DOUGLAS COUNTY FLOOD MANAGEMENT GUIDE

plan  prepare  respond  recover

DOUGLAS COUNTY EMERGENCY MANAGEMENT

As Managed Under an Inter-Local Agreement with the East Fork Fire District

8/22/22 Edition
How to Use This Guide

This guide provides the conceptual plan of how we will, as a whole community, respond to a flood event. It is written with the expectation the responder or incident participant is familiar with their agency procedures and/or the Douglas County Emergency Operations Plan or both. It is an adaptive guide and not the final word. Every flood incident will be different and no guide will provide absolute direction for every event. This guide gets us to a starting point.

Emergency Management Intent

This Flood Management Guide establishes a basic framework to ensure that Douglas County will be prepared to its highest degree possible to prepare for, respond to, and recover from flood events, either alluvial, riverine or debris flow. It serves as an “incident specific guide.” It summarizes the rolls and responsibilities and coordinating mechanism of the various agencies within the County. This guide is not intended to replace or supersede the Comprehensive Douglas County Emergency Response Plan. The intent is to provide a quick reference guide which identifies the various public officials, agencies, departments, and organizations (“the WHO”), their responsibilities, (“the WHAT) the reporting or operating areas (“the WHERE”) and in some cases the methods and strategy (“the HOW”)

The basic intent of Douglas County Emergency Management and this guide is distributed amongst the following objectives:

- Reduce the loss of life and property of residents and visitors due to flooding through response coordination and mitigation actions.
- Ensure the safety of all responders and participants in the response
- Support the residents, visitors, and businesses in preparing for, responding to and recovering from flooding.
- Provide an efficient, comprehensive organizational structure for emergency response and recovery
- Coordinate ALL emergency operations within the county, either with or without an official declaration.
- Coordinate the use of available resources, be they public or private, including local, state, and federal.
- Recover from flood emergencies by providing for rapid and orderly damage assessment and providing necessary assistance to the highest degree.
- Establish tiered activation of response levels following deliberate and reliable situational awareness and input data from credible sources.
- Apply institutional knowledge, historical recollection, and recognize the roll that the agricultural community can play in flood management in the Carson Valley
- Recognize that flood events are not limited to valley locations and that flooding in the Lake Tahoe Basin is possible and can cause significant environmental impacts.
- Understand and promote flood awareness and response as a community issue, requiring a “community” response.
Personal and Family Preparedness

Your role as an emergency responder or participant will have you working away from your home and family for up to 72 hours. Take the time now to prepare yourself and your family for this event. Build a self-survival bag and a family disaster kit. The self-survival kit is what you will need to be at work for the time. The family disaster kit is what your family will need to have on hand while you are away at work. You can’t help others until you have helped your family. Please register your cell phone to your address for our Reverse 9-1-1 program. This will enable you to receive warnings that affect your home on your cell phone. [https://douglascounty.onthealert.com/](https://douglascounty.onthealert.com/)

Self-Survival Bag (Field Responders and Personal Preparedness)

- Personal prescriptions and eyeglasses
- Food and water (12-hours’ worth)
- Flashlight with extra batteries
- Whistle
- Baby wipes/toilet paper
- Change of clothes
- Pocket knife
- Blanket
- Matches
- First aid kit
- Chargers for cell phones, laptop, etc.
- Agency identification and PPE
- Any materials identified in this guide for your position
- This guide

Family Disaster Kit

- Water: 1 gallon per person, per day
- 3-day supply of non-perishable food
- Flashlight with extra batteries
- First aid kit
- Fire extinguisher
- AM/FM radio
- Have a way to heat your home without electricity
- Have a family communications plan
- Consider downloading the free Red Cross phone app “Emergency” for ways to communicate with family members, alerts and other ideas on preparedness
- Visit [www.ready.gov](http://www.ready.gov) for more ideas

EOC Participants
If assigned or requested to work in the EOC, please bring the following items at a minimum.

- Cell phone, laptop and chargers!
- Change of clothing
- Personal medication
- Agency Identification
- This guide!
- Your assigned EOP

**Safety**

A flood event will bring with it a multitude of hazards that must be addressed. The best way to stay safe in a flood, as a responder, is to think before acting. You have been asked to help with the response: you did not cause the flood to occur, so take a moment to process information before jumping in to help so you are part of the solution, not part of the problem. Clear and clam thinking promotes safety during these types of events.

Never drive through flooded areas unless you are sure of the water depth and speed. A few feet of water with a little current will take control of your vehicle.

Never walk through standing water without a probing device to ensure the ground is intact in front of you. It is very common for manhole covers to float away. You can fall into the hole and drown.
Avoid contact with water unless wearing appropriate personal protective equipment. The water will carry hazardous materials and disease with it. It should go without saying to avoid drinking it too!

When near or around traffic, wear visible clothing, carry a flashlight and watch what others are doing. Others may be fixated upon the flooding and not watching for you, especially if they are taking photos or texting.

Know who and where your incident boss and your incident subordinates are always. This is a “team sport.”

Some community members will be very upset before, during and following a flood because of its impacts. Realize this quickly; they are upset at the event but not necessarily at you. Treat everyone well and with respect even if they don’t treat you the same way.

Request law enforcement assistance if a problem appears to be escalating.

**Situational Assumptions**

Emergency Management has met with many purveyors of the river and drainage systems to identify potential problem areas. The California Nevada River Forecast Center provides us with the following details for the East and West Forks of the Carson River.

**West Fork of the Carson – Woodfords**

<table>
<thead>
<tr>
<th>Historical Stage/Flow Data</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Water Year</strong></td>
</tr>
<tr>
<td>-----------------</td>
</tr>
<tr>
<td>Most Recent 5 Years</td>
</tr>
<tr>
<td>2014</td>
</tr>
<tr>
<td>2013</td>
</tr>
<tr>
<td>2012</td>
</tr>
<tr>
<td>2011</td>
</tr>
<tr>
<td>2010</td>
</tr>
<tr>
<td>Historical High Stage/Flow Events (Period of Record - Oct 1938 to Present)</td>
</tr>
<tr>
<td>1997</td>
</tr>
<tr>
<td>1963</td>
</tr>
<tr>
<td>1956</td>
</tr>
<tr>
<td>1938</td>
</tr>
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</table>

**Impacts**

<table>
<thead>
<tr>
<th>Level</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>13.0</td>
<td>No flooding occurs. However, West Fork Carson River should prepare for flooding if there are additional rises.</td>
</tr>
<tr>
<td>13.5</td>
<td>Very minor flooding of lowest areas.</td>
</tr>
<tr>
<td>14.0</td>
<td>Flood Stage - Minor flooding: Carson Valley between Centerville and Genoa.</td>
</tr>
<tr>
<td>14.5 Feet</td>
<td>Moderate flooding: Carson Valley between Centerville and Genoa, with some damage to homes and businesses. Many local roads flooded.</td>
</tr>
<tr>
<td>15.0 Feet</td>
<td>Major flooding. Substantial damage to homes from Centerville to Genoa. Many local roads flood, including Centerville, Mottsville, Muller Lanes and Hwy 88. Interruption of power, communications, and water systems.</td>
</tr>
</tbody>
</table>
| 15.5 Feet | Disastrous, record flooding along entire reach of West Fork Carson River. Extensive damage to homes, businesses, schools, roads, bridges, and water systems. Communications, power, and transportation systems severely disrupted. Many highways, roads, and bridges impassable. 

**Exceeds record flood of 01/02/1997.** |

**Lag Times: High Flow Estimates Once Flooding Begins at Point**

- West Fork Carson (Woodfords) to EF confluence: 4 hours
- East Fork (Markleeville) to Gardnerville: 3 hours
- East Fork (Gardnerville) to WF confluence (Carson): 8 hours
- WF and EF Confluence to Carson City: 2 hours
East Fork of the Carson – Markleeville

