



SACRAMENTO OPERATIONAL AREA SEVERE WEATHER GUIDANCE

An Annex to the Sacramento Emergency Operations Plan

April 2012

FORWARD

This guidance is a supporting document to the Sacramento Emergency Operations Plan (EOP). The guidance describes operations during **severe weather conditions** and related emergencies. Additionally, the guidance provides some recommendations for local government, non-governmental organizations (NGO), faith-based organizations (FBO), and the private sector in preparing their severe weather emergency response planning and other related activities.

Local agencies are advised to develop their own plans and to prepare operational area agreements for support in the response to any emergency situations.

The guidance recognizes the need for the Operational Area to:

1. Communicate and coordinate with local agencies through the Office of Emergency Services (OES).
2. Mobilize resources and initiate actions, if necessary.
3. Support the local agencies' actions according to the Standardized Emergency Management System (SEMS).

The guidance is broken down into four (4) phases which include education, planning, preparedness and activation:

Phase	Category	Suggested Criteria	Critical Criteria
I	Seasonal Readiness	On-set of summer and winter	Cooler Months: Nov-Feb Warmer Months: Jun-Aug
II	Increased Readiness	Warmer or cooler than normal (seasonal average) credible weather predictions (i.e., NWS forecasts)	Potential for prolonged abnormal weather conditions and possibility of weather related power outages
III	Severe Weather Alert	Credible forecasts of excessively hot or cold weather conditions: daytime temps for a particular duration accompanied by specific nighttime temps.	Heat: excessively hot weather for 3 days (high daytime temps) accompanied by night temps of 75°F or more. Cold: extreme cold/freeze warnings or wind chill warnings indicating extreme weather conditions for 3 days (low daytime temps) accompanied by night temps of 32°F or less.
IV	Severe Weather Emergency	Extreme weather conditions that could potentially have a life threatening impact on the population, animals, and agriculture.	Heat: heat index of over 105°F with credible weather forecasts of excessively hot weather for more than 3 days (high daytime temps) accompanied by night temps of 75°F or more. Cold: extreme cold/freeze warnings or wind chill warnings indicating weather conditions that endanger human life with credible weather forecasts of extremely cold/freezing weather for more than 3 days (low daytime temps) accompanied by night temps of 32°F or less.

NOTE: High/Low daytime temps refers to '**Abnormally**' higher or lower than average seasonal temperatures

Phase I is designed to ensure the public is aware of the effects of severe weather through on-going public education and awareness campaigns on how to plan and prepare for emergencies.

Phases II and III are designed to inform and alert the public of the severity of the risk of weather conditions, particularly to vulnerable persons such as the senior population (including the isolated and/or homebound), persons with special needs, homeless populations, as well as the population in general.

Phase IV is the emergency response phase directly involving local government, non-government agencies, and other agencies to provide for the safety and protection of the lives of individuals, animal welfare and agriculture from the increasing risks associated with the severe/extreme weather event.

This guidance identifies specific actions to be taken by local government in each of the four phases, as well as a checklist to guide departmental actions. This *Severe Weather Guidance* is designed to facilitate preparedness for and response to extreme or severe weather events according to SEMS.

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1. PURPOSE

The purpose of this guidance is to identify actions that may need to be taken during Phases I through IV to address the needs of populations in an extreme or severe weather emergency. The guidance also provides direction for local governments, non-governmental organizations, and other agencies in the preparation of their extreme or severe weather emergency response plans and other related activities. This guidance is for immediate use and is designed to provide agencies within the Operational Area with specific roles and responsibilities related to the implementation of a severe weather response. The Sacramento Office of Emergency Services (OES), in coordination with county departments and affected cities, will direct implementation of this guidance.

Response operations will be based on the National Incident Management System/ Standardized Emergency Management System (NIMS/SEMS), consistent with those described in the Sacramento Emergency Operations Plan (EOP). For the purpose of this document the term “severe weather” pertains to both extreme heat and cold events. If an event is specific to either an extreme heat or cold process it will be indicated as such.

2. ASSUMPTIONS

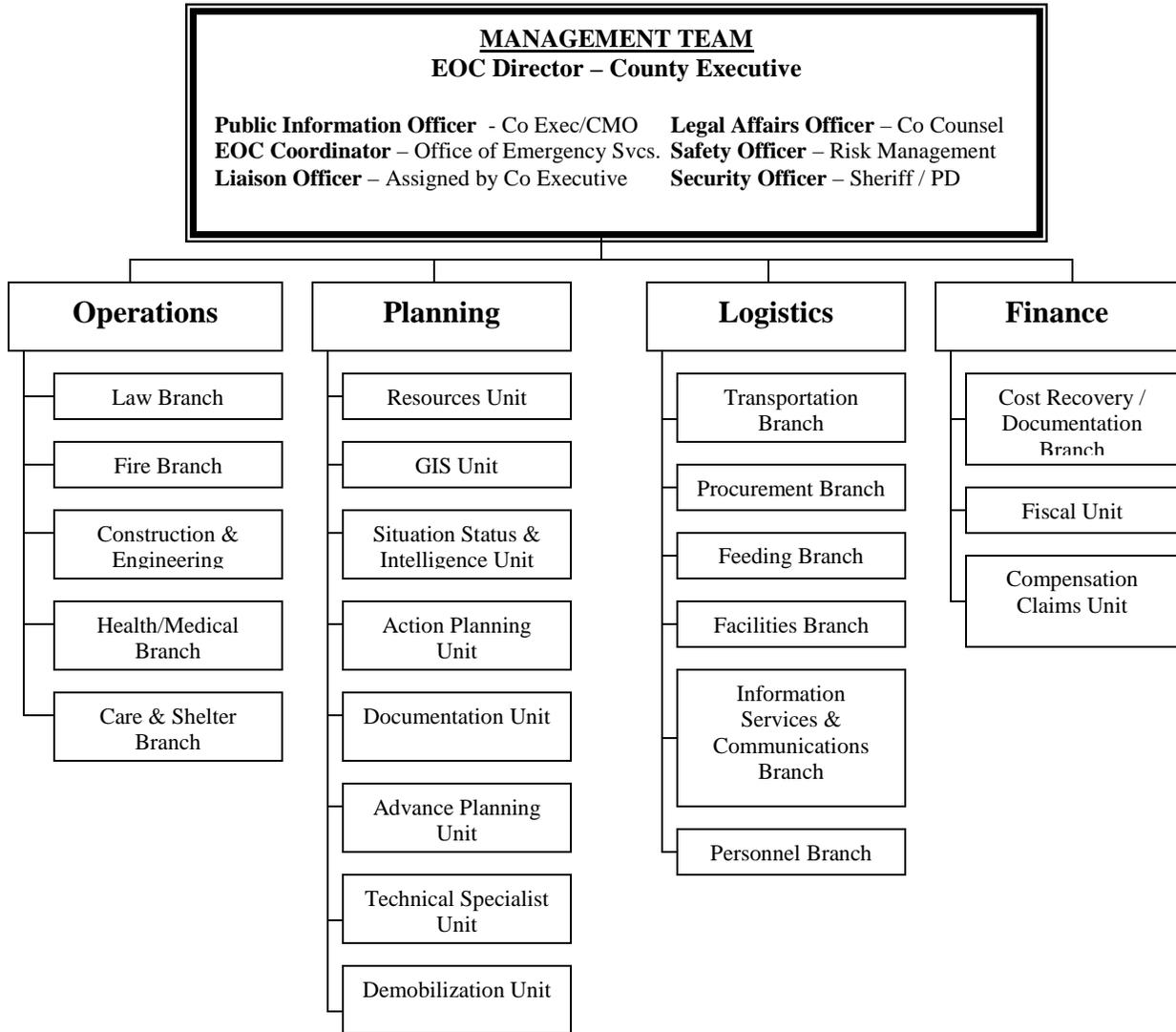
1. Sacramento County is not generally considered the most threatened area for severe/extreme weather conditions.
2. Based on worst case planning the following could occur depending upon the size and scope of the event:
 - The Sacramento Emergency Operations Center (EOC) could be activated if the event were significant enough to trigger a severe weather emergency condition of potentially dangerous proportion (Phase IV).
 - Numerous densely populated communities may be impacted.
 - Large-scale movement of at-risk populations may be necessary, causing otherwise non-impacted jurisdictions to become “host” to displaced populations.
 - Transportation routes may be damaged/disrupted or impassable.
 - Power outages may occur and communication systems may be damaged.
 - Food and water may be contaminated.
3. The State may initiate specified actions independently, but will communicate and coordinate those actions with local government.

