

MONTEREY COUNTY

OFFICE OF EMERGENCY SERVICES

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DATE:

TO: Food Organization owners, supervisors, and managers

FROM: Monterey County Office of Emergency Services

TOPIC: Disaster preparation for organizations

We at Monterey County Office of Emergency Services (OES) are sending you this letter to provide you information and guidance to help prepare your organization for disasters. While many disasters cannot be avoided, their impacts can be reduced when we take the right steps to prepare. The food industry is a key part of our community, feeding and providing employment for our residents and helping to keep our economy strong. During disasters, your ability to withstand and quickly recover from disaster can help protect your business, your staff, and your customers. Please review the attached flyer and follow the steps to prepare your facilities and staff to respond and recover from any and all kinds of emergencies.

If you are interested in getting connected with other food organizations, contact the Monterey County Food System Coalition at montereycountyfpc@gmail.com and take the Food System Network Expansion Survey at: <https://arcg.is/10ymL8>

If you are interested in being contacted regarding disaster preparedness training, funding and collaboration opportunities and/or if you have any questions or concerns, feel free to call 831-796-1923, email info.oes@co.monterey.ca.us or attend OES' Community Office Hours to talk one on one with OES staff. OES Office Hours occur on zoom from 6pm to 7pm on the 2nd and 4th Tuesday of every month:

- Link: <https://montereycty.zoom.us/j/91243093461>
- Call in: 669-219-2599
- Meeting ID: 91243093461#
- Password: 819822

You can learn more about Monterey County OES, read our emergency plans, get active disaster information, and learn more about disaster preparedness by visiting our website at www.co.monterey.ca.us/OES .



HOW TO PREPARE YOUR ORGANIZATION FOR DISASTER

Take the 5 steps outlined below to strengthen your organization's capability to withstand, respond to, and recover from disaster. For more detailed disaster prep guidance download the resilience toolkits at www.co.monterey.ca.us/resilience or visit www.ready.gov

1. MAKE A PLAN

- Your organization's emergency plan should consider the potential disaster impacts and how to respond to different disasters, reduce and recover losses, and continue/restart/expand services during disasters.

2. BE READY TO USE THE PLAN

- Sign up for Alert Monterey County** at www.alertmontereycounty.org to receive local emergency alerts, such as evacuation notices.
- Train staff on your emergency plans**, practicing your plan at least twice a year at different times, from different starting points and for different disasters. The more you practice, the better prepared you will be.

3. GATHER SUPPLIES

- A 3-day supply bag with resources for evacuations.** Consider what resources you will need to recover losses for your organization and/or run operation virtually or from another location.
- A 2-week supply of resources** in case staff must shelter in place at your facility.
- A cache of supplies to help you restart, continue, or expand operations during a disaster** (ex. generator, backup equipment, etc.)

4. PROTECT STAFF & PROPERTY

- Modify buildings** for their hazard risk (ex. earthquake retrofits or elevating buildings for flooding/tsunamis). *Talk to your local building/planning dept for guidance.*
- Make sure your business is properly insured** for your hazard risk. The size, type, and location of your business will determine the appropriate types of insurance needed. Remember that standard business policies do not typically cover flooding, cyberattacks, or terrorist attacks.
- Encourage staff to make their own household emergency plans and kits**

5. BUILD A NETWORK

- Create a strong relationship between your organization and the larger Monterey County community**, including local organizations, first responders, and emergency management. Developing these relationships pre disaster can help you more quickly find resources and information during disasters. Start by contacting the County Office of Emergency Services (*contact info provided below*)
- Make agreements with 3rd party contractors** to ensure you have back up equipment, staff, supplies, and/or facilities during emergencies.
- Consider how your organization's staff and/or customers can work together during disasters** (ex. carpool during evacuations, share supplies, etc.).



STEPS FOR CREATING YOUR DISASTER PLAN

Every organization should have an emergency plan to help manage and continue/restart operations when disaster strikes. Read below to learn how to develop your disaster plan. For a fillable plan template visit:

[Mema.maryland.gov/Documents/FEMA_Small Business Continuity Plan Template.docx](http://Mema.maryland.gov/Documents/FEMA_Small_Business_Continuity_Plan_Template.docx)



Disaster Plan

Insurance

Inventory

Documents

Backup

Cash

1.

