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**SANTA CLARA COUNTY EMERGENCY MANAGERS ASSOCIATION**

**Membership Meeting**  
**Thursday, June 16, 2016**  
**9:00 – 11:30 a.m.**

**Santa Clara County Office of Emergency Services**  
**55 W. Younger Ave., San Jose**

*SCCEMA encourages networking so those working in the emergency management field share business cards and get to know their counterparts before a real emergency happens.*

**9:00 - 9:30a.m. Meet and Greet (for SCCEMA members and guests)**

**Member Meeting**  
**REVISED A G E N D A**

1. Call to Order
2. Welcome and Safety Briefing
3. Membership Meeting Minutes
  - a. Board recommendation to approve May 19, 2016 Member Meeting Minutes
4. CADRE role in the Emergency Operations Center
5. Discussion – Sheltering next steps (if time allows)
6. EMA Reports
  - a. President
  - b. Treasurer
  - c. Operational Area Council
  - d. Operational Area Signatories
  - e. Announcement of New Members
    - i. Group Memberships – Monte Sereno - Brian Loventhal and West Valley Sanitation – Ed Oyama
7. Other Reports
  - a. State
  - b. Operational Area/County
  - c. CERT Subcommittee
8. Old Business
  - a.
9. New Business
  - a.
10. Announcements
11. Meeting Adjournment

*The next EMA Membership Meeting and Event will be Thursday, July 21, 2016 at San Jose State University. Meeting details will be at [www.sccema.com](http://www.sccema.com) on the calendar.*

SANTA CLARA COUNTY EMERGENCY MANAGERS ASSOCIATION  
Membership Meeting  
Thursday, June 16, 2016  
9:00 – 11:30 a.m.  
Santa Clara County Office of Emergency Services  
55 W. Younger Ave., San Jose

***Approved Minutes***

**1. Meeting called to order 9:39 a.m.**

**2. Welcome and Safety Briefing – David Flamm**

**3. Member meeting minutes approval**

MOTION to approve the May 19 member meeting minutes - David Flamm

SECOND – Dan Bobier

UNANIMOUS APPROVAL

**4. Presentation – CADRE role in the Emergency Operations Center - Anna Swardenski, CADRE and Marsha Hovey, Los Altos Hills consultant**  
Powerpoint available on EMA website.

**5. Discussion – Sheltering next steps (if time allows). Postponed to future meeting.**

**6. EMA Reports**

**a. Presidents Report – Mr. Mata**

EOAC (Emergency Operational Area Council) – projects that were recommended by OAS (Op Area Signatories) were approved. Water district reported on their upcoming exercise. Super Bowl 50 After Action Report was presented. NOAA weather report provided. NOAA encourages use of them for spot forecasts if you have something going on in your city. Op Area planning advisory group presentation on prioritization annexes.

**b. Treasurer – Ms. Martinez**

EMA Board opened a new Wells Fargo account. Ms. Martinez couldn't log in to the new account. Will need to talk to the bank. Currently \$1535.24 in CitiBank account to finish paying bills. Wells Fargo account. Switched to Wells Fargo because CitiBank charged \$12 per month service fee.

**c. Operational Area Council – See Presidents report**

**d. Operational Area Signatories**

See Op Area Report

**e. Welcome new members – Monte Sereno – Group Membership, West Valley Sanitation – Individual membership.**



## 7. Other reports

a. State – no report

b. Op Area Report – David Flamm

LHMP (Local Hazard Mitigation Plan) planning effort is in progress. Hired TetraTech to create the plan. Taking steps to address the County's disaster cost recovery and debris management plans. We are revamping all of our EOC position binders. Making more robust activation and initial action checklists. Alternate EOC exercise in November at County Communications. G606 training developed by the County – computer based training – online and accessible . We can share the computer based training so that people can get access and do the training. Op Area training and exercise group is developing a Senior and Elected Officials training. Recently did Cost Recovery training with Mike Martinet in Cupertino. County has signed off on minimum training standard. Signed off by CEO. When complete team members get recognized by the CEO and an awards ceremony. Working to create Op Area advisory groups for different aspects of plans, grants, EOC, DOC. CERT Subcommittee – CERT subcommittee is being moved to OAS. EMA dissolved their subcommittee. OAS created a new CERT subcommittee. Next OAS meeting will discuss more. County OES Office had a retreat to discuss 2-3 year strategic plan.

## 8. Old Business

None

## 9. New Business

None

## 10. Announcements

- Ms. Hovey – New IS 505 course available. Religious and Cultural Literacy and Competency in Disaster. REI offers a variety of classes that may be helpful to volunteers or the community including Wilderness Survival, Wilderness First Aid, Backcountry Navigation with a Map, Adult and Pediatric CPR. They are open to anyone. CESA annual Conference October 4-7 in San Diego. [www.cm.wsu.edu/cesa](http://www.cm.wsu.edu/cesa) MGT-312 Senior Officials Workshop for All-Hazards Preparedness being offers by County OES on September 22, 2016 from 8:00 a.m. to 5:00 p.m. <https://2016-0922-mgt312.eventbrite.com>
- Ms. Swardenski - Cal OES just released a GIS based access and functional needs map. It is on the State AFN home page <http://www.caloes.ca.gov/cal-oes-divisions/access-functional-needs> It is a statewide map with pin drops and it tells you what the resources are. The staff at CalOES who oversee the CDAA PNP program have changed (Carol Walker has taken a position with State DSS). They will be presenting info on the program at the [July 28](#) meeting of Alameda County VOAD. See link below for more details.
- Mr. Fernandez – The Pacific ADA Center announces the 2016 Inclusion of People with Disabilities in Emergency Management Conference on July 27, 2016 at the Marriott Marquis Hotel in San Francisco, California. [Cost \\$195](#)
- Paul Marshall - Disaster Airlift response team annual exercise on Oct 1. If you would like to participate, contact him. For example, last year Palo Alto created a scenario where an employee who lived in Gilroy needed to be flown to Palo Alto. They actually completed the flight. Could also airlift supplies.

