



A G E N D A
DISASTER COUNCIL
 May 9, 2013
 1:30 p.m.
 Stanislaus County EOC
 3705 Oakdale Road
 Modesto, California

AGENDA ITEM	COMMENTS BY	RECOMMENDED ACTION	ATTACHMENTS
1. Call to Order	Chairman	None	None
2. Roll Call	Secretary	Establish Quorum	None
3. Public Input	Chairman	Action as Necessary	None
4. Approval of Minutes	Chairman	Approve Minutes	Minutes from November 1, 2012
5. Disaster Council Overview	Secretary	None	Presentation
6. Disaster Service Worker Policy Template and Disaster Service Worker Volunteer Program Procedures	Deborah Thrasher, MRFA/OES	Approve as to form/content	Presentation and reports
7. Medical Reserve Corps (MRC) Plan	Aaron Wilson, Public Health	Approve Training and Exercise Plan	Presentation and report
8. New Business	Chairman	Action as necessary	None
9. Announcements / Reports	Chairman	Information Only	None
12. Schedule Next Meeting <ul style="list-style-type: none"> • Workshop/Exercise 	Chairman	Schedule Meeting	None
13. Close Meeting	Chairman	Adjourn	None



Stanislaus County Disaster Council



November 1, 2012
Meeting Notes

I. Call to Order

The meeting was called to order by Chairperson Monica Nino, Director of Emergency Services, at 10:05 p.m.

II. Roll Call

Disaster Council Members Present:

Chairman Monica Nino, Director, Stanislaus County Office of Emergency Services
Secretary Gary Hinshaw, Assistant Director, Stanislaus County Office of Emergency Services

Supervisor Jim De Martini, Stanislaus County Board of Supervisors
Council Member David Geer, City of Modesto
Council Member Stephanie Burnside (Alternate), City of Modesto
Council Member Ed Katen, City of Newman
Council Member Don Hutchins (Alternate), City of Newman
Council Member Tom Dunlap, City of Oakdale
Council Member Dotty Nygard, City of Riverbank
Council Member Murray Day, City of Waterford

Disaster Council Members Absent:

Council Member Bret Durossette, City of Ceres
Mayor Ramon Bawanan, City of Hughson
Council Member Annette Smith, City of Patterson
Council Member Mayor John Lazar, City of Turlock

III. Public Input

There was no public input.

IV. Approval of Minutes

A motion to approve the minutes from the January 20, 2011 Disaster Council meeting was made by Supervisor De Martini and was seconded by Council Member Murray Day. The motion passed unanimously.

V. Review Role of the Disaster Council

Chief Hinshaw, Secretary presented an overview of the role of the Disaster Council and discussed recent disasters that have and/or could affect the cities within Stanislaus County. These include fire, floods, trains and HazMat risks, as well as heat and cold related, food and agriculture and bio-safety events. He also discussed the risks involved with active shooters and other disasters that would impact our hospitals and shelters such as a major earthquake in the Bay area. At this time, we only have 6,000 spaces in our designated. Other risks such as power outages, levee breaks, H1N1, Avian Influenza, high rise fires, etc. were discussed.

Chief Hinshaw showed a video of the Minneapolis Bridge Collapse and a power point outlining the history and the roll of the Disaster Council in Stanislaus County. He also reviewed the Decision Process and the rolls of Threat Assessment Groups (TAGs) and the Stanislaus County Multi-Agency Coordinating System (MACs). In addition, Chief Hinshaw noted the requirements of Presidential Policy Directive 8 which directs national preparedness efforts to include the whole community including those with access and functional needs.

In conclusion, Chief Hinshaw noted that there is an upcoming ICS 402 Elected Official Class.

The topic of City Managers or Elected Officials serving on the Disaster Council was discussed. It was suggested that City Managers be invited to attend the Disaster Council Meetings. The Disaster Council requested that Staff research what other Counties in California are doing in regards to Disaster Council membership.

Action: Informational Item only.

VI. Disaster Service Worker Presentation

Deborah Thrasher, with MRFA/Stanslaus County OES presented a power point on the evolution and history of the Disaster Service Worker Program and the authority and role of the Disaster Council as it pertains to Disaster Service Workers. Deborah requested that the Disaster Council appoint a Specialist Group to draft recommendations on the steps required by the Disaster council and its parent organizations necessary for compliance with the State of California Disaster Service Worker Volunteer Program.

It was suggested that Tom Hallinan, who is the City Attorney for several of the cities on the Disaster Council, and the City Attorney for Turlock be a part of the Specialist Group.

Action: Motion by Council Member Tom Dunlap, City of Oakdale, second by Council Member Murray Day, City of Waterford, to approve the appointment of a Specialist Group.

Ayes: Supervisor Jim De Martini, Stanislaus County Board of Supervisors
Council Members David Geer and Stephanie Burnside, City of Modesto
Council Members Don Hutchins, City of Newman
Council Member Tom Dunlap, City of Oakdale
Council Member Dotty Nygard, City of Riverbank
Council Member Murray Day, City of Waterford

Nays: None

Absent: Council Member Bret Durossette, City of Ceres
Mayor Ramon Bawanan, City of Hughson
Council Member Annette Smith, City of Patterson
Council Member Mayor John Lazar, City of Turlock

Abstain: None.

VII. Care and Shelter Operations Plan

Deborah Thrasher presented a Power Point Presentation outlining the Care and Shelter Plan for Stanislaus County and all of the agencies that are involved in the plan development. She noted that the County's Community Services Agency is the primary agency responsible for the operation of care and shelter services in Stanislaus County and that the County has a Memorandum of Understanding with American Red Cross to open and operate the shelters when requested by the Stanislaus County Emergency Operations Center (EOC). The Care and Shelter Plan was approved by the Operational Area Council (OAC) on July 19, 2012. The OAC recommended the plan be forwarded to the Disaster Council for consideration.

Action: Motion by Council Member Murray Day, City of Waterford, second by Council Member Dotty Nygard, City of Riverbank, to approve the Stanislaus County Care and Shelter Plan.

Ayes: Supervisor Jim De Martini, Stanislaus County Board of Supervisors
Council Members David Geer and Stephanie Burnside, City of Modesto
Council Members Don Hutchins, City of Newman
Council Member Tom Dunlap, City of Oakdale
Council Member Dotty Nygard, City of Riverbank
Council Member Murray Day, City of Waterford

Nays: None

Absent: Council Member Bret Durossette, City of Ceres
Mayor Ramon Bawanan, City of Hughson
Council Member Annette Smith, City of Patterson

Council Member Mayor John Lazar, City of Turlock

Abstain: None.

VIII. New Business

It was suggested that staff bring back suggestions for table top exercises for the Disaster Council.

IX. Announcements/Reports

None

X. Schedule Next Meeting

May, 2013 – Time and date to be determined.

XI. Close Meeting

The Meeting was adjourned at: 12:02 p.m.



**STANISLAUS COUNTY DISASTER COUNCIL/
OPERATIONAL AREA COUNCIL**

AGENDA ACTION SUMMARY			
Project #: 2012-01		Agenda Date: May 9, 2013	
Submitting Agency: Stanislaus County Office of Emergency Services			
Jurisdiction: Stanislaus County		Public <input checked="" type="checkbox"/>	Private <input type="checkbox"/>
Name of Plan/Project/Policy: Disaster Service Worker Policy Template			
Operational Area Council Concurs with Recommendation:		YES <input checked="" type="checkbox"/>	NO <input type="checkbox"/>
Operational Area Council Approved as to Form and Content:		YES <input checked="" type="checkbox"/>	NO <input type="checkbox"/>
OAC Approved Compliant with ICS, SEMS, NIMS, and HSPD 5 & 8:		YES <input checked="" type="checkbox"/>	NO <input type="checkbox"/>
Attachments: None <input type="checkbox"/> Available from OES <input checked="" type="checkbox"/> Attached to Action Summary <input checked="" type="checkbox"/>			
Quorum Must be Established YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>		Majority Vote Required YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	

EXECUTIVE SUMMARY RECOMMENDATIONS:

At the November 1, 2012 meeting, the Disaster Council learned that Stanislaus County and its cities did not have specific ordinances or policies in respect to the Disaster Council and its role overseeing the Disaster Service Worker Volunteer Program (DSWVP) and that policies specific to the Disaster Council's role and oversight for public employees, affiliated volunteers and spontaneous volunteers needed to be identified. Without the policies in place, Stanislaus County's ability to use and comply with the state program was in question. Non-compliance could result in registered Disaster Service Worker Volunteers being ineligible for State Workers' Compensation should they be injured while volunteering during an emergency or disaster.