More details at
http://www.cnrfc.noaa.gov/graphicalRVF.php?id=CEMC1

<table>
<thead>
<tr>
<th>Water Year</th>
<th>Peak Discharge (cfs)</th>
<th>Stage (feet)</th>
<th>Date</th>
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<tr>
<td>Most Recent 5 Years</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>2014</td>
<td>852</td>
<td>4.00</td>
<td>Apr 19, 2014</td>
</tr>
<tr>
<td>2013</td>
<td>1,670</td>
<td>4.88</td>
<td>Dec 2, 2012</td>
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<tr>
<td>2012</td>
<td>1,510</td>
<td>4.65</td>
<td>Apr 24, 2012</td>
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<tr>
<td>2010</td>
<td>3,980</td>
<td>6.35</td>
<td>Jun 5, 2010</td>
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</tbody>
</table>

| Historical Stage/Flow Data |

| Historical High Stage/Flow Events (Period of Record - Sept 1960 to Present) |
|---|---|---|
| 1997 | 18,900 | 11.78* | Jan 24, 1970 |
| 1963 | 15,100 | 10.52* | Jan 31, 1963 |
| 2006 | 10,300 | 9.09*  | Dec 31, 2005 |
| 1986 | 9,520  | 8.79*  | Mar 8, 1986  |
| 1965 | 9,100  | 8.65*  | Dec 23, 1964 |

| 7.0 | Lowest portions of Carson Valley begin flood threat |
| 7.5 | Minor lowland flooding: lowest portions of Carson Valley |
| 8.0 | Flood Stage. Minor lowland flooding. Some low road, bridge, drainage structure minor damage. Cottonwood Slough floods Lampe Park. |
| 8.5 | Moderate flooding in CV: some homes, roads, bridges in lower portions of Minden, G’ville, C’ville, Washoe Reservation, Genoa flood |
| 9.0 | Moderate flood damage. Flooding of homes, businesses, schools, roads, and bridges in lower portions of Minden, G’ville, C’ville, Genoa, and Washoe Reservation. Transportation, communication, water, power systems begin to be affected. **10,200 cfs, similar to 12/31/2005** |
| 9.5 | Major flooding with significant damage. River feeds Rocky, Cottonwood, Martin, Henningson Sloughs: flood portions of Minden G’ville downtown, damage to homes, businesses, schools, roads, and bridges. Transportation, communication, water, power systems significantly affected. **11,700 cfs, somewhat larger than 12/31/2005** |
| 10.0 | Major flooding significant damage. Major effects to transportation, communication, water, power systems. **13,400 cfs, lower than 2/1/1963 flood.** |
| 10.5 | Major flooding with much of lower CV flooded, including portions of Minden, G’ville, C’ville, Genoa. Significant damage to home, business, school, road, bridge. Transportation, communication, water, power systems severely affected. Hwy 395 closed. **15,000 cfs, similar 2/1/1963 flood.** |
| 11.0 | Widespread damage Minden, Genoa, G’ville, C’ville. Extensive damage to homes, businesses, schools, roads, and bridges. Massive bank and channel erosion at these flows is capable of sweeping away buildings, roads, and vehicles. **16,700 cfs, similar to 12/23/1955 flood** |
| 11.5 | Extensive flooding throughout CV. **18,500 cfs, similar 1/2/1997 flood** |
| 12.0 | Record flooding, larger than 1/2/1997 flood. All roads flooded. 10 by 2 mile portion of CV underwater. |

**Impacts** |

| 6.0 | Monitor Stage. No flooding. Prepare for flooding if add rises due to snowmelt or runoff. Flood prone areas in CV include Hwy 88, Washoe Reservation, CV Country Club, Glenwood, Riverview, Centerville, Westwood Village, Rocky Slough, Dresslerville, Waterloo, Mottsville |
| 6.5 | Channel capacity in Carson Valley. Begin flood preparedness efforts |
| 7.0 | Lowest portions of Carson Valley begin flood threat |
| 7.5 | Minor lowland flooding: lowest portions of Carson Valley |
| 8.0 | Flood Stage. Minor lowland flooding. Some low road, bridge, drainage structure minor damage. Cottonwood Slough floods Lampe Park. |
| 8.5 | Moderate flooding in CV: some homes, roads, bridges in lower portions of Minden, G’ville, C’ville, Washoe Reservation, Genoa flood |
| 9.0 | Moderate flood damage. Flooding of homes, businesses, schools, roads, and bridges in lower portions of Minden, G’ville, C’ville, Genoa, and Washoe Reservation. Transportation, communication, water, power systems begin to be affected. **10,200 cfs, similar to 12/31/2005** |
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| 11.5 | Extensive flooding throughout CV. **18,500 cfs, similar 1/2/1997 flood** |
| 12.0 | Record flooding, larger than 1/2/1997 flood. All roads flooded. 10 by 2 mile portion of CV underwater. |
| 12.5 Feet | Flood disaster with widespread flooding of homes, businesses, schools, levees, roads, and bridges. Carson Valley isolated, major highways are flooded. A 12 by 3 mile portion of CV is underwater. Severe channel bank erosion. |
**Activation**

Flood events will be managed in three alerting stages:

- **Alert**: Internal notification to the flood threat group to monitor the situation.
- **Watch**: External notice provided to the public by the National Weather Service indicates a flood is possible to occur.
- **Warning**: External notice provided to the public by the National Weather Service. It indicates a flood is occurring.

The Flood Threat Group will meet to discuss potential preparations when the East Fork river gauge reads 6.0 feet, the HydroLynx threat score is a 3 for rain downfall or any member of the group requests the group to meet. Douglas Emergency Communications Center (DECC or Douglas ECC) will provide notification to get the group together. The meeting location will be at the EOC.

Flood Threat Group will evaluate the data, converse with the National Weather Service and take actions as they deem appropriate to prepare for a potential event.

When the National Weather Service issues a **flood watch** the following will occur:

- Douglas ECC will page weather group with the details

When the National Weather Service issues a **flood warning**, the following will occur:

- Douglas ECC will page Flood Threat Group to meet at the EOC
- Personnel involved in the flood response effort should check their homes and families for preparedness efforts needed in their absence
• Personnel assigned flood response efforts will assemble at their meeting locations as identified in the “Assignment/Roles” section of this guide.

Flood Threat Group

The flood threat group works in advance of an event to improve our readiness and make some initial decisions. It is comprised of:

• Emergency Manager or his deputy
• East Fork Fire District Operations Chief or designee
• Douglas County Public Works Director or designee
• Douglas Emergency Communications Center Director or designee
• Douglas County Sheriff or designee

The flood threat group will convene at the Emergency Operations Center when notified by Douglas County Emergency Communications Center of a FLOOD ALERT. This group will confer with each other, examine the data and consult the National Weather Service and other appropriate sources to determine what steps should be taken to prepare our community.

If a member of this group deems a meeting is necessary to discuss a potential risk, the group shall meet.

The group will coordinate information with the Nevada Division of Emergency Management, the Towns, General Improvement Districts, School District, Carson Valley Conservation District, Ditch Companies, Washoe Tribe, the County Manager’s Office, and private utility companies. This will ensure good communications with these groups ahead of a flood occurring that will translate into similar activities once the event begins.

The flood threat group will also open the Joint Information Center (JIC) as it deems necessary in advance of an event. The JIC will provide information to the public on the flood threat, personal and family preparations to take, as well as reassure them on efforts we are taking to keep them safe.

The flood threat group can assist the Emergency Manager in making decisions on opening the emergency operations center (EOC), implementing this guide, providing public messaging and similar activities. All members of the group retain their jurisdictional authorities, as well as responsibilities from the County Emergency Operations Plan (EOP).

The threat group will establish an appropriate meeting schedule to monitor the event prior to activation of this plan.

Consider using the Joint Information Center (JIC), County Media Relations Officer or Douglas Healthcare Coalition to message the medical community, including pharmacies and dialysis centers to prepare patients for potential isolation issues. This may include the early refill of medical prescriptions, information on disease management if unable to see their primary care physician and the like.
**Public Warning**

Douglas Emergency Communications Center (DECC) is responsible for alerting the public of flood watches or warnings at the request of the ECC Director, County Manager, Sheriff on call administrator, Emergency Manager or East Fork Duty Chief. If activated, the Flood Threat Group can provide advice regarding the issuance of an alert. Alerting of the public will use the most appropriate route based upon the immediacy of the threat and may include:

- Use of the iPAWS system to alert cell phones within certain tower areas;
- Use of Reverse 9-1-1 to pinpoint alerting;
- Use of iPAWS system to activate the emergency alert system.

DECC will issue flash flood watches and warnings independent of the National Weather Service based upon data from the Douglas County HydroLynx system. This system has stream gauges in Genoa Canyon, Lebo Springs West and the Pine Nuts. If the system indicates a hydrologic threat of 3, 4 or 5, a flash flood watch will be issued to the community downstream of the gauge. This is indicated on a map in DECC from GIS.

If any field reports are received of actual flooding occurring, DECC may upgrade the flash flood watch to a flash flood warning. DECC will notify the National Weather Service when issuing either of these announcements.

**Public Information**

No agency or individual is authorized to release any information concerning the event unless it has been provided by or authorized by the Joint Information Center. The Joint Information Center (JIC) will vet all releases with incident commanders, the policy group and emergency management to ensure timely, truthful, factual and actual information is released to the public.

Prior to activation of the JIC, the County Emergency Manager or his designee is responsible to review and approve any public information in regards to a flood event. This will provide focused messaging that does not confuse nor unnecessarily upset the public.
Assignments and Roles

This section is broken up into two parts to assist everyone in finding their position as emergency flood responders/participants. It is listed by functional area and by organization name.

