

Department Emergency Operations Plan

305.1 ATTACHMENT:

See attachment: [Department Emergency Operations Plan \(Lexipol 11-5-20\) \(1\).pdf](#)

Attachments

Department Emergency Operations Plan (Lexipol 11-5-20) (1).pdf



**San Bernardino County
PROBATION DEPARTMENT
Department Emergency Operations Plan
(DEOP)**

October 2020



SAN BERNARDINO COUNTY
Department Emergency Operations Plan
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RECORD OF CHANGES

On an annual basis, the County Departments/Agencies shall review their respective DEOP and/or update Department/Agency Functional Annexes as appropriate. Document the date of the review and the names of personnel conducting the review.

Change #	Section	Change Date	Revised By	Description of Change
1		10/3/18	Carrie Cruz	ICEMA response
2	Part I - Basic Plan, Sec. 4	6/26/19	Carrie Cruz	Added Sec. 4.2 – DEOP Implementation Language
3	Part I - Basic Plan, Sec. 4	6/26/19	Carrie Cruz	Added Sec. 4.2.1 – Decision Matrix for DEOP Implementation
4	Part II – Annex 2	6/27/19	Carrie Cruz	Revised Sec. Title and Additional Language
5	Part II – Annex 2	6/27/19	Carrie Cruz	Added Sec. 2.1.1 – MEF Initial Screening Aid and Language
6	Part II – Annex 2, Sec. 2.1.1	6/27/19	Carrie Cruz	Added Standardized MEF Chart for all County Department/Agencies and Language
7	Table of Contents	6/27/19	Carrie Cruz	Updated TOC
8	Part II – Annex 1	7/1/19	Carrie Cruz	Added Planning Tips – Step 1
9	Part II – Annex 2	7/1/19	Carrie Cruz	Added Planning Tips – Step 2
10	Part II – Annex 3	7/1/19	Carrie Cruz	Added Planning Tips – Step 3
11	Part II – Annex 4	7/1/19	Carrie Cruz	Added Planning Tips – Step 4
12	Part II – Annex 5	7/1/19	Carrie Cruz	Added Planning Tips – Step 5
13	Part II – Annex 6	7/1/19	Carrie Cruz	Added Planning Tips – Step 6
14				
15				
16				



SAN BERNARDINO COUNTY
Department Emergency Operations Plan
(DEOP)

San Bernardino County
Probation
Department

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INTRODUCTION

Purpose

The Department Emergency Operations Plan (DEOP) provides planning and program guidance for implementing the elements of continuity planning and programs to ensure all County Departments/Agencies are capable of conducting their respective essential missions and functions under all threats and conditions. While the severity and consequences of an emergency cannot be predicted; effective contingency planning can minimize the impact on County Department/Agency missions, personnel, and facilities.

The overall purpose of continuity planning is to ensure the continuity of the 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 essential functions in an all-hazards environment and across a spectrum of emergencies.

The DEOP is consistent with the requirements of the Standardized Emergency Management System (SEMS) as defined in Government Code Section 8607(a), the National Incident Management System (NIMS) as defined by Presidential Executive Orders for managing response to multi-agency and multi-jurisdictional emergencies, and Federal Emergency Management Agency (FEMA) National Continuity Programs. As such, the plan is flexible enough to use in all emergencies and will facilitate response and short-term recovery activities. The County Emergency Operations Plan (EOP) incorporates the use of the Incident Command System (ICS), mutual aid, the operational area concept, and multi/interagency coordination. This DEOP is an annex to the San Bernardino County EOP.

Scope

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 Homeland Security Council - National Continuity Policy Implementation Plan (NCPIP) – December 2013*
- *FEMA Continuity Guidance for Non-Federal Governments (States, Territories, Tribes, and Local Government Jurisdictions) - July 2013*
- *FEMA Continuity Plan Template and Instructions for Non-Federal Governments - September 2013*
- *FEMA Continuity Guidance Circular - February 2018*
- *The DEOP will adhere to County Policy No. 13-01*



The DEOP identifies the functions, operations, and resources necessary to ensure the continuation of all County Departments/Agencies essential functions in the event normal operations are disrupted or threatened with disruption. This plan applies to all County Departments/Agencies personnel at their respective facility/facilities.

County Departments/Agencies staff should be familiar with continuity policies and procedures and their respective continuity roles and responsibilities. This document ensures County Departments/Agencies are capable of conducting essential missions and functions under all threats and conditions, with or without warning, and deliver core capabilities during a disruption to normal operations.

The plan describes the fundamental systems, strategies, policies, assumptions, responsibilities and operational priorities that County Departments/Agencies will utilize to guide and support emergency management and recovery efforts.

County Departments/Agencies can organize their DEOP in a way that makes the most sense to their operation and organization. The only requirement is that all of the continuity elements listed above are addressed within the plan.

Consistent with good business practices and the DEOP program management cycle, the DEOP shall periodically be re-evaluated and training and exercises conducted to evaluate the Department's/Agency's ability to perform essential functions during a disruption or crisis.

Plan Organization

There are two parts to the DEOP: ***The Basic Plan*** and ***Departmental Functional Annexes***.

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. The basic plan elements provide a solid foundation for the development of Department/Agency Functional Annexes (*Part II*).

Specifically, the Basic Plan:

- Identifies the situation and assumptions to be considered in the development of the DEOP.
- Describes the County's Concept of Operations and Emergency Management Organization under which Departments/Agencies will respond to an incident, including a community profile and discussion of hazards and threats facing the community.



- Provides a description of the County/State/Federal legal authorities upon which the County's emergency management organization is structured; including continuity of operations, continuity of government at all levels, and enduring constitutional government planning by providing common doctrine and purpose.
- Assigns and describes the roles and responsibilities for County Departments/Agencies response, Emergency Operations Center (EOC), and recovery.
- Identifies the existing threats and hazards within the County. Including the *Hazard Profile, Past Occurrences, Location/Geographic Extent, and Frequency/Probability of Future Occurrences*.

PART II – DEPARTMENT/AGENCY FUNCTIONAL ANNEXES

Department/Agency Functional Annexes provide specific information and direction to the base plan. These annexes should clearly describe the policies, processes, roles, and responsibilities that County Departments/Agencies carry out before, during, and after any emergency.

Functional Annexes focus on specific responsibilities, tasks, and operational actions that pertain to the elements of a viable continuity plan and program according to Federal Continuity Guidance.

These annexes also establish preparedness targets (e.g., training, exercises, equipment checks and maintenance) that facilitate achieving function-related goals and objectives during emergencies and disasters. The Department/Agency Functional Annexes are aligned with FEMA guidelines.



SAN BERNARDINO COUNTY
Department Emergency Operations Plan
(DEOP)

San Bernardino County
Probation
Department

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TABLE OF CONTENTS

RECORD OF CHANGES i

INTRODUCTION iii

 Purpose..... iii

 Scope..... iii

 Plan Organization..... iv

TABLE OF CONTENTS vii

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

 1.1 Situation 1

 1.1.1 Planning Environment..... 2

 1.2 Assumptions..... 2

SECTION 2: EMERGENCY MANAGEMENT ORGANIZATION 5

 2.1 County Emergency Management Organization..... 5

 2.2 Roles and Responsibilities 7

 2.2.1 Table: County Department/Division Response/EOC/Recovery Roles 8

 2.3 The Role of Government..... 18

 2.3.1 Chart: San Bernardino County Emergency Organization..... 18

SECTION 3: AUTHORITIES AND REFERENCES 19

 3.1 State of California Regulations..... 19

 3.1.1 Standardized Emergency Management System (SEMS) Functions 19

 3.1.2 Operational Area Concept..... 19

 3.1.3 Incident Command System (ICS)..... 20

 3.1.4 State Essential Functions (CA-SEFs) 21

 3.2 Federal Regulations 21

 3.2.1 National Incident Management System (NIMS) Functions..... 21

SECTION 4: COUNTY CONCEPT OF OPERATIONS 23

 4.1 Emergency Management Mission Areas..... 24

 4.2 Situational Awareness/DEOP Implementation 24

 4.2.1 Decision Matrix for DEOP Implementation 25

SECTION 5: HAZARD ASSESSMENT 27

 5.1 Hazard Analysis Summary 27

 5.1.1 Hazard Prioritization..... 27

 5.1.2 Table: Prioritized Hazard Assessment Matrix 27

 5.2 Hazard Profile – Wildfire..... 28

 5.2.1 Past Occurrences 28

 5.2.2 Table: Wildfire Occurrences 2010 – 2016..... 29

 5.2.3 Location/Geographic Extent..... 29

 5.2.4 Frequency/Probability of Future Occurrences..... 30

 5.3 Hazard Profile – Flood..... 30

 5.3.1 Past Occurrences 31

 5.3.2 Table: Severe weather Events 2010 – Present..... 31

 5.3.3 Location/Geographic Extent..... 31

 5.3.4 Table: San Bernardino County Flood Hazard Area..... 31



5.3.5 Frequency/Probability of Future Occurrences.....	32
5.4 Hazard Profile – Earthquake/Geological Hazards	32
5.4.1 Past Occurrences	32
5.4.2 Table: Earthquakes Greater than Magnitude 4.0	33
5.4.3 Location/Geographic Extent.....	33
5.4.4 Figure: Major California Faults	33
5.4.5 Frequency and Probability of Occurrence	34
5.4.6 Figure: California Faults – Probability of > M6.7 Earthquake	34
5.5 Hazard Profile – Drought.....	35
5.5.1 Past Occurrences	36
5.5.2 Location/Geographic Extent.....	36
5.5.3 Frequency/Probability of Future Occurrences.....	36
5.6 Hazard Profile – Terrorism	37
5.6.1 Past Occurrences	37
5.6.2 Figure: Types of Terrorist Attacks in California 1970 – Present.....	38
5.6.3 Location/Geographic Extent.....	38
5.6.4 Frequency/Probability of Future Occurrences.....	38
5.7 Hazard Profile – Climate Change	39
5.7.1 California Adaptation Planning Guide (APG)	39
5.7.2 Map: Climate Impact Regions	40
5.7.3 Past Occurrences	41
5.7.4 Location/Geographic Extent.....	41
5.7.5 Frequency/Probability of Future Occurrences.....	41
PART II FUNCTIONAL ANNEXES – ANNEX 1: DEPARTMENT INFORMATION.....	1
1.1 Department Mission Statement	1
1.2 Department Organization Chart.....	2
1.3 Administrative Support	3
1.3.1 Department Emergency Coordinators.....	3
1.3.2 Planning Team.....	3
1.3.3 Disaster Service Workers (DSWs).....	4
ANNEX 2: MISSION ESSENTIAL FUNCTIONS.....	6
2.1 Identify Mission Essential Functions (MEFs).....	6
Added 2.1.1 MEF Initial Screening Aid	7
2.2 Interdependencies.....	9
2.2.1 Departmental/Agency Dependencies.....	10
ANNEX 3: ESSENTIAL FACILITIES	15
3.1 Current (Primary) Facilities/Locations	15
3.2 Alternate Facilities/Sites	16
ANNEX 4: ESSENTIAL PERSONNEL.....	20
4.1 Roster of Essential Positions.....	20
4.2 Human Resources.....	28
4.2.1 Lines of Succession.....	28
ANNEX 5: ESSENTIAL TECHNOLOGY.....	30
5.1 Essential Records	30
5.2 Communications.....	33



5.2.1 WebEOC.....	33
5.2.2 Emergency Alert System (EAS).....	35
5.2.3 Telephone Emergency Notification System (TENS).....	35
5.2.4 SB Safe Employee Emergency Notification System.....	35
5.2.5 DisAPPster.....	36
5.2.6 Satellite Phones.....	36
5.2.7 Ham Radio Operations.....	36
ANNEX 6: CONTINUITY OPERATIONS.....	37
6.1 Devolution.....	37
6.2 Mutual Aid.....	38
ANNEX 7: TRAINING AND EXERCISES.....	39
7.1 Training.....	39
7.1.1 EOC Training Recommendations.....	39
7.1.2 Department/Agency Training Requirements.....	40
7.2 Exercises.....	41
7.2.1 Exercise Types.....	42
7.2.2 Department/Agency Schedule.....	43
ANNEX 8: EMERGENCY ACTION PLAN (EAP).....	44
ANNEX 9: LOCKDOWN.....	95
ANNEX 10: SHELTER OPERATIONS COMPOUND (SHOC).....	99



SAN BERNARDINO COUNTY
Department Emergency Operations Plan
(DEOP)

San Bernardino County
Probation
Department

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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 20,053 square miles and is geographically the largest County in the continental 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; and
- 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 the majority of 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; and
- 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 2,160,256 people:

- Most of the County's population is in the valley areas located in the southwestern portion of the County;
- The County's population has grown by 26%, approximately 450,822 people, since 2000;
- The population of the unincorporated area of the County in 2017 was 308,906, an increase of 12,622 persons (or 2%), since 2010.
- **(Source: 2017 California Department of Finance, Demographics Unit).**

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 equipment, foodstuffs, 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 in order 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.
- County support of City/Town emergency operations will be based on the principal of self-help. The Cities/Towns will be responsible for utilizing all available local resources along with initiating mutual aid and cooperative assistance agreements before requesting assistance from the County.
- 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.
- Parts of 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.
- The United States Department of Homeland Security (DHS) provides threat conditions over the United States and identifies possible targets.
- 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; and
 - Formally trained in their duties, roles, and responsibilities required during emergency operations.



SAN BERNARDINO COUNTY
Department Emergency Operations Plan
(DEOP)

San Bernardino County
Probation
Department

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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, the Office of Emergency Services (OES), and the San Bernardino County Disaster Council. OES and the Disaster Council prepare and execute preparedness and response plans for the protection of life and property within the County in the event of an emergency.

Section 21.0101 Purposes:

The declared purposes of this Chapter are to provide for the preparation and execution of plans for the protection of life and property within this County in the event of an emergency; the direction of the emergency organization; and the coordination of emergency functions of this County with all other public agencies, corporations, organizations and affected private persons.

Section 21.0103 Office of Emergency Services:

There is hereby created the Office of Emergency Services. 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 21.0104 Director of Emergency Services; Manager of the Office of Emergency Services:

1. The Chief Executive Officer of the County of San Bernardino shall be the Director of Emergency Services;
2. In the absence of the Chief Executive Officer, the Chief Operating Officer shall serve in this capacity;
3. In the absence of the Chief Executive Officer and the Chief Operating Officer, the Assistant Executive Officer for Development and Support Services shall serve in this capacity;
4. In the absence of the Chief Executive Office, the Chief Operating Officer and the Assistant Executive Officer for Development and Support Services, the Assistant Executive Officer for Human Services shall serve in this capacity;
5. In the absence of the Chief Executive Officer, the Chief Operating Officer, Assistant Executive Officer for Development and Support Services and the Assistant Executive Officer for Human Services, the Chief Financial Officer shall serve in this capacity; and
6. In the absence of the Chief Executive Officer, the Chief Operating Officer, Assistant Executive Officer for Development and Support Services, the Assistant Executive Officer for Human Services and the Chief Financial Officer; the Deputy Executive Officer for Community Services shall serve in this capacity.
7. There shall be an appointed a Manager at the Office of Emergency Services, who shall be the day-to-day manager of the Office of Emergency Services and shall be responsible for carrying out the responsibilities of the Office of Emergency Services under provisions of § 21.0103.
8. The Manager shall have such other powers and duties as may be assigned by the Director of Emergency Services.
9. During an emergency, the Manager of the Office of Emergency Services will operate the Emergency Operations Center and assist the Director of Emergency Services in implementing emergency plans.

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 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.

Typical duties may also change depending on the severity and size of the incident(s), and the availability of local resources. Because of this, it is also important to develop and maintain depth within the command structure and response organizations. San Bernardino County conducts all emergency management functions in accordance with SEMS and NIMS.

During an emergency, the County has the responsibility to manage and coordinate the overall emergency response and recovery activities. The Office of Emergency Services (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. The Office of Emergency Services (*referred from this point as County OES*) throughout this document) in conjunction with representatives from each County Department is responsible for developing and maintaining DEOP'S.

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. **See: 2.2.1 Table: County Department/Division Response/EOC/ Recovery Roles** on the following pages for additional details.

Emergency mutual aid response and recovery activities are conducted at the request and under the direction of the affected local governments. For purposes of this Plan, such actions will initially be coordinated via the Incident Command Post's (ICP's) representing geographical areas of the County and operational area. Resource requests for response and recovery will originate at the lowest level of government and move progressively forward to the next level until filled. County Departments, Special Districts, Cities/Towns, with mandated responsibilities for emergency response will follow their established plans and procedures. During complex emergencies involving multiple jurisdictions and agencies, coordination of resources can be achieved with liaison officers, agency representatives, and unified command.

When support requirements cannot be met with County or local government resources, the County acting on behalf of the Operational Area will request assistance from those state agencies having statutory authority to provide assistance 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 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.

