



**FINAL**

---

**San Bernardino County**  
***Probation Department***

**Department Emergency Operations Plan  
(DEOP)**

---

***UPDATE***

April 2025

**FOUO  
FOR OFFICIAL USE ONLY**



**SAN BERNARDINO COUNTY**  
**Department Emergency Operations Plan**  
**(DEOP)**

*Probation Department*

**THIS PAGE LEFT BLANK**



## RECORD OF CHANGES

Change #	Section	Change Date	Revised By	Description of Change
1		10/3/18	Carrie Cruz	ICEMA response
2	Full Template Revision	2023/2024	Carrie Cruz	Integration of updated consultant template, reformatting and organization
3	Section 2 , Table 2.4.1	10/22/24	Carrie Cruz	Added Emergency Support Functions (ESFs) to the Department Roles Table
4	All department-specific sections	04/09/25	Sean Engelhardt	Department EAP, associated worksheets, and appendices
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				



**THIS PAGE LEFT BLANK**





## **FORWARD – HOW TO USE THIS TEMPLATE**

This template provides departments/agencies of San Bernardino County government with guidance, recommendations, and sample text for developing the Department Emergency Operations Plan (DEOP) and the fundamentals of a Continuity of Operations Program (COOP).

Continuity planning proves its value through:

- Prioritizing an organization's mission essential functions.
- Increasing staff awareness of threats/hazards and encouraging personal/ family preparedness.
- Communicating resource needs and expectations to stakeholders and partners.
- Finding risks and vulnerabilities to reduce.

The content of this template comes from multiple federal and state government sources, reflecting the latest best practices and methodology in the field of continuity planning, and constitutes established minimum criteria for an effective DEOP and COOP program. The template's framework creates a consistent format for ease of reference, throughout county government, as departments develop or improve upon their continuity plans.



**THIS PAGE LEFT BLANK**



## INTRODUCTION

### Purpose

The DEOP describes how ***the Probation Department aims to perform continuity operations for maintaining its Mission Essential Functions (MEFs)*** (also referred to as essential functions) during a continuity event. MEF's are the activities performed/services provided by an organization, so crucial to customers and stakeholders that the organization cannot defer their delivery for 30 days or less.

***The Probation Department*** prioritizes mission essential functions according to their required delivery timeframe; for instance, essential functions that must be resumed within 72 hours have a higher priority than those that must be resumed within a week.

The overall purpose of continuity planning is to ensure the continuity of the mission essential functions under all conditions. The current changing threat environment and recent emergencies, including acts of nature, accidents, technological emergencies, and military or terrorist attack-related incidents, have increased the need for viable continuity capabilities and plans that enable organizations to continue their mission essential functions in an all-hazards environment and across a spectrum of emergencies.

Continuity events are any potential situation that can disrupt normal operations, such as:

- Losing access to, or habitability at—primary operating facility(ies).
- An isolated loss of utilities or damage to equipment.
- Unavailability of a substantial number of employees.

The DEOP establishes the ***Probation Department's*** Continuity of Operations Program (COOP) and sets goals and objectives for applying COOP elements within the organization. Participating in continuity planning, and developing the continuity plan, achieves the following:

- Names and prioritizes ***Probation Department's*** mission essential functions, including timeframes for delivery.
- Analyzes the processes that support delivery of each essential function.
- Identifies the staff qualifications necessary for performing the mission essential functions and assigns continuity personnel responsibilities.
- Formalizes delegations of authority for those staff having supervisory responsibilities over mission essential functions.
- Describes the facilities, systems, equipment, and other resource needs for performing each essential function.
- Outlines the interdependent relationships between ***Probation Department*** and supporting providers or partners that deliver services needed for performing mission essential functions.



- Records the essential policies and procedures for continuity personnel to reference when implementing the plan and performing the mission essential functions during a continuity event.

Through collecting this information, the ***Probation Department*** may also find “gaps” in the DEOP, such as: an overreliance on a single resource or provider, or a lack of resilience or robustness in operations. Finding these gaps allows the ***Probation Department*** to correct them through:

- Developing contingency agreements with other providers.
- Creating backup capabilities for robustness.
- Implementing mitigation measures to reduce risks and increase resilience.

## **Scope**

The goal of the ***Probation Department*** DEOP is for ***the Probation Department*** to remain capable of performing its mission essential functions, under all conditions—within the limits of local government authority—and with or without warning. This plan outlines the necessary actions for implementing a viable continuity capability:

- Within four hours of a continuity event occurring during regular business hours.
- Within 12 hours outside of normal business hours.
- To sustain that capability for up to 30 days.

The DEOP/template integrates and synchronizes continuity strategies and a framework from the following authorities and references for building a comprehensive continuity foundation and plan that is coordinated with partners and stakeholders:

- [\*\*\*FEMA Guide to Continuity Program Management - May 2020\*\*\*](#)
- [\*\*\*FEMA Guide to Continuity of Government \(State, Local, and Tribal\) - July 2021\*\*\*](#)
- [\*\*\*FEMA Continuity Guidance Circular - February 2018\*\*\*](#)
- ***The DEOP will adhere to [County Policy No. 13-01 - February 2024](#)***

### ***Per County Policy No. 13 – 01:***

- *During a disaster, the continued operation of County government at all levels is essential to the overall recovery effort, in addition to contributing to credibility in local government and citizen morale. To assist in accomplishing this goal, each Agency and/or Department will develop a Department Emergency Operations Plan (DEOP) to assist their self-recovery operation and provide for Continuity of Government (COG) and Continuity of Operations (COOP). The DEOP is reviewed and updated annually.*
- *All County Agencies/Departments will develop a DEOP to assist in Continuity of Government (COG) and Continuation of Operations (COOP). The DEOP will be completed in conjunction with other County Departments that the Agency/Department provides services to or receives services from.*



- *Each DEOP will include functional organization and allow for training of personnel as appropriate. The Office of Emergency Services (**referred to from this point on as OES**) will assist County Departments with specifics if needed.*

## **Plan Organization**

The DEOP is organized into the following three (3) sections:

### ***PART I - BASIC PLAN***

The Basic Plan provides an overview of San Bernardino County Departments/Agencies approach to continuity operations. It describes the fundamental systems, strategies, policies, assumptions, responsibilities, and operational priorities that San Bernardino County Departments/Agencies will utilize to guide and support continuity of operations efforts.

#### **PART I:**

- Identifies the situation and assumptions to be considered in the development of the DEOP.
- Describes the County's Emergency Management Organization, including the roles and responsibilities that County Departments/Agencies have regarding response, Emergency Operations Center (EOC), and recovery during an incident.
- Describes Hazard Risk Assessment and a discussion of likely hazards and threats facing the County.
- Describes the County's Continuity Planning Concept of Operations, including Continuity Elements, Continuity Lifecycle, and Reconstitution.
- Identifies and describes Continuity Roles and Responsibilities.

### **PART II – CONTINUITY EVENT AND DEOP IMPLEMENTATION**

Building upon the foundation outlined in the **Basic Plan, Part II** addresses the processes and decision making for implementing the DEOP and Continuity Operations.

#### **PART II:**

- Describes the daily operations of the Department/Agency and the Continuity measures undertaken by the Department/Agency and its staff to improve preparedness and readiness for a continuity event.
- Describes the processes for implementing the DEOP to maintain operational capability with minimal disruption and decision-making processes when it's "GoTime".

### **PART III – DEPARTMENT/AGENCY FUNCTIONAL ANNEXES/WORKSHEETS/APPENDICIES**

- Contains information specific to the Department/agency, including Mission Statement and Organization Chart.



- Annexes that provide instructions and worksheets to identify: Mission Essential Functions (MEF's), Devolution, Primary/Alternate Facilities, Essential Personnel, Essential Records and Databases, Communications Capabilities and Training and Exercises.
- Additional Appendices include Glossary of Terms, List of Acronyms, Letter of Promulgation, Department/Agency Emergency Action Plan (EAP), Lockdown Procedures and Shelter Operations Compound (SHOC) checklists.

## **Plan Development and Maintenance**

**The Probation Department's** Department Emergency Operations Plan (DEOP) Planning Team developed this plan through obtaining input from each programmatic workgroup of the **Probation Department**. Additionally, several internal and external stakeholders contributed to plan development throughout the planning process.

The **Probation Department** DEOP/Department Emergency Coordinator (DEC) is responsible for maintaining this plan, in coordination with partner organizations identified herein and the DEOP planning team. Plan updates will be provided by OES based on new policy or requirements, areas of improvement identified during exercises and actual events. Internal updates should be made at the department/agency discretion (example: personnel changes occurring within the organization)

Consistent with good business practices, the DEOP will be reviewed annually, updated as appropriate, and training/exercises will be conducted to evaluate the Department's/Agency's ability to perform mission essential functions during a disruption or crisis. The timeline is based on the fiscal calendar; however, it may be modified as needed. The annual maintenance cycle requires commitment from all involved staff and workgroups to ensure the DEOP remains current.





## TABLE OF CONTENTS

<b>RECORD OF CHANGES .....</b>	<b>i</b>
<b>FORWARD – HOW TO USE THIS TEMPLATE .....</b>	<b>iii</b>
<b>INTRODUCTION .....</b>	<b>v</b>
Purpose .....	v
Scope .....	vi
Plan Organization .....	vii
Plan Development and Maintenance .....	viii
<b>TABLE OF CONTENTS .....</b>	<b>ix</b>
<b><i>PART I BASIC PLAN - SECTION 1: SITUATION/ASSUMPTIONS .....</i></b>	<b>1</b>
1.1 Situation .....	1
1.1.1 Planning Environment .....	2
1.2 Assumptions .....	2
<b>SECTION 2: EMERGENCY MANAGEMENT ORGANIZATION .....</b>	<b>5</b>
2.1 County Emergency Management Organization .....	5
2.2 The Role of the Operational Area (OA) .....	6
2.2.1 Chart: San Bernardino County Emergency Organization .....	6
2.3 Emergency Management Mission Areas .....	7
2.4 Department/Agency Roles and Responsibilities .....	7
2.4.1 Table: County Department/Agency Response/EOC/Recovery Roles/Emergency Support Function (ESF) Role - .....	8
<b>SECTION 3: HAZARD RISK ASSESSMENT .....</b>	<b>27</b>
3.1 Hazard Analysis Summary .....	27
3.1.1 Table: Hazard Prioritization Matrix .....	27
3.2 Hazard Profile – Wildfire .....	28
3.2.1 Table: History of Significant Wildfires .....	28
3.2.2 Frequency/Probability of Future Occurrences .....	29
3.3 Hazard Profile – Flood .....	29
3.3.1 Table: Severe Weather Events 2010 - Present .....	30
3.4 Hazard Profile – Earthquake/Geological Hazards .....	30
3.4.1 Table: Earthquakes 2010 - 2022 .....	31
3.4.2 Figure: Major California Faults .....	31
3.4.3 Figure: California Faults – Probability of > M6.7 Earthquake .....	32
3.5 Hazard Profile – Drought .....	32
3.5.1 Past Occurrences .....	33
3.5.2 Frequency/Probability of Future Occurrences .....	33
3.6 Hazard Profile – Terrorism .....	34
3.6.1 Past Occurrences .....	34
3.6.2 Figure: Types of Terrorist Attacks in California 1970 – Present .....	35
3.7 Hazard Profile – Climate Change .....	35
3.7.1 California Adaptation Planning Guide (APG) .....	36
3.7.2 Map: Climate Impact Regions .....	36
3.7.3 Past Occurrences .....	37
3.7.4 Frequency/Probability of Future Occurrences .....	37
3.8 2023 Winter Storm Incident .....	37
3.8.1 Incident Summary .....	38





<b>SECTION 4: CONCEPT OF OPERATIONS .....</b>	<b>39</b>
4.1 Continuity Elements .....	39
4.1.1 Figure: Continuity Lifecycle .....	39
4.1.2 Table: Continuity Crisis Phases .....	40
<b>SECTION 5: CONTINUITY ROLES AND RESPONSIBILITIES.....</b>	<b>43</b>
5.1 Department/Agency Mission Statement .....	43
5.2 Department/Agency Organization Chart.....	43
5.3 Organization and Responsibilities .....	43
5.3.1 Department/Agency Head.....	43
5.3.2 DEOP/DEC Coordinator.....	44
5.3.3 DEOP Planning Team.....	44
5.3.4 Information Technology (IT)/Communications Coordinator.....	45
5.3.5 Human Resources (HR) Coordinator .....	45
5.3.6 Resource/Logistics Coordinator .....	45
5.3.7 All Employees .....	46
5.3.8 Reconstitution Manager .....	46
5.3.9 Table: DEOP Planning Team.....	47
<b>SECTION 6: NORMAL OPERATIONS .....</b>	<b>47</b>
<b><i>PART II: DEOP IMPLEMENTATION – SECTION 1: CONTINUITY EVENT.....</i></b>	<b>50</b>
1.1 Continuity Event .....	50
1.1.1 DEOP Implementation Flowchart.....	51
<b>SECTION 2: CONTINUITY OPERATIONS .....</b>	<b>52</b>
2.1 Reconstitution.....	53
<b><i>PART III – ANNEX 1: MISSION ESSENTIAL FUNCTIONS (MEF’S).....</i></b>	<b>56</b>
1.1 Identify Mission Essential Functions (MEF’s) .....	56
1.1.1 MEF Initial Screening Aid.....	57
1.1.3 Table: Example of Department/Agency MEF’s .....	57
1.2 Interdependencies.....	68
1.2.1 Departmental/Agency Dependencies.....	68
<b><i>ANNEX 2: DEVOLUTION .....</i></b>	<b>75</b>
2.1 Mutual Aid .....	76
<b><i>ANNEX 3: PRIMARY/ALTERNATE FACILITIES .....</i></b>	<b>77</b>
3.1 Current (Primary) Facilities/Locations.....	77
3.1.1 Primary Operating Facilities .....	77
3.2 Alternate Facilities/Sites .....	78
3.2.1 Maps: Alternate Facilities/Locations.....	81
3.3 Reconstitution Following Relocation.....	93
3.4 Facilities .....	93
3.5 Personnel .....	94
3.5.1 Reconstitution Following Staff Shortage .....	94
<b><i>ANNEX 4: ESSENTIAL PERSONNEL.....</i></b>	<b>95</b>
4.1 Roster of Essential Positions.....	95
4.2 Lines of Succession .....	103
<b><i>ANNEX 5: ESSENTIAL RECORDS AND DATABASES.....</i></b>	<b>106</b>
5.1 Essential Records .....	106
<b><i>ANNEX 6: COMMUNICATIONS CAPABILITIES.....</i></b>	<b>108</b>
6.1 WebEOC – Under Development for Nexus .....	108
6.2 Emergency Alert System (EAS) .....	109





**SAN BERNARDINO COUNTY**  
**Department Emergency Operations Plan**  
**(DEOP)**

***Probation Department***

6.3 Telephone Emergency Notification System (TENS) .....	110
6.4 SB Safe Employee Emergency Notification System.....	110
6.5 DisAPPster .....	110
6.6 Satellite Phones .....	110
6.7 Ham Radio Operations .....	111
<b>ANNEX 7: TRAINING AND EXERCISES .....</b>	<b>112</b>
7.1 Training .....	112
7.1.1 EOC Training Recommendations .....	112
7.1.2 Department/Agency Training Requirements .....	113
7.2 Exercises.....	114
7.2.1 Exercise Types .....	114
7.2.2 Table: Department/Agency Training/Exercise Schedule .....	115
<b>APPENDIX 1: GLOSSARY OF TERMS.....</b>	<b>117</b>
<b>APPENDIX 2: LIST OF ACRONYMS.....</b>	<b>121</b>
<b>APPENDIX 3: LETTER OF PROMULGATION.....</b>	<b>123</b>
<b>APPENDIX 4: EMERGENCY ACTION PLAN (EAP).....</b>	<b>125</b>
<b>APPENDIX 5: LOCKDOWN.....</b>	<b>160</b>
<b>APPENDIX 6: SHELTER OPERATIONS COMPOUND (SHOC).....</b>	<b>164</b>



**THIS PAGE LEFT BLANK**



## ***PART I BASIC PLAN - SECTION 1: SITUATION/ASSUMPTIONS***

### **1.1 Situation**

San Bernardino County is bordered by the states of Arizona and Nevada on the east, Inyo County on the north, Kern and Los Angeles Counties on the west, and Orange and Riverside Counties on the south:

- San Bernardino County covers 20,105 square miles and is geographically the largest County in the contiguous United States.
- The unincorporated area of the County covers approximately 19,848 square miles (98.7% of the entire County) and the remaining 1.3% of land area (254 square miles) is under the jurisdiction of incorporated cities or towns.
- Cities/Towns are concentrated in the south/west portion of the County.
- 81% of land area is owned by the state, federal and tribal governments, and therefore outside the jurisdiction of the County of San Bernardino or city governments.

San Bernardino County is characterized by three (3) distinct geographic areas: *Valley, Mountains, and Desert*:

- The Valley Region contains most the County's incorporated areas and is the most populous region.
- The Mountain Region is primarily comprised of public lands owned and managed by federal and state agencies.
- The Desert Region is the largest region (over 93% of the County's land area), includes parts of the Mojave Desert.
- Aside from open or undeveloped land, the largest land use in the County is for military purposes.

The total population of San Bernardino County is approximately 2,194,710 people:

- Most of the County's population is in the valley areas located in the southwestern portion of the County.
- The County's projected growth between 2020 and 2045 is 16%.
- The County is comprised of more than 40 departments and agencies staffed by more than 25,000 employees.
- **(Source: [San Bernardino County Land Use Services](#)).**

San Bernardino County is exposed to many hazards, all of which have the potential to disrupt the community, causing damage, and creating casualties. Possible natural hazards include earthquakes, floods, wildfires, and winter storms. The threat of a war-related incident such as a nuclear, biochemical, or conventional attack is present as well. Other man-made disaster situations could develop from hazardous material (HazMat) incidents, public health-related incidents, major transportation incidents, or acts of terrorism.



The organizations described or noted in this plan will be aware of significant emergency conditions as they arise. These conditions will trigger a response consistent with the respective responsibilities and roles defined either by this plan, or by other legal and policy frameworks. The responding organizations will be constrained in their response by the level of training, readiness activities and interagency coordination undertaken prior to the event.

### ***1.1.1 Planning Environment***

- The citizens of San Bernardino County will be expected to provide for their immediate needs to the extent possible for a minimum of 72 hours (*Ideally, 3 -14 days*) following a catastrophic event, or for at least 24 hours following a location-specific event. This may include public as well as private resources in the form of lifeline services.
- A catastrophic earthquake would adversely affect local, county, and state government response capabilities. Consequently, a number of local emergencies will be declared.
- Communications, electrical power, water and natural gas lines, sewer lines and fuel stations will be seriously impaired during the first 24 hours following a major earthquake and may not be fully restored for 30 days or more.
- Transportation corridors will be affected so only emergency equipment, food, supplies, and materials on hand will be available for use during the first 72 hours of emergency operations.
- In event of a catastrophic earthquake, a clear picture regarding the extent of damage, loss of life, and injuries may not be known for at least 36 hours.
- The OA EOC capability may be limited for at least 8 hours if communications links to other agencies and county departments are degraded.
- A Cajon Pass closure may limit the number of emergency response personnel available to staff the primary EOC in Rialto or other emergency management organization functions for at least 12 hours.

## **1.2 Assumptions**

Below are assumptions reflecting the situations that must be considered to achieve effective emergency management and continuity of operations in the County:

- Emergencies may occur at any time with little or no warning and may exceed capabilities of local, state, federal, tribal governments, and the private sector in the affected areas.
- Emergencies may result in casualties, fatalities, and displace people from their homes.
- The County's planning strategies follow Assembly Bill 2311 (Brown, Chapter 520, Statutes of 2016 adding California Government Code section 8593.3), requiring each county and city to integrate access and functional needs to its emergency response plan.
- Essential county services will be maintained as long as conditions permit.
- An emergency will require prompt and effective response and recovery operations by County emergency services, disaster relief, volunteer organizations, and the private



sector. All emergency response staff are trained and experienced in operating under the NIMS/SEMS protocol.

- Environmental, technological, and civil emergencies may be of a magnitude and severity that State and Federal assistance is required.
- Considering shortages of time, space, equipment, supplies, and personnel during a catastrophic disaster, self-sufficiency will be necessary for the first hours or days following the event.
- A continuity event that drastically reduces the number of available staff to support continuity operations may necessitate personnel from outside the organization performing mission essential functions.
- Competition for goods or services from vendors during a widespread continuity event may result in limited availability and/or higher costs.
- Parts or the entire County may be affected by environmental and technological emergencies. Control over County resources will remain at the County level even though the Governor has the legal authority to assume control in a State Declaration of Emergency.
- County communication and work centers may be destroyed or rendered inoperable during a disaster. Normal operations can be disrupted during a general emergency; however, the County can still operate effectively if public officials, first responders, employees, volunteers, and residents are:
  - Familiar with established policies and procedures.
  - Assigned pre-designated tasks.
  - Provided with assembly instructions.
  - Formally trained in their duties, roles, and responsibilities required during emergency operations.



**SAN BERNARDINO COUNTY**  
**Department Emergency Operations Plan**  
**(DEOP)**

*Probation Department*

**THIS PAGE LEFT BLANK**



## **SECTION 2: EMERGENCY MANAGEMENT ORGANIZATION**

### **2.1 County Emergency Management Organization**

*San Bernardino County Code Chapter 1 of Division 1 of Title 2: Public Morals, Safety, and Welfare*, establishes the San Bernardino County Emergency Services Organization.

#### ***Section 21.0103 Office of Emergency Services (OES):***

There is hereby created the Office of Emergency Services (OES). The Office of Emergency Services shall develop emergency plans and manage the emergency programs of this County. Prior to an emergency the Office of Emergency Services shall, be responsible for:

- Developing and coordinating the emergency services planning for San Bernardino County, which will provide for the utilization of all County governmental entities, their resources and equipment, all commercial and industrial resources, and all special groups, bodies, and organizations, including the San Bernardino County Operational Area Coordinating Council, as may be necessary for the support of emergency services operations.
- Developing and coordinating such training programs and exercises as may be necessary for operational requirements.
- Developing and coordinating programs designed to inform the public of measures for self-protection and emergency services activities.
- Coordinating and serving as liaison with Federal, State, other County, City, and Town emergency services agencies, and with representatives of the United States Armed Forces.
- Recommending to the San Bernardino County Disaster Council for consideration all matters within the purview of the Council's responsibilities.
- Recommending to the Board of Supervisors for consideration matters of policy insofar as they relate to emergency services.
- Overseeing the emergency operations plans of County groups, departments, and agencies.

#### ***Section 21.0109 Emergency Organization:***

- All officers and employees of this County, together with those volunteer forces enrolled to aid them during an emergency, and all groups, organizations, and persons who may by agreement or operation of law, including persons impressed into service under provisions of § 21.0105(b) (3) of this Chapter to be charged with duties incident to the protection of life property in this County during such emergency, shall constitute the emergency organization of the County of San Bernardino.



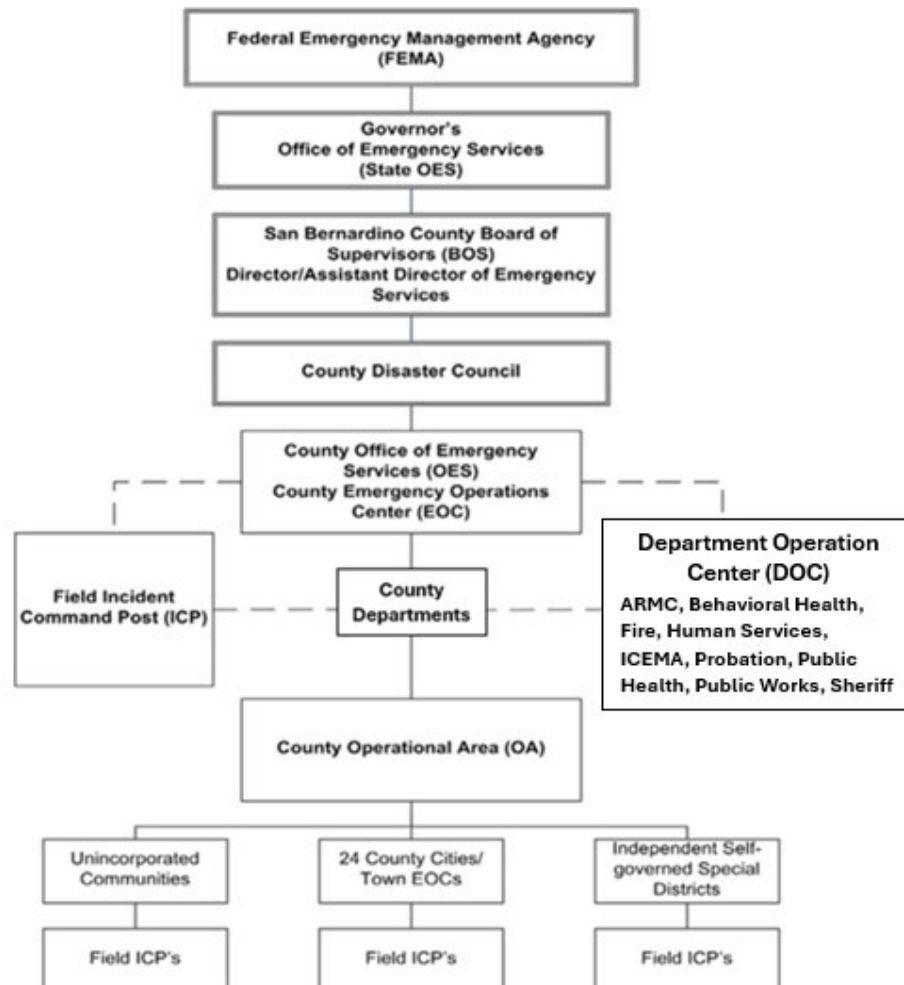
## **2.2 The Role of the Operational Area (OA)**

The San Bernardino County Operational Area (SBCOA) Emergency Management system consists of all County Departments, 24 Cities and Towns, unincorporated areas and Special Districts, together with the private and volunteer sector. This system represents all resources available within the County that may be directed to disaster response and recovery. The goal is to support emergency activities to protect life, property, and the environment.

It is important to note, that while an OA always encompasses the entire County area, it does not necessarily mean that the County government manages and coordinates the OA response within the County. The governing bodies of the County and the political subdivisions within the County develop the organization, structure, and operating procedures for the OA.

In San Bernardino County, even though the County acts as lead agency, OA management and coordination are shared via operation of a mutual aid system. OA representation via the cities/towns will channel requests to the OA. County OES provides staff to coordinate and staff the County OA EOC. This ensures that information, resources, and priorities represent consensus and shared responsibilities.

### ***2.2.1 Chart: San Bernardino County Emergency Organization***





## **2.3 Emergency Management Mission Areas**

The National Preparedness Goal emphasizes capabilities and priorities for emergency management based on the following five (5) mission areas:

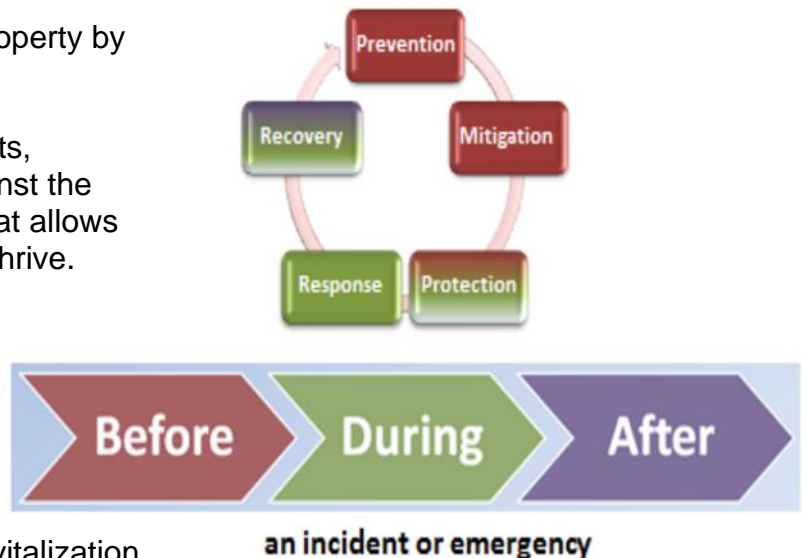
**Prevention:** Preventing, avoiding, or stopping a threatened or an actual act of terrorism.

**Mitigation:** Mitigating the loss of life and property by lessening the impact of future disasters.

**Protection:** Protecting our citizens, residents, visitors, assets, systems, and networks against the greatest threats and hazards in a manner that allows our interests, aspirations, and way of life to thrive.

**Response:** Responding quickly to save lives, protect property and the environment, and meet basic human needs in the aftermath of an incident.

**Recovery:** Recovering through a focus on the timely restoration, strengthening, and revitalization of infrastructure, housing, and the economy, as well as the health, social, cultural, historic, and environmental fabric of communities affected by an incident.



## **2.4 Department/Agency Roles and Responsibilities**

All participating agencies and response organizations will have various roles and responsibilities throughout an emergency. Therefore, it is critical that the local command structure be established to support response and recovery efforts and maintain a significant amount of flexibility to expand and/or contract as the situation evolves.

During an emergency, the County has the responsibility to manage and coordinate the overall emergency response and recovery activities. The OES along with each County Department is responsible for ensuring critical staff are identified and trained at a level enabling effective execution of existing response policies, plans, and procedures.

Most County Departments have emergency functions in addition to their normal daily duties. OES in conjunction with representatives from each County Department is responsible for developing and maintaining DEOP'S. See: [2.4.1 Table: County Department/Agency Response/EOC/ Recovery Roles/ESF Role](#) on the following pages for additional details.

When support requirements cannot be met with County or local government resources, the County will request assistance from those state agencies having statutory authority to provide mutual aid via the California Governor's Office of Emergency Services (Cal OES). If events require assistance beyond the state's capability, the state may request a Presidential



**SAN BERNARDINO COUNTY**  
**Department Emergency Operations Plan**  
**(DEOP)**

**Probation Department**

Declaration of an Emergency or Major Disaster under the provisions of the [Robert T. Stafford Disaster Relief and Emergency Assistance Act](#), Public Law 93-288 as amended.

**2.4.1 Table: County Department/Agency Response/EOC/Recovery Roles/Emergency Support Function (ESF) Role**

DEPARTMENT	ROLES	DUTIES	EMERGENCY SUPPORT FUNCTION (ESF)
AGING AND ADULT SERVICES	<b>RESPONSE ROLE:</b>  <b>EOC ROLE:</b> <b>RECOVERY ROLE:</b>	<ul style="list-style-type: none"><li>• Provide information and assistance to targeted populations</li><li>• Provide staff at Local Assistance Centers (LAC)</li><li>• Provide staff at shelters/SHOCs as needed</li><li>• <i>Provide staffing and resources to support EOC operations</i></li><li>• <i>Ensure Department properly tracks payroll/non-payroll costs</i></li><li>• <i>Coordinate potential costs claims, Initial Damage Estimates (IDEs) and provide updates as appropriate</i></li></ul>	<b>ESF #6 – MASS CARE &amp; SHELTER</b> <ul style="list-style-type: none"><li>• Coordinates actions to assist responsible jurisdictions to meet the needs of victims displaced during an incident including food assistance, clothing, non-medical care and sheltering, family reunification, and victim recovery.</li></ul>
AGRICULTURE / WEIGHTS AND MEASURES	<b>RESPONSE ROLE:</b>  <b>EOC ROLE:</b> <b>RECOVERY ROLE:</b>	<ul style="list-style-type: none"><li>• Monitor pest and insect infestation</li><li>• Provide information regarding damage or threats of damage to the County's agricultural industry</li><li>• Provide support staff at Local Assistance Centers (LAC)</li><li>• <i>Provide staffing and resources to support EOC operations</i></li><li>• <i>Ensure Department properly tracks payroll/non-payroll costs</i></li><li>• <i>Coordinate potential costs claims, Initial Damage Estimates (IDEs) and provide updates as appropriate</i></li></ul>	<b>ESF #11 – FOOD &amp; AGRICULTURE</b> <ul style="list-style-type: none"><li>• Supports the responsible jurisdiction and coordinates activities during and immediately following a disaster, affecting the agriculture and food industry, and supports the recovery of impacted industries and resources post disaster.</li></ul>
AIRPORTS	<b>RESPONSE ROLE:</b>  <b>EOC ROLE:</b> <b>RECOVERY ROLE:</b>	<ul style="list-style-type: none"><li>• Advise on coordination with all airports in the County (military and civilian) and act as liaison in all matters of aviation</li><li>• Coordinate with agencies including Federal Aviation Administration (FAA), Transportation Security Administration (TSA), other law enforcement agencies and/or Homeland Security agencies</li><li>• <i>Provide staffing and resources to support EOC operations</i></li><li>• <i>Ensure Department properly tracks payroll/non-payroll costs</i></li><li>• <i>Coordinate potential costs claims, Initial Damage Estimates (IDEs) and provide updates as appropriate</i></li></ul>	<b>ESF #1 – TRANSPORTATION</b> <ul style="list-style-type: none"><li>• Assists in the management of transportation systems and infrastructure during domestic threats or in response to incidents.</li></ul>



<b>DUTIES</b>	<b>EMERGENCY SUPPORT FUNCTION (ESF)</b>
<ul style="list-style-type: none"> <li>• Assist in providing medical care of the sick and wounded</li> <li>• Provide decontamination and medical care to disaster victims:               <ul style="list-style-type: none"> <li>◦ Immediate ability to decontaminate up to 3 victims, delayed response for decontamination of approximately 20 minutes for mass decontamination, and a capacity of 16 showers</li> </ul> </li> <li>• In the event of a mass influx of patients, procedures have been set up to activate ARMC's internal EOC</li> <li>• Provide staff at shelters/SHOC's as needed</li> <li>• <i>Provide staffing and resources to support EOC operations</i></li> <li>• <i>Ensure Department properly tracks payroll/non-payroll costs</i></li> <li>• <i>Coordinate potential costs claims, Initial Damage Estimates (IDEs) and provide updates as appropriate</i></li> </ul>	<p><b>ESF #8 – PUBLIC HEALTH &amp; MEDICAL</b></p> <ul style="list-style-type: none"> <li>• Coordinates Public Health, Environmental Health, and Emergency Medical Services activities in support of local jurisdiction resource needs for preparedness, response, recovery, and mitigation from emergencies and disasters.</li> </ul>
<ul style="list-style-type: none"> <li>• Assist in development of damage assessment information and support Damage Assessment Unit</li> <li>• Determine dollar value of disaster caused damage</li> <li>• <i>Provide staffing and resources to support EOC operations</i></li> <li>• <i>Ensure Department properly tracks payroll/non-payroll costs</i></li> <li>• <i>Coordinate potential costs claims, Initial Damage Estimates (IDEs) and provide updates as appropriate</i></li> </ul>	<p><b>ESF #14 – RECOVERY</b></p> <ul style="list-style-type: none"> <li>• Supports and enables economic recovery of communities from long-term consequences of extraordinary emergencies and disasters.</li> </ul>
<ul style="list-style-type: none"> <li>• Record and maintain a permanent record of all receipts and expenditures during disaster response and recovery</li> <li>• Establish a disaster accounting system</li> <li>• <i>Provide staffing and resources to support EOC operations</i></li> <li>• <i>Ensure Department properly tracks payroll/non-payroll costs</i></li> <li>• <i>Coordinate potential costs claims, Initial Damage Estimates (IDEs) and provide updates as appropriate</i></li> </ul>	<p><b>ESF #14 – RECOVERY</b></p> <ul style="list-style-type: none"> <li>• Supports and enables economic recovery of communities from long-term consequences of extraordinary emergencies and disasters.</li> </ul>



**SAN BERNARDINO COUNTY**  
**Department Emergency Operations Plan**  
**(DEOP)**

**Probation Department**

DEPARTMENT	ROLES	DUTIES	EMERGENCY SUPPORT FUNCTION (ESF)
BEHAVIORAL HEALTH	<b>RESPONSE ROLE:</b>  <b>EOC ROLE:</b> <b>RECOVERY ROLE:</b>	<ul style="list-style-type: none"> <li>Disaster crisis counseling services</li> <li>Linkage to other resource agencies</li> <li>Provide relief for disaster workers</li> <li>Provide staff/counselors at Local Assistance Centers (LAC)</li> <li>Provide staff/counselors at shelters/SHOCs as needed</li> <li>Provide staffing and resources to support EOC operations</li> <li>Ensure Department properly tracks payroll/non-payroll costs</li> <li>Coordinate potential costs claims, Initial Damage Estimates (IDEs) and provide updates as appropriate</li> </ul>	<b>ESF #8 – PUBLIC HEALTH &amp; MEDICAL</b> <ul style="list-style-type: none"> <li>Coordinates Public Health, Environmental Health, and Emergency Medical Services activities in support of local jurisdiction resource needs for preparedness, response, recovery, and mitigation from emergencies and disasters.</li> </ul>
CHILD SUPPORT SERVICES	<b>RESPONSE ROLE:</b>  <b>EOC ROLE:</b> <b>RECOVERY ROLE:</b>	<ul style="list-style-type: none"> <li>Support Local Assistance Centers (LAC)</li> <li>Provide staff at shelters/SHOCs as needed</li> <li>Provide staffing and resources to support EOC operations</li> <li>Ensure Department properly tracks payroll/non-payroll costs</li> <li>Coordinate potential costs claims, Initial Damage Estimates (IDEs) and provide updates as appropriate</li> </ul>	<b>ESF #6 – MASS CARE &amp; SHELTER</b> <ul style="list-style-type: none"> <li>Coordinates actions to assist responsible jurisdictions to meet the needs of victims displaced during an incident including food assistance, clothing, non-medical care and sheltering, family reunification, and victim recovery.</li> </ul>
CHILDREN AND FAMILY SERVICES	<b>RESPONSE ROLE:</b>  <b>EOC ROLE:</b> <b>RECOVERY ROLE:</b>	<ul style="list-style-type: none"> <li>Coordination of emergency care for foster children</li> <li>Provide staff at Local Assistance Centers (LAC)</li> <li>Provide staff at shelters/SHOCs as needed</li> <li>Provide staffing and resources to support EOC operations</li> <li>Ensure Department properly tracks payroll/non-payroll costs</li> <li>Coordinate potential costs claims, Initial Damage Estimates (IDEs) and provide updates as appropriate</li> </ul>	<b>ESF #6 – MASS CARE &amp; SHELTER</b> <ul style="list-style-type: none"> <li>Coordinates actions to assist responsible jurisdictions to meet the needs of victims displaced during an incident including food assistance, clothing, non-medical care and sheltering, family reunification, and victim recovery.</li> </ul>
CLERK OF THE BOARD	<b>RESPONSE ROLE:</b>  <b>EOC ROLE:</b> <b>RECOVERY ROLE:</b>	<ul style="list-style-type: none"> <li>Maintain a record of all meetings and actions taken by the Board of Supervisors when acting as the "Policy Group"</li> <li>Provide staffing and resources to support EOC operations</li> <li>Ensure Department properly tracks payroll/non-payroll costs</li> <li>Coordinate potential costs claims, Initial Damage Estimates (IDEs) and provide updates as appropriate</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>