Functional Areas

- Policy Group
- EOC Operations
- EOC Plans
- EOC Logistics
- Branch I
- Branch II
- Branch III
- Branch IV
- Branch V
- Joint Information Center
- Evacuation
- Sheltering people and pets
- Livestock
- Point of Distribution
- Liaison Officer

Organization Name

- Law Enforcement
- Fire/EMS
- Airport
- CERT
- Service Clubs /Volunteer Groups/Religious Groups
- Chamber of Commerce/Visitors Authority
- Public Utilities
- Public Works
- Douglas County Healthcare Coalition

Concept of Operations

- The Flood Threat Group meets to determine the level of potential threat and our needs to mitigate risks.
- Once a threat is identified, the EOC will open with the EOC Operations group. This group will lay out initial plans to subdivide the county into manageable areas called “BRANCHES”
- The flood event will be managed using area command, but identifying the various incidents under the Branch designator. EOC Operations will function as area command to allocate resources, establish priorities and coordinate countywide efforts
- Branches will manage all incidents and assigned resources within their area
  - Branches may be divided into Division(s) upon areas of isolation or as deemed necessary by the Branch Director and in consultation with the EOC.
- The EOC will focus on “consequence management” while Branches are responsible for “crisis management.”
  - Consequences are resources and infrastructure
  - Crisis is immediate public safety actions
### EOC Management/Manager

<table>
<thead>
<tr>
<th>Name</th>
<th>Phone # 1</th>
<th>Phone # 2</th>
<th>DECC</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tod Carlini (primary)</td>
<td>775-720-0750</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Scott Gorgon (Alternate)</td>
<td>702-429-3294</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Amy Ray (Alternate)</td>
<td>775-546-3738</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Larry Goss (Alternate)</td>
<td>775-690-0225</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Where You Meet:** At the Emergency Operations Center

**When to Meet:** Self-determination of need

**What to Bring with You:** Personal disaster kit, laptop (if supplied), cell phone with charger, a sense of humor to get all of us through the event

**Who is Your Boss During The Event:** Policy Group

**Who is Your Subordinate During the Event:** EOC Ops, Plans and Logistics, JIC

**Purpose/Role and Responsibilities of EOC Manager:**

- EOC Manager will establish a meeting schedule using the “Planning P” for EOC Ops, Plans, JIC and Policy
- Lead and manage EOC Ops, Plans, JIC. liaison and Logistics to mobilize and deploy resources to be employed by branches
- Issuing community-wide warning
- Issuing instructions and providing information to the general public
- Organizing and implementing large-scale evacuation and coordinating traffic control for such operations.
- Organizing and implementing shelter and mass care arrangements for evacuees.
- Coordinate and approve requests of assistance to/from the Quad County MAC and the SEOC.

While an incident operation is normally deactivated when the response to an emergency situation is complete, EOC use is essential during recovery. In the recovery phase, the EOC may be staffed to compile damage assessments, assess long term needs, manage donations, monitor the restoration of utilities, oversee access control to damaged areas, and other tasks

- **Response**
  - Activate an EOC if necessary.
  - Conduct response operations.
  - Deactivate EOC when no longer needed.
  - Recommend disaster declaration to Policy group or declare one in their absence in accordance with Douglas County Code

- **Recovery**
  - If necessary, continue EOC activation to support recovery operations.
  - Deactivate EOC when situation permits.
  - Restock ICP and EOC supplies if necessary.
  - For major emergencies and disasters, conduct a review of emergency operations as a basis for updating plans, procedures, and training requirements.
  - Coordinate analysis of emergency response and recovery problems and development of appropriate courses of action (after action report).
**Policy Group**

<table>
<thead>
<tr>
<th>Name</th>
<th>Phone # 1</th>
<th>Phone # 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mark Gardner</td>
<td>(775) 781-1378</td>
<td>775-782-9821</td>
</tr>
<tr>
<td>Wes Rice</td>
<td>(775) 546-3170</td>
<td>775-782-9821</td>
</tr>
<tr>
<td>John Engles</td>
<td>(775) 546-3171</td>
<td>775-781-8712</td>
</tr>
<tr>
<td>Danny Tarkanian,</td>
<td>(775) 781-1503</td>
<td>775-782-9821</td>
</tr>
<tr>
<td>Walt Nowosad,</td>
<td>(775) 546-3775</td>
<td>775-782-9821</td>
</tr>
<tr>
<td>Patrick Cates (primary)</td>
<td>775-230-7237</td>
<td>775-782-9821</td>
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<tr>
<td>Jenifer Davidson(alternate)</td>
<td>775-781-2082</td>
<td>775-782-9821</td>
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<tr>
<td>Mark Jackson (primary)</td>
<td>775-721-0689</td>
<td>DECC</td>
</tr>
<tr>
<td>Douglas Ritchie (secondary)</td>
<td>775-781-0660</td>
<td>DECC</td>
</tr>
<tr>
<td>Amy Burgans</td>
<td>775-291-2123</td>
<td>775-782-9821</td>
</tr>
</tbody>
</table>

**Purpose/Role and Responsibilities of Policy Group:**

- Receive updates from the Emergency Manager on the situation
- Provide policy guidance to the Emergency Manager when requested
- Declare an emergency or disaster as appropriate and requested by Emergency Manager or County Manager
- Stay abreast of the situation
- Maintain continuity of governance
- Maintain documentation
- The Policy Group will solicit and consider input from the local governing bodies of those Towns and Special Districts in which policy level decision have specific impact on any or all of such jurisdictions.

**When to Meet:** When requested by the Emergency Manager or if you hear a National Weather Service Flood Warning

**Where You Meet:** At the Emergency Operations Center

**What to Bring with You:** Personal disaster kit, laptop (if supplied), cell phone with charger, a sense of humor to get all of us through the event

**Who is Your Boss During The Event:** The Electorate

**Who is Your Subordinate During the Event:** Emergency Manager
**EOC Operations**

<table>
<thead>
<tr>
<th>Name</th>
<th>Phone # 1</th>
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<th>DECC</th>
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<tbody>
<tr>
<td>Scott Gorgon (Fire/primary)</td>
<td>702-429-3294</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Larry Goss (Fire/alternate)</td>
<td>775-690-0225</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ron Michitarian (Law/primary)</td>
<td>775-586-7251</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ron Elges (Law/primary)</td>
<td>775-691-4232</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Phil Ritger (PW/primary)</td>
<td>775-783-6480</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tom Dallaire (PR/secondary)</td>
<td>775-690-8366</td>
<td></td>
<td></td>
</tr>
<tr>
<td>TBA (Washoe Tribe)</td>
<td>TBA</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Holly Mcgee (Scribe/primary)</td>
<td>881-926-6594</td>
<td>775-782-9040</td>
<td></td>
</tr>
<tr>
<td>Erica Amotre (Scribe/secondary)</td>
<td>775-782-9040</td>
<td>775-782-9040</td>
<td></td>
</tr>
</tbody>
</table>

**When to Meet There:** When requested by the Emergency Manager or if you hear a National Weather Service Flood Warning

**Where To Meet:** At the Emergency Operations Center

**What to Bring With You:** Personal disaster kit, laptop (if supplied), cell phone with charger, a sense of humor to get all of us through the event

**Who is Your Boss During The Event:** Emergency Manager/Policy Group

**Who are Your Subordinates During the Event:** Branch Directors, Shelter Group, Evacuation Group, Livestock Group

**Purpose/Role and Responsibilities:**

- Maintain situational and resource awareness
  - Detail extent of incident using Sit Stat and EOC Plans
- Funnel any and all incidents to the Branch Director to manage
- Receive requests from Branch Directors for needs
  - Decide priorities of requests
- Assign additional resources
- Coordinate resources between branches
- Request resources from cooperators, state, etc. by using EOC Logistics if established
- Ensure normal day-to-day emergency calls are addressed by branch directors, in addition to the flood event
- Prioritize incident needs
- Manage the groups that work in multiple branches
- Work with EOC Plans to develop a primary, secondary, contingency and emergency plan
- Prioritize recovery needs
- Provide information to the Emergency Manager to brief the Policy Group
- Coordinate with Quad County MAC and SEOC, as necessary
- Maintain documentation

**What Other Resources May Be Needed for Your Assignment**

- Handheld radio

**Additional Thoughts**

- Under this organization, the EOC Operations group is functioning as area command with the goal to be in a controlled atmosphere to make decisions between the various needs. Use the controlled environment to make clinical and not emotional decisions.
- If a family assistance center is needed due to fatality management plan activation, the Carson Valley Inn or the CVIC Hall will be utilized
EOC Plans

<table>
<thead>
<tr>
<th>Name</th>
<th>Phone # 1</th>
<th>Phone # 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Matt Richardson (primary)</td>
<td>775-250-4436</td>
<td>775-782-9894</td>
</tr>
<tr>
<td>Leah Montoya (secondary)</td>
<td>775-790-5909</td>
<td>775-782-9894</td>
</tr>
<tr>
<td>Ron Sagen (primary/Re Stat)*</td>
<td>775-721-9815</td>
<td>DECC</td>
</tr>
<tr>
<td>Cerea Woods (secondary/Re Stat)*</td>
<td>DECC</td>
<td>DECC</td>
</tr>
<tr>
<td>Courtney Walker</td>
<td>530-400-0685</td>
<td>DECC</td>
</tr>
</tbody>
</table>

