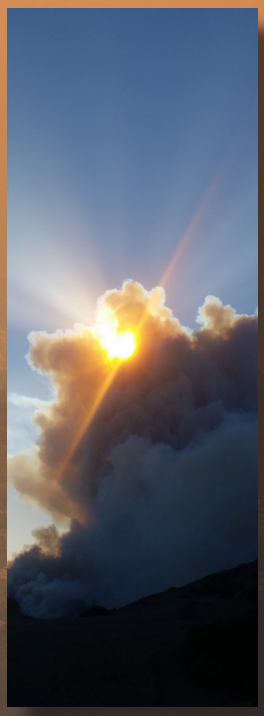
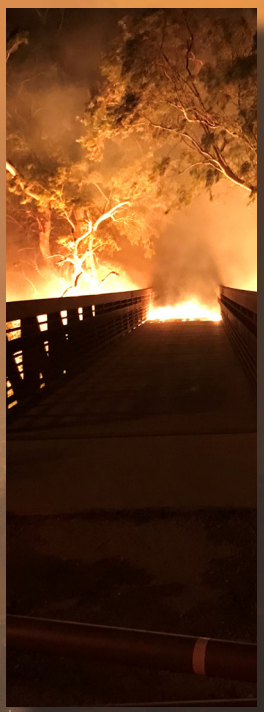
Conejo
Recreation & Park District

Disaster Management Plan

May 2023

Reviewed March 2026

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Prelude

Disasters can be local - such as a small brush fire, or regional - such as a large brush fire or earthquake, or national/international – such as the COVID-19 novel Coronavirus. The Disaster Management Plan (DMP) strives to provide a generic structure for Conejo Recreation and Park District's response; for each incident, CRPD will tailor its response to the incident.

During an emergency or disaster ("incident"), the CRPD's DMP will follow principles of the Incident Command System (ICS), which is part of the National Incident Management System (NIMS).

In addition to ensuring the health, safety, and welfare of CRPD's employees, patrons, facilities, and structures, CRPD's primary role in a large incident will be to provide support to Ventura County, the City of Thousand Oaks, American Red Cross, and Fire Responders with evacuation shelters, base camps, manpower, and equipment.

CRPD has a responsibility to the community to be a place of comfort; CRPD's goals will always be to return to normal as quickly as possible to provide a stable place to live and play.

