



**Office of Emergency Services**

# **EXTREME TEMPERATURE CONTINGENCY PLAN**

Update Approved by Tuolumne County Board of Supervisors:  
April 2, 2019

## **FORWARD**

In addition to this “EXTREME TEMPERATURE CONTINGENCY PLAN” as a stand-alone County plan, it is incorporated as an annex to the Tuolumne County Public Health Department’s Health Emergency Preparedness and Response Plan (HEPReP), a comprehensive document developed, and regularly maintained, to prepare for, respond to, and recover from incidents which may impact the health of our community.

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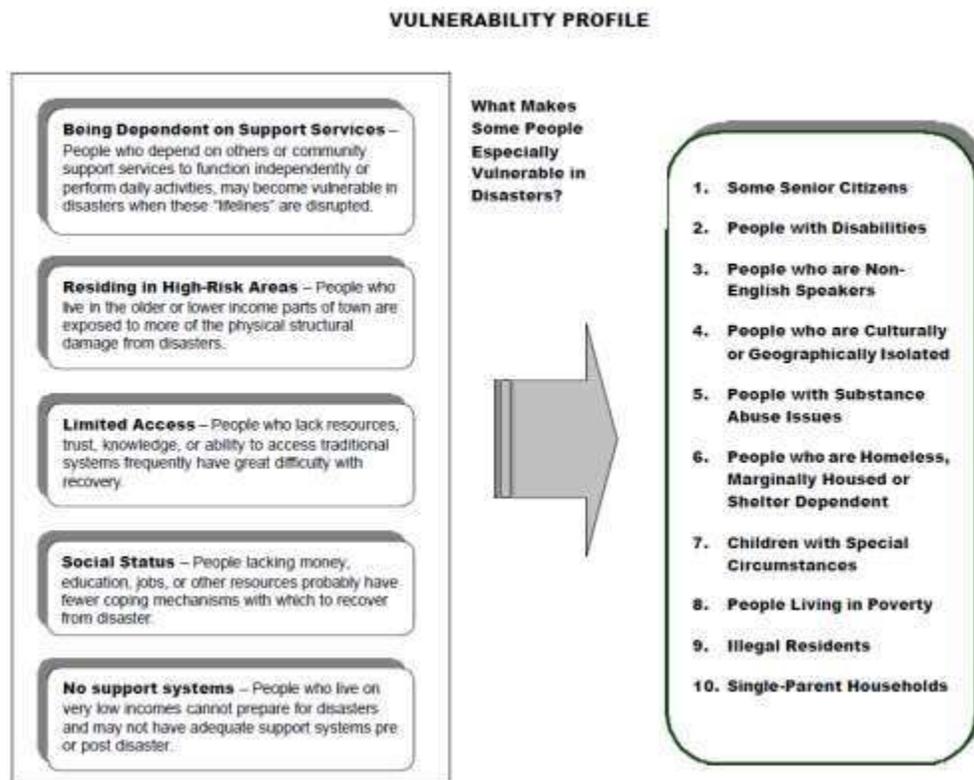
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## EXECUTIVE SUMMARY

The plan describes Operational Area operations during extreme temperature related emergencies and provides guidance for Tuolumne County government, other governmental agencies, community based organizations (CBOs), faith-based organizations (FBOs), and businesses in response to emergency incidents of extreme heat and extreme cold/freeze.

The plan recognizes the need for the County of Tuolumne to:

- 1) Identify when the health of populations and/or vulnerable subpopulations of local residents may be threatened by extreme temperature conditions – the California Office of Emergency Services (OES) has issued a Guide for Emergency Managers on Meeting the Needs of Vulnerable People in Times of Disaster (see below from: <https://www.caloes.ca.gov/AccessFunctionalNeedsSite/Documents/001-VulnerablePopulations.pdf>);
- 2) Communicate with the public to convey information about resources available for protection against extreme temperature emergencies in time to allow for preparations to be made;
- 3) Communicate and coordinate with State and local agencies;
- 4) Mobilize resources and initiate actions to augment local resources as needed; and
- 5) Employ the Incident Command System (ICS) in accordance with the Standardized Emergency Management System (SEMS)/National Incident Management System (NIMS) in organizing a response to these natural emergencies.



The plan recognizes three (3) phases of activation for extreme temperature related emergencies:

- I. Seasonal Readiness**
- II. Heat/Cold Alert**
- III. Heat/Cold Warning - Emergency**

These phases are activated based on the nature and severity of the risk of extreme temperatures to vulnerable populations, the general population, and animals. The direct involvement of local agencies to protect individuals increases with the severity of the risk.

The plan contains specific actions to be taken in each of the three phases, and a checklist to guide actions. The specific action steps include the following:

- Coordinating among local agencies and the State (all phases)
- Disseminating information (all phases)
- Preparing cooling/warming centers (phase II)
- Activating cooling/warming centers (phase III)
- Directly contacting and monitoring those at risk (phases II and III)
- Transportation assessment and activation trigger points (phase III)
- Board of Supervisors, or Governor's proclamation of a State of Emergency or Health Officer's Declaration of a Health Emergency (phase III)

The plan contains the following:

- A description of the purpose and scope of the plan.
- Descriptions of the conditions triggering each phase of the plan.
- The responsible local agencies and the actions those agencies will carry out during the different phases of the plan.
- Guidance for coordinating efforts during extreme temperature events.
- Appendices of supporting information.

### **1. Purpose**

This plan outlines the actions that will be taken by local government when an extreme temperature event is anticipated, in the process of occurring or has occurred.

### **2. Scope**

The scope of this document identifies local agency actions and how resources in extreme temperature events will be made available for response efforts in accordance with SEMS/NIMS.

### **3. Background**

Impact of Extreme Temperature Events

Examples of historical high temperature weather conditions and extreme cold/freeze conditions are described in the California Contingency Plan for Excessive Heat Emergencies

([https://www.arb.ca.gov/cc/ab32publichealth/meetings/042010/contintency\\_plan.pdf](https://www.arb.ca.gov/cc/ab32publichealth/meetings/042010/contintency_plan.pdf))

and the California Contingency Plan for Extreme Cold/Freeze Emergencies

(<https://www.caloes.ca.gov/PlanningPreparednessSite/Documents/ExtremeCold-FreezeContingencyPlan2013.pdf>). Three lessons are included in these examples:

- extreme temperature conditions claim more lives on average than other natural phenomena like earthquakes and floods;
- an extreme temperature event usually can be anticipated and the impact often unfolds more slowly than with other natural disasters; and
- the ability to predict the threat of extreme temperature incidents implies that steps to improve preparedness and response are likely to benefit the population.

The State plans are separately written for extreme heat and extreme cold conditions. The threats posed by excessive heat events have historically extracted a greater toll on vulnerable populations in the form of increased morbidity and mortality. While lower morbidity and mortality rates have resulted from extreme cold conditions, a greater impact on agriculture and community infrastructure in the form of damage to public buildings, utilities, residential burst pipes and crop/livestock damage has resulted from such conditions.

Despite extreme heat and extreme cold emergencies having different primary risks associated with the events, there are also threats that are in common. In both extreme heat and in extreme cold conditions, an intact electrical grid and energy source is critical to the mitigation of the social impact. Both events also share the need to provide alternate sites for residents who are unable to escape intolerable conditions, establishing either warming centers or cooling shelters depending on the nature of the emergency. Some of those impacted may be at special risk because of their own special needs (e.g. physical disabilities, the elderly, medically fragile populations, socially isolated, homeless, etc...), while others may be impacted because of having been at the center of the target of the weather event (e.g. geographic exposure, focused ice storms etc...). The Tuolumne County Contingency Plan for Extreme Temperature Emergencies is organized to address first those response contingencies that are in common with both extreme heat and extreme cold conditions. After addressing the response components that are shared between both weather extremes, each section divides the response planning into those steps that are specific to heat or to cold emergencies.

### Standardized Emergency Management System (SEMS)

In an extreme temperature emergency, as in all other disaster responses in California, statewide coordination of resource support to local government is carried out through the SEMS. SEMS incorporates the NIMS and for use in this document will be referred to as either SEMS or SEMS/NIMS. SEMS is the state's system required by Government Code Section 8607(a) for managing response to multi-

agency and multi-jurisdictional emergencies in California. SEMS consists of five organizational levels which are activated as necessary:

1. Field response,
2. Local government (City of Sonora, County of Tuolumne and Special Districts)
3. Operational Area (Tuolumne County)
4. California Office of Emergency Services (Cal OES), Region IV (Inland)
5. State.

When local resources are inadequate to meet the need, the requests are made to the next higher emergency response level until the resource need is met.

#### **4. Authorities and References**

##### **A. Emergency Declarations**

###### **1) Government Code Section (within the Emergency Services Act, Chapter 7, Division 1, Title 2):**

- §8630(a): A local emergency may be proclaimed only by the governing body of a city, county, or city and county, or by an official designated by ordinance adopted by that governing body.
- §8558(c): “Local Emergency” means the duly proclaimed existence of conditions of disaster or of extreme peril to the safety of persons and property within the territorial limits of a county, city and county, or city, caused by such conditions as air pollution, fire, flood, storm, epidemic, riot, drought, sudden and severe energy shortage, plant or animal infestation or disease, the Governor’s warning of an earthquake or volcanic prediction, or an earthquake, or other conditions, other than conditions resulting from a labor controversy, which are or are likely to be beyond the control of the services, personnel, equipment, and facilities of that political subdivision and require the combined forces of other political subdivisions to combat, or with respect to regulated energy utilities, a sudden and severe energy shortage requires extraordinary measures beyond the authority vested in the California Public Utilities Commission.

It is possible to proclaim a local emergency for health-related reasons.

- §8625: Gives the Governor the authority to proclaim a “State of Emergency” when requested by local jurisdiction or when he finds that local authority is inadequate to cope with the emergency.

##### **B. Authority to take preventive measures during emergency**

###### **1) Health and Safety Code Section:**

- §101040: Authority to take preventive measures during emergency. “The County Health Officer may take any preventive measure that may be necessary to protect and preserve the public health from any public health hazard during any ‘State of War Emergency,’ ‘State of Emergency,’ or ‘Local

Emergency,' as defined by Section §8558 of the Government Code, within his or her jurisdiction.”

“Preventive measure” means abatement, correction, removal or any other protective step that may be taken against any public health hazard that is caused by a disaster and affects the public health.

The County Health Officer, upon consent of the County Board of Supervisors or a city governing body, may certify any public health hazard resulting from any disaster condition if certification is required for any federal or state disaster relief program.

- §101475: Gives a city public Health Officer authority to take preventive measures to protect public health.

#### C. Special Needs Populations

##### 1) Government Code §8588.15

- This government code requires the incorporation of the disability community into the California SEMS via representatives on the SEMS specialist committees and technical group. It also addresses funding needs for expanded emergency alerting technology in order to ensure early alert and warning to all the disability community, especially the blind and/or vision impaired population. Early emergency alert information in emergencies and/or disasters is critical to the disability community, for example, in the case of mandatory evacuations.

#### D. Enforcement

##### 1) Penal Code Section 409.5.

- (a) Whenever a menace to the public health or safety is created by a calamity such as flood, storm, fire, earthquake, explosion, accident, or other disaster, officers of the California Highway Patrol, California State Police Division, police departments, marshal's office or sheriff's office, any officer or employee of the Department of Forestry and Fire Protection designated a peace officer by subdivision (h) of Section 830.2, any officer or employee of the Department of Parks and Recreation designated a peace officer by subdivision (g) of Section 830.2, any officer or employee of the Department of Fish and Game designated a peace officer under subdivision (f) of Section 830.2, and any publicly employed full-time lifeguard or publicly employed full-time marine safety officer while acting in a supervisory position in the performance of his or her official duties, may close the area where the menace exists for the duration thereof by means of ropes, markers, or guards to any and all persons not authorized by the lifeguard or officer to enter or remain within the enclosed area. If the calamity creates an immediate menace to the public health, the local health officer may close the area where the menace exists pursuant to the conditions set forth in this section.

- (b) Officers of the California Highway Patrol, California State Police Division, police departments, marshal's office or sheriff's office, officers of the Department of Fish and Game designated as peace officers by subdivision (f) of Section 830.2, or officers of the Department of Forestry and Fire Protection designated as peace officers by subdivision (h) of Section 830.2 may close the immediate area surrounding any emergency field command post or any other command post activated for the purpose of abating any calamity enumerated in this section or any riot or other civil disturbance to any and all unauthorized persons pursuant to the conditions set forth in this section whether or not the field command post or other command post is located near to the actual calamity or riot or other civil disturbance.
- (c) Any unauthorized person who willfully and knowingly enters an area closed pursuant to subdivision (a) or (b) and who willfully remains within the area after receiving notice to evacuate or leave shall be guilty of a misdemeanor.
- (d) Nothing in this section shall prevent a duly authorized representative of any news service, newspaper, or radio or television station or network from entering the areas closed pursuant to this section.

## **5. Extreme Weather Preparedness**

In order to prepare members of the public and government resources for extreme temperature conditions, a series of three escalating response levels are referred to as Phase I, Phase II and Phase III activations, depending upon severity of the threat to public health. Severity is determined by a number of factors, including the absolute degree of temperature deviation to levels that threaten health, contributing factors such as humidity and diurnal variation, the expected duration of the extreme temperature event, and the status of community infrastructure (e.g. utilities, transportation etc...) to allow the public to mitigate the impact of the temperature extremes. The general criteria for gauging the severity of threat posed by a heat emergency and a cold weather emergency are described in this section.

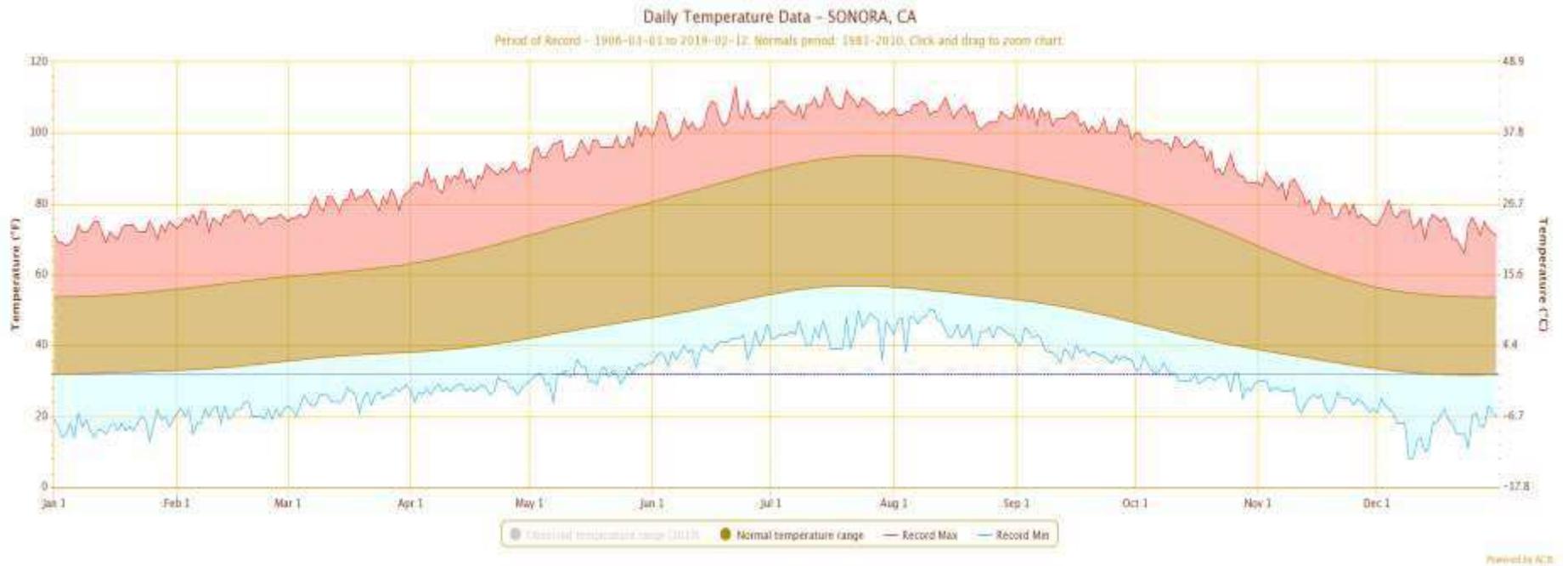
Due to California's diverse geography, weather conditions often vary greatly from one region to another. People are generally acclimatized to the usual weather conditions in the climate zone in which they reside. Exceptions to this rule may occur with visitors to the area who may not be as prepared to contend (seeking shade, reducing exposure hours, initiating proper use of a heater etc.) with severe weather conditions.

Tuolumne County has three of the five Koppen Climate Zones:

Zone B. Dry Climate,  
Zone C. Moist Subtropical Mid-latitude, and  
Zone D. Moist Continental Mid-latitude.

Using historical weather and mortality data, the National Weather Service and the California Department of Public Health have identified for each of the climate regions conditions that constitute an extreme temperature event within those specific regions. This is the basis for the warning system organized by the National Weather Service.

Figure 1: Daily Temperature Data, Sonora, CA, 1906-2010



<sup>1</sup> <http://scacis.rcc-acis.org/> NOAA Regional Climate Centers

A. National Weather Service Definitions:<sup>2</sup>

- 1) **Outlook** - A hazardous weather outlook is issued daily to indicate that a hazardous weather or hydrologic event may occur in the next several days. The outlook will include information about potential severe thunderstorms , heavy rain or flooding, winter weather, extremes of heat or cold, etc., that may develop over the next 7 days with an emphasis on the first 24 hours of the forecast. It is intended to provide information to those who need considerable lead time to prepare for the event.
- 2) **Watch** - A watch is used when the risk of a hazardous weather or hydrologic event has increased significantly, but its occurrence, location or timing is still uncertain. It is intended to provide enough lead time so those who need to set their plans in motion can do so. A watch means that hazardous weather is possible. People should have a plan of action in case a storm threatens and they should listen for later information and possible warnings especially when planning travel or outdoor activities.
- 3) **Advisory** - An advisory is issued when a hazardous weather or hydrologic event is occurring, imminent or likely. Advisories are for less serious conditions than warnings, which cause significant inconvenience and if caution is not exercised, could lead to situations that may threaten life or property.
- 4) **Warning** - A warning is issued when a hazardous weather or hydrologic event is occurring, imminent or likely. A warning means weather conditions pose a threat to life or property. People in the path of the storm need to take protective action.
- 5) **CAISO** – The California Independent System Operator (CAISO) is a non-profit public benefit corporation charged with operating the majority of California’s high-voltage electrical power grid.
  - a) **Stage 1 Emergency** is called when the minimum required Operating Reserve level falls below approximately seven percent. Under a Stage 1 Emergency, the ISO continues to call for conservation, and will activate the “Flex Your Power Now”, and Voluntary Load Reduction programs.
  - b) **Stage 2 Emergency** is called when the minimum Operating Reserve level falls below five percent. Under a Stage 2 Emergency, the ISO can call on “interruptible” programs operated by the utilities. Typically, participants in these programs are commercial and industrial customers who receive a lower electricity rate and in exchange, are required to reduce their energy usage by a predetermined amount when called upon during a Stage 2 Emergency.
  - c) **Stage 3 Emergency** is called when on-line Reserves fall below the minimum requirements (amount can vary- usually around 3 percent of the minimum Operating Reserve total). Under a Stage 3 Emergency, the ISO may call on the utilities to reduce “firm load” by implementing rotating outages. This is a last resort, used only when a climbing demand for energy is close to surpassing the available supply.

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<sup>2</sup> <https://w1.weather.gov/glossary/>

- 6) **Community Based Organization** or CBO means “a public or private nonprofit organization of demonstrated effectiveness that:
  - a) Is representative of a community or segments of a community; and
  - b) Provides educational or related services to individuals in the community”.

Tuolumne County CBOs include, but are not limited to: American Red Cross, Area 12 Agency on Aging, DRAIL, WATCH, ICES, and A-TCAA.

- 7) **Faith Based Organization** or FBO means a religious-based organization that provides community services:

Tuolumne County FBOs include, but are not limited to: Catholic Charities, Interfaith, and various religious groups that assist during an emergency.

## **6. State Concept of Operations**

The State operations described in this plan will be activated at the direction of the Cal OES Secretary. Local operations will be activated locally according to local plans, policies, and procedures.

All State actions will be coordinated with the affected local governments through the affected regions and the local coordination links used by key State agencies. It is essential that the affected local agencies and all the key State agencies are informed of all State actions that will be taken during Phase II and Phase III. It is equally important for the State to be apprised of local actions. This communication is facilitated through the SEMS/NIMS functions, the affected regions, activated EOCs, Response Information Management System (RIMS) reports (on-line), and by various means of contact with the public.

