Sonoma County Operational Area Emergency Operations Plan Annex:

Pandemic Concurrent Hazards

DEPARTMENT OF EMERGENCY MANAGEMENT

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I. PURPOSE AND SCOPE

Purpose

The COVID-19 pandemic continues to pose significant threats to life safety, medical/healthcare systems, social infrastructure, and economic activity, and is expected to continue in some capacity through at least the end of 2021. Additionally, even as vaccines are made available and the number of those fully vaccinated increases, the prevention measures needed to protect individuals from infection including social distancing, are expected to be needed well into 2022. The direct impacts of the virus and its indirect effects on public safety, emergency management, communications and social infrastructure will affect and compound the response to existing hazards including wildfire, power shutoffs and winter storms/flooding.

This Annex amends existing emergency plans/procedures and organizational structures to enhance response coordination for wildfire, power shutoff and flooding incidents which occur concurrent to a major pandemic. This is a supporting annex to the Sonoma County Operational Area Emergency Operations Plan (EOP).

The Annex provides direction for Operational Area stakeholder organizations including County departments, cities, special districts, community groups, and others, ensuring interagency coordination in accordance with the County's EOP, California Emergency Services Act, Standardized Emergency Management System (SEMS), and National Incident Management System (NIMS).

This Annex is designed to accomplish the following:

- Serve as a planning document to support further development of associated response plans by County departments and agencies;

- Provide an overview of the threat that a concurrent pandemic poses to the Operational Area and describe the potential scope of impacts and response considerations; and

- Provide the response management team with contextual information to guide initial response planning.

Scope

This Annex addresses incremental actions taken in response to Red Flag or flood warnings provided by the National Weather Service and/or notices of potential electrical power shutoffs by the Pacific Gas and Electric Company (PG&E) while the Operational Area is impacted by a pandemic This annex does not encompass pre-incident mitigation or recovery efforts.

This Annex does not alter existing County department or other Operational Area jurisdiction emergency response standard operating procedures (SOPs), processes, or resources outside of wildfire, power shutoff or flooding planning. Emergency response agencies (such as law enforcement, emergency medical services (EMS) and fire) will adhere to existing department SOPs in accordance with all legal requirements.

The primary responding entities identified in this plan include:

<u>County of Sonoma</u>

Sonoma County Sheriff's Office (SCSO)

Department of Emergency Management (DEM)

General Services Department (GSD)

County Administrator's Office

Department of Health Services (DHS)

Sonoma County Operational Area Emergency Operations Center (EOC)

Human Services Department (HSD)

REDCOM Fire and EMS Dispatch (REDCOM)

<u>Operational Area Stakeholders</u>

Cities

Fire Protection Districts (FPD)

California Governor's Office of Emergency Services (CalOES)

National Weather Service (NWS)

California Highway Patrol (CHP)

California Department of Transportation (Caltrans)

American Red Cross (ARC)

Situation Overview

<u>Hazard Analysis</u>

The Operational Area EOP and the [County Hazard Mitigation Plan](#) provide hazard analysis for de-energization, wildfire, and flooding incidents. The Operational Area's EOP Annex for Pandemic addresses the pandemic threat.

If a de-energization, wildfire, or flood event occurs during a pandemic, there are an added layer of hazards that must be taken into consideration. Primary complication is the possibility of spreading the infection while undertaking response or care operations. Another factor is the threat of the event causing systems failures of care facilities including hospitals caring for pandemic victims.

Potential general operational considerations that need to be addressed in concurrent hazard planning include:

1. Degraded organization capabilities (County/city/special district government, public safety agencies, EOCs, mutual aid system impacts, general staff fatigue, budget shortfalls and economic health instability)

2. Disrupted social fabric (fatigue, mistrust, degraded social networks, unhealthy behaviors)

3. Disrupted supply chains (hotels, goods, services, brick & mortar stores, transportation, deliveries)

4. Concurrent or competing response missions (ex. EMS vs wildfire)

5. Compounding effects (ex. enhanced effects posed by wildfire smoke to individuals infected with COVID-19)

Specific concurrent hazard challenges include:

1. Evacuation will become more difficult as evacuation of infected patients will have to be completed separately from non-infected patients/general public. Vehicles used for evacuation of infected patients must be decontaminated prior to the movement of the non-infected. Otherwise, additional resources would be required to move both categories of evacuees. Evacuation of 'non-infected' persons carry the risk that a non-diagnosed virus carrier may be among them, providing a vector for the transmission of the virus. This will require that evacuated people maintain social distancing and/or have appropriate personal protective equipment (PPE). This would make evacuation remarkably resource intensive.

2. Personnel involved in the evacuation of infected persons will likely have to come into close contact with them while assisting in the evacuation. This may result in significant infection of evacuation responders and/or result in reluctance on the part of responders to assist in the response activities.

3. Sheltering with traditional densities to maximize resource economy will be impractical and potentially dangerous. Recent history has shown that the spread of relatively benign contagions, such as the Norovirus, happens with remarkable speed in traditional sheltering situations even with aggressive prophylaxis. This could result in a catastrophic spike in cases during a pandemic.

4. Sheltering may require significantly more resources to allow for an infected population shelter, a general population shelter, and sheltering for medically fragile individuals who are presumed to be infection free. Additionally, social distancing and other prophylactic methods may require a much greater person-to-space and person-to-staff ratio than normally allowable in sheltering operations, resulting in a significantly increased resource requirement. Additionally, an environment that allows contagions to pass from shelter client to

shelter client creates an environment where shelter workers are more likely to become infected.

5. The likelihood that the general public understands the risks in going to an evacuation shelter is high. This may result in the public seeking alternate shelters and may result in decreased risk to the evacuees.

6. For all response capabilities, there is a significant expectation that available resources will be lower than average. Pandemic infection will likely reduce the available workforce. First responders may be disproportionally affected by the pandemic, removing significant numbers of highly qualified individuals and replacing them with less well-trained personnel. Additionally, staff may be unwilling or reluctant to work in situations where they may contract the contagion, further reducing available workforce.

7. Reduced resources will likely affect major sources of mutual aid including Cal Fire and response units from other jurisdictions. Fire, law enforcement, emergency management mutual aid, and non-governmental agencies can be expected to have a much-reduced presence - if they are available at all.

8. Reduced resources is likely to affect the power generation sector, making re-energization following a de-energization event difficult due to reduced line crews. This will result in key facilities having to rely on backup power for longer periods, increasing the likelihood of back-up system failure. This could cause significant fatalities in situations requiring powered life support systems.

9. With response requiring potentially significantly more resources, the time between the incident starting and the mobilization of resources becomes more critical than it has in the past.

<u>Capability Analysis</u>

Sonoma County Operational Area ordinarily has sufficient Fire, Law Enforcement, Public Works, Care and Shelter, and Health resources to conduct initial response to no-notice disasters, with additional mutual aid resources able to mobilize in short order to augment the available resources.

In the event of major disaster during a pandemic, however, resources will become strained. The OA may be required to rely on internal resources for longer than is customary, and those resources may likewise be reduced. As a baseline, we can expect:

- Healthcare and public health workers will be at a premium. High demand and effects on workers may result in a significant shortfall in trained staff available for shelter work.

- Law enforcement may be significantly impacted reducing the ability to provide security, close roads, and enforce evacuation orders. Roadblocks may require the use of non-sworn officers.

- EMS use for the transportation of the ill may be significantly impacted due to the need to decontaminate before transporting non-infected patients.

- Shelters will require substantially more space than traditionally needed to allow for social distancing. The Operational Area has sufficient space available for several larger shelters and multiple micro-shelters. Shelter workers, however, will likely be at a premium. By increasing the size and numbers of shelters, the number of available trained staff will be thin, especially in a pandemic environment where we can expect a portion of the staff to be unavailable. Further, if proper procedures and PPE are not in place, we may see higher numbers of shelter staff become infected. This may also have a detrimental impact on worker morale and cause higher rates of absenteeism.

- Volunteers are available and may be used for sheltering operations, but factors that affect shelter workers are likely to likewise impact volunteers. Additionally, volunteers are unlikely to have substantial training and lack traditional hiring mechanisms, including background checks.

- The County has a substantial pool of disaster service workers to draw from that can be trained ahead of time as many have been sent home during the pandemic.

- The overall coordination capability at the OA level is excellent as the County staff is remarkably well experienced in EOC operations. However, we may see degradation of capability through exhaustion, illness, and an increased span of control with the inclusion of a de-energization or wildfire. As with other areas, it is likely that emergency management mutual aid will be sparse.