3. GUIDANCE: ROLES & RESPONSIBILITIES

This guidance recognizes that local government and agencies may have a system for managing severe/extreme weather conditions including emergencies. It also recognizes that those systems should be consistent with SEMS/NIMS. It is the intent of this guidance to provide a tool to further assist the local efforts and to better coordinate with efforts initiated by state agencies. The guidance is intended to be flexible to fit

unique community needs. Local preparedness efforts need to be coordinated across levels of local government within the SEMS/NIMS framework. Below is an *example* of the Sacramento SEMS EOC organization during activation:

Sacramento SEMS EOC Organization



NOTE: Not all EOC positions/units are depicted in the example above.

Associated emergency tasks and departmental responsibilities depicted below are consistent with those identified in the Sacramento Emergency Operations Plan (EOP). The level at which the Emergency Operations Center (EOC) is activated will be based on the situation and the need for a coordinated response to the emergency event.

Department / Agency	Responsibility
Office of Emergency Services	Coordination, communication, emergency management
Executive Officer Designee, Public Information Officer	Public Information, coordinate with all involved departments, agencies, local PIOs, and 2-1-1 regarding public messages, posting information on appropriate web pages, press releases and information to media. Keep City/County Call Centers informed.
Local Social Services (DHA) / Parks & Recreation (coordinate with American Red Cross, Salvation Army, etc.)	Care & Shelter (coordinate with volunteer, non-profit organizations, vulnerable populations representatives), establishing centers
County Sheriff / City Police Department	Emergency Notification
County Sheriff / Coroner	Law Enforcement / Coroner Operations
Public Works / Department of Transportation / General Services	Transportation, logistical support
County Department of Health and Human Services	Public Health emergency preparedness (coordinate with volunteer, non-profit organizations, vulnerable populations representatives, clients in DHHS/DHA care)
Emergency Medical Services Agency	Emergency Medical Services provider as needed
Animal Control	Pet / Animal issues
County Agriculture Commissioner	Agriculture / Livestock issues

4. READINESS, ALERT, EMERGENCY PHASES

Severe or extreme weather emergency response will be carried out in consultation and coordination with the Sacramento Office of Emergency Services, Department of Health and Human Services (DHHS), Department of Human Assistance (DHA), other affected county departments, and impacted cities using the following phases as guidelines to determine the most appropriate level of response.

Phase I: Seasonal Readiness (Preparedness)

Seasonal readiness typically occurs during the months of November through February (colder months) and June through August (hotter months) in order to prepare for and maintain a state of increased readiness and awareness.

Phase I actions include:

- Establish plan for initial notification of key stakeholders.
- Review of existing plans, procedures and resources.
- Verification of use/availability of key facilities, if applicable.
- Updating/validating notification processes.

- Preparing to initiate awareness campaigns.
- Continuance of public education programs.
- Orientation, training, and exercising plans and procedures.
(See Table 1 for an additional list of Phase I actions.)

Phase II: Increased Readiness (Awareness)

Phase I actions continue during this phase as contact with local agencies and coordination among county departments increases in anticipation of activating Phase III or Phase IV of this guidance. Phase II actions may be initiated when one or more of the following conditions exist:

- National Weather Service (NWS) issues a **weather watch** indicating abnormal weather conditions (warmer or cooler than seasonal average) for a prolonged period of time.
- Abnormal weather conditions accompanied by electrical blackouts or rotating blackouts or power outages, e.g., California Independent System Operator (CAISO) Stage 3 Electrical Emergency during periods of cold weather.
- Abnormal animal mortality rates or loss of agricultural crops associated with abnormal weather conditions.

Phase II actions include:

- Increase public awareness by providing general information about measures to reduce weather related risks and promote preparation efforts.
- Sacramento County Public Health Officer may issue a Health Advisory indicating measures to take to protect oneself during severe/extreme weather conditions. The Public Health Division also coordinates contact with those most vulnerable (e.g., seniors, medical and care facilities, etc.) to severe/extreme weather conditions and advises of potential health issues.
- Confirm details of agency or department participation (e.g., DHA outreach to homeless providers).
- Public Health Division will coordinate with County PIO for media notification, press releases, updates to appropriate websites, etc., to include information about protection from the elements.
(See Table 2 for an additional list of Phase II actions)

Phase III: Severe Weather Alert

Phase III actions may be initiated when one or more of the following exists:

- Notification to/from the Office of Emergency Services (OES) that local jurisdictions have issued a special notice (warning, alert, etc.), however the EOCs have not been activated.