Oversight and Training

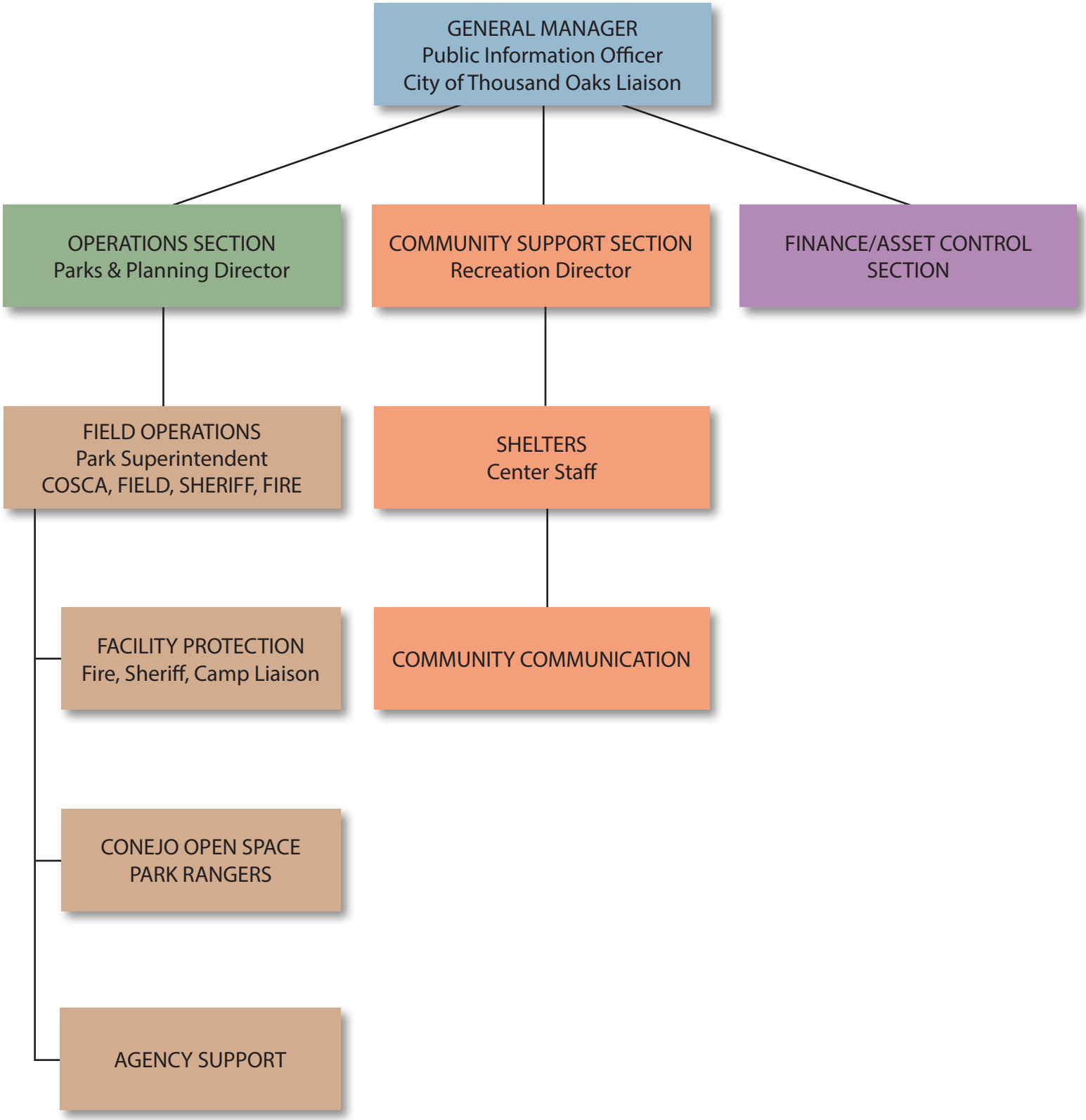
The Park Superintendent or designee shall be CRPD'S Disaster Coordinator and will be responsible for implementing the DMP. A Disaster Committee will be established to coordinate disaster response protocol and training. CRPD's Safety Committee will be responsible for the annual review of the DMP and for assisting the Disaster Coordinator in resolving disaster-related issues. As a member of both the Disaster Committee and Safety Committee, the Park Superintendent will act as a liaison between the two committees. The committee will address DMP issues as needed and at least annually. Minutes will be taken of committee meetings and kept on file.

CRPD Employee Roles and Responsibilities

ALL EMPLOYEES - All public employees in the State of California are considered Disaster Service Workers (DSW). During an incident, the health, safety, and welfare of the employee and the employee's family take priority over the employee's responsibilities as a DSW for CRPD. During regular work hours or after hours, if the employee is called in and able to report to work, the employee may be asked to do work outside the normal scope of their assigned duties as a DSW. As a DSW, the employee will never be asked to perform any duty or function that the employee does not know how to perform or has not received adequate training to complete. Safety is the number one priority, and employees should never work beyond their safety/comfort zone, including being tired or being physically/mentally uncomfortable with a given situation.

During an incident, assigned employees may initially be asked to work 12-hour shifts, with breaks as they are able. For coverage purposes, some employees' normal shifts may be cut short to facilitate a later 12-hour shift. When not on duty, REST, EAT, and HYDRATE. When assigned to a task, the employee is committed to that task until relieved or released by their Supervisor.

Documentation is extremely important for after-event recovery, keeping track of assets, and reporting out to the next shift or other agencies.


GENERAL MANAGER
Public Information Officer
City of Thousand Oaks Liaison
OPERATIONS SECTION
Parks & Planning Director
COMMUNITY SUPPORT SECTION
Recreation Director
FINANCE/ASSET CONTROL
SECTION
FIELD OPERATIONS
Park Superintendent
COSCA, FIELD, SHERIFF, FIRE
SHELTERS
Center Staff
FACILITY PROTECTION
Fire, Sheriff, Camp Liaison
COMMUNITY COMMUNICATION
CONEJO OPEN SPACE
PARK RANGERS
AGENCY SUPPORT

Incident Response Structure and Protocols

Our Incident Command System is based on the Federal Emergency Management Agency model. Those who operate in the system should always strive to follow the protocols of the ICS, including the chain of command, working within their assigned duties, and being safe. As incidents mature, there may be times when a replacement may be designated. It is important that there be a shift briefing between the outgoing and incoming individuals. As an incident shrinks, positions may be merged and become the responsibility of one individual, or a position may become unnecessary.