Planning Assumptions

The following planning assumptions were made with regards to this plan:

- The current pandemic (COVID-19) will still be active. Even as vaccines are being distributed, it will not be to a level where the population has achieved "herd immunity". First responders and other critical safety services will continue to have significant, but not catastrophic, levels of reduction in service.

- Vaccination sites may reduce the availability of key facilities generally used for sheltering of evacuees. Vaccine operations may be suspended in advance of critical weather or incident.

- The OA will experience multiple Red Flag warnings that will result in wide-spread power shutoffs and may result in a Wildfire Urban Interface (WUI) incident.

- Any WUI will result in significant evacuations that will include hospitals, skilled nursing facilities, and the general public.

- Sheltering numbers will likely be similar to the numbers seen in the Kincade Fire and 2017 Sonoma Complex Fires, roughly 4,000 people.

- Evacuation and sheltering numbers may be significantly higher and overwhelm any facilities the OA can reasonably establish.

- The start of a no-notice incident that will require rapid alert and warning, evacuation, and sheltering.

- The OA has experienced flood from many watersheds within the OA. The OA will receive at least 24-hour notice prior to reaching flood stage, and emergency protective measures can be implemented around a pandemic environment.

II. CONCEPT OF OPERATION

Incident Objectives

The mission of the Sonoma County Operational Area during a Red Flag, wildfire, flood event, or any major emergency within a pandemic environment, is to preserve life, property, and the environment.

To accomplish the overall mission of preserving life, property and the environment, the Sonoma County Operational Area adopts the following overall response objectives:

1. Aggressively educate the public prior to Red Flag conditions, wildfires, and flooding incidents. Educate the public on how to be prepared and how sheltering operations will be executed in a pandemic environment.

2. Aggressively maintain Situational Awareness during Red Flag periods or emergencies to react rapidly to any emerging threat.

3. Proactively identify threats to public safety from power shutdowns exacerbated by pandemic and mitigate them prior to the incident.

4. Aggressively conduct Alert and Warning through every means to ensure the public is immediately alerted to threats and receive accurate, timely, and useful information to facilitate individual evacuation and sheltering.

5. Provide transportation as needed to evacuate the hospitalized, skilled nursing facility residents, and other mobility-challenged access and functional needs persons.

6. Coordinate and assist the mobilization and employment of OA resources to respond to the threat.

7. Conduct shelter operations with strong emphasis on reducing the chances of transmission of infectious diseases by proactively establishing best practices in shelters for screening clients prior to entrance, maintaining appropriate social distancing, practicing appropriate hygiene, utilizing PPE, providing laundry services and food distribution

8. Integrate initial fire, law enforcement, emergency medical services, evacuation, sheltering, and alert and warning systems to operate under a Unified Command Structure per the Incident Command System when Red Flag conditions exist.

Concept of Operation

The Sonoma County Operational Area will aggressively monitor the situation during Red Flag, de-energizations, wildfires, and flooding events to swiftly enact Alert and Warning, Evacuation, and Sheltering operations in order to provide the most amount of time to warn the general public, begin necessary evacuations, and establish evacuation shelters.

To minimize the time between ignition and the alerting and evacuation processes, and to provide ample time between forecasted impact times for de-energizations and flooding and the alerting and evacuation processes, the OA will establish a primary and secondary duty officer position staffed with key personnel who will closely monitor the situation as conditions develop. The DEM Duty Officer on a normal day-to-day monitors developments, coordinates with Operational Area stakeholders and supports field incident commanders' recommendations and requests.

In the event of an incident that threatens population areas, the Incident Commander will direct and coordinate all components of the operation; ordering Alert and Warning, supporting law enforcement in the evacuation effort with transportation resources, supporting Temporary Evacuation Points (TEPs) and establishing non-congregate and congregate shelters.

After the initial response and upon order from the Emergency Operations Center (EOC), the duty officers will merge with the EOC as it activates to provide in-place situational awareness and continuity of operations.

Specific actions may be necessary as an event's timeline progresses. These action are taken in a phased approach and begin upon detection of a forecasted event.

Phases

The phases of the response operation begins when a Red Flag or a flooding event is predicted and culminates upon completion of Alert, Warning, Evacuation operations

and establishment of Sheltering operations. Continuing operations will transition to the EOC. For detailed actions at each stage, see Appendix C (Master Operational Checklists)

Preparation

Preparation phase begins upon detection of an event and continues until Phase 1 activation.

Actions (Entity responsible):

Develop the EOC organization structure and identify personnel (DEM)

Develop evacuation plan details (See Appendix A) (SO/DEM)

❑ Designate and publish evacuation zones

❑ Establish transportation resource list for on-call activation

❑ Conduct training for all drivers and dispatchers

Develop specific Alerts for pre-designated evacuation zones (DEM)

Develop sheltering plan details (see Appendix B) (HS/DEM)

❑ Consider identification of Temporary Evacuation Points (TEPs)

❑ Design shelters based on current health guidelines to prevent contagion spread on activation

❑ Pre-designate shelters

❑ Coordinate with CAL OES to designate out-of-OA shelters in case of large-scale evacuation

❑ Identify and train staff for shelter operations

❑ Identify and procure materials to include bedding, food, water, and PPE

❑ Pre-stage shelter materials at designated shelters

Conduct aggressive public awareness campaign to inform public of hazard and evacuation and sheltering plan. (CAO)

Identify key infrastructure requiring additional power generation and/or considerations. (DEM)

1. Pre-Red Flag/Pre-Flood

Triggering criteria: National Weather Service issues a Fire Weather Watch and/or PG&E issues PSPS Elevated/Watch/Warning status OR NWS issues a Flood Watch

Actions (Entity responsible):

Activation of a second DEM Duty Officer (DEM)

❑ Ensures all team (DEM) members are notified

❑ Identify any shortfalls in team members due to illness, absence, etc. Supplement with alternates.

Issue an activation-warning message to EOC staff, and verify availability (DEM)

Alert and Warning Team conducts tests and training (DEM)

Primary and Secondary Duty Officers to coordinate and organize response of partner agencies (DEM)

Commence public information operations to reinforce public roles in evacuation and sheltering (CAO)

2. Warning: Red Flag or Flood

Triggering criteria: No later than 6 hours prior to start of a predicted Red Flag Warning by NWS or PGE PSPS event (whichever predicts an earlier start) OR 6 hours prior to predicted start of flooding event.

Actions (Entity responsible):

Optional Partial activation of the EOC at direction of the EOC Director (EOC Dir)

Primary & Secondary Duty Officers reviews procedures, adjusts activation criteria as needed (DEM DO)

Conduct communications checks with key response agencies (DEM DO)

Coordinate and organize partner agency briefing call as needed.

Continue Public Information operations (CAO)

Duty Officer's closely monitors fire cameras and all radio nets and develops ongoing situational awareness (DEM DO)

For de-energization event, if directed by the EOC Director, send SoCo Alert/WEA to general public warning of imminent power shutdown and degradation of emergency response systems (DEM)

For flooding event, also refer to Flooding Annex on actions related to response.

3. Wildfire Ignition OR Flooding

Triggering criteria: Ignition of Wildfire OR Major Flooding Occurs

Actions (Entity responsible):

Primary Duty Officer develops and maintains Situational Awareness

Sheriff's Commander and or Sergeant working with the ICP staff makes decision if event presents an immediate threat to life requiring an evacuation. Time permitting (SO)

Secondary Duty Officer issues Situation Status to EOC, Operational Area partners, Cal Fire, and CalOES Warning Center (Secondary Duty Officer)

If warranted by conditions, Sheriff's Commander and or Sergeant directs the Alert and Warning Team to issue alerts (SO)

If warranted by conditions, Sheriff's Commander and or Sergeant directs evacuations and activates the evacuation coordination team (SO)

If warranted by conditions, Secondary Duty Officer activates the Shelter Task Force and recommends specific shelters for activation (Secondary Duty Officer)

JIC conducts public information operations to augment initial Alert and Warning (CAO)

For flooding event, alert campgrounds that are subject to flooding to move to higher ground (SO)

Alert homeless encampments that are subject to flooding to move to higher ground (SO)

4. Transition to EOC

Triggering criteria: EOC is fully functional. Evacuations have stabilized.

Actions (Entity responsible):

Safety and security operations continue (SO/FD)

Public information operations continue (JIC)

Evacuation shelter operations continue (HS/ARC)

Transition Alert and Warning, Evacuation and Sheltering functions to the EOC (DEM)

De-activation of the Secondary Duty Officer – Transition to EOC Coordinator (DEM)

Direction, Control and Coordination

Primary coordination of the immediate response effort in the field will be coordinated by unified command between Law and Fire at an ICP.

