

# **SAN JOAQUIN COUNTY OPERATIONAL AREA**



## **ANNEX R - RECOVERY**

### **APPENDIX 1 – CARE & SHELTER**

#### **ATTACHMENT 3 - DISASTER RELIEF COALITION**

**June 2007**



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## **SECTION 1: PURPOSE**

This attachment was developed with the cooperation of local, state, federal and Private-Non-Profit (PNP) Community Based Organizations (CBO). It is provided as a reference to assist in the implementation of Care & Shelter tasks. This guide is used as a tool for the Care & Shelter Branch Director, and assigned Coalition coordinator.

This guide may also be incorporated into disaster recovery planning activities such as exercises, drills, and training.

For consistency and clarity, this guide is designed to reflect the five functions within the Standardized Emergency Management System (SEMS). They are:

- Management
- Planning
- Operations
- Logistics
- Finance/Administration

This is a systems approach that provides common terminology, unity of command, and integrated communications.

This guide is structured into function-specific assignments for Coalition involvement of Care & Shelter Branch activities.

## **SECTION 2: Coalition Overview**

### **2.1 Description**

The Disaster Relief Coalition (DRC) is activated to support local, state, and federal government jurisdictions Care & Shelter activities. Participation is geared mostly on Private-Non-Profit (PNP), and other voluntary organizations (Community Based Organizations-CBO). The DRC provides a coordinated effort at which individuals, families, organizations, and businesses can assist in providing available disaster assistance programs and services—without competing.

A Disaster Relief Coalition was first formed during a major flood in 1986 (FEMA-758-DR), and utilized to significantly contribute to a streamlined response and recovery process. This private/public sector relationship has been field-tested in later numerous disasters and emergency events.

Activation of the Coalition is not predicated on a local governmental jurisdiction request only. A Community Based Organization could request assistance of all or parts of the Coalition for supporting their own activities.

### **2.2 Mission Statement**

Local government and private organizations, along with members of the business community have collaborated to assure a reliable method to meet a mission as stated below:

“A coordinated private and public sector relief effort to assist communities by providing services and resource referrals for unmet needs following a disaster or significant emergency.”

## **SECTION 3: Coalition Participation**

### **3.1 Introduction**

An effective Disaster Relief Coalition (DRC) requires the coordination, cooperation, and participation of local, state, and federal agencies, as well as voluntary organizations (see list of past participating members). Although private vendors can be beneficial to a community's recovery, vendor participation could be coordinated within the Care & Shelter operations, or through Operational Area or an event impacted jurisdiction.

### **3.2 Local Government**

City and/or county government officials are responsible for assessing the need for and the establishment of Care & Shelter activities. Implementation of a Care & Shelter response should be in coordination with local jurisdictions (cities, special districts, or San Joaquin Operational Area Logistics), combination of both, or as appropriate. The Operational Area is responsible for coordinating response or recovery activities between local governments, volunteers, community-based (CBOs) and Private-Non-Profit (PNPs) organizations.

### **3.3 State Agencies**

State OES is responsible for coordinating the participation of state and federal agencies in Care & Shelter response. In cooperation with local government, State OES will ensure an Inland Region coordinated response to needs of the Operational Area.

*State OES may provide financial support for eligible costs associated with DRC operations through the California Disaster Assistance Act (CDAA). In order to implement CDAA, the Governor must have proclaimed a state of emergency that includes the impacted jurisdiction(s).*

### **3.4 Federal Agencies**

State OES will also coordinate the participation of any federal agency in Care & Shelter response. Examples of federal agency participation may include the Federal Emergency Management Agency (FEMA), U.S. Small Business Administration (SBA), etc.

### **3.5 PNPs, CBOs and Volunteer Organizations**

PNPs, CBOs and Voluntary Organizations provide a myriad of services to individuals and families and often “bridge” the unmet needs of disaster victims. The primary benefit of co-locating these organizations with governmental agencies is the convenience to individuals and families. These organizations may also be requested to provide a media representative to coordinate media events, public service announcements, and DRC interviews.