**SAN BERNARDINO COUNTY**  
**Department Emergency Operations Plan**  
**(DEOP)**

**Probation Department**

DEPARTMENT	ROLES	DUTIES	EMERGENCY SUPPORT FUNCTION (ESF)
COMMUNITY DEVELOPMENT AND HOUSING	<b>RESPONSE ROLE:</b>  <b>EOC ROLE:</b> <b>RECOVERY ROLE:</b>	<ul style="list-style-type: none"> <li>Update department's long-term recovery plans starting as soon as emergency occurs</li> <li>Advise Policy Group on availability of economic development financial aid</li> <li><i>Provide staffing and resources to support EOC operations</i></li> <li><i>Ensure Department properly tracks payroll/non-payroll costs</i></li> <li><i>Coordinate potential costs claims, Initial Damage Estimates (IDEs) and provide updates as appropriate</i></li> </ul>	<b>ESF #14 – RECOVERY</b> <ul style="list-style-type: none"> <li>Supports and enables economic recovery of communities from long-term consequences of extraordinary emergencies and disasters.</li> </ul>
COUNTY ADMINISTRATIVE OFFICE	<b>RESPONSE ROLE:</b>  <b>EOC ROLE:</b> <b>RECOVERY ROLE:</b>	<ul style="list-style-type: none"> <li>Proclaim "local emergency," when Board not in session</li> <li>Control and direct the County's emergency organization</li> <li>Represent the County in all dealings pertaining to emergencies</li> <li><i>Provide staffing and resources to support EOC operations</i></li> <li><i>Ensure Department properly tracks payroll/non-payroll costs</i></li> <li><i>Coordinate potential costs claims, Initial Damage Estimates (IDEs) and provide updates as appropriate</i></li> </ul>	<b>ESF #5 – MANAGEMENT</b> <ul style="list-style-type: none"> <li>Coordinates and resolves issues among the ESFs in the four phases of emergency management to ensure consistency in the development and maintenance of the EOP annexes. During emergencies, serves in an advisory capacity to the EOC Director.</li> </ul>
COUNTY COMMS	<b>RESPONSE ROLE:</b>  <b>EOC ROLE:</b> <b>RECOVERY ROLE:</b>	<ul style="list-style-type: none"> <li></li> </ul>	<b>ESF #15 – PUBLIC INFORMATION</b> <ul style="list-style-type: none"> <li>Supports accurate, coordinated, timely, and accessible information to affected audiences, including governments, media, the private sector, and the local populace, including the special needs population.</li> </ul>
COUNTY COUNSEL	<b>RESPONSE ROLE:</b>  <b>EOC ROLE:</b> <b>RECOVERY ROLE:</b>	<ul style="list-style-type: none"> <li>Serve as legal advisor to Management Section before, during and after each proclaimed local emergency</li> <li>Prepare and review proclamations and other actions taken or contemplated for legal effect and liability</li> <li><i>Provide staffing and resources to support EOC operations</i></li> <li><i>Ensure Department properly tracks payroll/non-payroll costs</i></li> <li><i>Coordinate potential costs claims, Initial Damage Estimates (IDEs) and provide updates as appropriate</i></li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>



<b>DUTIES</b>	<b>EMERGENCY SUPPORT FUNCTION (ESF)</b>
<ul style="list-style-type: none"> <li>• Continue essential criminal prosecutions and, if necessary, initiate "Motion to Extend Time" through appropriate magistrate</li> <li>• DA Investigators will provide protection for DA staff members and building security for DA facilities</li> <li>• Respond to assist other law enforcement agencies for mutual aid as required</li> <li>• Prosecute offenders who initiated disaster or who prey on those victimized by the disaster</li> <li>• Offer advice on criminal matters to EOC staff and others as necessary</li> <li>• <i>Provide staffing and resources to support EOC operations</i></li> <li>• <i>Ensure Department properly tracks payroll/non-payroll costs</i></li> <li>• <i>Coordinate potential costs claims, Initial Damage Estimates (IDEs) and provide updates as appropriate</i></li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>
<ul style="list-style-type: none"> <li>• Update department's long-term recovery plans starting as soon as emergency occurs</li> <li>• Advise Policy Group on availability of economic development financial aid</li> <li>• <i>Provide staffing and resources to support EOC operations</i></li> <li>• <i>Ensure Department properly tracks payroll/non-payroll costs</i></li> <li>• <i>Coordinate potential costs claims, Initial Damage Estimates (IDEs) and provide updates as appropriate</i></li> </ul>	<p><b>ESF #14 – RECOVERY</b></p> <ul style="list-style-type: none"> <li>• Supports and enables economic recovery of communities from long-term consequences of extraordinary emergencies and disasters.</li> </ul>
<ul style="list-style-type: none"> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>
<ul style="list-style-type: none"> <li>•</li> </ul>	<p><b>ESF #7 – RESOURCES</b></p> <ul style="list-style-type: none"> <li>• Coordinates plans and activities to locate, procure, and pre-position resources to support emergency operations.</li> </ul>



**SAN BERNARDINO COUNTY**  
**Department Emergency Operations Plan**  
**(DEOP)**

**Probation Department**

DEPARTMENT	ROLES	DUTIES	EMERGENCY SUPPORT FUNCTION (ESF)
<b>FIRE PROTECTION DISTRICT: ADMINISTRATION</b>	<b>RESPONSE ROLE:</b>  <b>EOC ROLE:</b> <b>RECOVERY ROLE:</b>	<ul style="list-style-type: none"> <li>• Management of fire emergency organization, suppression/rescue, fire mutual aid, emergency services, hazmat materials, and communications</li> <li>• Support field operations</li> <li>• <i>Provide staffing and resources to support EOC operations</i></li> <li>• <i>Ensure Department properly tracks payroll/non-payroll costs</i></li> <li>• <i>Coordinate potential costs claims, Initial Damage Estimates (IDEs) and provide updates as appropriate</i></li> </ul>	<b>ESF #15 – PUBLIC INFORMATION</b> <ul style="list-style-type: none"> <li>• Supports the accurate, coordinated, timely, and accessible information to affected audiences, including governments, media, the private sector, and the local populace, including the special needs population.</li> </ul>
<b>FIRE PROTECTION DISTRICT: FIRE PREVENTION</b>	<b>RESPONSE ROLE:</b>  <b>EOC ROLE:</b> <b>RECOVERY ROLE:</b>	<ul style="list-style-type: none"> <li>• Fire/arson investigation operations</li> <li>• Damage assessment operations</li> <li>• Suppression support activities</li> <li>• Community safety/support operations</li> <li>• Inspect/investigate potential threats to public safety</li> <li>• <i>Provide staffing and resources to support EOC operations</i></li> <li>• <i>Ensure Department properly tracks payroll/non-payroll costs</i></li> <li>• <i>Coordinate potential costs claims, Initial Damage Estimates (IDEs) and provide updates as appropriate</i></li> </ul>	<b>ESF #4 – FIRE &amp; RESCUE</b> <ul style="list-style-type: none"> <li>• Monitors the status of fire mutual aid activities. Coordinates support activities related to the detection and suppression of urban, rural, and wildland fires and emergency incident scene rescue activities and provide personnel, equipment, and supplies to support local jurisdictions.</li> </ul> <b>ESF #9 – SEARCH &amp; RESCUE</b> <ul style="list-style-type: none"> <li>• Supports and coordinates response of personnel and equipment to search for and rescue missing or trapped persons that may involve criminal acts and water rescues.</li> </ul>
<b>FIRE PROTECTION DISTRICT: HAZARDOUS MATERIALS</b>	<b>RESPONSE ROLE:</b>  <b>EOC ROLE:</b> <b>RECOVERY ROLE:</b>	<ul style="list-style-type: none"> <li>• Respond to all hazardous materials emergencies for the purpose of protecting life, property, and the environment</li> <li>• <i>Provide staffing and resources to support EOC operations</i></li> <li>• <i>Ensure Department properly tracks payroll/non-payroll costs</i></li> <li>• <i>Coordinate potential costs claims, Initial Damage Estimates (IDEs) and provide updates as appropriate</i></li> </ul>	<b>ESF #10 – HAZARDOUS MATERIALS</b> <ul style="list-style-type: none"> <li>• Coordinates resources and supports the responsible jurisdictions to prepare for, prevent, minimize, assess, mitigate, respond to, and recover from a threat to the public or environment by actual or potential hazardous materials releases, including oil spills.</li> </ul>



**SAN BERNARDINO COUNTY**  
**Department Emergency Operations Plan**  
**(DEOP)**

**Probation Department**

DEPARTMENT	ROLES	DUTIES	EMERGENCY SUPPORT FUNCTION (ESF)
FIRST 5	<b>RESPONSE ROLE:</b>  <b>EOC ROLE:</b> <b>RECOVERY ROLE:</b>	<ul style="list-style-type: none"> <li>•</li> </ul>	<b>ESF #6 – MASS CARE &amp; SHELTER</b> Coordinates actions to assist responsible jurisdictions to meet the needs of victims displaced during an incident including food assistance, clothing, non-medical care and sheltering, family reunification, and victim recovery.
FLEET MANAGEMENT	<b>RESPONSE ROLE:</b>  <b>EOC ROLE:</b> <b>RECOVERY ROLE:</b>	<ul style="list-style-type: none"> <li>• Provide 24-hour emergency transportation and service needs of the County's fleet</li> <li>• Provide fuel and vehicle/equipment support to all County departments</li> <li>• Provide emergency generators and support to existing generators</li> <li>• Provide staffing and resources to support EOC operations</li> <li>• Ensure Department properly tracks payroll/non-payroll costs</li> <li>• Coordinate potential costs claims, Initial Damage Estimates (IDEs) and provide updates as appropriate</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>
GOVERNMENT RELATIONS	<b>RESPONSE ROLE:</b>  <b>EOC ROLE:</b> <b>RECOVERY ROLE:</b>	<ul style="list-style-type: none"> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>
HUMAN RESOURCES	<b>RESPONSE ROLE:</b>  <b>EOC ROLE:</b> <b>RECOVERY ROLE:</b>	<ul style="list-style-type: none"> <li>• Establish and implement a system of registering disaster workers and citizen volunteers</li> <li>• Review employment actions taken by County during a local proclamation</li> <li>• Provide staffing and resources to support EOC operations</li> <li>• Ensure Department properly tracks payroll/non-payroll costs</li> <li>• Coordinate potential costs claims, Initial Damage Estimates (IDEs) and provide updates as appropriate</li> </ul>	<b>ESF #17 – VOLUNTEER &amp; DONATIONS MANAGEMENT</b> <ul style="list-style-type: none"> <li>• Supports responsible jurisdictions in ensuring the most efficient and effective use of affiliated and unaffiliated volunteers and organizations and monetary and in-kind donated resources.</li> </ul>





**SAN BERNARDINO COUNTY**  
**Department Emergency Operations Plan**  
**(DEOP)**

**Probation Department**

<b>DEPARTMENT</b>	<b>ROLES</b>	<b>DUTIES</b>	<b>EMERGENCY SUPPORT FUNCTION (ESF)</b>
<b>HUMAN SERVICES</b>	<b>RESPONSE ROLE:</b>  <b>EOC ROLE:</b> <b>RECOVERY ROLE:</b>	<ul style="list-style-type: none"> <li>• Support the American Red Cross with care and shelter operations</li> <li>• Support Local Assistance Centers (LAC)</li> <li>• Provide staff at shelters/SHOCs as needed</li> <li>• Damage assessment of Human Services facilities</li> <li>• <i>Provide staffing and resources to support EOC operations</i></li> <li>• <i>Ensure Department properly tracks payroll/non-payroll costs</i></li> <li>• <i>Coordinate potential costs claims, Initial Damage Estimates (IDEs) and provide updates as appropriate</i></li> </ul>	<b>ESF #6 – MASS CARE &amp; SHELTER</b> <ul style="list-style-type: none"> <li>• Coordinates actions to assist responsible jurisdictions to meet the needs of victims displaced during an incident including food assistance, clothing, non-medical care and sheltering, family reunification, and victim recovery.</li> </ul>
<b>ICEMA</b>	<b>RESPONSE ROLE:</b>  <b>EOC ROLE:</b> <b>RECOVERY ROLE:</b>	<ul style="list-style-type: none"> <li>• Coordinate hospital and health care facilities during an emergency</li> <li>• Coordinate provision of out-of-hospital acute and pre-hospital medical care, transport to definitive care, and other medical transport to patients with illnesses and injuries</li> <li>• Provide Subject Matter Technical Support to Local Assistance Centers (LAC)</li> <li>• Coordinate provision of staff at shelters/SHOCs as needed with Public Health</li> <li>• <i>Provide staffing and resources to support EOC operations</i></li> <li>• <i>Ensure Department properly tracks payroll/non-payroll costs</i></li> <li>• <i>Coordinate potential costs claims, Initial Damage Estimates (IDEs) and provide updates as appropriate</i></li> </ul>	<b>ESF #8 – PUBLIC HEALTH &amp; MEDICAL</b> <ul style="list-style-type: none"> <li>• Coordinates Public Health, Environmental Health, and Emergency Medical Services activities in support of local jurisdiction resource needs for preparedness, response, recovery, and mitigation from emergencies and disasters.</li> </ul>
<b>IN-HOME SUPPORT SERVICES PUBLIC AUTHORITY (IHSS)</b>	<b>RESPONSE ROLE:</b> <b>EOC ROLE:</b> <b>RECOVERY ROLE:</b>	<ul style="list-style-type: none"> <li>• <b>TBD</b></li> <li>• <i>Provide staffing and resources to support EOC operations</i></li> <li>• <i>Ensure Department properly tracks payroll/non-payroll costs</i></li> <li>• <i>Coordinate potential costs claims, Initial Damage Estimates (IDEs) and provide updates as appropriate</i></li> </ul>	<b>ESF #6 – MASS CARE &amp; SHELTER</b> <ul style="list-style-type: none"> <li>• Coordinates actions to assist responsible jurisdictions to meet the needs of victims displaced during an incident including food assistance, clothing, non-medical care and sheltering, family reunification, and victim recovery.</li> </ul>



**SAN BERNARDINO COUNTY**  
**Department Emergency Operations Plan**  
**(DEOP)**

**Probation Department**

DEPARTMENT	ROLES	DUTIES	EMERGENCY SUPPORT FUNCTION (ESF)
INNOVATION TECHNOLOGY	<b>RESPONSE ROLE:</b>  <b>EOC ROLE:</b>  <b>RECOVERY ROLE:</b>	<ul style="list-style-type: none"> <li>• Provide communications, public safety radio, computer, and data services during an emergency</li> <li>• <i>Provide staffing and resources to support EOC operations</i></li> <li>• <i>Ensure Department properly tracks payroll/non-payroll costs</i></li> <li>• <i>Coordinate potential costs claims, Initial Damage Estimates (IDEs) and provide updates as appropriate</i></li> </ul>	<b>ESF #2 – COMMUNICATIONS</b> <ul style="list-style-type: none"> <li>• Provide resources, support, and restoration of government emergency communications, including voice and data.</li> </ul> <b>ESF #18 – CYBERSECURITY</b> <ul style="list-style-type: none"> <li>• Coordinates resources to prepare, mitigate, respond to, and recover from a significant cybersecurity event.</li> </ul>
LABOR RELATIONS	<b>RESPONSE ROLE:</b>  <b>EOC ROLE:</b>  <b>RECOVERY ROLE:</b>	<ul style="list-style-type: none"> <li>• </li> </ul>	<ul style="list-style-type: none"> <li>• </li> </ul>
LAND USE SERVICES: ADMINISTRATION	<b>RESPONSE ROLE:</b>  <b>EOC ROLE:</b>  <b>RECOVERY ROLE:</b>	<ul style="list-style-type: none"> <li>• Coordinate critical building damage assessment</li> <li>• Support Recovery phase</li> <li>• <i>Provide staffing and resources to support EOC operations</i></li> <li>• <i>Ensure Department properly tracks payroll/non-payroll costs</i></li> <li>• <i>Coordinate potential costs claims, Initial Damage Estimates (IDEs) and provide updates as appropriate</i></li> </ul>	<ul style="list-style-type: none"> <li>• </li> </ul>
LAND USE SERVICES: BUILDING/SAFETY	<b>RESPONSE ROLE:</b>  <b>EOC ROLE:</b>  <b>RECOVERY ROLE:</b>	<ul style="list-style-type: none"> <li>• Damage assessment of privately owned structures</li> <li>• Support damage assessment activities Countywide</li> <li>• <i>Provide staffing and resources to support EOC operations</i></li> <li>• <i>Ensure Department properly tracks payroll/non-payroll costs</i></li> <li>• <i>Coordinate potential costs claims, Initial Damage Estimates (IDEs) and provide updates as appropriate</i></li> </ul>	<b>ESF #3 – CONSTRUCTION AND ENGINEERING</b> <ul style="list-style-type: none"> <li>• Organizes the capabilities and resources of the government to facilitate the delivery of services, technical assistance, engineering expertise, construction management, and other support to local jurisdictions.</li> </ul>



**SAN BERNARDINO COUNTY**  
**Department Emergency Operations Plan**  
**(DEOP)**

**Probation Department**

DEPARTMENT	ROLES	DUTIES	EMERGENCY SUPPORT FUNCTION (ESF)
LAND USE SERVICES: CODE ENFORCEMENT	<b>RESPONSE ROLE:</b>  <b>EOC ROLE:</b> <b>RECOVERY ROLE:</b>	<ul style="list-style-type: none"> <li></li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>
LAND USE SERVICES: PLANNING	<b>RESPONSE ROLE:</b>  <b>EOC ROLE:</b> <b>RECOVERY ROLE:</b>	<ul style="list-style-type: none"> <li>• Provide public information and warning when potential avalanche, earthquake, landslide, or volcanic activity presents a hazard to citizens</li> <li>• Provide general information on ways to mitigate the potential effects of disasters</li> <li>• Support Department Operations Center (DOC)</li> <li>• <i>Provide staffing and resources to support EOC operations</i></li> <li>• <i>Ensure Department properly tracks payroll/non-payroll costs</i></li> <li>• <i>Coordinate potential costs claims, Initial Damage Estimates (IDEs) and provide updates as appropriate</i></li> </ul>	<b>ESF #3 – CONSTRUCTION AND ENGINEERING</b> <ul style="list-style-type: none"> <li>• Organizes the capabilities and resources of the government to facilitate the delivery of services, technical assistance, engineering expertise, construction management, and other support to local jurisdictions.</li> </ul>
LEGISLATIVE AFFAIRS	<b>RESPONSE ROLE:</b>  <b>EOC ROLE:</b> <b>RECOVERY ROLE:</b>	<ul style="list-style-type: none"> <li></li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>
LIBRARIES	<b>RESPONSE ROLE:</b> <b>EOC ROLE:</b> <b>RECOVERY ROLE:</b>	<ul style="list-style-type: none"> <li>• Provide archive and records management</li> <li>• <i>Provide staffing and resources to support EOC operations</i></li> <li>• <i>Ensure Department properly tracks payroll/non-payroll costs</i></li> <li>• <i>Coordinate potential costs claims, Initial Damage Estimates (IDEs) and provide updates as appropriate</i></li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>



DUTIES	EMERGENCY SUPPORT FUNCTION (ESF)
<ul style="list-style-type: none"> <li>• Work with EOC Responders from Public Works and Law</li> <li>• Provide staffing and resources to support EOC operations</li> <li>• Ensure Department properly tracks payroll/non-payroll costs</li> <li>• Coordinate potential costs claims, Initial Damage Estimates (IDEs) and provide updates as appropriate</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>
<ul style="list-style-type: none"> <li>• Lead agency for the San Bernardino County Operational Area (OA)</li> <li>• Provide timely and accurate situation status reports and resource status reports to appropriate policymakers, elected officials, and to State OES Southern Region EOC (REOC)</li> <li>• Monitor situation status and resource status in each local jurisdiction within the County</li> <li>• Coordinate with each jurisdiction to facilitate the rapid and efficient procurement of resources needed in response to an emergency</li> <li>• Provide any appropriate services needed to support the area-wide response</li> <li>• Assist in the coordination between County departments to efficiently utilize County resources to produce the most effective response to an emergency</li> <li>• Assist in the facilitation of the rapid restoration of business, government, and other institutions</li> <li>• Overall EOC management and Planning/Intelligence Section and support to other EOC Sections as required</li> <li>• Utilize WebEOC as the OA communications platform</li> <li>• See: County Disaster Recovery Plan</li> </ul>	<p><b>ESF #5 – MANAGEMENT</b></p> <ul style="list-style-type: none"> <li>• Coordinates and resolves issues among the ESFs in the four phases of emergency management to ensure consistency in the development and maintenance of the EOP annexes. During emergencies, serves in an advisory capacity to the EOC Director.</li> </ul>
<ul style="list-style-type: none"> <li>•</li> </ul>	<p><b>ESF #6 – MASS CARE &amp; SHELTER</b></p> <ul style="list-style-type: none"> <li>• Coordinates actions to assist responsible jurisdictions to meet the needs of victims displaced during an incident including food assistance, clothing, non-medical care and sheltering, family reunification, and victim recovery.</li> </ul>



**SAN BERNARDINO COUNTY**  
**Department Emergency Operations Plan**  
**(DEOP)**

**Probation Department**

DEPARTMENT	ROLES	DUTIES	EMERGENCY SUPPORT FUNCTION (ESF)
PERFORMANCE EDUCATION RESOURCE CENTER	<b>RESPONSE ROLE:</b>  <b>EOC ROLE:</b> <b>RECOVERY ROLE:</b>	<ul style="list-style-type: none"> <li></li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>
PRESCHOOL SERVICES	<b>RESPONSE ROLE:</b>  <b>EOC ROLE:</b> <b>RECOVERY ROLE:</b>	<ul style="list-style-type: none"> <li>Conduct evacuation of forty (40) Head Start sites if in session at the time of an emergency</li> <li>Support Local Assistance Centers (LAC)</li> <li>Provide staff at shelters/SHOCs as needed</li> <li><i>Provide staffing and resources to support EOC operations</i></li> <li><i>Ensure Department properly tracks payroll/non-payroll costs</i></li> <li><i>Coordinate potential costs claims, Initial Damage Estimates (IDEs) and provide updates as appropriate</i></li> </ul>	<b>ESF #6 – MASS CARE &amp; SHELTER</b> <ul style="list-style-type: none"> <li>Coordinates actions to assist responsible jurisdictions to meet the needs of victims displaced during an incident including food assistance, clothing, non-medical care and sheltering, family reunification, and victim recovery.</li> </ul>
PROBATION	<b>RESPONSE ROLE:</b>  <b>EOC ROLE:</b> <b>RECOVERY ROLE:</b>	<ul style="list-style-type: none"> <li>Provide for the safety and security of the community by maintaining juvenile institutions</li> <li>Act as a law enforcement resource as needed, where directed by the Chief or his designee</li> <li>Provide staffing and resources to support EOC operations</li> <li>Ensure the Department properly tracks payroll/non-payroll costs</li> <li>Coordinate potential cost claims, Initial Damage Estimates (IDEs), and provide updates as appropriate</li> </ul>	<b>ESF #13 – Public Safety and Security</b> <ul style="list-style-type: none"> <li>Facility and resource security</li> <li>Security planning and technical resource assistance</li> <li>Public safety and security support</li> <li>Support for access, traffic, and crowd control</li> </ul>
PROJECT & FACILITIES MANAGEMENT	<b>RESPONSE ROLE:</b>  <b>EOC ROLE:</b> <b>RECOVERY ROLE:</b>	<ul style="list-style-type: none"> <li></li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>





**SAN BERNARDINO COUNTY**  
**Department Emergency Operations Plan**  
**(DEOP)**

**Probation Department**

DEPARTMENT	ROLES	DUTIES	EMERGENCY SUPPORT FUNCTION (ESF)
<b>PUBLIC DEFENDER</b>	<b>RESPONSE ROLE:</b>  <b>EOC ROLE:</b> <b>RECOVERY ROLE:</b>	<ul style="list-style-type: none"> <li>• Continue to provide essential defense services for criminal prosecutions as mandated under the state and federal constitutions and state statutory laws.</li> <li>• Offer advice legal advice on criminal matters to EOC staff and others as necessary</li> <li>• <i>Provide staffing and resources to support EOC operations</i></li> <li>• <i>Ensure Department properly tracks payroll/non-payroll costs</i></li> <li>• <i>Coordinate potential costs claims, Initial Damage Estimates (IDEs) and provide updates as appropriate</i></li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>
<b>PUBLIC HEALTH: ADMINISTRATION</b>	<b>RESPONSE ROLE:</b>  <b>EOC ROLE:</b> <b>RECOVERY ROLE:</b>	<ul style="list-style-type: none"> <li>• Coordinate with Regional Disaster Medical Health Coordination Program on information sharing and resource requests/mutual aid</li> <li>• Support the Public Health Department Operations Center (DOC)</li> <li>• Coordinate public health operations including: <ul style="list-style-type: none"> <li>○ Animal Care and Control</li> <li>○ Communicable Disease</li> <li>○ Environmental Health Services</li> <li>○ Health Education and Promotion Services</li> <li>○ Laboratory</li> <li>○ Public Health Clinics</li> <li>○ Vital Statistics</li> </ul> </li> <li>• Coordinate public health emergency responses related to mass prophylaxis, infectious disease, pandemic influenza, the medical services needs unit, alternate care sites, and biological, chemical, radiological, nuclear, and explosive agents</li> <li>• Coordinate with emergency medical services and behavioral health agencies</li> <li>• Provide public information regarding public health implications</li> <li>• <i>Provide staffing and resources to support EOC operations</i></li> <li>• <i>Ensure Department properly tracks payroll/non-payroll costs</i></li> <li>• <i>Coordinate potential costs claims, Initial Damage Estimates (IDEs) and provide updates as appropriate</i></li> </ul>	<b>ESF #8 – PUBLIC HEALTH &amp; MEDICAL</b> <ul style="list-style-type: none"> <li>• Coordinates Public Health, Environmental Health, and Emergency Medical Services activities in support of local jurisdiction resource needs for preparedness, response, recovery, and mitigation from emergencies and disasters.</li> </ul>



**SAN BERNARDINO COUNTY**  
**Department Emergency Operations Plan**  
**(DEOP)**

**Probation Department**

DEPARTMENT	ROLES	DUTIES	EMERGENCY SUPPORT FUNCTION (ESF)
<b>PUBLIC HEALTH: ANIMAL CONTROL</b>	<b>RESPONSE ROLE:</b>     <b>EOC ROLE:</b> <b>RECOVERY ROLE:</b>	<ul style="list-style-type: none"> <li>• Provide emergency shelter services for animals</li> <li>• Maintain and care for animals in shelters</li> <li>• Assess causes of illness and death among animals</li> <li>• Provide high-priority animal control services to the residents</li> <li>• Provide medical transportation for animals in need</li> <li>• Coordination with the State Veterinary Diagnostic Laboratory</li> <li>• <i>Provide staffing and resources to support EOC operations</i></li> <li>• <i>Ensure Department properly tracks payroll/non-payroll costs</i></li> <li>• <i>Coordinate potential costs claims, Initial Damage Estimates (IDEs) and provide updates as appropriate</i></li> </ul>	<b>ESF #16 – EVACUATION</b> <ul style="list-style-type: none"> <li>• Supports the safe evacuation of persons, domestic animals and livestock from hazardous areas.</li> </ul>
<b>PUBLIC HEALTH: ENVIRONMENTAL HEALTH SERVICES</b>	<b>RESPONSE ROLE:</b>     <b>EOC ROLE:</b> <b>RECOVERY ROLE:</b>	<ul style="list-style-type: none"> <li>• Protect public health, promote safety, and prevent environmental hazards during disasters (e.g. all food facilities; recreational areas and camps; hotel/motels, apartments, and bed and breakfast facilities; massage facilities; wholesale facilities; wells; land use conditioning; wastewater; vector control issues)</li> <li>• Conduct environmental health assessments, mitigation measures, and shelter assessments</li> <li>• <i>Provide staffing and resources to support EOC operations</i></li> <li>• <i>Ensure Department properly tracks payroll/non-payroll costs</i></li> <li>• <i>Coordinate potential costs claims, Initial Damage Estimates (IDEs) and provide updates as appropriate</i></li> </ul>	<b>ESF #8 – PUBLIC HEALTH &amp; MEDICAL</b> <ul style="list-style-type: none"> <li>• Coordinates Public Health, Environmental Health, and Emergency Medical Services activities in support of local jurisdiction resource needs for preparedness, response, recovery, and mitigation from emergencies and disasters.</li> </ul>
<b>PUBLIC WORKS: ADMINISTRATION</b>	<b>RESPONSE ROLE:</b>     <b>EOC ROLE:</b> <b>RECOVERY ROLE:</b>	<ul style="list-style-type: none"> <li>• Survey roads, flood control, and solid waste facilities</li> <li>• Assist Purchasing to procure heavy equipment</li> <li>• Assist with public works mutual aid</li> <li>• Coordinate/activate Department Operations Center (DOC)</li> <li>• <b>See: Department of Public Works Emergency Plan</b></li> <li>• <i>Provide staffing and resources to support EOC operations</i></li> <li>• <i>Ensure Department properly tracks payroll/non-payroll costs</i></li> <li>• <i>Coordinate potential costs claims, Initial Damage Estimates (IDEs) and provide updates as appropriate</i></li> </ul>	<b>ESF #3 – CONSTRUCTION AND ENGINEERING</b> <ul style="list-style-type: none"> <li>• Organizes the capabilities and resources of the government to facilitate the delivery of services, technical assistance, engineering expertise, construction management, and other support to local jurisdictions.</li> </ul>



**SAN BERNARDINO COUNTY**  
**Department Emergency Operations Plan**  
**(DEOP)**

*Probation Department*

DEPARTMENT	ROLES	DUTIES	EMERGENCY SUPPORT FUNCTION (ESF)
<b>PUBLIC WORKS: FLOOD CONTROL</b>	<b>RESPONSE ROLE:</b>  <b>EOC ROLE:</b> <b>RECOVERY ROLE:</b>	<ul style="list-style-type: none"> <li>• Monitor all dams and levees to provide warnings of potential failure</li> <li>• Flood protection on major streams</li> <li>• Storm drain construction</li> <li>• Provide staffing and resources to support EOC operations</li> <li>• Ensure Department properly tracks payroll/non-payroll costs</li> <li>• Coordinate potential costs claims, Initial Damage Estimates (IDEs) and provide updates as appropriate</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>
<b>PUBLIC WORKS: TRANSPORTATION</b>	<b>RESPONSE ROLE:</b>  <b>EOC ROLE:</b> <b>RECOVERY ROLE:</b>	<ul style="list-style-type: none"> <li>• Determine surface routes to be reopened following major disaster and establish priorities for opening those routes in cooperation with cities/towns and Caltrans</li> <li>• Erect barricade and roadblocks around disaster areas</li> <li>• Plow snow on mountain roads</li> <li>• Traffic signal maintenance</li> <li>• Traffic sign and pavement striping maintenance</li> <li>• Storm repairs and clean up</li> <li>• Maintenance of bridges and metal pipe and concrete box culverts</li> <li>• Maintenance of drainage facilities such as inlets, ditches, dikes, and gutters</li> <li>• Provide staffing and resources to support EOC operations</li> <li>• Ensure Department properly tracks payroll/non-payroll costs</li> <li>• Coordinate potential costs claims, Initial Damage Estimates (IDEs) and provide updates as appropriate</li> </ul>	<b>ESF #1 – TRANSPORTATION</b> <ul style="list-style-type: none"> <li>• Assists in the management of transportation systems and infrastructure during domestic threats or in response to incidents.</li> </ul>
<b>PUBLIC WORKS: SOLID WASTE MANAGEMENT</b>	<b>RESPONSE ROLE:</b>  <b>EOC ROLE:</b> <b>RECOVERY ROLE:</b>	<ul style="list-style-type: none"> <li>• Conduct damage assessment of infrastructure and facilities</li> <li>• Determine waste disposal methods</li> <li>• Support Recovery phase</li> <li>• Provide staffing and resources to support EOC operations</li> <li>• Ensure Department properly tracks payroll/non-payroll costs</li> <li>• Coordinate potential costs claims, Initial Damage Estimates (IDEs) and provide updates as appropriate</li> </ul>	<b>ESF #12 – UTILITIES</b> <ul style="list-style-type: none"> <li>• Provide resources and support to responsible jurisdictions and in partnership with the private sector to restore gas, electric, water, wastewater and telecommunications.</li> </ul>





**SAN BERNARDINO COUNTY**  
**Department Emergency Operations Plan**  
**(DEOP)**

**Probation Department**

DEPARTMENT	ROLES	DUTIES	EMERGENCY SUPPORT FUNCTION (ESF)
<b>PURCHASING</b>	<b>RESPONSE ROLE:</b>  <b>EOC ROLE:</b>  <b>RECOVERY ROLE:</b>	<ul style="list-style-type: none"> <li>Responsible for procurement and purchase of equipment and materials needed by emergency organization</li> <li>Provide staffing and resources to support EOC operations</li> <li>Ensure Department properly tracks payroll/non-payroll costs</li> <li>Coordinate potential costs claims, Initial Damage Estimates (IDEs) and provide updates as appropriate</li> </ul>	<b>ESF #7 – RESOURCES</b> <ul style="list-style-type: none"> <li>Coordinates plans and activities to locate, procure, and pre-position resources to support emergency operations.</li> </ul>
<b>REAL ESTATE SERVICES</b>	<b>RESPONSE ROLE:</b>  <b>EOC ROLE:</b>  <b>RECOVERY ROLE:</b>	<ul style="list-style-type: none"> <li>Assist in assessing condition of properties/facilities owned or leased by the County and right of way issues associated with roads and flood control channels</li> <li>Determine facility needs of County departments and procure alternative facilities as needed to continue operations and services</li> <li>Work with damage/safety assessment team(s) to determine condition of owned and leased facilities and need for replacement facilities</li> <li>Provide staffing and resources to support EOC operations</li> <li>Ensure Department properly tracks payroll/non-payroll costs</li> <li>Coordinate potential costs claims, Initial Damage Estimates (IDEs) and provide updates as appropriate</li> </ul>	<b>ESF #14 – RECOVERY</b> <ul style="list-style-type: none"> <li>Supports and enables economic recovery of communities from long-term consequences of extraordinary emergencies and disasters.</li> </ul>
<b>REAL ESTATE SERVICES: FACILITIES MANAGEMENT</b>	<b>RESPONSE ROLE:</b>  <b>EOC ROLE:</b>  <b>RECOVERY ROLE:</b>	<ul style="list-style-type: none"> <li>Re-establish power/utility services to County buildings</li> <li>Assist in determining status and condition of County buildings</li> <li>Remove debris from County buildings and grounds</li> <li>Support Local Assistance Centers (LAC)/SHOC</li> <li>Provide staffing and resources to support EOC operations</li> <li>Ensure Department properly tracks payroll/non-payroll costs</li> <li>Coordinate potential costs claims, Initial Damage Estimates (IDEs) and provide updates as appropriate</li> </ul>	<b>ESF #3 – CONSTRUCTION AND ENGINEERING</b> <ul style="list-style-type: none"> <li>Organizes the capabilities and resources of the government to facilitate the delivery of services, technical assistance, engineering expertise, construction management, and other support to local jurisdictions.</li> </ul>
<b>REAL ESTATE SERVICES: PROJECT MANAGEMENT</b>	<b>RESPONSE ROLE:</b>  <b>EOC ROLE:</b>  <b>RECOVERY ROLE:</b>	<ul style="list-style-type: none"> <li>Provide damage assessment(s) of buildings and facilities</li> <li>Provide staffing and resources to support EOC operations</li> <li>Ensure Department properly tracks payroll/non-payroll costs</li> <li>Coordinate potential costs claims, Initial Damage Estimates (IDEs) and provide updates as appropriate</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>



**SAN BERNARDINO COUNTY**  
**Department Emergency Operations Plan**  
**(DEOP)**

**Probation Department**

<b>DEPARTMENT</b>	<b>ROLES</b>	<b>DUTIES</b>	<b>EMERGENCY SUPPORT FUNCTION (ESF)</b>
<b>REGIONAL PARKS</b>	<b>RESPONSE ROLE:</b>  <b>EOC ROLE:</b> <b>RECOVERY ROLE:</b>	<ul style="list-style-type: none"> <li>Establish Shelters, Staging Areas, Fire Camps, Incident Command Posts, Field Treatment Sites (FTS), and Temporary Morgues</li> <li>Coordinate with Solid Waste Management for disposal of waste</li> <li>Account for cultural resources</li> <li>Support Department Operations Center (DOC)</li> <li><i>Provide staffing and resources to support EOC operations</i></li> <li><i>Ensure Department properly tracks payroll/non-payroll costs</i></li> <li><i>Coordinate potential costs claims, Initial Damage Estimates (IDEs) and provide updates as appropriate</i></li> </ul>	<b>ESF #6 – MASS CARE &amp; SHELTER</b> <ul style="list-style-type: none"> <li>Coordinates actions to assist responsible jurisdictions to meet the needs of accessibility access and safety for residents displaced during an incident including food assistance, clothing, non-medical care and sheltering, family reunification, and victim recovery.</li> </ul>
<b>REGISTRAR OF VOTERS</b>	<b>RESPONSE ROLE:</b> <b>EOC ROLE:</b> <b>RECOVERY ROLE:</b>	<ul style="list-style-type: none"> <li><b>TBD</b></li> <li><i>Provide staffing and resources to support EOC operations</i></li> <li><i>Ensure Department properly tracks payroll/non-payroll costs</i></li> <li><i>Coordinate potential costs claims, Initial Damage Estimates (IDEs) and provide updates as appropriate</i></li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>
<b>RISK MANAGEMENT</b>	<b>RESPONSE ROLE:</b> <b>EOC ROLE:</b> <b>RECOVERY ROLE:</b>	<ul style="list-style-type: none"> <li>Accessibility, Function and Needs (AFN) Coordinator</li> <li><i>Provide staffing and resources to support EOC operations</i></li> <li><i>Ensure Department properly tracks payroll/non-payroll costs</i></li> <li><i>Coordinate potential costs claims, Initial Damage Estimates (IDEs) and provide updates as appropriate</i></li> </ul>	<b>ESF #6 – MASS CARE &amp; SHELTER</b> <ul style="list-style-type: none"> <li>Coordinates actions to assist responsible jurisdictions to meet the needs of accessibility access and safety for residents displaced during an incident including food assistance, clothing, non-medical care and sheltering, family reunification, and victim recovery.</li> <li><i>Conducts inspections shelters for proper accessibility of toilet, shower, and sleeping accommodations during shelter operations.</i></li> </ul>



