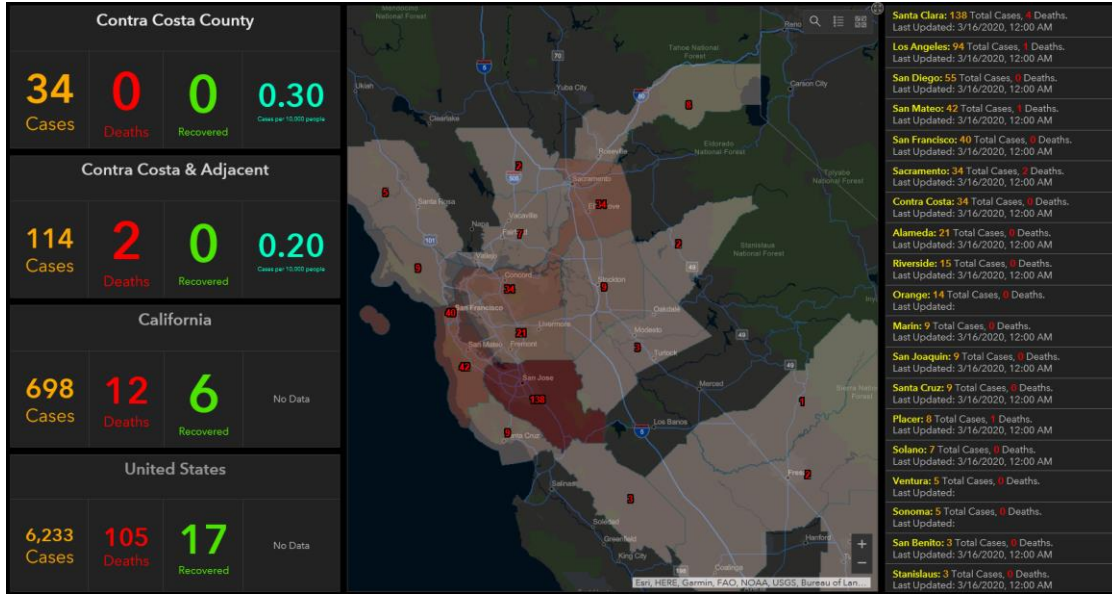




Contra Costa County Office of Emergency Services Emergency Operations Center (EOC)

EOC EMERGENCY ACTION PLAN (EAP)



<https://cocogis.maps.arcgis.com/apps/opdsdashboard/index.html#/963c623652e1406092ed0dee7b66f0a4> (regional sit rep as of 1433 hours on 3_17_20)

Operational Periods

- | | |
|--------------|---------------|
| 1. 1/27-2/3 | 8. 3/16-3/23 |
| 2. 2/3-2/10 | 9. 3/23-3/30 |
| 3. 2/10-2/17 | 10. 3/30-4/6 |
| 4. 2/17-2/2 | 11. 4/6-4/13 |
| 5. 2/24-3/2 | 12. 4/13-4/20 |
| 6. 3/2-3/9 | 13. 4/20-4/27 |
| 7. 3/9-3/16 | |

WebEOC Incident Name:	2020-03-14 EOC Novel Coronavirus	
https://contracosta.webeocasp.com		
OPERATIONAL PERIOD 8 (v 3/18/20)		
3/16/20 0800 hours	Through	3/23/20 1800 hours

WebEOC Incident Name: https://contracosta.webeocasp.com	2020-03-14 EOC Novel Coronavirus	
OPERATIONAL PERIOD 8 (v 3/18/20)		
3/16/20 0800 hours	through	3/22/20 1800 hours

