



**Orange County Emergency Services**  
**Standard Operating Guidelines**

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**SOG Name: Emergency Staffing Procedures**

**SOG Number: GEN-018**

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**Approved By: F.R. Montes de Oca** 

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**I. OBJECTIVE**

1. To define the expectations of Orange County Emergency Services staff attendance and duties in the event of a disaster.

**II. SCOPE**

1. This Guideline identifies the protocol for all staff members. The parameters of duties and expectations apply to staff as dictated and are not limited to regularly assigned duties.

**III. PROCEDURE**

**1. Assignments**

- a. There are 4 Incident types outlined in the OC Emergency Operations Framework with Type 4 being the lowest and Type 1 being the highest.
- b. During a Type 2 or Type 1 Incident, any member of staff is subject to recall for immediate assignment.
- c. Some personnel may be tasked to staff positions other than those they fill on a daily basis.
- d. While under "Disaster Staffing" guideline, shift start time and duration are subject to change, based on work assignment and/or duties.
- e. Under the broad direction of the EOC Commander, assignment of personnel is at the discretion of the Planning Section Chief/Resource unit leader in consultation with the appropriate Operations Manager as time permits.
- f. OCES staff is assigned during events to assure continuous delivery of the following functions:
  - Communications and EMS field response
  - EOC Operations
  - EOC Logistics including the CRDP/Warehouse and Points of Distribution/Dispersion

## 2. Staff Notification

- a. The Logistics and Planning Branch must compile a list of emergency personnel in a compatible format with CodeRED.
- b. The notification should include the following points:
  - Who is distributing the information/issuing the alert
  - Who this message pertains to (so individuals are aware who else is receiving the information)
  - A succinct summary of the incident. This information is at the Director's discretion, particularly if security has been compromised or is unstable.
  - Any additional information and a list of actions that the employee should take including notifications of receipt and report location.
- c. Upon receipt of message, the employee shall:
  - Conduct any follow-up actions or notifications that employee should take
  - Call-back to confirm receipt of notification
  - Report to assigned duty location as soon as possible, but not later than 2 hours after notification.

## 3. Expectations of OCES Staff

- a. All Emergency Services staff members, regardless of position or function are critical to the effective response to disasters and emergencies.
- b. Each member of the OCES staff is responsible to prepare him or herself as well as his or her family with the expectation that the employee will be away from home for an extended period.
- c. Staff must plan to provide:
  - Food for the initial 72 hours
  - Linens (including towels)
  - Toiletries and personal effects
  - Snacks and drinks, especially those that are specific to dietary needs
  - Leisure materials that are appropriate for a shared living quarters
  - Chargers for personal communications devices
  - Any other specific needs such as medications or prescription eyewear

## 4. Housing and Hygiene Accommodations

- a. The Logistics & Planning Branch of OCES shall create and maintain the Emergency In-House Shelter Action Plan for 510 Meadowlands and all outlying Emergency Services facilities
- b. Depending on the needs identified at the time of the event, the EOC Logistics Section may:
  - Activate the In-House Shelter Action Plan
  - Assign responding individuals to rest locations throughout the building.
  - Adjust the plan as necessary pending the effects of the incident so long as all changes/adjustments are documented to the extent to which they can be using computers, pictures, or videos.

#### **IV. REFERENCES**

In-House Action Shelter Action Plan can be found on the "S" drive\Shared\Emergency Management\Core EM Planning Docs\EOF\2010 Version

## Emergency In-House Shelter Action Plan

The Emergency In-House Shelter Action Plan is to be used in the event of an incident that prevents the safe travel and transportation of Emergency Services personnel and remaining in the facility overnight is the safest option. This set up may be maintained for multiple days pending the extent of the facility's capabilities that may or may not be compromised. Arrangements for family members shall be addressed in a separate action plan.

The scope of this action plan pertains to identify emergency personnel and staff whose presence is imperative for successful and efficient management of and response to an incident.

If the facility's capabilities including running water and electricity are compromised this plan may be adjusted to accommodate challenges as they are presented. Safety, security, and the mental health of emergency personnel are the focuses of this action plan in response to the need for an impromptu in-house shelter.

