

ATTACHMENT 3

Union City General Plan Update

Summary of Feedback on Preliminary Public Review Draft Safety and Resource Conservation Elements (June 6, 2018)

General Plan Advisory Committee (May 16, 2018)

Draft Safety Element

1. There is a need for additional public education regarding disaster preparedness, prior natural disasters the City has experienced, and ways to improve safety conditions at home (i.e. such as letting people know they are required to install smoke and carbon monoxide detectors) through the City's website.

- Modified policy S-2.8 as follows:*

S-2.8 Public Awareness of Disaster Preparedness. The City shall provide public education and awareness of natural and manmade hazards in the community and public understanding of information related to disaster preparedness through the City's website, social media channels, and other notification services (i.e. Nixle, PulsePoint, etc.). (Source: New Policy)

- Added new policy:*

S-1.4 Public Awareness of Common Household Hazards. The City shall update the website to add information related to common household hazards and best practices to reduce risk (Source: New Policy).

2. Add a policy regarding the City's Disaster Council.

- Added new policy:*

S-2.15 Disaster Council. The City shall maintain the Disaster Council to develop and recommend for adoption by the City Council any emergency and mutual aid plans, and agreements, ordinances, resolutions, rules and regulations that are necessary to implement such plans and agreements. The Disaster Council shall also regularly review and authorize CERT Academies.

3. There is a need for staff to provide periodic updates to the City Council regarding potential hazards and the City's programs and policies in place to protect the safety of the community.

- Added new policy:*

S 1.5 Periodic Hazard Updates to City Council. The City shall periodically update the City Council regarding natural and manmade hazards in the community and applicable programs and policies in place to protect health and safety.

4. Add a link to the Local Hazard Mitigation Plan on the City's website.

- Modified policy S-2.3 as follows:*

S-2.3 Hazard Mitigation Plan. The City shall maintain a FEMA- and State-approved Local Hazard Mitigation Plan and shall make it available for review on the City's website.

5. Add new policy regarding smart phone applications that provide updates on natural disasters and how to be connected.
 - The City's Marketing and Communications Team confirmed that the City's website includes a page on how to connect with the City's different social media channels including Nixle, whose content focuses on public safety updates. The Police Department homepage includes the City's Nixle feed and a link to sign-up to receive updates. Related to Item #1 above, staff will include information regarding Nixle (and any similar apps that the City uses in the future to disseminate public safety information) on the website wherever there is a discussion of disaster preparedness.*

Draft Resource Conservation Element

6. What percentage of the Hillside area is privately owned?
 - Approximately 70 percent of the hillside area is privately owned with one landowner owning 65 percent and the East Bay Regional Park District owning the other 30 percent.*
7. Add more broad language to the list of renewables listed to take into consideration future technological developments. Need to also include policy language related to energy storage (batteries), which is an important consideration when discussing the expansion of renewable energy
 - Modified policy RC-6.2 as follows:*

RC-6.2 Renewable Energy. The City shall promote efforts to increase the use of renewable energy resources, including but not limited to, such as wind, solar, hydropower, and biomass and the use of battery storage both within the community and ~~in~~ City operations, where feasible. (Source: New Policy)
8. Use of solar panels to provide energy during a disaster
 - Staff is reviewing this recommendation with our Fire and Building Departments to assess any safety issues.*
9. One GPAC member expressed support for RC-4.6, "Support Union City Historical Museum", and added that the City should provide additional funding for the Historical Museum.
 - Comment noted*

Planning Commission (May 17, 2018)

Draft Safety Element

10. Update Program S-2.C to also offer CERT training in multiple languages.

- No change is proposed. Program S-2.C already includes training in multiple languages, as shown below:*

Program S-2.C, "Expand Multicultural Participation in CERT Program" states that the City shall provide multicultural training presentations and handouts in multiple languages to expand participation in the Community Emergency Response Team (CERT) programs.

11. Will the guiding principles will be included in the final General Plan or are they just used in order to build the draft elements?

- The guiding principles will be included in the Introduction Chapter of the General Plan.*

12. Regional coordination seems to cut across several of the policy sections listed in the Safety Element. Should it be included as a guiding principle or should the element contain a specific section focused on regional coordination?

- The following new guiding principle will be added to the Introduction Chapter to address this comment:*

Promote a disaster-resilient region by coordinating with other agencies and jurisdictions on hazard mitigation and disaster preparedness.