GENERAL MANAGER – The **General Manager** or designee shall be responsible for the overall response and operations of CRPD during the incident. The General Manager or designee shall report, if requested and necessary, to the City of Thousand Oaks Emergency Operations Center (EOC). If not at the EOC, the General Manager or designee shall establish a designated CRPD command center, such as the CRPD main offices at Hillcrest Center. Duties include, but are not limited to:

- Establish the command function at the beginning of the incident,
- Coordinate disaster efforts with outside organizations, including the City of Thousand Oaks, Ventura County Fire and Sheriff, Ventura County Health Department, and the American Red Cross,
- Coordinate the compilation and distribution of incident updates on a regular basis during and after the incident (template found in Exhibit 1),
- Coordinate media relations,
- Transfer of command during the course of the incident, including a briefing with appropriate essential information.

OPERATION SECTION LEAD – The Parks and Planning Director or designee shall become the **Operations Section Lead** and report to the CRPD command center and directly to the **General Manager** or designee and shall be responsible for the overall response and operations of the Operations Section before, during and after the incident. Duties include, but are not limited to:

- Coordinate pre-disaster readiness efforts,
- Coordinate disaster efforts and resources,
- Coordinate disaster recovery efforts, including rehabilitation and repair of park facilities,
- Coordinate disaster recovery reimbursement efforts, including FEMA, CalOES, and insurance.

FIELD OPERATIONS LEAD – The Park Superintendent or designee shall become the **Field Operations Lead** and report directly to the **Operation Section Lead** and shall be responsible for overall field operations as liaison to other agencies, facility support, and asset protection during the incident. The Operations Branch or designee shall be primarily located in the field and report to the CRPD command center Operations Branch on a regular basis and as needed. Duties include, but are not limited to:

BEFORE THE INCIDENT

- Necessary disaster protection measures (fire preparation, mud/water/drainage preparation)
    - For Fire
        - Weed Abatement
        - Emergency Supply Box Stocking
        - N95 Mask Check Supply in June

- For Rain incidents
  - Sandbag/Waddle Stockpile
  - Rain Gear for Staff

DURING THE INCIDENT

- Allocate resources as appropriate
- Schedule Parks and COSCA staff for 24-hour support as appropriate
  - Preferred schedule is 7:30am – 8:00pm – 12-hour shift.

Facility Protection Team

- Asset protection – Safety first - do the best possible to keep District assets safe (i.e., sandbag placement, pre-wetting assets to prevent fire)
- Liaisons

Conejo Open Space Conservation Agency Rangers

- Close Open Space as appropriate
- Evacuate Open Space per protocol
- Act as a knowledge base to Emergency Services for:
  - Access
  - Critical Resource Protection (archeological sites, infrastructure)

Agency Support Team

- Coordinate with fire representatives and recreation staff for base camps (i.e. lights, irrigation, cancellation of programs)
- Communication with Community Support Section
- Support and protect facilities – Custodial support, electrical, plumbing, transportation.

AFTER THE INCIDENT

- Provide post-incident damage assessments (template found in Exhibit 2)
- Coordinate bookkeeping, timecards, and asset tracking.
- Normalization

COMMUNITY SUPPORT SECTION LEAD - Recreation Services Director or designee shall become the **Community Support Section Lead** and report to the CRPD command center and directly to the **General Manager** or designee, and shall be responsible for the overall response and operations of the Support Section before, during, and after the incident. Duties include, but are not limited to:

BEFORE THE INCIDENT

- Coordinate with Red Cross for shelter preparedness, including contracts, layouts, storage, etc.
- Determine facility readiness

DURING THE INCIDENT

- Schedule Recreation Services staff for 24-hour support as appropriate,
- Provide staffing for evacuation shelters as requested,
- Coordinate communications for the public with the General Manager and Operations Section, then deploy through various forms of social media.

AFTER THE INCIDENT

- Provide documentation for potential reimbursement.