**SAN BERNARDINO COUNTY**  
**Department Emergency Operations Plan**  
**(DEOP)**

**Probation Department**

DEPARTMENT	ROLES	DUTIES	EMERGENCY SUPPORT FUNCTION (ESF)
SHERIFF-CORONER	<p><b>RESPONSE ROLE:</b></p> <p><b>EOC ROLE:</b></p> <p><b>RECOVERY ROLE:</b></p>	<ul style="list-style-type: none"> <li>• Coordinate law enforcement response to proclaimed disasters</li> <li>• Control and allocate all law enforcement resources sent in or from outside the County</li> <li>• Serve as action agency which implements evacuation of disaster victims</li> <li>• Direct movement of people, vehicles and equipment in and around disaster areas</li> <li>• Coordinate law enforcement mutual aid within OES Region VI</li> <li>• Provide security of EOC and County buildings</li> <li>• Coordinate/activate Department Operations Center (DOC) when necessary</li> <li>• <i>Provide staffing and resources to support EOC operations</i></li> <li>• <i>Ensure Department properly tracks payroll/non-payroll costs</i></li> <li>• <i>Coordinate potential costs claims, Initial Damage Estimates (IDEs) and provide updates as appropriate</i></li> </ul>	<p><b>ESF #9 – SEARCH &amp; RESCUE</b></p> <ul style="list-style-type: none"> <li>• Supports and coordinates response of personnel and equipment to search for and rescue missing or trapped persons that may involve criminal acts and water rescues.</li> </ul> <p><b>ESF #13 – LAW ENFORCEMENT</b></p> <ul style="list-style-type: none"> <li>• Coordinates law enforcement personnel and equipment to support responsible law enforcement agencies, coroner activities, Wilderness Search and Rescue, and public safety in accordance with Law Enforcement and Coroner's Mutual Aid Plans.</li> </ul> <p><b>ESF #15 – PUBLIC INFORMATION</b></p> <ul style="list-style-type: none"> <li>• Supports accurate, coordinated, timely, and accessible information to affected audiences, including governments, media, the private sector, and the local populace, including the special needs population.</li> </ul> <p><b>ESF #16 – EVACUATION</b></p> <ul style="list-style-type: none"> <li>• Supports the safe evacuation of persons, domestic animals and livestock from hazardous areas.</li> </ul>



**SAN BERNARDINO COUNTY**  
**Department Emergency Operations Plan**  
**(DEOP)**

**Probation Department**

DEPARTMENT	ROLES	DUTIES	EMERGENCY SUPPORT FUNCTION (ESF)
<b>SPECIAL DISTRICTS</b>	<b>RESPONSE ROLE:</b>  <b>EOC ROLE:</b> <b>RECOVERY ROLE:</b>	<ul style="list-style-type: none"> <li>• Provide information regarding condition of Board Governed and Self-Governed Special Districts, including water, sanitation, road, park, dam and TV translator districts throughout the County</li> <li>• Conduct damage assessment of all infrastructure and assist in getting services back online</li> <li>• Department Operations Center (DOC)</li> <li>• <i>Provide staffing and resources to support EOC operations</i></li> <li>• <i>Ensure Department properly tracks payroll/non-payroll costs</i></li> <li>• <i>Coordinate potential costs claims, Initial Damage Estimates (IDEs) and provide updates as appropriate</i></li> </ul>	<b>ESF #12 – UTILITIES</b> <ul style="list-style-type: none"> <li>• Provide resources and support to responsible jurisdictions and in partnership with the private sector to restore gas, electric, water, wastewater and telecommunications.</li> </ul>
<b>TRANSITIONAL ASSISTANCE</b>	<b>RESPONSE ROLE:</b>  <b>SUPPORT ROLE:</b> <b>RECOVERY ROLE:</b>	<ul style="list-style-type: none"> <li>• Provide emergency CalFresh Benefits (Food Stamps) for eligible recipients</li> <li>• Support Local Assistance Centers (LAC)</li> <li>• Provide staff at shelters/SHOCs as needed</li> <li>• <i>Provide staffing and resources to support EOC operations</i></li> <li>• <i>Ensure Department properly tracks payroll/non-payroll costs</i></li> <li>• <i>Coordinate potential costs claims, Initial Damage Estimates (IDEs) and provide updates as appropriate</i></li> </ul>	<b>ESF #6 – MASS CARE &amp; SHELTER</b> <ul style="list-style-type: none"> <li>• Coordinates actions to assist responsible jurisdictions to meet the needs of victims displaced during an incident including food assistance, clothing, non-medical care and sheltering, family reunification, and victim recovery.</li> </ul>
<b>VETERANS AFFAIRS</b>	<b>RESPONSE ROLE:</b>  <b>EOC ROLE:</b> <b>RECOVERY ROLE:</b>	<ul style="list-style-type: none"> <li>• Support Local Assistance Centers (LAC)</li> <li>• Provide staff at shelters/SHOCs as needed</li> <li>• <i>Provide staffing and resources to support EOC operations</i></li> <li>• <i>Ensure Department properly tracks payroll/non-payroll costs</i></li> <li>• <i>Coordinate potential costs claims, Initial Damage Estimates (IDEs) and provide updates as appropriate</i></li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>
<b>WORKFORCE DEVELOPMENT</b>	<b>RESPONSE ROLE:</b>  <b>EOC ROLE:</b> <b>RECOVERY ROLE:</b>	<ul style="list-style-type: none"> <li>• Support Local Assistance Centers (LAC)</li> <li>• Provide staff at shelters/SHOCs as needed</li> <li>• <i>Provide staffing and resources to support EOC operations</i></li> <li>• <i>Ensure Department properly tracks payroll/non-payroll costs</i></li> <li>• <i>Coordinate potential costs claims, Initial Damage Estimates (IDEs) and provide updates as appropriate</i></li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>





## SECTION 3: HAZARD RISK ASSESSMENT

### 3.1 Hazard Analysis Summary

The [2022 San Bernardino County Multi-Jurisdictional Hazard Mitigation Plan](#) (MJHMP) Risk Assessment approach consisted of three (3) components:

1. *Hazard Identification*: Identification and screening of hazards.
2. *Hazard Profiles*: Review of historic occurrences and assessment of the potential for future events.
3. *Vulnerability Assessment*: Determination of potential losses or impacts to buildings, infrastructure, and population.

The MJHMP Planning Team determined that the County and its Special Districts should focus over the next five (5) years on hazards that rated within the **HIGH** and **MEDIUM** “**Probability**” and “**Impact**” categories.

RATING	HAZARD RANKING CRITERIA
<b>HIGH</b>	An event is imminent and/or experts have confirmed potential for
<b>MEDIUM</b>	An event is possible and/or potential for occurrence is assumed but not verified
<b>LOW</b>	An event is unlikely and/or no historical context exists

#### 3.1.1 Table: Hazard Prioritization Matrix

The table below illustrates the final prioritization of the hazard; the “**RED**” colored box represents the highest priority hazards; the “**PURPLE**” colored boxes represent medium priority hazards, and the “**GREEN**” represent low priority hazards.

		IMPACT		
		HIGH	MEDIUM	LOW
PROBABILITY	HIGH	Wildfire Flood Earthquake/Geological Hazards	Drought	
	MEDIUM	Terrorism	Climate Change Landslide	Hail Infestation Extreme Heat
	LOW		Dam Inundation	Tornado High Winds Winter Storm Lightning Extreme Cold



## **3.2 Hazard Profile – Wildfire**

### ***PROBABILITY - HIGH*** ***IMPACT - HIGH***

Wildfires present a significant potential for disaster in the County, a region of relatively high temperatures, low humidity, and low precipitation during the summer. This long summer season is followed by a fall season that is famous for high velocity, and very dry winds that come out of the desert. The Santa Ana winds very consistently arrive from the middle of October to the end of November.

In and of themselves, these weather patterns would be of little significance without the unnaturally dense forest and the dense undergrowth that has been allowed to grow unabated for the last several decades. Compounding the vegetative growth that has occurred is the unchecked development of substantial housing and businesses in mountain communities.

This urbanized growth has required parallel growth and sophistication in the fire service that responds to wildfires in the wild land urban interface. With immediate responses to initial fire starts, the vast majority of fires are successfully extinguished in short order. In doing so, this eliminates nature's way of thinning the forest through smaller fires.

Another factor that has potential for disaster is the number of dead trees in the mountain region. Due to the over densification of the forest combined with drought conditions during the past ten years, trees in the local mountains have become weakened, creating a perfect environment for Bark Beetles to proliferate from 2003 to 2008. Combine these severe burning conditions with people or lightning and the stage is set for the occurrence of large, destructive wildfires.

In addition, the forested areas of the County are the most popular with visitors in the Nation, as well as the most populated in residences and businesses. The final element in this catastrophe waiting to happen is due to the steep mountain terrain, there are only five routes in and out for almost 60,000 residents. On a holiday weekend though, this population can dramatically increase by 50,000 to 100,000 people as weekend vacationers enter the area for recreation.

### ***3.2.1 Table: History of Significant Wildfires***

Date	Name	Acres Burned
11/24/1980	Panorama Fire	23,600
10/21/2003	Grand Prix	59,448
10/25/2003	Old Fire	91,281
6/17/2015	Lake Fire	31,359
7/17/2015	Noth Fire	4,250
8/7/2016	Pilot Fire	8,110
8/16/2016	Blue Cut	37,000
7/31/2020	Apple Fire	33,424
9/5/2020	El Dorado Fire	22,744
9/5/2024	Line Fire	43,978
9/8/2024	Bridge Fire	56,030



### ***3.2.2 Frequency/Probability of Future Occurrences***

In San Bernardino County, wildfire season commences in the summer when temperatures are high, humidity is low, and conditions remain dry. The season continues into the fall, when the County experiences high velocity, very dry winds coming out of the desert.

A statewide drought beginning in 2019 has caused the state to remain dry with Southern California being in a drought for most of the past 5 years. This has caused extremely dry conditions in unincorporated areas of the County, creating plentiful fuel sources for wildfires.

## **3.3 Hazard Profile – Flood**

### ***PROBABILITY - HIGH***

### ***IMPACT - HIGH***

Floods are the second most common and widespread of all natural disasters faced by the County and its Special Districts. Most communities in the United States have experienced some kind of flooding during or after spring rains, heavy thunderstorms, winter snow thaws, or summer thunderstorms.

A flood, as defined by the National Flood Insurance Program is *"A general and temporary condition of partial or complete inundation of two or more acres of normally dry land area or of two or more properties (at least one of which is the policyholder's property) from:*

- Overflow of inland or tidal waters, or
- Unusual and rapid accumulation or runoff of surface waters from any source, or
- Mudflow, or
- Collapse or subsidence of land along the shore of a lake or similar body of water as a result of erosion or undermining caused by waves or currents of water exceeding anticipated cyclical levels."

Floods can be slow or fast rising but generally develop over a period of hours or days. Mitigation includes any activities that prevent an emergency, reduce the chance of an emergency happening, or lessen the damaging effects of unavoidable emergencies. Investing in mitigation measures now, such as: engaging in floodplain management activities, constructing barriers, such as levees, and purchasing flood insurance will help reduce the amount of structural damage to structures and financial loss from building and crop damage should a flood or flash flood occur.

The standard for flooding is the 1% annual chance flood, commonly called the 100-year flood, the benchmark used by the Federal Emergency Management Agency (FEMA) to establish a standard of flood control in communities throughout the country. The 1% annual chance flood is also referred to as the base flood.

The 1% annual chance flood is the flood that has a 1% chance of being equaled or exceeded in any given year and it could occur more than once in a relatively short period of time.





By comparison, the 10% flood (10-year flood) means that there is a 10% chance for a flood of its size to occur in any given year.

Flood Maps can be found at : [San Bernardino County Department of Public Works Flood Control District](#)

### **3.3.1 Table: Severe Weather Events 2010 - Present**

Date	Type
1/22/2017	Winter Storms
2/17/2017	Winter Storms, Flash Flooding, Heavy Snow
7/24/2017	Thunderstorms Flash Flooding
7/29/2017	Thunderstorms, Flash Flooding
9/18/2017	Thunderstorms, Flash Flooding
10/12/2018	Thunderstorms, Flash Flooding
11/9/2018	November 2018 Winter Storm
8/2/2018	Monsoon Thunderstorms
2/2/2019	Flash Flood
2/14/2019	Winter Storms
11/19/2019	Rainstorm
11/28/2019	Winter Storm
11/7/2020	Winter Storm
8/29/2021	Flash Flood
12/24/2021	Heavy Rain and Flash Flooding

## **3.4 Hazard Profile – Earthquake/Geological Hazards**

### **PROBABILITY - HIGH**

### **IMPACT - HIGH**

An earthquake is a sudden, rapid shaking of the earth caused by the breaking and shifting of rock beneath the earth's surface. For hundreds of millions of years, the forces of plate tectonics have shaped the earth as the huge plates that form the earth's surface move slowly over, under, and past each other.

Sometimes the movement is gradual. At other times, the plates are locked together, unable to release the accumulating energy. When the accumulated energy grows strong enough, the plates break free, causing the ground to shake. Most earthquakes occur at the boundaries where the plates meet; however, some earthquakes occur in the middle of plates.

Ground shaking from earthquakes can collapse buildings and bridges; disrupt gas, electric, and phone service; and sometimes trigger landslides, avalanches, flash floods, fires, and huge, destructive ocean waves (tsunamis). Buildings with foundations resting on unconsolidated landfill and other unstable soil, and trailers and homes not tied to their foundations are at risk because they can be shaken off their mountings during an earthquake.

When an earthquake occurs in a populated area, it may cause deaths, injuries, and extensive property damage. Earthquakes can strike suddenly, without warning. Earthquakes can occur at any time of the year and at any time of the day or night. On a yearly basis, 70 to 75 damaging earthquakes occur throughout the world.

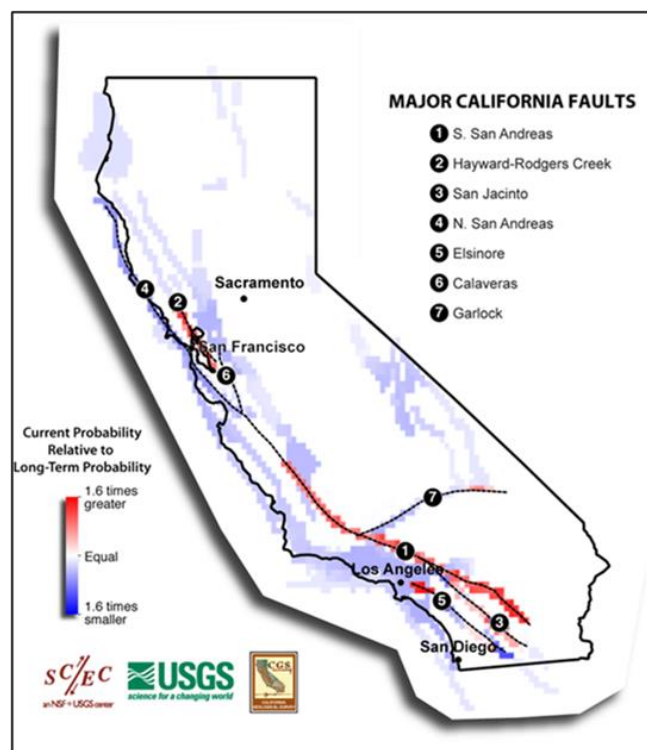
The table below shows earthquakes greater than Magnitude 4.0 that have been felt within the San Bernardino County area in the last seven years.

### 3.4.1 Table: Earthquakes 2010 - 2022

Date	Name
9/14/2011	Calimesa 4.1
1/15/2014	Fontana 4.4
7/5/2014	Running Springs 4.6
3/29/2014	Brea 5.1
7/25/2015	Fontana 4.2
9/16/15	Big Bear Lake 4.0
12/30/2015	Muscoy 4.4
1/6/2016	Banning 4.4
7/3/2019	Ridgecrest 6.4
7/4/2019	Ridgecrest 7.1

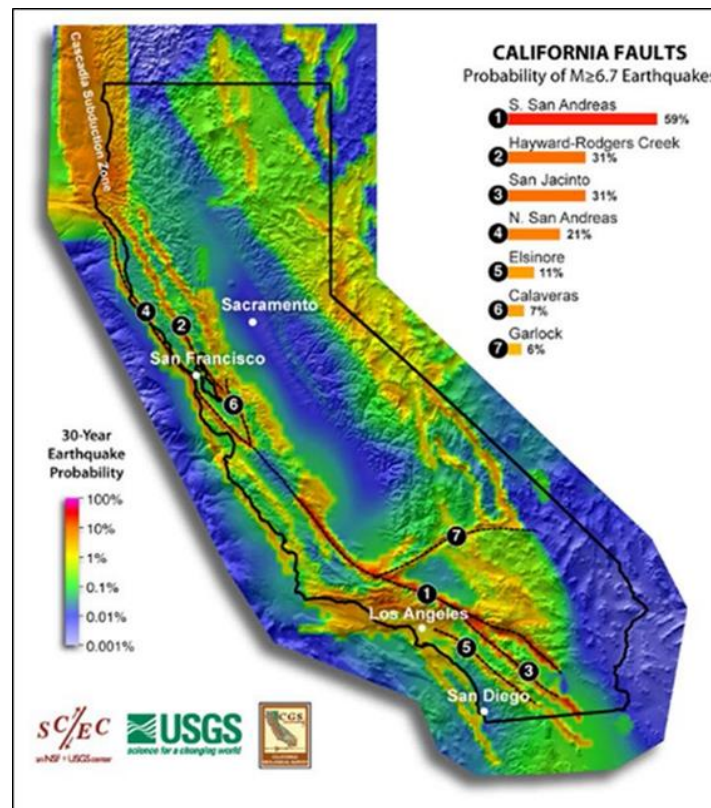
### 3.4.2 Figure: Major California Faults

The figure below shows the locations of major faults in California, including the four (4) major faults in Southern California in relation to San Bernardino County. These faults are the Southern San Andreas, the San Jacinto, the Elsinore, and the Garlock Faults. However, these four faults are considered by the United States Geological Survey (USGS) and the California Geological Survey (CGS) to be the most dangerous in the County.



Several of the major Southern California faults have a high probability of experiencing a Magnitude 6.7 or greater earthquake within the next 30 years; the figure below illustrates the probabilities on the major California Faults: 59% probability of a M6.7 or greater on the Southern San Andreas Fault, 31% probability on the San Jacinto Fault, and 11% probability on the Elsinore Fault.

### **3.4.3 Figure: California Faults – Probability of > M6.7 Earthquake**



## **3.5 Hazard Profile – Drought**

**PROBABILITY - HIGH**  
**IMPACT - MEDIUM**

Drought is a normal, recurrent feature of climate. It occurs almost everywhere, although its features vary from region to region. Drought severity depends on numerous factors, including duration, intensity, and geographic extent, as well as regional water supply demands by humans and vegetation. The severity of drought can be aggravated by other climatic factors, such as prolonged high winds and low relative humidity.

Although climate is a primary contributor to hydrological drought, other factors such as changes in land use (e.g., deforestation), land degradation, and the construction of dams all affect the hydrological characteristics of the basin. Since regions are interconnected by hydrologic systems, the impact of meteorological drought may extend well beyond the borders of the precipitation-deficient area.



Similarly, changes in land use upstream may alter hydrologic characteristics such as infiltration and runoff rates, resulting in more variable streamflow and a higher incidence of hydrologic drought downstream. Land use change is one of the ways human actions alter the frequency of water shortage even when no change in the frequency of meteorological drought has been observed.

### ***3.5.1 Past Occurrences***

The 2018 California State MHMP states that from 1950 to 2018, there has been eight-drought State Emergency Proclamations in California. Specifically for San Bernardino County, there have been six drought events since 1896. Previous occurrences of drought are described as follows:

- **1975 to 1977:** California experienced the two driest years (1976 and 1977) in the State's history in 1976 and 1977. The drought was declared an Emergency (FEMA-EM-3023) on January 20, 1977. Total crop damages statewide totaled \$2.67 billion dollars for both years (\$888.5 million in 1976 and \$1.8 billion in 1977).
- **2006 to 2009:** A California State-declared three-year drought of below-average rainfall, low snowmelt runoff, and the largest court-ordered water restricting in state's history. The dry conditions damaged crops, deteriorated water quality, and caused extreme wildfire danger. Approximately \$300 million in agricultural revenue loss, and a potential \$3 billion in economic losses over time.
- **2012 to 2016:** San Bernardino County first declared a local drought emergency in 2014. As of May 23, 2016, San Bernardino County and the City of Rancho Cucamonga both submitted local Emergency Proclamations. This drought was the most severe drought in over 100 years.

In order to abide by the State Water Resources Control Board's mandatory water reductions, the San Bernardino Municipal Water Department Board of Water Commissioners authorized implementation of Stage IIA of the department's Water Supply Contingency Plan on June 1, 2015.

The State Water Board anticipates adjustment to emergency water conservation regulations through the end of January 2017, in recognition of the differing water supply conditions across the state and develop proposed emergency water restrictions for 2017 if the drought persists.

- **2020-2022:** All of San Bernardino County is in a severe drought with water restrictions. Economic losses continue to increase from reduced tourism in the local mountains and fire risk continues to increase from drying vegetation.

Additional information about previous occurrences of droughts in California (in general) can be obtained from the [California Department of Water Resources](#).

### ***3.5.2 Frequency/Probability of Future Occurrences***

Currently there is a likely chance, meaning a 10 – 90% chance of drought occurring in the County each year. Climate change will continue to make drought more common.





### **3.6 Hazard Profile – Terrorism**

**PROBABILITY - MEDIUM**

**IMPACT - HIGH**

This section was updated due to the December 2, 2015, terror attack in San Bernardino County. Per [U. S. Code of Federal Regulations 28 C.F.R. Section 0.85](#), *Terrorism* means any activity that:

- Involves a violent act or act dangerous to human life, property, or infrastructure;
- Appears to be intended to intimidate or coerce a civilian population, to influence the policy of a government by intimidation or coercion; and
- To affect the conduct of a government by mass destruction, assassination, kidnapping, or hostage-taking.

After the 12/2/2015 mass shooting, two full time positions with a regional FBI-led terrorist task force (FBI's Joint Terrorism Task Force) were created. These task force officers have the clearance to conduct terrorism investigations in the County.

The Task Force includes partners from Homeland Security Investigations (HSI), the San Bernardino Police Department, the San Bernardino County Sheriff's Department, the Riverside County Sheriff's Department, the Ontario Police Department, the Riverside Police Department, the Corona Police Department, and the Chino Police Department.

The State of California Department of Justice's Anti-terrorism program works with federal, state and local law enforcement agencies to detect, investigate, prosecute, dismantle, prevent and respond to domestic and international terrorist activities.

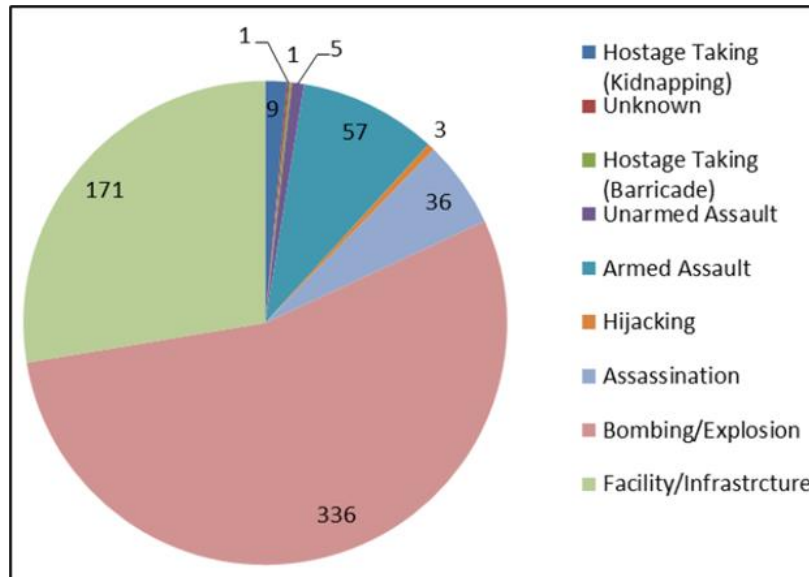
#### ***3.6.1 Past Occurrences***

There have been two terrorist attacks recorded in San Bernardino County. The table below illustrates both attacks. (**Source:** [Global Terrorism Database](#) – **Click:** *GTD ID for details*)

<u>GTD ID</u>	<u>DATE</u>	<u>CITY</u>	<u>PERPETRATOR GROUP</u>	<u>FATALITIES</u>	<u>INJURED</u>	<u>TARGET TYPE</u>	<u>REGION</u>	<u>ATTACK TYPE</u>	<u>WEAPON TYPE</u>
<a href="#"><u>197003160001</u></a>	3/16/70	San Bernardino	White Supremacists/ Nationalists	0	1	Government (General)	North America	Facility Infrastructure Attack	Incendiary
<a href="#"><u>201512020012</u></a>	12/2/15	San Bernardino	Jihadi-inspired Extremists	16	17	Government (General)	North America	Bombing/Explosion Armed Assault	Explosives/ Firearms

The state of California has experienced 574 terrorist attacks from 1970-2011 (**Source:** [Integrated United States Security Database \(IUSSD\)](#)). The figure on the following page below shows the types of terrorist attacks in the state of California from 1970 to the present.

### **3.6.2 Figure: Types of Terrorist Attacks in California 1970 – Present**



## **3.7 Hazard Profile – Climate Change**

**PROBABILITY - MEDIUM**

**IMPACT - MEDIUM**

Climate change refers to any distinct change in measures of climate lasting for a long period of time, more specifically major changes in temperature, rainfall, snow, or wind patterns. Climate change may be limited to a specific region or may occur across the whole Earth. Climate change may result from:

- Natural factors (e.g., changes in the Sun's energy or slow changes in the Earth's orbit around the Sun).
- Natural processes within the climate system (e.g., changes in ocean circulation).
- Human activities that change the atmosphere's make-up (e.g., burning fossil fuels) and the land surface (e.g., cutting down forests, planting trees, building developments in cities and suburbs, etc.).

The effects of climate change are varied: warmer and more varied weather patterns, melting ice caps, and poor air quality, for example. As a result, climate change affects a number of natural hazards.

The 2018 State of California Multi-Hazard Mitigation Plan stated that climate change is already affecting California. Sea levels have risen by as much as seven inches along the California coast over the last century, increasing erosion and pressure on the state's infrastructure, water supplies, and natural resources.

The State has also seen increased average temperatures, more extreme hot days, fewer cold nights, a lengthening of the growing season, shifts in the water cycle with less winter precipitation falling as snow, and both snowmelt and rainwater running off sooner in the year.

### ***3.7.1 California Adaptation Planning Guide (APG)***

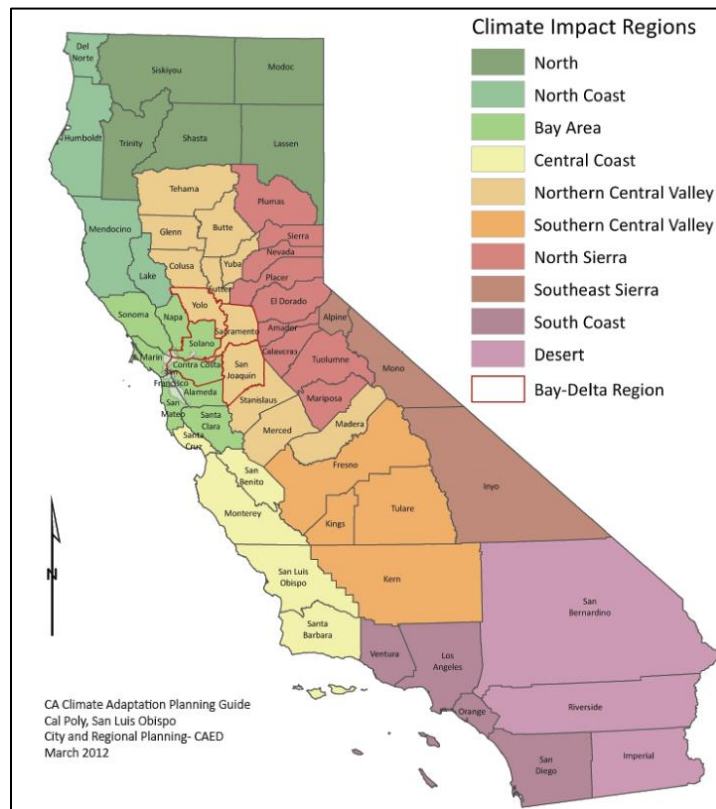
The State of California has been taking action to address climate change for over 20 years, focusing on both greenhouse gas emissions reduction and adaptation. The [California Adaptation Planning Guide \(APG\)](#) continues the state's effort by providing guidance and support for communities addressing the unavoidable consequences of climate change.

Based on specific factors, 11 Climate impact regions were identified. Some of the regions were based on specific factors particularly relevant to the region. As illustrated in the map below, **San Bernardino County is in the Desert Region.**

Communities in the Desert region should consider evaluating the following climate change impacts:

- Reduced water supply
- Increased temperature
- Reduced precipitation
- Diminished snowpack
- Wildfire risk
- Public health and social vulnerability
- Stress on special-status species

### ***3.7.2 Map: Climate Impact Regions***







### ***3.7.3 Past Occurrences***

Climate change has never been directly responsible for any declared disasters. Past flooding, wildfire, levee failure, and drought disasters may have been exacerbated by climate change, but it is impossible to make direct connections to individual disasters. In addition, unlike earthquakes and floods that occur over a finite time period, climate change is an on-going hazard the effects of which some are already experiencing. Hurricane Kay damaged property in the County and serves as a wake-up call for some communities.

### ***3.7.4 Frequency/Probability of Future Occurrences***

According to the ABAG 2010 Local Hazard Mitigation Plan (LHMP), climate change is one of the few natural hazards where the probability of occurrence is influenced by human action. In addition, unlike earthquakes and floods that occur over a finite time period, climate change is an on-going hazard.

Climate change is expected to lead to increases in the frequency, intensity, and duration of extreme heat events and heat waves in San Bernardino County and the rest of California, which are likely to increase the risk of mortality and morbidity due to heat-related illness and exacerbation of existing chronic health conditions.

Those most at risk and vulnerable to climate-related illness are the elderly, individuals with chronic conditions such as heart and lung disease, diabetes, and mental illnesses, infants, the socially or economically disadvantaged, and those who work outdoors.

- Higher temperatures will melt the Sierra snowpack earlier and drive the snowline higher, resulting in less snowpack to supply water to California users.
- Droughts are likely to become more frequent and persistent in the 21st century.
- Intense rainfall events, periodically ones with larger than historical runoff, will continue to affect California with more frequent and/or more extensive flooding.
- Warmer weather, reduced snowpack, and earlier snowmelt can be expected to increase wildfire through fuel hazards and ignition risks. These changes can also increase plant moisture stress and insect populations, both of which affect forest health and reduce forest resilience to wildfires.
- An increase in wildfire intensity and extent will increase public safety risks, property damage, fire suppression and emergency response costs to government, watershed and water quality impacts, vegetation conversions, and habitat fragmentation.

## **3.8 2023 Winter Storm Incident**

This section has been added as information only due to the impacts across the entire county, to Departments/Agencies and County personnel.



### ***3.8.1 Incident Summary***

On Wednesday, February 22, 2023, the National Weather Service (NWS) issued a rare warning for an incoming blizzard for the mountains of Los Angeles County. The next day, the NWS issued a first-ever blizzard warning for the San Bernardino Mountains, advising against travel. The alert for San Bernardino County, in effect from early morning February 24 through the afternoon of February 25, forecasted up to 5 feet of snow, as well as wind gusts up to 60 mph and extreme limited visibility, for areas above 5,000 feet in elevation.

Over a three-week period, from February 23, 2023, through March 15, 2023, the mountain areas of San Bernardino County experienced back-to-back winter storms, dropping approximately 11 feet of snow in some areas. The County's mountain communities were hardest hit by winter storms, including the City of Big Bear Lake, Big Bear City, Crestline, Lake Arrowhead, Mount Baldy, Running Springs, and Wrightwood.

Mountain communities faced closed roads, power outages, and lack of fuel. The sheer extreme nature of the storm was something the area had not experienced since January of 1933, which brought approximately seven feet of snow to the San Bernardino Mountains, and many were taken off guard. Many homes were surrounded by record setting snow drifts, which covered structures, trapping some of the residents inside for days. Residents requiring rescue were transported off the mountain; there were approximately 269 documented rescues. Of 13 deaths recorded in San Bernardino County during the event, one death (due to a hit-and-run traffic collision) was linked to the extreme weather.

On February 27, 2023, the San Bernardino County Emergency Operations Center (EOC) was activated. The storm response was coordinated by the County EOC (managed by the County's Office of Emergency Services) and the response/tactical Incident Management Team (IMT), under the supervision of the Incident Commander (IC).

County department representatives were located in both command structures, to support the overall response mission of preserving life and property for San Bernardino County residents and visitors. Additionally, County departments and their partners supported and executed evacuations, sheltering activities, establishing call centers, conducting welfare checks and other calls for service, power restoration, delivery of food and other essential resources, and providing access to the impacted communities.

The response and recovery effort engaged multiple agencies and departments, including the San Bernardino County Sheriff's Department, San Bernardino County Department of Public Works, San Bernardino County Fire Protection District, San Bernardino County Office of Emergency Services, San Bernardino County Board of Supervisors, San Bernardino County Land Use Services, San Bernardino County Department of Public Health, California Governor's Office of Emergency Services (Cal OES), California Department of Transportation (Caltrans), California Department of Forestry and Fire Protection (CalFire), Southern California Edison, SoCal Gas, and the American Red Cross.

The County EOC was deactivated on June 2, 2023, and the local state of emergency was lifted on June 27, 2023.

## SECTION 4: CONCEPT OF OPERATIONS

The emergency response of San Bernardino County Departments/Agencies is an extension of day-to-day operations. Emergency operations rely on the customary authority and responsibilities of government, plus police powers that may be invoked by executive authority under specified conditions.

### 4.1 Continuity Elements

A concept of operations is an outline or framework used to explain how an organization will implement its Continuity Plan, and specifically, how it will address each critical Continuity element. The figure below illustrates the concept of operations lifecycle including four crisis phases and seven key Continuity elements that revolve around the phases.

#### 4.1.1 Figure: Continuity Lifecycle



As illustrated, the timing/onset of the key Continuity elements can vary, and key elements that begin in one crisis phase often carry over into subsequent phases. Additionally, depending on the type and severity of an incident, individual phases may be bypassed, or they may be very brief. For example:

- The warning phase is bypassed - *if there is no advance warning.*
- The response phase *following a power outage* is very brief—if there are no life safety issues or physical damages.
- The recovery phase *following a pandemic* is very brief—if it only involves returning staff to their normal work locations and canceling any temporary contracts, services, and/or resources.



Although all incidents differ, the table below serves as a guideline for Continuity planning and highlights each crisis phase: characterized not only by key elements, but also by phase timing, objectives, activities, and key personnel.

