

City of Alexandria, Virginia

MEMORANDUM

DATE: APRIL 10, 2006

TO: THE HONORABLE MAYOR AND MEMBERS OF CITY COUNCIL

FROM: JAMES K. HARTMANN, CITY MANAGER

SUBJECT: BUDGET MEMO #101: FUNDING FOR EMERGENCY PREPAREDNESS PROPOSED FOR FY 2007

This memorandum is in response to Councilman Gaines' request for information on the funding proposed in FY 2007 for emergency preparedness, including citizen preparedness, outreach and education.

Funding

A total of \$571,651 in funding is proposed in FY 2007 for emergency preparedness, including citizen preparedness, outreach and education. This total includes \$523,708 in General Fund monies and \$47,943 in grant monies from State and federal sources. Use and management of these funds falls under the auspices of the City's Office of Emergency Management (OEM) and will provide for the following:

FY 2007 PROPOSED BUDGET	USE
\$457,101	Salaries and Benefits for 5 Full-time positions in the Office of Emergency Management (OEM) ¹
\$27,439	Vehicle depreciation and telecommunications equipment operating costs
\$24,640	"Be Ready" Campaign Materials
\$14,050	Operating supplies and fuel costs
\$478	Fire and Life Safety Education materials
\$523,708	Sub-total General Fund

¹Positions include: (1) Emergency Management Coordinator; (1) Emergency Planning Coordinator; (1) Emergency Management Analyst; (1) Emergency Management/Citizens Corp Coordinator; and (1) Outreach/Prevention Specialist.

FY 2007 PROPOSED BUDGET	USE
\$32,943	Emergency Management Program Grant
\$15,000	Fire Programs Public Education Grant
\$47,943	Sub-total Grant Funding
\$571,651	TOTAL FUNDING

The Office of Emergency Management (OEM)

The Office of Emergency Management (OEM) was established in FY 2004 and coordinates preparedness, prevention, mitigation, response and recovery activities to ensure the City is capable of dealing with natural, accidental and man-made emergencies. In addition to working with the federal, State and other local organizations, the Office conducts and coordinates training courses and simulations and provides a complete fire prevention and education program for school-age children, senior citizens, businesses and City residents. These programs include the Risk Watch Program, Community Emergency Response Team (CERT), Pee Wee Academy and the Citizens Fire Academy.

Background

The City's original emergency preparedness plans date back to World War II and the original Civil Defense program. In the early 1970's, the plans were revised to include "all hazards" and the City's plan was primarily focused on preparation for and prevention of the flooding that occurred in the Four Mile Run area during that time.

The current version of the plan was written in 2002 and assigns responsibility for specific duties to the City agency best suited to carry out that specific duty (i.e. the Department of Transportation and Environmental Services (T&ES) has the responsibility to remove snow and debris from City streets). The current plan is undergoing an extensive update to address new federal requirements and integrate the lessons learned from recent catastrophic events including the events of September 11, 2001 and Hurricane Isabel.

The City's emergency plans are activated upon the recommendation of a member of the City's Emergency Management Team and approval of the City Manager, who serves as the Director of Emergency Management. The plan may be activated for a potential event or an event that has exceeded the response capability of a single City agency or an event which will exceed the City's capacity to respond.

Emergency Management Team

The mission of the Emergency Management Team is to make decisions and provide oversight for the integrated emergency management system. The "Team" is made up of the City Manager, who serves as the Director of Emergency Management, or Team Leader; all Deputy City Managers; the Public Information Officer; the Fire Chief; the Police Chief; the Director of Transportation and Environmental Services; the Director of Recreation, Parks and Cultural Activities; the Superintendent of Schools; the Director of Code Enforcement; and the Emergency Management Coordinator. The Sheriff shall serve as a member of the Emergency Management Team for events or incidents that involve or potentially impact the detention and courthouse facilities. The City Manager may add other staff or advisors as needed.