During an extreme temperature emergency, the Cal OES Secretary will advise the Governor on local activities and needs. The State Operations Center (SOC) and Regional Emergency Operations Center (REOC) activation will be activated as needed. The Cal OES Secretary may convene key State agencies to identify any rules and executive actions the Governor may be advised to take to alleviate the situation, including the proclamation of a State of Emergency.

## **7. County of Tuolumne - Roles & Responsibilities**

Local preparedness efforts must be coordinated across levels of local government, within the SEMS/NIMS framework. An example of a County of Tuolumne EOC organization during Phase III activation in response to an extreme temperature event is illustrated below.

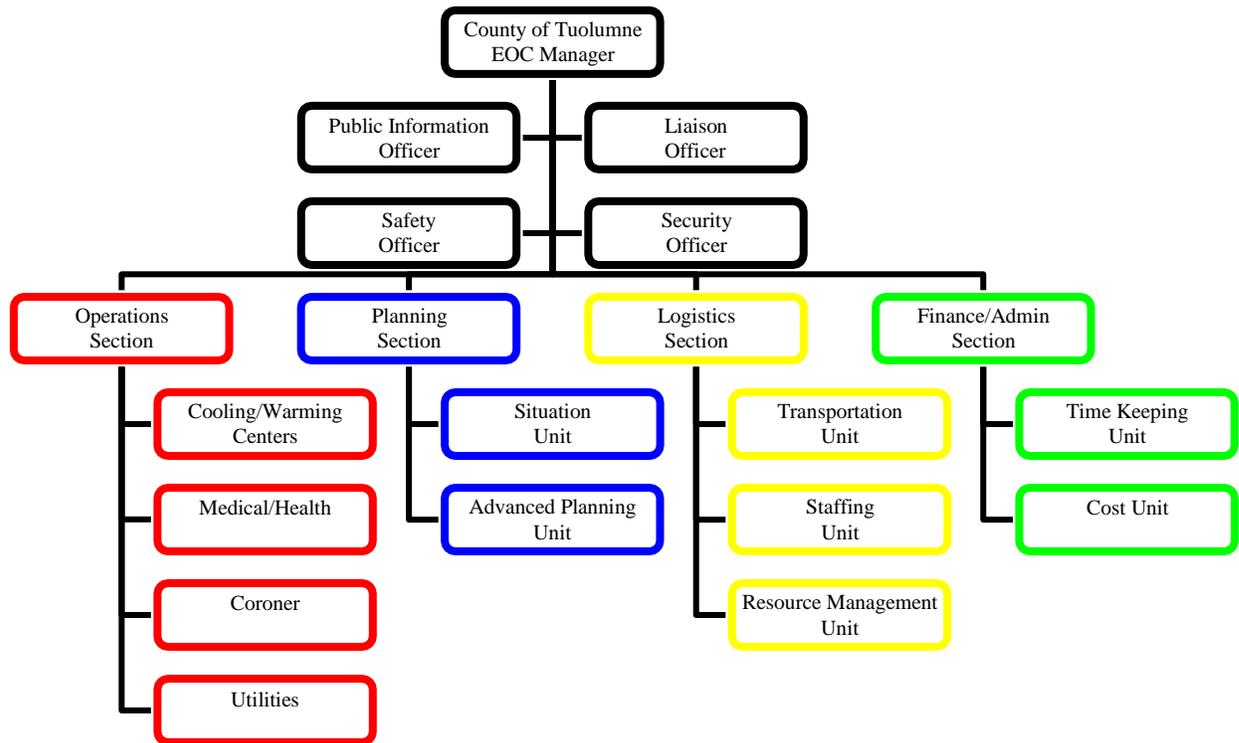


Fig. 2 County of Tuolumne EOC: Organizational and Basic Staffing

In the event of an extended extreme weather incident, the local branch of the Red Cross may be activated when power outages are occurring for the management of shelters and the Tuolumne County Health Emergency Preparedness and Response Plan (HEPRP) will be activated. In advance of events of this kind, the Medical and Health Operational Area Coordinator (MHOAC) and the Tuolumne County OES Coordinator will conduct planning and scenario-based training with members of the Tuolumne County Healthcare and Safety Coalition, including community-based and faith-based non-government organizations, to ensure that the medical and mental health needs of shelter residents, people with disabilities or special medical needs, and people who may be disproportionately impacted will be met in extreme temperature emergencies.<sup>3</sup>

<sup>3</sup> Evidence-based resources for considering, preparing, and meeting the needs of shelter residents and other people with special needs are available from the local American Red Cross Coordinator (Ms. Debbie Calcote: [calcoted@usa.redcross.org](mailto:calcoted@usa.redcross.org); 209-346-1854), and print resources are also available, such as the ARC-FEMA Shelter Field Guide (see: <http://nationalmasscarestrategy.org/sheltering/>, <https://prepareiowa.training-source.org/sites/default/files/u2/10%20ARC%20Shelter%20Ops%20Participants%20Workbook.pdf>, and [http://www.nationalmasscarestrategy.org/wp-content/uploads/2015/10/Shelter-Field-Guide-508\\_f3.pdf](http://www.nationalmasscarestrategy.org/wp-content/uploads/2015/10/Shelter-Field-Guide-508_f3.pdf)), CDC materials (see: [https://www.cdc.gov/nceh/ehs/docs/guide\\_for\\_local\\_jurisdictions\\_care\\_and\\_shelter\\_planning.pdf](https://www.cdc.gov/nceh/ehs/docs/guide_for_local_jurisdictions_care_and_shelter_planning.pdf) and <https://www.cdc.gov/ncbddd/disabilityandhealth/emergencypreparedness.html>), the LA County DPH (<http://publichealth.lacounty.gov/eprp/documents/Strategies%20for%20Inclusive%20Planning%20in%20Emergency%20>

## 8. Recovery Operations

### A. Data Collection

- 1) Gather data on damages; submit initial damage estimate (IDE); prepare to participate in preliminary damage assessment (PDA), if appropriate; establish Local Assistance Centers (LACs), if appropriate; or provide staff to service center, if activated.

### B. Public Assistance and Cost Recovery

- 1) Extraordinary emergency costs (such as overtime or equipment rental) incurred by local government in response to an extreme temperature disaster may be recovered (on a cost share basis) under the California Disaster Assistance Act, when the Governor has proclaimed a State of Emergency. Eligible costs may include the extra costs related to establishing cooling and warming centers, staffing the EOCs, renting generators and air conditioners/heaters for the emergency sheltering effort, emergency public information costs, extreme temperature-related morgue costs, and overtime costs for police and fire/rescue activities directly related to the extreme temperature emergency. Additionally, funding may be provided (on a cost-share basis) to repair publicly owned facilities or infrastructure that can be repaired if damaged by the extreme temperature conditions. This includes damaged transformers and other electrical equipment owned by a public utility. It may also include local (non-federal) roads with extreme temperature-related damage, for example, buckled roads or public rails, and other transportation systems damaged, water system damage by the extreme temperature conditions.
- 2) FEMA: If the response and repair costs meet federal thresholds, the Governor may request, through FEMA, a Presidential Declaration of a Major Disaster, opening up federal funds for these same applications under the Stafford Act. The federal Emergency Repair program of Federal Highways Administration may be independently activated so highways in the Federal Aid System can be covered for highway heat damage.

### C. Individual Assistance

- 1) In response to severe economic impacts in a disaster area, the Individual Assistance (IA) Section works closely with a variety of local, State, and federal agencies to identify recovery programs that may be able to assist individuals, businesses, and farmers. In previous extreme temperature conditions, some of the agencies the IA section coordinated with were:
  - a) Employment Development Department (EDD) - Unemployment insurance, disaster unemployment assistance, and job training services.

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[Response\\_FINAL.pdf](#)), and the Medical Reserve Corps (<http://www.drc-group.com/library/exercise/sos/SOS-MRC-SpecialNeedsShelterGuide.pdf>).

- b) Department of Community Services and Development (CSD) Community Service Block Grants (CSBG) - Low-Income Home Energy Assistance Program (LIHEAP), migrant worker programs, and various other grant assistance.
  - c) Department of Mental Health (DMH) - Crisis Counseling Immediate Services Program and Crisis Counseling Regular Program
  - d) Department of Developmental Services (DDS) – Purchase of emergency services and supports, via local regional centers, to protect the health and safety of persons with developmental disabilities.
  - e) Department of Social Services (DSS) – CalWORKs cash aid (including immediate need), food stamp benefits (including expedited service and/or disaster food stamp benefits), and food commodities programs.
  - f) U.S. Department of Agriculture (USDA) - Emergency Loan Program for farmers and ranchers for crop production and physical losses and other direct assistance through special legislation.
  - g) US Department of Agriculture (USDA) Food and Nutrition Service – Disaster Supplemental Nutrition Assistance Program (D-SNAP).
  - h) U.S. Small Business Administration - Economic Injury Disaster Loans (EIDL) available to small, non-farm businesses, small agricultural cooperatives and most private, non-profit organizations of any size.
  - i) Voluntary, CBOs and FBOs - Immediate and unmet needs such as food, shelter, clothing, mortgage, and rental assistance.
  - j) Housing Community Develop (HCD) – Funds may be redirected through local housing authorities to assist with housing needs.
- 2) Agricultural damage assessments may be conducted to determine if a request should be submitted to the U.S. Department of Agriculture (USDA) to approve a disaster designation making available emergency loans for physical production losses to eligible applicants who conduct family-sized farming operations. Following a natural disaster designation by the USDA Secretary, the U.S. Small Business Administration (SBA) makes Economic Injury Disaster Loan (EIDL) available to small, non-farm businesses, small agricultural cooperatives and most private, non-profit organizations of any size. Assessments will also be made to determine if a Presidential Disaster Declaration may be requested to access disaster unemployment insurance or crisis counseling programs.
- 3) Assistance centers may be set up to provide information and assistance to disaster survivors. If the centers are opened, a Cal OES PIO would issue press releases and ask the media to make the information on hours/locations/etc available. Cal OES would also conduct outreach through local government and community-based organizations.

#### D. USDA Disaster Recovery Assistance Programs

##### 1) **USDA-Farm Services Agency Programs**

- a) Crop insurance coverage is available on a crop by crop and county by county basis.
- b) For those producers who purchased a policy, they will be covered for any damage caused by the extreme temperature and should contact their crop insurance agent immediately and prior to disposing of the crop.

##### 2) **Non-Insured Assistance Program (NAP)** – A lower level of crop insurance for all crops for which regular crop insurance (see above) is not available. A \$100 coverage fee must be paid prior to the closing date for each individual crop for coverage to be in place.

##### 3) **Crop Disaster Program** – Covers crop losses attributable to a weather related cause such as extreme temperature. Not currently authorized or funded. Congressional action required.

##### 4) **Low Interest Emergency Loans** – Provides low interest financing to farmers and ranchers who suffer losses due to damaging weather and who operate in a county designated a disaster area by the Secretary of USDA. Eligibility limited to those producers who are unable to obtain commercial credit through normal sources. Program is made available upon the Secretary of USDA designating a county a disaster area. Requests for a disaster designation should be submitted by county government through Cal EMA.

#### E. California Business, Transportation and Housing Program

##### 1) **Small Disaster Assistance Loan Guarantee Program** – This program helps agriculture-related enterprises and other small businesses obtain financing needed to recover from losses caused by natural disasters in areas declared to be in a state of emergency by the Governor. Interest rates are from prime to prime plus three percent (3%) depending on the amount of the loan guaranteed. Eighty to ninety-five percent of the loan is guaranteed up to \$500,000 for agricultural enterprises, and up to a set amount for other small businesses. Uses include physical damage and economic costs related to the disaster.

## Annex A: Extreme Heat Plan and Checklist

### I. Response Activation: Extreme Heat Incident

#### A. Definitions:

1. **Excessive Heat Outlook:** Issued 3-7 days in advance of an event to give advance notice of the possibility of excessively hot conditions. Criteria match those of an *Excessive Heat Warning*. If predicted weather conditions continue to hold, an *Outlook* may become an *Excessive Heat Watch*.
2. **Excessive Heat Watch:** Issued 36-48 hours in advance of an event to give advance notice of the possibility of excessively hot conditions. Criteria match those of an *Excessive Heat Warning*.
3. **Excessive Heat Advisory:** An advisory is released by the NWS when elevated heat indices are expected to exceed a level that poses a serious threat to health (e.g. 110° F) even for a matter of as few as two hours, or nighttime heat indices are expected to remain above a specific level (e.g. 75° F) overnight (See chart 2). Advisories are for less serious conditions than Warnings, but if caution is not exercised could lead to situations that threaten life or property, particularly for vulnerable populations.
4. **Excessive Heat Warning:** Issued 0-36 hours in advance of an excessive heat event that is expected to last 2 days or more. An Excessive Heat Warning is released by the NWS when elevated temperatures are expected to exceed a level that poses a serious threat to health (e.g. 110°) during the day for at least two consecutive days, or nighttime temperatures (“low heat index”) are expected to remain above a specific level (e.g. 75°) overnight.
5. **Cooling Center:** A cooling center is a temporary air-conditioned public space set up by local authorities to deal with the health effects of extreme heat over temporary periods of time, for example: from noon until 7 pm. Any facility designated as having adequate resources for maintaining habitable temperatures during extreme heat weather conditions.
6. **Cooling Shelter:** A cooling shelter is an air-conditioned facility designated by local authorities to deal with the effects of extreme heat for a longer period of time, and on a 24-hour basis. The American Red Cross organization may assist in operating such a shelter.
7. **Facilities:** are listed and described in the Tuolumne County Health Emergency Preparedness Response Plan (HEPReP) Appendix F, Alternate Sites. "Cooling shelters" are not covered by Decision 02-04-060 of the California Public Utilities Commission (CPUC). This rule exempts “cooling stations” from rotating power outages in communities served by utilities regulated by the CPUC, such as Pacific Gas and Electric; however, Cal OES may request an exception from the utilities through CUEA.

8. **Heat Index:** The heat index is how hot the heat- humidity combination makes it feel. As relative humidity increases, the air seems warmer than it actually is because the body is less able to cool itself via evaporation of perspiration. As the heat index rises, so do health risks. When the heat index is 90°F, heat exhaustion is possible with prolonged exposure and/or physical activity. When it is 90°-105°F, it is probable with the possibility of sunstroke, heat cramps or heat exhaustion with prolonged exposure and/or physical activity. When it is 105°-129°F, sunstroke, heat cramps or heat exhaustion is likely, and heatstroke is possible with prolonged exposure and/or physical activity. When it is 130°F and higher, heatstroke and sunstroke are extremely likely with continue exposure. Physical activity and prolonged exposure to the heat increase the risks.

## NOAA's National Weather Service

### Heat Index

Temperature (°F)

	80	82	84	86	88	90	92	94	96	98	100	102	104	106	108	110
40	80	81	83	85	88	91	94	97	101	105	109	114	119	124	130	136
45	80	82	84	87	89	93	96	100	104	109	114	119	124	130	137	
50	81	83	85	88	91	95	99	103	108	113	118	124	131	137		
55	81	84	86	89	93	97	101	106	112	117	124	130	137			
60	82	84	88	91	95	100	105	110	116	123	129	137				
65	82	85	89	93	98	103	108	114	121	126	130					
70	83	86	90	95	100	105	112	119	126	134						
75	84	88	92	97	103	109	116	124	132							
80	84	89	94	100	106	113	121	129								
85	85	90	96	102	110	117	126	135								
90	86	91	98	105	113	122	131									
95	86	93	100	108	117	127										
100	87	95	103	112	121	132										

Likelihood of Heat Dis orders with Prolonged Expos ure or Streuous Activity

Caution
  Extreme Caution
  Danger
  Extreme Danger

- 9) **National Weather Service (NWS) Information:** Using the climate-region-specific criteria, if NWS forecasters predict for a given region an extreme temperature event, then the NWS will issue alerts in the form of a Special Weather Statement that is based on several criteria, including how far in advance of the event they are making the prediction.

### B. Heat Response Activation Phases

#### 1. Phase I – Heat Seasonal Readiness:

- a. Phase I actions are taken in the hotter months (usually May through September) to prepare for and maintain a state of increased readiness. This includes the following actions:
  - Initial notification of key stakeholders

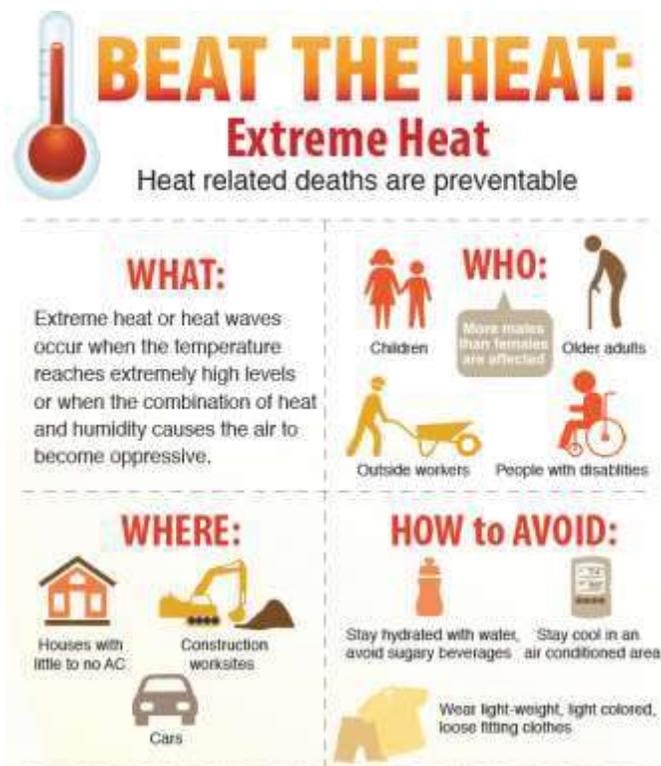
- Review of existing plans, procedures, and resources
- Verification of use/availability of key facilities as cooling stations or centers
- Updating / validating notification processes
- Initiating awareness campaigns including press/media release
- Orientation and training to plans and procedures
- Updating information for Special Needs Populations (SNP)

## **2. Phase II – Heat Advisory/Heat Alert:**

- a. Phase II actions are taken as a result of credible predictions by the National Weather Service (NWS) or from the California Department of Public Health (CDPH) of excessive heat or of power outages during warmer than normal weather conditions in Tuolumne County. During this phase, contact with local agencies, stakeholders and coordination among State agencies increases.
- b. Phase II actions will be initiated when one or more of the following exists:
  - An Excessive Heat Outlook, Excessive Heat Watch, Excessive Heat Advisory or an Excessive Heat Warning is issued by the NWS or CDPH.
  - Credible predictions of power outages, electrical blackouts, or rotating blackouts (e.g., CAISO Stage 3 Electrical Emergency) are issued during periods of high heat
- c. Phase II actions also include the following:
  - Participation in periodic or daily calls as needed with State agencies regarding weather and power updates
  - Coordination between the Tuolumne County OES Coordinator, the Health Officer, Facilities Management, CBOs and First Responder Agencies regarding potential activation of cooling stations or centers
  - Increasing public information efforts
  - Ensuring information dissemination to Special Needs Populations and those most vulnerable to excessive heat
  - Confirmation of roles, identify specific local needs
  - Confirm details of agency participation, staffing
  - Coordination with the managers and owners of any cooling stations or centers considered for activation
  - If cooling centers are open:
    - The OES Community Information Lines (533-6392) will be considered for activation
    - The Public Health website and social media pages will include: identification of cooling facilities with information provided by local and State agencies as available; general information about measures to reduce the effects of excessive heat conditions; and links to Tuolumne County information lines.
    - Alert the Red Cross to Cooling Center opening, which will allow them to begin assessing resources to assist in the event the center should need to be converted into a shelter.

### 3. Phase III – Heat Emergency

- a. Phase III actions are taken when conditions pose a severe threat and one or more of the following exists:
  - Abnormal animal mortality rates due to excessive heat
  - Abnormal human medical emergencies and mortality due to excessive heat
  - CAISO Stage 3 Electrical Emergency and /or extended power outages during expected excessive heat conditions
- b. Phase III efforts include urgent and comprehensive actions to mitigate injury, damage and health threats during the most severe heat events (<https://www.cdc.gov/cpr/infographics/beattheheat.htm>):
  - Increasing coordinating calls with local, regional and State resources
  - Activation of the Emergency Operations Center (EOC) and/or the Department Operations Center (DOC) of affected County departments
  - Preparing requests for the OES Coordinator for mutual aid resources.
  - Mobilizing cooling centers and/or shelters
  - The Board of Supervisors or the Governor may declare a Local State of Emergency
  - Consideration of opening up Citizen Phone Lines to assist in Sheriff Dispatch communications overload.



