SACRAMENTO COUNTY

OFFICE OF EMERGENCY SERVICES







EXTREME COLD AND FREEZE

HAZARD ANNEX





FINAL

November 3, 2026

HANDLING INSTRUCTIONS

1. The title of this document is the *Sacramento Operational Area (OA) Extreme Cold and Freeze Hazard Annex*
2. The information gathered herein is to be used for training and reference purposes within Sacramento OA. Reproduction of this document, in whole or in part, without prior approval from the Sacramento County Office of Emergency Services is prohibited.
3. The Extreme Cold and Freeze Hazard Annex is available at sacoes.saccounty.gov. Alternative formats (e.g. Large Print) can be made upon request with the point of contact below.
4. Point of Contact:

Nicole Benson
Assistant Emergency Operations Coordinator
Sacramento County Office of Emergency Services
bensonn@saccounty.gov
(916) 874-4670 office

RECORD OF CHANGES

#	DATE	NAME	SUMMARY
1	November 3, 2025	N. Benson	Executive Summary: Added new Phase II - Alert, increasing total phases to four (4)
2	November 3, 2025	N. Benson	Executive Summary: Updated phase names to: Phase I - Seasonal Readiness, Phase II - Alert, Phase III - Watch, and Phase IV - Warning
3	November 3, 2025	N. Benson	Added Hazard Analysis
4	November 3, 2025	N. Benson	National Weather Service Alerts and Warnings: Updated NWS HeatRisk category descriptions
5	November 3, 2025	N. Benson	Concept of Operations: Added new thresholds and actions under Phase II, Phase III, and Phase IV
6	November 3, 2025	N. Benson	Concept of Operations: Added NWS products to Phase III and Phase IV thresholds
7	November 3, 2025	N. Benson	Concept of Operations: Removed retired DHA Weather Respite Motel Program
8	November 3, 2025	N. Benson	Roles and Responsibilities: Updated ESF responsibilities
9	November 3, 2025	N. Benson	Authorities: Added Government Code §8593.10
10	November 3, 2025	N. Benson	Warming Center Field Operations Guide: Updated checklists for clarity and good practices

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EXECUTIVE SUMMARY

The Extreme Cold and Freeze Hazard Annex is a support annex to the Sacramento County Emergency Operations Plan (EOP).

The annex describes the Operational Area (OA) coordination during extreme weather events and guides Sacramento County government, special districts, local government, community-based organizations, and faith-based organizations in preparation for, and response to emergency incidents involving extreme cold and freezing weather.

This annex recognizes the need for the OA to communicate and coordinate with local agencies through the Sacramento County Office of Emergency Services (SacOES) and to support local agencies' actions consistent with the Standardized Emergency Management System (SEMS).

The plan recognizes four (4) phases of activation.

I. Seasonal Readiness
II. Alert
III. Watch
IV. Warning

The Extreme Cold and Freeze Hazard Annex outlines criteria and response triggers for each specific type of event. It further identifies event-specific department and agency roles and responsibilities, in addition to those outlined in the Basic EOP.

Departments and agencies identified in this document shall review the plan to familiarize themselves with their roles and responsibilities. Local agencies are advised to develop their plans and prepare agreements for support in response to any emergency.

PURPOSE

The purpose of this annex is to identify actions that may be taken to address the needs of populations during Phases I through IV of extreme cold and freeze emergencies. The guidance also provides direction for local governments, non-governmental organizations, and other agencies in the preparation of their extreme cold and freeze emergency response plans and other related activities. This guidance is for immediate use and is designed to provide agencies within the OA with specific roles and responsibilities related to the implementation of an extreme cold and freeze response. The SacOES, in coordination with Sacramento County departments and affected cities, will direct implementation of this guidance.

Response operations will be based on the Standardized Emergency Management System /National Incident Management System/ (SEMS/NIMS), consistent with those described in the Sacramento Emergency Operations Plan (EOP).

> ***NOTE: This guidance in no way shall restrict activities of Sacramento County, the cities or special districts and volunteer organizations, to establish warming centers or extreme cold and freeze emergency related actions. This Annex should not be used as a point of triage or entry point to additional or expanded social services. The intent of this Annex is for emergencies and disasters only.***

SCOPE

The scope of this document identifies Sacramento County agency actions and how county resources in extreme cold and freeze events will be made available in support of local government preparedness and response efforts in accordance with SEMS.

ASSUMPTIONS

Weather emergencies are mild in Sacramento County compared to other parts of the country. However, the County has experienced periods of extreme temperatures that were hazardous to health, crops, and animals. The following assumptions were used in the development of this annex.

- Sacramento County is not generally considered the most threatened area for extreme cold and freeze emergency conditions.
- The County has the primary responsibility to meet the needs of citizens living in unincorporated areas during emergencies.
- Incorporated cities have the primary responsibility to meet the needs of citizens living within their boundaries during emergencies.
- Emergencies involving cold and freeze are often slower to develop, taking several days of continuous cold and freeze before a significant impact can be seen.
- Extreme temperatures have increased effects on vulnerable populations or those with lower thresholds, including:
    - The elderly and the very young
    - Medically fragile
    - Unhoused
    - Those without access to reliable warming location.
- Based on worst case scenario planning, the following could occur depending upon the size and scope of the event:
    - The Sacramento County Emergency Operations Center (EOC) could be activated if the event were significant enough to trigger response actions.
    - The OA will communicate and coordinate actions with local, regional, and State Governments, as needed.
    - Numerous densely populated communities may be impacted.
    - Power outages may occur, and communication systems may be damaged.
    - Large-scale movement of at-risk populations may be necessary, causing otherwise non-impacted jurisdictions to become “host” to displaced populations.
- The State may initiate specified actions independently but will communicate and coordinate those actions with local government.
- Reimbursement of expenditures from the State during a proclaimed emergency is not guaranteed; all agencies involved must carefully track costs associated with any emergency response.
- Local cities, special districts, and Sacramento County agencies may have programs to address extreme cold and freezing temperatures. This plan does not restrict their operations, providing they are consistent with SEMS and NIMS.

HAZARD ANALYSIS

According to the National Weather Service, in Sacramento County, monthly average minimum temperatures in the coldest months (November through February) range from the upper 30s to low 40s. The coldest recorded daily extreme was 17°F on December 11, 1921. In a typical year, minimum temperatures fall below 32°F on 27 days. This data was pulled from Sacramento Area threaded climate site.