- Mr. Jacques - Thanks from SCVWD for participation of all those involved with the Anderson Dam exercise last week. After Action Report forthcoming. Please send any feedback about the exercise, lessons learned, etc. Will be setting up an after action meeting for those who participated at SCVWD site.
- Mr. Shackel – I am the CESA representative to the Regional Railroad Accident Preparedness and Immediate Response Fund Advisory Committee. The plan is to charge railroads to create this fund – part of the funds will go to emergency management. Mr. Shackel is there to make sure emergency managers are represented and to see that we get funding.

MOTION to adjourn - David Flamm

SECOND - David Fernandez

UNANIMOUS APPROVAL

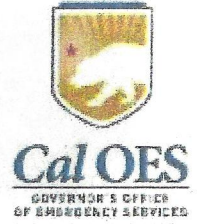
Meeting adjourned at 11:24 a.m.

Next meeting July 21 at San Jose State Martin Luther King Library





# Fact Sheet



## **Application Process and Requirements** State Private Non-Profit Organization Assistance Program

### **Private Non-Profit (PNP) – Request for Assistance from Local Jurisdiction or State**

Title 19, Division 2, Chapter 6, Article 2 of the California Code of Regulations §2994 (a) (1) requires that a local agency, or the state, document the request for assistance for the performance of an eligible activity (essential community services) by the PNP. A copy of this document must be given to the responding PNP(s). The following mechanisms are acceptable to meet this requirement:

- Written request;
- Email request; or
- Phone request only if the requesting local agency or the state supports the request in writing within 30 days.

The request must contain the following:

- Contact information of the requesting local agency or the state;
- Specific PNP responsible for performing the activities;
- Description of the activities to be performed; and
- Time-frame, as established by the requesting local agency or the state, for assistance.

Additionally, §2994 (a) (1), allows for a local agency or the state to establish a pre-written agreement with a PNP, if the agreement specifies the requirements of deployment and is executed prior to performing the essential community services. If a pre-written agreement is executed, it must specify all the above requirements and the mechanism used to request assistance (i.e., email or phone).

### **Intermediary PNP – Agreement with Local Agency and Listed PNPs**

§2993.1 The Intermediary PNP must be responsible for the coordination of multiple PNPs as described in a written agreement with the requesting local agency. Requirements for the agreement are as follows:

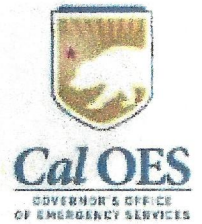
- Description of the process the requesting local agency will utilize to request the Intermediary PNP to provide coordination of essential community services by listed PNPs;
- Include the list of all PNPs that will perform essential community services; and
- Include documentation of agreements between the Intermediary PNP and the PNPs that will perform the requested activities as per §2993.3.

#### **Agreement with Listed PNPs**

- Description of the process the requesting local agency will utilize to request the Intermediary PNP to provide for the coordination of essential community services by listed PNPs; and
- Include an authorization statement, which must be signed, indicating that the Intermediary PNP will adhere to the procedures and requirements described in the agreement.



# Fact Sheet



## Private Non-Profit (PNP) – Required Forms and Timelines

Title 19, Division 2, Chapter 6, Article 2 of the California Code of Regulations § 2996 requires that an eligible PNP applicant shall submit the following forms;

- PNP Applicant's Authorized Agent Resolution (Cal EMA PNP-2011- AAR, 5/2011), submitted prior to application approval by Cal OES,
- Payee Data Record (Dept. of Finance, STD. 204, 6/2003), submitted with the Resolution,
- PNP Application (Cal EMA PNP-2011-APP, 5/2011), submitted within 60 days after the date of a Governor's Proclamation, include copy of the ruling letter from U.S. Internal Revenue Service or CA Franchise Tax Board and a copy of the written request from local agency
- Activities Claim Form (Cal EMA PNP-2011-ACF, 5/2011), submitted within 60 days of the completion of all eligible activities

## Intermediary PNP – Required Forms and Timelines

Title 19, Division 2, Chapter 6, Article 2 of the California Code of Regulations § 2996.1 requires that an eligible Intermediary PNP applicant shall submit the following forms;

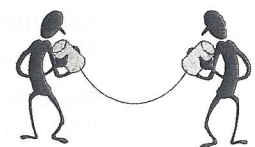
- PNP Applicant's Authorized Agent Resolution (Cal EMA PNP-2011- AAR, 5/2011), submitted prior to application approval by Cal OES,
- Payee Data Record (Dept. of Finance, STD. 204, 6/2003), submitted with the Resolution,
- PNP Application (Cal EMA PNP-2011-APP, 5/2011), submitted within 60 days after the date of a Governor's Proclamation, include proof of exempt status for Intermediary and coordinated PNPs and a copy of the required written agreements,
- Activities Claim Form (Cal EMA PNP-2011-ACF, 5/2011), submitted within 60 days of the completion of all eligible coordination activities.\*

\*The PNP Activities Claim Form submitted by the Intermediary PNP may include the eligible costs for all of the PNPs listed in their agreement or each listed PNP will complete individual Activities Claim Form. The Intermediary PNP will be responsible for processing the reimbursement to those listed PNPs.

### FOR MORE INFORMATION, PLEASE CONTACT:

**Dayna Herald**  
Disaster Assistance Programs Specialist  
Desk: 916-845-8216  
Email:  
[Dayna.Herald@caloes.ca.gov](mailto:Dayna.Herald@caloes.ca.gov)

**John Melendez**  
PNP Assistance Coordinator  
Desk: 916.845.8195  
Email:  
[John.Melendez@caloes.ca.gov](mailto:John.Melendez@caloes.ca.gov)







# Frequently Asked Questions

State Private Nonprofit Organizations Assistance Program



**Cal OES**  
GOVERNOR'S OFFICE  
OF EMERGENCY SERVICES

The Governor's Office and the legislature, in cooperation with the California Governor's Office of Emergency Services (Cal OES), initiated legislation that resulted in the development of the State Private Non-Profit (PNP) Organization Assistance Program. To implement this program the California Code of Regulations (CCR) was amended to include Title 19, Division 2, Chapter 6, Article 2, Sections 2991 – 2999. The following are the most frequently asked questions about the PNP program.

