



Community Action Board
of Santa Cruz County, Inc.
DISASTER PLAN

CAB Incident Command System (ICS) Structure

Because effective decision making in a disaster situation requires accurate and timely information, CAB staff will convert to an Incident Command System (ICS) in the case of a disaster.

The Incident Command System model allows all disaster response team members to effectively communicate and coordinate with each other from the time an incident occurs until the requirement for crisis management and operations no longer exists.

The basis of the Incident Command System is threefold.

- First, a clear disaster response organizational chart outlining decision making authority and lines of communication is developed.
- Second, a checklist of duties and responsibilities is developed for each key member of the disaster response team.
- Third, board and staff members review the disaster response organizational chart and checklist of duties at least annually and modify as necessary.

In every Incident Command System, it is necessary to have one person in charge of overseeing the disaster response.

- The Executive Director assumes the responsibilities of the Incident Commander for the duration of the crisis and is at the core of the Disaster Team.
- She is assisted by the Assistant Director in the role of Deputy Incident Commander.
- Five additional people complete the first level of disaster response the Information Coordinator, Safety Officer, Watsonville and Santa Cruz Site Commanders.

The second level of disaster response is composed of two units organized along functional lines Direct Response and Support Response. Direct Response includes the provision of services related to Food, Shelter, Disaster Work Crews, IT services, and Immigration. Support Response includes Planning and Finance/Documentation.

The Incident Command System Position Descriptions have been developed including coordinating positions, direct response functional positions, and support response functional positions.

Each Incident Command System Position Description includes the primary and alternate person filling the position during a disaster, the supervisor, location and alternate location, general duties, area of responsibility, and Action Checklist. A summary of the Incident Command System Position Descriptions is described in the following sections.



1.1 CAB Incident Command System (ICS) Position Descriptions

The first level positions are the coordinating positions described in the following sections

1.1.1 Incident Commander

The Executive Director (backed by the Assistant Director) maintains overall command of the disaster response effort by CAB. Situated at the Watsonville Center Site, with the Santa Cruz Center Site as a back-up, the Incident Commander maintains a focus on policy making and supervision of operational activity. S/he also facilitates effective and accurate communication within the agency, including the Board of Directors, and between CAB and public and private agencies, CAB clients, and with the general public.

1.1.2 Deputy Incident Commander

The Assistant Director (backed by the Shelter Project Program Director) assists the Incident Commander develop and implement the disaster response effort. The Deputy Incident Commander focuses on the direct implementation of the disaster response plan developed by the Disaster Team and oversees operational activity. S/he operates at the Santa Cruz Center, with the Watsonville Center as a back-up.

1.1.3 Public Information Co-Coordinator

The Shelter Project Program Director and the Women Ventures Program Director formulate and release authorized information regarding the disaster to the news media, public and private agencies, CAB clients, and the general public. The Information Coordinators operate at the Santa Cruz Center, with the Watsonville Center as a back-up.

1.1.4 Safety Officer

The Safety Officer coordinates pre-disaster training for CAB staff to avoid disaster-related personal injuries when possible and acts as a Safety Officer during a disaster response. S/he will provide Emergency First Aid and contact medical personnel in the case of serious injury. During a disaster, there will be a Safety Officer at the Santa Cruz site and a Safety Officer at the Watsonville site.

1.1.4.1 Before a Disaster

The Safety Officer acts to avoid injuries and damage through the elimination of potential hazards at the CAB agency sites prior to a disaster. S/he will coordinate the maintenance of adequate disaster preparedness supplies. In the case of a disaster, s/he will evaluate the physical status of each site, initiating Search and Rescue when indicated and may be safely undertaken.

The Safety Officer will coordinate and encourage staff to obtain Emergency First Aid and CPR training. In addition, opportunities for basic safety training for the agency staff and Board to increase human survivability in the case of a disaster will be offered by the Assistant Director.



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The Safety Officer will make sure that all four sites have an Emergency First Aid Kit for each site and agency vehicle.