- Credible weather forecasts from NWS of **excessively hot weather for three (3) consecutive days**. These weather conditions include **abnormally high daytime temperatures accompanied by night temperatures of 75 degrees Fahrenheit**, or more.
- The NWS issues extreme cold/freeze advisories/warnings or wind chill advisories/warnings indicating weather of extreme cold/freeze conditions that endanger human life with credible weather forecasts of **extremely cold/ freezing weather for three (3) consecutive days**. These weather conditions **include abnormally low daytime temperatures accompanied by night temperatures of 32 degrees Fahrenheit, or less**.
- Abnormal animal mortality rates.
- CALISO Stage 3 Electrical emergency.
- Severe weather accompanied by electrical blackouts or rotating blackouts.

Phase III actions include:

- OES Duty Officer will make appropriate internal OES notifications.
- Sacramento County Public Health Officer may issue a Health Alert.
- Disseminate the scope of the alert to the Operational Area (OA).
- Coordination calls are conducted with key agencies to provide/gather weather and power updates, as needed.
- Collaborate to identify any anticipated needs or problems.
- Coordinate to determine the readiness and availability of resources.
- Coordinate with PIOs to issue joint press releases increasing awareness of the risks from the severe weather conditions for vulnerable populations and the general public.
- Release critical pre-scripted and event-related public safety information.
- Develop criteria for warming/cooling centers keeping in mind considerations for pets and possible 24 hours operations.
(See Table 3 for an additional list of Phase III actions)

Phase IV: Severe Weather Emergency

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

- The NWS extreme cold/freeze warnings or wind chill warnings indicate weather conditions of extreme cold/freeze conditions that endanger human life with credible weather forecasts of **extremely cold/freezing weather for more than three (3) consecutive days**. These weather conditions **include abnormally low daytime temperatures accompanied by night temperatures of 32 degrees Fahrenheit, or less**.
- Weather conditions with a **heat index of over 105 degrees Fahrenheit with credible weather forecasts of excessively hot weather for more**

than three (3) consecutive days. These weather conditions include high daytime temperatures **accompanied by night temperatures of 75 degrees Fahrenheit, or more.**

- The NWS issues additional heat advisories or warnings for more than three (3) consecutive days.
- Abnormal animal mortality due to severe/extreme weather.
- Abnormal human medical emergencies and mortality due to severe/extreme weather conditions.
- CALISO Stage 3 Electrical emergency and/or extended power outages due to severe/extreme weather conditions.

Phase IV efforts include urgent and comprehensive actions to complement and support local actions during the most severe weather conditions. The actions expand Phase III activities and include additional efforts.

Phase IV actions include:

- Coordination calls amongst OES and responding departments and/or agencies will increase.
- Sacramento County Public Health Officer may issue a Health Emergency.
- Mobilization of warming/cooling centers, if necessary.
- Emergency Operations Center (EOC) activation, as needed to support response activities.
- Request for Local Emergency Proclamation, if applicable.
- Post warming/cooling center locations on websites, if opened or activated.
- Increase press releases and public outreach informing public of center locations and steps to take to alleviate risks of health impacts associated with severe/extreme weather conditions.
- Request for mutual aid may occur.

(See Table 4 for an additional list of Phase IV actions)

5. INDICATORS

The issuance of a forecast of severe weather by the NWS will be the key indicator regarding the event type. Within Public Health Division, the Public Health Officer, along with the Director of the Office of Emergency Services or their designee, will determine the need to implement this guidance upon receipt of a forecast indicating such conditions will prevail.

6. ACTION TABLES

The following tables represent actions that should assist in the response efforts associated with severe/extreme weather conditions or emergencies. The action items listed are not inclusive. Departments or agencies may need to make additions or changes to these actions as determined by the situation. Departments responding to the event will:

- Issue alerts – internally and externally as appropriate.
- Issue health information – will be used to educate and inform the public on steps to mitigate or to respond to severe weather related incidents.
- Provide a single source contact – for inquiries regarding severe weather related incidents or actions.
- Coordinate the activation and implementation of the Severe Weather Guidance with the Office of Emergency Services (OES).
- Provide updates, as necessary, to the Director of Emergency Services (OES), or designee.
- Determine the roles of personnel for their office(s) or department.
- Develop severe weather operational guidelines for own specific department.

Specific role:

- The Office of Emergency Services (OES) will be the contacting agency for cities within the Operational Area (OA) requesting support.
- The Office of Emergency Services will be the contacting agency for State inquiries or assistance.

Table 1: Actions for Phase I – Seasonal Readiness

Activity	Responsible Dept. / Agency (suggested)	Compl (√)
<p>Planning:</p> <ul style="list-style-type: none"> • Establish ‘working group’ consisting of those agencies/ departments, private sector, volunteer and service organizations to identify the vulnerable populations and develop a strategy for notification and emergency actions to include establishing warming/cooling centers and transportation services. • Determine local activation levels of a severe/extreme weather emergency plan utilizing the phases and activation levels indicated in this document, taking into consideration local weather conditions and climatic variations. • Develop a plan for coordinating contact with (phone calls or in-home visits) vulnerable populations with volunteer and/or service groups. 	<ul style="list-style-type: none"> - Emergency Management - Department of Health and Human Services (DHHS) - Department of Human Assistance (DHA) - Municipal Services (MS) /General Services (GS) - Volunteer Organizations Active in Disasters (VOAD) - Law Enforcement - Public Information Officer, City/County 	
<p>Awareness:</p> <ul style="list-style-type: none"> • Identify volunteer and service organizations, private sector, faith-based organizations, medical and care facilities, schools representatives, law enforcement, fire personnel, and other representatives to determine the locations of vulnerable populations and determine needs. • Local agency collaboration to identify any anticipated needs or problems. • Coordinate with county programs serving people with disabilities to ensure needs are addressed. • Develop public safety material that includes posters, flyers and public media announcements. Announcements must include information for people with disabilities regarding how to obtain paratransit/transportation to be used in emergency/ disaster situations. • Establish processes to rapidly disseminate severe/extreme weather emergency advice to vulnerable populations in a timely manner through service groups, food banks, CERT, disability organizations, care providers, medical and health facilities, 	<ul style="list-style-type: none"> - Emergency Management - Department of Health and Human Services (DHHS) - Department of Human Assistance (DHA) - Municipal Services (MS) /General Services (GS) - Volunteer Organizations Active in Disasters (VOAD) - Law Enforcement - Public Information Officer, City/County - Fire Personnel 	