**1. Q. *If a PNP group self-deploys and the local agency subsequently enters in to an agreement with the PNP, can reimbursement be retroactively charged?***

A. Per Title 19, §2992 (c): "No PNP activities resulting from self-deployment will be eligible for reimbursement." Cal OES understands that extraordinary circumstances do happen, and as such, is looking into ways to address these circumstances.

**2. Q. *What designates the start of the three year retention period? Local agencies would like something in writing about retaining records for three years after the audit waiver letter.***

A. As mandated by Title 19, §2999 (a), the Public Assistance (PA) Grant Payments Unit will send an "Audit Waiver" letter to each PNP and Intermediary PNP applicant's Authorized Representative upon close-out of their application. The three year retention period starts from the date on this letter. PNP and Intermediary PNP applicants are also subject to OMB A-133 record retention requirements.

**3. Q. *Who is responsible for sharing the information from the Audit Waiver letter?***

A. It is the responsibility of the PNP's Authorized Representative to ensure that the proper staff are notified, Intermediary PNPs are responsible for sharing this information with all PNPs who participated in the event under their management. This is an internal process that needs to be addressed by all PNP applicants.

**4. Q. *What are "extraordinary costs"?***

A. Based on Title 19, §2995 and §2995.1, extraordinary costs mean costs that are over and above normal operating costs, such as overtime, temporary hires (for the emergency or disaster event only), and travel-related costs for the event.

**5. Q. *Will replacement of pre-event inventory be reimbursable?***

A. The replacement of documented pre-event inventory may be reimbursable. PNPs would need to meet all of the qualifications of Title 19, §2910 (a) (1-4) and have completed a written inventory prior to the event to be eligible for reimbursement. Final determination will be made by Cal OES based on submitted documentation.

**6. Q. *Are donated items reimbursable?***

A. Yes, per Title 19, §2995 (6), donated items can be reimbursable, if they were donated prior to the proclaimed event and are documented on a PNP's pre-event inventory. In addition, per Title 19, §2995 (c) (2), no reimbursement will be provided for donated items received on or after the first day of the incident period as specified in the Governor's State of Emergency Proclamation for the proclaimed event in which the PNP is seeking reimbursement by the state.



**7. Q. *Can there be a duplication of grant funding under this program?***

A. As stated in Title 19, §2995 (c) (6), no funds allocated under this program shall be used to supplant state or federal funds otherwise available in the absence of state financial relief or assistance. Additionally, you will not be eligible for disaster grant funding if you have been provided funding under another state or federal grant for the same activities.

**8. Q. *What if staff is removed from a grant-funded position and assigned to a disaster-related activity?***

A. This cost may be eligible for reimbursement if the requested disaster-related work is not considered an eligible activity under the original grant, funding a PNP's staff position. Supporting documentation would be required. Final determination will be made by Cal OES based on submitted documentation.

**9. Q. *Is the request by the local agency for PNP services something different than normal Standardized Emergency Management System (SEMS) resource request process?***

A. Requesting the resources of an eligible PNP by a local agency is a normal SEMS function. See Title 19, Division 2, Chapter 1, for the regulations concerning SEMS.

**10. Q. *What is required for documentation to support a request to activate by a local jurisdiction?***

A. This can be a verbal request initially, but must be followed up in writing by the local jurisdiction. This written request provides documentation that a PNP's activities were not the result of a "self-deployment".

**11. Q. *Must a written request be issued every time a PNP activates?***

A. Yes, unless a Memorandum of Understanding (MOU) agreement exists between an eligible PNP and the requesting local agency. The MOU must specify the requirements of deployment and be executed prior to the PNP providing the essential community services.

**12. Q. *Can a PNP that was requested by a local jurisdiction request resources outside their jurisdiction?***

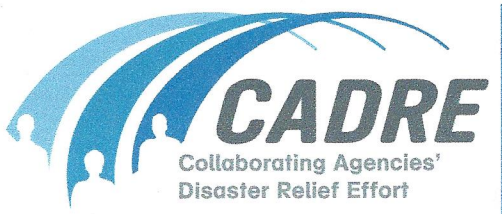
A. No, requesting resources outside the local jurisdiction is a SEMS function and would be requested by a local agency through the Operational Area to the Cal OES' Regional Emergency Operations Center (REOC). Local agencies must first exhaust all available resources within their jurisdiction prior to requesting resources from other jurisdictions through their REOC.

**13. Q. *Can PNPs request resources from out of state under this program?***

A. No, all requests for resources must come from the local jurisdiction following SEMS. Out-of-state resources are requested through Cal OES using the Emergency Management Assistance Compact (EMAC). Under EMAC, only government resources can be deployed interstate. To learn more about EMAC visit their website at <http://www.emacweb.org>.

**14. Q. *Do other states have this program?***

A. Not to Cal OES' knowledge. This program is an outgrowth of California's experience with the freeze disaster in central California during the 1998-99 winter season and the roles of the PNPs there.



## 2016 CALENDAR OF EVENTS

\*EMPG FY15 –funded session through June. Then SHSGP funded for remainder of calendar year