Month	Record Low	Date	Month	Record Low	Date
January	19°	1/14 & 15/1888	July	47°	7/3/1901
February	21°	2/13/1883	August	48°	4x most recently 8/5/1950
March	26°	3/5/1971	September	42°	9/30/2007
April	31°	4/9/1999	October	34°	10/30/1935
May	34°	5/30/1950	November	26°	3x most recently 11/25/1993
June	41°	6/1/1990	December	17°	12/11/1921

Source: National Weather Service

Cold weather also affects crops. In late spring or early fall, early arrival of cold air can damage or kill produce for farmers. A freeze occurs when the temperature drops below 32 degrees F. Freezes and their effects are significant during the growing season. Frost develops on clear, calm nights and can occur when the air temperature is in the mid-30s. Each plant species has a different tolerance to cold temperatures.

NATIONAL WEATHER SERVICE ALERTS AND WARNINGS

The National Weather Service (NWS) issues watches, warnings, and advisories to warn of extreme weather-related issues that are forecast to influence an area within the following 36 hours. If NWS forecasters predict an extreme cold and freeze event beyond 36 hours, then the NWS will issue messaging in the form of Special Weather Statement, partner emails, and social media that is based on how far in advance of the event they are making a prediction.

Watches are usually used 12-48 hours in advance of a potential freeze event, indicated the situation is likely to occur, but details may be uncertain about timing, extent, and severity. Warnings indicate a high degree of confidence that the event will occur as described and they usually are issued within 24 hours of the event. Warnings may be issued even if a watch was not released in advance. Similarly, watches may have been issued, but conditions then change enough that a warning is not needed.

Extreme Cold

The scope of NWS Extreme Cold Services continues to be the safety of people (life).

Cold Weather Advisory: Seasonably cold air temperatures or wind chill values are expected or occurring. For Sacramento County, this temperature is defined as 30 degrees F or lower.

Extreme Cold Watch/Warning: Extreme Cold Watch is issued when dangerously cold air temperatures or wind chill values are possible. Extreme Cold Warning is issued when dangerously cold air temperatures or wind chill values is expected or occurring. For Sacramento County, this temperature is defined as 20 degrees F or lower.

Wind chill temperature is the temperature it “feels like” outside and is based on the rate of heat loss from exposed skin caused by the effects of wind and cold. As the wind increases, the body is cooled at a faster rate causing the skin temperature to drop. Wind chill does not affect inanimate objects like car radiators and exposed water pipes because these objects cannot cool below the actual air temperature.

Frost/Freeze

NWS issues frost and freeze products using the “watch/warning” concept. The scope of NWS Frost/Freeze services is focused on vegetation and agriculture.

Frost Advisories - Frost advisory is issued when minimum temperature forecast to be 33-36 degrees F during the locally defined growing season with frost likely. Frost advisories are not issued after the first freeze event of the winter until spring bloom begins. Although warm-season plants may die with the first frost, there are no frost warnings because frost damage is generally cosmetic to cold season crops.

Freeze Watch/Warnings - These are issued when minimum temperature is forecast to be less than 32F during the locally defined growing season. Freeze warning can also be issued for the first freezing spell in autumn, especially after a spell of warmer than normal temperatures. A freeze watch can be issued for the same criteria up to 48 hours or longer in advance.

CONCEPT OF OPERATIONS

Extreme Cold and Freeze Response Phases

A severe weather forecast by NWS Sacramento will be the crucial indicator regarding Phase activation. The Sacramento County Chief of Emergency Services or designee may determine the need to activate this guidance upon receipt of a forecast indicating such conditions will prevail.

The County uses a phased approach to extreme temperature emergencies that are consistent with the State of California's contingency plans for extreme cold and freeze emergencies.

The phases for action regarding cold or freezing are:

I. Seasonal Readiness
II. Alert
III. Watch
IV. Warning

While NWS forecasts are an important indicator, the NWS is not the sole determinant of an extreme temperature event. Phases are activated based on the severity of the risk of extreme cold and freeze to vulnerable populations, farm labor workers, animals, agriculture, and population in general. The direct involvement by government agencies increases with the severity of the risk.

Phase I: Seasonal Readiness

Phase I actions are taken prior to colder months (usually in October or early November) to prepare for and maintain a state of increased readiness.

Seasonal Readiness includes:

- Review of existing plans, procedures and resources with key stakeholders (see: Roles of Local Government and Coordinating Agencies).
- Confirm contact information and notification methods of key stakeholders.
- Verification of use/availability of key facilities, if applicable.
- Discuss transportation methods that may be utilized in Phases II, III, IV.
- Prepare to initiate awareness campaigns.
- Provide cold safety script for 2-1-1 for Public Information campaign.
- Increase public awareness by providing general information about measures to reduce extreme cold related risks and promote preparation efforts.
- Confirm details of agency or department participation.
- Update information and risk communication processes for vulnerable populations.
- SacOES will coordinate with Sacramento County Public Health (PH) and Public Information Office (PIO) for media notification, press releases, updates to appropriate websites, etc., to include information about warming center(s) and/or protection from the elements.
- PH will share periodic cold-related syndromic surveillance data, inclusive of illness and Emergency Department (ED) visits data, with SacOES and other relevant county departments and agencies.

Phase II: Alert

Phase II actions are taken when a jurisdiction or department's thresholds are met to respond to cold-related needs, expanding regular services and resources for their areas of responsibility.

All Phase I activities shall have already taken place; Phase II actions may be initiated when one or more of the following exists:

- A jurisdiction, department or agency's pre-identified thresholds are met

Phase II Actions may include:

- Coordinate with community partners and/or other jurisdictions on activation logistics (referral processes, eligibility criteria, pet acceptance) for their warming center operations
- Sacramento Regional Transit activation of free ride vouchers to warming centers
- PH, alongside other departments as necessary, to coordinate with PIOs to issue joint press releases increasing awareness of the risks from the extreme cold conditions for vulnerable populations and the general public
- PIOs post weather safety tips and activation locations on websites and social channels
- PIOs to provide locations and logistical information to 2-1-1
- PIOs to coordinate issuance of Board Alerts
- PIOs to notify media of activation and any other coordination efforts
- PIOs to handle media interviews and information requests
- Share weather-related information, resources and services with partners, clients and customers
- Activation of Department Operations Center (DOC), as necessary
- County departments and cities to notify SacOES of extreme cold-related response efforts and submit information as requested by SacOES

Phase III: Watch

Benchmarks for Phase III are monitored by local government and include but are not limited to credible forecasts by the NWS of extreme cold or of power outages during colder than normal weather conditions in Sacramento County. During this phase, contact with local agencies, stakeholders and coordination among State agencies increases.

