



*San Diego County Sheriff's  
Department*

**Emergency Operations Manual**

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# EMERGENCY OPERATING LEVELS

## **1.1.1 PURPOSE**

This section will set Department Policy for Emergency Operating Levels; define those Levels, and the authority and responsibility for declaring those Levels. Each Level setting will define Department redeployment policy, command staff notification, Department Operations Center (DOC) activation, priorities of operation and compensation. These Levels generally follow those defined by the California Governor's Office of Emergency Services (CalOES). They may; however, differ from those of other agencies within the County.

## **1.1.2 POLICY**

The extent of the response required will determine the operating Level of response declared.

# EMERGENCY OPERATING LEVELS

## 1.1.3 LEVEL III

Activation represents a minor emergency or preplanned event(s) where the affected command's resources may not be enough to contain or control the emergency. A Level III response generally includes:

### **Response**

- A. The Communications Center will be advised that a local emergency is in effect and the name/rank/position of the Incident Commander.
- B. The Communications Center will be notified that additional Department resources are needed. The affected command's Incident Commander remains in charge.
- C. The Communications Center will notify the Station Commander and any other notifications as required under the specific incident response plans.
- D. Unless specifically requested to the contrary by the Incident Commander, the redeployment of personnel and equipment shall include up to 50% of the on-duty patrol units/detectives of adjacent stations. The Incident Commander shall identify a staging area for responding personnel and equipment. Supporting stations will continue their routine functions with their remaining patrol personnel/detectives.
- E. Field units remaining in service in the affected command and those commands supplying support personnel will be dispatched only to priority calls.
- F. Extended shift overtime may be authorized as necessary by the Incident Commander.
- G. A representative(s) from EPD may respond to the incident and/or activate the DOC (if appropriate) to proactively monitor the situation and assist if needed.

# EMERGENCY OPERATING LEVELS

## 1.1.5 LEVEL II

Activation represents a moderate incident with several agencies potentially involved or multiple sites impacted with resource support required. The emergency is expected to continue and is anticipated to exceed the capability of responding resources. A Level II response generally includes:

### **Response**

- A. The Law Enforcement Services Bureau (LESB) Area Commander, other command staff officers, or the Communications Watch Commander will declare Level II. The Emergency Planning Detail Lieutenant will be notified by the Communications Watch Commander to activate the DOC. The EPD will coordinate the DOC response and staffing levels and ensure the Watch Commander is present to brief the DOC Manager.
- B. Redeployment of personnel and equipment consists of all patrol stations remaining on their normal schedule; however, callback of all off-duty law enforcement personnel including reserves and identified specialized investigations personnel is initiated. All law enforcement personnel not assigned patrol responsibilities shall call their supervisor to determine need for response. All days off and vacations will be cancelled.
  - 1) The DOC staff, in conjunction with the Emergency Response Assistance Team (ERAT) and Sheriff's Communications Center will determine available personnel and equipment.
- C. Communications Center Watch Commander will ensure the Sheriff, Undersheriff and command staff officers have been notified.
- D. The EPD Lieutenant shall notify the County's Office of Emergency Services Staff Duty Officer that the DOC is activated.
- E. Professional Staff may be called back to work at the discretion of their facility commanders.
- F. Notification and requests for specific mutual aid shall be directed to the EPD Lieutenant. The EPD Lieutenant will brief the DOC Manager before forwarding the request to the State OES Region VI Law Enforcement Mutual Aid Coordinator.
- G. The DOC will be staffed under 12-hours on /12-hours off relief schedule. The shift hours shall be offset to avoid coinciding with shift change in the field.
- H. If the emergency escalates or is anticipated to escalate to a level exceeding the ability of the LESB, the DOC Manager may contact the Assistant Sheriff from DSB and the Assistant Sheriff from CSB for additional personnel pursuant to 5.1 and 6.1 of this manual.

# EMERGENCY OPERATING LEVELS

## 1.1.6 LEVEL I

Activation represents a major, regional incident typically involving multiple agencies and/or multiple sites with resource support required. There is an expectation Local Mutual Aid Resources will be depleted. A Level I response generally includes:

### **Response**

- A. The Sheriff or his designee declares Level I and contacts the State OES Region VI Law Enforcement Mutual Aid Coordinator to request State Mutual Aid. The DOC Manager shall coordinate with the Sheriff or his designee to ensure the request for aid is specific. Mutual Aid Staging Areas may be designated and staffed for responding State Resources.
- B. Full Department redeployment under Level II continues.
- C. Under the San Diego County Operational Plan, Annex C; the requesting agency is responsible for feeding, billeting, fuel and other on-scene support.
- D. Full activation of the DOC.

# COUNTY EMERGENCY OPERATIONS CENTER (EOC)

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# COUNTY EMERGENCY OPERATIONS CENTER (EOC)

## **2.1.1 PURPOSE**

This section provides information and instruction pertaining to the structure and activation of the Department's Department Operations Center (DOC).

## **2.1.2 POLICY**

The Department may activate and staff the DOC to centrally coordinate, manage and support the Incident Commander during major incidents within the Sheriff's jurisdiction or in other Operational Area jurisdictions involving department personnel or instances of Mutual Aid.

## **2.1.3 PROCEDURE**

The DOC provides a central location for operational mission support of the Incident Commander during a local or county-wide emergency. It coordinates resource procurement and allocation for Incident Commanders or Operational Area Chiefs; it is the direct link to the Regional Law Enforcement Mutual Aid Coordinator for obtaining Law Enforcement Mutual Aid for the San Diego Operational Area; and must coordinate the requests for and responses of, mutual aid resources. It is designed so staffing can be expanded to meet situations as they pertain to the increased involvement of the Department.

DOC activation will not normally occur under Level III

The DOC will be activated during or in anticipation of Level II and Level I. A Level I activation shall be performed automatically by the Communications Center Watch Commander who will act as DOC Manager until relieved.

# COUNTY EMERGENCY OPERATIONS CENTER (EOC)

## 2.2.1 PURPOSE

To define the duties of personnel who staff the DOC.

## 2.2.2 POLICY

The DOC shall be organized and staffed in accordance with the Incident Command System (ICS) as defined in the Standardized Emergency Management System (SEMS) and the National Incident Management System (NIMS).

## 2.2.3 PROCEDURE

Three teams of Department personnel have collateral assignments to staff the DOC on 24-hour operations. The following job descriptions are intended to be general in nature.

## 2.2.4 DOC MANAGER

The DOC Manager has overall responsibility for supporting the Incident Commander in charge of the event that caused the activation of the DOC. The Manager must also ensure that law enforcement services are maintained in unaffected portions of the County. The Manager decides, with staff input, the priority of requests for mutual aid forces. The Manager must also ensure the security of the DOC and other County facilities. The Manager is responsible for demobilizing Department involvement as the situation abates. The manager provides advice and input to the Sheriff, Operational Area EOC, and the Region VI Law Enforcement Mutual Aid Coordinator.

## GENERAL STAFF

### 2.2.5 OPERATIONS SECTION CHIEF

The Operations Section Chief is the principal assistant to the Manager in matters pertaining to Department operations. The Operations Section Chief has the responsibility for providing advice and assistance to other staff officers and Section Chiefs. The Operations Section Chief has primary responsibility in the areas and activities listed below.

#### A. Organization

1. Maintains operations log, with emphasis on critical events.
2. Screens all incoming/outgoing message traffic for action and routes it accordingly.
3. Screens all requests for assignment of tactical support, and administrative support unit

#### B. Operations

1. Preparation of operations estimates and plans in coordination with field commanders, with special attention to:
  - a. Department operating level.
  - b. Mutual aid in use or requested.
  - c. Equipment requests.
  - d. Close coordination of riot control operations.
  - e. Curfew plans.

# COUNTY EMERGENCY OPERATIONS CENTER (EOC)

2. Review plans for roadblocks, barricades, riot control munitions, and communications.
3. Serve as a liaison between Operational Area Chief(s) and the Incident Commander. This shall not preclude the Operational Area Chief from communicating directly with the Incident Commander.

## C. Deputy Operations Section Chief (Optional) Duties:

1. Logs messages to/from DOC per logbook instructions.
2. Maintains phone contact with EOC.
3. Maintains Critical Events Status

## D. Scribe (Optional)

1. Maintains operations log, is a chronology of all incoming/outgoing written message traffic and maintains file copies of all in/out messages and operations orders.

## **2.2.6 PLANNING/INTELLIGENCE SECTION CHIEF**

The Planning/Intelligence Section Chief is the principal assistant to the Manager, in matters pertaining to intelligence and is responsible for the development of the Incident Action Plan.

The Planning/Intelligence Section Chief has primary responsibility in the areas and activities listed below and is responsible for providing advice and assistance concerning intelligence matters to the other staff officers.

- A. Preparation of plans and orders for collection of information. This includes aerial reconnaissance, ground reconnaissance, and information obtained from the Special Investigations Division.
- B. Analyzes and attempts to verify information coming into the DOC.
- C. Develops essential information on leaders of disturbances and their activities.
- D. Liaison with other law enforcement, military, and civilian intelligence personnel.
- E. Weather data collection.
- F. Use of intelligence and information.
  1. Estimate the effects of characteristics peculiar to the area of operation on course of action to be taken.
  2. Estimate opposition force capabilities and weaknesses including probable courses of action.
  3. Preparation of intelligence estimates, reports, and summaries.
  4. Dissemination of information and intelligence to all concerned agencies.
  5. Counterintelligence - protection of sensitive information against disclosure of unauthorized sources.

# COUNTY EMERGENCY OPERATIONS CENTER (EOC)

- G. Under the direction of Incident Commander, the Operations Section Chief develops a strategic and tactical plan.
1. The Operations Section Chief leads the tactical meeting.
  2. Documents the tactical meeting by completing the ICS Form 215 (Operational Planning Worksheet), and the ICS Form 215A (Safety Analysis).

## 2.2.7 LOGISTICS SECTION CHIEF

The Logistics Section Chief is the principal assistant to the Manager in matters pertaining to provision of supplies, maintenance, transportation, and miscellaneous logistical services.

The Logistics Section Chief has primary responsibility in the areas listed below. In addition, they have the responsibility for providing advice and assistance to other staff officers and chiefs in logistical matters.

### A. Supply

1. Ensure that EOM Section 7.3 is followed
2. Requisition and issue authorized special items of equipment.
3. Keep a logistics journal noting emergency purchases to include:
  - a. What was purchased (description, amount, etc.)
  - b. Who purchased item(s) and by what method?
  - c. Identified purpose
  - d. Cost
  - e. To whom item was issued.
  - f. Disposition - amount remaining at end of mission.
4. Require Incident Commanders, Operational Area Chiefs, or their designee who make emergency purchases, to record and forward the same information as noted above and require they record the issue of authorized special equipment from their stations.

### B. Transportation

1. Transportation of staff to the area of disturbance/disaster.
2. Preparation of incident transportation annexes and loading plans.

### C. Support Services

1. Establish priority of logistic support.
2. Maintenance and repair of equipment.
3. Food service.
4. Billeting.
5. Sanitation.
6. Real Estate and facility acquisition.
7. Transportation.

### D. Miscellaneous

1. Logistic administration, including preparation of logistical estimates, plans and

# COUNTY EMERGENCY OPERATIONS CENTER (EOC)

reports

2. Preparation and distribution of the logistics portion of administrative orders
3. Record losses of major equipment, weapons and vehicles
4. Record reported damage to Sheriff's facilities or equipment

## E. Aide to Logistics Section Chief (Optional)

1. Assists Logistics Section Chief, records logistics journal, updates logistics status board and other duties as assigned

## F. Scribe (Optional)

1. Records, organizes and tracks logistics information and other records as required.

## 2.2.8 PERSONNEL BRANCH DIRECTOR

The Personnel Branch Director is the principal assistant to the Logistics Chief in management of personnel under Department control.

The Personnel Branch Director has primary responsibility in the areas below. The Personnel Branch Director has the responsibility for providing other staff officers advice and assistance concerning personnel.

### A. Maintains Personnel Status

1. Status of Department personnel, committed, available on stand-by -- updated hourly.
2. Maintains record of personnel man-hours expended -- provides end-of-mission summary.
3. Maintains record of numbers, type and agency of mutual aid personnel present; their staging locations; number and where committed; number available.
4. Maintains records of all Department and Mutual Aid casualties E
5. Ensures that all appropriate reports are completed and submitted at the end of the mission.

### B. Aide to Personnel Branch Director (Optional)

1. Assists Personnel Branch Director and updates personnel status board.

### C. Scribe (Optional)

1. Records, organizes, and tracks personnel information, and other recording duties as required.

## 2.2.9 FINANCE SECTION CHIEF

The Finance/Administrative Section Chief is the principal assistant to the manager in matters pertaining to material and personnel costs and tracking Department financial obligations relating to the incident.

- A. Obtain a Purchase Order to be used for the event from County Purchasing.

# COUNTY EMERGENCY OPERATIONS CENTER (EOC)

- B. Provide the DOC Operations and Planning Section Chiefs with fiscal impact assessments and recommendations to ensure proper fiscal obligations.
- C. Compile all necessary documentation for subsequent FEMA and/or Mutual Aid reimbursement.

## COMMAND STAFF

### 2.2.10 SAFETY OFFICER

The Safety Officer is the principal assistant to the DOC Manager on all matters concerning safety in and around the DOC, Field Operations, and risk management assessment. As a member of the Command Staff, the Safety Officer reports directly to the DOC Manager, but may also interact directly with any personnel involved in the Department operation. Some primary duties of the Safety Officer are to:

- A. Keep all members of the Command and General Staff apprised of safety concerns affecting internal and external operations.
- B. Review all plans for safety issues and report to the DOC Manager on the assessment of the plan.
- C. Establish regular contact with field operations to ensure Department personnel are operating in a safe manner and in as safe an environment as practical.

### 2.2.11 PUBLIC INFORMATION OFFICER

The Public Information Officer (PIO), a member of the DOC command staff, is responsible for the formulation and release of information about the incident to the news media. Under direction of the DOC Manager, the Public Information Officer shall:

1. Obtain briefing from DOC Manager / Incident Commander or Operational Area Chiefs.
2. Contact involved agencies to coordinate public information activities.
3. Establish/join a Joint Information Center (JIC) as needed, but separate from the DOC.
4. Obtain approval for media releases from DOC Manager.
5. Release news to media and post information in the DOC and other appropriate locations.
6. Attend meetings to update information releases.

### 2.2.11 LIAISON OFFICER

The Liaison represents the DOC Manager to government agencies and private sector organizations having business with the DOC. Under direction of the DOC Manager, the Liaison Officer shall:

1. Obtain briefing from the DOC Manager.
2. Contact affected agencies/organizations to coordinate complimentary mission operations.
3. Work with the PIO to ensure equitable dissemination of information to allied/assisting agencies or organizations.
4. Represent the DOC Manager as necessary.

# COUNTY EMERGENCY OPERATIONS CENTER (EOC)

## **2.3.1 PURPOSE**

It is to define staffing and duties of Sheriff's Department positions within the County's Emergency Operations Center (EOC).

## **2.3.2 POLICY**

The County's Office of Emergency Services is responsible for organizing and staffing the EOC in accordance with the Standardized Emergency Management System (SEMS) and the Operational Area Emergency Plan.

## **2.3.3 PROCEDURE**

Three teams of Department personnel have been assigned to staff the EOC to facilitate staffing and relief for 24-hour operation if the mission requires.

The Policy Group within the EOC is where countywide operational decisions are made. These decisions will affect response strategy and recovery matters throughout the Operational Area. The Sheriff or his representative fills the Law Enforcement position on the policy group.

The Law Enforcement Command Group represents all Law Enforcement agencies within the Operational Area. It is responsible for prioritizing and supporting field operations and keeping the Sheriff's representative in the Policy Group apprised of current efforts.

# MUTUAL AID PROCEDURES

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# MUTUAL AID PROCEDURES

## 3.1.1 PURPOSE

To define the procedure for requesting and receiving Mutual Aid and outline the procedures for deploying forces in response to local requests for assistance.

## 3.1.2 POLICY

- A. The Sheriff is the Law Enforcement Operational Area Coordinator for Mutual Aid in San Diego County. He is also the Liaison Officer to the Region VI Law Enforcement Mutual Aid Coordinator.
- B. When the Sheriff or his designated representative determines an emergency, situation exists within the meaning of Section 26602 of the State Government Code, this Department shall assume responsibility for local Mutual Aid coordination. The Sheriff or his representative will order the appropriate response Level setting of the Department per Section 1 of this manual. Departmental requests for Mutual Aid will only be made upon declaration of Level II or lower.
- C. Requests from other agencies within the County for Mutual Aid will be immediately communicated to the Sheriff or his designated representative. The Sheriff will make an initial determination of personnel and equipment needs and will advise the Region VI Law Enforcement Coordinator of the situation. Additionally, the Law Enforcement Division of California Governor's Office of Emergency Services at (916) 845-8700 or (916)-845-9811 (24 hours emergency) will be notified.
- D. The Regional Coordinator should be advised any time it appears likely that our operational forces will be inadequate in coping with an emergency.
- E. The Regional Coordinator manages the response of law enforcement resources from the region as well as other areas of the state through the State Law Enforcement Coordinator.
- F. In the event civil resources are inadequate for a local emergency, the Governor (under Section 146 Military and Veteran's Code) may commit state resources including the National Guard.
- G. If insufficient resources exist within the State to address the emergency, the President will be asked by the governor to proclaim an emergency, providing federal assets to assist local, regional, and state resources.
- H. Communication channels to be followed:

# MUTUAL AID PROCEDURES

**STATE LAW ENFORCEMENT COORDINATOR OF CALIFORNIA GOVERNOR'S  
OFFICE OF EMERGENCY SERVICES  
(916)-845-9811 (24 HOURS) (916)-845-8700**

**REGIONAL LAW ENFORCEMENT COORDINATOR SAN BERNARDINO COUNTY  
SHERIFF  
909-356-9652 (M-F 0800-1700) 909-387-0641 (CC - 24 HOUR)**

**OPERATIONAL AREA LAW ENFORCEMENT COORDINATOR SAN DIEGO  
COUNTY SHERIFF**

**LOCAL LAW ENFORCEMENT CHIEF**

## **3.1.3 PROCEDURE**

### **A. Command Staff Responsibilities**

1. The Sheriff or his representative may direct the activation of the Department Operations Center (DOC) to manage the situation or if appropriate, designate a Sheriff's Station to serve as an alternate command center.
2. The Sheriff may appoint a liaison representative to assist the requesting agency. This person should hold the rank of Lieutenant or above.
3. If commitment of state resources is anticipated, local representatives shall be contacted and briefed as early as possible. Ongoing liaison will be maintained before, during and after declaration by the Governor.

### **B. Communications Center Responsibilities**

1. Immediately notify the Sheriff or his representative of any requests for Mutual Aid assistance by other agencies or Incident Commanders of this Department.
2. Advise the Sheriff or his representative of the requester's name, rank, agency, contact number, a brief synopsis of the problem and type of aid requested.
3. Obtain the location of the mutual aid staging area from the agency or Incident Commander requesting assistance and the name of any Liaison Officers assigned.
4. Begin a critical incident log and refer to the appropriate Specific Incident Response Plan in Section 9.
5. Activate the DOC.
6. Establish Mutual Aid communications with the requesting and responding agencies via Blue/CLEMARS and dedicated phone numbers.
7. Clear Blue/CLEMARS of traffic not related to the Mutual Aid incident (The Sheriff, via the Communications Center, is the CLEMARS Coordinator for the County).

### **C. Incident Commander's Responsibilities**

1. When requesting Mutual Aid Assistance:
  - a. Request personnel and equipment needed for a specific mission.
  - b. Begin a field operations log noting:
    - i. Amount and types of aid received.

## MUTUAL AID PROCEDURES

- ii. From what agency.
- iii. Missions assigned, actual time involved in a mission, and results of the mission.
- iv. Amount and types of supplies expended and by what method they were procured.
- v. Any other costs incurred.
- vi. Any casualties to personnel or civilians.
- vii. Any loaned, lost or destroyed Department equipment.
- c. Advise the Communications Center and responding agency of the Mutual Aid Staging Area location and assign a person to manage it.

# RECEIVING OUT OF COUNTY MUTUAL AID

## 3.2.1 PURPOSE

To define the procedures for receiving Mutual Aid from other county, state or federal agencies.

## 3.2.2 POLICY

Planning and preparation are key factors in the effective use of Mutual Aid. This planning is required in many areas, such as determining the scope of assistance required, deployment of forces, support of the forces and projected costs.

In all cases, the Incident Commander will remain in charge of the event unless they relinquish control. The integrity of responding forces shall be maintained whenever possible. Local officials are strongly encouraged to provide complete, current situation reports to agencies responding or anticipating response to local events. Liaison and consultation will increase field effectiveness.

## 3.2.3 PROCEDURE

### A. Department Operations Center Responsibilities:

1. As an emergency develops, command staff will attempt to anticipate departmental as well as Operational Area requirements. This may be for personnel, equipment or both.
2. When the Sheriff or his representative requests Mutual Aid from the Regional Coordinator, specific information will be supplied as soon as possible. Requests should include support needed, Mutual Aid Staging Area location, the officer to whom personnel should report, what equipment to bring, an estimate of how long they will be needed, radio frequencies dedicated to the operation, plans for feeding, sheltering and working schedules.

### B. Incident Commander's Responsibilities:

1. Ensure incoming staff receive a "Commander's Intent" – a verbal or written message to those involved explaining the purpose of the operation and the desired end-state. This will help ensure that all staff is concentrating their efforts toward the same goal.
2. In setting up a Command Post, establish a liaison officer to coordinate with representatives from assisting agencies. The liaison officer typically reports to the Incident Commander but interacts with all disciplines.
3. Ensure that the Logistics Section assigns security personnel for perimeter control and scribes to log events.
4. Ensure that the Logistics Section prepares and equips the incoming personnel for assigned missions. Briefing may be in writing or verbal, but frequent updates are a necessity.
5. Assign outside agency personnel according to your needs as well as their capabilities, however:
  - a. Outside agency personnel should be kept as a cohesive unit to the degree possible.
  - b. They should be given areas of responsibility and objectives, but the tactics should be largely left to the commander of that unit

# RECEIVING OUT OF COUNTY MUTUAL AID

- c. When outside agencies are present, it is imperative that "plain talk" be used in radio and other communication to reduce the chances of confusion.

## 3.2.4 COST FACTORS

- A. Local Mutual Aid provided within and by Operational Area agencies is provided at no cost to the requesting agency unless compensation is agreed by the affected agencies.
- B. California National Guard assets will generally mobilize in a self-sufficient manner. The Sheriff is responsible for providing logistical support required in their mobilization.
- C. Federal involvement falls into two categories. If military resources are provided; at the discretion of local commands, costs are to be paid by the requesting agency. If resources are provided through Department of Defense (DOD) channels (6th Army) or as a result of a presidential declaration, the costs are borne by the federal government (Public Law 93-288).

# OUT OF COUNTY REQUESTS FOR MUTUAL AID

## 3.3.1 PURPOSE

To outline the procedures when deploying Departmental personnel out-of-county in response to a Regional request for mutual aid. Time is important when an agency requests Mutual Aid assistance. Planning permits rapid and effective response.

## 3.3.2 POLICY

Out-of-county Mutual Aid response shall only occur when requested by the Regional Law Enforcement Mutual Aid Coordinator. The Department shall maintain a ready posture to respond to short-notice requests for mutual aid.

## 3.3.3 PROCEDURE

### A. Command Staff Responsibilities

1. Evaluate Regional requests for Mutual Aid and coordinate resource allocation based on present and projected Department needs.
2. Determine the status and availability of the Department's Mutual Aid Platoons. If activation is likely, platoon members will be informed as soon as practical.
3. Command staff will provide regular briefings on Departmental involvement and maintain liaison with the requesting agency and Regional Law Enforcement Coordinator.
4. A representative of the Sheriff will review daily status reports as well as after action reports when submitted by the Incident Commander.