DATE	EVENT	LOCATION
January 28 <sup>th</sup> , 2016 Thursday 9:30am to 12noon	WORKSHOP – Developing a Survivor Mindset - Active Shooter	Catholic Charities 2625 Zanker Rd, Suite 201 San Jose, CA 95134
February 23 <sup>rd</sup> , 2016 Tuesday 9:30 to 12noon	WORKSHOP – Severe Weather ~ Storm Response and Flood Planning	Second Harvest Food Bank 4001 N 1st St San Jose, CA
March 29 <sup>th</sup> , 2016 Tuesday 9:30 to 12noon	WORKSHOP – Good to Great for the Social Sector	Second Harvest Food Bank 4001 N 1st St San Jose, CA
April 21 <sup>st</sup> , 2016 Thursday 9:30 to 12 noon	WORKSHOP -- Faith Based Developing a Survivor Mindset	Second Harvest Food Bank 4001 N 1st St San Jose, CA
May 4 <sup>th</sup> , 2016 9am to 3pm	CADRE “Together We Do Better” ANNUAL CONFERENCE	NASA Ames Conference Center (NACC), Moffett Field
May 26 <sup>th</sup> , 2016 Thursday 9:30 to 12noon	WORKSHOP –Critical Incident Stress Management: Resiliency in the Aftermath of Disaster and Critical Incidents	EMQ Families First 251 Llewellyn Avenue Campbell, CA 95008
June 16 <sup>th</sup> , 2016 Thursday 9:30 AM –11:30 AM	EOC READINESS Presentation to Santa Clara County Emergency Managers Association	Santa Clara County OES 55 W. Younger Avenue San Jose, CA 95110
June 16 <sup>th</sup> , 2016 Thursday 1:00 PM –3:00 PM	EOC READINESS training for CADRE Leadership	Santa Clara County OES 55 W. Younger Avenue San Jose, CA 95110
June 23 <sup>rd</sup> , 2016 Thursday 9:30 to 12noon	WORKSHOP -- Disaster Sheltering Overview David Fernandez, SCC SSA and Stephanie Charles, ARC Disaster Cycle Services	EMQ Families First 251 Llewellyn Avenue Campbell, CA 95008
<i>Items below to be funded by HSGP FY15 funds</i>		
July 26 <sup>th</sup> , 2016 9:30 to 12noon	WORKSHOP -- Topic TBD	
August 30 <sup>th</sup> , 2016 9:30 to 12noon	WORKSHOP -- Topic TBD	
September 27 <sup>th</sup> , 2016 9:30 to 12noon	WORKSHOP -- Topic TBD	
October 25 <sup>th</sup> , 2015 9:30 to 12noon	WORKSHOP -- Topic TBD	
December 6 <sup>th</sup> , 2016 9:30 to 12noon	WORKSHOP --	



CADRE Unit EOC Checklist

**CADRE Unit EOC Checklist**

**Mission:** Coordinate the disaster support of Private-Non-Profit organizations (PNP) to support City and County disaster response and facilitate the reimbursement process.



Activation – During the Event	
	<b>Receive and document official CADRE activation request.</b>
	<p><b>Administrative</b></p> <ul style="list-style-type: none"> <li>• Check in at the County EOC Sign-In desk</li> <li>• <i>If you bring a USB FLASH DRIVE, have it scanned at Check-In.</i></li> <li>• Fill out T-Card with date/time and cell phone number. Place in the CADRE slot on the wall rack.</li> <li>• Find CADRE position seat and put on identification vest. Put a name tag in the front pocket.</li> <li>• Find position telephone and test it. Full instructions in Tab 7 of CADRE position reference binder.</li> <li>• Ask the EOC Coordinator for any Logistics needs for your position (paper, computer, printer access, etc.)</li> <li>• Access the CADRE matrix of services by function (soft copy is on the USB flash drive; hard copy is in the EOC Desk Manual)</li> <li>• Access the CADRE member list (soft copy is on the USB flash drive; hard copy is in the EOC Desk Manual)</li> </ul>
	<p><b>Documentation</b></p> <ul style="list-style-type: none"> <li>• Begin a Unit Log (AP214). Maintain all records and documentation to support the After Action Report and the history of the emergency/disaster to include:               <ul style="list-style-type: none"> <li>○ Messages received</li> <li>○ Actions taken, requests filled</li> <li>○ Decisions, justification and documentation</li> <li>○ EOC personnel (reporting to you), time on duty and assignments</li> </ul> </li> <li>• Be sure you have a written request for specific services or an existing agreement on file</li> <li>• Confirm that CADRE is acting as the intermediary and notify all organizations</li> <li>• Ensure that MOUs are in place for all service providers within 30 days of the Governor's proclamation</li> <li>• Track all costs</li> <li>• Provide status updates and reports to your Supervisor as requested</li> <li>• Maintain any maps or status boards required</li> </ul>



CADRE Unit EOC Checklist



	<p><b>Documentation (continued)</b></p> <ul style="list-style-type: none"> <li>• Provide guidance, as needed, to individual organizations on documentation needed for possible reimbursement</li> <li>• <i>Note: Precise information is essential to meet requirements for reimbursement by California OES</i></li> </ul>
	<p><b>Situational Awareness</b></p> <ul style="list-style-type: none"> <li>• Obtain a briefing from your Supervisor. Clarify any issues regarding your authority and assignment and what others in the organization do.</li> <li>• Get a copy of the EOC meeting and briefing schedule</li> <li>• Attend Safety Briefings and other meetings as requested</li> <li>• Review planning objectives of the EOC Action Plan</li> <li>• Determine needs that can be supported by CADRE</li> <li>• Review Situation Reports as presented</li> </ul>
	<p><b>Staffing</b></p> <ul style="list-style-type: none"> <li>• Determine staffing requirements to meet expected operational periods; request additional personnel as required</li> <li>• Contact your relief for the next Operational Period (if appropriate)</li> <li>• Ensure that all incoming personnel who report to you are fully briefed</li> </ul>
	<p><b>Communication</b></p> <ul style="list-style-type: none"> <li>• Establish contact with CADRE leadership team</li> <li>• Activate the CADRE network via:             <ul style="list-style-type: none"> <li>○ Website – update the CADRE website Current Activations page*</li> <li>○ Email – using Get Response <a href="http://www.getresponse.com">www.getresponse.com</a>*</li> </ul> </li> <li>• Schedule conference call with CADRE leadership and/or membership based on EOC meeting schedule. Use a service such as WebEx or UberConference.</li> <li>• Establish a briefing schedule</li> <li>• Make a list of contact information for organizations you are working with for this event. Post them at the CADRE desk.</li> <li>• Get a copy of any press releases from the PIO</li> <li>• Monitor the CADRE email account (ongoing)*</li> <li>• Update website Current Activations page as appropriate*</li> </ul>
	<p><b>Coordination</b></p> <ul style="list-style-type: none"> <li>• Coordinate with other EOC positions and agencies as necessary. Use face-to-face meetings in the EOC whenever possible and document decisions/policy.</li> </ul>