Phase II activities may have already taken place; Phase III actions may be initiated when one or more of the following exists:

- The NWS Sacramento has issued a Cold Weather Advisory or Extreme Cold Watch
- Increased cold temperature related EMS calls or increased emergency department visits.
- Notification to/from the SacOES that local jurisdictions (cities) have issued a special notice (warning, alert, etc.), however the Cities' EOCs have not been activated.
- Existing or anticipated electrical emergency and/or extended power outages during extreme cold conditions.
- A DOC is activated for extreme cold and has requested resources from Sacramento County OES
- State proclaims a severe cold emergency that includes Sacramento County.

Phase III Actions Include:

- All activities under Phase II; and
- OES Duty Officer will make appropriate internal OES notifications including activating a seasonal incident in VEOCI.
- Participate in periodic or daily calls, as needed, with key agencies to provide/gather weather and utility updates
- OES Duty Officer and/or Mass Care and Shelter Coordinator will track readiness and availability of resources, and fill resource requests from cooperating agencies choosing to open warming centers.
- Sacramento County Public Health Officer may issue a Health Alert to the Operational Area (OA).
- Collaborate to identify any anticipated needs or problems.
- PIOs will coordinate and issue joint press releases increasing awareness of the risks from the extreme cold conditions for vulnerable populations and the general public.
- Release critical pre-scripted and event-related public safety information.
- Review criteria for opening warming centers keeping in mind requirements for assistance animals and possible 24-hour operations.
- Agricultural Commissioner will monitor impacts to agriculture including animal mortality, rendering plant and landfill impacts, and coordination with industry
- Sacramento County Emergency Operations Center (EOC) may be activated, as needed

Phase IV: Warning

Phase IV actions may be taken when one or more of the following exists:

- NWS Sacramento issues an Extreme Cold Warning
- NWS Sacramento issues a Cold Weather Advisory or Extreme Cold Watch in addition to:
    - Abnormal animal mortality due to extreme cold.
    - Abnormal human medical emergencies and mortality due to extreme cold conditions.
    - Existing or anticipated electrical emergency and/or extended power outages during extreme cold conditions.
- Two or more jurisdictions (cities) proclaim cold-related emergencies and have activated EOCs.

Phase IV efforts include urgent and comprehensive actions to complement and support local actions during the most extreme cold emergency conditions. These actions expand Phase III activities and include additional efforts.

Phase IV Actions Include:

- All activities under Phase III; and
- Sacramento County Public Health Officer may issue a Health Emergency.
- Opening of warming centers, as necessary.
- Activate EOC to support response activities.
- Request for Local Emergency Proclamation, if applicable.
- Confirm 2-1-1 will post warming center locations on websites, if opened or activated.
- PIOs to establish Joint Information Center (JIC) and increase press releases and public outreach informing public of center locations and steps to take to alleviate risks of health impacts associated with extreme cold emergency conditions.
- Request mutual aid, as needed.

- Activate transportation plan to make warming centers more accessible.
- Establish communication with local dialysis centers, skilled nursing facilities, and long-term care facilities to monitor for possible medical impacts if there is a concern regarding potential, prolonged, or rolling power outages or blackouts.
- Monitor rendering capacity statewide
- Coordinate with Utilities to assign "Critical Infrastructure" status to warming centers for exemption from rotating blackouts

ROLES AND RESPONSIBILITIES

Residents

The residents of Sacramento County play an important role in managing an extreme cold and freeze event by ensuring that they and their families are prepared before an event takes place and knowing what to do during an extreme cold and freeze event. Resources on how to stay safe when extreme cold and freeze threatens is available at www.SacramentoReady.org and https://www.ready.gov/winter-weather.

Businesses

An extreme cold and freeze event may negatively impact service provision by businesses as well as affect the health of employees. Preparing the workforce, building safe facilities, investing in supplier relationships, and connecting to the community are essential to building business community resilience. Businesses within Sacramento County are encouraged to develop and maintain comprehensive business emergency response plans which include a business impact analysis, business continuity plan and a training and exercise schedule to evaluate the recovery strategies and the plan. Information for developing a Business Emergency Response Plan can be found at www.ready.gov/business/implementation/emergency.

Role of Local Government and Coordinating Agencies

Local preparedness efforts must be coordinated across levels of local government, within the SEMS/NIMS framework. Associated emergency tasks and departmental responsibilities depicted below are consistent with those identified in the Sacramento EOP. The level at which the EOC is activated will be based on the situation and the need for a coordinated response to the emergency event.

Roles of Local Government and Coordinating Agencies

Emergency Support Functions	Coordinating and Supporting Agencies for Sacramento County	Specific Responsibilities during Extreme cold and freeze Emergencies
ESF #1 - Transportation	Regional Transit - **PRIMARY** Other Transportation entities	Establish and maintain transportation routes of people to warming centers
ESF #2 - Communications	Sac OES - **PRIMARY** 311 Sacramento 211 Public Service Answering Points	Provide emergency communications and public alert and warning Ensure public information is available in accessible formats Support interdepartmental communications for response efforts
ESF #3 – Public Works and Engineering	Public Works Departments - **PRIMARY**	Coordinate resources for response including signage, lighting, traffic control, and power Restoration and stabilization of lifelines
ESF #4 - Firefighting	Fire Agencies - **PRIMARY**	
ESF #5 – Emergency Management	Sac OES - **PRIMARY** City Emergency Management Coordinators	Convene stakeholders Coordinate with NWS Sacramento and utilities Conduct Weather Coordination Calls Direct JIC/PIO to issue cold and freeze messaging Open OES Warehouse/Stage critical resources Provide situational awareness Consider/Activate EOC Process mutual aid requests Participate in Cal OES and NWS briefings Collect Essential Elements of Information (EEI) Request warming centers to open Monitor usage of warming centers

Emergency Support Functions	Coordinating and Supporting Agencies for Sacramento County	Specific Responsibilities during Extreme cold and freeze Emergencies
		Support Cities and Special Districts as requested Provide regional and state coordination
ESF #6 – Mass Care	Department of Human Assistance (DHA) - **PRIMARY**	Update critical resource list Review Warming Center operation criteria Coordinate locating people with access and functional needs with cities Activate warming centers as needed Consider Care and Shelter Branch needs at County EOC Establish Department Operations Center Participate in meetings and briefings Survey centers for accessibility Assess needs for commodities Coordinate needs to provide wellness checks on people with access and functional needs with cities Staff warming centers Triage service needs
ESF #7 – Logistics and Resource Management	General Services - **PRIMARY** Sac OES	Process resource requests Tracks resources Ensure warehouses are adequately stocked with commodities Establish distribution plan for resource orders Stock or resupply warehouse items Receive donated bulk items Supply distribution Enter into contracts and purchase resources