1.1.4.2 After a Disaster Safety Officer – Santa Cruz

The Safety Officer coordinates all disaster and post disaster response onsite in Santa Cruz. S/he acts as the site manager and communicates with CAB Incident Command as required. S/he will work out of the Santa Cruz Center with Watsonville as a back up. S/he will evaluate the physical status of the Santa Cruz site, initiating Search and Rescue when indicated and may be safely undertaken. The Safety Officer is the main point of contact for emergency responders arriving on the scene.

1.1.4.3 After a Disaster Safety Officer – Watsonville

The Safety Officer coordinates all disaster and post disaster response onsite in Watsonville. S/he acts as the site manager and communicates with CAB Incident Command as required. S/he will work out of the Watsonville site with Santa Cruz as a back up. S/he will evaluate the physical status of the Watsonville site, initiating Search and Rescue when indicated and may be safely undertaken. The Safety Officer is the main point of contact for emergency responders arriving on the scene.

1.1.5 Work Crew Coordinator

The Community Restoration Project Program Director will supervise crews to respond rapidly to requests for assistance in the case of a disaster. The Adult Detention Crew Supervisor will act as head crew supervisor.

1.1.6 IT Supervisor

The CAB IT Supervisor will assess the access to and integrity of all CAB data. Before the disaster, the CAB IT Supervisor will implement the data protection and back up strategies determined in the Open for Business plan. During a disaster, the IT Supervisor will ensure that all CAB staff have email access and access to all usual CAB related data required for the performance of CAB program and reporting functions.



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1.2 CAB ICS Direct Response Positions

This section describes the direct response positions.

1.2.1 Food Coordinator

The Davenport Resource Service Center Program Director (backed by the Davenport Resource Service Center Staff) will coordinate the receipt and distribution of food to clients in the case of disaster. S/he will solicit additional food supplies as needed.

1.2.2 Shelter Coordinator

There are two shelter coordinator positions. The first, Shelter Coordinator (1), is filled by the Shelter Project Program Director, (backed by the Senior Shelter Project Eligibility Worker). S/he will coordinate the emergency shelter needs of clients through the continued implementation of the four Shelter Project component programs.

The second position, Shelter Project Coordinator (2), is filled by the Davenport Resource Service Center Program Director, (backed by the Davenport Resource Service Center Staff). Pending available resources, including cots and blankets, the Shelter Coordinator (2) will provide emergency shelter to Davenport Clients. S/he will coordinate shelter activities with the American Red Cross, the Fire Department, school, church, and with the Care and Shelter Section of the Emergency Operations Center of the local government with jurisdiction.

1.2.3 Work Crew Coordinator

The Community Restoration Project Program Director will organize work crews to respond rapidly to requests for assistance in the case of a disaster. The Adult Detention Crew Supervisor will act as head crew supervisor.

1.2.4 Immigration

The Santa Cruz Immigration Project Program Director (backed by the SCCIP Citizenship Coordinator), will ensure that immigration related services are provided to clients during a disaster. S/he will also respond to client concerns regarding the provision of disaster related services to documented and undocumented residents.

1.2.5 Youth

The Community Restoration Project Program Director (backed by the Community Restoration Project Coordinator), will ensure that youth related services are provided to clients during a disaster to ensure by acting as a liaison and referral source that at risk youth clients are taken care of. S/he will also respond to client concerns regarding the provision of disaster related services to area youth.



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1.2.6 Women Ventures Project

The Women Ventures Project Program Director (backed by the Women Ventures Project Case Manager/Job Developer), will ensure that services are provided to Women Venture Project clients during a disaster. S/he will also respond to client concerns regarding the provision of disaster related services to current and past clients.

1.2.7 CalWORKS Participants

The CalWORKS Program Coordinator (backed by the bookkeeper), will ensure that emergency payments are provided to CalWORKS clients as directed by HRA during a disaster. S/he will also respond to client concerns regarding the provision of disaster related services to CalWORKS participants.

1.3 CAB ICS Support Response Positions

This section describes the support response positions.

1.3.1 Planning

The Executive Committee of the Board of Directors will work with the Executive Director in the development of immediate and long term response and recovery planning efforts.

1.3.2 Finance/Documentation

The Accountant will be assisted by the Bookkeeper in maintaining all necessary financial records and documentation throughout the disaster incident and recovery efforts.