Situational monitoring and activation of Evacuation and Sheltering operations is initiated and coordinated through the Primary Duty Officer. Initial event Alert and Warning and Situation information flow will be coordinated through the Secondary Duty Officer.

The DEM Duty Officers will maintain contact with (provided by):

- Incident Commander (Sheriff & Fire)
- Secondary Duty Officer then EOC Coordinator (DEM)
- Alert & Warning Team (DEM/Sheriff)
- Fire Branch Representative (Fire agency)
- Public Information Officer (CAO Office)*
- Evacuation Transportation Specialist (Transportation & Public Works)*
- Shelter Representative (Humans Services)*

*May participate remotely

Operational Considerations

The EOC, DEM Duty Officer's, and select County Agencies will refer to the operational checklists (see Appendix C) for generalized operational guidance.

Operations in a pandemic environment require more complex evacuation and sheltering procedures to be in place. Early notification of evacuation and sheltering teams is important.

Resources for response may be significantly impacted by the pandemic. The Duty Officer's and the EOC will need to be cognizant of available resources and shortfalls and adapt to a possibly resource-constrained environment.

III. ROLES AND RESPONSIBILITIES

Specific roles and responsibilities during a concurrent response is as follows:

County Agencies

Sonoma County Sheriff

- Direct and Coordinate Evacuation

- Coordinate evacuated area security

Department of Emergency Management (DEM)

- Activate a second Duty Officer to monitor the situation 24/7, as needed

- Manage the Duty Officer Program staffing, training, and activation

- Organize and disseminate threat intelligence prior to activation of EOC

- Prepare EOC for activation

- Conduct Operational Area meetings and teleconferences

- Conduct emergency Alert and Warning as needed

- Facilitate the operation of the EOC

- Facilitate closure of EOC

- Facilitate After Action meeting, production of the AAR, and Improvement Plan.

Sonoma County Operational Area Emergency Operations Center

- Activate in accordance with EOC activation procedures and triggering criteria

- Coordinate Operational Area response to de-energization, wildfire, or flooding to include alert and warning, evacuation, care and sheltering, re-entry, and recovery

- Coordinate Proclamation of Local Emergency

- Coordinate resource procurement and allocation

- Coordinate Common Operating Picture for the Operational Area

- Coordinate with State and Federal Emergency Organizations

- Coordinate public information messaging

DEM Duty Officer

- Activate secondary Duty Officer as needed or upon triggering criteria is met

- Coordinate Operational Area response to wildfire by directing initial Alert and Warning, ordering evacuations as appropriate, coordinating evacuation resources and directing the establishment of evacuation shelters

- Develop and maintain a Common Operating Picture for the assigned area until EOC is fully activated

- Disseminate public messaging until the Joint Information Center is active

Human Services (HSD)

- Alert designated shelter teams

- Staff the shelter unit of the County/OA EOC to coordinate shelter and TEP openings and operations

- Coordinate pre-deployment of County Shelter Kits including AFN Shelter Kits to pre-designated evacuation shelters

- Be prepared to conduct "warm status" of designated shelters during Red Flag events

- On order from the EOC, open designated evacuation shelter in partnership or coordination with American Red Cross.

- Conduct shelter operations to include providing bedding, food, health services, and survivor assistance, as needed, in partnership or coordination with ARC

- Conduct shelter operations in a pandemic environment in accordance with the standards outlined in Appendix B of this plan.

- Identify IHSS vulnerable populations in evacuated areas and work with transportation to assist with evacuations, if needed. Refer to Appendix A.

- Deploy Functional Assessment Service Teams (FAST) to shelters

General Services Department (GSD)

- Through all phases, provide logistical support to response effort to include maintenance, procurement and supply, facilities, and telecommunications support.

- Submit resource requests through CalOES for state resources

Transportation and Public Works (TPW)

- Provide a transportation liaison to the Duty Officer or EOC to coordinate deployment of evacuation transportation, as needed

Health Services (DHS)

- Provide health services in evacuation shelters, as needed as outlined in the care & shelter guidelines and recommendations from the State of California

- Operate COVID-19-positive sheltering site. Be prepared to receive patients in the event of hospital evacuations

County Administrator's Office

- Activate the Joint Information Center

- Disseminate public messaging related to the emergency response, evacuation, care and sheltering, re-entry, and recovery

REDCOM Fire and EMS Dispatch (REDCOM)

- Process calls for service

- Communicate fire resource status and reports from the Incident Command Post

Other Agencies

Fire Protection Districts (FPD)

- In affected areas, perform first responder duties

- Outside affected areas, be prepared to provide mutual aid.

California Governor's Office of Emergency Services (CalOES)

- Receive and process proclamation from city or county.
- Receive and process resource requests, provide mission tasking guidance and support

- Assist in coordination with other state and federal agencies

- Assist in development of situation status, Initial Damage Estimate (IDE)

- Assist with transition to recovery and LAC opening

- Assist with Preliminary Damage Assessment and IDE validation

National Weather Service (NWS)

- During all phases, the NWS will be the primary agency for issuing weather warning **products**

California Highway Patrol (CHP)

- During all phases, the CHP will be the primary agency for conducting traffic control as needed. Responsible for closures on any state highway

California Department of Transportation (Caltrans)

- During all phases, Caltrans will support the CHP for closures on any state highway
- Provide messaging via CMS, as appropriate

American Red Cross (ARC)

- Alert designated ARC shelter teams >6 Hours prior to shelter opening; complete staffing pattern
- Coordinate shelter location with County Human Services and EOC.
- If requested via EOC or HSD, conduct "warm opening" of designated shelters.
- If requested through EOC or HSD, open designated evacuation shelters

Cities

- Conduct safety and security operations within own jurisdictions
- Provide situation reports to Op Area Emergency Operations Center
- Provide mutual aid as requested
- Open city shelters as needed

IV.   INFORMATION COLLECTION, ANALYSIS, AND DISSEMINATION

Information	Source	EOC Responsibility	Dissemination
Situation Status	DEM Duty Officers, Operations	Plans/Situation Analysis	All EOC staff OA Cooperators CalOES
Weather and Red Flag Prediction	NWS	Plans/Situation Analysis	All EOC staff OA Cooperators
Shelter Status	Care & Shelter	Care & Shelter	EOC Director, ICPs, and Section Chiefs
Road Closure	TPW, Sheriff, CalTrans, CHP	TPW	Situation Status
Resource Request Status	Resource Management	Logistics	EOC Director, ICPs, and Section Chiefs
Obligated funds	Finance section	Finance section	EOC Director
Public Messaging	PIO	PIO Section	Public and media

V.   ADMINISTRATION, FINANCE, AND LOGISTICS

Administration, finance, and logistics are to function per the Sonoma County Operational Area Emergency Operations Plan.

Law, fire, and EMS costs incurred by agencies within their normal jurisdictions are the responsibility of their respective jurisdictions. Outside their jurisdictions, costs are in accordance with existing mutual aid agreement procedures. The exception is if a jurisdiction is specifically tasked with a mission outside their normal jurisdiction and outside the existing mutual aid agreements.

VI.   REFERENCES, AUTHORITIES, AND POLICIES

Federal

- FEMA Guidance on Planning for Integration of Functional Needs Support Services in General Population Shelters, 2010.
- U.S Department of Justice, ADA Best Practices Tool Kit for State and Local Government, 2007.
- American Red Cross Disaster Cycle Services Standards & Procedures Sheltering Standards and Procedures, July 2016.

State

- California Guidance on Planning and Responding to the Needs of People with Access and Functional Needs, 2009.
- California Statewide Alert & Warning Guidelines, 2019

County

- Sonoma County Code, Chapter 10, Civil Defense and Disaster (Emergency Services).
- County of Sonoma and Sonoma County Operational Area Emergency Operations Plan, 2014.

COVID-19 Specific Guidance

- CalOES/CDPH/CalEMSA Mass Care and Shelter Guidance for Local Governments During a Communicable Disease Outbreak or Pandemic. August 2021
- CDC Interim Guidance for General Population Disaster Shelters during the COVID-19 Pandemic, October 2020[1]
- CDPH Mass Care and Shelter Guidance for Local Governments in a Communicable or Infectious Diseases Environment, July 2020[2]

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[1] CDC guidance: https://www.cdc.gov/coronavirus/2019-ncov/php/eh-practitioners/general-population-disaster-shelters.html

[2] CDPH guidance: https://www.cdph.ca.gov/Programs/CID/DCDC/CDPH%20Document%20Library/COVID-19/Communicable%20or%20Infectious%20Diseases%20OA%20Guidance%20July%202020.pdf

APPENDIX A: PANDEMIC EVACUATION PLAN

This appendix is a COVID-19 tailored, multi-hazard evacuation protocol for Sonoma County that incorporates important provisions due to the short and long-term public health measures that would likely be in effect, i.e. social distancing.