Emergency Support Functions	Coordinating and Supporting Agencies for Sacramento County	Specific Responsibilities during Extreme cold and freeze Emergencies
ESF #8 – Public Health and Medical	Department of Health Services - PRIMARY Public Health Emergency Medical Services (EMS) Behavioral Health Services (BHS) Environmental Management Medical Reserve Corps	Participate on Weather Coordination Calls Prepare to issue health advisory Assign PIO/Participate in JIC Initiate syndromic surveillance of cold and freeze-related illnesses Assign EOC Medical/Health Branch Director Coordinate/Monitor medical facilities and health agencies of cold and freeze emergency Identify populations in need of behavioral health services and resources Monitor small public water systems Monitor food facilities Issue health advisories for outdoor activities Place calls to clients to share resources and determine unmet needs Distribute warming center resources to clients who express a need Monitor for increase in cold weather-related EMS call and emergency department volumes
ESF #11 – Food and Ag	Agricultural Commissioner - PRIMARY	Outreach to Ag Community Monitor carcass collection; disposal activities Coordinate with Cal OES and state resources for large scale rendering Coordinate with growers regarding reports of crop damage
ESF #12 - Energy	Utilities - PRIMARY	Coordinate with local government on essential facility power

Emergency Support Functions	Coordinating and Supporting Agencies for Sacramento County	Specific Responsibilities during Extreme cold and freeze Emergencies
		Restore power as requested
ESF #13 – Law Enforcement	Sheriff's Office - PRIMARY Police Departments	Provide security and/or increase patrols at warming centers
ESF #15 – External Affairs	Public information Officers - PRIMARY Sacramento 211	Issue cold and freeze injury prevention information Post warming center information on websites and social media Coordinate release of information and interviews with media Participate in JIC/JIS Coordinate with City jurisdictions on activations Collect and distribute social media analytics Assist with the draft of RAVE alert messaging Collect information on warming center locations and transportation options to distribute to callers Collect and disseminate call and website data on utilization of warming center services and referrals Prepare and send Board Alerts Ensure public information is available in accessible formats

State Roles and Responsibilities

For a detailed review of State Roles and responsibilities please refer to the Cal OES Contingency Plan for Extreme Cold and Freeze Emergencies

https://www.caloes.ca.gov/wp-content/uploads/2023/07/Extreme-Temperature-Response-Plan-2022.pdf

RECOVERY

Emergency costs incurred by local governments, departments, and/or agencies in response to the extreme cold and freeze emergency proclamation relating to the safety and protection of human life, may be recovered under the California Disaster Assistance Act (CDAA), when the Governor has proclaimed a State of Emergency and authorized CDAA. Eligible costs may include the extra costs of establishing warming centers, staffing the EOC, renting generators and heaters for emergency warming center efforts, emergency public information costs, related morgue costs, and overtime costs for activities related to the extreme cold and freeze emergency event.

Costs approved by the Commission on State Mandates under Gov. Code Section 8593.10 (AB 781 Accessibility to emergency information and services: emergency shelters: persons with pets) may be eligible for reimbursement and costs should be tracked. The commission published a decision in June 2026 Emergency Shelters: Persons with Pets, 24-TC-06. https://www.csm.ca.gov/matters/24-TC-06.shtml

- Whenever a county provides public information regarding the availability of a cooling center or warming center, that information shall include whether the cooling or warming center can accommodate pets. (Gov. Code, § 8593.10(c)).

  Government Code section 8593.10(c) does not impose a reimbursable state mandated program on cities.

- Cities and counties shall make available to the public by posting on its internet website information for pet emergency preparedness, including, but not limited to: 339 Exhibit A, Test Claim, page 27 (Declaration of the claimant's Emergency Operations Coordinator). 86 Emergency Shelters: Persons with Pets, 24-TC-06 Decision

  (1) Information for creating an evacuation plan and emergency checklist for pets consistent with recommendations publicly published by the Department of Food and Agriculture and the Federal Emergency Management Agency.

  (2) Local organizations that may provide emergency pet assistance.

  (3) Local emergency shelters, cooling centers, or warming centers, when active, that can accommodate persons with pets. (Gov. Code, § 8593.10(d).)

State and federal governments require detailed information to support claims for reimbursement. Funding will be approved or denied based upon the information supplied by applicant agencies. Documentation supporting all costs claimed will be required, and all information must relate back to individual original source records. Thorough and accurate documentation will be maintained throughout the course of an incident or event.

AFTER ACTION REPORTS

The purpose of after action reporting is to provide a mechanism where shortfalls and limiting factors can be captured and documented. They can then be entered into an ongoing improvement effort. OES and responding departments are responsible for compiling and developing the After Action Report (AAR). Individuals assigned to the event will assist in the effort by providing input and attending debriefing sessions. All After Action Reports are due to SacOES within 30 days of the end of the event.

PLAN MAINTENANCE

Sacramento County OES is responsible for overseeing the development and maintenance and annual review of this annex in coordination with appropriate. Sacramento County Departments and allied agencies to determine the need for revisions or updates.

AUTHORITIES AND REFERENCES

Authorities

Government Code Section (within the Emergency Services Act, Chapter 7, Division 1, Title 2):

- §8630(a): A local emergency may be proclaimed only by the governing body of a city, county, or city and county, or by an official designated by ordinance adopted by that governing body. The local health officer may proclaim a local emergency if he or she has been specifically designated to do so by ordinance adopted by the governing body of the jurisdiction.

- §8558(c): "Local emergency" means the duly proclaimed existence of conditions of disaster or of extreme peril to the safety of persons and property within the territorial limits of a county, city and county, or city, caused by such conditions as air pollution, fire, flood, storm, epidemic, riot, drought, sudden and severe energy shortage, plant or animal infestation or disease, the Governor's warning of an earthquake or volcanic prediction, or an earthquake, or other conditions, other than conditions resulting from a labor controversy, which are or are likely to be beyond the control of the services, personnel, equipment, and facilities of that political subdivision and require the combined forces of other political subdivisions to combat, or with respect to regulated energy utilities, a sudden and severe energy shortage requires extraordinary measures beyond the authority vested in the California Public Utilities Commission.

It is possible to proclaim a local emergency for health-related reasons.

- §8625: Gives the Governor the authority to proclaim a "state of emergency" when requested by local jurisdiction or when he finds that local authority is inadequate to cope with the emergency.