1.3.3 Board Planning Participation

The CAB Board will review the CAB Disaster Survival Plan and submit review comments to Jean Anderson. Jean will update the CAB Disaster Survival Plan as required and the Board will approve the plan for activation. CAB Board members will report to the nearest CAB site in the event of a disaster and assist the Safety Officer as required.

1.3.4 Communications

The Information Co-Coordinators (The Shelter Project Program Director and the Women ventures Project program Director) and the back-up (the Assistant Director) can share skills and acquire outside training and licensing in the operation of an amateur radio, computer networks, and any other potential means of communication in the case of a disaster incident.



CAB Incident Command System Position Responsibilities

This section describes the responsibilities for each Incident Command System position at CAB and the alternate designate.

1.4 Incident Commander

Primary	Executive Director
Alternate	Assistant Director
Supervisor	Executive Committee, Board of Directors
Location	Watsonville

1.4.1 General Duties

- Assess incident and determine whether to activate disaster plan.
- Notify staff that disaster plan is activated.
- Direct staff to assess and report on damage, resources, shortfalls, policy needs, and options.
- Establish disaster response center.
- Notify Executive Committee of the Board of Directors that disaster plan is in place. Notify the Emergency Operations Center of the local government with jurisdiction.
- Notify, by messenger if necessary, Verizon to implement telephone priority and cellular phone access
- Establish initial and follow-up meetings with disaster team for continual assessment and decision making.
- Authorize all communication with local, state, and federal agencies.
- Authorize all contact with media, including press releases and interviews.
- Authorize all requests for additional resources.
- Keep a log of all key information, factors weighed, and decisions reached from the time you are notified of a disaster. The log may be written or recorded on a portable mini- cassette recorder.

1.4.2 Responsibilities

Maintain overall command of CAB's disaster response effort. Focus on policy making and communication. Supervise operational activity.

1.4.3 Action List

1.4.3.1 Before the Disaster

- Review the entire Incident Commander Position Description.
- Take the online Course 3. IS-100 Introduction to Incident Command System, I-100.



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1.4.3.2 After the Disaster

1. Review the entire Incident Commander Position Description.
2. Depending on the nature of the incident, activate partial or full Incident Command System emergency response.
3. Ascertain if all staff have been notified. Notify, by messenger if necessary.
4. Obtain a briefing on the extent of the disaster from each member of the Disaster Team.
5. Develop overall strategy with the Disaster Team and Board of Directors Executive Committee.
6. Assess the situation.
7. Define the problem.
8. Establish priorities.
9. Evaluate need for evacuation.
10. Estimate incident duration.
11. Decide timing and method of accurate communications.
12. Develop and implement Incident Action Plan based on strategy developed by Disaster Team.
13. Notify the Emergency Operations Center of the local government with jurisdiction, Watsonville Fire Department, and Santa Cruz City Fire department of the disaster condition and request and offer assistance as indicated.
14. Maintain a log of all meetings held, information received, decisions made, and actions taken.
15. Advise Board of Directors when immediate disaster response phase is completed. Prepare agency to enter recovery phase.
16. Coordinate with Deputy and Safety Officers to manage CAB response to disaster, recovery from the disaster, and restoration of CAB services to clients as soon as possible.



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1.5 Deputy Incident Commander

Primary	Assistant Director
Alternate	Accountant
Supervisor	Executive Director
Location	Santa Cruz Center

1.5.1 General Duties

- Maintain close communication with each member of the Disaster Team regarding current situation and new developments.
- As necessary, act as a liaison between Disaster Team members and Incident Commander to facilitate accurate information and effective decision making.
- Maintain documentation of personnel and equipment utilized during incident, including messages received, requests filled, actions taken.

1.5.2 Your Responsibility

Assist Incident Commander in disaster response effort. Focus on implementation of strategy and effective operational activity.