FINANCE/ASSET CONTROL SECTION LEAD - Management Services Director or designee shall become the **Finance/Asset Control Section Lead** and report directly to the **General Manager** or designee, and shall be responsible for the overall response and operations of the Finance/Asset Control Section during the incident. The Director, Management Services, or designee shall report to the designated CRPD command center. Duties include, but are not limited to:

BEFORE THE INCIDENT

- Necessary system readiness measures (i.e., payroll, accounts payable)

DURING THE INCIDENT

- Schedule Management Services staff for 24-hour support as appropriate
- Provide appropriate instructions to staff for coding of timesheets and purchases related and tailored to the incident (template found in Exhibit 3)
- Provide Employee Assistance Program information to employees as necessary after the event.
- Support staff with appropriate Information Technology assistance

AFTER THE INCIDENT

- Provide documentation for potential reimbursement.

Training

Regular disaster training improves CRPD's readiness before, efficiency and productivity during, and recovery after an incident. At a minimum:

- All CRPD exempt employees shall take the ICS 100 Introduction to the Incident Command System class no later than July 1st of every even year.
- All Community Center exempt employees must take the Red Cross Shelter Training course within one year of employment.
- All on-duty CRPD employees shall take part in the annual Great Shakeout on October 17th of each year and practice proper radio operations (See Radio training sheet Exhibit 4).

Disaster Resources

Emergency Boxes

These boxes are meant to provide basic supplies in case of a catastrophic disaster. Make sure every employee at each site knows where they are and how to open them. The key should be easily accessible (imagine the building is heavily damaged, so have the key somewhere else). Each box should be checked once a year against the inventory (usually during the Great Shake Out). Do not use any of the supplies in the box unless there is an actual disaster. Technology changes and some of the items may not be relevant anymore, for example, we may shift from batteries to small solar panels to provide power for rechargeable flashlights, phones, radios, etc.

Links

Local information
www.vcemergency.com

For Earthquake information
www.shakeout.org

Fire information
https://vcfd.org/public-info/ready-set-go

For current fire and rescue incidents
https://web.pulsepoint.org/

Ventura County Health
www.vchca.org

California Office of Emergency Services
www.caloes.ca.gov

Federal Emergency Management Agency
www.fema.gov

Specific Objectives for 2026

1. Evaluate evacuation shelter readiness at:
    - Goebel Adult Community Center
    - Alex Fiore Teen Center
    - Thousand Oaks Community Center
    - Borchard Community Center
    - Dos Vientos Community Center

    Coordinate and discuss expectations with the City of Thousand Oaks and the American Red Cross. Items to be discussed include, but are not limited to:

    - Emergency power (necessity; portable v. permanent)

2. Establish a list of Parks staff readily available for after-hours call-outs

Exhibit 1

Incident Update Template

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INCIDENT UPDATE TEMPLATE

DATE:_____ **TIME:**_____

INCIDENT NAME:_____

BRIEF DESCRIPTION OF CRPD/COSCA FACILITIES DAMAGED: *(buildings, open space acreage burned, etc.)*

GENERAL DESCRIPTION OF CURRENT STATUS OF INCIDENT:

FACILITIES CLOSED:

EVACUATION SHELTERS: (*staff, patrons, supplies*):

PARK STAFF DUTIES:

RECREATION STAFF DUTIES:

COSCA PARK RANGER DUTIES:

PROGRAMS/EVENTS:

OTHER:

ATTACH OTHER PERTINENT INFORMATION – CITY OF THOUSAND OAKS, VENTURA COUNTY, ETC.

Exhibit 2

Incident Damage Assessment Template

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INCIDENT DAMAGE ASSESSMENT TEMPLATE

PARK NAME:_____ **DATE:**_____

INSPECTOR'S NAMES:_____

- Flag or barricade hazardous items and photograph them
- Please photograph each damaged item, identify each sequence of photos by taking a wide angle shot of the park at the beginning of each sequence. List inventory below.

REPLACEMENT / REPAIR ITEMS

Structures

Signs:_____

Large Items:_____

Describe:

Plants

Shrubs:_____

Large Trees:_____

Small Trees:_____

Irrigation

Valve Boxes:_____

Irrigation:_____

Other

Signed:_____

Please add any proposals you have for preventing flood damage or future fire damage like “We should do ‘this’…” or “Next time we should…to keep that from happening.”

Exhibit 3

Timesheet Coding and Material Purchase Instructions Template

NON-EXEMPT, PART TIME, AND CONTRACT EMPLOYEES ONLY - TIMESHEETS/LABOR

Please use following instructions when filling out and submitting timesheets.