The County has established essential communications support requirements for the operational area’s mutual aid partners via dispatch centers, mobile communications vehicles, proprietary information systems and other resources. This communications structure provides the telecommunications infrastructure for linking elements of the County Operational Area emergency organization. **Reference: San Bernardino County Tactical Interoperability Communications Plan (TICP)**

2.2.1 Table: County Department/Division Response/EOC/Recovery Roles

DEPARTMENT	ROLES	DUTIES
AGING AND ADULT SERVICES	RESPONSE ROLE: EOC ROLE: RECOVERY ROLE:	<ul style="list-style-type: none"> • Provide information and assistance to targeted populations • Provide staff at Local Assistance Centers (LAC) • Provide staff at shelters/SHOCs as needed • <i>TBD</i> • <i>TBD</i>
AGRICULTURE / WEIGHTS AND MEASURES	RESPONSE ROLE: EOC ROLE: RECOVERY ROLE:	<ul style="list-style-type: none"> • Monitor pest and insect infestation • Provide information regarding damage or threats of damage to the County’s agricultural industry • Provide support staff at Local Assistance Centers (LAC) • <i>TBD</i> • <i>TBD</i>
AIRPORTS	RESPONSE ROLE: EOC ROLE: RECOVERY ROLE:	<ul style="list-style-type: none"> • Advise on coordination with all airports in the County (military and civilian) and act as liaison in all matters of aviation • Coordinate with agencies including Federal Aviation Administration (FAA), Transportation Security Administration (TSA), other law enforcement agencies and/or Homeland Security agencies • <i>Logistics section</i> • <i>TBD</i>
ARROWHEAD REGIONAL MEDICAL CENTER (ARMC)	RESPONSE ROLE: EOC ROLE: RECOVERY ROLE:	<ul style="list-style-type: none"> • Assist in providing medical care of the sick and wounded • Provide decontamination and medical care to disaster victims: <ul style="list-style-type: none"> ○ 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 • In the event of a mass influx of patients, procedures have been set up to activate ARMC’s internal EOC • Provide staff at shelters/SHOC’s as needed • <i>Operations Section</i> • <i>TBD</i>



SAN BERNARDINO COUNTY
Department Emergency Operations Plan
(DEOP)

San Bernardino County
Probation
Department

DEPARTMENT	ROLES	DUTIES
ASSESSOR/ RECORDER/ COUNTY CLERK	RESPONSE ROLE: EOC ROLE: RECOVERY ROLE:	<ul style="list-style-type: none"> • Assist in development of damage assessment information and support Damage Assessment Unit • Determine dollar value of disaster caused damage • <i>Planning/Intelligence Section – Advanced Planning and Demobilization Units</i> • TBD
AUDITOR – CONTROLLER/ TREASURER/ TAX COLLECTOR	RESPONSE ROLE: EOC ROLE: RECOVERY ROLE:	<ul style="list-style-type: none"> • Record and maintain a permanent record of all receipts and expenditures during disaster response and recovery • Establish a disaster accounting system • <i>Planning/Intelligence Section – Advanced Planning and Demobilization Units</i> • TBD
BEHAVIORAL HEALTH	RESPONSE ROLE: EOC ROLE: RECOVERY ROLE:	<ul style="list-style-type: none"> • Disaster crisis counseling services • Linkage to other resource agencies • Provide relief for disaster workers • Provide staff/counselors at Local Assistance Centers (LAC) • Provide staff/counselors at shelters/SHOCs as needed • <i>Operations Section – Care and Shelter Branch</i> • TBD
CHILD SUPPORT SERVICES	RESPONSE ROLE: EOC ROLE: RECOVERY ROLE:	<ul style="list-style-type: none"> • Support Local Assistance Centers (LAC) • Provide staff at shelters/SHOCs as needed • <i>Support Operations Sections - Care and Shelter Branch</i> • TBD
CHILDREN AND FAMILY SERVICES	RESPONSE ROLE: EOC ROLE: RECOVERY ROLE:	<ul style="list-style-type: none"> • Coordination of emergency care for foster children • Provide staff at Local Assistance Centers (LAC) • Provide staff at shelters/SHOCs as needed • TBD • TBD
CHILDREN’S NETWORK	RESPONSE ROLE: EOC ROLE: RECOVERY ROLE:	<ul style="list-style-type: none"> • Support Local Assistance Centers (LAC) • Provide staff at shelters/SHOCs as needed • <i>Support Operations Sections - Care and Shelter</i> • TBD
CLERK OF THE BOARD	RESPONSE ROLE: EOC ROLE: RECOVERY ROLE:	<ul style="list-style-type: none"> • Maintain a record of all meetings and actions taken by the Board of Supervisors when acting as the “Policy Group” • TBD • TBD



SAN BERNARDINO COUNTY
Department Emergency Operations Plan
(DEOP)

San Bernardino County
Probation
Department

DEPARTMENT	ROLES	DUTIES
COMMUNITY DEVELOPMENT AND HOUSING	RESPONSE ROLE: EOC ROLE: RECOVERY ROLE:	<ul style="list-style-type: none"> • Update department’s long-term recovery plans starting as soon as emergency occurs • Advise Policy Group on availability of economic development financial aid • <i>Support Policy Group – Recovery phase</i> • <i>Planning/Intelligence and Finance/Admin Sections</i> • TBD
COUNTY ADMINISTRATIVE OFFICE	RESPONSE ROLE: EOC ROLE: RECOVERY ROLE:	<ul style="list-style-type: none"> • Proclaim “local emergency,” when Board not in session • Control and direct the County’s emergency organization • Represent the County in all dealings pertaining to emergencies • <i>Director of Emergency Services – Management Section</i> • TBD
COUNTY COUNSEL	RESPONSE ROLE: EOC ROLE: RECOVERY ROLE:	<ul style="list-style-type: none"> • Serve as legal advisor to Management Section before, during and after each proclaimed local emergency • Prepare and review proclamations and other actions taken or contemplated for legal effect and liability • <i>Management Section – Legal Advisor</i> • TBD
DISTRICT ATTORNEY	RESPONSE ROLE: EOC ROLE: RECOVERY ROLE:	<ul style="list-style-type: none"> • Continue essential criminal prosecutions and, if necessary, initiate “Motion to Extend Time” through appropriate magistrate • DA Investigators will provide protection for DA staff members and building security for DA facilities • Respond to assist other law enforcement agencies for mutual aid as required • Prosecute offenders who initiated disaster or who prey on those victimized by the disaster • Offer advice on criminal matters to EOC staff and others as necessary • TBD • TBD
ECONOMIC DEVELOPMENT	RESPONSE ROLE: EOC ROLE: RECOVERY ROLE:	<ul style="list-style-type: none"> • Update department’s long-term recovery plans starting as soon as emergency occurs • Advise Policy Group on availability of economic development financial aid • <i>Support Policy Group – Recovery phase</i> • <i>Planning/Intelligence and Finance/Admin Sections</i> • TBD
FIRE PROTECTION DISTRICT: ADMINISTRATION	RESPONSE ROLE: EOC ROLE: RECOVERY ROLE:	<ul style="list-style-type: none"> • Management of fire emergency organization, suppression/rescue, fire mutual aid, emergency services, hazmat materials, and communications • Support field operations • <i>Management and Operations Sections</i> • <i>Support Planning/Intelligence Section</i> • TBD



SAN BERNARDINO COUNTY
Department Emergency Operations Plan
(DEOP)

San Bernardino County
Probation
Department

DEPARTMENT	ROLES	DUTIES
FIRE PROTECTION DISTRICT: FIRE PREVENTION	RESPONSE ROLE: EOC ROLE: RECOVERY ROLE:	<ul style="list-style-type: none"> • Fire/arson investigation operations • Damage assessment operations • Suppression support activities • Community safety/support operations • Inspect/investigate potential threats to public safety <ul style="list-style-type: none"> • <i>Damage assessment operations</i> • <i>Public Outreach/Information operations and Action planning operations</i> <ul style="list-style-type: none"> • TBD
FIRE PROTECTION DISTRICT: HAZARDOUS MATERIALS	RESPONSE ROLE: EOC ROLE: RECOVERY ROLE:	<ul style="list-style-type: none"> • Respond to all hazardous materials emergencies for the purpose of protecting life, property, and the environment <ul style="list-style-type: none"> • <i>Operations – HazMat Branch</i> • <i>Support Planning/Intelligence Section</i> <ul style="list-style-type: none"> • TBD
FIRE PROTECTION DISTRICT: OFFICE OF EMERGENCY SERVICES (OES)	RESPONSE ROLE: EOC ROLE: RECOVERY ROLE:	<ul style="list-style-type: none"> • Lead agency for the San Bernardino County Operational Area (OA) • Provide timely and accurate situation status reports and resource status reports to appropriate policymakers, elected officials, and to State OES Southern Region EOC (REOC) • Monitor situation status and resource status in each local jurisdiction within the County • Coordinate with each jurisdiction to facilitate the rapid and efficient procurement of resources needed in response to an emergency • Provide any appropriate services needed to support the area-wide response • Assist in the coordination between County departments to efficiently utilize County resources to produce the most effective response to an emergency • Assist in the facilitation of the rapid restoration of business, government, and other institutions <ul style="list-style-type: none"> • <i>Overall EOC management and Planning/Intelligence Section and support to other EOC Sections as required</i> • <i>Utilize WebEOC as the OA communications platform</i> <ul style="list-style-type: none"> • See County Disaster Recovery Plan
FIRE PROTECTION DISTRICT: SUPPRESSION	RESPONSE ROLE: EOC ROLE: RECOVERY ROLE:	<ul style="list-style-type: none"> • Respond to all fire incidents for the purpose of protecting life, property, and the environment • Search and rescue operations • Manage/activate Incident Command Posts (ICPs) • OA Fire/Rescue coordination <ul style="list-style-type: none"> • TBD <ul style="list-style-type: none"> • TBD



SAN BERNARDINO COUNTY
Department Emergency Operations Plan
(DEOP)

San Bernardino County
Probation
Department

DEPARTMENT	ROLES	DUTIES
FLEET MANAGEMENT	RESPONSE ROLE: EOC ROLE: RECOVERY ROLE:	<ul style="list-style-type: none"> • Provide 24-hour emergency transportation and service needs of the County's fleet • Provide fuel and vehicle/equipment support to all County departments • Provide emergency generators and support to existing generators <ul style="list-style-type: none"> • <i>Logistics Section and Support Transportation/Flood Branch and support to all EOC Sections as required</i> <ul style="list-style-type: none"> • TBD
HUMAN RESOURCES	RESPONSE ROLE: EOC ROLE: RECOVERY ROLE:	<ul style="list-style-type: none"> • Establish and implement a system of registering disaster workers and citizen volunteers • Review employment actions taken by County during a local proclamation <ul style="list-style-type: none"> • <i>Logistics and Finance/Admin Sections</i> <ul style="list-style-type: none"> • TBD
HUMAN SERVICES	RESPONSE ROLE: EOC ROLE: RECOVERY ROLE:	<ul style="list-style-type: none"> • Support the American Red Cross with care and shelter operations • Support Local Assistance Centers (LAC) • Provide staff at shelters/SHOCs as needed • Damage assessment of Human Services facilities <ul style="list-style-type: none"> • <i>Operations Section – Care and Shelter Branch</i> <ul style="list-style-type: none"> • TBD
ICEMA	RESPONSE ROLE: EOC ROLE: RECOVERY ROLE:	<ul style="list-style-type: none"> • Coordinate hospital and health care facilities during an emergency • 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 • Provide Subject Matter Technical Support to Local Assistance Centers (LAC) • Coordinate provision of staff at shelters/SHOCs as needed with Public Health <ul style="list-style-type: none"> • <i>Operations Section – Medical and Health Branch</i> <ul style="list-style-type: none"> • TBD
IN-HOME SUPPORTIVE SUPPORT SVCS AUTHORITY	RESPONSE ROLE: EOC ROLE: RECOVERY ROLE:	<ul style="list-style-type: none"> • TBD • TBD • TBD
INFORMATION SERVICES	RESPONSE ROLE: EOC ROLE: RECOVERY ROLE:	<ul style="list-style-type: none"> • Provide communications, public safety radio, computer, and data services during an emergency <ul style="list-style-type: none"> • <i>Logistics Section – Information Systems, Communications and Computer Systems Branch</i> <ul style="list-style-type: none"> • TBD



SAN BERNARDINO COUNTY
Department Emergency Operations Plan
(DEOP)

San Bernardino County
Probation
Department

DEPARTMENT	ROLES	DUTIES
LAND USE SERVICES: ADMINISTRATION	RESPONSE ROLE: EOC ROLE: RECOVERY ROLE:	<ul style="list-style-type: none"> • Coordinate critical building damage assessment • Support Recovery phase • <i>Operations Section</i> • TBD
LAND USE SERVICES: BUILDING/SAFETY	RESPONSE ROLE: EOC ROLE: RECOVERY ROLE:	<ul style="list-style-type: none"> • Damage assessment of privately owned structures • Support damage assessment activities Countywide • <i>Operations Section</i> • TBD
LAND USE SERVICES: PLANNING	RESPONSE ROLE: EOC ROLE: RECOVERY ROLE:	<ul style="list-style-type: none"> • Provide public information and warning when potential avalanche, earthquake, landslide, or volcanic activity presents a hazard to citizens • Provide general information on ways to mitigate the potential effects of disasters • Support Department Operations Center (DOC) • <i>Planning/Intelligence Section – Advanced Planning Unit and Demobilization Unit</i> • TBD
LIBRARY	RESPONSE ROLE: EOC ROLE: RECOVERY ROLE:	<ul style="list-style-type: none"> • Provide archive and records management • <i>Planning/Intelligence Section – Documentation Unit</i> • TBD
MUSEUM	RESPONSE ROLE: EOC ROLE: RECOVERY ROLE:	<ul style="list-style-type: none"> • Work with EOC Responders from Public Works and Law • <i>Subject Matter Expert – Geological Services/Earthquakes</i> • TBD
PRESCHOOL SERVICES	RESPONSE ROLE: EOC ROLE: RECOVERY ROLE:	<ul style="list-style-type: none"> • Conduct evacuation of forty (40) Head Start sites if in session at the time of an emergency • Support Local Assistance Centers (LAC) • Provide staff at shelters/SHOCs as needed • <i>Support Care and Shelter Branch</i> • TBD
PROBATION	RESPONSE ROLE: EOC ROLE: RECOVERY ROLE:	<ul style="list-style-type: none"> • Provide for the safety and security of the community by maintaining juvenile institutions • Act as a law enforcement resource as needed, where directed by the Chief or his designee • <i>Operation section</i> • TBD



SAN BERNARDINO COUNTY
Department Emergency Operations Plan
(DEOP)

San Bernardino County
Probation
Department

DEPARTMENT	ROLES	DUTIES
PUBLIC DEFENDER	RESPONSE ROLE: EOC ROLE: RECOVERY ROLE:	<ul style="list-style-type: none"> • Continue to provide essential defense services for criminal prosecutions as mandated under the state and federal constitutions and state statutory laws. • Offer legal advice on criminal matters to EOC staff and others as necessary • TBD • TBD
PUBLIC HEALTH: ADMINISTRATION	RESPONSE ROLE: EOC ROLE: RECOVERY ROLE:	<ul style="list-style-type: none"> • Coordinate with Regional Disaster Medical Health Coordination Program on information sharing and resource requests/mutual aid • Support the Public Health Department Operations Center (DOC) • Coordinate public health operations including: <ul style="list-style-type: none"> ○ Animal Care and Control ○ Communicable Disease ○ Environmental Health Services ○ Health Education and Promotion Services ○ Laboratory ○ Public Health Clinics ○ Vital Statistics • 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 • Coordinate with emergency medical services and behavioral health agencies • Provide public information regarding public health implications • <i>Operations Section – Medical and Health Branch</i> • TBD
PUBLIC HEALTH: ANIMAL CONTROL	RESPONSE ROLE: EOC ROLE: RECOVERY ROLE:	<ul style="list-style-type: none"> • Provide emergency shelter services for animals • Maintain and care for animals in shelters • Assess causes of illness and death among animals • Provide high-priority animal control services to the residents • Provide medical transportation for animals in need • Coordination with the State Veterinary Diagnostic Laboratory • <i>Operations Section – Animal Care Unit</i> • TBD
PUBLIC HEALTH: COMMUNITY & FAMILY HEALTH, CLINICAL HEALTH & PREVENTION SERVICES	RESPONSE ROLE: EOC ROLE: RECOVERY ROLE:	<ul style="list-style-type: none"> • Support basic medical and public health services • <i>None</i> • TBD



SAN BERNARDINO COUNTY
Department Emergency Operations Plan
(DEOP)

San Bernardino County
Probation
Department

DEPARTMENT	ROLES	DUTIES
PUBLIC HEALTH: ENVIRONMENTAL HEALTH SERVICES	RESPONSE ROLE: EOC ROLE: RECOVERY ROLE:	<ul style="list-style-type: none"> • 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) • Conduct environmental health assessments, mitigation measures, and shelter assessments <ul style="list-style-type: none"> • <i>Operations Section – Medical and Health Branch</i> <ul style="list-style-type: none"> • TBD
PUBLIC WORKS: ADMINISTRATION	RESPONSE ROLE: EOC ROLE: RECOVERY ROLE:	<ul style="list-style-type: none"> • Survey roads, flood control, and solid waste facilities • Assist Purchasing to procure heavy equipment • Assist with public works mutual aid • Coordinate/activate Department Operations Center (DOC) • See: Department of Public Works Emergency Plan <ul style="list-style-type: none"> • <i>Operations Section – Public Works Branch</i> <ul style="list-style-type: none"> • TBD
PUBLIC WORKS: FLOOD CONTROL	RESPONSE ROLE: EOC ROLE: RECOVERY ROLE:	<ul style="list-style-type: none"> • Monitor all dams and levees to provide warnings of potential failure • Flood protection on major streams • Storm drain construction <ul style="list-style-type: none"> • <i>Operations Section – Public Works Branch</i> <ul style="list-style-type: none"> • TBD
PUBLIC WORKS: TRANSPORTATION	RESPONSE ROLE: EOC ROLE: RECOVERY ROLE:	<ul style="list-style-type: none"> • Determine surface routes to be reopened following major disaster and establish priorities for opening those routes in cooperation with cities/towns and CalTrans • Erect barricade and roadblocks around disaster areas • Plow snow on mountain roads • Traffic signal maintenance • Traffic sign and pavement striping maintenance • Storm repairs and clean up • Maintenance of bridges and metal pipe and concrete box culverts • Maintenance of drainage facilities such as inlets, ditches, dikes, and gutters <ul style="list-style-type: none"> • <i>Operations Section – Public Works Branch</i> • <i>Logistics Section – Transportation Branch</i> <ul style="list-style-type: none"> • TBD
PUBLIC WORKS: SOLID WASTE MANAGEMENT	RESPONSE ROLE: EOC ROLE: RECOVERY ROLE:	<ul style="list-style-type: none"> • Conduct damage assessment of infrastructure and facilities • Determine waste disposal methods • Support Recovery phase <ul style="list-style-type: none"> • <i>Operations Section</i> <ul style="list-style-type: none"> • TBD



SAN BERNARDINO COUNTY
Department Emergency Operations Plan
(DEOP)

San Bernardino County
Probation
Department

DEPARTMENT	ROLES	DUTIES
PURCHASING	RESPONSE ROLE: EOC ROLE: RECOVERY ROLE:	<ul style="list-style-type: none"> Responsible for procurement and purchase of equipment and materials needed by emergency organization <i>Logistics Section and Finance/Admin Section</i> TBD
REAL ESTATE SERVICES	RESPONSE ROLE: EOC ROLE: RECOVERY ROLE:	<ul style="list-style-type: none"> 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 Determine facility needs of County departments and procure alternative facilities as needed to continue operations and services Work with damage/safety assessment team(s) to determine condition of owned and leased facilities and need for replacement facilities <i>Support Planning/Intelligence Section</i> TBD
REAL ESTATE SERVICES: FACILITIES MANAGEMENT	RESPONSE ROLE: EOC ROLE: RECOVERY ROLE:	<ul style="list-style-type: none"> Re-establish power/utility services to County buildings Assist in determining status and condition of County buildings Remove debris from County buildings and grounds Support Local Assistance Centers (LAC)/SHOC <i>Logistics Section - Facilities Branch</i> TBD
REAL ESTATE SERVICES: PROJECT MANAGEMENT	RESPONSE ROLE: EOC ROLE: RECOVERY ROLE:	<ul style="list-style-type: none"> Provide damage assessment(s) of buildings and facilities <i>Operations Section and Logistics Section coordinates with Transportation/Flood</i> TBD
REGIONAL PARKS	RESPONSE ROLE: EOC ROLE: RECOVERY ROLE:	<ul style="list-style-type: none"> Establish Shelters, Staging Areas, Fire Camps, Incident Command Posts, Field Treatment Sites (FTS), and Temporary Morgues Coordinate with Solid Waste Management for disposal of waste Account for cultural resources Support Department Operations Center (DOC) <i>Operations/Logistics Sections</i> TBD
REGISTRAR OF VOTERS	RESPONSE ROLE: EOC ROLE: RECOVERY ROLE:	<ul style="list-style-type: none"> TBD TBD TBD
RISK MANAGEMENT	RESPONSE ROLE: EOC ROLE: RECOVERY ROLE:	<ul style="list-style-type: none"> TBD TBD TBD



SAN BERNARDINO COUNTY
Department Emergency Operations Plan
(DEOP)