### B. Mutual Aid Response Commander Responsibilities

1. Maintain an inventory of all tactical equipment within their command.
2. Account for personnel, equipment and consumable supplies utilized in the response. Record all operational and support costs.
3. Stage responding personnel, vehicles and equipment at a Patrol Station or other appropriate location.
4. Prior to deployment, identify special equipment requirements and ensure personnel are appropriately equipped (Face shields, gas masks, munitions, etc.).
5. Brief all departing personnel on Mutual Aid Staging Area location, Liaison Officer, reporting time and recommended routing. Deploy as a Platoon and maintain convoy integrity.
6. Upon arrival, account for all personnel and equipment. Report to the Liaison Officer and provide a personnel roster and capability briefing.
7. Obtain mission assignments, relief schedule, communications procedures and information on food, shelter and fuel. Brief personnel set up a check in schedule and assign personnel to their mission. Department personnel shall remain under the operational control of a Department supervisor.
8. Upon completion of the assignment, account for all personnel, equipment, and vehicles. Prior to departure, submit a status report to the Liaison Officer on any casualties, lost or damaged equipment, keeping a copy for the Department.
9. Within five days submit an after-action report to the Command Staff covering specific activity and all operational and support expenditures.
10. In the event of one platoon deployment, the lieutenant is in charge for that platoon. If two or more platoons are deployed, the captain will oversee both platoons.

# MUTUAL AID – EMERGENCY OPERATIONS FUND

## 3.4.1 PURPOSE

To provide guidelines for the expenditure of mutual aid emergency funds.

## 3.4.2 POLICY

The San Diego County Sheriff's Department is signatory to the California Master Mutual Aid Agreement of 1950. This agreement states the San Diego County Sheriff shall provide mutual aid assistance, as able, when requested by the Sheriffs in Mutual Aid Region VI (Inyo, Mono, Imperial, Riverside, and San Bernardino Counties).

This Agreement does not preclude the San Diego County Sheriff from assisting in Local Mutual Aid within the San Diego Operational Area.

## 3.4.3 PROCEDURE

- A. An emergency cash fund has been established for department-approved mutual aid situations where Department personnel respond.
- B. An Incident Commander or DOC Manager may expend up to five-hundred dollars (\$500.00) in cash for out-of-county mutual aid expenses OR FOR ANY IN-COUNTY EMERGENCY OPERATIONS. These expenses may include, but are not limited to food, housing, minor equipment, miscellaneous supplies. A justification of expenditure report shall accompany itemized receipts of purchase, made out to the San Diego County Sheriff's Department and be attached to the after-action report.

This emergency cash fund shall be monitored by the Sheriff's Financial Services Division. The emergency cash fund shall be assigned to the Lieutenant of the Emergency Planning Detail, who will be responsible for the maintenance and security of the fund. The Lieutenant of the Emergency Planning Detail may release these funds, at any hour, upon verbal authorization by the Sheriff, Undersheriff or Command Staff succession, as outlined in Policy and Procedures Section 1.5.

Any remaining funds are to be returned to the Lieutenant of the Emergency Planning Detail with a copy of the receipts and after-action report. Original receipts are to be submitted to Financial Services for replenishing the mutual aid/emergency operations fund.

# ORGANIZATION FOR MUTUAL RESPONSE

## **3.5.1 PURPOSE**

To provide guidelines for organizing a response to a request for mutual aid. These guidelines can apply to out-of-county mutual aid, local mutual aid, and incidents that involve only this department.

## **3.5.2 POLICY**

The basic unit of mutual aid response will be a Mobile Field Force Platoon commanded by one (1) Sheriff's Lieutenant, one (1) Platoon Sergeant, four squads composed of one (1) squad Sergeant, eleven (11) deputies and two (2) grenadiers per squad. All Platoon members will deploy in marked patrol vehicles. A support vehicle will be staffed by two deputies.

Their primary responsibility is to ferry additional equipment, munitions, ammunition, and other supplies as identified by the Platoon Lieutenant. Members of the mutual-aid platoon will be pre-selected from Departmental assignments. They shall be trained and equipped by the Emergency Planning Detail Lieutenant sufficiently to complete the assigned mission.

The Emergency Planning Detail shall be responsible for organizing additional platoons composed of deputies and officers from law enforcement agencies within the San Diego Operational Area. The platoon configuration may be modified by circumstances relating to the specific incident for which the mutual aid response is requested.

## **3.5.3 PROCEDURE**

The configuration of the mutual aid platoon is designed to be compatible with the Mutual Aid Response Mobile Field Force Organization as described in the California Governor's Office of Emergency Services "Redbook."

The Captain, Emergency Services Division, through the Emergency Planning Detail Lieutenant, shall identify and train a team of lieutenants whose collateral duty shall be to organize and lead these platoons. The Captain shall oversee field operations when two or more platoons deploy on a single or separate mission(s).

The Emergency Planning Detail Lieutenant shall insure platoon assignments, a fan-out list of available personnel and Mobile Field Force training are kept current. The Emergency Planning Detail Lieutenant shall liaison with and organize potential members of the San Diego County composite platoon. The pool of platoon lieutenants will work closely together and be able to relieve and replace each other as needed.

Except for the support vehicle, platoon vehicles shall be distinctively marked as sheriff's law enforcement vehicles. Members of the Sheriff's Department's Mutual Aid Platoon will be pre-assigned into four squads. The platoon lieutenant will maintain a deployment plan that will streamline and minimize confusion in event of a hasty activation.

## **3.5.4 ACTIVATION OF THE MUTUAL AID PLATOON**

Authority to activate the Department's Mutual Aid Platoon and the Composite Platoon, if necessary, will follow mutual aid procedures as described in section 3.1.3 of this manual. With approval to activate the platoon, the Communications Center will notify the Emergency Planning Detail Lieutenant, Platoon Lieutenant(s), and with input from the requestor, identify

# ORGANIZATION FOR MUTUAL RESPONSE

a mutual-aid staging area. The Communication Center will then assist in notification of platoon members as directed by the platoon lieutenant. The Emergency Planning Detail will maintain plans for activating the Composite Platoon or a second departmental platoon on file at the Communications Center, should it become necessary.

## **3.5.5 SUPPLIES**

At the platoon lieutenant's direction, the support/logistics van will be stocked with ammunition, car parts, weapons, drinking water, meals, report forms, first aid supplies, booking materials, flex cuffs, flashlight batteries, radio batteries, battery chargers and/or any other items he deems necessary. If an immediate deployment of the platoon is required, the support vehicle may first collect supplies, then meet the platoon at the incident.

# EMERGENCY COMMUNICATIONS OPERATIONS

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4.3	COMUNICATIONS CENTER FAILURE AND ALTERNATE COMUNICATIONS CENTER
4.4	RADIO AMATEUR CIVIL EMERGENCY SERVICES (RACES)

# EMERGENCY COMMUNICATIONS OPERATIONS

## 4.1.1 PURPOSE

Critical incidents and major disasters affecting the County and adjacent jurisdictions will place a heavier workload and potentially extraordinary task upon the Sheriff's Communications Center. The facility will become the focal point for Department and multi-agency operations. This may require emergency redeployment of the Department's assets on several varying scales.

## 4.1.2 POLICY

The Communications Division "Major Incident Call out Procedures" will be utilized to facilitate the redeployment of personnel that best coincides with the Emergency Operating Level at hand.

## 4.1.3 PROCEDURES

Redeployment procedures will be based upon the Emergency Operating Level.

### A. Level III

1. Dispatch additional patrol units as required.
  - a. Designate a patrol unit and/or ASTREA for assessment.
  - b. Notify the Patrol Supervisor and Patrol or Station Lieutenant of available information.
2. Patrol Supervisor establishes an Incident Command Post (if appropriate).
  - a. Communication Center Watch Commander obtains Incident Command Post communication information.
3. The Communications Center will notify adjoining patrol station supervisor of available information and command post location.
4. Prepare Communications Center personnel with Level IB procedures for possible implementation.

### B. Level IB

1. Dispatch additional patrol units as required.
2. The Communications Center Watch Commander and/or Supervisor will notify appropriate command staff (including the Sheriff and Undersheriff) as well as the Captain of the Communication Center as required under the specific incident response plan.
3. The Communications Center will notify the adjoining Patrol Station Commander of the information and request for additional personnel.
4. Incident Command Post is established by the Incident Commander.
5. The Communications Center or patrol station personnel will call in additional personnel to augment Communication Center staff as required.
6. The Communication Center will maintain communications with the Incident Command Post and coordinate requests.
7. If situation dictates, alert the Emergency Planning Division Lieutenant or Sergeant for standby. Notify the Sheriff, Undersheriff and Assistant Sheriffs of standby status.
8. The Communications Center will dispatch the remaining field units to High Priority (Priority 1) calls only.
9. The Communications Center will advise the Sheriff's Special Enforcement Detail

# EMERGENCY COMMUNICATIONS OPERATIONS

of any potential situations which would require their activation.

10. Prepare Communications Center personnel with Level II procedures for possible implementation

## C. Level II

1. Activate the Department Operations Center.
  - a. Notify the Department Operations Center staff.
  - b. Notify the Sheriff and Undersheriff.
  - c. Notify the Office of Emergency Services
  - d. The Communications Center will initiate the following communications plan:
    - i. Communication between the Communications Center/Department Operations Center and the Incident Command Post or Operational Area.
    - ii. Communication between the Incident Command Post or Operational Area and personnel at the scene will be coordinated between the Incident Commander/ Operational Area Chief and the Communications Center utilizing the appropriate channel for that area.
    - iii. Advise field units if the DOC is activated during large scale events.
    - iv. Non-involved units will remain on their assigned frequencies.
    - v. Augment the Communications Center staff as needed.

## D. Level I

1. Same as Level II.

# DEPARTMENT OPERATIONS CENTER ACTIVATION

## 4.2.1 PURPOSE

To designate initial responsibility for activation of the Department Operations Center (DOC) pending arrival of Operations Center staff.

## 4.2.2 POLICY

The Communications Center Watch Commander will serve as the Department Operations Center Manager until relieved by Department Operations Center staff.

## 4.2.3 PROCEDURES

- A. Upon the declaration of Level II, activation of a mutual aid plan or instruction from a Command Staff Officer, the Watch Commander will initiate activation of the Department Operations Center (DOC).
  1. Department Operations Center staff and their alternates/reliefs will be notified.
  2. The Office of Emergency Services (OES) shall be notified whenever the DOC is activated.
  
- B. The Communication Center Watch Commander will serve as the DOC Manager until relieved and will begin a critical Incident Log.
  1. The initial location of the Department Operations Center will be in the Watch Commander's office at the Communications Center.
  2. Upon arrival of the Department Operations Center staff, the DOC will relocate to the DOC Room at the Communications Center and the Communications Center Watch Commander will resume normal duties.
  3. The DOC Manager shall notify the Communications Center when they are ready to assume primary operations support of the incident. The Communication Center shall notify any existing Incident Commander(s) of the change in support roles.

# COMMUNICATION CENTER/ALTERNATE COMMUNICATION CENTER

## 4.3.1 PURPOSE

To provide an alternate location in the event the Sheriff's Communications Center becomes disabled/inoperable.

## 4.3.2 POLICY

The Sheriff's Communication Center provides essential services in the protection of life and property. The Communications Center must always function.

## 4.3.3 PROCEDURE

- A. Failure of any critical system that prevents the Sheriff's Communications Center from providing essential services shall be immediately reported to the Communications Center Watch Commander.
- B. The Watch Commander, Communications Center Supervisor, Communications Coordinator, or designee will attempt to identify the cause of any critical system failure and assess the impact on the ability to provide essential services. Communications Center staff will work with the Sheriff's Wireless Services Unit, Sheriff's Data Services Division, 9-1-1 service provider, County General Services, or other support services as appropriate to obtain repair time estimates. Command Staff shall be notified.
- C. In the event the Communications Center is unable to provide essential services due to a critical system failure or building evacuation, alternate communications will be established. Contact the Communications Watch Commander for the location of the Alternative Emergency Communications Center.

Handheld radios can be used until the Alternative Emergency Communications Center can be activated.

# RADIO AMATEUR CIVIL EMERGENCY SERVICES (RACES)

## 4.4.1 PURPOSE

Provide authority for amateur radio operators to assist the department with essential mutual aid communications during periods of national, state or local emergency and critical incidents. RACES operations are in accordance with FCC Rules and Regulations.

## 4.4.2 POLICY

RACES is composed of volunteer amateur radio operators who are registered Disaster Service Workers with San Diego County Office of Emergency Services. RACES may be activated by designated Department personnel in times of disasters, critical incidents, or to assist public service events.

## 4.4.3 PROCEDURE

The San Diego RACES organization is coordinated by the Sheriff's Department Emergency Services Division, Emergency Planning Detail. Administrative procedures, inventory control and event coordination shall be through the Emergency Planning Detail to the Chief RACES Radio Officer (CRRO). Emergency and critical incident callouts are coordinated by the Watch Commander of the Communications Center.

## 4.4.4 ORGANIZATIONAL ASSETS

RACES operates four county-maintained amateur frequency repeater systems, State OES HF and a variety of mutual aid radio systems. RACES has enough stations available to provide County-wide radio coverage. RACES also staff specialized stations, such as Fire Communication Centers, in order to provide direct interface between several different agencies.

## 4.4.5 MOBILE COMMUNICATIONS VAN

RACES is responsible for staffing and maintaining the Mobile EOC Communications van, also known as the RACES Communications Van (RCV), in a ready status. This vehicle is equipped with some of the latest mutual aid radio systems available for field operations. The unit is capable of field emulation of Stations M and X as well as communications with mutual aid agencies including all law enforcement and fire departments.

# EMERGENCY FIELD OPERATIONS

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5.10	MOBILE FIELD FORCE OPERATIONS

# EMERGENCY DEPLOYMENT

## 5.1.1 PURPOSE

Critical incidents and major disasters affecting the County and adjacent jurisdictions, may require emergency deployment of Department resources.

## 5.1.2 POLICY

All Sheriff's facilities will develop and maintain emergency plans. These plans will coincide with the Department's Emergency Operating Level Statement in Section 1 of this manual.

## 5.1.3 PROCEDURES

These redeployment plans will address the following:

- A. The emergency response capability of on-duty patrol, COPPS, SPO's, and detective forces.
- B. Procedure for call-back notification of all personnel within each station command.
- C. Redeployment of call-back personnel and excess vehicles.
- D. These plans shall be updated semiannually by the stations and submitted to Emergency Planning Detail by January 15 and July 15 of each year, using the forms supplied at the back of this section.
- E. The Emergency Planning Detail will file copies of the plans in the Department Operations Center. Each station shall maintain a copy in their Station's Emergency Plan.

## 5.1.4 REDEPLOYMENT FORMULAS BY LEVEL SETTING

### A. Level III

Redeployment consists of reassignment of those on-duty patrol/COPPS/SPO's/detective personnel within the affected station area.

Redeployment consists of reassignment of 50% of an unaffected station's on-duty patrol/detective personnel to the Incident Commander.

### B. Level II

This deployment level has all patrol stations remaining on a normal schedule. However, a callback of all off-duty patrol, Reserve, and some C.I.D. and S.I.D. personnel is activated. **All days off and vacations are canceled.** The actual number of personnel and equipment available for redeployment shall be reported to the DOC as soon as available.

### C. Level I

Full department redeployment under Level II continues with 12 on/12 off shifts. All designated professional staff will also assume the 12 on/12 off shift, as support personnel. The DOC Manager may contact the Assistant Sheriff from DSB and the

# EMERGENCY DEPLOYMENT

Assistant Sheriff from CSB for additional personnel in support roles. Available Community Service Officers should be considered additional resources for use at the various operational areas.

The following chart is used to quickly assist station management, communications, and emergency planning personnel in determining the number of deputies that are retained to carry out station operations; and those that can be sent to the emergency's command post. The chart is a guideline only and stations are not held to these exact numbers. Since contract and station complement numbers are constantly changing, station management should update their own figures regularly for quick reference.

The P T D R columns in the first section of the chart represent patrol, traffic, detectives, and reserve compliments (COPPS personnel are included in the D figure) assigned to each location as of March 1997. These numbers add up to the total theoretical number of deputies for staffing calculations, (Column "A").

The "Busiest Day" columns ("B") represent the staffing require to fill all post positions on the day the station fields its largest normal complement.

Column "C" is 50% of the busiest day staffing level, which is the level used to operate the station under Level II. It should be remembered that only P1 and P2 calls will be dispatched to station areas during Level II. Station commanders can adjust the function of detective and traffic deputies to fit the needs of the station area during a Level II declaration.

Rural enforcement, small substations, and investigative divisions may have minimum coverage requirements, so that Level II staffing levels may not be an exactly mathematical 50% level.

Column "D" represents the remaining staff. It is recognized that the availability of the remaining staff is affected by injuries, special assignments, vacant positions and an inability to contact some deputies when off-duty. Therefore, an "FTA Factor" (column "E") is used to more realistically predict how many of the remaining staff is NOT available. The 40% multiplier is the average of failure-to-respond rates supplied by sergeants from all the stations based on the history of success at calling back employees. The majority of CID and SID personnel have cell phones/pagers and different staffing arrangements than patrol stations, so their FTA Factors were individually predicted by those respective commands.

The "AVAILABLE" column, ("F"), can then be used by the DOC, emergency planners or the Incident Commander to predict how many deputies can respond and be committed to the emergency.

# EMERGENCY DEPLOYMENT

## Level II Deputy Positions

Redeployment of station personnel with vacations and days off canceled.

Total Station Staffing

Busiest Day Staffing

	<u>Total Station Staffing</u>						<u>Busiest Day Staffing</u>			
<b>Station</b>	<b>P</b>	<b>T</b>	<b>D</b>	<b>R</b>	<b>A</b> <b>TOT</b>		<b>P</b>	<b>T</b>	<b>D</b>	<b>B</b> <b>TOT</b>
North Coastal	42	15	30	3	90		21	15	10	43
Imperial Beach	21	3	8	1	33		10	2	8	20
Lemon Grove	13	3	0	0	16		6	2	0	8
Poway	18	11	13	5	47		12	5	13	30
San Marcos	50	9	23	9	85		24	4	19	47
Santee	32	7	18	2	59		9	4	16	29
Vista	45	9	22	7	82		8	5	22	35
Alpine	13	0	5	3	21		7	0	5	12
Fallbrook	24	0	9	3	36		9	0	8	17
Ramona	17	0	3	2	22		7	0	5	12
Rural	29	0	4	1	34		10	0	3	13
Valley Center	14	0	6	0	20		7	0	6	13
C.I.D.	0	0	15		15		0	0	0	15
S.I.D.	0	0	82		82		0	0	0	82
4S Ranch	9	0	1		10		4	0	1	5
Lakeside	31	0	9	0	10		13	0	9	22
Rancho San Diego	40	0	26	3	69		10	0	26	36

## EMERGENCY DEPLOYMENT

	<b>C</b>	<b>D</b>	<b>E</b>	<b>F</b>
	50%Busiest Day	Excess	40% FTA Factor	Available
North Coastal	21	69	27	42
Imperial Beach	10	23	9	14
Lemon Grove	4	12	4	8
Poway	15	32	12	20
San Marcos	23	62	24	38
Santee	15	44	17	27
Vista	17	65	26	39
Alpine	6	15	6	9
Fallbrook	8	28	11	17
Ramona	6	14	5	9
Rural	6	15	6	9
Valley Center	6	14	5	9
C.I.D.	8	7	2	5
S.I.D.	41	41	16	25
4 S Ranch	3	7	2	5
Lakeside	11	29	11	18
Rancho San Diego	18	51	20	31

The staffing charts shown above only show the number of positions assigned to a station and should only be used as a guideline. For accurate daily staffing of on duty personnel, contact the appropriate Administration Sergeant for each unit or station.

### 5.1.5 DEMOBILIZATION

A Demobilization procedure will be instituted by the DOC Manager.

# EMERGENCY DEPLOYMENT

## SAN DIEGO COUNTY SHERIFF'S DEPARTMENT STATION REDEPLOYMENT PLAN

Emergency Operations Manual section 5.1

DATE: \_\_\_\_\_

### LEVEL II

Redeployment of station personnel with vacations and days off canceled.

Facility: \_\_\_\_\_

Station Total:

Patrol Deps & Sgts: \_\_\_\_\_  
Traffic Deps & Sgts: \_\_\_\_\_  
Detectives & Sgts: \_\_\_\_\_  
COPPS \_\_\_\_\_  
Reserves \_\_\_\_\_  
(A) Total \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Month                      year  
Busiest Day Staffing:

Patrol: \_\_\_\_\_  
Traffic: \_\_\_\_\_  
Detectives \_\_\_\_\_  
COPPS \_\_\_\_\_  
(B)total \_\_\_\_\_

(C) 50% of Busiest Day Staffing(B/2): \_\_\_\_\_

(D) Excess (A-C): \_\_\_\_\_

(E) 40% FTA Factor(0.4 X D): \_\_\_\_\_

(F) Available Personnel Under Level II: \_\_\_\_\_

(G) Total marked vehicles: \_\_\_\_\_

(H) Vehicles required at station under II \_\_\_\_\_

(I) Vehicles available (G-H) \_\_\_\_\_

(J) Senior Volunteers \_\_\_\_\_

Compiled by: \_\_\_\_\_ title  
\_\_\_\_\_

Approved by: \_\_\_\_\_ Station Commander

Received by: \_\_\_\_\_ Emergency Planning

# INCIDENT COMMAND

## 5.2.1 PURPOSE

To set general guidelines for the establishment and operation of an incident command during unusual circumstances. An Incident Command Post is a tactically appropriate facility/vehicle from which an Incident Commander operates during unusual conditions. It is established when a need has been identified for direct command, control, and coordination. Its primary purpose is to provide a location close to an incident, from which field operations can be directed. The DOC is designated as a support facility/operation and shall not generally be designated the Incident Command Post during a critical incident.

## 5.2.2 POLICY

Responsibility for the direction of an Incident Command Post rests with the Incident Commander. The Incident Commander may initially be a Deputy or Sergeant; however, command will usually transfer to the Lieutenant or Captain depending upon the severity of the event or number of staff involved. Authority for the physical line operation may be delegated to a subordinate, but the responsibility for the entire operation cannot be delegated.

It is not possible to pre-identify what actions may or may not be taken in every situation or circumstance. An Incident Commander must establish operational policy as soon as possible. Personnel must have guidelines to assist them in defining discretionary vs. nondiscretionary decisions.

## 5.2.3 PROCEDURES

### A. Evaluation of Incident

After determination of the necessity for an Incident Command Post, the Commander must make a critical evaluation to determine Command Post location and the resources required to manage the incident. The Commander should be aware of both immediate and long-term needs such as personnel, equipment and supplies. This evaluation should be based upon:

1. Type, nature, and scope of incident.
2. Potential for injury/death and property loss.
3. Geographical location and natural boundaries.
4. Number of subjects involved (casualties, suspects, spectators, etc.).
5. Secondary hazards/problems.

The Incident Commander must also establish perimeters, communications and staff to assist in operational planning and direction.

### B. Preliminary Command Post

Upon evaluation of an incident a Preliminary Command Post may be established. A Preliminary Command Post is usually of temporary duration; however, depending upon the situation at hand, it may become the Incident Command Post. The Preliminary Command Post should be close enough to the incident to obtain an accurate assessment for resources needed.

# INCIDENT COMMAND

The primary purpose of the Preliminary Command Post is to provide for the establishment of an inner perimeter in the problem area. The Preliminary Command Post need not have extensive communications or parking facilities. A patrol car with a radio may suffice. Once containment is achieved, evacuation of persons in the danger area including pedestrians and vehicular traffic should be considered. When the inner perimeter is established and the situation contained, the formation of an outer perimeter and the selection of the Primary Incident Command Post can be made. (See also SEC. 5.10)

## C. Incident Command Post

The Incident Command Post should be a structure with telephone communications or a Sheriff's Mobile Command Vehicle. It should offer ample parking and room for personnel equipment that may be needed. Locations such as schools, churches and shopping centers have been used successfully in the past. The location should be between the inner and the outer perimeter, but the ultimate decision lies with the Incident Commander.

Additional factors to consider in the selection of the location:

1. The accessibility to the site by responding personnel.
2. The defensibility against snipers, mobs, etc.
3. Multiple entrances/exits.
4. Restroom facilities.
5. A helicopter landing zone.
6. Ability to expand as necessary.