1. The facility should maintain a stockpile of nonperishable foods, bottled water, flashlights, extra batteries and sheets at all times. These items can be found in the warehouse.
  - If electricity is compromised the security system monitoring access to the warehouse should be closely monitored and if necessary, vital items should be removed from the warehouse and placed in the upstairs kitchen first and the remaining items in the downstairs coffee area.
2. Restrooms and the locker area on the first floor should be maintained and will retain their day to day function and all employees should remain considerate of this fact.
3. Cots are stored in the warehouse in aisles C, E, and F. In aisle C on the floor level, there are 2 cots. In aisle E under the floor level there are 3 orange cots. In aisle F on the third level there are a package of cots with an estimated 10 cots enclosed. The estimated number of cots is 15 total. Inquiries with the Logistics Staff Officer can determine the exact number.
  - The cots are 6' long and ~2' wide. Each cot has a matching pad that should be with it at all times.
  - If personnel are called into the office, it is recommended that they bring sleeping bags or cots if they can do so without any significant hindrance as there are a limited number of cots.
2. Cots shall be set up in offices upstairs only to provide greater separation from EOC and Command Center.

During the event of an emergency it is imperative that employees receive rest and relief periodically. A designated area separated from the command center will help achieve this goal.

3. The designated offices include room 211, room 213, room 214, and office218. In the event that additional rooms are needed the following offices are designated as backups in the following order:

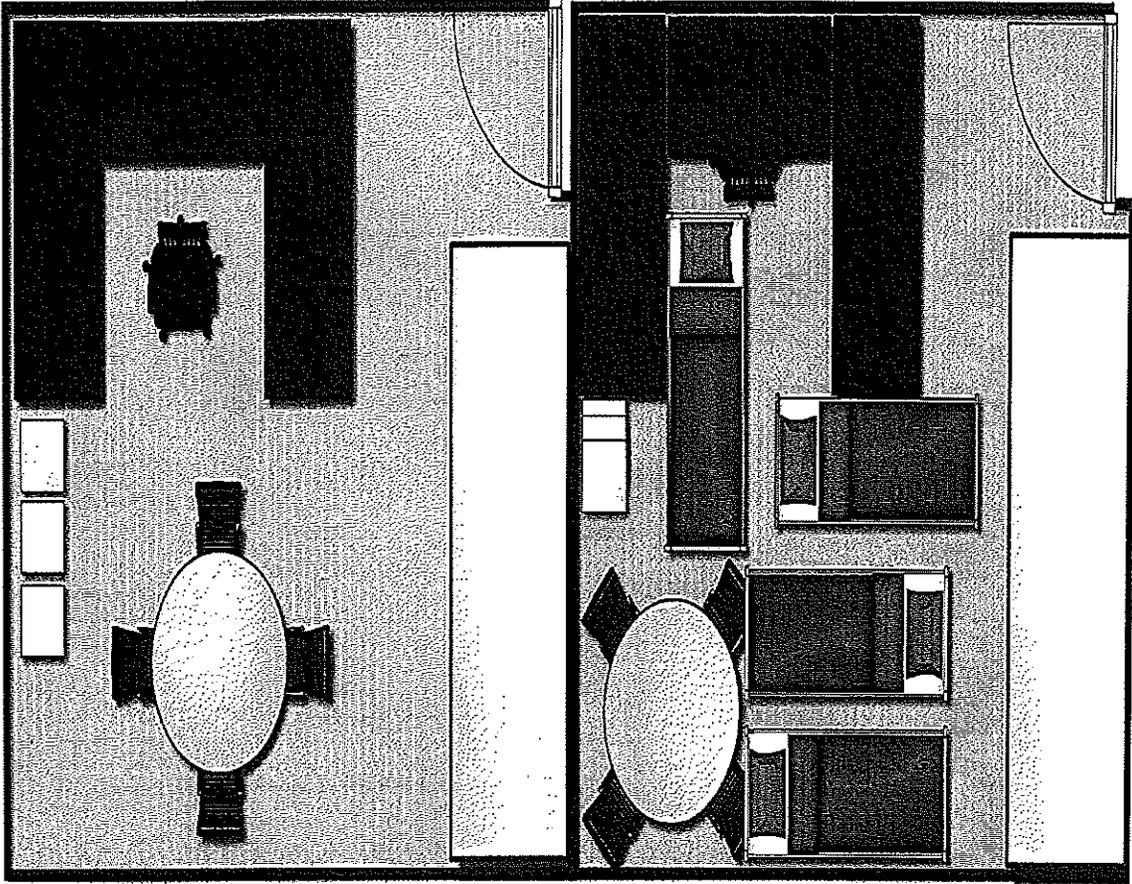
1. Room (217)
  2. Room (215)
  3. The two modular offices outside of room (211).
4. The activation of the Emergency In-House Shelter Action Plan is at the Incident Commander and/or Director's discretion.
- a. Per their activation of the plan, the designated offices will be prepared by moving any unattached furniture towards the walls to the extent that entire desks in use shall remain unusable. Miscellaneous bags/boxes/etc may be moved on top of cabinets in order to maximize floor space.
  - b. A clear exit path out of the room must be maintained at all times.
  - c. Cots shall be set up and supplied with multiple sets of sheets. Each individual should identify their sheets as theirs with post-it notes or a makeshift label. Placing sheets in labeled lockers downstairs is also acceptable.
  - d. Please refer to the floor plan included for specific layouts of the priority rooms, which include offices 218, 217, 211, 213 and 214.
5. When not in use, cots shall be folded and stacked in corners or areas of the offices that do not impede movement within the office to the extent possible.
6. After the incident or when the Director or Incident Commander begins wrapping up the initial response and moving into the recovery phase, the breakdown of the in-house shelter begins.
- a. The cots shall be returned to their places in the warehouse
  - b. Sheets must be given to a laundry facility or contracted out to be cleaned.
  - c. Pieces of furniture that had been moved must be moved back to their original places.