## II. Response Phase Checklists

### Phase I: Heat Seasonal Readiness

Description: Advance Planning Activities

Activity	Responsible Dept./Agency	Check (✓)
<p><b>Planning</b>            Establish "working group" consisting of those agencies/ departments, private, volunteer and service organizations, faith-based groups to identify the vulnerable populations and develop a strategy for notification and emergency actions that may include establishing cooling facilities and transportation.</p> <p>Determine local activation levels of a heat emergency plan utilizing the activation levels and phases indicated in this document and local weather conditions and climatic variations,</p> <p>Develop a plan for coordinating in-home visits to vulnerable populations with volunteer and service groups.</p> <p>Determine availability of portable cooling units with auxiliary power supply.</p> <p>Determine plan for public awareness to include self-assessment and include a "watch out for your neighbor" campaign.</p>	<ul style="list-style-type: none"> <li>• County Office of Emergency Services (OES)</li> <li>• Health Officer</li> <li>• Public Health</li> <li>• Social Services</li> <li>• Environmental Health</li> <li>• CBOs/FBOs</li> <li>• EMS Coordinator</li> <li>• Ambulance</li> <li>• National Weather Service</li> <li>• Air Pollution Control</li> <li>• Red Cross</li> <li>• Hospital</li> <li>• Healthcare &amp; Safety Coalition</li> </ul>	
<p><b>Awareness</b>            Volunteer and service organizations, private sector, food banks, faith based organizations, medical and care facilities, schools representatives, law enforcement and fire personnel and other representatives to determine the location of vulnerable populations and determine needs.</p> <p>Local agencies collaborate to identify any anticipated needs or problems.</p> <p>Develop public safety materials that may</p>	<ul style="list-style-type: none"> <li>• PIO</li> <li>• OES</li> <li>• Public Health</li> <li>• Law Enforcement</li> <li>• Fire Services</li> <li>• Ambulance</li> <li>• Hospital</li> <li>• EMS Coordinator</li> <li>• RACES</li> <li>• PG&amp;E</li> <li>• Government Liaison</li> </ul>	

<p>include public media announcements, 'Community Information Line' scripts, "Heat Advisory, Alert and Warning" guidelines.</p> <p>Establish processes to rapidly disseminate heat advice to vulnerable populations in a timely manner through service groups, Community Emergency Response Team (CERT), disability organizations, care providers, medical and health facilities, workplaces, schools, public facilities and private industries.</p> <p>Ensure compliance with program accessibility for deaf persons via captioning or sign language interpretation by all broadcasters for all emergency messages.</p>	<ul style="list-style-type: none"> <li>• Behavioral Health</li> <li>• CBOs/FBOs</li> <li>• Healthcare &amp; Safety Coalition</li> </ul>	
<p><b>Cooling Facilities</b></p> <p>Identify facilities that can be used for cooling centers or shelters and contact facility owners. A list of potential Alternate Sites is available in the Tuolumne County Health Emergency Preparedness and Response Plan (HEPREP), Resource Documents. The list identifies sites which have been assessed for use and include contact information.</p> <p>Coordinate with local utilities to identify buildings best suited for cooling centers that would not be subject to rotating blackouts.</p> <p>The activation of a cooling center will follow American Red Cross protocol and utilize appropriate forms, which would allow for a smooth transition with Red Cross in the event that a cooling center needs to be expanded into a shelter and Red Cross assumes operational control.</p> <p><i>(Cooling shelters are <b>NOT</b> exempt from rotating blackouts. Check with <u>local utilities</u> for information and process for exempting local identified cooling centers and shelters, and consider locations with generator power sources.)</i></p>	<ul style="list-style-type: none"> <li>• OES</li> <li>• Social Services</li> <li>• Public Health</li> <li>• Red Cross</li> <li>• Cooling Facility Owners</li> <li>• PG&amp;E Government Liaison</li> <li>• CBOs/FBOs</li> </ul>	

<p><b>Transportation</b>  Develop a transportation working group consisting of public, private, volunteer and service organizations to identify and develop a transportation component and procedures to ensure vulnerable populations are provided transportation to cooling centers or shelters.</p> <p>Activate components of the Tuolumne County Transportation Emergency Operation Plan, as needed.</p>	<ul style="list-style-type: none"> <li>• OES</li> <li>• Public Information Officer</li> <li>• Public Health</li> <li>• Law Enforcement</li> <li>• Ambulance</li> <li>• EMS Coordinator</li> <li>• CBOs</li> <li>• Tuolumne County Transportation Council</li> <li>• (TCTC)</li> <li>• Para-Transit Providers</li> <li>• Black Oak Casino Transportation</li> <li>• DRAIL</li> <li>• Office of Education</li> </ul>	
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**Phase II – Heat Advisory**

Description: Phase II Heat Advisory action is taken as the result of credible predictions of prolonged heat or power outages during warmer than normal seasonal weather conditions. This represents an advanced coordination step before entering into a Heat Warning, which can include activation of the Community Information Line or the issuance of press release(s) to increase heat risk awareness for vulnerable populations and the general public. The potential exists for the development of a contingency plan if the extended forecast suggests that a higher phase activation is likely to follow.

A Phase II Heat Advisory *may* be initiated when *one or more* of the following exists:

- Daytime high temperatures credibly expected to top 100° for three days *combined with* night low temperatures of 75° or more
- *National Weather Service* advisories of excess heat in our area for up to three days
- Abnormal animal mortality rates
- CAISO Stage 3 Electrical Emergency
- High heat (upper 90s) accompanied by electrical blackouts or rotating blackouts

Activity	Responsible Dept./Agency	Check (✓)
<p><b>Awareness</b> Alert neighborhood volunteer groups, volunteer and service groups, private sector, faith based organizations, schools representatives, law enforcement and fire personnel, CERT, disability organizations, social services agencies, medical facilities and care homes. Ensure that known 'shut-ins' are checked up on through caseworkers.</p> <p>Local agencies collaborate to identify any unanticipated needs or problems.</p> <p>Develop any additional public safety materials and release pre-scripted heat protective measures to all media sources.</p> <p>Disseminate heat advice to vulnerable populations in a timely manner through the local emergency alert systems, service groups, CERT, disability organizations, care providers, medical and health facilities, workplaces, schools, public facilities and private industries. Ensure compliance with program accessibility for deaf persons via captioning or sign language interpretation by all broadcasters for all emergency messages, if television is utilized.</p> <p>Consider activation of Community Info Line and Public Health call lines</p>	<ul style="list-style-type: none"> <li>• OES</li> <li>• Social Services</li> <li>• Public Information Officer</li> <li>• Public Health</li> <li>• Law Enforcement</li>   <li>• First Response Agencies</li> <li>• Ambulance</li> <li>• EMS Coordinator</li> <li>• Facilities Management</li> <li>• CBOs/FBOs</li> <li>• Social Services</li> <li>• Hospital(s)</li> <li>• Healthcare &amp; Safety Coalition</li> </ul>	
<p><b>Cooling Facilities</b> Begin identifying Cooling Centers and work with volunteer groups to identify additional Cooling Centers that may be needed, if designation moves to Phase III.</p> <p>Confirm the points of contact for cooling</p>		

Activity	Responsible Dept./Agency	Check (✓)
<p>center and shelter operations.</p> <p>The activation of a cooling center will follow American Red Cross protocol and utilize appropriate forms, which would allow for a smooth transition with Red Cross in the event that a cooling center needs to be expanded into a shelter and Red Cross assumes operational control. All forms shall be scanned and secured in the County shared network upon demobilization.</p> <p>Prepare for staffing of cooling facilities (staff who have been diverted to disaster response, CERT, other vetted volunteers) by ensuring someone is designated to activate the responders if necessary, and possibly putting responders on stand-by.</p> <p>Coordinate with the local electric utility to identify and develop procedures for the operations of volunteered "cooling shelters" that could be exempted from rotating blackouts.</p>	<ul style="list-style-type: none"> <li>• Red Cross</li> <li>• OES</li> <li>• Public Information Officer</li> <li>• Public Health</li> <li>• Facilities Management</li> <li>• CBO/FBOs</li> <li>• Social Services</li>   <li>• Hospital(s)</li> <li>• Animal Control</li> </ul>	
<p><b>Transportation</b>  Activate components of the Tuolumne County Transportation Emergency Operation Plan, as needed.</p> <p>Notify private, volunteer and service organizations involved in the transportation component and procedures to ensure availability to transport vulnerable populations to cooling facilities.</p> <p>Ensure that coordination procedures, including memoranda of understanding</p>	<ul style="list-style-type: none"> <li>• OES</li> <li>• Ambulance</li> <li>• EMS Coordinator</li> <li>• CBO/FBOs</li> <li>• Tuolumne County Transportation Council (TCTC)</li> <li>• Para-Transit Providers</li> <li>• Black Oak Casino Transportation</li> <li>• DRAIL</li> </ul>	

Activity	Responsible Dept./Agency	Check (✓)
are in place to ensure transportation is available for those in need of cooling shelters.	<ul style="list-style-type: none"> <li>Office of Education</li> </ul>	
<p><b>Incident Management</b></p> <p>Send heat related notifications to CA State Warning Center (CSWC)</p> <p>Identify Public Information Officer and distribute information specific to the heat event at hand to local jurisdictions.</p> <p>Coordinate and brief all emergency responders on actions to be undertaken and responsible departments/agencies.</p> <p>Establish regular public official briefings to include weather updates and actions taken and planned, if necessary.</p>	<ul style="list-style-type: none"> <li>OES</li> <li>Health Officer</li> <li>Public Information Officer (PIO)</li> <li>Responding Agencies</li> </ul>	
<p><b>Other</b></p> <p>Identify heat emergency actions that will require emergency regulations or ordinances.</p> <p>Ensure there is a program for in-home visits to vulnerable populations with volunteer and social service groups.</p> <p>Identify and stockpile key resources, if any, such as generators, water, etc.</p>	<ul style="list-style-type: none"> <li>OES</li> <li>Public Health</li> <li>County Counsel</li> <li>Social Service Agencies</li> <li>Healthcare &amp; Safety Coalition</li> </ul>	

**Phase III – Heat Warning (Emergency)**

Description: Phase III will be initiated when conditions pose a severe threat *and one or more* of the following exists:

- Weather conditions with a heat index of 105° or more during the day *combined with* night temperatures of 75° or higher for a period of three days/nights or more.
- *National Weather Service* warnings for more than three days.
- Abnormal animal mortality rates due to heat.
- Abnormal human medical emergencies and mortality due to heat.
- CAISO Stage 3 Electrical Emergency
- High heat (upper 90s) accompanied by extended electrical blackouts
- EOC or DOC activation

Activity	Responsible Dept./Agency	Check (✓)
<p>Determine need to open cooling facilities in advance and open facilities determined during Phase I and II, utilizing the <u>Alternate Sites</u> list in the HEPReP, Resource Documents. Examples: Senior Center, Library, Tuolumne Memorial Hall, Groveland Community Hall, Jamestown Hall, and Fairgrounds if the Governor declared an Emergency.</p>	<ul style="list-style-type: none"> <li>• Red Cross</li> <li>• OES</li> <li>• Health Officer</li> <li>• Public Health</li> <li>• Social Services</li> <li>• CBOs/FBOs</li> <li>• Facilities Management</li> </ul>	
<p>The activation of a cooling center will follow American Red Cross protocol and utilize appropriate forms, which would allow for a smooth transition with Red Cross in the event that a cooling center needs to be expanded into a shelter and Red Cross assumes operational control. Notify Red Cross any time a cooling center is opened. All forms shall be scanned and secured in the County shared network upon demobilization.</p>	<ul style="list-style-type: none"> <li>• Health Officer</li> <li>• County Administrative Officer (CAO)</li> <li>• BOS</li> <li>• Social Services</li> </ul>	
<p>Prepare for staffing of cooling facilities (staff who have been diverted to disaster response, CERT, other vetted volunteers) by ensuring someone is designated to activate the responders if necessary, and possibly putting responders on stand-by.</p>	<ul style="list-style-type: none"> <li>• Public Health</li> </ul>	

<b>Activity</b>	<b>Responsible Dept./Agency</b>	<b>Check (✓)</b>
Determine the need to activate EOC or DOC. Notify Board of Supervisors (BOS) members of Extreme Heat Warning (Emergency) and course of action being undertaken.	<ul style="list-style-type: none"> <li>• Red Cross</li> <li>• Health Officer</li> <li>• County Administrative Officer (CAO)</li> <li>• BOS</li> </ul>	
Establish regular media releases.	<ul style="list-style-type: none"> <li>• OES</li> <li>• Public Information Officer</li> </ul>	
Track heat related fatalities and medical emergencies.	<ul style="list-style-type: none"> <li>• Law Enforcement</li> <li>• EMS Coordinator</li> <li>• Health Officer</li> <li>• Hospital(s)</li> </ul>	
Prioritize public offices that should remain open and close others to conserve energy.	<ul style="list-style-type: none"> <li>• CAO/OES</li> <li>• BOS</li> <li>• Facilities Management</li> <li>• PG&amp;E Gov't Liaison</li> </ul>	
Issue targeted heat advisories to vulnerable populations through all sources.	<ul style="list-style-type: none"> <li>• OES</li> <li>• Public Information Officer</li> <li>• Health Officer</li> <li>• RACES</li> <li>• Community Information Lines</li> <li>• Local Media</li> </ul>	
Monitor cooling facilities providing regular updates on numbers of persons at each, disability-related needs, support issues, power availability.	<ul style="list-style-type: none"> <li>• Red Cross</li> <li>• OES</li> <li>• Health Officer</li> <li>• Public Health</li> <li>• Social Services</li> <li>• CBOs/FBOs</li> <li>• Facilities Management</li> </ul>	

Activity	Responsible Dept./Agency	Check (✓)
Coordinate activities with Operational Area and neighboring jurisdictions. Operational Area to coordinate with Cal EMA Regional providing information updates, resource assessments and mutual aid requests.	<ul style="list-style-type: none"> <li>• OES</li> <li>• Cal OES</li> </ul>	
Declare emergency (local and/or public health) as appropriate.	<ul style="list-style-type: none"> <li>• CAO/OES</li> <li>• Board of Supervisors</li> <li>• Health Officer</li> </ul>	
Identify any regulatory or ordinance issues that may need to be suspended.	<ul style="list-style-type: none"> <li>• CAO/OES</li> <li>• County Counsel</li> </ul>	
Establish regular briefings with the National Weather Service.	<ul style="list-style-type: none"> <li>• OES</li> </ul>	
Ensure all fleet vehicles fuel tanks have ample fuel in the event of power failure.	<ul style="list-style-type: none"> <li>• Public Works</li> <li>• Law Enforcement</li> <li>• Public Transportation</li> <li>• School Transportation</li> <li>• Ambulance</li> <li>• First Response Agencies</li> </ul>	
Ensure employees have updated heat emergency materials and methods for checking on family members.	<ul style="list-style-type: none"> <li>• OES</li> <li>• Human Resources</li> <li>• Infant/Child Enrichment Services (ICES)</li> </ul>	
Continuously survey and update emergency resource/facility inventories, determine replenishment needs.	<ul style="list-style-type: none"> <li>• OES</li> <li>• Facilities Management</li> </ul>	

Activity	Responsible Dept./Agency	Check (✓)
Ensure pet and animal heat impacts are being addressed through special facilities or pet accommodations at cooling facilities or other location.	<ul style="list-style-type: none"> <li>• OES</li> <li>• Animal Control</li> <li>• Ag Commissioner</li> </ul>	
Request state activation of state emergency cooling facilities (fairgrounds, etc.) as needed.	<ul style="list-style-type: none"> <li>• OES</li> <li>• Cal EMA</li> </ul>	
Notify Ambulance and hospitals to expect and prepare for surge in heat-related illnesses.	<ul style="list-style-type: none"> <li>• EMS</li> <li>• Sherriff's Dispatch</li> <li>• First Response Agencies</li> <li>• Hospital(s)</li> </ul>	
Maintain regular reports to Cal OES Region IV.	<ul style="list-style-type: none"> <li>• OES</li> </ul>	
Track heat related fatalities and medical emergencies.	<ul style="list-style-type: none"> <li>• Law Enforcement</li> <li>• EMS Coordinator</li> <li>• Health Officer</li> <li>• Hospital(s)</li> </ul>	

## **Annex B: Extreme Cold/Freeze Plan and Checklist**

### **Introduction**

Extremely cold air comes every winter in at least part of the country and affects millions of people across the United States. The arctic air, together with brisk winds, can lead to dangerously cold wind chill values.

The National Weather Service (NWS) will issue a Winter Weather Advisory, Winter Storm Watch or Winter Storm Warning when warranted due to weather forecasts.

#### **Winter Weather Advisory – Be Aware**

Wintry weather expected. Exercise caution. Light amounts of wintry precipitation or patchy blowing snow will cause slick conditions and could affect travel if precautions are not taken.

#### **Winter Storm Watch – Be Prepared**

Snow, sleet, or ice possible. Be prepared. Confidence is medium that a winter storm could produce heavy snow, sleet, or freezing rain and cause significant impacts.

#### **Winter Storm Warning – Take Action**

Snow, sleet, or ice expected. Take action. Confidence is high that a winter storm will produce heavy snow, sleet or freezing rain and cause significant impacts.

Cold/freeze can affect certain groups, typically identified as sensitive or vulnerable to extreme cold, at lower thresholds than other populations. Some of these groups include:

- The homeless
- The elderly and the very young;
- Those on certain medications and/or with preexisting conditions which make them sensitive to cold/freeze;
- Those working outdoors – especially new workers, temporary workers, or those returning to work after a week or more off;
- Those without a reliable source of warming;
- Those not acclimated to the level of cold/freeze expected – especially those who are used to a much warmer climate;
- Some economic sectors are also affected by increasing levels of cold/freeze, such as energy and transportation sectors.

Any individual, regardless of age, sex, or health status can develop frostbite or hypothermia. Frostbite can occur in a matter of minutes. Areas most prone to frostbite are uncovered skin and the extremities, such as hands and feet. Hypothermia is a medical emergency that occurs when your body loses heat faster than it produces it. The most common causes of hypothermia are exposure to cold weather conditions or cold water. Left untreated, hypothermia can eventually lead to complete failure of your heart and respiratory system and eventually to death. Confusion, shivering, difficulty

speaking, sleepiness, and stiff muscles are signs of hypothermia. Primary treatments are methods to warm the body back to a normal temperature.



**I. Response Activation: Extreme Cold/Freeze Incident:** This Extreme Temperature Contingency Plan is not intended to address preparedness activities for severe winter storms that pose risks of flooding and snow fall except as related to the risks associated with falling temperatures and loss of power, transportation or other resources that would be expected to exacerbate the health threats posed by prolonged and severe cold temperatures. Local preparedness for heavy rain and flooding is addressed by the Tuolumne County Hazard Mitigation Plan and the Operational Area Emergency Services Plan. To the extent that wet conditions aggravate the risks of cold weather through evaporative heat loss, these risks are addressed.