13. Why are the topics of health and safety segmented into two elements?

- While the Safety Element focuses on minimizing risk and damage from natural and man-made hazards, the Health Element focuses more on how the City can influence health through our decisions within the built environment. The format of the 2040 General Plan generally follows the format of the 2002 General Plan, which included a separate Safety Element and a "Youth, Family and Seniors" Element. The Youth, Family, and Seniors Element formed the basis for the draft Health and Quality of Life Element that is anticipated to be released in late summer.*

14. Specific policies should be included that address the following: a plan to underground overhead electric wires to minimize risk of them falling down and causing issues during a disaster, availability of potable water during an emergency, City access to maps of gas pipelines, provisions for back-up communications plan in the event that cell phones and land lines are not working (which is highly likely), and the need to address man-made disasters (e.g. mass shootings).

- The following policies were added or updated to address the comments above:*

Utility Undergrounding

S-2.16 Priority Undergrounding of Utilities. *Prioritize undergrounding of utilities along emergency access and evacuation routes to make them more reliable and to minimize hazards from fallen power lines.*

Potable Water

Program S-3.B Work with ACWD to Install Resilient Water Infrastructure. *The City shall work with the Alameda County Water District (ACWD) to design and install seismically-resilient backbone water pipeline in Union City and ensure the availability of potable water supply during an emergency. (Source: New Program).*

Map of Gas Pipelines

Regarding gas pipelines, the City has access to PG&E information regarding major trunk lines for natural gas. This information is shown in the LHMP and is duplicated in the City's GIS system. PG&E is responsible for the management and maintenance of their lines.

Back-Up Communication

Regarding backup communications, Union City participates in the Joint Powers Authority (JPA) for the East Bay Regional Communications System (EBRCS). This JPA is dedicated to establishing an emergency communication system that is compatible across both Alameda County and Contra Costa County. The communication system is interoperable, digital, two-way wireless communications system (P25 compliant), which will enable public safety responders to communicate with each other to achieve enhanced coordination, timely response, and efficient and effective use of communications equipment. This is a separate, independent communication system from the public cellular system or standard phone lines. Staff is recommending the addition of the following policy:

S-2.17 Redundant Emergency Communications: *The City shall participate with regional partners to provide a redundant communication system that will provide enhanced and coordinating communications during an emergency or disaster.*

Man-made Disasters

Regarding man-made disasters, the LHMP lightly touches on intentional, criminal, malicious acts, including acts of terrorism, cyber threats, civil unrest, and active threats. It also identifies technological incidents that arise accidentally from human activities such as the manufacture, transportation, storage and use of hazardous materials; pipeline failure and release; and transportation. Broadly speaking, these disasters would follow the same protocol as a natural disaster.

15. Clarify in the "Disaster Preparedness and Emergency Response" section Alameda County Fire Department's role in CERT, emergency training, and during a disaster.
 - ❑ *Staff is recommending the following update to the text on Page 6-5, Disaster Preparedness and Emergency Response to clarify Alameda County Fire Department's role:*

The City and other agencies in the region work collaboratively to ensure the community is prepared in the event of an emergency and to ensure an efficient and effective response and recovery. Currently, the City contracts with Alameda County Fire Department (ACFD) to provide fire and emergency response services. In partnership with the City, ACFD prepared a ~~The City has a~~ Comprehensive Emergency Management Plan (CEMP) that describes how the City will effectively prepare for, respond to, recover from, and mitigate against natural or human-caused disasters. ~~The CEMP was last updated in 2014 and is scheduled to be updated in 2019~~ ACFD is contracted to review and update the CEMP annually. More recently (2017), the City adopted a Local Hazard Mitigation Plan (LHMP), which includes a risk assessment and strategies to reduce the impacts of disasters on people, property, and the environment. Some of the strategies in the LHMP will inform the update to the CEMP. The LHMP is updated every five years. Alameda County Fire Department also has an Emergency Operations Plan, and coordinates with ~~the~~ other jurisdictions in the county to ensure a coordinated response plan.

Recognizing that the community plays an important role in responding to major disasters, the City encourages its residents and businesses to participate in the local Community Emergency Response Training (CERT) Academy. As part of the service contract, ACFD provides a CERT Program Coordinator to work closely with the CERT Board of Directors to provide the trainings. The CERT Academy trains people to take care of themselves, their families, and their neighbors in the event of a disaster.

