

SACRAMENTO COUNTY

OFFICE OF EMERGENCY SERVICES



EXTREME COLD AND FREEZE

HAZARD ANNEX



FINAL
May 10, 2022

HANDLING INSTRUCTIONS

1. The title of this document is the *Sacramento Operational Area (OA) Extreme Cold and Freeze Hazard Annex*
2. The information gathered herein is to be used for training and reference purposes within the Sacramento OA. Reproduction of this document, in whole or in part, without prior approval from the Sacramento County Office of Emergency Services is prohibited.
3. The Extreme Cold and Freeze Hazard Annex is available at www.saco.es.org. Alternative formats (e.g. Large Print) can be made upon request with the point of contact below.
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RECORD OF CHANGES

(Note: File each revision transmittal letter behind this record page.)

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EXECUTIVE SUMMARY

The Extreme Cold and Freeze Hazard Annex is a support annex to the Sacramento County Emergency Operations Plan (EOP).

The annex describes the Operational Area (OA) coordination during extreme weather events and guides Sacramento County government, special districts, local government, community-based organizations, and faith-based organizations in preparation for, and response to emergency incidents involving extreme cold and freezing weather.

This annex recognizes the need for the OA to communicate and coordinate with local agencies through the Sacramento County Office of Emergency Services (SacOES) and to support local agencies' actions consistent with the Standardized Emergency Management System (SEMS).

The plan recognizes three (3) phases of activation.

- I. Seasonal Readiness
- II. Cold/Freeze Alert
- III. Cold/Freeze Emergency

The Extreme Cold and Freeze Hazard Annex outlines criteria and response triggers for each specific type of event. It further identifies event-specific department and agency roles and responsibilities, in addition to those outlined in the Basic EOP.

Departments and agencies identified in this document shall review the plan to familiarize themselves with their roles and responsibilities. Local agencies are advised to develop their plans and prepare agreements for support in response to any emergency.

PURPOSE

The purpose of this guidance is to identify actions that may be needed to address the needs of populations during Phases I through III of extreme cold and freeze emergencies. The guidance also provides direction for local governments, non-governmental organizations, and other agencies in the preparation of their extreme cold and freeze emergency response plans and other related activities. This guidance is for immediate use and is designed to provide agencies within the Operational Area with specific roles and responsibilities related to the implementation of an extreme cold and freeze response. The SacOES, in coordination with Sacramento County departments and affected cities, will direct implementation of this guidance.

Response operations will be based on the Standardized Emergency Management System /National Incident Management System/ (SEMS/NIMS), consistent with those described in the Sacramento Emergency Operations Plan (EOP).

NOTE: This guidance in no way shall restrict activities of Sacramento County, the cities or special districts and volunteer organizations, to establish warming centers or extreme cold and freeze emergency related actions. This Annex should not be used as a point of triage or entry point to additional or expanded social services. The intent of this Annex is for emergencies and disasters only.

SCOPE

The scope of this document identifies Sacramento County agency actions and how county resources in extreme cold and freeze events will be made available in support of local government preparedness and response efforts in accordance with SEMS.

ASSUMPTIONS

Weather emergencies are mild in the Sacramento County compared to other parts of the country. However, the County has experienced periods of extreme temperatures that were hazardous to health, crops, and animals. The following assumptions were used in the development of this annex.

- Sacramento County is not generally considered the most threatened area for extreme cold and freeze emergency conditions.
- The County has the primary responsibility to meet the needs of citizens living in unincorporated areas during emergencies.
- Incorporated cities have the primary responsibility to meet the needs of citizens living within their boundaries during emergencies.
- Emergencies involving cold and freeze are often slower to develop, taking several days of continuous cold and freeze before a significant impact can be seen.
- Extreme temperatures have increased effects on vulnerable populations or those with lower thresholds, including:
 - The elderly and the very young
 - Medically fragile
 - Those experiencing homelessness
 - Those without access to reliable warming location.
- Based on worst case scenario planning, the following could occur depending upon the size and scope of the event:
 - The Sacramento Emergency Operations Center (EOC) could be activated if the event were significant enough to trigger response actions.
 - The OA will communicate and coordinate actions with local, regional, and State Governments, as needed.
 - Numerous densely populated communities may be impacted.
 - Power outages may occur and communication systems may be damaged.
 - Large-scale movement of at-risk populations may be necessary, causing otherwise non-impacted jurisdictions to become “host” to displaced populations.
- The State may initiate specified actions independently, but will communicate and coordinate those actions with local government.
- Reimbursement of expenditures from the State during a proclaimed emergency is not guaranteed; all agencies involved must carefully track costs associated with any emergency response.
- Local cities, special districts, and Sacramento County agencies may have programs to address extreme cold and freezing temperatures. This plan does not restrict their operations, providing they are consistent with SEMS and NIMS.

NATIONAL WEATHER SERVICE ALERTS AND WARNINGS

NWS issues watches, warnings, and advisories to warn of extreme weather-related issues that are forecast to influence an area within the following 36 hours. If NWS forecasters predict an extreme cold and freeze event beyond 36 hours, then the NWS will issue messaging in the form of Special Weather Statement, partner emails, and social media that is based on how far in advance of the event they are making a prediction.

NWS issues frost and freeze products using the “watch/warning” concept. Special weather statements may be issued several days in advance of an event to provide an alert that a damaging freeze situation is possible. Watches are usually used 12-48 hours in advance of a potential freeze event, indicated the situation is likely to occur, but details may be uncertain about timing, extent, and severity. Warnings indicate a high degree of confidence that the event will occur as described and they usually are issued within 24-hours of the event. Warnings may be issued even if a watch was not released in advance. Similarly, watches may have been issued, but conditions then change enough that a warning is not needed.

There are two types of cold weather products used in the County. In general, these products are only issued for lower elevation areas where frost and freeze events are relatively rare.

Frost Advisories - Frost advisory is issued for widespread minimum temperatures of 32-36 degrees F with frost likely below 2000 feet. 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.

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." Freeze warning can also be issued for the first freezing spell in autumn especially after a spell of warmer than normal temperatures. A freeze watch can be issued for the same criteria up to 48 hours or longer in advance.

There are no freeze advisories. Hard Freeze Watch / Warning issued for widespread low temperatures <28 degrees F for at least 3 to 5 hours below 2000 feet. 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 damage to winter blooming crops such as almonds and cherries or to early grape leaves.

Cold weather also affects crops. In late spring or early fall, early arrival of cold air can damage or kill produce for farmers, as well as plants and flowers at your home or business. A freeze occurs when the temperature drops below 32F. Freezes and their effects are significant during the growing season. Frost develops on clear, calm nights and can occur when the air temperature is in the mid-30s. Each plant species has a different tolerance to cold temperatures.