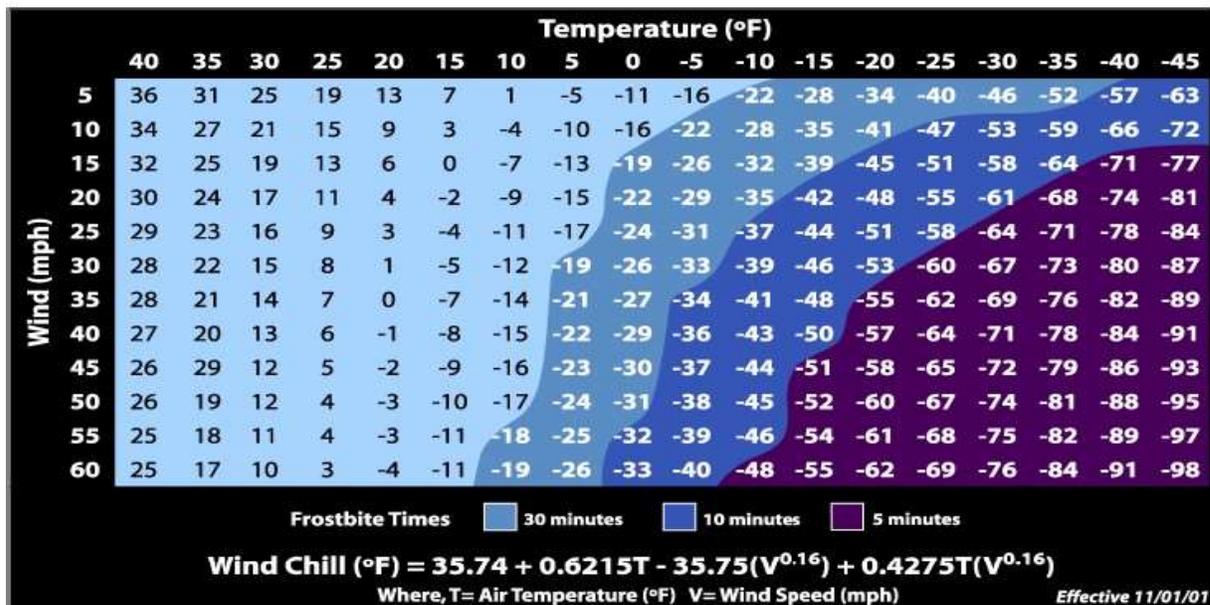
## A. Definitions

- 1. Frost Advisories** - These are issued when widespread frost may occur. Frost advisories are not issued after the first freeze event of the winter until spring bloom begins. Although warm season plants may die with the first frost, there are no frost warnings because frost damage is generally cosmetic to cold season crops.
- 2. Frostbite**- Frostbite is an injury to the body caused by freezing body tissue. The most susceptible parts of the body are the extremities such as fingers, toes, ear lobes or the tip of the nose Symptoms include a loss of feeling in the extremity and a white or pale appearance. Medical attention is needed immediately for frostbite. The area should be SLOWLY re-warmed.
- 3. Freeze Warnings** - These are issued for areas with significant commercial agriculture whenever the first freeze of the winter is expected. The first freeze is defined as "when minimum shelter temperature is forecast to be 32 degrees or less during the locally defined growing season." There are no freeze advisories. Normally no additional freeze warnings are issued for an area after the first freeze of the winter, except for the following: In warm-weather areas (California below 2000 feet MSL), additional freeze warnings are issued when a hard freeze is expected which could cause widespread damage to water pipes, harm ornamental plants which usually are hardy in winter and cause significant destruction of winter crops. Water pipe damage due to freezing can render homes uninhabitable if water damage ensues (See Phase II actions below). Because the impacts are not strictly based on temperature or durations, close coordination is needed with agriculture and health experts on determining the need for this type of warning. This type of freeze warning is nearly always preceded by watches.
- 4. NOAA/National Weather Service (NWS) Information**-There are two types of cold weather products used in California. In general these products are only issued for lower elevation areas (below about 2000 feet MSL) such as the coastal valleys, the Central Valley and lower foothills and southern California agricultural areas where frost and freeze events are relatively rare. This also corresponds to the areas in California whose commercial agriculture is most vulnerable to freezing temperatures.
- 5. NWS Winter Storm Warning** - Hazardous winter weather conditions that pose a threat to life and/or property are occurring, imminent or likely. The generic term, winter storm warning, is used for a combination of two or more of the following winter weather events; heavy snow, freezing rain, sleet and strong winds. The following event-specific warnings are issued for a single weather hazard.
- 6. Blizzard Warning** - Sustained winds or frequent gusts of 35 mph or greater, considerable falling and/or blowing snow reducing visibility frequently to 1/4 mile or less for a period of three hours or more. There are no temperature criteria in the definition of a blizzard, but freezing temperatures and 35 mph winds will create single digit wind chills.
- 7. Heavy Sleet Warning** - Accumulations of 1/2 inch or more of sleet.
- 8. Heavy Snow Warning** - Snowfall of 6 inches or more in 12 hours or less, or 8 inches or more in 24 hours or less.

9. **Hypothermia-** Hypothermia is abnormally low body temperature (below 95 degrees Fahrenheit). Warning signs include uncontrollable shivering, memory loss, disorientation, incoherence, slurred speech, drowsiness and apparent exhaustion. Medical attention is needed immediately. If it is not available, begin warming the body SLOWLY.
10. **Lake Effect Snow Warning** - Lake effect snowfall of 6 inches or more in 12 hours or less, or 8 inches or more in 24 hours or less. **Ice Storm Warning** - Accumulations of 1/4 inch or more of freezing rain.
11. **Warming Center:** A warming center is a temporary heated public space set up by local authorities to deal with the health effects of extreme cold over temporary periods of time, for example: from 4 pm until 8 am. Any facility designated as having adequate resources for maintaining habitable temperatures during extreme cold weather conditions.
12. **Warming Shelter:** A warming shelter is a heated facility designated by local authorities to deal with the effects of extreme cold for a longer period of time, and on a 24-hour basis. American Red Cross organization may assist in operating such a shelter.
13. **Winter Weather Advisory** - Hazardous winter weather conditions are occurring, imminent or likely. Conditions will cause a significant inconvenience and if caution is not exercised, will result in a potential threat to life and/or property. The generic term, winter weather advisory, is used for a combination of two or more of the following events; snow, freezing rain or drizzle, sleet, blowing snow.
14. **Wind Chill-** The temperature it “feels like” outside is based on the rate of heat loss from exposed skin caused by the effects of wind and cold. As the wind increases, the body is cooled at a faster rate causing the skin temperature to drop. Following is the new Wind Chill Temperature Index published by the National Weather Service/National Oceanic and Atmospheric Administration (NWS/NOAA).  
National Weather Service issues wind chill advisories or warnings based on local weather conditions. Criteria for issuing wind chill warnings and advisories are set locally.
15. **Wind Chill Advisory** - Dangerous wind chills of -20°F to -30°F.
16. **Wind Chill Warning** - Extreme wind chills of -30°F or colder.



# Wind Chill Chart



## B. Cold/Freeze Response Activation Phases

### 1. Phase I: Cold/Freeze Season Readiness

- a. Seasonal readiness occurs during the months of October to March in order to prepare for and maintain a state of increased readiness.
- b. Phase I actions include:
  - Initial notification of key stakeholders and members of the public regarding freeze protection measures.
  - Review of existing plans, procedures and resources.
  - Verification of use/availability of key facilities.
  - Updating/validating notification processes.
  - Preparing to initiate awareness campaigns, including press/media release.
  - Orientation and training to plans and procedures.

### 2. Phase II: Extreme Cold/Freeze Alert

- a. Phase I actions continue during this phase as coordination among State and local agencies increases in anticipation of activating Phase II or Phase III of this plan. Phase II actions will be initiated when one or more of the following conditions exist
  - National Weather Service issues a cold or freeze warning indicating extreme cold or freeze for three days or more.
  - Abnormal animal mortality rates or loss of agricultural crops associated with extreme cold weather.

- Notification from an operational area that jurisdictions have issued a special notice (warning alert, etc.).
  - Extreme cold/freeze accompanied by electrical blackouts or rotating blackouts or power outages, e.g., California Independent System Operator (CAISO) Stage 3 Electrical Emergency during periods of cold weather.
- b. Phase II actions include:
- Initial coordination call and periodic or daily calls as needed among the key local agencies with weather and power agencies.
  - Public health coordinates with local medical providers, social services providers, CBOs & FBOs to ensure contact with those most vulnerable to the cold, and advises OES of any potential public health issues.
  - Tuolumne County Agriculture Commissioner will advise OES of any potential agriculture or livestock issues.
  - Increasing public information efforts. Depending upon the expected lows, information will include advice regarding the protection of water pipes with insulation.
  - Confirm details of agency participation and potential staffing patterns.
  - Stand-by and activation of locally owned facilities as warming centers and/or shelters, with possible assistance from the local chapter of the Red Cross.
  - If warming centers or shelters are opened:
    - The OES Community Information Lines may be activated
    - Press releases go out to all media outlets
    - The Public Health website and social media pages will include: identification of warming facilities with information provided by local and State agencies as available; general information about measures to reduce the effects of extreme cold conditions; and links to Tuolumne County information lines.

**3. Phase III: Extreme Cold/Freeze Warning (Emergency)**

- a. Phase III actions are taken when conditions pose severe threat and one or more of the following exists:
- Notification from a neighboring operational area that has proclaimed an emergency related to extreme cold.
  - National Weather Service extreme cold/freeze warnings or wind chill warnings indicate weather conditions of extreme cold/freeze conditions that endanger human life with credible weather forecasts of extremely cold/freezing weather for more than three days. These weather conditions include low daytime temperatures of 32° or less accompanied by night temperatures of 15° or less.
  - Abnormal human medical emergencies and mortality due to extreme cold/freeze conditions.
  - Abnormal animal mortality rates or loss of agricultural crops due to extreme cold/freeze conditions.

- CAISO Stage 3 Electrical Emergency and/or extended power outages expected during extreme cold/freeze conditions.
- b. When the cumulative effect of such factors as described above results in a health or agricultural emergency, as determined by the Governor, agencies under the Governor (such as Health & Human Services Agency and the Department of Food and Agriculture) will be advising the Governor on the overall status of the emergency.
  - c. Phase III efforts include urgent and comprehensive actions by the State to complement and support local actions during the most severe cold/freeze conditions. Requests for mutual aid and State may be initiated.
  - d. Phase III actions include:
    - Coordinating calls will increase as needed.
    - The Cal EMA Secretary will advise the Governor on local activities and needs.
    - Mobilizing warming centers.
    - The EOC and DOC staffing levels will be enhanced as needed.
    - In coordination with the County Administrator and the OES Coordinator, the Board of Supervisors may declare a state of emergency and/or the Health Officer may declare a health emergency.

## II. Response Phases

### Phase I - Cold/Freeze Seasonal Readiness

Description: Advance Planning Activities

Activity	Responsible Dept./Agency	Check (✓)
<p><b>Planning</b></p> <p>Establish "working group" consisting of those agencies/departments, private sector, food banks , community based organizations and faith based organizations to identify the vulnerable populations and develop a strategy for notification and emergency actions to include establishing warming centers and transportation.</p> <p>Determine local activation levels of an extreme cold/freeze emergency plan utilizing the activation levels and phases indicated in this document and local weather conditions and climatic variations.</p> <p>Develop a plan for coordinating in-home visits to vulnerable populations with volunteer and service groups.</p>	<ul style="list-style-type: none"> <li>• Red Cross</li> <li>• OES</li> <li>• Health Officer</li> <li>• Public Health</li> <li>• Social Services</li> <li>• CBOs/FBOs</li> <li>• EMS Coordinator</li> <li>• Ambulance</li> <li>• National Weather Service</li> <li>• Ag Commissioner</li> <li>• Hospital(s)</li> </ul>	

Activity	Responsible Dept./Agency	Check (✓)
<p><b>Awareness</b></p> <p>Identify agencies/departments, private sector, food banks, community based organizations and faith based organizations, medical and care facilities, schools representatives, law enforcement and fire personnel and other representatives to determine the location of vulnerable populations and determine needs.</p> <p>Coordinate with state programs serving people with disabilities to ensure needs are addressed.</p> <p>Local agencies collaborate to identify any anticipated needs or problems.</p> <p>Develop public safety materials that include posters, flyers and public media announcements. Announcements must include information for people with disabilities regarding how to obtain transportation to be used in emergency/disaster situation.</p> <p>Establish processes to rapidly disseminate extreme cold/freeze emergency advice to vulnerable populations in a timely manner through service groups, food banks, CERT, disability organizations, care providers, medical and health facilities, workplaces, schools, public facilities and private industries. Ensure compliance with program accessibility for persons with hearing impairments via captioning or sign, if television is utilized.</p>	<ul style="list-style-type: none"> <li>• OES</li> <li>• Health Officer</li> <li>• Public Information Officer</li> <li>• Public Health</li> <li>• Social Services</li> <li>• Law Enforcement</li> <li>• EMS Coordinator</li> <li>• Ambulance</li> <li>• National Weather Service</li> <li>• Air Pollution Control</li> <li>• Red Cross</li> <li>• Hospital</li> <li>• Office of Education</li> <li>• CBOs/FBOs</li> <li>• Healthcare &amp; Safety Coalition</li> </ul>	
<p><b>Warming Centers</b></p> <p>Identify facilities that can be used for warming centers and contact facility owners. A list of potential <u>Alternate Sites</u> is available in the Tuolumne County Health Emergency Preparedness and Response Plan (HEPRReP), <u>Resource Documents</u>. The list identifies sites which have been assessed for use and include contact information.</p> <p>The activation of a cooling center will follow American Red Cross protocol and utilize appropriate forms, which would allow for a smooth transition with Red Cross in the event that a cooling center needs to be expanded into a shelter and Red Cross assumes operational control. All forms shall be scanned and secured in the County shared network upon demobilization.</p>	<ul style="list-style-type: none"> <li>• Red Cross</li> <li>• OES</li> <li>• Social Services</li> <li>• Public Health</li> <li>• Facilities Management</li> <li>• PG&amp;E Gov't Liaison</li> </ul>	

Activity	Responsible Dept./Agency	Check (✓)
<p><i>(Warming centers/shelters are <b>NOT</b> exempt from rotating blackouts. Check with <u>local utilities</u> for information and process for exempting local identified cooling centers and shelters, and consider locations with generator power sources.)</i></p>		
<p><b>Transportation</b></p> <p>Develop a transportation working group consisting of public, private, volunteer and service organizations to identify and develop a transportation component and procedures to ensure vulnerable populations are provided transportation to warming centers, including wheelchair accessible transportation.</p> <p>Identify and coordinate procedures, including memoranda of understanding (MOU), to ensure transportation, including wheelchair accessible transportation, is available for those in need of warming centers.</p> <p>Identify ways for people with disabilities to notify appropriate authorities when transportation to warming centers is needed.</p>	<ul style="list-style-type: none"> <li>• OES</li> <li>• Ambulance</li> <li>• EMS Coordinator</li> <li>• Community Service Agencies</li> <li>• Tuolumne County Transportation Council (TCTC)</li> <li>• Para-Transit Providers</li> <li>• Black Oak Casino Transportation</li> <li>• Office of Education</li> <li>• CBOs/FBOs</li> </ul>	

**Phase II – Cold/Freeze Alert**

Activity	Responsible Dept./Agency	Check (✓)
<p><b>Awareness</b></p> <p>Alert neighborhood volunteer groups, volunteer and service groups, CERT, disability organizations, social services agencies, medical facilities and care homes.</p> <p>Volunteer and service organizations, private sector, faith-based organizations, medical and care facilities, schools representatives and law enforcement and fire personnel are put on notice to be prepared to contact vulnerable populations.</p> <p>Local agencies collaborate to identify any unanticipated needs or problems.</p> <p>Distribute information specific to the extreme cold/freeze emergency event at hand to local jurisdictions.</p>	<ul style="list-style-type: none"> <li>• OES</li> <li>• Public Information Officer</li> <li>• Social Services Agencies</li> <li>• Health Officer</li> <li>• Public Health</li> <li>• EMS Coordinator</li> <li>• Law Enforcement</li> <li>• First Responder</li> </ul>	

Activity	Responsible Dept./Agency	Check (✓)
<p>Activate telephone extreme cold/freeze emergency hotlines.</p> <p>Release pre-scripted extreme cold/freeze emergency protective measures to all media sources and remind them of the need to be broadcasting in accessible formats.</p> <p>Activate Community Information Lines.</p> <p>Develop any additional public safety materials (in various accessible formats) that include posters, flyers and public media announcements.</p> <p>Disseminate advice on extreme cold/freeze emergency to vulnerable populations in a timely manner through Social Services Agencies, Public Health, service groups, CERT, Medical Reserve Corps (MRC), Sheriff's Community Service Unit, Neighborhood Watch (NW), disability organizations, care providers, medical and health facilities, workplaces, schools, public facilities and private industries. Ensure compliance with program accessibility for persons with sight impairments with audible messages and persons with hearing impairments via captioning or sign language interpretation by all broadcasters for all emergency messages.</p> <p>Establish public official briefings to include weather updates and actions taken and planned, if necessary.</p> <p>Remain in contact with all pertinent agencies and keep updated as the alert progresses.</p>	<p>Agencies</p> <ul style="list-style-type: none"> <li>• Office of Education</li> <li>• CBOs/FBOs</li> <li>• Healthcare &amp; Safety Coalition</li> </ul>	
<p><b>Warming Centers/Shelters</b></p> <p>OES, Social Services, and/or Public Health, possibly in conjunction with Red Cross, may begin pre-identifying warming centers/stations and work with community organizations to identify additional warming centers that may be needed. The list of <u>Alternate Sites</u> is available in the HEPReP, Resource Documents.</p> <p>Ensure that the facilities identified for warming centers will be available and check availability of generator support for identified centers.</p> <p>Confirm the points of contact for warming center operations.</p> <p>The activation of a warming center will follow American Red Cross protocol and utilize appropriate forms, which would allow for a smooth transition with Red</p>	<ul style="list-style-type: none"> <li>• Red Cross</li> <li>• OES</li> <li>• Health Officer</li> <li>• Public Health</li> <li>• Facilities Management</li> <li>• Animal Control</li> <li>• CBOs and FBOs</li> <li>• Healthcare &amp; Safety Coalition</li> </ul>	

Activity	Responsible Dept./Agency	Check (✓)
<p>Cross in the event that a warming center needs to be expanded into a shelter and Red Cross assumes operational control. All forms shall be scanned and secured in the County shared network upon demobilization.</p> <p>Prepare for staffing of warming facilities (staff who have been diverted to disaster response, CERT, other vetted volunteers) by ensuring someone is designated to activate the responders if necessary, and possibly putting responders on stand-by.</p>		
<p><b>Transportation</b>            Activate transportation resources, including transit and private accessible transit services, to assist those without transportation, including service animals, to get to and from warming centers.</p> <p>Notify local transportation of the potential need to transport individuals to warming centers.</p> <p>Notify private, volunteer and service organizations involved in the transportation component and procedures to ensure availability to transport vulnerable populations to warming centers, including wheelchair accessible transportation.</p> <p>Ensure that coordination procedures, including memoranda of understanding (MOU), are in place to ensure accessible transportation, including wheelchair accessible transportation, is available for those in need of being transported to warming centers.</p>	<ul style="list-style-type: none"> <li>• OES</li> <li>• Ambulance</li> <li>• EMS Coordinator</li> <li>• CBOs/FBOs</li> <li>• Tuolumne County Transportation Council (TCTC)</li> <li>• Para-Transit Providers</li> <li>• Black Oak Casino Transportation</li> <li>• Office of Education</li> </ul>	
<p><b>Other</b>            Potential for activation of the extreme cold/freeze emergency plan.</p> <p>Consider activation of a Department Operations Center (DOC).</p> <p>Coordinate and brief all emergency responders on actions to be undertaken and responsible departments/agencies.</p> <p>Review whether or not a Local State of Emergency proclamation (or Public Health Emergency declaration) based on conditions or projected conditions may be advisable.</p> <p>Identify extreme cold/freeze emergency actions that will</p>	<ul style="list-style-type: none"> <li>• OES</li> </ul>	

Activity	Responsible Dept./Agency	Check (✓)
<p>require emergency regulations or ordinances.</p> <p>Request mutual aid as needed through SEMS if weather forecast indicates an extreme cold/freeze emergency may be imminent and prolonged.</p> <p>Ensure there is a program for in-home visits to vulnerable populations with volunteer and service groups.</p> <p>Monitor power usage. Consider reductions in energy usage in local public buildings and reduced hours of operations that would not impact the warming center operations. Consider monitoring status of water pipes to prevent broken pipes, especially over freezing weekends.</p> <p>Coordinate with local utilities to assess power restrictions or limitations.</p>	<ul style="list-style-type: none"> <li>• Health Officer</li> <li>• Public Health</li> <li>• County Counsel</li> <li>• Social Service Agencies</li> <li>• Healthcare and Safety Coalition (Multi-Agency Coordination group- MAC)</li> </ul>	

### Phase III – Cold/Freeze Emergency

Description: Phase III will be initiated when conditions pose a severe threat *and one or more* of the following exists:

- National Weather Service Extreme Cold/Freeze Warnings or Wind Chill Warnings indicate weather conditions of extreme cold/freeze conditions that endanger human life with credible weather forecasts of extremely cold/freezing weather for three or more days. These weather conditions include low daytime temperatures of 32°, or less accompanied by night temperatures of 15°, or less
- Statewide Phase III Warning is issued
- Abnormal human medical emergencies and mortality due to extreme cold/freeze conditions.
- Abnormal animal mortality rates or loss of agricultural crops due to extreme cold/freeze conditions.
- CAISO Stage 3 Electrical Emergency and/or extended power outages during expected extreme cold/freeze conditions.