The Disaster Council subsequently authorized the formation of a Specialist Group to draft a policy for Disaster Service Workers that that would be in compliance with the State of California's Disaster Service Worker Volunteer Program, and could be adopted by the County and cities. A Specialist Group was established and includes the following members:

1. Renee Cartier, Public Health
2. Aaron Wilson, Public Health
3. Jessica Smart, City of Modesto
4. Chief Steven Hall, City of Patterson
5. Maricela Vela, City of Patterson
6. Edward Burroughs, County Counsel
7. Nancy Bronstein, CEO/Human Resources, Stanislaus County
8. Lee Lundrigen, Clerk Recorder
9. Marvin Hackett, Clerk Recorder

10. Judy Eden, Clerk Recorder
11. Phaedra Norton, City Attorney, City of Turlock
12. Jim Arnold, PIO, City of Modesto
13. Tom Hallinan, City Attorney
14. Deborah Thrasher, MRFA/OES
15. Chris Holmer, MRFA/OES

The first meeting of the Specialist Group was held on December 10, 2012, followed by meetings on January 17, March 8, and April 12, 2013.

The Specialist Group reviewed the guidance documents provided by the State of California, including the recently adopted revision. They also reviewed current County ordinances and policies and identified areas that needed clarification and/or revision including the role of the Disaster Council specific to the Disaster Service Worker Volunteer Program (DSWVP).

The attached draft policy was developed for the purpose of complying with the State DSWVP and includes expanded definitions, DSWVP registration procedures (employee, affiliated and spontaneous), file retention and recordkeeping, and training. In compliance with the Decision Process, this draft Policy document was submitted to the Operational Area Council and was approved as to form on April 18, 2013, and is now being submitted to the Disaster Council for approval as to form.

Stanislaus Operational Area Disaster Service Worker Policy Template

History

The California Emergency Council (CEC) was established in the early 1900's and continues to advise the Governor and review preparation for disasters and other emergencies. One of the statutory duties of the California Emergency Council is to approve local Disaster Councils, required by law to be accredited. Accreditation is necessary in order for the Disaster Council to register Disaster Service Worker volunteers in the Disaster Service Worker (DSW) Volunteer Program (DSWVP).

The history of the DSWVP dates back to World War II, when War Councils (later to be called Disaster Councils) were formed. The California War Council recognized that because of the war effort, human resources in California were inadequate to address the problems of mass attack or natural disasters. As a result, local war councils were forced to recruit civilian volunteers who were willing to train for hazardous jobs should there be an emergency or major disaster. These volunteers were subject to possible safety risks in the performance of emergency duties.

Realizing that failure to compensate volunteers for injuries received while volunteering was not conducive to recruitment, the California Legislature passed the War Powers Act which provided that volunteers might receive the benefits of the State Workmen's Compensation funds if the volunteer was injured in the course of his or her volunteer duty. One requirement of this benefit was that the volunteers must be registered with a local War Council, which in turn must be certified by the California War Council.

Today, Workers' Compensation benefits continue to be provided to registered volunteers who contribute their services to protect health and safety and preserve lives and property of the State. State law now protects volunteers from financial loss resulting from injury, as well as providing them limited immunity from liability in the course of their disaster service duties.

Purpose

The purpose of the Disaster Service Worker Policy is to comply with the State Disaster Service Worker Volunteer Program and to outline the policy and procedures for Stanislaus County and its employees. The DSWVP Guidance, revised in December 2012 by the California Emergency Management Agency (formally the Governor's Office of Emergency Services), and the State Compensation Insurance Fund, including the

government codes specific to the DSWVP, are the primary sources of direction specific to Disaster Service Worker volunteers in California.

This policy is designed to preserve the safety and welfare of registered volunteers serving Stanislaus County and its cities in times of emergencies and disasters.

Definitions

The following are defined in the California Code of Regulations, Title 19, Division 2, Chapter 2, Subchapter 3, Section 2570.2, and the Emergency Services Act, Section 8657.

(a) Disaster Service Worker Volunteer

- (1) A disaster service worker volunteer is any person registered with an accredited disaster council or the California Emergency Management Agency, or a state agency granted authority to register disaster service worker volunteers, for the purpose of engaging in disaster service pursuant to the California Emergency Services Act without pay or other consideration.
- (2) Disaster service worker volunteer includes public employees, performing disaster work outside their regular employment without pay, and also includes any unregistered person impressed into service during a state of war emergency, a state of emergency, or a local emergency by a person having authority to command the aid of citizens in the execution of his or her duties.

(b) Disaster Service

- (1) Disaster Service means all activities authorized and carried on pursuant to the California Emergency Services Act while assisting any unit of the emergency organization during a proclaimed emergency or during a Search and Rescue mission, including approved, documented, and supervised:
 - activities performed to mitigate an imminent threat of extreme peril to life, property and resources, and
 - training necessary to engage in such activities.

Such activities are under the general direction of the Accredited Disaster Council (or designated agency or authority) including how supervision will be performed (i.e. onsite, offsite) and who will act in a supervisory capacity, (i.e.

paid staff, volunteers). It is the responsibility of the Accredited Disaster Council (or designated agency or authority) that only persons with appropriate supervisory skills, as determined by the accredited Disaster Council (or designated agency or authority), act in a supervisory capacity.

The disaster service, as defined for the DSWVP, is designed primarily to aid in disaster events. It does not include the day-to-day emergency response activities typically associated with, for example, law enforcement, fire services, or emergency medical services.

- (c) Training. For purposes of these regulations, training is a pre-authorized activity, sponsored by an accredited disaster council (or designated agency or authority) and may include classroom instruction, disaster drills or exercises, or related activities designed to enhance the disaster response skills (including safety) of the disaster service worker. Out-of-state training conducted in a manner geographically and functionally specific to cross-border emergency response may also be considered a covered activity.
- (d) Disaster Council. A disaster council is a public agency established by ordinance which is empowered to register and direct the activities of disaster service worker volunteers within the area of the county, city, city and county, or any part thereof. In this respect, the disaster council is acting as an instrument of the state in aid of carrying out general state government functions and policy with regard to disaster services.
- (e) Registered Disaster Service Workers. Registered Disaster Service Workers also known as Affiliated Volunteers are individuals who are registered with an Accredited Disaster Council for the purpose of engaging in disaster service work without pay or other consideration. They have taken the Loyalty Oath, completed necessary background checks, and have been trained for a specific role or function in disaster relief or response during an emergency.
- (f) Public Employee. All persons employed by the state or any county, city, city and county, state agency, or public district, excluding aliens legally employed, are considered to be public employees.
- (g) Convergent (Spontaneous) Volunteers. Convergent volunteers are individuals who come forward to offer disaster response and recovery volunteer services during a disaster event. Convergent Volunteers are not pre-registered volunteers and are not persons impressed into service at the scene.

Immunity from Liability.

