

MONTEREY COUNTY OPERATIONAL AREA

TERRORISM THREAT CONDITIONS MATRIX

PURPOSE AND GENERAL INFORMATION

- This matrix is a locally developed extension of the federal **Homeland Security Advisory System (HSAS)** intended to provide recommended guidelines and a general action checklist for all levels of emergency response to guide actions during each specific **Homeland Security Advisory System (HSAS)** Threat Condition. The **Protective Measures** prescribed by the HSAS are listed at the top of each individual Threat Condition Matrix. The recommended **Agency Action Checklist** is intended to be generic in nature to allow all agencies within the Monterey County Operational Area to use it as a basis to develop their expanded local detailed jurisdictional action checklists.
- Additionally, the matrix is intended to provide agencies from all disciplines a clear picture as to what actions can be expected from other emergency services agencies. This is intended to enhance inter-agency operational coordination and cooperation.
- The **Protective Measures** table of the matrix is taken directly from the **Homeland Security Advisory System (HSAS)**. It is quoted intact and is unmodified.
- The **Agency Action Checklist** table provides local amplification of the **Protective Measures**. The items listed therein are considered a minimum level of action for the listed condition. At their discretion, agencies may institute actions from a higher threat condition while the overall situation remains at a lower threat condition. Nothing in this matrix is intended to preempt or modify the prerogatives of local jurisdictions or their representatives. Action items from higher condition levels may be undertaken at the discretion of local jurisdictions.
- Checklist actions are intended to be undertaken by the cognizant agencies upon notification of any change in Threat Condition.
- This matrix was developed as a cooperative effort of the Monterey County Chief Law Enforcement Officers Association, the Monterey County Fire Chiefs Association, the Monterey County Health Department, the Monterey County Emergency Medical Services Agency, the Monterey County and Carmel Area Chapters of the American Red Cross, the Monterey County Public Works Department, the Monterey County Emergency Communications Department, the Monterey County Operational Area Coordinating Council, and the Monterey County Office of Emergency Services as a joint Monterey County Operational Area venture.
- The **Health** heading employed in the **Agency Action Checklist** includes the Monterey County Health Department and its Environmental Health Division. (R)
- The **Hospital** heading employed in the **Agency Action Checklist** is new to this revision of the matrix, and is applicable all hospitals located within Monterey County. This section reflects recommended action items for hospitals promulgated by the State of California. (A)
- The **Emergency Medical** heading employed in the **Agency Action Checklist** includes the Monterey County Emergency Medical Services Agency (EMSA), American Medical Response (AMR), Carmel Regional Fire Ambulance (CRFA), and any other ambulance companies that may operate

AUGUST 26, 2003

MONTEREY COUNTY OPERATIONAL AREA

TERRORISM THREAT CONDITIONS MATRIX

within the Monterey County Operational Area. This section reflects recommended action items for Emergency Medical Services Agencies promulgated by the State of California. (R)

- This matrix is intended to be included in the **Monterey County Fire Chiefs Association Fire Operations Manual, Volume II.**
- Sections within the matrix that have been revised in this revision are indicated by (R). Sections added to this revision of the matrix are indicated by (A). (A)
- Any recommended additions or changes should be forwarded to:

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- The cooperation of all participating agencies within the Monterey County Operational Area in contributing to the development and implementation of this document is sincerely appreciated.

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MONTEREY COUNTY OPERATIONAL AREA

TERRORISM THREAT CONDITIONS MATRIX

LOW CONDITION “GREEN”

PROTECTIVE MEASURES

LOW RISK OF TERRORIST ATTACKS: The following Protective Measures may be applied:

- Refining and exercising preplanned Protective Measures.
- Ensuring personnel receive training on HSAS, departmental, or agency-specific Protective Measures.
- Regularly assessing facilities for vulnerabilities and taking measures to reduce (mitigate) them.