## **SECTION 4: Operational Roles and Responsibilities**

### **4.1 Oversight Team**

The Oversight Team may be comprised of a total of 3-5 representatives from local government, State OES, federal government, and PNPs as appropriate.

### **4.2 Manager**

The Oversight Team appoints the Coalition Coordinator, but is not a member of the Team. The Manager is responsible for the implementation of the day-to-day coordination to match a Coalition member to the Coalition assignments.

In the event of multiple DRC assignments by numerous jurisdictions, the Manager may periodically consult with each jurisdiction. In coordination with the Oversight Team, DRC Manager ensures that unmet disaster recovery needs of the community are addressed.

### **4.3 Media Coordination**

The Information Officer, selected by the Oversight Team, will develop and distribute procedures for handling all media inquiries to all DRC participants.

The Information Officer will assist the Manager, DRC participants and any designated spokespersons in responding to all media inquiries and assist in the development of public information documents as necessary.

### **4.4 Reception**

After entering the DRC, the participating organization is provided an overview of the Coalition activities. The main function of the overview is to:

- Meet organization and provide an event overview.
- Provide description of assignments needs, and what jurisdiction is making a request.
- Make and keeps track of assignments
- Sign in DRC participant staff
- 

### **4.5 Registration**

After reception, the participating organization may need to register their volunteers in both the organizations' system, and as a Disaster Worker Volunteer (California Workers Compensation coverage). Registration involves completing the registration/application form and directing clients to indicated assignments in the DRC.

### **4.6 Maps and Instructions**

Provide reference mapping, instructions, or event situation reports for organizations and DRC staff. Should have various types of maps, including hazard maps, and street maps.

**4.7 Group Supervisors**

Responsible for overseeing assigned topical services within the DRC.

**4.8 Agency Representatives**

Assigned to Groups involved in similar functions.

**4.9 Exit Interviewer**

Meets with all organizations to confirm that needs have been met or addressed.

## **SECTION 5: Operating Principles**

### **5.1 DRC Principles**

The Oversight Team, Coalition Coordinator, and DRC participants shall strive to operate each DRC in accordance with the following principles:

- **Mission-Focused:** The day-to-day operations will be consistent with the DRC mission.
- **Scalability:** Develop DRCs that can rapidly and effectively size up or down to meet requirements of the local community.
- **Standardization:** DRCs will be consistently structured and operated throughout the state.
- **Accountability:** DRCs receiving federal and/or state funding may be subject to audit.
- **Interoperability:** Technological systems and tools must be able to operate on different platforms by different agencies represented in the DRC.

## **SECTION 6: Management**

### **6.1 General Activities**

The Management functional activities provide for overall guidance, decision-making, and supervision of DRC operations. Through the directives of the Oversight Team, Management functional activities ensure that all operations are in accordance with the DRC mission.

Functional activities to be considered:

- Conducting regular meetings.
- Conducting change of shift briefings as necessary.
- Ensuring media coordinator participates in all phases of DRC operations to ensure the public is kept informed.
- Ensuring that the operational activities are consistent with the direction of the Oversight Team.
- Coordinating DRC closure information with media coordinator at least two weeks in advance of actual closure.

### **6.2 Staffing**

Functional activities to be considered:

- Ensuring adequate number and appropriate classification of DRC participants.
- Providing adequate training to DRC participants as appropriate.
- Providing multi-lingual capabilities, as necessary.
- Ensuring adequate staffing of main telephone and reception at the DRC

### **6.3 Health and Safety**

Functional activities to be considered:

- Ensuring sufficient number of DRC participants are trained in CPR and first aid if needed.
- Ensuring that Worker's Compensation information is provided to DRC participants.
- Assessing facility for any potential safety hazards and available emergency medical plans for injured DRC participants.
- Ensuring availability of crisis counseling and/or stress debriefing for DRC participants as needed.

#### 6.4 **Safety**

Functional activities to be considered:

- Providing a safe environment for DRC participants during normal operations and after hours by coordinating security operations with local law enforcement.