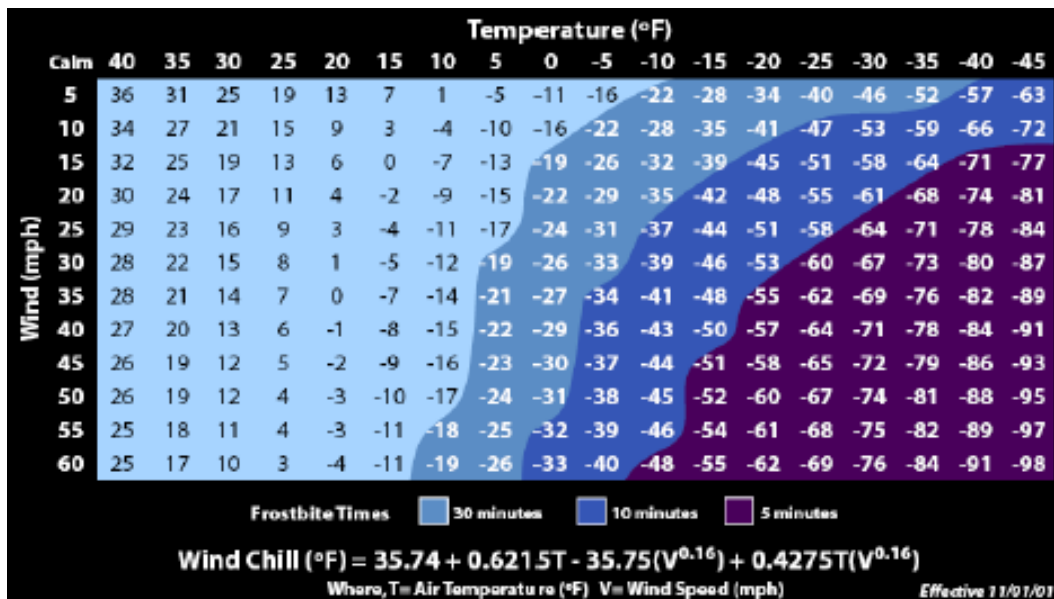
Although building codes, plant type and age, crop location, the amount of time (duration) below 28 degrees, and the dew point temperature can change the impacts, the general rule is to look closely at the need for hard freeze warnings when temperatures in the Central Valley agricultural areas are

expected to fall to 25 degrees or less. 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.

NWS Wind Chill Temperature (WCT) index uses advances in science, technology, and computer modeling to provide an accurate, understandable, and useful formula for calculating the dangers from winter winds and freezing temperatures. The index does the following:

- Calculates wind speed at an average height of 5 feet, the typical height of an adult human face, based on readings from the national standard height of 33 feet, typical height of an anemometer
- Is based on a human face model
- Incorporates heat transfer theory based on heat loss from the body to its surroundings, during cold and breezy/windy days
- Lowers the calm wind threshold to 3 mph
- Uses a consistent standard for skin tissue resistance
- Assumes no impact from the sun, i.e., clear night sky

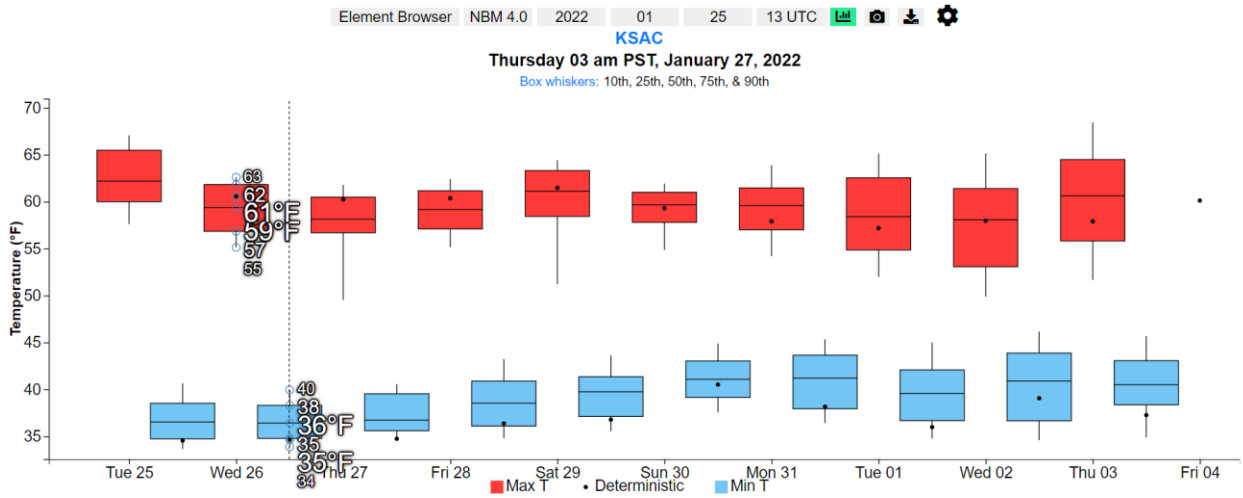
Wind chill temperature is the temperature it “feels like” outside and is based on the rate of heat loss from exposed skin caused by the effects of wind and cold. As the wind increases, the body is cooled at a faster rate causing the skin temperature to drop. Wind chill does not affect inanimate objects like car radiators and exposed water pipes because these objects cannot cool below the actual air temperature.



Probabilistic Data

Sacramento County is fortunate to partner with the NWS Sacramento in using and evaluating experimental probabilistic data regarding weather conditions. Probabilistic data provides calculations that help to improve decision making and confidence in the likelihood of certain weather conditions taking place.

Box Whisker Plot



The Box Whisker Plot shows the likely range of temperatures and the forecast temperature along the midline of the box. The whisker lines extending above and below show the extremes of the range, but are less likely to reach these temperatures.

Probabilities may also be represented as the percent chance that low temperatures will reach 32 degrees or lower. This will be represented on a chart showing locations within Sacramento County and the percent likelihood of reaching 32 degrees or lower. Cold temperatures happen in the early morning hours and planning or warming center actions should take place the night before.

Low Temperature Probabilities of 32 Degrees

Location	Thursday 12/30/21 Night	Friday 12/31/21 Morning	Friday 12/31/21 Night	Saturday 1/1/22 Morning	Saturday 12/30/21 Night	Sunday 1/2/22 Morning
Sac Downtown	11%		38%		56%	
Mather Field	27%		65%		79%	
McClellan AFB	23%		62%		85%	

CONCEPT OF OPERATIONS

Extreme Cold and Freeze Response Phases

A severe weather forecast by NWS Sacramento will be the crucial indicator regarding the event type. The Sacramento County Chief of Emergency Services or designee will determine the need to activate this guidance upon receipt of a forecast indicating such conditions will prevail.

The County uses a phased approach to extreme temperature emergencies that are consistent with the State of California’s contingency plans for extreme cold and freeze emergencies.

The phases for action with regard to cold or freezing are:

- I. Seasonal Readiness
- II. Cold/Freeze Alert
- III. Cold/Freeze Emergency

Phases II and III are activated based on the severity of the risk of extreme cold and freeze to vulnerable populations, farm labor workers, animals, agriculture, and population in general. The direct involvement by government agencies increases with the severity of the risk.

Phase I – Seasonal Readiness

Phase I actions are taken prior to colder months (usually in October or early November) to prepare for and maintain a state of increased readiness.

Seasonal readiness typically begins prior to the cold months (in October or November) of each year to prepare for, and maintain, a state of increased readiness. An emergency management committee, consisting of the Chief of Emergency Services, County Health Officer, representatives of the cities, along with county departments, including Agricultural Commissioner, Behavioral Health Services, Child, Family and Adult Services, Emergency Medical Services, Environmental Health, General Services, Information Systems, Human Assistance, Public Health, and Sheriff's department representative, will review this plan and familiarize themselves with their responsibilities.

