ALAMEDA COUNTY SOCIAL SERVICES AGENCY
DISASTER/EMERGENCY PREPAREDNESS PROGRAM
AN OVERVIEW OF THE PROGRAM COMPONENTS AND STRUCTURE
• Evaluate & Identify Potential Risks and Hazards
• Provide Recommendations For Enhancements or Improvement’s
• Education and Training
• Pre-plan Where Possible

• Business Recovery Plans and Support
• Replenishment of Emergency Supplies and Equipment
• Update/Adapt Plans
• Take Corrective Action

• Emergency Plans and Resources
• Planning Meetings (Agency, County, and Region)
• Training & Exercises
• Communications
• Site Safety Team Development
• Agency Preparedness

• Life safety
• Plan Execution
• Incident Stabilization
• Facilitate Communications
• Hazard Assessments
• Constant Advisement & Recommendations Provided
• Evacuation, Sheltering, & Mass Care
PROGRAM SUPPORT AND COLLABORATION

- **Agency**
  - Health & Safety Coordinator, Facilities Manager, and Site Managers
  - Executive Team (AET)
  - Training and Consulting Team (TACT)

- **Alameda County**
  - Sheriff’s, Office of Emergency Services (OES)
    - *Other County Departments/Agencies active in disasters/emergencies (Ex. Public Health, Environmental Health, ITD, and GSA)*
  - Risk Management
  - Fire and Sheriff’s Department

- **American Red Cross and other non-governmental organizations**
- **Local and Regional Emergency Managers/Contacts/Sub-committees/Associations**
- **County Contracted Consultants/Organizations**
RESOURCES AND REPORTS

Written Program Resources Created/Developed/Acquired

- Agency Site-Specific Dis./Emer. Quick Reference Desk Guides & Radio Guides
- Training Courses
- Materials (1-page flyer, provided during New Employee Orientation, which outlines Program)
- Shelter Kit Materials (Check-lists, quick guides, procedures)
- Site Manager Guide / Evacuation Review and Recommendations Report
- Regular reports regarding Program and Position updates/needs/recommendations
- Acquire various free FEMA preparedness Guides, pamphlets, and booklet.

Emergency long-range, 2-way radios

Shelter Kits
- Physical Kit development and allocation
- Written Materials/checklists
- Storage/distribution protocols

Disaster/Emergency 2-Way Radio Quick Reference User Guide

Authorized User

Name ____________________________
Radio ID ____________________________
Storage Location ____________________________

Step-by-step quick guide for the effective use of the Agency Emergency 2-way Radios
(For detailed instructions, refer to EF Johnson, Model 5100 ES, Device Manual)

Guide Key

1. Use Procedures, 2. Testing Procedure
5. Radio Purpose, 6. Radio Policy,
7. County Map with Agency Sites
< Back page > Key Contact Numbers

Revised Apr., 2013
PROGRAM TRAINING SERIES

- DSW and Active Shooter Video/Awareness
- AED/CPR/First Aid/Fire Extinguisher
- FEMA ICS 700: Provided by AC OES
- Emergency Communications
- Shelter Training
  - Shelter Fundamentals
  - Shelter Management
  - Shelter Exercises
- FEMA ICS 100
- Emergency Operations Center (EOC)
  - Just-in-Time Training
  - Trainings/Tours/Exercises
- Agency Department Operations Center (DOC)
AGENCY ROLE IN COUNTY-WIDE EMERGENCY PLANS

Mass Care & Shelter Operations:
Coordinate and collaborate with various emergency response County partners (internal and external) to fulfill our role

Advance the improvement and development of the Mass Care and Shelter Branch room (EOC)

Training (Position/Agency)

Exercises (Tabletop and Functional)

Materials (various types and formats)

Networking/Coordinating

- With the American Red Cross, Alameda County, Office of Emergency Services (OES), Public Health Department, and various other disaster/emergency response partners
ORGANIZATIONAL STRUCTURE OF PROGRAM

- SSA
- AAF
- HR
- Employee Relations Unit
- Disaster/Emergency Preparedness Program
## DISASTER/EMERGENCY PREPAREDNESS PROGRAM RESOURCES

<table>
<thead>
<tr>
<th>Resource</th>
<th>Description</th>
<th>Link/Information</th>
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<tbody>
<tr>
<td>Employee Emergency Hotline</td>
<td>Agency Personnel may call this number to obtain relevant emergency information during an emergency (ex. If/where to report, status of work site, status of business operations)</td>
<td>(510)208-3929</td>
</tr>
<tr>
<td>Preparedness Resources</td>
<td>Various types of preparedness resources are available, both links and phone apps</td>
<td>▶️ <a href="http://www.Ready.gov">www.Ready.gov</a></td>
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<td></td>
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<td>▶️ <a href="http://www.acgov.org/ready/">http://www.acgov.org/ready/</a></td>
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<td>▶️ <a href="http://www.acgov.org/aceh/disaster/public.htm">http://www.acgov.org/aceh/disaster/public.htm</a></td>
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<tr>
<td></td>
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<td>▶️ <a href="http://www.caloes.ca.gov/">http://www.caloes.ca.gov/</a></td>
</tr>
<tr>
<td>Care &amp; Shelter Resources</td>
<td>The National Mass Care Strategy website maintains various American Red Cross shelter response resources</td>
<td>▶️ <a href="http://nationalmasscarestrategy.org/american-red-cross-shelter-forms/">http://nationalmasscarestrategy.org/american-red-cross-shelter-forms/</a></td>
</tr>
</tbody>
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QUESTIONS?