\* See CADRE EOC Desk Manual for instructions

# CADRE Unit EOC Checklist



	<p><b>Coordination (continued)</b></p> <ul style="list-style-type: none"> <li>• If possible, identify a lead to conduct resource coordination meetings.</li> <li>• Conduct periodic briefings with those who report to you and be sure they understand priorities</li> <li>• Response-related Logistics requests should be put on the Resource Request form and given to the Care &amp; Shelter Branch Director who will forward to Logistics</li> <li>• Refer all media contacts to the PIO</li> </ul>
	<p><b>Advanced Planning</b></p> <ul style="list-style-type: none"> <li>• Think ahead and anticipate situations and problems before they occur</li> <li>• Request additional resources as needed</li> <li>• Develop backup strategies</li> <li>• Anticipate support needs and forward to your Supervisor</li> <li>• Begin recovery planning</li> </ul>
	<p><b>Demobilization – End of Shift</b></p>
	<p>Follow EOC Demobilization Checklists</p> <ul style="list-style-type: none"> <li>• Review all forms/documentation for completeness (fill in dates, times, avoid abbreviations and acronyms)</li> <li>• Clean up your position and put away your vest</li> <li>• Leave a contact phone number</li> <li>• Turn in your T-Card</li> </ul>
	<p>Transition to Recovery – Refer to CADRE Ops Protocols</p>
	<p>Make copies or take pictures of your AP 214 and any other documentation.</p>
	<p>Provide a full briefing of all important issues to your relief.</p>
	<p>Determine what follow-up to your assignment might be required before you leave and inform your Supervisor.</p>
	<p>Let all stakeholders from your communication list know that shift is changing.</p>
	<p>Prepare a list of:</p> <ul style="list-style-type: none"> <li>• Lessons learned for the After Action Report</li> <li>• Needed changes to checklists</li> <li>• Requests for replacement of supplies/equipment</li> <li>• Recommendations for special recognition/commendations</li> </ul>

## CADRE Unit EOC Checklist



	<b>Readiness – Before the Event</b>
	Review Generic Readiness Checklist.
	Review the Just-in-Time training and CADRE EOC Desk Manual.
	Take the FEMA <i>Introduction to Incident Command System</i> <u>IS 100.b</u> online training
	Ensure current MOUs and essential services are on file for all CADRE members. Give new members Activation Checklist and Recovery FAQs.
	Submit Applicant's Authorized Agent Resolution to Cal OES.
	Review CDAA forms and submission deadlines.
	Review Recovery Checklist.



## II. CADRE ACTIVATION

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During any disaster that involves a community response, CADRE can be activated in support of a request from outside agencies such as:

- ▶ City or County Office of Emergency Services
- ▶ The Public Health Department
- ▶ A disaster relief organization such as American Red Cross
- ▶ CADRE Leadership Council
- ▶ A CADRE Member Agency

### *FORMAL ACTIVATION*

Upon request of a City or the County, CADRE will formally activate the Network and staff the CADRE seat in the County's Emergency Operations Center (EOC) that is part of the Public Welfare Branch with the Operations Section. Such a formal activation of CADRE should be done in writing and include the following documentation

- Date and Time of Requested Activation
- Requesting Agency
- Services requested
- Duration of need

Activation of CADRE involves communication and coordination with a multitude of existing CBO and FBO resources within the CADRE Network to assist emergency management and public health officials with response efforts. CADRE's unique coordinating position makes it ideally suited to assist with response efforts because:

- ▶ CADRE represents access to hundreds of Santa Clara County agencies
- ▶ CADRE resources represent a wide variety of types of services and populations served
- ▶ CADRE agencies serve a multitude of vulnerable populations and are often seen as the trusted providers to these clients and consumers
- ▶ CADRE offers a unique perspective on the CBO landscape, such as new and emerging agencies, changes in service delivery, trends, etc.

## *SELF ACTIVATION AND SELF-DEPLOYMENT*

CADRE Leadership, individually or collectively with local government partners, may determine if CADRE resources can be activated in response to a request, and as such CADRE's Leadership Council can choose to self-activate.

It is important to note, however, that reimbursement from some governmental sources (such as the California Disaster Assistance Act's Private Nonprofit Program) expressly PROHIBIT self-deployment. Therefore, any CADRE or member activities done without a specific request and documentation from a governmental entity are NOT ELIGIBLE for reimbursement.

## CADRE ACTIVATION PROTOCOLS

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Activation means that CADRE functions switch from preparedness planning to operational coordination.

If formally activated by a governmental agency, CADRE Operational activities may include:

- ▶ **Establishing a liaison** with a seat in the County Emergency Operations Center (EOC) to coordinate for the County Operational Area
- ▶ **Convening planning dialogues** and forums to coordinate the community's response
- ▶ **Creating committees** to address incident specific needs
- ▶ **Developing an event-specific resource directory** to streamline the resource data in the community (working with 2-1-1)
- ▶ **Conducting resource fairs and other community events** to bridge service providers with the population affected by the disaster.

Activation of CADRE is expected to include the following steps:

- CADRE Chair or staff receive a request to activate from either the County or a City within Santa Clara County's Operational Area
- Initiate outreach to CADRE Network via email, text, calls or whatever means necessary and available



- Determine capabilities of member agencies including identification of Resources Needed and Resources Available, using CADRE Resource Coordination Forms (see **Attachment 4: CADRE Resource Coordination Forms and Posters**)
- Keep Network updated on community needs by setting calendar of calls and/or meetings to coordinate information sharing
- Provide guidance, as needed, to individual organizations on documentation needed for possible reimbursement through CDAA PNP program and/or other governmental programs such as the Robert T Stafford Act (For more detailed information, see **APPENDIX 1– CDAA PNP Information**)

## INITIAL RESOURCE COORDINATION MEETING

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When activated, CADRE will host a meeting and/or communicate with agencies as soon as possible, or within 72 hours of activation to mobilize community resources in support of the incident.

Objectives include:

- ▶ Identifying resources available for that event/disaster
- ▶ Identifying resources needed
- ▶ Forming teams and subcommittees to address incident-specific needs
- ▶ Identifying leadership within each group
- ▶ Conducting regular meetings, conference calls, emails within subcommittees and with the larger CADRE network
- ▶ Maintaining ongoing dialogue with Operational Area EOC to assess changing needs and conditions

Once activated, CADRE will immediately activate appropriate stakeholder groups identified in the planning process and begin the process of communication and coordination with them. Additionally, CADRE will maintain ongoing dialogue with the Operational Area EOC to assess changing needs and conditions.