## 5.2.4 LAW ENFORCEMENT INCIDENT COMMAND SYSTEM

### Management Structure

This Department utilizes the Law Enforcement Incident Command System (LEICS) and the Standardized Emergency Management System (SEMS) to manage field operations during emergencies.

The intent of LEICS is to provide a modular organization with necessary functions pre-designated. The system is designed to be flexible and initially two or more functions may be handled by one person. As any one function requires full time attention, a person should be assigned to that one function.

### Incident Command Staff Duties

#### A. Incident Commander

The Incident Commander is responsible for incident activities including the development and implementation of strategic decisions and for approving the ordering and releasing of resources. The Incident Commander has complete authority and responsibility for conducting the overall operation. The responsibilities include:

1. Set up an appropriate command post. This command post should be co-

# INCIDENT COMMAND

located with other agencies which have a legal or fiscal responsibility for the incident. Liaison with the DOC as necessary.

2. Assign command and general staff officers in charge as necessary. Utilize the Emergency Response Assistance Team (ERAT) if necessary. Refer to SEC. 5.7.
3. Approve and authorize implementation of the incident action plan under the Operational Area.
4. Oversee all operational functions of the incident under the Operational Area.
5. Prioritize and approve requests for additional resources and for release of resources.
6. Approve demobilization plan.

## B. Deputy Incident Commander (Optional)

Under the direction of the Incident Commander. The Deputy Incident Commander (DIC) shall:

1. Assist the Incident Commander as directed.
2. Assume interim command and responsibility for IC duties when the Incident Commander is not available.

On incidents involving more than one department or discipline, the Deputy Incident Commander position can be used to facilitate the smooth change of authority when an event progresses from one jurisdiction to another or from one discipline to another.

For example, in a Unified Command structure, there is a fire Incident Commander and a law enforcement Incident Commander. Once the fire portion of the event has been controlled, the fire Incident Commander may step aside or drop out altogether (depending on fire's role in the overall event). The entire event would then become a law enforcement event under the law enforcement Incident Commander.

## C. Planning/Intelligence Section Chief

The Planning/Intelligence Section Chief, a member of the Incident Commander's General staff, is responsible for the operation of the Planning/Intelligence Section. Information is needed to: (1) Understand the current situation; (2) Predict probable course of incident events; and (3) Prepare alternative strategies and control operations for the incident.

Planning will:

1. Obtain briefing on incident objectives from the Incident Commander.
2. Activate Planning/Intelligence Section Units. Establish Liaison with the DOC.
3. Supervise Planning/Intelligence Section Units.
4. Prepare and distribute incident action plan.
5. Ensure that normal agency information collection and reporting requirements are being met.
6. Develop and Coordinate demobilization plan.

## D. Operations Section Chief

The Operations Section Chief, a member of the General Staff at the ICP, is responsible for the management of all operations directly applicable to the primary mission. The Operations Section Chief activates and supervises organizational elements in accordance

# INCIDENT COMMAND

with the incident action plan and directs its execution. The Operations Section Chief also coordinates unit tactics, requests, or releases resources, makes expedient changes to the incident action plan as necessary and reports such to the Incident Commander.

Under the direction of the Incident Commander, the Operations Section Chief shall:

1. Continuously appraise the tactical situation.
2. Plan and control the tactical deployment of elements assigned to the Operations Section.
3. Direct and conduct incident-related criminal investigations during an unusual occurrence.
4. Direct general law enforcement activities within an involved area.
5. Prepare and execute operations orders upon approval of the Incident Commander.
6. Participate in the preparation of incident action plan.
7. Assemble information on alternative strategies.
8. Identify need for use of specialized resource(s), e.g. SED, Field Kitchen, Search and Rescue Team.
9. Provide periodic predictions on incident potential.

## E. Logistics Section Chief

The Logistics Section Chief, a member of the General Staff, participates in development and implementation of the incident action plan and activates and supervises the Logistics Section. The duties include:

1. Obtain briefing from Incident Commander.
2. Plan organization of Logistics Section.
3. Establish contact with DOC and Logistics personnel as potential resource agencies.
4. Participate in preparation of incident action plan.
5. Identify service and support requirements for planned and expected operations.
6. Coordinate and process requests for additional resources.
7. Advise on current service and support capabilities.
8. Estimate future service and support requirements.

## F. Finance Section Chief

The Finance Section Chief, a member of the Incident Commander's General Staff, is responsible for tracking revenue and expenditures during the incident. The Finance Section Chief activates and supervises organizational elements in accordance with the incident action plan and directs its execution. The Finance Section Chief also coordinates related support elements and works with the Logistics Section Chief to insure accurate documentation of expenditures.

## G. Liaison Officer

The Liaison Officer is a member of the command staff and is the point of contact for the assisting and mutual aid agency representatives. This includes agency representatives from other law enforcement agencies, fire services, Office of Emergency Services, emergency medical providers, Red Cross, Public Works, Medical Examiner's Office, etc. The Liaison Officer will be from the agency with jurisdictional responsibility.

# INCIDENT COMMAND

Responsibilities include:

1. Obtain briefing from Incident Commander.
2. Provide a point of contact for assisting/mutual aid agency representatives.
3. Identify agency representatives from each agency including communications link and location.
4. Identify and report upon capabilities and limitation of participating agencies.
5. Respond to requests from incident personnel for inter-organizational contacts.
6. Monitor incident operations to identify current or potential inter-organizational problems.
7. Provide information/maintain liaison with other governmental and law enforcement agencies.

## H. Agency Representatives

An agency representative is an individual assigned to an incident from an assisting or mutual aid agency who has been delegated full authority to make decisions on all matters affecting that agency's participation at the incident. Agency representatives report to the Liaison Officer, if that position has been filled. If there is no Liaison Officer, agency representatives report to the Incident Commander. Each agency will assign only one (1) representative to the incident. The responsibilities include:

1. Check in at the command post. Ensure that all agency resources have completed check-in.
2. Obtain briefing from Liaison Officer or Incident Commander.
3. Attend planning meetings as required.
4. Provide input on use of agency resources.
5. Oversee the well-being and safety of agency personnel assigned to incident.
6. Advise liaison officer of any special agency needs, requirements, limitations or restrictions.

## I. Public Information Officer

The Public Information Officer (PIO), a member of the command staff, is responsible for the formulation and release of information about the incident to the news media. Under direction of the Incident Commander, the Public Information Officer shall:

1. Obtain briefing from the Incident Commander.
2. Contact involved agencies.
3. Establish a single incident information center (separate from the command post, whenever possible).
4. Observe constraints on the release of information imposed by Incident Commander.
5. Obtain approval for media releases from Incident Commander.
6. Release news to the media and post information in command post and other appropriate locations.
7. Attend meetings to update information releases.
8. Arrange for meetings between media and incident personnel when directed to do so by Incident Commander.

# INCIDENT COMMAND

## J. Safety Officer

The safety officer assigned to the incident command post monitors the incident and advises the Incident Commander on all matters relating to incident health and safety of personnel on scene. The safety officer assigned to the DOC is responsible for the following tasks:

1. Ensure that the building and all facilities used in support of the DOC are in safe operating condition.
2. Monitor operational procedures and activities in the DOC and the Operation Areas to ensure they are conducted in a safe manner considering the existing situation and conditions.
3. Stop or modify all unsafe operations outside the scope of the DOC Action Plan, notifying the DOC Manager of actions taken.

## K. Scribe

The scribe, a member of the command staff, is responsible for recording information received by and decisions deriving from, the Incident Command. This position(s) will be crucial in the preparation of after-action reports.

## 5.2.5 TERMINATION OF OPERATION

### A. Demobilization

In any major operation, an organized release of personnel is needed in order to maintain an accurate account of actions taken, personnel involved, equipment and materials used. Each supervisor should be debriefed, and the realignment of field units initiated to meet the normal service demands. Once all supervisors have reported, a press statement may be prepared if necessary.

### B. Disposition of Prisoners, Equipment and Evidence

It is the responsibility of the Incident Commander to see that all equipment is returned; that all prisoners are transported to an appropriate facility for booking; that all reports and evidence relative to each arrest are submitted and processed.

### C. After-Action Reports

It is the responsibility of the Incident Commander to prepare, in a timely manner, a complete after-action report. This report should include the collected debriefing information such as the number of persons arrested, deaths involved, injuries to officers, property damage and any unusual actions taken.

The report should cover any anticipation of complaints or civil claims that may be received. The report shall also list any expended resources or emergency purchases resulting from the operation. The report shall be directed to the Sheriff via the Chain of Command with a copy forwarded to affected divisions (i.e. Financial Services, Personnel, Station/Facility, etc.)

# INCIDENT COMMAND

## AFTER ACTION REPORT FORMAT

### SYNOPSIS:

- A one or two paragraph compilation of the incident
- The response
- Major problems encountered
- The resolution

### PROBLEM:

- A description of why and how the incident was provoked

### BACKGROUND:

- Criminal history
- Description of suspects
- The scene of the incident

### PLANNING:

- Description of the plan that was developed
- The goal that was identified, including the planned involvement of outside resources (other agencies) individual Sheriff's units or deputies

### DEPLOYMENT:

- Timeline of when and where the components of the plan were deployed

### TERMINATION OF ACTION:

- The description of how the incident was resolved
- The disposition of suspect(s) and victim(s)
- The details of returning to normalcy

### POST ACTION:

- Description of any follow-up assignments, investigations and efforts that was necessary

### MEDIA COVERAGE:

- List what news agencies were on scene
- What efforts were spent on media relations
- The involvement, if any, of Sheriff's Public Affairs personnel
- Problems and cooperation with reporters
- An overall opinion on the nature of the coverage

### OPERATIONAL CRITIQUE:

- If an organized critique was conducted, a synopsis of its issues, recommendations for changes and improvements needs to be included in a written report.
- If a critique was not conducted, this section can list the Incident Commander's opinions as to the high and low points of the operation, as well as recommendations for departmental improvements.

# INCIDENT COMMAND

## ATTACHMENTS or REFERENCES:

List of all reports generated by members of this department or other agencies, including after action reports submitted by other units and agencies. At the request of the Incident Commander, actual copies of these documents will be attached.

# EVACUATION PROCEDURES

## 5.3.1 PURPOSE

To define an evacuation policy for the department which provides guidelines for decision making. This section also delineates necessary considerations for incident commanders and personnel involved in evacuations.

## 5.3.2 POLICY

It shall be the policy of this Department to provide for orderly voluntary evacuation procedures in the event of civil disorder and natural or man-made disasters.

People who are legally in a threatened area at the time that a decision is made to evacuate the area will be advised of the danger and the evacuation decision but will NOT be forcibly removed. This will not override cases in which 5150 Welfare & Institutions or Child Endangerment are factors.

People who knowingly enter an already closed area and willfully remain there after receiving notice to evacuate are in violation of Penal Code Section 409.5 (misdemeanor) and appropriate law enforcement action may ensue if there is time. It should be noted that the media is exempt from 409.5 as it concerns disaster areas if media activities do not impede the operations of public safety personnel. The media is not allowed access to crime scenes under 409.5 PC.

## 5.3.3 PROCEDURES

Each station, substation and detention facility shall maintain an updated Station or Facility Emergency Plan which will contain, among other things, comprehensive evacuation pre-plans for its facility. (Refer to section 5.8 of this manual for the specific requirements of the station, substation, investigative office and administrative office emergency plans.)

## 5.3.4

The decision to evacuate a given area may be made by any deputy sheriff. Consider the inherent threat to life and the physical situation. Then determine the size, shape and terrain configuration of the potential evacuation area. The decision to evacuate should be made carefully and accomplished expeditiously.

## 5.3.5

Perimeters can always be made smaller. Establish an inner and outer perimeter. This will create an exclusionary/buffer zone and give flexibility in control of the situation.

- A. The inner perimeter will be determined by the size and shape of the potential danger zone.
- B. The outer perimeter will provide for control of vehicular/pedestrian traffic. It may be established a hundred yards or several blocks from the inner perimeter. Use of additional traffic points beyond the area of the outer perimeter should be considered.

## 5.3.6

# EVACUATION PROCEDURES

In conducting an evacuation, the following points must be considered:

- A. Establish a Temporary Evacuation Point (TEP) and notify the communications Watch Commander of the location(s) and request the DOC contact the American Red Cross to establish the evacuation center.
- B. The flow of evacuees must be from the inside-out. Those closest to the danger area are moved out first. Evacuation routes are selected at the time of the event as determined by circumstances.
- C. Avoid panic by maintaining contact/communication with evacuees. Those closest to the danger will be moving faster than those further away.
- D. Any order to evacuate must be accompanied with a simultaneous distribution of information to all agencies involved with the incident.
- E. Protection of Department personnel is a paramount concern. Incident Commanders/Supervisors must be able to ascertain hazards and protective procedures.
- F. Incident Commanders should consider using an emergency notification system (Alert San Diego and the Wireless Emergency Alert System) via the Communications Center to provide evacuation instructions to the public.
- G. Both the Wireless Emergency Alert and Alert San Diego systems should be used for all emergency notifications and evacuation orders. This is because one system uses the cellular system (WEA) and the other uses landlines and other registered users (AlertSD)

# ANTI-LOOTING/CURFEW PROCEDURES

## 5.4.1 PURPOSE

To provide decision making guidelines for Department members confronting looters during a DECLARED STATE OF EMERGENCY.

## 5.4.2 POLICY

It is the policy of the Department to arrest, detain, or disperse looters; however, this policy is secondary to the preservation of human lives.

## 5.4.3 PROCEDURES

This policy will be tempered only by the realities faced at the time the opportunity for arrest presents itself.

- A. Incident Commanders or Operational Area Chiefs will have the discretion, when confronting looters, to arrest or disperse them.
- B. It must be recognized that when confronting large groups of looters, it may be impossible to arrest them all.
- C. Experience has shown that when law enforcement arrives and maintains a presence, looters flee the scene.

## 5.4.4 OPTIONS TO ARREST

When options include mass arrest, consideration must be given to the problem of losing the tactical capabilities of field forces to accomplish mass bookings and detention. The situation may require the Incident Commander exercise the option to disperse rather than arrest looters. Policy of arrest or dispersal should be uniform and communicated within each Incident Command Operational Area. Although an adjacent Operational Area may exercise the option to arrest, resources permitting.

## 5.4.5 ANTI-LOOTING PROCEDURES

The primary responsibility of the Incident Commander in looting situations is the protection of lives, property, and the arrest or dispersal of offenders. The Incident Commander will be assisted in this effort with information and efforts of support units:

- A. Initial responding units should:
  - 1. Provide situation estimates.
  - 2. Recommend temporary staging area and incident command post for responding units.
- B. Incident Commander will:
  - 1. Advise Communications Center Watch Commander of the following:
    - a. Location of emergency
    - b. Number of participants
    - c. Activities of participants (i.e., looting, rioting, etc.)
    - d. Approach routes for responding units

# ANTI-LOOTING/CURFEW PROCEDURES

- e. Additional department resources needed
  - f. Location and radio frequency of command post
2. See that all personnel are adequately briefed regarding:
    - a. Tactical problems
    - b. Mission (i.e., arrest or disperse)
    - c. Code sections (re: authority and violations)
    - d. Assignments
  3. Maintain rosters of those resources available and committed:
    - a. Personnel
    - b. Equipment
- C. Additional responding units
1. Proceed to designated Staging Area
  2. Follow further instructions as obtained

## 5.4.6 CURFEW POLICY

- A. It is the policy of the Department to declare a 48-hour curfew per Section 31.301 of the San Diego County Code of Regulatory County Ordinances if there exists within any part of the unincorporated area of the county, conditions of extreme peril as defined in Section 31.102a.
- B. This policy should be recognized as a tool of control for the Incident Commander. Enforcement by arrest should not be considered obligatory unless the tactical situation dictates that it is a logical and proper solution to the condition.
- C. The curfew may be extended beyond 48 hours by a resolution of the board of supervisors.

## 5.4.7 CURFEW PROCEDURE

- A. If the Incident Commander determines that a curfew is necessary per Section 31.301 of the San Diego County Code of Regulatory County Ordinances, he will inform the Communications Center Watch Commander. The Watch Commander will contact the Sheriff, or in his absence, the ranking officer, per Policies and Procedures Section 1.5, who may order the curfew.
- B. Once the curfew has been established the Public Information Officer and Communications Center will immediately notify the news media of the curfew and its requirements.
- C. The Incident Commander will use whatever means available to notify the affected populace of the disaster area, concerning the curfew and its requirements.
- D. Normally, curfew hours will be dusk to dawn; however, the Incident Commander may extend the curfew to around the clock or set any other times, as considered necessary to reduce conditions of extreme peril in the affected area.

# MUTUAL AID STAGING AREA (MASA)

## 5.5.1 PURPOSE

To provide guidelines for identification of suitable mutual aid Staging Areas. The Staging Area will meet the needs of the Department and the other agencies responding to assist during an emergency.

## 5.5.2 POLICY

Mutual Aid Staging Area Defined: A location where personnel from assisting agencies report for housing, feeding, and provision of certain supplies.

## 5.5.3 PROCEDURES

The following procedure is to be followed by Department personnel in selecting and establishing Mutual Aid Staging Areas.

- A. The Law Enforcement Officer, regardless of rank, in charge of the Mutual Aid Staging Area will direct and coordinate all operations within the staging area.
- B. The following list of features should be considered in the selection of a Mutual Aid Staging Area:
  1. Location relative to the operation
  2. Safe routes of ingress/egress
  3. Size and option to expand
  4. Paved, fenced, lighted
  5. Restrooms, feeding facilities, sleeping quarters
  6. Helicopter landing zone
  7. School grounds, football field, vacant lot, parking lot
  8. Open air facility
  9. Closed warehouse or public building
  10. Communications
  11. Vehicle storage
  12. Fuel supply on site
  13. Equipment storage capabilities
  14. Special Hazards
- C. It is desirable to have the entrance and exit adjacent to each other. This reduces the number of personnel necessary to provide sign-in/sign-out and security control functions. A fenced or otherwise secure area is very desirable to afford a degree of controllable privacy, i.e., ability to keep general public out of area.
- D. Consider several mutual aid personnel may arrive in unmarked cars. Officers may keep their keys when assigned to a squad/platoon leaving the staging area supervisor without the means to move their vehicle if needed.

Assignment of vehicles to parking areas where it will not be necessary to move them later is desirable. If this is not possible, the keys (clearly identified), should be left either at a centrally controlled location or in some standard location in the cars (visor, dash, etc.) in order that they may be found if necessary.

## MUTUAL AID STAGING AREA (MASA)

- E. In extended operations involving large numbers of supporting personnel, satellite supporting areas may be needed for special functions or a section of the main assembly area may be needed for repairs, feeding, briefing, rest areas, etc. These areas should be designated as such and activities other than those identified for the area should be discouraged. Vehicle impound areas should be so located as not to interfere with other operations. Security of impounded vehicles and related evidence is a must.
  
- F. The efficiency of the total operation may well depend upon a properly selected and operated staging-assembly area. Planning efforts should be directed toward selection of as many sites as may be necessary in the community to assure the most efficient operation.

# AERIAL SUPPORT

## 5.6.1 PURPOSE

To define the Support Services to be provided by the Aerial Support Detail during a disaster or major unusual occurrence.

## 5.6.2 POLICY

In the event of any disaster or unusual occurrence in San Diego County, the Sheriff's Aerial Support Detail will provide helicopter and fixed wing aircraft as available for various air support functions including, but not limited to, the following:

- A. Damage assessments of affected area.
- B. Identification of open and closed ground transportation routes.
- C. Transportation and evacuation of injured persons.
- D. Transportation of medical and rescue personnel.
- E. Airborne radio relay station.
- F. Transportation of emergency medical supplies.
- G. Any other air support where ground transportation is unavailable or not timely.

## 5.6.3 PROCEDURE

If the department implements Level I or Level II, Aerial Support Detail personnel will respond as follows:

- A. Regular sworn personnel and professional staff will report to ASTREA base if possible.
  - 1. Bring all necessary equipment and personal items needed for prolonged operations.
- B. If roads are not passable, off-duty ASTREA personnel will report to predetermined pick-up points, which will be mapped and maintained in the ASTREA base.
- C. Helicopter Deployment
  - 1. Helicopter deployment will be on an as needed basis if area(s) of damage are known.
  - 2. In the event of widespread damage and/or disruption of communications:
    - a. Two (2) helicopters will be deployed as soon as possible for damage assessment on a mission basis as assigned by the Department.  
Areas of concern: Reservoirs, airports, communications installations, power plants, transportation routes, hospitals and designated mass-care centers.
    - b. Two (2) helicopters will be manned and placed in standby status for 5-minute takeoff to respond as needed to impacted areas.

If indications are that the impacted area is widespread, helicopters may be

# AERIAL SUPPORT

deployed to various command posts at disaster sites.

- D. Sheriff's Citizen Volunteers (CV) assigned to ASTREA
  - 1. ASTREA Citizen Volunteers will report to ASTREA base to assist with their aircraft, provided that their home airport is operational. If unable to report with their aircraft, they will report to ASTREA base.
  - 2. ASTREA Citizen Volunteers will prepare 2 fixed wing aircraft, as soon as possible, for aerial survey of impacted areas. They may also be requested to airlift personnel for overview and aerial photos as necessary.

## 5.6.4 CIVIL AIR PATROL (CAP) COORDINATION

- A. If the CAP is activated by the State Office of Emergency Services, liaison with them will be maintained by the Sheriff's Aerial Support Detail.
- B. This should not be construed to preclude direct liaison with CAP in field emergencies. However, any missions implemented and their results, should be reported to the Communications Center as soon as possible.

## 5.6.5 AERIAL DAMAGE ASSESSMENT

- A. The Aerial Support Detail shall maintain and update annually, a deployment plan for aerial damage assessment.
  - 1. The County will be divided into sectors on standard aviation maps.
  - 2. Each sector will have a list of critical sites (public facilities, dams, hospitals, major transportation routes, etc.) to be checked and types of damage to be reported.
- B. In the event of a catastrophic earthquake, Aero Squadron personnel will report to ASTREA base and receive sector assignments. The entire San Diego County will be covered as soon as possible.
- C. Pilots will complete their sector assignments, then make their report to the Communications Center via radio, air drop or upon returning to ASTREA Base.
- D. Damage will be reported in the following manner:
  - 1. Sector
  - 2. Site
  - 3. Type/extent of damage
  - 4. Potential for loss of life or future damage

# EMERGENCY RESPONSE ASSISTANCE TEAM (ERAT)

## 5.7.1 PURPOSE

To establish a core response team of qualified personnel experienced and skilled in the Standardized Emergency Management System (SEMS) as it pertains to the coordination of emergencies and disasters in our jurisdiction. To standardize Department Incident Command Post (ICP) operations. To provide security to the command post and the staging area(s).

## 5.7.2 POLICY

The Emergency Response Assistance Team (ERAT) shall respond to the same types of disasters and unusual occurrences requiring ICP/LEICS operations.

## 5.7.3 PROCEDURE

- A. The Emergency Services Division Captain shall have overall responsibility for the selection, training and deployment of ERAT members. The Emergency Planning Detail Lieutenant will serve as the ERAT coordinator.
- B. Teams shall be established to serve as advisors only to the Incident Commander of jurisdiction in setting up the ICP.
- C. The ERAT team will be activated upon the request of the Incident Commander by the Communications Center. The Communications Center will notify the on-call ERAT supervisor to initiate the activation.
- D. The ERAT Team shall assist the Incident Commander with check in/out of all responding personnel, provide a Staging Area Manager, and staff the ICS General Staff positions as directed by the Incident commander.

## 5.7.4 ERAT Training

The Emergency Planning Detail will provide basic and on-going training of all ERAT personnel.

# STATION EMERGENCY PLANS

## 5.8.1 PURPOSE

To standardize and require the maintenance of written plans by each Sheriff's installation that will address emergency preparedness.