Health and Safety Code Section:

- §101040: Authority to take preventive measures during emergency. "The county health officer may take any preventive measure that may be necessary to protect and preserve the public health from any public health hazard during any 'state of war emergency,' 'state of emergency,' or 'local emergency,' as defined by Section §8558 of the Government Code, within his or her jurisdiction."

  "Preventive measure" means abatement, correction, removal or any other protective step that may be taken against any public health hazard that is caused by a disaster and affects the public health.

  The county health officer, upon consent of the county board of supervisors or a city governing body, may certify any public health hazard resulting from any disaster condition if certification is required for any federal or state disaster relief program.

Government Code §8588.15

This government code requires the incorporation of the disability community into the California Standardized Emergency Management System (SEMS) via representatives on the SEMS specialist committees and technical group. It also addresses funding needs for expanded emergency alerting technology in order to ensure early alert and warning to all the disability community, especially the blind and/or vision impaired population. Early emergency alert information in emergencies and/or disasters is critical to the disability community, for example, in the case of mandatory evacuations.

Government Code §8593.10

This government code requires upon the next update of a city or county's emergency plan, whenever a city or county designates any number of emergency warming or cooling centers, it shall, to the extent practicable, designate at least one warming or cooling center that can accommodate persons with pets.

References

State of California Extreme Temperatures Response Plan, May 2022

ATTACHMENTS

The attachments in the following pages are support documents to assist in an Extreme cold and freeze Emergency.

DEFINITIONS

Community Based Organization: or CBO means “a public or private nonprofit organization of demonstrated effectiveness that:

a. Is representative of a community or segments of a community; and

b. Provides educational or related services to individuals in the community”.

Contingency Plan: Refers to a subset of an existing emergency plan focused on addressing the particulars of a specific emergency scenario (i.e., earthquake, flood, etc.).

Emergency Plans: As defined in Government Code §8560 (a) "Emergency Plans" means those official and approved documents which describe the principles and methods to be applied in carrying out emergency operations or rendering mutual aid during emergencies. These plans include such elements as continuity of government, the emergency services of governmental agencies, mobilization of resources, mutual aid, and public information.

Faith Based Organization: A religious-based organization that provides community services.

Joint Information Center: A centralized facility for coordinating an organized, integrated, release of critical emergency information, crisis communications and public affairs functions, which is timely, accurate, and consistent.

Local Government: As defined in SEMS regulations §2402 (m), " . . . means local agencies as defined in Government Code §8680.2 and special districts defined in California Code of Regulations, Title 19, §2900(y).”

Operational Area: As defined in Government Code §8559 (b), "An 'Operational Area' is an intermediate level of the state emergency services organization, consisting of a county and all political subdivisions within the county area."

Standardized Emergency Management System (SEMS): As defined in California Code of Regulations §2401, " . . . based upon the Incident Management System (ICS) adapted from the system originally developed by Firefighting Resources of California Organized for Potential Emergencies (FIRESCOPE) program including those currently in use by state agencies, the Multi-Agency Coordination System (MACs) as developed by FIRESCOPE program, the operational area concept, and the Master Mutual Aid Agreement and related mutual aid systems."

Warming Centers: A Warming Center is a temporary heated public space set up by local authorities to deal with the health effects of extreme cold over an extended period of time. Usually sited at several locations, Warming Centers are meant to prevent hypothermia, especially among the elderly without sufficient heating at home. Warming Centers provide shelter and sometimes medical attention, along with referrals to social services.

NWS Terminology

The NWS has developed a multi-tier concept for forecasting all types of hazardous weather. These are:

Cold Weather Advisory: Seasonably cold air temperatures or wind chill values are expected or occurring. For Sacramento County, this temperature is defined as 30 degrees F or lower.

Extreme Cold Watch/Warning: Extreme Cold Watch is issued when dangerously cold air temperatures or wind chill values are possible. Extreme Cold Warning is issued when dangerously cold air temperatures or wind chill values is expected or occurring. For Sacramento County, this temperature is defined as 20 degrees F or lower.

Forecast- A forecast provides a description of the most significant weather conditions expected during the current and following days. The exact content depends upon the intended user, such as the Public or Marine forecast audiences.

Partner Email – Partner emails are issued when the potential exists for a weather event, such as extreme cold and freeze, in the next 1-7 days. This email is non-public product and is intended to assist our partners with making operational plans based on potential weather events

Weather- State of the atmosphere with respect to cold and freeze wetness or dryness, calm or storm, clearness or cloudiness. Also, weather is the meteorological day-to-day variations of the atmosphere and their effects on life and human activity. It includes temperature, pressure, humidity, clouds, wind, precipitation and fog.

ACRONYMS

Acronyms used throughout this plan and their full names are listed below as they appear in the document:

ADA	American Disabilities Act
BOS	Board of Supervisors
Cal OES	California Office of Emergency Services
CEO	Chief Executive Officer
CBO	Community Based Organization
CDAA	California Disaster Assistance Act
CDC	Centers for Disease Control and Prevention
CDPH	California Department of Public Health
CPUC	California Public Utility Commission
DOC	Department Operations Center

ED	Emergency Department
EOC	Emergency Operations Center
FBO	Faith Based Organization
DHS	Department of Health Services
DHA	Department of Human Assistance
ICS	Incident Command System
JIC	Joint Information Center
JIS	Joint Information System
MHOAC	Medical Health Operational Area Coordinator
NGO	Non-Governmental Organization
NIMS	National Incident Management System
NOAA	National Oceanic and Atmospheric Administration
NWS	National Weather Service
OA	Operational Area
OES	Office of Emergency Services
PIO	Public Information Office (Officer)
REOC	Cal OES Regional Emergency Operations Center (Coastal, Inland, Southern)
SEMS	Standardized Emergency Management System
SMUD	Sacramento Municipal Utilities District

HEALTH INFORMATION FOR PEOPLE AND ANIMALS

Impacts of Extreme Cold/Freeze

Extreme cold/freezing temperatures are generally defined as sustained temperatures at or below freezing for an extended period. Extreme cold/ freezing temperatures, although not as prevalent in the State of California as heat waves, still pose a real danger to life, property, and agriculture.

According to the State of California, Extreme Temperature Response Plan draft (January 2022), from December 1998 to mid-January 1999, freezing conditions caused damage to the Central Valley citrus crop. The freeze affected citrus workers and growers. Agricultural damages were valued upwards of $130 million. According to the Seattle Times, in December 2006, a severe windstorm and freezing temperatures to the Pacific Northwest left eight dead and up to one million individuals without power. Desperate for warmth, some individuals used barbeques inside their homes for heat which resulted in deaths caused by carbon monoxide poisoning. Additionally, the Associated Press reported that Colorado and several Midwest states experienced extreme freezing and ice storms causing massive power disruptions and a death toll of at least 46 individuals in seven states. More recently, in late December 2021, extreme snowfall and cold/freezing temperatures across California caused power outages in over 109,000 households: some for up to seven days. This resulted in multiple counties opening and maintaining warming centers for a prolonged period of time.

