

RESOLUTION NO. R- 4095

A RESOLUTION AUTHORIZING THE CITY MANAGER TO ENTER INTO A MEMORANDUM OF UNDERSTANDING (MOU) WITH THE CITY OF MOUNTAIN VIEW, CALIFORNIA FOR THE PURPOSE OF PROVIDING OUT-OF-AREA TELEPHONE SUPPORT (OATS)

WHEREAS, the City of Kirkland, Washington and the City of Mountain View, California are committed to disaster preparedness; and

WHEREAS, immediately after a major disaster, telephone communication will be restricted; and

WHEREAS, pre-establishing procedures and contact telephone numbers will give each city a contact point for instructions and information for employees and their families.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Kirkland at the request of the Fire Department in a request dated July 30, 1997, that this City Council hereby authorizes the City Manager to enter into a Memorandum of understanding with the City of Mountain View, California for the purpose of providing out-of-area telephone support in a reciprocal manner during the occurrence of major disasters in either jurisdiction.

PASSED in regular meeting of the Kirkland City Council on the 5th day of August, 1997.

SIGNED IN AUTHENTICATION thereof on the 5th day of August, 1997.

  
\_\_\_\_\_  
Mayor

Attest:

  
\_\_\_\_\_  
City Clerk

WRES-OATS.JUL/LO:ct

MEMORANDUM OF UNDERSTANDING BETWEEN THE CITY OF KIRKLAND,  
WASHINGTON AND THE CITY OF MOUNTAIN VIEW, CALIFORNIA.

This agreement is entered into by and between the City of Kirkland, Washington and the City of Mountain View, California, as of this 5th day of August, 1997.

Whereas, the City of Kirkland and the City of Mountain View (hereinafter collectively referred to as "Participants") are committed to preparing for major disasters including but not limited to seismic activity; and

Whereas, immediately after a major disaster the telephone providers restrict incoming telephone calls into the stricken area as well as local telephone calls within the stricken area;

Whereas, this practice severely restricts communications and information flow to and from city government, and

Whereas, in a major disaster a city's ability to contact its employees, and the ability of family members to obtain information about an employee's welfare is hampered; and

Whereas, by pre-established procedures and promulgating a phone number in a city outside the restricted area, each city can provide a contact point for instructions and information for employees and their families;

Whereas, the participants desire to enter into a mutual, reciprocal agreement whereby each participant would provide out-of-area telephone support (OATS) to the other;

NOW, THEREFORE, the participants agree as follows:

1. In the event of an earthquake or other major disaster affecting one of the participants, the Communications Division of the affected city will immediately contact the communications division of the unaffected city and request that the OATS system be activated. The unaffected city, upon activating the OATS system, shall immediately assign personnel for the telephone support required by the affected city. If support is needed during working hours, clerical workers or volunteers may staff the phones. If support is needed after hours, the non-affected city may task an engine company with immediate support of the phones while calling back other city employees for relief.
2. The unaffected city shall supply the space within its Emergency Operations Center (EOC) and a minimum of three phone lines and three volunteers or support staff to: (1) coordinate and handle welfare inquiries made by family members of employees in the affected city; (2) relay welfare information from employees in affected areas to their families; (3) relay messages between the affected city and its staff; and (4)

generally assist, through use of the OATS system, in the recovery efforts of the affected city. The unaffected city shall provide OATS support for up to seven days.

- 3. In the event there is a presidential declared disaster in the area in which the affected city is located, the unaffected city providing OATS support shall invoice the affected city for costs of staffing the phones and other costs incurred in assisting the affected city. The affected city shall apply for reimbursement of said costs from FEMA as a part of their costs of responding to the disaster and reimburse the unaffected city for its services.
- 4. Each participant shall assign phone numbers for the other to use in the event the OATS system activated. Each participant shall take reasonable steps to insure that the phone numbers remain confidential so that they are not used by others for purposes unrelated to the OATS system.
- 5. Each participant shall exchange current personnel lists with the employee names only (by department) on a quarterly basis so that staff in the non-affected city taking incoming calls can quickly identify personnel and their departments as they call from the affected area. These personnel lists may be transmitted between the participants in either printed form or electronically by e-mail. In either case, each participant shall keep a current list of the other participants employees in their respective EOC's.

CITY OF KIRKLAND

CITY OF MOUNTAIN VIEW

By: \_\_\_\_\_  
Its: \_\_\_\_\_

By: \_\_\_\_\_  
Its: \_\_\_\_\_

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