San Bernardino County
Probation
Department

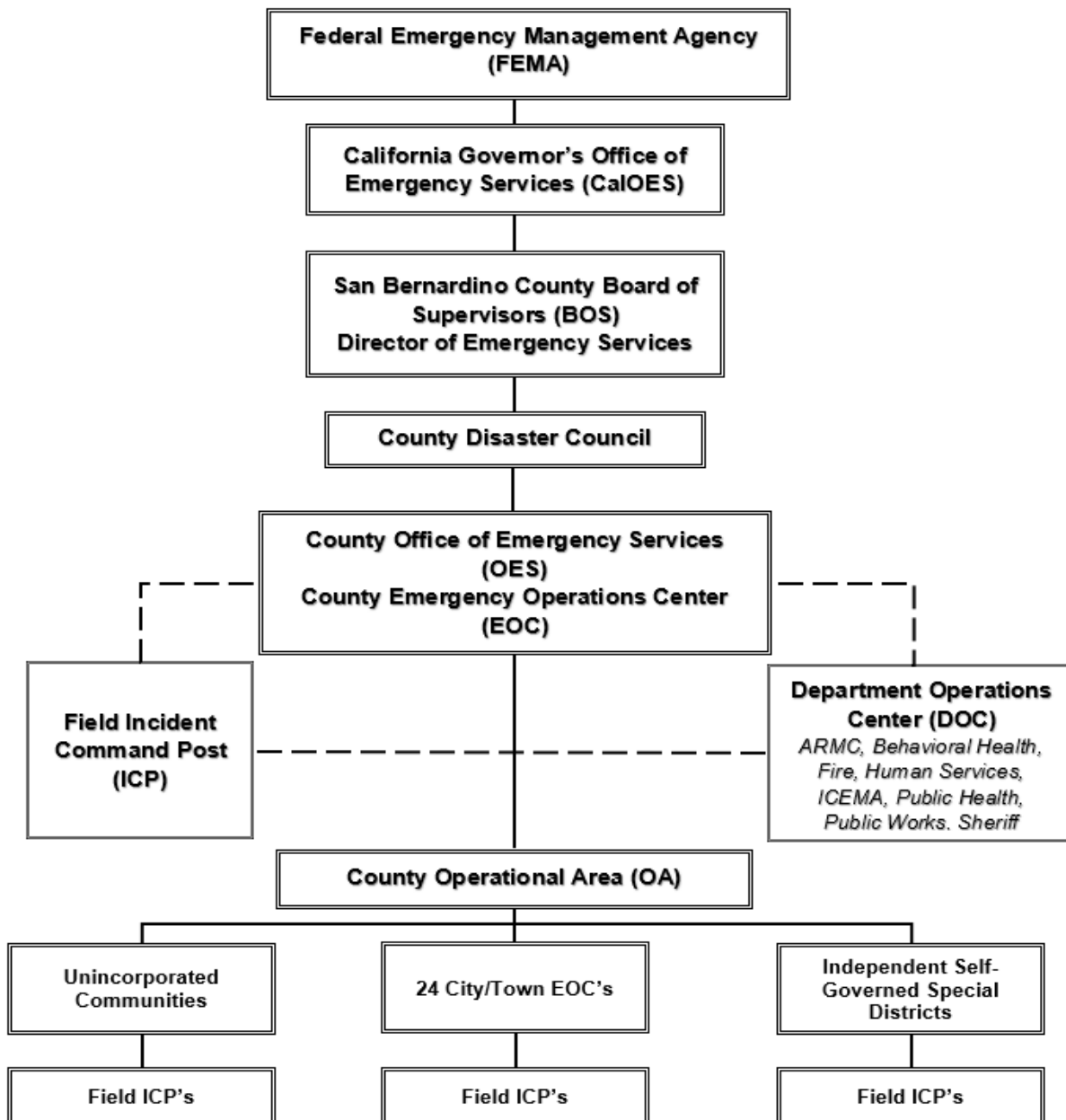
DEPARTMENT	ROLES	DUTIES
SHERIFF-CORONER	<p>RESPONSE ROLE:</p> <p>EOC ROLE:</p> <p>RECOVERY ROLE:</p>	<ul style="list-style-type: none"> • Coordinate law enforcement response to proclaimed disasters • Control and allocate all law enforcement resources sent in or from outside the County • Serve as action agency which implements evacuation of disaster victims • Direct movement of people, vehicles and equipment in and around disaster areas • Coordinate law enforcement mutual aid within OES Region VI • Provide security of EOC and County buildings • Coordinate/activate Department Operations Center (DOC) when necessary • <i>Operations Section - Law Branch/Area Law Coordinator</i> • <i>Management Section – when emergency is criminal in nature (e.g., terrorism)</i> • TBD
SPECIAL DISTRICTS	<p>RESPONSE ROLE:</p> <p>EOC ROLE:</p> <p>RECOVERY ROLE:</p>	<ul style="list-style-type: none"> • 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 • Conduct damage assessment of all infrastructure and assist in getting services back on line • Department Operations Center (DOC) • <i>Operations Section</i> • TBD
TRANSITIONAL ASSISTANCE	<p>RESPONSE ROLE:</p> <p>SUPPORT ROLE:</p> <p>RECOVERY ROLE:</p>	<ul style="list-style-type: none"> • Provide emergency CalFresh Benefits (Food Stamps) for eligible recipients • Support Local Assistance Centers (LAC) • Provide staff at shelters/SHOCs as needed • <i>Safety Coordinator to coordinate with CRM</i> • TBD
VETERANS AFFAIRS	<p>RESPONSE ROLE:</p> <p>EOC ROLE:</p> <p>RECOVERY ROLE:</p>	<ul style="list-style-type: none"> • Support Local Assistance Centers (LAC) • Provide staff at shelters/SHOCs as needed • TBD • TBD
WORKFORCE DEVELOPMENT	<p>RESPONSE ROLE:</p> <p>EOC ROLE:</p> <p>RECOVERY ROLE:</p>	<ul style="list-style-type: none"> • Support Local Assistance Centers (LAC) • Provide staff at shelters/SHOCs as needed • TBD • TBD



2.3 The Role of Government

It is the responsibility of the government and the emergency management community to plan and prepare for emergency response with the whole community in mind. The organization chart below depicts the hierarchical relationships from the field level response through the Federal government response.

2.3.1 Chart: San Bernardino County Emergency Organization





SECTION 3: AUTHORITIES AND REFERENCES

3.1 State of California Regulations

3.1.1 Standardized Emergency Management System (SEMS) Functions

SEMS is the system required by Government Code Section 8607(a) for managing response to multi-agency and multi-jurisdiction emergencies in California. SEMS consists of five organizational levels that are activated as necessary: field response, local government, operational area, region and state, SEMS and the Incident Command System (ICS).

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 interagency coordination. SEMS helps unify all elements of San Bernardino County's emergency management organization into a single integrated system. Its use is mandatory in order to be eligible for state funding of response related personnel costs resulting from a disaster.

3.1.2 Operational Area Concept

The Operational Area (OA) emergency management system consists of all County departments, the 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 applied to disaster response and recovery. The goal is to support emergency activities to protect life, property, and the environment.

The OA was formed in 1995 with a cooperative agreement between San Bernardino County and the 24 cities/towns located within the County. This agreement formed the San Bernardino County Operational Area Coordinating Council (OACC) as part of the San Bernardino County Operational Area and recognizes County OES as the lead agency for the Operational Area. In 2006, the Operational Area Resolution was amended to include the National Incident Management System (NIMS) as an integral component of the OA disaster management system.

The OA emergency management system may be coordinated from any one of the following established locations/facilities:

- County EOC
- City/Town EOC
- Incident Command Posts (ICPs)
- Department Operations Centers (DOCs) for County Departments and Special Districts
- Fire/Emergency Management/Staging Areas
- Specialized centers representing businesses, industries, and the volunteer sector



During a state of war emergency, a state of emergency, or a local emergency, the County's Director of Emergency Services will coordinate the activities of all OA constituents. In addition, a number of mutual aid systems can also be activated to support the emergency organization.

Emergency mutual aid response and recovery activities are conducted at the request and under the direction of the affected local governments. For purposes of this plan, such actions will initially be coordinated via the ICPs representing geographical areas of the County and operational area. Resource requests for response and recovery will originate at the lowest level of government and move progressively forward to the next level until filled.

County departments and Special Districts with mandated responsibilities for emergency response will follow their established plans and procedures. During complex emergencies involving multiple jurisdictions and agencies, coordination of resources can be achieved using liaison officers, agency representatives, and unified command.

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

The County has established essential communications support requirements for the departments via dispatch centers, mobile communications vehicles, proprietary information systems and other resources. This communications structure provides the telecommunications infrastructure for linking elements of the County emergency organization. For additional information, see *San Bernardino County Tactical Interoperability Communications Plan (TICP)*.

Roles and responsibilities of the Board of Supervisors, Disaster Council, individual County departments, other levels of government, private sector, non-governmental organizations and individuals and households are described below to further clarify the County's emergency management structure.

3.1.3 Incident Command System (ICS)

ICS is used to organize on scene operations for a broad spectrum of emergencies from small to complex incidents, both natural and manmade. The field response level is where emergency management/response personnel, under the command of an appropriate authority, carry out tactical decisions and activities in direct response to an incident or threat. Resources from the Operational Area level, when appropriately deployed, become part of the field ICS as prescribed by the local authority. The OA Agency Representative is assigned from the list of EOC Responders by the OA EOC Manager.



3.1.4 State Essential Functions (CA-SEFs)

The California Governor’s Office of Emergency Services (CalOES) Continuity Guidance and Executive Branch Plan uses an “all hazards” strategy for the coordination of state agencies to provide support for the re-establishment of State Essential Functions (SEFs). These specific eleven areas support an enduring constitutional government and continuing government vital services for California citizens that if significantly disrupted, could degrade the fundamental mission of all state and local agencies as responsible and reliable public institutions. The SEFs are:

1. Government Leadership	7. Financial, Economic and Business
2. Public Safety	8. Information Technology/Communications
3. Emergency Management	9. Agriculture
4. Medical/Health	10. Environment
5. Social Services and Education	11. Information Collaboration
6. Critical Infrastructure	

3.2 Federal Regulations

3.2.1 National Incident Management System (NIMS) Functions

The National Incident Management System (NIMS) is required by Homeland Security Presidential Directive-5 (HSPD-5) Management of Domestic Incidents.

NIMS is a systematic, proactive approach to guide departments and agencies at all levels of government, nongovernmental organizations, and the private sector to work together seamlessly and manage incidents involving all threats and hazards – regardless of cause, size, location, or complexity – in order to reduce loss of life, property and harm to the environment.

NIMS is the essential foundation to the National Preparedness System (NPS) and provides the template for the management of incidents and operations in support of all five National Planning Frameworks.

COMMON APPROACH:

The purpose of NIMS is to provide a common approach for managing incidents. The concepts contained herein provide for a flexible but standardized set of incident management practices with emphasis on common principles, a consistent approach to operational structures and supporting mechanisms, and an integrated approach to resource management.

LOCAL CONTROL OF INCIDENTS:

Incidents typically begin and end locally, and they are managed daily at the lowest possible geographical, organizational, and jurisdictional level. There are other instances where success depends on the involvement of multiple jurisdictions, levels of government, functional



agencies, and/or emergency-responder disciplines. These instances necessitate effective and efficient coordination across this broad spectrum of organizations and activities.

By using NIMS, communities are part of a comprehensive national approach that improves the effectiveness of emergency management and response personnel across the full spectrum of potential threats and hazards (including natural hazards, terrorist activities, and other human-caused disasters) regardless of size or complexity.



SECTION 4: COUNTY CONCEPT OF OPERATIONS

The emergency response of governmental agencies in San Bernardino County is an extension of day-to-day operations. Emergency operations rely on the normal authority and responsibilities of government, plus police powers that may be invoked by executive authority under specified conditions. Government at all levels must work together effectively, along with the private sector, business and industry, and community based organizations and volunteers in order to meet the challenges posed by a disaster.

The organizational scheme for emergency operations will incorporate requirements of the Standardized Emergency Management System (SEMS), and will be applied via the Operational Area (OA) Emergency Operations Center (EOC), and the Department/ Special District Operations Centers (DOCs).

SEMS is the system required by Government Code Section 8607(a) for managing response to multi-agency and multi-jurisdiction emergencies in California. SEMS consists of five organizational levels that are activated as necessary: field response, local government, operational area, region and state. NIMS is required by Homeland Security Presidential Directive-5 (HSPD-5) Management of Domestic Incidents.

SEMS incorporates the use of the ICS, the Master Mutual Aid Agreement, existing mutual aid systems, the operational area concept, and multi-agency or inter-agency coordination. SEMS helps unify all elements of San Bernardino County's emergency management organization into a single integrated system. Its use is mandatory in order to be eligible for state funding of response related personnel costs resulting from a disaster.

ICS is used to organize on scene operations for a broad spectrum of emergencies from small to complex incidents, both natural and manmade. The field response level is where emergency management/response personnel, under the command of an appropriate authority, carry out tactical decisions and activities in direct response to an incident or threat. Resources from the Operational Area level, when appropriately deployed, become part of the field ICS as prescribed by the local authority.

The OA Agency Representative is assigned from the list of EOC Responders by the OA EOC Manager. Additional information may be found in the ***California Code of Regulations (CCR), Title 19, Section 2400***, and the ***SEMS Approved Course of Instruction***. NIMS information is available through FEMA at www.FEMA.gov.

San Bernardino County's emergency management organization is comprised of the County of San Bernardino's departments and Board-Governed Special Districts. The San Bernardino County Operational Area (OA) comprises 24 cities and towns, over 160 Special Districts, 37 public school districts, utility organizations and volunteers.

Under SEMS, the OA means an intermediate level of the state's emergency services organization that encompasses the County and all political subdivisions located within the



geographical boundaries of the County, including Special Districts. The OA manages information, resources, and priorities among local governments within the OA. It serves as the coordination and communication link between the local government level and regional level of state government.

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.

4.1 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.



4.2 Situational Awareness/DEOP Implementation

Lastly, this plan is implemented within the context of a continuous stream of incidents, events, and occurrences, any of which may develop into an emergency. Constant situational



awareness is essential to maintaining a forward-leaning posture that facilitates rapid response. Situational Awareness refers to the ongoing process of collecting, analyzing, and disseminating intelligence, information, and knowledge to allow organizations and individuals to anticipate requirements and to react quickly and effectively.

Situational awareness comprises an interactive process of sharing and evaluating information from multiple sources, integrating communications and reporting activities, and forecasting or predicting incidents to detect and monitor threats and hazards. These activities are the basis for advice, alert and warning, intelligence and information-sharing, technical assistance, consultations, notifications, and informed decision making at all interagency and intergovernmental levels, as well as on the part of the private sector and the public.

When a situation develops into a major emergency, centralized emergency management is necessary and in most cases occurs within an EOC. This plan and the EOC are therefore very closely related. Determining when to implement/activate the DEOP is a scenario-driven process that allows flexible and scalable responses to the full spectrum of all-hazards/threats that could disrupt operations with or without warning and during work or non-work hours.

4.2.1 Decision Matrix for DEOP Implementation

DEOP implementation will not be required for all emergencies or disruptions, since other actions may be more appropriate. The decision to activate the **San Bernardino Probation Department** DEOP and related actions will be tailored for the situation and based on projected or actual impact and whether or not there is warning.

To support the decision-making process regarding plan activation, key organization personnel will use the decision matrix below to support that process.

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



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SECTION 5: HAZARD ASSESSMENT

5.1 Hazard Analysis Summary

The 2017 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.

5.1.1 Hazard Prioritization

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

The table below: **5.1.2 Prioritized Hazard Assessment Matrix** illustrates the final prioritization of the hazard; the “**GREEN**” colored box represents the highest priority hazards; and the “**WHITE**” colored boxes represent lower (second and third tier) priority hazards.

5.1.2 Table: Prioritized Hazard Assessment Matrix

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

The following hazards have the greatest potential to affect the County are:

1. Wildfire	2. Flood	3. Earthquake/Geological Hazard
4. Drought	5. Terrorism	6. Climate Change



5.2 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, 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 un-naturally 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 is a potential for disaster are 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 not only the most popular, with the most visitors in the Nation, but are also the most populated in residences and businesses in the Nation as well. The final element in this catastrophe waiting to happen is that because of the steep mountain terrain, there are only five routes in and out for almost 60,000 residents. On a holiday weekend, this population can dramatically increase by 50,000 to 100,000 people as weekend vacationers.

5.2.1 Past Occurrences

Wildfire locations from 2010 – 2016 are shown on the following page (**See: 5.5.2 Table**). In the past five years, there have been 13 significant wildland fires within San Bernardino County. These fires are listed included in the figure below.

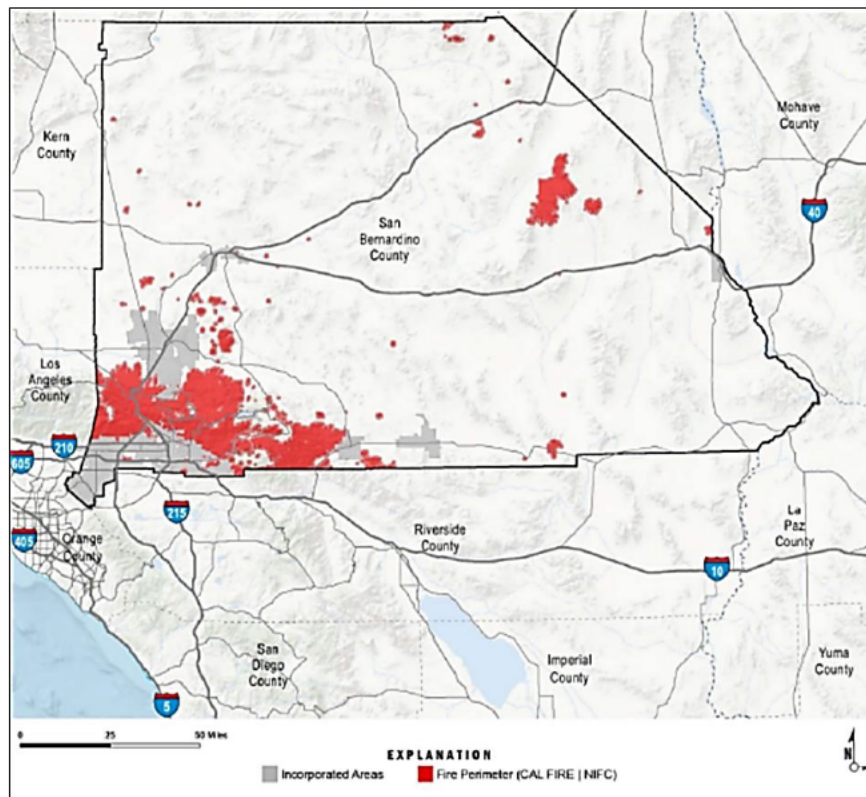


5.2.2 Table: Wildfire Occurrences 2010 – 2016

Number	Date	Name	Acres
1.	09/05/2011	Hill Fire	1,158
2.	11/05/2012	Devore Fire	335
3.	06/28/2013	Mill Fire	534
4.	08/08/2013	Sharp Fire	243
5.	09/24/2013	Sierra Fire	200
6.	04/30/2014	Etiwanda Fire	2,143
7.	05/13/2014	Rancho Incident	1,548
8.	03/31/2015	River Bottom Fire	185
9.	06/17/2015	Lake Fire	31,359
10.	07/17/2015	North Fire/Pines Fire	4,250
11.	08/23/2015	Summit Fire	555
12.	08/07/2016	Pilot Fire	8,110
13.	08/16/2016	Blue Cut Fire	36,274
		Total	86,894

5.2.3 Location/Geographic Extent

Using information from the USFS and CAL FIRE, the map below illustrates the areas at risk to a wildfire event. The areas with the highest risk of wildfire are the in the southwestern portions of County in the mountainous region.





5.2.4 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 2011 has caused the state to be the driest it's been since record keeping began back in 1895 (California 2016). This has caused extremely dry conditions in unincorporated areas of the County creating plentiful fuel sources for wildfires.