Although infrequent, freezes can severely affect California agriculture. Freezing temperatures occurring during winter and spring growing seasons can cause extensive crop damage. Secondary impacts of freeze disasters can include major economic impacts to farmers, farm workers, packers, and shippers of agricultural products and may cause substantial damage to various crops that may lead to significant increases in food prices for the consumer due to storages. A six-day period of freeze in December 2013 caused more than $440 million in damage to citrus crops. Citrus crops tend to be the most vulnerable to freeze and they accounted for a vast majority of reported damages between 1972 and 2016.

Extreme Cold Temperatures and Humans

Prolonged exposure to freezing temperatures can cause frostbite to exposed skin, typically fingers, toes, ear lobes, or the tip of the nose. Increased winds, causing a wind chill effect, can further lower body temperatures at a faster rate.

Prolonged exposure to cold can disproportionately affect certain populations. It is essential to include specific planning for groups including:

- Individuals with Access and Functional Needs (AFN);
- Chronic conditions or injuries;
- Limited English proficiency, or non-English speaking;
- Older adults;
- Young children;
- Pregnant;
- Living in institutional settings;
- Low income, unhoused, or transportation disadvantages;
- From diverse cultures;
- Medically fragile;

- People that work outdoors, especially new workers, temporary workers, or those returning to work after a week or more off;
- People exercising or doing strenuous activities outdoors during the coldest of the day; or
- Those not acclimated to the level of cold expected.

Symptoms of Cold/Freeze Exposure

Frostbite is a reaction to cold that can cause permanent harm.

- Symptoms - A white or grayish-yellow skin area, skin that feels unusually firm or waxy, and numbness.
- First Aid – Move to a warm spot as soon as possible.
    - Unless necessary, do not walk on feet or toes that show signs of frostbite - this increases the damage.
    - Do not rub the frostbitten area with snow or massage it at all - this can cause more damage.
    - Put the areas affected by frostbite in warm - not hot - water (the temperature should be comfortable to the touch for unaffected parts of the body).
    - If warm water is not available, warm the affected area using body heat. For example, you can use the heat of an armpit to warm frostbitten fingers.
    - Do not use a heating pad, heat lamp, or the heat of a stove, fireplace, or radiator for warming. Affected areas are numb and can easily burn.
- Without intervention, frostbite may permanently damage the body part and in severe cases, can lead to amputation (removing the affected body part).

Hypothermia occurs when the body's temperature drops below 95ºF.

- Symptoms - Confusion, dizziness, exhaustion, and shivering are signs of hypothermia. If you experience any of these symptoms, seek medical attention immediately.
- First Aid - Centers for Disease Control and Prevention (CDC) guidance on warming procedures:
    - Get the victim into a warm room or shelter. If the victim has on any wet clothing, remove it.
    - Warm the center of the body first - chest, neck, head, and groin - using an electric blanket, if available; or use skin-to-skin contact under loose, dry layers of blankets, clothing, towels, or sheets.
    - Warm beverages can help increase the body temperature, but do not give alcoholic beverages. Do not try to give beverages to an unconscious person.
    - After body temperature has increased, keep the person dry and wrapped in a warm blanket, including the head and neck.
    - Get medical attention as soon as possible.

High Risk Populations and Individuals with Access and Functional Needs

Situational and physical characteristics help to identify high risk populations that may not comfortably or safely access and use disaster resources. Government Code Section 8593.3 was added to the law in 2016 and broadly defines those with access and functional needs as: The access and functional needs population consists of individuals who have developmental or intellectual disabilities, physical disabilities, chronic conditions, injuries, limited English proficiency or who are non-English speaking, older adults, children, people living in institutionalized settings, or those who are low income, homeless, or transportation disadvantaged, including, but not limited to, those who are dependent on public transit or those who are pregnant.

For more information on emergency preparedness and response best practices of the AFN community, visit the Cal OES Access and Functional Needs web page.

Animals in Extreme Cold/Freeze

When the temperature outside drops below freezing (32°F), pets should be provided adequate protection from the elements. When the outside temperature and/or wind-chill drops below zero, then pets should have access to shelter with heat. Normal body temperature for a dog or cat is around 101°F. Animals experience hypothermia when their body temperature falls dramatically below their normal body temperature, which can lower metabolic rate and affect organ functions.

Signs of Hypothermia in Pets:

- Shivering
- Respiratory depression
- Lethargy
- Weakness
- The pet's gums turn pale or bluish
- The pet experiences lack of coordination
- Paralysis
- Loss of conscious
- Eventual cardiac arrest

Treatment:

- Remove the pet from the elements immediately
- Wrap the animal in a warm, dry blanket
- Give the pet warm liquids or food
- Dry any excess moisture from the animal's fur
- Get the effected pet to a veterinary clinic immediately

Livestock and Poultry in the Cold

Livestock and poultry are very resilient to winter temperatures. However, when severe winter hits suddenly, it can be a stress factor. During extreme cold, individuals who own livestock and poultry should observe the following:

- Livestock should be provided with windbreak and roof shelter, and monitored for signs of discomfort (extensive shivering, weakness, lethargy, etc.).
- It is very important that livestock be provided extra hay/forage/feed as the calories for normal body heat maintenance may double in extreme cold. It is critical that animals have access to drinking water. Usual water sources may freeze solid in low temperatures and dehydration can become a life-threatening factor. Many animals, especially the young, may not know how or cannot break several inches of ice to reach water. In general, animals tend to drink less in extreme cold, risking dehydration. Research with horses shows they will drink more water if it is warmed when weather is cold.
- Adding a warm sloppy bran mash, sloppy moistened beet pulp, or soaking pelleted feed in warm water is a good way to add water to a horse's diet and provide some comfort food in the cold weather.
- Special attention should be paid to very young and old animals. They may be less able to tolerate temperature extremes and have weaker immune systems.

WARMING CENTER FIELD OPERATIONS GUIDE

How to Use the Operations Guide

This Operations Guide is a tool for Cities, special districts, non-profits, faith-based organizations, and others that intend to operate a warming center.

All elements of the Operations Guide might not be relevant or required in all situations or in all jurisdictions. A Center can scale up or down (expand or contract) throughout an incident. The cause, scope, and duration of the incident, the demographics of the community, and the available resources will drive decisions about the size of the Center, the hours of operation, and the services that are provided.