1.5.3 Action Checklist

1. Review the entire Deputy Incident Commander Position Description.
2. Ensure that all staff have been notified that disaster plan is activated.
3. Maintain current list of staff family members to be contacted in the case of an emergency. Assist staff to contact their families to ascertain safety.
4. Maintain at least daily contact with each member of the Disaster Team for update on current resource availability and needs. Assist with problem solving and resource allocation.
5. Keep Incident Commander apprised of developments and needs throughout the agency.
6. Maintain a log of messages received, requests filled, actions taken, resources allocated.
7. Make executive decisions as required and report to the Incident Commander when possible.



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1.6 Safety Officer – Santa Cruz

Primary	Assistant Director
Alternate	The Shelter Project Director
Supervisor	Executive Director
Location	Santa Cruz Center
Alternate Location	Soquel Center

1.6.1 General Duties

- Coordinate periodic training sessions for Santa Cruz CAB staff on Emergency First Aid /CPR.
- Disseminate information to Santa Cruz CAB staff on basic physical protection before, during, and after a disaster.
- Provide Emergency First Aid to Santa Cruz CAB staff in the case of a disaster. In the case of serious injury, notify medical personnel and arrange for emergency transportation.

1.6.2 Your Responsibility

Train Santa Cruz CAB staff to avoid disaster-related personal injuries when possible. Provide Emergency First Aid in case of disaster to Santa Cruz CAB staff. Contact medical personnel in case of serious injury.

1.6.3 Action Checklist

1. Provide Emergency First Aid in case of disaster.
2. Contact medical personnel in case of serious injury.
3. In the case of a disaster, perform triage on injured staff Provide Emergency First Aid when applicable. Notify medical personnel and arrange for emergency personnel in the case of serious injury.
4. Notify Incident Commander of status of injured people on a timely basis.
5. Maintain a log of all physical injury related incidents, including place and time of injury, apparent status of injured person, action taken.
6. Protect the physical safety of CAB staff and visitors through disaster preparedness actions at each of the four physical agency sites, including implementation of Building Safety Checklist.
7. Review Disaster Supplies Checklist at each physical site. Arrange for acquisition of needed supplies. Coordinate periodic review of disaster supplies with Site Managers.
8. Evaluate physical safety of each agency site in the case of a disaster. Shut off utilities if indicated. Secure buildings from unauthorized entry in the case of closure.
9. Initiate Search and Rescue if needed and may be safely undertaken.
10. Inform Incident Commander regarding status of Search and Rescue.
11. Inform Incident Commander of physical status of the four agency sites in the case of a disaster, with a recommendation regarding evacuation if indicated.



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1.7 Safety Officer – Watsonville

Primary	Accountant
Alternate	CalWORKS Emergency Payment Program Coordinator
Supervisor	Executive Director
Location	Watsonville

1.7.1 General Duties

- Disseminate information to CAB staff on basic physical protection before, during, and after a disaster.
- Provide Emergency First Aid to CAB staff in the case of a disaster. In the case of serious injury, notify medical personnel and arrange for emergency transportation.

1.7.2 Your Responsibility

Provide Emergency First Aid in case of disaster to CAB staff. Contact medical personnel in case of serious injury.

1.7.3 Action Checklist

1. Provide Emergency First Aid in case of disaster. Contact medical personnel in case of serious injury.
2. In the case of a disaster, perform triage on injured staff Provide Emergency First Aid when applicable. Notify medical personnel and arrange for emergency personnel in the case of serious injury.
3. Notify Incident Commander of status of injured people on a timely basis.
4. Maintain a log of all physical injury related incidents, including place and time of injury, apparent status of injured person, action taken.
5. Protect the physical safety of CAB staff and visitors through disaster preparedness actions at each of the four physical agency sites, including implementation of Building Safety Checklist.
6. Review Disaster Supplies Checklist at each physical site. Arrange for acquisition of needed supplies. Coordinate periodic review of disaster supplies with Site Managers.
7. Evaluate physical safety of each agency site in the case of a disaster. Shut off utilities if indicated. Secure buildings from unauthorized entry in the case of closure.
8. Initiate Search and Rescue if needed and may be safely undertaken.
9. Inform Incident Commander regarding status of Search and Rescue.
10. Inform Incident Commander of physical status of the four agency sites in the case of a disaster, with a recommendation regarding evacuation if indicated.