## SUGGESTED STRATEGIES AND TIPS FOR FACILITATING THE FIRST CADRE RESOURCE COORDINATION MEETING

- Send email notice ASAP after event to schedule meeting to full CADRE outreach lists and database
- Organize meeting agenda to include the following reports:
  - Op Area status report from either County OES or County Administrator's Office
  - Status report on impacts/effects at the various city jurisdictional levels
  - American Red Cross report on emergency sheltering, if needed
  - State OES and/or Nor Cal VOAD status report (if available) to inform participants about surrounding jurisdictions and the impact
- Open floor for attendees to share info on:
  - Needs they see or can anticipate
  - Resources they each have to offer
  - Areas that need further discussion or exploration
- Formation of small groups to network or problem solve against identified issues
- Large group report out
- Next steps/Next meeting date
- Use CADRE Agency Resource Coordination Form as email attachment and/or meeting handout to capture agency info
- Use CADRE Resources Posters and Post-it notes to capture info in the large group forum (See **Attachment 4: CADRE Resource Coordination Forms and Posters**)





## May 2016 Workshop:

# Critical Incident Stress Management: Resiliency in the Aftermath of Disaster and Critical Incidents

## EMQ Families First Campbell, CA



### Fast Facts

59 Registrants

41 Organizations

May 26<sup>th</sup>, 2016

9:30 am – 12:00 pm

EMQ Families First  
Campbell, CA

#### Additional resource handouts:

- *Your Caring Presence: Providing Support to Others Facing Crisis*
- *Immediate Responses in the Crisis Response to Potential Suicide*
- *Death Notification / Trauma Notification*
- *The Stress Response: Making Meaning out of Critical Incidents*
- *CISM: Defusing, Response*

### Agenda:

- *Networking & Introductions*
- *Interactive small group exercise – What Does and Doesn't Work*



- *CADRE announcements and raffle prizes*

#### Speaker:

**Janet Childs, M.A. - A.A.E.T.S.**

- Director of Education,  
Centre for Living with Dying  
program of the Bill Wilson Center  
-Director, Bay Area CISM Team

- Change creates trauma/stress
- Job stress is now one of the biggest health-related problems in the workplace
- The stress response is individual and unique
- Cascade Effect
- Meaning-making from the Critical Incident
- Benefits of the Walk Talk
- Phases of a Debriefing

#### Reactions in the Aftermath of a Critical Incident:

*A critical incident is any event that causes unusually strong reactions in the responding personnel or survivors. These reactions can occur immediately or in a delayed fashion.*

### Takeaways

Small group breakout exercise was very good, including the sharing of what works, what doesn't work.

Tools to respond when crisis arises, and openness to audience participation

Great participation interaction – especially good input and excellent sharing from attendees.

### Participant Feedback

Enjoyed talking freely about reactions to stress and how important and vital it is to address and support one another during "trigger moments."

Janet was an engaging presenter with passion and great information.

This was a good start to acquiring skills and resources with which to respond to critical incidents.

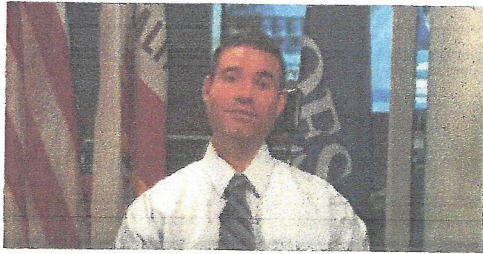
For more information or to join as a CADRE member, please visit [www.cadresv.org](http://www.cadresv.org).

CADRE (Collaborating Agencies' Disaster Relief Effort) is a leading network of organizations that provide community services essential in times of disaster.

CADRE works closely with Santa Clara County's emergency management community to build disaster resilience among service organizations through communication, coordination and preparedness training.

CADRE's mission is to enhance disaster preparedness efforts and the capacity of community and faith-based organizations, government agencies and the private sector to provide coordinated response and recovery services to the Santa Clara County community.





# TOGETHER WE DO BETTER

## 2016 Conference Summary

### 11th Annual Santa Clara County Disaster Preparedness Conference

#### Participation

217	Registrants
182	Attendees
87	First time participants
24	Presenters
20	Volunteers

#### Keynote Speakers

Living On Borrowed Time

**Hierarchy of Preparedness: Tier 1 – Life Safety and Survival**  
Vance Taylor, CalOES Office of Access and Functional Needs

**Tier 2 – Re-establishing Operations and Service Delivery**  
Sarah Davison, Silicon Valley Community Foundation

**Tier 3 – Fulfilling a Broader Community Role**  
Sarah Finnigan, Eden Information and Referral, Inc.

#### Agenda at a Glance

May 4, 2016, 8:30 am to 3 pm

8:30am Registration/Networking

9:00am Welcome

*Color Guard - Los Gatos Boy Scouts Troop 2*  
*National Anthem - Jim Yoke, County Fire*  
*Invocation by Jim Uhey, The Phoenix Project, CADRE Conference Co-Chair*  
*Jennifer Ponce, Morgan Hill Office of Emergency Services, CADRE Conference*

9:15am Opening Remarks

Living On Borrowed Time

10:15am Breakout Session 1

11:30am Lunch / Networking

12:00pm Plenary Session

*Conference Acknowledgments*  
*CADRE Excellence in Preparedness Awards*  
*Lunchtime Discussions and Activity – Let's Get Organized!*  
*Facilitated Small and Large Group Activity*

1:45pm Breakout Session 2  
Fulfilling a Broader  
Community Role

3:15pm Closing Remarks  
Evaluations and Prizes

#### CADRE Excellence in Preparedness Awards

**Los Altos CERT** – This is an outstanding group of individuals, who successfully re-started the CERT program in Los Altos, helping with neighborhood drills and educating Block Action Team Leaders.