Seasonal Readiness includes:

- Review of existing plans, procedures and resources with key stakeholders.
- Confirm contact information and notification methods of key stakeholders.
- Verification of use/availability of key facilities, if applicable.
- Discuss transportation methods that may be utilized in Phase II and Phase III.
- Preparing to initiate awareness campaigns.
- Provide cold safety script for 2-1-1 for Public Information campaign.
- Increase public awareness by providing general information about measures to reduce extreme cold related risks and promote preparation efforts.
- Confirm details of agency or department participation (e.g., DHA outreach to homeless providers, DCFAS outreach to seniors).
- Update information and risk communication processes for vulnerable populations.
- SacOES will coordinate with Public Health and Sacramento County PIO for media notification, press releases, updates to appropriate websites, etc., to include information about cooling center and/or protection from the elements.

Phase II – Cold/Freeze Alert

Benchmarks for Phase II are monitored by local government and include but are not limited to credible forecasts by the National Weather Service (NWS) of extreme cold or of power outages during colder than normal weather conditions in Sacramento County. During this phase, contact with local agencies, stakeholders and coordination among State agencies increases.

All Phase I activities shall have already taken place, Phase II actions may be initiated when one or more of the following exists:

- A partner email from the National Weather Service (NWS), giving an outlook for an extended period of below average temperatures.
- The NWS Sacramento issues an Frost Advisory or Freeze Warning.
- The NWS Sacramento has issued forecasts via their website for Sacramento Executive Airport weather station for three or more consecutive days of temperatures at or below 35 degrees.
- Increased cold temperature related EMS calls or increased emergency department visits.
- Notification to/from the Office of Emergency Services (OES) that local jurisdictions have issued a special notice (warning, alert, etc.), however the EOCs have not been activated.
- Projected abnormal animal mortality rates.
- Credible reports of anticipated power outages, electrical blackouts, or rotating blackouts. SMUD has identified industry power shortages or limitations and will be asking customers to reduce or ration their electrical usage. This will typically coincide with a CAISO Level 3 warning.
- Extreme Cold accompanied by electrical blackouts or rotating outages within Sacramento Operational Area.

Phase II actions by local government may include the following:

- OES Duty Officer will make appropriate internal OES notifications including activating a seasonal incident in WebEOC.
- Participate in periodic or daily calls as needed regarding weather and power updates.
- Weather coordination calls are conducted with key agencies to provide/gather weather and utility updates, upon forecasts of 35 degrees or lower for three or more consecutive days.
- OES Duty Officer and/or Mass Care and Shelter Coordinator will track and fill resource requests from cooperating agencies choosing to open warming centers.
- Sacramento County Public Health Officer may issue a Health Alert to the Operational Area (OA).
- Collaborate to identify any anticipated needs or problems.
- Sacramento County DHA may institute their Weather Respite Motel Program and issue motel vouchers to highly vulnerable unsheltered persons, dependent upon funding and room availability.
- OES Duty Officer will coordinate to determine the readiness and availability of resources.
- OES will coordinate with PIOs to issue joint press releases increasing awareness of the risks from the extreme cold conditions for vulnerable populations and the general public.
- Release critical pre-scripted and event-related public safety information.
- Review criteria for warming centers keeping in mind considerations for pets and possible 24-hour operations.

Monitor impacts to agriculture including animal mortality, rendering plant impacts and coordination with industry. Determine potential impacts to landfills due to cold related animal mortality.

Phase III- Cold/Freeze Emergency

Phase III actions may be taken when conditions pose a severe threat and one or more of the following exists:

- The NWS Sacramento provides probabilistic data with a 50% or greater chance of low temperatures at 32 degrees or lower for 3 consecutive days.
- The NWS Sacramento issues a Partner Email, Frost Advisory or Frost Warning or Freeze Warning in addition to:

- Abnormal animal mortality due to extreme cold.
- Abnormal human medical emergencies and mortality due to extreme cold conditions.
- SMUD electrical emergency and/or extended power outages due to extreme cold conditions or supply constraints.

Phase III efforts include urgent and comprehensive actions to complement and support local actions during the most extreme heat emergency conditions. The actions expand Phase III activities and include additional efforts.

Phase III Actions Include:

- All activities under Phase II; and
- Sacramento County Public Health Officer may issue a Health Emergency.
- Opening of warming centers, if necessary.
- Emergency Operations Center (EOC) activation, as needed to support response activities.
- Request for Local Emergency Proclamation, if applicable.
- Confirm 2-1-1 will post warming center locations on websites, if opened or activated.
- Increase press releases and public outreach informing public of center locations and steps to take to alleviate risks of health impacts associated with extreme cold emergency conditions.
- Requests for mutual aid may occur.
- Activate transportation plan to make warming center more accessible.
- Establish communication with local dialysis centers, skilled nursing facilities, and long-term care facilities to monitor for possible medical impacts if there is a concern regarding potential, prolonged, or rolling power outages or blackouts.
- Monitor rendering capacity statewide
- Coordinate with SMUD to identify and develop procedures for assigning “Critical Infrastructure” status temporarily to Warming Centers that could be exempted from rotating blackouts

ROLES AND RESPONSIBILITIES

Role of the Private Sector

Residents

The residents of Sacramento County play an important role in managing an extreme cold and freeze event by ensuring that they and their families are prepared before an event takes place and knowing what to do during an extreme cold and freeze event. Resources on how to stay safe when extreme cold and freeze threatens is available at www.SacramentoReady.org and <https://www.ready.gov/winter-weather>.

Businesses

An extreme cold and freeze event may negatively impact service provision by businesses as well as affect the health of employees. Preparing the workforce, building safe facilities, investing in supplier relationships, and connecting to the community are essential to building business community resilience. Businesses within Sacramento County are encouraged to develop and maintain comprehensive business emergency response plans which include a business impact analysis, business continuity plan and a training and exercise schedule to evaluate the recovery strategies and the plan. Information for developing a Business Emergency Response Plan can be found at www.ready.gov/business/implementation/emergency.

Role of Local Government and Coordinating Agencies

Local preparedness efforts must be coordinated across levels of local government, within the SEMS/NIMS framework. Associated emergency tasks and departmental responsibilities depicted below are consistent with those identified in the Sacramento Emergency Operations Plan (EOP). The level at which the Emergency Operations Center (EOC) is activated will be based on the situation and the need for a coordinated response to the emergency event.

Emergency Support Functions	Lead Coordinating Agency for Sacramento County	Specific Responsibilities during Extreme cold and freeze Emergencies
ESF #1 - Transportation	Regional Transit Other Transportation entities	Establish and maintain transportation routes of people to warming centers
ESF #2 - Communications	County Communications including 311 Local Dispatch Centers	Provide emergency communications and public alert and warning
ESF #3 – Public Works and Engineering	Public Works Departments	
ESF #4 - Firefighting	Fire Agencies	

Emergency Support Functions	Lead Coordinating Agency for Sacramento County	Specific Responsibilities during Extreme cold and freeze Emergencies
<p>ESF #5 – Emergency Management</p>	<p>Sac OES City OES Coordinators</p>	<p>Convene stakeholders Coordinate with NWS Sacramento and utilities Update websites and social media Circulate daily weather updates Conduct Weather Coordination Calls Implement JIC/PIO to issue cold and freeze messaging Open OES Warehouse/Stage critical resources Provide situational awareness Consider/Activate EOC Process mutual aid requests Participate in Cal OES and NWS briefings Collect EEI information Request warming centers to open Monitor usage of warming centers Support Cities and Special Districts as requested Provide regional and state coordination</p>
<p>ESF #6 – Mass Care</p>	<p>Department of Human Assistance (DHA)</p>	<p>Update critical resource list Convene housing/shelter working group Review Warming Center operation criteria</p>