Direction and Control

The Sonoma County Sheriff's Office has the overall authority to alert and order community evacuation within unincorporated county jurisdiction.

Operational Area (OA) EOC

Upon activation, the OA EOC supports evacuation protocols that will incorporate COVID-19 provisions to ensure countywide coordination through an ICS structure comprised of a Management Section, Plans Section, Operations Section, Logistics Section, Finance Section, and Public Information Officer. Depending on the magnitude of the event and the level of EOC activation, the evacuation process will be heavily implemented and coordinated through the Law Enforcement Branch, the Care and Shelter Branch, the Transportation Unit, and the Access and Functional Needs Group.

As per the wider coordination, the following County Departments and OA partners will be directly involved in OA EOC evacuation operations:

- Sheriff's Office
- Department of Emergency Management
- Transportation and Public Works
- Department of Health Services
- Human Services Department
- General Services
- Animal Services
- Regional Parks
- Community Development Commission
- Sonoma County Fairgrounds
- California Highway Patrol (CHP)
- California Department of Transportation (CalTrans)
- National Weather Service

COVID-19 Provisions During Evacuation

COVID-19 provisions addressed focus on the following areas: Community Preparedness, Transportation, Law Enforcement, Access and Functional Needs, and State-level support.

Community Preparedness

With the aim of ensuring community-wide understanding on the importance of evacuation planning, DEM leads an ongoing community preparedness campaign that also focuses on evacuation. This effort is intensified in the weeks leading up to and throughout the region's wildfire season. Community evacuation planning includes educating residents on evacuation routes and assembly points, building and maintaining survival kits (Go Bags), planning for evacuation drills, and available resources they can refer to in preparation for an evacuation.

The COVID-19 provisions incorporated in this effort focuses on public awareness of critical personal protective equipment (PPE) that should be part of their preparedness actions at a personal level, specifically facemasks and hand sanitizers.

Transportation

As experienced during recent evacuation scenarios in Sonoma County, community residents normally evacuate utilizing their own personal vehicles. However, a subset of the community has depended on collective transport such as buses and shuttles to safely evacuate to another location. Moreover, the access and functional needs (AFN) population heavily relies on pre-arranged transportation services which must be ADA compliant. For COVID-19 provisions, social distancing is a key factor to consider, particularly in addressing passenger capacity and seating arrangements in collective transport. Appendix D provides some considerations for evacuee transportation operations.

For healthcare facilities, schools, youth camp facilities and businesses, transportation planning for evacuation scenarios should already be included in their respective emergency plans. Under COVID-19 circumstances, the same social distancing provisions should be incorporated to minimize exposure of the evacuees.

Law Enforcement and First Responders

During an evacuation, the movement of people and traffic out of an identified evacuation area will be managed and implemented by law enforcement officers as per the protocols established. These services include road signage, traffic control, security monitoring, and patrolling. Services can be provided by any combination of agency representatives including the Sheriff's Office, CHP, CalTrans and local Police Departments. Supporting this effort in tandem are the first responders, mainly Emergency Medical Teams, as well as representatives from local Fire Districts.

The COVID-19 provisions that will be incorporated focus on the readiness of law enforcement and first responders in order to minimize disruption of efforts during an evacuation scenario. To avoid exposure of staff to COVID-19, a strategic plan for

inventory of PPEs will be in place at their respective agencies, including planning for potential shortage of staff due to existing illness or newly acquired COVID-19 infection.

Access and Functional Needs

Evacuation protocols for the Access and Functional Needs (AFN) population will require enhanced readiness due to the current COVID-19 environment. In Sonoma County, the AFN population that would be most vulnerable during an evacuation scenario include the elderly, the medically and physically impaired, children, non-English speakers, homeless individuals, and prison population.   The following provisions will be implemented:

- Transportation: Arrangements for ADA compliant vehicles (shuttles, paratransit buses, private buses) to be rapidly mobilized and/or pre-positioned under agreement with OA stakeholders.
- Multi-lingual communication resources: Evacuation-specific messaging and resource materials targeting the AFN population to be made available in English and Spanish and in formats that suit the medically and physically impaired.
- Alert and Warning: Through the SoCo Alert platform, targeted alert messaging have been pre-programmed in the system to rapidly reach AFN residents (and visitors) of potential evacuation protocols
- Medical Health Services: Strengthened coordination with the Healthcare coalition (hospitals and healthcare facilities) in place regarding specific evacuation protocols for patients and how to maximize resources to ensure smooth transport of AFN individuals, if required.
- Accommodation: Strengthened coordination with the hotel partners, neighboring counties, and the private sector (Airbnb) on streamlining evacuation protocols to ensure safe places to evacuate to, including shelters.

State-level support

As a strategic Operational Area partner, the California Office of Emergency Services (CalOES) is actively involved in evacuation operations within the County by leveraging support at State level when required. As in normal circumstances, an evacuation scenario in a COVID-19 environment can very well surpass County capacity and the mission task request mechanism will have to be employed. The following are potential areas of support that the County of Sonoma may have to request from CalOES:

- Personal Protective Equipment
- Transportation
- OA EOC staffing (EMMA requests)

Transportation Capacity in Sonoma County Operational Area

Type	Name of Organization	Est # of Vehicles	Est # of Drivers	ADA & w/c accessible	Estimated # of Paratransit Vehicles	Est # of Drivers	ADA & w/c accessible	Contact info
Public	Sonoma County Transit (SCT)	51 vehicles ▪ 8 - 30' long buses ▪ 38 - 40' long heavy duty ▪ 5 - small cutaway minibuses	50	Yes	30 vehicles ▪ 6 sedans ▪ 5 minivans ▪ 19 cutaway minibuses	20	Yes	Bryan Albee Transit Systems Manager 707-585-7516 bkalbee@sctransit.com
Public	Santa Rosa City Bus	29 vehicles ▪ 26 - 40' long buses ▪ 3 - 30' long buses	50	Yes – 2 w/c spots per bus	12 vehicles ▪ 11 cutaway ▪ 1 - 26' long cutaway	9	Yes – 3 w/c spots per bus	Rachel Ede Deputy Director City of Santa Rosa TPW 707-543-3337 rede@srcity.org
Public	Petaluma Transit	14 Buses – all diesel ▪ 4 - 29' long buses ▪ 10 - 35' long buses ▪ 4 - 40' long buses	14	Yes	11 vehicles – all gasoline ▪ 10 (22-24' cutaways) ▪ 1 minivan	5	Yes	Jared Hall Transit Manager 707-778-4421 (office) 707-753-1263 (cell) jhall@cityofpetaluma.org
Public	Sonoma Valley Unified School District	15 vehicles ▪ 14 (40' buses) ▪ 1 (30' 25 passenger)		Yes				Stacey Ledou Transportation Manager sledou@sonomaschools.org
Private	West County Transportation	179 vehicles ▪ 72 - 40' Buses [22 Diesel, 50 CNG] ▪ 91 - 12-18 Psngr Buses (cutaway, ambulatory passengers, [Diesel]) ▪ 16 - 10 Passenger Vans [Gas]	▪ 60* ▪ 132* ▪ 150*		36 vehicles Wheelchair cutaways – max of 4 w/c per bus (diesel)	▪ 132*		Chad Barksdale cbarksdale@schoolbusing.org 707-494-4532
	* Estimated number of drivers is per class of vehicle with individual drivers having license endorsements to drive multiple vehicle classes							

APPENDIX B: PANDEMIC SHELTERING PLAN

*** Appendix B: Pandemic Sheltering Plan is still in develop stage, and is a
working section. Will be updated as we complete. ***

Background

Traditional mass care and sheltering operations now face added challenges because of
the COVID-19 pandemic. Due to the potential for additional incidents, such as wildfire,
earthquake, flood, etc., to occur during the pandemic, the requirements for
social/physical distancing, congregate/non-congregate shelters modifications, and
other protective measures must be addressed. It is crucial to have a comprehensive plan
that articulates how the County will conduct Operational Area mass care and sheltering
operations.