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1.8 Public Information Co-Coordinators

Co-Coordinator	The Shelter Project Director
Co-Coordinator	Women Ventures Project Program Director
Supervisor	Executive Director
Location	Santa Cruz Center
Second Location	Watsonville Center

1.8.1 General Duties

- Release information to the public on a timely basis during a threatened or actual emergency through contact with the media, telephone, cellular telephone, Citizens Band radio, Ham radio, fax, computer networks, or any other means with authorization from the Incident Commander.
- Maintain contact with media representatives, issue press releases, and arrange interviews as indicated.
- Provide information to the Incident Commander and Disaster Team on a current basis.
- Respond to special requests for information from public and private entities.

1.8.2 Your Responsibility

Formulate and release authorized information regarding the incident to the news media, public and private agencies, CAB clients, and the general public.

1.8.3 Action Checklist

1. Review the entire Information Coordinator Position Description.
2. Obtain a briefing from the Incident Commander regarding status of incident.
3. Prepare an initial summary of the incident immediately for review by the Incident Commander.
4. Ensure that all information is clear, concise, confirmed, and approved by the Incident Commander prior to release.
5. Establish contacts with news media (newspapers, radio, television) and prepare to release and receive regular communication.
6. Contact public and private agencies, CAB clients, and release information to the general public as directed by the Incident Commander.
7. Maintain a log and documentary file of all information released to the public.



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1.9 Food Coordinator

Primary	Davenport Resource Service Center Program Director
Alternate	Davenport Resource Service Center Program Assistant
Supervisor	Executive Director
Location	Davenport Resource Service Center
Alternate Location	Partner with Davenport Fire Department, School, Church

1.9.1 General Duties

- Coordinate with Second Harvest Food Bank to continue receiving priority food delivery in the event of a disaster.
- Receive and distribute emergency food to clients in the case of a disaster.
- Document receipt and distribution of emergency food and supplies.
- Coordinate with other agencies if emergency food stations are instituted in Davenport.

1.9.2 Your Responsibility

To coordinate the receipt and distribution of food to clients in the case of a disaster. To solicit additional food supplies as needed.

1.9.3 Action Checklist

1. Review the entire Food Coordinator Position Description.
2. Contact the Second Harvest Food Bank to ensure continued priority food delivery in the event of a disaster.
3. Receive and inventory all food deliveries.
4. Distribute food to clients.
5. Document food distribution.
6. Coordinate with the Salvation Army and other participating agencies if emergency food stations are implemented.
7. Contact private and public agencies if additional food supplies are needed.



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1.10 Shelter Coordinator (1)

Primary	The Shelter Project Program Director
Alternate	The Shelter Project Program Eligibility Worker
Supervisor	Executive Director
Location	Santa Cruz Center
Alternate Location	Soquel Center

1.10.1 General Duties

- Ensure that the Shelter Project components are operational in case of a disaster.

1.10.2 Your Responsibility

To coordinate emergency shelter needs of clients through implementation of the Motel Voucher Program, the Shelter Hotline, the Emergency Rent Assistance Program, and the Message Center.

1.10.3 Action Checklist

1. Review the entire Shelter Coordinator (1) Position Description.
2. Keep a back-up disk of client information at a secondary location in case of computer and disk destruction. Update quarterly.
3. Assess telephone, fax, and computer access.
4. Coordinate with Incident Commander and Safety Officer - Building to use generator if indicated.
5. Contact Motel Voucher providers and other key program participants with assessment of emergency case load.



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1.11 Shelter Coordinator (2)

Primary	Davenport Resource Service Center Program Director
Alternate	Davenport Resource Service Center Program Assistant
Supervisor	Executive Director
Location	Davenport Resource Service Center
Alternate Location	Partner with Davenport Fire Department, School, Church

1.11.1 General Duties

- Meet and greet Davenport residents in Church parking lot.
- Distribute Disaster House Surveys and ask residents to complete.
- Compile Disaster House Surveys to determine where help is needed and the extent of the damage.
- Coordinate disaster shelter efforts with the American Red Cross and other participating agencies, including the Fire Department, school, and Church.
- Distribute food as needed and coordinate with Second Food Harvest to get more food as required.
- In the event that the Davenport Resource Service Center acquires a shelter location, and cots and blankets, provide shelter to Davenport clients.

