



**THE AMERICAN LEGION  
CALIFORNIA DEPARTMENT**



**DISTRICT 13**

**DISASTER PREPAREDNESS  
& EMERGENCY RESPONSE PLAN**



Adopted:

**CALIFORNIA DEPARTMENT  
DISTRICT 13**

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& EMERGENCY RESPONSE PLAN**

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**Goal: To provide guidance to the American Legion members of California District 13 on preparing and training themselves, their families, Posts and communities for future disasters and emergencies; and to detail a coordinated response and emergency relief effort during such times, in a manner consistent with both the Legion and California Department plans, resolutions, and existing agreements.**

**ACTIVATING THIS PLAN**

This plan should be activated during situations that require a response beyond the scope of normal day-to-day community emergency operations. Consider this Plan to be officially activated when:

- A notice of the existence or threatened existence of a **LOCAL EMERGENCY** has been proclaimed in a County.
- The Governor has proclaimed a **STATE OF EMERGENCY** in an area that includes any part of any county within the District 13 service area.
- The President has declared a **NATIONAL EMERGENCY**.
- There is a proclamation of a **STATE OF WAR EMERGENCY** as defined by the California Emergency Services Act.
- There is a **TERRORIST ATTACK WARNING** or the observation of a **WEAPON OF MASS DESTRUCTION (WMD)** in an area served by Area 2.

**Other Organizational Plans**

Each County and city maintains detailed Emergency Response Plans. Non-government organizations (NGOs) like Red Cross and Salvation Army also have such plans. The American Legion's California Department has an emergency plan and procedures in effect that generally guides all Legion Areas within the State during times of emergency. This document is designed to be subordinate to all such plans, but used in conjunction with them. This plan provides specific technical guidance to all Posts within District 13 in preparation for, and response to, disasters and declared emergencies.

Emergency preparation and response checklists are provided as Appendices in this document. If an emergency is declared, go directly to those appendices for specific tasks to be accomplished.

## BACKGROUND

Most emergencies are handled at the local level by first responders (i.e. medical, fire, law enforcement). This puts a tremendous responsibility on the community for taking care of its own citizens. If an emergency is larger than the community can handle, then mutual aid requests are activated. This brings in first responders from other local communities, and may require the activation of the County Emergency Operations Center to coordinate the response.

If the event is large enough to overwhelm a local mutual aid response, and people are evacuated or displaced, then emergency proclamations are made at either the local, regional, state or national level (depending on size), and the amount of personnel, equipment and supplies sent to the area to deal with the disaster will be expanded as necessary. This is referred to as the "SEMS" format – California's State Emergency Management System.

The State of California operates the Office of Emergency Services, and maintains six regional mutual aid centers in the State to respond to disasters. This District is served by the OES 2<sup>nd</sup> Region office in San Leandro, CA 94577.

The American Legion recognizes that there are a variety of emergencies and disasters that may require its Posts and members to respond. There are a variety of levels of response that may be necessary, including:

- Sheltering in place from several hours to several days
- Evacuating to a local shelter
- Traveling to other locations completely out of the area
- Assisting nearby neighbors
- Assisting neighborhoods or the entire community
- Opening the Post for use as a shelter or an emergency meeting place

Therefore, The Legion encourages all its state Departments, Areas, Districts, Posts, and individual members to be prepared to respond to any of these situations by planning, equipping, and training themselves, their Posts, and their communities.

The Legion's Department of California has prepared and adopted a Disaster and Emergency Plan that provides general guidance to all Areas, Districts and Posts in California in preparing for and responding to disasters in the State. Area 2 has established a detailed Plan. This District 13 Plan is both subordinate to, and compatible with the Area 2 Plan, and is designed to provide more specific detailed guidance for all Posts and Legionnaires within the District.

It is not widely known, but The American Legion entered into an agreement with the Red Cross ("Disaster Relief Understanding ARC 1581"). That agreement provides a broad framework for cooperation between the two organizations at all levels in cases of larger declared emergencies where people are evacuated or displaced. If requested, the Legion has agreed to work to the fullest extent possible to provide its physical facilities (i.e. Posts) to the Red Cross for emergency sheltering, feeding, and disaster service centers. This means every Post must be ready to respond if asked.

The Legion also signed an affiliation agreement with Homeland Security in 2005 to support the operations of the newly formed Federal *Citizen Corps*. It then adopted Resolutions 97 &

98 in 2006 which encourage Departments, Posts, and Legionnaires to get involved in local *Citizen Corps Councils*, and to assist both individual citizens and entire communities get prepared for future disasters and emergencies. Posts are encouraged to help create and distribute individual emergency kits for both children and adults, and to help develop community / organizational / church disaster response plans. Individual members are encouraged to both remain prepared themselves, and assist their Posts in helping other families, schools, workplaces and their communities in becoming prepared as well.

A comprehensive District disaster preparedness and response strategy is necessary to implement the goals in Resolutions 97 and 98, and to coordinate both the Red Cross Understanding, the California Department's Emergency Plan, and the recent inclusion of the Legion's ham radio program.

With this background in mind, this Emergency Response Plan is designed to help each member, Post, and the District leaders to prepare themselves and their communities to respond to emergencies and disasters.

## **EMERGENCY MANAGEMENT**

Emergency Management consists of 4 phases: 1) Preparedness; 2) Response; 3) Recovery; and 4) Mitigation. The goal of this *Disaster Preparedness and Emergency Response Plan* is to detail how the officers and members of District 13 and its Posts should be organized, equipped, and trained to respond to disasters. This plan describes what an appropriate level of Legion response would be *during* emergencies or disasters; what types of assistance the Legion could offer afterward in the *recovery phase*; and how the officers and members of the District can assist in mitigating the impact of future disasters and emergencies.

### **Disaster Preparedness**

The first phase of Emergency Management is *Preparation*. Preparation for future emergencies or disasters is a constantly evolving effort consisting of 5 basic integrated tasks:

1. Planning for emergencies and disasters
2. Coordinating the plan with other groups
3. Acquiring and storing appropriate equipment and supplies
4. Recruiting, qualifying and training personnel
5. Conducting practice exercises

- ***Planning***

The California Department's Emergency Response Plan is designed to provide very broad, statewide guidance. This District 13 Plan is designed to provide specific, detailed guidance to both the District and its subordinate Post Officers on their responsibilities and tasks - see "District / Area Standardized Disaster Emergency Event Report" Appendix.

In addition, a "Post Emergency Response Checklist" is provided as an appendix to this plan to serve as a guide to both emergency preparation and response.

If the local Posts have taken steps to authorize and create Amateur Radio (Ham) Clubs, the members of the clubs should have a readily available, up-to-date set of local and regional maps, frequency lists of other local clubs and emergency contacts, as well as

equipment and other supplies that will enable the club to be an effective resource during an emergency. The Club should maintain a response plan that can be followed when necessary.

In addition, each Post radio club should be prepared to deal with the possibility that its own building may be severely damaged, and have in place a “continuity plan” that includes optional meeting places, off-site backup records storage, and other details.