This Operations Guide contains the most common elements of Warming centers. Additional considerations might be required. Operators should tailor the Operations Guide to the unique aspects of their jurisdiction.

Before opening a Center, operators should consult with their legal counsel and insurers to determine if all legal requirements are met and liability issues are covered.

Coordination with Emergency Management (Sacramento County OES)

The operation of Centers, especially during large-scale emergencies and disasters, should be coordinated with the emergency management system in the city and county where Centers are opened to:

- ☐ Ensure that the Center is meeting all applicable laws and regulations
- ☐ Avoid duplicating efforts of other agencies/organizations
- ☐ Obtain support from a broader system if public needs exceed the operator's capabilities (e.g., access to social services, additional staffing)
- ☐ Maintain situational awareness (knowing what is going on with all aspects of the emergency) so that operators can make informed decisions
- ☐ Opening and closing of Centers should be posted on the County's website.

If a Center is to be part of a larger response, successful coordination with other parts of the response requires that operators be trained in Emergency Management Systems (SEMS and NIMS) and the Incident Command System (ICS).

Services

Prior to opening Centers, operators should determine the services that the public will need and the operator's ability to meet them. Minimal needs include tables and chairs, charging stations, and information updates. Prolonged or particularly severe temperature conditions might require expanded services.

- ☐ Water should be provided.
- ☐ Staff should be aware of how they can support individuals with functional needs. Assistance animals must be allowed to accompany their owners. The Center facility must be compliant with the Americans with Disabilities Act (ADA).
- ☐ Operators should be prepared to accommodate pets.

Facilities

Facilities should be selected carefully to ensure that:

- ☐ Public transportation stations are nearby and available.
- ☐ Features are compliant with the Americans with Disabilities Act (ADA) (See www.ada.gov.).
- ☐ Safety hazards are mitigated.
- ☐ Roads to the facility are kept open.
- ☐ The facility is available for the duration of the incident.
- ☐ The space will accommodate the expected number of people.
- ☐ Kitchen facilities are available if food is to be served.
- ☐ The heating/ventilation/air conditioning system is operable with adequate power supply or back-up generation.
- ☐ Lavatory capacity is sufficient for the expected number of people.
- ☐ Number of electrical outlets is sufficient for charging stations and medical equipment.
- ☐ Refrigeration is available for medications.
- ☐ Space is available for specialized purposes (e.g., first aid, play, quiet, pets).

Staffing

Centers can be operated by volunteers and/or employees of government agencies or non-governmental organizations (e.g., non-profit, faith-based, community).

When to Open a Center

The existence of several factors could lead to the opening of Centers. Center operators will need to determine the levels that will trigger the opening of Centers in their jurisdiction. They are encouraged to use triggers that are outlined in the Sacramento County Extreme Cold and Freeze Hazard Annex.

Warming Center Checklist	
Before an Incident (use stages in Plan)	
1. Educate the Public	
☐ Identify outreach opportunities.	
☐ Consider all segments of the population (e.g., individuals with access and functional needs, pets)	
☐ Determine information to be disseminated (e.g., prevention of respiratory illnesses)	
☐ Develop pre-scripted social media messaging.	
☐ Secure printed materials in languages prevalent in the community.	
☐ Train presenters if presenting to groups.	
☐ Disseminate information.	
2. Determine triggers for opening/closing the centers	
☐ Cold and freeze indications by NWS and Sac County OES.	
☐ _____	
3. Determine methods of notifying the public of Center availability	
☐ Sacramento 211 Website	
☐ Mass notification system (phone, email, text, app, door-to-door, public access television, radio, television, social media).	
☐ Notification methods for individuals who have access and functional needs.	
☐ Public Information Officer (PIO) to handle media inquiries.	
4. Determine transportation service needs.	
☐ For individuals with disabilities and access and functional needs (e.g., wheelchairs, service animals).	
☐ For individuals who are not near public transportation or the Center is not near public transportation.	
☐ For individuals with pets.	
5. Determine potential facilities and establish Memorandum of Understanding (MOU) with owners	
☐ Near public transportation	☐ Ample electrical outlets
☐ Adequate capacity	☐ Lavatories
☐ Easy to find	☐ Large common area
☐ Ample, free parking	☐ Rooms for specialized purposes (e.g., first aid, play)
☐ ADA-compliant	☐ Health authorities consulted about food service
☐ Functional HVAC	☐ Accommodations for pets
☐ Generator	☐ Internet
6. Determine Personnel	
☐ Center Manager	☐ Security
☐ Registration Workers	☐ Volunteer Manager
☐ Custodians	☐ Interpreters
☐ Fire Inspector	☐ PIO
☐ Medical	☐ Behavioral Health

Warming Center Checklist	
Before an Incident (use stages in Plan)	
7. Determine equipment, supplies, and forms. Store at facilities, if possible.	
Office	**Indoor Signage**
☐ Tables/Chairs	☐ Registration
☐ Television	☐ Hours of Operation
☐ Battery-powered Radio	☐ Rules of Conduct
☐ Weather Radio	☐ Common Area
☐ Small Refrigerator for Medications	☐ Sitting Area
☐ Forms	☐ Information Area
☐ Office Supplies	☐ Entertainment/Play Area
☐ Radios (Communications)	☐ Evacuation Plan
☐ Batteries	☐ Lavatories
☐ Surge Protectors	☐ Emergency Exits
☐ Fire Extinguisher	**Outdoor Signage**
☐ Flashlights	☐ Street signs
☐ Staff Identification (vests, shirts, badges)	☐ Door signs
Registration and Common Area	**Forms**
☐ Tables/Chairs	☐ Media Release Templates
☐ Registration Forms	☐ Directory
☐ Hand Sanitizer	☐ Registration
☐ Waste Containers	☐ Ground Rules
☐ Charging Stations	☐ Staff Check-In/Out
☐ Pens	☐ Resource Check-in/Out
Information	☐ Resource Request
☐ Bulletin Board	☐ Staff Hours Tracking
☐ Easel/Markers	☐ Expense Tracking
	☐ Inventory
First Aid	☐ Injury/Illness Report
☐ First Aid Kit/AED	☐ Safety and Security Incident Report
☐ Personal Protective Equipment	☐ Work Schedule
☐ Respiratory infection Mitigation Supplies (i.e. air filters, masks, etc.)	☐ Activity Log