1.11.2 Your Responsibility

Provide emergency shelter to Davenport clients if plans are set up to support this effort. Coordinate with American Red Cross and local institutions.

1.11.3 Action Checklist

1. Review the entire Shelter Coordinator (2) Position Description.
2. Contact the American Red Cross, Fire Department, school, and Church to coordinate emergency shelter actions.
3. If available, prepare cots and blankets for clients needing emergency shelter.
4. Contact Second Harvest Food Bank to increase food and personal care supplies to serve increased client load.
5. If available, prepare back-up sanitation arrangements.



1.12 Work Crew Coordinator

Primary	Community Restoration Project Program Director
Alternate	CRP Adult Detention Crew Supervisor
Supervisor	Executive Director
Location	Soquel Center
Alternate Location	Santa Cruz Center

1.12.1 General Duties

- Maintain a contact network for work crew members to assist in rapid mobilization. Crew may consist of CRP Crew Supervisors and Assistant Crew Supervisors.
- Mobilize and coordinate work crew response in the case of a disaster.
- Organize Search and Rescue workshops for work crew members.

1.12.2 Your Responsibility

Organize work crew to be ready to respond rapidly to requests for assistance in the case of a disaster. Organize Search and Rescue workshops for work crew members.

1.12.3 Action Checklist

1. Review entire Work Crew Coordinator Position Description.
2. Organize Search and Rescue workshops for work crew members.
3. Initiate and maintain a current contact network for work crew members. Keep a back-up copy at a secondary location.
4. Mobilize work crew members for rapid response to requests for assistance in the case of a disaster.



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1.13 Immigration Coordinator

Primary	Santa Cruz County Immigration Project Program Director
Alternate	Santa Cruz County Immigration Project Secretary/Receptionist
Supervisor	Executive Director
Location	Watsonville Center
Alternate Location	Alternate Location in Watsonville or Soquel Center

1.13.1 General Duties

- Ensure continuation of provision of immigration related services in the event of a disaster.
- Respond to client concerns regarding provision of disaster services to documented and undocumented residents.

1.13.2 Your Responsibility

Respond to client needs regarding immigration services and provision of disaster services to documented and undocumented residents.

1.13.3 Action Checklist

1. Review the entire Immigration Coordinator Position Description.
2. Secure an alternate location in Watsonville for program operations in case current building is inaccessible.
3. Keep a back-up disk of client information at a secondary location in case of computer and disk destruction. Update quarterly.
4. Maintain an off-site duplicate copy of index card file used in office.
5. Respond to client requests for immigration related services and advocacy for disaster related services.



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1.14 Finance/Documentation Coordinator

Primary	Accountant
Alternate	Bookkeeper
Supervisor	Executive Director
Location	Watsonville Center
Alternate Location	Santa Cruz Center

1.14.1 General Duties

- Maintain back-up copies of current financial information prior to a disaster.
- In the case of a disaster, continue financial record keeping and functions including accounts payable, payroll, and preparation of information for financial statements.
- Work with staff to ensure that adequate documentation is maintained for all disaster-related expenditures, including payroll.
- In the case of available outside resources to assist the agency with disaster-related expenses, work with the Executive Director to qualify for funds.

1.14.2 Your Responsibility

Ensure that all financial records and documentation are adequate prior to, during, and following a disaster.

1.14.3 Action Checklist

1. Review entire Finance / Documentation Coordinator Position Description.
2. Make back-up copies of all financial information on a monthly basis. Keep one copy in a secured location at an alternate site.
3. In the case of an emergency, obtain a briefing from the Incident Commander regarding status of incident. Maintain regular contact with her to facilitate coordination of response efforts.
4. Continue with provision of financial functions, including accounts payable, payroll, and preparation of information for financial statements.
5. Work with staff to ensure adequate record keeping and documentation of disaster-related expenses, including payroll.
6. During the recovery phase, work with the Executive Director to qualify for any available outside resources to assist the agency with disaster-related expenses.