- ***Coordinating With Other Groups***

Each level of government (city, county, state, and federal) employs emergency responders in three main categories – fire, medical, and law enforcement. In addition, the State of California operates both the Army and Air National Guard that can respond to major emergencies or disasters if ordered by the Governor. Depending on the size of an event, the Federal Emergency Management Agency (FEMA) may be requested to mobilize to provide additional resources.

Non-governmental agencies (NGO’s) such as the American Red Cross, Salvation Army, and various religious organizations are prepared to provide assistance.

The American Legion agreement with the American Red Cross stipulates that a close working relationship between local Posts and Red Cross chapters be maintained. In addition, the Legion’s Emergency Response guidebook calls for Post Amateur Radio Clubs to work with Veteran’s Administration facilities to help establish ham radio capabilities within each hospital, clinic, and other sites.

To assist in this effort, the American Legion published a booklet entitled “***Disaster Preparedness and Response for American Legion Posts***”, and has made it available through normal distribution channels and over the internet as a downloadable pdf document. The booklet includes a 3 page checklist, as well as a “how to” guide to working with local governments and groups.

Post Amateur Radio Clubs should be interacting with other local and regional radio clubs, meeting with them and coordinating plans and equipment formats.

Simply put, the American Legion at each level must stand ready to react and assist when asked. Legion officers should have a working knowledge of the corresponding response agencies and NGOs at their particular level; have a working relationship with those corresponding agencies; and ensure their Emergency Plan is compatible with other plans far in advance of any event taking place.

- ***Acquiring and Storing Supplies and Equipment***

Emergency response supplies and equipment will be different at each Post within the District. At the individual member level, each ALERT team member must be equipped with an emergency response “go bag” (see attached Appendix). Each adult family member is also encouraged to create and maintain an emergency “go bag” as well, that can be used to supply 1 or 2 people for the first 3 days if they are required to temporarily evacuate their residence.

Each member’s *residence* should be supplied with food, water, tools, and equipment to

supply everything necessary to shelter the entire family in place for up to seven (7) days without electricity or water. It is recommended that each *workplace* be supplied with those items necessary to provide each employee with the ability to shelter in place for up to three (3) days.

Posts in California face potential disasters and emergencies that range from floods to earthquakes, forest fires to chemical spills. To assist their members, as well as the local community, the Post should be prepared to be an emergency shelter or a community and member meeting place. Each Post should maintain supplies and equipment necessary to handle an initial surge of people immediately after a major event. Within 2 or 3 days, the Red Cross and other NGOs will respond with additional supplies and equipment if necessary, relieving the Post of any further demands for emergency supplies.

Each Post Amateur Radio Club must also be prepared to activate emergency nets and to maintain operations for up to seven (7) days, 24 hours per day (see separate Base Station Equipment List for a recommended equipment and emergency supplies list).

Annually, each Post should include adequate funds in its budget to acquire and update upwards to 20% of the supplies and equipment necessary, with the goal of being fully equipped within the first five years.

- ***Recruiting, Qualifying & Training***

Recruiting in the American Legion means to actively work to bring in new members. But internally, each Post is also expected to recruit individual members to become actively involved in its disaster preparedness programs by joining the Post's American Legion Emergency Response Team (ALERT), the Post's Amateur (Ham) Radio Club or to support local community preparedness events and activities.

Members of the Post's volunteer ALERT team should be committed to becoming trained and equipped at their own expense if necessary, and to respond to an emergency or disaster if requested. Members of the Post's Amateur Radio Club should be either FCC licensed or interested in becoming licensed, committed to becoming trained and equipped at their own expense, and be able and willing to respond to an emergency or disaster if necessary.

One of the tasks of the Post's ALERT Chair will be to actively recruit Post members to the ALERT program, and to promote and coordinate emergency preparedness training for both ALERT members and the Post.

Training includes individual, groups or teams, and entire Posts, and should include:

- Red Cross disaster preparedness presentations
- FEMA on-line preparedness and response courses
- Local fire department CERT training
- Pamphlets, brochures, flyers
- Articles in Post newsletters
- Exercises and practice radio club nets

Posts are encouraged to conduct youth and community outreach programs to teach

preparedness, promote disaster kits / disaster readiness drills in their communities and assist in general community outreach.

- **Conducting Practice Exercises**

Each Legionnaire has a role to play during an emergency or disaster. That role can be simply protecting themselves and their families, or more complex, by helping neighbors or the entire community. Responding correctly and effectively requires each of us to not only have a plan, but to practice it.

Legionnaires actively involved with the Post's volunteer ALERT team or the Amateur Radio Club are expected to conduct regular periodic practical exercises to maintain their ability to respond properly if asked. Each participant must:

- Learn the Post's Emergency Response Plan
- Become familiar with response procedures, processes, forms, contacts, etc.
- Be properly equipped to respond
- Be prepared to complete their assigned tasks, plus the tasks assigned to others if they are unable to respond

Practice exercises should take place at least twice per year – once within the team or club, and once per year with outside organizations or agencies. After each exercise, it is expected that the Post's *Emergency Response Plan* will be updated and refined, and that equipment and supplies will be updated or improved as necessary.

Post radio clubs should conduct at least one practice net per year.

## **Disaster Response**

The second phase of Emergency Management is *Response*. Disasters can happen unexpectedly (earthquakes, explosions, etc.) or they can be anticipated (floods, tsunamis, forest fires, etc.). When a disastrous event takes place, an emergency is then declared. It is important to understand that there are typically 3 phases to a disaster:

1. Warning Phase
2. Impact Phase
3. Recovery Phase

When an emergency is formally declared, specific key controls and actions are automatically activated at various levels of government (i.e. Federal, State, County). Some may affect the Legion, and are listed below:

### State of California Emergency Orders

- Suspend State Employee hiring during stated emergencies
- All drugs and medical supplies at wholesale levels shall be temporarily held
- Emergency personnel may be paid in cash
- Bonds required for contract work in designated areas may be suspended
- Housing laws affecting emergency workers may be temporarily suspended
- Storage, distribution and use of petroleum products shall be at the control of the State

### State of California War Orders

- Warnings shall be given to all residents

- War Emergency Plan shall be activated
- All regional, county and local government employees shall be assumed to be statewide war emergency workers
- All governmental efforts shall continue
- All retail sales and distribution shall be discontinued for a minimum of 5 days
- Sale of alcohol is prohibited
- All stocks of petroleum products shall be controlled by the State
- All wholesale food stocks, except perishables and for mass care centers, shall be withheld and put under control of the State Food Director within certain guidelines
- Medical supplies shall be held at wholesale or distribution centers and shall be under the control of the State
- Banks shall enact emergency procedures in accordance with state law.
- Rent controls and price freezes will be put into effect

Once a disaster occurs, and an emergency is declared, additional responders are brought to the area based on the level of response determined to be necessary. In California, there are typically 5 levels of increasingly complex responses that are possible when an emergency is declared, all based on the State Emergency Management System (SEMS):

- Field Response Level – local events
- Local Government Level – Citywide or Countywide events
- Operational Level – County EOC mobilization event
- Regional Level – Multiple county event with localized mutual aid
- State Level – Multiple county with statewide or National mutual aid

SEMS is designed to be an organizational framework that matches both responders and a command structure to each level of response, from field / local levels to a State-level response. The federal government operates under a similar Incident Command System (ICS), based on the California format that also matches the command and responder structure to the level needed at the federal level.

