on the plan and is it up to date? Are the correct people being trained at the appropriate level? Is other training required?
- 5- **EXERCISES:** Have exercises been conducted to test the plan and familiarize stakeholders with its content?

A major recommendation was to conduct after action meetings and write after-action reports/improvement plans following each exercise and develop a program where “Improvement Plan” action items are tracked. **(Refer to Gwyn’s full PowerPoint handout for additional major recommendations as well as detailed information)**

**The City Administrator, Sabrina Landreth was in attendance and stated:** She reemphasized how vitally important Emergency Preparedness is to all Oakland communities. The City is committed to preparedness planning for catastrophic events that will affect the lives of its citizens. The City is obligated to demonstrate its ability to effectively respond to emergencies and provide continuity of operations during the recovery stages of an emergency event. This year, Oakland faced real-life calamities that challenged our metal and reinforced the need to be in a constant state of readiness. The City Administrator is not a fan of big over-the-top emergency exercises, but instead is committed to increasing the frequency of smaller scale training exercises involving our first responders and general departmental staff members. She is looking forward to 2018 as the first year in her current tenure that she’ll be working with a full and stable staff. Her plan is to send a strong message that advocates mandatory Emergency Worker training for all city staff.

**Sikh Kashmir Shahi**, from the Sikhs For Humanity, Gurdwara Sahib Fremont began by saying the title Sikh means, “One is a disciple of the Sikh religion and way of life”. Most Sikhs are from India. Sikh Shahi translated Gurdwara Sahib Fremont, to the English phrase, “Community of Fremont”. Three basic tenets of the Sikh religion are Sharing with one another, Earning an honest living and Praying to God. In the bay area, the Sikh’s have four large places of worship called “Gurdwara Temples” located in El Sobrante, Hayward, Fremont and San Jose. The temples are places of worship and fellowship. Sikhs for Humanity was formed in 2016. Their first project was with the NorCal fires, working in conjunction with the Red Cross, VOAD and the Salvation Army. The group’s skill is serving food in volume and providing volunteers whenever necessary. The group’s kitchen can process and provide upwards of 10,000 “vegetarian” meals at any given time. Sikhs For Humanity also participate in toy drives, working very closely with Children’s Hospital.

Sikh Shahi expressed the Fremont group’s abilities (in terms of capacities handled) and their willingness to assist in the humanitarian effort of preparing and dispensing meals, and vital commodities necessary during the recovery-phase of an emergency event. The Fremont group currently has an MOU with American Red Cross.

#### **IV. ROUND ROBIN/COMMITTEE COMMENTS:**

**Rick Luna, Alta Bates/Summit Med. Center stated:** The Medical Center’s focus in 2018 will be revising Emergency Codes for compliance. The center will also conduct two required exercises: A Medical Surge (during the summer) and a Statewide tabletop that

will be in concert with the County's. We will recruit volunteers for participation in both exercises.

**Hoang Banh, Oakland ADA stated:** Prior to Christine and Sherrie's departure for other employment, they had updated many policies and received approvals and signature from the City Administrator. Policies were approved for Effective Communications, Citywide Equal Access Training, and Service Analysis. Citywide training classes will be calendared for rollout in 2018.

**Scott Means, Human Services Dept. stated:** His department is working on emergency plans for Mass Care and Shelter, and Extreme Weather. The recent 5-day Strike/Labor Action by City workers provided us an opportunity to practice Continuity of Operations exercises when facilities are not staffed. Lots of coordination with community based organizations was required to route people to the services they needed. There were instances where seniors were being dropped off at Senior Centers that were closed as a result the strike/labor action. This issue demonstrated that following a disaster, it's very possible that normal staffers may not be available. All City workers must be trained to a level determined by department managers and City administration.

**Desmond DeMoss, PORT of Oakland stated:** Port of Oakland is working with the Port of San Francisco to determine first-steps for both entities following a bay area catastrophic event. We are coordinating playbooks to insure interconnections are identified and methods of approach are synchronized. The Port has responsibility for the Oakland Army Base buildout and is working with OFD to handle systems and emergency services in general. Desmond added, that to develop a better working relationship between the Port and the City of Oakland, moving forward, he is committed to regularly attending the OESDC meetings and staying in-touch with key planning staff.

## ADJOURNMENT

The meeting was adjourned at 1:00 p.m., December 14, 2017.

**MARK YOUR CALENDARS: NOTICE – The next OESDC Board Meeting is scheduled for March 15, 2018 at 1605 Martin Luther King Jr. Way.**

Minutes summarized by Denise Kittell-Nwuke, EMSD at 238-3523 or [dkittell-nwuke@oaklandnet.com](mailto:dkittell-nwuke@oaklandnet.com). Contact her directly if you wish to add-to or correct any comments made during the meeting.