1.15 IT Supervisor

Primary	CAB IT Supervisor
Alternate	CEPP Coordinator
Supervisor	Assistant Executive Director
Location	Watsonville

1.15.1 General Duties

- Assess the access to and integrity of all CAB data.
- Before the disaster, the CAB IT Supervisor will implement the data protection and back up strategies determined in the Open for Business plan.
- During a disaster, the IT Supervisor will ensure that all CAB staff have email access and access to all usual CAB related data required for the performance of CAB program and reporting functions.
- Complete Open for Business IT and Voice Data forms and prepare IT equipment to survive and restore services as soon as possible.

1.15.2 Your Responsibility

The CAB IT Supervisor will assess the access to and integrity of all CAB data. Before the disaster, the CAB IT Supervisor will implement the data protection and back up strategies determined in the Open for Business plan. During a disaster, the IT Supervisor will ensure that all CAB staff have email access and access to all usual CAB related data required for the performance of CAB program and reporting functions.

1.15.3 Action Checklist

1. Assess the access to and integrity of all CAB data.
2. Ensure that all CAB staff have email access and access to all usual CAB related data required for the performance of CAB program and reporting functions.



1.16 CAB Incident Command System Staff Assignments with Corresponding Required ICS Training

These are the CAB Employee Disaster Job Assignments before and after a disaster. All CAB employees are strongly encouraged to take the free CERT training and ICS training to learn how to respond during a disaster.

Table 1 CAB Incident Command System (ICS) Staff Assignments with Corresponding Required ICS Training

NAME	CAB JOB TITLE	DISASTER RESPONSE JOB	REQUIRED ICS TRAINING
Paul Brindel 831-457-1741 ext 160	Shelter Project Program Director	Public Information Co- Coordinator Shelter Coordinator (1)	IS-100 Introduction to Incident Command System, I-100 <a href="http://training.fema.gov/E
MIWeb/IS/is100.asp">http://training.fema.gov/E MIWeb/IS/is100.asp IS-200 ICS for Single Resources and Initial Action Incidents <a href="http://training.fema.gov/E
MIWeb/IS/is200.asp">http://training.fema.gov/E MIWeb/IS/is200.asp IS-700 National Incident Management System (NIMS), An Introduction <a href="http://training.fema.gov/E
MIWeb/IS/is700.asp">http://training.fema.gov/E MIWeb/IS/is700.asp



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NAME	CAB JOB TITLE	DISASTER RESPONSE JOB	REQUIRED ICS TRAINING
Helen Ewan 831-763-2147 ext - 211	Women's Ventures Project (WVP) Program Director	Public Information Co-Coordinator	IS-100 Introduction to Incident Command System, I-100 http://training.fema.gov/E MIWeb/IS/is100.asp IS-200 ICS for Single Resources and Initial Action Incidents http://training.fema.gov/E MIWeb/IS/is200.asp IS-700 National Incident Management System (NIMS), An Introduction http://training.fema.gov/E MIWeb/IS/is700.asp
Carol Rocha 831-763-2147 ext - 260	CalWORKS Emergency Payment Program Coordinator	Watsonville Safety Officer Alternate IT Supervisor Alternate	IS-100 Introduction to Incident Command System, I-100 http://training.fema.gov/E MIWeb/IS/is100.asp IS-200 ICS for Single Resources and Initial Action Incidents http://training.fema.gov/E MIWeb/IS/is200.asp IS-700 National Incident Management System (NIMS), An Introduction http://training.fema.gov/E MIWeb/IS/is700.asp