Response at the Post level requires contacting all Legionnaires volunteering to be ALERT members, briefing them on the emergency and assigning them specific tasks as they arrive, monitoring their various efforts over time with an “event log”, and providing support services as necessary.

### **Disaster Recovery**

The goal of recovery is to return to pre-disaster conditions. There are four categories of disaster recovery:

1. Physical
2. Social
3. Government
4. Economic

More specifically, the Recovery Phase has several goals:

- Reinstatement of individual autonomy
- Restoration of family unity
- Provision of essential public services
- Ensure public safety
- Permanent restoration of private and public property
- Restoration of normal government operations
- Restoration of public services

- Research to uncover residual hazards, develop advance knowledge of disasters, and improve future emergency operations

Recovery begins with a damage assessment, then lists are created, and recovery tasks assigned. Local residents are normally asked to visit recovery assistance centers to file claims, apply for recovery grants and loans, and to access assistance referrals.

Legion members may be somewhat involved in assisting local communities to recover from a disaster, including helping clear areas, clean or repair homes, distributing food and recovery supplies, and providing the Post as an Assistance Center. Much of this work may be under the auspices of the Red Cross, Salvation Army, or other local non-governmental groups. Legion Posts and their own ALERT teams may also operate independently as well.

### **Disaster Mitigation**

The goal of the Mitigation phase is to take actions to eliminate or reduce the impact of future disasters. Actions such as modifying building codes to make buildings safer, raising buildings above a flood level, ensuring trees and brush are kept clear of structures and drainage facilities are all typical mitigations measures.

Normally, governmental mitigation plans include:

1. Conducting a risk assessment
2. Developing a mitigation strategy
3. Developing and implementing long-term mitigation programs

Legion members will not normally be involved in mitigation efforts, but should be aware of them.

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## **AREA 2 EMERGENCY MANAGEMENT PLAN**

### **Organization**

The American Legion's Department of California is divided into six regions (Areas) which are managed by a Commander and 5 officers. Each Area is divided into smaller "districts". There are a total of thirty districts in California. Area 2 covers a total of 8 counties in California, and encompasses Districts 8, 9, 10, 13, 26, and 28. Each District is managed by a Commander and 5 officers. There are currently 15 posts in District 13.

It is the responsibility of the Commander at each level (Area, District and Post) to ensure that the emergency management program is in place and effective. Preparedness tasks must be completed, the Plan kept up-to-date and all members kept appropriately familiar with it, proper supplies and equipment maintained, emergency response exercises conducted, and actual responses follow the guidelines of the Emergency Plan.

### **PREPAREDNESS**

The first phase of Emergency Management, "Preparedness", requires that specific tasks be accomplished at each level - Area, District, Post and individual members. The tasks for each level (District / Post / Member) are listed below.

## Disaster Preparedness Tasks at *District Level Planning*

- ❑ The District Disaster Preparedness Plan will be reviewed at least once per year and updated at least once each three years.
- ❑ The District will work closely with individual Posts to create effective Disaster Preparedness and Response Plans and assist in implementing those plans as necessary. Each year, the incoming District Commander will confirm that all Posts in the District have an adopted Plan that conforms to both The American Legion and the Department of California guidelines and the Area Plan.
- ❑ The District Commander will confirm that both the District's Disaster & Emergency Preparedness Advisor and the Amateur Radio Advisor are actively working to initiate and maintain plans at Post level.
- ❑ The District Commander will actively encourage all American Legion members participate in activities assisting residents and communities in both disaster preparedness and response.
- ❑ The District will work with American Legion headquarters, as well as Posts within the District to design and implement an effective public relations program both prior to, during and after disasters to promote the Legion and its work within the communities.
- ❑ The District Commander or his designee will work with the Area Commander in initiating contact with the State of California's new "*California Volunteers*" department to inform them of the American Legion / Homeland Security Agreement and the District's commitment to participating in Disaster Preparedness, officially join the organization, seek a partnership arrangement, and request assistance for District and local Post efforts.
- ❑ The District Disaster Preparedness Advisor will work to implement and supervise the Area 2 "Master of Disaster Preparedness" training program throughout District, including basic on-line FEMA and Red Cross preparedness training courses, along with instructor-led Red Cross training seminars for all ALERT members and other interested Post members, and recognizing those completing the training program
- ❑ The District Commander will encourage each post to designate a Post Disaster Preparedness and Response Chairman. The Chairman will be responsible for developing and maintaining an up-to-date Post Disaster Preparedness & Response Plan, creation of a Post "*American Legion Emergency Response Team (ALERT)*", identifying local resources, conducting disaster preparedness training, equipping the Post, and coordinating the Post's disaster response activities (including both radio and personnel response)
- ❑ The District Commander will require each Post to include Disaster Plan progress and events in their quarterly reports.

- ❑ The District Commander will encourage each Post to initiate contact with emergency management officials in their respective communities, informing them of the American Legion / Homeland Security Agreement, indicating the Posts commitment to be a participating partner, and seeking to establish partnership arrangements.
- ❑ The District Commander will coordinate with local Posts in contacting all Veteran's Administration medical centers within their service area, offering disaster preparedness and response assistance as appropriate.
- ❑ The District Commander will encourage each post to promote membership in the National Amateur Radio Club by all licensed radio operator members, and encourage each Post to create a Post amateur radio club in accordance with FCC rules that: 1) trains its members to be able to operate both a mobile / portable ham radio net; 2) operates a communications center that can be ready to respond to disasters and emergencies when called on; 3) partners with local ham radio clubs, MARS, ARES and RACES groups to improve coordinated ground station communications capabilities; and 4) recruits new members and offer training for all to receive new or update existing licenses.
- ❑ The District Commander will encourage each Post to contact their local amateur radio club to inform them of the Legion's efforts to create new clubs, elicit their support, and invite them to work with the Post to explore the possibility of partnering to establish fixed ground stations within the local posts.
- ❑ The District Commander will ensure that a comprehensive set of backup District records are consistently maintained at a secondary site.

#### **Coordinating with Other Groups**

- ❑ The District Commander will encourage all Posts to contact their local Citizen Corps
- ❑ The District Commander will encourage all Posts to contact their local Fire Departments for CERT Interaction
- ❑ The District Commander's representative will contact all appropriate NGO's (Red Cross, Salvation Army, etc.) and establish a working relationship with each
- ❑ The District Commander will encourage all Posts to help promote and participate in local community preparedness events, and to develop an active outreach / promotional program to publicize the Posts involvement with community emergency preparedness.