SITUATION SUMMARY

The Contra Costa County Emergency Operations Center (EOC) is activated 7 days a week, between 0800 and 1700, in support of the Contra Costa Health Services (CCHS) Department of Operations (DOC) and jurisdictional response to the Novel Coronavirus (COVID-19) pandemic. At the time of this report, nine cities in the operational area have declared a local emergency, and four have activated their EOCs (refer to page 10). The EOC began full activation during the 8th DOC operational period of the ongoing incident. CCHS reports 39 confirmed positive cases of novel coronavirus (COVID-19) in Contra Costa County. There have been no deaths at the time this report was prepared. Updated numbers of confirmed cases are pushed out by CCHS at around 1300 hours daily through their website. County health officers emphasize that this virus is spreading rapidly throughout the community among asymptomatic individuals, and that mitigating the spread of disease is necessary to reduce the impact to our healthcare system. CCHS set up a public question line operational between 0800 and 1700 hours daily. (1-844)729-8410

On 3/16/2020 public health officers from throughout the Bay Area region (the Association of Bay Area Health Officers, or the ABAHO) took a step toward mandating social distancing guidelines through the issuance of a coordinated directive. Seven health officers within six Bay Area counties are taking a bold, unified step to slow the spread of novel coronavirus (COVID-19) and preserve critical health care capacity across the region. The legal order directs residents of these counties to shelter at home for three weeks beginning March 17. The order limits activity, travel and business functions to only the most essential needs. The guidance comes after substantial input from the U.S. Centers for Disease Control and Prevention (CDC) and best practices from other health officials around the world.

County schools, libraries and other public buildings are closed for 21 days beginning 3/16/20. Restaurants, bars and other businesses with gathering spaces are closed. Banks, grocery stores, pharmacies and transit providers remain open. A status list of County buildings The County Community Warning System (CWS) and Federal Wireless Emergency Alert (WEA) system were utilized to push out this directive.







CHealth.org/coronavirus is a source of most recent public messaging and information related to this incident.

CONTENTS	
Distribution list	3
EOC objectives	3
Weather forecast for Op Period	4
Safety message	5
Staff list	6
EOC section tasks	7-8
Briefing and meeting schedule	9
Activations, Declarations	10
EOC phone numbers	11
Planning P	12
Current County Building Closures	13

WebEOC Incident Name: https://contracosta.webeocasp.com	2020-03-14 EOC Novel Coronavirus	
OPERATIONAL PERIOD 8 (v 3/18/20)		
3/16/20 0800 hours	through	3/22/20 1800 hours

EOC ACTION PLAN
PREPARED: <i>(Meredith Gerhardt 1638 hrs 03/17/20)</i>
DISTRIBUTION
<ol style="list-style-type: none"> 1. EOC Section Chiefs (Management, Operations, Planning and Logistics) 2. County Health Services Department Operations Center 3. Lead Public Information Officer (PIO) 4. Upload to WebEOC Significant Events Board as Word Doc and PDF
GENERAL OBJECTIVES
<i>Update these based on management section input as needed.</i>
<ol style="list-style-type: none"> 1. SAFETY: Provide for the Health and Safety of EOC and County Staff - Provide for emergency personnel and public safety at all times. 2. SITUATIONAL AWARENESS/COMMON OPERATING PICTURE (SA/COP): Maintain an overall common operating picture (COP) for all County partner agencies 3. LOGISTICS: Coordinate resource requests throughout the operational period in support of Health Services DOC, all other activated EOCs and DOCs in the County 4. PRIORITIZATION: Triage information and develop EOC priorities 5. EOC STAFFING: Adopt an organizational structure that fully supports EOC operations for the duration of the incident 6. PUBLIC INFORMATION: Provide accurate and timely public messaging in coordination with County health department messaging

WebEOC Incident Name: https://contracosta.webeocasp.com	2020-03-14 EOC Novel Coronavirus	
OPERATIONAL PERIOD 8 (v 3/18/20)		
3/16/20 0800 hours	through	3/22/20 1800 hours