#### **4.1.2 Table: Continuity Crisis Phases**

<b>PRE-CRISIS PHASE</b>	
Timing:	Takes place before an incident occurs
Objectives:	To establish and maintain a comprehensive DEOP and Continuity Program to support a continuous state of readiness
Key Elements:	Preparedness and Mitigation
Activities:	Developing and maintaining DEOP/Continuity plan documents; conducting business impact analysis; performing threat and risk assessment; training key personnel; conducting tests and exercises; establishing and maintaining emergency communication platforms; identifying and protecting essential records; and establishing Continuity facilities, equipment, and supplies
Key Personnel:	Organization DEOP/DEC Coordinator (lead responsibility) and DEOP Planning Team
<b>WARNING PHASE</b>	
Timing:	Begins when the Organization receives notification of or becomes aware of an incident that could disrupt services or normal business operations
Objectives:	To protect the safety of employees, prevent or minimize damages or disruption, and prepare a response to a known, potential threat
Key Elements:	Life Safety, Activation, Impact Assessment, and Relocation
Activities:	Activating appropriate components of the Continuity Plan; establishing lines of communication with employees and other stakeholders; alerting or mobilizing Continuity teams; monitoring external conditions; dismissing personnel; relocating essential records and equipment; activating an Emergency Operations Center (EOC); and other appropriate stand-by activities to mitigate impacts.
Key Personnel:	Organization DEOP/DEC Coordinator and DEOP Planning Team
<b>RESPONSE PHASE</b>	
Timing:	Begins at the point when an incident occurs and begins to impact the Department/Agency's services or normal business operations
Objectives:	To protect the safety of employees, establish communication with employees and stakeholders, and begin assessing damages and impacts



## **RESPONSE PHASE**

Key Elements:	Life Safety, Activation, Impact/Damage Assessment, and Relocation
Activities:	Protecting the health and safety of employees by evacuating facilities or sheltering in place; mobilizing Continuity teams; accounting for missing and injured personnel; providing response updates; activating appropriate components of the Continuity plan; establishing lines of communication with employees and other stakeholders; activating an Emergency Operations Center (if not already activated); acquiring and allocating resources; and initiating damage assessment
Key Personnel:	Organization DEOP/DEC Coordinator and DEOP Planning Team

## **RECOVERY PHASE**

Timing:	Begins after life safety issues have been addressed and damage assessments have been initiated
Objectives:	To restore mission essential functions (followed by all other business processes) and return to normal operations as soon as possible.
Key Elements:	Continuity Operations and Reconstitution
Activities:	Assessing impacts/damages; acquiring and allocating resources, implementing workaround and restoration strategies; relocating personnel to Continuity facilities to restore business processes and systems; maintaining communication with employees and other stakeholders; providing recovery updates; addressing facility needs; and planning for the transition to normal operations.
Key Personnel:	Organization DEOP/DEC Coordinator, DEOP Planning Team, and Information Technology Department System Recovery Teams



**THIS PAGE LEFT BLANK**

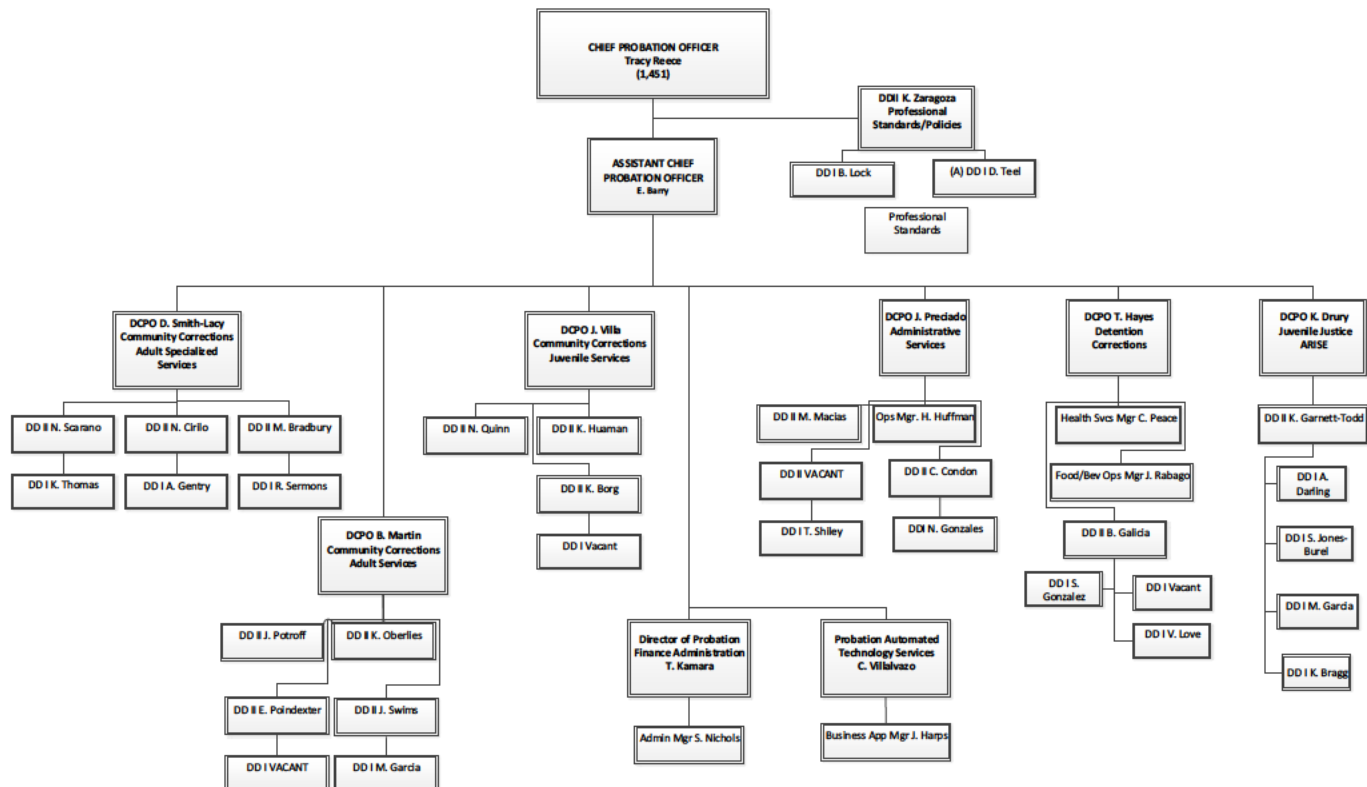


## SECTION 5: CONTINUITY ROLES AND RESPONSIBILITIES

### 5.1 Department/Agency Mission Statement

Building stronger families and safer communities by improving the lives of those we serve through assessment, treatment, rehabilitative services and enforcement.

### 5.2 Department/Agency Organization Chart



### 5.3 Organization and Responsibilities

The following describes the responsibilities of **Probation Department** personnel before, during, and after a continuity event. In addition to personnel responsibilities, each **Bureau of Probation Department** is responsible for providing details and expertise towards developing and maintaining the continuity plan, as well as designating staff as continuity personnel for performing mission essential functions and delivering fundamental public services during a continuity event.

#### 5.3.1 Department/Agency Head

The **Chief Probation Officer or designee** is the organization head and has the authority to commit the organization, as well as any necessary resources, to develop and maintain the DEOP and Continuity program during normal operations. The **Chief Probation Officer or designee** is responsible for:



- Prioritizing and ensuring the development and validation of the **Probation Department DEOP**.
- Assigning staff to the DEOP Planning Team.
- Supporting the work of the DEOP/DEC Coordinator, including providing the necessary budgetary and/or other resources to support the DEOP program.
- Implementing the DEOP (in whole or in part) upon the occurrence of a continuity event.
- Providing any needed policy direction, guidance, and objectives during a continuity event for effective continuity operations.
- Consulting with and advising appropriate officials during implementation of the continuity plan.

#### **PLANNING TIP: INITIATING CONTINUITY PLANNING**

- ✓ **Establish a DEOP Planning Team:**
  - *Once the DEOP is developed, this team can continue to meet periodically to maintain the DEOP program, including updating the plan and develop training and exercises.*
  - *DEOP planning team members should be selected based on their knowledge and experience in areas critical to the DEOP.*
- ✓ **Develop a Project Plan, Timelines, and Milestones:**
  - *Identifying a project plan, timelines, and milestones will assist the team in determining if the planning effort is efficient and effective.*

The DEOP/DEC Coordinator is the senior continuity planner responsible for applying continuity concepts within the Probation Department. The DEOP/DEC Coordinator is responsible for:

- Coordinating and leading the Probation Department's DEOP Planning Team.
- Developing and maintaining the DEOP, including an annual review to ensure it remains current and viable.
- Coordinating all activities needed for the organization to perform its mission essential functions during a continuity event.
- Coordinating the implementation of the continuity plan and initiating necessary notifications inside and outside the organization during its implementation.
- Participating in DEOP program updates, meetings, and or training.
- Keeping the department head informed of the status of the DEOP.
- DEC's shall not be Building Safety Coordinators or EOC responders.
- A DEC may be part of a Department Operations Center (DOC) team.

### **5.3.3 DEOP Planning Team**



As a recommendation and as appropriate, the planning team should consist of staff members representing the ***Probation Department's*** mission essential functions and personnel who coordinate the organization's IT/communications, HR, and resource/logistical needs.

Under the leadership of the DEOP/DEC Coordinator, the team facilitates continuity planning for the entire organization, and with internal and external stakeholders, as appropriate. These people may also assist with reconstitution and/or exercise planning. Responsibilities of the DEOP planning team include:

- Providing overall guidance for the ***Probation Department's*** DEOP planning efforts.
- Creating a project schedule with milestones for the organization's DEOP program.
- Developing and maintaining the ***Probation Department*** DEOP.
- Identifying management and policy issues for elevation.
- Understanding the expectations of other organizations during continuity events, and what support they might need or provide.
- Participating in DEOP program updates, meetings, and or training.
- Assisting with developing and conducting DEOP exercises, documenting post-exercise lessons learned, and performing periodic tests of organizational continuity capabilities.

#### ***5.3.4 Information Technology (IT)/Communications Coordinator***

The IT/Communications Coordinator is responsible for:

- Coordinating and resolving all communications and IT needs.
- Troubleshooting IT and communication issues as they arise.
- Serving as a liaison between ***the Probation Department and*** IT concerning communications systems, restoration timeframes, and reconstitution needs.

#### ***5.3.5 Human Resources (HR) Coordinator***

The HR Coordinator is responsible for:

- Resolving staffing and human resource needs as they arise.
- Guiding staffing assignments based on human resource requirements.
- Assisting in the development of staffing rosters, that have an appropriate amount of depth, for each continuity personnel position.
- Serving as a liaison between ***the Probation Department and*** HR regarding workforce impacts/issues.

#### ***5.3.6 Resource/Logistics Coordinator***

The Resource/Logistics Coordinator is responsible for:

- Understanding the limits of ***the Probation Department's continuity*** capabilities.



- Develop and administer a DEOP program budget and submit funding needs to the DEO/AEO.
- Coordinating with Facilities/Property Management to obtain alternate location facilities to support continuity operations.
- Coordinating with procurement to develop contingency agreements for obtaining replacement commodities/goods and services.
- Acquiring resources and equipment to support continuity operations.
- Anticipating the point in which obtaining assistance from other county departments or mutual aid resources is necessary.
- Arranging appropriate lodging, meals, and other amenities at the alternate location facility(ies) for personnel who will not/cannot commute and therefore need to remain near the alternate location facility(ies), if applicable.

### ***5.3.7 All Employees***

All employees are responsible for:

- Understanding their roles and responsibilities during continuity events.
- Completing assigned training.
- Updating their personnel file/profile with the latest information concerning their contact information, as well as their credentials and/or certifications.
- Responding to accountability checks as quickly as possible.
- Assisting with the performance of mission essential functions when requested, if able and available, regardless of continuity personnel assignment.
- Ensuring that family members are prepared for, and taken care of, in case of the employee's prolonged absence.

### ***5.3.8 Reconstitution Manager***

The Reconstitution Manager:

- Is designated by the DEO/AEO at the start of continuity operations to supervise reconstitution planning and implementation of the reconstitution plan.
- This person is typically the facility/building manager for the organization and should not be the same person that is designated as the organization's DEOP/DEC Coordinator.



**5.3.9 Table: DEOP Planning Team**

<b>DEOP Planning Team Table</b>			
<b>1. Name</b>	<b>2. Title</b>	<b>3. Team Assignment</b>	<b>4. Contact Info</b>
Sean Engelhardt	Staff Analyst II	DEOP Project Manager	[REDACTED]
Eric Amundsen	Probation Officer II	DEOP Project Lead	[REDACTED]
Kyle Borg	Probation Division Director II	Subject Matter Expert/Reviewer	[REDACTED]
Bernadette Galicia	Probation Division Director II	Subject Matter Expert/Reviewer	[REDACTED]
Marc Garcia	Probation Division Director I	Reviewer	[REDACTED]
Khara Garnett-Todd	Probation Division Director II	Subject Matter Expert/Reviewer	[REDACTED]
Angela Gentry	Probation Division Director I	Subject Matter Expert/Reviewer	[REDACTED]
Tiffani Lawyer	Supervising Probation Officer	Subject Matter Expert/Reviewer	[REDACTED]
Carlos Peace	Probation Health Services Manager	Subject Matter Expert/Reviewer	[REDACTED]
Jose Rabago	Probation Food Services Manager	Subject Matter Expert/Reviewer	[REDACTED]
Greg Rossler	Emergency Services Supervisor	Reviewer	[REDACTED]
Jerry Smith	Supervising Probation Officer	Subject Matter Expert/Reviewer	[REDACTED]
Jason Swims	Probation Division Director II	Reviewer	[REDACTED]

## SECTION 6: NORMAL OPERATIONS

Normal operations are the typical conditions under which the Probation Department operates on a day-to-day basis. During normal operations, it's best to focus efforts on developing a DEOP/Continuity program, participate in continuity planning, and prepare personnel, facilities, and equipment for continuity events.



The Probation Department participates in preparedness activities, as much as practicable, to ensure that mission-essential functions can continue under all conditions, within the limits of local government authority, and with or without warning. This includes the Probation Department's leadership and management actively developing a culture of preparedness throughout the organization. Additionally, incorporating Continuity concepts into the Probation Department's daily operations creates a robust continuity capability.

During normal operations, the Probation Department prioritizes personal and family preparedness and encourages employees to receive county alert and warning notifications.

By preparing themselves and their families, employees can concentrate on effectively performing mission-essential functions during continuity events. While employees are preparing themselves and their families, the Probation Department also considers the potential for meeting the needs of dependents during continuity events. For more information on personal and family preparedness, visit [San Bernardino County OES](#).

Normal operations also allow the Probation Department to conduct Test, Training, and Exercise (TT&E) activities to validate the DEOP and assess continuity capabilities. These activities increase personnel proficiency and organizational readiness. TT&E also helps the Probation Department Identify areas for improvement or gaps for remedy.

Identification of such gaps creates possibilities for mitigating or otherwise reducing risks to the threats and hazards that normal operations are vulnerable to, thereby improving the Probation Department's resilience. For more information on Training and Exercises, See [Annex 7](#).

During normal operations, a regional or national incident could occur that does not immediately affect the Probation Department. Despite not having an immediate effect, such incidents could expand or persist for a long-term duration, resulting in negative effects on normal operations and thus becoming a continuity event.





**THIS PAGE LEFT BLANK**



## **PART II: DEOP IMPLEMENTATION – SECTION 1: CONTINUITY EVENT**

### **1.1 Continuity Event**

A continuity event is any situation—lasting up to 30 days—that can disrupt the **Probation Department's** normal operations and causes the **Probation Department** to:

1. Relocate its operations to an alternate location to ensure the continuance of mission essential functions **See: Annex 3**
2. Suspending non-mission essential functions due to reduced capabilities. This term is potentially wide-ranging and all-encompassing. A continuity event could be a small—localized—incident, with no impact outside the immediate area, or a large regional to national emergency or major disaster that causes significant disruption and damage. **See: Annex 1**
3. Additionally, a continuity event could begin as a minor local incident and evolve or expand into a more significant incident over time. Realizing that a variety of incidents may occur at any time and with no notice, the Probation Department plans and prepares for all threats and hazards. Regardless of cause, a continuity event disrupts the **Probation Department's** normal operations. The DEOP provides a framework for operating during the possible range of such events.

A priority responsibility for the Probation Department DEOP/DEC Coordinator is to assess emerging threats/hazards or incidents to determine whether such conditions could negatively affect the organization's normal operations. This will confirm that the emerging threat/hazard or incident meets the criteria of a continuity event.

This responsibility also includes advising the Chief Probation Officer on developing situations. As previously stated, the scope of this plan does not cover incidents so minor (such as service outages) that they are resolvable within four hours or half a business day.

The Chief Probation Officer has the authority to implement the Probation Department DEOP. Once implemented, the DEOP guides the Probation Department throughout the continuity event, starting with transitioning from normal operations to continuity operations and ending with reconstitution.

When determining the need to implement the DEOP, consult the flowchart on the following page during the decision-making process.

### 1.1.1 DEOP Implementation Flowchart



DECISION MATRIX FOR DEOP IMPLEMENTATION		
	Work Hours	Non-Work Hours
<b>Event With Warning</b>	<ul style="list-style-type: none"> <li>Is the threat aimed at the facility or surrounding area?</li> <li>Is the threat aimed at organization personnel?</li> <li>Are employees unsafe remaining in the facility and/or area?</li> <li>Are warning/notifications systems in working order, which systems are appropriate for the event?</li> <li>Have Emergency Services (First Responder agencies) been notified of your situation/ planned actions/needs?</li> <li>Are employee evacuation and accountability systems in place?</li> <li>Plan for public messaging and management of social media?</li> <li>Plan for notification of employee families on wellbeing of employees?</li> <li><b>[Insert additional points here]</b></li> </ul>	<ul style="list-style-type: none"> <li>Is the threat aimed at the facility or surrounding area?</li> <li>Is the threat aimed at organization personnel?</li> <li>Who should be notified of the threat?</li> <li>Is it safe for employees to return to work the next day?</li> <li><b>[Insert additional points here]</b></li> </ul>
<b>Event Without Warning</b>	<ul style="list-style-type: none"> <li>Is the facility affected?</li> <li>Are personnel affected? Have personnel safely evacuated or are they sheltering-in-place?</li> <li>What are instructions from first responders?</li> <li>How soon must the organization be operational?</li> <li>Implementation of Personnel Accountability system?</li> <li>Media messaging plan including management of social media - situation report, initial report of damage and disruption of services made?</li> <li><b>[Insert additional points here]</b></li> </ul>	<ul style="list-style-type: none"> <li>Is the facility affected?</li> <li>What are instructions from first responders?</li> <li>How soon must the organization be operational?</li> <li><b>[Insert additional points here]</b></li> </ul>



## **SECTION 2: CONTINUITY OPERATIONS**

Continuity operations are the conditions under which the Probation Department operates during a continuity event to sustain its mission-essential functions. In contrast to normal operations, an organization conducting continuity operations suspends non-mission-essential functions, relocates personnel to alternate locations, and/or reduces staffing levels or working/business hours.

Additionally, an organization conducting continuity operations may choose to increase social distancing or restrict certain activities by implementing telework, shift work, or simply sending sick employees home. By applying such protective measures, the organization enables effective continuity operations that ensure mission-essential functions continue with minimal disruption.

During the initial stages of continuity operations, immediately after implementation of the DEOP, Probation Department employees will continue to work normally—if conditions allow—until they receive instructions from their supervisor. At the onset of continuity operations, and periodically throughout, the Chief Probation Officer and the DEOP/DEC Coordinator should consider the following:

- Are all employees, visitors, and contractors/vendors accounted for?
- What are the functions affected? Are any of the affected functions essential? If so, what are the required delivery timeframes for the mission essential functions?
- If the primary operating facility becomes affected, what mission essential functions and continuity personnel should relocate to an alternate location facility? Or should telework authorization occur?
- Are capabilities so degraded that devolution is necessary? If so, what mission essential functions should be transferred to the devolution partner(s), and for how long should they be transferred?

The Probation Department's primary goal for continuity operations is to establish viable continuity capabilities within four hours of a continuity event occurring during regular business hours or within 12 hours outside of normal business hours that can support sustained continuity operations for up to 30 days.

The broad objective statement for continuity operations is safeguarding the life, health, and safety of the Probation Department's employees, contractors, and visitors—as well as protecting property and the environment—during continuity events. Specific continuity event objectives include the following:

- Mobilize continuity personnel, including back-up and supporting staff, to work from alternate locations to perform mission essential functions. **See:** [Annex 4](#) and [Annex 3](#)
- Provide continuity personnel with the tools necessary to perform mission essential functions successfully, **See:** [Annex 1](#)
- Configure and maintain alternate locations that can support continuity operations, **See:** [Annex 3](#)



- Protect and ensure access to essential records, systems, and equipment, **See:** [Annex 5](#)
- During continuity operations, the Probation Department may need to obtain additional personnel, equipment, and materials necessary for performing mission-essential functions. The Chief Probation Officer has authority for emergency procurement, activating contingency agreements, and requesting mutual aid.

## **2.1 Reconstitution**

Reconstitution is the process of returning to “normal” (day-to-day) operations when the Probation Department resumes non-mission essential functions. Normal operations in this context could be misleading, as reconstitution may result in operations looking drastically different from before the onset of the continuity event.

For instance, the Probation Department may need to acquire new equipment or facilities to resume normal operations. Rapidly restoring normal operations is extremely important for both employees and customers and—as the term implies—gives affected persons a sense of normalcy.

However, depending on the cause of and/or impacts from the continuity event, timeframes for organizational reconstitution may differ drastically from community recovery timeframes. For example, recovery from an emergency or major disaster could span multiple years. Conversely, reconstitution needs to occur as quickly as possible, providing it is safe to do so, yet may also require implementation in staggered phases.

While the broad objective statement for reconstitution planning is best characterized as resuming normal as quickly as possible, specific objectives for reconstitution include the following:

1. Verify that all systems and capabilities are fully operational.
2. Provide all employees with clear instructions on how to return to work.
3. Ensure reconstitution notification(s) to support providers/partners occur.
4. Supervise an orderly transition of all functions, staff, equipment, and records.

Underscoring the need for rapid reconstitution within the context of continuity event impacts, if the continuity event results in long-term loss of access to—or function at—the primary operating facility, resuming normal operations cannot wait for reopening the affected facility; thereby creating the need to obtain a new primary operating facility.

The same may apply to systems and/or equipment that need extensive, time-consuming repairs. Therefore, each organization and continuity event may require a different approach when planning for reconstitution:

- **Primary facilities reconstitution:** Returning to the original (repaired/restored) primary operating facility.
- **Temporary facilities reconstitution:** Moving into temporary buildings until repairs are made to original facilities, or new/replacement permanent facilities become ready (note that “temporary” could mean several years).



- **New facilities reconstitution:** Moving directly into a new, and permanent, primary operating facility or facilities.

As previously described, continuity planning results in the identification of resource needs such as facility requirements and equipment capabilities: necessary information for finding replacement facilities and equipment. Conversely, if facilities can return to full operational capability, reconstitution procedures describe the processes to restart suspended operations and bring building systems and/or equipment back online.

Finally, the Chief Probation Officer appoints a Reconstitution Manager—at the start of continuity operations—to supervise reconstitution planning and implementation. For more information on reconstitution, See: [Annex 3 Section 3.3](#)





**THIS PAGE LEFT BLANK**



## PART III – ANNEX 1: MISSION ESSENTIAL FUNCTIONS (MEF'S)

### PLANNING TIPS: MISSION ESSENTIAL FUNCTIONS (MEF's)

- ✓ **Identify Mission Essential Functions (MEF's):**
  - MEF's are activities and tasks that **cannot be deferred** during an emergency and must be performed continuously or resumed quickly following a disruption.
- ✓ **Considerations for Identifying MEF's:**
  - Identify all Department/Agency functions
  - Select functions essential under all circumstances
  - Prioritize those functions considering the following:
    - **RECOVERY TIME:** how quickly must this task/activity be resumed if disrupted?
    - **IMPACT:** what are the impacts of not conducting and/or delaying the task/activity?
    - **MANAGEMENT PRIORITY:** what is leadership's preference and discretion?
- ✓ **Identify Interdependencies:**
  - Who are the internal/external Departments/Agencies that support and/or ensure MEF performance?
  - What information, supplies, equipment, or products do they provide?
  - Are Memorandums of Understanding (MOU's) or agreements necessary?

### 1.1 Identify Mission Essential Functions (MEF's)

Mission Essential Functions (MEFs) are those functions that cannot be deferred during an emergency or disaster and are very high level. When identifying MEFs, it is important to consider the following:

- If an organization identifies too many functions as essential, limited resources and/or staff availability during the emergency may not be sufficient to enable performance.
- If an organization fails to identify functions as essential and does not include them in emergency and continuity plans, these functions may not be performed during an emergency.
- The key is to identify the highest priority functions and the associated resources and capabilities to ensure they can be performed.

In many cases, legally mandated functions will be essential, as are tasks that are critical to supporting another organization's mission essential functions. MEF's are the limited set of an organization's functions that:

- Must be continued throughout or resumed rapidly, following a disruption of normal operations.
- Are required to be performed to provide vital services, exercise civil authority, maintain the safety and health of the public, and sustain the industrial and economic base, during a disruption.



### **1.1.1 MEF Initial Screening Aid**

Identifying organizational MEFs is a prerequisite for continuity. ***If a function can be deferred during an emergency or disaster, it is not a MEF.*** Identification of MEF's requires an objective review of department and agency functions that delineates those time-sensitive and/or critical activities that must be sustained in an emergency. Use the screening aid below to assist in identifying MEFs.

### **1.1.2 Table: Example of Department/Agency MEF's**

<i>Is the function directed by law, statute, presidential directive, or executive order?</i>	<b>YES</b>	<b>NO</b>
<i>Should the function be performed under all circumstances either uninterrupted, with minimal interruption, or requiring immediate execution in an emergency?</i>	<b>YES</b>	<b>NO</b>
<b><i>If the answer to one or both questions is "No," the function is probably not an MEF.</i></b>		

<b>1. Department/Agency</b>	<b>2. Division</b>	<b>3. Mission Essential Function</b>
Public Health	Solid Waste Local Enforcement Agency (LEA)	Ensure proper handling and acceptance of solid waste.
Public Health	Solid Waste Local Enforcement Agency (LEA)	Ensure the proper disposal of special wastes from the sanitary facilities.
Public Health	Solid Waste Local Enforcement Agency (LEA)	Approve waiver requirements of State standards for solid waste operators to accept disaster-related solid waste.
Public Health	Vector Control	Control disease transmitting vectors, including flies and mosquitoes, human body pests, ectoparasites, and rodents.
Public Health	Vector Control	Dispose of dead animals to minimize vectors.
Public Health	Vector Control	Conduct surveys to determine vector-borne disease transmission and control measures.

County Departments/Agencies will identify MEFs that are unique to your Department/Agency. However, as a starting point, the following standardized list of MEFs have been identified and should be included in **Worksheet 1**:

The successful completion of your Department's/Agency's DEOP will depend on how well your Department/Agency identifies its MEF's. As you complete **Worksheet 1**, focus your entries on those Department/Agency functions that cannot be interrupted and/or must be operational within 12 hours.



**SAN BERNARDINO COUNTY**  
**Department Emergency Operations Plan**  
**(DEOP)**

**Probation Department**

<b>STANDARDIZED MEF's (ALL COUNTY DEPARTMENTS/AGENCIES)</b>		
<b>1. Department/Agency</b>	<b>2. Division</b>	<b>3. Mission Essential Function</b>
All	All	Employee Accountability
All	All	Safety and Security of Employees/Facilities/Visitors
All	All	Payroll and Personnel Document Processing
All	All	Invoice Processing/Approval/Payment for Emergency Purchases
All	All	Critical Communication and Information Systems
All	All	Conduct Disaster Related Health and Safety Training

<b>Worksheet 1: Identify Mission Essential Functions (MEFs)</b>		
<b>1. Department/Agency Name</b>	<b>2. Division</b>	<b>3. Mission Essential Function</b>
All Divisions in the Department	All units/sections	Record employees' time for payroll
All Divisions in the Department	All units/sections	Approve invoices for payment
All Divisions in the Department	All units/sections	Conduct disaster-related health & safety training
All Divisions in the Department	All units/sections	Respond to public complaints and provide input for the Department's information line.
All Divisions in the Department	All units/sections	Record employees' time for payroll
All Divisions in the Department	All units/sections	Approve invoices for payment
All Divisions in the Department	All units/sections	Conduct disaster-related health & safety training
Community Corrections Bureau (CCB)	Adult and Juvenile	Court Reports: <ul style="list-style-type: none"> <li>• Probation Officers are mandated to complete court reports unless the court waives them.</li> </ul>
CCB	Adult and Juvenile	Supervision: <ul style="list-style-type: none"> <li>• GPS-monitored offenders</li> <li>• Sex offenders</li> <li>• Mental Health (STAR, Field Services Unit)</li> <li>• Domestic Violence</li> <li>• Pre-Trial Services</li> <li>• Juvenile House Arrest- in lieu of custody time</li> <li>• Placement Services pursuant to Title IVE</li> <li>• Augment staffing shortages at the JDACs</li> <li>• Provide security for critical infrastructure (i.e., detention facilities)</li> <li>• Provide security for critical infrastructure (i.e., detention and treatment facilities)</li> </ul>
CCB	Adult and Juvenile	Security:



**SAN BERNARDINO COUNTY**  
**Department Emergency Operations Plan**  
**(DEOP)**

***Probation Department***

		<ul style="list-style-type: none"> <li>• Augment staffing shortages at the detention facilities</li> <li>• Provide security for critical infrastructure (i.e., detention and treatment facility)</li> <li>• Secure armory, supply warehouses, and office buildings as needed</li> </ul>
CCB	Adult and Juvenile	<b>Reporting:</b> <ul style="list-style-type: none"> <li>• Probation personnel shall report in person to their assigned office/duty station</li> <li>• If this is not possible, personnel will report to the nearest detention and treatment facilities</li> <li>• If that is not possible, personnel should report to the nearest San Bernardino County public safety agency (i.e., police, sheriff, or fire station).</li> </ul>
CCB	Adult and Juvenile	<b>Utilization:</b> <ul style="list-style-type: none"> <li>• Probation Officers will be utilized at the discretion of the Chief Probation Officer (or designee) or the Incident Commander.</li> <li>• Conduct staff wellness checks at the direction of the DOC command staff.</li> </ul>
Detention Corrections Bureau (DCB)	Juvenile	<b>Search and Rescue:</b> <ul style="list-style-type: none"> <li>• Staff may be needed to recover disaster victims from the detention and/or treatment facilities</li> </ul>
DCB	Juvenile	<b>Medical:</b> <ul style="list-style-type: none"> <li>• Medical personnel assigned to the JDACs/Treatment Facilities will render medical aid to personnel and detained youth as warranted.</li> <li>• Prioritize triage and emergency care for injured staff and detained youth.</li> <li>• Coordinate with facility leadership and emergency responders.</li> <li>• Strategically deploy medical supplies and personnel.</li> <li>• Identify critically injured patients for external transport.</li> <li>• Establish alternative treatment sites if primary medical areas are compromised.</li> <li>• Manage fatalities in coordination with law enforcement.</li> <li>• Restore continuity of care and address public health concerns.</li> </ul>
DCB	Juvenile	<b>Supervision:</b> <ul style="list-style-type: none"> <li>• The care and supervision of wards in the Probation Department's care will continue, as will the availability of services for those displaced or adversely affected by the disaster.</li> </ul>
DCB	Juvenile	<b>Reporting:</b> <ul style="list-style-type: none"> <li>• Probation personnel shall report in person to their assigned office/duty station.</li> <li>• If it is not possible, personnel will report to the nearest detention and treatment facility. Should that not be possible, personnel will report to the nearest San Bernardino County public safety agency (i.e., police, sheriff, or fire station).</li> </ul>
DCB	Juvenile	<b>Safety and Security:</b>





**SAN BERNARDINO COUNTY**  
**Department Emergency Operations Plan**  
**(DEOP)**

**Probation Department**

		<ul style="list-style-type: none"> <li>Maintain a safe and secure environment of the detention or treatment facilities or temporary operations center to meet the needs of wards and staff members.</li> <li>Supplemental staff can come from the Transportation Officers' group as well as the Probation Officers group.</li> </ul>
DCB	Juvenile	<b>Food Services:</b> <ul style="list-style-type: none"> <li>Continue to provide meals (breakfast, lunch, and dinner) to detained youth and probation staff for seven days and thereafter as re-supply by the vendor permits.</li> </ul>
DCB	Juvenile	<b>Intake and Release:</b> <ul style="list-style-type: none"> <li>In an emergency, the Incident Commander or Watch Commander may need to restrict intake criteria and limit the number of wards housed at all operable JDACs.</li> <li>Releases may be based on the institution's needs. A guideline for the criteria for the intake and release of wards is listed in the table below:</li> </ul>

<b>Release Criteria</b>	<b>Intake Criteria</b>
<b>Priority 1: Violation of a Court Order (VCO)</b>	<b>Critical Incident Level 1: Misdemeanor charges that include weapons, violence, resisting arrest and drugs. No VCOs or warrants admitted.</b>
<b>Priority 2: Misdemeanor charges that do not include weapons, violence, resisting arrest or drugs.</b>	<b>Critical Incident Level 2: In addition to felonies, misdemeanor charges that include weapons and violence only.</b>
<b>Priority 3: Placement orders.</b>	<b>Critical Incident Level 3: Felony charges only.</b>

**Worksheet 1a: Resource Requirements for MEF 1: CCB Court Reports**

<b>Activities &amp; Tasks</b>	<b>Facilities or Worksites</b>	<b>Communication Systems</b>	<b>Personnel</b>	<b>Essential Records &amp; Databases</b>	<b>Vital Systems &amp; Equipment</b>	<b>Key Vendors</b>
Court Reports	A safe workspace with access to our network.	Caseload Explorer, Internet access, email, DA STAR, telephones, Public	POs, POIIs, SPOs, Legal clerks, Unit clerk, District Attorneys, and Defense Counsel.	CE, JIMS, FTP, DA STAR, JNET, CAPS,	Computer connected to the network; phones	Superior Courts (adult/juvenile) Central Collections, DMV,





**SAN BERNARDINO COUNTY**  
**Department Emergency Operations Plan**  
**(DEOP)**

**Probation Department**

		Defender, UNITY (ISC)	The number of Investigators depends on the number of reports being referred.	Other County Superior Court Websites,  Live Scan, CLETS, UNITY,  Birth Certificates,  Health records,  SSN  PC DECs/Arrest reports  Custodial facilities for juveniles and adult  Placements		Dept. of Corrections and Rehabilitation, Placements, Department of Behavioral Health,  Mental Health Treatment providers, Counselors, District Attorney's Office,  Public Defender's Office,  Public Schools, CFS,  ICAOS,  LE Agencies  Automon
--	--	--------------------------	---	--	--	--

**Worksheet 1a: Resource Requirements for MEF 2: CCB Supervision**

<b>Activities &amp; Tasks</b>	<b>Facilities or Worksites</b>	<b>Communication Systems</b>	<b>Personnel</b>	<b>Essential Records &amp; Databases</b>	<b>Vital Systems &amp; Equipment</b>	<b>Key Vendors</b>
Supervision	Workspace with access to our network.	Caseload Explorer, internet access, email, and dispatch via a variety of means	The number of trained POs/SPOs required depends on the level of supervision that will be provided, as well as the number of required professional staff.	CE, CLETS,	Computers connected to network, HT, Vehicle, Safety Equipment	Dispatch and Courts



**SAN BERNARDINO COUNTY**  
**Department Emergency Operations Plan**  
**(DEOP)**

**Probation Department**

Juvenile House Arrest	Workspace at or near the JDAC	Caseload Explorer, internet access, Veritracks	1 PO or trained equivalent staff	CE (or the ability to keep paper records to be later entered into CE)	Veritracks House Arrest Vital Systems	Veritracks and Courts
Title IV-E Placement	POs- N/A can be completed at the location where the youth resides. Support staff- safe workspace with CMS/CWS and internet access	Caseload Explorer; CMS/CWS	5 Probation Officers; 1 support staff for CMS entry	CE or temporary paper records; CMS/CWS	Vehicle, cell phone, computer connected to CMS/CWS	CE, CMS/CWS, Courts, State of CA CMS/CWS

**Worksheet 1a: Resource Requirements for MEF 3: CCB Security**

<b>Activities &amp; Tasks</b>	<b>Facilities or Worksites</b>	<b>Communication Systems</b>	<b>Personnel</b>	<b>Essential Records &amp; Databases</b>	<b>Vital Systems &amp; Equipment</b>	<b>Key Vendors</b>
Augment detention center/ARISE/SOAR staffing shortages	CVJDAC, ARISE SYTF, & SOAR	Caseload Explorer, Email, county-issued cell phones, HT radios	POI, POII, POIII, SPO, DD, and professional staff.	Caseload Explorer	Computer access, duty belt, HT, pepper spray, handcuffs.	Juvenile Court, District Attorney, Law Enforcement.
Provide security for critical infrastructure	Various buildings as assigned.	Caseload Explorer, Email, county-issued cell phones, HT radios	POI, POII, POIII, SPO, DD, and professional staff.	Caseload Explorer, JIMS	County Vehicle, MDC, computer/laptop, tablet, phone, Uniform, tactical vest, belt, department-issued equipment.	County OES, County Fire, Sheriff's Office, Dispatch, Red Cross



**SAN BERNARDINO COUNTY**  
**Department Emergency Operations Plan**  
**(DEOP)**

**Probation Department**

Secure armory, supply warehouses, and office buildings as needed	Various buildings as assigned.	Caseload Explorer, Email, county-issued cell phones, HT radios	POI, POII, POIII, SPO, DD.	Caseload Explorer, JIMS	County Vehicle, MDC, computer/laptop, tablet, phone, Uniform, tactical vest, belt, department-issued equipment.	County OES, County Fire, Sheriff's Office, Dispatch, Red Cross
--	--------------------------------	--	----------------------------	-------------------------	---	--

**Worksheet 1a: Resource Requirements for MEF 4: CCB Reporting**

<b>Activities &amp; Tasks</b>	<b>Facilities or Worksites</b>	<b>Communication Systems</b>	<b>Personnel</b>	<b>Essential Records &amp; Databases</b>	<b>Vital Systems &amp; Equipment</b>	<b>Key Vendors</b>
Probation personnel shall report in person to their assigned office/duty station	Various buildings as assigned.	Caseload Explorer, Email, county-issued cell phones, HT radios	POI, POII, POIII, SPO, DD, and professional staff	Position Control	County Vehicle, MDC, computer/laptop, tablet, phone, Uniform, tactical vest, belt, department-issued equipment.	County OES, County Fire, Sheriff's Office, Dispatch, Red Cross,
Second option: personnel will report to the nearest detention and treatment facilities	CVJDAC, ARISE SYTF, & SOAR	Caseload Explorer, Email, county-issued cell phones, HT radios	POI, POII, POIII, SPO, DD, and professional staff.	Position Control	County Vehicle, MDC, computer/laptop, tablet, phone, Uniform, tactical vest, belt, department-issued equipment.	County OES, County Fire, Sheriff's Office, Dispatch, Red Cross,
Third option: personnel will report to the nearest San Bernardino	Various buildings as assigned.	Caseload Explorer, Email, county-issued cell phones, HT radios	POI, POII, POIII, SPO, DD, and professional staff.	Position Control	County Vehicle, MDC, computer/laptop, tablet, phone, Uniform, tactical vest, belt,	County OES, County Fire, Sheriff's Office, Dispatch, Red Cross



**SAN BERNARDINO COUNTY**  
**Department Emergency Operations Plan**  
**(DEOP)**

**Probation Department**

County public safety agency (i.e., police, sheriffs, or fire station).					department-issued equipment.	
--	--	--	--	--	------------------------------	--

**Worksheet 1a: Resource Requirements for MEF 5: CCB Utilization**

<b>Activities &amp; Tasks</b>	<b>Facilities or Worksites</b>	<b>Communication Systems</b>	<b>Personnel</b>	<b>Essential Records &amp; Databases</b>	<b>Vital Systems &amp; Equipment</b>	<b>Key Vendors</b>
Probation personnel will be utilized at the discretion of the Chief Probation Officer (or designee) or the Incident Commander.	CVJDAC, ARISE SYTF, & SOAR or various buildings as assigned.	Caseload Explorer, Email, county-issued cell phones, HT radios	POI, POII, POIII, SPO, DD, and professional staff.	Payroll, Professional Standards or Human Resources	County Vehicle, MDC, computer/laptop, tablet, phone, Uniform, tactical vest, duty belt, department-issued equipment.	County OES, County Fire, Sheriff's Office, Red Cross
Conduct staff wellness checks as directed by the DOC command staff.	Various buildings as assigned.	Caseload Explorer, Email, county-issued cell phones, HT radios	POI, POII, POIII, SPO, DD, and professional staff.	Supervising Probation Officer, Payroll or Human Resources	County Vehicle, MDC, computer/laptop, tablet, phone, Uniform, tactical vest, belt, department-issued equipment.	County OES, County Fire, Sheriff's Office, Red Cross