When to Meet There: When requested by the Emergency Manager

Where You Meet: At the Emergency Operations Center

What to Bring with You: Personal disaster kit, laptop (if supplied), cell phone with charger, a sense of humor to get all of us through the event

Who is Your Boss During The Event: Emergency Manager

Who are Your Subordinates During the Event: None

Purpose/Role and Responsibilities:

- Maintain awareness of current situation to develop plans for the next operational period
- Provide accounting for all resources assigned to the incident
- Maintain visual displays in the EOC Operations Room of incident damage and resource locations
- Maintain documentation
- Work with EOC Operations to develop a primary, secondary, contingency and emergency plan
- Develop the Incident Action Plan for the next operational period

What Other Resources That Maybe Needed for Your Assignment

- Flip charts
- Spillman Access
- ARCVview
- WebEOC
- Communications-11 to the EOC and staffed

SIT STAT

Consider the use of field observers: list below or Bob Kirk and Mike Ierien

Maintain the following listings:

- Number injured or killed (separate responders from public in accounting)
- Boundary of affected area
- General extent of the damage
- Power and utility outages
- Infrastructure outages
- Isolated areas
- Closures: road, business and government
- Immediate needs of the branches
- Response efforts underway

*Sit Stat and Re Stat work for EOC Plans but will be in the EOC Ops Room

Field Observers

<table>
<thead>
<tr>
<th>Name</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gary Aiazzi</td>
<td>775-721-4874</td>
</tr>
<tr>
<td>Brett Reed</td>
<td>775-721-3051</td>
</tr>
<tr>
<td>Eric Rieman</td>
<td>775-790-1160</td>
</tr>
<tr>
<td>Mike Rippee</td>
<td>775-691-5508</td>
</tr>
<tr>
<td>Mike Hayes</td>
<td>775-782-3661</td>
</tr>
<tr>
<td>Steve Wilcox</td>
<td>775-450-2453</td>
</tr>
<tr>
<td>Name</td>
<td>Phone # 1</td>
</tr>
<tr>
<td>-----------------</td>
<td>--------------</td>
</tr>
<tr>
<td>Sky Dwinell</td>
<td>775-790-3492</td>
</tr>
<tr>
<td>Lisa Owen</td>
<td>775-220-3820</td>
</tr>
<tr>
<td>Scott McCullough</td>
<td>775-790-5212</td>
</tr>
</tbody>
</table>

**When to Meet There:** When requested by the Emergency Manager

**Where You Meet:** At the Emergency Operations Center

**What to Bring With You:** Personal disaster kit, laptop (if supplied), cell phone with charger, a sense of humor to get all of us through the event

**Who is Your Boss During The Event:** Emergency Manager

**Who are Your Subordinates During the Event:** Anyone assigned to Logistics

**Purpose/Role and Responsibilities:**
- Receive requests for resources from EOC Operations: process in accordance with direction from the Emergency Manager
- Manage spontaneous donations
- Manage spontaneous volunteers
- Maintain documentation

**What Other Resources Maybe Needed for Your Assignment**
- Vehicles to deliver supplies
Branch I: the west side of the Valley: Highways 88 and 395 are the eastern border up to the top of the mountain peaks

Branch II: the east side of the Valley bordered by Highway 395 to Leviathan Mine Road to the Carson and Lyon County borders

Branch III: the Ranchos, Minden and Gardnerville areas between highways 395 and 88 south to Alpine County and Leviathan Mine Road

Branch IV: all areas south of Leviathan Mine Road to the Lyon, Alpine and Mono county borders

Branch V: Lake Tahoe portion of Douglas County
Branch I

<table>
<thead>
<tr>
<th>Name</th>
<th>Phone # 1</th>
<th>Phone # 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fire Representative TBA (Primary)</td>
<td>DECC</td>
<td></td>
</tr>
<tr>
<td>Fire Representative TBA (Secondary)</td>
<td>DECC</td>
<td></td>
</tr>
<tr>
<td>Law Representative TBA (Primary)</td>
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<td></td>
</tr>
<tr>
<td>Law Representative TBA (Secondary)</td>
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</table>

Your Branch Outline: This is the west side of the Valley: Highways 88 and 395 are the eastern border up to the top of the mountain peaks (see map)

When to Meet There: When requested by the Emergency Manager

What to Bring With You: Agency vehicle, personal disaster kit, laptop with Spillman ability and WiFi device, cell phone with charger, a sense of humor to get all of us through the event

Who is Your Boss During The Event: EOC Operations

Who are Your Subordinates During the Event: All resources assigned to your Branch

Purpose/Role and Responsibilities:
- Develop a plan
- Assign a safety officer
- Brief all responders
- Prioritize and assign resources to incidents given by DECC to the Branch; DECC will not assign resources
- Maintain accountability of all resources assigned to your Branch, including Law, Fire, SAR, Posse, Public Works, private contractors
- Maintain documentation

- Request additional resources through EOC Operations
- Provide updates to Sit Stat or Re Stat at EOC Operations
- Establish Division Supervisors when an area has become isolated; communicate this change to EOC Operations

Assigned Resources
- Fire Stations 3, 8 and 14
- Law enforcement units as determined during the event
- Public Works: as requested
- SAR/Posse: as requested

Immediate Need Considerations
- Rescue: Fire and Law resources
- Evacuation: Order an Evac. Request Evac Group (SAR) from EOC Ops
- Safety Officer
- Closures of roads, structures, government, infrastructure
- Sand and sandbag locations (Sand Point of Distribution or POD)
- Scribe
- Evaluate need to establish an area of safe refuge for the public that are unable to evacuate
- Establish Divisions in areas of isolation

Longer Term Considerations
- Shelter needs: Communicate back to EOC Operations
- Recommendations for continued closures
- Preliminary damage assessment
- Consider need for POD for food, water
- Provide recommendations to EOC Operations on need for continued infrastructure closures
### Branch II

<table>
<thead>
<tr>
<th>Name</th>
<th>Phone # 1</th>
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</thead>
<tbody>
<tr>
<td>Fire Representative TBA (Primary)</td>
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<td>Law Representative TBA (Primary)</td>
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<tr>
<td>Law Representative TBA (Second)</td>
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</table>

**Your Branch Outline:** This is the east side of the Valley bordered by Highway 395 to Leviathan Mine Road to the Carson and Lyon County borders (see map)

**When to Meet There:** When requested by the Emergency Manager

**What to Bring With You:** Agency vehicle, personal disaster kit, laptop with Spillman ability and WiFi device, cell phone with charger, a sense of humor to get all of us through the event

**Who is Your Boss During The Event:** EOC Operations

**Who are Your Subordinates During the Event:** All resources assigned to your Branch

**Purpose/Role and Responsibilities:**
- Develop a plan
- Assign a safety officer
- Brief all responders
- Prioritize and assign resources to incidents given by DECC to the Branch. DECC will not assign resources.
- Maintain accountability of all resources assigned to your Branch, including Law, Fire, SAR, Posse, Public Works, private contractors
- Maintain documentation
- Request additional resources through EOC Operations
- Provide updates to Sit Stat or Re Stat at EOC Operations
- Establish Division Supervisors when an area has become isolated. Communicate this change to EOC Operations

**Assigned Resources**
- Fire Stations 6, 9, 10 and 12.
- Law enforcement units as determined during the event
- Public Works: as requested
- SAR/Posse: as requested

**Immediate Need Considerations**
- Rescue: Fire and Law enforcement
- Evacuation: order evac and request evac group (SAR) from EOC Ops
- Safety Officer
- Closures of roads, structures, government, infrastructure
- Sand and sand bag locations (Sand POD)
- Scribe
- Evaluate need to establish an area of safe refuge for the public that are unable to evacuate
- Establish Divisions in areas of isolation

**Longer Term Considerations**
- Shelter needs: Communicate back to EOC Operations
- Recommendations for continued closures
- Preliminary damage assessment
- Consider need for POD for food, water
- Provide recommendations to EOC Operations on need for continued infrastructure closures
Branch III

<table>
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<tr>
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<tr>
<td>Law Representative TBA (Primary)</td>
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<td>DECC</td>
</tr>
<tr>
<td>Law Representative TBA (Second)</td>
<td></td>
<td>DECC</td>
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</table>

Your Branch Outline: This is the Ranchos, Minden and Gardnerville areas between highways 395 and 88 south to Alpine County and Leviathan Mine Road (see map)

When to Meet There: When requested by the Emergency Manager

What to Bring With You: Agency vehicle, personal disaster kit, laptop with Spillman ability and WiFi device, cell phone with charger, a sense of humor to get all of us through the event

