

20.0 HROA BRANCH

The HROA will be responsible for the following functional assignments as staffing levels, civilian volunteers, and/or CERT members are available:

1. Support the Unified Command (UC)
2. Security
3. Public Information
4. Volunteer Management
5. Temporary Sheltering
6. Debris removal on HROA property/common areas
7. Evacuations
8. Food Management
9. Animal Control
10. Traffic Control
11. Transportation
12. CERT members

Depending on the type and severity of the incident, HROA personnel and civilian volunteers may be incommunicado with their families for up to several days. This Section is, therefore, written accordingly. Please think through, and prepare your family for such a situation now, before it happens. The first responsibility of each HROA employee will be to his/her family:

- A. Conduct welfare check of family and residence
- B. Check on propane, electrical and water
- C. Treat/Transport injured
- D. Insure adequate food and water
- E. Once the welfare of the HROA employee's family members have been assured, each employee should report to their designated locations listed below.

When this PLAN is activated, employees and civilian volunteers will report to the following locations by functional assignment:

1. Administrative Staff – Report to the Support Control Center
2. Gatehouse Personnel – Report to the Main Gatehouse
3. Security and Code Enforcement – Report to the Support Control Center
4. Maintenance Personnel – Report to the Support Control Center
5. Other HROA Personnel – Report to the Support Control Center
6. Volunteer Civilians – Report to the Support Control Center

HROA Branch Director will assign Group Supervisors as follows:

1. Security Group Supervisor
(See Sections 20.1, 20.2, 20.3 and 20.4)
2. Maintenance Group Supervisor
(See Section 20.5)

3. Volunteer Management Group Supervisor
(See Sections 20.6, 20.7, 20.8 and 20.9)
4. CERT Volunteer Group Supervisor
(See Section 20.10)
5. Public Information Support Supervisor
(See Section 20.11)

If HROA personnel must leave, they need to leave their name and location and the time they will return with the Support Control Center, preferably with the HROA representative.

Early situation analysis will help the initial Incident Commander and Unified Command determine the scope of the emergency and allow them to report that to the SLO County Emergency Operations Center. The more information HROA provides, the sooner help will arrive. Therefore, when en-route to your predetermined reporting location, observe the area for damage and report it to the HROA Branch Director upon arrival to the Support Control Center.

20.0.1 HROA BRANCH DIRECTOR

Position Responsibility: Consistent with the Incident Action Plan, manages all functional responsibilities of the HROA Branch identified in this plan (Security, Maintenance, Volunteers and CERT Volunteers).

Duty Checklist:

___ Once assigned to this position by the General Manager or member of the Board of Directors, check in at the Support Control Center and then establish communications with the Operations Section Chief or Incident Commander(s) at the Unified Command Post (Fire Station)

___ Wear position identification vest and READ THIS ENTIRE DUTY CHECKLIST

___ Receive briefing and assignments from Incident Commander(s)

___ Identify need/establish security/perimeter boundaries

___ Identify need for any evacuations and establish evacuation routes

___ Identify location of Evacuation Shelter(s)

___ Identify need for Civilian or CERT Volunteers to conduct Damage Assessments

___ Attend all Planning Meetings

___ Execute Branch missions/assignments consistent with the Incident Action Plan

___ Contact, assemble and brief Security, Maintenance, Volunteers and CERT Volunteer Group Supervisors. Work with them to develop plan to achieve missions and assignments.

___ Supervise and coordinate their individual assignments

___ Ask for updates "How are we doing" throughout the incident and especially before you attend a planning meeting or give an update to the Operations Section Chief or Incident Commander(s)

___ Establish a Check In Recorder at the Support Control Center and utilize CERT Form #2

___ Establish an Employee, Civilian Volunteer and CERT Member Staging Area Manager

___ Resolve and report logistical problems encountered by subordinates

___ Continually update the Operations Section Chief or Incident Commander(s) of any unusual occurrences, resource needs, situation status, and upon completion of missions/assignments

___ Insure the general welfare and safety of all Branch personnel and resources

___ Maintain a log of all significant events (date, time event and outcome) using ICS Form 214

___ Update relief personnel of current status

___ Complete any necessary reports as requested by the Incident Commander(s)

20.1 SECURITY GROUP SUPERVISOR

I. RESPONSIBILITIES:

- A. Protection of life and property through the deterrence of illegal activities
- B. Assist any government agency in the performance of law enforcement activities

II. SCENARIOS – ASSESSMENTS OF FOLLOWING:

- A. Isolation of Heritage Ranch
 - 1. Natural disasters
- B. Governmental agency(s) unable to reach Heritage Ranch
 - 1. Assign personnel to assist those agencies

III. RESOURCES:

- A. HROA Security/Code Enforcement personnel possess the following assets:
 - 1. Training
 - 2. Terrain Knowledge
 - 3. Familiarity with residents
 - 4. Familiarity with inter-agency cooperation
- B. HROA Maintenance personnel
- C. Other
 - 1. Sheriff and CHP
 - 2. Civilian Volunteers and/or CERT members

IV. PROCEDURES:

- A. The Security Group Supervisor will be assigned by the HROA Branch Director
- B. Assess the situation as requested by the Unified Command, thru the Branch Director
 - 1. Request resources as required
- C. All Security/Code Enforcement personnel to report to the Support Control Center for assignment
- D. Utilize all available personnel, including civilian volunteers, and equipment
- E. All status and situations reported to the Incident Command Post

20.1.1 SECURITY GROUP SUPERVISOR

Position Responsibility: Consistent with the Incident Action Plan, directs all tactical operations required for security of the Ranch, evacuations, traffic control and animal control.