16. Per Policy S-2.6, clarify if the City is currently holding emergency response training of personnel and elected officials after every election.

Modified policy S-2.6 as follows:

S-2.6 Emergency Response Training. *The City shall participate in disaster response exercises and provide for emergency response training of personnel and elected officials ~~after every election~~. (Source: Policy HS-A.1.10, Existing General Plan, modified)*

17. Broaden Policy S- 2.12, “Establish Redundant Data”, to add additional provisions to address “continuity of operations” so that during a disaster the City can continue to function.

Modified Policy S-2.12 as follows:

S 2.12 ~~Establish Redundant Data~~ Ensure Continuity of Operations. *The City shall ~~establish~~ develop protocols to ensure continuity of operations, such as redundant, offsite copies of crucial information and all City data to be able to maintain basic network functions during a disaster. (Source: New Policy, HMP)*

18. Confirm wording listed in introduction section of “Seismic and Geologic Hazards” section that there is a liquefaction problem in the southeast part of Union City.

The introduction language on p. 6-10 has been updated to change “southeast” to “southwest”

19. In reference to Policy S-3.4, why are single-family homes being exempted from the policy requiring an evaluation of structural integrity of unreinforced masonry structures by a registered structural engineer?

- This policy was carried over from the 2002 General Plan. To staff's knowledge, there are no unreinforced masonry single-family residences in the City. Staff recommends Policy S-3.4 be updated to remove the reference to single-family residences, as follows:*

S 3.4 Seismic Retrofit of Existing Structures. *When feasible, the City shall require the upgrading of the structural integrity of older, unreinforced, residential and commercial buildings. The City shall not permit major alterations of unreinforced masonry structures, ~~other than single family homes,~~ without evaluation by a registered structural engineer of the adequacy of seismic resistance of the building in relation to the proposed use. (Source: Policy HS-B.1.10, Existing General Plan)*

20. Can the current title of the "Adaptation and Resiliency" section be more inclusive of the term "Climate Change" because that what this whole section seems to be about not just adaption and resiliency? Can you add "climate change" to the title to establish a perspective for the reader to understand that is the direction?

- The section title has been updated to "Climate Change: Adaptation and Resiliency."*

21. What is GIS technology?

- The following excerpt regarding GIS is listed in a call-out box in the Safety Element, "A geographic information system (GIS) is a computer-based tool used for mapping and analyzing graphic data. The City maintains an online public GIS portal that provides information on properties, City services, and local features."*

22. Will Nixle and the other systems will be called out in the document?

- See response under item #1, above*

23. There should be a policy that post-disaster there should be an expedited issuing of permits for demolition and building in the City.

- Policy S-2.13, "Post-Disaster Rebuilding" and Implementation Program S-2.E, "Adopt an Ordinance to Address Post-Disaster Recovery" address the need for post-disaster requirements that will facilitate the timely re-building of damaged structures.*

Draft Resource Conservation Element

24. It is unclear from the policies whether there is a responsibility by businesses, residents and property owners to also play a role in resource conservation. Is this section intended only to be from the City's perspective and their responsibilities? Policy should be expanded to call out businesses, residents and property owners to jointly work with the City to conserve and protect our resources.