5.3 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 on the County’s Department of Public Works website: <http://cms.sbcounty.gov/dpw/FloodControl/Planning/MPD.aspx>

5.3.1 Past Occurrences

Severe weather events in the County leading to flooding from 2010 to present are listed in the table below.

5.3.2 Table: Severe weather Events 2010 – Present

Date	Type
1/18/2010	January 2010 Winter Storms
12/17/2010	Highland Flooding Incident
8/25/2013	Flooding- Remnants of Tropical Storm Ivo
11/21/2013	Winter Storms
2/28/2014	Winter Storm
8/3/2014	Thunderstorms, heavy rain, flash flooding, mudslides
7/6/2015	Flash flooding resulting from Lake Fire
7/30/2015	Severe Thunderstorms
1/6/2016	Strong rain, flooding and mudslides
8/22/16	Flash flooding from storm system

5.3.3 Location/Geographic Extent

The table below shows the number of acres and square miles that lie in flood hazard areas within the County.

5.3.4 Table: San Bernardino County Flood Hazard Area

Flood Hazard Type	Sum of Acres	Sum of Square Miles
100-Year Flood	65,209	101.89
100-Year, Floodway	13,968	21.83
500-Year Flood	13,838	21.62
500-Year, Protected by Levee	4,336	7
Total	97,351	152.11



5.3.5 Frequency/Probability of Future Occurrences

The Flood Insurance Rate Map (FIRM) not only identifies the flood hazard zones for insurance and floodplain management purposes, but also provides a statement of probability of future occurrence.

A 500-year flood has a 0.2-percent chance of occurring in any given year; a 100-year flood has a 1-percent chance, a 50-year flood has a 2-percent chance, and a 10-year flood has a 10-percent chance of occurrence. Although the recurrence interval represents the long-term average period between floods of specific magnitude, significant floods could occur at shorter intervals or even within the same year. The FIRM maps typically identify components of the 500-year and 100-year floodplains

5.4 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.

5.4.1 Past Occurrences

The table on the following page (**See: 5.4.2 Table**) shows earthquakes greater than Magnitude 4.0 that have been felt within the San Bernardino County area in the last five years. There are hundreds of smaller ($M < 4.0$) earthquakes that have occurred within San Bernardino County during this same time frame and are not listed in the table.

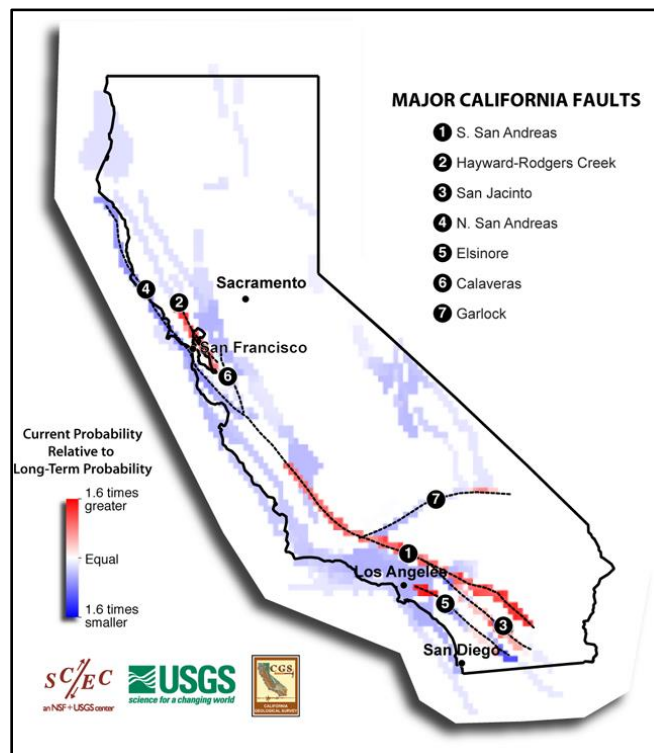
5.4.2 Table: Earthquakes Greater than Magnitude 4.0

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

5.4.3 Location/Geographic Extent

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*. There are also many smaller faults within San Bernardino County capable of producing significant earthquakes. 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.

5.4.4 Figure: Major California Faults

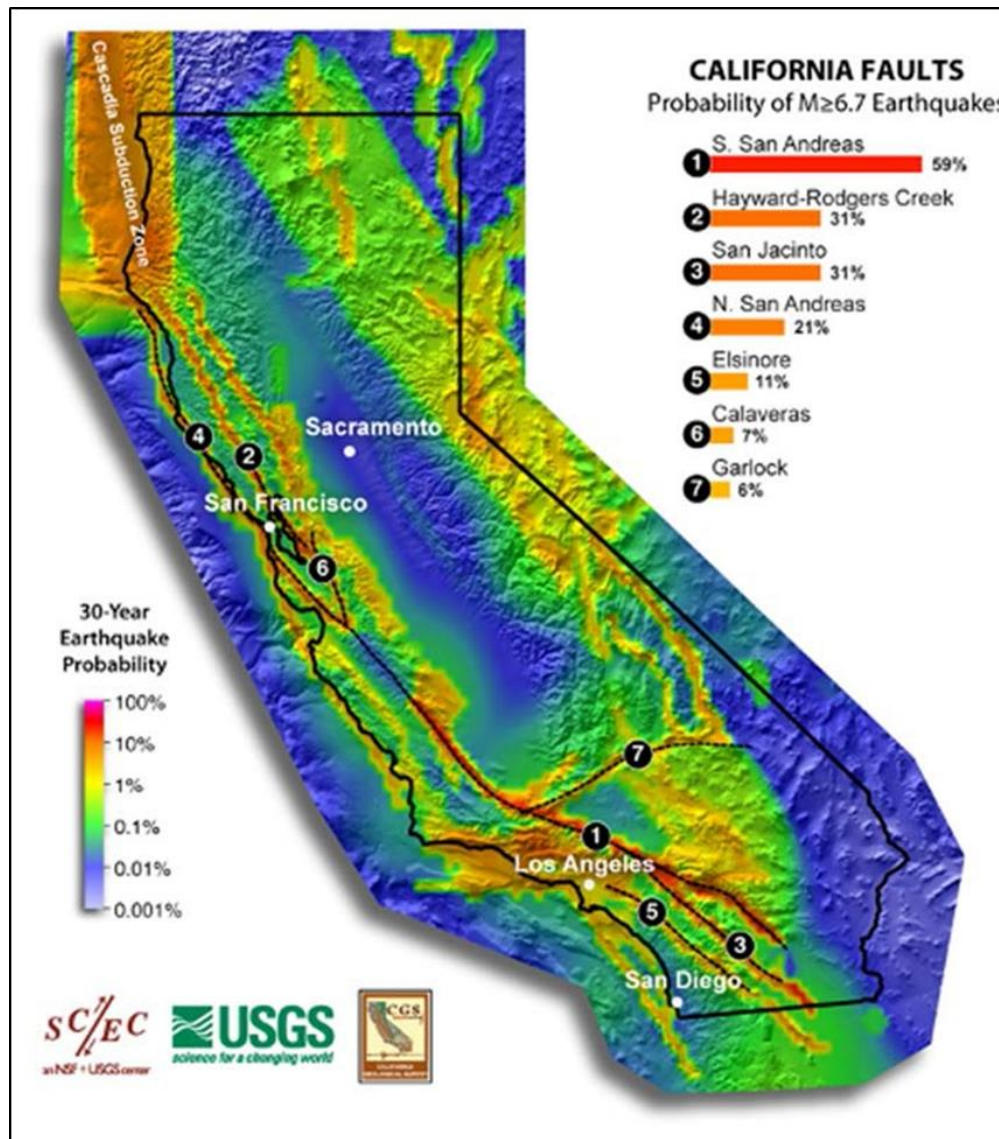


5.4.5 Frequency and Probability of Occurrence

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.

These probabilities were determined by the USGS and CGS in a 2008 study (2007 Working Group on California Earthquake Probabilities, 2008, *The Uniform California Earthquake Rupture Forecast, Version 2 (UCERF 2): U.S. Geological Survey Open-File Report 2007-1437* and *California Geological Survey Special Report 203* [<http://pubs.usgs.gov/of/2007/1437/>].

5.4.6 Figure: California Faults – Probability of > M6.7 Earthquake





5.5 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.

Drought originates from a deficiency of precipitation over an extended period, usually one or more seasons. Drought can result in a water shortage for some activity, group, or environmental sector. Drought is a complex natural hazard, which is reflected in the following four definitions commonly used to describe it:

- **Agricultural** – drought is defined principally in terms of naturally occurring soil moisture deficiencies relative to water demands of plant life, usually arid crops.
- **Hydrological** – drought is related to the effects of precipitation shortfalls on stream flows and reservoir, lake, and groundwater levels.
- **Meteorological** – drought is defined solely on the degree of dryness, expressed as a departure of actual precipitation from an expected average or normal amount based on monthly, seasonal, or annual time scales.
- **Socioeconomic** – drought associates the supply and demand of economic goods or services with elements of meteorological, hydrologic, and agricultural drought. Socioeconomic drought occurs when the demand for water exceeds the supply as a result of weather-related supply shortfall. It may also be called a water management drought.

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.



5.5.1 Past Occurrences

The 2013 California State MHMP states that from 1950 to 2012, 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.

Additional information about previous occurrences of droughts in California (in general) can be obtained from the California Department of Water Resources <https://www.water.ca.gov/>.

5.5.2 Location/Geographic Extent

Drought can affect the County, region, and the State of California as a whole. The County's primary source of water is imported by the San Bernardino Valley Municipal Water District <http://www.sbvmd.com/about-us/what-we-do> through participation in the State Water Project (SWP). It is received at the Devil Canyon Power Plant Afterbay. This supply is supplemented by groundwater basins in the County. Drought has no defined geographical boundaries and cannot be depicted in map form. As such, the entire County is subject to drought.

5.5.3 Frequency/Probability of Future Occurrences

Currently there is no data on the probability of drought that would be comparable to the USGS effort on earthquakes in the region, or how 100-year flood maps are created.



5.6 Hazard Profile – Terrorism

PROBABILITY - MEDIUM
IMPACT - HIGH

The U.S. Code of Federal Regulations defines terrorism as *"the unlawful use of force and violence against persons or property to intimidate or coerce a government, the civilian population, or any segment thereof, in furtherance of political or social objectives"* (28 C.F.R. Section 0.85)

FEMA developed the Integrated Emergency Management System (IEMS) using an all-hazards approach. While the IEMS was established as an "all-hazard" approach, responding to the threat of terrorism (referred to as counterterrorism) came to be viewed as the responsibility of law enforcement, defense, and intelligence agencies. Furthermore, defensive efforts to protect people and facilities from terrorism (referred to as antiterrorism) were generally limited to the government sector, the military, and some industrial interests.

While the term "mitigation" refers generally to activities that reduce loss of life and property by eliminating or reducing the effects of disasters, in the terrorism context it is often interpreted to include a wide variety of preparedness and response actions. For the purposes of this document, the traditional meaning will be assumed; that mitigation refers to specific actions that can be taken to reduce loss of life and property from manmade hazards by "modifying the built environment" or antiterrorism to reduce the risk and potential consequences of these hazards.

5.6.1 Past Occurrences

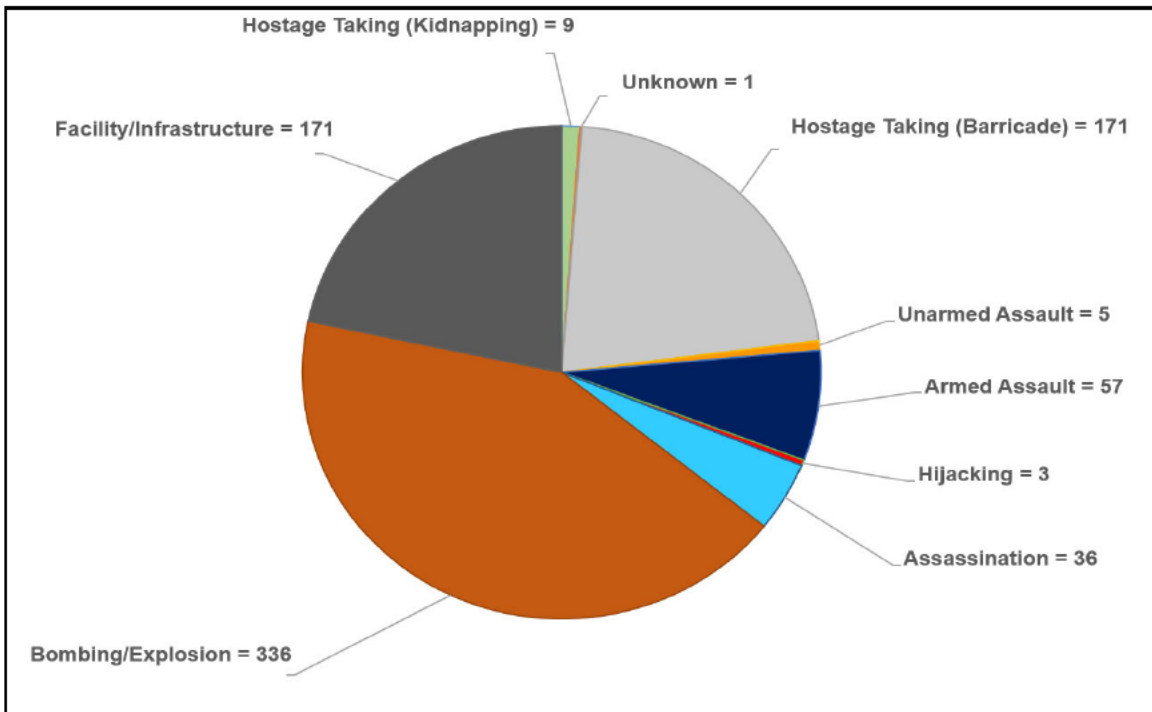
There have been two terrorist attacks recorded in San Bernardino County. The table below illustrates both attacks.

Date	Perpetrator Group	Fatalities	Injured	Target Type
3/16/1970	White Extremists	0	1	Government (General)
12/2/2015	Unaffiliated Individuals	16	17	Government (General)

The state of California has experienced 574 terrorist attacks from 1970-2011 (**Source: Integrated United States Security Database (IUSSD): Data on the Terrorist Attacks in the United States Homeland, 1970-2011 2012**). The graph on the following page shows the types of terrorist attacks in the state of California from 1970 to the present.

The number of terrorist attacks in the United States has steadily decreased. According to <http://www.heritage.org> most terrorist attacks on America happen outside our nation's borders.

5.6.2 Figure: Types of Terrorist Attacks in California 1970 – Present



5.6.3 Location/Geographic Extent

Unlike natural hazards, which often follow patterns and can be forecasted, manmade hazards such as acts of terrorism are much more unpredictable. Terrorists have the ability to choose targets and tactics and can often adjust conditions to achieve their objective. Terrorist attacks are often in a more specific location rather than a widespread, more predictable area such as a flood plain. As demonstrated in the 12/2/15 mass shooting, “homegrown terrorists” (self-radicalizing and pulls off their attacks without any help or communication with people in other countries) are even harder to detect and predict.

Translating most manmade hazard profiles into meaningful geospatial information is difficult at best. Instead, the planning team will use an asset-specific approach, identifying potentially at-risk critical facilities and systems in the community. Once a comprehensive list of assets has been developed, it will be prioritized so that the community’s efforts can be directed to protect the most important assets first. Then, beginning with the highest priority assets, the vulnerabilities of each facility or system to each type of hazard will be assessed (FEMA 2003).

5.6.4 Frequency/Probability of Future Occurrences

We can usually forecast the type, frequency and location of a natural hazard thanks to the laws of physics and nature. However, when dealing with manmade hazards such as terrorism, we are often dealing with functions of the human mind-malevolence, incompetence, carelessness



and other behaviors. These actions cannot be predicted with any accuracy; therefore, there is the potential for an act of terrorism to occur anywhere, at any time.

5.7 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); and
- 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 2013 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. In addition to changes in average temperatures, sea level, and precipitation patterns, the intensity of extreme weather events is also changing.

5.7.1 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 on the following page, San Bernardino County is located in the Desert Region.

The Desert is a heavily urbanized inland region (4.3+ million people) made up of sprawling suburban development in the west near the South Coast region and vast stretches of open, largely federally owned desert land to the east. Prominent cities within the desert portion include Palm Springs (44,500+) and El Centro (42,500+). The region’s character is defined largely by the San Gabriel Mountains, San Gorgonio Mountains, San Jacinto Mountains, and smaller inland mountains reaching through the desert to the Colorado River, which borders the region on the east. 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

5.7.2 Map: Climate Impact Regions





5.7.3 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 earthquake and floods that occur over a finite time period, climate change is an on-going hazard the effects of which some are already experiencing. Other effects may not be seriously experienced for decades, or may be avoided altogether by mitigation actions taken today.

5.7.4 Location/Geographic Extent

The effects of climate change are not limited by geographical borders. San Bernardino County, the State of California, the United States, and the rest of the world are all at risk to climate change. As such, the entire County is at risk to the effects of climate change.

5.7.5 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 earthquake and floods that occur over a finite time period, climate change is an on-going hazard.

The 2009 Climate Adaptation Strategy (CAS) delineated how climate change may impact and exacerbate natural hazards in the future, including wildfires, extreme heat, floods, drought, and levee failure. 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.
- Storms and snowmelt may coincide and produce higher winter runoff from the landward side, while accelerating sea-level rise will produce higher storm surges during coastal storms. Together, these changes will increase the probability of levee and dam failures in the Sacramento-San Joaquin Delta.



SAN BERNARDINO COUNTY
Department Emergency Operations Plan
(DEOP)

San Bernardino County
Probation
Department

- 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.



PART II FUNCTIONAL ANNEXES – ANNEX 1: DEPARTMENT INFORMATION

The following Department/Agency Functional Annexes should clearly describe the policies, processes, roles, and responsibilities that County Departments/Agencies carry out before, during, and after any emergency.

1.1 Department Mission Statement

“It is the mission of the San Bernardino County Probation department to protect the community through assessment, treatment and control of adult and juvenile offenders by providing a range of effective services based on legal requirements and recognized professional standards.”