Duty Checklist:

- Check in at the Support Control Center and then establish communications with the HROA Branch Director once assigned to this position
- Wear position identification vest and READ THIS ENTIRE DUTY CHECKLIST
- Receive briefing and assignments
 - Establish security/perimeter boundaries
 - Establish traffic control points
 - Assist Law Enforcement to carry out any evacuations using evacuation routes as determined by the Incident Commander(s)
 - Ascertain the location of Evacuation Shelter(s)
 - Identify need to secure and protect any animal that has been injured or in danger of injury if left unattended
- Attend any briefings as requested by the HROA Branch Director
- Execute Security Group's missions/assignments consistent with the Incident Action Plan
 - Request Team Leader positions be filled by the HROA Branch Director, as needed
 - Contact, assemble and brief the Evacuations, Traffic Control and Animal Control Team Leaders. Work with them to develop plan to achieve missions and assignments.
 - Use CERT Form #3- Assignment Tracking Log to track missions/assignments
 - Supervise and coordinate their individual assignments
 - Ask for updates "How are we doing" throughout the incident and provide those updates to the HROA Branch Director
- Resolve and report logistical problems encountered by subordinates
- Continually update the HROA Branch Director of any unusual occurrences, resource needs, situation status, and upon completion of missions/assignments
- Insure the general welfare and safety of all Security Group personnel and resources
- Maintain a log of all significant events (date, time event and outcome) using ICS Form 214
- Update relief personnel of current status
- Complete any necessary reports as requested by the HROA Branch Director

20.2 TRAFFIC CONTROL TEAM LEADER

I. RESPONSIBILITIES:

- A. To direct traffic away from hazardous situations, and to the nearest emergency exits, or to the Casualty Collection Point, Support Control Center or the Incident Command Post.
- B. To set barriers, signs and orange cones, and stage personnel as needed

II. SCENARIOS – ASSESSMENTS OF FOLLOWING:

- A. Isolation of Heritage Ranch
 - 1. Natural disasters
- B. Governmental agency(s) unable to reach Heritage Ranch
 - 1. Assign personnel and/or volunteers to assist those agencies responsibilities as needed

III. RESOURCES:

- A. HROA Security/Code Enforcement personnel possess the following assets:
 - 1. Terrain Knowledge
 - 2. Familiarity with residents
 - 3. Familiarity with inter-agency cooperation
- B. HROA Maintenance personnel
- C. SLO County and State Agencies
 - 1. SLO County Sheriff and CHP

IV. PROCEDURES:

- A. The Security Group Supervisor and assigned personnel will be responsible for this function.
- B. All HROA Security/Code Enforcement personnel to report to the Support Control Center.
- C. Assess situation
 - 1. Request resources as required
- D. Utilize all available personnel and equipment from any and all agencies for sources, i.e. HRCSD Maintenance Yard, HROA Maintenance Yard, civilian volunteers, Government, etc.
- E. All status and situations reported to the Incident Command Post

20.2.1 TRAFFIC CONTROL TEAM LEADER

Position Responsibility: Consistent with the Incident Action Plan, directs all tactical operations required to establish road blocks and direct traffic away from hazardous situations and to establish evacuation routes, or to the Casualty Collection Point or Support Control Center.

Duty Checklist:

- Check in at the Support Control Center and then establish communications with the Security Group Supervisor once assigned to this position
- Wear position identification vest and READ THIS ENTIRE DUTY CHECKLIST
- Receive briefing and assignments
 - Assemble and assign personnel to traffic control points
 - Assist Law Enforcement and the Evacuations Team Leader in directing people to evacuation routes
 - Direct people to incident locations (i.e., Casualty Collection Point, the Support Control Center, Evacuation Shelter(s))
- Attend any briefings as requested by the Security Group Supervisor
- Execute the Traffic Control Team's missions/assignments consistent with the Incident Action Plan
 - Request additional assistance from the Security Group Supervisor
 - Contact, assemble and brief assigned personnel on locations for traffic control points, evacuation routes and incident facilities
 - Use CERT Form #3- Assignment Tracking Log to track missions/assignments
 - Supervise and coordinate their individual assignments
 - Ask for updates: "How are we doing?" throughout the incident and provide those updates to the Security Group Supervisor
- Continually update the Security Group Supervisor of any unusual occurrences, resource needs, situation status, and upon completion of missions/assignments
- Maintain a log of all significant events (date, time event and outcome) using ICS Form 214
- Update relief personnel of current status
- Complete any necessary reports as requested by the Security Group Supervisor