## 5.8.2 POLICY

All Department stations, substations, courthouses, offices, detention facilities, and off-site facilities shall maintain an emergency plan that will include evacuation procedures, attack on the facility procedures, redeployment procedures, appropriate maps, command post locations, resource lists, and other data as prescribed in this manual. All employees assigned to the installation will be familiarized with the document. All installation commanders will ensure that the plan is reviewed and updated annually.

## 5.8.3 PROCEDURES

The priority of the station/facility plan shall be the protection of human life. However, procedures shall be prepared for the protection of private and public property in areas that have been evacuated.

## 5.8.4 PATROL INSTALLATION PLANS

Each Sheriff's station, substation, and office emergency plan will contain the following information exclusive to its area of operation. Stations located in contract cities with their own emergency plan shall store a copy of the city plan next to the station plan and can cross-reference sections of that plan in lieu of duplicating them.

- A. Redeployment plans as described in section 5.1.3.
- B. Building evacuation plans - Diagrams showing the flow and exit of personnel from the building. These will also be posted according to the fire regulations of the local jurisdiction.

The PATROL FACILITY BUILDING EMERGENCY CHECKLIST included with this policy will be duplicated and maintained for quick use with the manual. Responsibility for the completion of the tasks on the checklist will be delineated in the Station Emergency Plan.

- 1. UTILITIES section shall describe the location and function of all:
  - a. Electricity, gas, and water shut offs for the building.
  - b. Fire alarms, smoke detectors, and fire sprinkler systems.
  - c. Public address system, if any.
- C. Attack on Station - Written procedures prescribing the movement of armed and unarmed employees, and a tactical response.
- D. Station Resources - Inventories of tactical and emergency equipment, radios and vehicles.
  - 1. A current roster of station personnel with home addresses, phone numbers and cell/pager numbers will be kept in the manual.

## STATION EMERGENCY PLANS

2. A pre-arranged plan will designate personnel on one of two 12-hour emergency shifts, on time frames as determined by the station's current shift structure. Personnel will be briefed that if a major disaster occurs and communications are out, they will respond to their workstation on the hours of their pre-designated 12-hour emergency shift. If circumstances prevent personnel from safely responding to their respective workstation, they will report to the nearest Sheriff's station that is safe to respond to.
- E. Alternate Facility Plan - If the Sheriff's facility is destroyed or damaged beyond use, several alternate facilities from which patrol operations can be supported shall be identified. Such facilities may be fire stations, public works yards, or other non-county facilities. The administrators of these facilities should be pre-contacted, and their permission should be documented in the station plan.
  - F. Inundation Maps - These maps are available through the County Office of Emergency Services (OES) and show what downstream areas would be affected and would need to be evacuated in the event of a dam failure or overflow. All areas within and near to the station's patrol area should be included. These maps can also be found on the shared server in the (Emergency Planning) EPD Distribution folder.
  - G. Maps/Diagrams - These maps will be indexed in the plan for quick location. They are to be used in any type of emergency where the different units, divisions, or rooms at the site need to be identified for isolation, evacuation or assault. Examples:
    1. Mobile home parks
    2. Large apartment complexes
    3. Large industrial plants
    4. Public complexes, e.g. courthouse, city hall, etc.
    5. Schools (maps should be accompanied by contact persons, number of students, number of staff and schedules)
    6. Hospitals
  - H. Site Survey File - Diagrams and premise histories of locations where tactical incidents are likely to occur.
  - I. Field Command Post Locations - Pre-designated sites listed with available facilities such as parking, restrooms, electricity, water, and shelter.
  - J. Staging Area Locations - Pre-designated sites listed with available facilities that could be used as Mutual Aid Staging Areas or as Temporary Evacuation Points (TEP).
  - K. Casualty Collection Point (CCP) locations - CCP are pre-designated sites for the congregation, triage, austere medical treatment, and stabilization for evacuation of casualties during a major disaster. The designation, function, and operation of CCP are described in the San Diego Operational Area Emergency Plan, Annex D and coordinated by the County OES.
  - L. Hospital Data - List of contact people and phone numbers, number of staff, services available, and patient capacity of hospitals that serve the station's jurisdiction. If a hospital exists within a station's jurisdiction, evacuation procedures and floor plans will be maintained.

# STATION EMERGENCY PLANS

- M. Retirement Homes- Same data as hospitals; plus, floor plans.
- N. Government Facilities - List all installations in addition to those above with contact persons, staffing, evacuation procedures, resources, and equipment, hours of operation, emergency power capability.
- O. Fire Departments - Because of their special function in large emergencies, fire departments should be categorized in a separate section. List locations, phone numbers, staffing, vehicles, specialized equipment, and radio frequencies.
- P. Potential Hazardous Material Sites - List high risk installations, especially those industries that use large quantities of hazardous materials, hours of operation, types of materials, contact persons, special problems, and in-house emergency capabilities.
- Q. Local Community Resources - Lists of county and city public works yards, SDG&E and/or phone company maintenance stations, equipment rental yards, construction equipment companies, and volunteer organizations.
- R. A list of all the above facilities shall be prepared and used as a check-off list for damage assessment inspections.

## **5.8.5 DETENTION FACILITY PLANS**

Evacuation procedures are well covered in detention facility fire plans and need not be duplicated under this requirement. Detention facility specific policies & procedures manuals (Green Sheets) will additionally include plans in accordance with items A, B, C, D, I, and J above.

## **5.8.6 ADMINISTRATIVE OFFICES**

The John F. Duffy Administrative Center, the Training Academy, the Miramar Training Facility, the Central Investigations Division, the Special Investigations Division, and the Communications Center will be issued a copy of the Site Emergency Response Plan Model for County Facilities. These installations will appoint a Site Emergency Coordinator who will abide by all guidelines in that document.

## **5.8.7 FAMILY CONTACTS**

Each Sheriff's installation will develop a plan with the needed data to provide communication between on-duty employees and their homes. This will provide a brief exchange of information on the welfare of the employee and his/her family members. Family members should be educated to have and use a battery-powered AM radio in the event of a major disaster or power blackout. Some limited information can be disseminated via the Emergency Alert System.

## **5.8.8 COURT BUILDINGS**

Evacuation procedures are well covered in court facility fire plans and need not be duplicated under this requirement. Court Service Bureau specific policies & procedures manuals will additionally include plans in accordance with items A, B, C, D, I, and J above.

# STATION EMERGENCY PLANS

## PATROL FACILITY BUILDING EMERGENCY CHECKLIST

- \_\_\_\_\_ Situation assessment and notification to Communications Center and to Chain of Command.
- \_\_\_\_\_ Alert/Warning to building occupants.
- \_\_\_\_\_ Directing of occupants to exits/stairwells.
- \_\_\_\_\_ Assisting physically challenged persons.
- \_\_\_\_\_ Final search for any remaining occupants.
- \_\_\_\_\_ Shutdown of utilities, if necessary.
- \_\_\_\_\_ Roll call at Assembly Area and notification to ranking personnel of employees not accounted for.
- \_\_\_\_\_ Administer first aid if needed.
- \_\_\_\_\_ Take necessary action to prevent panic.

# TACTICAL ALERT PROGRAM

## 5.9.1 PURPOSE

Establish a program to provide uniform, written information to all concerned personnel of potential tactical problems that may require resources beyond the capabilities of the concerned station.

## 5.9.2 POLICY

An alert shall be generated by the affected station and routed up the chain of command to the Commander or Assistant Sheriff of the affected Bureau for approval. A copy of the alert shall be forwarded to the Emergency Planning Detail Lieutenant. The alert will briefly state the nature of the anticipated problem (protests, celebrations, large parties, etc.). Any event that has the potential to pull resources from adjoining stations shall generate a TacAlert.

## 5.9.3 PROCEDURES

After an alert has been generated, the affected station will write an operational plan to deal with the anticipated problem following a standard format (see 5.9.4). Units identified to respond to the emergency (SED, MFF Platoon, K-9, Bomb/Arson, etc.) will be pre-designated and made fully aware of the TacAlert and OpPlan.

## 5.9.4 OP/PLAN FORMAT

All Operations Plans shall be written in the five-paragraph format:

### A. Situation

Describe the general situation causing the issuance of the Operations Order. The paragraph need not be very long but should contain enough information to inform all personnel involved about the problem and any known history. A second paragraph briefly discussing the Department's policy must be included within this paragraph.

### B. Mission

Clearly state the mission of the Department in this event. This paragraph should be short and to the point but make clear the total mission of the organization involved.

### C. Concept of Operations

This is the most important and complex paragraph of the order. The first paragraph contains the Incident Commander's intent. This clearly states how the Incident Commander plans to accomplish the mission. There cannot be any question as to the intent of the Incident Commander after reading this paragraph.

Additional paragraphs discuss the tactics that the Commander plans to use in the conduct of the operation. This is a general discussion and does not assign specific units to missions but paints the overall picture of the operations for concerned leaders to review and understand. Contingencies should also be discussed.

These paragraphs must include dispersal order information, arrest posture, booking process and deployment of special weapons for tactical advantages.

# TACTICAL ALERT PROGRAM

## D. Execution

This paragraph is used to make specific assignment to all units involved in the operation. Each element assigned must be identified and assigned a specific mission in the operation. Failure to make these assignments leads to confusion and often can mean that an element is not committed at a critical time allowing the entire operation to fail. This also allows each responding element the ability to select those personnel best qualified to perform the task that they are being given. A subparagraph titled "Coordinating Instructions" should be included if any areas requiring coordination are needed. Specific responsibilities are listed and explained in detail. This is done to ensure that these tasks are properly coordinated and accomplished as smoothly as possible.

## E. Administrative Instructions

This paragraph addresses any administrative announcements that are necessary to make the operation work. Generally, for large operations a separate logistics annex is published, however, for a small-scale short-lived operation, logistical concerns may be put into this paragraph. Locations, timekeeping instructions, medical services, and reporting instructions are always addressed in this paragraph.

# MOBILE FIELD FORCE

## 5.10.1 PURPOSE

To standardize and establish the staffing and deployment methods of the Mobile Field Force.

## 5.10.2 POLICY

The Sheriff's Mobile Field Force (MFF) responds to preplanned and spontaneous events to maintain and restore public order using highly skilled and disciplined personnel comprised of a broad base of Sheriff's personnel.

## 5.10.3 PROCEDURES

All requests for the MFF shall be made through the Emergency Planning Detail (EPD). EPD will be responsible for contacting the Platoon Lieutenant from the on call MFF deployment.

The MFF will be organized, staffed and equipped consistent with the model contained in the most recent edition of the *Law Enforcement Guide for Emergency Operations* (AKA: "The Red Book") published by the Governor's Office of Emergency Services. Additional mission-specific resources (field booking, prisoner transportation, et cetera) may be attached to this basic unit as appropriate.

## 5.10.4 SHERIFF'S MOBILE FIELD FORCE STRUCTURE

The MFF will be comprised of mainly station Area Detectives, COPPS Deputies, GET and CST members, and augmented by patrol personnel. All personnel will go through an 8-hour Basic Mobile Field Force class facilitated by the Special Enforcement Detail (SED) and EPD personnel. Platoon Lieutenants, Platoon Sergeants, and Squad Sergeants will attend an 8-hour Mobile Field Force Supervisor class.

A. Mobile Field Force Platoon will consist of the following:

1. One Platoon Lieutenant
2. One Platoon Sergeant
3. Four Squad Sergeants
4. Four squads of deputies

B. A Mobile Field Force Squad will consist of the following;

1. One Squad Sergeant
2. 11 deputies
3. Two Grenadiers from SED when necessary

Squads may be supplemented by SED deputies who will be responsible for dispersing less lethal munitions and chemical agents.

Additional resources may be deployed during a MFF activation to support the platoons:

Special Enforcement Detail  
Emergency Response Assistance Team  
Mobile Booking & Medical  
ASTREA K-9 Unit

# MOBILE FIELD FORCE

Traffic Motor Unit  
Special Investigations Division  
Central Investigations Division

The San Diego County Sheriff's Department currently has two designated Mobile Field Force Platoons made up of squads from different commands. Each platoon consists of squads from commands in the same geographical area; the northern commands and the southern commands.

The commands are divided up as follows:

<b>Northern</b>	<b>Southern</b>
San Marcos	Poway
Vista	Santee
North Coastal	Rancho San Diego
SADLE/DIU	Imperial Beach

Regardless of which platoon is called out, the first platoon arriving on scene will be designated as the "Alpha Platoon." The second squad will be designated as the "Baker Platoon."

## **5.10.5 SHERIFF'S MOBILE FIELD FORCE RESPONSIBILITIES**

The responsibilities of each team member are as follows:

- A. Platoon Lieutenant – Commands the platoon. Once given a mission by the Incident Commander, the Platoon Lieutenant provides a plan to complete the mission.
- B. Platoon Sergeant – Assists the Platoon Lieutenant
- C. Squad Sergeant – Acting under the direction of the Platoon Lieutenant, is responsible for the supervision of the 11 deputies.
- D. Squad Deputies – Shall perform the functions and mission as directed by the Squad Sergeant
- E. Grenadiers – This position may be filled by a member of SED or other trained personnel and will be responsible for the dispersion of less lethal munitions and chemical agents at the direction of the Platoon Lieutenant.

The request for an MFF squad will be made to the Emergency Planning Lieutenant or designee. Once it has been established how many MFF personnel are needed and what the mission is, the Emergency Planning Lieutenant or designee will notify the on-call Platoon Lieutenant.

The on-call Platoon Lieutenant will contact his squad Sergeants and notify them of the deployment. The staging location and mission will be determined by the Incident Commander. Once on scene, the Platoon Lieutenant and Platoon Sergeant will make sure the deputies fill out their T-Cards and turn them into their squad Sergeant. The T-cards will be collected and turned into the Emergency Response Assistance Team, (ERAT).

# MOBILE FIELD FORCE

## 5.10.6 SHERIFF'S MOBILE FIELD FORCE MISSIONS

The Sheriff's Mobile Field Force may be deployed for the following reasons:

- A. Natural disasters
  - 1. Wildfires
  - 2. Earthquakes
  - 3. Tsunamis
  - 4. Weather related emergencies
  
- B. Man Made Disasters
  - 1. Civil Unrest/Protests
  - 2. Terrorist Attacks
  - 3. Security for fixed critical facilities or infrastructure

It will be the responsibility of each Squad Sergeant to ensure his squad roster is current and EPD has the most up to date list of deputies. The deputies assigned to an MFF squad will be fitted for soft outer body armor, which will consist of a chest protector, forearm pads and shin guards. This gear will be issued by EPD. Each deputy is separately issued a riot helmet and gas mask by the Weapons Training Unit, which will also be carried by the deputies when deployed. Additionally, deputies will be issued a straight baton and flex cuffs from the ERAT trailer prior to being deployed. The squad sergeants will ensure their deputies have all their gear prior to being deployed.

## 5.10.7 SHERIFF'S MOBILE FIELD FORCE MUTUAL AID

The State of California is divided into seven regions and San Diego is part of Region VI. This region also includes the counties of Riverside, Imperial, San Bernardino, Inyo and Mono. The San Bernardino Sheriff's Department is the Law Enforcement Mutual Aid Coordinator for our region.

The San Diego County Sheriff's Mobile Field Force team is available to assist any agency in San Diego County and California State Region VI. The deployment of the MFF will be decided by the Emergency Services Division Captain.

The Platoon Lieutenant will brief San Diego County Sheriff personnel of the following guidelines:

- A. Each request will be made through the Emergency Services Division Lieutenant and approved by the Emergency Services Division Captain.
- B. The person in charge of the requesting agency must approve the request.
- C. The requesting agency shall maintain incident command; however, the San Diego County Sheriff's Department shall maintain responsibility and control over MFF to include, tactics, deployment and withdrawal
- D. The Platoon Lieutenant and Platoon Sergeant will respond to the scene and command the Mobile Field Force.

In the event the San Diego Sheriff's Department needs additional help from outside our county, the Emergency Planning Lieutenant or designee will contact the San Bernardino Sheriff's Department and make the request for assistance. They will in turn send out the request to our Region VI partners and will also be in contact with the State Office of Emergency Services.

# MOBILE FIELD FORCE

California State OES would provide assistance and resources from across the state.

## **5.10.8 SHERIFF'S MOBILE FIELD FORCE STAGING**

The Sheriff's ERAT will be responsible for the staging area and checking in all personnel involved in an MFF activation. They will stage the vehicles in squad/platoon formation and make sure all the vehicles are properly marked with the platoon and squad number.

Additionally, ERAT will be responsible for issuing out any equipment needed by the squads. This includes, batons, gas masks, helmets, less lethal munitions, etc. This equipment must be accounted for when checked out and returned.

## **5.10.9 DEMOBILIZATION**

Once the mission assigned to the MFF by the Incident Commander has been completed or the mission has changed and MFF is no longer needed, personnel deployed can be released. The Platoon Lieutenant will notify the squad sergeants to return to the staging area. Once they have assembled in the staging area, the deputies will finish completing their T-cards and return them to the squad sergeant. The sergeant will ensure they are accurately filled out and submit them to ERAT personnel.

ERAT personnel will verify the T-cards have been properly completed and any outstanding equipment has been returned. That squad can then be released at the direction of the squad sergeant. Each squad will check out in the same manner.

After all MFF personnel have completed the check-out process, the staging area must be broken down. ERAT will ensure all the equipment they set up at the beginning of the mission is properly stowed in the ERAT trailers. The staging area will be cleaned, and all the trash will be taken away. The staging area will be left in the same, if not better, condition than prior to the activation.

# EMERGENCY PROCEDURES

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6.4	EMERGENCY RELOCATION OF PRISONERS - IN COUNTY
6.5	EMERGENCY RELOCATION OF PRISONERS - OUT OF COUNTY

# EMERGENCY REDEPLOYMENT

## 6.1.1 PURPOSE

To establish procedural guidelines defining those conditions requiring response levels above normal operational conditions. Such level setting will define the Detention Services Bureau's redeployment in accordance with Department Policy.

## 6.1.2 POLICY

The Sheriff or his designee may activate the emergency redeployment of detentions personnel and equipment in the event of a disaster or unusual occurrence in San Diego County.

## 6.1.3 PROCEDURE

Upon receipt of the order from the Sheriff or his designee for the redeployment of personnel and equipment, the following operating procedures will be followed in accordance with the LEICS levels of response.

## 6.1.4 LEVEL III

- A. An emergency within a facility that can be contained and controlled with that facility's resources.
- B. The Communications Center will be notified that LEVEL III is in effect and who the Incident Commander is.
- C. Redeployment of personnel and equipment will affect only the concerned facility and will be at the direction of the Incident Commander as necessary.
- D. Extended shift overtime may be authorized by the Incident Commander as necessary.
- E. The Communications Center will notify any other agencies as requested or required under the appropriate Specific Incident Response Plans.

## 6.1.5 LEVEL II (CALL BACK - 12.5 HOUR SHIFTS, NO DAYS OFF)

- A. The emergency condition escalates or is projected to escalate beyond the capability of the forces to stabilize the situation within four (4) hours. The commitment of additional forces and resources is anticipated.
- B. Detention Operations Area Commander(s) or other Command Staff Officer will declare LEVEL II and request redeployment of patrol and/or jail personnel to the incident.
- C. Redeployment of personnel and equipment consists of all detention facilities remaining on their normal shift schedules. However, call back of off duty detention deputies will be made.
  - 1. All days off and leaves will be canceled.
  - 2. The Detention Services Bureau as a whole will continue to commit a combined total of 30% normal staffing and appropriate recalled deputies to the Incident Commander(s).
  - 3. Redeploy recalled deputies, as directed, to the incident.

# EMERGENCY REDEPLOYMENT

## 4. 12.5-hour shift configuration with no days off:

- D. Detention facility personnel will report to their regular duty station or the nearest patrol station, fully prepared for field deployment as directed by their command staff.
- E. Each facility will maintain an inventory of personnel and equipment available for use by the Incident Commanders.

FACILITY	MINIMUM DEPUTIES TO RUN FACILITY FOR 24 HOURS	TOTAL DEPUTIES ASSIGNED TO FACILITY	EXCESS	40 % FTA FACTOR	DEPUTIES AVAILABLE TO REDEPLOY
a. SDCJ	100	208	108	44	64
b. GBDF	83	189	106	42	64
EMRF	47	121	74	29	45
LCDRF	91	200	109	43	66
e SBDF	22	52	30	12	18
f. VDF	61	122	61	24	37
g. FAC 8	11	25	14	6	8
<b>TOTALS</b>	415	917	502	200	302

### 6.1.6 LEVEL I (ENTIRE DEPARTMENT)

- A. Situation continues or is anticipated to continue and there is an expectation that exhaustion of Operational Area mutual aid forces will occur within the next eight (8) hours.
- B. At the Assistant Sheriff, Detention Services Bureau's discretion, activate call- out of off-duty professional staff, and deploy as needed.
- C. Technology for the Alert San Diego emergency notification is available and can automatically alert San Diego County Sheriff's Department personnel in the event of a large-scale emergency via dedicated land lines, cellular phones, and department e-mail. Alert San Diego is the most effective and efficient system in place to notify a large number of staff for emergency call-back purposes. In the event all traditional forms of communication are disabled, as the potential for catastrophic events to devastate these systems does indeed exist, all detentions personnel shall report for duty at the nearest Department facility as soon as they have the ability to do so for redeployment purposes or until an Incident Commander determines the emergency is contained and personnel are relieved from duty

# MASS ARREST/BOOKING PROCEDURES

## 6.2.1 PURPOSE

To set guidelines for the processing of prisoners during emergency situations.

## 6.2.2 POLICY

The Sheriff's Department will maintain the capability to process large numbers of arrestees at civil disturbances.

## 6.2.3 PROCEDURE

The Mobile Booking Team can be activated by contacting the Communications Center who will then ensure that the appropriate detentions commander is notified. Mobile booking procedures will include:

- A. Identification of arresting officers and suspects.
- B. Custody and security of arrestees.
- C. Accountability of property collected.
- D. Return the arresting officer to field duty as soon as possible.
- E. Secure holding area - as near the incident as possible. Ex: A fenced in parking lot with perimeter guards/ transport vans
- F. Property Storage - a locked Sheriff's vehicle will be utilized in the field booking area for temporary storage of property.
- G. Equipment

Cameras	Wristbands
Property Bags	Intake Slips
Probable Cause Forms	Flex Cuffs
Folding Tables	Log Book
P.C. Declaration Forms	Evidence Tags

- H. In the event arrestees cannot be processed and transported within four (4) hours, provisions will be made through the Communications Center to provide food, water and portable sanitation facilities in the holding area.
- I. A medical treatment team will be requested if the condition of the arrestees should warrant it.

## 6.2.4 BOOKING

- A. Actual booking of prisoners in the field is impractical because:
  - 1. Fingerprinting would be difficult.
  - 2. Full "strip" searches are impractical and/or illegal.
  - 3. Duplication of effort - (manually recorded info will later have to be put into the

# MASS ARREST/BOOKING PROCEDURES

computer).

4. Time requirements.
- B. Field arrestees will be identified and transported to a detention facility for formal booking. Contacts with court, bail bond agencies and defense representatives will be arranged as soon as practical after pre-booking and search.
- C. Reception
1. The arresting officer (A/O) brings his arrestee to the pre-established field booking area.
  2. Arrestee is thoroughly "patted down". All property is removed from his person, tagged, and secured.
  3. The A/O completes the intake slip.
  4. Wristbands placed on inmate. If name is available, it will be placed on band along with booking number.
  5. The inmate will be medically screened by the Mobile Booking Intake Nurse. If the inmate is considered "Not Fit for Jail", it shall be the responsibility of the Arresting Officer to transport the inmate to a local hospital and/or County Psychiatric Hospital (CMH) for treatment and clearance.
  6. Once the inmate is cleared by the Intake Nurse, the inmate will be Pre- Booked by a Detentions Processing Technician.
  7. Arrestee is placed in secure location until transported to the nearest intake facility.
  8. The log keeper writes the control number on:
    - a. Intake slip
    - b. I.D Photos
    - c. Wristbands
  9. Wristbands placed on inmate. If name is available, it will be placed on band along with control number.
  10. Arrestee is placed in secure location.
  11. When A/O is relieved from the incident, he returns to collect:
    - a. Pink copy of intake slip
    - b. Any evidence

If the intake facilities are not capable of handling the influx of arrestees, arrangements will be made to transport arrestees to temporary holding areas in the detention facilities. Large number of arrestees could be housed in these areas and processed as time and manpower permits.

