



CITY OF TAMPA

3.8.7.2. – Emergency Response GIS Electronic Asset Sets Technology & Innovation Department

TITLE

3.8.7.2. – EMERGENCY RESPONSE GIS ELECTRONIC ASSET SETS

HISTORY

Status	Date	Author	Approving Manager
Version 1.0	01/08/2010	K. Wright and G. De Stoppelaire	R. Austin

DESCRIPTION

The City of Tampa Police Department (TPD) and Department of Technology and Innovation have established a working arrangement for using electronic assets to improve the coordinated effort of emergency response to strengthen homeland security and disaster preparedness, (see MOU in this section).

The electronic assets include four (4) dedicated Emergency Response Geographic Information System (GIS) electronic asset sets, also commonly referred to by the City of Tampa Police Department as Quick Response Situational Awareness Kits (QRSK). These sets consist of a rugged laptop, battery and back-up surge protector, power adapter, external storage system, mobile projector, mobile printer, projector screen, mobile broadband router, and watertight protective case.

The CoT T&I and TPD departments collaboratively seek to increase the preparedness and situational readiness of city staff by providing electronic mapping and data resources at the Emergency Operations Center (EOC) and Emergency Response Center (ERC) locations in the event of a planned or unplanned incident, disaster, emergency response, or declared emergency.



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POLICY RECOMMENDATION MEMORANDUM OF UNDERSTANDING BETWEEN

City of Tampa Police Department (TPD)
City of Tampa Department of Technology and Innovation (T&I)

PURPOSE: The City of Tampa Police Department and City of Tampa Department of Technology and Innovation (the Parties), wish to enter into this Memorandum of Understanding (MOU) to establish a working arrangement for using certain technologies and electronic assets to improve the coordinated effort of emergency response to strengthen homeland security and disaster preparedness. Electronic assets covered by this MOU include electronic assets used in emergency response (i.e., communications, information systems, military, and scientific applications). The Parties define the electronic assets broadly to include acquisition, design, manufacture, assembly, distribution, use, reuse, demanufacture and recycling of four (4) dedicated Emergency Response Geographic Information System (GIS) electronic asset sets, also commonly referred to by the City of Tampa Police Department as “QRSAK.” These sets consist of a rugged laptop, battery and back-up protector, power adapter, external storage system, mobile projector, mobile printer, projector screen, mobile broadband router, and watertight protective case to contain these assets. The parties also intend to capitalize on other applicable efforts, including work already underway, to increase the preparedness capabilities of the City of Tampa’s jurisdictional responsibility for the safety and security of communities surrounding high-priority critical infrastructure and key resource (CIKR) assets through allowable planning and equipment acquisition.

GOAL AND OBJECTIVES: This MOU focuses on continuous interaction of the Parties with a special emphasis on emergency response preparedness. The Parties to this MOU collaboratively seek to increase the preparedness and situational readiness of city staff by providing electronic mapping and data resources at the Emergency Operations Center (EOC) and Emergency Response Center (ERC) locations in the event of a planned or unplanned incident, disaster, emergency response, or declared emergency.

AGREEMENTS/RESPONSIBILITIES: To achieve the MOU goals, the Parties agree to collaborate on the following six (6) objectives:

1. Upon initial delivery of the electronic assets purchased, the City of Tampa Department of Technology and Innovation will configure the equipment for printer drivers and network paths, install necessary software for core Geospatial Information System (GIS) set-up and upload the geospatial data library.
2. The City of Tampa Department of Technology and Innovation will update the geospatial data and associated programs on the electronic asset sets on the second Tuesday of each calendar month.
3. In the event of a planned incident, event or disaster, the City of Tampa Department of Technology and Innovation will assume custody of the electronic assets, or QRSAK, five (5) days before such an occurrence.
4. In the event of an unplanned incident, event or disaster, the City of Tampa Department of Technology and Innovation will assume custody of the electronic assets, or QRSAK, immediately upon notification of such an occurrence by a Local, County, Tribal, State or Federal government agency.
5. Upon the end of an incident, event or disaster, the electronic assets will be available for pick up at the Department of Technology and Innovation point of contact’s (POC) office, located in the Tampa Police Building on the Seventh Floor, by a designated City of Tampa Police Department representative.
6. During intervening periods of non-emergency, the electronic assets will remain in the stewardship of the TPD’s designated point of contact for use by the City of Tampa Police Department.



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BENEFITS: This MOU provides the City of Tampa government an excellent opportunity to demonstrate its commitment to preparedness and to lead by example. The parties anticipate substantial benefits from the coordinated use of Emergency Response Geographic Information System (GIS) electronic asset sets that include:

- Facilitating the City of Tampa to meet Homeland Security requirements by enabling government to work seamlessly across agencies at all levels to prepare for, prevent, respond to and recover from an incident, event or disaster.
- Improving situational readiness to satisfy emergency management requirements by enhancing the City of Tampa's ability to respond to and recover from an incident, event or disaster that may affect our city.
- Providing multi-disciplinary support for operations to be performed by the City of Tampa Department of Technology and Innovation in the event of an incident, event or disaster.
- Sharing of critical incident information and data with neighboring jurisdictions during an area-wide response to an incident, event or disaster.
- Providing access to E-Team Web-based incident management software.

GENERAL: This MOU sets forth mutual goals and approaches. Collaboration under this MOU will be in accordance with applicable statutes and regulations governing the respective Parties. Nothing in this MOU is intended to affect existing obligations or other agreements or arrangements of the Parties. Release of information developed under this MOU will be by prior agreement of the Parties. To ensure all Parties are aware of opportunities to maximize collaboration, advance notification of significant contracts or solicitations relating to the objectives of this MOU should be made to all Parties to the extent allowed by applicable statute and regulation.

EFFECTIVE PERIOD: This MOU will become effective upon the latest date of signature. It shall remain in effect for the product life of the equipment, at least five (5) years unless otherwise modified or terminated. This MOU can be modified or terminated through mutual written agreement among the Parties.


ADMINISTRATION: The points of contact (POC) for administration of this MOU are designated as Doug Pasley of the City of Tampa Police Department and Kerry Wright of the City of Tampa Department of Technology and Innovation. A representative of either POC may be designated by the respective POC in the event of their absence. The signatory Parties or POCs will meet monthly, or as appropriate, as a City of Tampa Emergency Operations Center Stewardship Working Group (COT EOC SWG) to coordinate efforts to implement this MOU and to exchange information concerning existing and planned initiatives to improve the City of Tampa's coordinated effort of emergency response.

SIGNED BY:



Jane Castor
Assistant Chief

7/27/09
Date



James Buckner
Chief Information Officer

6/30/09
Date



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REFERENCE

The standard described above has been developed internally by the City of Tampa. The standard is part of the T&I Service Catalog.

[City of Tampa – T&I Service Catalog](#)