**Almaden Valley Emergency Response Team** - Started in 2015 by providing a communication infrastructure utilizing radios in the neighborhood CERT team utilizing this radio net on a daily basis.

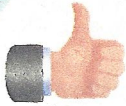
**Tzu Chi** – Devotes their time in our community in the mission of charity expanded to medical care/dental care /disaster response and preparation/food/help for homeless/education programs/mind and physical and emotional health.

**Our Lady Of Fatima Villa** – Skilled Nursing & Assisted Living facility of approximately 142 residents in Saratoga, CA and has trained employees through CERT training in over 10 years.



# TOGETHER WE DO BETTER

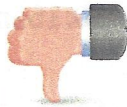
## Living On Borrowed Time



### What We Did Great

- Interaction with other agency representatives
- Knowledge and experience of presenters
- Well organized and on time!
- Working groups in between breakout sessions
- Communication information

### What We Could Do Better



- No reminder to bring lots of business cards
- More time to discuss local organizations
- More lunch opportunities
- More information on organizing a program

### Percent Rating Us "Good" or "Excellent"

<b>91%</b>	Overall quality
<b>95%</b>	Organization
<b>97%</b>	Location & accessibility
<b>90%</b>	Usefulness of information
<b>79%</b>	Lunchtime Activity
<b>89%</b>	Plenary speakers



### Workshop Session #1 Topics

Disasters 101: Roles & Responsibilities

Communicating In Times of Emergency

Agency Emergency Planning

Disaster Cost Reimbursement PNP

### Workshop Session #2

#### Fulfilling a Broader Community Role

Central County—  
San Jose,  
City of Santa Clara,  
Milpitas

North County—  
Palo Alto,  
Mountain View,  
Sunnyvale, Los Altos,  
Los Altos Hills

South West County—  
Gilroy, Morgan Hill,  
Campbell, Cupertino,  
Monte Soreno, Los  
Gatos, Saratoga

Out of Santa  
Clara County

### Top 3 Workshops Rated for "Quality of Speakers" & "Usefulness of Information"

Session 1B - Communicating In Times of Emergency

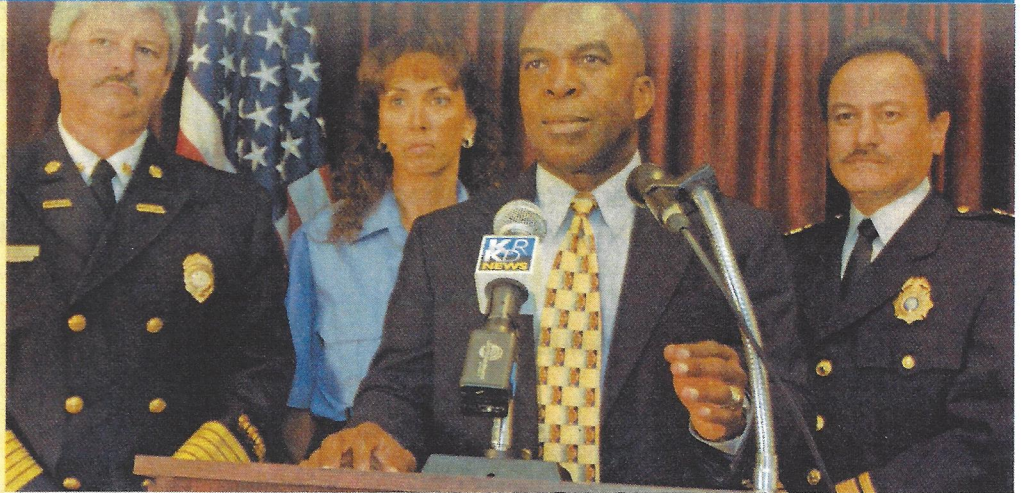
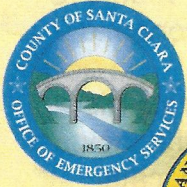
Session 1A - Disasters 101: Roles and Responsibilities in Emergency Planning

Session 1C - Neighborhood Preparedness



# MGT-312

## Senior Officials Workshop for All-Hazards Preparedness



### Where:

Sheriff's Auditorium  
55 W. Younger Ave.  
San Jose, CA 95110

### *Our Goal:*

*To bring meaningful  
training & exercise  
opportunities  
to the whole  
community in the  
Santa Clara  
Operational Area.*

This workshop provides a forum for local or regional executives to share strategies and coordinate plans for emergency preparedness and response. This workshop is an efficient process for discussing executive-level issues with leaders from the agencies involved in all levels of the emergency management structure. The expected outcome: Executive and administrative staff, responder chiefs/departments heads and infrastructure and resource leaders sharing a common perspective and an understanding of the challenges they will face in times of crisis.

**What:** MGT-312 Senior Officials Workshop for All-Hazards Preparedness

**When:** Thursday, September 22, 2016

**Time:** 08:00am—05:00pm

**Where:** SCC EOC, 55 W. Younger Ave., San Jose

**Register:** <https://2016-0922-mgt312.eventbrite.com>

Office of Emergency Services  
55 W. Younger Ave. #450  
San Jose, CA 95110

Phone: 408-808-7800

E-mail: [oes@oes.sccgov.org](mailto:oes@oes.sccgov.org)





## MORE INFORMATION

### Workshop Topics:

- Roles and responsibilities and preparedness challenges
- Domestic preparedness resources and how to leverage them for your community
- Homeland Security Strategic Planning as it relates to risk and needs assessment and the Emergency Operations Plan (EOP) for your jurisdiction
- Executive-level incident response and recovery considerations, including medical/public health, situational appraisal, incident management (ICS), mutual aid agreements, media relations, recovery and restoration processes, Federal assistance, and business/economic recovery
- Includes a practical exercise tailored for the jurisdiction(s) as the catalyst to generate discussion of policy and emergency operations center activities required to support the incident commander's and state/federal government requirements related to an all-hazard, catastrophic incident.