The Emergency Services Act (§8657) provides DSW volunteers with limited immunity from liability while providing disaster service as defined in §§2570.2 and 2572.2 of the *Disaster Service Worker Volunteer Program Regulation (Cal. Code of Regs., Title 19)*. Additionally, U.S. :Public Law 105.19, *Volunteer Protection act of 1997*, provides limited protection. Immunity from liability protects the political subdivision or political entity, and the DSW volunteer in any civil litigation resulting from acts of good faith made by the political subdivision or political entity, or the DSW volunteer, while providing disaster service (e.g., damage or destruction to property; injury or death of an individual). Immunity from liability does not apply in cases of willful intent, unreasonable acts beyond the scope of DSW training, or if a criminal act is committed.

Classifications and General Duties.

The various classifications of Disaster Service Workers volunteers and the general duties of the members of each classification shall be limited to those described below. It is the responsibility of the Accredited Disaster Council (or designated agency or authority) to determine the appropriate level of background check, if any, for each classification.

DISASTER SERVICE WORKER CLASSIFICATIONS	
Animal Rescue, Care & Shelter	Laborer
Communications	Law Enforcement
Community Emergency Response Team Member	Logistics
Emergency Operations Center/Incident Command	Medical & Environmental Health
Human Services	Safety Assessment Program Evaluator
Finance & Administrative Staff	Search and Rescue
Fire	Utilities

Classifications may further be defined into specialty areas. The DSW volunteer registration form should include a space for the specialty. This specialty information will assist the emergency organization in resource planning and management

Registration. A person shall be deemed to be registered if they have taken the Oath of Loyalty, completed the Disaster Service Worker Registration Form, and registered with the Stanislaus Disaster Council (or designated agency or authority), and the following

information is on file with the California Emergency Management Agency or with the appropriate authority as indicated in Section 2573.2:

- 1) Name of registrant;
- 2) Address of registrant;
- 3) Date enrolled (established as the date the loyalty oath is administered);
- 4) Name of registering government agency or jurisdiction with signature and title of authorized person;
- 5) Classification of disaster service to which the volunteer is assigned; and
- 6) A signed statement that the loyalty oath or affirmation was taken or subscribed before an officer authorized to administer oaths.

As stated in the DSWVP Guidance: Disaster Service volunteers are pre-registered in order to:

- Assist the emergency organization in advance disaster planning;
- Assist in the dispatch and management of resources;
- Facilitate administration of the loyalty oath, as required by law;
- Protect the interests of volunteers who provide direct services to government agencies; and
- Provide documentation required for workers' compensation coverage under the DSW Program.

It is illegal to retroactively register a volunteer as a DSW volunteer. For example, if a person has been active with a volunteer organization for some time, but not registered, and is injured, it would be illegal to register them after the injury in hopes the DSW Volunteer Program would cover the injury.

County/City Employees

Although all public employees are considered Disaster Service Workers as defined by the Labor Code, they are not provided DSWVP Workers' Compensation unless they are performing disaster work outside their regular employment without pay and separately register with an accredited Disaster Council when volunteering for an emergency or disaster. If they are serving as a Disaster Service Worker for the County/City and receiving their normal pay, they are covered by the County or City Workers' Compensation Program.

County/City Registered DSWs (Affiliated Volunteers)

There are volunteer organizations that are affiliated with some county/city departments that may be used during a disaster. These include the Medical Reserve Corps, Community Emergency Response Teams (CERT), and Amateur Radio Emergency Service (ARES). The members of these organizations must take the Oath of Loyalty,

complete the Disaster Service Worker Registration Form, and be registered with the Stanislaus Disaster Council (or designated agency or authority). Registered DSW volunteers should be trained and prepared for disaster service assignments. Registered DSW volunteers are provided workers' compensation insurance coverage while participating in training activities that are pre-approved and documented by the supervising authority. All trainings should be supervised by the accredited Disaster Council or its designee. Registered DSW volunteers will not be provided workers' compensation coverage for participating in parades, public exhibitions, physical fitness training, or other activities not related to disaster service.

Procedure

A. Registration of Disaster Service Workers

1. Using the standard DSWVP Registration and Oath of Loyalty form that is provided by Cal EMA, the County or City will administer the Oath of Loyalty to the Volunteer.
2. Oaths may be administered by the County or City Clerk, or by pre-identified staff that he/she deputizes.
3. The Chief Executive Office / City Manager will determine the number of deputies needed within Stanislaus County / City Government.
4. The County Clerk Recorder/City Clerk will deputize pre-identified staff who will then be able to administer the Disaster Service Worker Oath of Loyalty to employees or volunteers.
5. To be deemed registered, the name and address of the registrant as well as the date enrolled (date the loyalty oath is administered) must be filed with the appropriate authority. It must include the name of the registering government agency or jurisdiction with the signature and title of the authorized person, classification of disaster service to which the volunteer is assigned, and a signed statement that any background check appropriate to the classification (as determined by the Accredited Disaster Council or designated agency or authority) has been satisfied; and a signed statement that the loyalty oath or affirmation was taken or subscribe before and officer authorized to administer oaths.
6. A Disaster Service Worker volunteer (convergent/spontaneous) can be registered for a single event only. At the discretion of the accredited Disaster Council (or designated agency or authority), a single event only registration can be extended to a period of up to one calendar year.
7. For a registered, active DSW volunteer response team member, the registration is effective for the period the person remains a member with that

organization. The Accredited Disaster Council does have the discretion to establish a more limited oath/registration period such as a certain number of years.

8. Training and exercises for Registered DSWs (Affiliated Volunteers) must be approved by the Disaster Council (or designated agency or authority).

B. Registration of County/City Employees as Disaster Service Workers

1. All County/City Employees are required to take the Oath of Loyalty within three months of employment with Stanislaus County or their respective cities.
2. Human Resources/Personnel within each department will select an employee to be deputized to administer the Loyalty Oath to employees.
3. The oath for employees will either be maintained within the employee's personnel file or with the County Clerk/City Clerk or both. County /City employees with specific expertise may be requested by another jurisdiction, through the California Disaster and Civil Defense Master Mutual Aid Agreement, to respond to a disaster outside Stanislaus County. The Chief Executive Office / City Manager, Office of Emergency Services and Department Head will make the determination regarding out of area deployments. All requests and deployments of volunteers will follow the Standardized Incident Management System process and other state and federal mutual aid processes including Emergency Management Mutual Aid (EMMA) and the Emergency Management Mutual Aid Compact (EMAC).
4. If a County / City Employee is assigned duties to assist during a disaster, and receiving pay through the County/City, they are covered through the County's/City's Workers' Compensation Program.
5. If a County/City Employee is performing disaster work outside of their regular employment without pay and they are not already a Registered DSW Affiliated Volunteer, in order to be covered under the Disaster Service Worker Volunteer Program Workers' Compensation Program, they must register as a Spontaneous Volunteer.

C. Registered Disaster Service Workers (DSWs) (Affiliated Volunteers)

1. County/City departments that have volunteers whose primary mission is to respond in case of a disaster (CERT, Medical Reserve Corps, ARES, etc.) must have a Disaster Service Registration form on file and the Loyalty Oath administered for each volunteer.
2. Registration documentation for Registered DSWs (Affiliated Volunteers) and other records, including training, exercises and proof of completed background

checks, will be maintained by County/City departments who administer the Affiliated Volunteer program. Departments will *bi-annually* submit a list of the Affiliated Volunteers sworn in as Disaster Service Workers along with any applicable training/exercise plans to the Disaster Council (or designated agency or authority). The Disaster Council, or their designated agency or authority, maintains this information on behalf of the Disaster Council.