AGENCY ACTION CHECKLIST

OP AREA/OES:

- Normal operations and routine.
- Review existing counter-terrorism plans.
- Continue to update personnel training in counter-terrorism (active vs. passive).
- EOC in a standby status (Deactivated).
- Conduct routine testing of EAS/EDIS. (A)
- Forward OES Statewide Daily Reports and JIC Summaries to all cognizant agencies as required.
- Maintain routine liaison and referrals with the media.
- Promulgate Threat Condition changes and applicable amplifying details.

LAW:

- Conduct routine operations and patrols.
- Conduct routine surveillance of critical facilities.
- Continue to update personnel training in counter-terrorism (active vs. passive).

FIRE:

- Conduct routine operations.
- Continue to update personnel training in counter-terrorism (active vs. passive).

HEALTH:

- Conduct routine epidemiological surveillance and infection control measures, utilizing hospitals and treatment facilities as appropriate. (R)
- Assist in training other disciplines in appropriate referrals and reporting of unusual outbreaks or diseases associated with bioterrorism. (A)

MONTEREY COUNTY OPERATIONAL AREA

TERRORISM THREAT CONDITIONS MATRIX

EMERGENCY MEDICAL (EMSA and AMBULANCE PROVIDERS):

- Conduct routine operations. No change in day-to-day activities. (R)
- Conduct ongoing emergency management planning activities including for Chemical, Biological, Radiological, Nuclear, and Explosive (CBRNE) events and the potential of EMS as a secondary target. (A)
- EMS/Health Department Departmental Operations Center not activated. (A)

HOSPITALS:

- Conduct routine operations. No change in day-to-day activities. (A)
- Conduct ongoing emergency management planning activities including for CBRNE events and the hospital as a secondary target. (A)
- Conduct infection control and surveillance. (A)
- Hospital EOC is not activated. (A)

EMERGENCY COMMUNICATIONS:

- Conduct routine operations.
- Train personnel in counter-terrorism communications protocols and procedures, including notification protocols.

PUBLIC WORKS:

- Maintain minimum inventories of support equipment and material.

RED CROSS/CARE & SHELTER AGENCIES:

- Conduct routine training and operations.

ALL:

- **Acknowledge receipt of Threat Condition change, and notify OES of setting of the Threat Condition for your agency/jurisdiction.**
- Maintain routine communications and liaison with other disciplines.
- Review the action parameters and contents of this matrix with all staff.

MONTEREY COUNTY OPERATIONAL AREA

TERRORISM THREAT CONDITIONS MATRIX

GUARDED CONDITION “BLUE”

PROTECTIVE MEASURES

GENERAL RISK OF TERRORIST ATTACK: In addition to the previously outlined Protective Measures, the following may be applied:

- Checking communications with designated emergency response or command locations.
- Reviewing and updating emergency response procedures.
- Providing the public with necessary information.

AGENCY ACTION CHECKLIST

OP AREA/OES:

- Notify all agencies of change in Threat Condition.
- Assess local threat with Sheriff’s Office/law agencies, Health, and EMSA as required. (A)
- Conduct routine communications checks with the REOC and with the City/District EOC’s.
- Review and update Emergency Operations Plan, applicable CERP’s. and other applicable response procedures as needed.
- Participate in daily briefings/conference calls with the REOC. Promulgate information obtained to cognizant agencies.
- Conduct training for EOC Staff members.
- EOC in a “standby” status (Deactivated).
- Maintain liaison with Santa Cruz and San Benito County OES.
- Forward CATIC Reports to all cognizant agencies as required.
- Provide general situation preparedness information to the public.

LAW:

- Check applicable inventories and equipment, and ensure operational readiness.
- Review applicable plans.
- Coordinate preparedness levels among all local law enforcement agencies.
- Review applicable information and reports provided by OES and promulgate to staff.

FIRE:

- Check applicable inventories and equipment, and ensure operational readiness.
- Review applicable plans.
- Review applicable information and reports provided by OES and promulgate to staff.

HEALTH:

- Sustain previously implemented actions.
- Provide advice and consultations concerning signs, symptoms, and mode of transmission of any suspected agent(s).