12. Detention Facility Commanders will initiate "cite and release" procedures if the capacity of the temporary holding area at each facility is reached.
13. The Field Processing Team Commander will advise the on-call Deputy District Attorney of the mass arrest operation, within four (4) hours of inception and will provide any liaison that may be required.
14. The Assistant Sheriff, Detention Services Bureau, is responsible for establishing and maintaining, liaison with the County Probation Department in the event the use of a county honor camp (as an expedient detention facility) is desired.

# MASS ARREST/BOOKING PROCEDURES

	Male	Female
SDCJ	350	0
EAST MESA	220	0
GEORGE BAILEY	2,000	0
LAS COLINAS WOMEN'S	0	100
SOUTH BAY	200	0
VISTA	102	45
<b>TOTALS</b>	<b>2,872</b>	<b>145</b>

## 6.2.5 STAFFING

- A. The Mobile Booking Team(s) will be commanded by a Lieutenant and/or a designee.
- B. Full activation involves all four designated facilities and the Prisoner Transportation Detail.
  - 1. The callout will involve the SDCJ Watch Commander notifying each designated facility along with deploying the SDCJ Team. Responders from other facilities will be on-duty sworn and professional staff identified by each facility's Watch Commander. Each facility will be responsible for deploying their mobile booking equipment and staff as well as providing relief for their team members.

<u>SDCJ</u>	<u>LCDFE</u>	<u>YDF</u>	<u>GBDF</u>	<u>TRANSPORTATION</u>
1-Sergeant	1-Sergeant	2-Deputies	2-Deputies	1-Sergeant
4-Deputies	2-Deputies	1-Van	1-Van	6 or 8-Deputies
2-Nurses	1-Van			1 or 2-Buses
2-Medical	1-Port. Toilets			2 or 3-Vans
Service Kits				1-Booking Trailer
1-Van				1-Case with 3 laptops/2 MiFi cards
3-DPT's				
1-Laptop Comp.				

- C. A partial activation involves only one facility at a time, initially SDCJ and the Prisoner Transportation Detail. Equipment and personnel are listed below:

## MASS ARREST/BOOKING PROCEDURES

<u>SDCJ</u>	<u>TRANSPORTATION</u>
1-Sergeant	6 or 8-Deputies
4-Deputies	1 or 2-Buses
1-Nurse	1-Booking Trailer
1-Medical Service Kit	1-Case with 3 laptops/2 MiFi cards
1-Van	
2-Detention Processing Technician's	

- D. The incident Commander will request the Public Information Officer to report to the scene for public information and media liaison (Department P&P 7.3.). Until the P.I.O. arrives a staff member should be designated to carry out that function.

# EMERGENCY RELEASE OF PRISONERS: IN-COUNTY

## 6.3.1 PURPOSE

To provide for the immediate release of inmates from the detention facilities. The decision to release will be based on the magnitude of the situation or incident, and whether other holding facilities are available.

## 6.3.2 POLICY

The Sheriff may authorize the release of prisoners under authority of the Government Code, Section 8658, in conditions of emergency, pestilence, contagious disease or overcrowding. The Facility Commander may suspend standards and requirements for, up to three days, in the event of an emergency, for up to three days.

## 6.3.3 PROCEDURE

Upon receipt of the order from the Sheriff to release prisoners, the following hierarchy will be observed:

- A. All pre-arraignment prisoners
- B. All misdemeanor prisoners; sentenced and un-sentenced.
- C. Non-violent felony prisoners.
- D. Dangerous felony prisoners will NOT be released except in extreme situations and only on the order of the Sheriff.

# EMERGENCY RELEASE OF PRISONERS: IN-COUNTY

## 6.4.1 PURPOSE

To provide in-county facilities for emergency relocation of prisoners. This section is limited to evacuation of a single facility where conditions do not require county-wide, multi-facility evacuation.

## 6.4.2 POLICY

It shall be the policy of the San Diego County Sheriff's Department to provide for orderly evacuation procedures in the event of civil disorder, natural or man-made disasters. The priority of this plan shall be the preservation of human life. In conducting an evacuation, the following points must be observed.

- A. The flow of evacuees must be from the inside-out. Those inmates closest to the danger are moved out first.
- B. Avoid panic by maintaining contact/communication with evacuees. Those closest to the danger will be moving faster than those further away.
- C. Any order of evacuation must be accompanied by a simultaneous distribution of information to all agencies involved in the incident.
- D. Protection of department personnel is a paramount concern.
- E. Incident Commanders/Supervisors must be able to ascertain hazards and take protective procedures.
- F. Provision of protective equipment and specialized training will enhance the timely success of the evacuation, with minimal casualties to the public and department personnel.

## 6.4.3 PROCEDURES

Upon the Sheriff or his designee deciding the emergency relocation of prisoners to other in-county locations is necessary; the following order will be observed:

### San Diego Central Jail

Operational capacity	730 males
Average Daily Population	780 males
Emergency Capacity	1,280 males
Meal Capacity	1,280 meals
Vehicles Available	(1) Prison Transportation Van (2) Admin sedans (3) Unmarked sedans (1) Marked patrol sedans

### George Bailey Detention Facility:

# EMERGENCY RELEASE OF PRISONERS: IN-COUNTY

Operational Capacity	1,768
Average Daily Population	1,660
Emergency Capacity	2,252
Meal Capacity	2,252
Vehicles Available	(4) Marked patrol (1) Marked patrol Expedition 4x4 (2) Admin Sedans (2) Vans (1 cargo, 1 pass)

## East Mesa Detention Facility:

Operational Capacity	500
Average Daily Population	419
Emergency Capacity	562
Meal Capacity	562
Vehicles Available	(1) Sedan - unmarked (1) Utility Truck (1) Admin Sedans (2) Vans (15 pass)

## Las Colinas Detention Facility:

Operational Capacity	885
Average Daily Population	608
Emergency Capacity	1143
Meal Capacity	1143
Vehicles Available	(2) Sedans - unmarked (1) Marked Patrol Explorer (2) Admin Sedans (2) Vans (15 pass)

## Southbay Detention Facility:

Operational Capacity	431
Average Daily Population	415
Emergency Capacity	665
Meal Capacity	665
Vehicles Available	(1) Sedan - unmarked (1) Admin Sedans (1) Vans (12 pass)

## Vista Detention Facility:

## EMERGENCY RELEASE OF PRISONERS: IN-COUNTY

Operational Capacity	846
Average Daily Population	753
Emergency Capacity	1334
Meal Capacity	1334
Vehicles Available	(2) Sedan - unmarked (1) Admin Sedans (2) Vans (Cargo)

### Facility Eight Detention Facility:

Operational Capacity	300
Average Daily Population	225
Emergency Capacity	445
Meal Capacity	445
Vehicles Available	(2) Vans (1 Cargo, 1 Pass)

# EMERGENCY RELOCATION OF PRISONERS: OUT-OF-COUNTY

## **6.5.1 PURPOSE**

In the event it becomes necessary to evacuate, and/or close, any or all the San Diego County Sheriff's Detention Facilities, large groups of prisoners will have to be moved outside of San Diego County. The mission will be to safely move as many inmates as possible from San Diego Sheriff's Detention Facilities to out-of-county facilities in the most expeditious manner. Preventing escapes of inmates, injuries, or death to any person will be of paramount importance.

## **6.5.2 POLICY**

In the event of a disaster or unusual occurrence in San Diego County the Sheriff's Department may have to relocate prisoners to an out-of-county location. This will be done with concern for safety of the public, staff and the inmates involved.

## **6.5.3 PROCEDURE**

The movement of inmates will be accomplished utilizing Prisoner Transportation buses and/or vans. The utilization of chartered bus service to move inmates will be an option at the discretion of the Incident Commander. Inmates will be moved in groups not to exceed the seating capacity of any transporting vehicle.

Buses will leave the detention facility based on the ability of the receiving institutions to receive the inmates.

Specific operational and tactical plans will be developed for the chaining of prisoners, loading buses, travel routes and emergency response.

## **6.5.4 BUS MECHANICAL FAILURE**

If the transporting vehicle suffers mechanical failure a team member shall notify the Communications Center immediately. The transporting team will maintain security of the inmates pending assistance from another transporting unit. If necessary and applicable, the transportation team may request assistance from local jurisdiction.

## **6.5.5 PERSONNEL AND EQUIPMENT - GENERAL INFORMATION**

The list below contains the recommended personnel and equipment needs for this type of situation. Final personnel and equipment assignment will be at the discretion of the Incident Commander.

- A. Transportation Team:
  - 1. Four (4) deputies and (1) sergeant (team leader).
- B. Uniform:
  - 1. Class B or C
  - 2. Prisoner Transportation uniform as authorized
- C. Personal equipment:
  - 1. All staff members will have all Department issued equipment available for use.

Responsibility and accountability for equipment will be by assignment at the discretion of the

# EMERGENCY RELOCATION OF PRISONERS: OUT-OF-COUNTY

Incident Commander.

- A. Team Leader or designee will be responsible and accountable for ensuring all equipment is available.
- B. Each vehicle assigned will have a fire extinguisher and first aid kit.
- C. The leg and waist chains shall be returned to the appropriate facility and signed off by an appropriate detentions deputy.
- D. Prior to end of shift, the team leader shall return all issued equipment to appropriate logistics personnel.

The team leader or designee shall document the number of inmates transported for use in any post-incident debriefs or reports.

# LOGISTICS PROCUREMENT

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7.2	LOGISTICS RESOURCES
7.3	DISASTER ASSISTANCE REIMBURSEMENT

# LOGISTICS PROCUREMENT

## 7.1.1 PURPOSE

To establish an ongoing program for emergency logistics control and to outline the procedures for procurement and expenditure in the event of a disaster or major emergency.

## 7.1.2 POLICY

The Department Operations Center (DOC) Logistics Section Chief has primary responsibility for the provision of supplies and material necessary to conduct the emergency operations. This may also include lodging and food for mutual aid forces, heavy rescue equipment, transportation and/or maintenance.

## 7.1.3 PROCEDURES

In an emergency, when the DOC is manned, expenditures will be approved and controlled by the Logistics Section Chief (see EOM, Section 2.2.7). If the DOC is not manned or the Logistics Section Chief cannot be reached, the Incident Commander coordinates and approves emergency requests. Lifesaving expenditures will, in all cases, be undertaken at the discretion of the Incident Commander without delay; processing the request through channels is secondary.

When working with other agencies in disaster recovery, the normal billing for resources used will go to the specific agency that makes the request.

### Command Staff Responsibilities

The Logistics Section Chief is responsible for the overall operation of the logistics function. He will maintain close liaison with the DOC Manager, Operations Section Chief, Personnel Section Chief and Incident Commander. He will remain informed on all current and projected needs. He will liaison with the Emergency Operations Center resource group as appropriate.

- A. The Logistics Section Chief will approve and process procurement requests, emergency purchases and expenditures for food and lodging for mutual aid forces.
- B. The Logistics Section Chief will disseminate information to field units on resource availability. He will maintain the specific resource lists for the State, Region, County, Cities and the Department. He will refer all non-law enforcement requests to the resource group of the Emergency Operations Center.
- C. The Logistics Section Chief, if required, will enter agreements with industry, contractors or vendors for services and equipment not available in the public sector.
- D. The Logistics Section Chief will carry out all requirements of Section 2.2.7 of this plan and Section 4.8 of the Manual of Policies and Procedures. He will maintain a record of all supplies and equipment expended, in use or en route to staging areas. At the conclusion of an operation he will submit an after-action report with all expenditures to the DOC Manager.

# LOGISTICS PROCUREMENT

## Field Command Responsibilities

- A. The Incident Commander is responsible for the overall supervision of logistics functions in his area. He will set up a system to account for all supplies and equipment in use, consumed and en route to his area. He will maintain liaison with the Logistics Section Chief and command staff.
- B. Incident Commanders will be familiar with the resources listed in facility emergency plans. Request for procurement will normally be forwarded to the Logistics Officer for approval. Lifesaving expenditures or procurements will be processed directly by the Incident Commander.
- C. Food and lodging requirements for on-duty and standby personnel will be forwarded to the Logistics Section Chief.
- D. Upon completion of an event, the Incident Commander will collect and return all unused supplies and issued equipment to the supplying sources. Copies of receipts for purchased goods are to accompany after action reports. The incident commander will retain the original receipts for record purposes.

# LOGISTICS RESOURCES

## 7.2.1 PURPOSE

To provide a ready reference of certain logistics resources that may be utilized by the Department during an emergency.

## 7.2.2 POLICY

The Department Operations Center (DOC) Logistics Section Chief will maintain specific resource lists for the State, County and the Department.

Specific Logistic support functions and requirements are listed in the Law Enforcement Incident Command System manual (LEICS), "RED BOOK",. The LEICS Red Book is the principal reference for all logistic functions for the DOC/EOC and Command Post.

## 7.2.3 PROCEDURES

The Logistics Section will anticipate the staffing needs for the duration of the incident, as well as the acquisition of equipment and supplies, to facilitate an immediate response to a request for logistical support. This Section will maintain a liaison with stations, facilities, EOC, Counties and Cities that can provide logistical and personnel support.

Additional responsibility of the Logistics Section is to develop sources for obtaining material support from resources outside the jurisdiction involved.

The Logistic Section Chief (Logistic OIC) is responsible for and supervises:

- A. Security Officer
- B. Staging Officer
- C. Service Branch OIC (Communications Unit, Medical Unit, Food Unit)
- D. Support Branch OIC (Facilities Unit, Maintenance Unit, Ground Support Unit, Supply Unit, Armorer)
- E. Personnel Branch OIC (Volunteer Services Unit, Mutual Aid Unit)

Resources available in the DOC will include the following:

- A. California Law Enforcement Mutual Aid Plan
- B. Unified San Diego County Emergency Resources Manual
- C. Departmental lists of vehicles, fueling points and available issue items.

## AUTOMOTIVE FUELING SITES - COUNTY OF SAN DIEGO

The following list of locations is where the County of San Diego normally dispenses fuel to its fleet vehicles. The locations, addresses and phone numbers are listed below. The type of fuel and maximum amounts that can be stored are also shown. In times of an emergency, electrical power may not be available at the site listed and only a few sites have auxiliary power (AUX PW) to operate the pumps. Because of the computerized "Data-Fleet" system, even if the dispensing site has auxiliary power to operate the pump(s), the computer could be without power and the system will not function. County personnel will be available to override the computer and go to manual operation. Contact Station "X" after hours by the Communications Center. 858-565-5255 (Business hours) 858-565-5261 (After hours)

## LOGISTICS RESOURCES

LOCATION	ADDRESS	PHONE	Type of Fuel (X 1,000)		AUX
			DSL	UNL	
Alpine	2910 Tavern Road	619-445-2314	12	12	No
Bonsall	2370 Pala Road	760-758-0171	12	12	No
Borrego Springs	1550 Rango Way	760-767-5474	12	12	Yes
Campo	970 Forest Gate Road	619-478-5305	12	12	No
East Mesa Det.	446 Alta Road	619-661-2880	12	8	Yes
Encinitas	179 N.El Camino Real	760-966-3507	0	12	Yes
Julian	1524 Hwy 78	760-765-0636	12	12	Yes
Lakeside	13115 Willow Road	619-443-1258	12	12	No
Mt.Laguna	33947 Mt. Laguna Dr.	619-473-1068	2	1	Yes
Palomar Mt.	20745 State Park Road	760-742-3487	2	1	Yes
LOCATION	ADDRESS	PHONE	Type of Fuel (X 1,000)		AUX
			DSL	UNL	
Ramona	116 Fifth St.	760-787-3300	12	12	No

## LOGISTICS RESOURCES

San Diego-COC	5555 Overland Ave	858-495-5058	10	12	Yes
San Felipe	25704 San Felipe Road	760-782-3353	10	10	No
San Marcos	1579 Osage Street.	760-510-2457	12	12	Yes
Santee Ops.	1840 Weld. Blvd.	619-956-4701	0	12	No
South Bay	500 Third Ave.	619-691-4958	0	12	No*
Regional Ctr.	Chula Vista				
Spring Valley	11970 Singer Lane	619-660-5816	12	12	Yes
Valley Center	28565 Cole Grande Road	760-749-0521	12	12	No

\* Indicates stand-by electrical power is nearby and could be wired to the station pumps.

**A. OVERALL MAXIMUM AMOUNT OF FUEL THAT COULD BE STORED**

1. DIESEL = 147,000
2. UNLEADED = 223,000

**B. MAXIMUM AMOUNT OF FUEL STORED WHERE AUXILIARY POWER IS PRESENTLY AVAILABLE.**

1. DIESEL =47,000
2. UNLEADED =90,000

**C. AUTOMOTIVE FUELING SITES - CITIES**

1. The County of San Diego has agreements with certain cities to use their fuel locations. The locations are as follows:

## LOGISTICS RESOURCES

LOCATION	ADDRESS	PHONE	Type of Fuel (X 1,000)		AUX
			DSL	UNL	
Eastern	9225 Aero Drive	858-495-7960	20		Yes
North Eastern	13396 Salmon River Road	858-538-8033	20		Yes
South Eastern	7222 Skyline Drive	619-527-3500	Yes	unk amt	Yes
Northern	4275 East Gate Mall	760-552-1780	20		Yes
Southern	1120 27 <sup>th</sup> Street	619-424-0400	20		Yes
North Western	12592-El Camino Real	619-523-7000	Yes	unk amt	
Western	5215 Gaines Street	619-692-4800	20		yes
Lemon Grove	2740 Caminito Chollas	619-527-7556	40	50	Yes
Rose Canyon	3775 Morena Blvd.	619-527-7584	20	20	N o
20 <sup>th</sup> & B Street	1210 Caminito Centro	619-525-8571	6	24	N o
Miramar	5180 Convoy Street	858-573-1409	20		

# LOGISTICS RESOURCES

(San Diego City has three mobile fuel trucks, currently located at the Rose Canyon Facility)

LOCATION	ADDRESS	PHONE	Type of Fuel (X 1,000)		AUX
			DSL	UNL	
Imperial Beach (Public Works)	495 10 <sup>th</sup> Street	619-423-8311	5		Yes
Poway (Fire Department)	13050 Community Road	858-748-6600	6	12	Yes
San Marcos (Public Works)	201 Mata Way	760-752-7550	10	10	Yes

## VEHICLE SUMMARY

## LOGISTICS RESOURCES

AUTOMOBILES	
13	Executive Cars
368	Patrol Cars
70	Patrol 4x4
348	Detective Sedans
13	Detective 4x4
117	Unmarked Undercover Cars
33	Unmarked Undercover 4x4
MOTORCYCLES	
16	Traffic Motorcycles
12	Off-Road Motorcycles - ATV
TRAILERS	
2	Flat Bed Trailers
1	Bomb Trailer
2	Motorcycle Trailers
BUSES	
15	Prisoner Bus, 47 Passengers
1	Bus, S.W.A.T.
5	Bus, Mobile Command
TRUCKS	
1	RACES Communication Truck
1	Armored Truck
1	Mobile Kitchen
5	Ton Cargo Truck W/Lift
2	2.5 Ton Refrigerated Truck W/Lift
2	2.5 Ton Cargo Truck W/Lift
1	2.5 Ton Truck, Open Bed, 6 Wheel Drive
49	Pick-up Trucks
1	Tow Truck – Roll Back Car Carrier
VANS	
27	Vans, Prisoner Transport
17	CSO Mini Vans
MISCELLANEOUS	
1	Boats (used by diving team)
1	Ambulance
2	Forklifts
1	Bobcat
1	Portable generator (5000-Watt Generac, Transport via pickup or helicopter)
1	Street Sweeper – Daihatsu Hi Jet (ASTREA)
<b>1109</b>	<b>TOTAL VEHICLES</b>

# LOGISTICS RESOURCES

## 7.3.1 PURPOSE

To ensure that accurate, detailed records are kept in order to satisfy federal and state reimbursement claims.

## 7.3.2 POLICY

All disaster expenditures which may be eligible for Federal or State reimbursement must be documented and kept separate. The segregation of County expenditures necessitated by disasters is important for the following reasons:

- A. County management can quickly identify additional expenditures and evaluate their effect on the County's budget.
- B. In order that from the inception of the disaster; the County has a clear audit trail of all disaster expenditures that might qualify for future Federal reimbursement. Federal guidelines require that expenditures associated with each disaster site be isolated and specifically identified.

## 7.3.3 PROCEDURE

The documentation for all expenditures must contain a description of the disaster. This description shall include the location and type of emergency (i.e., Guejito Fire, L.A. Riot, De Luz Flood). The following expense categories are reimbursable, and copies of all documentation are to be forwarded to Financial Services Division:

- A. LABOR COSTS - All overtime and specific regular time is reimbursable:
  1. OVERTIME - The Payroll Exception Time Report (form PR1) will include the disaster description and the reason code '705 Emergency Operations'. This is a general reason code. Additional codes will be assigned by Financial Services as needed.
  2. REGULAR TIME - Replacement personnel (those who are covering for someone who is responding to the disaster), will fill out form PR1. They will also use reason code '705 Emergency Operations' and fill in the disaster description. In addition, they will include the name and I.D. number of the person being replaced.
- B. AERIAL SUPPORT
  1. Records for each flight must contain the date, aircraft tail number, pilot's name, time of flight, length of flight, purpose and names of passengers or co-pilots.
  2. Records should be kept for support equipment used such as Bambi Buckets and Fuel Tankers. Information on Bambi Buckets should include the number of drops, location, time of day, date and the tail number of associated aircraft. Fuel Tanker records should include date, time, driver's name, location, mileage and hours of service.
- C. VEHICLE USAGE

All vehicle usage will be documented by either a vehicle mileage log or an 'After Action Report'. The after-action report will be prepared by the driver and will contain Vehicle number, Date, Time out, Time in, Mileage and the disaster

# LOGISTICS RESOURCES

description.

- D. FOOD SERVICES will maintain itemized lists of foods supplied - include quantity, unit of issue, unit price and extended amount.
- E. MEALS PURCHASED FROM OUTSIDE VENDORS will be documented with receipts, date, time, location, list of the personnel present and purpose of meeting.
- F. PURCHASES, REPAIRS OR MISCELLANEOUS EXPENDITURES Document expenditures with:
  - 1. Receipts
  - 2. Date
  - 3. What was purchased (description, amount) For whom purchased
  - 4. For what purpose
  - 5. To whom issued
- G. DAMAGED PROPERTY - Documentation shall include
  - 1. Description of property Date damage occurred Cause of damage
  - 2. Extent of damage
  - 3. Cost of repair
  - 4. If replaced - cost of replacement
  - 5. Receipts for repair/replacement
- H. REIMBURSEMENT
  - 1. Financial Services will accumulate the data and prepare the necessary forms for reimbursement from the State and Federal governments.

# COURT SERVICES BUREAU

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<u>Number</u>	<u>Subject</u>
8.1	GENERAL PROVISION
8.2	EMERGENCY PROCEDURES

# GENERAL PROVISIONS

## 8.1. GENERAL PROVISIONS

### 8.1.1. PURPOSE OF PLAN

- A. To provide specific procedures to be followed by Sheriff's personnel under unusual or emergency conditions.
- B. To establish communication and coordination with fire and police departments, and the overall county emergency plan.

### 8.1.2. DEFINITIONS AND RESPONSIBILITIES

- A. Court Services Bureau - All deputies/CSOs assigned to the Court Bureau. Includes bailiffs and security personnel.

The Sheriff's Department Court Services Bureau is primarily charged with the following responsibilities:

- 1. Provide service and security to the Superior Courts.
- 2. Provide service and security to the courthouse in general.
- 3. Provide security and direction to courthouse occupants during an emergency
- 4. Provide security for all persons in the Sheriff's custody.
- 5. Render assistance to other courthouse tenants upon request.

- B. The Courts

- 1. The Presiding and Supervising Judges shall be the principal liaison contact between the courts and the Sheriff's Department.
- 2. Each judge is responsible for the orderly conduct of judicial business in their courtroom and may make such decisions as they deem necessary in that courtroom in security matters. It is the Sheriff's Department's responsibility to keep the judges aware of security concerns and make recommendations in security matters.