20.3 EVACUATION TEAM LEADER

I. RESPONSIBILITIES:

- A. Safety of life through a coordinated evacuation of the Community as requested by the Unified Command and the SLO County Sheriff
 - 1. The SLO County Sheriff is the only person authorized to order the actual evacuations

II. SCENARIOS – ASSESSMENTS OF FOLLOWING:

- A. Nacimiento Lake Drive (G-14) northbound closed
 - 1. Fire
 - 2. Nacimiento Dam failure
 - 3. Earthquake
- B. Nacimiento Lake Drive (G-14) southbound closed
 - 1. Fire
 - 2. Earthquake
- C. Heritage Road, Gateway Drive and/or Heritage Loop Road closed
 - 1. Fire
 - 2. Earthquake

III. RESOURCES:

- A. HROA Security/Code Enforcement personnel
 - 1. Terrain Knowledge
 - 2. Familiarity with residents
 - 3. Familiarity with inter-agency cooperation
 - 4. Familiarity in “911” assistance
- B. HROA Maintenance personnel
- C. HRCSD personnel
- D. SLO County and State Agencies
 - 1. SLO County Sheriff and CHP
 - 2.

IV. PROCEDURES:

- A. The Security Group Supervisor will be directed by the HROA Branch Director to begin evacuation procedures at the request of the Unified Command
- B. Assess situation – egress
 - 1. Request additional resources as required
 - 2. Nacimiento Lake Drive (G-14) closed
 - a. North or southbound closed – use opposite direction

- b. Closed in both directions – remain on Heritage Ranch. If fire, congregate at the shoreline of Lake Nacimiento in the Main Marina or Snake Creek area for possible water evacuation.
- 3. Heritage Road, Gateway Drive and/or Heritage Loop Road closed
 - a. Set up alternative route as the situation dictates, i.e. cross country or side streets to the Main Gatehouse.
- 4. As directed by the Incident Commander unlock gates to all possible exit roads from Heritage Ranch, including Holly Drive at Nacimiento Lake Drive (G-14), and ensure Tract 1063, 19910 and 1990 electric gates are disengaged and open.

20.3.1 EVACUATION TEAM LEADER

Position Responsibility: Consistent with the Incident Action Plan, assists with all tactical operations required for a voluntary or mandatory evacuation of non-essential personnel from the area of hazard as requested by the Incident Commander(s) and the San Luis Obispo County Sheriff.

Duty Checklist:

- Check in at the Support Control Center and then establish communications with the Security Group Supervisor once assigned to this position
- Wear position identification vest and READ THIS ENTIRE DUTY CHECKLIST
- Receive briefing and assignments
 - Assemble and assign personnel to areas to be evacuated
 - Coordinate evacuation routes and traffic control points with the Traffic Control Team Leader
 - Direct people to evacuation shelter location(s)
 - Coordinate with the Transportation Team Leader any transportation needs for non-ambulatory people in the evacuation area(s)
- Attend any briefings as requested by the Security Group Supervisor
- Execute the Evacuation Team's missions/assignments consistent with the Incident Action Plan
 - Request additional resources from the Security Group Supervisor, as needed
 - Contact, assemble and brief assigned personnel on locations for traffic control points, evacuation routes and incident facilities
 - Use CERT Form #3- Assignment Tracking Log to track missions/assignments
 - If directed by the Incident Commander(s), unlock gates to all possible exit roads from Heritage Ranch, including Holly Drive at Nacimiento Lake Drive (G-14) and ensure Tract 1063, 1910 and 1990 gates are disengaged and open
 - Supervise and coordinate their individual assignments
 - Ask for updates: "How are we doing?" throughout the incident and provide those updates to the Security Group Supervisor
- Continually update the Security Group Supervisor of any unusual occurrences, resource needs, situation status, and upon completion of missions/assignments
- Maintain a log of all significant events (date, time event and outcome) using ICS Form 214
- Update relief personnel of current status
- Complete any necessary reports as requested by the Security Group Supervisor

20.4 ANIMAL CONTROL TEAM LEADER

I. RESPONSIBILITIES:

- A. Secure and protect any animal that has been injured or in danger of injury if left unattended
- B. Control animals from interfering with emergency activities
- C. Arrange for feeding or health care by a responsible person

II. SCENARIOS – ASSESSMENTS OF FOLLOWING:

- D. Any loose or unattended animals
- E. Any injured animals
- F. Any animal hindering emergency personnel
- G. Any animal located in an area deemed unsafe or condemned

III. RESOURCES:

- A. Equestrian Park Tennis Courts – For small animals
- B. Heritage Park Dog Park – For small animals
- C. Equestrian Center – For large animals
- D. HROA Maintenance – For general supplies, such as rope
- E. Volunteer Civilians – For food and general supplies

IV. PROCEDURES:

- A. The Security Group Supervisor will assign a designated Animal Control person(s), who will coordinate the set-up of the animal control facilities
- B. The Animal Control person will report to the Support Control Center
- C. The Animal Control person will obtain a 25 foot section of light rope, flashlight, water container, food, broom, shovel, wheel barrow and folding chair, and obtain the one dog cage (from HROA Security)
- D. All logistics, such as: animal food, guard relief, water, clean-up, etc. will be coordinated through the Security Group Supervisor
- E. A published list describing physical characteristics of any and all animals under containment will be periodically posted at the Information Board(s) set up by the Public Information Officer

20.4.1 ANIMAL CONTROL TEAM LEADER

Position Responsibility: Consistent with the Incident Action Plan, directs all tactical operations required to secure and protect any animal that has been injured or in danger of injury if left unattended; control animals from interfering with emergency operations; and arrange for feeding and health care by a responsible person.