#### **Acquiring and Storing Supplies and Equipment**

- ❑ The District Commander will coordinate with the Area Commander and Post Commanders to budget for and acquire appropriate supplies and equipment to be stored at each Post in the District.
- ❑ The District Commander will maintain a copy of this plan, along with appropriate forms, office supplies, and an updated contact list to be used when responding to a declared emergency within the District.

### **Recruiting and Training**

- District Officers, Committee Advisors, and Post Commanders will be offered Preparedness training by a local Red Cross instructor every 2 years
- All District Officers and Committee Advisors will be provided with overview familiarization with the California Department's Disaster Plan and forms
- The District Disaster Preparedness Advisor will implement the Area 2 "Master of Disaster Preparedness" training program, offering it to all Posts and Members within the District, and recognize those who have completed the training

### **Conducting Practice Exercises**

- At least once each year, preferably during the second quarter after being appointed, the District Commander and Officers will conduct a practice exercise to review procedures, forms, and contact information to be used during an actual disaster or declared emergency.

### **Disaster Preparedness Tasks at *Post* Level Planning**

- The Post Commander will ensure that a comprehensive set of backup Post records are consistently maintained at a secondary site.
- Designate a Post Disaster Preparedness and Response Chairman
- Create a Post "*American Legion Emergency Response Team (ALERT)*" group
- Implement the twenty-two (22) "Disaster Response Checklist" items contained in American Legion "Disaster Preparedness and Response" booklet (stock 58-002) in conformity with Department, Area, and District guidelines.
- Develop and maintain an up-to-date Post Disaster Preparedness & Response Plan consistent with Department and Area plans that identifies local resources; conducts disaster preparedness training; confers with the local Red Cross chapter and equips the Post for disaster response; and coordinate the Post's disaster response activities (including both radio and personnel response).
- Maintain reference copies of the Department of California Disaster and Emergency Plan and other guidelines and lists as appropriate to help the post prepare for and respond to disasters and emergencies.

### **Coordinating with Other Groups**

- The Post Commander / representative will establish a communication link with the local Citizen Corps and investigate a participant role
- The Post Commander / representative will contact the local fire department and investigate CERT program interaction

- ❑ The Post Commander's representative will establish a communication link and initiate interaction with the local NGO's (Red Cross, Salvation Army, etc.)
- ❑ The Post will work to be involved with promoting and participating in local community preparedness events
- ❑ The Post Commander will task the Public Relations committee with developing an active outreach / promotional program to publicize the Posts involvement with community emergency preparedness.
- ❑ The Post Commander will assist the Post Radio Club in partnering with local ham radio clubs as well as MARS, ARES, and RACES groups to develop a space inside the post as a fixed ground station (hf/uhf/vhf) disaster radio communications center.

### **Acquiring and Storing Supplies and Equipment**

- ❑ Each year, until completed, the Post's Annual Budget should include the purchase of at least twenty percent (20%) of the initial startup supplies and equipment necessary for the Post to be used as a shelter to the members and the community. Once complete, the supplies and equipment should be updated or replaced annually as necessary.
- ❑ Post ALERT Team members should be willing to prepare personal ALERT Team response kits at their own personal expense, including identifying clothing, FRS radio for communication, sleeping bag and other items based on the attached list.
- ❑ Post Amateur Radio Club should be fully functional on at least two bands, and equipped with emergency supplies and equipment to successfully operate an emergency net for at least five (5) days or longer.

### **Recruiting and Training**

- ❑ The Post Commander will recruit a *Post Disaster Preparedness and Response Chairman* to develop the Post's plan and to recruit members into the Post's ALERT program
- ❑ The *Post Disaster Preparedness and Response Chairman* will implement the "Master of Disaster Preparedness" training program, encouraging all Post members to become active members of the new Post ALERT group and to participate in various training opportunities, including on-line courses, seminars, and local readiness training events.
- ❑ The Post Amateur Radio Club, if authorized, will recruit FCC licensed Post members to join the club, and will develop and implement a recruitment effort to bring in new members to the Legion who are also interested in becoming licensed, and work with them to attain their licenses or license upgrades.
- ❑ The Post members should assist and support all efforts to set up and equip the Post Amateur Radio Club if authorized.

- ❑ The Post Commander will ensure that an effective disaster preparedness program hosted by the local Red Cross chapter is offered at least once per year to all interested Post members and their family members.

### **Conducting Practice Exercises**

- ❑ Conduct annual Post Officer, ALERT Team and member training activities to familiarize everyone with the Post Disaster Plan, including emergency response procedures and individual responsibilities. Note: this is also an appropriate time to update contact lists, inventory supplies and equipment, and other tasks as may be necessary.
- ❑ ALERT Team members and other interested Post members should actively participate in personal training offered under the Area's Master of Disaster Preparedness program.
- ❑ Post Amateur Radio Club will operate at least one (1) full training exercise, including operating a full net exercise each year.

### **Disaster Preparedness At Legionnaires Level**

#### *Family Preparedness*

- ❑ Each Legionnaire should:
  - create a home emergency kit that includes, at a minimum, enough canned / dehydrated food, water and other basic supplies for at least seven (7) days for each member of the family.
  - create portable "go bags" for each vehicle that contains enough food, water, and basic supplies for at least three (3) days for at least two people.
  - prepare a plan for where to go, where to meet, where to stay if required to evacuate the home.
  - stay informed by listening to radio or television weather reports and weather warnings, monitor radio stations during times of disaster or emergencies

#### *Personal Preparedness*

- ❑ *Each Legionnaire should:*
  - prepare themselves to be ready for future disasters and emergencies join the Post ALERT group, become familiar with the Post Emergency Plan, equip themselves to respond in emergencies, and practice implementing the emergency plan.
  - participate in disaster preparedness training and community preparedness events as available.
  - assist the Post in obtaining supplies and equipment in preparation to respond in case of future disasters and emergencies
  - assist the Post's Amateur Radio Club in obtaining supplies and equipment to establish an operational radio communication base station facility station.

### **DISASTER & EMERGENCY RESPONSE**

The second phase of Emergency Management, "Response", requires that specific tasks be accomplished at the District, Post and individual member levels. Those tasks are listed, by level and category, below.

### **Disaster and Emergency Response at District Level:**

- District Commander should prepare and maintain an Event Log
- District Commander should notify District officers and appropriate committee chairs
- District Commander should notify the Area 2 Commander
- District Commander should be prepared to receive on-going and event summary Post reports, including damage / expense / inventory updates, and to forward those reports to the Area 2 Commander.

### **Disaster and Emergency Response at Post Level:**

- When notified of the event, the *Post Disaster Preparedness and Response Chairman* will:
  - Notify the Post Commander, all Post officers, and appropriate committee chairs
  - Notify the Post ALERT Team and Ham Radio response team leaders
  - Notify District Commander and District Emergency Committee Chair
  - Initiate and maintain an Event Log
  - Begin the emergency response procedures as listed in the attached Post Emergency Response Checklist Appendix
- At the conclusion of the event, the *Post Disaster Preparedness Response Chairman* will:
  - Notify the District Commander and the District Emergency Committee Chair
  - Prepare and submit a consolidated final report, an expense report and inventory list as noted on the attached Post Emergency Response Checklist Appendix
  - Communicate with the post insurance carrier regarding post damages
  - Notify members of Department and National's grant assistance program

### **Disaster and Emergency Response at the Individual Member Level:**

- Ensure all family members are safe, accounted for, and able to shelter in place.
- All members of the Post ALERT group and radio club should their gather go-bag, equipment bag, sleeping bag & pad, identification and communication equipment and report to the Post as soon as possible. Do not expect to be called.
- All ALERT group and radio club members will initiate the Post Emergency Response Plan and procedures as directed.