Who is Your Boss During The Event: EOC Operations

Who are Your Subordinates During the Event: All resources assigned to your Branch

Purpose/Role and Responsibilities:

- Develop a plan
- Assign a safety officer
- Brief all responders
- Maintain accountability of all resources assigned to your Branch, including Law, Fire, SAR, Posse, Public Works, private contractors
- Maintain documentation
- Request additional resources through EOC Operations
- Provide updates to Sit Stat or Re Stat at EOC Operations
- Establish Division Supervisors when an area has become isolated. Communicate this change to EOC Operations

What Other Resources May Be Needed for Your Assignment

Assigned Resources

- Fire Station 7
- Law enforcement units as determined during the event
- Public Works: as requested
- SAR/Posse: as requested

Immediate Need Considerations

- Rescue: Fire and Law enforcement
- Evacuation: order evac, request evac group (SAR) from EOC Ops
- Safety Officer
- Closures of roads, structures, government, infrastructure
- Sand and sand bag locations (Sand POD.)
- Scribe
- Evaluate need to establish an area of safe refuge for the public that are unable to evacuate
- Establish Divisions in areas of isolation

Longer Term Considerations

- Shelter needs: Communicate back to EOC Operations
- Recommendations for continued closures
- Preliminary damage assessment
- Consider need for POD for food, water
- Provide recommendations to EOC Operations on need for continued infrastructure closures
Branch IV

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<tr>
<th>Name</th>
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<td>Law Representative TBA (Primary)</td>
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<td></td>
</tr>
<tr>
<td>Law Representative TBA (Second)</td>
<td>DECC</td>
<td></td>
</tr>
</tbody>
</table>

Your Branch Outline: This is all areas south of Leviathan Mine Road to the Lyon, Alpine and Mono county borders (see map)

When to Meet There: When requested by the Emergency Manager

What to Bring With You: Agency vehicle, personal disaster kit, laptop with Spillman ability and WiFi device, cell phone with charger, a sense of humor to get all of us through the event

Who is Your Boss During The Event: EOC Operations

Who is Your Subordinates During the Event: All resources assigned to your Branch

Purpose/Role and Responsibilities:

- Develop a plan
- Assign a safety officer
- Brief all responders
- Maintain accountability of all resources assigned to your Branch, including Law, Fire, SAR, Posse, Public Works, private contractors
- Maintain documentation
- Request additional resources through EOC Operations
- Provide updates to Sit Stat or Re Stat at EOC Operations
- Establish Division Supervisors when an area has become isolated. Communicate this change to EOC Operations

Assigned Resources

- Fire Stations 4 and 5
- Law enforcement units as determined during the event
- Public Works: as requested
- SAR/Posse: as requested

Immediate Need Considerations

- Rescue: Fire and Law enforcement
- Evacuation: order evac, request evac group (SAR) from EOC Ops
- Safety Officer
- Closures of roads, structures, government, infrastructure
- Sand and sand bag locations (Sand POD.)
- Scribe
- Evaluate need to establish an area of safe refuge for the public for are unable to evacuate
- Establish Divisions in areas of isolation
- Keep TRE clinic (CVMC) open even if it takes fire/EMS assistance

Longer Term Considerations

- Shelter needs: communicate back to EOC Operations
- Recommendations for continued closures
- Preliminary damage assessment
- Consider need for POD for food, water
- Provide recommendations to EOC Operations on need for continued infrastructure closures
Branch V

<table>
<thead>
<tr>
<th>Name</th>
<th>Phone # 1</th>
<th>Phone # 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fire Representative TBA (Primary)</td>
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<td>Fire Representative TBA (Second)</td>
<td>DECC</td>
<td>DECC</td>
</tr>
<tr>
<td>Law Representative TBA (Primary)</td>
<td>DECC</td>
<td>DECC</td>
</tr>
<tr>
<td>Law Representative TBA (Second)</td>
<td>DECC</td>
<td>DECC</td>
</tr>
</tbody>
</table>

Your Branch Outline: The Lake Tahoe portion of Douglas County (see map)

When to Meet There: When requested by the Emergency Manager

What to Bring With You: Agency vehicle, personal disaster kit, laptop with Spillman ability and WiFi device, cell phone with charger, a sense of humor to get all of us through the event

Who is Your Boss During The Event: EOC Operations

Who are Your Subordinates During the Event: All resources assigned to your Branch

Purpose/Role and Responsibilities:

- Develop a plan
- Assign a safety officer
- Brief all responders
- Maintain accountability of all resources assigned to your Branch, including Law, Fire, SAR, Posse, Public Works, private contractors
- Maintain documentation
- Request additional resources through EOC Operations
- Provide updates to Sit Stat or Re Stat at EOC Operations
- Establish Division Supervisors when an area has become isolated. Communicate this change to EOC Operations

Assigned Resources

- Fire Stations 21, 23, 24 and 25
- Law enforcement units as determined during the event
- Public Works: as requested
- SAR/Posse: as requested

Immediate Need Considerations

- Rescue: Fire and Law enforcement
- Evacuation: order evac, request evac group (SAR) from EOC Ops
- Safety Officer
- Closures of roads, structures, government, infrastructure
- Sand and sand bag locations (Sand POD.)
- Scribe
- Evaluate need to establish an area of safe refuge for the public for are unable to evacuate
- Establish Divisions in areas of isolation

 Longer Term Considerations

- Shelter needs: Communicate back to EOC Operations
- Recommendations for continued closures
- Preliminary damage assessment
- Consider need for POD for food, water
- Provide recommendations to EOC Operations on need for continued infrastructure closures
## Shelters, Point of Distributions, Staging and Community Support Offices

<table>
<thead>
<tr>
<th>Branch I</th>
<th>Branch IV</th>
</tr>
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<tbody>
<tr>
<td>Sand POD</td>
<td>TRE Community Center</td>
</tr>
<tr>
<td>Shelter site (primary)</td>
<td>Community/Senior Center</td>
</tr>
<tr>
<td>Shelter site (secondary)</td>
<td>Community/Senior Center</td>
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<tr>
<td>Staging</td>
<td>TRE Community Center</td>
</tr>
<tr>
<td>Medical or supply POD site</td>
<td>Topaz Lodge Parking Lot, 208/395 LZ</td>
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<tr>
<td>Community Support Office</td>
<td>Topaz Ranch Estates GID</td>
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</table>

<table>
<thead>
<tr>
<th>Branch II</th>
<th>Branch V</th>
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<tbody>
<tr>
<td>Sand POD</td>
<td>Kahle Community Center</td>
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<td>Shelter site (primary)</td>
<td>Community/Senior Center</td>
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<tr>
<td>Shelter site (secondary)</td>
<td>Whittell High School</td>
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<tr>
<td>Staging</td>
<td>Kahle Community Center</td>
</tr>
<tr>
<td>Medical or supply POD site</td>
<td>Kahle Community Center</td>
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<tr>
<td>Community Support Office</td>
<td>Justice Complex</td>
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</table>

<table>
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<th>Branch III</th>
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</thead>
<tbody>
<tr>
<td>Sand POD</td>
</tr>
<tr>
<td>Shelter site (primary)</td>
</tr>
<tr>
<td>Shelter site (secondary)</td>
</tr>
<tr>
<td>Staging</td>
</tr>
<tr>
<td>Medical or supply POD site</td>
</tr>
<tr>
<td>Community Support Office</td>
</tr>
</tbody>
</table>

See map for locations
Joint Information Center (JIC)

Members and Contact Info

<table>
<thead>
<tr>
<th>Name</th>
<th>Phone # 1</th>
<th>Phone # 2</th>
<th>Phone # 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Melissa Blosser</td>
<td>775-781-6886</td>
<td>None</td>
<td>None</td>
</tr>
<tr>
<td>Amy Ray</td>
<td>775-546-3738</td>
<td>DECC</td>
<td>DECC</td>
</tr>
<tr>
<td>Eric Guevin</td>
<td>775-815-0972</td>
<td>DECC</td>
<td>DECC</td>
</tr>
<tr>
<td>Alicia Main (secondary)</td>
<td>775-450-4969</td>
<td>None</td>
<td>None</td>
</tr>
<tr>
<td>Tahoe Chamber (secondary)</td>
<td>775-318-7900</td>
<td>None</td>
<td>None</td>
</tr>
</tbody>
</table>

When to Meet There: When requested by Emergency Manager or upon Flood Watch

Where You Meet: Emergency Operations Center

What to Bring With You: Agency vehicle, personal disaster kit, laptop with WiFi device, cell phone with charger, a sense of humor to get all of us through the event

Who is Your Boss During The Event: Emergency Manager/Policy Group

Who are Your Subordinates During the Event: None

Purpose/Role and Responsibilities:

- Monitor social, print and electronic media for the messages and concerns that are present
  - Manage rumor control, as prudent
- Prepare media releases with approval of the EM
- Coordinate media tours
- Provide public messaging at Field Offices, sign boards, etc., in order to better reach the public with accurate and factual information
- Maintain relationships with State EOC JIC, Lyon and Carson counties JICs
- Maintain County website
- Maintain an internal timeline of events
- Don’t forget our hard of hearing, visually impaired, and non-English speaking audiences when developing messaging
- Maintain documentation, including a media contact roster
- Provide situational awareness to EOC Operation’s Sit Stat
- Produce briefing videos for the public on the websites
- Produce videos as needed for incident briefing

What Other Resources May Be Needed for Your Assignment

- Make resource requests to the Emergency Manager for additional PIOs, builders of sign boards, etc.
- At the request of the flood threat group, keep the public well informed of personal preparedness and potential flood events
- Maintain flood preparedness information on the website

Evacuation Group
Douglas County Flood Management Guide

<table>
<thead>
<tr>
<th>Name</th>
<th>Phone # 1</th>
<th>Phone # 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Norm Noble (SAR/primary)</td>
<td>775-450-1047</td>
<td>775-265-6129</td>
</tr>
<tr>
<td>Shaun Thomas (SAR/secondary)</td>
<td>775-901-1441</td>
<td>775-691-3307</td>
</tr>
<tr>
<td>Bob Voss (SAR/secondary)</td>
<td>408-838-9660</td>
<td>775-265-0678</td>
</tr>
</tbody>
</table>

*SAR can be called out by DECC through Outlook*

**Where You Stage:** DCSO Administration Building

**When to Meet There:** When requested by EOC Operations. You will be detailed to which branch is in need of evacuation.

**What to Bring With You:** Agency vehicle, personal disaster kit, radio, agency uniform, cell phone with charger, a sense of humor to get all of us through the event

**Who is Your Boss During The Event:** Branch Director you are assigned to (i.e., Branch I or Branch III)

**Who are Your Subordinates During the Event:** SAR members

**Purpose/Role and Responsibilities:**

- Provide evacuation notice to those areas as directed by the Branch Director
- Maintain documentation of activities, including which homes refused evacuation
- Relay needs to the Branch Director for medical or physical assistance
- Provide those evacuating with best route of travel and location of available shelters

**What Other Resources May Be Needed for Your Assignment**

- Fire/EMS or law enforcement to assist

Don’t forget all evacuations are VOLUNTARY unless a rescue exists (immediate life threat to remain) or is declared MANDATORY by the GOVERNOR.
Sheltering and Transporting People and Pets Group

<table>
<thead>
<tr>
<th>Name</th>
<th>Phone # 1</th>
<th>Phone # 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Linda Skaggs (Primary)</td>
<td>775-783-6456</td>
<td></td>
</tr>
<tr>
<td>Liz Begovich (Animal Control)</td>
<td>775-782-9061</td>
<td>DECC</td>
</tr>
<tr>
<td>CERT</td>
<td></td>
<td></td>
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</table>

When to Meet There: When requested by EOC Operations

Where You Meet: Douglas Community and Senior Center

What to Bring With You: Agency vehicle, personal disaster kit, radio, agency uniform, cell phone with charger, shelter trailer (TASS), animal shelter trailer (Animal Control Office), a sense of humor to get all of us through the event

Who is Your Boss During The Event: EOC Operations

Who are Your Subordinates During the Event: Shelter members from Animal Control and CERT

Purpose/Role and Responsibilities:

- Establish the Senior and Community Center as an evacuation shelter for those displaced

- Establish a location to shelter domestic animals in the Animal Control Pet Evacuation shelter

- Request additional resources from EOC Operations for medical needs of shelter population (i.e., prescription medications, etc.)

- Provide first aid to shelter population: anything above first aid request Fire/EMS from EOC Operations

- Consider need for housing medical and social model senior community members in an isolated area of the shelter

- Request additional supplies from EOC Logistics

- Request Carson City Health for environmental inspections

What Other Resources May Be Needed for Your Assignment

- Fire/EMS or Law Enforcement to assist

- If medical or social model senior community members evacuate to the shelter, notify EOC Operations to ensure nursing staff from the facilities accompany the patients to provide patient care
**When to Meet There:** When requested by EOC Operations. You will be detailed to which branch is in need of livestock evacuation.

**Where You Meet:** DCSO Administration Building

**What to Bring With You:** Agency vehicle, personal disaster kit, radio, agency uniform, cell phone with charger, equipment necessary to evacuate, load and secure livestock, a sense of humor to get all of us through the event

**Who is Your Boss During The Event:** Branch Director you are assigned to (i.e., Branch I or Branch III)

**Who are Your Subordinates During the Event:** Posse members

**Purpose/Role and Responsibilities:**
- Maintain documentation of activities, including where livestock originated and is now located

**What Other Resources Maybe Needed for Your Assignment**
- Brand Inspectors to assist

---

**Liaison Officer**

---

**When to Meet There:** When requested by the Emergency Manager.

**Where You Meet:** EOC

**What to Bring With You:** Agency vehicle, personal disaster kit, radio, agency uniform, cell phone with charger, a sense of humor to get all of us through the event

**Who is Your Boss During The Event:** Emergency Manager

**Who are Your Subordinates During the Event:** Agency representatives

**Purpose/Role and Responsibilities:**
- Maintain documentation of activities
- Listen to concerns from affected agencies: bring them forward to Emergency Manager
- Convey requests from the EOC to the appropriate agency representative
- Gather technical information necessary for EOC Plans and EOC Operations
- Maintain accountability for the agency representatives so their time spent with us is productive and positive
- Maintain a contact list of agency representatives if they leave the EOC so you can contact them

---

**Point of Distribution Group**
**Douglas County Flood Management Guide**

### CERT

<table>
<thead>
<tr>
<th>Name</th>
<th>Phone # 1</th>
<th>Phone # 2</th>
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</thead>
<tbody>
<tr>
<td>Cari Rioux (Health/pri)</td>
<td>775-721-2420</td>
<td>775-283-7905</td>
</tr>
</tbody>
</table>

**Where You Meet:** Fire Station 14

**When to Meet There:** When requested by EOC Operations. You will be detailed to which branch is in need of a POD, as well as which items must be delivered to the public.

**What to Bring With You:** Agency vehicle, personal disaster kit, radio, agency uniform, cell phone with charger, a sense of humor to get all of us through the event

**Who is Your Boss During The Event:** Branch Director you are assigned to

**Who are Your Subordinates During the Event:** POD members

**Purpose/Role and Responsibilities:**
- Maintain documentation of activities
- Establish a POD (drive-through or walk-up, depending upon needs)
- Provide food, water, supplies or inoculations as necessary
- Request resupply from EOC Logistics

**What Other Resources May Be Needed for Your Assignment**
- Carson City Health and Human Services if a medical POD

---

### Chamber of Commerce and Visitors Authority

**Responsibility**

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<tr>
<th>Name</th>
<th>Phone # 1</th>
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<tbody>
<tr>
<td>Alicia Main</td>
<td>775-450-4969</td>
<td>775-782-8145</td>
</tr>
<tr>
<td>Tahoe Chamber</td>
<td>775-318-7900</td>
<td></td>
</tr>
</tbody>
</table>

**Where You Meet:** EOC

**When to Meet There:** When requested by the Emergency Manager.

**What to Bring With You:** Vehicle, personal disaster kit, identification, phone lists, cell phone with charger, a sense of humor to get all of us through the event

**Who is Your Boss During The Event:** Emergency Manager

**Who are Your Subordinates During the Event:** None

**Purpose/Role and Responsibilities:**
- Maintain documentation of activities
- Provide Emergency Manager with list of business assets to assist
- Provide a list of business needs
- Act as a conduit of information to our businesses and visitors through the Joint Information Center
- Serve as the liaison between Emergency Management and the business/visitor communities in the recovery efforts
Quad-County Healthcare Coalition

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<thead>
<tr>
<th>Name</th>
<th>Phone # 1</th>
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</thead>
<tbody>
<tr>
<td>Cari Rioux</td>
<td>775-721-2420</td>
<td>775-283-7905</td>
</tr>
<tr>
<td>Jeanne Freeman</td>
<td>360-393-2613</td>
<td>775-283-7217</td>
</tr>
</tbody>
</table>

Where You Meet: EOC: may do task virtually if able to communicate with EOC Operations and EOC Plans.

When to Meet There: When requested by EOC Operations or EOC Plans.

What to Bring With You: Agency vehicle, personal disaster kit, radio, agency identification, cell phone with charger, a sense of humor to get all of us through the event

Who is Your Boss During The Event: EOC Operations

Who is Your Subordinates During the Event: as designated.