#### 6.5 **Media**

Functional activities to be considered:

- Facilitating public awareness of the activation and demobilization of the DRC.
- Ensuring responses to press inquiries are coordinated in accordance with media procedures.
- Facilitating DRC visits of elected officials and the press.
- Regularly evaluating public announcements and media releases.
- Including local, state, and federal government public information representatives in appropriate internal briefings.
- Coordinating with DRC Manager and Oversight Team to identify any public information issues or media needs.

#### 6.6 **Liaison**

Functional activities to be considered:

- Providing a main point of contact in support of local, state, and federal agency representatives.
- Assisting the County Administrator and/or City Manager with “Letters of Appreciation” for all DRC participants.

## **SECTION 7: Planning**

### **7.1 General Activities**

The Oversight Team, matching jurisdictional requests with pre-determined participant organization assignments, performs planning for Coalition involvement. This Team is responsible for the initial planning activities of the DRC and the ongoing decision-making. The Oversight Team is also responsible for the development of a phased action plan, which includes deactivation. The DRC Manager however, facilitates after action planning and debriefing for all DRC participants, and implements the deactivation plan.

### **7.2 Action Planning**

The Oversight Team activates and directs the activities of the DRC through the Manager in accordance with established jurisdiction Incident Action Plans (IAP).

### **7.3 Deactivation**

Functional activities to be considered:

- Returning all local supplies, furniture, equipment, etc. to appropriate jurisdictions and Coalition participants.
- 

### **7.4 Operational Review**

Functional activities to be considered:

- Planning and facilitating final debriefing session with all Coalition participants, including a review of operational pros and cons.
- Coordinating with DRC Manager to determine the need for stress debriefing for DRC participants.
- Facilitating stress debriefing with local mental health officials, if necessary.
- Preparing and distributing a report to all participating organizations, and organizations. The report should document successful operational procedures and any identified issues that require resolution before a future DRC operation.

## **SECTION 8: Operations**

### **8.1 General Activities**

The Manager and all DRC participants are responsible for the day-to-day operational activities of providing service information and referrals to community members affected by a disaster.

### **8.2 Outreach**

Functional activities to be considered:

- Identifying an established and staffed referral system to assist incoming clients with resource information.
- Distributing local jurisdiction information/handouts through the referral system. Some examples of external resources that may also provide handouts include:
  - Chamber of Commerce
  - Ethnic Community Councils
  - Counseling/Support Groups
  - Senior Service Organizations
  - Association of Realtors
  - Animal Control
  - Animal Humane Society
- Maintaining local, geographic maps depicting disaster impact area.
- Compiling and analyzing visitor intake information as outreach tool to identify target areas for additional outreach activities.

### **8.3 Client Appointment System**

After any disaster, there is always the potential for DRC operations to become overwhelmed by the numbers of potential participating organizations, especially ‘out-of-area’ organizations. This is especially true during the initial days/weeks of the operation. Consideration should be given to establishing a client appointment system to provide the orderly and timely use of DRC resources. In past operations, an appointment system has been successfully implemented to run concurrently with normal DRC operations.

### **8.4 Data Collection**

Functional activities to be considered:

- Compiling and analyzing daily Coalition participation statistics in cooperation with jurisdictions, and participating providers (i.e., how many people served, what programs were provided, etc.).

- Providing daily DRC service statistics reports to DRC Manager and Oversight Team for decision-making and advance planning.
- Providing daily DRC service statistics reports to the Media Coordinator for use in increasing community awareness of the DRC.

### **8.5 Jurisdiction Satisfaction Survey**

A Jurisdiction Satisfaction Survey should be developed at the discretion of the Oversight Team. The survey may be used to identify specific target areas, systems improvements, etc. The data collected may be used for future planning. An exit interview (discussed below) may replace the Jurisdiction Satisfaction Survey.

### **8.6 Exit Interview**

Exit interviews may be conducted to ensure that each Coalition participant has received necessary and appropriate services and referrals. The interview is designed to capture the jurisdiction's satisfaction of the information provided, including referrals.

### **8.7 Participation Evaluation**

Each Coalition participant is encouraged to provide a list of any identified changes that might improve their organization's service capabilities in the future. The DRC Manager will utilize this information for future planning purposes.