WEATHER FORECAST FOR OPERATIONAL PERIOD	
Populate 24 forecast updated from https://forecast.weather.gov/MapClick.php?lat=38.0194&lon=-122.133#.XbM4y5JKjX4	
03/17/20 https://www.weatherforyou.com/reports/index.php?pands=contra+costa+county%2Ccalifornia	
Wednesday Mar 18	
	Day: Mostly cloudy with isolated showers. Highs around 58°F. South wind to 6 MPH.
	Night: Partly cloudy. Lows around 39°F. West wind to 6 MPH.
Thursday Mar 19	
	Day: Partly cloudy. Highs around 61°F. Southeast wind to 6 MPH.
	Night: Partly cloudy. Lows around 39°F. West southwest wind to 5 MPH.
Friday Mar 20	
	Day: Partly cloudy. Highs around 63°F. Southeast wind to 6 MPH.
	Night: Partly cloudy. Lows around 43°F. West southwest wind to 5 MPH.

WebEOC Incident Name: https://contracosta.webeocasp.com	2020-03-14 EOC Novel Coronavirus	
OPERATIONAL PERIOD 8 (v 3/18/20)		
3/16/20 0800 hours	through	3/22/20 1800 hours

SAFETY MESSAGE	
<p>DO NOT COME TO WORK if any sign of fever, cough, shortness of breath, or feeling sick.</p> <ul style="list-style-type: none"> - Staff reporting to EOC will follow established screening protocols at sign-in - All personnel should use appropriate PPE - Maintain 6 feet of distance between each other and clean hygiene <p>Remind staff to wash hands frequently, especially after touching face, hair or frequently touched surfaces. Staff should wipe down their equipment at the beginning and end of each shift.</p> <p>Each section chief should be regularly checking in with section staff to ensure personnel have what they need to safely perform in their positions. Check in with section chiefs before leaving at the end of your op period to confirm you are rested enough to drive safely. Report any injuries immediately to supervisors. Take breaks and stay hydrated.</p>	
<p>PREPARED BY (Planning Section Chief): <u>Maureen Toms</u></p>	<p>APPROVED BY (EOC Director): <u>Rick Kovar</u></p>

WebEOC Incident Name: https://contracosta.webeocasp.com	2020-03-14 EOC Novel Coronavirus		
OPERATIONAL PERIOD 8 (v 3/18/20)			
3/16/20 0800 hours	through	3/22/20 1800 hours	

EOC STAFFING WEDNESDAY, MARCH 18

Section	Position (Responsible Dept)	Name	Agency	Phone Number
Management	EOC Director	Rick Kovar	CCCSO	(925) 575-5708
	EOC Deputy Director	Cpt Kornblum	CCCSO	(925) 222-0341
	Safety			
	CAO's Office			
	Legal counsel (virtual)	Linda Wilcox	County Counsel	(510) 305-7214
	Legal counsel backup (virtual)	Keiko Kobayashi 360-0126		Dylan Radke 768-3153
Operations	Law Branch	Lt Sliger	CCCSO	(925) 459-4760
	Law Branch Support			
	Fire Branch	Asst. Chief Lon Goetsch	CCCFPD	(925) 383-5014
	Fire Branch Support	BC Joe Grupalo	El Cerrito Fire	
	Public Works			
	Public Works Support			
	Care & Shelter			
	Care & Shelter Support			
Planning & Intelligence	Planning Section Chief	Todd Fitzsimmons	DCD	
	Planning Section Chief (DCD)	Maureen Toms	DCD	
	(OES - SAR)	Deanna Andrews	CoCo SAR	
	(OES - SAR)	John Dickenson	CoCo SAR	
	(OES - SAR)			
	(OES - SAR)			
Logistics	EOC Liaison (Health Services)			
	(Health Services)			
	(Public Works)			
Finance	Finance Chief (Virtual)	Tim Ewell	CAO Office	(925) 335-1036
	Back up (Virtual)	Lisa Driscoll	CAO Office	(925) 335-1023
	Back up (Virtual)	Bob Campbell	CAO Office	(925) 335-8604
On Call (1700-0800)				
	Law Branch	Lt McCormack	CCCSO	(925) 596-5078