Use timesheets as normal for non- _____ (*project code*) related activities. For _____ (*project code*) related activities, clear and defined hours are needed. On a separate row(s) or on an attachment, please provide the below information. (Your timesheet should mirror your Daily Activities Log. Please see example for more guidance)

Under project column	Project Code:	
Under date column	applicable hours worked for (*project code*) _____that date	
Under hours		
NON-EXEMPT, PART TIME AND CONTRACT EMPLOYEES ONLY, please use the following categories	Definition	Examples
Shelter – (*location*) _____	Provided support to evacuation shelter	Answered phones; registered patrons; purchased/distributed supplies; custodial cleaning
Emergency Operations Center	Provided administrative support to the Emergency Operations Center	Took notes; prepared agendas; completed status reports; training; staff meetings to discuss strategy
Emergency Protective Measures	Provided efforts to protect District property	Put out sand bags; cleaned restrooms; disinfected picnic tables; communicated with public (signage/website)
Debris Removal	Provided efforts to remove damage from CRPD property	Removed downed trees/limbs; cleared clogged drains
Restoration Work	Provided efforts to restore CRPD property to pre disaster condition	Repaired irrigation; repaired roof; replanted landscaping

EXEMPT EMPLOYEES ONLY - TIMESHEETS/LABOR

Please use following instructions when filling out and submitting timesheets

Use timesheets as normal for non-_____ (*project code*) related activities. For _____ (*project code*) related activities, clear and defined hours are needed. On a separate row(s) or on an attachment, please provide the below information. (Your timesheet should mirror your Daily Activities Log. Please see example for more guidance)

Under project column	Project Code:	
Under date column	applicable hours worked for (*project code*) _____ that date	
Under hours		
EXEMPT EMPLOYEES ONLY, please use the following categories:	Definition	Examples
Emergency Operations Center – General Administration	Regular administrative duties specific to incident	Answered emails, coordinated staffing
Emergency Operations Center – Training	Attended training/meetings specific to the incident	Attended/led training on personal protective equipment; staff meetings to discuss strategy
Emergency Operations Center – Technical Assistance	Provided information technology assistance	Set up telecommuting, zoom meetings
Emergency Operations Center – Other	Additional incident duties not described above	Inspected facilities for readiness

NON-EXEMPT AND EXEMPT EMPLOYEES DAILY ACTIVITIES LOG

For _____ (*project code*) related activities, please attach a separate daily activities log with, at a minimum:

- the date
- hours worked at particular activity
- FOR NON EXEMPT - a short activity description and location of work (specific park or building; or Districtwide (general/overall) or Open Space)
- FOR EXEMPT - a short activity description and if possible, location of work (specific park or building; or Districtwide (general/overall) or Open Space
- And if you telecommuted doing the activity

Your Daily Activities Log (with more detail on the activity) should mirror your timesheet.

Please see examples for more guidance.

CAL CARD/MATERIALS PURCHASED/CONTRACTED SERVICE SUPPORT

For fire related activities, clear and defined explanations are needed.

Please use following instructions when coding and submitting invoices/Cal Card statements to your supervisor for processing by accounts payable

Account Code	Code item as you would normally	
Project	under the account code, write (*project code*) " "	
Description	Category	Short description notes
Please write one of the following categories as a description, plus provide a short description of what/why and the location:	Shelter – (*location*) _____	PROVIDE **SHORT** DESCRIPTION OF **WHAT/WHY**; PROVIDE LOCATION OF WORK (**SPECIFIC PARK** OR **BUILDING**; OR **DISTRICTWIDE** (GENERAL/OVERALL) OR **OPEN SPACE**
	Emergency Protective Measures	PROVIDE **SHORT** DESCRIPTION OF **WHAT/WHY**; PROVIDE LOCATION OF WORK (**SPECIFIC PARK** OR **BUILDING**; OR **DISTRICTWIDE** (GENERAL/OVERALL) OR **OPEN SPACE**
	Debris Removal	PROVIDE **SHORT** DESCRIPTION OF **WHAT/WHY**; PROVIDE LOCATION OF WORK (**SPECIFIC PARK** OR **BUILDING**; OR **DISTRICTWIDE** (GENERAL/OVERALL) OR **OPEN SPACE**
	Restoration Work	PROVIDE **SHORT** DESCRIPTION OF **WHAT/WHY**; PROVIDE LOCATION OF WORK (**SPECIFIC PARK** OR **BUILDING**; OR **DISTRICTWIDE** (GENERAL/OVERALL) OR **OPEN SPACE**
	Emergency Operations Center Support	PROVIDE **SHORT** DESCRIPTION OF **WHAT/WHY**; PROVIDE LOCATION OF WORK (**SPECIFIC PARK** OR **BUILDING**; OR **DISTRICTWIDE** (GENERAL/OVERALL) OR **OPEN SPACE**
	Other	PROVIDE **SHORT** DESCRIPTION OF **WHAT/WHY**; PROVIDE LOCATION OF WORK (**SPECIFIC PARK** OR **BUILDING**; OR **DISTRICTWIDE** (GENERAL/OVERALL) OR **OPEN SPACE**