<u>Activity</u>	<u>Responsible Dept./Agency</u>	<u>Check (✓)</u>
<p>Determine need to open warming facilities in advance and open facilities based upon sites identified in Phases I and II. Examples: Senior Center, Library, Tuolumne Memorial Hall, Groveland Community Hall, Jamestown Hall, Ambulance/Fire Training Room, and Fairgrounds. The activation of a warming center will follow American Red Cross protocol and utilize appropriate forms, which would allow for a smooth transition with Red Cross in the event that a cooling center needs to be expanded into a shelter and Red Cross assumes operational control. All forms shall be scanned and secured in the County shared network upon demobilization.</p> <p>Notify the Red Cross any time a warming center is opened, to facilitate the activation of their resources in the event a center needs to be expanded into a shelter and Red Cross assumes operational control.</p>	<ul style="list-style-type: none"> <li>• OES</li> <li>• Red Cross</li> <li>• Social Services</li> <li>• Public Health</li> <li>• Facilities Management</li> <li>• CBO/FBOs</li> </ul>	
<p>Prepare for staffing of warming facilities (staff who have been diverted to disaster response, CERT, other vetted volunteers) by ensuring someone is designated to activate the responders if necessary, and possibly putting responders on stand-by.</p>	<ul style="list-style-type: none"> <li>• Public Health</li> </ul>	
<p>Determine the need to activate EOC or DOC. Notify BOS members of Cold/Freeze Warning (Emergency) and course of action being undertaken.</p>	<ul style="list-style-type: none"> <li>• CAO/OES</li> <li>• BOS</li> <li>• Health Officer</li> </ul>	
<p>Establish regular media releases.</p>	<ul style="list-style-type: none"> <li>• OES/PIO</li> <li>• Health Officer</li> </ul>	
<p>Track cold related fatalities and medical emergencies.</p>	<ul style="list-style-type: none"> <li>• Health Officer</li> <li>• Law Enforcement</li> <li>• EMS Coordinator</li> <li>• Hospital(s)</li> </ul>	
<p>Prioritize public offices that should remain open and close others to conserve energy.</p>	<ul style="list-style-type: none"> <li>• CAO/OES</li> <li>• BOS</li> <li>• Facilities Management</li> <li>• TPPA Deputy Administrator</li> <li>• PG&amp;E Gov't Liaison</li> </ul>	

<u>Activity</u>	<u>Responsible Dept./Agency</u>	<u>Check (✓)</u>
Issue targeted Cold/Freeze advisories to vulnerable populations through all sources.	<ul style="list-style-type: none"> <li>• OES</li> <li>• Health Officer</li> <li>• Public Information</li> <li>• Local Media</li> </ul>	
Monitor warming centers providing regular updates on numbers of persons at each, disability-related needs, support issues, power availability.	<ul style="list-style-type: none"> <li>• Red Cross</li> <li>• OES</li> <li>• Public Health</li> <li>• CBOs/FBOs</li> </ul>	
Coordinate activities with local agencies and neighboring jurisdictions. Operational Area to coordinate with Cal OES Regional providing information updates, resource assessments and mutual aid requests.	<ul style="list-style-type: none"> <li>• OES</li> <li>• Cal OES</li> <li>• Neighboring Operational Areas</li> </ul>	
Declare emergency (local and/or public health) as appropriate.	<ul style="list-style-type: none"> <li>• CAO/OES</li> <li>• BOS</li> <li>• Health Officer</li> </ul>	
Identify any regulatory or ordinance issues that may need to be suspended.	<ul style="list-style-type: none"> <li>• CAO/OES</li> <li>• County Counsel</li> </ul>	
Establish regular briefings with the National Weather Service, and Cal OES.	<ul style="list-style-type: none"> <li>• OES</li> <li>• NWS</li> <li>• Cal OES</li> </ul>	
Ensure all fleet vehicles fuel tanks have ample fuel.	<ul style="list-style-type: none"> <li>• Public Works</li> <li>• Law Enforcement</li> <li>• Public Transportation</li> <li>• Ambulance Service</li> <li>• First Response Agencies</li> <li>• Office of Education</li> </ul>	
Ensure employees have updated Cold/Freeze emergency materials and methods for checking on family members, and child care assistance.	<ul style="list-style-type: none"> <li>• OES</li> <li>• Human Resources</li> <li>• ICES</li> </ul>	
Continuously survey and update emergency resource/facility inventories, determine replenishment needs.	<ul style="list-style-type: none"> <li>• OES</li> <li>• Cal OES</li> </ul>	

<u>Activity</u>	<u>Responsible Dept./Agency</u>	<u>Check (✓)</u>
Ensure pet and animal Cold/Freeze impacts are being addressed through special facilities or pet accommodation at warming facilities.	<ul style="list-style-type: none"> <li>• OES</li> <li>• Animal Control</li> <li>• Ag Commissioner</li> </ul>	
Request State activation of State emergency warming facilities (fairgrounds, etc.) as needed.	<ul style="list-style-type: none"> <li>• CAO/OES</li> <li>• Health Officer</li> </ul>	
Notify Ambulance and hospitals to expect and prepare for surge in cold-related illnesses.	<ul style="list-style-type: none"> <li>• EMS Coordinator</li> <li>• Sherriff's Dispatch</li> <li>• First Responder Agencies</li> </ul>	
Maintain regular reports to Cal EMA Region.	<ul style="list-style-type: none"> <li>• OES</li> </ul>	
Track cold related fatalities and medical emergencies.	<ul style="list-style-type: none"> <li>• Law Enforcement</li> <li>• EMS Coordinator</li> <li>• Health Officer</li> <li>• Hospital(s)</li> </ul>	

## **Appendix A: Extreme Temperatures & Human Health**

### **Appendix A-1: Extreme Cold: Health Info and Vulnerable Populations**

#### Community-based Recognition and Response to Adverse Effects of Extreme Cold

Watch for signs of frostbite and hypothermia. Frostbite is a reaction to cold that can cause permanent harm. Hypothermia occurs when the body's temperature drops below 95° Fahrenheit. Symptoms include:

- Confusion, dizziness, exhaustion and shivering are signs of hypothermia. If you experience any of these symptoms, seek medical attention immediately.
- Gray, white or yellow skin discoloration, numbness or waxy skin are symptoms of frostbite. If you experience any of these symptoms, seek immediate medical attention.
- In the case of overexposure to freezing temperatures, remove wet clothing and immediately warm the body with a blanket or warm fluids like hot cider or soup. Avoid caffeine or alcohol.
- Centers for Disease Control and Prevention (CDC) guidance on warming procedures:
  - Get the victim into a warm room or shelter.
  - If the victim has on any wet clothing, remove it.
  - Warm the center of the body first – chest, neck, head and groin – using an electric blanket, if available; or use skin-to-skin contact under loose, dry layers of blankets, clothing, towels or sheets.
  - Warm beverages can help increase the body temperature, but do not give alcoholic beverages. Do not try to give beverages to an unconscious person.
  - After body temperature has increased, keep the person dry and wrapped in a warm blanket, including the head and neck.
  - Get medical attention as soon as possible.

#### Vulnerable Populations

Situational and physical characteristics help to identify vulnerable populations that may not comfortably or safely access and use disaster resources. Specifically, when discussing extreme cold or freeze-related emergency preparedness, the following groups could be considered vulnerable or at greater risk in a cold emergency:

- Homeless
- Infants and small children under age five
- Women who are pregnant
- Older adults
- Persons who have obesity
- Persons who are bedridden
- Persons with mental illness/disabilities

- Persons with cognitive disorders
- Persons with medical conditions (e.g., heart disease, diabetes, high blood pressure, insulin dependence)
- Persons requiring life-saving medications (e.g., for high blood pressure, depression, insomnia)
- Persons who utilize medical equipment (e.g., ventilators, oxygen, G-tubes)
- Individuals with drug or alcohol addictions
- Persons who use mobility devices (e.g., wheelchairs, walkers, canes)
- Persons who are non-ambulatory
- Those with sensory impairments (blind/visually impaired or deaf/hard of hearing)
- Persons who are under extreme working conditions
- Persons who are economically challenged
- Persons who are socially isolated
- Persons who do not speak English with minimal access to information

## **Appendix A-2: Extreme Heat: Health Info and Vulnerable Populations**

### **Heat Exhaustion**

Heat Exhaustion occurs when the body is dehydrated resulting in an imbalance of electrolytes.

- Symptoms -- headache, nausea, dizziness, cool and clammy skin, pale face, cramps, weakness, profuse perspiration
- First Aid -- move to a cooler spot, drink water with a small amount of salt added (one teaspoon per quart)
- Without Intervention -- it can lead to collapse and heatstroke

### **Heatstroke**

Heatstroke occurs when natural cooling mechanisms, including perspiration and circulatory reflexes, are overwhelmed and the body overheats.

- Symptoms -- headache, nausea, face flushed, hot and dry skin, no perspiration, body temperature over 101°F, chills, rapid pulse
- First Aid -- cool person immediately, move to shade or indoors, wrap in a cool, wet sheet, get medical assistance
- Without Intervention -- it can lead to confusion, coma, and death

### **Vulnerable Populations**

Situational and physical characteristics help to identify vulnerable populations that may not comfortably or safely access and use disaster resources. Specifically, when discussing heat-related emergency preparedness, the following groups could be considered vulnerable or at greater risk in a heat emergency:

- Homeless
- Infants and small children under age five
- Women who are pregnant

- Older adults (age 65 and older)
- Persons who have obesity
- Persons who are bedridden
- Persons with mental illness/disabilities
- Persons with cognitive disorders
- Persons with medical conditions (e.g., heart disease, diabetes, high blood pressure, insulin dependent diabetes)
- Persons requiring life-saving medications (e.g., for high blood pressure, depression, insomnia)
- Persons who utilize medical equipment (e.g., ventilators, oxygen, G-tubes)
- Individuals with drug or alcohol addictions
- Persons who use mobility devices (e.g., wheelchairs, walkers, canes)
- Persons who are non-ambulatory
- Those with sensory impairments (blind/visually impaired or deaf/hard of hearing)
- Persons who are under extreme working conditions
- Persons who are poor
- Persons who are socially isolated
- Persons who do not speak English with minimal access to information

See Appendix C: Heat or Cold Planning Resources.

## **Appendix B: Animal Vulnerabilities**

### **1. Extreme Weather**

#### **Pets**

Dogs and cats are designed to conserve heat and are less efficient at cooling than humans. They are in danger of heat stroke at 110 degrees Fahrenheit. Pets' sweat glands are located on the nose and footpads, which are inadequate for cooling on hot days. Panting and drinking water help cooling, but if the air temperature is overheated, brain and organ damage can occur in 15 minutes. Risk factors to heat stress include body size, age (young and old), breed (short nosed breeds, such as bulldogs), obesity, and existing metabolic, cardiovascular, or respiratory disease.

Facts:

Car with window rolled down slightly + windows collecting light, trapping heat inside = pressure cooker effect.

#### Outside air = 85 degrees Fahrenheit

- After 10 minutes: inside car = 102 degrees Fahrenheit
- After 30 minutes: inside car = 120 degrees Fahrenheit

#### Outside air = 72 degrees Fahrenheit + humidity

- After 30 minutes: inside car = 104 degrees Fahrenheit
- After 60 minutes: inside car = 112 degrees Fahrenheit

Prevention:

- Never leave pets in a car on warm days
- Call animal control or law enforcement immediately if an animal is in distress in a car
- Be alert for any sign of heat stress: heavy panting, glazed eyes, a rapid pulse, unsteadiness, a staggering gait, vomiting, deep red or purple tongue
- Never leave pets tied up without shade, air circulation, and fresh water
- Offer a cool place to rest when temperatures are uncomfortable
- If you are going to take advantage of a local cooling shelter and feel the need to bring your pet, always call ahead to find out if they are able accept pets and what preparations are necessary (i.e., leash for dog, cage for cats, etc.)

Treatment:

- Overheated pets must be cooled immediately
- Move pet to shade
- Apply cool water all over body
- Apply ice packs to neck and chest area
- Allow licking ice and small amount of water (large amount will cause vomiting)
- Take to veterinarian immediately for evaluation

## **Livestock and Poultry**

Producers should assure that all livestock and poultry are provided adequate and accessible drinking water, shade, and fans and water-cooling, where feasible.

Many producers have back-up generators for their facilities, which should be inspected to ensure operational condition in the event of rolling or rotating blackouts or power failures. Emergency power should also be available for fans and well pumps. Mistifiers, soakers, and fans should be checked to ensure they are operational. Shade structures (especially shade cloths) should be in good repair.

During an excessive heat emergency, dairy producers have used a variety of temporary cow-cooling methods. Fire hoses can be hooked up to water trucks and used to soak the cattle. Strings of cows can be cooled in sprinkler pens, if they are not in constant use for milking. Temporary soaking lines can be devised using flexible landscaping PVC hose and high volume emitters positioned over the cattle. Industrial fans have been rented to augment these water cooling methods. Temporary shade structures have been erected. In general, working cattle should be avoided except in the early morning.

If producers are experiencing difficulties or delays in having dead animals picked up by rendering companies, they should immediately contact the Ag Commissioner, OES, or Environmental Health Department and make them aware of the situation. Local officials are in a position to assist with alternate methods of disposal, including evaluating the need for a Declaration of a Local Emergency.

## **2. Extreme Cold**

Tuolumne County animal owners should be aware and ready to protect their pets and livestock to help them through these unusual cold spells. Following are a number of concerns and recommendations.

### **Concerns**

- Our animals, especially indoor/outdoor pets, probably do not have an adequate winter coat for protection in these very low temperatures.
- Hypothermia and dehydration are the two most probable life-threatening conditions for animals in cold weather.
- Wet conditions and wind chill add greatly to the cold-stress for animals (and people).

### **Preventive actions to consider when the temperature is below freezing**

#### **Pets**

- Pets should be brought inside or into protected covered areas, provided with plenty of bedding, food and drinking water.

## **Livestock**

- Livestock should be provided with wind-break and roof shelter, and monitored for signs of discomfort (extensive shivering, weakness, lethargy, etc.).
- It is very important that livestock be provided extra hay/forage/feed as up to double the calories for normal body heat maintenance may be needed in extreme cold.
- It is critical that animals have access to drinking water. Usual water sources may freeze solid in low temperatures and dehydration becomes a life-threatening factor. Many of our animals, especially the young, may not know how or be unable to break several inches of ice to reach water. In general, animals tend to drink less in extreme cold, risking dehydration. Research with horses shows horses drink more water if it is warmed during winter weather.
- Adding a warm sloppy bran mash, sloppy moistened beet pulp or soaking pelleted feed in warm water is a good way to add water to your horses' diet and provide some "comfort food" in the cold weather.
- Special attention should be paid to very young and old animals. They may be less able to tolerate temperature extremes and have weaker immune systems.

## **Response if needed**

If you think your pet is suffering from the cold, including developing frostbite, consult your local practitioner for treatment advice.

Many professionals and organizations are available to assist you in recommendations and health care for your animals. Pet owners should check with their veterinarian, animal control or humane societies for additional tips and assistance. Horse and livestock owners should check with their veterinarian, the California Department of Food and Agriculture's Animal Health and Food Safety Services or their county agriculture extension agent for additional information and assistance. Please take the extra care to provide for your pets and livestock during a cold period.

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## Appendix C: Heat or Cold Planning Resources

### Transportation

The need to move people in an extreme weather event will most likely center on moving vulnerable populations to/from cooling or warming centers and/or medical facilities. Transporting under these circumstances can be very complex.

Complications can be caused by a variety of factors including: locating people that need to be transported, the medical condition of the individual, vehicle accessibility, pet and service animal issues, forced transport, and liability issues.

Local government may have a variety of resources within their jurisdiction to use in the movement of people during an extreme weather event. Transportation service systems specifically for people with access and functional needs need to be integrated into all evacuation and sheltering plans. The Tuolumne County Transportation Emergency Operations Plan has been developed between local governments and transportation providers, including crossing jurisdictions for mutual aid assistance, in advance of an event. Disability and older adult transportation service providers have become partners in emergency planning. Agreements have been made between providers in order to facilitate efficient provision of mutual aid during an event.

Resources for accessible transportation that may be available could include:

- ADA mandated Paratransit Systems/accessible transportation providers
- Dial a Ride/Tuolumne County Transit
- CBOs/FBOs
- Area 12 Agency on Aging
- Taxi systems
- Non-emergency vans, medical vans
- School district transportation systems
- Senior centers
- Health care centers

Transportation providers linked via interagency agreements or other contractual arrangements with social service agencies could provide a valuable resource in time of emergencies and facilitate cost reimbursement for local agencies if a state and/or federal emergency is declared. .

### Disaster Disability Services

Integrating disability and older adult services into extreme weather planning efforts, especially at a local level, will improve extreme weather services to vulnerable populations. In fact, it is essential that disability and older adult service providers are partners in all disaster planning efforts. The following organizations provide services that may be useful for vulnerable populations during any emergency. Contact information for these organizations may be found in the [HEPRReP, Resource Documents](#):

- County In Home Supportive Services (IHSS)
- Public Health

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- Senior Center
  - Meals on Wheels
  - Adult Services/Adult Protective Services
  - Area 12 Agency on Aging
  - Catholic Charities
  - DRAIL
  - Paratransit
  - Dial a Ride
  - Deaf/hearing and Blind/sight impaired organizations
  - Independent Living Centers
  - Regional Centers
  - Taxi agencies
  - FBO/CBOs
  - Postal Service
  - Utility Companies
  - Animal Control
  - ATCAA
  - Service Organizations
  - Nursing homes/Long term care
  - Homeless Shelters
  - Food Kitchens/Interfaith
  - Veterans Groups
  - Private providers of services to people with disabilities and older adults

### **Other Considerations**

**Communication** - Consideration should be given to the fact that the people who need evacuation the most may not be able to communicate that need to first responders. They also may not be aware of sheltering facilities and other services that may be available. Collaboration with agencies which work with these residents on a regular planning basis and during an emergency will help to ensure that everyone receives information and access to assistance. Ensure that county information lines are well publicized and that highly visible online resources (County website, Public Health social media pages, etc.) contain current vital information.

**Liability** - Due to the fact that private providers may be needed and used to transport people during an extreme weather event, the issue of liability for these providers should be researched by the government agency coordinating the transportation and addressed in memorandum of understanding.

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## Appendix D: Checklist for a Cooling Center

The following is a list of suggested criteria for setting up a cooling center. Activation of a cooling center shall follow Red Cross protocol, including appropriate documents. This will both; establish criteria for the operation of a center, and allow for a smooth transition should a center need to be expanded into a Shelter, with Red Cross then assuming operational control. Additionally, unless a special exemption has been given by the local utilities, facilities used as cooling centers or shelters are not exempt from rotating blackouts.

A list of pre-assessed Alternate Sites is available in the Tuolumne County HEPRP, Resource Documents.

### Important Criteria

- Air conditioning or equivalent (temperature maintained at 79°)
- Accessible to people with access and functional needs / ADA compliant
- Ample seating appropriate to the jurisdiction
- Public restrooms accessible to people with access and functional needs
- Access to potable water (drinking fountain, etc)
- Access to 911 services (payphone)
- Publicly advertised
- Parking access
- Proximity to public transit

### Suggested Criteria

- Back-up generators
- Secure, facility has security service
- Communications, phone (including TDD/TTY), internet access, language interpreters
- Child friendly with materials for children to play with while at the cooling center/shelter
- Medical personnel such as nurses and/or aides
- Capability of 24-hour, 7 days a week operation
- Large capacity
- Personnel assistance services for people with access and functional needs
- Available televisions, books, games
- Transportation for those lacking their own, including wheelchair accessible services
- Follow-up procedures for those in need of additional services (health care, social services, etc.)
- Area for pets (Note that Red Cross protocol does not allow for pets)
- Adjacent pet housing resources available if needed

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## Appendix E: Checklist for a Warming Center

The following is a list of suggested criteria for setting up a warming center. Activation of a warming center shall follow Red Cross protocol, including appropriate documents. This will both; establish criteria for the operation of a center, and allow for a smooth transition should a center need to be expanded into a Shelter, with Red Cross then assuming operational control. Additionally, unless a special exemption has been given by the local utilities, facilities used as warming centers/shelters are not exempt from rotating blackouts. A list of pre-assessed Alternate Sites is available in the Tuolumne County HEPRP, Resource Documents.

### Important Criteria

- Heating or equivalent (temperature maintained at a minimum of 68°)
- Accessible to people with disabilities/ADA compliant
- Ample seating appropriate to the jurisdiction
- Public restrooms accessible to people with disabilities
- Access to potable water (drinking fountain, etc)
- Access to 911 services (phone or payphone)
- Publicly advertised
- Parking access
- Proximity to public transit

### Suggested Criteria

- Back-up generators
- Area for pets
- Secure, facility has security service
- Communications, phone (including TDD/TTY), internet access, sign-language interpreters
- Child friendly with materials for children to play with while at the warming center
- Medical personnel such as nurses and/or aides
- Capability of 24-hour, 7 days a week operation
- Large capacity
- Personnel assistance services for people with access and functional needs
- Available televisions, books, games
- Transportation for those lacking their own, including wheelchair accessible services
- Follow-up procedures for those in need of additional services (health care, social services, etc.)
- Adjacent pet housing resources available if needed (Note that Red Cross protocol does not allow for pets)

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## Appendix F: Definitions

The following terms are presented here with the commonly accepted definitions to avoid confusion and misunderstanding. Some of the terms may have different meanings outside of the scope of this plan.

**Contingency Plan** - Refers to a subset of an existing emergency plan focused on addressing the particulars of a specific emergency scenario (i.e., earthquake, flood, etc.).

**Cooling Centers** - Facilities that are made available by public, private, and volunteer organizations as a heat relief station for shorter periods of time during a heat emergency. Centers are typically operational during the hottest part of the day (Noon- 8 P.M. for example). There is no agreement that these facilities will be exempt from power outage.