The purpose of this plan is to articulate Sonoma County Operational Area mass care and
shelter support operations in a communicable or infectious diseases environment to be
conducted by County agencies in support of the Operational Area. Once activated, this
plan serves as basis for how County agencies will coordinate mass care and shelter
services in a communicable or infectious diseases environment. This plan compliments
current sheltering operations planning with added considerations due to the pandemic.

Assumptions

Congregate sheltering is likely to increase the potential for spread of communicable or
infectious diseases

Non-congregate sheltering is the safest sheltering option during the communicable or
infectious diseases environment.

Non-congregate sheltering might be limited due to the number of first responders and
other residents, who may be housed in hotels.

Implementing social distancing procedures (6-feet distance) at shelters is a best practice
for curbing the spread of communicable or infectious diseases at those sites.

Evacuees may be reluctant to shelter in a congregate sheltering environment due to fear,
social distancing, and isolation efforts.

Individuals at higher risk of death from contracting communicable or infectious diseases
(those medically fragile, individuals with disabilities or other Access and Functional Needs
(AFN)), may have greater reluctance to evacuate due to potential increased exposure to
communicable or infectious diseases.

Fewer volunteers may be available to staff mass care and shelter operations because of
the possibility of being in a communicable or infectious diseases environment, and shelter-
in-place orders.

Cleaning staff will be required to provide 24-hour on-site cleaning services.

The thoroughness and frequency of sanitation and cleaning efforts must be increased for all spaces including screening areas, reception, registration, common areas, and any private rooms.

Temporary Evacuation Points (TEPs)

TEPs are established locations and act as reception and staging areas for evacuees who are waiting to determine whether they will be directed toward non-congregate or congregate shelter options. TEPs allow for the *controlled* flow of people to pre-identified shelter sites.

These centers may consist of large parking lots, or large buildings that can accommodate a large number of vehicles. All TPEs will follow the screening, distancing, and cleaning protocols that apply to congregate shelters discussed in sections below. This plan includes, as an example, a diagram of the Santa Rosa Veterans Center with notations included that demonstrate check-in flow used for a TEP.

TEPs require multiple capabilities such as check-in, tracking, and shelter assignments. Social distancing measures will make TEP organization more complex in a communicable or infectious diseases environment and will require staffing for crowd control and registration. Current guidelines suggest reducing staff interactions and implementing social distancing.

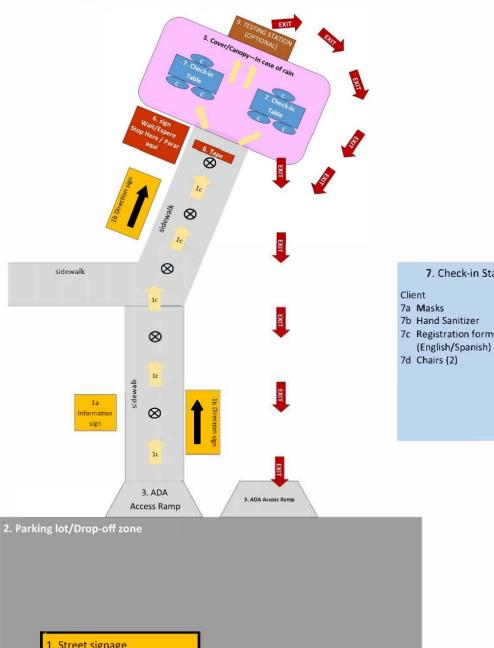TEPs could also be co-located with a congregate shelter to help avoid the continued movement of individuals. Additional resources, including personnel, would be necessary to assist those who would require non-congregate sheltering

Appendix E provides a list of potential locations for TEPs along with shelter location options.

The following diagram shows a sample TEP set up based on the Santa Rosa Veterans Memorial Building.

1. Signage on street/entrance **"Temporary Evacuation Point"** with arrow
   - 1a   Information for Clients: Rules / Expectations / Hygiene / Wear A Mask
   - 1b   Directional signs with arrows to check-in/entrance
   - 1c   Mark sidewalk with tape arrows to check-in/entrance
2. Drop-off zone / Parking lot area
3. ADA/Wheelchair ramp - minimal three (3) foot-wide sidewalk to entrance on smooth surface (concrete)
4. Tape "X" marks every six feet on sidewalk (for 6' separation) ⊗
5. Cover/overhang over sidewalk (or canopy in case of rain)
6. Tape on sidewalk & Wait Here sign
7. Check-in station
8. Exit markers (tape on sidewalk, signs, etc) - if leaving from the Check-in/ Registration or from the testing station

Sample Walk-up TEP
Quick evaluation for direct to shelters

7. Check-in Station Supplies/Equipment

Client	Staff
7a Masks	7e Face mask and gloves
7b Hand Sanitizer	7f Face shield and/or window screen
7c Registration forms (English/Spanish)	7g Disinfecting wipes
7d Chairs (2)	7h Pens
	7i Instruction how to fill out Registration form
	7j Contact-less Thermometer
	7k Chair (1) & Table

Sheltering Options

Non-Congregate Shelters

The State of California Office of Emergency Services (CalOES) has produced guidelines for counties and local jurisdictions to follow for sheltering best practices, and stresses the use of non-congregate housing as the first and best option[3]. In Sonoma County, these include hotels, alternate care sites (ACS), campsites, and in-vehicle sheltering sites.

Currently, there are five hotels in the County that were evaluated by staff and an outside architect/engineering firm. These five have been found to meet the guidelines established by the Army Corps of Engineers at the time. They include: Oxford Inn Rohnert Park, Holiday Inn Windsor, Holiday Inn Express Windsor, Hampton Inn Windsor, and Hampton Inn Rohnert Park.

The Sandman, Astro, Flamingo hotels were evaluated and used for housing of some members of the homeless population during the early stages of the COVID-19 outbreak and may be considered as potential shelter sites, as well.

An Alternate Care Sites (ACS) is any building or structure of opportunity that is temporarily converted for healthcare use. ACS' are a viable option as many were established during communicable or infectious diseases environment response and can be utilized for sheltering operations during an incident, if the ACS is in 'warm' or 'operational' status. ACSs can be operationalized/converted to support mass care efforts.

While posing some challenges, campgrounds are an option that have been investigated and offer an opportunity for non-congregate sheltering in the County. Staff have also identified several summer camps in the west County that would provide sheltering opportunities, as well.

An alternative still being considered is in-vehicle sheltering, which provides those who are concerned about sleeping in a shelter to make use of other services available. If this option proves to be viable, details for its operation will be included in this plan.

All campsites, hotels, summer camps, and other sheltering sites shall follow the same screening, distancing and cleaning guidelines recommended for congregate sheltering.

Appendix E provides a list of potential locations for TEPs along with shelter location options.

Congregate Shelters

DEM staff have identified the following as potential congregate sheltering sites. These

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[3] https://www.cdph.ca.gov/Programs/CID/DCDC/CDPH%20Document%20Library/COVID-19/Communicable%20or%20Infectious%20Diseases%20OA%20Guidance%20July%202020.pdf

sites are not all currently available and are listed in order of preference. DEM staff have reached out to those sites requiring MOUs and all are receptive. Currently there are established MOU with the cities of Petaluma and Sonoma. Meetings have been held and continue to be ongoing to discuss MOUs in more detail. Appendix E provides a list of potential locations for TEPs along with shelter location options.

1. Santa Rosa Veteran Building
2. Sonoma Veterans Building
3. Petaluma Veterans Building
4. Sebastopol Veterans Building
5. Cotati Veterans Building– A very small space but will be considered.
6. City of Santa Rosa Schools (Montgomery and Piner High School)
7. Sonoma High School
8. Windsor High School
9. Healdsburg Community Center
10. Rohnert Park Community Center
11. Windsor Community Center
12. Cloverdale Citrus Fair

Shelter Operations for Congregate Shelters in a Communicable or Infectious Diseases Environment

The following is based on guidance and best practices put forth by the Centers for Disease Control (CDC) and California Department of Public Health (CDPH).

PPE

Each shelter will receive a cache of PPE to be used throughout the duration of sheltering activities. The cache will include no-contact digital thermometers, gloves, cloth face coverings, disinfectant wipes, hand sanitizer, Tyvek coveralls, face shields, duct tape, and N95 face masks. Any resupply must be requested through the Op Area EOC.

Screening

All visitors, including any clients, volunteers, vendors, staff, contractors, or other workers; must sign in and complete a health screening when entering any shelter site. All residents must register prior to entry. Shelter staff should establish the registration sign-in and sign out area close to the main entrance, with enough space for shelter residents and registration workers.