Exhibit 4

Radio Operations

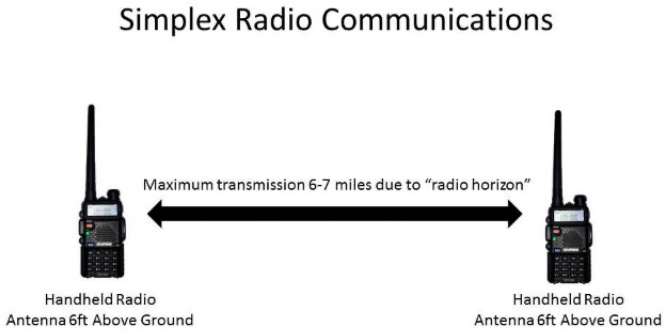
RADIO OPERATIONS

During a disaster, it may become necessary to use the radio. Channels 1 and 2 are exclusively our channels; however, there are people in the public who monitor them, so keep the information short and be careful with what you say.

Our radios, while on channel 1, operate off a repeater – or duplex, this mode is so that you can communicate over long distances, in canyons, or over mountains. Our radios work across almost the entire District; there are some spots in Wildwood and North Ranch that are not accessible.

- ✓ To test the radio, depress the speaking button and then release it; you should hear a click, which is the signal coming back to the radio.

For nearby communication, you can switch to channel 2 and go unit to unit. The range is about a mile in our area.



Points to keep in mind while using the radios:

- EVERYONE can hear your conversation.
- If you lean on the button, EVERYONE can hear what you are saying.
- Radios are not intended for close proximity communication, meaning don't use the radios for asking someone in the office to bring you some post-its.
- Radios are like a one-way road – only one person can be on it at a time.
    - If you try to click on while the lane is busy, you will not get through, or the line may be clipped, and there will be no transmission.

- Think before you speak, stay calm, keep it simple, and make sure the information you are giving is relevant. Don't use the radio for personal communication; placing a McDonalds order is not appropriate.
- Use "Simple Speak". No 10 codes, no "Code Orange", no "One Adam Henry" stuff – just speak calmly and clearly.
- Initiating a conversation: depress the button - say who you are trying to reach – last name slowly - then say your name – release the button, you will hear a click. Wait for them to respond – they should affirm that it is them, and you will hear a click. Say what you need to say, release the button, and you will hear a click. The click is how you know they are done speaking, you do not need to say "over".
- If you have a lot of information to say, only give about 30 seconds of it at a time, say "break", and release the button; give someone an opportunity to use the radio for more important info, or someone may have a comment on your information that might be appropriate.
- Do not give private information over the radio, like describing injuries, or names of those at a Red Cross Shelter, etc.
- Make sure that no one around can hear your radio traffic, this is especially important if you are in a Red Cross Shelter. Also, if you are calling someone and will be giving sensitive information, ask if they are "clear to copy". Keep in mind if the disaster is a fire, and you are in a shelter, and someone overhears information about the fire, it might be bad.
- Signing off is just saying your last name and "clear".

Conversation Example:

Let's say the phones are down, you have a situation that requires you use the radio and you need guidance from your Supervisor.

YOU: Depress button, "Victor, this is Clarence", release button, 'click'
You may have to wait a second. Go ahead and try again after a couple of seconds, if necessary. If you still don't get a response, try a generic call out, such as, "Recreation Supervisor, this is Clarence". Hopefully, someone will come help out.

SUPERVISOR: Victor here, 'click'

YOU: Depress button, "I have a large delivery of Red Cross supplies here at Thousand Oaks Center. Where would you like them to be offloaded?", release button, 'click'

SUPERVISOR: "Have them placed by the north entrance to the gym on the grass", 'click'

YOU: Depress the button, "North entrance on the grass, thanks Clarence **clear**", release button, 'click'

End of conversation.