## **SECTION 9: Logistics**

### **9.1 General Activities**

The activities of a Logistics function include the coordination of facilities, services, equipment, and supplies in support of the Coalition operations. Logistics processes service requests from the Manager and Coalition participants.

### **9.2 Coalition Selection**

Considerations should include (see Attachment 3 for sample DRC floor plan):

- Compatibility with the Office of Safety and Health Assessment (OSHA) and the Americans with Disabilities Act (ADA) requirements including facility size.
- Secured, lighted parking areas and walkways adequate for number of DRC participants and clients.
- Adequate office space for processing participants, and confidential discussions with jurisdictions and Coalition participant's sufficient number of telephone and data lines.
- Appropriate lighting, heating, ventilation, electrical, plumbing capabilities and restrooms.
- Availability of adequate janitorial and waste disposal services.
- Special needs:
  - Food and water for DRC participants and clients
  - Dressing rooms if clothing is provided.
  - Locking storage for vouchers and donation checks, if appropriate.

### **9.3 Facility Equipment/ Supplies**

Considerations should include:

- Access keys for Manager and Coalition participants, as appropriate.
- Facsimile machine and computer printer(s) and paper.
- One telephone per voice line and backup communication system as necessary.
- Additional chairs for client waiting area.
- Photocopier (high speed copier with collating and stapling capabilities).
- Emergency equipment (e.g., fire extinguishers, first aid kits).
- Local public telephone directories.
- Janitorial and office supplies.

## **SECTION 10: Finance/Administration**

### **10.1 General Activities**

The Finance/Administration function includes tracking, analyzing and maintaining records of all financial and cost-accounting data of the Coalition.

DRC costs may be reimbursed through local, state, or federal disaster assistance programs. Accordingly, Finance/Administration should ensure that all cost data is documented and maintained in accordance with local, state, and federal requirements and general accounting principles.

### **10.2 Accounting**

Functional activities to be considered:

- Tracking facility costs, such as furniture, janitorial and maintenance services, operational expenses, wages/benefits, supplies, and equipment.
- Providing regular financial status reports to the DRC Manager and Oversight Team.

### **10.3 Administration**

Functional activities to be considered:

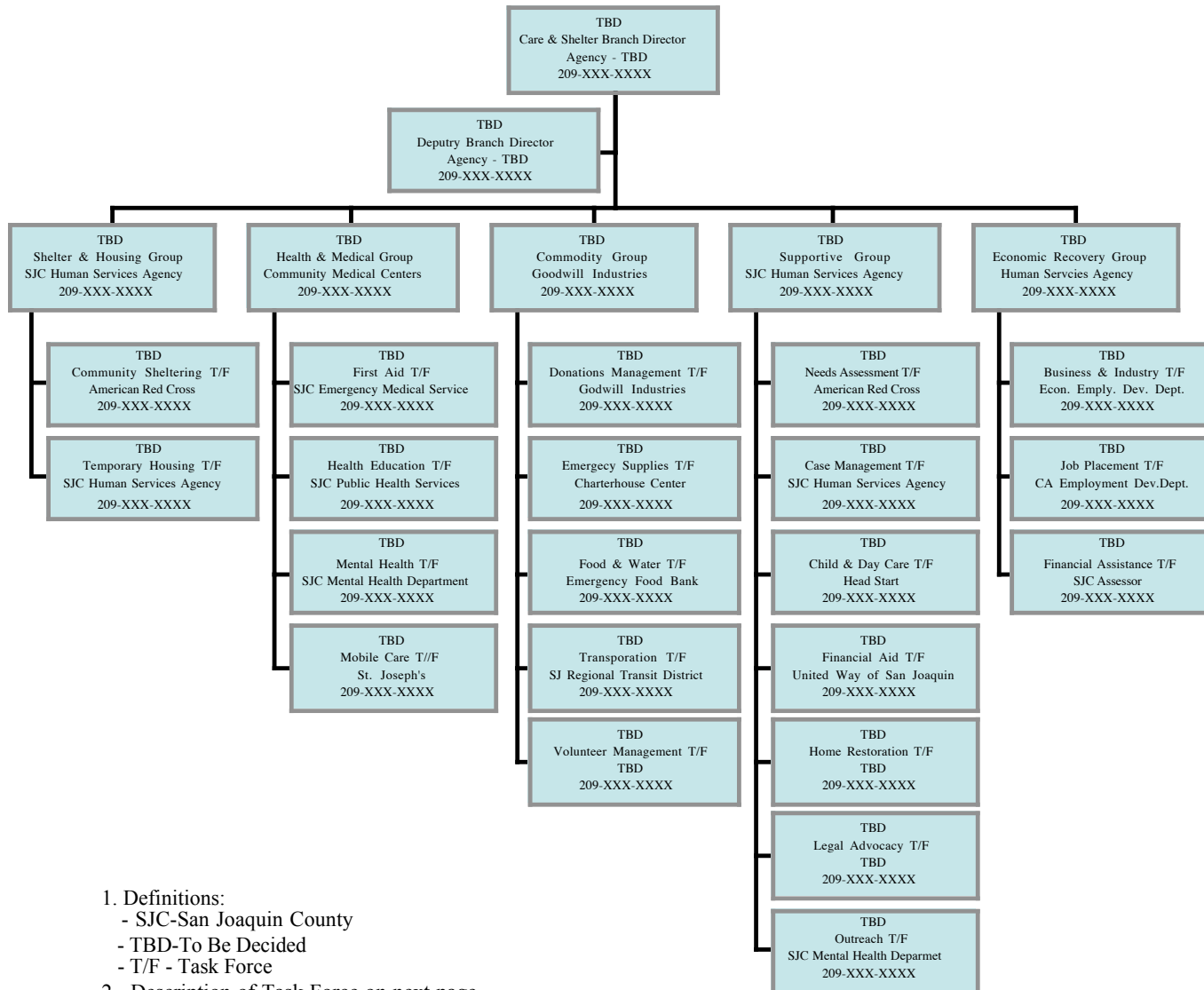
- Maintaining time records for all staff or volunteers
- Maintaining accurate records of all Coalition expenses.
- Maintaining any significant historical data of the Coalition operations such as staff injuries, media events, etc.

**SECTION 11: ENCLOSURES**

- 11.1 ICS Form 207-Organizational Chart
- 11.2 Potential Coalition Participation
- 11.3 Forms

11.1 Enclosure 1 – ICS Form 207-Organizational Chart

SAN JOAQUIN OPERATIONAL AREA - CARE & SHELTER BRANCH



1. Definitions:
  - SJC-San Joaquin County
  - TBD-To Be Decided
  - T/F - Task Force
2. Description of Task Force on next page

## 11.2 Enclosure 2 - Potential Coalition Participation

\* **Bold** based on history, Lead (agency, CBO, other) listed first in each sub-group