Duty Checklist:

- Check in at the Support Control Center and then establish communications with the Security Group Supervisor once assigned to this position
- Wear position identification vest and READ THIS ENTIRE DUTY CHECKLIST
- Receive briefing and assignments
 - Establish and maintain animal containment areas
 - Equestrian Center for large animals
 - Tennis Courts off Equestrian for small animals
 - Dog Park at Heritage Park for small animals
- Attend any briefings as requested by the Security Group Supervisor
- Execute the Animal Control Unit's missions/assignments consistent with the Incident Action Plan
 - Request additional resources from the Security Group Supervisor
 - Contact, assemble and brief assigned personnel to the various containment areas
 - Use CERT Form #3- Assignment Tracking Log to track missions/assignments
 - Supervise and coordinate assigned personnel and their individual assignments
 - Ask for updates "How are we doing?" throughout the incident and provide those updates to the Security Group Supervisor
 - Obtain care for any injured animal
 - Locate any animal not contained and relocate them to a containment area
 - Feed and water all animals, as needed, until they can be returned to the care of their owners
- Continually update the Security Group Supervisor of any unusual occurrences, resource needs, situation status, and upon completion of missions/assignments
- Maintain a log of all significant events (date, time event and outcome) using ICS Form 214
- Update relief personnel of current status
- Complete any necessary reports as requested by the Security Group Supervisor

20.5 MAINTENANCE GROUP SUPERVISOR

I. RESPONSIBILITIES:

- A. Inspect Roads for obstructions and hazards
 - 1. Inspect main (arterial) roads within Heritage Ranch, and remove all obstructions
 - 2. Inspect all connection roads within Heritage Ranch, and remove all obstructions
 - 3. Inspect all emergency access roads within Heritage Ranch, and remove all obstructions
 - 4. Inspect the HROA launch ramp for obstructions and/or hazards, and remove all obstructions
- B. Check all HROA structures for obstructions and hazards in the following order of priority:
 - 1. Inspect the Recreation Barn, and remove all obstructions. Close off if structure appears to be unsafe
 - 2. Inspect the Pavilion, and remove all obstructions. Close off if structure appears to be unsafe
 - 3. Inspect all Tennis Courts, and remove all obstructions
 - 4. Inspect all remaining structures and close off if structure(s) appear to be unsafe

II. SCENARIOS – ASSESSMENTS OF FOLLOWING:

- A. Major fire – involving trees, branches and vehicles
- B. Earthquake – involving trees, large branches, landslides, vehicles, etc. blocking traffic flow of emergency vehicles

III. RESOURCES:

- A. HROA Maintenance personnel
- B. Paid Call Firefighters (if available)
- C. Civilian Volunteers

IV. PROCEDURES:

- A. The Maintenance Group Supervisor will be assigned by the HROA Branch Director
 - 1. The HROA Maintenance Manager will fill this position, unless unavailable
- B. All Maintenance personnel to report to the Support Control Center for assignment
- C. Inspect roads, critical buildings and launch ramp for obstructions and damage

- D. Determine priorities and equipment needed
- E. Request civilian volunteers to help and obtain extra equipment from the HRCSD Maintenance Yard
- F. Make assignments to assist in priority repairs

20.5.1 MAINTENANCE GROUP SUPERVISOR

Position Responsibility: Consistent with the Incident Action Plan, directs all tactical operations required inspect, remove hazards and secure all HROA common areas and facilities.

Duty Checklist:

- ___ Check in at the Support Control Center and then establish communications with the HROA Branch Director once assigned to this position
- ___ Wear position identification vest and READ THIS ENTIRE DUTY CHECKLIST
- ___ Receive briefing and assignments
 - ___ Inspect Roads for obstructions and hazards
 - ___ Inspect main (arterial) roads within Heritage Ranch, and remove all obstructions
 - ___ Inspect all connection roads within Heritage Ranch, and remove all obstructions
 - ___ Inspect all emergency access roads within Heritage Ranch, and remove all obstructions
 - ___ Inspect the HROA launch ramp for obstructions and/or hazards, and remove all obstructions
- ___ Check all HROA facilities for obstructions and hazards in the following order of priority:
 - ___ Inspect the Recreation Barn, and remove all obstructions. Close off if structure appears to be unsafe
 - ___ Inspect the Pavilion, and remove all obstructions. Close off if structure appears to be unsafe
 - ___ Inspect all Tennis Courts, and remove all obstructions
 - ___ Inspect all remaining structures and close off if structure(s) appear to be unsafe
- ___ Report immediately on status of the above roads and facilities to the HROA Branch Director
- ___ Attend any briefings as requested by the HROA Branch Director
- ___ Execute Maintenance Group's missions/assignments consistent with the Incident Action Plan
 - ___ Request additional resources from the HROA Branch Director, as needed
 - ___ Contact, assemble and brief assigned personnel. Work with them to develop a plan to achieve missions and assignments
 - ___ Use CERT Form #3- Assignment Tracking Log to track missions/assignments
 - ___ Supervise and coordinate their individual assignments
 - ___ Ask for updates: "How are we doing?" throughout the incident and provide those updates to the HROA Branch Director
- ___ Resolve and report logistical problems encountered by subordinates
- ___ Continually update the HROA Branch Director of any unusual occurrences, resource needs, situation status, and upon completion of missions/assignments
- ___ Insure the general welfare and safety of all Security Group personnel and resources