Purpose/Role and Responsibilities:

- Maintain documentation of activities
- Be ready to address medical facility isolation issues
- Maintain bed counts in HavBed for all Valley facilities: consider ED bed throughput as measurements of facility availability. Communicate needs with EOC Ops
- Provide and request resource needs to EOC Operations
- Work with facilities to provide as much bed space as possible for those that are sick and injured: discharge to lower level facilities as possible including to Gardnerville Health/Rehab, social model elderly care facilities, home healthcare and hospice
- Consider use of the Medical Reserve Corp to provide staffing
- Evaluate shelter needs in regards to medical care
- Consider dialysis and infusion patient isolation from their centers
- Determine facility evacuation needs: work with EOC Plans to develop a plan B if needed
- Determine need for medical facilities to open or close for staffing. TRE clinic should remain open even if it takes EMS assistance
- During the lead up to an event, communicate with each facility including dialysis and pharmacies to provide patients with advance notice of their options including potential early prescription refills
- Consider need for a family assistance center (FAC)
Law Enforcement Responsibilities

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<th>Phone # 1</th>
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<tbody>
<tr>
<td>Dan Coverley</td>
<td>775-720-4986</td>
<td>DECC</td>
</tr>
<tr>
<td>Ron Elges</td>
<td>775-691-4232</td>
<td>DECC</td>
</tr>
<tr>
<td>Dan Britton</td>
<td>775-690-1834</td>
<td>DECC</td>
</tr>
<tr>
<td>Joe Duffy</td>
<td>775-720-9892</td>
<td>DECC</td>
</tr>
<tr>
<td>Ron Michitarian</td>
<td>775-586-7251</td>
<td>DECC</td>
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<tr>
<td>Washoe Tribe</td>
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<td>DECC</td>
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When to Meet: When requested by Flood Threat Group or the Emergency Manager

What to Bring With You: Agency vehicle, personal disaster kit, radio, agency uniform, cell phone with charger, a sense of humor to get all of us through the event

Purpose/Role and Responsibilities:

- Maintain documentation of activities
- Maintain law and order
- Serve as EOC Policy, EOC Operations or Branch Directors to coordinate a single, unified response to the incident
- Maintain all jurisdictional legal authorities to your role as law enforcement, including for search and rescue, evacuation, Posse, road closures, etc.
- Monitor the situation using patrol deputies for threat assessment pre-event
- Prepare necessary employees and volunteers, including Reserves, SAR, the Posse and Citizens Patrol
- Provide personnel for evacuation group
- Provide personnel to work within branches
- Provide executive/command personnel to EOC and Branch Director positions
- Coordinate with adjoining law enforcement and security agencies, including banks, casino properties and Highway Patrol
- Provide resource requests through the EOC
- Evaluate staffing length needs (12-hour days, etc.)
Fire/EMS/EM Responsibility

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<th>Name</th>
<th>Phone # 1</th>
<th>Phone # 2</th>
<th>Agency</th>
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<tr>
<td>Tod Carlini (EFFPD)</td>
<td>775-720-0750</td>
<td>DECC</td>
<td>EFFPD</td>
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<tr>
<td>Amy Ray (EFFPD)</td>
<td>775-546-3738</td>
<td>DECC</td>
<td>EFFPD</td>
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<tr>
<td>Larry Goss (EFFPD)</td>
<td>775-690-0225</td>
<td>DECC</td>
<td>EFFPD</td>
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<tr>
<td>Scott Gorgon (EFFPD)</td>
<td>702-429-3294</td>
<td>DECC</td>
<td>EFFPD</td>
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<tr>
<td>Scott Lindgren (TDFPD)</td>
<td>775-580-5321</td>
<td>DECC</td>
<td>TDFPD</td>
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<tr>
<td>Bryce Cranch (TDFPD)</td>
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<td>DECC</td>
<td>TDFPD</td>
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When to Meet: When requested by Flood Threat Group or the Emergency Manager

What to Bring With You: Agency vehicle, personal disaster kit, radio, agency uniform, cell phone with charger, a sense of humor to get all of us through the event

Purpose/Role and Responsibilities:

- Maintain documentation of activities
- Provide all-hazard Fire, EMS, technical rescue, HazMat, prevention, ARFF and EMS transport services
- Serve as EOC Policy, EOC Operations or Branch Directors to coordinate a single, unified response to the incident
- Maintain all jurisdictional legal authorities to your role
- Monitor the situation for threat assessment pre-event
- Prepare necessary employees and volunteers, including volunteer firefighters and CERT members
- Provide personnel to work within branches
- Provide executive/command personnel to EOC and Branch Director positions
- Coordinate with adjoining fire, EMS and healthcare agencies, including CVMC, Minden Urgent Care and Stateline Medical Clinic
- Provide resource requests through the EOC
- Coordinate inter-facility transfers from all healthcare facilities to ensure coverage of immediate needs
- Identify sand and sandbag needs
- Review swift water rescue plans
- Evaluate up-staffing needs

Emergency Management Role (East Fork Fire)

- Establish JIC
- Prepare disaster declaration
- Convene policy group, as needed
- Open EOC, as indicated
- Maintain communications with Quad County MAC
- Maintain communications with Nevada Division of Emergency Management and all appropriate State and Federal Agencies
Minden/Tahoe Airport Responsibilities

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<th>Name</th>
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<tbody>
<tr>
<td>Bobbi Thompson</td>
<td>239-980-5114</td>
<td>775-781-3246</td>
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<tr>
<td>TBD(secondary)</td>
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Where You Meet: When requested by the EOC, assemble at the Minden/Tahoe Airport Office

What to Bring With You: Agency vehicle, personal disaster kit, radio, agency uniform, cell phone with charger, a sense of humor to get all of us through the event

Who is Your Boss During The Event: EOC Logistics

Purpose/Role and Responsibilities:

- Maintain documentation of activities
- Maintain airport in open status for delivery of needed supplies
- Maintain security of airport for use as a staging area

Douglas Emergency Communications Center (DECC)

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<tr>
<th>Name</th>
<th>Phone # 1</th>
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<tbody>
<tr>
<td>Ron Sagen</td>
<td>775-721-9815</td>
<td>DECC</td>
</tr>
<tr>
<td>Maggie Jensen</td>
<td>775-450-1806</td>
<td>DECC</td>
</tr>
<tr>
<td>Nonie McCandless</td>
<td>775-530-5004</td>
<td>DECC</td>
</tr>
<tr>
<td>Cirra Woods</td>
<td>775-720-0624</td>
<td>DECC</td>
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Responsibility: Manage warnings, receive emergency calls from the public, staff Re Stat in the EOC

Purpose/Role and Responsibilities:

- Maintain documentation of activities including requests for service and resource status
- Provide any emergency calls to the Branch Director for resource allocation
- Evaluate staffing needs and shift lengths for best coverage
- Review HydroLynz and Reverse 9-1-1 use with all staff
- Monitor HydroLynz: make alerts as specified in this guide or personal judgment causes a concern
- Provide Outlook and Reverse 911 paging services for Weather Group, SAR, Posse and CERT
- Monitor Alpine, California radio traffic/calls for service to provide us with a warning of potential impacts
- Move Com-11 to the EOC when requested
- Suspend ProQA, as appropriate, due to incoming call volume
- Time stamp all requests for service as well as resource assigned times
- Serve as Warning Point Coordinator for Reverse 911, iPAWS, etc
- Maintain Spillman and WebEOC as appropriate

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CERT Responsibilities

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<th>Name</th>
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CERT can be mass called out using database in Reverse 9-1-1

Where You Meet: Fire Station 14

When to Meet There: When requested by the Emergency Manager

What to Bring With You: Personal disaster kit, CERT vest and helmet, cell phone with charger, a sense of humor to get all of us through the event

Who is Your Boss During The Event: The ICS supervisor you are assigned to based upon task

Who are Your Subordinates During the Event: None

Purpose/Role and Responsibilities:

- Maintain documentation of activities
- Set up the EOC
- Provide duties of a scribe for ICS positions, as assigned
- Set up and manage shelters
- May supervise sand PODs

Service Clubs Responsibility

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<tr>
<th>Name</th>
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<tr>
<td>WAVE</td>
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<td>Minden Rotary</td>
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<td>Minden Lions Club</td>
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<td>ASPIRE High School: Stormy Herald</td>
<td>775-329-1475</td>
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<td>ELKS Club</td>
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<tr>
<td>Active 20/30 Club</td>
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<tr>
<td>Boy Scouts: Doug Ritchie</td>
<td>775-781-0660</td>
<td></td>
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<tr>
<td>Carson Valley Swim Center</td>
<td>775-782-8840</td>
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</tr>
</tbody>
</table>

Where You Meet: Fire Station 14

When to Meet There: When requested by Logistics

What to Bring With You: Personal disaster kit, service club identification, cell phone with charger, a sense of humor to get all of us through the event

Who is Your Boss During The Event: The BRANCH or ICS/EOC supervisor you are assigned to, based upon task

Who are Your Subordinates During the Event: None

Purpose/Role and Responsibilities:

- Maintain documentation of activities
- Provide duties of a scribe for ICS positions, as assigned
- May supervise and manage sand PODs
- May assist residents with sandbagging of private property, if assigned that task
- May assist during recovery efforts to de-water areas
Public Works Responsibilities

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<th>Name</th>
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</table>

When to Meet: When requested by Flood Threat Group or the Emergency Manager.