MONTEREY COUNTY OPERATIONAL AREA

TERRORISM THREAT CONDITIONS MATRIX

EMERGENCY MEDICAL (EMSA and AMBULANCE PROVIDERS):

- Check applicable inventories and equipment, and ensure operational readiness.
- Review applicable plans.
- Review applicable information and reports provided by OES and promulgate to staff.
- Increase awareness of employees and security personnel to report unusual or suspicious activities, behaviors, or events. (A)
- Ensure vehicle security and conduct regular inspections. (A)
- Conduct ongoing monitoring of news media and local OES alert status. (A)
- EMS/Health Department Departmental Operations Center remains inactivated. (A)

HOSPITALS:

- Increase awareness of employees and security personnel to report unusual or suspicious activities, behaviors, or events. (A)
- Secure areas with the hospital that are not regularly utilized, especially storage areas and closed areas. (A)
- Conduct ongoing monitoring of news media and local OES alert status.
- Hospital EOC remains inactivated. (A)

EMERGENCY COMMUNICATIONS:

- If Threat Condition change received via CLETS or NAWAS, immediately notify the Emergency Services Manager.
- Upon direction of the Emergency Services Manager, notify all fire and law agencies by radio transmission and/or page of the change in Threat Condition. Notify ECC, AMR, Health Director, and EMSA Director by most appropriate expeditious means.
- Review applicable plans.
- Review condition and status with all staff.
- Ensure notification of OES of any status change or the occurrence of any status related incident.

PUBLIC WORKS:

- Check applicable inventories and equipment, and ensure operational readiness.
- Review applicable plans.
- Review applicable information and reports provided by OES and promulgate to appropriate staff.

RED CROSS/CARE & SHELTER AGENCIES:

- Review applicable plans.

ALL:

- **Acknowledge receipt of Threat Condition change, and notify OES of setting of the Threat Condition for your agency/jurisdiction.**
- Screen and/or deny any requests for information regarding emergency vehicles or other response equipment from unofficial or unverified sources.
- Check communications with designated emergency response or command locations.
- Review and update emergency response procedures.

AUGUST 26, 2003

MONTEREY COUNTY OPERATIONAL AREA

TERRORISM THREAT CONDITIONS MATRIX

ELEVATED CONDITION “YELLOW”

PROTECTIVE MEASURES

SIGNIFICANT RISK OF TERRORIST ATTACKS: In addition to the previously outlined Protective Measures, the following may be applied:

- Increasing surveillance of critical locations.
- Coordinating emergency plans with nearby jurisdictions.
- Assessing further refinement of Protective Measures with the context of the current threat information.
- Implementing, as appropriate, contingency and emergency response plan.

AGENCY ACTION CHECKLIST

OP AREA/OES:

- Notify all agencies of change in Threat Condition.
- Assess local threat with Sheriff’s Office/law agencies, Health, and EMSA as required. (A)
- Activate EOC if required by a specific local threat.
- Assess individual availability of EOC Staff members, and alert them for possible activation.
- Promulgate Situation Updates (“SitUps”) as required by the situation.
- Maintain liaison with local media.
- Maintain liaison with utility companies within the Operational Area.
- Maintain liaison with the Monterey County Water Resources Agency (WRA).
- Maintain liaison with school districts through the Monterey County Office of Education.
- Maintain liaison with CALTRANS and other applicable State agencies.
- Maintain liaison with applicable federal agencies (USCG, FBI, etc.).
- Maintain liaison with the Agriculture Commissioner.
- Maintain liaison with San Luis Obispo County OES.
- Maintain liaison with American Red Cross Chapters regarding shelters and response capabilities.

LAW:

- Increase surveillance of critical locations with specific jurisdictions.
- Enhance security of law enforcement facilities and vehicles.