WebEOC Incident Name: https://contracosta.webeocasp.com	2020-03-14 EOC Novel Coronavirus	
OPERATIONAL PERIOD 8 (v 3/18/20)		
3/16/20 0800 hours	through	3/22/20 1800 hours

EOC SECTION TASKS	
<i>confirm with each section chief that these tasks are still relevant, or update with new tasks as needed</i>	
MANAGEMENT SECTION	Assigned:
1. Check in with activated EOCs in affected cities and activated DOCs every 5 hours through operational area briefings to maintain accurate and timely communications. Document these communications in WebEOC	
2. Respond to requests from elected officials and document requests and responses in WebEOC. Conduct morning conference call with elected officials	
3. Host daily afternoon briefing with cities, special districts in the Contra Costa Op Area and county departments to coordinate and share information and resources	
PIO SECTION	Assigned:
1. Gather, disseminate and monitor communication and information with partners and the public	
2. Document activities via WebEOC and ICS 214 forms	
3. Identify any department or organizations who are missing from the JIC and reach out to them if their presence would facilitate more easily meeting objectives	
4. Identify staffing needs for this section for next 2 operational periods	
5. Post news updates to social media as they occur and monitor social media for misinformation	
6. Facilitate media briefings	
OPERATIONS SECTION	Assigned:
1. Law branch: Support, track and report law operations and mutual aid resources using WebEOC. Support consistent public messaging by relaying relevant information accurately and promptly to the JIC.	
2. Mass care and shelter branch: Forecast needs for future operational periods. Support consistent public messaging by relaying relevant information accurately and promptly to the JIC	
3. Utilities unit: Monitor and track utility outages (power, gas, water) using WebEOC. Support consistent public messaging by relaying relevant information accurately and promptly to the JIC (no representative currently in EOC)	
4. Med Health branch: Coordinating and communicating with the Medical Health Coalition and the MHOAC through CCHS DOC	
5. Fire branch: Support, track, and coordinate fire resources and operations. Coordinate Mutual Aid Resources and requests. Monitor and ensure the effectiveness of Emergency Medical Services and Ambulance capabilities.	

WebEOC Incident Name: https://contracosta.webeocasp.com	2020-03-14 EOC Novel Coronavirus	
OPERATIONAL PERIOD 8 (v 3/18/20)		
3/16/20 0800 hours	through	3/22/20 1800 hours

PLANNING SECTION	Assigned:
1. Develop and update the EAP for the next Op Period	
2. Collect, vet and confirm information before releasing as Intelligence through WebEOC, sitreps and briefings. Update EOC display maps with confirmed situational information	
3. Continuously log situation status information into WebEOC	
4. Contact all county departments and update level of operations (list attached and in WebEOC)	
LOGISTICS SECTION	Assigned:
1. Track status of resource requests flowing through the EOC	
2. Submit additional resource requests as needed to support ongoing and future response	
3. Meet EOC staff requirements for food and wellness	
4. Provide IT support to the EOC as needed so that every section can run efficiently	
5. Identify EOC staffing needs for next Op Period	
FINANCE SECTION	Assigned:
Collect and tabulate all 214 forms from previous operational period. Tabulate expenses from previous operational period*	
<i>*If Finance Section is not staffed, these tasks fall to management section.</i>	

WebEOC Incident Name: https://contracosta.webeocasp.com	2020-03-14 EOC Novel Coronavirus	
OPERATIONAL PERIOD 8 (v 3/18/20)		
3/16/20 0800 hours	through	3/22/20 1800 hours