What to Bring With You: Agency vehicle, personal disaster kit, radio, agency uniform, cell phone with charger, a sense of humor to get all of us through the event

Purpose/Role and Responsibilities:

- Maintain documentation of activities
- Maintain all jurisdictional legal authorities to your role
- Deliver sand to Sand PODs
- Maintain an adequate amount of fuel for all vehicles
- Monitor the situation for threat assessment pre-event
- Prepare necessary employees and volunteers
- Provide personnel for emergency work in each branch as requested
- Provide executive/command personnel to EOC and Branch Director positions
- Coordinate with adjoining public works, Towns and GID’s
- Provide resource requests through the EOC

Evaluate staffing length needs (12-hour days, etc).

Locally Available Resources

The Emergency Operations Plan offers a wide list of available resources. This is a listing of locally available, government resources updated 11/1/2015.

Douglas County: “Common equipment”

Town of Minden: Backhoe, Garbage truck, Forklift, Front Loader, 3 Snow plows

Town of Gardnerville: Bob Cat, Trash Truck, Street Sweeper, Small Dump truck, 3 Snow plows, 1 sand truck, 500 Gal. water trailer, Air compressor /welder/ generator utility truck.

Town of Genoa: utility truck.

Gardnerville Ranchos GID: Backhoe, Trackhoe, small front loader, 2 Dump trucks, pickups, Air compressor Trailer, Vacuum Trailer, Jet Washer, Snow plows/sanders, 10K Generator on trailer

TRE GID: Blade/Grader, Backhoe, Dump truck, Snow Plow, 4x4 truck with plow

Douglas County Sewer Improvement District: 1 loader with a large scoop, a 1200GPM “sump pump”, one smaller pump, and a trailer mounted generator.

Gardnerville Water: Backhoe, Extend-a-hoe, 8 YRD dump truck, Power Broom, ICOM Radios and own line of sight frequency with ability to field program.

Kingsbury GID: 1 Front Loader – Case 521, 1 Backhoe, Skid Steer

Round Hill GID: front end loader, loader/backhoe, F550 dump truck

Zephyr Heights GID: pickup truck, skid steer loader

Minden/Gardnerville Sanitation: 2 dump trucks, mini excavator, 2 vacuum trucks

Tahoe/Douglas Sewer District: 2 utility plow trucks, hydrovac truck

Douglas County Emergency Management: Approximately 300,000 sandbags. Stored in bundles with 10 units. Each unit has 100 bags (1,000 bags per bundle)
## Public Utilities Responsibilities

<table>
<thead>
<tr>
<th>Name</th>
<th>Phone # 1</th>
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<tbody>
<tr>
<td>NV Energy</td>
<td>DECC</td>
<td>DECC</td>
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<tr>
<td>SW Gas/Paiute Pipeline</td>
<td>DECC</td>
<td>DECC</td>
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<tr>
<td>Verizon Telephone</td>
<td>DECC</td>
<td>DECC</td>
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<tr>
<td>GID and Town's</td>
<td>DECC</td>
<td>DECC</td>
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<tr>
<td>Sewer Districts</td>
<td>DECC</td>
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</table>

DECC maintains contact numbers for these agencies

**Where You Meet:** EOC: physically or virtually

**When to Meet There:** When requested by Emergency Management. May do task virtually if able to communicate effectively with DECC and EOC Liaison.

**What to Bring With You:** Agency vehicle, personal disaster kit, radio, agency uniform, maps of service area that indicate infrastructure, cell phone with charger, a sense of humor to get all of us through the event

**Who is Your Boss During The Event:** EOC Liaison

**Who are Your Subordinates During the Event:** Your employees

**Purpose/Role and Responsibilities:**
- Maintain documentation of activities
- Provide intelligence to the Liaison Office on status of your infrastructure
- Receive requests from DECC or Liaison on needs from your company

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## Local Preliminary Damage Assessment

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<tr>
<th>Name</th>
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</table>

**Where You Meet:** Minden Inn

**When to Meet There:** When requested by Emergency Management.

**What to Bring With You:** Agency vehicle, personal disaster kit, radio, agency uniform, maps of service area that indicate infrastructure, cell phone with charger, camera, GPS, clipboard, traffic safety vest and a sense of humor to get all of us through the event

**Who is Your Boss During The Event:** EOC Plans

**Who are Your Subordinates During the Event:** Your employees

**Purpose/Role and Responsibilities:**
- Maintain documentation of activities
- Document areas of damage
- Take photos and GPS damage in accordance with EOC Plans and SIT STAT needs
Recovery

The response phase will be easy compared to the recovery phase of the incident. This will be the drawn-out portion to get us back to better than we were before the flood. These are items that we must remember following the event to discuss and implement:

- Building permits: do we wish to waive the fees on building permits to re-build damaged properties?
- Preliminary damage assessment (PDA): we must start a PDA and invite the State in to assist. This information is used for the Governor to decide on a state disaster declaration and to ask the President for additional assistance.
- School and government closure: How do we operate if some of the buildings are not habitable? Implement the Continuity of Operation Plans for those affected departments.
- Small Business Administration loans
- Field Offices: Branch Directors will determine when field offices must be opened. These offices will be the county “hub” to those impacted by the disaster so they can learn about recovery efforts, gain information and file any required paperwork.
- Behavioral health needs: We must remember that people lost things during this flood: memories, properties and possibly lives. Emergency Management can coordinate local behavioral health counselors and ask for additional resources from the State of Nevada for licensed counselors.
- We must also be vigilant to those seeking to prey on the unfortunate and at-risk, be it construction license or fraud-related issues

Community Support Offices

We will establish community support offices in each neighborhood community once rescue efforts have subsidized and the recovery effort starts and/or at the discretion of the Branch Director with concurrence from the EOC. These field offices are a location where the public can meet with a customer friendly member of County, Town or GID staff to report damage and gain information on the recovery process. Locations are previously identified in this guide.

Offices will also have non-profit groups such as WAVE, Suicide Prevention Network, Partnership of Community Resources, Tahoe Youth and Family and the Family Support Council, assisting county staff. Those at risk populations before the flood event will need extra help following the flood event.

The Offices will have materials on flood recovery, including mold prevention or mosquito prevention depending upon time of year, coping with the stress of the disaster (behavioral health concerns) and maps to document the damage.

Classes for the public on how to safely clean their properties may also be presented.

FEMA Field Office

If the flood reaches the FEMA threshold and a local federal coordinating office is needed, Douglas High School will be utilized for this process.
Summary

In summary, we hope that this Response Guide to the management of a flood event in Douglas County will be well received. A great deal of effort has been put forth by the East Fork Fire Protection District, who provides Emergency Management service to all of Douglas County. With any event that requires the mobilization of multiple resource and agencies it is imperative that those responding and participating in any manner, have a basic understanding of their responsibilities and the role(s) that they play. The guide is designed to do just that.

While the management of events of this nature will become very complex and present numerous challenges, it is our hope that this guide is specific enough to get the “ball rolling” and attempt to put everyone at ease regarding the fundamentals of “WHO, WHAT, WHERE, and WHEN” as well as defining your individual, group or agency mission. We have attempted to assign the appropriate individuals, agencies, and groups to the various assignments. In most cases, those assignments are supported by the Douglas County Emergency Operations Plan, which is the parent document to this guide.

We have no way with any certainty to predict when a flood event will occur, however, having a guide prepared and disseminated in advance of any significant event will put all of us one or two steps ahead of the possible impacts. Please review this guide in its entirety and pay particular attention to the section(s) in which you have been assigned. Large events, such as the Flood of 1997, can’t be managed by any one single agency. It will take a countywide effort, working under one coordinating point (the EOC), keeping the key objectives in plain sight, with safety awareness being the hallmark value, and doing all that we can to serve the public, before, during, and after the event.

Thank you all in advance for your efforts and commitment to Douglas County.

Tod F. Carlini
District Fire Chief/Emergency Manager

A Note on Telephone Numbers

Every effort was made to confirm telephone numbers when this guide was printed. If a number is incorrect, please advise Emergency Management for a pencil correction. During an incident, Douglas Emergency Communications Center maintains extensive lists of contact information.

Key Leader Contacts

Should you have questions about this plan or preparations for emergencies, contact East Fork Fire Protection District at (775) 782-9040. East Fork serves as Douglas County Emergency Management through an inter-local contract.

Visit www.ready.gov to learn more about personal prepared for disasters.
## Unit Log

<table>
<thead>
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<th>Time</th>
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Branch I is shown with the Evac Group, Livestock Group and a Division assigned. Each Branch may have similar set-up; this example is to explain how build out of Branches may occur with concurrence of EOC Operations.