

## DISASTER RECOVERY PLAN

### CONCEPT

1. Recovery coordinated through Incident Commander(s) designated by their Agency Administrator and the Operational Area (OA) Planning/Intelligence Section Chief. As the incident moves from response to recovery, there may be an OA or Area Command Recovery Unit Leader established.
2. OES and the Incident Commander(s) will coordinate on team composition. Team members report through the incident command post. On call from the OA EOC.
3. Activate the “voice mail box” site to distribute information to public and media.
4. Activate the United Way Coalition to coordinate non-profit and governmental operations to avoid duplication. This will reduce the volunteer “bounce around” between agencies. The United Way has an “Emergency Response Fund” to accept donations and assist in coordinated operations between non-profit agencies.
3. The OA Finance/Administration Section should be activated as soon as it can be determined the incident has begun. Begin immediate follow-up with agencies whose requests for assistance have been received by the Logistics Section.
4. All OA Recovery Unit logistics requests to be made through the Incident Logistics Section who will assure correct Order & Request numbers are used.
5. Incident command staff track all resources and reconcile documentation daily with the Finance/Admin Section until final close of the mission. Deliver all documentation to County OES.
6. Address debris concerns early. Should consider “centralized” locations that are easy to find and will not disrupt other activities:
  - Hazardous waste (contact State Toxics)
  - Food and other household health risks
  - Household small business non-structural debris
7. Building inspection, health inspection, utility safety inspections should be done as a team to reduce number of reviews of the same unsafe locations.
8. Consider a Recovery Center as a “one stop shopping” locations for business and residents to obtain information.

## AGENCY RESPONSIBILITIES

AGENCY	NAME & TITLE	PHONE
Environmental Health	Supervising Environmental Health Specialist	O: H: P: C: After hours:
Task: -Wells (County and private) - Test and provide guidance for those found contaminated. - Sewage/septic systems		
Public Health		O: H: P: C: After hours:
Task: - Health/Sanitation - Shots		
Public Works	Deputy Director	O: H: P: C: After hours:
Task: - Fresh Water - Bulk and bottled;.....gallons per person - Solid Waste - Collection and disposal - Chemical toilets - .....per .....persons - Debris removal - Household HAZMAT - collection and disposal - Roads - inspect and repair; identify necessary detours - Coordinate with appropriate reclamation districts and state agencies to reestablish levees - repair and inspect		
Community Development	Chief Building Inspector	O: H: P: C: After hours:
Task: - Building Inspection (Prior to PG&E return) - certify as habitable, requiring repair or condemned - Coordinate closely with PG&E		
County Mental Health	Mental Health Mutual Aid Coordinator	O: H: P: C: Message:
Task: - Critical Incident Team - Mental Health Disaster Team - Counsel disaster victims and responders		
Red Cross	On-call person	O: H: P: C: After hours:
Task: - Continued Sheltering		

<ul style="list-style-type: none"> <li>- Assist in Damage Assessment</li> <li>- Literature</li> <li>- Normal after disaster assistance</li> </ul>		
Information Officer	County Information Officer	O: H: P: C: After hours:
Task: Provide recovery, return and relocation information to victims, the public and the media.		
County Purchasing	County Purchasing Agent	O: H: P: C: After hours:
Task: - Transportation - to/from shelter and DAC; emergencies - Receive and fill all logistics requests from the Incident Command		
County Communications	County Communications Officer	O: H: P: C: After hours:
Task: - Pacific Bell restore service - Recovery teams - Shelter - Recovery Center		
County OES	Assistant Coordinator	O: H: P: C: After hours:
Task: - Follow-up Documentation Unit - Establish coordination with Recovery Unit Leader - Establish and maintain "paper trail" for reimbursement claims - Prepare and file claims; prepare permanent files		
PG&E	Liaison	O: H: P: C: After hours:
Task: - Restore service. Coordinate closely with County Community Development		
Emergency Medical Services Agency	EMS Coordinator	O: H: P: C:
Task: - Coordinate medical resources; ambulances; logistics status		
Animal Control/Rescue	Animal Control Officer	O: H: P: C:
Task: - Determine type, size, number, location, disposition/special requirements		

## LOGISTICS REQUIREMENTS

Assume Recovery Team members provide own transportation and basic communications. Charge all costs to the correct mission numbers. Following are sample types of requirements. Actual needs will be determined by field teams.

1. Potable water (trailers and (1-2 gallon bottles)
2. Chemical toilets
3. Transportation
4. Cellular phones
5. Location, communications, office equipment and supplies for Recovery Center
6. Animal food and housing
7. Debris removal equipment (bins, front loader, barricades)
8. Levee repair equipment/contractor
9. Shelter supplies
10. Portable generators & extension cable

### DISTRIBUTION LIST

Emergency Medical Services	1
Public Health Services	1
Environmental Health Division	3
Public Works	1
Community Development	1
Public Information Officer	1
Purchasing Agent	1
Communications Officer	1
PG&E	1
Red Cross	1
Incident Commander (each)	1
OES	1
	14