DAY SHIFT SCHEDULE			
Elected officials call	Elected Officials	0730	<i>Hosted by Health Services, includes OES and elected officials with their staff</i>
EOC Beginning of shift Briefing	All incoming EOC staff	0800 hours	<i>EOC Director reviews sit stat, management objectives, safety briefing, meeting scheduled and logistics reminders (use available job aids, WebEOC and 214s)</i>
Health Services DOC Call	CCHS	1300hrs	<i>CCHS branch operations center/ department operations center reviews current situation status from a health services perspective</i>
CalOES Conference Call	Regional Op Areas	1400hrs	<i>CalOES Op Area coordination call</i>
CCC Multi Agency Coordination Call	Contra Costa County Op area partners	1500hrs	<i>EOC Director leads coordination call with county departments to facilitate information sharing, resource coordination and identify gaps.</i>
EOC End of Shift Briefing	Affected cities and jurisdictions	1630hrs	<i>EOC Director leads coordination call with affected jurisdictions to review situation status and any resource requests or coordination issues.</i>
Supervisors and Staff Briefing		1700 hours	
EOC End of Shift		1700hrs	

See daily meeting schedule for dial in numbers and conference call IDs

WebEOC Incident Name: https://contracosta.webeocasp.com	2020-03-14 EOC Novel Coronavirus	
OPERATIONAL PERIOD 8 (v 3/18/20)		
3/16/20 0800 hours	through	3/22/20 1800 hours

ACTIVATIONS, DECLARATIONS	
<i>Update this list to reflect activations, proclamations and declarations as they happen</i>	
Local, regional, state and national assistance may be available based on enactment or implementation of different plans. (Directed by)	
COUNTY EOC ACTIVATION	Date/Time: 3/9/2020
DOC ACTIVATION:	Date/Time: CCHS 1/31/2020
LOCAL EMERGENCY PROCLAMATIONS	See table below
BOARD OF SUPERVISORS CONFIRMATION	Date/Time: 3/10/2020
COUNTY DECLARATION	Date/Time: 3/10/2020
GUBERNATORIAL DECLARATION	Date/Time: 3/4/2020
PRESIDENTIAL DECLARATION	Date/Time: 3/14/2020

City	Proclamation	EOC Activation	POC
Antioch	No	No	John Fortner 925-779-6942 jfortner@ci.antioch.ca.us
Brentwood	3/16/20	No	Doug Silva 925-809-7737 dsilva@ci.brentwoodca.gov
Clayton	3/17/20	No	Elise Warren
Concord	3/19/20	Yes, lowest	Joelle Fockler (925)671-3184, Joelle.fockler@cityofconcord.org
Danville	No	No	Jeff Hebel 510-672-3848 jhebel@danville.ca.gov
Discovery Bay	No	No	Mike Davies
El Cerrito			Robert DeLaCampa 510-215-4400 rdelacampa@ci.el-cerrito.ca.us
Hercules	No	No	William Imboden 510-799-8262 wimboden@ci.hercules.ca.us
Lafayette			
Martinez	3/18/20	No	Manjit Sappal
Moraga	3/17/20	No	Jon King
Oakley	No	Yes, lowest (3/16/20)	Eric Christensen
Orinda	3/14/20	No	Orinda
Pinole	No		
Pittsburg	3/16/20	Yes, lowest	Laura Wright, (925)252-4114, lwright@ci.pittsburg.ca.gov
Pleasant Hill	No	No	Scott Vermillon
Richmond	3/10/20	Yes, lowest & virtual	Genevieve Pastor Cohen 510-685-6402
San Pablo	3/16/20	Yes as of 3/12	Doug Pittman (415) 747-2191, doug@sanpablo.ca.gov
San Ramon	No	No	Denton Carlson
Walnut Creek	3/15/20	No	Betsy Burkhardt (925) 404-4994, burkhardt@walnut-creek.org