**Worksheet 1a: Resource Requirements for MEF 6: DCB Search and Rescue**

<b>Activities &amp; Tasks</b>	<b>Facilities or Worksites</b>	<b>Communication Systems</b>	<b>Personnel</b>	<b>Essential Records &amp; Databases</b>	<b>Vital Systems &amp; Equipment</b>	<b>Key Vendors</b>
Recover disaster victims from JDAC, SOAR, and/or SYTF	ARISE SYTF CVJDAC	Handie Talkie Radio, Satellite Phone, CE.	PCO, PCSI, PCSII, PO I/II/III, SPO, DD, and professional staff	CE, JNET	Phones, Computer	Juvenile Court, DA, PD



**SAN BERNARDINO COUNTY**  
**Department Emergency Operations Plan**  
**(DEOP)**

**Probation Department**

**Worksheet 1a: Resource Requirements for MEF 7: DCB Medical**

<b>Activities &amp; Tasks</b>	<b>Facilities or Worksites</b>	<b>Communication Systems</b>	<b>Personnel</b>	<b>Essential Records &amp; Databases</b>	<b>Vital Systems &amp; Equipment</b>	<b>Key Vendors</b>
Emergency Medical Response  Continuity of Essential Medical Services  Medical Triage and Evacuation Planning	The institutions where most of the medical resources are located, and where access to the community is limited/restricted	Two-way radios for coordination with custody and medical teams  Emergency notification system (e.g., mass alert system)  Direct phone lines to EMS and external hospitals	2–3 Registered Nurses (RNs) – 2 Licensed Vocational  1-2 Physicians or Advanced Practice Providers (APPs)  2 Medical Support Staff (Medical Assistant/Clerk)  2 Custody Staff (for security & transportation)	Caseload & TechCare EHR  Medical risk stratification lists (identifying high-risk patients)  Evacuation priority lists (critical care patients)  Chronic care patient lists	Portable medical assessment tools (blood pressure cuffs, pulse oximeters)  Stretchers and wheelchairs for patient transport  PPE for medical staff handling infectious cases	Med-line Medical Supply and Equipment  ARMC Pharmacy  ARMC Lab/Quest  Public Health Lab

**Worksheet 1a: Resource Requirements for MEF 8: DCB Supervision**

<b>Co</b>	<b>Facilities or Worksites</b>	<b>Communication Systems</b>	<b>Personnel</b>	<b>Essential Records &amp; Databases</b>	<b>Vital Systems &amp; Equipment</b>	<b>Key Vendors</b>
Continue Supervision and care of wards in the JDAC and Treatment Facilities	CVJDAC ARISE SYTF	Handie Talkie Radio, HAM Radio, Satellite Phone, County Cellular Phone, CE, Email	PCO, PCSI/II, PO I/II/III, SPO, DD	CE JNET	Phones Computer	Juvenile Court, DA, PD, Facilities Management

**Worksheet 1a: Resource Requirements for MEF 9: DCB Reporting**

<b>Activities &amp; Tasks</b>	<b>Facilities or Worksites</b>	<b>Communication Systems</b>	<b>Personnel</b>	<b>Essential Records &amp; Databases</b>	<b>Vital Systems &amp; Equipment</b>	<b>Key Vendors</b>
Personnel shall report to the	CVJDAC ARISE SYTF	Handie Talkie Radio, HAM Radio, Satellite	PCSI/II, PO I/II/III,	CE JNET	Phones, Computer	Juvenile Court, DA, PD





**SAN BERNARDINO COUNTY**  
**Department Emergency Operations Plan**  
**(DEOP)**

**Probation Department**

nearest JDAC/SYTF.		Phone, County Cellular Phone, CE, Email	SPO, DDI/II			
--------------------	--	---	-------------	--	--	--

**Worksheet 1a: Resource Requirements for MEF 10: DCB Safety and Security**

<b>Activities &amp; Tasks</b>	<b>Facilities or Worksites</b>	<b>Communication Systems</b>	<b>Personnel</b>	<b>Essential Records &amp; Databases</b>	<b>Vital Systems &amp; Equipment</b>	<b>Key Vendors</b>
Maintain a safe and secure environment in JDAC and TF and meet the needs of staff and youth.	CVJDAC ARISE SYTF	Handie Talkie Radio, HAM Radio, Satellite Phone, County Cellular Phone, CE, Email, Two Way Radio	PCSI/II, PO I/II/III, SPO, DD I/II	CE JNET	Phones, Computer, Satellite Phone, Handie Talkie Radio	Juvenile Court, DA, PD

**Worksheet 1a: Resource Requirements for MEF 11: Food Services**

<b>Activities &amp; Tasks</b>	<b>Facilities or Worksites</b>	<b>Communication Systems</b>	<b>Personnel</b>	<b>Essential Records &amp; Databases</b>	<b>Vital Systems &amp; Equipment</b>	<b>Key Vendors</b>
Continue to provide meals (breakfast, lunch, and dinner) to detained youth and probation staff for seven days and thereafter as re-supply by the vendor permits.	CVJDAC/ARISE Foods Corona	Cell	4+	Daily Modified Meal Sheets	Associate heating, serving, and cleaning equipment	Riverside Sysco.US

**Worksheet 1a: Resource Requirements for MEF 12: Intake and Release**

<b>Activities &amp; Tasks</b>	<b>Facilities or Worksites</b>	<b>Communication Systems</b>	<b>Personnel</b>	<b>Essential Records &amp; Databases</b>	<b>Vital Systems &amp; Equipment</b>	<b>Key Vendors</b>
Intake and Release:	CVJDAC	Handie Talkie Radio, HAM	PCSI/II, PO I/II/III, SPO,	CE JNET	Phones, Computer,	Juvenile Court, DA, PD





**SAN BERNARDINO COUNTY**  
**Department Emergency Operations Plan**  
**(DEOP)**

***Probation Department***

In an emergency, the Incident Commander or Watch Commander may need to restrict intake criteria and limit the number of wards housed at all operable JDACs. Releases may be based on the institution's needs. A guideline for the criteria for the intake and release of wards is listed in the table below:	ARISE SYTF	Radio, Satellite Phone, County Cellular Phone, CE, Email, Two Way Radio	DD I/II, professional staff		Satellite Phone, Handie Talkie Radio	
--	---------------	---	-----------------------------	--	--------------------------------------	--



## **1.2 Interdependencies**

Interdependencies are defined as, “*Mutually dependent entities, agencies, or organizations that rely on each other to perform a function, activity, or service.*” MEF’s are also provided by non-response organizations. Departments/Agencies without a public safety role, such as budget, finance, information technology, and administrative departments, will still have mission essential functions that must support governance during emergencies.

Each Department/Agency must review its relationship to other Departments/Agencies and organizations to identify interdependencies by reviewing the process required to carry out each of the Department’s/Agency’s MEF’s.

### ***1.2.1 Departmental/Agency Dependencies***

County Department/Agency services are many and varied. Each Department/Agency provides services to the public and other County Departments/Agencies or employees. As part of the DEOP, the probation department has identified the departmental/agency dependencies below.

#### **Worksheet 2 Instructions:**

- Copy and paste the MEF’s from **Worksheet 1** into column **1** of **Worksheet 2**
- Identify any Departments/Agencies that are dependent on the MEF and list in column **2** and any Departments/Agencies that the MEF is dependent on and list in column **3**

<b>Worksheet 2</b>		
<b>1. Mission Essential Function</b>	<b>2. Departments/Agencies Dependent on this MEF</b>	<b>3. Departments/Agencies this MEF Is Dependent on</b>
Record employees’ time for payroll	Probation Department	Supervisors, Payroll
Approve invoices for payment	ATC, Probation Department	Supervisors, Fiscal
Conduct disaster-related health & safety training	Probation Department	Training Center, Contract Instructors, Chief Medical Officer
Respond to public complaints and provide input for the Department’s information line	Public, Probation Department	PIO, Staff members at all levels
CCB Court Reports: <ul style="list-style-type: none"> <li>• Probation Officers are mandated to complete court reports unless waived by the court.</li> </ul>	Superior Courts, Central Collections, DMV, Dept. of Corrections and Rehabilitation, Placements, Department of Behavioral Health, Mental Health Treatment providers, Counselors, District Attorney’s Office, Public Defender’s Office	Probation Juvenile & Adult Intake, Investigation and Supervision Units, JDAC staff



**SAN BERNARDINO COUNTY**  
**Department Emergency Operations Plan**  
**(DEOP)**

**Probation Department**

**Worksheet 2**

<b>1. Mission Essential Function</b>	<b>2. Departments/Agencies Dependent on this MEF</b>	<b>3. Departments/Agencies this MEF Is Dependent on</b>
CCB Supervision: <ul style="list-style-type: none"><li>• GPS monitored offenders</li><li>• Sex offenders</li><li>• Mental Health (STAR, Field Services Unit)</li><li>• Domestic Violence</li><li>• Pre-Trial Services</li><li>• Placement services pursuant to Title IVE</li><li>• Augment staff shortages at detention facilities</li><li>• Provide security for critical infrastructure (i.e. detention facilities)</li></ul>	San Bernardino County Superior Court San Bernardino County Sheriff's Department GPS Provider Department of Behavioral Health Department of Children and Family Services Placement Providers Other police agencies and collaborative partners	Juvenile and Adult supervision units, Day Reporting Centers
CCB Security: <ul style="list-style-type: none"><li>• Augment staffing shortages at the JDACs</li><li>• Provide security for critical infrastructure (i.e. JDACs).</li><li>• Secure armory and supply warehouses and office buildings as needed.</li></ul>	CVJDAC, ARISE, Treatment facilities, and Probation Units.	Juvenile and Adult supervision units, Day Reporting Centers



**SAN BERNARDINO COUNTY**  
**Department Emergency Operations Plan**  
**(DEOP)**

**Probation Department**

**Worksheet 2**

<b>1. Mission Essential Function</b>	<b>2. Departments/Agencies Dependent on this MEF</b>	<b>3. Departments/Agencies this MEF Is Dependent on</b>
CCB Reporting: <ul style="list-style-type: none"><li>• Probation personnel shall report in person to their assigned office/duty station.</li><li>• If it is not possible, personnel will report to the nearest Juvenile Detention and Assessment Center (JDAC).</li><li>• Should that not be possible, personnel will report to the nearest San Bernardino County public safety agency (i.e. police, sheriffs, or fire station).</li></ul>	County EOC, All Probation units	All Probation units
CCB Utilization: <ul style="list-style-type: none"><li>• Probation Officers will be utilized at the discretion of the Chief Probation Officer (or designee) or the assigned Incident Commander.</li><li>• Conduct staff wellness checks at direction of command staff.</li></ul>	All Probation units	All Probation units
DCB Search and Rescue: <ul style="list-style-type: none"><li>• Staff may be needed to recover disaster victims from the JDACs and/or treatment facilities.</li></ul>	JDAC and Treatment Facilities	JDAC and Treatment Facilities staff members



**SAN BERNARDINO COUNTY**  
**Department Emergency Operations Plan**  
**(DEOP)**

**Probation Department**

**Worksheet 2**

<b>1. Mission Essential Function</b>	<b>2. Departments/Agencies Dependent on this MEF</b>	<b>3. Departments/Agencies this MEF Is Dependent on</b>
CCB/DCB Medical: <ul style="list-style-type: none"><li>• Medical personnel assigned to JDACs/Treatment Facilities will render medical aid to staff and detained youth as warranted.</li><li>• Render medical assistance to neighboring Probation units as needed.</li></ul>	JDAC, Treatment Facilities and Probation units	JDAC Medical staff
DCB Supervision: <ul style="list-style-type: none"><li>• The care and supervision of wards in the Probation Department's care will continue as will the availability of services for those displaced or adversely affected by the disaster.</li><li>• Conduct staff wellness checks at direction of command staff.</li></ul>	Superior Court, CFS (Dual Sup), JDACs and Treatment Facilities	JDAC, DBH



**SAN BERNARDINO COUNTY**  
**Department Emergency Operations Plan**  
**(DEOP)**

**Probation Department**

**Worksheet 2**

<b>1. Mission Essential Function</b>	<b>2. Departments/Agencies Dependent on this MEF</b>	<b>3. Departments/Agencies this MEF Is Dependent on</b>
DCB Reporting: <ul style="list-style-type: none"><li>• Probation personnel shall report in person to their assigned office/duty station.</li><li>• If it is not possible, personnel will report to the nearest Juvenile Detention and Assessment Center (JDAC).</li><li>• Should that not be possible, personnel will report to the nearest San Bernardino County public safety agency (i.e. police, sheriffs, or fire station).</li></ul>	Probation, JDACs, Treatment Facilities, Superior Court, CFS	Probation staff, DBH
DCB Safety and Security: <ul style="list-style-type: none"><li>• Maintain a safe and secure environment in the JDACs, treatment facilities, or temporary operations centers to meet the needs of wards and staff members.</li><li>• Supplemental staff can come from the Transportation Officers' group as well as the Probation Officers' group.</li></ul>	Probation, JDACs, Treatment Facilities, Superior Court, CFS	JDAC staff, DBH





**SAN BERNARDINO COUNTY**  
**Department Emergency Operations Plan**  
**(DEOP)**

**Probation Department**

**Worksheet 2**

<b>1. Mission Essential Function</b>	<b>2. Departments/Agencies Dependent on this MEF</b>	<b>3. Departments/Agencies this MEF Is Dependent on</b>
DCB Food Services: <ul style="list-style-type: none"><li>• Continue to provide meals (breakfast, lunch, and dinner) to detain youth and probation staff for a seven-day period.</li><li>• Provide meals to the field supervision and all office staff across the department.</li><li>• Re-supply food and water rations per vendor agreement.</li></ul>	Probation, JDACs, Treatment Facilities	JDAC Food Services
DCB Intake and Release: <ul style="list-style-type: none"><li>• In an emergency, the Incident Commander or Watch Commander may find it necessary to restrict intake criteria and limit the number of wards housed at all operable JDACs.</li><li>• Releases may be based on the needs of the institution.</li></ul>	Superior Court, Probation, CFS	IRO, JDAC Administration



**THIS PAGE LEFT BLANK**



## **ANNEX 2: DEVOLUTION**

### **PLANNING TIPS: DEVOLUTION**

✓ **Devolution:**

- *The capability to transfer statutory authority and responsibility for MEF's from the Department's/Agency's primary operating staff and facilities to employees and facilities of other Departments/Agencies within the County and under certain circumstances another jurisdiction.*

✓ **Considerations for Devolution:**

- *What partner(s) can perform the Department/Agency MEF's?*
- *How and when direction and control of the Department/Agency operations will transfer to and from?*
- *The necessary resources, personnel, services, equipment, and materials to facilitate the performance of MEF's at the devolution facility/location.*
- *Those Departments/Agencies identified as those who can support your devolution, must have personnel that are trained to perform the MEF's to the same or nearly same level of proficiency as your in-house personnel.*

### **Worksheet 3 Instructions:**

- List the devolution options for **Probation Department**
- Identify other Departments/Agencies in the County that can fill your Department's/Agency's role; and
- Identify any additional training that personnel would require to perform/maintain mission essential functions, if none, then indicate in column **4**

<b>Worksheet 3: Identify Devolution Options</b>			
<b>1. Division</b>	<b>2. Section</b>	<b>3. Other Department/Agency that Can Fill Your Department's Role</b>	<b>4. Additional Training Necessary</b>
No other Departments/Agencies can complete our MEFs			



## **2.1 Mutual Aid**

Because no organization will face a disaster or incident alone, it is incumbent upon the whole community to assist each other. Jurisdictions at all levels should work with each other to develop mutual aid agreements/contracts or Emergency Management Mutual Aid (EMMA) procedures which would be coordinated through County OES.

Click or tap here to enter text.

<b><i>Worksheet 3a: MOUs/Agreements/Contracts</i></b>			
<b><i>1. Name</i></b>	<b><i>2. Date</i></b>	<b><i>3. Who's Involved/Partners</i></b>	<b><i>4. How to Implement</i></b>
Currently in development			



## **ANNEX 3: PRIMARY/ALTERNATE FACILITIES**

### **PLANNING TIPS: PRIMARY FACILITIES**

✓ **Identify Current Facilities/Locations:**

- *The first step in selecting primary facilities/locations is identifying all facilities/locations a Department/Agency currently utilizes.*
- *In depth knowledge about current facilities will aid in formulating requirements for alternate facilities/locations (Ex: communications connectivity, equipment requirements, space and amenities need, and deployment/operational requirements).*
- *Work with GIS personnel to identify maps and/or GIS layers outlining natural hazards to determine if your Department/Agency buildings are located within known potential hazard areas.*

Emergencies or potential emergencies can affect the ability of Departments/Agencies to perform MEF's from their primary facilities/locations. A critical element in DEOP planning is the identification and preparation of alternate facilities/locations.

The purpose of an alternate facility/location is to provide each Department/Agency with means of accomplishing its mission essential functions in the event if the organization's primary location is unavailable due to an emergency.

### **3.1 Current (Primary) Facilities/Locations**

The first step in selecting alternate facilities/locations is identifying all current or primary facilities/locations the Department/Agency utilizes. In-depth knowledge about those facilities/locations will aid in formulating requirements for alternate facilities/locations.

#### ***3.1.1 Primary Operating Facilities***

The Probation Department's primary operating facility is located at 175 5th St., San Bernardino, CA 92415, commonly known as the Administration Building. This facility is an administrative facility owned by San Bernardino County.

**Worksheet 4: Identify Current Primary Facilities**

<b>1. Department/Agency</b>	<b>2. Location Address</b>	<b>3. MEF's performed at location (Y/N)</b>	<b>4. Employees at location</b>	<b>5. Hazards/Risk Factors</b>
Administration	175 West 5th Street, SB	Y	278	Old, 4-story building
Central Juvenile Services	150 West 5th Street, SB	Y	74	None
Central DRC	104 West 4th Street, SB	Y	84	Older building



**SAN BERNARDINO COUNTY**  
**Department Emergency Operations Plan**  
**(DEOP)**

**Probation Department**

**Worksheet 4: Identify Current Primary Facilities**

<b>1. Department/Agency</b>	<b>2. Location Address</b>	<b>3. MEF's performed at location (Y/N)</b>	<b>4. Employees at location</b>	<b>5. Hazards/Risk Factors</b>
Adult Annex	401 N. Arrowhead, SB	Y	68	2-story building
SOAR	740 E. Gilbert Street, SB	Y	48	Older building
Training Center	9478 Etiwanda Avenue, Rancho Cucamonga	N	45	None
WV Services & DRC	17830 Arrow Blvd., Fontana	Y	114	2-story building
CVJDAC	900 E. Gilbert Street, SB	Y	301	Detention Facility
ARISE	21101 Dale Evans Pkwy, Apple Valley	Y	218	Detention facility and remotely located
Barstow Services	301 Mtn. View, Barstow	Y	16	None
Joshua Tree Services	63665 29 Palms Hwy, Joshua Tree	Y	13	2-story building
Needles Services	1111 Bailey Ave, Needles	Y	3	Remotely located
VV Juvenile Services	15345 Bonanza Rd, Victorville	Y	18	None
VV Adult Services	15480 Ramona Ave, Victorville, CA	Y	78	2-story building

### **3.2 Alternate Facilities/Sites**

The term alternate facility/location can include anything from a borrowed conference room for a few key people on a temporary basis, to a complete facility used to house the entire Department/ Agency. In most cases, it will probably be something in between depending on the circumstances of any given event and available resources.





## **PLANNING TIPS: ALTERNATE FACILITIES/LOCATIONS**

- ✓ **Identify Alternate Facilities/Locations:**
  - *An alternate facility/location includes anything from a borrowed conference room for a few people on a temporary basis, to a complete facility to house the entire Department/Agency.*
  - *Each Department/Agency should select at least two (2) alternate locations.*
  - *Work with GIS personnel to identify maps and/or GIS layers outlining natural hazards to determine if your Department/Agency buildings are located within known potential hazard areas.*
- ✓ **Considerations for Alternate Facilities/Locations:**
  - *Existing Department/Agency controlled space*
  - *Co-location with another Department/Agency*
  - *Shared alternate facility occupancy agreement*

Organizations need to identify and maintain at least one alternate location facility for relocation. This facility must have capabilities to accommodate communications and IT systems, as well as provide sufficient space, equipment, supplies, and services to support continuity personnel in performing mission essential functions.

Additionally, organizations should select a facility that is located geographically away from any threat/hazard that may be affecting the primary facility; while considering onsite or nearby access to meals, lodging, medical, sanitation, and security needs.

The Probation Department **has** identified at least two alternate work facilities/sites using the following classifications in **Worksheet 5**:

**Hot Site:** An alternate location that is operationally ready with computer systems, telecommunications, and other information technology infrastructure. The site can accommodate personnel required to perform mission essential functions; personnel may or may not be permanently assigned to the location.

**Warm Site:** An alternate location that is equipped with some computer, telecommunications, other information technology, and environmental infrastructure which is capable of providing backup after additional personnel, equipment, supplies, software, or customization is provided.

**Cold Site:** A facility that is not staffed on a day-to-day basis by personnel from the primary facility. Organizations may be required to pre-install telecommunication equipment and IT



infrastructure upon selection and purchase and deploy designated IT essential personnel to the facility to activate equipment and systems before it can be used.

Organizations should consider using existing organization or other space for alternate locations, such as:

- Remote/offsite training facilities: These facilities may include an organization's training facility located near the organization's primary operating facility, but far enough away to afford some geographical dispersion.
- Space procured and maintained by another organization: Some organizations offer space procurement services that other organizations can use for alternate locations.
- Participation in joint-use alternate locations: Several organizations may pool their resources to acquire space they can use jointly as an alternate location. With this option, organizations should ensure that the shared facilities are not overcommitted during an activation of continuity plans. An organization may co-locate with another organization at an alternate operating facility, but each organization should have individually designated space and other resources at that location to meet its own needs.
- Alternate use of existing facilities: In certain types of continuity plan activations, organizations may use a combination of facilities and strategies, such as social distancing in a pandemic scenario, which decreases the frequency and duration of social contact to reduce person-to-person virus transmission, to support continuity operations.

**Worksheet 5 Instructions:**

- Identify at least two alternate facilities/sites and list the facility name/address in columns **2** and **3**
- Use the drop-down menu in column **4** to identify the site as: Hot, Warm, or Cold per the classifications on the previous page

<b>Worksheet 5: Identify Alternate Facilities/Sites</b>			
<b>1. Department/Agency</b>	<b>2. Alternate Site #1 Name/Address</b>	<b>3. Alternate Site #2 Name/Address</b>	<b>4. Hot Site</b>
CVJDAC	ARISE, 21101 Dale Evans Pkwy, Apple Valley	Training Center, 9478 Etiwanda Ave., Rancho Cucamonga	<b>Hot Site</b>
ARISE	CVJDAC, 900 E. Gilbert Street, San Bernardino	Training Center, 9478 Etiwanda Ave., Rancho Cucamonga	<b>Hot Site</b>
Administration	Central Adult Annex, 401 N. Arrowhead, San Bernardino	Central DRC, 104 West 4 <sup>th</sup> Street, San Bernardino	<b>Hot Site</b>
Central Juvenile Services	CVJDAC, 900 E. Gilbert Street, San Bernardino	ARISE, 21101 Dale Evans Pkwy, Apple Valley	<b>Hot Site</b>
Central DRC	Central Adult Annex, 401 N. Arrowhead, San Bernardino	WV Services/DRC, 17830 Arrow Blvd., Fontana	<b>Hot Site</b>
Central Adult Annex	Central DRC, 104 West 4 <sup>th</sup> Street, San Bernardino	WV Services/DRC, 17830 Arrow Blvd., Fontana	<b>Hot Site</b>
SOAR	CVJDAC, 900 E. Gilbert Street, San Bernardino	Training Center, 9478 Etiwanda Ave., Rancho Cucamonga	<b>Hot Site</b>

**Worksheet 5: Identify Alternate Facilities/Sites**

<b>1. Department/Agency</b>	<b>2. Alternate Site #1 Name/ Address</b>	<b>3. Alternate Site #2 Name/ Address</b>	<b>4. Hot Site</b>
WV Services & DRC	Training Center, 9478 Etiwanda Ave., Rancho Cucamonga	Central DRC, 104 West 4th Street, San Bernardino	<b>Hot Site</b>
Training Center	WV Services & DRC 17830 Arrow Blvd., Fontana	Central DRC, 104 West 4th Street, San Bernardino	<b>Hot Site</b>
Barstow Services	ARISE, 21101 Dale Evans Pkwy, Apple Valley	VV Juvenile Services, 15345 Bonanza Rd, Victorville	<b>Hot Site</b>
Joshua Tree Services	VV Juvenile Services, 15345 Bonanza Rd, Victorville	VV Adult Services, 15480 Ramona Ave, Victorville, CA	<b>Hot Site</b>
Needles Services	Barstow Services, 301 Mtn. View, Barstow	VV Juvenile Services, 15345 Bonanza Rd, Victorville	<b>Warm Site</b>
VV Juvenile Services	VV Adult Services, 15480 Ramona Ave, Victorville, CA	ARISE, 21101 Dale Evans Pkwy, Apple Valley	<b>Hot Site</b>
VV Adult Services	VV Juvenile Services, 15345 Bonanza Rd, Victorville	Barstow Services, 301 Mtn. View, Barstow	<b>Hot Site</b>

**3.2.1 Maps: Alternate Facilities/Locations**

CVJDAC (900 E. Gilbert St.)



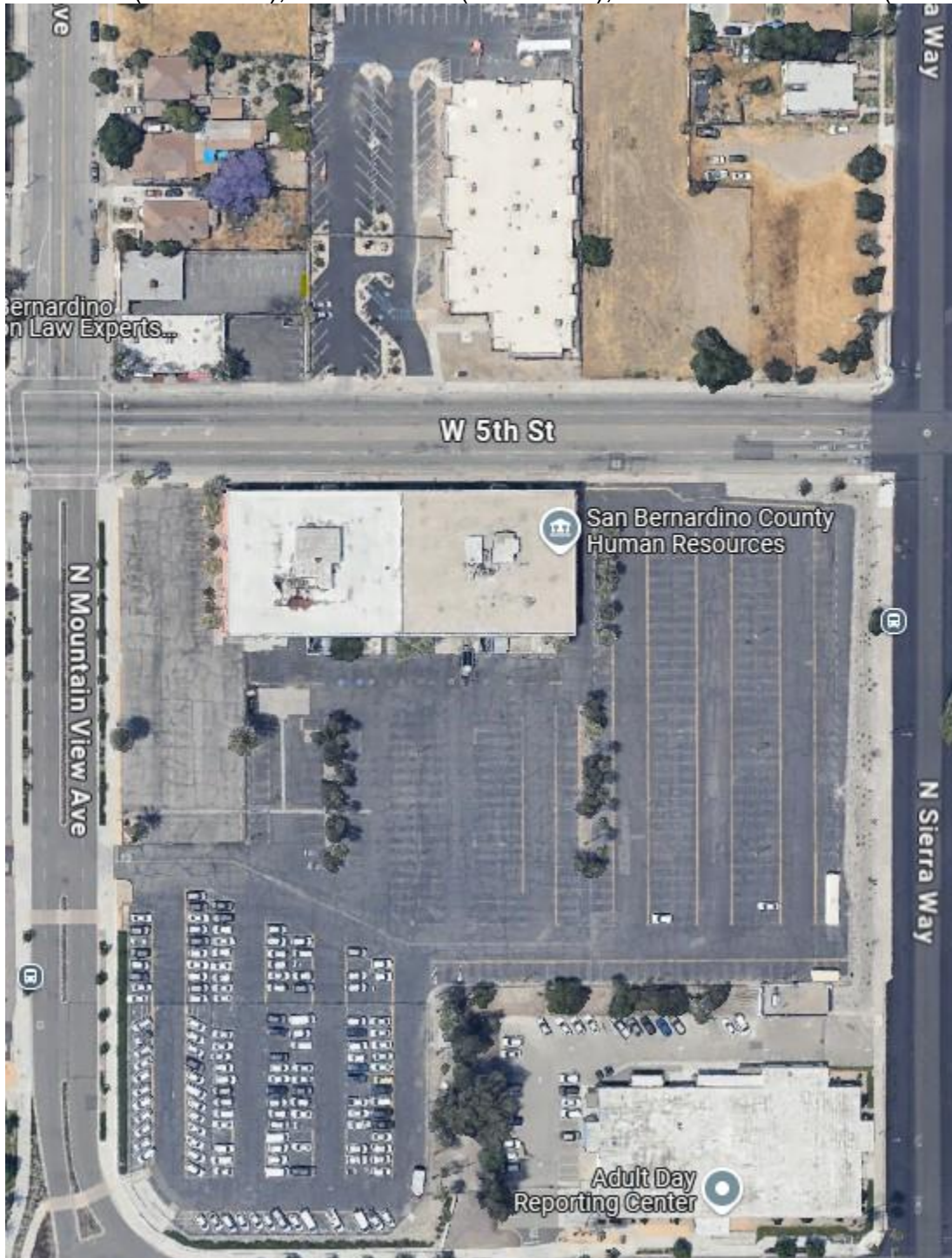




ARISE (21101 Dale Evans Pkwy)



Administration (175 5<sup>th</sup> St.), Central DRC (104 4<sup>th</sup> St.), and Central Juvenile (150 5<sup>th</sup> St)





Central Adult (401 Arrowhead Ave.)





SOAR (740 E. Gilbert St.)



WV Services/DRC (17830 Arrow Blvd.)



Training Center (9478 Etiwanda Ave.)





Barstow Services (1300 Mtn. View)





**SAN BERNARDINO COUNTY**  
**Department Emergency Operations Plan**  
**(DEOP)**

*Probation Department*

Joshua Tree Services (63665 29 Palms Hwy)





Needles Services (1111 Bailey Ave.)



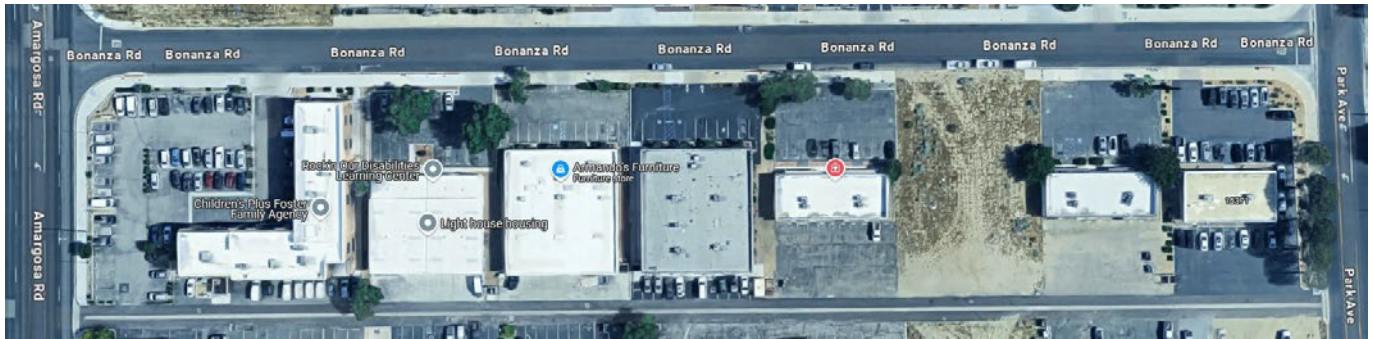




**SAN BERNARDINO COUNTY**  
**Department Emergency Operations Plan**  
**(DEOP)**

*Probation Department*

VV Juvenile Services (15345 Bonanza Rd.)

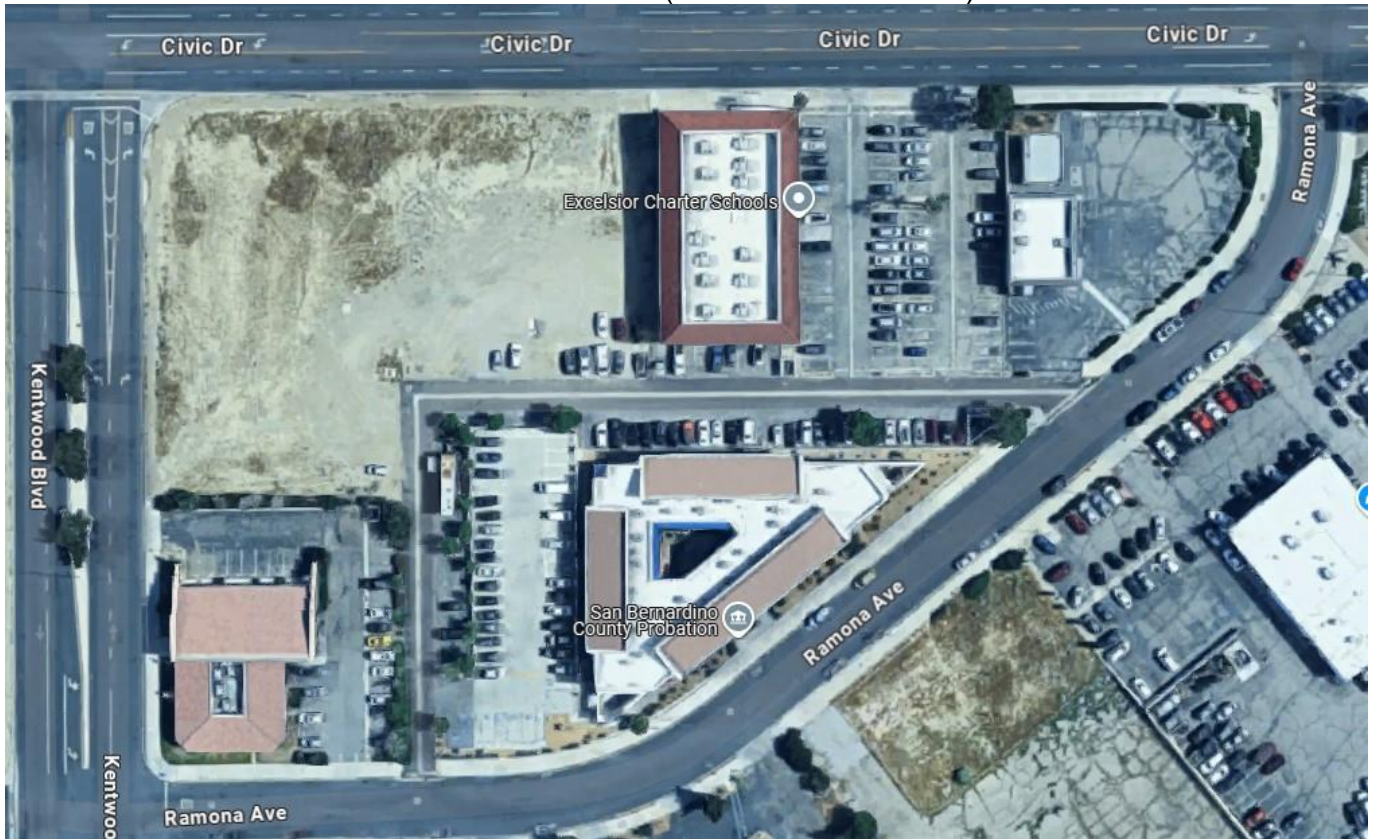




**SAN BERNARDINO COUNTY**  
**Department Emergency Operations Plan**  
**(DEOP)**

*Probation Department*

VV Adult Services (15480 Ramona Ave.)





### **3.3 Reconstitution Following Relocation**

If implementation of the DEOP resulted in relocating operations to an alternate location, then, within 30 days of the relocation, the following individual(s) will initiate and coordinate efforts to reconstitute the normal operations of the Probation Department:

- Emergency Service Supervisor serves as the Reconstitution Manager for the duration of the reconstitution process.
- The Reconstitution Manager may need to assemble a team to assist them in planning for and implementing the reconstitution process.
- The Reconstitution Manager establishes a timeframe for reconstitution and obtains approval to proceed from the Chief Probation Officer or designee.

### **3.4 Facilities**

The process of reconstituting normal operations to either the original or new primary operating facility(ies) involves the following:

- If the Probation Department CAN reconstitute normal operations at the original primary operating facility(ies), the Reconstitution Manager will coordinate with the facility manager/property owner on the timeframes for building repairs or restoration of access and services.
- If Probation Department CANNOT reconstitute normal operations at the original primary operating facility(ies), the Reconstitution Manager will coordinate with the facility manager/property owner, Real Estate Services, and/or other applicable organizations—to obtain replacement office space for reconstitution.
- If unable to reach an agreement with the facility manager/property owner of the original primary operating facility(ies), the Emergency Service Supervisor will initiate the process to find the new primary operating facility(ies).
- The Reconstitution Manager will confirm space allocation and facility requirements for the new primary operating facility(ies).
- The Reconstitution Manager will develop plans for restructuring staff assignments, if necessary.
- Prior to reconstituting at either the original or new primary operating facility(ies), the Reconstitution Manager will ensure that the necessary security, safety, and health assessments are conducted to confirm building suitability.
- Prior to reconstituting at either the original or new primary operating facility(ies), Reconstitution Manager will verify that all systems/equipment, communications, and other required capabilities are available and operational; and that Probation Department is fully capable of performing all functions and operations at the original or new primary operating facility(ies).
- Upon verifying the availability and operational status of the original or new primary operating facility(ies), and that Probation Department is fully capable of performing all functions and operations from the facility(ies), the Reconstitution Manager will begin



supervising the movement of personnel, equipment, and material to the facility(ies). The order for transferring functions, personnel, and equipment is assigned to each essential function.

- Reconstitution formally begins when the Chief Probation Officer or designee decides that the continuity event has ended and is unlikely to re-occur.

## **3.5 Personnel**

The Chief Probation Officer or designee will notify all employees that the continuity event has ended, provide the anticipated timeframe for reconstitution, and, if appropriate, use email or emergency communication systems to describe the actions needed of personnel during the reconstitution process.

### ***3.5.1 Reconstitution Following Staff Shortage***

If implementation of the continuity plan is due to the loss of staff, the reconstitution process may occur gradually as either:

- Employees return to work,
- Available employees are reclassified to fill known vacancies, as necessary (in compliance with collective bargaining agreements where applicable), or
- New employees are hired.

The Reconstitution Manager shall oversee the orderly transition from physical (i.e., not teleworked) alternate locations for all ***Probation Department*** functions, employees, equipment, and records to a new or restored primary operating facility.