<p>workplaces, schools, public facilities and private industries. Ensure compliance with program accessibility for persons with hearing impairments via captioning or sign language interpretation by all broadcasters for all emergency messages.</p> <ul style="list-style-type: none"> • Consider utilizing 2-1-1 capability and reverse 911 systems with TTY/TDD capabilities to contact persons with disabilities, including text paging for people with hearing impairments and audible messaging for people with sight impairments. Reverse 911 would notify people who are blind or visually impaired. • Conduct Emergency Preparedness presentations to include severe/extreme weather emergency planning. 		
<p>Warming / Cooling Centers:</p> <ul style="list-style-type: none"> • Identify facilities that can be used for warming / cooling centers and contact facility owners. • Coordinate with local utilities to identify buildings best suited for centers that would not be subject to rotating blackouts. • Provide points of contact for initiating warming / cooling center operations if necessary. • Develop public health criteria for center facilities keeping in mind to consider accommodations for pets and possible 24-hour operations. • Develop and implement a plan that identifies potential warming centers/shelters that are ADA compliant or with appropriate measures taken (i.e., accessible portable restroom) can be used by people with disabilities. 	<ul style="list-style-type: none"> - Care & Shelter Branch: DHA, Parks & Recreation, Animal Care, American Red Cross - DHHS / PH - Sacramento Municipal Utility District (SMUD) - GIS - Department of Environmental Management 	
<p>Transportation:</p> <ul style="list-style-type: none"> • Develop a transportation working group consisting of public, private, volunteer and service organizations to identify and develop a transportation component and procedures to ensure vulnerable populations are provided transportation to warming/cooling centers, including wheelchair accessible transportation. • Identify and coordinate procedures, including memoranda of understanding (MOU), to ensure transportation, including wheelchair accessible transportation, is available for those in need of warming/cooling centers. • Identify ways for people with disabilities to notify appropriate authorities when transportation to centers is needed. 	<ul style="list-style-type: none"> - Emergency Management - Municipal Services (MSA) /General Services (GS) - Public Works - Emergency Medical Services - Volunteer Organizations Active in Disasters (VOAD) - Law Enforcement - Other transportation Agencies/providers 	

Table 2: Actions for Phase II – Increased Readiness

Activity	Responsible Dept. / Agency (suggested)	Compl (√)
<p>Awareness:</p> <ul style="list-style-type: none"> • Sacramento County Public Health Officer may issue a Health Advisory. • Volunteer and service organizations, private sector, faith-based organizations, medical and care facilities, schools representatives, law enforcement, fire personnel, and other representatives are put on notice to be prepared to contact vulnerable populations. • Local agencies collaborate to identify any unanticipated needs or problems. • Develop any additional public safety materials (in various accessible formats) that include posters, flyers, e-mail alert systems, public media announcements and social media. • Disseminate severe/extreme weather emergency advice to vulnerable populations in a timely manner through service groups, food banks, CERT, disability organizations, care providers, medical and health facilities, workplaces, schools, public facilities 	<ul style="list-style-type: none"> - Emergency Management - Department of Health and Human Services (DHHS) - Department of Human Assistance (DHA) - Volunteer Organizations Active in Disasters (VOAD) - Law Enforcement - Public Information Officer, City/County 	

<p>and private industries. Ensure compliance with program accessibility for persons with hearing impairments via captioning or sign language interpretation by all broadcasters for all emergency messages.</p> <ul style="list-style-type: none"> Consider utilizing 2-1-1 capability and reverse 911 systems with TTY/TDD capabilities to contact persons with disabilities, including test paging for people with hearing impairments and audible messaging for people with sight impairments. Reverse 911 would notify people who are blind or visually impaired. 		
<p>Warming / Cooling Centers:</p> <ul style="list-style-type: none"> Ensure that facilities identified for warming/cooling centers and cooling stations will be available. Confirm points of contact for warming/cooling center and cooling stations operations. Identify the services provided at the center facilities keeping in mind to consider accommodations for pets and possible 24-hour operations. Coordinate with the local electric utility to identify and develop procedures for the operations of volunteered warming/cooling centers that could be exempted from rotating blackouts (i.e., critical facilities). 	<ul style="list-style-type: none"> Care & Shelter Branch: DHA, Parks & Recreation, Animal Care, American Red Cross DHHS / PH Sacramento Municipal Utility District (SMUD) GIS 	
<p>Transportation:</p> <ul style="list-style-type: none"> Notify private, volunteer and service organizations involved in the transportation component and procedures to ensure availability to transport vulnerable populations to warming/cooling centers. Ensure that coordination procedures, including memoranda of understanding (MOU), are in place to ensure transportation is available for those in need of warming/ cooling centers. 	<ul style="list-style-type: none"> Emergency Management Municipal Services (MS) /General Services (GS) Public Works Emergency Medical Services Volunteer Organizations Active in Disasters (VOAD) Law Enforcement Other transportation Agencies/providers 	
<p>Other:</p> <ul style="list-style-type: none"> Identify emergency actions that will require emergency regulations or ordinances. Ensure there is a program for in-home visits to vulnerable populations with volunteer and service groups if phone contact has not been made. Identify and stockpile key resources such as generators, water, portable fans, blankets, etc. 	<ul style="list-style-type: none"> Emergency Management Municipal Services (MS) /General Services (GS) City Attorney/County Counsel DHA/DHHS 	

Table 3: Actions for Phase III – Severe Weather Alert

Activity	Responsible Dept. / Agency (suggested)	Compl (√)
Sacramento County Public Health Officer may issue a Health Alert through Public Information Officers (PIO)	<ul style="list-style-type: none"> Public Health Officer Public Information Officer (PIO) – City/County 	
Coordinate and brief all emergency responders on actions to be undertaken and responsible departments/agencies, as appropriate.	<ul style="list-style-type: none"> Emergency Management 	
Activate Severe Weather Guidance, Emergency Operations Plan (EOP), if applicable.	<ul style="list-style-type: none"> Emergency Management 	
Send severe/extreme weather notifications to CA State Warning Center (CSWC)	<ul style="list-style-type: none"> Emergency Management 	
Local Public Information Officer (PIO) notifies OES of the distribution of the pre-scripted educational materials specific to the severe/extreme weather event at hand.	<ul style="list-style-type: none"> Public Information Officer (PIO) 	
Distribute information specific to the event at hand to local jurisdictions, 2-1-1, websites, and other outreach avenues.	<ul style="list-style-type: none"> Public Information Officer (PIO) 	