3. The loyalty oath for Registered DSW's must be filed with the County Clerk/City Clerk within 30 days of the date it was taken or subscribed.
4. Depending upon the Registered Disaster Service Worker's duties and interaction with the public, the DSW may be required to complete a background check appropriate to the classification (as determined by the Accredited Disaster Council or their designated agency or authority) before being deployed during a disaster and/or participating in disaster training and exercises.
5. County/City departments must officially activate their DSW volunteers during an emergency. Official activation assures the DSW volunteer the benefits and protections of the Disaster Service Worker Volunteer Program. Activation of the volunteers should be documented by the Disaster Council or their designated agency or authority.
6. Each County/City Department that maintains a specific group of Registered DSWs /Affiliated Volunteers must annually submit training/exercise plans for these groups to the Disaster Council or designated agency or authority. The plans are specific to training and exercises that would be eligible for coverage through the DSW Volunteer program. ***Volunteer activities not covered through the DSWVP may be covered through county/city workers' compensation coverage.***
7. Disaster Service Worker volunteers who are not affiliated with a specific program may be sworn in as Disaster Service Workers to participate in specific exercises. They remain Disaster Service Workers only for the duration of the exercise. The exercise should be approved by the Disaster Council or their designated agency or authority.
8. Response to Mutual Aid requests for deployment of Affiliated Volunteers to serve outside of Stanislaus County will be considered on a case by case basis. The Chief Executive Office/City Manager, Office of Emergency Services, and department head overseeing the Affiliated Volunteers will make the determination regarding out of area deployments. All requests and deployments of volunteers will follow the Standardized Incident Management System process and other state and federal mutual aid processes including Emergency Management Mutual Aid (EMMA) and the Emergency Management Mutual Aid Compact (EMAC).

D. Disaster Service Worker Volunteers (Convergent/Spontaneous)

1. The January, 28, 2012 Memorandum of Understanding between the County of Stanislaus and the United Way of the Stanislaus Area Emergency Volunteer Center defines the working relationship between the County and United Way specific to the United Way Volunteer Center for the purpose of registering and referring convergent or spontaneous, unaffiliated volunteers for the County of Stanislaus immediately following a major emergency or disaster. Cities may develop their own plan for management of convergent/spontaneous volunteers or direct volunteers to the United Way. Spontaneous volunteers screened by United Way are resources of either the Stanislaus County Emergency Operations Center or the Stanislaus Operational Area Emergency Operations Center.
2. By request of the Stanislaus County Director of Emergency Services or Assistant Director of Emergency Services, the County Clerk, or pre-deputized staff member, may be dispatched to the Emergency Volunteer Center to swear in convergent/spontaneous volunteers as Disaster Service Workers. This is coordinated by the Chief Executive Office / Human Resources.
3. Disaster Service Worker Registration forms and information will be maintained with the volunteers' files at the Emergency Volunteer Center. The loyalty oath for Convergent/Spontaneous DSW's must be filed with the County Clerk/City Clerk within 30 days.

E. Training.

1. Accredited Disaster Councils may require each person registered as a Disaster Service Worker to satisfactorily complete a course of training or instruction, including periodic refresher training. If warranted by the classification, the Disaster Council may require documented proof of professional certification or licensing.
2. The Accredited Disaster Council, or their designated agency or authority, shall ensure disaster training is approved, documented and supervised and shall ensure disaster training is commensurate with the duties of the Disaster Service Worker. Training can be documented on something as simple as a training sign-in sheet or as elaborate as an individual training record.
3. Unless the volunteer is directly providing disaster services, activities that do not provide workers' compensation coverage include, but are not limited to, parades, public exhibitions, physical fitness training or other training activities not related to disaster services.

F. File Retention and Recordkeeping.

- a. Documented proof of the oath or affirmation of any Disaster Service Worker volunteer is an integral part of an injury claim for workers' compensation. File retention should follow the same rules as other public personnel records. The oath or affirmation shall be filed as follows:
 - Public Employee: File in the office of the county/city clerk or in the official personnel file of the county/city employee who is designated as a Disaster Service Worker (§2573.2). The Registration form with oath or affirmation shall be filed (in personnel file) within 30 days of the date it was taken.
 - The oath or affirmation may be destroyed without duplication five years after the termination of the Disaster Service Worker volunteer's service or, in the case of a public employee, five years after the termination of the employee's employment.
- b. All registration records shall be available for inspection by any officer or employee of the State Compensation Insurance Fund or of the California Emergency Management Agency.
- c. The personnel officer or other individual designated by the Accredited Disaster Council shall be the designated agency or authority and shall be responsible for keeping the registration current, and for the accuracy and safekeeping of the official registration records.

Guidance Documents and Code Sections

Relevant Guidance Documents and code sections specific to Disaster Service Workers include the following:

- A. Disaster Service Worker Volunteer Program (DSWVP) Guidance, April 6, 2001
- B. Title 19. Public Safety, Division 2. California Emergency Management Agency, Chapter 2. Emergencies and Major Disasters, Subchapter 3. Disaster Service Worker Volunteer Program, Revisions adopted, December 17, 2012.
- C. Government Code Sections 3100-3109, 8555-8561, 8567, 8581.5, 8585.5, 8585.7, 8610-8614, 8655-8600, and 8668.
- D. Vehicle Code Section 25259.1
- E. Labor Code Sections 3211-3211.93a, 3350-3371, 3600-3605, 4351-4354, 5400 et. Seg.
- F. Civil Code 1714.5



**STANISLAUS COUNTY DISASTER COUNCIL/
OPERATIONAL AREA COUNCIL**

AGENDA ACTION SUMMARY			
Project #: 2012-01		Agenda Date: May 9, 2013	
Submitting Agency: Stanislaus County Office of Emergency Services			
Jurisdiction: Stanislaus County		Public <input checked="" type="checkbox"/>	Private <input type="checkbox"/>
Name of Plan/Project/Policy: Disaster Service Worker Volunteer Program: Revisions to the Disaster Council/Operational Area Council Policies and Procedures Manual.			
Operational Area Council Concurs with Recommendation:		YES <input checked="" type="checkbox"/>	NO <input type="checkbox"/>
Operational Area Council Approved as to Form and Content:		YES <input checked="" type="checkbox"/>	NO <input type="checkbox"/>
OAC Approved Compliant with ICS, SEMS, NIMS, and HSPD 5 & 8:		YES <input checked="" type="checkbox"/>	NO <input type="checkbox"/>
Attachments: None <input type="checkbox"/>	Available from OES <input checked="" type="checkbox"/>	Attached to Action Summary <input type="checkbox"/>	
Quorum Must be Established YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>		Majority Vote Required YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	

EXECUTIVE SUMMARY RECOMMENDATIONS:

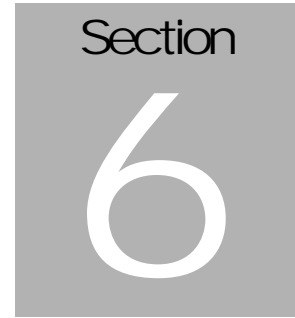
In November 2012, the Disaster Council authorized the formation of a Specialist Group to draft recommendations on the policies required by the Disaster Council and its parent organizations necessary for the compliance with the State of California’s Disaster Service Worker Volunteer Program (DSWVP). The Specialist group began meeting in December 2012, and while reviewing the policies specific to Disaster Council oversight of the DSWVP, determined that the policies and procedures outlining the relationship between the Disaster Council, Operational Area Council, and volunteers, needed to be developed.

Attached is the draft document outlining the Disaster Service Worker Volunteer Program Policies and Procedures. This document was approved as to form by the Operational Area Council on April 18, 2013, and if approved by the Disaster Council, will become Section 6 in the Disaster Council/Operational Area Council Policies and Procedures Manual. This document defines the process and procedures and outlines the reporting relationship between the Disaster Council, Operational Area Council, local government, and volunteer programs that maintain registered and spontaneous volunteers. The County and cities within Stanislaus Operational Area are encouraged to use this document as a template to develop their respective processes and procedures concerning their registered and spontaneous volunteers.