## ANNEX 4: ESSENTIAL PERSONNEL

### PLANNING TIPS: ESSENTIAL PERSONNEL

- ✓ **Roster of Essential Positions:**
  - *During an emergency, Departments/Agencies must continue to perform MEF's previously identified.*
  - *Each Department/Agency should identify personnel responsible for each MEF previously identifies and one alternate to ensure each MEF is performed regardless of any one person's ability.*

### 4.1 Roster of Essential Positions

In addition to completing critical tasks associated with notifications and possible relocation, each Department/Agency must continue to perform its MEF's. The Probation Department has identified the personnel responsible for each MEF and one alternate to ensure that each MEF is performed regardless of any one person's availability.

**Worksheet 6** on the following pages list the MEF's identified by the Probation Department and persons, including alternates, responsible for ensuring these functions' continuity. ***This roster can be redacted to remove sensitive contact information.***





**SAN BERNARDINO COUNTY**  
**Department Emergency Operations Plan**  
**(DEOP)**

**Probation Department**

**Worksheet 6 Instructions:**

- Copy and paste the MEF's from **Worksheet 1** into column **1**
- Position Titles have been included
- Identify primary staff in column **3** and alternate staff in column **4**

<b>Worksheet 6: Identify Essential Personnel</b>			
<b>1. Mission Essential Function</b>	<b>2. Position Title</b>	<b>3. Primary Staff Assigned (Name/Cell#/Email)</b>	<b>4. Alternate Staff Assigned (Name/Cell#/Email)</b>
Record employees' time for payroll	Mission Critical Staff	Marcela Moreno [REDACTED] [REDACTED]	Leslie Dunn [REDACTED] [REDACTED]
Approve invoices for payment	Mission Critical Staff	Leslie Dunn [REDACTED] [REDACTED]	Scott Nichols [REDACTED] [REDACTED]
Conduct disaster-related health & safety training	Mission Critical Staff	POIII Genelyn Torres [REDACTED] [REDACTED]	POII Eric Amundsen [REDACTED] [REDACTED]
Respond to public complaints and provide input for the Department's information line	Mission Critical Staff	Complaints-DDII Karmen Zaragoza 909-387-5800 Office Karmen.Zaragoza@prob.sbcounty.gov  Information- SPO Oleg Llaurado 909-387-6082 Oleg.Llaurado@prob.sbcounty.gov	Complaints-DDI Danyl Teel 909-387-6089 Office Danyl.Teel@prob.sbcounty.gov  Information-POIII of External Affairs 909-387-5838 Office
<b>Court Reports:</b> <ul style="list-style-type: none"> <li>• Probation Officers are mandated to complete court reports unless waived by the court.</li> </ul>	Mission Critical Staff	Adult-SPO Tiffani Lawyer [REDACTED] [REDACTED]  Juvenile-SPO Edwina Hendrix-Beauchamp [REDACTED] [REDACTED]	Adult-SPO Michelle Miller [REDACTED] [REDACTED]  Juvenile-Michelle Cain [REDACTED] [REDACTED]





**SAN BERNARDINO COUNTY**  
**Department Emergency Operations Plan**  
**(DEOP)**

**Probation Department**

**Worksheet 6: Identify Essential Personnel**

<b>1. Mission Essential Function</b>	<b>2. Position Title</b>	<b>3. Primary Staff Assigned (Name/Cell#/Email)</b>	<b>4. Alternate Staff Assigned (Name/Cell#/Email)</b>
<b>Services:</b> Continue supervision services for critical populations as follows: <ul style="list-style-type: none"> <li>• GPS monitored offenders</li> <li>• Sex offenders</li> <li>• Mental Health (STAR, Field Services Unit)</li> <li>• Domestic Violence</li> <li>• Pre-Trial Services</li> <li>• Placement Services pursuant to Title IVE</li> <li>• Augment staffing shortages at the JDACs</li> <li>• Provide security for critical infrastructure (i.e. JDACs)</li> </ul>	<b>Mission Critical Staff</b>	Adult-SPO Jason Richter ██████████ ████████████████████  Juvenile-SPO Karen Lopez ██████████ ████████████████████	Adult-POIII Javier Femath ██████████████████ ████████████████████ov  Juvenile-POIII Sean Leinen ██████████ ████████████████████
<b>Security:</b> <ul style="list-style-type: none"> <li>• Augment staffing shortages at the JDACs</li> <li>• Provide security for critical infrastructure (i.e. JDACs).</li> <li>• Secure armory and supply warehouses and office buildings as needed.</li> </ul>	<b>Mission Critical Staff</b>	SPO Jerry Smith ██████████████████ ████████████████████	POIII Genelyn Torres ██████████████████ ████████████████████



**SAN BERNARDINO COUNTY**  
**Department Emergency Operations Plan**  
**(DEOP)**

**Probation Department**

**Worksheet 6: Identify Essential Personnel**

<b>1. Mission Essential Function</b>	<b>2. Position Title</b>	<b>3. Primary Staff Assigned (Name/Cell#/Email)</b>	<b>4. Alternate Staff Assigned (Name/Cell#/Email)</b>
<b>Reporting:</b> <ul style="list-style-type: none"><li>• Probation personnel shall report in person to their assigned office/duty station.</li><li>• In the event that is not possible, personnel will report to the: nearest Juvenile Detention and Assessment Center (JDAC). Should that not be possible, personnel will report to the nearest, San Bernardino County public safety agency (i.e. police, sheriff, or fire station).</li></ul>	<b>Mission Critical Staff</b>	SPO Jerry Smith [REDACTED] [REDACTED]	POIII Genelyn Torres [REDACTED] [REDACTED]
<b>Utilization:</b> <ul style="list-style-type: none"><li>• Probation Officers will be utilized at the discretion of the Chief Probation Officer (or designee) or the Incident Commander.</li></ul>	<b>Mission Critical Staff</b>	SPO Jerry Smith [REDACTED] [REDACTED]	POIII Genelyn Torres [REDACTED] [REDACTED]
<b>Search and Rescue:</b> <ul style="list-style-type: none"><li>• Staff may be needed to recover disaster victims from the JDACs &amp;/or treatment facilities.</li></ul>	<b>Mission Critical Staff</b>	SPO Jerry Smith [REDACTED] [REDACTED]	POIII Genelyn Torres [REDACTED] [REDACTED]



**SAN BERNARDINO COUNTY**  
**Department Emergency Operations Plan**  
**(DEOP)**

**Probation Department**

**Worksheet 6: Identify Essential Personnel**

<b>1. Mission Essential Function</b>	<b>2. Position Title</b>	<b>3. Primary Staff Assigned (Name/Cell#/Email)</b>	<b>4. Alternate Staff Assigned (Name/Cell#/Email)</b>
<b>Medical:</b> <ul style="list-style-type: none"><li>Medical personnel assigned to the JDACs/Treatment Facilities will render medical aid to personnel and detained youth as warranted.</li></ul>	<b>Mission Critical Staff</b>	Carlos Peace [REDACTED] [REDACTED]	Natali Injijian [REDACTED] [REDACTED]
<b>Supervision:</b> <ul style="list-style-type: none"><li>The care and supervision of wards in the Probation Department's care will continue as will the availability of services for those who are displaced or adversely affected by the disaster.</li></ul>	<b>Mission Critical Staff</b>	ARISE-SYTF-DDII Khara Garnett-Todd [REDACTED] [REDACTED]  CVJDAC-DDII Bernadette Galicia [REDACTED] [REDACTED]	ARISE-SYTF-DDI Aliena Darling [REDACTED] [REDACTED]  CVJDAC-DDI Veronica Love [REDACTED] [REDACTED]
<b>Reporting:</b> <ul style="list-style-type: none"><li>Probation personnel shall report in person to their assigned office/duty station.</li><li>In the event that it is not possible, personnel will report to the nearest Juvenile Detention and Assessment Center (JDAC).</li><li>Should that not be possible, personnel will report to the nearest San Bernardino County public safety agency (i.e. police, sheriffs, or fire station).</li></ul>	<b>Mission Critical Staff</b>	SPO Jerry Smith [REDACTED] [REDACTED]	POIII Genelyn Torres [REDACTED] [REDACTED]



**SAN BERNARDINO COUNTY**  
**Department Emergency Operations Plan**  
**(DEOP)**

**Probation Department**

**Worksheet 6: Identify Essential Personnel**

<b>1. Mission Essential Function</b>	<b>2. Position Title</b>	<b>3. Primary Staff Assigned (Name/Cell#/Email)</b>	<b>4. Alternate Staff Assigned (Name/Cell#/Email)</b>
<b>Safety and Security:</b> <ul style="list-style-type: none"><li>Maintain a safe and secure environment in the JDACs, treatment facilities, or temporary operations centers to meet the needs of wards and staff members.</li><li>Supplemental staff can come from the Transportation Officers' group as well as the Probation Officers group.</li></ul>	<b>Mission Critical Staff</b>	ARISE-SYTF-DDII Khara Garnett-Todd [REDACTED] CVJDAC-DDII Bernadette Galicia [REDACTED]	ARISE-SYTF-DDI Aliena Darling [REDACTED] CVJDAC-DDI Veronica Love [REDACTED]
<b>Food Services:</b> <ul style="list-style-type: none"><li>Continue to provide meals (breakfast, lunch and dinner) to detained youth and probation staff for a seven-day period and thereafter as re-supply by the vendor permits.</li></ul>	<b>Mission Critical Staff</b>	Jose Rabago [REDACTED]	Bryan Hernandez [REDACTED]



**SAN BERNARDINO COUNTY**  
**Department Emergency Operations Plan**  
**(DEOP)**

***Probation Department***

**Worksheet 6: Identify Essential Personnel**

<b>1. Position Title</b>	<b>2. Name</b>	<b>3. Call Sign</b>	<b>4. License Type</b>
Amateur Radio	Alarcon, Jaime	KN6TOW	Technician
Amateur Radio	Aligada, Estebana	KN6RNX	Technician
Amateur Radio	Briones, Brent	KN6VUJ	Technician
Amateur Radio	Cain, Cleopas	KN6WMJ	Technician
Amateur Radio	Clark, Nathan	KN6UNS	Technician
Amateur Radio	Cole, Jason	KN6UNJ	Technician
Amateur Radio	Dunlop, James	KK7GSN	Technician
Amateur Radio	Duran, Marco	KN6WKT	Technician
Amateur Radio	Engelhardt, Sean	KN6WKH	Technician
Amateur Radio	Fisher, Marnessa	KN6ZEH	Technician
Amateur Radio	Forrest, Stacie	KN6WZM	Technician
Amateur Radio	Gallardo, Ana	KN6RNR	Technician
Amateur Radio	Gueste, Joseph	KN6RNS	Technician
Amateur Radio	Hilfer, Lily	KNWLQ	Technician
Amateur Radio	Jefferson, Darrin	KN6VUZ	Technician
Amateur Radio	Keith, Jason	KN6WMK	Technician
Amateur Radio	Kinon, Marc	KN6WLR	Technician
Amateur Radio	Linnell, Jerad	KN6TPD	Technician
Amateur Radio	Lopez, Desirae	KN6VUL	Technician
Amateur Radio	Macias, Mireya	KN6WLB	Technician
Amateur Radio	Moreno-Heath, Angelica	KN6WKQ	Technician





**SAN BERNARDINO COUNTY**  
**Department Emergency Operations Plan**  
**(DEOP)**

***Probation Department***

**Worksheet 6: Identify Essential Personnel**

<b>1. Position Title</b>	<b>2. Name</b>	<b>3. Call Sign</b>	<b>4. License Type</b>
Amateur Radio	Neal, David	KN6UNB	Technician
Amateur Radio	Pallante, Laurel (Champion)	KN6VUL	Technician
Amateur Radio	Pham, Andy	KN6WZM	Technician
Amateur Radio	Plasencia, Edgar	KN6WKG	Technician
Amateur Radio	Robinson, Daron	KN6WXV	Technician
Amateur Radio	Rosas, Rene	KN6VUE	Technician
Amateur Radio	Rossler, Greg	KK6YLG	Technician
Amateur Radio	Shiley, Thomas	KN6RNT	Technician
Amateur Radio	Smith, Jerry	KN6RNU	Technician
Amateur Radio	Swims, Jason	KN6RNV	Technician
Amateur Radio	Teel, Danyll	KN6RUU	Technician
Amateur Radio	Torres, Genelyn	KN6TPG	Technician
Amateur Radio	Urbina, Mercy	KN6WKR	Technician
Amateur Radio	Williams, Chad	KN6WMI	Technician



## **4.2 Lines of Succession**

Lines of succession are formal, sequential listings of positions (rather than specific names of individuals) that identify who is authorized to assume a particular leadership or management role when the incumbent dies, resigns, or is otherwise unable to perform the functions and duties of his/her position.

### **PLANNING TIPS: LINES OF SUCCESSION**

- ✓ **Lines of Succession:**
  - *Maintaining leadership during an emergency is ensured by establishing lines of succession.*
  - *Immediately following an emergency, Department/Agency Heads may be incapacitated or unavailable for other reasons and unable to oversee the execution of MEF's.*
- ✓ **Considerations for Identifying Lines of Succession:**
  - *Delegation of authority should follow basic Incident Command System (ICS) principles with the highest-ranking person present on scene assuming command and maintaining it until the Department/Agency Head or alternate is able to assume responsibilities.*
  - *Unless otherwise stated, the persons identified as lines of succession are designated to accept and maintain full authority and responsibilities of the Department/Agency Head.*

The Probation Department has developed a formal list showing the lines of succession for Management should the Department/Agency head or any upper management personnel become unavailable to perform their duties, permanently or temporarily. This list is normally static and only changed when the Department/Agency structure is modified or changed. The list should also include delegation of authority and/or any limits to that authority including:

1. Outlining explicitly the authority, including any exceptions to that authority, of an official designated to exercise organizational direction; and
2. Delineating the limits of authority and accountability.

### **Worksheet 7 Instructions:**

- Complete the Lines of Succession **Worksheet 7** on the following page
- Use position titles rather than individual names
- In column **3** enter the job titles of the alternates
- In column **4** enter the limitations of designated alternates to exercise departmental and jurisdictional authority



**SAN BERNARDINO COUNTY**  
**Department Emergency Operations Plan**  
**(DEOP)**

***Probation Department***

***Worksheet 7: Identify Lines of Succession***

<b><i>1. Department/Agency</i></b>	<b><i>2. Lines of Succession</i></b>	<b><i>3. Job Title</i></b>	<b><i>4. Authority Limitations</i></b>
Probation Department	Department Head	Chief Probation Officer	Full Authority
Probation Department	First Alternate	Assistant Chief Probation Officer	Limited Authority
Probation Department	Second Alternate	Deputy Chief Probation Officer CCB – Adult Services	Limited Authority
Probation Department	Third Alternate	Deputy Chief Probation Officer Specialized Services	Limited Authority
Probation Department	Fourth Alternate	Deputy Chief Probation Officer CCB- Juvenile Services	Limited Authority
Probation Department	Fifth Alternate	Deputy Chief Probation Officer Administrative Services	Limited Authority
Probation Department	Sixth Alternate	Deputy Chief Probation Officer Detention Corrections Bureau	Limited Authority
Probation Department	Seventh Alternate	Deputy Chief Probation Officer ARISE	Limited Authority



**THIS PAGE LEFT BLANK**



## **ANNEX 5: ESSENTIAL RECORDS AND DATABASES**

### **PLANNING TIPS: ESSENTIAL RECORDS AND DATEBASES**

- ✓ **Essential Records:**
  - *For the DEOP, the identification and protection of essential records, files, and databases should address only those that support the MEFs of the Department/Agency.*
- ✓ **Considerations for Identifying Lines of Succession:**
  - *Departments/Agencies should back-up electronic records, files, and databases and pre-position them at the alternate facilities/sites previously identified.*
  - *If these items are not available at the alternate facility/site, Departments/Agencies should develop a procedure to access these items.*
  - *Work with IT personnel to identify back-up redundancy procedures for essential files, records, and databases.*

### **5.1 Essential Records**

Viable continuity programs include comprehensive processes for identifying, protecting, and accessing electronic and hardcopy essential records at primary and alternate locations. Redundant data management software applications and equipment should be standardized throughout the organization and provide the appropriate level of access and cybersecurity to protect sensitive and personally identifiable information, including adhering to applicable requirements, such as those covered under the Privacy Act of 1974 and the Health Insurance Portability and Accountability Act (HIPAA).

Options for ensuring access to essential records during an incident that disrupts normal operations include:

1. Using backup servers. Data and records are backed up on a secondary server, in addition to the primary server. When the backup server is stored in a different location than the primary facility, an organization increases the possibility that data and records are available and accessible.
2. Pre-positioning hard copy records. Printing hard copy records ensures an organization is not reliant on electronic equipment to access records. Prepositioning copies at alternate operating locations further protects an organization should the primary facility become inaccessible.
3. Leveraging cloud computing. In cloud computing, remote servers hosted on the Internet are used to store, manage, and process data. This disperses risk to an organization, as data is not hosted on local servers, if the cloud service provider also has adequate continuity plans.





**SAN BERNARDINO COUNTY**  
**Department Emergency Operations Plan**  
**(DEOP)**

**Probation Department**

The Probation Department has reviewed all records, where stored, and existing policies and procedures for Records safety, security and retention. All records shall be classified and prioritized to ensure proper records are available during and after an emergency. **Worksheet 8** details information on essential records and storage, safety and availability.

**Worksheet 8 Instructions:**

- In column **1** of **Worksheet 8** list the name of each vital record, file, and database
- In column **2**, list the current location of each essential record, file, and database
- In column **3**, indicate the primary format in which documents are stored (e.g., electronic, paper, microfiche, etc.)
- In column **4**, enter a brief description of how the record, file, or database is backed-up (e.g., backed-up on a server at the end of each day or a duplicate paper copy is filed, etc.)
- In column **5**, indicate the position title of the individual responsible for the day-to-day maintenance and security of the vital record, file, or database, as well as for its emergency retrieval
- In column **6**, indicate whether the record, file, or database can be accessed from an alternate location
- In column **7**, indicate the security considerations if any, these vital records, files, and databases require under your departmental policies and standard operating procedures

<b>Worksheet 8: Identify Essential Records/Databases</b>						
<b>1. Name of Vital File/Record/ Database</b>	<b>2. Current Location</b>	<b>3. Primary Format</b>	<b>4. Back-up/Redundancy Information</b>	<b>5. Person(s) Responsible for Maintenance/ Retrieval and Security</b>	<b>6. Accessible from Alternate Location (Y/N)</b>	<b>7. Security Considerations</b>
Caseload Explorer	ISD	Electronic/SQL	Per ISD Standards and MOU	Probation/ISD	Y	CORI and CJIS Data
Tech Care	ISD	Electronic/SQL	Per ISD Standards and MOU	Probation/ISD	Y	HIPAA Related Data
PRB-SQL2	ISD	Electronic/SQL	Per ISD Standards and MOU	Probation/ISD	Y	Other Confidential Data
PRB-UG	ISD	Electronic/SQL	Per ISD Standards and MOU	Probation/ISD	Y	Other Confidential Data



## ***ANNEX 6: COMMUNICATIONS CAPABILITIES***

The success of continuity programs is dependent on the availability of and access to communications systems with sufficient resiliency, redundancy, and accessibility available to perform mission essential functions and provide critical services during a disruption.

During an emergency, the ability of a Department/Agency to execute its mission essential functions at its primary or alternate location depends on the availability of communications systems. Potential backup communications options include:

1. Radio, including high frequency and amateur/ham radio. Amateur/ham radio operators have proven their ability to coordinate and communicate during emergencies. Training and technical support for ham radio is provided through San Bernardino County Fire, Emergency Communications Service ECS.
2. Satellite systems. Satellite-based platforms offer voice, video, and data capabilities should terrestrial communications fail or for use at locations less likely to be served by terrestrial systems, such as wireline or cellular networks.
3. Wireless Priority Service (WPS). The WPS supports national leadership; federal, state, local, tribal, and territorial governments; and other authorized national security and emergency preparedness users. It is intended to be used in an emergency or crisis situation when the wireless network is congested and the probability of completing a normal call is reduced. The WPS provides personnel priority access and prioritized processing in all nationwide and several regional cellular networks, greatly increasing the probability of call completion.
4. Government Emergency Telecommunications Service (GETS). The GETS provides a similar service as WPS. The GETS provides emergency access and priority processing in the local and long-distance segments of the Public Switched Telephone Network (PSTN). It is intended to be used when the PSTN is congested and the probability of completing a call is significantly decreased.

The Probation Department communicates with the public and other County departments via several methods. This may include mail, print, radio, television, or social media. Include how communication will continue during and after an incident, especially if the normal methods of communication are disrupted or not functional.

### **6.1 WebEOC – Under Development for Nexus**

San Bernardino County utilizes WebEOC, a crisis information management system for sharing elements of the incident. This allows the County to have a common operating picture, situational awareness and information coordination throughout the OA during an emergency. OA EOC responders are able to share real time information with other agencies within the County and cities/towns. WebEOC is incident dependent and is “live” when the OA EOC is activated for a disaster and/or OA EOC Exercise (such as the ShakeOut earthquake drill).

WebEOC has been designated as the County’s disaster communication platform during activation of the EOC. WebEOC is the method for County Departments/Agencies and all emergency responders countywide to report, exchange and view information on major incidents.



- WebEOC activities are viewed by the County Board of Supervisors, CAO's Office, County Departments/Agencies and cities/towns, and captures all incident activities countywide.
- The DEC is responsible for ensuring sufficient departmental staff are trained and capable of using WebEOC for use during exercises or in the event of a real incident.
- WebEOC, while quite intuitive, requires familiarity. It is recommended that assigned personnel log in and monitor different activations even if their department is not directly involved.

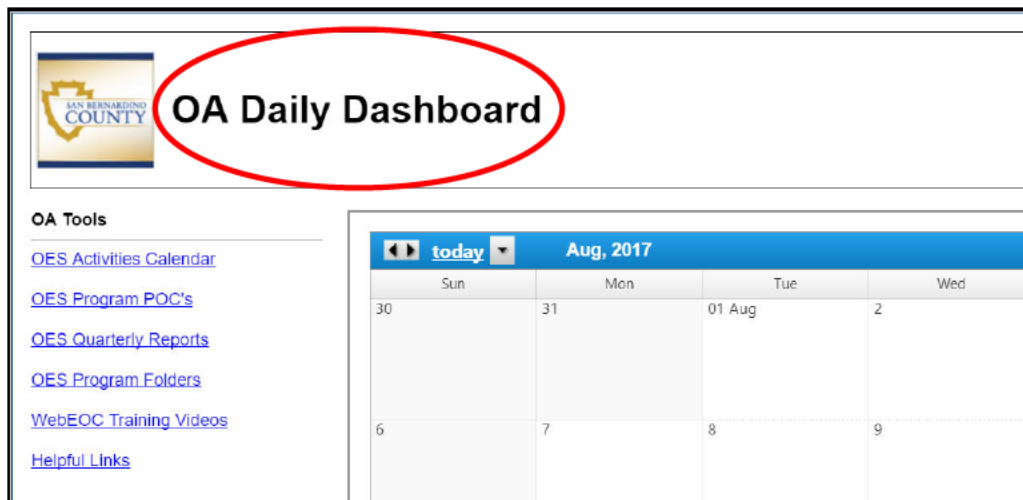
All County Departments are designated two WebEOC positions: Department Head and Department Emergency Coordinator (DEC) for information sharing with the OA EOC. Multiple department personnel may be assigned to either of these positions at the discretion of the Department Head and/or Manager:

1. Example (Airport): **SBCOA – DEPT – AIR – Department Head**
2. Example (Airport): **SBCOA – DEPT – AIR – DEC**

County Departments with a DOC additionally have the ability to identify/create additional DOC positions for information sharing within the DOC and the OA EOC.

County Agencies are designated at least one WebEOC position, however some agencies may be designated more than one position:

1. Example (Hospital): **SBCOA – AGENCY – Hospital – ARMC**
  2. Example (CalTrans): **SBCOA – AGENCY – CalTrans – Summit Comm**
  3. Example (CalTrans): **SBCOA – AGENCY – CalTrans – TMC**
- WebEOC training is provided by County OES and WebEOC Training video tutorials are available by accessing the WebEOC OA Daily Dashboard (**See: following page**).



## **6.2 Emergency Alert System (EAS)**



EAS – A system that can be used by Authorized Warning Originators to issue local, State or national emergency warnings to the public by using broadcast, cable and certain satellite program distribution as entry points. An EAS warning may be for an incident affecting a few blocks or wide-spread, such as large parts of a city, sections of specified areas such as a County or parts of an adjoining County or parts of a region of a state, several states or the entire nation. An EAS message is sent to an entire county based on the Federal FIPS Codes.

### **6.3 Telephone Emergency Notification System (TENS)**

TENS – County reverse 911 public emergency notification system. Can send alerts/messages by text, voice and email countywide or to a specific group/geographic area and is coordinated by County OES.

### **6.4 SB Safe Employee Emergency Notification System**

SB Safe – Will send text messages and/or emails to County employees in the event of an emergency that potentially threatens the health and safety of County employees. The SB Safe Employee Alert System will be used only to share emergency information and directions. It will not be used to push out non-emergency information, such as meeting notices and event invitations.

To ensure the system is used only for emergency purposes, SB Safe Employee Alert System messages can be created and sent only by the Office of County Safety and Security and County OES. All employees are encouraged to register for SB Safe, however, participation is voluntary. Types of alerts issued may include:

- To let you know when to shelter in place or evacuate, and where to go for safety.
- To let you know how to get additional emergency information.
- To let you know if, when and for how long County offices will close in response to an emergency, and when they will reopen.

### **6.5 DisAPPster**

DisAPPster – An internal mobile device software application (app) developed by the County OES in conjunction with County ISD which houses emergency contact information and links to disaster/emergency documents and sites including WebEOC, weather conditions, road conditions and SCE outage status.

DisAPPster is designed for key County decision-makers and emergency personnel to be able to contact one another during an emergency or disaster to aid in response and recovery. Only select personnel who are designated to direct their Departments/Agencies or major service areas are granted access. DisAPPster is maintained as a vital communication tool for personnel that are required to respond on behalf of the Board of Supervisors, Chief Executive Officer, or Department/Agency Head and is coordinated by County OES.

### **6.6 Satellite Phones**



Sat Phones - The County currently uses Iridium Satellite phones. Sat phones are issued to key Departments/Agencies, CAO, BOS and Public Safety. A quarterly test coordinated by County OES is conducted to ensure functionality.

## **6.7 Ham Radio Operations**

Amateur (Ham) Radio – Multiple County Departments/Agencies have FCC licensed Ham operators and equipment that can provide emergency communications internally and externally for their departments. Ham communications is a major component of the Counties Disaster Communications program and is coordinated by County OES





## ***ANNEX 7: TRAINING AND EXERCISES***

### **7.1 Training**

#### ***7.1.1 EOC Training Recommendations***

County OES recommends that EOC, DOC, and Shelter Operations Compound (SHOC) Responders receive the following training ***(For class details, training order and pre-requisites, contact County OES).***

#### ***FEMA/State OES/County OES Minimum Recommended Classes:***

- ICS 100
- ICS 200
- ICS 300 (as assigned)
- ICS 400 (as assigned)
- ICS 700
- ICS 800
- DOC Section Specific Training for DOC responders
- Cost Recovery Process and Procedures
- Introduction to SEMS
- Introduction to WebEOC

#### ***Entry Level Responder:***

- A. SBCOA Introduction to Incident Management OR
  - I. IS 100 – Intro to ICS
  - II. IS 700 – NIMS
  - III. IS 800 – Intro to NRF
  - IV. Intro to SEMS
  - V. Intro to OES/EOC
  - VI. WebEOC User Training (2 hrs.)
- B. SBCOA EOC Section Specific Training
- C. WebEOC for EOC Responders (4 hrs.)



**Section Chief Level Responder:**

- A. "Entry Level Responder" Courses above PLUS
- B. IS 200 – ICS for Single Resources/Initial Action Incidents
- C. IS 706 – Introduction to Intrastate Mutual Aid
- D. G 775 – EOC Management and Operations
- E. G 191 – ICS/EOC Interface

**Public Information Officer (PIO):**

- A. "Entry Level Responder" Courses listed above PLUS
- B. IS 701 – NIMS Public Information Systems
- C. SBCOA JIS/JIC/PIO Workshop
- D. CSTI Crisis Communications – Enhanced Basic PIO Training

**Additional Training:**

- SHOC Training, CERT Training, other PIO Courses

**SHOC Responders:**

- SHOC 101
- SHOC 201

**7.1.2 Department/Agency Training Requirements**

The required list of training for Department/Agency staff includes:

<b>Staff Types Requiring Training</b>	<b>NIMS/ICS Training Courses</b>
All staff	FEMA IS-700: NIMS, An Introduction ICS-100: Introduction to ICS or equivalent
Supervisors (sworn and professional) and other emergency management/response personnel who require a higher level of ICS/NIMS understanding	FEMA IS-700: NIMS, An Introduction ICS-100: Introductions to ICS or equivalent ICS-200, Basic ICS or equivalent
Middle management (sworn and professional) and multi-agency coordination system/Emergency Operations Center (EOC/DOC) staff	FEMA IS-700: NIMS, An Introduction FEMA IS-800: National Response Plan (NRP), An Introduction ICS-100: Introductions to ICS or equivalent ICS-200, Basic ICS or equivalent ICS-300: Intermediate ICS or equivalent
Executive staff (sworn and professional) Emergency Services (ESU) and Safety and Security (SSU) unit members	FEMA IS-700: NIMS, An Introduction FEMA IS-800: National Response Plan (NRP), An Introduction ICS-100: Introductions to ICS or equivalent ICS-200, Basic ICS or equivalent ICS-300: Intermediate ICS or equivalent ICS-400: Advanced ICS or equivalent



## **7.2 Exercises**

The Department/Agency will prepare staff at all levels for a disaster by following the below procedures:

- Provide individual and team training for agency contingency staff and emergency personnel to ensure the currency of knowledge and integration of skills necessary to implement DEOP plans and carry out mission-essential functions.
- Ensure internal agency testing and exercise of DEOP plans and procedures to ensure the ability to perform mission-essential functions and operate from designated alternate facilities.
- Joint Department/Agency exercising of DEOP plans, where applicable and feasible.
- Training needs are identified and implemented according to the Department's/Agency's roles and responsibilities.
- New staff are trained for appropriate disaster response by the end of their probationary period.
- Refresher training is developed and provided to all Department staff/Agency on a schedule developed by the Department/Agency. Training intervals must not exceed more than two years.

### ***7.2.1 Exercise Types***

The Homeland Security Exercise and Evaluation Program (HSEEP) is a capabilities and performance-based exercise program which provides a standardized policy, methodology, and terminology for exercise design, development, conduct, evaluation, and improvement planning. There are seven types of exercises defined by HSEEP and each exercise builds on the previous exercise. The following are the most common:

#### ***Discussion-Based Exercises:***

- Seminars, workshops, tabletop exercises (TTXs), and games can be used to familiarize players with or develop new plans, policies, agreements, and procedures.
- Discussion-based exercises focus on strategic, policy-oriented issues.
- Facilitators and/or presenters usually lead the discussion, keeping participants on track towards meeting exercise objectives.

#### ***Tabletop Exercises (TTXs):***

- A TTX is intended to generate discussion of various issues regarding a hypothetical, simulated emergency; can be used to enhance general awareness, validate plans and procedures, rehearse concepts, and/or assess the types of systems needed to guide the prevention of, protection from, mitigation of, response to, and recovery from a defined incident.



- Generally, TTXs are aimed at facilitating conceptual understanding, identifying strengths and areas for improvement, and/or achieving changes in perceptions.

***Functional Exercises (FEs):***

- FEs are designed to validate and evaluate capabilities, multiple functions and/or sub-functions, or interdependent groups of functions; are typically focused on exercising plans, policies, procedures, and staff members involved in management, direction, command, and control functions.
- Events are projected through an exercise scenario with event updates that drive activity typically at the management level.
- An FE is conducted in a realistic, real-time environment; however, movement of personnel and equipment is usually simulated.
- FE controllers typically use a Master Scenario Events List (MSEL) to ensure participant activity remains within predefined boundaries and ensure exercise objectives are accomplished.
- Simulators in a Simulation Cell (SimCell) can inject scenario elements to simulate real events.

***Full-Scale Exercises (FSEs):***

- FSEs are typically the most complex and resource-intensive type of exercise, involving multiple agencies, organizations, and jurisdictions and validate many facets of preparedness; often include many players operating under cooperative systems such as the Incident Command System (ICS) or Unified Command.
- Each level is more complex and takes more time to prepare than the previous exercise level; personnel and resources may be mobilized and deployed to the scene, where actions are performed as if a real incident had occurred.
- The FSE simulates reality by presenting complex and realistic problems that require critical thinking, rapid problem solving, and effective responses by trained personnel.

***7.2.2 Table: Department/Agency Training/Exercise Schedule***

Click or tap here to enter text.

<b><i>Department/Agency Training and Exercise Table</i></b>			
<b><i>1. Course Title</i></b>	<b><i>2. Course Date</i></b>	<b><i>3. Intended Audience</i></b>	<b><i>4. Frequency</i></b>
ICS 300/	July 15-17, 2025 July 8 – 10 2025	Probation employees and other county personnel	Twice
ICS 400	July 23-24, 2025 July 16 -17, 2025	Probation employees and other county personnel	Twice
FE: Evacuation Drill	multiple dates and locations	Probation employees and other co-located county personnel	Multiple



**SAN BERNARDINO COUNTY**  
**Department Emergency Operations Plan**  
**(DEOP)**

***Probation Department***

FE: Mass Casualty Disaster Drill	multiple dates and locations	Probation employees and other co-located county personnel	Multiple
FE: Active Shooter Drill	multiple dates and locations	Probation employees and other co-located county personnel	Multiple
FE: Great Shake Out Earthquake Drill	October 16, 2025 – Department-wide	Probation employees and other co-located county personnel	Multiple





## **APPENDIX 1: GLOSSARY OF TERMS**

*Below is a list of defined terms typically used when applying COOP concepts and developing continuity plans. Organizations should expand upon this list to incorporate terms unique to their discipline and/or industry.*

**After-Action Report–Improvement Plan (AAR–IP):** Documents that describe and evaluate significant actions that occurred during events/incidents or exercises. Content of an After-Action Report includes a summary of the event/incident or exercise, and an analysis of the objectives and/or core capabilities. Development of an After-Action Report is usually in conjunction with an Improvement Plan, which defines specific corrective actions, assigns them to responsible parties, and sets target dates for their resolution.

**Alternate Locations:** Fixed, mobile, or transportable locations, other than the primary operating facility, where leadership and continuity personnel relocate to perform mission essential functions following implementation of the continuity plan.

**Business Impact Analysis (BIA):** A method of identifying the effects of failing to perform a function or requirement. Performing a Business Impact Analysis aids an organization in prioritizing its mission essential functions.

**Business Process Analysis (BPA):** A method of identifying, examining, and describing the functional processes, workflows, tasks, personnel, systems, data, equipment, and facilities inherent to the performance of a function or requirement.

**Contingency Agreement:** Agreements/contracts—developed in advance of a continuity event—to provide for temporary replacement services or commodities in the absence, or otherwise incapacitation, of regular sources of those services or commodities.

**Continuity Capability:** The ability of an organization to continue to perform its mission essential functions—for an extended period—through applying COOP concepts into the organization's daily operations.

**Continuity Coordinator:** The senior continuity planner responsible for applying COOP concepts within an organization or jurisdiction. This individual manages the COOP program during normal operations, facilitates continuity planning within the organization, represents their organization's COOP program externally, as appropriate, and informs the Continuity Manager about COOP efforts.

**Continuity Event:** Any situation—lasting up to 30 days—that causes an organization to (1) relocate its operations to an alternate location for ensuring continuance of its mission essential functions, and/or (2) suspend non-mission essential functions due to reduced capabilities. A continuity event occurs under a broad range of circumstances—both local, regional, and national in scale—and usually not [initially] caused by emergencies or major disasters.

**Continuity Manager:** The senior accountable official, designated by leadership or elected officials, who has responsibility for oversight and implementation of the COOP programs organization or jurisdiction wide.

**Continuity of Government (COG):** A coordinated effort amongst all branches of government to ensure that the mission essential functions of government continue following a continuity event. Continuity of government preserves the statutory authority of the officials that lead a government; this typically involves the transfer of decision-making authority from one individual to another through a process that is consistent with that form of government.



**Continuity of Operations (COOP):** A program that ensures an individual organization can continue to perform its mission essential functions, deliver services, and maintain capabilities during a disruption to normal operations, otherwise called continuity events.

**Continuity Operations:** The conditions under which an organization operates during a continuity event.

**Continuity Personnel:** Persons identified and assigned to perform mission essential functions and deliver services during a continuity event.

**Continuity Plan:** The document that describes how an organization aims to maintain continual performance of its mission essential functions during a continuity event.

**Continuity Planner:** A member of an organization's continuity planning team.

**Continuity Planning Team:** The group of continuity planners responsible for developing and maintaining an organization's continuity plan.

**Corrective Action Program (CAP):** A program that prioritizes and tracks an organization's corrective actions—the concrete, actionable tasks outlined in an AAR–IP for addressing preparedness gaps or shortcomings experienced during events/incidents or exercises—until successful resolution.

**Delegation of Authority:** Identification, by name and/or job title, of the persons to receive temporary authority for overseeing the performance of an organization's mission essential functions. Pre-determined delegations of authority usually take effect when the organization is unable to establish communications with the person delegating their authority.

**Devolution:** The process of transferring an organization's statutory authority and responsibility for performing mission essential functions to another organization.

**Essential Records:** Electronic and/or hardcopy documents—such as policies, procedures, job aids, desktop instructions, databases, and employee and customer information—necessary for continuity personnel to reference when performing mission essential functions during a continuity event.

**Hazard:** A natural, technological, or human-made source or cause of harm or difficulty.

**Homeland Security Exercise and Evaluation Program (HSEEP, pronounced “h-seep”):** A program that provides a set of guiding principles, as well as a common approach to exercise program management, design, development, conduct, evaluation, and improvement planning.

**Hot–Warm–Cold:** Terminology used to describe the level of pre-prepared capability/condition of a facility. For example, a “hot site” is a facility capable of immediately accommodating an organization (or components thereof), without any reconfiguration or setup needed. Conversely, a “cold site” would need extensive preparation prior to receiving an organization or its personnel.

**Jurisdiction:** A range or scope of authority. Public agencies have jurisdiction related to their legal responsibilities and authority. Jurisdictional authority can be political or geographical (such as federal, tribal, state/territorial, or local boundary lines), or functional (such as law enforcement or public health) in nature.