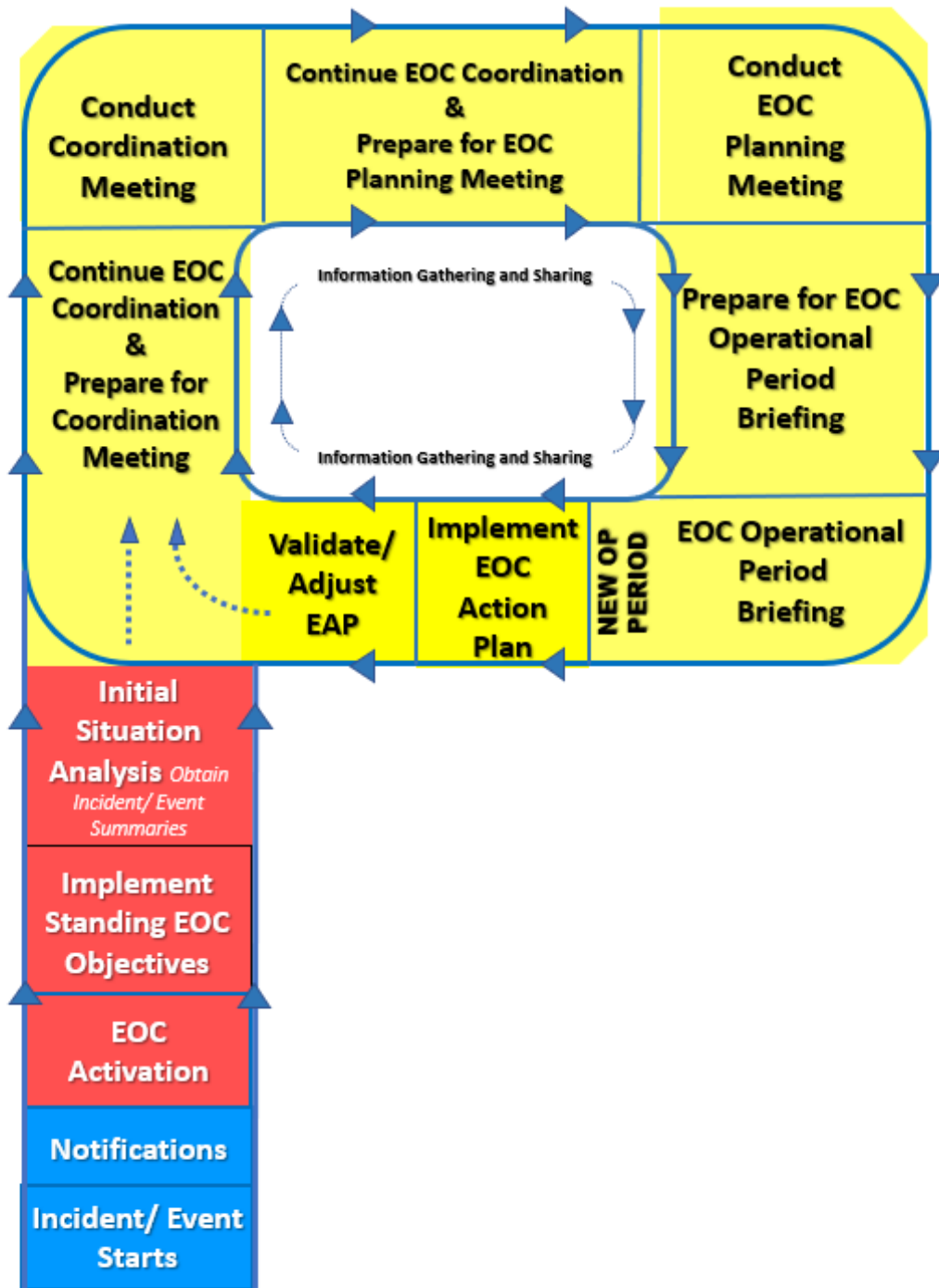
WebEOC Incident Name: https://contracosta.webeocasp.com	2020-03-14 EOC Novel Coronavirus	
OPERATIONAL PERIOD 8 (v 3/18/20)		
3/16/20 0800 hours	through	3/22/20 1800 hours