### **DISASTER RECOVERY OPERATIONS**

The third phase of Emergency Management, "Recovery" may involve local Post members assisting the community in recovering from a disaster. Members may help clear areas, clean or repair homes, distribute food and recovery supplies, and perhaps assisting in providing the Post as an Assistance Center.

Much of this work may be under the auspices of the Red Cross, Salvation Army, or other local non-governmental groups. Legion Posts and their own ALERT teams may also operate

independently as well. It is important that Post ALERT teams be equipped with appropriate identification items, including such things as hats, vests, ID tags, etc.

A photographer should be appointed, trained, and tasked with taking various “action” and “candid” photos that can be used in later promotional materials, keeping individual privacy in mind at all times.

## **MITIGATION EFFORTS**

The fourth phase of Emergency Management, “Mitigation”, normally only involves local governmental agencies taking longer-term actions to eliminate or reduce the impact of future disasters. Legion members will not normally be involved in mitigation efforts, but should be aware of them.

## **RESOURCES**

### **American Legion**

700 N. Pennsylvania Street, Indianapolis, IN 46206  
Phone: 317-630-1200 FAX: 317-630-1223  
Disaster Services: 202-861-2700 (National Security Committee)  
Website: [legion.org](http://legion.org)

### **American Red Cross**

Red Cross Bay Area Region Chapter  
85 Second Street, 8<sup>th</sup> Floor, San Francisco, CA 94105  
Phone: 415-427-8000 FAX: 415-427-8104  
National Website: [redcross.org](http://redcross.org) (family locator, shelter locator, local chapter contact, international family locator, etc.)

### **Salvation Army**

Statewide: 832 Folsom Street, San Francisco, CA 94107  
Phone: 415-553-3500  
Website: [usc.salvationarmy.org](http://usc.salvationarmy.org)  
Northern California: 3755 N. Freeway Blvd., Sacramento, CA 95834  
Phone: 916-563-3700

### **California Department - American Legion**

401 Van Ness Blvd., Room 117, San Francisco, CA 94102  
415-431-2400 FAX: 415-255-1571  
email: [maryj@calegion.org](mailto:maryj@calegion.org)  
inquiries directed to: Disaster & Emergency Services Commission  
Amateur Radio Commission

### **State of California**

Emergency Management Agency  
Headquarters: 2650 Schriever Avenue, Mather, CA 95655  
Phone: 916-845-8510 (main number) website: [calema.ca.gov](http://calema.ca.gov)

# THE AMERICAN LEGION NATIONAL EMERGENCY FUND

**PLEASE READ THE FOLLOWING INSTRUCTIONS VERY CAREFULLY  
NOT FOLLOWING DIRECTIONS COULD DELAY PROCESSING**

**INDIVIDUAL MEMBER GRANTS:** Grants from this fund provide emergency assistance to The American Legion or Sons of The American Legion *current* members in areas devastated by a declared natural disaster, to include floods, tornadoes, hurricanes, earthquakes and related adverse weather events. You must have been displaced or evacuated from primary residence and had out-of-pocket expenses to provide for food, clothing and shelter. ***These funds are not designed for insurance compensation or to cover monetary losses from a business, structures on your property (barns, tool sheds), equipment or vehicles.*** Individual members may apply for assistance. Only one grant per household (up to \$1,500.00) will be approved.

**POST GRANTS:** Same criteria apply. Post Grants (up to \$5,000.00) must derive from a declared natural disaster. Substantiating information must provide that The American Legion Post will cease to perform the duties and activities in the community due to losses sustained. A written report from a Post, District or Department officer outlining losses and the impact on community should be provided with the Grant Application. The NEF is not a replacement for insurance. It is the responsibility of each Post to have necessary insurance to sustain operations in the event of damage.

**REQUIRED APPLICATION INFORMATION:** Department and National Headquarters must have sufficient, documented information to justify the need. The application must be filled out **completely and accurately**. If needed, attach additional sheet(s) for supporting data (photos, receipts for temporary lodging and food, work estimates, etc.). NOTE: Grant requests must be submitted through the proper channels and reach National Headquarters within 90 days of the date of the disaster.

**DISTRIBUTION OF COPIES:** Applicant will forward original and all supporting documentation to Department Headquarters for processing. Keep a copy of all everything for your records. All grant requests must be reviewed and signed by the Department Commander or Department Adjutant before being sent to National Headquarters. **Make sure you have included ALL proper documentation and photos of hardship to help justify the grant request.**

**RECOMMENDATION/SIGNATURE OF NEF GRANT APPLICATION:** After reviewed by Department, if additional information is needed, the Department will either call or return the application to the individual member or local Post for resubmission. If the application is properly completed, a recommendation will be made and signed by either the Department Commander or Adjutant with the recommended amount, then forwarded to the National Emergency Fund Coordinator for action. When approved by the National Adjutant, a check will be issued and forwarded to Department Headquarters for issuance to the applicant.

If any of the above criteria has not been met, the application will be rejected and returned to Department Headquarters for amendment or further clarification. If the application is disapproved, it will be returned to Department Headquarters who will notify the applicant.

**IF YOU HAVE ANY QUESTIONS REGARDING THE COMPLETION OF THIS APPLICATION, CONTACT YOUR DEPARTMENT HEADQUARTERS FOR HELP.**





**THE AMERICAN LEGION  
DEPARTMENT OF CALIFORNIA**

**DISASTER RELIEF APPLICATION**

Please Print or Type

**DATE OF DISASTER:** \_\_\_\_\_  
*(MUST Be Within Past 90 Days)*

**TYPE OF DISASTER:** \_\_\_\_\_  
*(Must Be Declared Natural County, State Or Federal Disaster)*

**LOCATION OF DISASTER:** \_\_\_\_\_  
**STATE CITY COUNTY**

**Name** \_\_\_\_\_ **American Legion Membership ID #** \_\_\_\_\_  
**(Last) (First) (MI)** *(Must Be Current At Date Of Disaster And Application)*

**Post #** \_\_\_\_\_ **Dept.** \_\_\_\_\_ **Post Office Held** \_\_\_\_\_  
*(For Post Grants Only)*

**How Long Were You Evacuated / Displaced?** \_\_\_\_\_  
*(Note: Must Have Been Evacuated Or Displaced To Apply For Funds. See Instructions.)*

**Damaged / Evacuated Address**  
\_\_\_\_\_  
\_\_\_\_\_  
**(State) Physical Address (Street Address) (City)**  
**(Zip)**