### 8.1.3. GENERAL PROCEDURES AND NOTIFICATIONS

- A. Any emergency occurring within the courthouse facility shall be reported to the Office Lieutenant / Area Captain.
- B. The Office Lieutenant/Area Captain will notify the following of emergencies as necessary:
  - 1. Court Services Bureau Commander b. Presiding / Supervising Judge
  - 2. Court Administrator(s)
  - 3. Other notification as required

# EMERGENCY PROCEDURES

## 8.2. EMERGENCY PROCEDURES

### 8.2.1 MAJOR DISTURBANCE OR EMERGENCY

Peaceful demonstrations outside the courthouse may take place without interference from building personnel. In the event of a major disturbance or emergency that would seriously threaten the security of the courthouse, the following plan will be implemented.

The Sheriff's Department shall be responsible for securing the courthouse.

- A. The intent of this plan is to immediately secure vital areas of the courthouse facility to carry out the most appropriate action suitable to the major disturbance or emergency that is occurring.
- B. As soon as the alarm is activated, the Field Sergeant, if present, will report to Dispatch / SCC for coordination with the Court Sergeant.
- C. The ranking officer present shall establish a command post at Dispatch / SCC and coordinate further efforts.
- D. When this plan is implemented, bailiffs will direct any law enforcement officers in their courtrooms to report to the Court Sergeant for possible assignment.
- E. Holding area deputies shall remain at their posts to guard inmates and coordinate necessary inmate movement with the detention facility.
- F. Deputies not already assigned posts will report to the command post at Dispatch / SCC for assignment as needed.
- G. The Office Lieutenant / Area Captain or designee shall be responsible for liaison with the Presiding and Supervising Judges, the local law enforcement agency and the detention facility, if applicable.

# DEPARTMENT WIDE EMERGENCY RESPONSE

## TABLE OF CONTENTS

<u>Number</u>	<u>Subject</u>
9.1	HAZARDOUS MATERIAL RESPONSE PLAN
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9.3	RADIOLOGICAL INCIDENT RESPONSE PLANS
9.4	TRANSPORTATION ACCIDENT RESPONSE PLANS
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9.13	BLACKOUT
9.14	TORNADO
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9.21	EPIDEMIC/PANDEMIC
9.22	AIR POLLUTION DISASTER
9.23	AFRICANIZED HONEYBEE INCIDENTS
9.24	SEARCH AND RESCUE INCIDENT

# HAZARDOUS MATERIAL RESPONSE PLAN

## 9.1.1 PURPOSE

To establish general guidelines that ensures an adequate response in the event of hazardous materials.

## 9.1.2 POLICY

The Sheriff's Department is responsible to the citizens of the County for the protection of life and property. Department personnel shall make every effort to ensure citizen safety and well-being without endangering themselves. As with all emergency situations, the Department shall utilize the Incident Command System in accordance with the Standardized Emergency Management System and the National Incident Management System. The Incident Commander may utilize any Department asset available to accomplish this mission.

## 9.1.3 PROCEDURE

For the purpose of this plan, the term "hazardous materials" shall include, but is not limited to: petrochemicals, liquid gases, compressed gases, suspected dirty bombs, acids, corrosives and other flammable or noxious substances. Several hundred substances are included in this category and it is not the purpose of this plan to list them or their characteristics. In general, it can be stated that most hazardous materials are heavier than air and will therefore seek a low level. Many of them will form a gaseous cloud that will be blown by the wind; therefore, operations should be conducted from upwind, uphill or upstream of the scene. Self-contained breathing apparatus should be used by all personnel working in the affected area. Do not rely on any Department issue gas mask for protection against these materials.

Chemical spillage may occur in any area patrolled by this Department, at any time and may cross jurisdictional boundaries. Areas having refineries or similar industries are more likely to experience such an occurrence, but chemicals are routinely transported through all areas via railroad or vehicles.

### A. Situation Estimate

A developing contamination emergency can rapidly expand to major proportions during the time it takes to organize a control force. A prompt evaluation of the situation followed by a request for the necessary resources could mean the difference between an emergency of short duration and one that continues for a prolonged period; therefore, a situation estimate must be formulated without delay and transmitted to Communications Center. It should include:

1. Type of emergency
2. Location of emergency
3. Type of structure(s) and/or vehicle(s) involved
4. Size of involved area (actual and potential)
5. Number of deputies required
6. Field Command Post location
7. Staging Area location
8. Assistance required (e.g. ambulance, fire, public utility)

# HAZARDOUS MATERIAL RESPONSE PLAN

## B. Placards and Shipping Papers

During a contamination emergency, identification of material is critical.

**NOTE:** Deputies shall not enter a contaminated area to attempt such identification. Identification should be delayed until other safety personnel, i.e., Fire Department or Health Department arrive with proper protective equipment.

1. To facilitate material identification, the Department of Transportation (DOT) has implemented a system where each hazardous material is assigned a permanent four-digit identification number. The identification number may be displayed on the eleven-inch diamond shaped placard or on a six by sixteen-inch rectangular orange panel located on the storage vessel or vehicle. In the case of vehicles, the identification number will be displayed on either end or both sides. The identification number can also be located on shipping papers, preceded by the letters UN or NA.
2. Shipping papers (waybills, manifests, bills of lading) are required while the vehicle is in transit and must be kept on the passenger's seat or in a compartment of the driver's door. A parked vehicle must have the shipping papers lying in plain view on the driver's seat. If a mixed cargo is being transported, hazardous materials shipping papers must be placed on top of all other shipping papers.

On trains, shipping papers must be carried in the engine compartment with the train conductor. In all cases, shipping papers will contain the identification number of the product being transported.

**NOTE:** On some shipping papers, an Environmental Protection Agency (EPA) number may be assigned to certain chemicals and pesticides. These numbers appear on shipping papers or on containers but will not be posted on the exterior of a vehicle.

3. Other information sources are the vehicle tractor or trailer numbers, license plates, and carrier names. These can be useful in tracing unknown cargoes. In the case of railroad tanker cars, individual car numbers are found on one side and on both ends. This number identifies the tanker car owner. Material identification and tanker car information can be obtained from the train's conductor or from the train's shipping papers.
4. Once the identification number has been located, it can be utilized in conjunction with the United States DOT HAZARDOUS MATERIALS - EMERGENCY RESPONSE GUIDEBOOK. The guidebook identifies hazardous materials by number and/or material name, and provides on-scene safety personnel with initial information regarding:
  - a. Health hazards
  - b. Fire or explosion possibilities
  - c. First aid measures
  - d. Emergency actions, i.e., perimeter size, special equipment, and containment procedures.

C. A DOT Emergency Response Guidebook is located at the Communications Center.

D. Deputies requesting additional information on a specific material can contact the Chemical Transportation Emergency Center (CHEMTREC) in Washington, D.C. Contact may be made either directly or via the Communications Center. This organization

# HAZARDOUS MATERIAL RESPONSE PLAN

provides immediate advice for those at the scene of a hazardous material contamination emergency and will contact the shipper of the involved materials for more detailed assistance and appropriate follow-up. CHEMTREC operates 24 hours a day to receive toll-free calls (1-800-424-9300). Personnel contacting CHEMTREC should be prepared to relate the following details:

1. Type of container, e.g., rail tanker car, semi-trailer or truck van.
2. Quality of material.
3. Name of transporter, shipper or manufacturer.
4. Placard information.
5. Shipping papers information.
6. Rail car or truck number.

Usually Fire Department personnel will obtain the necessary information, but deputies should be ready to assume this task if Fire Department personnel are delayed.

## 9.1.4 SHERIFF'S COMMUNICATION CENTER FUNCTIONS

- A. The initial actions by the Communications Center will center on obtaining pertinent information regarding the incident. Hazard information must be obtained and analyzed in conjunction with the dispatch of first response personnel. As the information base on the incident, the Communications Center's role will evolve to that of an information/notification resource.
- B. Initial Actions
  1. Communications Dispatcher records call information, begins hazardous materials checklist and notifies shift supervisor.
  2. Shift supervisor/sergeant determines scene management, responsibility (from below chart) and ensures that proper first response units are en route.
  3. Dispatch Public Information Officer to scene.
  4. Shift Supervisor/Sergeant must cross check all information received to ensure proper product identification and that field units have this information. (Have Department of Transportation Response Guidebook available for reference). Complete Hazardous Materials Checklist. (See 9.1.4.H and 9.1.5)
  5. Shift Supervisor/Sergeant contact CHEMTREC, either on request or own initiative, if additional product identification or hazardous information is needed. (24-hour number 1-800-424-9300)
  6. If an extended operation becomes apparent, the Communication Center supervisor shall assign an appropriate frequency to the operation.
  7. If casualties are caused by the incident or evacuations contemplated, notify the affected Commander.
  8. Notify the Emergency Planning Detail to coordinate response by allied agencies and Regional mutual aid, if required.
  9. The Communication Center supervisor will notify the State OES Law Enforcement Duty Officer, who will provide information from the Hazardous Materials Checklist. The Duty Officer will notify all appropriate State Agencies.
  10. Notify the County Office of Emergency Services Staff Duty Officer (858-565-3490), and they will notify all appropriate County agencies and assist in providing additional resources if required.

# HAZARDOUS MATERIAL RESPONSE PLAN

11. Monitor Recovery Operations.
12. The Sheriff's Department's request for Hazardous Incident Response Team (HIRT) in unincorporated areas of the County shall be made through the Communication Center.

## PATROL STATION RESPONSIBILITIES

A. Law Enforcement and Fire Department personnel are normally well prepared to cope with most hazardous materials spills, e.g., fuel and gasoline. Too often, however, they are at a disadvantage when other hazardous materials are encountered. The need is for accurate and clearly understandable information to help them evaluate the situation so they can act with caution for personal safety, as well as for the protection of other life and property. Deputies searching for shipping papers should exercise extreme care when approaching any materials spill: toxic vapors, hazardous liquids or powders may be present and could pose an extreme danger to health. Exposed personnel experiencing skin irritation, dry or sore throat, dizziness or any skin discoloration should leave the area immediately and notify the Communication Center of their need for medical aid. When a contamination emergency is confirmed, the affected area should be closed (see: 409.5 Penal Code; EOM 5.3), a perimeter established, and ingress limited to personnel in self-contained breathing apparatus and protective clothing.

**NOTE:** Law Enforcement and Fire Department personnel should be very careful not to contaminate their clothing. They could inadvertently expose other professional staff at the station or citizens at home. If you think personnel, staff, and deputies may be contaminated, request HIRT decontamination.

### B. Scene Management

Per 2454 CVC-Authority for incident command at the scene of a hazardous substance incident lies with the Law Enforcement Agency having primary traffic investigative authority.

A city may assign primary responsibility on non-freeways to local Law Enforcement or local fire protection.

1. In unincorporated areas on private property, scene management rests with this Department.

**NOTE:** Incidents overlapping jurisdictions may occur and agencies assuming they have responsibility may attempt to take command of an incident. It is imperative that any conflicts be resolved immediately, and appropriate actions begun to control the situation. (See Incident Commander's HAZMAT check list under Section 9.1.4.H in this section.)

### C. Initial Actions - refer to checklist EOM Section 8.

1. Establish perimeter and traffic control - Refer to DOT Hazardous Material Emergency Guidebook (cross check any information received with Communications Center). Complete the Hazardous Materials Checklist.
2. **DO NOT use flares or allow smoking.** Personnel may want to limit eating and drinking also.
3. NO water or chemical fire retardants should be used without Fire Department approval.

# HAZARDOUS MATERIAL RESPONSE PLAN

4. Attempt to identify substances involved as soon as possible - but not at the risk of contamination of personnel.
5. If unable to identify, refer to Guide 111 in the DOT Emergency Response Guidebook (ERG) until a more accurate identification can be made. Expand perimeter in consideration of vapor clouds, liquid runoff, and drifting smoke from burning materials or chemical reaction.
6. Once the substance(s) is identified advise the Communications Center, then refer to the DOT Emergency Response Guidebook for substance characteristic (i.e., toxicity, volatility, etc.), evacuation perimeters and first aid actions. Substance characteristics can be found in the orange pages of the ERG and evacuation perimeters are in the green pages.
7. Provide public evacuation warning, extend perimeter and traffic control as necessary.
8. Establish a command post uphill, upstream and upwind from the spill. Identify a liaison with the fire department, HIRT and other agencies who respond. Consider utilizing a unified command with fire and HAZMAT.
9. If an extended operation becomes apparent, request a Mobile Command Vehicle and other support equipment from the Emergency Planning Detail.
10. Notify adjoining jurisdictions through the Communication Center if there is a possibility of their areas being impacted by the situation.

## D. Incident Commander Special Considerations

1. Officer Safety - Following are general survival guidelines to be communicated to responding officers:
  - a. DO NOT drive or walk through the contaminated area.
  - b. DO NOT eat, drink or smoke near the scene.
  - c. DO NOT use flares. USE barricades or cones.
  - d. DO NOT touch any material or container involved in the incident. Treat all materials as toxic or explosive until proved otherwise.
  - e. STAY upwind of the scene, if possible. Department personnel responding to a suspect chemical should don Level C Personal Protective Equipment. Department masks may not filter toxic vapor. Personnel experiencing skin irritation, sore throat, dizziness or any discoloration of the skin, should leave the area immediately seek medical attention as these are the initial symptoms of chemical poisoning. Steps should be taken to expand the perimeter to prevent other personnel from becoming contaminated.
  - f. IN A "BLEVE" (Boiling Liquid Expanding Vapor Explosion, i.e., a tanker car or tanker truck on fire) situation, if rescue of downed personnel is to be attempted, always approach from the side of the involved tanker, never from the end of the tanker. Minimum evacuation radius is 2,500 feet.
2. Contaminated Personnel
  - a. Isolate them from uncontaminated personnel.
  - b. The Fire Department may order contaminated personnel to remove all clothing and equipment and be washed down.
  - c. Clothing, including uniforms and equipment such as leather belts must be sealed in plastic bags marked "Contaminated", not unnecessarily handled and held for decontamination or disposal.
  - d. Any Department personnel who may be contaminated shall be evaluated by medical personnel. The appropriate workers compensation paperwork

# HAZARDOUS MATERIAL RESPONSE PLAN

shall be issued and initiated by the on-scene supervisor or his/her designee.

## 3. News Media Relations

News media personnel desiring to enter the contaminated area should be thoroughly warned by a supervisor of the dangers of contamination so far as they are known. There is no authority to stop news media personnel from entering the closed area, unless it has been declared a crime scene. Media personnel who enter the contaminated zone should be checked by fire or HIRT personnel before leaving the zone. ALL equipment they take inside the contaminated zone shall be decontaminated ( codes 5192 (q)(3)(1) and 5192 (k)(2)(c) H&S gives the Sheriff's Department the authority).

## E. Recovery Considerations

If the Sheriff's Department has scene management responsibility it will coordinate logistic aspects of recovery and re-entry into areas evacuated and/or contaminated by a chemical release. The tasks may include:

1. Decontamination of people, property and food.
2. Continuation of security of evacuated areas to prevent unauthorized entry and vandalism.
3. Continued provision of health and medical services to evacuees.
4. Reception and care (by Red Cross).
5. Monitoring of people and property (by Health Department).
6. Transportation (by concerned agencies).
7. Hazardous waste disposal (by Health Department).
8. Engineering support (by State agencies/Health Department).
9. Long-term monitoring (by State agencies/Health Department).
10. Preparation of a summary report of recovery activities for inclusion in the after-action report. Include a determination of who is responsible for handling each of the above functions.

## F. Clean-up Cost Liability

The basic policy which guides the actions of all agencies that respond to hazardous material incidents is that the party responsible for an incident should ultimately pay the cost of handling it. Parties at fault are liable for the costs of damage caused by the release, clean-up and restoration of the environment. Since timely response frequently requires actions to be taken and costs to be incurred before agreements can be reached with responsible parties, it is the practice for local and state agencies to do what is necessary at the time and seek redress later.

In the past, private emergency response companies have self-dispatched in good faith to contain a spill before deciding who will pay their bill. Before initiating clean-up operations, however, they must have a commitment that someone will pay. If the party at fault cannot be found or does not have enough money, the responding agency requesting clean-up services may be required to pay the bill. Even if the party at fault eventually pays, a local jurisdiction may be faced with handling the bill until they receive reimbursement from the responsible party. Because of this burden to State and local governments, several special funds have been created to help cover clean-up costs

# HAZARDOUS MATERIAL RESPONSE PLAN

(Extracted from the County "Hazardous Material Incident Contingency Plan").

## G. Clean-up Cost Assistance

### 1. Authority

Incident Commanders acting as Scene Managers at an incident have the authority and responsibility to order and incur cost liability for, clean-up operations. In contract cities, the Incident Commander may request the presence of a city representative present to concur; however, this is not mandatory and clean-up efforts should not be delayed awaiting or pending the arrival or concurrence of a city representative.

## ILLEGAL DRUG LAB CLEANUP ACCOUNT

Emergency hazardous substance removal actions at sites involving clandestine drug lab manufacturing activities and drug lab waste abandonment.

**Funding Source:** Health and Safety Code § 25354.5

**Administered by:** DTSC Emergency Response Program

**Contact:** During normal business hours, contact the DTSC on-call Emergency Response Duty Officer at (916) 323-3600 or (800) 260-3972. After normal business hours, including weekends and holidays, contact the OES State Warning Control Center at (916) 262-1621 or (800) 852-7550. Notify OES of the incident and that State assistance for the cleanup is needed. Request OES to contact the on-call DTSC Emergency Response Duty Officer.

**Types of Incidents Covered:** Removal actions which include the removal and disposal of bulk chemicals, precursors, waste residues, and grossly contaminated materials. The Program also provides for limited soil removal where chemicals/waste provide an immediate contact threat.

Description of the incident (e.g., type of illicit drug laboratory);

Location and address of clan lab site or abandonment;

Hazard characterization results, showing that the hazardous substance meets at least one of the following criteria - toxicity, corrosivity, reactivity/exclusivity, and/or flammability;

Inventory of hazardous substances - by container, quantity, and contents (hazard class or chemical name).

RP information (laboratory/facility operators and/or property owners): name, address, date of birth, driver's license number, and social security number.

Owner of property must first be advised of responsibility to pay for cleanup (unless an innocent landowner) - is the RP able or willing to pay?

Alternative funding sources are not available or applicable to this incident;

Additional documentation:

DTSC Clandestine Laboratory Incident Report

DTSC Clandestine Laboratory Cleanup Work Log c) Copy of Hazardous Waste Manifest

Names of responding agencies

**Limitations:** The Program does not provide for:

1. Chemicals/waste that do not meet the definition of a hazardous waste - Flammability, Corrosivity, Reactivity, and/or Toxicity.
2. Cleanup on Indian lands;

# HAZARDOUS MATERIAL RESPONSE PLAN

3. Remedial action costs (e.g., cleanup of ground water or residual soil contamination, or removal and disposal of structural appurtenances such as contaminated carpet, counters, drywall, furniture, and permanent fixtures);
4. Removal of uncontaminated glassware, empty containers, or other materials constituting a “solid waste problem”.
5. Additionally:
6. DTSC contractors are not first responders (if Level A is required, then contact the local HazMat Team);
7. DTSC contractors are dispatched only by the DTSC Duty Officer -otherwise you pay; This is not a reimbursement program;
8. DTSC does NOT provide evidentiary collection or storage;
9. The requesting law enforcement agency is responsible for maintaining site security until the removal action is completed.

## EMERGENCY RESERVE ACCOUNT

The Emergency Reserve Account (ERA) provides funds for the purpose of taking immediate corrective action necessary to remedy or prevent an emergency resulting from a fire, explosion, or human exposure to a release or threatened release of hazardous substances. This includes “midnight dumping”, uncontrolled or threatened releases of hazardous substances, spill situations involving an unknown responsible party, or other actions (such as fencing, sampling, guard services, etc.) requiring stabilization or mitigation to prevent potential emergencies. This DTSC Emergency Response Program also provides DTSC field response to major incidents, and professional expertise in emergencies (e.g., toxicology, geology, alternative technology, legal).

**Funding Source:** Health and Safety Code § 25354

**Administered by:** DTSC Emergency Response Program

**Contact:** During normal business hours, contact the DTSC Emergency Response Duty Officer at (916) 323-3600 or (800) 260-3972. After normal business hours, including weekends and holidays, contact the OES State Warning Control Center at (916) 262-1621 or (800) 852-7550. Notify OES of the incident and that State assistance for the cleanup is needed. Request OES to contact the on-call DTSC Emergency Response Duty Officer.

**Maximum Single Award:** \$20,000

### Types of Incidents

Cleanup of off-highway spills or abandonment of hazardous substances.

Supplement response capabilities of local agencies in large HazMat incidents.

Provide assistance for hazard assessment to communities without emergency response capabilities.

A “*HazMat emergency*” is defined as a situation involving a release or threatened release of a hazardous substance where there is a threat to public health and/or the environment.

**Information to Provide:** The following information should be provided to the DTSC Emergency Response Duty Officer:

Requesting agency information: name, agency, phone number, address, etc.

Description of the incident (e.g., type of illicit drug laboratory)

Location and address of clan lab site or abandonment.

Hazard characterization results, showing that the hazardous substance meets at least one of the following criteria - toxicity, corrosive, reactivity/explosive, and/or flammability.

Inventory of hazardous substances - by container, quantity, and contents (hazard class or chemical name)

# HAZARDOUS MATERIAL RESPONSE PLAN

RP information (laboratory/facility operators and/or property owners): name, address, date of birth, driver's license number, and social security number.

Owner of property must first be advised of responsibility to pay for cleanup (unless an innocent landowner) - is the RP able or willing to pay?

Alternative funding sources are not available or applicable to this incident.

Additional documentation:

- Emergency Response Incident Report (ERIR)
- Cleanup work Log
- Copy of Hazardous Waste Manifest
- Names of responding agencies

## **Limitations:**

1. The DTSC Duty Officer must authorize the contractor and all expenditures in advance of funds being spent - no retroactive payments will be made.
2. The cleanup of the following materials will not be funded unless special circumstances exist, which are determined by DTSC to represent a significant threat to human health or the environment:
  3. Waste oil
  4. Diesel fuel
  5. Fuel tank spills from vehicular accidents
  6. Latex paint
  7. Household hazardous waste
  8. Infectious waste
  9. Radiological waste
10. Funds will not be made available for incidents on State, federal or Indian lands.
11. Funds will not be made available if the spill occurs on either a State highway, where the Department of Transportation has jurisdiction; or navigable waters, where the USCG has jurisdiction.

**Cost Recovery:** Cost recovery (incident costs plus a 10% administrative fee) will be sought under §25360 of the Health and Safety Code at incidents where the RP is identified.

## **FISH AND WILDLIFE POLLUTION ACCOUNT**

**Funding Source:** Fish and Game Code §13010-13013

**Administered by:** Department of Fish and Game (DFG), Wildlife Protection Division

**Contact:** State Warning Control Center at (800) 852-7550

**Maximum Single Award:** No limit

**Types of Incidents Covered:** Cleanup and abatement actions of materials threatening to pollute, contaminate, or obstruct waters of this state to the detriment of fish, plant, bird, or animal life.

**Information to Provide:** Eligibility determined by DFG representative on-scene.

## **Limitations:**

1. The receptors must be fish, wildlife, and/or habitat.
2. DFG has made a reasonable effort to have the RP remove the substance causing the prohibited condition in a timely manner or reimburse the Department for the cost of removal.
3. Funds are not available for disbursement from the DTSC Emergency Response Program (see above).

# HAZARDOUS MATERIAL RESPONSE PLAN

## **Cost Recovery:**

All funds recovered for cleanup, removal, or abatement cost incurred by the State pursuant to § 5655 or 12015, plus proceeds of civil damages recovered through legal actions pursuant to §12016 (Fish & Game Code).

Any money paid by the State Water Resources Control Board to the Department of Fish and Game pursuant to § 13442 of the Water Code.