| <b>SHELTER &amp; HOUSING GROUP</b>              |  |
|---|--|
| Community Sheltering                            | <ul style="list-style-type: none"> <li>• <b>American Red Cross, San Joaquin Chapter</b></li> <li>• Dawn House, Tracy</li> <li>• Gospel Center Rescue Mission, Stockton</li> <li>• Haven of Peace, French Camp</li> <li>• Lodi House, Lodi</li> <li>• Salvation Army;               <ul style="list-style-type: none"> <li>○ Adult Recovery Center, Stockton</li> <li>○ Hope Harbor, Lodi</li> </ul> </li> <li>• Stockton Shelter for the Homeless</li> </ul> |
| Temporary Housing                               | <ul style="list-style-type: none"> <li>• Central Valley Association of Realtors</li> <li>• <b>San Joaquin County Human Services (gov't.)</b></li> <li>• San Joaquin Housing Authority (gov't.)</li> </ul>  |
| <b>HEALTH &amp; MEDICAL SERVICES GROUP</b>      |  |
| First Aid                                       | <ul style="list-style-type: none"> <li>• <b>American Red Cross</b></li> <li>• Care Link, Community Medical Centers</li> <li>• Health Plan of San Joaquin</li> <li>• San Joaquin County, General Hospital (gov't.)</li> <li>• San Joaquin County, Public Health Services (gov't.)</li> </ul>  |
| Health Education                                | <ul style="list-style-type: none"> <li>• <b>Community Medical Centers</b></li> <li>• Delta Health Care, Stockton</li> <li>• San Joaquin County, Public Health Services (gov't.)</li> </ul>   |
| Mental Health                                   | <ul style="list-style-type: none"> <li>• Child Abuse Prevention Council</li> <li>• Salvation Army, Stockton</li> <li>• <b>San Joaquin Behavioral Health Services (gov't.)</b></li> <li>• San Joaquin County, Substance Abuse Services (gov't.)</li> </ul>  |
| Mobile Care                                     | <ul style="list-style-type: none"> <li>• <b>Kaiser Mobile Clinic Unit</b></li> </ul>   |
| <b>COMMODITY GROUP</b>                          |  |
| Donations Management                            | <ul style="list-style-type: none"> <li>• <b>United Way of San Joaquin</b></li> </ul>   |
| - Warehousing                                   | <ul style="list-style-type: none"> <li>• <b>Goodwill Industries</b></li> </ul>   |
| Emergency Supplies                              | <ul style="list-style-type: none"> <li>• Catholic Charities</li> <li>• Charterhouse Center for Families</li> <li>• <b>Goodwill Industries</b></li> </ul>   |
| Food and Water                                  | <ul style="list-style-type: none"> <li>• American Red Cross</li> <li>• <b>Greater Stockton Emergency Food Bank</b></li> <li>• Meals-On-Wheels (Seniors First)</li> <li>• Salvation Army Second Harvest Food Bank, Manteca</li> <li>• T.L.C. for Homeless Children, St. Mary's Interfaith Dining</li> </ul>   |
| <b>SUPPORTIVE GROUP</b>                         |  |
| Advocacy<br>- Information<br>- Needs Assessment | <ul style="list-style-type: none"> <li>• <b>American Red Cross</b></li> <li>• Concilio, Council For the Spanish Speaking</li> <li>• Community Partnership for Families</li> <li>• Family Resource &amp; Referral</li> <li>• San Joaquin County Human Services (gov't.)</li> </ul>  |
| Case Management                                 | <ul style="list-style-type: none"> <li>• <b>American Red Cross</b></li> <li>• San Joaquin County Human Services (gov't.)</li> </ul>  |
| Child & Day Care                                | <ul style="list-style-type: none"> <li>• <b>Head Start of San Joaquin</b></li> <li>• San Joaquin County, Office of Education (gov't.)</li> </ul>   |

|   |  |
|---|--|
| Financial Aid<br>(includes Fundraising) | <ul style="list-style-type: none"> <li>• Kristen Watt Foundation</li> <li>• <b>United Way of San Joaquin</b></li> <li>• Washington Mutual, CAD, Stockton</li> </ul>  |
| Home Restoration                        | <ul style="list-style-type: none"> <li>• Habitat for Humanity</li> <li>• Mennonite Disaster Services</li> </ul>  |
| Legal Advocacy                          | <ul style="list-style-type: none"> <li>• Congressional District offices</li> <li>• <b>San Joaquin County, District Attorney's Office</b> (gov't.)</li> </ul>   |
| Outreach                                | <ul style="list-style-type: none"> <li>• <b>Concilio, Council For the Spanish Speaking</b></li> <li>• <b>Junior Aid of San Joaquin county</b></li> <li>• <b>St. Anne's Church, Episcopal, Stockton</b></li> </ul>              |
| Transportation                          | <ul style="list-style-type: none"> <li>• <b>San Joaquin Regional Transit District</b> (gov't.)</li> </ul>  |
| Volunteer Management                    | <ul style="list-style-type: none"> <li>• Office of Volunteer Services, City of Stockton (gov't.)</li> </ul>  |
| <b>ECONOMIC RECOVERY GROUP</b>          |  |
| Employment                              | <ul style="list-style-type: none"> <li>• <b>San Joaquin County, WorkNet</b> (gov't.)</li> <li>• <b>State of California, Employment Development Department</b> (gov't.)</li> <li>• <b>Sunrise Development Center</b></li> </ul> |