Warming Center Checklist
Before an Incident (use stages in Plan)
8. Determine policies and procedures.
☐ Who will authorize the opening and operation of the Center? ☐ How will the Center be financed? ☐ Does the facility and operator of the Center have appropriate insurance? ☐ Will personnel be paid, volunteer, or both? ☐ How will personnel be vetted and credentialed? ☐ What will the hours of operation be? ☐ Will registration be required? ☐ What will the scope of service be (e.g., seniors only)? ☐ How will registered sex offenders be accommodated? ☐ What is the policy for unaccompanied minors? ☐ Will food, snacks, beverages be served? ☐ How will food, snacks, and beverages be procured? ☐ How will media requests to visit the Center be handled? ☐ How will you handle offers of donated food and other goods? ☐ Where will pets be housed? Another area of Center facility or a different facility? ☐ How will pets be housed? (Service animals must be permitted to remain with owners.) Will emotional support animals be permitted in the Center?
Guest Agreement and Respite Center Rules (EXAMPLE) ☐ Respect everyone in the center/shelter ☐ Wear your mask if sick, or think you may be ☐ No alcohol or illegal drugs inside the center/shelter. Do not leave the center/shelter to drink alcohol or take illegal drugs and return ☐ Strictly abide by social distancing guidelines when ordered by the Public Health Officer (6 feet distance from the nearest person during circulation of respiratory illness) ☐ No smoking inside the center/shelter ☐ No sharp objects or weapons ☐ No sexual activity ☐ Dress code: Guests must be fully clothed and must wear any kind of footwear ☐ Bags must be checked by a volunteer or security for inappropriate items prior to entering the center/shelter. Be responsible with your own personal belongings ☐ Be responsible with your own pets if pets are permitted. Pick up after your pet when they poop and throw the poop in the trash or follow the instructions of the volunteers. Utilize designated relief areas. ☐ Noise must be kept to a minimum to respect other guests ☐ No damage or vandalism to the center/shelter property. You will be removed from the premises and future accommodation at the center/shelter will be revoked ☐ Keep the center/shelter clean and tidy ☐ Take all personal belongings with you when you leave. Lost and found items will be thrown away

Warming Center Checklist
During an Incident (use stages in Plan)
9. Initial Assessment
☐ Consult National Weather Service for information. ☐ Temperatures to be expected? ☐ Expected duration of the incident? ☐ Number of calls from the public? ☐ Number of people to expect at the Center? ☐ Demographics of expected population (e.g., access and functional needs, pets)? ☐ Services that will be needed? ☐ What other warming centers are opening?
10. Activation
☐ Receive authorization to open Center from appropriate person in municipality/organization. ☐ Select facility. ☐ Receive agreement from facility and activate MOU, if applicable. ☐ Activate paid and volunteer staff. Emphasize no self-deployment. ☐ Move equipment and supplies to facility if not already staged there. ☐ Notify the following entities that a Center is being activated: ☐ Law enforcement of potential traffic increase and need for security ☐ Fire inspector ☐ Health authorities ☐ Office of Emergency Services (Cities and County) ☐ American Red Cross ☐ Sacramento 2-1-1 and provide the following information: ☐ Your organization's name ☐ Street address and travel instructions, such as nearest intersection and public transportation ☐ Phone number ☐ Is the facility accessible for individuals with access and functional needs? ☐ Services available ☐ Items that guests should bring ☐ Hours open ☐ Who qualifies ☐ How to access (walk in?) ☐ Are pets allowed ☐ Capacity ☐ Guest storage availability ☐ Determine a transportation plan.

11. Set-up

- ☐ Inspect facility – Note existing damage and mitigate hazards.
- ☐ Set up separate areas – Registration, Common, Dining, Information, Entertainment, Play, Quiet, Pets, off-limit areas.
- ☐ Post indoor signage. Outdoor signage should be posted just prior to opening.
- ☐ Assign and brief staff.

12. Notification

- ☐ When Center is operational, notify:
  - ☐ City or County Office of Emergency Services
  - ☐ Sacramento 2-1-1
  - ☐ Public through mass notification systems, media/social media, internet sites
- ☐ Use templates to craft your message.
- ☐ Include location, dates, and hours of operation of Center.
- ☐ Inform public of transportation options.
- ☐ Explain provisions for pets.
- ☐ Provide safety information.

13. Ongoing Operation

- ☐ Mitigate health and safety hazards. Ask everyone to report unsafe conditions.
- ☐ Document all staff hours and expenses.
- ☐ Establish shift and break schedules.
- ☐ Ensure that no one works past the maximum number of hours.
- ☐ Ensure that there are never fewer than two workers per shift.
- ☐ Ensure that an activity log is maintained (i.e., document all unusual circumstances on the designated form).
- ☐ Ensure that reports are completed for each incident of illness or injury to staff and guests.
- ☐ Ensure that guests check in and out whenever they enter or leave the premises.
- ☐ Ensure water is available at all times.
- ☐ Transport guests to and from the Center according to transportation plan.
- ☐ Assist guests with functional needs.
- ☐ Ensure sanitary conditions in all areas.
- ☐ Report daily census to City or County Office of Emergency Services.
- ☐ Begin planning for next operational period.
- ☐ Talk to guests to ensure that their needs are being met.
- ☐ Monitor need for scaling up, scaling down, and demobilizing.

14. Closing

- ☐ Give 24-hour notice of Center closing.
- ☐ Notify:
  - ☐ Employees and Volunteers
  - ☐ Guests
  - ☐ Office of Emergency Services (Cities and County)
  - ☐ Sacramento 211
  - ☐ American Red Cross
  - ☐ Media/social media, internet sites
  - ☐ Law Enforcement
  - ☐ Fire Inspector
  - ☐ Health authorities
- ☐ Ensure that all guests have transportation.
- ☐ Ensure that all guests have collected their personal items
- ☐ Remove outdoor signage at closing time.
- ☐ Ensure equipment is clean and in good working order before storing.
- ☐ Repair or replace damaged equipment and/or signage.
- ☐ Replenish expended supplies.
- ☐ Ensure that facility is returned to its pre-activation condition or better.
- ☐ Inspect facility with owner and document concerns.
- ☐ Debrief staff.
- ☐ Collect and file paperwork (registration, check-in/out, activity logs, tracking sheets, injury/illness reports).

Warming center Checklist

After an Incident (follow stages in Plan)

15. Follow-up

- ☐ Conduct an after-action meeting to include all paid and volunteer staff.
- ☐ Determine successes, shortfalls, and suggestions for improvement.
- ☐ Write an Improvement Plan with individuals assigned to accomplish objectives.
- ☐ Assign an individual to ensure that suggested improvements are implemented.
- ☐ Put new procedures into place for the next Center as needed.