ASSESS RISK & POTENTIAL IMPACTS

- What are your organization's hazard risks?
- How will your organization be impacted?
- What services and functions could be impacted?
- How will this impact customers, finances, regulations, operations, reputations, staff, and the community?

More on conducting a risk assessment: www.ready.gov/risk-assessment

2.

IDENTIFY NEEDED RESPONSE

Include procedures in your emergency plan for evacuations, sheltering in place, and specific response measures for different types of disasters.

- What should staff and leadership do during and directly after each disaster?
- What should be done if staff must evacuate or shelter in place? Where should they go?
- How will staff communicate with one another, leadership, and customers?

3.

PRIORITIZE FUNCTIONS

Review and prioritize your organization's services and functions based on impact to life/safety, organization losses, and time you can go without the function. Consider what you will need to continue/restart services and functions. What staff, facilities, and equipment will you need?

4.

DEVELOP A STRATEGY TO CONTINUE OPERATIONS

Consider ways to continue or restart services during and after disasters.

- Where can you get backup equipment, facilities, providers, staff, and any other resources you will need for operations?
- How long would it take to resume services?
- If demand for services grows, do you have the staff, supplies, and experience to manage operations?
- What partners should you be working with as you conduct operations?

5.

DEVELOP A RECOVERY STRATEGY

- What are the potential losses you may have due to a disaster? (ex. temporary shutdowns, damage to facilities, expanded services, changes to supply and demand, staff unavailability, etc.)
- How will you recover losses created by disaster? Consider what your insurance will and won't cover and how you will recover losses not included in your insurance policy. What other resources are available to you?



RESOURCES TO HELP YOUR ORGANIZATION THROUGH DISASTER PREPAREDNESS, RESPONSE, AND RECOVERY



DISASTER RESPONSE TRAINING

- **American Red Cross of the Central Coast** - Phone: 831-624-6921. Website: www.redcross.org/take-a-class/disaster-training
- **Bay Area Urban Area Security Initiative** - <http://www.bayareauasi.org/programs/training>
- **California Office of Emergency Services** - www.caloes.ca.gov/office-of-the-director/operations/planning-preparedness-prevention/california-specialized-training-institute/
- **CERV of the Monterey Peninsula** - Phone: 831-649-3050. Website: www.cerv501c3.org/pages/training-1
- **FEMA's Emergency Management Institute Classes** - <https://training.fema.gov/emi.aspx>
- **Listos California** - <https://www.listoscalifornia.org/disaster-preparedness/>
- **FEMA Online Preparedness Training**: <https://community.fema.gov/PreparednessCommunity/s/open-training>
- **FEMA Preparedness Resources**: www.fema.gov/emergency-managers/individuals-communities/faith



DISASTER INFORMATION AND RESOURCES

- **Find disaster information and resources via phone 24/7 in 170+ languages** by calling 2-1-1 or texting your zip code to 898-211.
- **Find active disaster information online** on Monterey County Office of Emergency Service's
 - Website: www.co.monterey.ca.us/OES
 - Twitter: @MontereyCoOES
 - Facebook: @MontereyCountyOES
- **Find recent emergency alerts** in Monterey County by visiting the notification tab on the top right of Alert Monterey County's webpage: www.AlertMontereyCounty.org/
- **Find potential disaster response and recovery resources online** at: www.co.monterey.ca.us/DisasterResources



FINANCIAL ASSISTANCE

- **Programs and assistance for disaster survivors.**
 - 800-621-3362
 - www.disasterassistance.gov/
- **Small business disaster assistance**
 - US Small Business Association: www.sba.gov/funding-programs
 - Cal Coastal Small Business Development Center: <https://calcoastalsbdc.com/>
- **Funding for farmers and farmworkers**
 - California Family Farmer Emergency Fund for small-scale farmers impacted by disaster - <https://caff.org/cafamilyfarmeremergencyfund/>
 - Casa de la Cultura farmworker advocacy and resources in North Monterey County. www.casadelaculturacenter.org
 - Western Regional Agricultural Stress Assistance Program Grants and Collaboration opportunities: - <https://farmstress.us/about/>
 - The Farmer Resource Network free search tool to find organizations and resources. <https://farmerresourcenetwork.force.com/FRN/s/>

