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**Summary of Emergency Management Related
Mayoral Executive Directives**

Periodically the mayor issues an executive directive that provides department heads guidance on specific steps they should take with their organizations. Below is an abbreviated list of directives that pertain to emergency management functions within city departments.

Executive Directive 06-01 – No Title – May 10, 2006	
Section	Directive
1.2	<p>Each City department shall appoint a Disaster Preparedness Coordinator to be responsible for coordination of emergency preparedness activities in their respective departments.</p> <p>The Disaster Preparedness Coordinator shall be either the Department Head or a senior departmental staff member who reports directly to the Department Head. Departments will notify the Mayor and OES/HS of their appointee along with contact information in writing by May 19, 2006. The Mayor shall review all Department appointments to the position of Disaster Preparedness Coordinator, after their submission to OES/HS.</p>
2.3	<p>All Departments shall update their departmental emergency plans on a bi-annual basis, beginning with the first update due March 1st, 2007, and thereafter provide an update on a bi-annual basis.</p> <p>OES/HS has created a template for emergency plans and has assigned a staff liaison to work with all departments to ensure that departmental emergency plans are up to date and complete. Departmental plans must include a section on the status of the Department's Operations Center, plans for emergency supplies, storage and sustainability, as well as continuity of operations.</p>
2.4	<p>All Departments shall, on a quarterly basis, certify to OES/HS that they have an updated activation and recall list of personnel to be called upon during a disaster, beginning July 1, 2006.</p>
4.1	<p>All appropriate public safety and emergency response departments shall utilize the Incident Command System (ICS) when responding to an emergency. Each department shall issue a departmental directive, general order, or policy to codify this directive.</p> <p>Disaster Preparedness Coordinators shall certify which departmental personnel have completed training on ICS and ensure that all required departmental staff attends future ICS trainings.</p>
4.4	<p>Department Heads shall certify that all relevant departmental personnel are compliant with the National Incident Management System (NIMS) by August 15, 2006; and provide a list to OES/HS.</p> <p>OES/HS shall work with departments to determine which department staff should be NIMS compliant, and to what level. Departments shall provide this list to OES/HS on an annual basis, on or before August 15 of each subsequent year.</p>

Executive Directive 07-10 – Emergency Preparedness Planning and Coordination – October 17, 2007

Section	Directive
2.1	<p>The Department of Emergency Management, in partnership with relevant agencies, shall develop a sustainable plan for the staffing, maintenance and storage of equipment obtained under federal Homeland Security grants.</p> <p>The Emergency Resource Planning Workgroup, co-chaired by the Department of Emergency Management and the General Services Agency, will develop plans for sustainable equipment and program needs for all departments who have emergency equipment. While grant funding should still be sought, preliminary budget proposals should be submitted for consideration in the 2008-2009 budget. Planning should reflect a unified strategy for equipment storage and maintenance between departments that assesses the feasibility for centralization. The plan should include performance benchmarks and requirements related to grant-acquired equipment and programs. This plan should be completed by December 2008 and be incorporated into the Strategic Plan.</p>
2.2	<p>The Department of Emergency Management shall closely coordinate the efforts of newly funded logistical positions in key public safety departments.</p> <p>The Department of Emergency Management, the Department of Public Health, the San Francisco Fire Department, the San Francisco Police Department, and the Sheriff's Department had logistics positions approved in the 2007-2008 budgets. The Department of Emergency Management should be prepared to report on the roles and citywide coordination of these positions in the 2008 annual fall report to the Mayor and the Board of Supervisors. As part of this directive's section 1.1, the Strategic Plan for Emergency Preparation and Homeland Security should also assess whether other key departments (such as the Department of Building Inspection and the Department of Human Resources) have appropriate resources for their emergency preparedness and response roles.</p>
5.1	<p>The Department of Emergency Management shall clarify the administrative processes of the Disaster Council so as to ensure that it operates as an efficient and effective body providing policy oversight and guidance to the Department of Emergency Management, public safety agencies, and other city agencies with disaster-related responsibilities.</p> <p>The Department of Emergency Management should convene a working group of City emergency management experts who are currently represented on the Disaster Council along with a representative from the City attorney's office to assess the functioning of the Disaster Council and make recommendations, consistent with State law, to improve the functioning of the Disaster Council. Forthcoming recommendations should be reviewed for comment by the current Disaster Council prior to finalization. This process should be complete by April 2008.</p>
6.1	<p>The Department of Human Resources shall advise prospective City retirees of the opportunity to volunteer as a Disaster Service Worker (DSW).</p>
6.2	<p>City departments shall ensure that their non-sworn staffs have completed both the Department of Human Resources Disaster Service Worker and required NIMS training by June 30, 2008. City departments will ensure that both sworn and non-sworn staff has completed the Personal Preparedness training by December 31, 2008.</p> <p>In addition, department heads should ensure that worker skill sets, required NIMS/ICS compliance, and data tracking the completion of DSW training, is entered into the City's People Soft system no later than June 30, 2008. The Department of Human Resources will include DSW language in all new job announcements and the City's Performance Planning and Appraisal (PPA) template. The 2008 PPA template will specifically include language requiring the completion of Department of Human Resources Disaster Service Worker and Personal Preparedness training by the end of the year.</p>

Executive Directive 09-04 – Influenza Prevention – September 4, 2009

Section	Directive
2.0	<p>All departments will complete a Continuity of Operations Plan by November 1, 2009.</p> <p>DEM has developed an All Hazards Continuity Planning guidance that shall set the minimum requirements for a Continuity of Operations Plan.</p>

For more information on emergency management related Mayoral Executive Directives, please contact:

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