- Several policies within the Resource Conservation Element (RC-1.6 through RC-1.9) focus on the role that new development plays in preserving open space, which can involve residents, businesses, and/or property owners. In addition, the draft element includes policies regarding public education (RC-2.7, RC-3.7) to protect natural resources and water quality. The element also includes policies supporting private efforts to preserve historic resources. Lastly, the element includes energy conservation policies that apply to residents, business, and property owners.*
25. Regarding Policy RC-4.6 “Support Union City Historical Museum”, the City provides a lot of support for the Union City Historical Museum but the Museum should also be responsible for fund-raising to do their part.
- Comment is duly noted.*
26. Regarding Policy RC-7.1, is the goal only applicable to City owned facilities and assets or would the goal be applicable citywide and includes all residents and businesses?
- The goal will apply to community-wide emissions. The policy will be updated as follows: “The City shall strive to reduce community and municipal greenhouse gas emissions by 20 percent below the 2005 ~~community~~ emissions level by 2020; and shall further strive to reach:.....”*
27. Update section title on Page 8-17 to read “Implementation Programs.”
- Edit incorporated into updated Preliminary Review Draft.*
28. Why don't all of the sections have implementation programs?
- Not all of the sections have implementation programs because for some resource areas there is not a role or a program for the City to implement.*
29. Would it be possible to look at using the hillside area to produce renewable, green energy? Should the City should set-up a goal that by 2040 all residential units would either have solar panels or be using green renewable energy
- The City is committed to reducing greenhouse gas emissions through a variety of measures including the City's participation in the East Bay Community Energy, which provides a greener energy mix for Union City residents and businesses. The State of California will be requiring that all new residential development include the installation of solar panels beginning in 2020.*
30. How is the City tracking its progress on reaching its greenhouse gas (GHG) reduction goal and how will it be measured when the time comes?
- In order to track progress on meeting the City's GHG reduction goals, the City prepares a GHG emissions inventory, which measure the levels of GHG emissions in a given year. One of the largest influences on the City's GHG emissions is typically the mix of energy used by PG&E.*
31. Is purple pipe (e.g. use of reclaimed water) covered through some of these policies?

- There is a policy in the Public Facilities and Services Element that addresses the use of treated or reclaimed water for a variety of uses.*

32. Regarding Policy RC-6.3, “Solar Technology on Private Buildings”, how will the City increase support for solar and how does that relate to the solar that is going to be required in future years?

- The City works with its regional partners to participate in energy efficiency programs and secure funding for educational programs and workshops. In addition, the City has streamlined the building permit process for new solar installations.*

Public Comment

33. Kuldeep Jain stated that he is aware of the plan for the Hillside area and he would like to see more trails developed in the hills, including a trail from Coyote Hills to Union Landing. Mr. Jain stated that he would also like to see trails into and through Horner/Veasy. Mr. Jain stated that he liked Commissioner Mann’s suggestion about having windmills in the hillside area and maybe on the west side as well. Mr. Jain suggested that the City needs more charging stations for electric vehicles around the city. Mr. Jain suggested for water conservation to replace sod with native plants and perhaps provide incentives to encourage residents to do that.

- Comments noted*

Commissioner Lew emailed over additional comments after the Planning Commission meeting, which are summarized below.

Draft Safety Element

34. Pg. 6-3, last paragraph, first sentence indicates the LHMP was adopted by the City in 2017. To avoid confusion, I recommend the third sentence state the LHMP is “incorporated” (not “adopted”) by reference into the Safety Element and “in the element” in the 4th line of this paragraph be changed to “in this element.”

- Edit incorporated into updated Preliminary Review Draft.*

33. Pg. 6-5, first paragraph under “Disaster Preparedness and Emergency Response”, 8th line – I recommend “the” at the end of the line be deleted.

- Edit incorporated into updated Preliminary Review Draft.*

34. Pg. 6-5, section titled “Disaster Preparedness and Emergency Response” – please clarify the role that the Alameda County Fire Department (ACFD) plays under its contract with the City of Union City and the service requirements related specifically to disaster preparedness and emergency response. This would include CERT training and refresher training for residents. The City of Union City does not have qualified personnel to conduct CERT and refresher training, so relies on ACFD to provide these classes.

See response under Item #15.

35. Pg. 6-6, Policy S-2.6, please clarify whether the training will be held twice in one year if both a primary and a general election are held. Does the election trigger the need to conduct this emergency response training?

See response under Item #16.

36. Pg. 6-7, Policy S-2.9, I recommend the policy be reworded to state “The City shall incorporate and continuously update GIS technology for services provided to the public and for use during emergency/disaster incidents.”

Edit incorporated into updated Preliminary Review Draft.

37. Pg. 6-7, Policy S-2.12 appears to be too specific and narrow in regards to a solution (redundancy and back-up copies), but too vague on its purpose or goal (disaster response, disaster recovery and/or business continuity?). It is likely the City’s IT system/network/server(s) have capabilities for backing up data and redundancy. What may be needed is a Continuity of Operations Plan for the City.

See response under Item #17.

38. Pg. 6-9, 4th paragraph, 4th line states “central and southeast” portions of Union City are susceptible to high and very high levels of liquefaction. However, according to Figure S-3.1, liquefaction is mostly present in the central and western portions of Union City. Please verify whether the southeast portion of Union City is susceptible to liquefaction.