All staff will be re-screened at the beginning of each shift. Everyone in the shelter is required to wear a cloth face covering at all times, regardless of symptoms.

Shelter Setup

The layout below provides a sample shelter layout, which should be followed for optimal use of available space.

Shelter managers will identify and set up an area where people will be screened prior to entering shelter. Ideally, this will be done outside to allow for social distancing and to
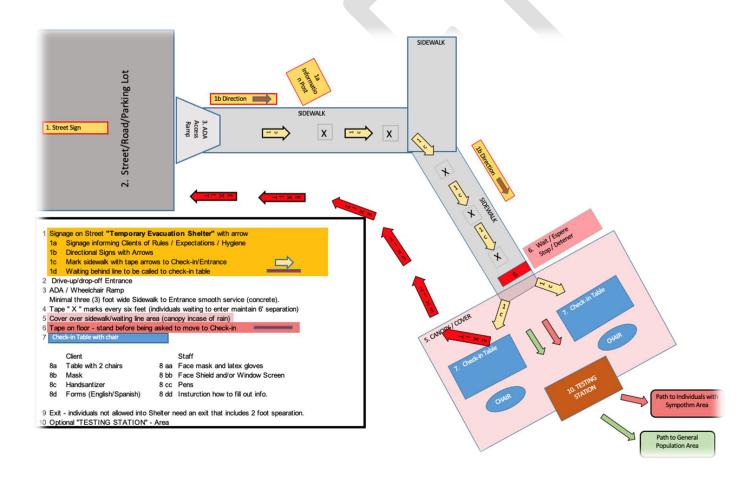
maximize airflow. If no other options are available and screening must be done inside, opt for an area with a hallway or other large area that supports social distancing. In both indoor and outdoor screening areas, place tape and other markings on the ground to maintain a six-foot separation between clients.

Hand hygiene stations will be provided both at the entrance to the shelter and throughout the facility and they should be monitored and refilled regularly.

Signage will be posted in the screening area in English and Spanish stating: "**ALL individuals entering shelter MUST be health screened. Family units or individuals MUST maintain 6-foot distance from others.**" (1.b Signage and 4. Tape on sidewalk).

A post-screening area providing separate routes to the isolation care area, congregate sheltering, and an exit (5, 6, 7, 8 & 9).

If using a testing station, it should be located as close as possible to the shelter entry (10).

Each table at the front entrance should include a digital, touch free thermometer, hand sanitizer, disinfecting wipes, masks, and forms. All pens must be sanitized after each use.

Staff should frequently clean and disinfect high traffic areas and commonly used surfaces, including tables, doorknobs, toilets, and handwashing facilities. Sharing of items should be limited and all shared items must be disinfected between users

Dormitory

To maintain physical distancing, all cots will be spaced 110ft^2 apart in any sleeping area. Shelter staff will pre-identify and mark floors using tape or other temporary measures. Family units or those residing in the same household will be kept together and, if space permits, areas will be identified for single men, single women, and families with children. If pets are to be allowed, they will be confined either with their owners in a separate room or in outside sheltering space provided by County Animal Services.

Feeding

All food provided at the shelter will consist of boxed meals, individually wrapped snacks, and individual drink containers. Eating times may be staggered as necessary. Outdoor areas, if available, should be designated as eating areas only and should be marked with signage and physical distance indicators, such as tapelines or exes on floor surfaces. There will be no buffet style meals served and congregate seating will be avoided. Tables should be set up in identified areas and seating areas marked off to promote physical distancing. No snacks or food items will be stored on site to reduce contact between individuals. County staff will work with vendors to ensure that food will be appropriately packaged.

Isolation Areas

Given the ease of transmission of communicable or infectious diseases environment in the population generally, coupled with the fact that individuals with AFN are at an increased risk for transmission of communicable or infectious diseases environment, the use of isolation areas within a sheltering environment will be critical. Security would need to be maintained to ensure clients do not leave isolation. Isolation areas will need their own set of staff, equipment, and areas in order to prevent spread if clients show symptoms or test positive.

Hygiene Facilities

Shelter staff will ensure that all bathrooms and showers (if available) are disinfected and inspected regularly following the protocols developed by the County. If portable restrooms and showers are available, signage and floor markings will be used to maintain physical distancing, and staff will regularly inspect the area to ensure cleanliness and maintain a steady flow of supplies. Handwashing stations and hand sanitizer will be provided in each sanitary area and staff will monitor those as well.

Shelter Supplies

The County maintains several towable trailers stocked with disaster supplies to be used to establish and manage a shelter of up to 100 people. Trailers will be positioned in secure areas and will be relocated to shelter locations.

Screening for Communicable or Infectious Diseases Environment

CDC and CDPH guidance recommend that health screenings be conducted for each client and family member upon registration at any shelter location or evacuation center. In addition to questions, guidance recommends that a temperature be taken. If a client's temperature is higher than 100.4 degrees Fahrenheit, the client and any accompanying family members should be placed in isolation for further testing.

All clients should wear face coverings (cloth or other) when inside the shelter, regardless of the results of their health screening. Face coverings for clients should be provided if clients do not have access to them.

Screening Determination

Key screening questions which should be answered include:

1. Do you have a cough?

2. Do you have a sore throat?

3. Are you experiencing a new loss of taste or smell?

4. Are you feeling feverish/chills?

5. Are you experiencing muscle pain?

6. Do you have difficulty breathing (worse than usual)?

County health officers will need to establish criteria and procedures related to determining the next step when a client does not pass the health screening.

APPENDIX C: MASTER OPERATION CHECKLISTS

- DEM

    - Primary Duty Officer

    - Secondary Duty Officer

- Sheriff's Office

- Human Services Department (HSD)

- County Administrator's Office – PIO

- Transportation and Public Works (TPW)

Department of Emergency Management
Master Operational Checklist

Phase 0: Preparation
Phase begins upon detection of an event and continues until Phase 1 activation

Develop EOC organization structure and identify personnel

Work with Sheriff's Office to develop evacuation plan details (reference Appendix A)

❑ Designate and Publicize Evacuation Zones (only if differing from Evacuation Zone Map)

❑ Confirm and Update Transportation Resource List contacts for on-call activation

❑ Conduct briefing/training for all drivers and dispatchers

❑ Provide list to Evacuation Coordination Team

Develop specific Alert messages for pre-designated zones

Messages in English and Spanish

Work with HSD to develop sheltering plan details (reference Appendix B)

Consider identification of Temporary Evacuation Points (TEPs)

Design shelters based on current health guidelines to prevent contagion spread on activation

Pre-designate shelter locations

Coordinate with CAL OES to designate out-of-OA shelters in case of large-scale evacuation

Support HSD with staff training for shelter operations, as available

Assist in coordination to pre-stage of shelter materials at designated shelters as needed

Identify key infrastructure with potential impacts that would require additional power generation and/or considerations

Phase 1: Pre-Red Flag/ Flood
Triggering criteria: National Weather Service (NWS) issued Fire Weather Watch and/or PG&E issues PSPS Elevated/Watch/Warning status OR NWS issues a Flood Watch or notification of a potential flooding event

Activate Second Duty Officer

Notify all DEM team members

Identify any staffing shortages (illness, absence, etc.)

Issue an EOC activation warning to EOC staff and verify availability

Alert and Warning Team conduct tests and training

Duty Officers

Consider REDCOM and Sheriff Dispatchers

Coordinate and organize partner agency briefing call

Disseminate initial Situation Update to OA

Phase 2: Red Flag/Flood Warning
Triggering criteria: No later than 6 hours prior to the start of a predicted Red Flag Warning by NWS or PG&E PSPS event (whichever predicts an earlier start) OR no later than 24 hours prior to predicted start of flooding event.

Optional Partial activation of the EOC at the direction of the EOC Director

Review of response procedures, adjusts activation criteria as needed

Conduct communication checks with response agencies

Coordinate and organize partner agency briefing call, as needed

Closely monitor fire cameras, radio nets

Develop ongoing situational awareness

For de-energization event, if directed by EOC Director, send SoCo Alert/WEA to the public, warning of imminent power shutdown and degradation of emergency response systems.

For flooding event, also refer to Flooding Annex on actions related to response.

Phase 3: Wildfire Ignition OR Flooding
Triggering criteria: Ignition of Wildfire OR Major Flooding Occurs

Primary Duty Officer develops and maintains situational awareness

Secondary Duty Officer issues Situation Status to EOC, Op Area partners, Cal Fire and CalOES Warning Center

At direction of an IC, issue alerts and warnings

Upon issuance of evacuations, activate Evacuation Coordination Team

If warranted by conditions, activate Shelter Task Force

Recommend specific shelters for activation

Phase 4: Transition to EOC
Triggering criteria: EOC is fully functional. Evacuations have stabilized.