**Cooling Shelters** - Facilities that are made available by public, private, and volunteer organizations as a heat relief station for longer periods of time during an extensive heat emergency. There is no agreement that these facilities will be exempt from power outage.

**Cooling Stations** – Facilities that can be used for heat relief that are exempt from rotating power outages (mandated by CPUC Decision 02-04-060, 4/25/02). Typically these are facilities such as hospitals, skilled nursing facilities, etc.

**Emergency Plans** - As defined in Government Code §8560 (a) "Emergency Plans" means those official and approved documents which describe the principles and method to be applied in carrying out emergency operations or rendering mutual aid during emergencies. These plans include such elements as continuity of government, the emergency services of governmental agencies, mobilization of resources, mutual aid, and public information.

**Heat Advisory** - Issued when excessive heat conditions are present.

**Heat Disorders** - Conditions that result in the body's inability to maintain a normal temperature. The four major heat disorders are:

**Heat Cramps** – Symptoms: painful spasms usually in leg muscles and possibly the abdomen, heavy sweating.

**Heat Exhaustion** – Symptoms: heavy sweating, weakness, cold, pale and clammy skin, possible fainting, and vomiting. Normal temperature is possible.

**Heat Stroke** – Symptoms: high body temperature (106° F or higher), hot, dry skin, rapid and strong pulse, possible unconsciousness.

**Heat Warning (Emergency)** - Issued when conditions pose a severe threat to humans and animals.

**Heat Index (also referred to as the "apparent temperature")** – A factor used to determine how hot it feels based on temperature and relative humidity. Heat index values can be up to

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fifteen degrees higher with exposure to direct sunlight. Heat index values assume calm wind conditions. Hot dry winds can also increase heat index factors.

**Heat Wave (Extreme / Excessive Heat Event)** - When temperatures reach 10° or more above the average high temperature for the region, last, or predicted to last, for a prolonged period of time. A heat wave is often accompanied by high humidity.

**Heat-Related Death** – Most heat-related deaths are a direct result of heat stroke, which is almost always fatal when not treated. Dr. E. R. Donoghue (of the Chicago 1995 heat wave response) includes these as definitions of heat-related death: a measured body temperature of 105 degrees at the time of death or immediately after; or other substantial circumstantial evidence of heat as a contributor to death (such as a decedent found in a room without air conditioning, all windows closed, and excessive ambient heat at time of discovery). Heat stroke is more likely to lead to death despite treatment if the decedent's condition was aggravated by other medical conditions.

**Freeze** - A freeze is when the surface air temperature is expected to be 32°F or below over a widespread area for a climatologically significant period of time. Use of the term is usually restricted to advective [horizontal air flow] situations or to occasions when wind or other conditions prevent frost. "Killing" may be used during the growing season when the temperature is expected to be low enough for a sufficient duration to kill all but the hardiest herbaceous crops.

**Freeze Warning** - Issued during the growing season when surface temperatures are expected to drop below freezing over a large area for an extended period of time, regardless whether or not frost develops.

**Freeze-up Date** - In hydrologic terms, the date on which the water body was first observed to be completely frozen over.

**Freezing Drizzle** - A drizzle that falls as a liquid but freezes into glaze or rime upon contact with the cold ground or surface structures.

**Freezing Drizzle Advisory** - Issued when freezing rain or freezing drizzle is forecast but a significant accumulation is not expected. However, even small amounts of freezing rain or freezing drizzle may cause significant travel problems.

**Freezing Fog** - A suspension of numerous minute ice crystals in the air, or water droplets at temperatures below 0° Celsius, based at the Earth's surface, which reduces horizontal visibility; also called ice fog.

**Freezing Level** - The altitude at which the air temperature first drops below freezing.

**Freezing Rain** - Rain that falls as a liquid but freezes into glaze upon contact with the ground.

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**Freezing Rain Advisory** - Issued when freezing rain or freezing drizzle is forecast but a significant accumulation is not expected. However, even small amounts of freezing rain or freezing drizzle may cause significant travel problems.

**Joint Information Center** - A centralized facility for coordinating an organized, integrated, release of critical emergency information, crisis communications and public affairs functions, which is timely, accurate, and consistent.

**Key State Response Agencies** (formerly referred to as the *Multi-Agency Heat Emergency Task Force*) - A working group formed at the direction of the Governor to establish health and safety protocols for public education and outreach efforts, safety checks on vulnerable Californians, evacuation of medical facilities, and establishment of cooling shelters and information lines during future heat events.

**Local Government** - As defined in SEMS regulations §2402 (m), ". . . means local agencies as defined in Government Code §8680.2 and special districts defined in California Code of Regulations, Title 19, §2900(y)."

**Multi-Agency Cold Emergency Task Force** - A working group formed at the direction of the Governor to establish health and safety protocols for public education and outreach efforts, safety checks on vulnerable Californians, evacuations of medical facilities and establishment of warming centers and information lines during future cold events.

**Operational Area** - As defined in Government Code §8559 (b), "An 'Operational Area' is an intermediate level of the state emergency services organization, consisting of a county and all political subdivisions within the county area."

**Rotating Blackout** - A process of cutting off service to selected customers for a predetermined period (usually not more than two hours) in order to retain the integrity of the power grid.

**Standardized Emergency Management System (SEMS)** - As defined in California Code of Regulations §2401, ". . . based upon the Incident Management System (ICS) adapted from the system originally developed by Firefighting Resources of California Organized for Potential Emergencies (FIRESCOPE) program including those currently in use by state agencies, the Multi-Agency Coordination System (MACs) as developed by FIRESCOPE program, the operational area concept, and the Master Mutual Aid Agreement and related mutual aid systems."

**State Emergency Plan** - As defined in Government Code §8560 (b), "...means the State of California Emergency Plan as approved by the Governor." (Where in effect as defined in Government Code §8568, "The State Emergency Plan shall be in effect in each political subdivision of the state, and the governing body of each political subdivision shall take such action as may be necessary to carry out the provisions thereof.")

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**State of Emergency** - As defined in Government Code §8558 (b), " . . . means the duly proclaimed existence of conditions of disaster or of extreme peril to the safety of persons and property within the state caused by such conditions as air pollution, fire, flood, storm, epidemic, riot, drought, sudden and severe energy shortage, plant or animal infestation or disease, the Governor's warning of an earthquake or volcanic prediction, or an earthquake, or other conditions, other than conditions resulting from a labor controversy or conditions causing a 'state of war emergency,' which, by reason of their magnitude, are or are likely to be beyond the control of the services, personnel, equipment, and facilities of any single county, city and county, or city and require the combined forces of a mutual aid region or regions to combat, or with respect to regulated energy utilities, a sudden and severe energy shortage requires extraordinary measures beyond the authority vested in the California Public Utilities Commission."

***A State of Emergency Proclamation by the Governor is warranted when:***

1. There exists conditions of disaster or of extreme peril to the safety of persons, which, by reason of their magnitude, are or are likely to be beyond the control of the services, personnel, equipment, and facilities of any single county, city and county, or city and require the combined forces of a mutual aid region or regions to combat, or with respect to regulated energy utilities, a sudden and severe energy shortage requires extraordinary measures beyond the authority vested in the California Public Utilities Commission" [Government Code Sections 8558(b)and 8625(a)]; or
2. The Governor is requested to do so by the Mayor of a City or the Chairman of the County Board of Supervisors or the County Administrative Officer [Section 8625(b)]; or
3. The Governor finds that local authority is inadequate to cope with the emergency [Section 8625(C)]; and
4. Local emergency response costs are significant to make these costs eligible for reimbursable under the California Disaster Assistance Act or as a prerequisite for a request for federal disaster assistance for state and local governments.

**Synoptic Weather Observation** –A [surface weather observation](#), made at periodic times (usually at 3-hourly and 6-hourly intervals specified by the [World Meteorological Organization](#)), of sky cover, state of the sky, cloud height, atmospheric pressure reduced to sea level, temperature, [dew point](#), wind speed and direction, amount of [precipitation](#), hydrometeors and lithometeors, and special phenomena that prevail at the time of the observation or have been observed since the previous specified observation.

**Synoptic Model** - Any [model](#) specifying a space distribution of some meteorological elements. The distribution of clouds, precipitation, wind, temperature, and [pressure](#) in the vicinity of a [front](#) is an example of a [synoptic](#) model.

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**Warming Centers** - Facilities that are made available by public, private and volunteer organizations as an extreme cold/freeze relief station for shorter periods of time during an extreme cold emergency. Centers are typically operational during the coldest parts of the day (5 P.M. to 9 A.M. for example). There is no agreement that these facilities will be exempt from power outage.

**Warming Shelters** - Facilities that are made available by public, private, and volunteer organizations as a cold/freeze relief station for longer periods of time during an extensive extreme cold emergency. There is no agreement that these facilities will be exempt from power outage.

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## Appendix G: Acronyms

Acronyms used throughout this plan and their full names are listed below as they appear in the document:

ADA	American Disabilities Act
ADHC	Adult Day Health Care
BOS	Board of Supervisors
CAHAN	California Health Alert Network
CAISO	California Independent System Operator (for the electrical power grid)
Cal OES	California Office of Emergency Services
CAO	County Administrative Officer
CBO	Community Based Organization
CDFA	California Department of Food & Agriculture
CDPH	California Department of Public Health
CDSS	California Department of Social Services
CPUC	California Public Utility Commission
CSWC	California State Warning Center
CV	California Volunteers
DDS	Department of Developmental Services
DHCS	Department of Health Care Services
DHV	Disaster Healthcare Volunteers
DMH	Department of Mental Health
DOC	Department Operations Center
DSS	Department of Social Services (County)
DOR	California Department of Rehabilitation
EDIS	Emergency Digital Information System
DRAIL	Disability Resource Agency for Independent Living
EOC	Emergency Operations Center
FBO	Faith Based Organization
FEMA	Federal Emergency Management Agency
ICS	Incident Command System
JEOC	Joint Emergency Operations Center (State level CDPH/EMSA)
JIC	Joint Information Center
MAC	Multi-Agency Coordination
MHOAC	Medical Health Operational Area Coordinator
NGO	Non-Governmental Organization
NIMS	National Incident Management System
NOAA	National Oceanic and Atmospheric Administration
NWS	National Weather Service

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OA	Operational Area
OES	Office of Emergency Services (County)
PG&E	Pacific Gas and Electric
PIO	Public Information Office (Officer)
PSA	Public Service Announcement
REOC	CalEMA Regional Emergency Operations Center (Coastal, Inland, Southern)
RDMHC	Regional Disaster Medical Health Coordinator
RDMHS	Regional Disaster Medical Health Specialist
SEMS	Standardized Emergency Management System
SNF	Skilled Nursing Facility
SOC	State Operations Center
TPPA	Tuolumne Public Power Agency
TTY / TDD	Teletype / Telecommunications Device for the Deaf

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## Appendix H: Shelter Protocol and Forms

# Initial Center/Shelter Opening and Setup Checklist

### For All Areas

#### Reporting to the Center/Shelter

- Sign in, participate in an incident briefing and receive a Job Action Sheet (Overview of the event, orientation to ICS structure, and job duties)

#### The Facility (During your initial walk-through of the facility with the facility representative)

- Be aware of any pre-existing damage. If you notice any damage, take pictures if possible, alert the facility representative, and make an immediate note of same.
- Inquire about equipment and products that are available for center/shelter use. Put signs on any equipment or products that are not to be used, or secure them in a separate area.
- As you set up any area, consider accessibility for people with functional and access needs, such as people with oxygen dependence (access to electrical outlets), visual impairments or who are non-English speakers.

### Registration

#### Physical Set up

- Allow space for a reception area if possible. Keep it far enough away from registration tables that there are no privacy concerns.
- Set up a table with snacks and water. (If you do not have a County purchasing card, contact your supervisor to ensure that these items can be made available as soon as possible).
- Place the registration table(s) as close to the main entrance as possible to welcome those entering.
- Ensure the setup allows access for people with access and functional needs, such as wheelchairs and service animals.
- Use enough tables and chairs to provide comfort, efficiency and confidentiality—don't put tables or chairs too close to each other.
- To support effective registration efforts and provide a secure environment, use only one entrance to the building, if possible. Use effective signage or position center/shelter staff at other entrances to direct clients to appropriate areas. However, **fire exits should never be blocked.**
- Try to create a physical barrier so that no one can enter the center/shelter without first registering or signing in.

#### Initial Registering of Clients in the Center/Shelter

1. Last, first, and middle names for Head of Household (generally the husband) but also list the wife (include wife's maiden name) or partner's name
2. Names and ages of all family members
3. Any health problems
4. Pre-disaster address
5. Date/Time arrived in the shelter

Should the Client Family wish to leave the Center/Shelter and NOT return:

1. Date/Time departed the shelter
2. Post-disaster address (where can they be reached for emergency information)

**WARMING-COOLING CENTER/  
SHELTER REGISTRATION FORM**  
*Please print all sections*

Incident / DR Number & Name:  
Center/Shelter Name:  
Center/Shelter City, County/Parish, State:

Family Name (Last Name):	Total family members registered: Total family members sheltered:
Pre-Disaster Address (City /State/Zip):	Post-Disaster Address ( <i>if different</i> ) (City/State/Zip):
Home Phone:	Cell Phone/Other:
Method of Transportation: If personal vehicle, State/Plate#: (for security purposes only)	Identification verified by (Record type of ID; if none, write none):
	Primary Language: If primary language is not English, please list any family members who speak English.

**INFORMATION ABOUT INDIVIDUAL FAMILY MEMBERS** (for additional names, use back of page)

Name (Last, First)	Age	Gender (M/F)	Rm./Cot #	Arrival Date	Departure Date	Departing? Relocating Address and Phone

Are you required by law to register with any state or local government agency for any reason? (Circle One) Yes No  
If Yes, please ask to speak to your supervisor immediately.

I acknowledge that I have read /been read, and understand the Center/Shelter rules and agree to abide by them.

Signature \_\_\_\_\_ Date: \_\_\_\_\_

**CONFIDENTIALITY STATEMENT**

The Tuolumne County Human Services Agency generally will not share personal information that you have provided to them with others without your agreement. In some circumstances disclosure could be required by law, or the Tuolumne County Human Services Agency could determine that disclosure would protect the health or well-being of its clients, others, or the community, regardless of your preference.

Below, please initial if you agree to release information to other disaster relief, voluntary or non-profit organization and/or governmental agencies providing disaster relief.

I agree to release my information to other disaster relief, voluntary or non-profit organizations \_\_\_\_\_

I agree to release my information to governmental agencies providing disaster relief \_\_\_\_\_

By signing here, I acknowledge that I have read the confidentiality statement and understand it.

Signature \_\_\_\_\_ Date: \_\_\_\_\_

Center/Shelter Worker Signature: \_\_\_\_\_

For Red Cross Use Only		Form 5972 Rev02/07
Copy Distribution		
1. Shelter registration on-site file - Mass Care	2. Information Management (Data Entry)	3. Client (if requested)

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## Registration Intake

*These are yes/no observations and questions to support registration staff in identifying and obtaining assistance and supplies for center/shelter clients.*

### **Observations**

1. Does the client or a family member appear to be in need of immediate medical attention, appear too overwhelmed or agitated to complete registration, or is a threat to themselves or others?  **Yes**  **No**

*If **Yes**, **STOP** the registration process and do one of the following:*

- If situation is critical and no support is available, call 911 if available.*
- Contact Health Services and/or Behavioral Health worker on site.*
- If no health or behavioral health resource on site, direct concern to your*

*supervisor If **NO**, continue the registration process.*

2. If the client has a service animal, uses a wheelchair/walker or demonstrates any other circumstance where it appears they may need help in the center/shelter, acknowledge their need and offer assistance. This may include contacting a health services worker.

*Contact your supervisor or the Incident Commander if additional assistance is needed at any time.*

### **Questions:**

1. Is there anything you or a member of your family needs right now to stay healthy while at the center/shelter?  **Yes**  **No**  
If NO, is there anything you will need in the next 6-8 hours?  **Yes**  **No**
2. Do you/family member have a health, mental health, disability, or other condition about which you are concerned?  **Yes**  **No**

***If question #1, or #2 has a YES answer, Health Services and/or Behavioral Health services must be notified. Priorities:***

***First:*** Contact Health or Mental Health Services worker on site; OR

*If no health or mental health on site,*

***Second:*** Contact your supervisor or Incident Commander for follow-up; OR

***Third:*** Make a list of clients who have a “yes” response and give the list to the health services staff member when they arrive.

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## Cooling or Warming Center/Shelter Participant Information

Welcome	Everyone is welcome at a Tuolumne County Warming or Cooling Center shelter. We make no discrimination as to nationality, race, religious beliefs, class, disability, political opinions, sexual orientation, and gender identity. We hope your stay here will be as pleasant as possible under the circumstances. Please take a few minutes to read this sheet as it contains important information that you will need about staying in this center/shelter. As information is made available to us, we will update you accordingly. Please do not hesitate to contact any of the staff should you have any questions or concerns.
Registration	Please sign in at registration if you have not already done so. Registration is required so we have the records necessary to help you. All registration information is kept confidential. Please notify staff of your departure as you come and go from the facility. Also, please leave a forwarding address when relocating out of a shelter. This will allow our Client Services personnel to assist you.
Sign in/out	You are required to sign in and out of the center/shelter each time you enter or exit.
Be respectful	Be respectful to fellow clients and staff. No foul language, abusive behavior, stealing or destruction of property will be accepted or tolerated.
Personal belongings	We cannot assume responsibility for your personal belongings. If you cannot keep them with you, we recommend you lock them in your car, out of sight, or if that is not possible, keep valuable items with you.
Pets	We understand that your pets are very important to you. Unfortunately, public health codes forbid pets in our center/shelter. It is your responsibility to make arrangements for your pet before entering the center/shelter. <b>Service animals are the only exception to this.</b> Should you need some suggestions on where to take your pet, please see the registration staff.
Children	<b>Parents must maintain responsibility and supervision for their children.</b> Children must never be left unattended.
Medical problems and Injuries	Notify the registration staff if you or a family member is/are taking medication or have a medical condition with which you need assistance, or if you are not feeling well. You will be referred to Health Services to assist you.
Functional or access Needs	If you have any functional and/or access needs, special equipment, supplies replaced, or special requirements, such as a special diet (e.g., diabetic, low sodium), please tell the center/shelter staff upon arrival.

## **Cooling or Warming Center/Shelter Participant Information**

Emotional support	Staying away from home during a disaster can be very stressful. If you would like to speak with a counselor, please ask a staff member for assistance.
Schedules	In the event of an overnight shelter, a schedule will be posted for quiet hours, meals, showers, etc.
Quiet hours	In the event of an overnight shelter, quiet hours will be announced and enforced in sleeping areas, (usually 10:00 PM – 7:00 AM). However, sleeping areas should be kept quiet as possible at all times. Some shelter residents may work night shifts or may not feel well and need to sleep during the day. Please move outdoors, or to the designated area, if you wish to exercise or your children want to play.
Tobacco	Tobacco use is not allowed in the shelter. You are not allowed to smoke, use matches, lighters, e-Cigarettes (vape), or chew tobacco inside the shelter. This also includes the smoking of medicinal marijuana. Smoking is permitted outside the building in designated smoking areas only. Please dispose of tobacco waste properly. Schools and some public buildings do not allow smoking on their campus. Please see registration staff for approved locations.
Alcohol, illegal drugs, and weapons	<p>Alcoholic beverages, illegal drugs, and weapons are not allowed in the center/shelter or on the grounds. Persons caught in possession will be asked to leave the center/ shelter and in some cases turned over to law enforcement personnel.</p> <p>Persons determined to be under the influence of alcohol or illegal drugs will not be admitted, or readmitted, to the center/shelter. In some cases, persons under the influence of drugs or alcohol may be turned over to law enforcement personnel.</p>
Helping	Center/shelter clients are encouraged to help in the center/shelter. There are many jobs that do not require special training and any help would be greatly appreciated. If you would like to help, see the registration staff. Help us take care of your temporary home!
House-keeping	<p>It is important that we keep the center/shelter as clean as possible at all times. To do your part, please pick up after yourself in all areas.</p> <p>For sanitation and hygiene purposes, you are expected to follow the bathroom courtesy rules, available at the center/shelter. If, at any time, you find restrooms that need cleaning or supplies, please inform the shelter staff immediately.</p>
Food Food	<p>Snacks and refreshments will be available in the dining area.</p> <p>Food, and drinks—other than water—are not allowed in designated sleeping area.</p>
Photographs	Using cell phones or personal cameras to take photos of other clients without their written permission is not allowed. Failure to abide by this policy may result in the confiscation of your cell phone or personal camera while you are a resident at the center/shelter.

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## **Operating Checklist- Providing Information**

You are the liaison between the clients and the disaster operation and center/shelter staff. Do not assume that everyone can read posted notices or hear spoken announcements.