___ Maintain a log of all significant events (date, time event and outcome) using ICS Form 214

___ Update relief personnel of current status

___ Complete any necessary reports as requested by the HROA Branch Director

20.6 VOLUNTEER GROUP SUPERVISOR

I. RESPONSIBILITIES:

- A. Maximize use of civilian volunteers who have offered their assistance
 - 1. Establish check-in sheet of civilian volunteers at the Support Control Center
 - a. Direct CERT members to CERT Group Supervisor
 - 2. Catalog civilian volunteers by skills, such as:
 - a. firefighters, police, nurses, doctors, plumbers, construction, electricians, veterinarians, first aid and CPR trained, etc.
 - 3. Provide periodic list of civilian volunteers as requested by the Incident Commander

II. SCENARIOS – ASSESSMENTS OF FOLLOWING:

- A. Assisting CAL FIRE/SLO County Fire Station #33 as requested by the Unified Command
- B. Equipment operation
- C. Assist with communication
- D. Medical services (upon proof of qualifications)
- E. Temporary sheltering (See Section 20.7)
- F. Food service (See Section 20.9)
- G. Debris removal
- H. Assisting of Security Group
 - 1. Direct welfare check for non-ambulatory residents

III. RESOURCES:

- A. Heritage Ranch residents
- B. Heritage Ranch seniors
- C. Resident contractors
- D. Resident amateur radio operators
- E. Resident church groups
- F. Guests visiting at Heritage Ranch

IV. PROCEDURES:

- A. The Volunteer Management Group Supervisor will be assigned by the HROA Branch Director
- B. Volunteer check-in location will be at the Support Control Center
- C. Provide available resource information per request from the Unified Command
- D. Establish personnel staging location at the Support Control Center

20.6.1 VOLUNTEER GROUP SUPERVISOR

Position Responsibility: Consistent with the Incident Action Plan, directs all tactical operations, utilizing civilian volunteers who have offered their assistance to (1) ensure a safe and secure location for use by individuals temporarily displaced due to a disaster until the American Red Cross can establish an Evacuation Center; (2) to provide transportation to injured, ill, non-ambulatory or people with no transportation and to transport emergency personnel as need; and (3) to collect, prepare and distribute food as needed until the American Red Cross can establish an Evacuation Center.

Duty Checklist:

___ Check in at the Support Control Center and then establish communications with the HROA Branch Director once assigned to this position

___ Wear position identification vest and READ THIS ENTIRE DUTY CHECKLIST

___ Receive briefing and assignments

___ Identify the need for a Temporary Shelter

___ Verify with the Maintenance Group Supervisor the Recreation Barn is safe to use as a Temporary Shelter. If it is not, contact the Pastor at the Living Waters Church for use of that facility

___ Contact the President of the Senior's regarding use of their facility for the Food Team

___ Attend any briefings as requested by the HROA Branch Director

___ Execute the Volunteer Group's missions/assignments consistent with the Incident Action Plan

___ Request Unit Leader positions to be filled by the HROA Branch Director, as needed

___ Contact, assemble and brief the Temporary Shelter, Transportation and Food Team Leaders. Work with them to develop plan to achieve missions and assignments.

___ Use CERT Form #3- Assignment Tracking Log to track missions/assignments

___ Advise volunteers that there is no assumption of liability for any equipment used during the incident/emergency

___ Supervise and coordinate their individual assignments

___ Ask for updates: "How are we doing?" throughout the incident and provide those updates to the HROA Branch Director

___ Resolve and report logistical problems encountered by subordinates

___ Continually update the HROA Branch Director of any unusual occurrences, resource needs, situation status, and upon completion of missions/assignments

___ Assure or inquire about the general welfare and safety of all Volunteer Group personnel and resources

___ Maintain a log of all significant events (date, time event and outcome) using ICS Form 214

___ Update relief personnel of current status

___ Complete any necessary reports as requested by the HROA Branch Director

20.7 TEMPORARY SHELTER TEAM LEADER

I. RESPONSIBILITIES:

- A. To ensure a safe and secure location for use by individuals temporarily displaced due to a disaster, until the American Red Cross can establish an Evacuation Shelter.