**Current / Temp. Address:**  
\_\_\_\_\_  
**Current Phone #** \_\_\_\_\_ **Cell Phone #** \_\_\_\_\_ **email Address** \_\_\_\_\_

**Damages / Description Of Loss** *(Include Supporting Documentation: i.e., Photographs, Repair Estimates, Written Statements, etc.):*  
\_\_\_\_\_  
\_\_\_\_\_

**List Out-Of-Pocket Expenses Due To Evacuation / Displacement (Must Only Cover Food, Clothing, Shelter, Gas, etc. See Instructions):**  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Repair / Replacement Estimate: \$** \_\_\_\_\_ **Other Sources Of Reimbursement:** \_\_\_\_\_  
*(Insurance, Donations, State/Federal Aid, Other Disaster Funds)*  
**Amount: \$** \_\_\_\_\_

**Applicant Signature:**

**Date:**

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**FOR DEPARTMENT AND NATIONAL HEADQUARTERS USE:**

**DEPARTMENT:** Approve or Disapprove Recommended Amount: \$ \_\_\_\_\_  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**NEF ADMINISTRATOR:** Approve or Disapprove Recommended Amount: \$ \_\_\_\_\_  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**NATIONAL ADJUTANT:** Approve or Disapprove Amount: \$ \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Comments: \_\_\_\_\_

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**The American Legion  
Department of California  
205 13th Street Ste 3300  
San Francisco, CA. 94103  
(415) 431-2400 – Fax (415) 255-1571**

**FAX TO DEPARTMENT HEADQUARTERS**

1. \_\_\_\_\_  
(First) (Middle) (Last)

2. Membership #: \_\_\_\_\_ Post #: \_\_\_\_\_

3. Address: \_\_\_\_\_  
(Street or P.O. Box #) (City) (State) (Zip)

4. Phone: ( ) \_\_\_\_\_ 5. SIGNATURE: \_\_\_\_\_

6. Description of Loss \_\_\_\_\_  
(Attach any and all supporting documents, i.e. photographs, repair estimates, etc.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

7. Repair/Replacement Estimates: \$ \_\_\_\_\_

8. I have reviewed the above information and certify that the information given is true to the best of my knowledge. I also certify that the above names person is a member in good standing of The American Legion, Department of California.

Recommended Amount: \$ \_\_\_\_\_

APPROVE DISAPPROVE Signature: \_\_\_\_\_  
(Post/District Commander)

APPROVE DISAPPROVE Signature: \_\_\_\_\_  
(Area Disaster & Relief Commissioner)

NOTE: All signatures (Applicant, Post/District Commander, and Area Disaster & Relief Commissioner) must accompany this form before processing.



## POST EMERGENCY RESPONSE CHECKLIST

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- Notify District and Area Commanders of the emergency, level of declaration, type, general location, and approximate number of people affected (see standard report format)
- Initiate the ALERT group notification process
- Initiate the Amateur Radio Club member notification process.
- Open the emergency supply and equipment locker / facility.
- Prepare a basic briefing of the emergency for all responding Legionnaires.
- Assign responding ALERT members and other Legionnaires to specific tasks, including a temporary "Post Manager" to set up, operate, and supervise Post maintenance, etc.
- Prepare a master list of all Legionnaires and others responding, including time in, time out, task and location assigned, and emergency contact information.
- Assign a responder or volunteer the task being the photographer, and of documenting the emergency and Legion volunteers in action by taking pictures
- Notify the Post's insurance company / agent of the situation.
- Conduct periodic reviews of Legionnaire activities to ensure strategic objectives are appropriate and are being met.
- Assemble data / information and prepare periodic briefings for District and Area Commanders, news reporters, emergency responders and local officials.
- Be prepared to report the current Post situation (including any areas evacuated) and support needs to the local emergency responders, county EOC, and NGO's such as Red Cross and Salvation Army as necessary.
- Be prepared to brief your shift change, ensuring that ongoing activities and members responding are identified, and follow-up requirements are known.
- Ensure that coffee and other refreshments are prepared and available.
- Ensure a rest area is prepared, and cots, chairs, and other support items are ready. Ensure restroom is equipped (TP, soaps, paper towels, trash container, plunger, etc.)
- Ensure all areas are kept neat, clean, dry, ventilated, and safe. NOTE: Do not operate generators or BBQs indoors

### **After an Emergency**

- Release personnel from the Post and Amateur Radio Club when crisis diminishes
- Re-check this checklist
- Make sure that staff and volunteers receive debriefing and counseling, as needed.
- Have debris in and around the Post cleaned up as soon as possible
- Prepare an inventory of Post supplies and equipment.
- Ensure all unused Post emergency supplies and equipment are properly stored and secured, and all items supplied by others are returned as appropriate.
- Contact Area and District Commanders and verbally debrief as necessary
- Document all Post damage with both pictures and written descriptions, and be prepared to provide the documentation to the Post insurance agent / company
- Prepare a final report to the Post Commander, District Commander and Area Commander on the overall emergency response and results, including an inventory of emergency supplies and equipment that need replacing and estimated costs (see Standard Report format).



# POST STANDARDIZED EMERGENCY RESPONSE REPORT

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Date / Time of Report: \_\_\_\_\_ Prepared by: \_\_\_\_\_

Contact Information: Phone: \_\_\_\_\_ email: \_\_\_\_\_

Filed With:  Post Commander  District Commander  Area Commander

What exactly happened and when: \_\_\_\_\_

Where did it happen \_\_\_\_\_

What was the cause \_\_\_\_\_

What city / area / population was affected \_\_\_\_\_

How long will they be / were they affected \_\_\_\_\_

How many dead / injured / missing \_\_\_\_\_

What is the extent of the damage \_\_\_\_\_

How did we learn of the incident \_\_\_\_\_

When did we respond \_\_\_\_\_

How many Legionnaires responded \_\_\_\_\_

What has been done so far \_\_\_\_\_

Is the Post being utilized by Red Cross or other NGO ?  Yes  No

What is the long-term situation \_\_\_\_\_

What is the short-term situation \_\_\_\_\_

What decisions are needed at District Level \_\_\_\_\_

What decisions are needed at Area Level \_\_\_\_\_

Damage to the Post (interior, exterior) and estimated repair costs \_\_\_\_\_

Equipment that needs replacement and estimated cost \_\_\_\_\_

Emergency Supplies that need replacement and estimated cost \_\_\_\_\_

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(Attach additional narrative and inventory sheets as necessary)  
Department of California Area 2 Disaster Preparedness & Emergency Response Plan



## DISTRICT / AREA STANDARDIZED DISASTER / EMERGENCY

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Date / Time of Report: \_\_\_\_\_ Prepared by: \_\_\_\_\_  
Contact Information: Phone: \_\_\_\_\_ email: \_\_\_\_\_

Filed With:  Area Commander  CA Department Emergency Committee

### POST INFORMATION

- Post Number: \_\_\_\_\_ Location: \_\_\_\_\_ District: \_\_\_\_\_ Area: \_\_\_\_\_
- Post Commander: \_\_\_\_\_
- Post Disaster Preparedness and Response Chairman: \_\_\_\_\_