Emergency Support Functions	Lead Coordinating Agency for Sacramento County	Specific Responsibilities during Extreme cold and freeze Emergencies
		Coordinate locating people with access and functional needs with cities Activate centers as needed Consider Care and Shelter Branch needs at County EOC Activate Weather Respite Motel Voucher program Participate in meetings and briefings Survey centers for accessibility Assess needs for commodities Coordinate needs to provide wellness checks on people with access and functional needs with cities Staff warming centers Triage service needs
ESF #7 – Logistics and Resource Management	General Services OES Warehouse	Process resource requests Tracks resources Ensure warehouse is adequately stocked with commodities Establish distribution plan for resource orders Stock or resupply warehouse items Receive donated bulk items
ESF #8 – Public Health and Medical	Department of Health Services Public Health Emergency Medical Services	Participate on Weather Coordination Calls Prepare to issue health advisory Assign PIO/Participate in JIC

Emergency Support Functions	Lead Coordinating Agency for Sacramento County	Specific Responsibilities during Extreme cold and freeze Emergencies
	Department of Children, Family and Adult Services (DCFAS) Behavioral Health Services Environmental Management	Initiate syndromic surveillance of cold and freeze-related illnesses Assign EOC Medical/Health Branch Director Coordinate/Monitor medical facilities and health agencies of cold and freeze emergency Locate BHS populations Monitor small public water systems Monitor food facilities Issue health advisories for outdoor activities Place calls to clients to ensure use of appropriate heating devices Distribute cold and freeze resources to clients who express a need Monitor for increase in cold weather related EMS call and emergency department volumes
ESF #11 – Food and Ag	Agricultural Commissioner	Outreach to Ag Community Monitor carcass collection; disposal activities Coordinate with Cal OES and state resources for large scale rendering
ESF #12 - Energy	Utilities	Coordinate with local government on essential facility power restore power as requested
ESF #13 – Law Enforcement	Sheriff	

Emergency Support Functions	Lead Coordinating Agency for Sacramento County	Specific Responsibilities during Extreme cold and freeze Emergencies
	Police Departments	
ESF #15 – External Affairs	Public information Officers Sacramento 211	Issue cold and freeze injury prevention advisories Post warming center information on websites and social media Participate in JIC/JIS Collect and distribute social media analytics Collect information on warming center locations and transportation options to distribute to callers Collect and disseminate call and website data on utilization of warming center services and referrals Assist in preparing Board Alerts

State Roles and Responsibilities

For a detailed review of State Roles and responsibilities please refer to the Cal OES Contingency Plan for Extreme Cold and Freeze Emergencies

<https://www.caloes.ca.gov/PlanningPreparednessSite/Documents/ExtremeCold-FreezeContingencyPlan2013.pdf>

RECOVERY

An extreme cold and freeze emergency may trigger the opening of warming centers beyond normal duty hours. These actions will be coordinated with the Sacramento Office of Emergency Services or the Emergency Operations Center (EOC) if activated. All Departments should be aware that no provision exists for funding warming centers or shelters outside of the provisions set forth by the California Disaster Assistance Act.

Emergency costs incurred by local governments, departments, and/or agencies in response to the extreme cold and freeze emergency conditions relating to the safety and protection of human life, may be recovered under the California Disaster Assistance Act, when the Governor has proclaimed a State of Emergency. Eligible costs may include the extra costs of establishing warming centers, staffing the EOC, renting generators and air conditioners for emergency warming center efforts, emergency public

information costs, related morgue costs, and overtime costs for activities related to the extreme cold and freeze emergency event.

State and federal governments require detailed information to support claims for reimbursement. Funding will be approved or denied based upon the information supplied by applicant agencies. Documentation supporting all costs claimed will be required, and all information must relate back to individual original source records. Sacramento County staff will maintain thorough and accurate documentation throughout the course of an incident or event. Incident documentation should include:

- Sign-in rosters (ICS 211, Incident Check-in List)
- Incident and damage assessment reports
- Incident Command logs (ICS 214, Activity Log)
- Cost recovery forms
- Incident critiques and After Action Reports (AARs)

The following guidelines should be followed when documenting disaster-related reimbursable expenses:

- Costs and revenues associated with emergency operations should be segregated from normal operating expenses.
- Separate records should be maintained for each vehicle and piece of heavy equipment used for emergency operations.
- Vehicle and equipment documentation should include the miles and/or hours operated by location and by operator.
- Vehicle operating expenses should include fuel, tires, tubes and maintenance.
- Labor costs should be compiled separate from vehicle and/or equipment expenses.
- Equipment documentation should include exactly where the equipment was used and for what; hours and minutes used; and the name of the equipment operator if applicable.
- Revenues and subsidies for emergency operations must be subtracted from any costs claimed.
- Requisitions, purchase orders, and invoices must be maintained for all supplies, materials and equipment expenses claimed.
- Costs for supplies and materials must include documentation of exactly where resources were used and for what purpose.
- All non-competitive procurements must be justified.

Expenditure tracking should commence upon notice or obvious occurrence of incidents or disasters that require expense of labor, equipment use, materials, and other expenses. The EOC Director, and EOC staffs are responsible for maintaining written records of all disaster-related personnel overtime, requests for supplies, equipment and contract personnel, and receipts for emergency purchases of supplies, equipment and other disaster-related expenses. The County will activate a special coding for emergency expenditure tracking which is used for both labor and equipment.

AFTER ACTION REPORTS

The purpose of after action reporting is to provide a mechanism where shortfalls and limiting factors can be captured and documented. They can then be entered into an ongoing improvement effort. OES and responding departments are responsible for compiling and developing the After Action Report (AAR). Individuals assigned to the event will assist in the effort by providing input and attending debriefing sessions. All After Action Reports are due within 30 days of the end of the event.

PLAN MAINTENANCE

Sacramento County OES is responsible for overseeing the development and maintenance and annual review of this annex in coordination with appropriate Sacramento County Departments and allied agencies to determine the need for revisions or updates.

ATTACHMENTS

The attachments in the following pages are support documents to assist in an Extreme cold and freeze Emergency.

AUTHORITIES AND REFERENCES

Authorities

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. The local health officer may proclaim a local emergency if he or she has been specifically designated to do so by ordinance adopted by the governing body of the jurisdiction.

- §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.

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.

Government Code §8588.15

This government code requires the incorporation of the disability community into the California Standardized Emergency Management System (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.

References

State of California Extreme Cold and Freeze Contingency Plan, June 2014

State of California Extreme Temperatures Response Plan draft, January 2022

DEFINITIONS

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”.

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.).

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.

Faith Based Organization or FBO: A religious-based organization that provides community services.

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.

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)."

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 watch, warning, or advisory that is based on several criteria, including how far in advance of the event they are making the prediction.

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."

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."

NWS Terminology

The National Weather Service (NWS) has developed a multi-tier concept for forecasting all types of hazardous weather. These are:

Advisory- Advisories are issued for weather situations that cause significant inconveniences but do not meet warning criteria and, if caution is not exercised, could lead to life-threatening situations. Advisories are issued for significant events that are occurring, are imminent, or have a very high probability of occurrence.

Forecast- A forecast provides a description of the most significant weather conditions expected during the current and following days. The exact content depends upon the intended user, such as the Public or Marine forecast audiences.

Partner Email – Partner emails are issued when the potential exists for a weather event, such as extreme cold and freeze, in the next 1-7 days. This email is non-public product and is intended to assist our partners with making operational plans based on potential weather events

Warning- Forecast issued when a particular weather or flood hazard is "imminent" or already occurring (e.g., tornado warning, flash flood warning). A warning is used for conditions posing a threat to life or property.