FIRE:

- Enhance security of fire stations as appropriate to the threat. (R)

HEALTH:

- Review plans for containment and management of infectious, toxic, or radiological cases. (A)

AUGUST 26, 2003

REVISION 1

MONTEREY COUNTY OPERATIONAL AREA

TERRORISM THREAT CONDITIONS MATRIX

EMERGENCY MEDICAL (EMSA and AMBULANCE PROVIDERS):

- Enhance security of ambulance facilities as appropriate to the threat. (R)
- Communicate the need for enhanced security and awareness to all employees via messages and/or bulletins. (A)
- Ensure increased/enhanced security at the EMS headquarters and dispatch facilities. (A)
- EMS/Health Department Departmental Operations Center remains inactivated. (A)

HOSPITALS

- Communicate the need for enhanced security and awareness to all employees via messages and/or bulletins. (A)
- Increase visitor check-in and monitoring system. (A)
- Determine the need to restrict or direct employee and visitor ingress and egress from the facility. (A)
- Increase staff and physician awareness and need for bioterrorism illness surveillance and reporting. (A)
- Hospital EOC remains inactivated. (A)

EMERGENCY COMMUNICATIONS:

- If Threat Condition change received via CLETS or NAWAS, immediately notify the Emergency Services Manager.
- Upon direction of the Emergency Services Manager, notify all fire and law agencies by radio transmission and/or page of the change in Threat Condition. Notify ECC, AMR, Health Director, and EMSA Director by most appropriate expeditious means.
- Sustain previously implemented actions.

PUBLIC WORKS:

- Sustain previously implemented actions.
- Enhance security of facilities.

RED CROSS/CARE & SHELTER AGENCIES:

- Advise logistics, shelter, and care teams of the Threat Condition change and be prepared to respond to higher alert status if needed in a confidential manner.
- Check fuel levels of all emergency vehicles and check inventories.

ALL:

- **Acknowledge receipt of Threat Condition change, and notify OES of setting of the Threat Condition for your agency/jurisdiction.**
- Enhance security measures instituted for all emergency response vehicles and equipment.
- Review all previous level requirements.
- Report suspicious activities or incidents to OES and applicable disciplines.

MONTEREY COUNTY OPERATIONAL AREA

TERRORISM THREAT CONDITIONS MATRIX

HIGH CONDITION

“ORANGE”

PROTECTIVE MEASURES

HIGH RISK OF TERRORIST ATTACKS: In addition to the previously outlined Protective Measures, the following may be applied:

- Coordinating necessary security efforts with armed forces or law enforcement agencies.
- Taking additional precaution at public events.
- Preparing to work at an alternate site or with a dispersed workforce.
- Restricting access to essential personnel only.

AGENCY ACTION CHECKLIST

OP AREA/OES:

- Notify all agencies of change in Threat Condition.
- Assess local threat with Sheriff’s Office/law agencies, Health, and EMSA as required. (A)
- Activate EOC at Level 1 or higher if required by a specific local threat.
- Brief CAO (ESD) and Board of Supervisors as required.
- Assess EOC Staff availability and assign personnel to fill vacancies.
- Conduct “Pre-Event Briefing” of key OES Staff members as appropriate.
- Place ACSO/ARES/RACES on standby for activation. Assess availability of local operators.
- Conduct enhanced testing of EAS/EDIS. (A)
- Promulgate Emergency Bulletins (“EMERBULLS”) as required.
- Expand liaison with local media as required.
- Conduct media briefings as appropriate to the threat.
- Assess potential for local environmental threats.
- Establish liaison with applicable local businesses and business organizations.

LAW:

- Restrict access to court houses, city halls, and other county/local government facilities to essential personnel as required and/or as appropriate to the threat.
- Ensure enhanced security measures at public events as required and/or as appropriate to the threat.
- Plan for cancellation of public events if the situation warrants.
- As appropriate, coordinate with military installations within specific jurisdictions.
- Coordinate enhanced security of vulnerable potential targets and essential services facilities as required.
- Coordinate enhanced security of facilities with utility companies as required.
- Coordinate enhanced security of school facilities with school districts as required.
- Coordinate enhanced security of bridges, overpasses, and key transportation facilities with CALTRANS as required.