In a disaster or catastrophic event, the department’s primary goal is:

- *Assure safety and security of staff.*
- *Maintain safety, control and security of all juveniles in custody at the Juvenile Detention and Assessment Centers (JDACs). Continue available services for wards under the care of or supervision of, who are displaced or adversely affected by the disaster.*
- *Provide supervision to Adult and Juvenile probationers managed by the Community Corrections bureau. Continue available services for adults or youth under the care of or supervision of, who are displaced or adversely affected by the disaster.*
- *Provide support to other law enforcement and county agencies.*
- *Provide support as assigned by the County Emergency operations Center*
- *Maintain continuity of services to the Courts.*

To accomplish this goal, PROBATION DEPARTMENT will:

- *Immediately activate the department Operations Center*
- *Activate local and regional area operations centers as needed.*
- *Coordinate with Emergency Operations Center and other local agency operations centers if necessary.*

The objectives of the Department Operations Center (DOC) are to:

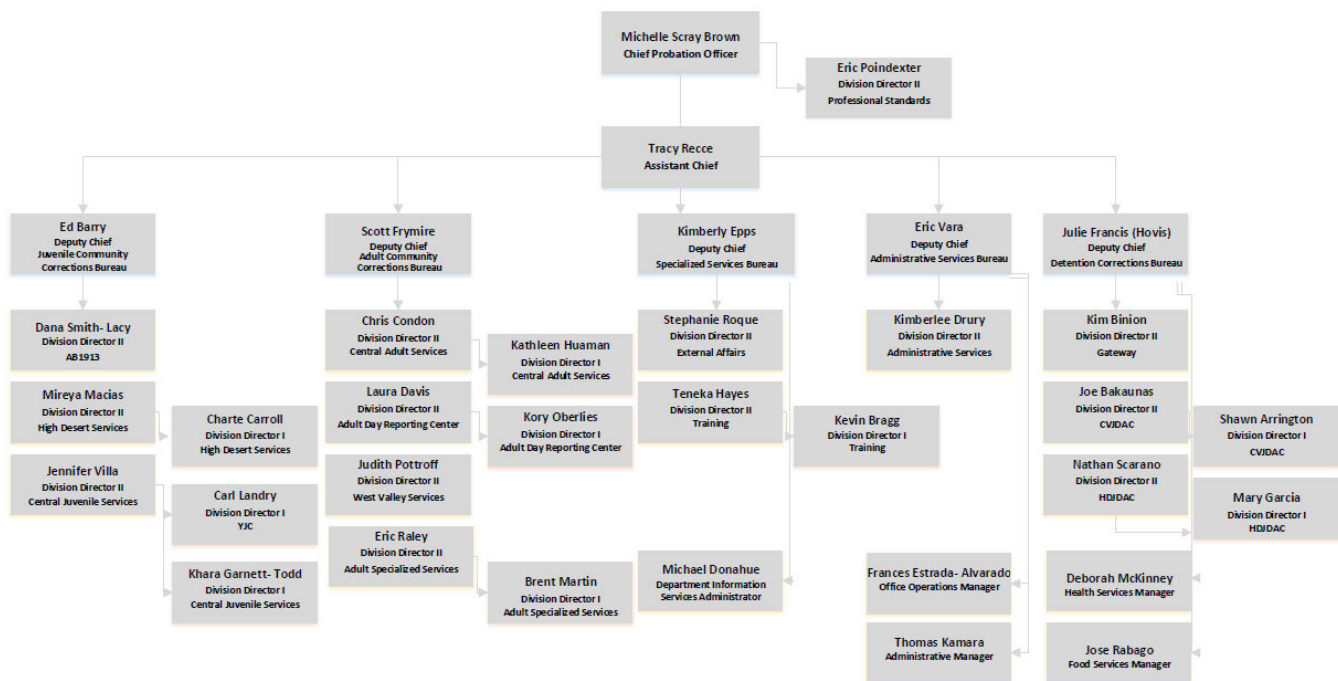
- *Establish the Department Operations Center (DOC), appoint an Incident Commander and prepare to receive tasks and assignments from the San Bernardino County Emergency Services Office.*
- *Establish communications with the EOC and each of the Probation offices and JDACS.*



- **Establish an outline of steps to secure the safety of Department/Division personnel based on recommendation of the Department Safety Officer.**
 - **Establish a system to provide the necessary resources to County Departments in a state of emergency.**
 - **Ensure the continuing performance of the department's essential operations/functions during an emergency.**
 - **Establish a plan of action for restoring normal day-to-day operations, in as expedient a time period as possible, following an emergency event.**
- **Assess facilities to determine operational capacity.**
 - **Assess staff to determine ability to perform the mission of the department.**
 - **Determine if outside resources are needed to perform the mission of the department. The Chief Probation Officer (or appointed designee) will determine the need to release juveniles and/or transfer juveniles in custody to other mutual aid counties.**
 - **Continue available services for Adult and Juvenile defendants under the care of or supervision of, who are displaced or adversely affected by the disaster.**
 - **Determine the steps necessary to restore department operations to normal.**

QUESTION SHOULD WE ADD WHAT WAS IN THE OLD 1.2.3?

1.2 Department Organization Chart





1.3 Administrative Support

There are three administrative support components necessary to support a comprehensive DEOP:

1. Department Emergency Coordinator (DEC)
2. Planning Team
3. Disaster Service Workers (DSWs)

1.3.1 Department Emergency Coordinators

The Department Emergency Coordinator (DEC) responsibilities include:

- Developing and maintaining the DEOP
- Annual review of the plan to ensure the plan remains current and viable
- Keeping the department head informed of the status of the DEOP
- Maintain list of emergency personnel and training records of personnel assigned emergency roles (*training recommendations to be provided by the department/agency and/or the County OES*)
- DEOP education and outreach to ensure new employees are aware of the DEOP and prepared for an emergency
- DEC's shall not be Building Safety Coordinators or EOC responders
- A DEC may be part of a Department Operations Center (DOC) team

1.3.2 Planning Team

The **San Bernardino County Probation** formed a Planning Team from departmental staff to develop and implement the DEOP. *The Planning Team is comprised of the following personnel: Assistant Chief Tracy Reece; Administrative Services Division Director II Kim Drury; Central Adult Services Division Director II Brent Martin, Division Director II Chris Condon; Central Adult, Automated Systems Analyst, Chris Blackett; Division Director I, Karmen Zaragoza, SPO Tom Shiley; Adult Medium Supervision, SPO Roger Fansler; HDJDAC PCSII Samantha Gonzalez; Grants Coordinator, Leslie Dunn and Department Safety Officer PO III Estebana Aliqada, Probation Officer III, Jerry Smith, Probation Officer III, Kenneth Hachey, Assistant Safety Officer, Nash Briones, PCO.*

The team will meet quarterly to review and update the plan using the After Action Report (AAR) generated after all drills, tabletops, exercises, etc. Recommendations for changes



and/or training will be submitted to the department head at the conclusion of the annual meeting.

The team will meet annually to review and update the plan using the After Action Report (AAR) generated after all drills, tabletops, exercises, etc. Recommendations for changes and/or training will be submitted to the department head at the conclusion of the annual meeting.

1.3.3 Disaster Service Workers (DSWs)

- All County employees are DSWs and may carry out the functions of the DEOP when called upon (Labor Code §3100).

Standing Orders:

- Disaster Related Orders can be issued as Standing Orders prior to the occurrence of a disaster or issued during or after a disaster as long as the orders are lawful and 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)).

Assignment Outside Normal Duties:

- County employees, as DSWs, can be commanded to assist in disaster related activities by authorized personnel.
- The disaster related assignments can be outside the employee's normal/regular job duties (Labor Code (§3211.92 (b))).
- The orders could be applied to employees when they are either on or off duty (Labor Code §3211.92 (b)).

Safety Employees and DSW:

- Law enforcement personnel are considered to be DSWs as they are not included in the specific exclusion in (Labor Code §3211.92 (d)).



SAN BERNARDINO COUNTY
Department Emergency Operations Plan
(DEOP)

San Bernardino County
Probation
Department

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ANNEX 2: MISSION ESSENTIAL FUNCTIONS

PLANNING TIPS – STEP 2: ESSENTIAL FUNCTIONS

- ✓ **Identify Mission Essential Functions (MEFs):**
 - *Activities and tasks that cannot be deferred during an emergency; these activities must be performed continuously or resumed quickly following a disruption.*
- ✓ **Considerations for identifying MEFs:**
 1. *Identify all Department/Agency functions*
 2. *Select functions essential under all circumstances*
 3. *Prioritize those functions considering the following:*
 - **Recovery Time:** *How quickly must this task/activity resume if disrupted?*
 - **Impact if Not Conducted:** *What are the impacts of not conducting 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 agreement necessary?*

2.1 Identify Mission Essential Functions (MEFs)

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 functions that are critical to supporting another organization's essential functions. MEFs 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.



2.1.1 MEF Initial Screening Aid

Identifying all organizational MEF is a prerequisite for continuity. This step establishes the parameters that drive the organization’s efforts in all other planning and preparedness areas. ***If a function can be deferred during an emergency or disaster, it is not a MEF.***

Identification of MEFs 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

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

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

County Department/Agency will identify those MEF’s that are unique to your respective Department/Agency. However, as a starting point, the following standardized list of MEFs have been identified and should be included in your worksheet:

STANDARDIZED MEFs (ALL COUNTY DEPARTMENTS/AGENCIES)		
1. Department/Agency	2. Division	3. Mission Essential Function
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

The table below provides examples of Department/Agency specific MEFs:

1. Department/Agency	2. Division	3. Mission Essential Function
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.



Worksheet 1 Instructions:

- In columns **1** and **2**, enter your Department's/Agency's division and section (if applicable)
- In column **3**, list ALL MEFs that must be performed by your Department/Agency following a natural or man-made emergency

Worksheet 1		
1. Department/Agency Name	2. Division	3. Mission Essential Function
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
Community Corrections Bureau (CCB)	Adult and Juvenile	Court Reports: Probation Officers are mandated to complete court reports unless waived by the court.
Community Corrections Bureau	Adult and Juvenile	Services: Continue supervision services for critical populations as follows: <ul style="list-style-type: none"> • GPS monitored offenders • Sex offenders • Mental Health (STAR, Field Services Unit) • Domestic Violence • Pre-Trial Services • Placement Services pursuant to Title IVE • Augment staffing shortages at the JDACs Provide security for critical infrastructure (i.e. JDACs)
Community Corrections Bureau	Adult and Juvenile	Security: <ul style="list-style-type: none"> • Augment staffing shortages at the JDACs • Provide security for critical infrastructure (i.e. JDACs). Secure armory and supply warehouses and office buildings as needed.
Community Corrections Bureau	Adult and Juvenile	Reporting: <ul style="list-style-type: none"> • Probation personnel shall report in person to their assigned office/duty station. • 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, sheriffs or fire station).
Community Corrections Bureau	Adult and Juvenile	Utilization: <ul style="list-style-type: none"> • Probation Officers will be utilized at the discretion of the Chief Probation Officer (or designee) or the Incident Commander.



SAN BERNARDINO COUNTY
Department Emergency Operations Plan
(DEOP)

San Bernardino County
Probation
Department

		Conduct staff wellness checks at direction of command staff. Probation Officers will be utilized at the discretion of the Chief Probation Officer (or designee) or the assigned Incident Commander.
Detention Corrections Bureau (DCB)	Juvenile	Search and Rescue: Staff may be needed to recover disaster victims from the JDACs &/or treatment facilities.
Detention Corrections Bureau	Juvenile	Medical: Medical personnel assigned to the JDACs/Treatment Facilities will render medical aid to personnel and detained youth as warranted.
Detention Corrections Bureau	Juvenile	Supervision: 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.
Detention Corrections Bureau	Juvenile	Reporting: <ul style="list-style-type: none"> • Probation personnel shall report in person to their assigned office/duty station. • 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, sheriffs or fire station).
Detention Corrections Bureau	Juvenile	Safety and Security: <ul style="list-style-type: none"> • Maintain a safe and secure environment of the JDACs or treatment facilities or temporary operations center in order to meet the needs of wards and staff members. Supplemental staff can come from the Transportation Officers group as well as the Probation Officers group.
Detention Corrections Bureau	Juvenile	Food Services: 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.
Detention Corrections Bureau	Juvenile	Intake and Release: <ul style="list-style-type: none"> • In an emergency, the Incident Commander or Watch Commander may find it necessary to restrict intake criteria and limit the amount of wards housed at all operable JDACs. Releases may be based on the needs of the institution. A guideline for the criteria for the intake and release of wards is as follows:

Release Criteria	Intake Criteria
Priority 1: Violation of a Court Order (VCO)	Critical Incident Level 1: Misdemeanor charges that include weapons, violence, resisting arrest and drugs. No VCOs or warrants admitted.



Priority 2: Misdemeanor charges that do not include weapons, violence, resisting arrest or drugs.	Critical Incident Level 2: In addition to Felonies, Misdemeanor charges that include weapons and violence only.
Priority 3: Placement orders.	Critical Incident Level 3: Felony charges only.

2.2 Interdependencies

Interdependencies are defined as, “Mutually dependent entities, agencies, or organizations that rely on each other to perform a function, activity, or service.” MEFs 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 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 MEFs.

2.2.1 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 San Bernardino County Probation has identified the below Departmental/Agency dependencies.

Worksheet 2 Instructions:

- Copy and paste the MEFs 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**

Worksheet 2		
1. Mission Essential Function	2. Departments/Agencies Dependent on this MEF	3. Departments/Agencies this MEF Is Dependent on
Record employees’ time for payroll	Probation Department	Supervisors, Payroll
Approve invoices for payment	Probation Department	Supervisors, Fiscal
Conduct disaster related health & safety training	Probation Department	Training Center, Contract Instructors, Chief Medical Officer



SAN BERNARDINO COUNTY
Department Emergency Operations Plan
(DEOP)

San Bernardino County
Probation
Department

Worksheet 2		
1. Mission Essential Function	2. Departments/Agencies Dependent on this MEF	3. Departments/Agencies this MEF Is Dependent on
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: Probation Officers are mandated to complete court reports unless waived by the court. <small>(OBJ)</small> <small>(OBJ)</small> <small>(OBJ)</small> <small>(OBJ)</small> <small>(OBJ)</small>	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
CCB Services: Continue supervision services for critical populations as follows: <ul style="list-style-type: none"> • GPS monitored offenders • Sex offenders • Mental Health (STAR, Field Services Unit) • Domestic Violence • Pre-Trial Services • Placement services pursuant to Title IVE • Augment staff shortages at JDACs • Provide security for critical infrastructure (i.e. JDACs) 	Juvenile and adult supervision units, Day Reporting Centers	DBH, Contracted MFT Counselors or Psychiatrists, Placement facilities
CCB Security: <ul style="list-style-type: none"> • Augment staffing shortages at the JDACs • Provide security for critical infrastructure (i.e. JDACs). • Secure armory and supply warehouses and office buildings as needed. 	Juvenile and adult supervision units, Day Reporting Centers	Juvenile and adult supervision units, Day Reporting Centers



Worksheet 2		
1. Mission Essential Function	2. Departments/Agencies Dependent on this MEF	3. Departments/Agencies this MEF Is Dependent on
<p>CCB Reporting:</p> <ul style="list-style-type: none"> • Probation personnel shall report in person to their assigned office/duty station. • 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, sheriffs or fire station). 	County EOC, All Probation units	All Probation units
<p>CCB Utilization:</p> <ul style="list-style-type: none"> • Probation Officers will be utilized at the discretion of the Chief Probation Officer (or designee) or the assigned Incident Commander. • Conduct staff wellness checks at direction of command staff. 	All Probation units	All Probation units
	[CB]	[CB]
DCB Search and Rescue: Staff may be needed to recover disaster victims from the JDACs and/or treatment facilities.	JDAC and Treatment Facilities	JDAC and Treatment Facilities staff members
<p>CCB/DCB Medical:</p> <ul style="list-style-type: none"> • Medical personnel assigned to JDACs/Treatment Facilities will render medical aid to staff and detained youth as warranted. • Render medical assistance to neighboring Probation units as needed. 	JDAC, Treatment Facilities and Probation units	JDAC Medical staff



Worksheet 2		
1. Mission Essential Function	2. Departments/Agencies Dependent on this MEF	3. Departments/Agencies this MEF Is Dependent on
<p>DCB Supervision:</p> <ul style="list-style-type: none"> 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. Conduct staff wellness checks at direction of command staff. 	<p>Superior Court, CFS (Dual Sup), JDACs and Treatment Facilities</p>	<p>JDAC, DBH</p>
<p>DCB Reporting:</p> <ul style="list-style-type: none"> Probation personnel shall report in person to their assigned office/duty station. 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, sheriffs or fire station). 	<p>Probation, JDACs, Treatment Facilities, Superior Court, CFS</p>	<p>Probation staff, DBH</p>
<p>DCB Safety and Security:</p> <ul style="list-style-type: none"> Maintain a safe and secure environment of the JDACs or treatment facilities or temporary operations center in order to meet the needs of wards and staff members. Supplemental staff can come from the Transportation Officers group as well as the Probation Officers group. 	<p>Probation, JDACs, Treatment Facilities, Superior Court, CFS</p>	<p>JDAC staff, DBH</p>



ANNEX 3: ESSENTIAL FACILITIES

Emergencies or potential emergencies can affect the ability of Departments/Agencies to perform MEFs 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 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 facilities/locations a Department/Agency currently utilizes. An in-depth knowledge about the current (primary) facilities will aid Departments/Agencies in formulating requirements for alternate facilities/locations.

Worksheet 3 below identifies the primary facilities/locations utilized by the San Bernardino County Probation

Worksheet 3 Instructions:

- Inventory all primary facilities/locations currently utilized by the **San Bernardino County probation** in **Worksheet 3**
- Be specific in your identification of the primary location, i.e., building room, room number, floor, etc.
- Identify the number of employees that currently work at this location and if known, identify hazards/risk factors associated with your current facilities/locations

Worksheet 3				
1. Department/Agency	2. Location Address	3. MEFs performed at location (Y/N)	4. # Employees at location	5. Hazards/Risk Factors
Administration	175 West 5th Street, SB	Y	160	Old, 4-story building
Central Juvenile Services	150 West 5th Street, SB	Y	56	Damaged, leaky roof
Central DRC	104 West 4th Street, SB	Y	55	Older building
Adult Annex	410 N. Arrowhead, SB	Y	85	2-story building
Gateway & Trans	740 E. Gilbert Street, SB	Y	77	Older building



<i>Worksheet 3</i>				
<i>1. Department/Agency</i>	<i>2. Location Address</i>	<i>3. MEFs performed at location (Y/N)</i>	<i>4. # Employees at location</i>	<i>5. Hazards/Risk Factors</i>
Youth Justice Center	900 E. Gilbert Street, SB	Y	■	Older, refurbished building
Training Center	9478 Etiwanda Avenue, Rancho Cucamonga	N	■	None
WV Services & DRC	17830 Arrow Blvd., Fontana	Y	■	2-story building
CVJDAC	900 E. Gilbert Street, SB	Y	■	Juvenile hall
HDJDAC	21101 Dale Evans Pkwy, Apple Valley	Y	■	Remotely located
Barstow Services	301 Mtn. View, Barstow	Y	■	None – new building
Desert Services	63665 29 Palms Hwy, Joshua Tree	Y	■	2-story building
Needles Services	1111 Bailey Ave, Needles	Y	■	Remotely located
VV Juvenile Services	15345 Bonanza Rd, Victorville	Y	■	None
VV Adult Services	15480 Ramona Ave, Victorville, CA	Y	■	2-story building

3.2 Alternate Facilities/Sites

The term alternate facility/site 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.