**Local Government:** Public entities responsible for the security and welfare of a designated area as established by law. A county, municipality, city, town, township, local public authority, school district, special district, intrastate district, council of governments (regardless of incorporation as a nonprofit corporation under state law), regional or interstate government entity, or agency or instrumentality of a local government.



**Interoperability:** The ability of a communication system to work with other—similar yet fundamentally different—communications systems, without any impediments such as requiring additional hardware/software or entering access controls.

**Memorandum of Agreement/Memorandum of Understanding (MOA/MOU):** Written agreements between organizations that need specific goods or services delivered, or tasks accomplished by one organization in support of the other.

**Mission Essential Functions:** A subset of organizational functions identified as crucial activities that the organization cannot defer for 30 days or less. Once prioritized through conducting a Business Impact Analysis, the mission essential functions further define supporting tasks and resources—that need detailed description in the organization’s continuity plan—through conducting a Business Process Analysis.

**Mitigation:** Actions taken to lessen the impacts from natural and/or technological hazards—prior to their occurrence—through reducing risks and vulnerabilities.

**Mutual Aid Agreement (MAA):** A written or oral agreement between and among organizations and/or jurisdictions that gives participants a mechanism to quickly obtain assistance in the form of personnel, equipment, materials, and other associated services. The primary goal is facilitation of rapid, short-term deployment of emergency support prior to, during, and/or after an incident.

**Nongovernmental Organization (NGO):** An entity with an association that is based on the interests of its members, individuals, or institutions. Though not created by government, it may work cooperatively with government. Such organizations serve a public purpose, not a private benefit.

**Non-Mission essential functions:** Any functions of an organization that are deferrable for up to 30 days or more.

**Normal Operations:** The typical conditions under which an organization operates on a day-to-day basis, and during its regular business hours.

**Preparedness:** Actions taken to plan, organize, equip, train, and exercise to build and sustain the capabilities necessary to prevent, protect against, mitigate the effects of, respond to, and recover from threats and hazards.

**Prevention:** The capabilities necessary to avoid, prevent, or stop a threatened or actual attack.

**Primary Operating Facility:** The worksite(s) where employees of an organization perform mission essential functions and non-mission essential functions during normal operations; the location where an employee usually goes to work.

**Private Nonprofit (PNP):** Any nongovernmental entity that currently has (1) an effective ruling letter from the Internal Revenue Service granting tax exemption under section 501(c), (d), or (e) of the Internal Revenue Code of 1954, or (2) satisfactory evidence from the state that the entity is a nonprofit organized for business under state law.

**Private Sector:** Organizations and individuals that are not part of any governmental structure. The private sector includes for-profit and not-for-profit organizations, formal and informal structures, commerce, and industry.

**Protection:** The capabilities necessary to secure an organization or jurisdiction against attacks and technological or natural disasters.

**Reconstitution:** The process by which an organization resumes normal operations following a continuity event.



**Recovery:** The delivery of capabilities to restore, redevelop, and revitalize the health, social, economic, natural, and environmental fabric of a community following an emergency or major disaster.

**Redundancy:** The condition of having duplicate capabilities, such as systems, equipment, or resources.

**Resilience:** The ability to prepare for and adapt to changing conditions and recover rapidly from operational disruptions. Resilience includes the ability to withstand and recover from deliberate attacks, accidents, or naturally occurring threats or hazards.

**Response:** The delivery of capabilities necessary to save lives, protect property and the environment, and meet basic human needs after an incident has occurred.

**Risk:** The potential for an unwanted outcome resulting from an incident, event, or occurrence, as determined by its likelihood and the associated consequences. Relating to COOP, risk may degrade or hinder the performance of mission essential functions.

**Risk Analysis:** A systematic examination of the components and characteristics of risk.

**Risk Assessment:** A product or process which collects information and assigns values to risks for developing or comparing courses of action, and informing priorities and decision making.

**Risk Management:** The process of identifying, analyzing, assessing, and communicating risk and accepting, avoiding, transferring, or controlling it to an acceptable level considering associated costs and benefits of any actions taken.

**Telework:** A work flexibility arrangement under which an employee performs the duties and responsibilities of their position, and other authorized activities, from an approved worksite other than the location from which the employee would otherwise work.

**Test, Training, and Exercises (TT&E):** Activities designed to familiarize, impart skills, and ensure viability of continuity plans. TT&E aids in verifying that an organization's continuity plan can support the continued execution of the organization's mission essential functions throughout the duration a continuity event.

**Threat:** Natural or technological occurrence, individual, entity, or action that has or indicates the potential to harm life, information, operations, the environment, and/or property.



## **APPENDIX 2: LIST OF ACRONYMS**

*Below is a list of acronyms typically used in continuity plans. As with the sample glossary, organizations should expand upon this list to incorporate acronyms unique to their discipline and/or industry.*

<b>AAR-IP</b>	After-Action Report–Improvement Plan
<b>CAP</b>	Corrective Action Program
<b>COG</b>	Continuity of Government
<b>COOP</b>	Continuity of Operations
<b>DEM</b>	San Bernardino County Department of Emergency Management
<b>EAS</b>	Emergency Alert System
<b>GETS</b>	Government Emergency Telecommunications Service
<b>HSEEP</b>	Homeland Security Exercise and Evaluation Program
<b>HR</b>	Human Resources
<b>IPAWS</b>	Integrated Public Alert and Warning System
<b>IT</b>	Information Technology
<b>MAA</b>	Mutual Aid Agreement
<b>MOA/MOU</b>	Memorandum of Agreement/Memorandum of Understanding
<b>NAWAS</b>	National Warning System
<b>NGO</b>	Non-Governmental Organization
<b>NOAA</b>	National Oceanic and Atmospheric Administration
<b>NWS</b>	National Weather Service
<b>PNP</b>	Private Nonprofit
<b>PSAP</b>	Public Safety Answering Point
<b>SMS</b>	Short Message Service
<b>THIRA</b>	Threat and Hazard Identification and Risk Assessment
<b>TSP</b>	Telecommunications Service Priority
<b>TT&amp;E</b>	Test, Training, and Exercise
<b>USGS</b>	United States Geological Survey
<b>WEA</b>	Wireless Emergency Alerts
<b>WPS</b>	Wireless Priority Service





**THIS PAGE LEFT BLANK**



TRACY REECE  
Chief Probation Officer

EDWARD BARRY  
Assistant Chief Probation Officer


## APPENDIX 3: LETTER OF PROMULGATION

### Letter of Promulgation – Department Emergency Operations Plan

The Probation Department's mission is to build stronger families and safer communities by improving the lives of those we serve through assessment, treatment, rehabilitative services, and enforcement. To achieve this mission, Probation Department must continue delivering fundamental public services with minimal interruption, during a broad range of situations that could disrupt normal operations. This Department Emergency Operations Plan (DEOP) describes the process for maintaining Probation Department's mission essential functions under such circumstances, as part of a sustainable and comprehensive Continuity of Operations program (COOP).

Responsibility for developing the DEOP resides with Probation Department's DEOP Planning Team: a permanent group of staff members, having a variety of backgrounds and expertise, that represents the full spectrum of mission essential functions performed by Probation Department. Additionally, realizing this plan involved frequent collaboration and consultation with partners and stakeholders from within San Bernardino County government.

Upon implementing the plan, continuity personnel receive notification and begin performing mission essential functions from alternate locations. From these alternate locations, the goal is to create an operational continuity capability within 12 hours after plan implementation and sustain that capability for up to 30 days or until resumption of normal operations occurs.

  
\_\_\_\_\_  
Tracy Reece  
Chief Probation Officer  
April 28, 2025



TRACY REECE  
Chief Probation Officer

EDWARD BARRY  
Assistant Chief Probation Officer

**THIS PAGE LEFT BLANK**



TRACY REECE  
Chief Probation Officer

EDWARD BARRY  
Assistant Chief Probation Officer

## ***APPENDIX 4: EMERGENCY ACTION PLAN (EAP)***

### **Introduction**

The Probation Department developed this Department Emergency Action Plan (DEAP) to provide guidance and procedures for preparing for and responding to various levels of emergencies, including natural, environmental, or conflict-related events that require a coordinated response. It further describes the roles, responsibilities, and functions necessary to implement the Department's plans by utilizing the Continuity of Government (COG) Continuity of Operations Plan (COOP).

The DEAP's primary goals are to protect life and property, preserve infrastructure, and continue government operations.

Continuity of Government (COG) refers to the continued functioning of government under all circumstances. Arrangements for the continued operation of the government in the event of a national emergency or catastrophe are specified in law, policy, and plans, some of which are not publicly available due to their sensitive and contingent nature.

Continuity of Operations Plan (COOP) refers to the internal effort of an organization, such as a branch of government, department, or office, to ensure that the capability exists to continue essential operations in response to a comprehensive array of potential operational interruptions.

By combining both COG and COOP into a single plan, a more comprehensive, integrated, and workable Department Emergency Action Plan is developed and implemented.

### **Scope**

This plan guides the Probation Department in the event of an emergency that affects the department's day-to-day operations. This plan utilizes both the Continuity of Government and the Continuity of Operations Plan as they relate to the Department. The plan:

1. Shall be maintained at a high level of readiness.
2. Shall be capable of implementation, both with and without warning.
3. Shall be operational within 12 hours after activation.
4. Must be tested at regular intervals, not to exceed 12 months.
5. Shall maintain sustained operations for up to 30 days.
6. Should take maximum advantage of existing agency field infrastructures.

### **Assumptions**



TRACY REECE  
Chief Probation Officer

EDWARD BARRY  
Assistant Chief Probation Officer

The Probation Department will be aware of significant emergency conditions as they arise through notifications from the County Office of Emergency Services, media reports, or the experience of an actual event or other means. These conditions will trigger a response consistent with the Department's responsibilities and roles. The response of the Probation Department will be limited in their response by the level of training, readiness activities undertaken prior to the event, and the assumptions below:

1. Transportation corridors may be affected, so only equipment, foodstuffs, supplies, and materials on hand may be available for use during the first 72 hours of emergency operations.
2. It is possible that only emergency response personnel on duty during a regional event will be available during the first 6 hours. Mission capability may be available within 24 hours.
3. In a regional event, a clear picture regarding the extent of damage, loss of life, and injuries may not be known for at least 36 hours.
4. San Bernardino County Probation capability may be limited if communications links to other County Departments are degraded. A Cajon Pass closure may restrict the number of Department personnel available to staff Department needs by at least 12 hours.
5. Appropriate cost recovery from federal and state agencies requires adequate record-keeping, including sign-in/out logs, assignment sheets, and FEMA forms, to be maintained at each site.
6. Electrical power, water, wired phone service, cellular phone service, County networking, or internet access may also experience service interruptions due to the event. This plan anticipates that these services may not be available.
7. The On-Call Division Director and JDAC Watch Commander have an emergency contact list for all Probation staff.
8. If a site has been evacuated, staff are required to report to the nearest JDAC, Probation office, or DOC.
9. Once staff have checked on their family, they are required to report to work or the nearest JDAC, Probation office, or DOC for assignment.

### **Disaster Service Workers**

All public employees are required to serve as disaster service workers, subject to such service activities as may be assigned to them by their superiors or as mandated by law, pursuant to Government Code Section 3100. For further details, refer to the "Disaster Service Worker Program Guide."

### **How to Use This Plan:**

This document defines the DEAP's mission, goals, objectives, operational concept, and functions of the San Bernardino County Probation Department Emergency Organization. It describes the roles, responsibilities, and relationships of the Department that are consistent with the Standardized Emergency Management System (SEMS) and the National Incident





TRACY REECE  
Chief Probation Officer

EDWARD BARRY  
Assistant Chief Probation Officer

Management System (NIMS), as they relate to response. The plan is designed to be general in its application, providing flexibility during response. The plan also encompasses continuity of government (COG) and continuity of operations (COOP) as a single, combined plan.

The Standardized Emergency Management System (SEMS) is the system required by Government Code § 8607(a) for managing responses to multi-agency and multi-jurisdictional emergencies in California. SEMS consists of five organizational levels, which are activated as necessary:

1. Field response
2. Local government
3. Operational area
4. Regional
5. State

SEMS incorporates the use of the Incident Command System (ICS), the Master Mutual Aid Agreement, existing mutual aid systems, the operational area concept, and multi-agency or inter-agency coordination. Local governments must use SEMS to be eligible for funding of their personnel-related costs under state disaster assistance programs.

At the field incident level, the use of SEMS standardizes the response to emergencies involving multiple jurisdictions or agencies. The Incident Command System (ICS) is the basic emergency management system. ICS provides a common organizational framework within which agencies can work collectively during the response to an emergency. ICS is also an effective emergency management system for use by either single or multiple agencies.

It also describes how the plan will be implemented and maintained. The plan also addresses a fundamental activity of effective emergency management – training. Training and testing are essential to ensure the adequacy of this plan and the Department staff's ability to carry it out.

## **Mission, Goals, and Objectives**

### **Mission**

Building stronger families and safer communities by improving the lives of those we serve through assessment, treatment, rehabilitative services, and enforcement.

### **Goals**

In a disaster or catastrophic event, the Department's primary goal is:

1. Assure the safety and security of staff.



TRACY REECE  
Chief Probation Officer

EDWARD BARRY  
Assistant Chief Probation Officer

2. Maintain the safety, control, and security of all juveniles in custody at the Juvenile Detention and Assessment Centers. Continue the available services for wards under the care of or supervision who are displaced or adversely affected by the disaster.
3. Provide supervision to Adult and Juvenile probationers managed by the Community Corrections Bureau. Continue available services for defendants under the care of or supervision of those who are displaced or adversely affected by the disaster.
4. Provide support to other law enforcement and county agencies.
5. Provide support as assigned by the County Emergency Operations Center.
6. Maintain continuity of services to the courts.

To accomplish this goal, the Probation Department will:

1. Immediately activate the Department Operations Center.
2. Activate local and regional area operations centers as needed.
3. Coordinate with the Emergency Operations Center and/or other local agency operations centers if necessary.

## **Objectives**

The objectives of the San Bernardino County Probation Department Operations Center (DOC) are to:

1. Establish the DOC, appoint an Incident Commander, and prepare to receive tasks and assignments from the San Bernardino County Emergency Services Office.
2. Establish communications with the EOC and each of the Probation offices, CVJDAC, ARISE, and SOAR.
3. Establish an outline of steps to secure the safety of Department/Division personnel based on the recommendation of the Department Safety Officer.
4. Establish a system to provide the necessary resources for County Departments in a state of emergency.
5. Ensure the continuing performance of the Department's essential operations/functions during an emergency.
6. Establish a plan of action for restoring normal day-to-day operations as expediently as possible following an emergency event.
7. Assess facilities to determine operational capacity.
8. Assess staff to determine ability to perform the mission of the Department.
9. Determine if outside resources are needed to perform the department's mission. The Department Operations Center (DOC) will determine whether juveniles in custody should be released and/or transferred to other mutual aid counties.
10. Continue available services for adult and juvenile defendants under the care of or supervision of those who are displaced or adversely affected by the disaster.
11. Determine the steps necessary to restore Department operations to normal.



TRACY REECE  
Chief Probation Officer

EDWARD BARRY  
Assistant Chief Probation Officer

---

## **Plan Maintenance and Future Updates**

The Probation Department will revise and update the DEOP at least every three years, beginning three years after its adoption. Such revisions/updates will be documented on the "Update/Revision List Form," which will be inserted into the front section of this Plan. Annexes will be updated as changes occur and filed with the County Office of Emergency Services.

### **Review and Approval**

Members of the Department Emergency Operations Plan Committee will conduct a Peer review of all Department Emergency Action Plans.

## **Emergency Management Phases**

According to FEMA, emergency management can be categorized into several phases. Each phase is unique and initiates a response level consistent with it.

The four phases outlined in this section are:

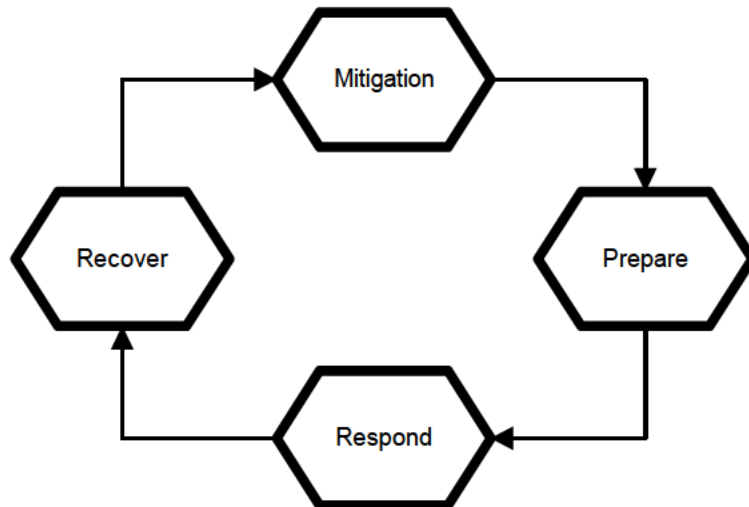
1. Preparedness
2. Response
3. Recovery
4. Mitigation

## **Disaster Cycle Chart**



TRACY REECE  
Chief Probation Officer

EDWARD BARRY  
Assistant Chief Probation Officer



### Preparedness Phase

1. Day to Day - The preparedness phase involves activities undertaken in advance of an emergency. These activities develop operational capabilities and improve effective disaster response. Disaster plans are developed and regularly revised to guide effective disaster response and maximize available resources. Planning activities include developing hazard analyses, writing mutual aid agreements, training response personnel, and enhancing public information and communication systems. These preparedness activities are part of implementing the county/operational area plan, as well as related plans and procedures, which are always in effect to authorize the accomplishment of these essential preparedness activities. Cost recovery should be planned and included in both the Preparedness and Response phases.
2. Increased Readiness - As a crisis begins to develop, the government takes action to improve its readiness. Actions taken during the buildup of a crisis are designed to increase an organization's ability to respond effectively to a disaster. Increased readiness actions include briefing government officials, reviewing plans, preparing information for public release, updating resource lists, and testing warning and communication systems.
3. Department Actions - The following actions have been taken or are in the process of implementation to prepare the Probation Department for an emergency:
  - a. Specific action plans were developed for each Juvenile Detention and Assessment Center.
  - b. Probation Staff have been trained in NIMS and SEMS.
  - c. A DOC has been developed.
  - d. Alternative communications systems have been identified and will be placed in strategic locations.
  - e. Mutual aid agreements will be developed with other local probation agencies for housing wards and providing other support.



TRACY REECE  
Chief Probation Officer

EDWARD BARRY  
Assistant Chief Probation Officer

- f. Coordinate mutual aid support with other law enforcement and county social service agencies.
- g. Development of emergency supplies and support materials in strategic locations.

## Response Phase

1. Pre-Impact - When emergency management authorities recognize the approach of a potential disaster, they take actions to save lives and protect property. The response phase is activated to coordinate emergency response activities. During this phase, warning systems may be activated, resources may be mobilized, and evacuation may begin.
2. Immediate Impact - During this phase, the emphasis is on saving lives, controlling the situation, and minimizing the effects of the disaster or conflict. The department responds immediately to actions within the affected area. During this phase, emergency plans will be activated, and emergency instructions will be issued to Department staff.
3. Sustained - As the emergency continues, victims are assisted, and efforts are made to reduce secondary damage. The Department may be asked to assist with these efforts.
4. Department Response - The following actions will take place in response to an emergency:
  - a. Activate the DOC.
  - b. Establish local operations centers at each JDAC.
  - c. Inform all on-duty staff to remain until relieved.
  - d. Begin development of Incident Action Plan.
  - e. Develop a near-term and long-term staffing plan for internal and external demands.

## Recovery Phase

1. Recovery - At the onset of an emergency, actions are taken to enhance the effectiveness of recovery operations. Recovery is both a short-term activity aimed at restoring vital life-support systems to operation and a long-term endeavor designed to restore infrastructure systems to their pre-disaster conditions. It also includes cost recovery activities.
2. Department Recovery Actions - The following actions will take place at the beginning of an incident or event to respond to the emergency:
  - a. Depending on the severity of the emergency, establish a Department Operations Center or Incident Command Post at the incident site.
  - b. Initiate rescue and recovery operations for staff and wards as needed.
  - c. Develop sheltering requirements for JDACs and Probation Offices.
  - d. Determine available staff and develop a staffing plan.
  - e. Determine disposition of wards and release/retain/transfer as necessary.





TRACY REECE  
Chief Probation Officer

EDWARD BARRY  
Assistant Chief Probation Officer

The Detention Corrections Bureau will work with the DOC in activating Mutual Aid throughout Southern California to establish the following:

1. Verify the accountability of staff and minors.
2. Work with the Community Corrections Bureau to ensure the safety of the exterior of each JDAC.
3. Establish continued shelter for minors in custody.
4. Food and water for minors and staff.
5. Work with the Community Corrections Bureau on releasing low to medium-risk minors to their parents.
6. Providing relief for staff on duty.
7. Develop a system to continue the court process.
8. Develop an Incident Action Plan (IAP) for long-term recovery.

The DOC will establish the following:

1. Develop and implement an Incident Action Plan.
2. Assess staffing needs and gather time tracking from staff.
3. Determine the extent of damage to Probation Department buildings, equipment, records, and vehicles.
4. Depending on the extent of damage, set up alternative work sites for ongoing services.
5. Collaborate with the Detention Corrections Bureau to release low— to medium—risk minors to their parents/guardians and supervise probationary minors.
6. Work with the Detention Corrections Bureau to provide security and assistance where needed.
7. Arrange relief for staff on duty.
8. File claims for reimbursement of staff time and/or costs associated with damaged buildings and equipment.

## **Mitigation Phase**

Mitigation planning includes reviewing ways to avert future emergencies and reduce the impact of future disasters. Specific hazard mitigation plans are prepared subsequent to a federally declared disaster. They reflect the current risk analysis and mitigation priorities specific to the declared disaster.

The Probation Department will review existing facilities, operations, and plans to locate potential hazards within its control. The Department will then develop strategies and plans to mitigate potential risks and enhance its ability to withstand a disaster incident.

Mitigation planning involves reviewing methods to prevent future emergencies and minimize the impact of disasters. Specific hazard mitigation plans are prepared after a federally declared



TRACY REECE  
Chief Probation Officer

EDWARD BARRY  
Assistant Chief Probation Officer

disaster. They reflect the current risk analysis and mitigation priorities specific to the declared disaster.

The Probation Department will review existing facilities, operations, and plans to locate potential hazards within the Department's control. The Department will then develop strategies and plans to mitigate potential risks and enhance its ability to withstand a disaster incident.

### **Department Mitigation Actions**

DOCs per Emergency Communications Structure will coordinate Field Operations.

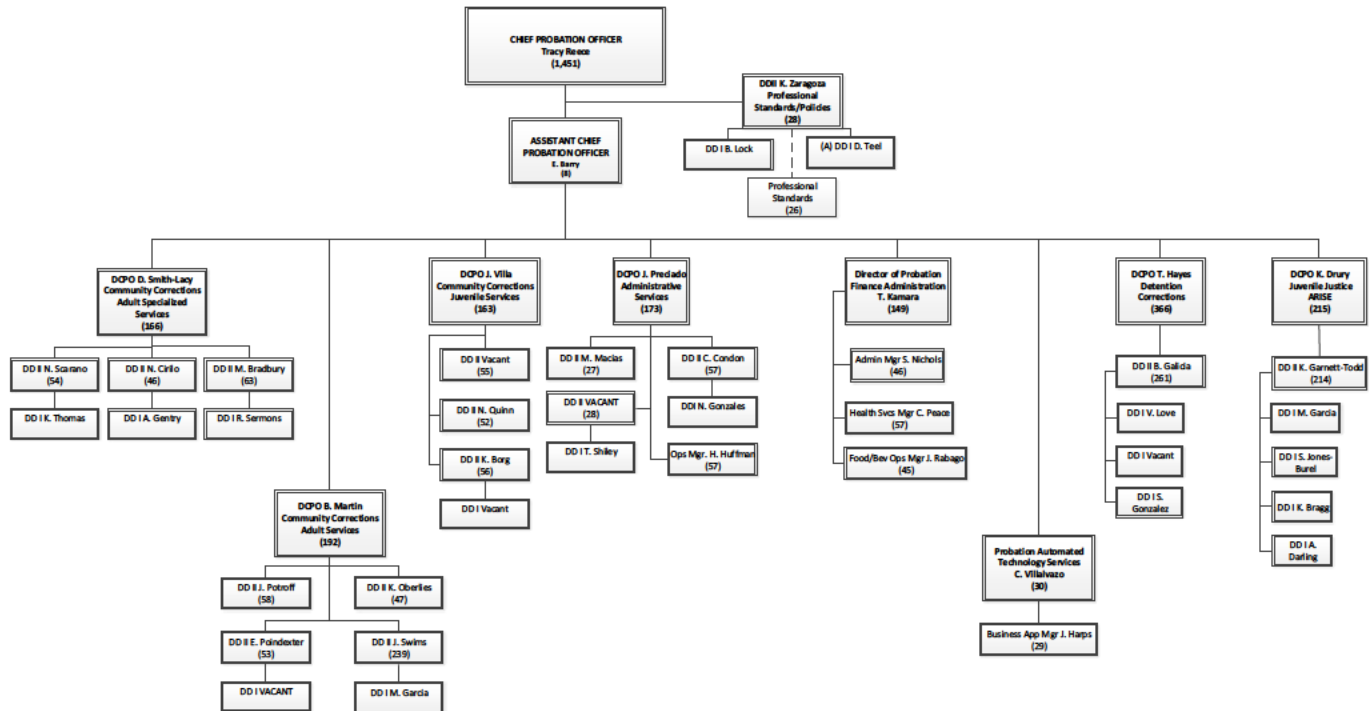
1. Each JDAC will communicate/coordinate with their local CCB offices within their regions and relay information to the DOC.
2. The DOC will communicate and coordinate with the County EOC.
3. DOC will provide alternative power sources, adequate equipment, and supplies to maintain operations for up to 30 days.
4. EOC will maintain current contact information as required by the Office of Emergency Services.

The Probation Department Organizational Chart is below:



TRACY REECE  
Chief Probation Officer

EDWARD BARRY  
Assistant Chief Probation Officer



## Department Responsibility

Continuity of Government (COG) - Continuity of leadership and government authority is critical with respect to emergency services, direction of emergency response operations, and management of recovery activities. Under California's concept of mutual aid, local officials remain in control of their jurisdiction's emergency operations, while others may provide additional resources upon request. A key aspect of this control is the ability to communicate official requests, situation reports, and other emergency information during any disaster condition.

To ensure Continuity of Government (COG), seven elements must be addressed by the government at all levels:

1. Succession to essential positions required in emergency management.
2. Pre-delegation of emergency authorities to key officials.
3. Emergency action steps are provided in emergency plans and emergency action plans.
4. Establish a Department Operation Center (DOC).
5. Alternate work sites or staging locations.
6. Safeguarding vital records.
7. Protection of government/industrial resources, facilities, and personnel.

These seven elements are covered later in this plan.



TRACY REECE  
Chief Probation Officer

EDWARD BARRY  
Assistant Chief Probation Officer

Continuity of Operations Plan (COOP) - A COOP, similar to COG, is a planning concept that focuses on the government's ability to continue essential functions. To ensure the continuity of crucial federal functions under all circumstances, all federal agencies are directed to develop a capability for continuity of operations.

Several federal preparedness circulars provide COOP planning guidelines and list the critical elements that each Department must address.

COOP planning is "good business practice" - part of the fundamental mission of agencies as responsible and reliable public institutions. For years, COOP planning activities have been the responsibility of individual agencies, primarily in response to emergencies within the organization's confines.

The elements of a viable COOP capability are almost identical to the components of COG. COOP encompasses and enhances COG elements to establish a baseline of preparedness for the full range of potential emergencies.

The state has relied on various documents, such as business continuity or business resumption plans, to achieve many of the same planning objectives as those of COG and COOP. To maintain consistency among federal, state, and local plans, this document develops an integrated approach, which is a consolidation of all the planning elements included in COG and COOP (see table below for a list of elements). This involves ensuring that all aspects of continuity of government operations have been addressed and/or incorporated into agency emergency plans and procedures. This effort will support coordinated planning, thereby providing for a more effective emergency response.

The COG/COOP concepts summarized below are consistent with federal guidance for updating plans at all levels of government. In the Department of Emergency Operations Plans, all these elements are identified by section and division, allowing the systematic application of these principles.

### **Department Emergency Action Plan Elements**

1. Emergency concepts, actions, and procedures are provided in emergency plans and emergency action plans.
2. Identification and prioritization of essential functions.
3. Line of succession to essential positions required in an emergency.
4. Delegation of authority and pre-delegation of emergency authorities to key officials.
5. Department operations centers, alternate (worksite) facilities, and alternate emergency operations centers
6. Interoperable communications.
7. Protection of government resources, facilities, and personnel.
8. Safeguarding of vital records and databases.
9. Tests, training, and exercises.

### **Preparation of the Plan**



TRACY REECE  
Chief Probation Officer

EDWARD BARRY  
Assistant Chief Probation Officer

The Department will prepare the DEOP by analyzing and developing each of the following task action lists:

1. Emergency concepts.
2. Essential functions.
3. Lines of succession.
4. Delegation of authority.
5. Department Operations Centers (DOC).
6. Interoperable communications.
7. Resources, facilities, and alternate site protection.
8. Required records.
9. Testing, training, and exercises.

### **Emergency Concepts**

Emergency concepts, actions, and procedures are provided in emergency plans and emergency action plans:

1. A significant disaster could result in the death or incapacity of key Probation Department officials, the partial or complete destruction of established facilities, including Juvenile Detention Assessment Centers (JDAC), and the destruction of public and private records essential to continued Department operations.
2. The Probation Department is responsible for providing continuity of effective leadership and authority, directing emergency operations, and managing recovery operations, within its scope of mandated responsibilities. It is particularly essential that the county and all its cities continue to function as government entities. The California Government Code and the Constitution of California provide the authority for state and local government to reconstitute them in the event incumbents are unable to serve.

### **Essential Functions**

#### **Continuity of Operations for CCB**

1. Court Reports - Probation Officers are mandated to complete court reports unless waived by the court.
2. Services for Wards—Continue available services for Adult and Juvenile defendants under the care of or supervision of those who are displaced or adversely affected by the disaster.
3. Field Notes - Probation Officers shall use field notes if computer operations are inoperable.
4. Reporting—Probation Officers shall report to their assigned office for assignment. If that is not possible, they are to report to the nearest DOC and/or JDAC. If that is not possible,





TRACY REECE  
Chief Probation Officer

EDWARD BARRY  
Assistant Chief Probation Officer

POs will report to the nearest law enforcement agency accessible to them. Those Probation Officers shall communicate with the DOC for further guidance and direction.

5. Utilization - Probation Officers will be utilized at the discretion of the Incident Commander.

#### Continuity of Operations for DCB

1. Search and Rescue – Staff may be needed to recover all disaster victims from the JDAC and treatment facilities.
2. Supervision – Continue supervision and care of wards in the JDACs and treatment facilities.
3. Safety and Security—Maintain a safe and secure environment for the JDACs or temporary operations center to meet the needs of wards and staff.
4. Intake/Release—In an emergency, the Incident Commander or Watch Commander may need to restrict the intake criteria and limit the number of wards housed at all operable JDACs. Releases may be required based on the institution's needs. The guidelines for the intake and release of wards are outlined on the next page.

#### Lines of Succession

Line of succession to essential positions required in an emergency.

1. Probation Administration – Overall Management of the Probation Department:
  - a. Chief Probation Officer
  - b. Assistant Chief Probation Officer
  - c. Deputy Chief Probation Officer
2. Juvenile Detention and Assessment Centers:
  - a. Division Director II
  - b. Division Director I
  - c. Watch Commander
  - d. Probation Corrections Supervisor II
  - e. Probation Corrections Supervisor I
3. Community Corrections:
  - a. Division Director II
  - b. Division Director I
  - c. Supervising Probation Officer

#### Succession Planning

Probation Administration:



TRACY REECE  
Chief Probation Officer

EDWARD BARRY  
Assistant Chief Probation Officer

The responsibilities of Probation Administration are:

1. Establish the need and location of the Department Operations Center.
2. Assign an Incident Commander for the event.
3. Assure that an Incident Action Plan and staffing plan are developed.
4. Assure the establishment of local operations centers at each JDAC.

Juvenile Detention Center and Community Corrections:

The responsibilities of each JDAC and CCB office are:

1. Establish a local operations center and contact the DOC.
2. Assign an Officer-in-Charge at each location.
3. Determine the safety and security of wards and staff.
4. Prepare to fulfill missions as assigned by the DOC.

### **Delegation of Authority**

Division Directors I/II are authorized to take any action required to restore command and control of all Probation activities within their responsibility. This authority may be exercised when communications or contact with the Administration cannot be made through the Department Operations Center. Division Directors have a pre-authorized level of approval for acquiring necessary materials and supplies during a declared emergency. This authority is to be exercised when the County of San Bernardino declares an emergency and cannot contact the DOC or Administration. It terminates when contact is made.

Each JDAC has fiscal staff assigned, and each has purchasing instruments available to acquire the necessary materials and supplies. Blanket purchase orders have been established to obtain and deliver critical supplies. Each purchase or decision must be documented to account for the proper exercise of authority. Expenditure authorities have been determined based on the ACR and the authority of the Purchasing Department.

### **Resource, Personnel, Facilities, and Alternate Site Protection**

*Note: The Department complies with the Americans with Disabilities Act (ADA) in all administrative offices and public areas. Staff have been designated to specific areas of responsibility in the event of the need to evacuate or care for the public or employees subject to the ADA. Staff within the detention facilities have been trained to assist any detained wards properly in the event of an emergency.*

Protection of government resources, facilities, and personnel;



TRACY REECE  
Chief Probation Officer

EDWARD BARRY  
Assistant Chief Probation Officer

1. Each Probation site will take appropriate steps to secure the property in the event of an emergency incident or emergency event. Upon initial contact, the DOC will be informed of the actions taken.
2. Upon request through the DOC, JDACs will be provided with armed staff to secure the external perimeter.

### **Disaster Service Worker**

Generally, all County employees are Disaster Service Workers (DSW). (Labor Code §3100)  
Standing Orders:

*Disaster-related orders can be issued as standing orders prior to, during, and/or after the occurrence of a disaster if the orders are lawful and are from the employee's superiors. The orders could be applied to employees when they are either on or off duty. (Labor Code §3211.92 (b))*

### **Legal Residents:**

*Legal Residents (Permanent Residency Card Holders) cannot be administered the Oath (Government Code §3101)*

### **Impressing County Employees:**

*County workers cannot be "impressed" into service as they are already Disaster Service Workers. Only citizens who are not already Disaster Service Workers can be impressed into service by authorized personnel. (Labor Code §3100)*

Assisting in Disaster-Related Duties (outside regular job duties):

1. Authorized personnel can command county employees to assist in disaster-related activities as disaster service workers.
2. Disaster-related assignments may be outside the employee's normal job duties. Labor Code (§3211.92 (b))
3. Disaster-related Orders can be issued as standing orders prior to, during, and/or after the occurrence of a disaster if the orders are lawful and are from the employees' superiors. The orders could be applied to employees when they are either on or off duty. (Labor Code §3211.92 (b))

### **Contract Employees:**

*Contract Employees are Disaster Service Workers. (Government Code §3100 and Government Code §3101)*

As such, contract employees are required to take the Oath.



TRACY REECE  
Chief Probation Officer

EDWARD BARRY  
Assistant Chief Probation Officer

#### Accredited Disaster Council:

San Bernardino County's Disaster Council became accredited on December 12, 1945.

#### Safety Employees and DSW

*Active firefighters are expressly excluded from the DSW program (Labor Code §3211.92.d). Law Enforcement personnel are considered to be Disaster Service Workers as they are not included in the specific exclusion in Labor Code §3211.92.d.*

#### When County Employees are covered by DSW County Employees and DSW Coverage:

1. All County employees are covered as DSW workers when the County pays them.
2. All San Bernardino County employees called upon to serve as a DSW are covered under the County's Workers' Compensation Insurance.
3. Performing disaster service, including travel to and from the incident site, when called to duty during an emergency or disaster or while participating in a search and rescue operation.
4. Participating in an authorized and documented, planned disaster training activity or disaster exercise. Coverage of these activities does not include travel to or from the training site.
- 5.

#### County Employees Volunteering:

*County employees volunteering on their own time to assist the county are covered by DSW if they are volunteering in an area outside of their normal employment. (Labor Code §3211.92(b))*

DSW does not cover employees who self-dispatch for out-of-state duties. However, they may be covered by the organization they are volunteering with, such as the American Red Cross.

#### Required Records

Safeguarding of required records and databases.

1. Critical databases are backed up each night through the County Information Systems Department.
2. Hard copies of files are maintained in the local office and are kept within secure areas.
3. Closed files for probationers are maintained within secured areas or at county-approved controlled off-site storage areas.

#### Testing, Training, and Exercises



TRACY REECE  
Chief Probation Officer

EDWARD BARRY  
Assistant Chief Probation Officer

The Probation Department has implemented the following training plan to ensure the currency of knowledge and integration of skills necessary to enforce our DEOP.

All Department staff will receive an initial training on National Incident Management Systems (NIMS) and Standardized Emergency Management System (SEMS):

1. Supervising personnel will receive more comprehensive training
  - a. Emergency Operations Plan
  - b. Department Emergency Evacuation Manual
  - c. Incident Action Plan (IAP)
  - d. Department Operation Center (DOC)
  - e. Command Staff/Roles and Responsibilities
  - f. Probations Plan and Implementation
  - g. Transfer of Incident Commander
  - h. Continuity of Operations Plan (COOP)
  - i. Continuity of Government (COG)
2. Line staff will learn basic knowledge
  - a. NIMS/SEMS
  - b. Incident Command System (ICS)
  - c. Plan and Implementation
3. Additional comprehensive training is as follows:
  - a. CPR/First Aid
  - b. Bloodborne Pathogens/Infections Disease
  - c. Search and Rescue
  - d. Handie Talkie (HT radios)
  - e. HAM radio
  - f. Medical Triage
  - g. Fire Safety

### **Levels of Exercises**

There are four levels of exercises to prepare for an actual incident. Each level builds on the previous levels. These levels are:

1. Discussion
2. Tabletop Exercise
3. Functional
4. Full Scale

Below is an explanation of each level. Each level is more complex and requires more time to prepare than the previous exercise level.