See response under Item #18.

39. Pg. 6-10, Figure S-3.1 contains illegible text and lacks a map key and identification of symbols, such as the arrows. The map also appears to include areas outside the City limits. Please provide a clear and complete map showing liquefaction areas in Union City.

Staff and the consultants will update all of the maps so they are more legible, provide map key and identification of symbols, and do not include areas outside of the City. The maps which will be included in the EIR and the final draft General Plan. Maps will also be formatted so they have a landscape orientation and will be enlarged so they fill the entire page.

40. Pg. 6-11, Policy S-3.4, 2nd line – the comma between “unreinforced” and “residential” appears unnecessary and should, therefore, be deleted. Please clarify the exception for single-family homes in the 2nd sentence.

Edit incorporated into updated Preliminary Review Draft.

41. Pg. 6-16, Figure S-5.1 contains illegible text and lacks identification of symbols, such as the arrows. Please provide a clear and complete map showing the FEMA flood plains in Union City.

See response under Item #39.

42. Pg. 6-18, I recommend including the term “Climate Change” in the title of this section to more accurately reflect the contents of this section. One possible revision is “Adaptation and Resiliency to Climate Change.”

See response under Item #20.

43. Pg. 6-19, Figure S-6.1 contains illegible text and lacks identification of symbols, such as the arrows. Please provide a clear and complete map showing potential sea level rise.

See response under Item #39.

44. Pg. 6-19, text under Figure S-6.1, I recommend these corrections: 1) insert a comma between “accepted” and “most” in the first line and 2) insert a semi-colon after “scenarios” and delete “and” in the 3rd line.

Edit incorporated into updated Preliminary Review Draft.

45. Pg. 6-22, Policy S-7.3, 3rd line – I recommend deleting “to exist.”

Staff does not recommend making this change as the policy may not read as clearly with the word deleted

46. Pg. 6-22, Implementation Program S-7.A, 2nd paragraph, 2nd line – please clarify “higher hazard facilities.” What is deemed to be “high” and how much higher are the “higher hazard facilities”?

In California, the responsibility for enforcing state laws regarding storage, use and handling of hazardous materials is delegated to a local agency, called a Certified Unified Program Agency (CUPA). The Economic & Community Development Department’s Environmental Programs Division is the CUPA for Union City. All facilities that have chemicals on-site above reporting thresholds must obtain a CUPA permit and comply with state requirements.

While there are some specific exemptions, most facilities with hazardous materials or hazardous wastes onsite exceeding 55 gallons (liquids), 500 pounds (solids), or 200 feet (gases) are required to have a CUPA permit. All facilities are inspected at least every three years, with underground storage tank and hazardous waste treatment facilities inspected annually.

In 2014, there were 336 active CUPA facilities in Union City, including: 294 hazardous materials storage facilities; 180 hazardous waste generators; 21 underground storage tank sites; and four California Accidental Release Program (CalARP) facilities, which are those with chemicals that pose a hazard of serious offsite consequences in case of a release.

The term “higher” is used to describe facilities that pose a relatively higher risk because of the quantity or type of hazardous material being stored. There are different thresholds for different materials.

47. Pg. 6-27, Policy S-8.7, Item 5, 1st line – I recommend “in advance by writing” be changed to “in advance and in writing

- Edit incorporated into updated Preliminary Review Draft. Please note the policy numbering has been updated to correct for a typo.*

B. Draft Resource Conservation Element

48. The various sections of this draft element are unclear as to whether businesses, residents, and property owners are responsible for and play a role in resource conservation. Although this is the City’s General Plan, I would like to see a joint effort and joint responsibilities with the public to conserve and protect our resources.

- See response under Item #24.

49. Pg. 8-2, 3rd paragraph, 3rd line – I recommend changing “stronger” to “strong.”

- Edit incorporated into updated Preliminary Review Draft.

50. Pg. 8-2, 4th paragraph, please make the following corrections:

- a. 1st line – delete the comma between “quality” and “and.”
- b. 2nd line – delete “also” after “Element.”
- c. 4th line – delete the colon after “including.”