### **Communication Methods**

Use various methods for communicating important information to clients.

Signage in appropriate languages

Resident Meetings

Bulletin Boards

Information Desk

Fliers

PA Announcements

One-on-One Conversations

### **Disseminate Information**

- Make sure clients are aware of general center/ shelter information—meal times, lights out, etc.
- Update clients on the status of the disaster.
- Provide information on the disaster response operation.
- Provide information about community resources that might be available to help meet disaster-caused needs of center/shelter clients, including government, non-profit and faith-based resources. This could also include information such as nearby laundromats, public transportation and pet shelters.
- Remind clients that any personal items they bring into the center/shelter are their responsibility.
- Ensure that clients who were not able to attend informational meetings receive pertinent information.
- Inform clients about safety concerns and issues at the center/shelter.

### **Confirming Information**

- Confirm all information. Do not disseminate information until it has been confirmed, and work with staff to dispel rumors.
- Keep an updated rumor/fact board to dispel rumors at the center/shelter.

### **Notes:**

## Warming or Cooling Center/Shelter Activity Log

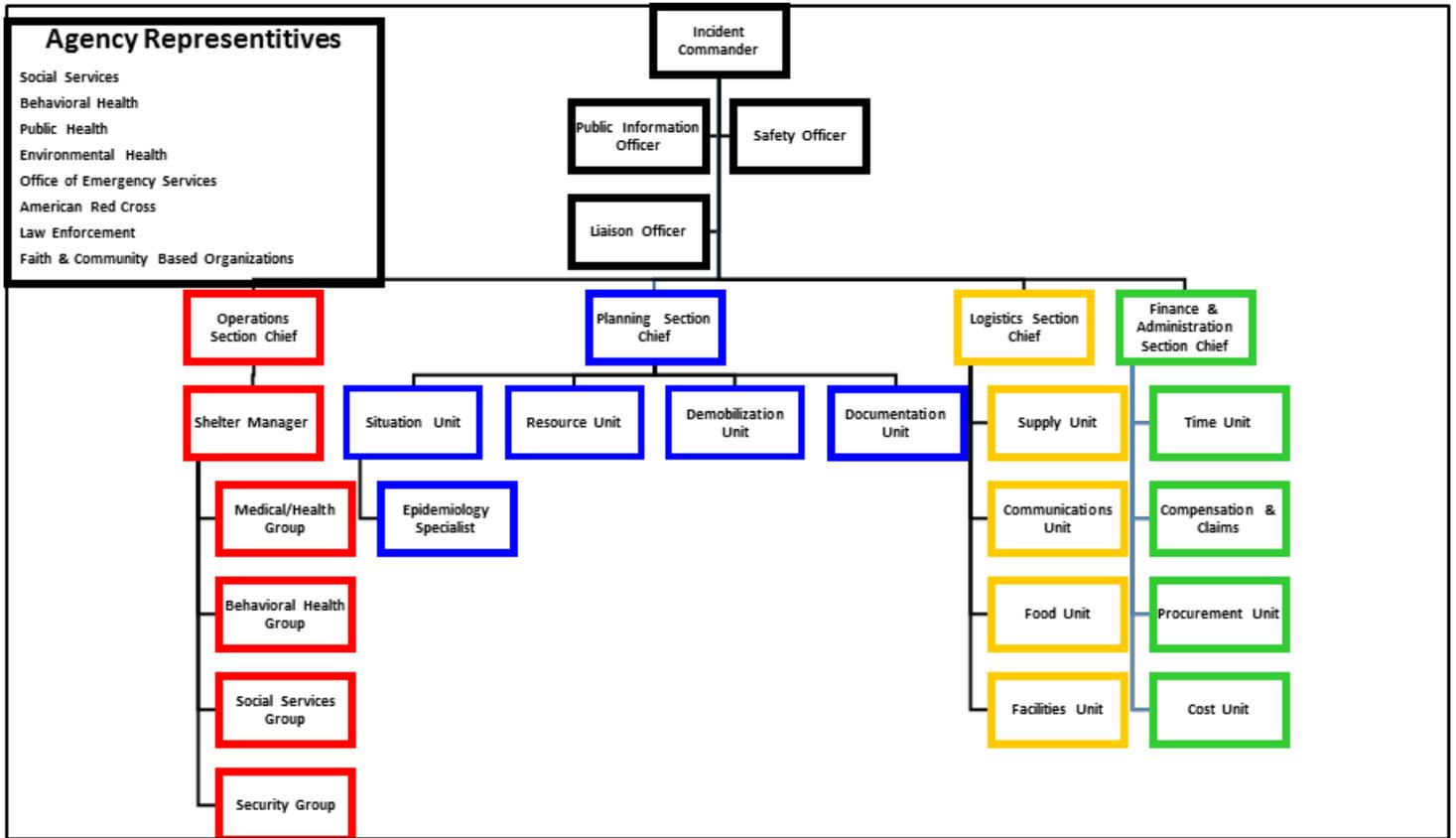
Incident Name:

Center/Shelter Name/Location:

Date & Time	Name	Log Entry <i>(Use additional lines as needed)</i>	Follow-Up Action
			<input type="checkbox"/> Required <input type="checkbox"/> Completed
			<input type="checkbox"/> Required <input type="checkbox"/> Completed
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# Appendix I: Incident Command System Structure

Incident Organization Chart (ICS 207)



## Appendix J: Job Action Sheets

### Job Action Sheets – Position Checklists

#### Alternate Site- Cooling or Warming Center

#### Job Action Sheets included in this section

##### **COMMAND STAFF** (White Vests)

- Incident Commander
- Public Information Officer (PIO)
- Safety Officer
- Liaison Officer

##### **GENERAL STAFF**

- Logistics Section Chief (Yellow Vest)
- Operations Section Chief (Red Vest)
- Planning Section Chief (Blue Vest)
- Finance & Administration Section Chief (Green Vest)

##### **LOGISTICS SECTION** (Yellow Vests)

- Communications Specialist
- Facilities Unit Leader
- Runner

##### **OPERATIONS SECTION** (Red Vests)

- Registration Group Supervisor
- Food Unit Leader
- Behavioral Health Specialist
- Medical Branch Director
- Security Personnel
- Translator
- General Staff

##### **PLANNING SECTION** (Blue Vests)

- Situation Unit Leader
- Resource Unit Leader

**COMMAND STAFF**  
**(White Vests)**

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## Position Checklist: INCIDENT COMMANDER (IC)/ALTERNATE SITE LEADER

**PRIMARY:**

**ALTERNATE:**

**ICS CERTS:** IS 700 & 800, ICS 100 & 200 (ICS 300 & 400, P400 Preferred)

**LICENSURE:** None (MD, DO, NP, PA, PHN, RN Preferred)

**REPORT TO:** May function as Cooling/Warming Center Site Leader, reporting to the EOC Director if no Health Department Incident Command is established, or will report to the Health Department Incident Commander in the event of a DOC activation.

**SUPERVISE:** Operations Section Chief, Logistics Section Chief, Planning Section Chief, Safety Officer, PIO, Finance Section Chief, Liaison

**WORKSTATION:** Command Center or Alternate Site

Upon Activation

- Receive briefing from Health Department Incident Commander and/or from the Tuolumne County Operational Area EOC. Ensure knowledge of full mission request. Communicate any concerns or problems prohibiting mission completion.
- Review Tuolumne County Extreme Temperature Contingency Plan.
- Determine staffing needs and acquire appropriate staff resources.
- Assign or greet your direct reports as they arrive:
  - Logistics Section Chief
  - Operations Section Chief
  - Planning Section Chief
  - Finance & Administration Section Chief
  - Safety Officer
  - Public Information Officer
  - Liaison
- Meet with your direct reports:
  - Establish chain-of-command and performance expectations:
    - o Your direct reports are to report ONLY to you.
    - o They work with other staff as assigned by you, but they DO NOT take instructions from or provide information to anyone other than you, your delegate or a Safety Officer if regarding a safety issue.
    - o Any questions, problems, or incidents should be reported to you, NOT to anyone else.
    - o This ensures critical consistency with respect to performance and information at the site.
  - Ensure that they are personally prepared, self-sufficient, and adequately equipped to perform their assignments.
- Prepare a briefing statement, to be given to staff members at scheduled briefing(s):
  - Mission as assigned by local management and/or EOC
  - Latest event information and environmental conditions
  - Identification of the affected local emergency management structure
  - Pertinent or unique cultural or local considerations
  - Shift considerations and transition instructions to oncoming staff
  - Problem solving process and methods for establishing or changing priorities
- Determine hours of operation and work with your direct reports to provide staff coverage as needed.

---

### On-Site Operations

- Review your position checklist
- Participate in staff briefing(s) as scheduled by the Planning Section Chief.
- Establish interface with local officials:
  - Establish call-back numbers to local management.
  - Report progress to the EOC/EOC as appropriate.
- Review work schedule and specific assignments for each group of staff.
- Ensure consistency in information provided to patients in all stations.
- Assist local government in briefing officials and media, as appropriate.
- Establish time schedule for operational briefings and conduct as scheduled.
- Review and approve Demobilization Plan with Planning Section Chief and your direct reports as end of mission becomes imminent.
- Maintain Activity Log (ICS Form 214)

### Deactivation Phase

- Ensure that all records and reports are turned in to the appropriate official(s).
- Ensure unused resources/supplies are inventoried and returned to the DOC/EOC.
- Conduct exit interviews with your direct reports and appropriate local officials.
- Ensure that an after action review occurs and is documented.
- Participate in after action review meetings, as required.
- Identify issues for the After Action Report.

---

## Position Checklist: PUBLIC INFORMATION OFFICER (PIO)

**PRIMARY:**

**ALTERNATE:**

**REPORT TO:** IC/Site Leader

**ICS CERTS:** IS 700 & 800, ICS 100 & 200 (ICS 300 & 400, P403 Preferred)

**LICENSURE:** None

**SUPERVISE:** Assistant PIO (if activated), Coordinate with EOC PIO

**WORKSTATION:** Command Center or Alternate Site

Upon Activation

- Receive briefing from IC/Alternate Site Leader. Ensure knowledge of full mission request and plan of operations.
- Review Tuolumne County Extreme Temperature Contingency Plan.
- Meet with County PIO at EOC if activated, and with PIO representatives from any other participating healthcare partners.
- If no EOC is activated, act as primary incident PIO
- Exchange patient briefing scripts and handouts with PIO in EOC and review with Briefing Specialists.
- Present briefing statement prepared by PIO, to be given to staff members at scheduled briefing(s):
  - Mission as assigned by local management
  - Latest event information and environmental conditions
  - Any hazards or threats to staff safety and health
  - Media plan and procedures
  - Identification of the affected local emergency management structure
  - Pertinent or unique cultural or local considerations
  - Information flow and reporting requirements
  - Shift considerations and transition instructions to oncoming staff
  - Problem solving process and methods for establishing or changing priorities

On-Site Operations

- Review your position checklist.
- Receive on-site briefing from IC/Site Leader.
- Determine overall media policy (with EOC PIO). For example:
  - No comment; refer media to a different contact
  - Explanatory statement; no media admittance
  - Media visits permitted in media area and observation walkway only
  - Media permitted to attend briefing station
- Develop media statement(s) based on statements from Health Department Incident Commander and/or Site Leader, in conjunction with EOC PIO as appropriate.
- Assure all press releases and other information has been approved by the Incident Commander prior to its release.
- Brief all personnel on media policy.
- Brief security personnel and greeters on media handling procedures.
- Coordinate media activities:
  - Make media contacts as necessary.

- 
- Provide media statements, answer questions.
  - Arrange guided tours for media along observation walkway as necessary.
  - Participate in meetings and briefings to ensure that media considerations are a part of the plan at all times.
  - Document all media contacts.
  - Maintain Activity Log (ICS Form 214)

Deactivation Phase

- Submit media contact documentation to the EOC PIO, if activated.
- Identify issues and participate in After Action Report.

---

## Position Checklist: SAFETY OFFICER

**PRIMARY:**

**ALTERNATE:**

**LICENSURE:** None

**ICS CERTS:** IS 700 & 800, ICS 100 & 200 (ICS 300 & 400, P404 Preferred)

**REPORT TO:** IC/Alternate Site Leader

**SUPERVISE:** Assistant Safety Officers

**WORKSTATION:** Command Center

### Upon Activation

- Receive briefing from IC/Alternate Site Leader. Ensure knowledge of full mission request and plan of operations.
- Review Tuolumne County Extreme Temperature Contingency Plan.
- Prepare a briefing statement, to be given to staff members at scheduled briefing(s):
  - Any hazards or threats to staff safety and health
  - Evacuation signals and routes, if needed
  - How to contact security

### On-Site Operations

- Review your position checklist.
- Participate in meetings and briefings to ensure that safety considerations are a part of the plan at all times.
- Identify and make known to the appropriate Section Chief any safety issues that you cannot resolve on the spot, or inform the Site Leader if additional intervention is required.
- Review sanitation issues as they arise.
- Ensure that accident reports are written and that accidents are investigated.
- Maintain Activity Log (ICS Form 214)

### Deactivation Phase

- Ensure all records and reports are turned in to the IC/Alternate Site Leader.
- Identify issues for the After Action Report.

---

## Position Checklist: LIAISON OFFICER

**PRIMARY:****ALTERNATE:****LICENSURE:** None**ICS CERTS:** IS 700 & 800, ICS 100 & 200 (ICS 300 & 400, P402 Preferred)**REPORT TO:** IC/Alternate Site Leader**SUPERVISE:** Agency Representatives**WORKSTATION:** Command Center

### Upon Activation

- Receive briefing from IC/Alternate Site Leader. Ensure knowledge of full mission request and plan of operations.
- Review Tuolumne County Extreme Temperature Contingency Plan.
- Review lists of assisting and cooperating agencies.
- Establish communications protocols.
- Contact partnering agencies as directed by the IC/Alternate Site Leader.
- Meet with Agency Representatives:
  - Establish chain-of-command and performance expectations:
    - o Agency Representatives are to report **ONLY** to you.
    - o They work with other staff as assigned by you, but they **DO NOT** take instructions from or provide information to anyone other than you (or a Safety Officer if regarding a safety issue).
    - o Any questions, problems, or incidents should be reported to you, **NOT** to anyone else.
    - o It is important that they **DO NOT MAKE DECISIONS** on their own. This ensures critical consistency with respect to performance and information at the site.
  - Ensure that they are personally prepared, self-sufficient, and adequately equipped to perform their assignments.
- Prepare a briefing statement, to be given to Agency Representatives at scheduled briefing(s):
  - Facility overview; including locations of stations, restrooms, break rooms, emergency exits, etc.
  - Communications protocol
  - Role of agencies in this operation: services provided, etc.

### On-Site Operations

- Review your position checklist
- Follow the chain-of-command. **THIS IS CRITICAL** to ensuring consistent behavior and information across sections and shifts:
  - Give instructions **ONLY** to personnel who report to you, and take instructions **ONLY** from your supervisor.
  - Coordinate with your peers (anyone who reports to your supervisor) to accomplish your assigned tasks.
  - Do **NOT** make decisions that impact others outside your area or that use information that is not in writing or provided by your supervisor.
  - Report to your supervisor when you encounter problems that you cannot resolve or questions that you cannot answer.
- Participate in staff briefing(s) as scheduled by the Planning Section Chief.

- 
- Maintain a schedule of meetings and briefings of participating agencies, such as Law Enforcement, Fire Services, Hospital administrations, Red Cross and convey the information to the IC/Alternate Site Leader, as well as convey prepared communications from the Health Department to those agencies
  - Participate in staff briefing(s) as scheduled by the Planning Section Chief.
  - Maintain Activity Log (ICS Form 214)
  - Participate in the Demobilization Planning process.

Deactivation Phase

- Ensure that all records and reports are turned in to the Planning Section Chief or IC/Alternate Site Leader.
- Participate in the after action process.

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# **GENERAL STAFF**

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## Position Checklist: LOGISTICS SECTION CHIEF (YELLOW VEST)

**PRIMARY:****ALTERNATE:****LICENSURE:** None**ICS CERTS:** IS 700 & 800, ICS 100 & 200 (ICS 300 & 400, P450 Preferred)**REPORT TO:** IC/Alternate Site Leader**SUPERVISE:** Communications Unit Leader, Facilities Unit Leader, Food Unit Leader, Runner

### Upon Activation

- Receive briefing from IC/Site Leader. Ensure knowledge of full mission request and plan of operations.
- Review Extreme Temperature Contingency Plan.
- Confirm activation of your direct reports, and assign or greet them as they arrive:
  - Clerical Staff
  - Communications Unit Leader
  - Facilities Unit Leader
  - Food Unit Leader
  - Runners
- Meet with your direct reports:
  - Establish chain-of-command and performance expectations:
    - o Your direct reports are to report ONLY to you.
    - o They work with other staff as assigned by you, but they DO NOT take instructions from or provide information to anyone other than you (or a Safety Officer if regarding a safety issue).
    - o Any questions, problems, or incidents should be reported to you, NOT to anyone else.
    - o It is important that they DO NOT MAKE DECISIONS on their own, other than provided for in their Position Checklist. This ensures critical consistency with respect to performance and information at the site.
  - Ensure that they are personally prepared, self-sufficient, and adequately equipped to perform their assignments.
- Prepare a briefing statement, to be given to staff members at scheduled briefing(s):
  - Facility overview; including locations of stations, restrooms, break rooms, emergency exits, etc.
  - Communications protocol
  - Role of logistics in this operation: services provided, etc.
- Ensure shipment of equipment/supplies and arrange for transport to alternate site.
- Designate supply and facilities Unit Leaders as needed to procure supplies to maintain operations
- Arrange transportation for staff, if needed to respond to alternate site.
- Establish communications protocols.

### On-Site Operations

- Review your position checklist

- 
- Follow the chain-of-command. THIS IS CRITICAL to ensuring consistent behavior and information across sections and shifts:
    - Give instructions ONLY to personnel who report to you, and take instructions ONLY from your supervisor.
    - Coordinate with your peers (anyone who reports to your supervisor) to accomplish your assigned tasks.
    - Do NOT make decisions that impact others outside your area or that use information that is not in writing or provided by your supervisor.
    - Report to your supervisor when you encounter problems that you cannot resolve or questions that you cannot answer.
  - Participate in staff briefing(s) as scheduled by the Planning Section Chief.
  - Maintain Activity Log (ICS Form 214)
  - Set up all communications equipment (phones and radios) and establish communications protocols.
  - Work with staff in each area to set up physical work stations.
  - Arrange for procurement of additional equipment/supplies as needed and as authorized by the IC/Alternate Site Leader.
  - Work with Operations Section Chief to make sure that the ordering, inventory, and re-supply of any supplies/resources are conducted in a timely manner to ensure supplies are not depleted.
  - Make arrangements for food and beverages for all staff members, and those designated to be provided to the public. Anticipate staff needs and request additional staff as needed.
  - Arrange for transportation of staff members to and from the alternate site.
  - Provide logistical support as needed.
  - Participate in the Demobilization Planning process.

#### Deactivation Phase

- Ensure that all records and reports are turned in to the Planning Section Chief or IC/Alternate Site Leader.
- Conduct exit interviews with your direct reports.
- Supervise the breaking down and repacking of all equipment/supplies.
- Arrange to have all equipment/supplies returned to place of origin and state of readiness.
- Ensure facility is cleaned and returned to former operating condition.
- Participate in the after action process.

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## Position Checklist: OPERATIONS SECTION CHIEF (RED VEST)

**PRIMARY:****ALTERNATE:****LICENSURE:** None**ICS CERTS:** IS 700 & 800, ICS 100 & 200 (ICS 300 & 400, P430 Preferred)**REPORT TO:** IC/Alternate Site Leader**SUPERVISE:** Behavioral Health Specialist, Education-Information Specialist, Greeter/Line Monitor, Registration Clerk, Clinical Interviewer, Security Personnel, Translator**WORKSTATION:** Command Center or Alternate Site

### Upon Activation

- Receive briefing from IC/Alternate Site Leader. Ensure knowledge of mission and plan of operations.
- Review Tuolumne County Extreme Temperature Contingency Plan.
- Confirm activation of your direct reports, and assign or greet them as they arrive:
  - Behavioral Health Specialist
  - Education-Information Specialist
  - Greeter/Line Monitor
  - Registration Clerk
  - Clinical Interviewer
  - Security Personnel
  - Translator
- Meet with your direct reports:
  - Establish chain-of-command and performance expectations:
    - o Your direct reports are to report ONLY to you.
    - o They work with other staff as assigned by you, but they DO NOT take instructions from or provide information to anyone other than you (or a Safety Officer if regarding a safety issue).
    - o Any questions, problems, or incidents should be reported to you, NOT to anyone else.
    - o It is important that they DO NOT MAKE DECISIONS on their own, other than provided for in their Position Checklist. This ensures critical consistency with respect to performance and information at the site.
  - Ensure that they are personally prepared, self-sufficient, and adequately equipped to perform their assignments.
- Prepare a briefing statement, to be given to staff members at scheduled briefing(s):
  - Operational overview including tactics as necessary
- Confirm with Logistics Section Chief that all equipment and supplies are being shipped to the alternate site, and that areas are being set up.
- Develop on-site staff assignments and work schedule.