This document also addresses the delegation of authority for the DSWVP from the Disaster Council to the Operational Area Council. After reviewing the California Code of Regulations and other guidance documents, the Specialist Group recommended that the Disaster Council delegate their authority to

oversee the day-to-day management of the DSWVP to the Operational Area Council. The Office of Emergency Services, Assistant Director of Emergency Services is Chairman of the Operational Area Council and will perform duties required for oversight of this program on behalf of the Operational Area Council. The Operational Area Council will provide an annual report at a minimum to the Disaster Council on the status of the program. Within 45 days of a proclaimed disaster in which the Disaster Service Worker Volunteer Program is utilized, the Operational Area Council will provide a report to the Disaster Council. The Operational Area Council, through the Office of Emergency Services, will also oversee the training and exercise plans, review the files for the Disaster Service Workers with the program coordinators, and review and approve volunteer program plans for background checks.

It is recommended that the Disaster Council approve the revisions to the Disaster Council/Operational Area Council Policies and Procedures Manual as to form and delegate its authority for management of the Disaster Service Worker Volunteer Program to the Operational Area Council.

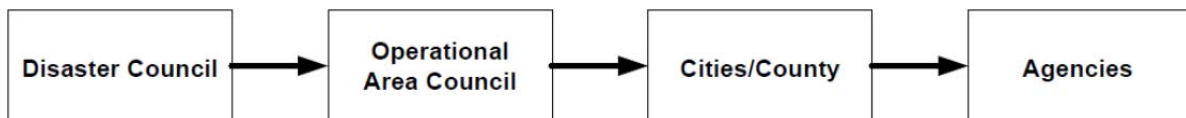


DISASTER SERVICE WORKER VOLUNTEER PROGRAM

Purpose

California Code of Regulations requires that disaster service worker volunteers are registered with an accredited Disaster Council. The Disaster Council oversees all aspects of the Disaster Service Worker Volunteer Program (DSWVP). The purpose of this section is to define the process and procedures specific to Disaster Council oversight of the DSWVP. This procedure identifies the delegated authority for management of the DSWVP and outlines the reporting relationship between the Disaster Council, Operational Area Council, local government, and volunteer programs that maintain registered (affiliated) volunteers and convergent (spontaneous) volunteers during a disaster.

The Disaster Service Worker Volunteer Policy Template was approved as to form by the Disaster Council on (insert date) and recommended for adoption by the county and cities within the Stanislaus Operational Area. The procedures outlined within this section are complementary to that policy. The authority for administering the oath for swearing in volunteers lies with the local government (County or City Clerk). This procedure does not address that authority or process as it should be defined within each jurisdiction's Disaster Service Worker Policy.



Definitions

The following terms are defined in the California Code of Regulations, title 19, Division 2, Chapter 2, Subchapter 3, Section 2470.2, and the Emergency Services Act, Section 8657.

(a) Disaster Service Worker Volunteer

- (1) A disaster service worker volunteer is any person registered with an accredited disaster council or the California Emergency Management Agency, or a state agency granted authority to register disaster service worker volunteers, for the purpose of engaging in disaster service pursuant to the California Emergency Services Act without pay or other consideration.

- (2) Disaster service worker volunteer includes public employees, performing disaster work outside their regular employment without pay, and also includes any unregistered person impressed into service during a state of war emergency, or a local emergency by a person having authority to command the aid of citizens in the execution of his or her duties.

(b) Disaster Service

- (1) Disaster service means all activities authorized and carried on pursuant to the California Emergency Services Act while assisting any unit of the emergency organization during a proclaimed emergency or during a Search and Rescue mission, including approved, documented, and supervised:

- Activities performed to mitigate an imminent threat of extreme peril to life, property and resources, and
- Training necessary to engage in such activities.

Such activities are under the general direction of the Accredited Disaster Council (or designated agency or authority) including how supervision will be performed (i.e. onsite, offsite) and who will act in the supervisory capacity, (i.e.) paid staff, volunteer). It is the responsibility of the Accredited Disaster Council (or designated agency or authority) that only persons with appropriate supervisory skills, as determined by the Accredited Disaster Council (or designated agency or authority), act in a supervisory capacity.

The disaster service, as defined for the DSWVP, is designed primarily to aid in disaster events. It does not include the day-to-day emergency response activities typically associated with, for example, law enforcement, fire services or emergency medical services.

- (c) Training. For purposes of these regulations, training is a pre-authorized activity, sponsored by an accredited disaster council (or designated agency or authority) and may include classroom instruction, disaster drills or exercises, or related activities designed to enhance the disaster response skills (including safety) of the disaster service worker volunteer. Out-of-state training conducted in a manner geographically and functionally specific to cross-border emergency response may also be considered a covered activity.
- (d) Disaster Council. A disaster council is a public agency established by ordinance which is empowered to register and direct the activities of disaster service worker volunteers within the area of the county, city, city and county, or any part thereof. In this respect, the disaster council is acting as an instrument of the state in aid of carrying out general state government functions and policy with regard to disaster services.
- (e) Registered Disaster Service Workers. Registered Disaster Service Workers also known as affiliated volunteers are individuals who are registered with an accredited disaster Council for the purpose of engaging in disaster service work without pay or other consideration. They have taken the Loyalty Oath, completed necessary background checks, and have been trained for a specific role or function in disaster relief or response during an emergency.

- (f) Public Employee. All persons employed by the state or any county, city, city and county, state agency, or public district, excluding aliens legally employed, are considered to be public employees.
- (g) Convergent (Spontaneous) Volunteers. Convergent volunteers are individuals who come forward to offer disaster response and recover volunteer services during a disaster event. Convergent Volunteers are not pre-registered volunteers and are not persons impressed into service at the scene.

Delegated Authority

To facilitate a streamlined volunteer registration process, the Disaster Council delegates its authority for the management of the DSWVP to the Operational Area Council. The Disaster Council approved this delegation of authority on (insert date). The authorities and reporting relationships are identified within the responsibility section of this procedure.

Responsibilities

The accredited Disaster Council is responsible for:

- Oversight of the Disaster Service Worker Volunteer Program as outlined in the Disaster Service Worker Policy and by California code.
- The Disaster Council delegated its authority for the management of this program to the Operational Area Council. The Office of Emergency Services, Assistant Director of Emergency Services is Chairman of the Operational Area Council and will perform support duties required for oversight of this program on behalf of the Operational Area Council.
- The Disaster Service Worker Specialist Group within the Operational Area Council will provide guidance and direction specific to the DSWVP and associated issues. The Specialist Group will be made up of representative from the County, Cities and other interested agencies.
- The Operational Area Council will provide, at a minimum, an annual report to the Disaster Council on the status of the program and its oversight. Reports may be more frequent if necessary.
- Within 30 days of a proclaimed disaster in which DSW services were utilized, the Operational Area Council will provide a report on DSW activity to the Disaster Council.

The Operational Area Council is responsible for:

- Overseeing the management of the DSWVP specific to the responsibilities assigned to the Disaster Council in the Disaster Service Worker Policy and through State codes.
- Coordinating the meetings of the Disaster Service Worker Specialist Group.

- Maintaining copies of the adopted Disaster Service Worker policies from the County and cities.
- Establishing reporting requirements for agencies that maintain registered (affiliated) Disaster Service Workers including:
 - Receiving a biannual report on all DSW volunteers. The report format will be a standardized electronic methodology determined by the Operational Area Council Chairperson.
 - Ensuring Oaths will be filed with the County Clerk Recorder or City Clerk.
 - Training/Exercise plans for the registered volunteers submitted annually and more frequently if additional training and/or exercises are added to the plan.
 - Ensuring files for DSW's are reviewed at least annually with the program coordinators.
 - Reviews and approves registered volunteer programs plans for background checks for their DSWs dependent upon the DSW classification and duties.
 - Ensuring that only persons with appropriate supervisory skills, as determined by the accredited disaster council or designated agency shall act in a supervisory capacity for such activities as those authorized by and carried on pursuant to the California Emergency Services Act, while assisting any unit of the emergency organization during a proclaimed emergency or during a Search and Rescue Mission, including approved, documented and supervised:
 - activities performed to mitigate an imminent threat of extreme peril to life, property and resources, and
 - training necessary to engage in such activities.
- Ensuring that within thirty days of a proclaimed disaster in which DSW services were utilized, the Operational Area Council will submit a report on DSW activity to the Disaster Council.