**11.3 Enclosure 3 – Forms**

- Coalition Contact List
- Volunteer Sign-In
- Agency Sign-In
- Media Contact
- Coalition Referral Form

**DISASTER RELIF COALITION – CONTACT FORM**

| <b>POSITION</b>                       | <b>NAME</b> | <b>TELEPHONE</b>               |
|---------------------------------------|-------------|--------------------------------|
| <b>COALITION MANAGEMENT</b>           |             |                                |
| Disaster Relief Coalition Coordinator |             | O:<br>C:<br>P:<br>F:<br>E-mail |
| Information Officer (Primary)         |             | O:<br>C:<br>P:<br>F:<br>E-mail |
| Receptionist                          |             | O:<br>C:<br>P:<br>F:<br>E-mail |
| Agency Representatives                |             | O:<br>C:<br>P:<br>F:<br>E-mail |
|                                       |             | O:<br>C:<br>P:<br>F:<br>E-mail |
|                                       |             | O:<br>C:<br>P:<br>F:<br>E-mail |
| <b>SHELTER &amp; HOUSING GROUP</b>    |             |                                |
| Community Sheltering                  |             | O:<br>C:<br>P:<br>F:<br>E-mail |
|                                       |             | O:<br>C:<br>P:<br>F:<br>E-mail |
| Temporary Housing                     |             | O:<br>C:<br>P:<br>F:<br>E-mail |

|  |  |                                |
|--|--|--------------------------------|
|  |  | O:<br>C:<br>P:<br>F:<br>E-mail |
| <b>HEALTH &amp; MEDICAL SERVICES GROUP</b> |  |                                |
| First Aid                                  |  | O:<br>C:<br>P:<br>F:<br>E-mail |
|  |  | O:<br>C:<br>P:<br>F:<br>E-mail |
| Health Education                           |  | O:<br>C:<br>P:<br>F:<br>E-mail |
|  |  | O:<br>C:<br>P:<br>F:<br>E-mail |
| Mental Health                              |  | O:<br>C:<br>P:<br>F:<br>E-mail |
|  |  | O:<br>C:<br>P:<br>F:<br>E-mail |
| Mobile Care                                |  | O:<br>C:<br>P:<br>F:<br>E-mail |
|  |  | O:<br>C:<br>P:<br>F:<br>E-mail |
| <b>COMMODITY GROUP</b>                     |  |                                |
| Donations Management                       |  | O:<br>C:<br>P:<br>F:<br>E-mail |

Attachment 3 – Disaster Relief Coalition

|                         |  |  |
|-------------------------|--|--|
|                         |  | O:<br>C:<br>P:<br>F:<br>E-mail   |
| Warehousing             |  | O:<br>C:<br>P:<br>F:<br>E-mail   |
|                         |  | O:<br>C:<br>P:<br>F:<br>E-mail   |
| Emergency Supplies      |  | O:<br>C:<br>P:<br>F:<br>E-mail   |
|                         |  | O:<br>C:<br>P:<br>F:<br>E-mail   |
| Food & Water            |  | O:<br>C:<br>P:<br>F:<br>E-mail   |
|                         |  | O:<br>C:<br>P:<br>F:<br>E-mail   |
| <b>SUPPORTIVE GROUP</b> |  |  |
| Advocacy                |  | O: 953-7995<br>C: 351-1942<br>F: 944-9015<br>P: 982-7324<br>E: mrea@sgov.org |
|                         |  | O:<br>C:<br>P:<br>F:<br>E-mail   |
| Case Management         |  | O:<br>C:<br>P:<br>F:<br>E-mail   |