Transition Alert and Warning, Evacuation and Sheltering functions to the EOC

Deactivate Secondary Duty Officer – Transition to EOC Coordinator

EOC operations continue.

DEM – Duty Officer (Primary)
Master Operational Checklist

Phase 0: Preparation
Phase begins upon detection of an event and continues until Phase 1 activation

Develop EOC organization structure and identify personnel

Work with Sheriff's Office to develop evacuation plan details (reference Appendix A)

Designate and Publicize Evacuation Zones (only if differing from Evacuation Zone Map)

Confirm and Update Transportation Resource List contacts for on-call activation

❑ Conduct briefing/training for all drivers and dispatchers

Develop specific Alert messages for pre-designated zones

Messages in English and Spanish

Work with HSD to develop sheltering plan details (reference Appendix B)

Consider identification of Temporary Evacuation Points (TEPs)

Design shelters based on current health guidelines to prevent contagion spread on activation

Pre-designate shelter locations

Coordinate with CAL OES to designate out-of-OA shelters in case of large-scale evacuation

Support HSD with staff training for shelter operations, as available

Assist in coordination to pre-stage of shelter materials at designated shelters as needed

Identify key infrastructure with potential impacts that would require additional power generation and/or considerations

Contact DEM Coordinators about possible Secondary Duty Officer standby.

Phase 1: Pre-Red Flag/Pre-Flood
Triggering criteria: National Weather Service (NWS) issued Fire Weather Watch and/or PG&E issues PSPS Elevated/Watch/Warning status OR NWS issues a Flood Watch or notification of a potential flooding event

Activate Second Duty Officer

Notify all DEM team members

Identify any staffing shortages (illness, absence, etc.)

Issue an EOC activation warning to EOC staff and verify availability

Coordinate and organize partner agency briefing call

Remind of concurrent hazards guidance for pandemic operations

Disseminate initial Situation Update to OA

Phase 2: Red Flag/Flood Warning
Triggering criteria: No later than 6 hours prior to the start of a predicted Red Flag Warning by NWS or PG&E PSPS event (whichever predicts an earlier start) OR no later than 24 hours prior to predicted start of flooding event.

Review of response procedures, adjusts activation criteria as needed

Closely monitor fire cameras, radio nets

Develop ongoing situational awareness

Coordinate with Secondary Duty Officer on partner agency briefing call

Remind of concurrent hazards guidance for pandemic operations

For de-energization event, if directed by EOC Director, send SoCo Alert/WEA to the public, warning of imminent power shutdown and degradation of emergency response systems.

For flooding event, also refer to Flooding Annex on actions related to response.

Phase 3: Wildfire Ignition OR Flooding
Triggering criteria: Ignition of Wildfire OR Major Flooding Occurs

Develops and maintains situational awareness

Upon issuance of evacuations, activate Evacuation Coordination Team

Remind to use concurrent hazards guidance for pandemic operations

If warranted by conditions, activate Shelter Task Force

Recommend specific shelters for activation

Remind to use concurrent hazards guidance for pandemic operations

Phase 4: Transition to EOC
Triggering criteria: EOC is fully functional. Evacuations have stabilized.

Transition Alert and Warning, Evacuation and Sheltering functions to the EOC

Deactivate Secondary Duty Officer – Transition to EOC Coordinator

DEM – Duty Officer (Secondary)
Master Operational Checklist

Phase 0: Preparation

Phase begins upon detection of an event and continues until Phase 1 activation

DEM Coordinators contacted by Duty Officer about standby status.

Phase 1: Pre-Red Flag/Flood

Triggering criteria: National Weather Service (NWS) issued Fire Weather Watch and/or PG&E issues PSPS Elevated/Watch/Warning status OR NWS issues a Flood Watch or notification of a potential flooding event

Second Duty Officer activated

Notify all DEM team members, if needed

Identify any staffing shortages (illness, absence, etc.), if needed

Coordinate with Primary Duty Officer and organize partner agency briefing call

Phase 2: Red Flag/Flood Warning

Triggering criteria: No later than 6 hours prior to the start of a predicted Red Flag Warning by NWS or PG&E PSPS event (whichever predicts an earlier start) OR no later than 24 hours prior to predicted start of flooding event.

Review of response procedures, adjusts activation criteria as needed

Conduct communication checks with response agencies

Coordinate and organize partner agency briefing call

Coordinate and organize partner agency briefing call, as needed

Develop ongoing situational awareness

For de-energization event, if directed by EOC Director, send SoCo Alert/WEA to the public, warning of imminent power shutdown and degradation of emergency response systems, if needed.

For flooding event, also refer to Flooding Annex on actions related to response.

Phase 3: Wildfire Ignition OR Flooding

Triggering criteria: Ignition of Wildfire OR Major Flooding Occurs

Issue Situation Status to EOC, Op Area partners, Cal Fire and CalOES Warning Center

Upon direction from IC or notification from Primary Duty Officer, issue alerts and warnings

Phase 4: Transition to EOC

Triggering criteria: EOC is fully functional. Evacuations have stabilized.

Transition to EOC Coordinator – Deactivate Secondary Duty Officer

Provide transition information to OA in Sit Rep

Sheriff's Office
Master Operational Checklist

Phase 0: Preparation
Phase begins upon detection of an event and continues until Phase 1 activation

- ❑ Work with DEM to develop evacuation plan details (reference Appendix A)

  - ❑ Designate and Public Evacuation Zones (if outside of Evacuation Zone Map)

  - ❑ Receive Transportation Resource List

Phase 1: Pre-Red Flag/ Flood
Triggering criteria: National Weather Service (NWS) issued Fire Weather Watch and/or PG&E issues PSPS Elevated/Watch/Warning status OR NWS issues a Flood Watch or notification of a potential flooding event

- ❑ Consider taking training by DEM Alert and Warning team

- ❑ Participate in partner agency briefing call

- ❑ Consider establishing communication with CHP and Caltrans

Phase 2: Red Flag/Flood Warning
Triggering criteria: No later than 6 hours prior to the start of a predicted Red Flag Warning by NWS or PG&E PSPS event (whichever predicts an earlier start) OR no later than 24 hours prior to predicted start of flooding event.

- ❑ Participate in communication checks with DEM

- ❑ Participate in partner agency briefing call, as scheduled

Phase 3: Wildfire Ignition OR Flooding
Triggering criteria: Ignition of Wildfire OR Major Flooding Occurs

- ❑ Establish an ICP with fire agency(ies)

- ❑ Consider using mutual aid and additional resources (i.e. CHP and Caltrans)

- ❑ Decide if event presents and immediate threat to life requiring an evacuation, time permitting

- ❑ If warranted by conditions, direct Alert and Warning Team to issue alerts

- ❑ If warranted by conditions, direct evacuations using Evacuation Zones

- ❑ Alert campgrounds that are subject to flooding to higher ground.

- ❑ Alert homeless encampments that are subject to flooding to move to higher ground.

Phase 4: Transition to EOC
Triggering criteria: EOC is fully functional. Evacuations have stabilized.

- ❑ Safety and security operations continue

Human Services Department
Master Operational Checklist

Phase 0: Preparation
Phase begins upon detection of an event and continues until Phase 1 activation

❑ Work with DEM to develop sheltering plan details (reference Appendix B)

    ❑ Consider identification of Temporary Evacuation Points (TEPs)

    ❑ Design shelters based on current health guidelines to prevent contagion spread on activation

    ❑ Pre-designate shelter locations

    ❑ Establish communication with American Red Cross

    ❑ Identify and train staff for shelter operations

    ❑ Identify and procure materials to include bedding, food, water, and PPE

    ❑ Pre-stage shelter materials at designated shelters

Phase 1: Pre-Red Flag/Flood
Triggering criteria: National Weather Service (NWS) issued Fire Weather Watch and/or PG&E issues PSPS Elevated/Watch/Warning status OR NWS issues a Flood Watch or notification of a potential flooding event

❑ Participate in partner agency briefing call

❑ Organize staffing into teams for scheduling

Phase 2: Red Flag/Flood Warning
Triggering criteria: No later than 6 hours prior to the start of a predicted Red Flag Warning by NWS or PG&E PSPS event (whichever predicts an earlier start) OR no later than 24 hours prior to predicted start of flooding event.