County and Cities are responsible for:

- Adopting the Disaster Service worker policy for their jurisdiction outlining the process for swearing in volunteers, management of public employees as DSWs and management of spontaneous volunteers during a disaster.
- Providing a copy of their jurisdiction's adopted Disaster Service Worker Policy to the Operational Area Council.
- Ensuring that loyalty oaths for registered (affiliated) and spontaneous volunteers are filed with the County or City clerk within 30 days of oath.
- Providing listing of convergent/spontaneous volunteers in standardized, electronic report format determined by the Operational Area Council Chairperson.

- Maintaining files for convergent/spontaneous volunteers. They should be available for review upon the request of the Operational Area Council.
- Providing documentation from each County/City of public employees officially activated as DSWs during an emergency within 30 days of the incident.
- Disaster Service Workers who are not registered with an organization may be sworn in for a specific exercise. The exercise must be pre-approved by the Operational Area Council and the attached form must be completed and submitted to the Operational Area Council within 30 days of the exercise.
- Ensuring departments who administer registered (affiliated) DSWs adhere to the responsibilities outlined below.

The Agency(ies) administering program with Registered (Affiliated) Disaster Service Workers is responsible for:

- Ensuring that each DSW has completed the Registration of the Disaster Service Worker Volunteer criteria which includes:
 - Oath of Loyalty;
 - Completion of the Disaster Service Worker Registration Form; and
 - Record of the Following:
 - Name of registrant
 - Address of registrant
 - Date enrolled (established as the date the loyalty oath is administered)
 - Name of registering government agency or jurisdiction with signature and title of authorized person
 - Classification of disaster service to which the volunteer is assigned
 - A signed statement that the loyalty oath or affirmation was taken or subscribed before an officer authorized to administer oaths.
- Ensuring the loyalty oath for DSW is filed with the County or City Clerk as identified in the Disaster Service Worker Policy.
- Ensuring each registered volunteer receives a background check appropriate to the classification and as outlined in the plan for the program and approved by the Operational Area Council.
- Ensuring all DSW training and exercises receive pre-authorization from the Operational Area Council. Training and exercises may include classroom instruction, disaster drills or exercises or related activities. The DSW program does not cover non-disaster related training, exercises or activities.

DISASTER COUNCIL
OPERATIONAL AREA COUNCIL

- Providing documentation to the Operational Area Council showing the training for registered volunteers is documented, supervised and training is commensurate with duties of the disaster service worker. Training documentation may be something as simple as a training sign in sheet or as elaborate as an individual training record.
- Providing the Operational Area Council a biannual listing of affiliated volunteers sworn in as Disaster Service Workers. The listing will be in a standardized electronic format determined by the Operational Area Council Chairperson.
- Registered (affiliated) volunteers must be officially activated for a disaster response. Documentation of activation of volunteers must be provided to the Operational Area Council.



**STANISLAUS COUNTY DISASTER COUNCIL/
OPERATIONAL AREA COUNCIL**

AGENDA ACTION SUMMARY			
Project #: 2013-01		Agenda Date: May 9, 2013	
Submitting Agency: Stanislaus County Health Services Agency Medical Reserve Corps			
Jurisdiction: Stanislaus County		Public <input checked="" type="checkbox"/>	Private <input type="checkbox"/>
Name of Plan/Project/Policy: Medical Reserve Corps Training Plan and Exercise Calendar			
Operational Area Council Concurs with Recommendation:		YES <input checked="" type="checkbox"/>	NO <input type="checkbox"/>
Operational Area Council Approved as to Form and Content:		YES <input checked="" type="checkbox"/>	NO <input type="checkbox"/>
OAC Approved Compliant with ICS, SEMS, NIMS, and HSPD 5 & 8:		YES <input checked="" type="checkbox"/>	NO <input type="checkbox"/>
Attachments: None <input type="checkbox"/>	Available from OES <input checked="" type="checkbox"/>	Attached to Action Summary <input checked="" type="checkbox"/>	
Quorum Must be Established YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>		Majority Vote Required YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	

EXECUTIVE SUMMARY RECOMMENDATIONS:

In order to satisfy State of California Disaster Service Worker Volunteer Program requirements (California Code Regs., §2573.1(b) the attached training plan and exercise schedule for the Stanislaus County Health Services Agency Medical Reserve Corps is being submitted to the Disaster Council for approval.

The training racks and curriculum have been developed to ensure effective integration of volunteers into the County's emergency response system and to provide staffing augmentation and support in the event of potential Medical/Health emergencies. The overarching goal is to provide ongoing training to SCMRC volunteers to develop their skills, competency and knowledge in disaster and/or emergency response.

The exercises the Medical Reserve Corps plan to participate in as Disaster Service Workers includes the Alternate Care Site Exercise in August and the state-wide medical health exercise in November.

It is recommended that the Disaster Council approve the Medical Reserve Corps Training Plan and Exercise Calendar.

Stanislaus County Health Services Administration

Stanislaus County MRC Training Program



Date: June 1, 2012
Last Review: April 2013, A. Wilson

Document owner: Renee Cartier

Contents

Contents	2
Program Overview	2
Mission-Focused Training Progression	3
Instructor Preparation.....	3
Using The Training Modules	4
Record Keeping	4
Modules.....	5
Training Program Maintenance	9
Appendices.....	9
Attendance Form.....	9
Training Within Tracks.....	10

Program Overview

The Stanislaus County MRC Training Program takes a matrixed, training-within-tracks approach to preparing MRC members for missions in alternate care sites, mass care and shelter operations, and mass prophylaxis operations, among other settings. This approach promotes gradual, successive preparation for missions based on a member’s interests and professional training.

Training Tracks

The Training Program provides clear direction on the progression of courses while typing training modules into the following profession- or licensure-oriented tracks:

- Behavioral Health,
- EMS,
- Clinical,
- Supportive/Non-Clinical, and
- Management.