AUGUST 26, 2003

MONTEREY COUNTY OPERATIONAL AREA

TERRORISM THREAT CONDITIONS MATRIX

LAW (Continued):

- Coordinate enhanced security of dams as required.
- Coordinate enhanced security of railroads as required.
- Coordinate enhanced security of airports as required.
- Coordinate enhanced security of hazardous material facilities/chemical plants as required.
- MCSD and CHP jointly review emergency action plans, to include evacuation plans as applicable. Coordinate with local/city law jurisdictions as applicable.

FIRE:

- Communicate mutual aid resource status with the Area Fire Coordinator (CDF).

HEALTH:

- Sustain previously implemented actions.
- Prepare disease specific information for dissemination to the public through the EOC Public Information Section, if required. (A)
- Provide guidelines for identification, triage, treatment, and patient dispositions to the medical community, if applicable. (A)

EMERGENCY MEDICAL (EMSA and AMBULANCE PROVIDERS):

- Sustain previously implemented actions.
- Administration and/or ICS Command meet to determine level of direct threat to the facility/agency. (A)
- Consider the following actions. (A)
 - Increase security staff on premises.
 - Notification of employees of increase threat level.
 - Test callback notification systems.
 - Ensure vehicles locked or not left unattended.
 - Test redundant communications systems.
 - Contact OES/EOC for situation status and other considerations.
 - Ambulance Strike Team Leaders communicate with command to assess status and possible need for activation.
 - Health Department DOC may be activated to monitor and report situation status, and determine the need and indication for full activation.
 - Contact Health Department for public health situation and other considerations/coordination.
 - Coordinate public information messages with Operational Area EOC (Public Information Section), public health, and/or other emergency management agencies as applicable.

HOSPITALS:

- Administration or HEICS/ICS Command Staff meet to determine level of direct threat to the facility/agency. (A)
- Consider the following actions. (A)
 - Increase security presence and/or staff on premises.
 - Test callback notification systems.
 - Decrease number of ingress and egress public and employee access point to facility.
 - Test redundant communication systems.

AUGUST 26, 2003

REVISION 1

MONTEREY COUNTY OPERATIONAL AREA

TERRORISM THREAT CONDITIONS MATRIX

HOSPITALS (Continued):

- Assess additional resource needs through EMSA.
- Determine when emergency management plan may need to be activated.
- Contact OES or EMSA for situational status and/or other considerations.
- Increase bioterrorism surveillance activities of the Infection Control departments, focusing on Emergency Department admissions, clinic presentations, and others within the facility.
- Hospital Command Staff may be activated to monitor and report situation status and determine the need and indication for full activation.
- Coordinate public information messages with the Operational Area EOC (Public Information Section), public health, EMSA, and other emergency management agencies as applicable.

EMERGENCY COMMUNICATIONS:

- If Threat Condition change received via CLETS or NAWAS, immediately notify the Emergency Services Manager.
- Upon direction of the Emergency Services Manager, notify all fire and law agencies by radio transmission and/or page of the change in Threat Condition. Notify ECC, AMR, Health Director, and EMSA Director by most appropriate expeditious means.
- Designate direct liaison with OES.
- Enhance CAD assessment and incident analysis.
- Initiate regular security checks of remote radio sites and installations.

PUBLIC WORKS:

- Sustain previously implemented actions.

RED CROSS/CARE & SHELTER AGENCIES:

- Notify management, staff, and volunteers of higher alert and readiness level in a confidential manner.
- EOC Staff members placed on alert.
- Advise care and shelter teams of possible sheltering and support requirements.
- Ensure shelter and vendor agreements are in a readiness state.

ALL:

- **Acknowledge receipt of Threat Condition change, and notify OES of setting of the Threat Condition for your agency/jurisdiction.**
- Establish identity checks for access. Restrict facility access.
- Take appropriate precautions as predicated by the specific threat.
- Assess canceling of vacations, days off, and out-of-area training. Increase working hours staffing as required.
- All jurisdictions report operational status to Op Area EOC using RIMS as applicable.