(Top = daily set up; Bottom = Emergency In-house Shelter set up)



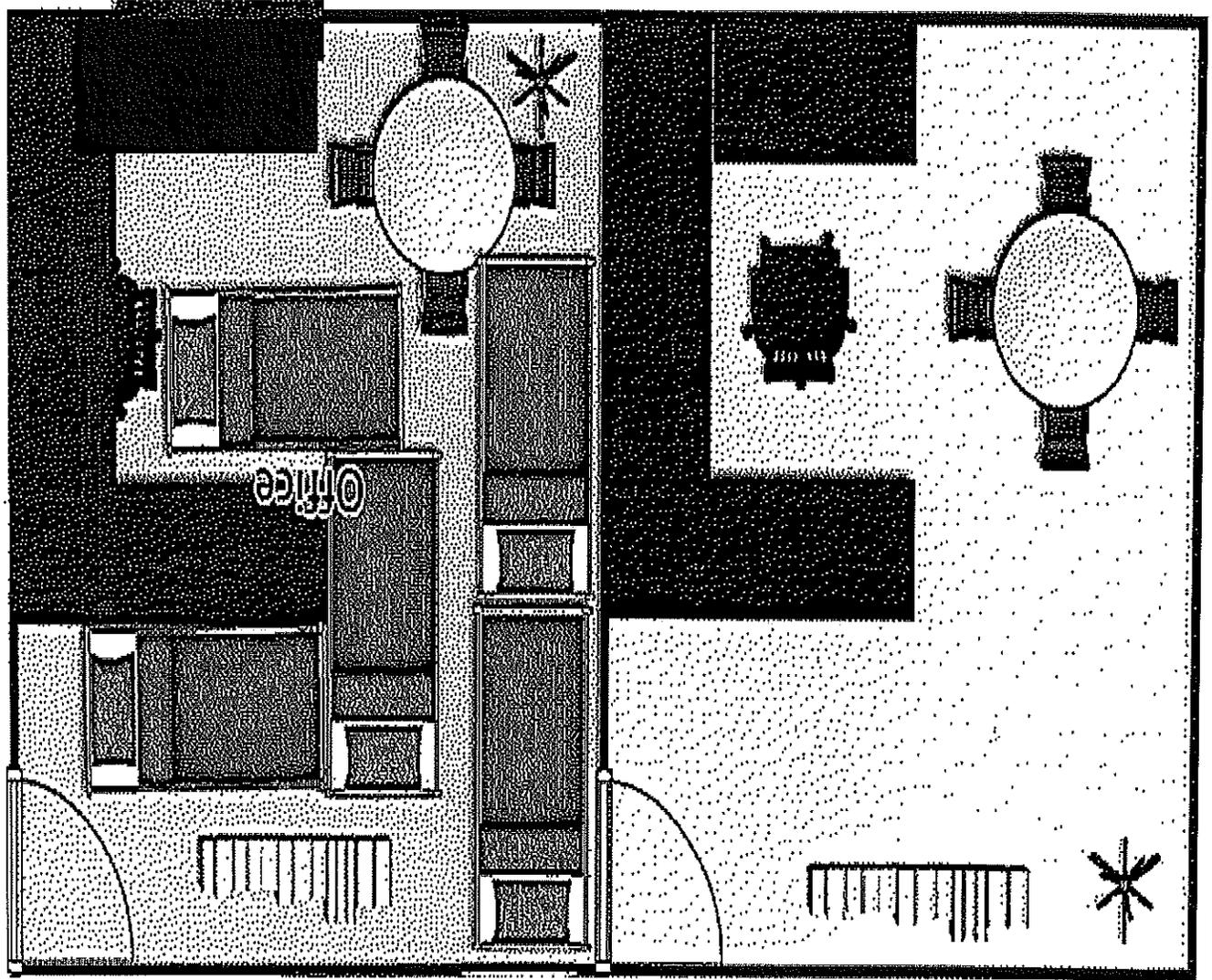