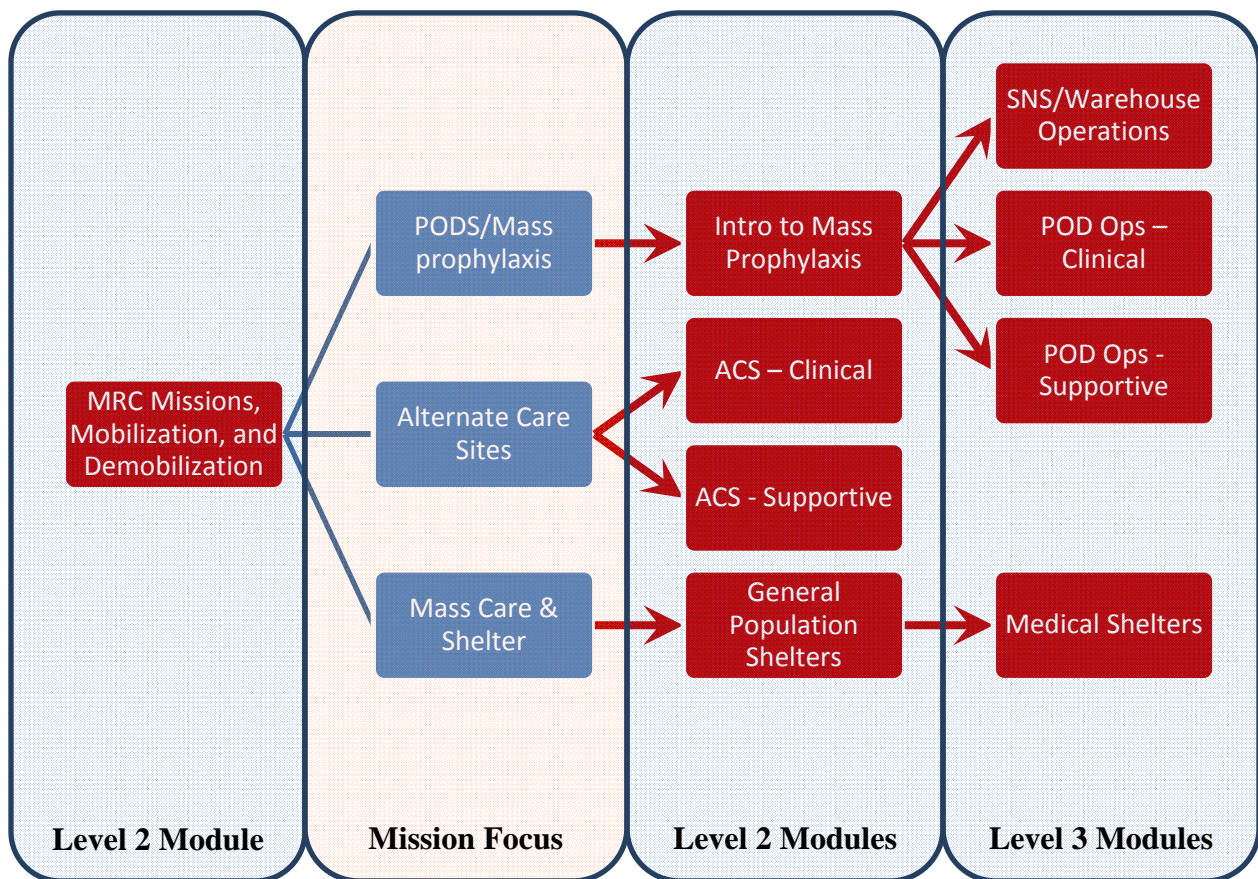
MRC members are not completely restricted to a particular track, in that Behavioral Health, EMS, and Clinical practitioners may also take modules in the Supportive and Management tracks. However, appropriate professional licensure (e.g., marriage and family therapists, or registered nurses, or EMT) are required for progression within the appropriate track.

Training Tiers

The Training Levels provide successive preparation of MRC members, as members progress through specific courses which represent prerequisites for subsequent courses. The progression allows shorter, more modular courses with focused content. This supports greater flexibility in scheduling trainings and meeting the needs of both MRC members and the MRC unit.

Mission-Focused Training Progression

In addition to profession- or licensure-oriented tracks, this Training Program also includes a progression for specific missions.



Instructor Preparation

The modules in this training program assume the instructor will be familiar with MRC, emergency response operations in Stanislaus County, and presenting to/training adult learners.

The modules are designed so that minimal additional preparation will be needed to deliver each module. Note that most of the modules have prerequisites, and all of the modules have brief verbal quizzes included. Instructors should be familiar with the content of the prerequisite modules or courses.

Instructors should undertake the following steps to prepare for teaching the modules:

1. Review the entire module several times, including in Slide Show mode.
2. Print and review the Notes view of each slide. Identify any additional points or anticipated questions to be inserted.
3. Print the Slide Handout view of the presentation (2 slides/page) for participant handouts.
4. Print the additional handouts for SNS & Warehouse Operations, and POD Operations – Clinical.
5. Ensure the appropriate set-up of the training room. This includes seating, computer/laptop, projector, sign-in sheets, and roster of attendees (if prepared in advance).
6. Ensure the computer, projector, and any audio system are operating properly prior to training: perform a dry run in the actual training environment.

Two modules have embedded videos produced by the Centers for Disease Control (Introduction to Mass Prophylaxis and SNS & Warehouse Operations). Be sure to provide for adequate sound projection, ideally through an external speaker system!

Using The Training Modules

The training modules that comprise this program are designed to be self-contained:

- Each module is a single PowerPoint presentation.
- The individual slide Notes view contains talking points, instructor suggestions, and background information. These are designed to be printed and used during training by the instructor.
- The slide Handout view can be printed (two slides per page is recommended) for use as student handouts.
- Only two modules have additional handouts (SNS & Warehouse Operations, and POD Operations – Clinical)

Record Keeping

The MRC Coordinator will create each course in the HEARD database to allow for volunteer registration. An additional spreadsheet will be created for non-MRC attendees.

The MRC Coordinator will track attendance utilizing the Attendance Form contained in Appendix A

Additionally, upon completion of a training module, the MRC Coordinator will update individual volunteer records and close out the course in the HEARD database.

Modules

The following modules are included in this Training Program.

ICS 100

- Provides the foundation for higher-level incident command system training. Volunteers will understand the history, features, principles, and organizational structure of ICS.
- Prerequisite for ICS 700.
- Duration: approximately 4 hours online or in class.

ICS 200

- ICS 200 is designed to enable personnel to operate efficiently during an incident or event within the Incident Command System (ICS). ICS-200 provides training on and resources for personnel who are likely to assume a supervisory position within the ICS.
- Requires completion of ICS 100 and 700.
- Duration: approximately 12 hours – 30 minutes.

ICS 700

- Provides an overview of the National Incident Management System, a consistent national template that enables all government, private sector, and nongovernmental organizations to work together during domestic incidents.
- Gateway/prerequisite module for the MRC Missions, Mobilization, and Demobilization module.
- Duration: approximately 4 hours online or in class.

ICS 300/400

- This is an intermediate/advanced ICS course for supervisory or management staff that would be assigned in a supervisory or leadership role in the command or general staff of an emergency response incident or major pre-planned event.
- Requires completion of ICS 100, 200 and 700.
- Duration: approximately 20 hours each, or combined 40 hour course.

ICS 800b

- This course introduces participants to the concepts and principals of the National Response Framework (NRF). Course objectives include: purpose; response doctrine; roles and responsibilities of entities; actions that support national response; response organizations used for multi-agency coordination; and how

planning relates to national preparedness. TARGET AUDIENCE: Mid-level management, Command and General Staff, Emergency Operations Center staff.

- Duration: approximately 4 hours online or in class.

Disaster Healthcare Volunteers (DHV) Alert & Notification

- Provides volunteers with an overview of the State of California DHV system and website. Volunteers will gain the basic skills necessary to maintain an adequate profile, complete with skills and notification preferences to ensure an effective mobilization during an activation.
- Gateway/prerequisite module for the MRC Missions, Mobilization, and Demobilization module.
- Duration: approximately 60 minutes.

Psychological First Aid - A

- Provides Mental Health Professionals comprehensive instruction in the preparation, knowledge, and skills needed to deliver Psychological First Aid (PFA) in emergency settings (i.e. POD, ACS, Shelter, etc.)
- Duration: approximately 6 hours.

Psychological First Aid - B

- This course enables individual non-mental health professional volunteers to recognize the signs of stress in clients, co-workers and themselves during a disaster and apply immediate support to people who may be experiencing stress. Participants will also learn how to obtain additional mental health support for themselves, co-workers and clients.
- Duration: approximately 2 hours – 30 minutes.

HIPAA

- Provides a clear understanding of the Federal Health Insurance Portability & Accountability Act of 1996/2003. Volunteers will understand what information is confidential, how and whom it may be shared with, and the penalties for violating patient confidentiality.
- Duration: approximately 30 minutes online.

Personal Preparedness

- Provides volunteers with an overview of the importance of developing a home and personal preparedness plan. Provides general information and resources for personal preparedness planning.
- Duration: approximately 30 minutes online.

Grief & Loss

- Provides mental health professional volunteers with the skills to recognize the normal aspects of the grieving or mourning process, coping with the pain

associated with loss, feeling supported through the anxiety surrounding life changes that may follow a loss, and strategies for seeking support and self-care.