The San Bernardino County Probation has identified the at least two alternate work facilities/sites using the following classifications in **Worksheet 4**:

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 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 4 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



SAN BERNARDINO COUNTY
Department Emergency Operations Plan
(DEOP)

San Bernardino County
Probation
Department

<i>Worksheet 4</i>			
1. Department/Agency	2. Alternate Site #1 Name/ Address	3. Alternate Site #2 Name/ Address	4. Hot Site
CVJDAC	HDJDAC, 21101 Dale Evans Pkwy, Apple Valley	Training Center, 9478 Etiwanda Ave., Rancho Cucamonga	Hot/Cold
HDJDAC	CVJDAC, 900 E. Gilbert Street, San Bernardino	Training Center, 9478 Etiwanda Ave., Rancho Cucamonga	Hot/Cold
Administration	Central Adult Annex, 401 N. Arrowhead, San Bernardino	Central DRC, 104 West 4 th Street, San Bernardino	Warm
Central Juvenile Services	Youth Justice Center, 900 E. Gilbert Street, San Bernardino	CVJDAC, 900 E. Gilbert Street, San Bernardino	Warm
Central DRC	Central Adult Annex, 401 N. Arrowhead, San Bernardino	VV Services/DRC, 17830 Arrow Blvd., Fontana	Warm
Central Adult Annex	Central DRC, 104 West 4 th Street, San Bernardino	VV Services/DRC, 17830 Arrow Blvd., Fontana	Warm
Gateway & Trans	CVJDAC, 900 E. Gilbert Street, San Bernardino	Training Center, 9478 Etiwanda Ave., Rancho Cucamonga	Warm
Youth Justice Center	CVJDAC, 900 E. Gilbert Street, San Bernardino	Central Juvenile Services, 150 W. 5 th St., San Bernardino	Warm
Training Center	CVJDAC, 900 E. Gilbert Street, San Bernardino	Central DRC, 104 West 4 th Street, San Bernardino	Warm
Barstow Services	HDJDAC, 21101 Dale Evans Pkwy, Apple Valley	VV Juvenile Services, 15345 Bonanza Rd, Victorville	Warm
Joshua Tree Services	VV Juvenile Services, 15345 Bonanza Rd, Victorville	VV Adult Services, 15480 Ramona Ave, Victorville, CA	Warm
Needles Services	Barstow Services, 301 Mtn. View, Barstow	VV Juvenile Services, 15345 Bonanza Rd, Victorville	Warm
VV Juvenile Services	VV Adult Services, 15480 Ramona Ave, Victorville, CA	HDJDAC, 21101 Dale Evans Pkwy, Apple Valley	Warm
VV Adult Services	VV Juvenile Services, 15345 Bonanza Rd, Victorville	Barstow Services, 301 Mtn. View, Barstow	Warm



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ANNEX 4: ESSENTIAL PERSONNEL

PLANNING TIPS – STEP 4: ESSENTIAL PERSONNEL

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

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 MEFs. 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 5 lists the MEFs 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.***

Worksheet 5 Instructions:



SAN BERNARDINO COUNTY
Department Emergency Operations Plan
(DEOP)

San Bernardino County
Probation
Department

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

<i>Worksheet 5</i>			
1. Mission Essential Function	2. Position Title	3. Primary Staff Assigned (Name/Cell#/Email)	4. Alternate Staff Assigned (Name/Cell#/Email)
Record employees' time for payroll	Executive Staff	[Redacted]	[Redacted]
Approve invoices for payment	Executive Staff	[Redacted]	[Redacted]
Conduct disaster related health & safety training	Executive Staff	[Redacted]	[Redacted]
Respond to public complaints and provide input for the department's information line	Executive Staff	[Redacted]	
Court Reports: Probation Officers are mandated to complete court reports unless waived by the court.	Mission Critical Staff	[Redacted]	[Redacted]



SAN BERNARDINO COUNTY
Department Emergency Operations Plan
(DEOP)

San Bernardino County
Probation
Department

Worksheet 5

1. Mission Essential Function	2. Position Title	3. Primary Staff Assigned (Name/Cell#/Email)	4. Alternate Staff Assigned (Name/Cell#/Email)
<p>Services: Continue supervision services for critical populations as follows:</p> <ul style="list-style-type: none"> • GPS monitored offenders • Sex offenders • Mental Health (STAR, Field Services Unit) • Domestic Violence • Pre-Trial Services • Placement Services pursuant to Title IVE • Augment staffing shortages at the JDACs <p>Provide security for critical infrastructure (i.e. JDACs)</p>	<p>Mission Critical Staff</p>	<p>[Redacted]</p> <p>[Redacted]</p> <p>[Redacted]</p>	<p>[Redacted]</p> <p>[Redacted]</p> <p>[Redacted]</p>
<p>Security:</p> <ul style="list-style-type: none"> • Augment staffing shortages at the JDACs • Provide security for critical infrastructure (i.e. JDACs). <p>Secure armory and supply warehouses and office buildings as needed.</p>	<p>Mission Critical Staff</p>	<p>[Redacted]</p> <p>[Redacted]</p> <p>[Redacted]</p>	<p>[Redacted]</p> <p>[Redacted]</p> <p>[Redacted]</p>



SAN BERNARDINO COUNTY
Department Emergency Operations Plan
(DEOP)

San Bernardino County
Probation
Department

Worksheet 5

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



SAN BERNARDINO COUNTY
Department Emergency Operations Plan
(DEOP)

San Bernardino County
Probation
Department

Worksheet 5

1. Mission Essential Function	2. Position Title	3. Primary Staff Assigned (Name/Cell#/Email)	4. Alternate Staff Assigned (Name/Cell#/Email)
<p>Supervision: 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.</p>	<p>EOC Responder</p>	<p>[Redacted]</p>	<p>[Redacted]</p>
<p>Reporting:</p> <ul style="list-style-type: none"> • Probation personnel shall report in person to their assigned office/duty station. • In the event that is not possible, personnel will report to the: nearest Juvenile Detention and Assessment Center (JDAC). <p>Should that not be possible, personnel will report to the nearest, San Bernardino County public safety agency (i.e. police, sheriffs or fire station).</p>	<p>EOC Responder</p>	<p>[Redacted]</p>	<p>[Redacted]</p>



SAN BERNARDINO COUNTY
Department Emergency Operations Plan
(DEOP)

San Bernardino County
Probation
Department

Worksheet 5

1. Mission Essential Function	2. Position Title	3. Primary Staff Assigned (Name/Cell#/Email)	4. Alternate Staff Assigned (Name/Cell#/Email)
<p>Safety and Security:</p> <ul style="list-style-type: none"> Maintain a safe and secure environment of the JDACs or treatment facilities or temporary operations center in order to meet the needs of wards and staff members. <p>Supplemental staff can come from the Transportation Officers group as well as the Probation Officers group.</p>	<p>EOC Responder</p>	<p>[Redacted]</p> <p>[Redacted]</p> <p>[Redacted]</p>	<p>[Redacted]</p> <p>[Redacted]</p> <p>[Redacted]</p> <p>[Redacted]</p>
<p>Food Services:</p> <p>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. Continue to</p>	<p>EOC Responder</p>	<p>[Redacted]</p> <p>[Redacted]</p> <p>[Redacted]</p> <p>[Redacted]</p>	
	Safety Coordinator		
	Safety Coordinator		
	Safety Coordinator		
	Safety Coordinator		
	Security Coordinator		
	Security Coordinator		
	Security Coordinator		
	Security Coordinator		



SAN BERNARDINO COUNTY
Department Emergency Operations Plan
(DEOP)

San Bernardino County
Probation
Department

Worksheet 5

1. Mission Essential Function	2. Position Title	3. Primary Staff Assigned (Name/Cell#/Email)	4. Alternate Staff Assigned (Name/Cell#/Email)
	Security Coordinator		
	CERT Trained		
	CERT Trained		
	CERT Trained		
	CERT Trained		
	CERT Trained		
	CERT Trained		
	CERT Trained		
	CERT Trained		
	CERT Trained		
	Amateur Radio		
	Amateur Radio		
	Amateur Radio		
	Amateur Radio		
	Amateur Radio		
	Amateur Radio		
	SHOC Responders		
	SHOC Responders		
	SHOC Responders		
	SHOC Responders		
	SHOC Responders		
	SHOC Responders		
	SHOC Responders		



SAN BERNARDINO COUNTY
Department Emergency Operations Plan
(DEOP)

San Bernardino County
Probation
Department

Worksheet 5

<i>1. Mission Essential Function</i>	<i>2. Position Title</i>	<i>3. Primary Staff Assigned (Name/Cell#/Email)</i>	<i>4. Alternate Staff Assigned (Name/Cell#/Email)</i>
	SHOC Responders		
	SHOC Responders		
	SHOC Responders		
	Other		
	Other		
	Other		
	Other		
	Other		



4.2 Human Resources

Organizations should develop and implement processes to identify, document, and prepare continuity personnel to conduct or support continuity operations, including the following:

1. Clearly explaining the expectations, roles, and responsibilities to continuity personnel;
2. Informing continuity personnel and alternates, in writing, of their roles and responsibilities, as well as ensuring any applicable collective bargaining obligations are satisfied;
3. Maintaining a roster, listing both the primary and alternate continuity personnel, that is regularly updated with contact information; and
4. Ensuring that the needs of continuity personnel with disabilities are considered during the planning process.

4.2.1 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.

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 6 Instructions:

- Complete the Lines of Succession **Worksheet 6** 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)

San Bernardino County
Probation Department

<i>Worksheet 6</i>			
<i>1. Department/Agency</i>	<i>2. Lines of Succession</i>	<i>3. Job Title</i>	<i>4. Authority Limitations</i>
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 Detention Corrections Bureau	Limited Authority
Probation Department	Third Alternate	Deputy Chief Probation Officer CCB- Juvenile Services	Limited Authority
Probation Department	Fourth Alternate	Deputy Chief Probation Officer Administrative Services	Limited Authority
Probation Department	Fifth Alternate	Deputy Chief Probation Officer Specialized Services	Limited Authority
Probation Department	Six Alternate	Deputy Chief Probation Officer CCB – Adult services	Limited Authority



PLANNING TIPS – STEP 5: ESSENTIAL TECHNOLOGY

- ✓ **Essential Records:**
 - *For the purpose of 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 Protecting Essential Records:**
 - *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.



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 7** details information on essential records and storage, safety and availability.

Worksheet 7 Instructions:

- In column **1** of **Worksheet 7** 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 or not 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

<i>Worksheet 7</i>						
<i>1. Name of Vital File/Record/ Database</i>	<i>2. Current Location</i>	<i>3. Primary Format</i>	<i>4. Back-up/Redundancy Information</i>	<i>5. Person(s) Responsible for Maintenance/Retrieval and Security</i>	<i>6. Accessible from Alternate Location (Y/N)</i>	<i>7. Security Considerations</i>
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



SAN BERNARDINO COUNTY
Department Emergency Operations Plan
(DEOP)

San Bernardino County
Probation Department



5.2 Communications

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 essential functions and provide critical services during a disruption.

During an emergency, the ability of a Department/Agency to execute its 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, Office of Emergency Services' Emergency Communications Service.
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 telephone, email, and 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.

5.2.1 WebEOC

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**).



OA Daily Dashboard

OA Tools

- [OES Activities Calendar](#)
- [OES Program POC's](#)
- [OES Quarterly Reports](#)
- [OES Program Folders](#)
- [WebEOC Training Videos](#)
- [Helpful Links](#)

◀▶
today
Aug, 2017

Sun	Mon	Tue	Wed
30	31	01 Aug	2
6	7	8	9

5.2.2 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 effecting 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.

5.2.3 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.

5.2.4 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.

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.

5.2.5 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.

5.2.6 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.

5.2.7 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.

At this time, the department has a list of individuals who will be trained in HAM radio. The training will be completed by the end of 2019. A list of trained individuals will be added as soon as training is conducted.



ANNEX 6: CONTINUITY OPERATIONS

PLANNING TIPS – STEP 6: CONTINUITY OPERATIONS

- ✓ **Devolution:**
 - ✓ *The capability to transfer statutory authority and responsibility for essential functions from the Department's/Agency's primary operating staff and facilities to employees and facilities of other Departments/Agencies within the County and even from another jurisdiction.*
- ✓ **Considerations for Devolution:**
 - *The partner to whom performance of essential functions will transfer;*
 - *How and when direction and control of organization operations will transfer to and from; and*
 - *The necessary resources, such as personnel, services, equipment and materials, to facilitate the performance of essential functions at the devolution site.*
 - *Departments/Agencies identified as those supporting your devolution, must have personnel that are trained to perform the essential functions to the same or nearly the same level of proficiency as your personnel.*

6.1 Devolution

Devolution is the ability to transfer statutory authority and responsibility from an organization's primary operating staff and facilities to other designated staff and alternate locations to sustain essential functions. A continuity plan's devolution option addresses how an organization will identify and transfer organizational command and control, as well as the responsibility for performing essential functions, to personnel at a location unaffected by the incident.

- When planning for devolution, an organization should consider:
- The partner to whom performance of essential functions will transfer;
- Active and passive triggers that result in the activation and implementation of the devolution plan. Active triggers initiate the devolution option because of a deliberate decision by leadership or elected officials; passive triggers occur when leadership is not available to initiate activation and the devolution partner assumes authorities and performance of essential functions;
- How and when direction and control of organization operations will transfer to and from the devolution partner; and
- The necessary resources, such as personnel, services, equipment and materials, to facilitate the performance of essential functions at the devolution site.

Worksheet 8 lists the devolution options for the Probation Department

- Departments/Agencies identified as those supporting your Department's/Agency's devolution, must have personnel that are trained to perform the essential functions to



the same or nearly the same level of proficiency as your Department's/Agency's personnel.

Worksheet 8 Instructions:

- 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 essential functions, if none then indicate in column 1

<i>Worksheet 8</i>			
<i>1. Division</i>	<i>2. Section</i>	<i>3. Other Department/Agency that Can Fill Your Department's Role</i>	<i>4. Additional Training Necessary</i>
Detention Corrections Bureau	JDACs, Treatment Facilities	Not applicable within San Bernardino County	PCO Core, PC 832
Adult Community Corrections Bureau	Adult Services, Day Reporting Centers and Adult Special Services	Not applicable within San Bernardino County	PO Core, PC 832
Juvenile Community Corrections Bureau	Juvenile Services	Not applicable within San Bernardino County	PO Core PC 832

6.2 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.

At this time, the department does not have any mutual aid agreements. However, the department has develop an Incident Management Team to help develop and identify what the department can assist with and the needs of the department.



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 – Into 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:

[List the course title, hours for each course. Include the staff that will take the training such as:

- ***Department Emergency Coordinators***
- ***Supervisors***
- ***All staff***
- ***EOC Responders, etc.***
- ***List Departmental training requirements for DOC staff]***

Audience Required Training

NIMS/ ICS Training Guidelines

All staff, Entry level first responders, Disaster workers	FEMA IS-700: NIMS, An Introduction ICS-100: Introductions to ICS or equivalent
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<p>First line supervisors, single resource leaders, field supervisors and other emergency management/response personnel that require a higher level of ICS/NIMS training</p>	<p>FEMA IS-700: NIMS, An Introduction ICS-100: Introductions to ICS or equivalent ICS-200, Basic ICS or equivalent</p>
<p>Middle management including strike team leaders, task force leaders, unit leaders, division/group supervisors, branch directors and multi-agency coordination system/Emergency Operations Center (EOC/DOC) staff</p>	<p>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</p>
<p>Command and General Staff, select department heads with multi-agency coordination responsibilities, area commanders, emergency managers and multi-agency coordination system. Emergency Operations Center Managers or Coordinators</p>	<p>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</p>

7.2 Exercises

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

- Provide for individual and team training of agency contingency staff and emergency personnel to ensure currency of knowledge and integration of skills necessary to implement DEOP plans and carry out essential functions.
- Ensure internal agency testing and exercising of DEOP plans and procedures to ensure the ability to perform 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 as dictated by 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:

- Include 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 Department/Agency Schedule

[Identify required and recommended refresher training, frequency of refresher training, and the hours for each course.]

2018-2019 Exercise Schedule:

- FSE: Evacuation Drill - Jan 10, 2018 @ HDJDAC, 2 POD
- FSE: Evacuation Drill – March 28, 2018 @ CVJDAC
- FSE: Mass Casualty Disaster Drill - July 10, 2018 @ CVJDAC, Units 4A & 4B.
- FSE: Mass Casualty Disaster Drill – July 12, 2018 @ HDJDAC
- FSE: Great Shake Out Earthquake Drill – October 18, 2018, department-wide
- FSE: Active shooter JDAC Drill
- FSE: Great Shake Out Earthquake Drill – October 17, 2018, department-wide



ANNEX 8: EMERGENCY ACTION PLAN (EAP)

[Insert Department/Agency EAP – Samples Available]

8.1 Introduction:

The Probation Department developed this Department Emergency Action Plan (DEAP) to provide guidance and procedures to prepare for and respond to various levels of emergency situations, 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 primary goals of the DEAP are to protect life and property, preserve infrastructure, and continue the operations of government.

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 public information, given their sensitive, contingent status.

Continuity of Operations Plan (COOP) refers to the internal effort of an organization, such as a branch of government, department, or office, to assure 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.

In accordance with federal guidance, the Department Emergency Action Plan:

- Shall be maintained at a high level of readiness;
 - Shall be capable of implementation, both with and without warning;
 - Shall be operational no later than 12 hours after activation;
 - Must be tested at regular intervals not to exceed 12 months;
 - Shall maintain sustained operations for up to 30 days; and,
 - Should take maximum advantage of existing agency field infrastructures.
-



8.1.1 Scope

This plan provides guidance to the PROBATION DEPARTMENT in the event of an emergency that affects day-to-day operations of the department. This plan utilizes both Continuity of Government and Continuity of Operations Plan as related to the department. The plan:

- Shall be maintained at a high level of readiness;
- Shall be capable of implementation, both with and without warning;
- Shall be operational within 12 hours of activation;
- Shall maintain sustained operations for up to 30 days; and
- Take maximum advantage of existing department field infrastructures.

8.1.2 Assumptions

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

- Transportation corridors may be affected so it is possible that only equipment, foodstuffs, supplies and materials on hand will be available for use during the first 72 hours of emergency operations.
- It is possible only emergency response personnel on duty at the time of a regional event will be available during the first 6 hours. Mission capability may be available within 24 hours.
- In event of 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. San Bernardino County Probation capability may be limited for at least 8 hours if communications links to other county departments are degraded. A Cajon Pass closure may limit the number of department personnel available to staff department needs for at least 12 hours.
- Appropriate cost recovery from federal and state agencies requires adequate recordkeeping, including sign in-out logs, assignment sheets and FEMA forms on hand at each site.



- It is possible that electrical power, water, wired phone service, cellular phone service,
- County networking and/or internet access may also experience interruptions in service due to the event. This plan anticipates that these services may not be available. If a site has
- been evacuated, staff is required to report to the nearest JDAC or Probation Office, DOC.
- The On-Call Division Director and JDAC Watch Commander has emergency contact list for all Probation staff.

- At the direction of the DOC, the On-Call Division Director and JDAC Watch Commander or his/her designee will notify all department staff via landline, automated telephone systems, cell phone or radio to either report to work or stay home.

- Once staff has checked on their family, they are required to report to work or to the nearest DOC, Juvenile Detention and Assessment Center (JDAC) or Probation Office for assignment.

**Disaster
Service
Workers**

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



How to Use This Plan:

This document defines the DEAPs 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 consistent with the Standardized Emergency Management System (SEMS) and the National Incident Management System (NIMS), as they relate to response. The Plan is intended to be general in its application in order to provide for flexibility during response. The plan also covers Continuity of Government (COG) and Continuation 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 response to multi-agency and Multijurisdictional emergencies in California. SEMS consists of five organizational levels which are activated as necessary:

- Field response
- Local government
- Operational area
- Regional
- 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 multiple agencies. The Incident Command System (ICS) is the basic emergency management system. ICS provides a common organizational framework within which agencies can work collectively at the scene of an emergency. ICS is also an effective emergency management system for either single or multiple agency use.

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 ability of department staff to carry it out.



8.3 Mission, Goals, and Objectives

Mission

- The mission of the PROBATION DEPARTMENT is to protect the community through assessment, treatment and control of adult and juvenile offenders by providing a range of effective services based on legal requirements and recognized professional standards.