Cities and/or the County should begin alerting pre-identified centers and work with volunteer groups, faith-based organizations, and other agencies to identify additional centers that may be needed.	- Emergency Management - Care & Shelter Branch	
Issue targeted weather advisories to vulnerable populations through all sources.	- Emergency Management - Public Information Officer (PIO) - Public Health Officer - EMS Medical Officer	
Release pre-scripted severe/extreme weather protective measures to all media sources.	- Public Information Officer (PIO)	
Activate telephone hotlines for public information, notify City/County Call Centers	- Public Information Officer (PIO) - 2-1-1 - City/County Call Centers	
Alert neighborhood volunteer groups, volunteer and service groups, CERT, disability organizations, social services agencies, medical facilities, and care homes to advise/alert vulnerable populations.	- Emergency Management - Public Information Officer (PIO) - DHHS / Public Health - DHA	
Advise public service buildings to provide facilities to those in need as appropriate, i.e., libraries, homeless providers, malls, etc.	- Emergency Management - Public Information Officer (PIO) - DHHS / Public Health - DHA	
Coordinate with local utilities to assess power restrictions, outages, or limitations.	- Emergency Management	
Establish regular official briefings to include weather updates and actions taken and planned.	- Emergency Management - National Weather Service - Public Health - Care and Shelter - EMS Medical Director	
Monitor power usage	- Utilities	
Establish regular media releases	- Public Information Officer (PIO)	
Implement a method to track severe/extreme weather related deaths and medical emergencies associated with the event.	- Law Enforcement - Public Health Officer - Coroner	
Consider reduction in energy usage in local jurisdiction public buildings and reduced hours of operations that would not impact the potential warming/cooling center facility operations.	- Emergency Management - Designated Authority	
Advise all employees review and update their home emergency plans (i.e., <i>What's New Inside County</i> website, department web pages, etc.).	- Emergency Management - Personnel / Human Resources	
Consider activation of the Emergency Operations Center	- Emergency Management	

Table 4: Actions for Phase IV – Severe Weather Emergency

Activity	Responsible Dept. / Agency (suggested)	Compl (√)
Sacramento County Public Health Officer may issue a Health Emergency	- Public Health Officer	
Activate EOC to extent necessary.	- Emergency Management	
Monitor and determine need for warming/cooling centers and resource needs.	- Emergency Management - Public Health - Care & Shelter Branch	
Establish regular media releases. Distribute using all public outreach channels.	- Emergency Management - Public Information Officer (PIO) – City/County	
Track severe/extreme weather related deaths and medical emergencies associated with the event.	- Law Enforcement - Public Health Officer	

	- Coroner	
Prioritize public offices that should remain open and close or reduced hours of operations to conserve energy.	- Emergency Management - Designated Authority	
Issue targeted weather advisories to vulnerable populations through all sources.	- Public Information Officer (PIO)	
Activate warming/cooling centers	- Care & Shelter Branch - American Red Cross - Faith-based Organizations	
Request transportation services to assist those without transportation to warming/cooling centers.	- Care & Shelter Branch - Logistics/Transportation	
Monitor center facilities providing regular reports and updates on numbers of persons at each, disability-related needs, support issues and power availability.	- Care & Shelter Branch - American Red Cross - Faith-based Organizations	
Coordinate activities with OA and neighboring jurisdictions. If OA, coordinate with Cal EMA providing information updates, resource assessments and mutual aid requests.	- Emergency Management	
Release pre-scripted severe/extreme weather protective measures to all media sources.	- Public Information Officer (PIO)	
Notify public (through web posting) and media of warming/cooling center locations and hours of operation.	- Public Information Officer (PIO)	
Ensure all fleet vehicles fuel tanks have ample fuel in the event of power failure.	- Public Works - MSA/DGS	
Continuously review and update emergency resource inventories.	- MSA/DGS - Public Works - Care & Shelter Branch	
Ensure pet and animal sever/extreme weather emergency impacts are being addressed through animal facilities or pet accommodations at centers.	- Care & Shelter Branch - Animal Care	
Activate telephone hotlines for public information. Keep City/County Call Centers informed.	- Public Information Officer (PIO) – City/County - 2-1-1 - City/County Call Centers	
Alert neighborhood volunteer groups, volunteer and service groups, CERT, disability organizations, social services agencies, medical facilities, and care homes to advise/alert vulnerable populations.	- Emergency Management - Public Information Officer (PIO) - DHHS / Public Health - DHA	
Advise public service buildings to provide facilities to those in need as appropriate, i.e., libraries, homeless providers, malls, etc.	- Emergency Management - Public Information Officer (PIO) - DHHS / Public Health / Senior & Adult Services - DHA	
Coordinate with local utilities to assess power restrictions, outages, or limitations.	- Emergency Management	
Determine whether or not to proclaim a local emergency (or public health emergency) based on conditions or projected conditions.	- Emergency Management	
Establish regular official briefings to include weather updates and actions taken and planned.	- Emergency Management - National Weather Service - Public Health - Care and Shelter - EMS Medical Director	
Notify ambulance providers and hospitals to expect and prepare for surge in severe/extreme weather emergency-related illnesses.	- EMS Medical Director - Public Health	
Maintain regular reports	- All EOC Activated positions	
Request mutual aid through SEMS process, as needed.	- Emergency Management	
Monitor power usage	- Utilities	
Ensure all employees review and update their home emergency plans.	- Emergency Management - Personnel / Human Resources	

7. RECOVERY OPERATIONS

A Phase IV - Severe Emergency may trigger the opening of shelters beyond normal duty hours. These actions will be coordinated with the Sacramento Office of Emergency Services or the Emergency Operations Center (EOC) if activated. All Departments should be aware that no provision exists for funding warming/ cooling centers or shelters outside of the provisions set forth by the California Disaster Assistance Act.