- Duration: approximately 2 hours 30 minutes.

OES 101

- Provides an overview of the county's Emergency Operations Plan, Emergency Operations Center and the role of the MRC within that plan. This includes the steps taken to activate the MRC.
- Requires completion of ICS 100 and 700.
- Duration: approximately 30 minutes online.

CBRNE

- Provides volunteers with the knowledge, preparation, skills, and training first responders need to safely deal with the consequences of a wide range of chemical, biological, radiological, nuclear, and explosive weapons, ranging from the very simple to the exceedingly complex.
- Duration: approximately 4 hours.

Mass Casualty Incidents (MCI)

- This training program will increase first responder readiness to respond, triage, treat and transport patients arising from a multiple patient or mass casualty incident.
- Duration: approximately 4 hours (combined with START Triage).

Simple Triage and Rapid Treatment (START) Triage

- START triage system training provides volunteers with the skills necessary to conduct a rapid assessment (taking less than a minute) of patients, determining which of four priority categories patients should be in, and visibly identifying the categories for rescuers who will treat the patients.
- Duration: approximately 4 hours (combined with MCI).

MRC Missions, Mobilization, and Demobilization

- Provides an overview of likely MRC missions, mobilization and deployment processes, and demobilization process.
- Gateway module/prerequisite module for all alternate care site, mass dispensing, and care and shelter modules.
- Requires completion of, or may be taught conjunction with:
 - DHV Alert and Notification
- Duration: approximately 30 minutes.

Alternate Care Sites – Clinical

- Provides a comprehensive view of the clinical roles, functions and skills necessary to operate an Alternate Care Site.
- Requires completion of MRC Missions, Mobilization, and Demobilization module.
- Duration: approximately 45 minutes.

Alternate Care Sites – Supportive

- Provides a comprehensive view of the setup/tear down and supportive staffing roles and functions within an Alternate Care Site.
- Requires completion of MRC Missions, Mobilization, and Demobilization module.
- Duration: approximately 45 minutes.

General Population Shelters

- Provides an overview of a general population shelter, staffing, and its function during an emergency/disaster.
- Prerequisite to Medical Shelters module.
- Requires completion of MRC Missions, Mobilization, and Demobilization module.
- Duration: approximately 45 minutes.

Medical Shelters

- Provides a clinical overview of the medical needs of medically fragile persons in a mass care setting.
- Requires completion of General Population Shelters module.
- Duration: approximately 45 minutes.

Introduction to Mass Prophylaxis

- Provides an introduction to mass prophylaxis, POD operations, and SNS/warehouse operations.
- Gateway module/prerequisite for SNS/Warehouse Operations, POD Operations – Clinical, and POD Operations – Supportive modules.
- Requires completion of MRC Missions, Mobilization, and Demobilization module.
- Duration: approximately 45 minutes.

SNS & Warehouse Operations

- Provides volunteers with an overview of the Strategic National Stockpile (SNS). Includes an overview of policy & procedures of the SNS and the logistics of its receipt, staging, storage and distribution to Points of Dispensing (POD) sites.
- Requires completion of Introduction to Mass Prophylaxis.
- Duration: approximately 45 minutes.

POD Operations – Clinical

- Provides a comprehensive view of the clinical roles, functions and skills necessary to staff a Point of Dispensing Site.
- Requires completion of Introduction to Mass Prophylaxis.
- Duration: approximately 45 minutes.

POD Operations – Supportive

- Provides a comprehensive view of the logistics and mobilization/demobilization of a Point of Dispensing site. Includes an overview of supportive staffing roles, functions and skills necessary for a Point of Dispensing Site.
- Requires completion of Introduction to Mass Prophylaxis.
- Duration: approximately 30 minutes.

Training Program Maintenance

The training modules should be reviewed and updated periodically. The following points are triggers for module review:

- Adjust the training time for each module after each module has been taught a few times.
- Update the instructor notes as needed, based on frequent questions and other student input.
- Update module content as county plans for pandemic influenza, alternate care sites, mass care and shelter, and SNS/mass prophylaxis change; these training modules are based on current plans as of Winter 2011/Spring 2012.

Appendices

Attendance Form

Training Tracks

Training Within Tracks

	Behavioral Health	EMS	Clinical	Supportive (Non-Clinical)	Management
LEVEL 0	Orientation	Orientation	Orientation	Orientation	
LEVEL 1	ICS 100 ICS 700 DHV Alert & Notification** Personal Preparedness Psychological First Aid - A	ICS 100 ICS 700 DHV Alert & Notification** Personal Preparedness	ICS 100 ICS 700 DHV Alert & Notification** Personal Preparedness	ICS 100 ICS 700 DHV Alert & Notification** Personal Preparedness	
LEVEL 2	MRC Missions, Mobilization, & Demobilization HIPAA Grief & Loss OES 101 Mass Care & Shelter (General) Intro to Mass Prophylaxis	MRC Missions, Mobilization, & Demobilization HIPAA Psychological First Aid - B CBRNE Mass Casualty Incident (MCI) OES 101 Intro to Mass Prophylaxis START Triage	MRC Missions, Mobilization, & Demobilization HIPAA Psychological First Aid - B ACS (Clinical) OES 101 Intro to Mass Prophylaxis Mass Care & Shelter (General)	MRC Missions, Mobilization, & Demobilization HIPAA Psychological First Aid - B ACS (Supportive) OES 101 Intro to Mass Prophylaxis Mass Care & Shelter (General)	
LEVEL 3	POD Operations – Clinical POD Operations - Supportive	POD Operations – Clinical POD Operations - Supportive	POD Operations – Clinical Mass Care & Shelter (Medical Shelter)	POD Operations – Supportive SNS & Warehouse Operations	ICS 200 ICS 300/400 IS 800b

Level 0 – Attended an orientation and submitted an application.

Level 1 – Completed Level 0 requirements, passed a background check, completed training requirements, and sworn in as a Disaster Service Worker. Level 2 – Completed Levels 0-1 requirements and all training requirements within professional track.

Level 3 – Completed Levels 0-2 requirements and all training requirements for Level 3, and two or more training tracks.

**** Waived – MRC members with completed DHV profiles are exempt from this requirement. However, volunteer may complete the course to ensure DHV proficiency.**

*****Prerequisite – Intro to SNS/Mass prophylaxis**

STANISLAUS COUNTY HEALTH SERVICES AGENCY
 MEDICAL RESERVE CORPS [AFFILIATED VOLUNTEER PROGRAM]
 2013 EXERCISE PLAN SCHEDULE

Event	Description	Participant Roles(s)	Date
Alternate Care Site Exercise; Stanislaus County Agricultural Center, Harvest Hall	Staffing/Resource Management; Mobilization/Demobilization, Deployment & Set-up of a 50 Bed Alternate Care Site;	All Functional Roles required for ACS Deployment; ACS Deployment experienced and ICS trained members to participate/learn in Exercise Planning and Design; Non- trained volunteers will be given opportunity to participate as patients or other non-critical roles for education/exposure.	Saturday, August 24 or 31, 2013
State-wide Med-Health Exercise; Location(s) TBD within Stanislaus County	Foodborne Illness Scenario; State driven scenario, Exercise details not yet finalized	Unknown roles at this time anticipate JIT training for case investigation and contact tracing roles; Non-trained volunteers will be given opportunity to participate as patients or other non-critical roles for education/exposure.	Thursday, November 21, 2013

** It is likely the Stanislaus County MRC will participate in additional exercises and / or training events. A request will first be sent to the Stanislaus OAC to obtain approval for these currently unscheduled events.

Submitted By:

Aaron Wilson

Stanislaus County Health Services Agency
 Emergency Preparedness, Medical Reserve Corps
 (209)558-8332 work
 (209)652-3070 cell
awilson@schsa.org