## **OIL SPILL RESPONSE TRUST FUND**

**Funding Source:** California Government Code § 8670.46 -8670.53.95

**Administered by:** Department of Fish & Game, Office of Spill Prevention and Response (OSPR) Administrator

**Contact:** OSPR 24-hour Dispatch at (916) 445-0045

**Maximum Single Award:** Up to \$109,750,000

**Types of Incidents Covered:** Response, containment, and cleanup of oil spills, or threats thereof, into marine waters, including damage assessment costs and wildlife rehabilitation.

**Information to Provide:** Call OSPR's 24-hour dispatch at (916) 445-0045

### **Limitations:**

1. Only oil spills, or potential oil spills, into marine waters will be funded.
2. RP is unknown, unable, or unwilling to provide adequate and timely cleanup and/or pay for damages.
3. Federal oil spill funds are not available or will not be available in an adequate period.
4. State may be reimbursed from the federal fund.
5. An OSPR representative must be on-scene and oversee response and recovery activities.

## **WATER POLLUTION CLEANUP AND ABATEMENT ACCOUNT**

**Funding Source:** California Water Code §13440 -13442

**Administered by:** State Water Resources Control Board

**Contact:** (916) 327-4428 during business hours, or the State Warning Control Center at (800) 852-7550 after hours and request that they contact someone at the SWRCB.

**Maximum Single Award:** Verbal requests for emergency funding are limited to \$50,000. No limit for written requests.

**Types of Incidents Covered:** Assistance to public agencies with the authority to clean up waste or abate its effect.

**Information to Provide:** Contact State Board, Office of Chief Counsel at (916) 232-5344 for information and written application form.

### **Limitations:**

1. Only releases directly impacting or threatening to impact the surface and groundwater are eligible.
2. Assistance is not provided on a retroactive basis.
3. Approval for use of these funds must be obtained prior to any expenditure.
4. The only costs covered are those over and above normal operating costs of the agency which are directly incurred for cleanup and abatement.
5. Assistance is not provided if other funds are available.
6. Non-emergency fund requests must be written and formally approved by the State Board (approximately 6 weeks).

# HAZARDOUS MATERIAL RESPONSE PLAN

**Cost Recovery:** N/A

## LOCAL GOVERNMENTS REIMBURSEMENT (LGR)

EPA's Local Governments Reimbursement (LGR) Program provides funds to eligible local governments that incur costs while performing temporary emergency response measures. Because clandestine methamphetamine and other synthetic drug labs often include hazardous substances, local governments can be reimbursed for cleanup costs from the LGR program.

**Funding Source:** Superfund Amendment and Reauthorization Act (SARA)

**Administered by:** EPA

**Contact:** Application package obtained by calling the LGR Helpline Hotline at (800) 431-9209, or via the Internet at: [www.epa.gov/superfnd/oerr/er/reimburs/lgr/lgrmiss.htm](http://www.epa.gov/superfnd/oerr/er/reimburs/lgr/lgrmiss.htm)

**Maximum Single Award:** \$25,000 per incident.

**Types of Incidents Covered:** Releases or threatened releases of hazardous substances, including transportation accidents, illegally dumped wastes, tire fires, and illegal drug labs.

**Information to Provide:** Available in application package.

### **Limitations:**

1. Only local governments or Federally recognized Indian Tribes are eligible for reimbursement;
2. The local government or Tribe applying for LGR funds is NOT responsible for the release;
3. The local government or Tribe applying for LGR funds does not have the money in the budget for the response, nor could those costs be recovered from the RP, State government, or local government insurance;
4. Reimbursement only for costs incurred in performing temporary emergency response measures;
5. Oil or oil-related products are not covered, unless mixed with a hazardous substance;
6. Application must be made within six months of completion of response; and
7. Not all qualified requests are funded.

# HAZARDOUS MATERIAL RESPONSE PLAN

## 9.1.4. SAN DIEGO COUNTY SHERIFF'S DEPARTMENT INCIDENT COMMANDER'S HAZMAT CHECKLIST

Primary concerns include the protection of life (including responders) and property, restoration of order and support of other emergency agencies.

### HAZARDOUS MATERIALS RESPONSE PLAN

#### IF FIRST ON SCENE:

- Take charge of the area.
- Do not contaminate yourself or others in an unsafe rescue attempt.
- Set up a safe perimeter for all personnel. Consider close-in evacuation.
- Have dispatch call Fire Dept. and if on-highway, CHP. Pass available info on substance name or characteristics, vehicle I.D, placards, casualties, wind direction, safest access routes and support needed for control.
- If possible, isolate injured/contaminated persons from the substance and from other personnel. Hold for decontamination and medical transport.
- Wait in upwind location for HAZMAT specialists to arrive.

When additional agencies arrive, determine if Sheriff, CHP or Fire Dept. is in charge. The Sheriff is scene manager on all County-owned property, off-road in the unincorporated area and in some contract cities. If not in charge, provide support.

#### IF YOU ARE IN CHARGE: (Consider requesting the Hazardous Incident Response Team (HIRT) through dispatch)

- Set up a unified command post with FD Incident Commander. Upwind/Uphill/Upstream.
- Control area perimeter and access. Call for additional units. Close streets as required. If appropriate, expand evacuation of the area. Call for public affairs to coordinate the media at the scene.
- Remaining a safe distance away, gather as many facts as possible. i.e.: Substance name, quantity, characteristics, effects on ground, container, personnel and immediate surroundings.
- Consult DOT Emergency Response Guidebook for recommended actions. Make a detailed situation report on status, casualties, CP location and assistance required for containment, clean up, decontamination or transport.

Remain on scene until relieved or until the situation is resolved.

# HAZARDOUS MATERIAL RESPONSE PLAN

## ADDITIONAL CONSIDERATIONS:

- If evacuating the area, refer to Section 5.3, Emergency Operations
- Manual.
- Avoid using flares. Call for barricades to assist in street closures.
- Call Public Works for sand, diking material or absorbents and traffic control equipment sorbents.
- Have dispatch call County Health, Air Pollution Control District, Agriculture or Disaster Preparedness Offices for information and/or assistance.
- Call CHEMTREC 1-800-424-9300 or TOXCENTER 1-800-753-4227 for info on the substance or recommended procedures.
- Call (858)505-6673 /non-public County Health Hazardous Materials Management Unit. Department personnel shall not negotiate for or contract with any private company to clean up the hazardous material.

# EARTHQUAKE

## 9.2.1 PURPOSE

To establish general guidelines that ensures adequate response during the period immediately following a major earthquake.

## 9.2.2 POLICY

The Sheriff's Department is responsible for the protection of life and property of the citizens of the County. Department personnel shall make every effort to ensure citizen safety and well-being without endangering themselves. As with all emergency situations, the Department shall utilize the Incident Command System in accordance with the Standardized Emergency Management System and the National Incident Management System. The Department's Incident Commander may utilize any Department asset available to accomplish his mission but should coordinate his efforts with the Department Operations Center (DOC).

## 9.2.3 PROCEDURE

- A. When a major earthquake is reported, the Sheriff's Communications Center will immediately conduct a roll call of stations to determine operational readiness.
- B. Stations may assume dispatching of patrol units during damage assessment throughout the station area. Report major damage and casualty information to the Communications Center.
- C. The Aerial Support Detail will initiate its damage assessment preplan.
- D. The Communication Center Watch Commander will notify the Emergency Planning Detail and coordinate activation of the Department Operation Center (DOC).
- E. Designated Emergency Operations Center (EOC) and Department Operations Center (DOC) personnel will report to their assigned positions.
- F. On duty station personnel must be cautioned that they should not become involved in rescue or individual assistance until the damage assessment reports have been made. Resources, human and mechanical, must be carefully managed to prevent ineffective piecemeal commitment to perhaps hundreds of individual tragedies and problems at the expense of coordinated assistance to the total community needs affecting many thousands.
- G. Department Redeployment: A major earthquake will, in all probability, place the Department in Level II immediately, with Level I likely to follow.

## 9.2.4 COMMUNICATIONS CENTER FUNCTIONS

- A. The Sheriff's Communications Center will be the focal point of initial communications from field units and outside agencies. Depending upon the time of day, on-duty personnel may be able to handle the traffic load. During times of reduced staffing, the Watch Commander will initiate call-back procedures to ensure adequate staffing and relief procedures are in place.

# EARTHQUAKE

## B. Systems Condition Check

Communications Dispatchers note failure of voter modules and repeaters, then advise Watch Commander.

## C. Station Checks

1. Land line telephone
2. Radio
3. County microwave hotline phones

## D. State Office of Emergency Services Notification

1. Access NAWAS and report to OES, Sacramento or other CSWP's for relay.
2. Access CLETS and report to OES, Sacramento.

## E. Emergency Frequency Plan

1. Stations affected by loss of microwave/repeaters take over own station area dispatching.
2. Remaining stations reassigned to alternate available frequencies.
3. Supervisor to prepare initial damage survey logs for each individual station area.
4. Log only significant damage and casualty reports, i.e., hospitals, dams, freeway collapse, fire, serious chemical spills and toxic gas releases. Discretion rests with Communications Center Watch Commander based on disaster estimates.

## F. Notifications

1. Sheriff, Undersheriff and Command Staff via land line.
2. If land line inoperative notify via cellular phone, requesting Sheriff, or designee, contact the Communications Center via radio and request Level II or higher.
3. If Communications Center land lines/base radios still operating then contact the Emergency Planning Detail, activate the DOC, and begin recall of Command Staff.
4. Establish as soon as possible, reasons for specific systems failures from Communications Division and request repair estimate.

### **9.2.5 PATROL STATION RESPONSIBILITIES**

A. The immediate local action to be taken in response to an earthquake is to survey the station area for damage and ensuing threats such as mass casualties, fires, explosions, landslides or flooding. Facilities which present a high risk or provide an essential emergency service should be checked immediately to determine whether they are able to function. Refer to the patrol station's damage assessment preplan.

## B. Station Actions

In order to determine local impact of an earthquake, the following listed actions shall be taken:

# EARTHQUAKE

1. Shift supervisor assumes command as station area Incident Commander until arrival of station commander.
2. Dispatch patrol units to survey for damage, fires, landslides and collapsed structures requiring a "heavy rescue" effort.
3. If communications systems are operative, advise Communications Center with the briefest possible message that station is implementing earthquake emergency response plan and report major station damage.
4. Commence station dispatching immediately. The Communications Center will assign alternate frequencies, if necessary.
5. Assign additional administrative or detective personnel to emergency duties if possible.
6. Initiate immediately a damage survey report log in the station and any command posts established.
7. Establish communications with the station's contract city(ies).
8. Compose first general station area situation report for transmission by CLETS relay to Communications Center or when this system is disrupted, via RACES radio system to the DOC Operations Section Chief.
9. Continue situation reports at least every 30 minutes after initial teletype unless otherwise directed by the DOC Operations Section Chief. This is crucial for the DOC coordination role.
10. Activate off-duty and reserve personnel as needed, maintain rosters, and report number of personnel and vehicles available to DOC Planning.
11. If any part of the station is in a dam inundation area, determine if the dam(s) has been damaged and if failure is possible. Advise the DOC and coordinate with other agencies to prepare for evacuation if indicated in accordance with approved dam evacuation plan. Identify appropriate evacuation routes.
12. Advise Public Information Officer as to necessary media broadcasts to direct potential evacuees to the Mass Care Centers via designated routes. Coordinate Temporary Evacuation Points with Red Cross.
13. Direct assistance requests for evacuation of institutionalized persons to the DOC if unable to handle at the local level.
14. Control traffic and expedite movement of emergency vehicles and equipment. Assist Fire Department.
15. Continue surveys to discover further damage or hazards.
16. If there is little or no damage in station area, be prepared to provide assistance to neighboring areas as directed by the DOC.
17. Provide/coordinate security and crowd control support at Temporary Evacuation Points, staging areas and Casualty Collection Points.
18. Establish secured staging area(s) for incoming mutual aid (manpower, equipment, supplies - food, medical).

## 9.2.6 MODIFIED MERCALLI INTENSITY SCALE

- I. Not felt except by very few under especially favorable conditions.
- II. Felt only by a few persons at rest, especially on upper floors of buildings. Delicately suspended object may swing.
- III. Felt quite noticeable indoors, especially on upper floors of buildings, but many people do not recognize it as an earthquake. Standing motor cars may rock slightly. Vibration like passing of truck. Duration estimated.

# EARTHQUAKE

- IV. During the day felt inside by many, outdoors by few. At night some awakened. Dishes, windows, doors disturbed; walls make creaking sound. A sensation felt like heavy truck striking building. Standing automobiles rock noticeably.
- V. Felt by nearly everyone; many awakened. Some dishes, windows, etc., broken; a few instances of cracked plaster; unstable objects overturned. Disturbance of trees, poles and other tall objects sometimes noticed. Pendulum clocks may stop.
- VI. Felt by all; many frightened and run outdoors. Some heavy furniture moved; a few instances of fallen plaster or damaged chimneys. Damage slight.
- VII. Everybody runs outdoors. Damage negligible in buildings of good design and construction; slight to moderate in well-built ordinary structures; considerable in poorly built or badly designed structures; some chimneys broken; noticed by persons driving motor cars.
- VIII. Damage slight in specially designed structures; considerable in ordinary substantial buildings with partial collapse; great in poorly built structures. Panel walls thrown out of frame structures. Fall of chimneys, factory stacks, columns, monuments, walls. Heavy furniture overturned. Sand and mud ejected in small amounts. Changes in well water. Persons driving motor cars disturbed.
- IX. Damage considerable in specially designed structures; well-designed frame structures thrown out of plumb; great in substantial buildings, with partial collapse. Buildings shifted off foundations. Ground cracked conspicuously. Underground pipes broken.
- X. Some well-built wooden structures destroyed; most masonry and frame structures destroyed with foundations; ground badly cracked. Rails bent. Landslides considerable from riverbanks and steep slopes. Shifted sand and mud. Water splashed (slopped) over banks.

# RADIOLOGICAL INCIDENT RESPONSE PLANS

## 9.3.1 PURPOSE

This plan will describe the Department's response to radiological accidents occurring at the San Onofre Nuclear Generating Station (SONGS) and other locations within the County.

## 9.3.2 POLICY

The Sheriff's Department is responsible for the protection of life and property of the citizens of the County. Department personnel shall make every effort to ensure citizen safety and well-being without endangering themselves. As with all emergency situations, the Department shall utilize the Incident Command System in accordance with the Standardized Emergency Management System and the National Incident Management System.

The Incident Commander may utilize any Department asset available to accomplish his mission but shall coordinate his efforts with the Department Operations Center (DOC) and the County's Emergency Operations Center (EOC) as needed.

## 9.3.3 PROCEDURE

### A. San Onofre Nuclear Generating Station (SONGS)

1. The direction and coordination of offsite emergency activities within San Diego County are the responsibility of Office of Emergency Services. OES will initiate necessary immediate actions involving County organizations as required. When the incident classification is ALERT, (see definitions below) the EOC will be activated and the staff placed on standby. Should the incident classification upgrade to Site or General Emergency the EOC will become fully operational and the OES Director will assume control of emergency operations there.
2. Neither evacuation nor sheltering are anticipated public response recommendations by San Diego County authorities. This is because no residents or transients under County jurisdiction are located within the Emergency Planning Zone (EPZ) even though the EPZ does geographically include a portion of the County.
3. During a general evacuation the Department, assisted as needed by the California Highway Patrol, the California National Guard, and CALTRANS, will coordinate traffic control and maintain access control over the evacuated area. Sheriff's units will be relocated to areas outside the affected area following completion of the evacuation.
4. Incident Classification Definitions
  - I. UNUSUAL EVENT - potential degradation of level of safety.
  - II. ALERT - actual or potential degradation of level of safety
  - III. SITE EMERGENCY - actual or probable major failure of public-protection system.
  - IV. GENERAL EMERGENCY - potential exists for radioactivity release.

### B. Other Radiological Accidents

1. Other radiological accidents will generally be a result of a commercial carrier accident, industrial accident and conceivably an accident following theft of

# RADIOLOGICAL INCIDENT RESPONSE PLANS

radioactive materials.

2. These accidents should be handled similarly to other hazardous materials accidents with these additional cautions.
  - a. Fire, which may accompany accidents involving radioactive materials, may be extremely hazardous due to toxic fumes, the danger of detonation and potential spreading of radioactive materials.
  - b. It is impossible to detect radiation leakage without monitoring devices. The responding units must assume there is radioactive leakage until checked by trained personnel.

## 9.3.4 COMMUNICATIONS CENTER FUNCTIONS

A. Depending on the type of accident and time of day, the Communications Center may be the initial recipient of information concerning a radiological accident. In all cases it is imperative that OES be notified immediately. OES has the primary responsibility of coordinating all response to any radiological accident in the County. The Watch Commander will provide all information obtained to OES by contacting their office at 858-565-3490 during normal work hours or the Staff Duty Officer at other times.

### B. SONGS Accidents

1. Determine the Incident Classification (see definitions at 9.3.3.A.4)
2. Begin critical incident log.
3. Advise the North Coastal Command and Vista station, Command Staff, Emergency Planning Detail Lieutenant and the Sheriff of any incident that progress to "ALERT" classification
4. Provide the Department Operations Center (DOC) Planning Section Chief with the enclosed checklist.
5. Establish communication link with CHP.
6. Establish communication link with San Onofre State Park.
7. Monitor current "SONGS" status.
8. The Watch commander will log activation of Temporary Evacuation Points within the County.
9. Activate the Department Operations Center (DOC) if needed.
10. Notify all Commands when, per OES, the emergency has been resolved.

### C. Other Radiological Accidents

1. Determine nature of incident and notify OES as soon as possible.
2. Begin a critical incident log, noting location, type of incident, casualties, evacuations, mass care centers activated and notifications until/unless the DOC is activated.
3. Notify adjacent Station Commands and ASTREA units.

## 9.3.5 PATROL STATION RESPONSIBILITIES

A. The immediate local action to be taken in response to a radiological accident will be tempered by the type of incident. SONGS accidents, excluding a worst-case GENERAL EMERGENCY, will impact only the Encinitas and Vista Station areas. Other radiological

# RADIOLOGICAL INCIDENT RESPONSE PLANS

accidents, while they may occur anywhere, will usually be limited to a small geographical area. Immediate protection goals will be prevention of contamination, public sheltering or evacuations.

## B. Station Actions

In order to determine the station area situation in response to a radiological accident the following actions shall be taken:

1. Patrol units secure the inner perimeter, to a minimum distance of 2,000 feet, attempting to stay upwind of the incident.
2. Advise the best access routes to the scene.
3. Immediately advise the Communications Center of the exact location, type of incident, casualties and wind direction.
4. The Incident Commander will make the decision to evacuate an area if it appears that the public health may be endangered.
5. Establish an incident command post, outer perimeter and traffic control points adjacent to the affected area.
6. **WARNING:** Any person, vehicle, animal, or other item that comes in contact with a substance suspected to be radioactive should be immediately isolated. This is necessary to prevent further contamination, reduce spread of the substance and facilitate monitoring.
7. Provide public evacuation or sheltering warnings in affected areas.
8. Provide/coordinate security and crowd control support at Temporary Evacuation
9. Points, staging areas, Casualty Collection Points and evacuated areas.
10. Initiate a critical incident log; at the station and any command posts established.
11. Establish communications with the contract city personnel in your area of responsibility.
12. Activate off-duty and reserve personnel as needed, maintain rosters and report number of personnel and vehicles available to DOC/Communications Center.
13. Direct assistance requests for evacuation of institutionalized persons to the DOC if unable to handle at the local level.
14. Assign a volunteer coordinator to track and assign citizen volunteers.

# RADIOLOGICAL INCIDENT RESPONSE PLANS

## NUCLEAR POWER PLANT EMERGENCY RESPONSE PLAN - SONGS SHERIFF'S CHECKLIST - EOC/DOC

1. GENERAL	TIME COMPLETED
NOTIFIED OF EMERGENCY	_____
NOTIFIED OES -SDO	_____
CALLED ADDITIONAL STAFF	_____
REPORTED TO EOC	_____
OPENED SECTION FOR OPS	_____
2. SPECIFIC DUTIES/DOC	
OPEN LOG	_____
ESTABLISH COMMUNICATION LINK WITH CC	_____
ENSURE CC HAS ADVISED STATIONS 20 & 30	_____
CONFIRM CC HAS ESTABLISHED COMMUNICATION LINK WITH CHP	_____
CONFIRM CC HAS ESTABLISHED COMBINATION LINK WITH SAN ONOFRE STATE PARK RANGER	_____
MONITOR INITIAL AND CURRENT "SONGS" STATUS - VIA OES - ADVISE CC/DOC	_____
IF INITIATED, MONITOR EVACUATION OPERATIONS. (DECLARATION OF "SITE EMERGENCY" TRIGGERS EVACUATION OF "EPZ")	_____
END OF EMERGENCY	_____

# RADIOLOGICAL INCIDENT RESPONSE PLANS

## 3. CLOSE OUT "PROCEDURES"

ASSURE APPROPRIATE COMMANDS ARE NOTIFIED THAT EMERGENCY IS  
RESOLVED \_\_\_\_\_

ENSURE DOC/FIELD PERSONNEL HAVE DOCUMENTED  
TIME/EQUIPMENT EXPENDITURES \_\_\_\_\_

CLOSE LOG \_\_\_\_\_

(Attach checklist to rough log and submit to Financial Services Division for  
processing.)

# TRANSPORTATION ACCIDENT RESPONSE PLANS

## 9.4.1 PURPOSE

To establish general guidelines that ensures an adequate response to major transportation accidents involving aircraft, rail and other commercial passenger vehicles. If hazardous materials are involved also review Section 9.1 Hazardous Material Response.

## 9.4.2 POLICY

The Sheriff's Department is responsible for the protection of life and property of the citizens of the County. Department personnel shall make every effort to ensure citizen safety and well-being without endangering themselves. As with all emergency situations, the Department shall utilize the Incident Command System in accordance with the Standardized Emergency Management System and the National Incident Management System.

## 9.4.3 PROCEDURE

The Communications Center will receive many phone calls from the public when a major transportation accident occurs. It is imperative concise information on location, casualties and damage be obtained to ensure adequate initial response to the incident.

- A. Watch Commander/Patrol Sergeant determine the exact location of the incident, the extent of casualties and damage and the potential for escalation. Verify that fire and medical services have been notified.
- B. Mass injuries - notify the Emergency Medical System via Station M.
- C. If an Incident Command Post is established, arrange response of a Mobile Command Vehicle.
- D. Incidents involving hazardous materials or radiological materials, also see Sections 9.1 and 9.3 respectively.
- E. Dispatch a field supervisor, isolate field communications on single frequency.
- F. Begin a critical incident log.
- G. Notify the affected station's Captain.
- H. Notify Public Information Officer.
- I. Evacuations - notify the County OES Staff Duty Officer at 858-565-3490 (Be prepared to give an estimate of the number of evacuees).
- J. Mutual Aid – The Emergency Planning Detail will coordinate any requested law enforcement mutual aid response. Assisting agencies will need the location of Mutual Aid Staging Area.
- K. Escalating or unstable incidents (beyond 1 hour from occurrence), consider activation of the Department Operations Center.
- L. Military aircraft – notify Duty Officer, NAS North Island at 619-778-4862.

# TRANSPORTATION ACCIDENT RESPONSE PLANS

M. Commercial or private aircraft – notify FAA Flight Service at 619-299-0677.

N. Rail or other commercial carrier – notify National Transportation Safety Board (NTSB) Command Center at (202) 314-6297.

## 9.4.4 PATROL STATION RESPONSIBILITIES

Mass transportation accidents can present special and immediate problems for emergency response personnel. All types, but especially aircraft accidents, will attract large groups of spectators and extensive news media interest. This attention will conflict with the immediate need for perimeter control, rescue of victims, and evacuations.