### EVENT BACKGROUND

- Post Report Attached  Yes  No
- Legionnaire Casualties: \_\_\_\_\_ deceased \_\_\_\_\_ injured
- Legionnaire / Families left homeless: \_\_\_\_\_
- Estimated damage to Post or Legion facilities \_\_\_\_\_

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- Current estimate of total cost of Post / Legion facilities damage: \_\_\_\_\_
- Have insurance carriers been notified  Yes  No
- Has Department Commander been notified:  Yes  No
- Has National Headquarters been notified:  Yes  No
- Is Red Cross expected to use the Post:  Yes  No
- Estimated number of Legion members applying for Department / Legion assistance: \_\_\_\_\_
- Equipment that needs replacement and estimated cost \_\_\_\_\_

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- Emergency Supplies that need replacement and estimated cost \_\_\_\_\_

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- What decisions / support are needed at District Level \_\_\_\_\_

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- What decisions / support are needed at Area Level \_\_\_\_\_

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(Attach Post Event Report and additional narrative as necessary)  
Department of California Area 2 Disaster Preparedness & Emergency Response Plan

## The “Go-Bag”

All ALERT team and Amateur Radio Club members should prepare an emergency response “go bag” and have it, a sleeping bag, and air / foam mattress ready to respond to emergencies. In addition, Radio Club members should also have a radio equipment bag.

The “go-bag” can be a backpack or other easy-to-carry container that is available to grab quickly when responding to a disaster or other emergency, or when you are required to quickly evacuate your home with little notice. Since you may be required to be away from home for a day or two, your “go-bag” contents should include not only a couple of dehydrated / pre-prepared meals, water and support equipment, but personal comfort items as well. It should also have an ID tag on the outside.

Storing the “go-bag” in the trunk of the car is highly practical, as long as you park your car outside and away from structures that could collapse in an earthquake; and provided nothing in it is affected by heat. Otherwise, it can be stored in a cool closet area. The items listed are individually very light weight. However, combined, the bag can weigh as much as 20 lbs., primarily due to weight of liquids.

### Equipping an Emergency Go-Bag

Flashlight (waterproof) (LED recommended) with fresh batteries and backup batteries

AM / FM Radio – battery, solar or wind-up, with earphones (note: an AM / FM / Shortwave Radio is even better). Include extra radio batteries

Whistle (USCG approved water / storm proof)

Dust masks & heavy work gloves

Folding knife (larger blade)

Emergency survival blanket or bag (metalized polyester “space blanket”) for outside use

Emergency / votive / t-light candles with holder

Matches (windproof/waterproof) in a waterproof container, butane lighter, or other fire starter

Lexan plastic or metal cup, bowl, plate, knife, fork, spoon, and water bottle

Can opener (military fold-up type recommended)

One climbing-rated spring-gated carabinier and several “mini-biners”

Stainless steel or polymer mirror

Emergency cash and change in small denominations, including quarters for phone calls

Sturdy shoes, a change of clothes (including underwear), and hat (brimmed “boonie” style)

Local map and compass

Some emergency foods and water:

- two dehydrated (i.e. Mountain House) or MRE meals
- several small bottles of water
- power bars / granola bars / nutrition bars @ 1200 calories per day
- powdered gatorade, tea bags, coffee bags, sugar packets, salt packets, etc.
- hard candies & gum

Reflector arm band or waist band

First Aid Kit with alcohol wipes, band-aids, anti-bacterial ointment, tweezers, etc.

Hand sanitizer and water purification tablets

One (1) week of prescription medications

Permanent marker, pen, paper and tape

Parachute cord (Military Spec) or other strong lightweight rope

List of emergency point-of-contact addresses, phone numbers, email, etc.

List of drug and food allergies (especially antibiotics)

Copy of health insurance and identification cards

Extra prescription eye glasses, hearing aid or other vital personal items  
Aspirin, ibuprofen, mosquito repellent, sunscreen, etc.  
Feminine items as required  
Small personal roll / packets of toilet paper  
Toothbrush / toothpaste, safety razor, antibacterial soap, and shampoo  
Bandana (large) and Viscose (quick drying) towel  
Deck of plastic coated playing cards, paperback book, or other personal entertainment items  
Extra keys to your house, mailbox, and vehicle  
Construction style hard hat with attached LED light for emergency responders  
GMRS (family radio service) multi-channel (w/security codes) 2-way radio / batteries / charger

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### **Radio Equipment Bag**

Hand-held dual band radio with operating manual, battery charger / rapid charger  
Extended range rubber duck antenna  
Dual band magnetic mount antenna  
Extra high-capacity battery pack  
Cigarette lighter charger and extra fuses  
External speaker / microphone  
Extension cord  
1 roll duct tape and 1 roll electrical tape  
Male-BNC-to-SMA adapter  
Female BNC to SO-239 adapter  
Copy of FCC Operating License and repeater location / frequency list.  
Mini-Mag or long-life LED flashlight with spare batteries  
Leatherman-style multi-purpose tool or Swiss Army-style pocket knife  
(2) Ink pens / (2) Pencils with notepad and pencil sharpener  
Self-stick removable notes: 2 7/8" x 4 7/8" size  
Emergency gas / phone money  
Hard candy / Granola bars / plastic or metal cup  
First Aid Kit and surgical gloves  
Disposable lighter  
Mechanic's Gloves, hat, sunglasses

### **Miscellaneous Items:**

Additional optional items for the Radio Equipment Bag are listed below (remember to think small):

Small pocket compass	Whistle
Local ARES phone and frequency reference card	State road map
Spare eye glasses	Family member contact list
Moist towelettes	Mosquito Repellent
Operating quick reference card for HT	All-purpose markers
Pocket sewing kit	Grease Pencil
Sunscreen (small size bottle)	Parachute cord
Aspirin / Acetaminophen / Tylenol	Cable ties
Throat Lozenges	Dehydrated meals or MREs
Antacid tablets	Safety Vest / Reflector belt
Rain gear	Emergency Stove / Fuel
Water purification tabs	Ear phones



# STANDARDIZED DISASTER / EMERGENCY EVENT RESPONDER CHECKOUT BRIEFING

Date / Time of Briefing: \_\_\_\_\_ Prepared by: \_\_\_\_\_  
Contact Information: Phone: \_\_\_\_\_ email: \_\_\_\_\_

Filed With:  Post Commander  Post Disaster Coordinator  Other: \_\_\_\_\_

### POST INFORMATION

- Post Number: \_\_\_\_\_ Location: \_\_\_\_\_ District: \_\_\_\_\_ Area: \_\_\_\_\_
- Post Commander: \_\_\_\_\_
- Post Disaster Preparedness and Response Coordinator: \_\_\_\_\_