### On-Site Operations

- Review your position checklist
- Maintain Activity Log (ICS Form 214)
- Work with the Logistics Section Chief to set up check-in, and other areas. Make sure staff has all equipment and supplies needed to carry out their functions.

- 
- Meet with Education/Information Specialists and ensure that they have a script approved by the EOC PIO and the Public Health Officer (or designee), and that hand-out materials are consistent with the script.
  - Meet with Registration Clerks to ensure process and forms are used correctly to sign in public as they arrive.
  - Brief all staff on procedures for additional supplies, security problems, health issues, or other problems.
  - Ensure that proper documentation is maintained for all activities.

#### Deactivation Phase

- Ensure that all records and reports are turned in to the Planning Section Chief or IC/Alternate Site Leader.
- Conduct exit interviews with your direct reports. Participate in the after action process.

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## Position Checklist: PLANNING SECTION CHIEF (BLUE VEST)

**PRIMARY:**

**ALTERNATE:**

**LICENSURE:** None

**ICS CERTS:** IS 700 & 800, ICS 100 & 200 (ICS 300 & 400, P440 Preferred)

**REPORT TO:** IC/Alternate Site Leader

**SUPERVISE:** Resource Unit Leader; Situation Unit Leader

**WORKSTATION:** As assigned

### Upon Activation

- Receive briefing from IC/Alternate Site Leader. Ensure knowledge of full mission request and plan of operations.
- Review Tuolumne County Extreme Temperature Contingency Plan.
- Confirm activation of your direct reports, and assign or greet them as they arrive:
  - Resource Unit Leader
  - Situation Unit Leader
- Meet with your direct reports:
  - Establish chain-of-command and performance expectations:
    - o Your direct reports are to report ONLY to you.
    - o They work with other staff as assigned by you, but they DO NOT take instructions from or provide information to anyone other than you (or a Safety Officer if regarding a safety issue).
    - o Any questions, problems, or incidents should be reported to you, NOT to anyone else.
    - o It is important that they DO NOT MAKE DECISIONS on their own, other than provided for in their Position Checklist. This ensures critical consistency with respect to performance and information at the site.
  - Ensure that they are personally prepared, self-sufficient, and adequately equipped to perform their assignments.
- Establish point of arrival and briefing for new incoming staff members.
- Prepare a briefing statement and assist the IC/Alternate Site Leader with the preparation of the Incident Action Plan, to be given to staff members at scheduled briefing(s):
  - Information flow
  - Documentation requirements
- Establish a staff briefing schedule with the IC/Alternate Site Leader and direct command staff (Site Leader, Logistics Section Chief, Operations Section Chief, Security Unit Leader, Public Information Officer, and Liaison) to prepare their staff briefing notes.

### On-Site Operations

- Review your position checklist
- Conduct staff briefings as scheduled
- Maintain Activity Log (ICS Form 214)
- Work with Logistics Section Chief to set up check-in, other areas. Make sure staff has all equipment and supplies needed to carry out their functions.
- Monitor the documentation process and flow. Make modifications as needed.

---

### Deactivation Phase

- Ensure that all records and reports are filed, scanned, or otherwise kept in secure County network files.
- Conduct exit interviews with your direct reports.
- Participate in the after action process.

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## Position Checklist: FINANCE & ADMINISTRATION SECTION CHIEF (GREEN VEST)

**PRIMARY:****ALTERNATE:****LICENSURE:** None**ICS CERTS:** IS 700 & 800, ICS 100 & 200 (ICS 300 & 400, P460 Preferred)**REPORT TO:** IC/Alternate Site Leader**SUPERVISE:** None**WORKSTATION:** As assigned

### Upon Activation

- Receive briefing from IC/Alternate Site Leader. Ensure knowledge of mission and plan of operations.
- Review Finance Protocols and Extreme Temperature Contingency Plan.
- Review protocols for monitoring time sheets during each Operational Period, utilizing the T-card system in accordance with ICS.
- Prepare a briefing statement, to be given to staff members at scheduled briefing(s)
- Confirm with Logistics Section Chief that all equipment and supplies are being shipped to the alternate site and establish a system to account for invoices at each receiving facility.
- Develop on-site staff assignments and work schedule.

### On-Site Operations

- Review your position checklist
- Maintain Activity Log (ICS Form 214)
- Maintain daily contact with Command Center on Financial/Administrative matters.
- In conjunction with the Red Cross, determine need to set up a commissary and see that financial obligations are clarified and accounted for.
- Work with the Logistics Section Chief to anticipate orders and monitor procurement activities.
- Ensure that proper documentation is maintained for all activities.

### Deactivation Phase

- Provide financial input to demobilization activities
- Review all obligation documents initiated at the incident are properly prepared and completed.
- Brief administrative personnel at the Command Center on all incident related financial issues needing attention or follow-up prior to leaving the incident.
- Conduct exit interviews with your direct reports. Participate in the after action process.

## **LOGISTICS SECTION (YELLOW VESTS)**

**Position Checklist: FACILITIES UNIT LEADER**

**PRIMARY:**

**ALTERNATE:**

**LICENSURE:** None

**ICS CERTS:** IS 700, ICS 100, ICS 200

**REPORT TO:** Logistics Section Chief

**SUPERVISE:** None

**WORKSTATION:** As assigned

Upon Activation

- Receive briefing from IC/Alternate Site Leader.
- Review Tuolumne County Extreme Temperature Contingency Plan.

On-Site Operations

- Review your position checklist.
- Prepare and maintain facilities as needed.
- Ensure facilities are opened and secured as needed.
- Ensure signing is posted at entrance and elsewhere as defined by the Incident Action Plan.
- Establish and maintain requisition documentation records.
- Maintain Activity Log (ICS Form 214).

Deactivation Phase

- Assist with the tear-down and re-packing of supplies.
- Ensure facilities are locked and secured as needed.
- Ensure that all records and reports are turned in to the Logistics Section Chief.
- Identify issues for the After Action Report.

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## Position Checklist: COMMUNICATIONS SPECIALIST

**PRIMARY:**

**ALTERNATE:**

**LICENSURE:** None (FCC Amateur Radio License, Tech. Preferred)

**ICS CERTS:** IS 700, ICS 100 & 200

**REPORT TO:** Logistics Section Chief

**SUPERVISE:**

**WORKSTATION:** As Assigned

Upon Activation

- Work with Logistics Section Chief to ensure all communications equipment (radios, telephones, batteries, chargers, electrical cords, etc.) are included in equipment cache sent to the operation site.
- Review Tuolumne County Extreme Temperature Contingency Plan.
- Work with Logistics Section Chief to create a Communications Plan.

On-Site Operations

- Attend overall staff briefing and receive assignment-specific briefing from the Logistics Section Chief.
- Set up, test, maintain, and arrange for repair all telecommunications equipment.
- Set up a space in Operations area to house communications support equipment (back-up radios and phones, batteries, etc.).
- Obtain information for a directory of significant contact phone/fax/pager numbers.
- Establish contact with lead agency and other cooperating agencies.
- As needed, obtain on-site operational radio frequencies.
- Establish and manage a message system.
- Issue radio and/or phone equipment to personnel according to orders from Logistics Section Chief. Maintain records of equipment issued.
- Provide communication support to on-site personnel as assigned.
- Maintain Activity Log (ICS Form 214).

Deactivation Phase

- Remove all communications equipment and pack it appropriately for transport.
- Account for all communications equipment issued to staff.
- Identify and tag all equipment needing repair and/or replacement.
- Ensure all records and reports are turned over to Logistics Section Chief.
- Identify issues for After Action Report.

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## Position Checklist: RUNNER

**PRIMARY:**

**ALTERNATE:**

**LICENSURE:** None

**ICS CERTS:** IS 700, ICS 100 & 200

**REPORT TO:** As Assigned

**SUPERVISE:** None

**WORKSTATION:** As Assigned

### On-Site Operations

- Review your position checklist.
- Attend overall staff briefing and receive assignment-specific briefing from the Logistics Section Chief.
- Work in assigned area to relay messages and/or deliver supplies and equipment.
- Maintain Activity Log (ICS Form 214).

### Deactivation Phase

- Assist with breaking down of stations and repacking of all equipment/supplies.
- Identify issues for the After Action Report.

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**OPERATIONS SECTION**  
**(RED VESTS)**

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## Position Checklist: BEHAVIORAL HEALTH SPECIALIST

**PRIMARY:**

**ALTERNATE:**

**LICENSURE:** None (LCSW, MFT, MSW preferred)

**ICS CERTS:** IS 700, ICS 100 & 200

**REPORT TO:** Behavioral Health Group Supervisor

**SUPERVISE:**

**WORKSTATION:** As assigned

On-Site Operations

- Review your position checklist.
- Attend overall staff briefing and receive assignment-specific briefing from the Operations Section Chief.
- Prepare the counseling and support station.
- Ensure that all members of the public transiting your area have had their needs met and are as comfortable as possible with situation.
- Provide on-site stress diffusing.
- Identify and refer any patient needing a mental health referral and/or follow-up.
- Maintain Activity Log (ICS Form 214).

Deactivation Phase

- Assist with the tear-down and re-packing of the counseling and support area.
- Ensure the collection of all paperwork and turn in to Planning Section Chief.
- Identify issues for the After Action Report.

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## Position Checklist: MEDICAL/NURSING CARE BRANCH MANAGER

**PRIMARY:**

**ALTERNATE:**

**LICENSURE:** None

**ICS CERTS:** IS 700, IS 800, ICS 100, ICS 200 (ICS 300 Preferred)

**REPORT TO:** Operation Section Chief

**SUPERVISE:** Dispensing/Vaccination Group Supervisor; Pharmacy Group Supervisor; Medical Triage Group Supervisor; Clinical Interviewers

**WORKSTATION:** As Assigned

Upon Activation:

- Receive briefing from Operations Section Chief. Ensure knowledge of full mission request and plan of operations.
- Review Extreme Temperature Contingency Plan.
  - Confirm activation of your direct reports, and assign or greet them as they arrive:
    - Dispensing/Vaccination Group Supervisor
    - Pharmacy Group Supervisor
    - Medical Triage Group Supervisor
- Consult with Physician Supervisor as needed

On-site Operations:

- Follow the chain-of-command. THIS IS CRITICAL to ensuring consistent behavior and information across sections and shifts:
  - Give instructions ONLY to personnel that report to you, and take instructions ONLY from your supervisor.
  - Coordinate with your peers (anyone who reports to your supervisor) to accomplish your assigned tasks.
  - Do NOT make decisions that impact others outside your area, or that use information that is not in writing or provided by your supervisor.
  - Report to your supervisor when you encounter problems that you cannot resolve or questions that you cannot answer.
- Attend overall staff briefing, and receive assignment-specific briefing from the Operations Section Chief (your supervisor).
- Maintain Unit Log.
- Meet with your direct reports:
  - Brief your staff regarding planned operations.
  - Establish chain of command and performance expectations:
    - Your direct reports are to report ONLY to you.
    - They work with other staff as assigned by you, but they DO NOT take instructions from or provide information to anyone other than you (or a Safety Officer if regarding a safety issue).
    - Any questions, problems, or incidents should be reported to you, NOT to anyone else.

- 
- It is important that they DO NOT MAKE DECISIONS on their own, other than provided for in their Position Checklist. This ensures critical consistency with respect to performance and information at the site.
- Ensure that all physical and set up and supplies are available for the interview area.
  - Meet with interview staff and review mass prophylaxis process flow charts ensuring that staff have and are clear on treatment protocols.
  - Monitor patient flow through clinical areas and problem solve with Operations Section Chief.

Deactivation Phase:

- Coordinate and supervise the teardown and re-packing of each clinical station
- Ensure the collection of all paperwork and turn in to Demobilization Unit Leader.
- Conduct exit interviews with your direct reports.
- Identify issues for the After Action Report.

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## Position Checklist: REGISTRATION GROUP SUPERVISOR

**PRIMARY:**

**ALTERNATE:**

**LICENSURE:** None

**ICS CERTS:** IS 700, ICS 100 & 200 (IS 800, ICS 300 Preferred)

**REPORT TO:** Operations Section Chief

**SUPERVISE:** Registration Clerks, Greeters, Line Monitors

**WORKSTATION:** Registration

### Upon Activation

- Receive briefing from Non-Medical Support Branch Manager. Ensure knowledge of full mission request and plan of operations.
- Review Mass Care Plan.
- Confirm activation of your direct reports, and assign or greet them as they arrive:
  - Registration clerks
  - Line Monitors
  - Greeters

### On-Site Operations

- Follow the chain-of-command. THIS IS CRITICAL to ensuring consistent behavior and information across sections and shifts:
  - Give instructions ONLY to personnel who report to you, and take instructions ONLY from your supervisor.
  - Coordinate with your peers (anyone who reports to your supervisor) to accomplish your assigned tasks.
  - Do NOT make decisions that impact others outside your area, or that use information that is not in writing or provided by your supervisor.
  - Report to your supervisor when you encounter problems that you cannot resolve or questions that you cannot answer.
- Attend overall staff briefing and receive assignment-specific briefing from the Non-Medical Support Branch Manager.
- Maintain Unit Activity Log (see page 98).
- Receive on-site briefing from Operations Section Chief.
- Meet with your direct reports:
  - Brief your staff regarding planned operations.
  - Establish chain-of-command and performance expectations:
    - Your direct reports are to report ONLY to you.
    - They work with other staff as assigned by you, but they DO NOT take instructions from or provide information to anyone other than you (or a Safety Officer if regarding a safety issue).
    - Any questions, problems, or incidents should be reported to you, NOT to anyone else.
    - It is important that they DO NOT MAKE DECISIONS on their own, other than provided for in their Position Checklist. This ensures critical consistency with respect to performance and information at the site.
- Ensure that all physical and set up and supplies are available for the interview area.
- Meet with interview staff and review mass prophylaxis process flow charts ensuring that staff have and are clear on treatment protocols.

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- Monitor client flow through clinical areas and problem solve with Operations Section Chief.

#### Deactivation Phase

- Coordinate and supervise the tear-down and re-packing of each clinical station.
- Ensure the collection of all paperwork and turn in to Demobilization Unit Leader.
- Conduct exit interviews with your direct reports.
- Identify issues for After Action Report

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Position Checklist: FOOD UNIT LEADER

**PRIMARY:**  
**ALTERNATE:**  
**LICENSURE:** None  
**ICS CERTS:** IS 700, ICS 100, ICS 200  
**REPORT TO:** Logistics Section Chief  
**SUPERVISE:** Food Unit Personnel  
**WORKSTATION:** As Assigned

Upon Activation

- Receive briefing from IC/Alternate Site Leader.
- Review Tuolumne County Extreme Temperature Contingency Plan.

On-Site Operations

- Review your position checklist.
- Procure and maintain adequate inventory of supplies of food and potable fluids for the needs of the incident.
- Ensure food and potable fluids are distributed to dining areas/workstations as requested by Operations Section Chief.
- Establish and maintain requisition documentation records.

Deactivation Phase

- Assist with the tear-down and re-packing of supplies.
- Ensure that all records and reports are turned in to the Operations Section Chief.
- Identify issues for the After Action Report.

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## Position Checklist: GENERAL STAFF

**PRIMARY:**  
**ALTERNATE:**  
**LICENSURE:** None  
**ICS CERTS:** IS 700, ICS 100 & 200  
**REPORT TO:** Operations Section Chief  
**SUPERVISE:** None  
**WORKSTATION:** As Assigned

### Upon Activation

- Receive briefing from Supervisor.
- Familiarize self with the assigned area and with location of all areas of the site.

### On-Site Operations

- Review your position checklist.
- Greet all persons entering your area.
- Direct patient into appropriate area.
- Offer assistance and guidance to the public and provide general support and reassurance to patients as needed.
- Maintain Activity Log (ICS Form 214).
- Connect non-English speaking patients with the appropriate translator.
- Greet public as they arrive/assemble:
  - Ask those attending the cooling/warming center to sign in.
  - Answer their initial questions.
  - Direct patients with special needs to appropriate resources, i.e., behavioral health or medical care.

### Deactivation Phase

- Assist with the tear-down and re-packing of assigned area.
- Identify issues for the After Action Report.

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## Position Checklist: SECURITY PERSONNEL

**PRIMARY:**

**ALTERNATE:**

**LICENSURE:** None

**ICS CERTS:** IS 700, ICS 100 & 200

**REPORT TO:** Operations Section Chief

**SUPERVISE:** None

**WORKSTATION:** As Assigned

### On-Site Operations

- Review your position checklist.
- Review Tuolumne County Extreme Temperature Contingency Plan.
- Attend overall staff briefing and receive assignment-specific briefing from the Operations Section Chief.
- Maintain Activity Log (ICS Form 214).
- Perform duties as outlined by the Operations Section Chief, which may include:
  - Participation in the set-up of crowd control system (cones, ropes, etc.).
  - Checking the site on a routine basis for any potential security problems. Report findings to the Operations Section Chief or Safety Officer.
  - Establishing a protective perimeter for the operation if necessary.
  - Ensuring that evacuation signals and routes are labeled appropriately.
  - Investigating accidents and writing accident reports.
- Report any security findings to the Operations Section Chief or Safety Officer.

### Deactivation Phase

- Turn over all records and reports to Operations Section Chief.
- Provide operational assistance in packing up equipment/supplies to all areas.
- Identify issues for the After Action Report.

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## Position Checklist: TRANSLATOR

**PRIMARY:**  
**ALTERNATE:**  
**LICENSURE:** None  
**ICS CERTS:** IS 700, ICS 100 & 200  
**REPORT TO:** Operations Section Chief  
**SUPERVISE:** None  
**WORKSTATION:** As assigned

### On-Site Operations

- Review your position checklist.
- Attend overall staff briefing and receive assignment-specific briefing from the Operations Section Chief.
- Work in assigned area to identify patients with language barriers requiring translators.
- Maintain Activity Log (ICS Form 214).
- Create (or obtain) list of all multi-lingual workers at this site in order to use them as additional translators as needed (including American Sign Language). Include:
  - Name
  - What languages they speak
  - Where they are working
- Assist with check-in and provide translation as necessary.

### Deactivation Phase

- Assist with breaking down of stations and repacking of all equipment/supplies.
- Identify issues for the After Action Report.

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**PLANNING SECTION**  
**(BLUE VESTS)**

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## Position Checklist: SITUATION UNIT LEADER

**PRIMARY:**

**ALTERNATE:**

**LICENSURE:** None

**ICS CERTS:** IS 700, ICS 100, ICS 200

**REPORT TO:** Planning Section Chief

**SUPERVISE:** None

**WORKSTATION:** As Assigned

### On-Site Operations

- Review your position checklist.
- Attend overall staff briefing and receive assignment-specific briefing from the Planning Section Chief.
- Review materials regarding current situation.
- Maintain Activity Log (ICS Form 214).
- Ensure that all areas of the site are set up and operational.
- Ensure that all pertinent sources of information are available, i.e., NWS weather reporting, local media updates, etc.
- Utilize and review coordination of plan with the Planning Section Chief.

### Deactivation Phase

- Supervise the break down and repacking of all equipment/supplies.
- Ensure the collection of all paperwork and turn in to Planning Section Chief.
- Identify issues for the After Action Report.

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## Position Checklist: RESOURCE UNIT LEADER

**PRIMARY:**

**ALTERNATE:**

**LICENSURE:** None

**ICS CERTS:** IS 700, ICS 100, ICS 200

**REPORT TO:** Planning Section Chief

**SUPERVISE:**

**WORKSTATION:** As Assigned

### On-Site Operations

- Review your position checklist.
- Attend all briefings.
- Receive assignment-specific briefing from the Planning Section Chief.
- Review materials regarding current situation.
- Confirm and determine numbers of equipment, supplies and personnel available by type. Assign and greet them as they arrive.
- As personnel check in:
  - Brief all staff on set up and operations.
  - Provide a Job Action Sheet and direct them to report to their supervisor
  - Remind all who check in resources or personnel to **Demobilize** at the end of their work shift.
- Ensure that all workstations and equipment are set up and operational.
- Ensure that all pertinent sources of information are available.
- Consult with physicians, nurses, behavioral health specialists, or other information resources where needed.

### Deactivation Phase

- Supervise the break down and repacking of all equipment/supplies.
- Collect totals of remaining inventory and report them to Planning Section Chief.
- Ensure the collection of all paperwork and turn in to Demobilization Unit Leader.
- Identify issues for the After Action Report.