Goals

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

- Assure safety and security of staff.
- Maintain safety, control and security of all juveniles in custody at the Juvenile Detention and Assessment Centers. Continue available services for wards under the care of or supervision of, who are displaced or adversely affected by the disaster.
- 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, who are displaced or adversely affected by the disaster.
- Provide support to other law enforcement and county agencies.
- Provide support as assigned by the County Emergency Operations Center.
- Maintain continuity of services to the courts.

To accomplish this goal, PROBATION DEPARTMENT will:

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



Mission, Goals, and Objectives, continued

Objectives

The objectives of the San Bernardino County PROBATION DEPARTMENT Operations Center (DOC) are to:

- Establish the Department Operations Center (DOC), appoint an Incident Commander and prepare to receive tasks and assignments from the San Bernardino County Emergency Services Office.
 - Establish communications with the EOC and each of the Probation offices and JDACS.
 - Establish an outline of steps to secure the safety of Department/Division personnel based on recommendation of the department Safety Officer.
 - Establish a system to provide the necessary resources to County Departments in a state of emergency.
 - Ensure the continuing performance of the department's essential operations/functions during an emergency.
 - Establish a plan of action for restoring normal day-to-day operations, in as expedient a time period as possible, following an emergency event.
 - Assess facilities to determine operational capacity.
 - Assess staff to determine ability to perform the mission of the department.
 - Determine if outside resources are needed to perform the mission of the department. The Department Operations Center (DOC) will determine the need release juveniles and/or transfer juveniles in custody to other mutual aid counties.
 - Continue available services for Adult and Juvenile defendants under the care of or supervision of, who are displaced or adversely affected by the disaster.
 - Determine the steps necessary to restore department operations to normal.
-



8.4 Plan Maintenance and Future Updates

Introduction PROBATION DEPARTMENT will revise and update the DEAP at least every three years, beginning three years from adoption. Such revisions/updates will be documented on the “Update/Revision List Form”. The form 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 Action Plan Committee will conduct a Peer review of all Department Emergency Action Plans.

8.5 Emergency Management Phases

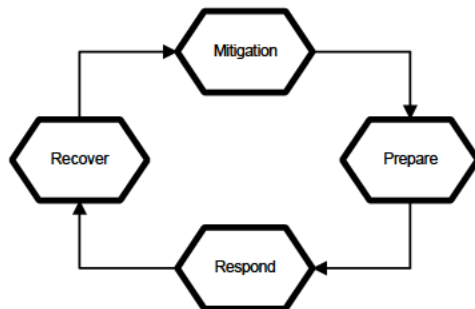
Introduction According to FEMA, emergency management can be categorized into a series of phases. Each phase is unique and will cause the initiation of a response level consistent with it.

Phases The four phases outlined in this section are:

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

A. Disaster Cycle Chart

Chart The following chart shows the phases of the disaster cycle:





1. Preparedness Phase

Day to Day The preparedness phase involves activities undertaken in advance of an emergency. These activities develop operational capabilities and improve effective response to disasters. Disaster plans are developed and revised to guide disaster response and increase available resources. Planning activities include developing hazard analysis, writing mutual aid agreements, training response personnel, and improving public information and communications systems. These preparedness activities are part of the implementation of the county/operational area plan, as well as related plans and procedures, which are in effect at all times to provide authorization to accomplish these essential preparedness activities. Cost recovery should be planned in advance and included in both Preparedness and Responses phases.

Increased Readiness As a crisis begins to develop, government takes action to increase its readiness. Actions taken during the buildup of a crisis situation 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 release to the public, updating resource lists, and testing warning and communications systems.



Department Actions	<p>The following actions have taken place or are in the process of implementation to prepare the Probation Department for an emergency:</p> <ul style="list-style-type: none"> • Specific action plans were developed for each Juvenile Detention and Assessment Center. • Probation Staff have been trained in NIMS and SEMS. • A Department Operations Center has been developed. • Alternative communications systems have been identified and will be placed in strategic locations. • Mutual aid agreements will be developed with other local probation agencies for housing wards and providing other support. • Coordination of mutual aid support with other law enforcement and county social service agencies. • Development of emergency supplies and support materials in strategic locations.
--------------------	--

2. Response Phase

Pre-Impact	<p>When emergency management authorities are able to recognize the approach of a potential disaster, actions are taken 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.</p>
Immediate Impact	<p>During this phase, emphasis is placed on saving lives, controlling the situation, and minimizing the effects of the disaster or conflict. Immediate response actions are accomplished within the affected area by the department. During this phase, emergency plans will be activated, and emergency instructions will be issued to department staff.</p>
Sustained	<p>As the emergency continues, assistance is provided to victims and efforts are made to reduce secondary damage. The department may be asked to provide assistance with these efforts.</p>



Department
Response

The following actions will take place in response to an emergency:

- Activate the Department Operations Center (DOC).
- Establish local operations centers at each JDAC
- Inform all on duty staff to remain until properly relieved
- Begin development of Incident Action Plan
- Develop near and long term staffing plan for internal and external demands

3. Recovery Phase

Recovery

At the onset of an emergency, actions are taken to enhance the effectiveness of recovery operations. Recovery is both a short-term activity, intended to return vital life-support systems to operation, and a long-term activity designed to return infrastructure systems to pre-disaster conditions. Recovery also includes cost recovery activities.



Department
Recovery
Actions

The following actions will take place at the beginning of an incident or event to respond to the emergency:

- Depending on the severity of the emergency, establish Department Operations Center or Incident Command Post at incident site.
- Begin rescue and recovery of staff and wards if needed.
- Develop sheltering requirements for JDAC's and Probation Offices
- Determine available staff and develop a staffing plan.
- Determine disposition of wards and release/retain/transfer as necessary.

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

- Verify accountability of staff and minors
- Work with Community Corrections Bureau to provide safety of the exterior of each JDAC
- Establish continued shelter for minors in custody
- Food and water for minors and staff
- Work with Community Corrections Bureau on releasing low to medium risk minors to parents
- Providing relief for staff on duty
- Develop a system to continue court process
- Develop an IAP (incident action plan) for long term recovery

The Community Corrections Bureau will work with the DOC to establish the following:

- Develop and implement Incident Action Plan.
- Assess staffing needs and gather time tracking from staff.
- Determine the extent of damage to Probation Department buildings, equipment, records and vehicles.
- Depending on extent of damage set up alternative work sites for ongoing services.
- Work with Detention Corrections Bureau on releasing low to medium risk minors to parent(s)/guardian(s) and provide supervision of probation minors.
- Work with Detention Corrections Bureau to provide security and assistance where needed.
- Provide relief for staff on duty.



- File claims for reimbursement for cost recovery for staff time and/or damaged buildings and equipment.
- Continue court process.

4. Mitigation Phase

Mitigation

Mitigation planning includes a review of 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.

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 the potential hazards and improve the department's ability to survive a disaster incident.

Mitigation planning includes a review of ways to avert future emergencies and reduce the impact 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.

Department of San Bernardino County Probation 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 the potential hazards and improve the Department's ability to survive a disaster incident.



Department
Mitigation
Actions

Department Mitigation Actions

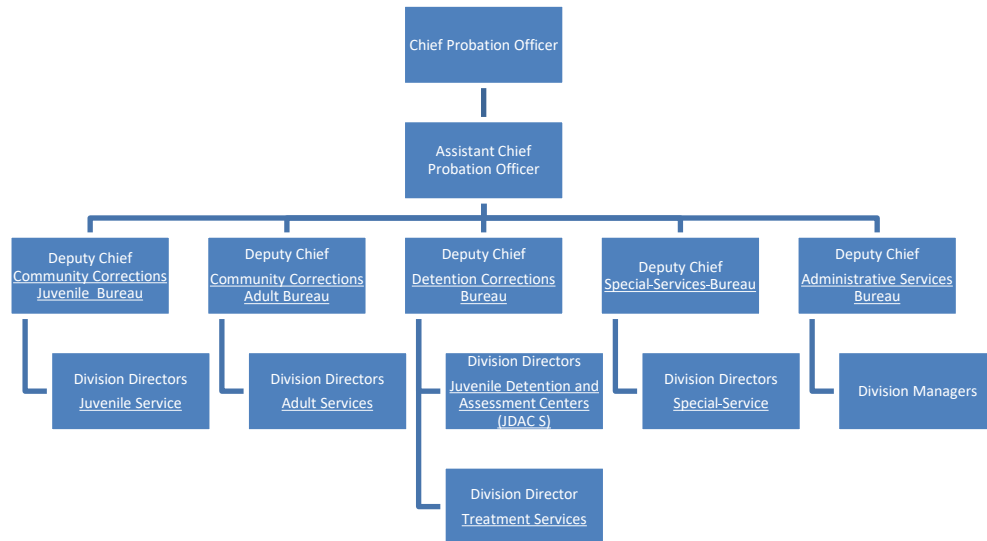
Department Operations Centers (DOCs) and Emergency Operations Centers (EOCs) per Emergency Communications Structure will coordinate Field Operations.

- Each JDAC will communicate/coordinate with their local CCB offices within their regions and relay information to the DOC.
- The DOC will communicate and coordinate with the County EOC.
- DOC will provide alternate power source, adequate equipment and supplies to keep operating for up to 30 days.
- EOC will keep contact information current as required by the Office of Emergency Services.



Organization
Chart

A. The PROBATION DEPARTMENT Organizational Chart is below:





B. Department Responsibility

Management
– Continuity
of
Government
(COG)

Continuity of leadership and the government authority is particularly important 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 additional resources may be provided by others upon request. A key aspect of this control is to be able to communicate official requests, situation reports, and other emergency information throughout any disaster condition.

To ensure Continuity of Government (COG), seven elements must be addressed by 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 provided in emergency plans and emergency action plans;
- (4) Establish Department Operation Center (DOC);
- (5) Alternate work sites or staging locations;
- (6) Safeguarding vital records; and
- (7) Protection of government/industrial resources, facilities, and personnel.

These seven elements are covered later in this plan.



C. Department Responsibility

Continuity of
Operations
Plan (COOP)

Continuity of Operations Plan (COOP), similar to Continuity of Government (COG), is a planning concept that focuses on government's ability to continue essential functions. In order to ensure continuity of essential federal functions under all circumstances, all Federal agencies are directed to develop a Continuity of Operations capability.

COOP planning guidelines are provided in a number of Federal Preparedness Circulars. The Circulars list describes the critical elements that must be addressed by each department.

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

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.



C. Department Responsibility, Continued

Consolidated
 Approach for
 COG/COOP

The state has relied on a variety of documents, such as business continuity or business resumption plans, to accomplish 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 list of elements). This involves ensuring that all the elements of continuity of government operations have been addressed and/or are incorporated in agency emergency plans and procedures. This effort will support coordinated planning, thereby providing for a more effective emergency response.

The COG/COOP concepts that have been summarized below are consistent with the federal guidance for all levels of government in updating their plans. In the *DEPARTMENT EMERGENCY ACTION PLANS* all these elements are identified by section and division, allowing the application of these principles to be systematic.

Department Emergency Action Plan Elements	
1.	Emergency concepts, actions and procedures 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 (work-site) 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.



D. Preparation of the Plan

Introduction The department will prepare the DEAP by analyzing and developing each of the following task action lists:

- Emergency concepts
- Essential functions
- Lines of succession
- Delegation of authority
- Department Operations Centers (DOC)
- Interoperable communications
- Resource, facilities and alternate site protection
- Required records
- Testing, training and exercises

1. Emergency Concepts

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

- A major 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.
 - The PROBATION DEPARTMENT is responsible for providing continuity of effective leadership and authority, direction of emergency operations, and management of recovery operations. It is particularly essential that the county and all the cities within it 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.
-



2. Essential Functions

Identification and prioritization of 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, who are displaced or adversely affected by the disaster.
3. Field Notes - Probation Officers shall use field notes in the event that computer operations are inoperable.
4. Reporting - Probation Officers shall report to their assigned office for assignment, in the event that is not possible they are to report to the nearest DOC, and/or JDAC. If that is not possible, PO's will report to the nearest law enforcement agency accessible to them. Those Probations 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 of the JDACs or temporary operations center in order to meet the needs of wards and staff.
4. Intake/Release - In an emergency, the Incident Commander or Watch Commander may find it necessary to restrict the intake criteria and limit the amount of wards housed at all operable JDAC's. Releases may be necessary based on the needs of the institution. A guideline for the criteria for the intake and release of wards is as follows on the next page.



C. Lines of Succession

Line of Succession

Line of succession to essential positions required in an emergency.

- Probation Administration – Overall Management of the Probation Department:
 1. Chief Probation Officer
 2. Assistant Chief Probation Officer
 3. Deputy Chief Probation Officer

 - Juvenile Detention and Assessment Centers:
 1. Division Director II
 2. Division Director I
 3. Watch Commander
 4. Probation Corrections Supervisor II
 5. Probation Corrections Supervisor I

 - Community Corrections:
 1. Division Director II
 2. Division Director I
 3. Supervising Probation Officer
-

Succession planning

Probation Administration:

The responsibilities for Probation Administration are:

1. Establish 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 is developed
4. Assure establishment of local operations centers at each JDAC

Juvenile Detention Center and Community Corrections:

The responsibilities for each JDAC and CCB office are:

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



D. Delegation of Authority

**Delegation
of
Authority**

- Delegations of authority and pre-delegation of emergency authorities to key officials.

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 cannot be made with Administration through the Department Operations Center.

Division Directors have 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 contact cannot be made with the DOC or Administration. This authority terminates when contact is made.

Each JDAC has fiscal staff assigned, each has purchasing instruments available to them to acquire the necessary materials and supplies. Blanket Purchase Orders have been established for acquiring and delivery of critical supplies.

Each purchase or decision must be documented to properly account for the exercising of the authority.

Expenditure authorities have been pre-determined based per ACR and Purchasing Department authority.



E. 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 has been designated to specific areas of responsibility to in the event of the need to evacuate or care for public or employees that are subject to the ADA. Staff within the detention facilities has been trained to properly assist any detained wards should an event arise.

Protection of government resources, facilities and personnel;

1. Each Probation Office site will take appropriate steps to secure the property during an emergency incident or event. Actions taken will be reported to the DOC upon initial contact.
2. JDAC's will be provided armed staff to secure the external perimeter upon request through the DOC.



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, as long as the orders are lawful and 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 normal job duties):

- County employees, as Disaster Service Worker's, can be commanded to assist in disaster related activities by authorized personnel.
- The disaster related assignments can be outside the employee's normal/regular job duties. Labor Code (§3211.92 (b))
- Disaster Related Orders can be issued as Standing Orders prior to, during and/or after the occurrence of a disaster, as long as the orders are lawful and 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))

•

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.

•

•

Accredited Disaster Council:

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



Safety Employees and DSW

Safety Employees:

- Active firefighters are specifically 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:

- All County employees are covered as DSW workers when they are paid by the County.
- Any and all San Bernardino County employees called upon to serve as a DSW is covered under the County's Workers

Compensation Insurance:

- 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.
- Participating in an authorized and documented, planned disaster training activity or disaster exercise. Coverage for these activities does not include travel to or from the training site.

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))

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



F. Required Records

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 maintained within secured areas.
 3. Closed files for probationers are maintained within secured areas or at county approved controlled offsite storage areas.
-



G. Testing, Training, and Exercises

Testing,
Training, and
Exercises

In order to ensure currency of knowledge and integration of skills necessary to implement our DEAP, the PROBATION DEPARTMENT has implemented the following training plan.

- 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 a 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 a 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. Blood Borne Pathogens/Infections Disease
 - c. Search and Rescue
 - d. Handie Talkie
 - e. HAM (definition)
 - 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:

- Discussion,
- Table Top Exercise
- Functional
- Full Scale

Each level is explained below. Each level is more complex and takes more time to prepare than the previous exercise level.

Discussion Discussion exercises are used at the beginning of the exercise cycle. Discussions are overviews/introductions to the disaster exercise cycle.

1. Discussion will take place via chain of command
 - a. Communicate expectations
 - b. Currency of events
 - c. Lines of successions
 - d. Annual review of policies and procedures
 - e. Evacuations
 - f. Roles and Responsibilities

Table Top Exercise A Table Top Exercise is a facilitated analysis of an emergency situation in an informal, stress-free environment. Quarterly supervisors will be given exercises to facilitate an analysis of staff comprehension of how to respond in an emergency situation. The exercise will be delivered in an informal group discuss during staff meetings.

Functional Exercise A Functional Exercise is a fully simulated interactive exercise that tests the capability of an organization 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.



SAN BERNARDINO COUNTY
Department Emergency Operations Plan
(DEOP)

San Bernardino County
Probation Department

Full Scale
Exercise

A Full Scale Exercise simulates a real 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

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, who are displaced or adversely affected by the disaster.
3. Field Notes - Probation Officers shall use field notes in the event that computer operations are inoperable.
4. Reporting - Probation Officers shall report to their assigned office for assignment, in the event that is not possible they are to report to the nearest DOC and/or JDAC. If that is not possible, PO's will report to the nearest law enforcement agency accessible to them. Those Probations 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 supervision and care of wards in the JDACs and treatment facilities. Safety and Security – Maintain a safe and secure environment of the JDACs or temporary operations center in order to meet the needs of wards and staff.
3. Intake/Release - In an emergency, the Incident Commander or Watch Commander may find it necessary to restrict the intake criteria and limit the amount of wards housed at all operable JDAC's. Releases may be necessary based on the needs of the institution.

The Departments decision-making process for implementing the appropriate Department Emergency Action Plan is the immediate activation of the Department Operations Center and establish contact with the JDAC's.



V. Implementation of the Plan

When a disaster occurs the department must conduct a self-assessment of department facilities and the ability to deliver services.

Each location will survey the facility for suitability of sustaining operations and report 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 properly relieved of duty. Probation Officers shall report to their assigned office for assignment, in the event that is not possible they are to report to the nearest DOC, and/or JDAC. If that is not possible, PO's will report to the nearest law enforcement agency accessible to them. Those Probations Officers shall communicate with the DOC for further guidance and direction.
- - Each location will establish an incident command post to manage the immediate situation and make contact with the DOC as soon as possible.
 - During a catastrophic event such as an earthquake each facility will perform a damage and suitability assessment to determine if the building can sustain operations.
 - During a catastrophic event such as a major earthquake, the DOC will develop teams to respond to the homes of on/off duty staff to verify and report the status of the employee or their family.
 - Each location is to take immediate action to protect staff, wards, property and records.



V. Implementation of the Plan, Continued

- | | |
|---------------------------|--|
| Incident After Work Hours | <p>When a disaster occurs after work hours:</p> <ul style="list-style-type: none">• 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 get to a Probation location they are to report to the nearest available law enforcement office available to them.• Sworn staff shall report to their assigned work location in full uniform and ready to perform any mission assigned to them.• DCB staff is 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 other law enforcement office available to them. <p>2. Probation Officers shall report to their assigned office for assignment, in the event that is not possible they are to report to the nearest DOC, and/or JDAC. If that is not possible, PO's will report to the nearest law enforcement agency accessible to them. Those Probations Officers shall communicate with the DOC for further guidance and direction.</p> |
|---------------------------|--|
-



Training

- Training of department staff for emergency situations should be conducted annually. Minimum requirements for the training:
 - Employee duties when disaster occurs during work hours.
 - Employee reporting to work after a disaster
 - Alternate work locations
 - Disaster Service Worker
 - 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 a 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

 2. Line staff will learn a 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. Blood Borne Pathogens/Infections Disease
 - c. Search and Rescue
 - d. Handie –Talkie
 - e. Amateur Radio Operation (selected staff)
 - f. Medical Triage Done
 - g. Fire Safety Done
-



Emergency Management Positions PROBATION DEPARTMENT will appoint three positions to fulfill the Department’s Emergency Management responsibilities during an emergency. The positions are:

- Department Emergency Coordinator
- Emergency Operations Center Responders
- 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

Continued on next page

V. Implementation of the Plan, Continued

Department Emergency Coordinator PROBATION DEPARTMENT will appoint an individual to function as the Department Emergency Coordinator. The role of the Department Emergency Coordinator is to act as the point of contact for the development and maintenance of the Department Emergency Operations Plan. The Department Emergency Coordinator is responsible for developing the Department 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 Coordinator is also responsible for ensuring that annual training of all employees is conducted and new employees are trained and prepared in the event of an emergency.