Office 218

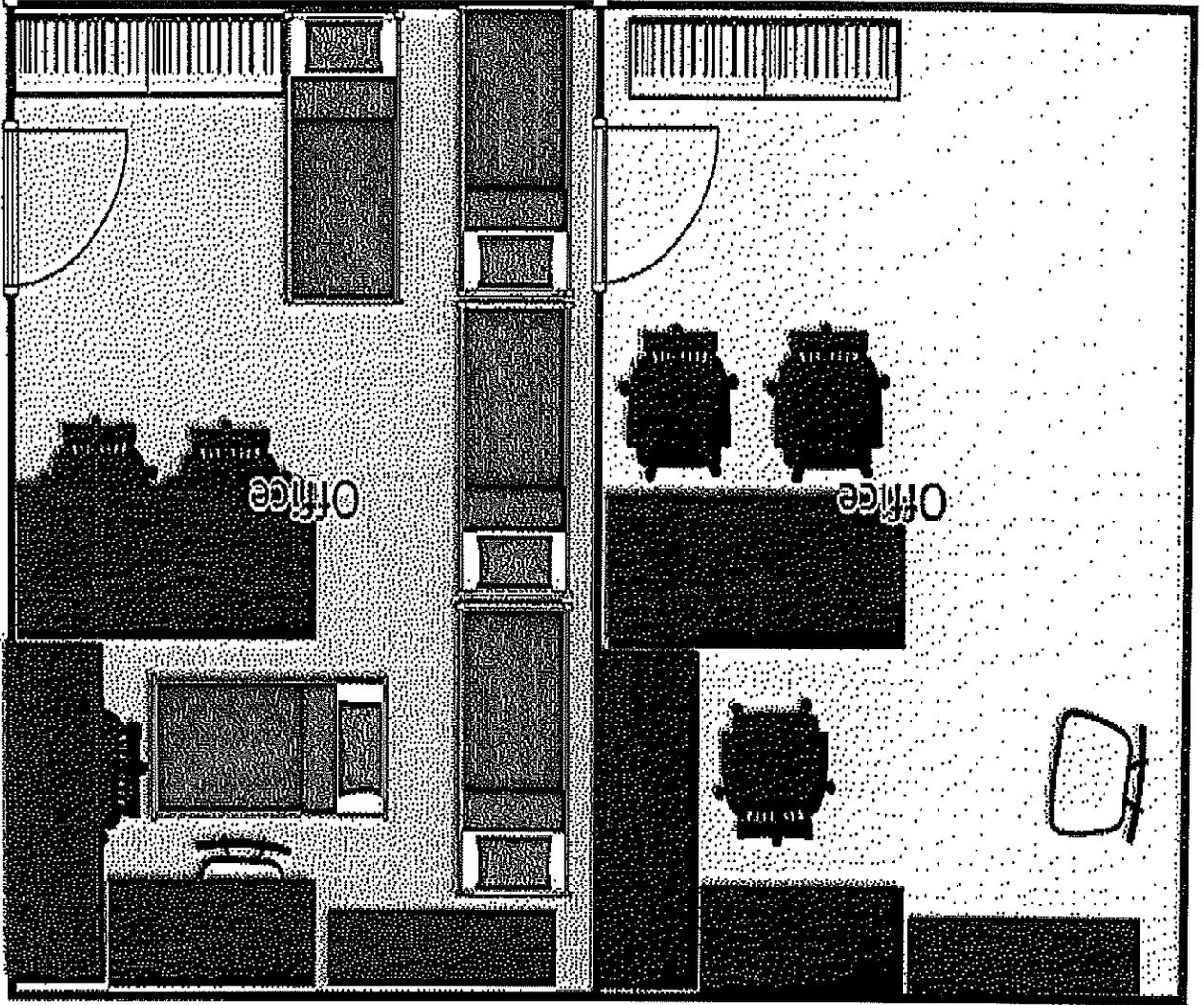


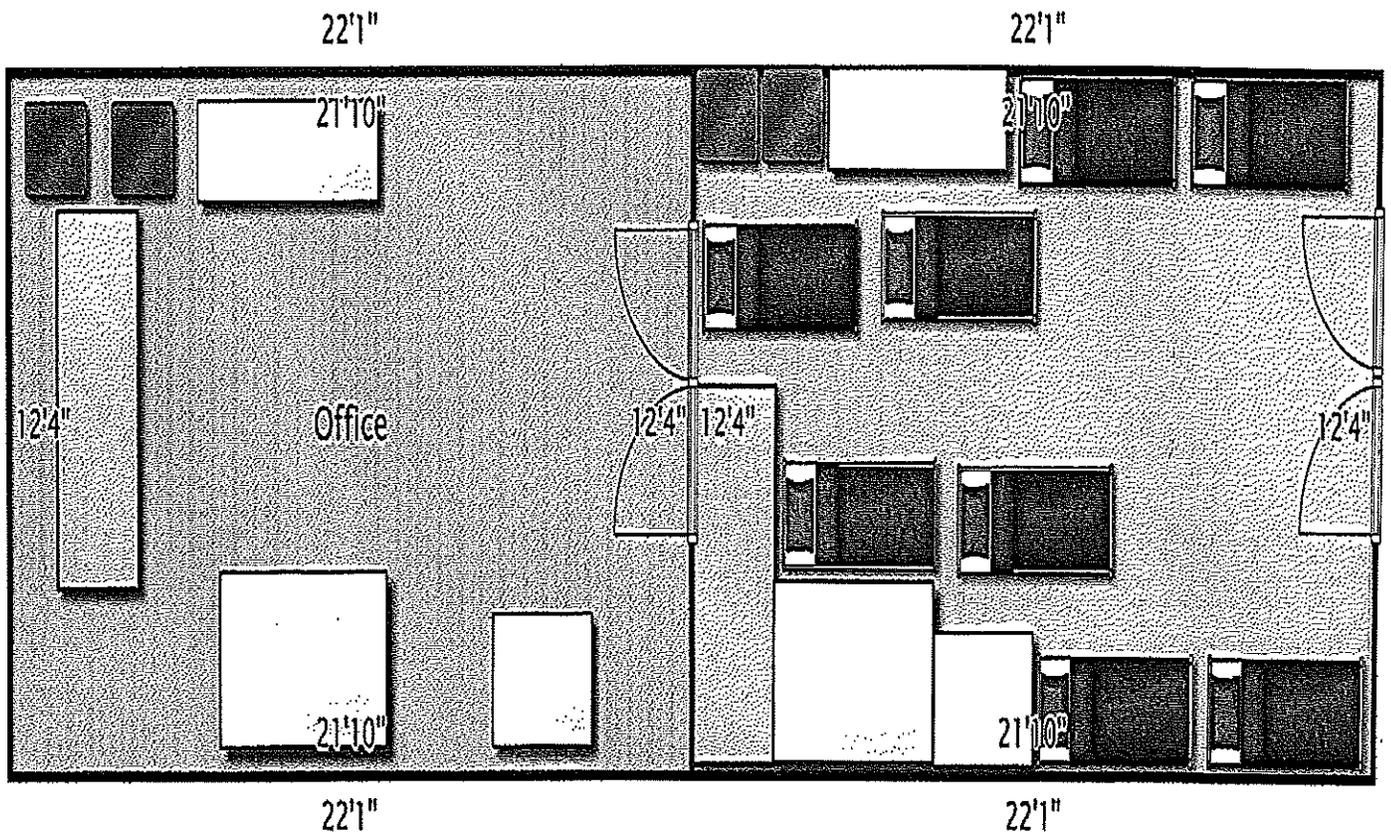


floor planner

Office 214







Office 217:

0ft      6ft      12ft      18ft      24ft