EOC PHONE NUMBERS	
EOC Function / Position and/or Department	Phone Number
LOGISTICS	
Resources / Facilities / Public Works	925-313-9681
OPERATIONS	
Section Chief	925-313-9633
Care and Shelter / Red Cross / EHSD	925-313-9670
Health Services / DOC Liaison	925-313-9646
Law Enforcement	925-313-9638
Fire	925-313-9642
Public Works	925-313-9632
MANAGEMENT	
Management Section	925-313-9608
Community Warning System	925-313-9622
PLANS	
Section Chief	925-313-9650
Advanced Planning	925-313-9657
FINANCE	
Section Chief	925-313-9623

Health Services DOC PHONE NUMBERS	
CCHS DOC (777 Arnold Dr)	925-608-5470
DOC Management	925-608- 5457 (doc.management@cchealth.org)
PIO	925-608- 5463 (doc.pio@cchealth.org)
Operations Section	925-608- 5461 (doc.operations@cchealth.org)
Planning Section	925-608- 5458 (doc.planning@cchealth.org)
Logs Section	925-608- 5459 (doc.logistics@cchealth.org)
Finance and Admin section	925-608- 5460 (doc.finance@cchealth.org)
Admin Section	925-608- 5462
CCHS public health call-in (0800-1700 daily)	(844) 729 8410

WebEOC Incident Name: https://contracosta.webeocasp.com		2020-03-14 EOC Novel Coronavirus	
OPERATIONAL PERIOD 8 (v 3/18/20)			
3/16/20 0800 hours	through	3/22/20 1800 hours	

EOC Planning P



WebEOC Incident Name: https://contracosta.webeocasp.com		2020-03-14 EOC Novel Coronavirus	
OPERATIONAL PERIOD 8 (v 3/18/20)			
3/16/20 0800 hours		through	3/22/20 1800 hours

List of County Building Closures as of 03/17/20 1239hours

Address	Department	Contact	Phone number	NOTES	Planned reopening
1750 Oak Park	Library	Staff			Until further notice
991 Loring Ave	Library	Staff			Until further notice
109 Civid Dr	Library	Staff			Until further notice
3491 Mt. Diablo Blvd	Library	Staff			Until further notice
2900 Salvio St	Library	Staff			Until further notice
220 Pacific Ave	Library	Staff			Until further notice
2935 Pinole Valley Rd	Library	Staff			Until further notice
26 Orinda Way	Library	Staff			Until further notice
4191 Appian Way	Library	Staff			Until further notice
61 Arlington Ave	Library	Staff			Until further notice
2661 Oak Grove Road	Library	Staff			Until further notice
6510 Stockton Ave	Library	Staff			Until further notice
1500 St. Mary's Rd	Library	Staff			Until further notice
501 W. 18th Street	Library	Staff			Until further notice
4800 Imhoff	Animal Services	Arturo Castilla	608-8408	Lock lobby doors	Until further notice
910 San Pablo	Animal Services	Arturo Castilla	608-8408	Lock lobby doors	Until further notice
2500 Alhambra Ave	Health Services	Tim Friend	421-5028	Bldg 1 Lock South back door	Until 4/3/20
1305 MacDonald	EHSD	Frederick Rout	510-942-3619	Lockdown elevator lobby	Until further notice
4545 Delta Fair	EHSD	Theresa Bradshaw	608-5709	Lockdown inner lobby door	Until 4/1/20
2120 Diamond	Health Services	Sandra Sosa-Morales	608-5519	Lockdown entry door	Until further notice
30 Muir Rd	DCD	Trish Dominguez	674-7723	Lockdown inner lobby door	Until further notice
215 Pacifica	Health Services			Lockdown inner lobby door	Until further notice
2380 Bisso	Agriculture	Roxann Crosby	608-6600	Lockdown entry and lobby door	Until further notice
625 Court St	Treasurer Tax Collector		957-5280	Lobby Closed to Public	Until further notice
555 Escobar St	Clerk Records Office		335-7900	Lobby Closed to Public unless scheduled marriage	Until further notice