Watch- Forecast issued well in advance to alert the public of the possibility of a particular weather related hazard (e.g. tornado watch, flash flood watch). The occurrence, location and timing may still be uncertain.

Weather- State of the atmosphere with respect to cold and freeze wetness or dryness, calm or storm, clearness or cloudiness. Also, weather is the meteorological day-to-day variations of the atmosphere and their effects on life and human activity. It includes temperature, pressure, humidity, clouds, wind, precipitation and fog.

ACRONYMS

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

ADA	American Disabilities Act
BOS	Board of Supervisors
Cal OES	California Office of Emergency Services
CEO	Chief Executive Officer
CBO	Community Based Organization
CDC	Centers for Disease Control and Prevention
CDPH	California Department of Public Health
CPUC	California Public Utility Commission
DOC	Department Operations Center
EOC	Emergency Operations Center
FBO	Faith Based Organization
DHS	Department of Health Services
DHA	Department of Human Assisntace
DCFAS	Department of Children, Family and Adult Services
ICS	Incident Command System
JIC	Joint Information Center
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
OA	Operational Area
OES	Office of Emergency Services (County)

PIO	Public Information Office (Officer)
REOC	Cal OES Regional Emergency Operations Center (Coastal, Inland, Southern)
SEMS	Standardized Emergency Management System
SMUD	Sacramento Municipal Utilities District

HEALTH INFORMATION FOR PEOPLE AND ANIMALS

Impacts of Extreme Cold/Freeze

Extreme cold/freezing temperatures are generally defined as sustained temperatures at or below freezing for an extended period. Extreme cold/ freezing temperatures, although not as prevalent in the State of California as heat waves, still pose a real danger to life, property, and agriculture.

According to the State of California, Extreme Temperature Response Plan draft (January 2022), from December 1998 to mid-January 1999, freezing conditions caused damage to the Central Valley citrus crop. The freeze affected citrus workers and growers. Agricultural damages were valued upwards of \$130 million. According to the Seattle Times, in December 2006, a severe windstorm and freezing temperatures to the Pacific Northwest left eight dead and up to one million individuals without power. Desperate for warmth, some individuals used barbecues inside their homes for heat which resulted in deaths caused by carbon monoxide poisoning. Additionally, the Associated Press reported that Colorado and several Midwest states experienced extreme freezing and ice storms causing massive power disruptions and a death toll of at least 46 individuals in seven states. More recently, in late December 2021, extreme snowfall and cold/freezing temperatures across California caused power outages in over 109,000 households: some for up to seven days. This resulted in multiple counties opening and maintaining warming centers for a prolonged period of time.

Although infrequent, freezes can severely affect California agriculture. Freezing temperatures occurring during winter and spring growing seasons can cause extensive crop damage. Secondary impacts of freeze disasters can include major economic impacts to farmers, farm workers, packers, and shippers of agricultural products and may cause substantial damage to various crops that may lead to significant increases in food prices for the consumer due to storages. A six-day period of freeze in December 2013 caused more than \$440 million in damage to citrus crops. Citrus crops tend to be the most vulnerable to freeze and they accounted for a vast majority of reported damages between 1972 and 2016.

Extreme Cold Temperatures and Humans

Prolonged exposure to freezing temperatures can cause frostbite to exposed skin, typically fingers, toes, ear lobes, or the tip of the nose. Increased winds, causing a wind chill effect, can further lower body temperatures at a faster rate.

Prolonged exposure to cold can disproportionately affect certain populations. It is essential to include specific planning for groups including:

- Individuals with Access and Functional Needs (AFN) ;
- Chronic conditions or injuries;
- Limited English proficiency, or non-English speaking;
- Older adults;
- Young children;
- Pregnant;
- Living in institutional settings;
- Low income, homeless, or transportation disadvantages;
- From diverse cultures;
- Medically fragile;

- People that work outdoors, especially new workers, temporary workers, or those returning to work after a week or more off;
- People exercising or doing strenuous activities outdoors during the coldest of the day; or
- Those not acclimated to the level of cold expected.

Symptoms of Cold/Freeze Exposure

Frostbite is a reaction to cold that can cause permanent harm.

- Symptoms - A white or grayish-yellow skin area, skin that feels unusually firm or waxy, and numbness.
- First Aid – Move to a warm spot as soon as possible.
 - Unless necessary, do not walk on feet or toes that show signs of frostbite - this increases the damage.
 - Do not rub the frostbitten area with snow or massage it at all - this can cause more damage.
 - Put the areas affected by frostbite in warm - not hot - water (the temperature should be comfortable to the touch for unaffected parts of the body).
 - If warm water is not available, warm the affected area using body heat. For example, you can use the heat of an armpit to warm frostbitten fingers.
 - Do not use a heating pad, heat lamp, or the heat of a stove, fireplace, or radiator for warming. Affected areas are numb and can easily burn.
- Without intervention, frostbite may permanently damage the body part and in severe cases, can lead to amputation (removing the affected body part).

Hypothermia occurs when the body's temperature drops below 95°F.

- Symptoms - Confusion, dizziness, exhaustion, and shivering are signs of hypothermia. If you experience any of these symptoms, seek medical attention immediately.
- First Aid - 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.

High Risk Populations and Individuals with Access and Functional Needs

Situational and physical characteristics help to identify high risk populations that may not comfortably or safely access and use disaster resources. Government Code Section 8593.3 was added to the law in 2016 and broadly defines those with access and functional needs as:

The access and functional needs population consists of individuals who have developmental or intellectual disabilities, physical disabilities, chronic conditions, injuries, limited English proficiency or who are non-English speaking, older adults, children, people living in institutionalized settings, or those

who are low income, homeless, or transportation disadvantaged, including, but not limited to, those who are dependent on public transit or those who are pregnant.

For more information on emergency preparedness and response best practices of the AFN community, visit the [Cal OES Access and Functional Needs web page](#).

Animals in Extreme Cold/Freeze

When the temperature outside drops below freezing (32°F), pets should be provided adequate protection from the elements. When the outside temperature and/or wind-chill drops below zero, then pets should have access to shelter with heat. Normal body temperature for a dog or cat is around 101°F. Animals experience hypothermia when their body temperature falls dramatically below their normal body temperature, which can lower metabolic rate and affect organ functions.

Signs of Hypothermia in Pets:

- Shivering
- Respiratory depression
- Lethargy
- Weakness
- The pet's gums turn pale or bluish
- The pet experiences lack of coordination
- Paralysis
- Loss of conscious
- Eventual cardiac arrest

Treatment:

- Remove the pet from the elements immediately
- Wrap the animal in a warm, dry blanket
- Give the pet warm liquids or food
- Dry any excess moisture from the animal's fur
- Get the effected pet to a veterinary clinic immediately

Livestock and Poultry in the Cold

Livestock and poultry are very resilient to winter temperatures. However, when severe winter hits suddenly, it can be a stress factor. During extreme cold, individuals who own livestock and poultry should observe the following:

- Livestock should be provided with windbreak 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 the calories for normal body heat maintenance may double in extreme cold. It is critical that animals have access to drinking water. Usual water sources may freeze solid in low temperatures and dehydration can become a life-threatening factor. Many animals, especially the young, may not know how or cannot break several inches of ice to reach water. In general, animals tend to drink less in extreme cold, risking dehydration. Research with horses shows they will drink more water if it is warmed when weather is cold.
- 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 a horse's 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.