- First and second proposed edit incorporated into updated Preliminary Review Draft. Staff does not recommend making the third suggested revision. The colon is used to introduce a list of items in which a combination of semi-colons are commas are used.*

51. Pg. 8-3, 1st para, 3rd line – please delete the colon after “include.”

- Staff does not recommend making the suggested revision. The colon is used to introduce a list of items in which a combination of semi-colons are commas are used.*

52. Pg. 8-3, 3rd para – please delete the comma after “identity” in the 2nd line and delete “the” after “enhance” in the 3rd line.

- Edit incorporated into updated Preliminary Review Draft.*

53. Pg. 8-4, Policy RC-1.5, 2nd line, please change “fee” to “fees.”

- Staff does not recommend making the suggested revision.*

54. Pg. 8-5, Policy RC-1.6, 5th line, please change “community” to “communities.”

- Edit incorporated into updated Preliminary Review Draft.*

55. Pg. 8-7, Policy RC-2.1, please correct the punctuation in this policy so it reads “The City shall commit to preservation of significant natural resources including wetlands; bay shores; hillside areas; and significant plant, animal and fish habitats.”

Edit incorporated into updated Preliminary Review Draft.

56. Pg. 8-9, Policy RC-3.1, please correct the punctuation by inserting a semi-colon (in lieu of a comma) after “quality” and “habitats” in the 4th line.

Edit incorporated into updated Preliminary Review Draft.

57. Pg. 8-12, Policy RC-4.4, I recommend the policy be rewritten as follows:

“The City shall work with property owners to apply the Landmark and Historic Preservation Overlay Zone to properties or buildings of historic significance for the purpose of providing significant examples of architectural styles of the past. These properties or buildings may be landmarks in the history of architecture, unique and irreplaceable assets to the City and its neighborhoods, or examples of the physical surroundings in which past generations lived.”

Staff incorporated this suggested change with minor revision, as follows:

RC-4.4 Incorporate Historical Resources into the Landmark and Historic Preservation Overlay Zone. The City shall work with property owners to apply the Landmark and Historic Preservation Overlay Zone to properties or buildings of historic significance. The properties or buildings may be those that provide significant examples of architectural styles of the past, are landmarks in the history of architecture, are unique and irreplaceable assets to the City and its neighborhoods, or provide for future generations examples of the physical surroundings in which past generations lived. (Source: Existing General Plan, Policy NHR-C.1.2, modified)

58. Pg. 8-17, Implementation Policy RC-6.A, 5th line – change “heat” to “heater.” 6th line- insert “by” between “incentives” and “working.” Should the title of this section be “Implementation Program” so it is consistent with other similarly titled sections?

Edit incorporated into updated Preliminary Review Draft.

59. Pg. 8-18, 4th paragraph, 4th line – delete colon after “including.” Can you clarify how population growth affects the GHG reduction targets? Are the targets reasonable when considering the population growth predicted by the U.S. Census or ABAG?

Staff does not recommend making the suggested editorial revision. The colon is used to introduce a list of items in which a combination of semi-colons are commas are used.

The GHG targets in Policy RC-1.7 are based on a per-capita metric, which is consistent with the California Air Resources Board 2017 Scoping Plan. Unlike earlier reduction targets set by the State that were based on an overall percentage reduction, per capita emission reduction targets are easier to measure independent of population growth.

60. Pg. 8-18, Goal RC-7 – is this goal applicable only to City-owned facilities and assets or applicable City-wide, inclusive of all residents and businesses? Please clarify.

See response under Item #26.

61. Pg. 8-19, Implementation Program RC-7.A, 3rd line – please delete “to” before “assess.”

- ☐ *Edit incorporated into updated Preliminary Review Draft.*

Staff Recommendations

62. Staff is recommending the following implementation programs be added to the Safety Element:

- ☐ **S-7.B Hazardous Materials Area Plan.** *The City shall conduct a complete review of its Hazardous Materials Area Plan every three years and submit certification to the California Office of Emergency Services (Cal OES) in a manner consistent with State law.*
 - **Responsibility:** *Environmental Programs Division, with review by: City Manager’s Office; Economic and Community Development Department; Police Department; Fire Department; Public Works Department; Finance Department.*
 - **Time Frame:** *FY 20/21*

- ☐ **S 2.F Establish Redundant Data.** *The City shall establish redundant, offsite copies of crucial information and all City data to be able to maintain basic network functions during a disaster.*
 - **Responsibility:** *Administrative Services Department*
 - **Time Frame:** *Ongoing*