II. SCENARIOS – ASSESSMENTS OF FOLLOWING:

- A. Fire
- B. Earthquake
- C. Winter Storm
- D. Other disaster

III. RESOURCES:

- A. Recreation Barn
- B. Living Waters Church
- C. Private homes
- D. Parks and Campgrounds
- E. Cappy Culver Elementary School

IV. PROCEDURES:

- A. The Volunteer Management Group Supervisor will assign a person to supervise this area of responsibility.
- B. Contact the responsible person(s) for resources to see if their facility is available
- C. Public Information Officer/Information Support to coordinate with the Unified Command on location and/or roster
- D. Public Information Officer to coordinate with HROA Maintenance and civilian volunteers for sanitary conditions, food management and shelter requirements

20.7.1 TEMPORARY SHELTER TEAM LEADER

Position Responsibility: Consistent with the Incident Action plan, directs all tactical operations required to ensure a safe and secure location for use by individuals temporarily displaced by a disaster until the American Red Cross can establish an Evacuation Center.

Duty Checklist:

- Check in at the Support Control Center and then establish communications with the Volunteer Group Supervisor once assigned to this position
- Wear position identification vest and READ THIS ENTIRE DUTY CHECKLIST
- Receive briefing and assignments
 - Once the need for Temporary Shelter is determined, ensure the Recreation Barn is safe by checking with the Volunteer or Maintenance Group Supervisor. The Living Waters Church is the backup location if the Barn is not safe.
 - Open up the facility and prepare to receive displaced persons
- Attend any briefings as requested by the Volunteer Group Supervisor
- Execute the Temporary Shelter Unit's missions/assignments consistent with the Incident Action Plan
 - Request additional assistance from the Volunteer Group Supervisor
 - Contact, assemble and brief assigned personnel
 - Supervise and coordinate their individual assignments
 - Ask for updates: "How are we doing?" throughout the incident and provide those updates to the Volunteer Group Supervisor
- Continually update the Volunteer Group Supervisor of any unusual occurrences, resource needs, situation status, and upon completion of missions/assignments
- Maintain a log of all significant events (date, time event and outcome) using ICS Form 214
- Update relief personnel of current status
- Complete any necessary reports as requested by the Volunteer Group Supervisor

20.8 TRANSPORTATION TEAM LEADER

I. RESPONSIBILITIES:

- A. Provide transportation to injured, ill or incapacitated individuals
- B. Provide transportation to weak or elderly people
- C. Transport emergency personnel

II. SCENARIOS – ASSESSMENTS OF FOLLOWING:

- A. Isolation of Heritage Ranch
 - 1. Natural disasters
 - 2. Total loss of electrical power
- B. Governmental agency(s) unable to reach Heritage Ranch
 - 1. Pool all transportation resources at HRCSD Maintenance

III. RESOURCES:

- A. HROA Security/Code Enforcement personnel
 - 1. Patrol vehicles
- B. HROA Maintenance personnel
 - 1. Maintenance vehicles
- C. Civilian Volunteers and/or CERT members
 - 1. Privately owned vehicles

IV. PROCEDURES:

- A. The Volunteer Management Group Supervisor will assign the person who will be responsible for this function
- B. Mobilize pooled vehicles (HROA, HRCSD, private vehicles)
- C. Assign drivers to pooled vehicles. Communicate transportation needs to drivers and have them return to HRCSD Maintenance Yard after each completed assignment
- D. Provide situational updates to the Incident Command Post as requested

20.8.1 TRANSPORTATION TEAM LEADER

Position Responsibility: Consistent with the Incident Action plan, directs all tactical operations required to provide transportation to the injured, ill, non-ambulatory or people with no transportation and to transport emergency personnel as need .

Duty Checklist:

- ___ Check in at the Support Control Center and then establish communications with the Volunteer Group Supervisor once assigned to this position
- ___ Wear position identification vest and READ THIS ENTIRE DUTY CHECKLIST
- ___ Receive briefing and assignments
 - ___ Obtain the list of non-ambulatory residents from the HRCSD Office or Main Gatehouse
 - ___ Attend any briefings as requested by the Volunteer Group Supervisor
- ___ Execute the Temporary Shelter Unit's missions/assignments consistent with the Incident Action Plan
 - ___ Request additional assistance from the Volunteer Group Supervisor
 - ___ Contact, assemble and brief assigned personnel
 - ___ Determine number of vehicles available to transportation assignments
 - ___ Advise volunteer drivers that there is no assumption of liability by any agency during the incident/emergency
 - ___ Use HR Form #1- Volunteer Pool/Drivers to list names and vehicles assigned to you
 - ___ Use CERT Form #3- Assignment Tracking Log to track missions/assignments
 - ___ Supervise and coordinate their individual assignments
 - ___ Ask for updates: "How are we doing?" throughout the incident and provide those updates to the Volunteer Group Supervisor
- ___ Continually update the Volunteer Group Supervisor of any unusual occurrences, resource needs, situation status, and upon completion of missions/assignments
- ___ Maintain a log of all significant events (date, time event and outcome) using ICS Form 214
- ___ Update relief personnel of current status
- ___ Complete any necessary reports as requested by the Volunteer Group Supervisor

20.9 FOOD TEAM LEADER

I. RESPONSIBILITIES:

- A. Organize civilian volunteers to collect, prepare and distribute food as needed until the American Red Cross can establish an evacuation shelter.