### Continuing Education Credits:

IACET - 0.6 CEUs

### Course Materials:

Participants receive an executive handbook on all-hazards preparedness. This reference book contains chapters on:

- The importance of all-hazards preparedness and the "right" questions to ask during an emergency situation
- The National Response Framework
- Local Government Partner Guides
- ESF and Support Annexes
- Working with the media

Overviews of: the Stafford Act Support to States; DOD Support to Domestic Incidents; and Federal Support in Non-Stafford Act events

### Participants:

This workshop is intended for elected and appointed senior officials from a local jurisdiction, but may also include executives from other community entities, both public and private, that are likely to be involved in a disaster response, including:

- Directors of local response agencies
- Chiefs of departments: fire, law, EMS, HazMat, public works, water, public health, health care, emergency management, governmental administrative disciplines / services
- Public Information Officers
- Resident federal agency representatives (FBI, BATF, Secret Service, FEMA, TSA)
- CEOs of hospitals, college and university representatives, school district superintendents
- Airport and port facility managers
- DoD installation commanders and representatives







## Course: IS-505 Religious and Cultural Literacy and Competency in Disaster

### Course Dates:

Course is now available online

### Course Length:

This course can be completed in 5 hours.

### Course Description:

In 2011, as FEMA Administrator, W. Craig Fugate began to promulgate the Whole Community Concept. Based on this concept, he stated that "When a disaster strikes, the initial services provided may not come from government, but rather from churches, synagogues, mosques and other faith-based and community organizations." "Improving the Nation's Response to Catastrophic Disasters: How to Minimize Costs and Streamline our Emergency Management Programs" – W. Craig Fugate, March 30, 2011. Based on the idea that religious and cultural communities are part of the Whole Community, the DHS Center for Faith-based & Neighborhood Partnerships works to form partnerships between the Federal Government and faith-based and neighborhood organizations to more effectively serve Americans in need. As part of this effort, this course has been developed to provide emergency management professionals and faith and community leaders active in disaster with the literacy and competency tools needed to effectively engage religious and cultural groups both pre- and post-disaster.

### Course Goal:

By the end of this course, participants will be able to:

- Explain why we engage religious and cultural communities in disaster, and how religious and cultural diversity and practice is not only protected by law but how it strengthens emergency management's capabilities.
- Define the meaning of religious and cultural literacy and competency in disaster management.
- Describe how religious and cultural language differs from government culture and language.
- Identify the skills needed to competently engage religious and cultural leaders and groups in the field.

Describe each step in the six step "LEADER" process.

### Prerequisites:

None.

### Continuing Education Units (CEU's):

EMI awards 0.5 CEUs for completion of this course.

### Continuing Education Credits (CEC's):

### Target Audience:

This course is open to the general public.

# TRAINING OPPORTUNITY





# Wilderness Survival: 3-Season Skills

[View registration summary](#)

Sunday, June 12, 2016

9:00 AM - 12:00 PM

[China Camp State Park,](#)

[Marin County: Village](#)

[Beach](#)

[More directions and info](#)

**Fitness level:** (2) Easy

Active

**Skill level:** (1)

Beginner

**Minimum age:** 13

**Group size:** 12

[Add to calendar](#)



**More dates**



**Gear list**



**Bring to class:**

**(Required)**

- 2 Liters of Water - At least two one-liter water bottles, such as a Nalgene bottle, or a large hydration bladder, such as a Camelbak.
- Daypack - Large enough to carry water, food



ACCOUNT

STORES

CART

Search for great gear &   
Camp & Hike Climb Cycle

Paddle

Run

Snow

Travel

Yoga

Men

Women

Kids

More

Deals

REI OUTLET

# Wilderness First Aid Basics for your Dog

[View registration summary](#)

Tuesday, June 14, 2016

7:00 PM – 8:30 PM

[Mountain View REI](#)

Group size: 50

Instructor: SAGE

Veterinary Clinics

[Add to calendar](#)

## Course overview

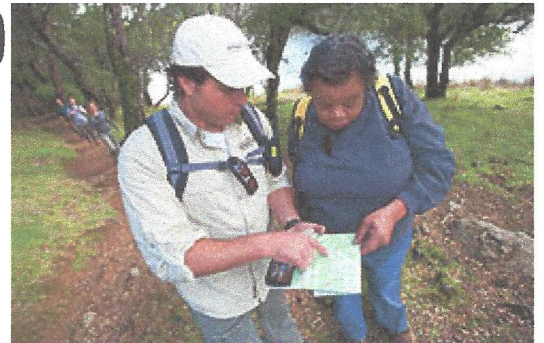
REI is excited to host a team of specialists from SAGE Veterinary Centers who plan to discuss Wilderness First Aid Basics for your Dog. A hike is fun but even better when you have your best friend with you. We want to make sure that your best friend (the one with four legs) gets home safely and that you are prepared for any emergencies. SAGE vets commonly see injuries and accidents occur while owners are out on the trail so this talk will focus on what supplies you should carry with you as well as what care you can provide on the trail. They will discuss paw lacerations, heat stroke, snake bites and many more topics and will be happy to answer any questions. Please do not bring your dog with you to this presentation (service animals of course are excepted).





# Backcountry Navigation With A Map & Compass - Level 1

[View registration summary](#)



Sunday, June 12, 2016

9:00 AM - 3:00 PM

[Monte Bello Open Space, Palo Alto: Main Parking Lot](#)

[More directions and info](#)

**Fitness level:** (2) Easy

Active

**Skill level:** (1)

Beginner

**Group size:** 12

[Add to calendar](#)

**More dates**



**Gear list**



**Bring to class:**

**(Required)**

- 2 Liters of Water - At least two one-liter water



ACCOUNT

STORES

CART

Search for great gear &   
Camp & Hike Climb Cycle  
Yoga Men Women Kids More

Paddle

Run

Snow

Travel

Deals

REI OUTLET

# Adult and Pediatric (Child) CPR / AED Class Blended Learning

[View registration  
summary](#)

Friday, June 17, 2016

6:30 PM – 8:30 PM

[Berkeley REI](#)

**Fitness level:** (1)

Relaxed

**Skill level:** (1)

Beginner

**Minimum age:** 13

**Group size:** 10

[Add to calendar](#)

**More dates**



**Gear list**



**Bring to class:**

**(Required)**

- Notebook and Pen or Pencil