Emergency costs incurred by local governments, departments, and/or agencies in response to the severe weather conditions relating to the safety and protection of human life, may be recovered under the California Disaster Assistance Act, when the Governor has proclaimed a State of Emergency. Eligible costs may include the extra costs of establishing cooling centers, staffing the EOC, renting generators and air conditioners for emergency sheltering efforts, emergency public information costs, extreme weather- related morgue costs, and overtime costs for activities related to the extreme weather event.

8. MISSION

The mission of the Severe Weather Guidance, in this context, is to reduce the potential for loss of life and reduce additional risk factors, which could affect the residents of the county caused by severe weather emergency conditions. Planning for severe weather emergency response will be led by the Office of Emergency Services and Division of Public Health, supported by designated county departments, agencies and representatives from potentially impacted areas and jurisdictions.

9. MACRO ACTIVITY CHART

Below is a macro view of anticipated and planned sequence of events (not inclusive) surrounding severe weather events.

Activity	Leads to	Responsible Department(s)
Monitoring of weather conditions	Distribution of NWS Alerts/Warnings and recommended actions; may include implementation of the Severe Weather Guidance. The State of California Warning Center issues an Alert which may trigger this guidance.	Office of Emergency Services (OES)
Monitoring of weather conditions	Possible release of Health Advisory (sever/extreme weather forecast by NWS for at least two consecutive days), Health Alert (extreme weather forecast by NWS for at least three consecutive days), or Health Emergency (extreme weather forecast by NWS for more than three consecutive days). These health alerts (coordinated through PIOs) will serve as indicators for other departments to activate their own plans and implement their actions.	Public Health Division, Public Health Officer, Public Information Officer (PIO) – City/County

Issuance of Health Advisory, Alert or Emergency	Possible activation of response elements of the guidance (Phases II through IV).	Public Health Officer
Activation of response elements	Various elements of guidance; may include establishment of severe weather warming or cooling centers.	OES, all responding departments, EOC
Activation of response elements	Integration with cities or NGO response efforts.	OES, EOC, all responding depart
Activation of response elements	Activation of SEMS reporting structure in EOC, as needed.	OES, EOC, all responding depart
Activation of response elements	Establish a single point of contact for cities, County, and State inquiries	OES, EOC

10. OVERVIEW OF THE INITIAL NOTIFICATION PROCESS

The following describes the process to be utilized when issuing Severe Weather Advisories/Alerts in the County of Sacramento.

1.	<ul style="list-style-type: none"> • OES monitors weather forecasts and air quality reports. • OES may recommend appropriate phase based on severe weather forecast issued by the National Weather Service (NWS).
2.	<ul style="list-style-type: none"> • Public Health Officer contacts OES to discuss possible notification to public (i.e., Advisory, Alert, etc.).
2a.	<ul style="list-style-type: none"> • Public Health Officer initiates notification protocols. • Personnel to be contacted: <ul style="list-style-type: none"> ○ PH Division Emergency Coordinator ○ Communications and Media Officer (CMO)/Public Relations/Public Information Officer (PIO) ○ OES ○ Department of Human Assistance (DHA) ○ Department of Health and Human Services (DHHS)
2b.	<ul style="list-style-type: none"> • Public Health Officer consults with other health experts (Public Health Division, CDPH, CDC) and determines need to issue any Severe Weather health alerts. • Only the Public Health Officer or designee may issue the health advisory, alert or emergency notification(s).
3.	<ul style="list-style-type: none"> • OES alerts partner agencies via email or telephone or conference call • Alert will detail: <ul style="list-style-type: none"> ○ Conference call number and access code ○ Designated call in time. • PH and DHA management teams are also notified of conference call details at the same time.
4.	<ul style="list-style-type: none"> • Conference call is convened • PH Officer or designee alerts partner agencies if Severe Weather Alert/Emergency will or will not be issued. • If Severe Weather Alert is to be issued, PH Officer utilizes Severe Weather Alert Checklist as the call agenda (Item 11). • Partner agencies complete internal checklists.
5.	<ul style="list-style-type: none"> • Partner agencies begin their own response actions. • County departments are to begin their own response actions.
6.	<ul style="list-style-type: none"> • County departments are required to report status of Severe Weather

	Centers or shelters via OES or EOC. <ul style="list-style-type: none"> • Partner agencies are encouraged to utilize EOC/OES.
7.	<ul style="list-style-type: none"> • PH Officer or designee monitors event and may take other actions as needed.

11. CHECKLISTS FOR INITIAL SEVERE WEATHER NOTIFICATIONS

Office of Emergency Services/Public Health Officer - Conference Call Data Sheet

Item	Description	Completed	
		Yes	No
1.	Conduct roll call of participating county departments & local agencies <ul style="list-style-type: none"> o Establish contact names 		
2.	Will a severe weather alert be issued? (Note: Only Public Health Officer or designee can reply.)		
3.	How long will alert be in effect?		
4.	Utilize roll call sheet and ask the following questions:		
4a.	Will you establish cooling/warming centers?		
	How many?		
	Are accommodations being made for the disabled? (ADA Compliance issues.)		
	Where will list of cooling/warming centers be posted?		
	Who will be your Agency's Public Information Officer? (Request contact info.)	Name: _____ Work Ph: _____ Cell Ph: _____	
	Support needed?		
	How long will you operate?		
	Concerns?		
5.	STATEMENT: County departments are directed to utilize contacts in OES or the EOC to report changes in status of operations. All other response partners are encouraged to utilize the EOC or OES as both a source of information and a reporting tool.		
6.	This concludes the SEVERE WEATHER ALERT CONFERENCE CALL		

12. CHECKLISTS FOR INITIAL SEVERE WEATHER NOTIFICATIONS (cont.)

Participating Departments/Agencies - Conference Call Data Sheet

AGENCY NAME		
Will you establish severe weather centers?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
How many severe weather centers?		
Are accommodations being made for the disabled? (ADA Compliance issues.)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Where will list of cooling/warming centers be posted?		
Agency's Public Information Officer (PIO) will be? PIO Name _____		
CONTACT INFORMATION? W phone: _____ Cell _____		
Support needed?		
How long will you operate?		
Concerns?		

