

## Disaster Response Planning

2008 Energy OutWest Training Conference  
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Development

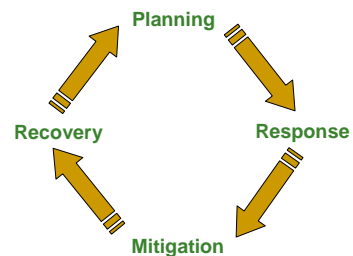
## Disaster Response Preparation

- Develop knowledge, tools and strategies needed for Agency's survival.
- Integrate with local emergency management plan.
- Create an emergency response plan

## Key Players

- State
- Counties
- Cities and municipalities
- Police, fire, utilities, school districts, private organizations

## Disaster Cycle



## 4 Steps to the Planning Process

- Step 1 - Establish a planning team
- Step 2 - Analyze capabilities and hazards
- Step 3 - Develop the written plan
- Step 4 - Implement the plan

## Establish a Planning Team

- Identify key staff
  - Who will have authority
  - Who will be committed
  - Schedule availability
  - Budget constraints
- Identify neighboring businesses and building management as part of planning team

## Analyze Hazards / Capabilities

- What services can your agency contribute to the local emergency plan?
- How can the services be used or modified for a disaster?

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## Vulnerability Analysis

- Assess organization's vulnerability based upon types of disaster
- Probability of occurrence
- Impact upon humans, property and business
- Internal and external resources

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## Agency Survival

- Plan to stay in business
  - Identify alternate location
  - Identify primary and alternate crisis manager within organization
- Emergency contact information
  - 911
  - Non-emergency police/fire
  - Insurance provider

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## Agency Survival

- Identify disasters that may impact business
- Critical operations
  - Create prioritized list of critical operations, staff in charge and action plan
- Suppliers and contractors
  - Identify primary and secondary suppliers and contractors and materials/services they will provide during disaster

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## Agency Survival

- Evacuation plan for employees at each location
  - Post plans and mark exits
  - Practice plan
  - Determine warning system
  - Identify evacuation and shut down manager

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## Agency Survival

- Shelter-in-place plan
  - Supplies
  - Warning system and testing
  - Location
  - Identify shelter and shut down managers

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## Agency Survival

- Clear communications for employees
  - Emergency plans and in the event of a disaster
- Cyber security
  - Determine how to protect computer hardware and software
  - Identify back-up computers at an alternate location

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## Agency Survival

- Records back-up
  - Back up critical records
  - Keep copies on and off site
  - Determine how to continue business if accounting and payroll records are destroyed
- Employee contact information
- Annual plan review

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## Assets and Uses

- What services can your agency contribute to the local emergency plan?
- How can they be used or modified for a disaster?
  - List all assets
  - Determine availability for types of emergencies
  - Identify uses of assets
  - Identify key issues for activation

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## Business Preparedness Assessment

- Do assessment to determine preparedness
  - Agency viability
  - Secured records
  - Insurance coverage
  - Community involvement

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## Implement Plan

- Mitigate against disasters
- Training
- Review / Revise

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## Volunteer Issues

- Volunteers can be spontaneous, reserve or ongoing
- Register volunteers with accredited disaster council
- Workers compensation benefits

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## DOE Disaster Response Planning

- Weatherization Program Notice 93-12
- Develop a prudent disaster response plan that addresses the needs of affected low-income clients and takes into consideration the limited funding available and the effects to weatherization program activities

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## Eligible Activities

- Reweathering
- Health & safety
- Technical assistance
- Leveraging activities

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## Basics for States

- Create a general disaster relief plan that offers flexibility in meeting all types of disasters
  - Incorporate into State Plan for DOE approval
- Contact service providers in times of disasters to assess their community's immediate needs
  - Obtain verbal approval from DOE so immediate services are not delayed

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## Basics for States

- Submit a written disaster relief proposal to DOE to specifically address the needs pertaining to the disaster

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## California and Washington's Plan

- Criteria included in general disaster relief plan
  - Allow reprioritization of service requests
  - Increase unit allowance by 15% over DOE's most current maximum average
  - Reweathering may occur without regards to date of weatherization

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## Basics for Agencies

- Plan
- Network
  - Obtain MOU's with local emergency offices
  - May need response agreement to ensure reimbursement, if any
- Implement
  - Contact state office when disaster occurs
- Educate/Outreach
  - Incorporate response materials in client education program

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## CSD's Actions

- Executive Order W-9-91
  - Directed all state agencies to develop disaster preparedness plans
  - CSD survey of agencies
- Discretionary contracts
  - To assist local service providers in developing agency preparedness plans, develop Memorandum of Understanding (MOU) with their local Office of Emergency Services (OES), as well as perform community outreach activities.
  - \$24,500

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## CSD's Actions

- Creation of Disaster Planning Committee
  - Training sessions and meetings conducted
- Emergency Disaster Grants
  - Response to November 2007 fires
  - Thousands in San Diego and neighboring counties evacuated

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## CSD's Actions

- Severe Weather Energy Assistance and Transportation Services (SWEATS)
  - Result of devastating heat wave
  - Purchase and distribution of temporary heating/cooling equipment and generators
  - Transportation to cooling centers
  - Utility assistance
  - Temporary housing services

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## CSD Information and Links

- [www.csd.ca.gov](http://www.csd.ca.gov)
  - IS-700 National Incident Management System (NIMS)
  - Standardized Emergency Management System (SEMS)
  - IS120.A An Introduction to Exercises
  - IS130 Exercise Evaluation and Improvement Planning
  - Many more under Disaster Preparedness and Contractors' Home page

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## Helpful Links

- Citizens Corps [www.citizencorps.org](http://www.citizencorps.org)
- FEMA [www.fema.gov](http://www.fema.gov)
- Ready [www.ready.gov](http://www.ready.gov)
- OES [www.oes.ca.org](http://www.oes.ca.org)
- Red Cross [www.redcross.org](http://www.redcross.org)
- The Council for Excellence in Government [www.whatsyourrq.org](http://www.whatsyourrq.org)

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## Sources

- California/Nevada Community Action Partnership (CAL NEVA)
- The Council for Excellence in Government
- Department of Energy
- FEMA
- InterWest Insurance Services
- Questions?
  - Leslie Campanella
  - [lcampanella@csd.ca.gov](mailto:lcampanella@csd.ca.gov)

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