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NAME	CAB JOB TITLE	DISASTER RESPONSE JOB	REQUIRED ICS TRAINING
Tom Helman 831-763-2147 ext - 204	Assistant Director	Deputy Incident Commander Alternate Incident Commander Santa Cruz Safety Officer	IS-100 Introduction to Incident Command System, I-100 http://training.fema.gov/E MIWeb/IS/is100.asp IS-200 ICS for Single Resources and Initial Action Incidents http://training.fema.gov/E MIWeb/IS/is200.asp IS-700 National Incident Management System (NIMS), An Introduction http://training.fema.gov/E MIWeb/IS/is700.asp
David True 831-763-2147 ext - 208	Community Restoration Project Program Director	Work Crew Coordinator Alternate Safety Officer Youth Liaison	IS-100 Introduction to Incident Command System, I-100 http://training.fema.gov/E MIWeb/IS/is100.asp IS-200 ICS for Single Resources and Initial Action Incidents http://training.fema.gov/E MIWeb/IS/is200.asp IS-700 National Incident Management System (NIMS), An Introduction http://training.fema.gov/E MIWeb/IS/is700.asp



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NAME	CAB JOB TITLE	DISASTER RESPONSE JOB	REQUIRED ICS TRAINING
Anita Ibarra 831-457-1741 ext. 190	TSP Eligibility Worker	Alternate Shelter Coordinator (1)	IS-100 Introduction to Incident Command System, I-100 http://training.fema.gov/E MIWeb/IS/is100.asp IS-200 ICS for Single Resources and Initial Action Incidents http://training.fema.gov/E MIWeb/IS/is200.asp
Leah Reuter 831-763-2147 ext - 214	Bookkeeper	Alternate Finance/Documentation	
Christine Johnson-Lyons 831-763-2147 ext - 203	Executive Director	Incident Commander	IS-100 Introduction to Incident Command System, I-100 http://training.fema.gov/E MIWeb/IS/is100.asp IS-200 ICS for Single Resources and Initial Action Incidents http://training.fema.gov/E MIWeb/IS/is200.asp IS-700 National Incident Management System (NIMS), An Introduction http://training.fema.gov/E MIWeb/IS/is700.asp



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NAME	CAB JOB TITLE	DISASTER RESPONSE JOB	REQUIRED ICS TRAINING
Doug Keegan 831-763-2147 ext - 217	SCCIP Program Director	Immigration Coordinator	IS-100 Introduction to Incident Command System, I-100 http://training.fema.gov/E MIWeb/IS/is100.asp IS-200 ICS for Single Resources and Initial Action Incidents http://training.fema.gov/E MIWeb/IS/is200.asp
Bryan Dickey 831-763-2147 ext - 215	Accountant	Finance/Documentation Coordinator Deputy Incident Commander Alternate Watsonville Safety Officer	
Elias Gonzales 831-763-2147 ext - 216	Job Developer/Case Manager	Alternate Work Crew Coordinator	IS-100 Introduction to Incident Command System, I-100 http://training.fema.gov/E MIWeb/IS/is100.asp
Francisco Serna 831-425-8115	DRSC Program Dir	Davenport Site Manager Food Coordinator Shelter Coordinator	IS-100 Introduction to Incident Command System, I-100 http://training.fema.gov/E MIWeb/IS/is100.asp IS-200 ICS for Single Resources and Initial Action Incidents http://training.fema.gov/E MIWeb/IS/is200.asp IS-700 National Incident Management System (NIMS), An Introduction http://training.fema.gov/E MIWeb/IS/is700.asp



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NAME	CAB JOB TITLE	DISASTER RESPONSE JOB	REQUIRED ICS TRAINING
Bruce Hobson 831-425-8115	DRSC Admin/Project Assistant	Alternate Food Coordinator	IS-100 Introduction to Incident Command System, I-100 http://training.fema.gov/E MIWeb/IS/is100.asp
Luz Fuentes 831-425-8115	DRSC Program Coordinator	Alternate Davenport Site Manager Alternate Food Coordinator	IS-100 Introduction to Incident Command System, I-100 http://training.fema.gov/E MIWeb/IS/is100.asp IS-200 ICS for Single Resources and Initial Action Incidents http://training.fema.gov/E MIWeb/IS/is200.asp IS-700 National Incident Management System (NIMS), An Introduction http://training.fema.gov/E MIWeb/IS/is700.asp
Leticia Shoemaker 831-763-2147 ext. 205	Citizenship Services Coordinator	Alternate Immigration Coordinator	IS-100 Introduction to Incident Command System, I-100 http://training.fema.gov/E MIWeb/IS/is100.asp



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