Department Emergency Coordinators will coordinate and interface with other County Departments the Department routinely conducts business with. The coordination efforts will ensure that necessary operations involving outside departments will continue during and after an emergency.

Department Emergency Coordinators should not be County Emergency Operations Center Responders.

Department Emergency Coordinators will be at least a Staff Analyst or higher classification.

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



V. Implementation of the Plan, Continued

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 is different from a Department Emergency Coordinator as the Safety Coordinator is responsible for the safety of employees at a 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 use of the building.)



D. Critical Functions

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

Department Functions PROBATION DEPARTMENT functions, in priority order are:
THE FOLLOWING FUNCTIONS MUST CONTINUE UNDER ALL CIRCUMSTANCES:

- Operating the Juvenile Detention and Assessment Centers (including the Intake unit manned by Probation Officers) /RYEF/Gateway
- Juvenile and Adult Investigations (Mandated function pursuant to the Penal Code- unless the court is amenable to allowing continuances on In-Custody cases)
- Memos to the Court (unless the court is willing to suspend)
- Minors who are Court Ordered to be supervised on the House Arrest Program (unless the court is willing to suspend)
- 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:

- Supervision of high risk minor and adults
- All other probation units

It should be noted that Caseload Explorer may go to Downtime Procedure and all other documentation (Field notes, log books etc.) would need to be completed manually until CE was back on-line.

Staffing for Critical Departmental Functions Normal staffing for all JDAC’s are a ratio of 1 line staff to 8 youths. In such cases such as a natural disaster, staffing will be handled in the safest manner possible for all staff and youths present. A variety of options will be consider such as: combining like units and adjusting the staff to youth ratio, releasing low risk youths to their parents, and or supervisors working outside of their normal classification to provide additional coverage. Unarmed Probation Officers who are trained to work in JDAC’s 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 and with the On Call Division Director*. These lists contain emergency contact information for department personnel.

The Emergency Contact lists are updated at the first of each month by payroll. Updated electronic copies are maintained in Prob tools and emailed to Administration, Directors and Department Secretaries. Policy for contacting personnel is contained in the Department's SOP's.

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

Copies of these lists are not located in this document due to the confidentiality of law enforcement officer information and the frequency of updating the list.

Data Systems

The data systems required to carry out PROBATION DEPARTMENT functions are:

- Caseload Explorer Data System (CE)
 - EMACS Payroll System
 - MS Outlook
 - Odyssey (Court System)
-

Deferred Functions

Supervision of probationers, although vital, is not a mandated function pursuant to the Penal Code. Once the Emergency is under control then the supervision of High-risk minors and adults and all other probation functions should resume.

It should be noted that Caseload Explorer may go to Downtime Procedure and all other documentation (Field notes, log books etc.) would need to be completed manually until CE was back on-line.



VI. Critical Functions, Continued

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 time recording and tracking. The purchasing section will begin to track all non-personnel related costs.

A. Lines of Succession

Lines of Succession

Overview

The Lines of Succession for the PROBATION DEPARTMENT is as follows: 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.

Expenditure authority for each of the JDAC's will be limited by the pre-authorized limits of the county purchasing instruments available to the fiscal staff on site.

Department
 Head

The Line of Succession for PROBATION DEPARTMENT is as follows:

1. Chief Probation Officer
 2. Assistant Chief Probation Officer
 3. Deputy Chief Probation Officer – DCB
 4. Deputy Chief Probation Officer – CCB (Juvenile Services)
 5. Deputy Chief Probation Officer – CCB (Administrative Services)
 6. Deputy Chief Probation Officer – CCB (~~Specialized Services~~)
 7. Deputy Chief Probation Officer – CCB (Adult Services)
-



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

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

B. Delegation of Authority

Program and Administrative Authorities Each Division Director has full operational authority to staff and provide for recovery and to carry out mission critical actions to meet the objectives of the department. 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 major disaster or when the County declares a county wide emergency and contact with the DOC or Administration cannot be made.

Limits of Authority and Accountability In the event the higher level manager is not available, 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 the Finance/Administration Sections have pre-defined purchasing authority established by County Purchasing and the ACR.

Successor's Authority and Delegation Supervisors acting in the role of Division Director shall be authorized to exercise the 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 major disaster occurs that disables communications with Administration and the DOC. These authorities will terminate when contact is regained.

Training Training on exercising these authorities will be part of the annual drill.



SAN BERNARDINO COUNTY
Department Emergency Operations Plan
(DEOP)

San Bernardino County
Probation Department

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

Management Section A Division Director II/I or above will serve as the Incident Commander at the Department Operations Center (DOC) and will provide direction for the ALL probation offices and department staff. The areas will include Barstow, HDJDAC, 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 a Director II/I is not available, the on duty Watch Commander/ Probation Corrections Supervisor II/I will assume the responsibilities. Outside communications will be maintained through the DOC. The remaining CCB offices will report to the nearest JDAC facility for support.

Operations Section Each JDAC will utilize the existing emergency action plan that has been detailed in their evacuation manual.

Plans and Intelligence Section Staffing for the DEOP and Intel will be CCB and DCB staff combined. Support and intelligence planning will be provided by relaying information from the JDAC Watch Commander to the DOC for additional resources and support. Detail how adequate planning and intelligence support, services and infrastructure for the DOC will be provided.

Logistical Support Fiscal staff will report to the DOC and local operations centers to provide logistical support.

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



Sustained Operations Operational support to the local operations center and to the DOC will be provided through the JDAC's.

1. Support services such as food, water and shelter will be provided through the JDAC's based on pre-established food delivery orders from the vendor.
2. Staffing plans will be developed by the Department Operations Center to assure all positions are filled as needed and that staff is properly rested.

D. Communications

Inter/Intra Departmental Communications PROBATION DEPARTMENT must maintain communications within the department and with other County Departments. Interdepartmental communications will be maintained or reestablished by telephone, 800 MHz radios , satellite phones, Ham radio, two-way radio, 900MHZ pagers or Mobile Communication Vehicle through the DOC to the County EOC

Intradepartmental communications will be maintained or re-established by:

- Telephones
- 800 MHz radios
- Satellite phones – Tested monthly
- Ham Radios
- Two-way Radios
- 900MHZ Pagers
- Mobile Communication Vehicle

Testing Testing of the Communications method will be done quarterly.

HAM RADIO:

At this time, the department has a list of individuals who will be trained in HAM radio. The training will be completed by the end of 2019. A list of trained individuals will be added as soon as training is conducted.



Department Mitigation Actions

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

- Each JDAC will communicate/coordinate with their local CCB office within their regions and relay information to the DOC.
- The DOC will communicate and coordinate with the County EOC.
- DOC will provide alternate power source, adequate equipment and supplies to keep operating for up to 30 days.
- EOC will keep contact information current as required by the Office of Emergency Services.



E. Medical Services Response

Purpose This plan describes the organizational and operational policies and procedures required to meet the medical health care needs of people on a mass basis during an emergency/disaster incident, environmental/technological incident, or at times of 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, and 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.

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

- HSM shall stand post at the Probation Incident Command Center, assign medical staff to specific locations in time of disaster and oversee medical staff training in disaster response.
- Emergency treatment training will be an annual component of medical services staff consisting of lecture, test and practical competency.
- Inspection of all disaster and emergency bags by designated medical staff shall be completed on a monthly basis to ensure that the bags are equipped with necessary equipment. See attached Disaster Bag Contents list (Attachment A) and Emergency Bag Check Sheet (Attachment B). Disaster and Emergency bags shall be stored in the medical clinic and intake/booking areas.
- All medical services staff (RN, LVN, MA, & OA), on or off duty, shall report to the Staging Area for accountability and assignments. Further assignments (i.e. triage, medical unit, or morgue) will be made by the HSM or Supervising Correctional Nurse (SCN I/II) based on the disaster situation, available medical services personal, and access to emergency care for an established operational period.
- 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, close to but upwind of hazard zones, accessible by transportation vehicles (ambulances, trucks, helicopters) and expandable.
- 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.



- The on-site medical physician/provider or the SCN I/II will be designated as the Triage Leader (TL).
- 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 operations of the Medical Unit and transportation. Additional responsibilities of the MCL would include:
 1. Notify Operations Section (OS) and IC of transportation (Ambulance, Air) needs of highest acuity minors/staff/visitors to regional hospitals or ancillary care services.
 2. Notify Compensation Unit/Claims Unit of any injuries or fatalities at the incident or within the Emergency Operations Center (EOC).
 3. 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.
 4. Maintain a patient log which relates to known victim information such as: Triage tag number, name, and date of birth, injury, transporting agency/number, transport time and the victims' hospital destination.
 5. Assist HSM and IC with management of medical staffing and medical supply needs.
- Correctional Nurse I/II shall provide triage, emergency care, and arrangement/preparation for transportation by the following general guidelines for First Responder:
 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 a number of priority on their forehead (#1, #2, #3, or X). START triage is completed in 30 seconds or less and include verbal and hands on:
 - a. STEP 1 - assess the position of airway and check breathing.
 - b. STEP2 - check circulation (perfusion to extremities) and control bleeding.
 - c. STEP3 - check mental status.
 - d. STEP4 - determine the classification of injury and prioritization of treatment based on identification of abnormalities results in triage tag allocation of either Immediate #1 (RED), Delayed #2 (YELLOW), Minor #3 (GREEN), or Deceased (BLACK).
 2. Categories of Triage;
 - a. IMMEDIATE - #1 (RED) – victim has life threatening injuries requiring immediate attention. Victims may have respirations over 30 breaths/minute, capillary refill over 2 seconds and unable to follow commands. Victims of this category require immediate surgery or other



- lifesaving intervention. They are first priority for surgical teams or transport to advanced facilities, they cannot wait but likely to survive with immediate treatment. Examples include; Head injuries, Blunt Trauma, Accidental Amputations, Penetrating Wounds/Flail Chest, Burns and Electric Shock.
- b. DELAYED - #2 (YELLOW) – victims’ injuries do not jeopardize the victims’ life. May have a condition that is stable for the moment but requires watching by trained medical staff, frequent re-triage but injured party still requires hospital care (and would receive immediate priority care under “normal” circumstances). Examples include; uncomplicated fractures or dislocations, soft tissue wounds, injuries to eyes, or maxillofacial injuries without asphyxia.
 - c. MINOR - #3 (GREEN) – victim’s injuries are minimal, not requiring extended care, the “Walking Wounded”. May have a condition that will require a doctor’s care in several hours or days but not immediately, examples include; broken bones without compound fractures and many soft tissue injuries.
 - d. DECEASED – “X” (BLACK) – victim remains unresponsive (No Respirations) after two attempts to open 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 Morgue (BLACK) triage tag assignment shall be transported to the designated medical operations morgue.
3. The initial first responder is responsible for the care of the victim, once contact with the patient has occurred, the responsibility continues until care of the victim is turned over to a treatment team or 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 on 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, once assigned to the Medical Unit, will be provided emergency medical treatment within guidelines set forth by Standardized Emergency Management Systems (SEMS) and National Incident Management Systems (NIMS).
3. CN I/II shall report “head to toe” assessment findings to 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, possibly in hours or days;
 - Total decapitation
 - Total incineration
 - Total separation or destruction of heart or brain
 - Generalized decomposition of body tissues

OR

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

- Obvious signs of rigor mortis: such as rigidity or stiffness of muscular tissue and joints in the body; and
- Post mortem lividity: bluish discoloration of the body.

OR

When there is an AED with print out capability:

- Pulselessness (determined at 2 sites: carotid artery and either radial or femoral); and
- Apnea (not breathing); and
- 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.

- Licensed Vocational Nurse (LVN) – shall report to the Staging Area for accountability and assignments. LVN staff shall be limited to practice 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 practice guidelines set forth in the Responsibility for Professional Health Care Services – Medical Services Operational Procedure.
- Office Assistant (OA) - shall report to the Staging Area for accountability and assignments. OA shall assist designated Medical Communications Leader in Operations with status board, communications and documentation of patient



SAN BERNARDINO COUNTY
Department Emergency Operations Plan
(DEOP)

San Bernardino County
Probation Department

log and morgue. The OA may be assigned to complete responsibilities of the MCC in the Medical Unit.



F. Behavioral Health Service Response

Purpose This Plan describes the organizational and operational policies and procedures required to meet the mental health care needs of people on a mass basis during an emergency/disaster incident, environmental/technological incident, or in times of 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.

Role The purpose is to establish a process of 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.

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

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



F. Public Information and Media Relations

Overview

PROBATION DEPARTMENT generally follows the practice that all requests for public information shall be directed to the department responsible for media information, the Public Information Officer at the CAO's office.

PROBATION DEPARTMENT staff also follows the Human Services policy in the Standards for Employee Conduct which is:

"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 advised of any contact with news media or action taken regarding news media inquiries. Public recognition of staff or program accomplishments must be channeled through the Director's office."

The County Administrative Officer, and the San Bernardino County Fire and Sheriff's Departments also have PIOs and teams of PIOs to respond to any emergencies for the dissemination of information.

PROBATION DEPARTMENT PIO

Probation Department has a PIO that 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.

Responsibility

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



G. Protection of Resources, Facilities, and Alternate Sites

Physical Security The department will maintain physical security of all resources and facilities by establishing internal and exterior security. The first priority will be the security of the JDAC's.

Employee Health and Safety The department will maintain employee health and safety by:

- Providing staff shelter and sustaining support at each of the JDAC's for all Probation staff
- Establishing first response teams to verify safety of families for on duty personnel
- Provide security at all operating locations

H. Preservation of Required Records

Preservation of Required Records

Minimum Records Required 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:

- Case/Client Databases
- Complaints
- Court Orders
- Detention Facility Rosters
- Disciplinary Records
- Food Services/Inspections/Meal counts/Menus
- Inspections Reports
- Medical Consultation Services
- Use of Force Reports
- Personnel/Payroll Records
- Other vital records PROBATION DEPARTMENT maintains -offsite:
 - CE backup
 - Probation and Diversion files
 - Reports & Statistics- Board of Corrections, Juvenile Hall Population, Medical Services, etc.
 - Personnel Records



I. Local Alerting and Warning Systems

900 MHz
Paging
System

This paging system is used to notify key personnel for the county's public safety services.

Automated
Telephone
Systems

Automated Telephone Systems (for call-up or call-back)
This is a mixed system (contract and proprietary) that provides automatic dialing of key response personnel, other listed personnel and the ability to provide warning messages.

Designated
Employees
Communicati
ons

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



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ANNEX 9: LOCKDOWN

9.1 LOCKDOWN PROCEDURES

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

1. When “LOCKDOWN” is announced over the intercom or a Division Director or Supervisor announces the lockdown in person:
 - a. Everyone is to stay where they are.
 - b. Staff or Classroom teachers are to:
 - i. Quickly glance outside the room to direct any students or staff members in the hall into your room immediately.
 - ii. Lock your door.
 - iii. Lower or close any blinds.
 - iv. Place staff or students against the wall, so that the intruder cannot see them looking in the door. Look for the ‘Safe Corner’.
 - v. Turn out lights and computer monitors.
 - vi. Keep students quiet. 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.
 - c. Physical education classes being held in the gym should move into a locker room, lock all doors, and find a safe area.
 - d. Any staff in the cafeteria or break room should move to the nearest office.
 - e. If students and teachers are outside the school building, they should stop, drop, and remain still. You will be directed where to relocate depending on the situation.
 - f. If teachers and students are in the bathrooms, they should move to a stall, lock it and stand on the toilet.
 - g. Anyone in the hallway should move to the closest classroom immediately.
 - h. Nurses/cafeteria workers/support staff should stay in the area they are in, secure the doors, and turn out the lights.
 - i. 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, all persons/classrooms will be directed by a law enforcement officer or administrator to a safe location. Once evacuated from the building, teachers should take roll to account for all students present in class. Administrators will divide and keep in communication with radios or cell phones.

9.2 Lockdown Checklist

Alerts and Notifications	
	Contact 9-1-1.
	Alert all building occupants inside and out.
	Notify department management/administration.
	Alert Security Guards.
	Alert employees who are off site and provide instruction regarding whether they should return to the building or report to a different work location.
	Send out cancellation notices for all planned meetings and contacts.
Physical Security	
	Lock all doors, windows and any other openings to the outside.
	Close blinds/shades/curtains on exterior windows.
	Place signage on exterior doors.
	Screen/vet anyone arriving after the lockdown prior to admittance into the building.
Employee Safety	
	Keep all employees inside the building until the emergency is over.
	Account for all employees and visitors.
	Assist employees with access and functional needs.
	Consider moving employees away from windows.
	Unless there is an imminent threat, instruct employees to advise emergency contacts.
Post Lockdown	
	Give an "All Clear" notification to alert building occupants and department management/administration that the lockdown has been lifted.
	Hold a debriefing session with employees.
	Offer counseling services, as needed.
	Unlock doors, remove signage and adjust Security Card Access System as necessary.
	Document incident and submit the 'Workplace Threat Incident Against County of San Bernardino Employee' form as appropriate.



SAN BERNARDINO COUNTY
Department Emergency Operations Plan
(DEOP)

San Bernardino County
Probation Department



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ANNEX 10: SHELTER OPERATIONS COMPOUND (SHOC)

10.1 Care and shelter plans must integrate the access and functional needs of individuals to allow for sheltering in general population shelters.

- A. The Office of Emergency Services (OES) activates the SHOC at the time of 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 Probation Department will coordinate with the SHOC Security Officer on the department's role in the SHOC.
- B. The SHOC provides food, shelter, health care and animal care to residents displaced by a disaster. Cots, food, showers and restrooms are available for residents. Public information is available to provide evacuees up-to-date information about the incident. Various County Departments participate in a SHOC:
 - County Animal Care and Control operates an animal shelter at the site.
 - Arrowhead Regional Medical Center and the County Public Health Department operate a medical health unit for minor medical needs.
 - Counselors from County Behavioral Health are available for those in need of counseling.
 - SHOC Locations: National Orange Show Fairgrounds and the San Bernardino County Fairgrounds at 14800 7th Street in Victorville or as announced.
- C. 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 is the goal 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).
- D. Shelter planners and emergency managers should identify shelters that comply with ADA requirements and those that, with modifications, will comply. This includes accessible design standards and state accessibility codes. Shelters can be identified as primary or secondary shelters, depending on accessibility.
- E. 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.**

10.2 SHOC Requirements

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).

- The Probation Department can provide armed and unarmed security within the shelter and around the perimeter.
- The lead officer from the Probation Department will work with the SHOC Security Officer to develop a staffing plan and hours of coverage.
- 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 access the location demographics of the SHOC:

1. Location and Residents
2. Number of residents
3. Residents with disabilities and children

Security Duties: Maintain internal and exterior security for the SHOC:

1. Issue Shelter Identification
2. Identification checks
3. Public entrances, exits checks and recreation areas and "off limits" areas
4. Searching packages at doors
5. Roving external patrols
6. Relocating problem residents



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