PANDEMIC RELATED THREATS

This appendix to the Sacramento County Extreme Cold and Freeze Hazard Annex was developed to address the challenges that may arise from the opening and operation of warming centers during a pandemic and aims to offer strategies for coordinating activities and addressing those concerns.

To prepare members of the public and government resources for extreme cold and freeze conditions during a pandemic, adaptations to the three escalating response levels referred to as Phase I, Phase II, and Phase III activations are identified in this section.

Note: These guidelines were adopted from the Sacramento County Extreme Heat Annex.

Phase I –Seasonal Readiness

Phase I actions are taken prior to cooler months (usually in November) to prepare for and maintain a state of increased readiness. During a pandemic the Emergency Operations Center and/or the Public Health Department Operations Center may be activated to support response activities. If one or both coordinating structures are activated at any level, the EOC and/or DOC directors should be included in pre-seasonal readiness communications and activities with operational area partners.

The following are additional activities for this phase:

- Review and update the public facilities that are open to the public. NOTE: Many public facilities may be closed or have limited hours of operation or reduced visitor capacity
- Discuss facilities that may be activated as Warming Centers during a cold and freeze emergency and provide facility adaptation recommendations from this annex
- Identify facility needs including, staffing, personal protective equipment (PPE), thermometers for screening guests, hand sanitizer, additional cleaning and sanitation services, air circulation and filter changes, and educational materials (i.e. culturally appropriate signage)

Phase II – Cold/Freeze Alert

Activation criteria for Phase II includes a credible prediction from the National Weather Service of extreme cold and freeze or power outages during periods of extreme cold and freeze. When this information is received by the Office of Emergency Services additional coordination activities are required in this phase.

The following are additional activities for this phase:

- Notify EOC/DOC directors of potential cold and freeze emergency
- Coordinate a conference call with cold and freeze plan partners
- Update the facilities that may be activated as warming centers during the period of extreme cold and freeze (these will most likely be county libraries)
- Provide updated facilities listing to PIO for public dissemination and translation if necessary

Phase III – Cold/Freeze Emergency

Activation criteria for Phase III includes a credible prediction from the National Weather Service of extreme cold and freeze warning or power outages during periods of extreme cold and freeze. In addition, health surveillance data from local hospitals is collected and monitored for cold and freeze related injuries/illnesses and increased calls for Emergency Medical Services (EMS) and deaths related to cold and freeze are also tracked during this phase. When this information is received by the Office of Emergency Services additional coordination activities are required for this phase.

The following are additional activities for this phase:

- Notify EOC/DOC directors of potential cold and freeze emergency
- Coordinate a conference call with cold and freeze plan partners
- Update the facilities that may be activated as warming centers during the period of extreme cold and freeze (these will most likely be county libraries)
- Provide updated facilities listing to PIO for public dissemination and translation if necessary
- Initiate the tracking and monitoring of cold and freeze related injury/illness, increased service calls for EMS, and cold and freeze related deaths in humans or animals and provide this information to the EOC/DOC command team (if activated)

Warming center Facility Adaptations

During a pandemic, public facilities designated as warming centers or those that may be activated as warming centers during a cold and freeze emergency, may not be open to the public or may have reduced hours of operation or limited visitor capacity. To provide a safe environment for facility personnel and visitors, the following adaptations for these facilities should be implemented:

Individual Control Measures and Screenings

- Provide temperature and symptom screening for all visitors, including any volunteers, vendors, contractors, or other workers entering the Center. All staff should be screened for temperature and symptoms at the beginning of their shift.
- If possible, provide alternative warming sites for those showing symptoms of illness. This may be a separate room within the Warming centers or a space that can be used to accommodate visitors with symptoms and separate them from others.
- Staff who are sick or exhibiting symptoms of illness should stay home.
- Visitors and staff should be encouraged to wear cloth face coverings while in the Center. The Center is encouraged to have a supply of face coverings to distribute to anyone who arrives without one. Face coverings must not be shared.

Cleaning and Disinfecting Protocols

- Perform thorough cleaning on high traffic areas and frequently disinfect commonly used surfaces, including tables, doorknobs, toilets, and handwashing facilities. Limit sharing of items and clean/disinfect shared items between users.
- Clean touchable surfaces between shifts or between users, whichever is more frequent.
- Follow the Center for Disease Control and Prevention (CDC) cleaning and disinfection guidelines <https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html> for community facilities, and cleaning facilities if someone is sick.

Physical Distancing Guidelines

- Maintain physical (social) distancing of at least six feet between individuals within Centers.
- Consider creating spaces for individual family units (families who live together do not need to maintain physical distancing in a Warming Center).
- Jurisdictions may consider using facilities that have not yet been opened as part of the Governor's Roadmap and movement through Stage 2 business sector reopening, such as libraries, community centers, and movie theatres, if they can be configured to safely serve as warming centers only.

Other Considerations

- Identify and address potential language, cultural, and disability barriers associated with communicating pandemic illness information to staff, volunteers, and those visiting Colling Centers.
- Post signs at entrances and in strategic places providing instruction on hand hygiene, respiratory hygiene, cough etiquette, cloth face coverings, and physical distancing.
- Providing educational materials about the pandemic illness in multiple languages, as needed.
- Provide bottled water for patrons.
- Assess Ventilation Follow [CDPH Interim guidance for Ventilation, Filtration, and Air Quality in Indoor Environments](#).

WARMING CENTER FIELD OPERATIONS GUIDE

How to Use the Operations Guide

This Operations Guide is a tool for Cities, special districts, non-profits, faith-based organizations, and others that intend to operate a warming center.

All elements of the Operations Guide might not be relevant or required in all situations or in all jurisdictions. A Center can scale up or down (expand or contract) throughout an incident. The cause, scope, and duration of the incident, the demographics of the community, and the available resources will drive decisions about the size of the Center, the hours of operation, and the services that are provided.

This Operations Guide contains the most common elements of Warming centers. Additional considerations might be required. Operators should tailor the Operations Guide to the unique aspects of their jurisdiction.

Before opening a Center, operators should consult with their legal counsel and insurers to determine if all legal requirements are met and liability issues are covered.

Coordination with Emergency Management (Sacramento County OES)

The operation of Centers, especially during large-scale emergencies and disasters, should be coordinated with the emergency management system in the city and county where Centers are opened to:

- Ensure that the Center is meeting all applicable laws and regulations
- Avoid duplicating efforts of other agencies/organizations
- Obtain support from a broader system if public needs exceed the operator's capabilities (e.g., access to social services, additional staffing)
- Maintain situational awareness (knowing what is going on with all aspects of the emergency) so that operators can make informed decisions
- Opening and closing of Centers should be posted on the County's website.

If a Center is to be part of a larger response, successful coordination with other parts of the response requires that operators be trained in Emergency Management Systems (SEMS and NIMS) and the Incident Command System (ICS).

Services

Prior to opening Centers, operators should determine the services that the public will need and the operator's ability to meet them. Minimal needs include tables and chairs, charging stations, and information updates. Prolonged or particularly severe temperature conditions might require expanded services.

- Water is to be provided.
- Staff should be aware of how they can support individuals with functional needs. Service animals must be allowed to accompany their owners. The Center facility must be compliant with the Americans with Disabilities Act (ADA).
- Operators should be prepared to accommodate pets.