TRACY REECE  
Chief Probation Officer

EDWARD BARRY  
Assistant Chief Probation Officer

Discussion exercises are used at the beginning of the exercise cycle. Discussions are overviews/introductions to the disaster exercise cycle and, typically, review the following:

1. Chain of command
2. Communicate expectations
3. Currency of events
4. Lines of succession
5. Annual review of policies and procedures
6. Evacuations
7. Roles and Responsibilities

#### Tabletop Exercises

Tabletop Exercises are a facilitated analysis of an emergency in an informal, stress-free environment. Quarterly, staff will be given exercises to facilitate an analysis of their comprehension of how to respond in an emergency. The exercises will be delivered in an informal group discussion during staff meetings.

#### Functional Exercise

A Functional Exercise is a fully simulated interactive exercise that tests an organization's capability to respond to a simulated event. The Department simulates interactive exercises that test our capability to respond to a simulated event. Juvenile Detention Facilities practice emergency drills weekly. Quarterly Evacuation Drills will occur throughout the Department.

#### Full-Scale Exercise

A Full-Scale Exercise simulates an actual event as closely as possible. Annually, the Probation Department will participate with the State of California in the Great Shake Out and, upon invitation, will participate along with the County of San Bernardino in the Golden Guardian Exercise.

### **Emergency Functions and Activities**

The Probation Department has identified the below functions and activities that must be operational during an emergency:

Required operations for CCB:

1. Court Reports - Probation Officers are mandated to complete court reports unless waived by the court.
2. Services for Wards—Continue available services for wards under the care of or supervision of those who are displaced or adversely affected by the disaster.
3. Field Notes - Probation Officers shall use field notes if computer operations are inoperable.
4. Reporting—Probation Officers shall report to their assigned office for assignment. If that is not possible, they are to report to the nearest DOC and/or JDAC. If that is not possible,



TRACY REECE  
Chief Probation Officer

EDWARD BARRY  
Assistant Chief Probation Officer

POs will report to the nearest law enforcement agency accessible to them. Those Probation Officers shall communicate with the DOC for further guidance and direction.

5. Utilization - Probation Officers will be utilized at the discretion of the Incident Commander

Required operations for DCB:

1. Search and Rescue – Staff may be needed to recover all disaster victims from the JDACs and treatment facilities.
2. Supervision—Continue to supervise and care for wards in the JDACs and treatment facilities. Safety and Security—Maintain a safe and secure environment in the JDACs or temporary operations center to meet the needs of wards and staff.
3. Intake/Release—In an emergency, the Incident Commander or Watch Commander may restrict the intake criteria and limit the number of wards housed at all operable JDACs. Releases may also be necessary based on the institution's needs.

The Department's decision-making process for implementing the appropriate Department Emergency Action Plan involves immediately activating the Department Operations Center and establishing contact with the JDACs.

## **Implementation of the Plan**

When a disaster occurs, the Department must conduct a self-assessment of its facilities and ability to deliver services. Each location will survey the facility to assess its suitability for sustaining operations and report the findings to the DOC. This will include the status of staff currently available and active communications systems.

## **Incident During Work Hours**

When a disaster occurs during work hours:

1. On-duty personnel are expected to remain on duty until relieved of their duties. Probation Officers shall report to their assigned office for assignment; if it is not possible, they are to report to the nearest DOC and/or JDAC. If that is not possible, POs will report to the nearest law enforcement agency accessible to them. Those Probation Officers shall communicate with the DOC for further guidance and direction.
2. Each location will establish an incident command post to manage the immediate situation and contact the DOC as soon as possible.
3. During a catastrophic event such as an earthquake, each facility will perform a damage and suitability assessment to determine whether it can sustain operations.



TRACY REECE  
Chief Probation Officer

EDWARD BARRY  
Assistant Chief Probation Officer

4. During a catastrophic event such as a significant earthquake, the DOC will develop teams to respond to the homes of on-duty and off-duty staff to verify and report the status of the employees or their families.
5. Each location is to take immediate action to protect staff, wards, property, and records.

## **Incident After Work Hours**

When a disaster occurs after work hours:

1. Off-duty personnel will be expected to return to work. They are to report directly to their regularly assigned work location. If County employees are unable to report to their regular facility or alternate staging area, they are to report to the nearest San Bernardino County Probation office or JDAC accessible to them. If the employee cannot reach a Probation location, they should report to the closest law enforcement office.
2. Sworn staff shall report to their assigned work location in full uniform and ready to perform any mission assigned to them.
3. DCB staff are to report to their regularly assigned work location. If that is not possible, they are to report to the nearest JDAC accessible to them. If that is not possible, they are to report to the nearest Probation Department office or the nearest available law enforcement office.
4. Probation Officers shall report to their assigned office for assignment. If that is not possible, they are to report to the nearest DOC and/or JDAC. If that is not possible, POs will report to the nearest law enforcement agency accessible to them. Those Probation Officers shall communicate with the DOC for further guidance and direction.

## **Training**

Department staff should receive annual training in emergency situations. Minimum requirements for the training:

1. Employee duties in the event of a disaster during work hours.
2. Employee reporting to work after a disaster
3. Alternate work locations
4. Disaster Service Worker
5. General disaster awareness

All Department staff will receive an initial training on National Incident Management Systems (NIMS) and Standardized Emergency Management System (SEMS):

1. Supervising personnel will receive more comprehensive training:



TRACY REECE  
Chief Probation Officer

EDWARD BARRY  
Assistant Chief Probation Officer

- a. Emergency Operations Plan
- b. Department Emergency Evacuation Manual
- c. Incident Action Plan (IAP)
- d. Department Operation Center (DOC)
- e. Command Staff/Roles and Responsibilities
- f. Probations Plan and Implementation
- g. Transfer of Incident Commander
- h. Continuity of Operations

2. Line staff will learn basic knowledge:

- a. NIMS/SEMS
- b. Incident Command System (ICS)
- c. Plan and Implementation

### **Emergency Management Positions**

The Probation Department will appoint three positions to fulfill the Department's Emergency Management responsibilities during an emergency. The positions are:

1. Emergency Services Supervisor
2. Emergency Operations Center Responders
3. Safety Coordinators

These positions will report to the Department Operations Centers. Each JDAC will emulate the operational structure of the Department Operations Center/Command Post

### **Emergency Services Supervisor**

The Probation Department will appoint an individual to function as the Emergency Services Supervisor. The role of the Department Emergency Coordinator is to serve as the primary point of contact for the development and maintenance of the Department's Emergency Operations Plan. The Emergency Services Supervisor is responsible for developing the Department's Emergency Operations Plan, routine updates of the DEOP annexes, and an annual review of the plan to ensure the DEOP remains current and viable for the Department. The Emergency Services Supervisor is also responsible for ensuring that annual training is conducted for all employees and that new employees receive adequate training and preparation in the event of an emergency.

The Emergency Services Supervisor will coordinate and interface with other county departments with whom the department routinely conducts business. The coordination efforts will ensure that necessary operations involving outside Departments will continue during and after an emergency.



TRACY REECE  
Chief Probation Officer

EDWARD BARRY  
Assistant Chief Probation Officer

The Emergency Services Supervisor should not be a County Emergency Operations Center responder.

The Emergency Services Supervisor is a unique classification within the Probation Department.

### **Emergency Operations Center Responders**

The Probation Department has staff that responds to the County Emergency Operations Center (EOC) when it is activated. Staff members assigned as EOC responders should not be designated as the Emergency Services Supervisor. EOC responders will keep their contact information current as required by the Office of Emergency Services. The Office of Emergency Services has EOC Responder Forms available upon request.

### **Safety Coordinators**

In addition, each County building has a Safety Coordinator. The Safety Coordinator is responsible for emergency planning, communication, and decisions for the facility in the event of an emergency. Their role differs from that of an Emergency Services Supervisor, as the Safety Coordinator is responsible for ensuring the safety of employees at a specific physical location. The location may include employees from more than one Department. The Safety Coordinator prepares an Emergency Action Plan for the physical location. An Emergency Action Plan is not part of a Department Emergency Operations Plan. (The Safety Coordinator should be involved in the facility damage survey and should have veto power over the use of the building).

### **Critical Functions**

Several critical functions must be accomplished to ensure the viability of the Department's emergency organization and its ability to meet its stated mission requirements. These functions are listed below.

### **Department Functions**

THE FOLLOWING FUNCTIONS MUST CONTINUE UNDER ALL CIRCUMSTANCES:

1. Operating the Juvenile Detention and Assessment Centers (including the Intake unit manned by Probation Officers)
2. Juvenile and Adult Investigations (Mandated function pursuant to the Penal Code- unless the court is amenable to allowing continuances on In-Custody cases)
3. Memos to the Court (unless the court is willing to suspend)





TRACY REECE  
Chief Probation Officer

EDWARD BARRY  
Assistant Chief Probation Officer

4. Minors who are court-ordered to be supervised on the House Arrest Program (unless the court is willing to suspend)
5. Supervising High-Risk Adult Sex Offenders (GPS could be utilized if still functional)

THE FOLLOWING ARE IMPORTANT AND COULD CONTINUE ONCE THE EMERGENCY IS UNDER CONTROL:

1. Supervision of high-risk minors and adults
2. All other probation units

It should be noted that Caseload Explorer may undergo a downtime procedure, and all other documentation (Field notes, logbooks, etc.) will need to be completed manually until it is back online.

### **Staffing for Critical Departmental Functions**

Typical staffing for all JDAC is a ratio of 1 line staff to 8 youths. In the event of a natural disaster, staffing will be handled in the safest manner possible for all staff and youth present. A variety of options will be considered, such as combining units, adjusting the staff-to-youth ratio, releasing low-risk youths to their parents, or having supervisors work outside of their standard classification to provide additional coverage. Unarmed probation officers who are trained to work in JDACs can be used to staff the institution, while armed officers provide exterior coverage.

### **Emergency Contact List**

Emergency Contact lists for the Probation Department are maintained at each Juvenile Detention and Assessment Center, as well as with the on-call Division Director. These lists contain emergency contact information for Department personnel.

Payroll updates the emergency contact lists at the beginning of each month. Updated electronic copies are maintained in the "ProbTools" shared drive and emailed to the Administration, Directors, and Department Secretaries. The department's policy for contacting personnel is included in its Standard Operating Procedures (SOP).

The Department maintains a list of critical Departmental Staff. This list is also maintained at Personnel Services.

Copies of these lists are not included in this document due to the confidentiality of law enforcement officer information and the need for frequent updates to the list.

Data Systems - The data systems required to carry out Probation Department functions are:

1. Caseload Explorer Data System (CE)
2. EMACS Payroll System
3. MS Outlook



TRACY REECE  
Chief Probation Officer

EDWARD BARRY  
Assistant Chief Probation Officer

#### 4. Court Access Portal

### **Deferred Functions**

Although vital, probationer supervision is not a mandated function pursuant to the Penal Code. Once the emergency is under control, supervision of high-risk minors and adults, as well as all other probation functions, should resume.

### **Supporting Activities Integration**

Fiscal Services and Automated Systems staff will report to the DOC and local operations centers to provide administrative support to the overall operation and recovery. They will establish the Finance Section within the DOC. Payroll/Personnel staff will begin recording and tracking time, and the purchasing section will start monitoring all non-personnel-related costs.

### **Lines of Succession**

The lines of succession are by position, not by individuals. In the event none of the positions are available, the next highest management position will notify the County EOC that the Department's Line of Succession is broken. The EOC will then contact the CAO's Office for appropriate guidance.

The pre-authorized limits of the county purchasing instruments available to the fiscal staff on site will limit each JDAC's expenditure authority.

Department Head - The Line of Succession for the Probation Department is as follows:

1. Chief Probation Officer
2. Assistant Chief Probation Officer
3. Deputy Chief Probation Officer CCB – Adult Services
4. Deputy Chief Probation Officer Specialized Services
5. Deputy Chief Probation Officer CCB- Juvenile Services
6. Deputy Chief Probation Officer Administrative Services
7. Deputy Chief Probation Officer Detention Corrections Bureau
8. Deputy Chief Probation Officer ARISE

Division /Branch/Section - The Line of Succession for each office is as follows:

1. Division Director II
2. Division Director I



TRACY REECE  
Chief Probation Officer

EDWARD BARRY  
Assistant Chief Probation Officer

3. Supervising Probation Officer (CCB) or Probation Corrections Supervisor II (DCB)
4. Probation Officer III (CCB) or Probation Corrections Supervisor I (DCB)

## **Delegation of Authority**

Program and Administrative Authorities - Each Division Director has full operational authority to staff, provide for recovery, and carry out mission-critical actions to meet the department's objectives. This authority is in effect until contact is established with the Department Operations Center (DOC) or Administration.

Activation of Authorities - This authority is operational immediately in the event of a significant disaster or when the County declares a county-wide emergency and is unable to contact the DOC or Administration.

Limits of Authority and Accountability - If the higher-level manager is unavailable, the position identified in the Line of Succession shall have the same authority as the position assumed. The fiscal staff assigned to the Logistics and Finance/Administration Sections has pre-defined purchasing authority established by County Purchasing and the ACR.

Successor's Authority and Delegation - Supervisors acting as Division Directors shall be authorized to exercise full authority until contact is established with the Department Operations Center (DOC) or Administration.

Activation of Delegated Authorities - These delegated authorities are activated when a significant disaster disables communications with the Administration and the DOC and terminate when contact is regained.

Training - These authorities will undergo training in exercising as part of their annual exercises.

Interagency Response Teams - CCB Staff shall assist other law enforcement agencies at the direction of the DOC.

## **Department Operations Center**

Management Section - A Division Director II/I or above will serve as the Incident Commander at the Department Operations Center (DOC). It will provide direction for all probation offices and Department staff. The areas will include Barstow, ARISE, CVJDAC, YJC, Victorville, Rancho, Joshua Tree, West Valley Facility, and San Bernardino offices. Each JDAC is equipped with power, food, clerical, nursing, and support staff. Each facility Director II/I will maintain communication with the DOC. In the event that a Director II/I is not available, the on-duty Watch Commander/Probation Corrections Supervisor II/I will assume the responsibilities. Outside



TRACY REECE  
Chief Probation Officer

EDWARD BARRY  
Assistant Chief Probation Officer

communications will be maintained through the DOC. The remaining CCB offices will report to the nearest JDAC facility for support.

Operations Section – Implement and enact the plans, schedules, and other particulars necessary to guarantee proper staffing and resources for field operations.

Plans and Intelligence Section - Staffing for Plans and Intelligence will consist of CIU and ESU/SSU staff. Support and intelligence planning will be provided by relaying information to the DOC necessary for operational duties. Provide details on how adequate planning and intelligence support, services, and infrastructure for the DOC will be provided.

Logistical Support - Professional staff will report to the DOC to provide logistical support.

Finance and Administration Section—Fiscal and Payroll/Personnel staff will report to the DOC and provide Finance and Administrative support.

Sustained Operations - Operational support to the local operations center and the DOC will be provided through the JDACs.

1. Support services, including food, water, and shelter, will be provided through the JDACs based on pre-established food delivery orders from the vendor.
2. The Department Operations Center will develop staffing plans to ensure that all positions are filled as needed and that staff are adequately rested.

## **Communications**

The Probation Department must maintain communications within the Department and with other County Departments. Interdepartmental communications will be maintained or reestablished using telephone, 800 MHz radios, satellite phones, HAM radio, two-way radios, or Mobile Communication Vehicles through the DOC to the County EOC.

Intra-departmental communications will be maintained or re-established by:

1. Telephones
2. 800 MHz radios
3. Satellite phones – Tested monthly
4. Ham Radios
5. Two-way Radios
6. Mobile Communication Vehicle

## **Department Mitigation Actions**



TRACY REECE  
Chief Probation Officer

EDWARD BARRY  
Assistant Chief Probation Officer

Department Operations Centers (DOCs) and Emergency Operations Centers (EOCs) per the Emergency Communications Structure will coordinate Field Operations.

1. Each JDAC will communicate and coordinate with the local CCB office in their region, relaying information to the DOC.
2. The DOC will communicate and coordinate with the County EOC.
3. DOC will provide alternative power sources, adequate equipment, and supplies to maintain operations for up to 30 days.
4. EOC will maintain current contact information as required by the Office of Emergency Services.

### **Medical Services Response**

This plan outlines the organizational and operational policies and procedures necessary to meet the medical healthcare needs of a large population during an emergency, disaster, environmental incident, or a national security emergency. The plan specifies that the Chief Probation Officer, Health Service Manager (HSM), and Medical Director shall approve the medical services staff in disaster response to triage, render first aid, initiate resuscitation of critically injured individuals, and direct/coordinate off-site medical referrals. The Supervising Medical Services staff member present (i.e., Supervising Correctional Nurse (SCN I/II), or charge nurse on duty) under the supervision of the HSM and in collaboration with the Juvenile Detention and Assessment Center (JDAC) custody staff in charge of the facility will assume leadership responsibilities for medical services affecting San Bernardino County JDACs and treatment facilities.

Medical Services, supplemented by Arrowhead Regional Medical Center (ARMC) and other agencies, are to:

1. HSM shall be stationed at the Probation Incident Command Center, assign medical staff to specific locations during a disaster, and oversee medical staff training in disaster response.
2. Emergency treatment training will be an annual component of the medical services staff, comprising a lecture, a test, and a practical competency assessment.
3. Designated medical staff shall inspect all disaster and emergency bags monthly to ensure that they are equipped with the necessary equipment. Please refer to the attached Disaster Bag Contents list (Attachment A) and the Emergency Bag Check Sheet (Attachment B). Disaster and Emergency bags shall be stored in the medical clinic and intake/booking areas.
4. All medical services staff (RN, LVN, MA, & OA), on or off duty, shall report to the Staging Area for accountability and assignments. The HSM or Supervising Correctional Nurse (SCN I/II) will make further assignments (i.e., triage, medical unit, or morgue) based on the disaster situation, the availability of medical services personnel, and access to emergency care for an established operational period.





TRACY REECE  
Chief Probation Officer

EDWARD BARRY  
Assistant Chief Probation Officer

5. Establish the Medical Unit at a mutually determined "Safe Zone" by medical services and the Incident Commander (IC). This Safe Zone is an area free of hazards and debris, located close to but upwind of hazard zones, accessible by vehicles (such as ambulances, trucks, and helicopters), and expandable.
6. Emergency medical equipment shall be brought to the Medical Unit area by medical services staff or designee from the medical services clinic, intake/booking, or designated Supply Unit area.
7. The on-site medical physician/provider or the SCN I/II will be designated as the Triage Leader (TL).
8. The Medical Communications Leader (MCL) of Operations – (SCN I/II or appointed representative) - under the supervision of the responsible physician/provider or HSM, will oversee and document the operations of the Medical Unit and transportation. Additional responsibilities of the MCL would include:
  - a. Notify the Operations Section (OS) and Incident Commander (IC) of transportation (Ambulance, Air) for the highest-acuity minors, staff, and visitors to regional hospitals or ancillary care services.
  - b. Notify the Compensation Unit/Claims Unit of any injuries or fatalities at the incident or within the Emergency Operations Center (EOC).
  - c. Complete a NIMS Medical Plan form (ICS 206) (Attachment C) every staffing shift rotation to monitor bed availability with regional hospitals and emergency transportation services.
  - d. Maintain a patient log that relates to known victim information, such as the triage tag number, name, date of birth, injury, transport agency/number, transport time, and the victim's hospital destination.
  - e. Assist HSM and IC with the management of medical staffing and medical supply needs.

Triage, emergency care, and arrangement/preparation for transportation

1. Begin triage of victims using the "Simple Triage and Rapid Treatment (START) system (Attachment D) and approved triage treatment tags (Attachment E). Triage tags shall be used on all victims. If triage tags are not immediately available, individuals shall be triaged by placing the number of their priority on their forehead (1, #2, #3, or X). START triage is completed in 30 seconds or less and includes verbal and hands-on:
  - a. STEP 1 - assess the position of the airway and check breathing.
  - b. STEP 2 - check circulation (perfusion to extremities) and control bleeding.
  - c. STEP 3 - check mental status.
  - d. STEP 4 - determines the classification of injury and prioritization of treatment based on identification of abnormal results in triage tag allocation of either Immediate #1 (RED), Delayed #2 (YELLOW), Minor #3 (GREEN), or Deceased (BLACK).



TRACY REECE  
Chief Probation Officer

EDWARD BARRY  
Assistant Chief Probation Officer

## Categories of Triage

1. **IMMEDIATE - #1 (RED)** – The victim has life-threatening injuries requiring immediate attention. Victims may have respirations over 30 breaths/minute, capillary refill over 2 seconds, and are unable to follow commands. Victims of this category require immediate surgery or other lifesaving intervention. They are a priority for surgical teams or transport to advanced facilities; they cannot wait, but are likely to survive with immediate treatment. Examples include:
  - a. Head injuries,
  - b. Blunt trauma,
  - c. Accidental amputations,
  - d. Penetrating wounds/flail chest,
  - e. Burns, and
  - f. Electric shock.
2. **DELAYED - #2 (YELLOW)** – The victim's injuries do not pose a threat to the victim's life. They may have a condition that is stable for the moment, but it requires monitoring by trained medical staff and frequent re-evaluation. However, the injured party still requires hospital care (and would receive immediate priority care under "normal" circumstances). Examples include:
  - a. uncomplicated fractures or dislocations,
  - b. soft tissue wounds,
  - c. injuries to the eyes, and
  - d. maxillofacial injuries without asphyxia.
3. **MINOR - #3 (GREEN)** – The victim's injuries are minimal, not requiring extended care, and are considered the "Walking Wounded". They may have a condition that will require a doctor's care in several hours or days. Examples include:
  - a. Broken bones without compound fractures and
  - b. Many soft tissue injuries.
4. **DECEASED – "X" (BLACK)** – The victim remains unresponsive (No Respirations) after two attempts to open the airway. Due to CPR being a one-on-one care and labor-intensive, CPR is not performed when there are many more victims than rescuers. All victims with a Morgue (BLACK) triage tag assignment shall be transported to the designated medical operations morgue.

The initial first responder is responsible for the care of the victim. Once contact with the patient has occurred, this responsibility continues until the victim's care is transferred to a treatment



TRACY REECE  
Chief Probation Officer

EDWARD BARRY  
Assistant Chief Probation Officer

team or the arriving ambulance personnel. In the event of a disaster or multi-casualty event, the goal for the first responder is to do "The Greatest Good for the Greatest Number". CPR may not be feasible until the victim and first responder are located within the safe zone. However, if this emergency is NOT deemed a disaster, this does NOT apply; the first responder shall deliver immediate first aid and/or CPR on-site.

## Patient Care

The following should be performed for each victim during an emergency response after triaging/tagging and assignment to Immediate (RED), Delayed (YELLOW), Minor (GREEN) treatment areas:

1. Physical Assessment – Head to Toe and initiation of emergency first aid or basic life support as necessary. Assessment findings and interventions will be documented on an Emergency/Disaster Response Nursing Assessment form (Attachment F). This form will be completed for every victim assigned to a treatment area, and a copy will accompany the victim to the receiving area hospital or care facility. The original copy will be kept on file by the responding agency.
2. All victims assigned to the Medical Unit will receive emergency medical treatment in accordance with guidelines established by Standardized Emergency Management Systems (SEMS) and National Incident Management Systems (NIMS).
3. CN I/II shall report "head to toe" assessment findings to the assigned treatment site Medical Communications Coordinator (CN, LVN, MA, or OA).
4. MCC shall communicate patient log information directly, via HT or runner to Medical Communications Leader.
5. Trauma victims exhibiting the following obvious signs of death may be so severely injured that they will die of their injuries:
  - a. Total decapitation
  - b. Total incineration
  - c. Total separation or destruction of the heart or brain
  - d. Generalized decomposition of body tissues

OR

The victim has multiple signs of lifelessness (without the use of AED):

1. Obvious signs of rigor mortis, such as rigidity or stiffness of muscular tissue and joints in the body; and
2. Postmortem lividity: bluish discoloration of the body.

OR



TRACY REECE  
Chief Probation Officer

EDWARD BARRY  
Assistant Chief Probation Officer

When there is an AED with printout capability:

- a. Pulseless (determined at two sites: carotid artery and either radial or femoral); and
- b. Apnea (not breathing); and
- c. Asystole (not heart rhythm) or agonal (electric complexes <10/minute, none of which produces a pulse) \*rhythm for one minute (with the use of an AED).

All medical equipment used during the resuscitation efforts and care of individuals shall be sealed in an envelope for the county coroner's investigation.

#### **Additional Staff and Duties**

Licensed Vocational Nurse (LVN) – shall report to the Staging Area for accountability and assignments. LVN staff shall be limited to practicing within the guidelines set forth in the "Responsibility for Professional Health Care Services – Medical Services Operational Procedure."

Medical Assistant (MA) – shall report to the Staging Area for accountability and assignments. MA staff shall be limited to practicing within the guidelines set forth in the "Responsibility for Professional Health Care Services – Medical Services Operational Procedure."

Office Assistant (OA): The OA shall report to the Staging Area for accountability and assignments. The OA shall assist the designated Medical Communications Leader in Operations with the status board, communications, and documentation of the patient log and morgue. The OA may be assigned to complete the responsibilities of the MCC in the Medical Unit.

#### **Behavioral Health Service Response**

This plan outlines the organizational and operational policies and procedures necessary to meet the mental health care needs of a large population during an emergency or disaster incident, an environmental or technological incident, or a National Security emergency. The Plan specifies the San Bernardino County Department of Behavioral Health (DBH) as the public organization having a duty to provide behavioral health crisis counseling services under emergency/disaster circumstances; the roles and responsibilities of the Emergency Operations Center (EOC), the lead agency for managing the emergency/disaster incident; and the American Red Cross (ARC), the lead agency for sheltering which is addressed in a separate section.



TRACY REECE  
Chief Probation Officer

EDWARD BARRY  
Assistant Chief Probation Officer

The purpose is to establish a process for requesting mental health crisis counseling services from the San Bernardino County Department of Behavioral Health for emergencies within the San Bernardino County Operational Area. Services will be established as close as safely feasible to the emergency/disaster incident without regard to political subdivisions or jurisdictional boundaries.

The Department of Behavioral Health (DBH), supplemented by Arrowhead Regional Medical Center (ARMC) and other agencies, is to:

1. Assess the emotional magnitude of the disaster on residents and workers through ongoing mental health needs assessments
2. Assist in the restoration of the emotional balance of emergency/disaster survivors to the pre-disaster level of functioning by providing basic mental health crisis counseling interventions and supportive mental health services
3. Educate shelter residents and workers on recognizing stress symptoms and impart coping skills to facilitate recovery
4. Facilitate access for those meeting 5150 criteria or those in need of long-term counseling services
5. Assist in establishing social networks within the shelter community for long-term recovery support

## **Public Information and Media Relations**

The Probation Department generally directs all requests for public information to the Department responsible for media information, the Public Information Officer at the CAO's office. Probation Department staff also follow the Human Services policy in the Standards for Employee Conduct which are:

*"The Department pursues and practices an open, forward policy in providing the media with pertinent information of public concern. To secure the Department's credibility and to guarantee that confidentiality is maintained, all requests from any news media are to be directed to one of the following: the Public Information Officer, the Community Relations Officer, the Media Specialist, the Director, or the appropriate Deputy Director (whoever is most appropriate and can give the most expedient, accurate response). They will then either provide the information or direct the gathering of all the information needed to respond in a timely manner. The Community Relations Officer, the Media Specialist, and the Director are to be notified of any contact with the news media or action taken in response to news media inquiries. Public recognition of staff or program accomplishments must be channeled through the Director's office."*

The County Administrative Officer, the San Bernardino County Fire and Sheriff's Department, and PIOs, as well as teams of PIOs, also respond to emergencies to disseminate information.





TRACY REECE  
Chief Probation Officer

EDWARD BARRY  
Assistant Chief Probation Officer

The Probation Department has a PIO who will be assigned to the DOC to coordinate all media information with the County Emergency Operations Center. The PIO will report to the Incident Commander unless reassigned by the County EOC.

The media will provide the public with hazard warnings, safety instructions, official announcements, notices of emergency regulations, evacuation procedures, directions on accessing medical and mass care facilities, status reports on the condition of lifelines, and damage assessment information. The Department PIO is responsible for providing the media with accurate, timely, and uniform information.

### **Protection of Resources, Facilities, and Alternate Sites**

The Department will maintain the physical security of all resources and facilities by establishing both internal and external security measures. The priority will be the security of the JDACs.

The Department will maintain employee health and safety by:

1. Provide shelter and support for all probation staff at each of the JDACs.
2. Establishing first response teams to verify the safety of families for on-duty personnel.
3. Provide security at all operating locations.

### **Preservation of Required Records**

The Probation Department has assessed the business process and determined the minimum records required for continuing operations.

Vital records for the Department are maintained in several locations. A non-inclusive list includes the following:

1. Case/Client Databases
2. Complaints
3. Court Orders
4. Detention Facility Rosters
5. Disciplinary Records
6. Food Services/Inspections/Meal counts/Menus
7. Inspections Reports
8. Medical Consultation Services
9. Use of Force Reports
10. Personnel/Payroll Records

Other vital records the Probation Department maintains offsite:

1. CE backup



TRACY REECE  
Chief Probation Officer

EDWARD BARRY  
Assistant Chief Probation Officer

2. Probation and Diversion files
3. Reports & Statistics- Board of Corrections, Juvenile Hall Population, Medical Services, etc.
4. Personnel Records

### **Local Alerting and Warning Systems**

Automated Telephone Systems - Automated Messaging Systems (for emergency notification)  
The Probation Department utilizes an automated alert system that provides automatic messaging to key response personnel and other listed personnel and the ability to send warning messages. The Department will communicate with those employees designated as necessary for the continuation of essential Departmental functions and activities by direct contact through the on-call Director or Supervisor or through the JDAC Watch Commander.



TRACY REECE  
Chief Probation Officer

EDWARD BARRY  
Assistant Chief Probation Officer

**THIS PAGE LEFT BLANK**



TRACY REECE  
Chief Probation Officer

EDWARD BARRY  
Assistant Chief Probation Officer

## **APPENDIX 5: LOCKDOWN**

In some emergencies, it is safer to remain indoors than to evacuate. Shelter-in-place means arranging to stay where you are in response to an adverse situation or disaster while controlling the entrances and exits of the building. The decision to place a facility on lockdown is made by the Department and/or on-site management. Once a lockdown is ordered, depending on the type of emergency, some or all of the following actions should be considered.

### **Detention Facilities**

When "LOCKDOWN" is announced over the public address system or a Division Director or Supervisor announces the lockdown in person, everyone is to stay where they are:

1. Staff or Classroom teachers are to:
  - a. Quickly glance outside the room to direct any students or staff members in the hall into your room immediately.
  - b. Lock the door(s).
  - c. Lower or close any blinds.
  - d. Place staff or students against the wall so the intruder cannot see them looking in the door. Look for the 'Safe Corner'.
  - e. Turn out lights and computer monitors.
  - f. Keep students quiet.
  - g. Physical education classes being held in the gym should move into a locker room, lock all doors, and find a safe area.
  - h. Any staff in the cafeteria or break room should move to the nearest office.
  - i. If students and teachers are outside the school building, they should stop, drop off, and remain still. Depending on the situation, you will be directed where to relocate.
  - j. If teachers and students are in the bathrooms, they should move to a stall, lock it, and stand on the toilet.
  - k. Anyone in the hallway should move to the closest classroom immediately.
  - l. Nurses/cafeteria workers/support staff should stay in the area they are in, secure the doors, and turn out the lights.
  - m. Students and staff in the library should remain in the library. Librarians should lock the doors, turn out the lights, and locate a safe area.
2. Stay in safe areas until directed by law enforcement officers or an administrator to move or evacuate. Never open doors during a lockdown, even in the event of a fire alarm. For further directives, law enforcement officers and administrators will have keys to open the doors, or announcements will be made over the intercom.
3. An administrator will signal all personnel if the lockdown has been lifted.
4. If an evacuation occurs, a law enforcement officer or administrator will direct all persons or classrooms to a safe location. Once evacuated from the building, teachers should take



TRACY REECE  
Chief Probation Officer

EDWARD BARRY  
Assistant Chief Probation Officer

a roll to account for all students present in class. Administrators will divide and communicate with radios or cell phones.

*Note: All staff members should locate and hold on to their roll book prior to turning out the lights. This will aid in accounting for all students should an evacuation be necessary.*

## **Office Buildings**

When "LOCKDOWN" is announced over the public address system or a Division Director or Supervisor announces the lockdown in person, everyone is to stay where they are:

1. Supervisors are to:
  - a. Quickly glance outside the room to direct any staff members in the hall into your room immediately.
  - b. Lock the door(s).
  - c. Lower or close to any blinds.
  - d. Place staff in a secure location so that the intruder cannot see them by looking in the door.
  - e. Turn out lights and computer monitors.
  - f. Any staff in the break room should move to the nearest secure office/area.
  - g. If staff are in the bathrooms, they should move to a stall, lock it, and stand on the toilet.
  - h. Never open doors during a lockdown, even in the event of a fire alarm. For further directives, law enforcement officers, the Division Director, or a supervisor will have keys to open the doors, or announcements will be made over the intercom when possible.
  - i. A Division Director or supervisor will signal all personnel if the lockdown has been lifted.
  - j. If an evacuation occurs, a law enforcement officer, Division Director, or Supervisor will direct all persons to a safe location. Once evacuated from the building, supervisors should take a roll to account for all staff.

*Note: Supervisors will maintain a list of their staff for roll call after the emergency.*

## **Lockdown Checklist**

1. Alerts and Notifications
  - a. Contact 9-1-1.
  - b. Alert all building occupants inside and out.
  - c. Notify Department management/administration.
  - d. Alert Security Guards.
  - e. Alert employees who are off-site and instruct them regarding whether they should return to the building or report to a different work location.





TRACY REECE  
Chief Probation Officer

EDWARD BARRY  
Assistant Chief Probation Officer

- f. Send out cancellation notices for all planned meetings and contacts.

## 2. Physical Security

- a. Lock all doors, windows, and any other openings to the outside.
- b. Close blinds/shades/curtains on exterior windows.
- c. Place signage on exterior doors.
- d. Screen/vet anyone arriving after the lockdown prior to admittance into the building.

## 3. Employee Safety

- a. Keep all employees inside the building until the emergency is over. Account for all employees and visitors.
- b. Assist employees with access and functional needs.
- c. Consider moving employees away from windows.
- d. Unless there is an imminent threat, instruct employees to advise emergency contacts.

## 4. Post Lockdown

- a. Give an "All Clear" notification to alert building occupants and Department management/ administration that the lockdown has been lifted.
- b. Hold a debriefing session with employees.
- c. Offer counseling services as needed.
- d. Unlock doors, remove signage, and adjust Security Card Access System as necessary.
- e. Document the incident and submit the 'Workplace Threat Incident Against County of San Bernardino Employee' form as appropriate.



TRACY REECE  
Chief Probation Officer

EDWARD BARRY  
Assistant Chief Probation Officer

**THIS PAGE LEFT BLANK**



TRACY REECE  
Chief Probation Officer

EDWARD BARRY  
Assistant Chief Probation Officer

## **APPENDIX 6: SHELTER OPERATIONS COMPOUND (SHOC)**

Care and shelter plans must integrate individuals' access and functional needs to allow for sheltering in general-population shelters.

The Office of Emergency Services (OES) activates the SHOC during a natural or man-made disaster. The San Bernardino County Sheriff's Department leads the SHOC Security and designates the SHOC Security Officer. The Lead Incident Officer from the Probation Department will coordinate with the SHOC Security Officer on the Department's role in the SHOC. The SHOC provides food, shelter, health care, and animal care to residents displaced by disaster. Cots, food, showers, and restrooms are available for residents. Public information is available to provide up-to-date information about the incident.

1. Various County Departments participate in a SHOC:
2.
  - a. County Animal Care and Control operates an animal shelter at the site.
  - b. Arrowhead Regional Medical Center and the County Public Health Department operate a medical health unit for minor medical needs.
  - c. Counselors from County Behavioral Health are available for those in need of counseling.
  - d. SHOC Locations: The National Orange Show Fairgrounds and the San Bernardino County Fairgrounds are at 14800 7th Street in Victorville, or as announced.
2. A shelter is a disaster-relief location that provides a roof overhead, food, water, sanitation, and support to residents in maintaining their basic living needs until they can return home. Shelters will not duplicate residents' usual standards of living, whether or not they have disabilities or access and functional needs. Survival and basic non-medical health maintenance are the goals of disaster sheltering. When shelter facilities are activated, the County will work with local officials to ensure they accommodate the provisions of the Americans with Disabilities Act (ADA).
3. Shelter planners and emergency managers should identify shelters that comply with ADA requirements and those that will comply with them, with modifications. This includes accessible design standards and state accessibility codes. Depending on accessibility, shelters can be identified as primary or secondary shelters.
4. Sheltering needs to be inclusive and integrated, not segregated. General population shelters need to be in physically accessible locations and equipped with accessible resources (e.g., bathrooms, cots, showers, etc.) to meet the needs of individuals with access and functional needs in a manner that ensures they can remain with their support systems (e.g., personal care provider, service animal, etc.). Reference: San Bernardino County Mass Care and Shelter (MCS) Plan.

### **SHOC Requirements**



TRACY REECE  
Chief Probation Officer

EDWARD BARRY  
Assistant Chief Probation Officer

According to the San Bernardino County Mass Care and Shelter Plan, the Probation Department is a resource for the Sheriff's Department, which leads SHOC Security operations upon request through the Operational Area Emergency Operations Center (OA EOC).

1. The Probation Department can provide armed and unarmed security within the shelter and around the perimeter.
2. The lead officer from the Probation Department will work with the SHOC Security Officer to develop a staffing plan and hours of coverage.
3. The local law enforcement agency will be notified of the extent of the Probation Department's involvement and will collaborate with security on site and establish lines of communication. Note: The Sheriff's Department leads SHOC Security and designates the SHOC Security Officer.

**Probation will:**

1. Access the location demographics of the SHOC:
  - a. Location and Residents
  - b. Number of residents
  - c. Residents with disabilities and children
2. Maintain internal and exterior security for the SHOC:
  - a. Issue Shelter Identification
  - b. Identification checks
  - c. Public entrances, exits, checks, and recreation areas, and "off limits" areas
  - d. Searching packages at doors
  - e. Roving external patrols
  - f. Relocating problem residents



TRACY REECE  
Chief Probation Officer

EDWARD BARRY  
Assistant Chief Probation Officer

**THIS PAGE LEFT BLANK**