### RESPONDER BRIEFING

- Method contacted:  Telephone  Email  In Person  Other: \_\_\_\_\_
- Time / Date In: \_\_\_\_\_ Time / Date Out: \_\_\_\_\_
- Total Time Donated this period: \_\_\_\_\_ hrs
- Please list any injuries sustained during this shift: \_\_\_\_\_
- Were injuries reported ?  Yes  No Injury treated :  Yes  No
- Estimated value of supplies/equipment expended /used up/lost this shift: \$ \_\_\_\_\_
- Estimated mileage driven this shift (include miles to and from home, etc.) \_\_\_\_\_
- Total estimated value of items or funds donated during this shift: \$ \_\_\_\_\_
- List tasks assigned to you this shift: \_\_\_\_\_  
\_\_\_\_\_
- List any difficulties you experienced during this shift: \_\_\_\_\_  
\_\_\_\_\_
- Do you feel you could benefit from personal one-on-one counseling if offered ? \_\_\_\_\_
- Please provide your recommendations on future supplies and equipment needs, and improvements in task assignments, communications, training, support and housing that should be considered: \_\_\_\_\_  
\_\_\_\_\_

(attach a separate sheet of paper if necessary)

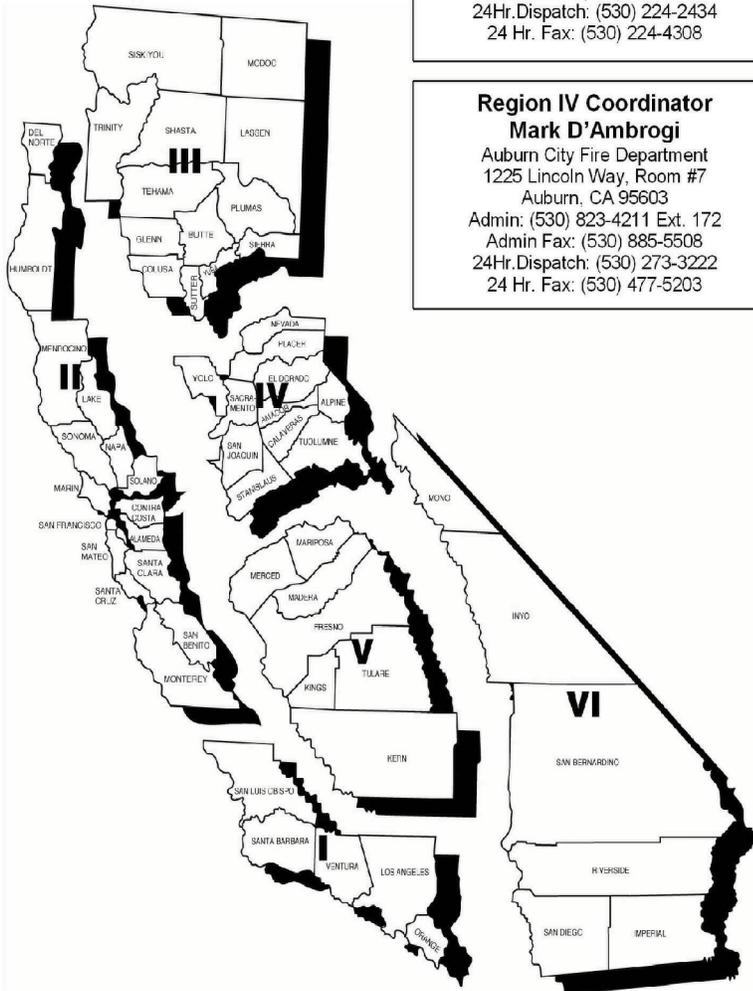
- I hereby give permission for my photographic image to be used by the American Legion in future public relations materials: \_\_\_\_\_

This Responder Checkout Briefing is true and complete: \_\_\_\_\_

(Attach additional narrative pages to this form as necessary)



# Cal EMA Fire and Rescue Division Regional Mutual Aid Coordinators



### Region III Coordinator Doug Wenham

CALFIRE Northern Region Operations  
6105 Airport Road  
Redding, CA 96002  
Admin: (530) 224-2462  
Admin Fax: (530) 242-2496  
24Hr. Dispatch: (530) 224-2434  
24 Hr. Fax: (530) 224-4308

### Region IV Coordinator Mark D'Ambrogio

Auburn City Fire Department  
1225 Lincoln Way, Room #7  
Auburn, CA 95603  
Admin: (530) 823-4211 Ext. 172  
Admin Fax: (530) 885-5508  
24Hr. Dispatch: (530) 273-3222  
24 Hr. Fax: (530) 477-5203

### Cal EMA Fire & Rescue Division

**Sacramento Headquarters**  
3650 Schriever Avenue  
Mather, CA 95655

Fire & Rescue Division: (916) 845-8711  
Nights & Weekends: (916) 845-8911  
FAX: (916) 845-8396

### State Fire and Rescue Chief

#### Kim Zagaris

kim.zagaris@calema.ca.gov

#### FIRE OPERATIONS

Deputy Chief – Brian Woodbeck  
brian.woodbeck@calema.ca.gov

#### FLEET OPERATIONS

Deputy Chief – Bob Praytor  
bob.praytor@calema.ca.gov

#### FIRE ADMINISTRATION

Deputy Chief – Bob Wyman  
bob.wyman@calema.ca.gov

#### SPECIAL OPERATIONS

Deputy Chief – Lorenzo Gigliotti  
lorenzo.gigliotti@calema.ca.gov

Assistant Chief – Len Chesmore  
len.chesmore@calema.ca.gov

Assistant Chief – Joe Gear  
joe.gear@calema.ca.gov

#### FIRESCOPE

Deputy Chief – Ralph Domanski – Riverside  
ralph.domanski@calema.ca.gov

Deputy Chief – Ralph Domanski – (Acting)  
Redding

#### HAZ-MAT

Deputy Chief – Vacant

### Region II Coordinator Sheldon Gilbert

Alameda County Fire Department  
835 E. 14<sup>th</sup> Street  
San Leandro, CA 94577  
Admin: (510) 618-3490  
Admin Fax: (510) 618-3445  
24 Hr. Dispatch: (925) 245-0420  
24 Hr. Fax: (925) 422-5730

### Region I Coordinator Daryl Osby

Los Angeles County Fire Department  
1320 N. Eastern Avenue  
Los Angeles, CA 90063-3294  
Admin: (323) 881-2401  
Admin Fax: (323) 265-9948  
24 Hr. Dispatch: (323) 881-2455  
24 Hr. Fax: (323) 266-6925

### Region V Coordinator Keith Larkin

Fresno County Fire Protection District  
210 S Academy Avenue  
Sanger, CA 93657  
Admin: (559) 493-4300 / Fax: (559) 875-8473  
24 Hr. Dispatch: (559) 292-5271  
24 Hr. Fax: (559) 292-0368

### Region VI Coordinator Dale Hutchinson

CALFIRE Southern Region Operations  
2524 Mulberry Street  
Riverside, CA 92501  
Admin: (951) 320-6200  
Admin Fax: (951) 320-6395  
24 Hr. Dispatch: (951) 320-6197  
24 Hr. Fax: (951) 782-4900