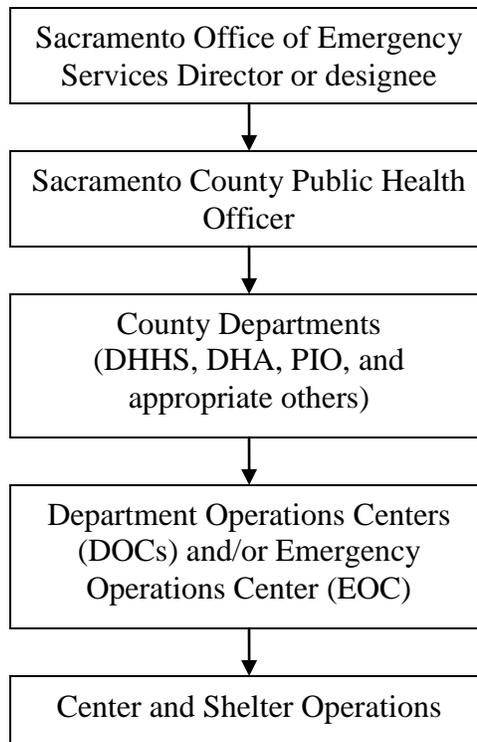
Utilize this sheet during the conference roll call. Responding agencies will file one copy of their own report and fax a copy to the Office of Emergency Services at conclusion of event. If required, these sheets will be utilized to develop After Action Reports.

13. ROLES AND RESPONSIBILITIES OF THE CITIES

APPLICABLE TO:	RESPONSIBILITIES
All cities -	
<ul style="list-style-type: none"> • City of Sacramento • Elk Grove • Rancho Cordova • Folsom • Citrus Heights • (all others) 	<ul style="list-style-type: none"> • Coordinate the opening or closing of weather related shelters with Operational Area EOC or OES. • Coordinate requests for additional shelter support with the Operational Area EOC or OES.

14. COMMUNICATIONS REPORTING

The following diagram details the communications reporting structure in place during severe weather events:



Reporting:

During severe weather emergency activations, the following information will be readily available to the State and requesting partners:

REPORT NAME	INFORMATION CONTAINED/Organization
<ul style="list-style-type: none"> Weather Related Medical Emergencies 	<ul style="list-style-type: none"> Number of citizens affected by the emergency / Medical Facilities
<ul style="list-style-type: none"> Weather Related Deaths 	<ul style="list-style-type: none"> Number of citizens whose death can be attributed to the prevailing weather conditions / Coroner
<ul style="list-style-type: none"> Shelters and Support Operations 	<ul style="list-style-type: none"> Number and location of shelters, severe weather centers, and weather related support operations. / EOC, Care and Shelter Branch

Communication Methods

The following communication methods will be made readily available during weather incidents and will be used for reporting:

Communication Type	Managed or Provided To	Coordinated Via
Radio	SPECIFIC DEPARTMENTS	OES / EOC
Telephone	ALL DEPARTMENTS	OES / EOC
Cellular Telephone	ALL DEPARTMENTS	OES / EOC

NOTE: Communications may include the use of e-mail, text messages, etc., when reporting situation status within each department, or as appropriate, when communicating with OES/EOC.

15. AFTER ACTION REPORTS

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

16. NATIONAL WEATHER SERVICE

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

- **Outlook** - A hazardous weather outlook is issued daily to indicate that a hazardous weather or hydrologic event may occur in the next several days. The outlook will include information about potential severe thunderstorms , heavy rain or flooding, winter weather, extremes of heat or cold, etc., that may develop over the next 7 days with an emphasis on the first 24 hours of the forecast. It is intended to provide information to those who need considerable lead time to prepare for the event.
- **Watch** - A watch is used when the risk of a hazardous weather or hydrologic event has increased significantly, but its occurrence, location or timing is still uncertain. It is intended to provide enough lead time so those who need to set their plans in motion can do so. A watch means that hazardous weather is possible. People should have a plan of action in case a storm threatens and they should listen for later information and possible warnings especially when planning travel or outdoor activities.
- **Advisory** - An advisory is issued when a hazardous weather or hydrologic event is occurring, imminent or likely. Advisories are for less serious conditions than warnings that cause significant inconvenience and if caution is not exercised, could lead to situations that may threaten life or property.
- **Warning** - A warning is issued when a hazardous weather or hydrologic event is occurring, imminent or likely. A warning means weather conditions pose a threat to life or property. People in the path of the storm need to take protective action.

National Weather Service - Terms and Acronyms

(Ref: <http://www.crh.noaa.gov/lot/?n=wxterms>)

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

Climate- The prevalent long term weather conditions in a particular area. Climatic elements include precipitation, temperature, humidity, sunshine and wind velocity and phenomena such as fog, frost, and hail storms. Climate cannot be considered a satisfactory indicator of actual conditions since it is based upon a vast number of elements taken as an average.

Climate Change- This strictly refers to all forms of climatic inconsistency. But it is often used in a more restricted sense to imply a significant change. Within the media, climate change has been used synonymously with global warming. Scientists, however, use the term in a wider sense to include past climate changes also.

Climate Normals- Averages of temperatures, precipitation, snowfall, etc. made over standard 30 year periods. These normals span across 3 decades and are re-derived every 10 years.

Excessive Heat Warning- Issued within 12 hours of the onset of the following conditions: heat index of at least 105 degrees Fahrenheit for more than 3 hours per day for 2 consecutive days or heat index more than 115 degrees Fahrenheit for any period of time.

Excessive Heat Watch- Issued for the potential of the following conditions within 12 to 36 hours: heat index of at least 105 degrees Fahrenheit for more than 3 hours per day for 2 consecutive days or heat index more than 115 degrees Fahrenheit for any period of time.

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

Freeze- Occurs when the surface air temperature is expected to be 32 degrees Fahrenheit or below over a widespread area for a significant period of time.

Freeze Warning- Issued during the growing season when surface temperatures are expected to drop below freezing over a large area for an extended period of time, regardless if frost develops or not.

Freezing- The change in a substance from a liquid to a solid state.

Freezing Level- The altitude in the atmosphere where the temperature drops to 32F.

Freezing Rain- Rain that freezes on objects such as trees, cars and roads, forming a coating or glaze of ice. Temperatures at higher levels are warm enough for rain to form, but surface temperatures are below 32 degrees Fahrenheit, causing the rain to freeze on impact.

Frost- The formation of thin ice crystals on the ground or other surfaces. Frost develops when the temperature of the exposed surface falls below 32 degrees Fahrenheit and water vapor is deposited as a solid.

Frost Advisory- Issued during the growing season when widespread frost formation is expected over an extensive area. Surface temperatures are usually in the mid 30s Fahrenheit.

Hard Freeze- freeze where vegetation is killed and the ground surface is frozen solid.