❑ Participate in communication checks with DEM

❑ Participate in partner agency briefing call, as scheduled

❑ Setup shelter locations for "warm status" operations

❑ Consider setup of TEP locations

❑ Identify IHSS vulnerable populations & work with Transportation on evacuation coordination, if needed.

Phase 3: Wildfire Ignition OR Flooding
Triggering criteria: Ignition of Wildfire OR Major Flooding Occurs

❑ Receive activation of Shelter Task Force – Deploy FAST teams to shelters

❑ Provide coordination and/or staffing to open evacuation shelters

❑ Coordinate shelter operations with American Red Cross

❑ Coordinate any TEP operations with partner departments/agencies

Phase 4: Transition to EOC
Triggering criteria: EOC is fully functional. Evacuations have stabilized.

❑ Evacuation shelter operations continue

❑ Coordinate with ARC

County Administrator's Office - Communications
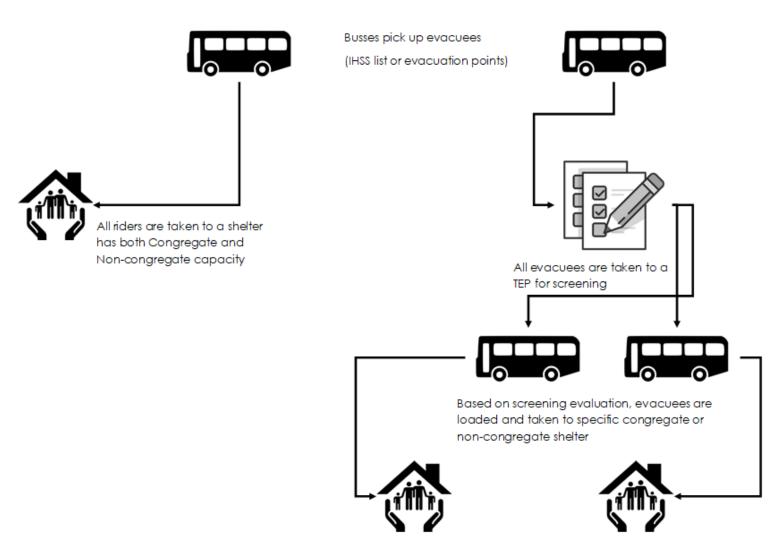**Master Operational Checklist**

Phase 0: Preparation
Phase begins upon detection of an event and continues until Phase 1 activation

❏ Establish connection with communications personnel from local jurisdictions to coordinate messaging, as needed

❏ Conduct aggressive public awareness campaign to inform public of hazard and evacuation and sheltering plan

Phase 1: Pre-Red Flag/Flood
Triggering criteria: National Weather Service (NWS) issued Fire Weather Watch and/or PG&E issues PSPS Elevated/Watch/Warning status OR NWS issues a Flood Watch or notification of a potential flooding event

❏ Participate in partner agency briefing call

❏ Commence Public Information operations to reinforce public roles in evacuation and sheltering

Phase 2: Red Flag/Flood Warning
Triggering criteria: No later than 6 hours prior to the start of a predicted Red Flag Warning by NWS or PG&E PSPS event (whichever predicts an earlier start) OR no later than 24 hours prior to predicted start of flooding event.

❏ Participate in communication checks with DEM

❏ Participate in partner agency briefing call, as scheduled

Phase 3: Wildfire Ignition OR Flooding
Triggering criteria: Ignition of Wildfire OR Major Flooding Occurs

❏ JIC conducts public information operations to augment initial Alert and Warning

Phase 4: Transition to EOC
Triggering criteria: EOC is fully functional. Evacuations have stabilized.

❏ JIC continues Public Information operations into Recovery

Transportation and Public Works
Master Operational Checklist

Phase 0: Preparation
Phase begins upon detection of an event and continues until Phase 1 activation

Work with DEM to develop evacuation plan details (reference Appendix A)

❑ Train staff for evacuation operations

❑ Consider identifying staging locations for vehicle resources

Receive Transportation Resource List from DEM

❑ Establish communication with transportation agencies

Phase 1: Pre-Red Flag/Flood
Triggering criteria: National Weather Service (NWS) issued Fire Weather Watch and/or PG&E issues PSPS Elevated/Watch/Warning status OR NWS issues a Flood Watch or notification of a potential flooding event

❑ Participate in partner agency briefing call

❑ Organize staffing into teams for scheduling

Phase 2: Red Flag/Flood Warning
Triggering criteria: No later than 6 hours prior to the start of a predicted Red Flag Warning by NWS or PG&E PSPS event (whichever predicts an earlier start) OR no later than 24 hours prior to predicted start of flooding event.

❑ Participate in communication checks with DEM

❑ Participate in partner agency briefing call, as scheduled

❑ Consider staging of vehicles

❑ Identify IHSS vulnerable populations & work with Sheltering Teams on evacuation coordination, if needed. See Appendix D for items to consider.

Phase 3: Wildfire Ignition OR Flooding
Triggering criteria: Ignition of Wildfire OR Major Flooding Occurs

❑ Receive activation of Evacuation Task Force – Deploy staff to vehicles

❑ Provide coordination and/or staffing for pick-up/drop off locations

❑ Coordinate evacuation operations with partner departments/agencies

Phase 4: Transition to EOC
Triggering criteria: EOC is fully functional. Evacuations have stabilized.

❑ Continue evacuation transportation as needed

❑ Coordinate with EOC

Appendix D: Evacuation Transportation Consideration chart

Busses pick up evacuees
(IHSS list or evacuation points)

All riders are taken to a shelter
has both Congregate and
Non-congregate capacity

All evacuees are taken to a
TEP for screening

Based on screening evaluation, evacuees are
loaded and taken to specific congregate or
non-congregate shelter

Appendix E: TEP and Shelter Location Options

Temporary Evacuation Point options (to be considered)

Name	Address	Contact/Notes
Petaluma Veterans Memorial Auditorium	1904 Petaluma Blvd S, Petaluma	
Santa Rosa Veterans Memorial Building	1351 Maple Ave, Santa Rosa	
A Place to Play	2375 W 3rd St, Santa Rosa	

Congregate Shelter options

Name	Address	Contact	Notes
Santa Rosa Veterans Memorial Building	1351 Maple Ave, Santa Rosa	via Logistics Section	
Sonoma Veterans Building	126 W 1st St, Sonoma	via Logistics Section	
Petaluma Veterans Building	1094 Petaluma Blvd South, Petaluma	via Logistics Section	
Sebastopol Veterans Building	282 S High St, Sebastopol	via Logistics Section	
Cotati Veterans Building	8505 Park Ave, Cotati	via Logistics Section	A very small space but can be considered.
Montgomery High School (Santa Rosa City Schools)	1250 Hahman Dr, Santa Rosa	via Logistics Section to School District	
Piner High School (Santa Rosa City Schools)	1700 Fulton Rd, Santa Rosa	via Logistics Section to School District	
Sonoma High School	20000 Broadway, Sonoma	via Logistics Section to School District	
Windsor High School	8695 Windsor Rd, Windsor	via Logistics Section to School District	

County of Sonoma Emergency Operations Plan Annex:
Pandemic Concurrent Hazards

Healdsburg Community Center	1557 Healdsburg Ave, Healdsburg	via Logistics Section to Healdsburg City	
Rohnert Park Community Center	5401 Snyder Ln, Rohnert Park	via Logistics Section to Rohnert Park City	
Windsor Community Center	901 Adele Dr, Windsor	via Logistics Section	
Cloverdale Citrus Fair	1 Citrus Fair Dr	via Logistics Section	

Non-congregate Shelter options

Type	Name	Address	Contact	Notes
Hotel	Oxford Inn Rohnert Park	67 Golf Course Dr W, Rohnert Park	707-584-0333	
Hotel	Holiday Inn Windsor	8755 Old Redwood Hwy, Windsor	707-838-8800	
Hotel	Holiday Inn Express Windsor	8865 Conde Ln, Windsor	707-837-0808	
Hotel	Hampton Inn Windsor	8937 Brooks Rd S, Windsor	707-837-9355	
Hotel	Hampton Inn Rohnert Park	6248 Redwood Dr, Rohnert Park	707-586-8700	
Hotel	The Sandman Hotel	3421 Cleveland Ave, Santa Rosa	707-293-2100	
Hotel	Astro Motel	323 Santa Rosa Ave, Santa Rosa	707-200-4655	
Hotel	Flamingo Resort	2777 4th St, Santa Rosa	707-545-8530	

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