II. SCENARIOS – ASSESSMENTS OF FOLLOWING:

- A. Short term isolation – 24 to 72 hours
- B. Long term isolation – 72 plus hours

III. RESOURCES:

- A. Oak Hill Shopping Center
- B. House to house donations
- C. Heritage Village Seniors
- D. Civilian Volunteers
- E. American Red Cross

IV. PROCEDURES:

- A. The Volunteer Management Group Supervisor will assign a designated Food Unit Leader to supervise this area of responsibility.
- B. The Food Team Leader will report to the Support Control Center
- C. The Food Team Leader to coordinate the set-up of the food management facility at the Heritage Village Seniors Center
- D. Assess situation
 - 1. Request additional resources as required
 - 2. Provide periodic updates per request from the Incident Commander
- E. Utilize available personnel and equipment
- F. Obtain voluntarily provided food supplies
- G. Task the HRCSD to locate specific sources of water for distribution at pre-determined locations
- H. Establish security over stock-piled items

20.9.1 FOOD TEAM LEADER

Position Responsibility: Consistent with the Incident Action plan, directs all tactical operations required to collect, prepare and distribute food as needed until the American Red Cross can establish an Evacuation Center.

Duty Checklist:

___ Check in at the Support Control Center and then establish communications with the Volunteer Group Supervisor once assigned to this position

___ Wear position identification vest and READ THIS ENTIRE DUTY CHECKLIST

___ Receive briefing and assignments

___ Attend any briefings as requested by the Volunteer Group Supervisor

___ Execute the Food Unit's missions/assignments consistent with the Incident Action Plan

___ Request additional assistance from the Volunteer Group Supervisor

___ Contact, assemble and brief assigned personnel

___ Supervise and coordinate their individual assignments

___ Ask for updates: "How are we doing?" throughout the incident and provide those updates to the Volunteer Group Supervisor

___ Continually update the Volunteer Group Supervisor of any unusual occurrences, resource needs, situation status, and upon completion of missions/assignments

___ Maintain a log of all significant events (date, time event and outcome) using

ICS Form 214

___ Update relief personnel of current status

___ Complete any necessary reports as requested by the Volunteer Group Supervisor

20.10 CERT GROUP SUPERVISOR

I. RESPONSIBILITIES:

- A. Maximize use of CERT members who have offered their assistance
 - 1. Establish check-in location at the Support Center

II. SCENARIOS – ASSESSMENTS OF FOLLOWING:

- A. Assisting CAL FIRE/SLO County Fire Station 33 as requested by the Unified Command
 - 1. Logistics- managing resources, services and supplies
 - 2. Planning/Intelligence- collecting and displaying information; collecting and compiling documentation
 - 3. Operations- conducting fire suppression, medical operations, search and rescue

III. RESOURCES:

- A. CERT Members who have received CERT certified training

IV. PROCEDURES:

- A. The CERT Group Supervisor will be CERT trained
- B. CERT Member check-in will be at the Support Control Center
- C. Establish check-in documentation using the Check-in Form
- D. Provide available resource information as requested by the Unified Command
- E. Establish personnel staging location at the Support Control Center

20.10.1 CERT GROUP SUPERVISOR

Position Responsibility: Consistent with the Incident Action Plan, directs all tactical operations that have been assigned to the CERT by the Incident Commander(s).

Duty Checklist:

- ___ Check in at the Support Control Center and then establish communications with the HROA Branch Director once assigned to this position
- ___ Wear position identification vest and READ THIS ENTIRE DUTY CHECKLIST
- ___ Receive briefing and assignments
- ___ Attend any briefings as requested by the HROA Branch Director
- ___ Execute the CERT Group's missions/assignments consistent with the Incident Action Plan
 - ___ Use CERT Form #2-Personnel Resources Check In form to check team members in at the Support Control Center
 - ___ Use CERT Form #3- Assignment Tracking Log to track missions/assignments
 - ___ Supervise and coordinate their individual assignments
 - ___ Ask for updates: "How are we doing?" throughout the incident and provide those updates to the HROA Branch Director
- ___ Resolve and report logistical problems encountered by subordinates
- ___ Continually update the HROA Branch Director of any unusual occurrences, resource needs, situation status, and upon completion of missions/assignments
- ___ Assure and Inquire about the general welfare and safety of all CERT Group personnel and resources
- ___ Maintain a log of all significant events (date, time event and outcome) using ICS Form 214
- ___ Update relief personnel of current status
- ___ Complete any necessary reports as requested by the HROA Branch Director

20.11 PUBLIC INFORMATION SUPPORT TEAM LEADER

I. RESPONSIBILITIES:

- B. Working with the Public Information Officer to keep the general public informed of current situations
 - 2. Establish location(s) where information will be posted (Information Board(s))
 - a. Support Control Center (HRCSD Office)
 - b. Main Gatehouse and North Gatehouse
 - c. Other locations as needed
 - 3. Coordinate with the Unified Command for information updates
 - 4. Keep local and state media informed as directed by the Unified Command