Heat Advisory- Issued within 12 hours of the onset of the following conditions: heat index of at least 105 degrees but less than 115 degrees for less than 3 hours per day. Nighttime lows remain above 80 degrees for 2 consecutive days.

Heat Index- An index that combines air temperature and humidity to give an apparent temperature (how hot it feels). The apparent temperature that describes the combined effect of high temperatures and high levels of humidity, which reduces the body's ability to cool itself.

Other Hazards - Weather hazards not directly associated with thunderstorms or winter storms including extreme heat or cold, dense fog, high winds, river flooding and lakeshore flooding.

Severe Local Storms - These are short-fused, small scale hazardous weather or hydrologic events produced by thunderstorms, including large hail, damaging winds, tornadoes, and flash floods.

Severe Thunderstorm- A strong thunderstorm with wind gusts in excess of 58 mph (50 knots) and/or hail with a diameter of 3/4" or more.

Severe Thunderstorm Warning - Issued when thunderstorms are expected to have wind gusts to 58 mph or above or hail 3/4 inch or more in diameter. A severe thunderstorm is indicated by Doppler radar or sighted by sky-warn spotters. A severe thunderstorm contains large damaging hail, 1 inch diameter or larger, and/or damaging winds of around 60 mph or greater.

Severe Thunderstorm Watch- Issued when conditions are favorable for the development of severe thunderstorms in and close to a defined area.

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

Warning Stage- The level of a river or stream which may cause minor flooding, and at which concerned interests should take action.

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

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

Wind Advisory- Issued for sustained winds 31 to 39 mph for at least 1 hour or any gusts 46 to 57 mph. However, winds of this magnitude occurring over an area that frequently experiences such winds would not require the issuance a wind advisory.

Wind Chill- The additional cooling effect resulting from wind blowing on bare skin. The wind chill is based on the rate of heat loss from exposed skin caused by the combined effects of wind and cold. The (equivalent) wind chill temperature is the temperature the body "feels" for a certain combination of wind and air temperature.

Wind Chill Factor- The apparent temperature which describes the cooling effect on exposed skin by the combination of temperature and wind, expressed as the loss of body heat. Increased wind speed will accelerate the loss of body heat. The formula to calculate wind chill is: $WC = .0817(3.71 V^{.5} + 5.81 - .25 v)(T - 91.4) + 91.4$ where V=wind speed in MPH and T=temperature F.

Wind Chill Advisory- Issued when the wind chill index is expected to be between -25F and -39F for at least 3 hours. This is using the wind chill of the sustained wind, not gusts.

Wind Chill Warning- Issued when life-threatening wind chills of -40F or colder are expected for at least 3 hours. This is using the wind chill of the sustained wind, not gusts.

Winter Storms - These are weather hazards associated with freezing or frozen precipitation (freezing rain, sleet, snow) or combined effects of winter precipitation and strong winds.

Winter Storm Watch- A significant winter storm may affect your area, but its occurrence, location and timing are still uncertain. A winter storm watch is issued to provide 12 to 36 hours notice of the possibility of severe winter weather. A watch will often be issued when neither the path of a developing winter storm nor the consequences of the weather event are as yet well defined. Ideally, the winter storm watch will eventually be upgraded to a warning when the nature and location of the developing weather event becomes more apparent. A winter storm watch is intended to provide enough lead time so those who need to set plans in motion can do so.

Winter Storm Warning- Issued when 7 or more inches of snow or sleet is expected in the next 24 hours, or 1/2 inch or more of accretion of freezing rain is expected. A warning is used for winter weather conditions posing a threat to life and property.

Winter Weather Advisory- Hazardous winter weather conditions are occurring, imminent or likely. Conditions will cause a significant inconvenience and if caution is not exercised, will result in a potential threat to life and/or property. The generic term, winter weather advisory, is used for a combination of two or more of the following events:
Issued when 4, 5, or 6 inches of snow or sleet is expected in 24 hours; or any accretion of freezing rain or freezing drizzle is expected on road surfaces; or when blowing or drifting snow is expected to occasionally reduce visibility to 1/4 mile or less.

SAMPLE PHASE I and II PRESS RELEASE

*This sample is provided for reference only. The language may change based on the situation or the message to be delivered at the time. *

For Immediate Release:

For more information,

TITLE:

Health Alert: Triple Digit Temperatures Could Cause Health Problems

TEXT BODY:

SACRAMENTO COUNTY - The Sacramento County Health Officer is issuing a Public Health Alert due to the National Weather Service's forecast that hot weather will affect much of northern California today and into the weekend. Temperatures are expected to reach above 100 degrees in the desert, mountain, and valley areas of Sacramento County.

"While people don't need to be told it's hot outside, they do need to be reminded how to take care of themselves, children, the elderly, and their pets when the weather gets this hot," said _____, Public Health Officer. "When the temperature is this high, prolonged sun exposure may cause dehydration, heat cramps, heat exhaustion, and heat stroke. Also, never leave children, elderly people, or pets unattended in closed vehicles, since temperatures can quickly rise to life-threatening levels."

If you plan to be outdoors, please take precautions to protect yourself from the heat. Symptoms of dehydration and heat cramps include dizziness, fatigue, faintness, headaches, muscle cramps, and increased thirst. Individuals with these symptoms should be removed to a cooler, shaded place and given water or sport drinks. More severe symptoms such as diminished judgment, disorientation, pale and clammy skin, a rapid and weak pulse, and/or fast and shallow breathing may indicate heat exhaustion or impending heat stroke and require immediate medical attention.

Public Health officials recommend several ways to manage the heat:

- Wear light, loose-fitting clothing.
- Drink water often, don't wait until you are thirsty, and avoid drinking alcohol.
- Offer help to those in your neighborhood with limited access to air conditioning and transportation, such as seniors or those who are ill. Check on them frequently.
- During peak heat hours stay in an air-conditioned area. If you don't have access to air conditioning in your home, visit public facilities such as shopping malls, parks, and libraries to stay cool.
- Avoid unnecessary exertion, such as vigorous exercise, if you are outside or in a non-air conditioned building.

- Stay out of the sun if you don't need to be in it. When in the sun, wear a hat, preferably with a wide brim.

Through a variety of programs, community partnerships and services, Public Health Division oversees disease control, and community and family health.

APPLICABLE PERIOD:

This alert is applicable from (Time) (Date) until (Time) (Date).