Facilities

Facilities should be selected carefully to ensure that:

- Public transportation stations are nearby and available.
- Features are compliant with the Americans with Disabilities Act (ADA) (See www.ada.gov).
- Safety hazards are mitigated.
- Roads to the facility are kept open.
- The facility is available for the duration of the incident.
- The space will accommodate the expected number of people.
- Kitchen facilities are available if food is to be served.
- The heating/ventilation/air conditioning system is operable or generators are available.
- Lavatory capacity is sufficient for the expected number of people.
- Number of electrical outlets is sufficient for charging stations and medical equipment.
- Refrigeration is available for medications.
- Space is available for specialized purposes (e.g., first aid, play, quiet, pets).

Staffing

Centers can be operated by volunteers and/or employees of government agencies or non-governmental organizations (e.g., non-profit, faith-based, community).

When to Open a Center

The existence of several factors could lead to the opening of Centers:

- The triggers outlines in the Extreme Cold and freeze Hazard Annex.
- Power outages that render cooling systems inoperable.
- Individuals warming in their homes or those that are unhoused.

Warming Center Checklist	
Before an Incident (use stages in Plan)	
1. Educate the Public	
<input type="checkbox"/> Identify outreach opportunities. <input type="checkbox"/> Consider all segments of the population (e.g., individuals with access and functional needs, pets) Determine information to be disseminated (e.g., prevention of cold and freeze illnesses) Develop pre-scripted social media messaging. <input type="checkbox"/> Secure printed materials in languages prevalent in the community. <input type="checkbox"/> Train presenters if presenting to groups. <input type="checkbox"/> Disseminate information.	
2. Determine triggers for opening/closing the centers	
<input type="checkbox"/> Cold and freeze indications by NWS and Sac County OES. <input type="checkbox"/> Power Outages.	
3. Determine methods of notifying the public of Center availability	
<input type="checkbox"/> Mass notification system (phone, email, text, door-to-door, public access television, radio, television, social media). <input type="checkbox"/> Notification methods for individuals who have access and functional needs. <input type="checkbox"/> Public Information Officer (PIO) to handle media inquiries.	
4. Determine transportation service needs.	
<input type="checkbox"/> For individuals with disabilities and access and functional needs (e.g., wheelchairs, service animals). <input type="checkbox"/> For individuals who are not near public transportation or the Center is not near public transportation. <input type="checkbox"/> For individuals who rely on public transportation that may not be operating an emergency.	
5. Determine potential facilities and establish Memorandum of Understanding (MOU) with owners	
<input type="checkbox"/> Near public transportation	<input type="checkbox"/> Ample electrical outlets
<input type="checkbox"/> Adequate capacity	<input type="checkbox"/> Lavatories
<input type="checkbox"/> Easy to find	<input type="checkbox"/> Large common area
<input type="checkbox"/> Ample, free parking	<input type="checkbox"/> Rooms for specialized purposes (e.g., first aid, play)
<input type="checkbox"/> ADA-compliant	<input type="checkbox"/> Health authorities consulted about food service
<input type="checkbox"/> Intact HVAC	<input type="checkbox"/> Accommodations for pets

Warming Center Checklist	
Before an Incident (use stages in Plan)	
<input type="checkbox"/> Generator	
6. Determine Personnel	
<input type="checkbox"/> Center Manager	<input type="checkbox"/> Security
<input type="checkbox"/> Registration Workers	<input type="checkbox"/> Volunteer Manager
<input type="checkbox"/> Custodians	<input type="checkbox"/> Interpreters
<input type="checkbox"/> Fire Inspector	<input type="checkbox"/> PIO
7. Determine equipment, supplies, and forms. Store at facilities, if possible.	
Office	Play Area for Children
<input type="checkbox"/> Tables/Chairs	
<input type="checkbox"/> Television	
<input type="checkbox"/> Battery-powered Radio	Indoor Signage
<input type="checkbox"/> Weather Radio	<input type="checkbox"/> Registration
<input type="checkbox"/> Small Refrigerator for Medications	<input type="checkbox"/> Hours of Operation
<input type="checkbox"/> Forms	<input type="checkbox"/> Rules of Conduct
<input type="checkbox"/> Office Supplies	<input type="checkbox"/> Common Area
<input type="checkbox"/> Radios (Communications)	<input type="checkbox"/> Sitting Area
<input type="checkbox"/> Batteries	<input type="checkbox"/> Information Area
<input type="checkbox"/> Surge Protectors	<input type="checkbox"/> Entertainment/Play Area
<input type="checkbox"/> Fire Extinguisher	<input type="checkbox"/> Evacuation Plan
<input type="checkbox"/> Flashlights	<input type="checkbox"/> Lavatories
<input type="checkbox"/> Signage	<input type="checkbox"/> Emergency Exits
<input type="checkbox"/> Staff Identification (vests, shirts, badges)	
	Outdoor Signage
Registration and Common Area	<input type="checkbox"/> Street signs
<input type="checkbox"/> Tables/Chairs	<input type="checkbox"/> Door signs
<input type="checkbox"/> Registration Forms	
<input type="checkbox"/> Hand Sanitizer	Forms
<input type="checkbox"/> Waste Containers	<input type="checkbox"/> Media Release Templates
<input type="checkbox"/> Charging Stations	<input type="checkbox"/> Directory
<input type="checkbox"/> Pens	<input type="checkbox"/> Registration
	<input type="checkbox"/> Ground Rules
Information	<input type="checkbox"/> Staff Check-In/Out
<input type="checkbox"/> Bulleting Board	<input type="checkbox"/> Resource Check-in/Out
<input type="checkbox"/> Easel/Markers	<input type="checkbox"/> Resource Request
	<input type="checkbox"/> Staff Hours Tracking
First Aid	<input type="checkbox"/> Expense Tracking
<input type="checkbox"/> First Aid Kit/AED	<input type="checkbox"/> Inventory

Warming Center Checklist	
Before an Incident (use stages in Plan)	
<input type="checkbox"/> Personal Protective Equipment	<input type="checkbox"/> Injury/Illness Report
<input type="checkbox"/> COVID-19 Mitigation Supplies	<input type="checkbox"/> Safety and Security Incident Report
	<input type="checkbox"/> Work Schedule
	<input type="checkbox"/> Activity Log
8. Determine policies and procedures.	
<input type="checkbox"/> Who will authorize the opening and operation of the Center? <input type="checkbox"/> How will the Center be financed? <input type="checkbox"/> Does the facility and operator of the Center have appropriate insurance? <input type="checkbox"/> Will personnel be paid, volunteer, or both? <input type="checkbox"/> How will personnel be vetted and credentialed? <input type="checkbox"/> What will the hours of operation be? <input type="checkbox"/> Will registration be required? <input type="checkbox"/> What will the scope of service be (e.g., seniors only)? <input type="checkbox"/> How will registered sex offenders be accommodated? <input type="checkbox"/> What is the policy for unaccompanied minors? <input type="checkbox"/> Will food, snacks, beverages be served? <input type="checkbox"/> How will food, snacks, and beverages be procured? <input type="checkbox"/> How will media requests to visit the Center be handled? <input type="checkbox"/> How will you handle offers of donated food and other goods? <input type="checkbox"/> Where will pets be housed? Another area of Center facility or a different facility? <input type="checkbox"/> How will pets be housed? (Service animals must be permitted to remain with owners.) Will emotional support animals be permitted in the Center?	
<input type="checkbox"/> Guests must check in and out. <input type="checkbox"/> Respect people, personal property, and privacy. No weapons, alcohol, illegal drugs, matches, or tobacco use. <input type="checkbox"/> Media must be accompanied by the Center Manager. <input type="checkbox"/> News updates and emergency information will be posted at a designated location within the Center. <input type="checkbox"/> Prescription and over-the-counter drugs in original containers only. <input type="checkbox"/> Service animals permitted in Center. Pets/therapy animals in Pet Area only. <input type="checkbox"/> Guests must check in and out. <input type="checkbox"/> Respect people, personal property, and privacy. No weapons, alcohol, illegal drugs, matches, or tobacco use. <input type="checkbox"/> Children must be supervised at all times. <input type="checkbox"/> Keep items off of the floor to prevent trips and falls and for wheelchair accessibility. <input type="checkbox"/> Guests are responsible for their own valuables. <input type="checkbox"/> Center is not liable for loss or damage to personal vehicles or property. <input type="checkbox"/> Appropriate dress, including shirts and shoes, required at all times. <input type="checkbox"/> Share electrical outlets and charging stations.	