II. SCENARIOS – ASSESSMENTS OF FOLLOWING:

- A. Direct injured to the Casualty Collection Point
- B. Direct next of kin to the Information Board(s) for status of victims or lost persons

III. RESOURCES:

- B. HROA Gatehouse personnel
 - 4. Set-up location in lobby of the Support Control Center
 - 5. Radios
 - a. CAL FIRE/SLO County Fire Station #33
 - b. HRCSD
 - 6. Telephone (if available)
 - 7. Establish communication with the Main Gatehouse and North Gatehouse
 - 8. Status Board(s)
 - 9. Office supplies

IV. PROCEDURES:

- F. The Public Information Support Supervisor will be assigned by the HROA Branch Director after consulting the Unified Command
- G. HROA Administration staff to coordinate use of supplies
- H. Public Information Support Supervisor to assist Public Information Officer at the Support Control Center
- I. Public Information Support Supervisor to help set up and publish current general information, once approved by the Unified Command
- J. Public Information Support Supervisor to help coordinate with the Unified Command for periodic updates
- K. Obtain Incident Command System check-off sheet from Response Kit located at the Support Control Center

20.11.1 PUBLIC INFORMATION SUPPORT UNIT LEADER

Position Responsibility: Consistent with the Incident Action plan, works with the Public Information Officer (PIO) assigned by the Incident Commander's in keeping members of the community informed of current situations.

Duty Checklist:

___ Check in at the Support Control Center and then establish communications with the HROA Branch Director once assigned to this position

___ Wear position identification vest and READ THIS ENTIRE DUTY CHECKLIST

___ Contact the Incident PIO. Note: This position will actually works for the Incident PIO once that position is filled. Until then, the position reports to the HROA Branch Director.

___ Obtain briefing and receive assignments

___ Set up in the lobby of the Support Control Center

___ Establish communications with the Main Gatehouse

___ Obtain supplies for signs (poster paper, pens, etc. at the Support Control Center and sign boards for posting information from Maintenance

___ Attend any briefings as requested by the Volunteer Group Supervisor

___ Assist in disseminating information about the incident by placing Situational Update reports at the following locations:

___ Main Gatehouse

___ North Gatehouse or Oak Hill Market

___ HRSCD Office/Senior Center facility

___ Recreation Barn if Temporary Shelter is opened

___ Other locations as needed

___ Request additional assistance from the HROA Branch Director

___ Continually update the incident Public Information Officer and/or HROA Branch Director of any unusual occurrences, resource needs, situation status, and upon completion of missions/assignments

___ Maintain a log of all significant events (date, time event and outcome) using ICS Form 214

___ Update relief personnel of current status

___ Complete any necessary reports as requested by the Incident PIO and/or HROA Branch Director.

20.12 CHECK-IN RECORDER

Position Responsibility: Consistent with the Incident Action plan, establishes and maintains the Check-in Area for civilian and CERT volunteers who have offered their assistance as the result of an emergency or disaster affecting the community. This position reports to the HROA Branch Director.

Duty Checklist:

- ___ Check in at the Support Control Center and then establish communications with the HROA Branch Director once assigned to this position
- ___ Wear position identification vest and READ THIS ENTIRE DUTY CHECKLIST
- ___ Receive briefing and assignments
 - ___ Set up and identify the Check In desk at the Support Control Center
 - ___ Post signs to clearly identify the location of Check-in function
 - ___ Utilize CERT Form #2 when checking in volunteers and resources
 - ___ Once checked in, have volunteers and resources report to the Employee and Volunteer Staging Area Manager
 - ___ Maintain inventory of resources
- ___ Attend any briefings as requested by the HROA Branch Director
- ___ Continually update the HROA Branch Director of any unusual occurrences, resource needs, situation status, and upon completion of missions/assignments
- ___ Maintain a log of all significant events (date, time event and outcome) using ICS Form 214
- ___ Update relief personnel of current status
- ___ Complete any necessary reports as requested by the HROA Branch Director.

20.13 EMPLOYEE AND VOLUNTEER STAGING AREA MANAGER

Position Responsibility: Consistent with the Incident Action plan, establishes and maintains a Staging Area for civilian and CERT Volunteer resources to hold until directed to go to a given mission or assignment. This position reports to the HROA Branch Director.

Duty Checklist:

- Check in at the Support Control Center and then establish communications with the HROA Branch Director once assigned to this position
- Wear position identification vest and READ THIS ENTIRE DUTY CHECKLIST
- Receive briefing and assignments
 - Set up and identify the location of the staging area at the Support Control Center
 - Establish layout and traffic control patterns
 - Advise HROA Branch Director when operational
 - Advise HROA Branch Director when resources arrive and are available
 - Maintain inventory of resources
 - Release resources to a given assignment as directed by the HROA Branch Director
 - Log assignments/missions using CERT Form #3
 - Determine and request support needs (water, food, etc.)
- Attend any briefings as requested by the HROA Branch Director
- Continually update the HROA Branch Director of any unusual occurrences, resource needs, situation status, and upon completion of missions/assignments
- Maintain a log of all significant events (date, time event and outcome) using ICS Form 214
- Update relief personnel of current status
- Complete any necessary reports as requested by the HROA Branch Director