Attachment 3 – Disaster Relief Coalition

|                                      |  |                                |
|--------------------------------------|--|--------------------------------|
|                                      |  | O:<br>C:<br>P:<br>F:<br>E-mail |
| Child & Day Care                     |  | O:<br>C:<br>P:<br>F:<br>E-mail |
|                                      |  | O:<br>C:<br>P:<br>F:<br>E-mail |
| Financial Aid (includes fundraising) |  | O:<br>C:<br>P:<br>F:<br>E-mail |
|                                      |  | O:<br>C:<br>P:<br>F:<br>E-mail |
| Home Restoration                     |  | O:<br>C:<br>P:<br>F:<br>E-mail |
|                                      |  | O:<br>C:<br>P:<br>F:<br>E-mail |
| Legal Advocacy                       |  | O:<br>C:<br>P:<br>F:<br>E-mail |
|                                      |  | O:<br>C:<br>P:<br>F:<br>E-mail |
| Outreach                             |  | O:<br>C:<br>P:<br>F:<br>E-mail |
|                                      |  | O:<br>C:<br>P:<br>F:<br>E-mail |

Attachment 3 – Disaster Relief Coalition

|                                |  |                                |
|--------------------------------|--|--------------------------------|
| Transportation                 |  | O:<br>C:<br>P:<br>F:<br>E-mail |
|                                |  | O:<br>C:<br>P:<br>F:<br>E-mail |
| Volunteer Management           |  | O:<br>C:<br>P:<br>F:<br>E-mail |
|                                |  | O:<br>C:<br>P:<br>F:<br>E-mail |
| <b>ECONOMIC RECOVERY GROUP</b> |  |                                |
| Employment                     |  | O:<br>C:<br>P:<br>F:<br>E-mail |

**VOLUNTEER**

**Disaster Relief Coalition  
Volunteer Sign-In Sheet (Please Print)**

|                   |
|-------------------|
| Date _____        |
| Page ____ of ____ |

|    | <b>Name</b> | <b>Address</b> | <b>Contact #</b> | <b>Time In</b> |
|----|-------------|----------------|------------------|----------------|
| 1  |             |                |                  |                |
| 2  |             |                |                  |                |
| 3  |             |                |                  |                |
| 4  |             |                |                  |                |
| 5  |             |                |                  |                |
| 6  |             |                |                  |                |
| 7  |             |                |                  |                |
| 8  |             |                |                  |                |
| 9  |             |                |                  |                |
| 10 |             |                |                  |                |
| 11 |             |                |                  |                |
| 12 |             |                |                  |                |
| 13 |             |                |                  |                |
| 14 |             |                |                  |                |
| 15 |             |                |                  |                |
| 16 |             |                |                  |                |

**AGENCY REPS**

**Sign-In Sheet (Please Print)**

|                 |
|-----------------|
| Date _____      |
| Page ___ of ___ |

|    | Name | Agency | Contact # | Time In | Time Out |
|----|------|--------|-----------|---------|----------|
| 1  |      |        |           |         |          |
| 2  |      |        |           |         |          |
| 3  |      |        |           |         |          |
| 4  |      |        |           |         |          |
| 5  |      |        |           |         |          |
| 6  |      |        |           |         |          |
| 7  |      |        |           |         |          |
| 8  |      |        |           |         |          |
| 9  |      |        |           |         |          |
| 10 |      |        |           |         |          |
| 11 |      |        |           |         |          |
| 12 |      |        |           |         |          |
| 13 |      |        |           |         |          |
| 14 |      |        |           |         |          |
| 15 |      |        |           |         |          |
| 16 |      |        |           |         |          |



**Contact Form (Please Print)**

|                 |
|-----------------|
| Date _____      |
| Page ___ of ___ |

|    | <b>Name</b> | <b>MEDIA NAME</b> | <b>Contact #</b> | <b>Time In</b> | <b>Time Out</b> |
|----|-------------|-------------------|------------------|----------------|-----------------|
| 1  |             |                   |                  |                |                 |
| 2  |             |                   |                  |                |                 |
| 3  |             |                   |                  |                |                 |
| 4  |             |                   |                  |                |                 |
| 5  |             |                   |                  |                |                 |
| 6  |             |                   |                  |                |                 |
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| 9  |             |                   |                  |                |                 |
| 10 |             |                   |                  |                |                 |
| 11 |             |                   |                  |                |                 |
| 12 |             |                   |                  |                |                 |
| 13 |             |                   |                  |                |                 |
| 14 |             |                   |                  |                |                 |
| 15 |             |                   |                  |                |                 |
| 16 |             |                   |                  |                |                 |