Warming Center Checklist	
Before an Incident (use stages in Plan)	
<input type="checkbox"/>	Wash hands frequently, especially after using the lavatory and before handling food.
<input type="checkbox"/>	Management reserves the right to remove individuals from the Center for non-compliance with conduct rules.

Warming Center Checklist	
During an Incident (use stages in Plan)	
9. Initial Assessment	
<ul style="list-style-type: none"> <input type="checkbox"/> Consult National Weather Service and the NOAA for information. <input type="checkbox"/> Temperatures to be expected? <input type="checkbox"/> Do expected temperatures meet criteria? <input type="checkbox"/> Expected duration of the incident? <input type="checkbox"/> Number of calls from the public? <input type="checkbox"/> Number of people to expect at the Center? <input type="checkbox"/> Demographics of expected population (e.g., access and functional needs, pets)? <input type="checkbox"/> Consult National Weather Service and the NOAA for information. <input type="checkbox"/> Services that will be needed? 	
10. Activation	
<ul style="list-style-type: none"> <input type="checkbox"/> Receive authorization to open Center from appropriate person in municipality/organization. <input type="checkbox"/> Select facility. <input type="checkbox"/> Receive agreement from facility and activate MOU, if applicable. <input type="checkbox"/> Activate paid and volunteer staff. Emphasize no self-deployment. <input type="checkbox"/> Move equipment and supplies to facility if not already staged there. <input type="checkbox"/> Notify the following entities that a Center is being activated: <ul style="list-style-type: none"> <input type="checkbox"/> Law enforcement of potential traffic increase and need for security <input type="checkbox"/> Fire inspector <input type="checkbox"/> Health authorities <input type="checkbox"/> Office of Emergency Services (City and County) <input type="checkbox"/> American Red Cross <input type="checkbox"/> Sacramento 2-1-1 and Provide the following information: <ul style="list-style-type: none"> <input type="checkbox"/> Your organization's name <input type="checkbox"/> Street address and travel instructions, such as nearest intersection <input type="checkbox"/> Phone number <input type="checkbox"/> Is the facility accessible for individuals with access and functional needs? <input type="checkbox"/> Services available <input type="checkbox"/> Items that guests should bring <input type="checkbox"/> Hours open <input type="checkbox"/> Who qualifies <input type="checkbox"/> How to access (walk in?) <input type="checkbox"/> Determine a transportation plan. 	
11. Set-up	

Warming Center Checklist	
During an Incident (use stages in Plan)	
<ul style="list-style-type: none"> <input type="checkbox"/> Set up separate areas – Registration, Common, Dining, Information, Entertainment, Play, Quiet, Pets. <input type="checkbox"/> Post indoor signage. Outdoor signage should be posted just prior to opening. <input type="checkbox"/> Inspect facility. Note existing damage. Mitigate hazards. <input type="checkbox"/> Brief staff. <input type="checkbox"/> Ensure all staff are assigned and trained according to their capabilities. <input type="checkbox"/> Determine off-limits areas. 	
12. Notification	
<ul style="list-style-type: none"> <input type="checkbox"/> When Center is operational, notify: <ul style="list-style-type: none"> <input type="checkbox"/> City or County Office of Emergency Services <input type="checkbox"/> 2-1-1 Sacramento <input type="checkbox"/> Public through mass notification systems, media/social media, internet sites <input type="checkbox"/> Use templates to craft your message. <input type="checkbox"/> Include location, dates, and hours of operation of Center. <input type="checkbox"/> Inform public of transportation options. <input type="checkbox"/> Explain provisions for pets. <input type="checkbox"/> Provide safety information. 	
13. Ongoing Operation	
<ul style="list-style-type: none"> <input type="checkbox"/> Mitigate health and safety hazards. Ask everyone to report unsafe conditions. <input type="checkbox"/> Document all staff hours and expenses. <input type="checkbox"/> Establish shift and break schedules. <input type="checkbox"/> Ensure that no one works past the maximum number of hours. <input type="checkbox"/> Ensure that there are never fewer than two workers per shift. <input type="checkbox"/> Ensure that an activity log is maintained (i.e., document all unusual circumstances on the designated form). <input type="checkbox"/> Ensure that reports are completed for each incident of illness or injury to staff and guests. <input type="checkbox"/> Ensure that guests check in and out whenever they enter or leave the premises. <input type="checkbox"/> Ensure water is available at all times. <input type="checkbox"/> Transport guests to and from the Center according to transportation plan. <input type="checkbox"/> Assist guests with functional needs. <input type="checkbox"/> Ensure sanitary conditions in all areas. <input type="checkbox"/> Report daily census to City or County Office of Emergency Services. <input type="checkbox"/> Begin planning for next operational period. <input type="checkbox"/> Talk to guests to ensure that their needs are being met. <input type="checkbox"/> Monitor need for scaling up, scaling down, and demobilizing. 	
14. Closing	

Warming Center Checklist	
During an Incident (use stages in Plan)	
<input type="checkbox"/>	Give 24-hour notice of Center closing.
<input type="checkbox"/>	Notify:
<input type="checkbox"/>	Employees and Volunteers
<input type="checkbox"/>	Guests
<input type="checkbox"/>	Office of Emergency Services
<input type="checkbox"/>	American Red Cross
<input type="checkbox"/>	Media/social media, internet sites
<input type="checkbox"/>	Law Enforcement
<input type="checkbox"/>	Fire Inspector
<input type="checkbox"/>	Public Health
<input type="checkbox"/>	Ensure that all guests have transportation.
<input type="checkbox"/>	Remove outdoor signage at closing time.
<input type="checkbox"/>	Ensure equipment is clean and in good working order before storing.
<input type="checkbox"/>	Repair or replace damaged equipment and/or signage.
<input type="checkbox"/>	Replenish expended supplies.
<input type="checkbox"/>	Ensure that facility is returned to its pre-activation condition or better.
<input type="checkbox"/>	Inspect facility with owner and document concerns.
<input type="checkbox"/>	Debrief staff and guests.
<input type="checkbox"/>	Collect and file paperwork (registration, check-in/out, activity logs, tracking sheets, injury/illness reports).

Warming center Checklist	
After an Incident (follow stages in Plan)	
15. Follow-up	
<input type="checkbox"/>	Conduct an after-action meeting to include all paid and volunteer staff.
<input type="checkbox"/>	Determine successes, shortfalls, and suggestions for improvement.
<input type="checkbox"/>	Write an Improvement Plan with individuals assigned to accomplish objectives.
<input type="checkbox"/>	Assign an individual to ensure that suggested improvements are implemented.
<input type="checkbox"/>	Put new procedures into place for the next Center as needed.

MESSAGING TOOLKIT

TBD