AUGUST 26, 2003

REVISION 1

MONTEREY COUNTY OPERATIONAL AREA

TERRORISM THREAT CONDITIONS MATRIX

SEVERE CONDITION

“RED”

PROTECTIVE MEASURES

SEVERE RISK OF TERRORIST ATTACKS: In addition to the previously outlined Protective Measures, the following may be applied:

- Assigning emergency response personnel and pre-positioning specially trained teams.
- Monitoring, redirecting or constraining transportation systems.
- Closing public and government facilities.
- Increasing or redirecting personnel to address critical emergency needs.

AGENCY ACTION CHECKLIST

OP AREA/OES:

- Notify all agencies of change in Threat Condition.
- Assess local threat with Sheriff’s Office/law agencies, Health, and EMSA as required. (A)
- Activate EOC at Level 2 or 3 as required.
- Activate EOC Security Plan as required.
- Activate RIMS for communications with REOC.
- Coordinate requests for additional resources as required.
- Coordinate emergency public information.
- Activate ACSO/ARES/RACES as required.
- Prepare to activate Shelter Operations and provide security as required by the threat.
- Coordinate with FAA regarding air space restrictions and/or closings as applicable.
- Review applicability of declaring a local State of Emergency.

LAW:

- Establish “Unified Incident Command” as applicable.
- Close court houses, city halls, and other county/local government facilities to public access as directed.
- Close schools as directed.
- Close airports as directed.
- Close malls, shopping centers, and theatres as applicable.
- Close public gathering places as applicable.
- Cancel or curtail public events as applicable.
- Undertake protection of local area VIP’s consistent with the threat.
- Undertake protection of agricultural processing and hazardous material facilities and dams as required/directed.
- Undertake protection of hospitals and medical facilities as required/directed. (A)
- Undertake protection of essential facilities as required/directed.
- Coordinate with CALTRANS/Union Pacific and/or undertake protection of bridges and railroads as required/directed.

AUGUST 26, 2003

MONTEREY COUNTY OPERATIONAL AREA

TERRORISM THREAT CONDITIONS MATRIX

LAW (Continued):

- Issue protective clothing and/or equipment as required.

FIRE:

- Establish “Unified Incident Command” as applicable.
- Issue protective clothing and/or equipment as required.

HEALTH:

- Establish “Unified Incident Command” as applicable.
- Ensure maximum coordination with hospitals and other health care facilities.
- Activate Health Department Operations Center (DOC) as required (A)
- Alert emergency departments, acute care facilities, and infection control nurses of any suspected bioterrorism agent(s) if applicable. (A)
- Review plans for isolation and quarantine if applicable. (A)
- Review plans for mass prophylaxis, or treatment, if applicable. (A)

EMERGENCY MEDICAL (EMSA and AMBULANCE PROVIDERS):

- Establish “Unified Incident Command” as applicable.
- Issue protective clothing and/or equipment as required.
- Notify staff of high alert status, mandatory increased awareness, and security measures. (A)
- Increase security at dispatch centers. (A)
- Regular check-in with ambulance unit crews in the field. (A)
- Develop/activate plan to increase available staff and units should an incident occur. (A)
- Notify ambulance strike team leaders of increased alert and need for preparedness for possible activation. (A)
- Activate pertinent EOC Staff and/or Health Department DOC positions as required by the situation and current status. (A)

HOSPITALS:

- Notify staff of high alert status and need for increased awareness. (A)
- Augment security services within facility. Conduct daily security personnel briefings. Establish maximum security as applicable. (Coordinated effort with Law.) (A)
- Reduce non-essential operations. (A)
- Activate and test the Medical Disaster Communications System with EMSA. (A)
- Further restrict public ingress and egress access with increased security screening. Consider facility lock-down condition and procedures; update current procedures. Re-educated security personnel on lock-down procedures. (A)
- Inspect incoming packages, purses, backpacks, and other suspicious materials as required. (A)
- Inspect incoming packages, deliveries, and other incoming objects and equipment. (A)
- Consider rescheduling/canceling elective surgical procedures. (A)
- Perform a bed availability status internally and report to the Operational Area EOC and Health Department DOC as requested. (A)
- Increase BT surveillance by infection control personnel and front-line practitioners (Emergency Department, etc.) and reporting to the Health Department. (A)
- Develop/activate a plan to increase available staff should an incident occur. (A)
- Activate Hospital EOC Command Staff and pertinent HEICS/ICS positions as required to

AUGUST 26, 2003

MONTEREY COUNTY OPERATIONAL AREA

TERRORISM THREAT CONDITIONS MATRIX

HOSPITALS (Continued):

meet the situation and status. (A)

EMERGENCY COMMUNICATIONS:

- If Threat Condition change received via CLETS or NAWAS, immediately notify the Emergency Services Manager.
- Upon direction of the Emergency Services Manager, notify all fire and law agencies by radio transmission and/or page of the change in Threat Condition. Notify ECC, AMR, Health Director, and EMSA Director by most appropriate expeditious means.
- Establish maximum facility security.
- Refer public inquiry calls to EOC. Triage calls as applicable.

PUBLIC WORKS:

- Preposition support logistical resources as directed.

RED CROSS/CARE & SHELTER AGENCIES:

- Establish high alert status, staff EOC as required, and notify chapter leads.
- Advise Zone of activities.
- Report to EOC upon Level 1 or higher activation.
- Continue to monitor paid and volunteer staff for 12 hour shifts.
- Coordinate with OES for safe routes, safe locations for sheltering for safety of workers in HazMat conditions/situations.
- Increase or redirect personnel to address critical emergency needs as required.

ALL:

- **Acknowledge receipt of Threat Condition change, and notify OES of setting of the Threat Condition for your agency/jurisdiction.**
- Activate emergency plans as appropriate.
- Cancel vacations, days off, and out-of-area training. Shift to “12 on - 12 off” rotation. Increase shift staffing as required.
- Report readiness status to City/District EOC or DOC. This information will in turn be forwarded to the Operational Area EOC.
- Establish a “wartime” footing.
- Maximize security of facilities, vehicles, and all rolling stock.
- Take appropriate actions as predicated by the specific threat.

MONTEREY COUNTY OPERATIONAL AREA

TERRORISM THREAT CONDITIONS MATRIX

NOTES:

- At their discretion, agencies may institute actions from a higher threat condition while the overall situation remains at a lower threat condition. In the event this action is undertaken, the Operational Area Emergency Operations Center (EOC) will be advised.
- Nothing within this checklist is intended to preempt the prerogatives of local officials.
- **This matrix has been developed with the assumption, which in the event of a terrorist attack or incident within the State of California, Condition “Orange” or Condition “Red” will be set for the entire State. (A)**

MONTEREY COUNTY OPERATIONAL AREA

TERRORISM THREAT CONDITIONS MATRIX

AMERICAN RED CROSS

HOMELAND SECURITY ADVISORY SYSTEM RECOMMENDATIONS

- The American Red Cross has developed recommended actions for each HSAS Condition for the following civilian categories:
 - Individual.
 - Family.
 - Neighborhood.
 - Schools.
 - Businesses.

These “Recommendations” have been added to the Monterey County Operational Area Terrorism Threat Conditions Matrix in unaltered format in order to ensure continuity with national preparedness efforts and to enhance awareness among all participating disciplines and local jurisdictions.

- Additionally, the “Recommendations” are intended to be employed in local preparedness outreach efforts, and as such, may be duplicated and distributed to the local populace.
- Inclusion of the “Recommendations” has been coordinated with the Monterey County and Carmel Area Chapters of the American Red Cross. The cooperation and support of both organizations is deeply appreciated.