### A. Station Actions

In order to stabilize and gain control of a mass transportation accident scene the following listed actions shall be taken:

1. First responder safety is critical. If safe to do so, begin the rescue of injured and/or trapped victims; however, recognize the hazards of fire, explosion and toxic materials which could exist.
2. Establish an Incident Command Post, per section 5.2 of this manual and encourage fire and medical personnel to co-locate. Always locate upwind and uphill if possible.
3. Establish perimeters (inner/outer) and traffic control (ingress/egress) routes for emergency vehicles.
4. Initiate a damage survey report log; at the station and any Incident Command Posts established.
5. Request ASTREA for scene surveillance and public evacuation warnings.
6. Determine the need for evacuations and begin as soon as practical. Log areas cleared and exceptions. Use Alert San Diego and the Wireless Emergency Alert System, if practical, for community notifications regarding hazards and evacuations.
7. Establish communications with the contract city personnel in your area of responsibility if applicable.
8. Activate off-duty and reserve personnel as needed, maintain rosters and report number of personnel and vehicles committed.
9. Establish secured staging area(s) for incoming mutual aid.
10. Assign a volunteer coordinator to track and assign citizen volunteers.

### B. Special Considerations - Aircraft Accidents

While this Department will generally not have an investigative responsibility for an aircraft accident, we will provide support for fire, rescue and federal investigative agencies.

1. Be aware of potential for flash fires and explosives from ordinance, fuel, etc.
2. Deceased or injured victims may be displaced by impact. Conduct a thorough, wide search.
3. Crash site security is important. Do not allow the site to be disturbed any more than is necessary to remove the injured. If possible, photograph the entire scene

# TRANSPORTATION ACCIDENT RESPONSE PLANS

prior to removal of deceased victims.

- a. Military Aircraft: Release scene security to appropriate military authorities.
- b. Commercial Aircraft: Release scene security to NTSB and airline representatives. (If airline security is inadequate retain control of scene security.)
- c. Private Aircraft: Release scene security to NTSB representative.
4. Restrict air traffic over scene using temporary flight restrictions-contact ASTREA to put the restrictions in place.
5. Attempt to identify all witnesses and obtain the following information:
  - a. Time of crash
  - b. Location of witnesses at time of crash
  - c. Weather at time of crash
  - d. Aircraft direction in flight
  - e. Aircraft fire in flight
  - f. Explosion prior to crash
  - g. Did objects fall from the aircraft prior to crash
  - h. Impact angle and position of survivors
  - i. Anything removed from scene and by whom
6. Temporary morgue - if a temporary morgue is necessary pick a location of adequate workspace, security and vehicle access. Coordinate with Medical Examiner.
7. Psychological trauma to personnel will occur. The Incident Commander and supervisors should seek professional psychological debriefing of all personnel going off-duty.
8. An after-action report will be completed and submitted by the Incident Commander, to the Assistant Sheriff, Law Enforcement Services Bureau.

# FLOODING/DAM FAILURE RESPONSE PLANS

## 9.5.1 PURPOSE

To establish general guidelines that ensure an adequate response in the event of flooding or dam failure.

## 9.5.2 POLICY

The Sheriff's Department is responsible for the protection of life and property to the citizens of the County. Department personnel shall make every effort to ensure citizen safety and well-being without endangering themselves. As with all emergency situations, the Department shall utilize the Incident Command System in accordance with the Standardized Emergency Management System and the National Incident Management System.

## 9.5.3 PROCEDURE

- A. The Sheriff's Communications Center will be the initial focal point for receipt/dissemination of information. Inquiries and information from the public concerning road closures, flooding, etc. should be anticipated. These inquiries will continue even if the County EOC is activated. Direct all public inquiries to the County Office of Emergency Services at 858-565-3490.
- B. Flood and Road Closure Information
  - 1. The Watch Commander will maintain a log of all known road closures within the County. This information should be cross-checked with the County Road Department, CALTRANS and the City of San Diego. Begin this log as soon as the first closure becomes known.
  - 2. Also include in the log the locations and conditions of all inundated areas within the County. This information will be given to the Office of Emergency Services as it is obtained.
- C. Evacuations
  - 1. Inundation requiring evacuations of residential/commercial areas will be logged. Notify the affected Station's Captain and the Office of Emergency Services
  - 2. The Watch Commander will maintain a log of any activated evacuation centers within the County. This information can be obtained from OES or the Red Cross.
  - 3. Activate the Department Operations Center.
- D. Dam Failures, "Watch", "Warnings", "Special Weather Advisories"
  - 1. Immediately notify Station Commands and field units, of reported dam failures or their potential for failure.
  - 2. Verified dam failures should be reported to the State Division of Safety of Dams. They may be reported to the Chief at 916-227-9800. After normal working hours contact Shawn 916-227-4600, cell 916-216-8711.
  - 3. Verified dam failures will also be reported to the County Office of Emergency Services.
  - 4. Notify all Station Commands and field units of any National Weather Service "watch", "warning" or "special weather advisories". Maintain and disseminate any updates to these conditions.

# FLOODING/DAM FAILURE RESPONSE PLANS

## E. Emergency Frequency Plan

1. Stations affected by loss of microwave/repeaters take over own station area dispatching.
2. Remaining stations reassigned to alternate available frequencies.
3. Supervisor to prepare initial damage survey logs for each individual station area.
4. Log only major damage and casualty reports, i.e., hospitals, dams, freeway inundation, fire, casualties, serious chemical spills and toxic gas releases. Discretion rests with Communications Center Watch Commander on intensity and extent of the disaster.
5. Ascertain, as soon as possible, reasons for specific systems failures from Communication Service Personnel and request repair time estimates.

### 9.5.4 PATROL STATION RESPONSIBILITIES

A. The immediate local action to be taken in response to flooding is to survey the station area of responsibility for damage and ensuing threats such as mass casualties, fires, explosions or landslides. Facilities which present a high risk or provide an essential emergency service should be checked immediately to determine whether they are able to function. Refer to the patrol station damage assessment preplan.

#### B. Station Actions

In order to determine the station area situation in response to flooding the following listed actions shall be taken:

1. Supervisors shall dispatch patrol units to survey for damage, fires, landslides.
2. Immediately advise the Communications Center of dam failures, flash flood conditions, progressive inundations and any evacuations ordered.
3. Maintain patrol of expected and/or known problem areas.
4. Provide public evacuation warnings in affected areas.
5. Establish perimeter and traffic control in evacuation areas.
6. Initiate a damage survey report log at the station and any command posts established.
7. Establish communications with the contract city personnel in area of responsibility, if applicable.
8. Sheriff's Communications Center Supervisor or other assigned personnel will monitor field unit reports and log only major disaster messages if radio communications are intact.
9. Compose the general station area situation report for transmission by CLETS system to Communications Center or when this system is disrupted, via RACES radio system to the Department Operations Center Operations Section Chief.
10. Continue situation reports at least every 30 minutes after initial report unless otherwise directed by the DOC Operations Officer. This is crucial for the DOC coordination role.
11. Activate off-duty and reserve personnel as needed, maintain rosters and report number of personnel and vehicles available to DOC.
12. Advise Public Information Officer as to necessary media broadcasts to direct potential evacuees to the Temporary Evacuation Points via designated routes. Coordinate Temporary Evacuation Points with American Red Cross.
13. Direct assistance requests for evacuation of institutionalized persons to the DOC.

## FLOODING/DAM FAILURE RESPONSE PLANS

14. Continue surveys to discover further damage or hazards.
15. If there is little or no damage in station area, be prepared to provide assistance to neighboring areas as directed by the DOC.
16. Provide/coordinate security and crowd control support at Staging Areas, Casualty Collection Points, Temporary Evacuation Points and businesses that may be subject to looting or theft.
17. Provide/coordinate security and crowd control at vital installations, key industrial facilities, storage areas and evacuated areas.
18. Establish secured staging areas for incoming mutual aid.
19. Assign a volunteer coordinator to track and assign citizen volunteers.

# PROTESTS / CIVIL DISORDER RESPONSE PLANS

## 9.6.1 PURPOSE

This plan describes this Department's response to planned and spontaneous protests or civil disorder.

## 9.6.2 POLICY

The Sheriff's Department recognizes and protects the fundamental right to peaceably assemble and the right to freedom of speech and expression. The Sheriff's Department acknowledges the importance of working with event organizers to facilitate a peaceful and safe event.

If the event deteriorates into civil disorder (pursuant to 407 PC) and is deemed an unlawful assembly the foremost priority is to protect life, then property. Civil disorder does not preclude personnel from the requirement to follow all Departmental Policies and Procedures. All uses of force must be documented and required reports must be completed and approved in a timely manner. It is especially critical to record all law enforcement related contacts and other contacts deemed appropriate.

Enforcement should be done in a rapid, firm, and impartial manner, using only the force necessary and reasonable to accomplish the mission and protect the community. The Incident Commander will assess the incident and available intelligence and determine which objective(s) are the priority. Below are three primary objectives for civil disorder.

- Containment: Confine the incident to the smallest possible area.
- Isolation: Prevent further civil disorder by cordoning off the area and denying access to those individuals who are not involved.
- Dispersal: Disperse the incident and take appropriate law enforcement action against law violators.

## 9.6.3 PROCEDURE

For spontaneous events the on-scene Incident Commander (IC) should notify the Sheriff's Communications Center and request the appropriate resources.

For pre-planned events the IC or designee must contact the Emergency Planning Detail Lieutenant and request the appropriate resources.

## 9.6.4 PLANNING

Planning for an event can vary based on available intelligence and the amount of advanced notice. The Incident Commander will decide which positions should be incorporated. In addition to the standard ICS positions, a Command Post Event Team should be established. The below positions can be modified as needed to form a Command Post Event Team.

1. Crime and Intelligence Analyst
2. Communications Tactical Dispatcher
3. Scribe
4. Unmanned Aerial Support (UAS) Team
5. Emergency Planning Detail (EPD) representative

The below considerations apply to pre-planned and spontaneous events:

# PROTESTS / CIVIL DISORDER RESPONSE PLANS

## A. Sheriff's Jurisdiction Pre-Planned Event:

1. Staff ICS positions as needed.
2. Contact the following:
  - a. EPD Lieutenant
  - b. Criminal Intelligence Unit (CIU) Lieutenant
3. Complete an Operations Plan
  - a. Include the enforcement posture(s) in the plan
  - b. Identify the Command Post, Staging Area, etc.
4. Designate a liaison to communicate directly with the event organizer
5. If appropriate request a 50% Staffing Designation or Event Notification through EPD
6. Staff the Command Post Event Team as needed

## B. Sheriff's Jurisdiction Spontaneous Event

1. Designate ICS positions as soon as practical
  - a. A scribe is crucial to capture initial information and actions for the Critical Incident Log
2. Identify a Command Post, Staging Area and safe route of approach
3. Contact the following:
  - a. Communications Center
    - i. The Communications Center will notify the EPD Lieutenant and Command Staff
  - b. CIU Lieutenant
2. Resource considerations:
  - a. ASTREA and UAS
  - b. SED grenadiers
  - c. Sheriff's Mobile Booking
  - d. ERAT
  - e. Motors for moving protests
  - f. Allied agencies
    - i. Mutual Aid (other than 11-99) requests must be made through EPD
  - g. For extended events:
    - i. Sheriff's Food Services (Food Truck)
    - ii. Lighting, portable restrooms, etc.

## C. Allied Agency Pre-Planned Event:

1. Requests must be directed to the EPD Lieutenant
2. The following should be considered when determining what resources should be committed:
  - a. Intelligence
  - b. Other events simultaneously occurring in the region
  - c. History of similar events and cooperation level of organizers
  - d. Potential for counter protestors
  - e. If the requesting agency has devoted a considerable amount of resources
  - f. Requesting agency level of preparedness
  - g. A review of the agency's Operational Plan (Refer to 9.6.8 Assuming Operational Control)

# PROTESTS / CIVIL DISORDER RESPONSE PLANS

3. Considerations when deciding to appoint a Sheriff's Liaison:
  - a. Experience of the requesting agency
  - b. Likelihood of civil disorder
  - c. Amount of resources the Sheriff's Department is committing
    - i. Less than two squads = Liaison discretionary
    - ii. More than two squads = Liaison recommended
    - iii. Platoon = Liaison mandatory
4. If a liaison is assigned to the event, the appropriate members of the Sheriff's Command Post Event Team should be activated

## D. Allied Agency Spontaneous Event:

1. Activate the Command Post Event Team positions as needed
2. Determine the appropriate ICS position for Sheriff's personnel
  - a. Unified Command vs. Liaison
3. Identify CP and Staging Area for responding units.
4. Contact the following:
  - a. Communications Center
    - iii. Communications Center will notify the Emergency Planning Lieutenant and Command Staff
  - h. Criminal Intelligence Unit Lieutenant
3. Resource considerations:
  - a. ASTREA and UAS
  - b. SED grenadiers
  - c. Sheriff's Mobile Booking
  - d. ERAT
  - e. Motors for moving protests
  - f. Allied agencies
    - i. Mutual Aid (other than 11-99) requests must be made through EPD.
  - g. For extended events:
    - i. Sheriff's Food Services (Food Truck)
    - ii. Lighting, portable restrooms, etc.

## 9.6.5 UNLAWFUL ASSEMBLY

The decision to declare a crowd unlawful must be based upon reasonable, articulable, and documented facts. The definition of an unlawful assembly is outlined in Penal Code Section 407.

Considerations prior to declaring an unlawful assembly:

- A. A single criminal and/or violent act DOES NOT necessarily make the entire event unlawful.
  1. Requires unlawful acts, actual violence, or clear threat of imminent violence
  2. Can the event organizer effectively maintain control?
  3. Can instigators or offenders be isolated and removed or arrested if applicable?
  4. Were the crowd dynamics affected by the unlawful behavior?
  5. Do current circumstances still meet the legal requirements of an unlawful assembly?
- B. What resources are available to enforce the unlawful assembly
  1. What is the size of the crowd and ability to arrest/disperse?
  2. Are chemical agents or other crowd control methods reasonable based on Sheriff's

# PROTESTS / CIVIL DISORDER RESPONSE PLANS

## Use of Force Policy Addendum F?

- C. Ability to announce the assembly
  - 1. Helicopter, bullhorn, Long Range Acoustical Device (LRAD)
  - 2. Appropriate languages
  - 3. Record the announcement
  - 4. Verify the participants heard the announcement
  - 5. Document number, duration, and times the announcements are made
- D. Time between announcements and enforcement
  - 1. Waiting too long to enforce may be interpreted as a withdrawal of the unlawful assembly announcement
  - 2. Enforcement without waiting a reasonable amount of time may not give the crowd enough time to comply
  - 3. Periodic announcements should continue throughout the unlawful assembly
- E. Dispersing the crowd
  - 1. Define the geographical area of the unlawful assembly
    - a. This may change as the crowd moves to other vulnerable areas and riotous behavior continues
    - b. Include the updated areas in periodic announcements
    - c. If appropriate advise the crowd on the direction to disperse
  - 2. Can the crowd be guided toward transportation?
    - a. Large parking lots or public transportation

### 9.6.6 CURFEW

Requests for a mandatory curfew must be made via the chain of command up to the Sheriff. The jurisdiction's head of government (Mayor, Chief Administrator of the County) is responsible for declaring the curfew. If appropriate, request the curfew order be written prior to the event and verify the language and applicable city/county code. A copy of the curfew should be made available to the units enforcing the curfew.

Considerations regarding curfews:

- Hours / days in effect
- Geographical area (can be entire jurisdiction or specific area)
- Associated government or municipal codes
- Detention Services Bureau ability to book those arrested

### 9.6.7 TEMPORARY AREA RESTRICTIONS

Temporary Area Restrictions (TAR) give the agency of jurisdiction the ability to declare specific restrictions on items allowed within a limited geographical area. TAR requests must be made via the chain of command up to the Sheriff. The jurisdiction's head of the government (Mayor, Chief Administrator of the County) is responsible for declaring the TAR. The TAR order must be written prior to the event, allowing ample time for posting and public announcements.

Be prepared to provide the geographical boundaries where the TAR is enforceable as well as a list of prohibited items. If possible, post law enforcement personnel at entrances to the event to monitor the crowd and ensure they do not bring prohibited items into the restricted areas.

### 9.6.8 ASSUMING OPERATIONAL CONTROL

# PROTESTS / CIVIL DISORDER RESPONSE PLANS

It is preferable the agency with jurisdictional responsibility maintains operational control. Change in operational control between agencies should be coordinated through the chain of command, approved by the head of each agency, and memorialized in writing. Document the change in the critical incident log and notify effected personnel.

Considerations for assuming operational control:

- Amount of Sheriff's resources being deployed
- Experience of the agency and Incident Commander
- The current agency does not have the resources for multiple operational periods
- The agency head or Incident Commander specifically requests to relinquish control

## 9.6.9 OPERATIONAL PERIODS

Operational periods should be adjusted to ensure the maximum amount of resources are available during the times of greatest need. Intelligence, historical data, and regional needs personnel should be considered when planning hours of operation and shift deployments.

Additional considerations:

- Time needed for personnel to don/doff
- Travel to and from the staging area
- Time needed to check in/check out
- Attend the necessary briefing and conduct squad level debrief at the end of shift
- Time needed to replenish supplies and service equipment
- Time needed to complete required reports

The amount of time deputies spend on the line should be monitored. If the deputy, fellow deputy, or supervisor notices signs of fatigue or stress, that deputy should be given a period of rest as soon as practical. Otherwise, a scheduled rotation should be implemented.

## 9.6.10 EVENT POSTURE

Event postures can vary from a minimal patrol uniformed presence to full activation with protective gear. Available intelligence, crowd dynamics, and the type of event will dictate the enforcement posture needed. Contentious issues, political rallies, and significant or controversial events may require more personnel and a visible deterrence versus a peaceful community gathering or event with little or no visible presence.

Examples of a low-profile posture could include:

- No personnel visible to the crowd
- Minimal personnel in patrol uniforms circulating in and around the crowd, but not controlling or interacting with them
- High profile patrols of an area

Examples of a high-profile posture could include:

- Several personnel directing the crowd as needed
- Preventing crowd movement / denying access into specific areas
- Donning of protective gear
- A show of force with batons at the ready
- Donning of gas masks

# PROTESTS / CIVIL DISORDER RESPONSE PLANS

## **9.6.11 USE OF FORCE**

Civil disorder does not preclude personnel from the requirement to follow all Departmental Policies and Procedures as well as state and federal law. If operating under another agency's direction, Sheriff's personnel shall continue to abide by all San Diego Sheriff's Department Policies and Procedures. Every use of force shall be documented. Additionally, the number of munitions deployed that did NOT result in a use of force should be documented in either a deputy's report or crime report.

## **9.6.12 BODY WORN CAMERA USAGE**

As stated in Policy 6.131, *"It is the intent of the Sheriff's Department to record all law enforcement related contacts, and other contacts deemed appropriate."* This would apply to any incidents of civil disorder or contacts of a confrontational nature.

## **9.6.13 MEDIA**

Media personnel have a right to report on protests and civil disorder. Refer to Department Procedure 7.3 Media Public Relations. Consider establishing a media center with the assistance of Sheriff's Media Relations.

# WILDFIRE RESPONSE PLANS

## 9.7.1 PURPOSE

To establish general guidelines that ensures an adequate response in the event of a major wildland fire within the county.

## 9.7.2 POLICY

The Sheriff's Department is responsible for the protection of life and property of the citizens of the County. Department personnel shall make every effort to ensure citizen safety and well-being without endangering themselves. As with all emergency situations, the Department shall utilize the Incident Command System in accordance with the Standardized Emergency Management System and the National Incident Management System.

## 9.7.3 PROCEDURE

- A. Major wildfire situations require close monitoring by Communications Center Supervisors, as well as the Field Supervisor.

Communications Center Supervisors can track ongoing fires via the County fire net and from field unit reports.

- B. Situation Status

1. Maintain current map of ongoing wildfires in the County during particularly dry and windy weather conditions.
2. Continually monitor progress of any wildfire requiring strike teams (Fire Mutual Aid) from San Diego area departments.
3. Obtain update information from CalFire, Echo 1, and Sheriff's units regarding:
  - a. Location/direction of fire
  - b. Rate of spread
  - c. Endangered structures
  - d. Traffic/spectator problems.
4. Situations requiring evacuation of residential/commercial areas will be logged. Notify the affected sheriff's station captain and the County Office of Emergency Services.
5. Supervisor should concurrently log any major damage or casualties in the affected station area.

## 9.7.4 PATROL STATION RESPONSIBILITIES

- A. Wildfires are a year-round hazard in San Diego County. If they occur during a "Santa Ana Condition" of high easterly winds and low humidity, a potentially dangerous and destructive situation is very possible. Station Commands must maintain an awareness of fire conditions in their area.

- B. Station Actions

In order to determine and maintain control of a station area during a major wildfire the following listed actions shall be taken.

1. In the early stages of the fire a ranking law enforcement agency representative

# WILDFIRE RESPONSE PLANS

- should respond to the fire agency's command post and report to the Incident Commander. The Incident Commander will appoint the Law Enforcement Representative to a position in either:
- a. Unified Command of the incident or
  - b. As an agency representative reporting to either the Incident Commander or to the Liaison Officer. The agency representative must be able to speak for his/her agency and have the authority to commit resources.
2. Until additional law enforcement personnel are assigned to the Fire Command Post, the Law Enforcement Representative will communicate with the Incident Commander or his/her designee to ascertain:
    - a. What areas should be evacuated
    - b. Where traffic control is needed
    - c. Any safety information that is available for the evacuation personnel, (e.g. wind changes, expected arrival time of the fire, location of pertinent fire resources, safety zones and evacuation routes), and
    - d. If evacuation centers have been coordinated with the American Red Cross. If not, the Law Enforcement Representative will cause that coordination to occur through his/her agency.
  3. The Law Enforcement Representative will monitor continuing safety information and use his agency's radio frequencies to communicate with law enforcement personnel conducting the evacuations.
  4. As the fire and the Incident Command System increases in size or impact, the Law Enforcement Representative should discuss with Fire Command Personnel whether another Law Enforcement Representative should be directed to the Command Post, to assume the position of Evacuation Group Officer-In-Charge (OIC). Additional groups or divisions may require additional Law Enforcement OIC as the impact grows.

## **Station/Substation Responsibilities**

1. All law enforcement personnel assigned to a wildland fire will have a portable radio with his/her agency's frequencies.
2. Maintain patrol of expected and/or known problem areas.
3. Provide public evacuation warnings in affected areas.
4. Establish an Incident Command Post per section 5.2 of this manual, perimeter and traffic control in evacuation areas.
5. If necessary, establish a Station Command Post.
6. Initiate a damage survey report log at the station and any Incident Command Posts established.
7. Establish communications with the contract cities in your area of responsibility.
8. Activate off-duty and reserve personnel as needed, maintain rosters and report number of personnel and vehicles available to Communications Center (or DOC if activated).
9. Advise Public affairs regarding necessary media broadcasts to direct potential evacuees to the temporary evacuation points via designated routes. Coordinate Temporary Evacuation Points with Red Cross.
10. Direct assistance requests for evacuation of institutionalized persons to the DOC if unable to handle at the local level.
11. Continue surveys to discover further damage and hazards.
12. If there is little or no potential for damage in station area, be prepared to provide assistance to neighboring areas as directed by the DOC.

## WILDFIRE RESPONSE PLANS

13. Provide/coordinate security and crowd control at vital installations, key industrial facilities, storage areas and evacuation areas.
14. Establish secured staging area(s) for incoming mutual aid (manpower, equipment, supplies - food medical).

# LANDSLIDES

## 9.8.1 PURPOSE

To establish general guidelines that ensures an adequate response in the event of a major landslide.

## 9.8.2 POLICY

The Sheriff's Department is responsible for the protection of life and property of the citizens of the County. Department personnel shall make every effort to ensure citizen safety and well-being without endangering themselves. As with all emergency situations, the Department shall utilize the Incident Command System in accordance with the Standardized Emergency Management System and the National Incident Management System.

## 9.8.3 PROCEDURE

- A. Whenever the Sheriff's Communication Center is notified of a major landslide that requires people be evacuated. Notify the Emergency Planning Detail, the affected station's captain and the County Office of Emergency Services.
- B. The supervisor should log any major damage or casualties in the affected area.
- C. The Watch Commander will maintain a log of all road closures and evacuated areas made necessary because of the slide.
- D. The Watch Commander will maintain a log of any activated evacuation centers. This information can be obtained from the DOC, OES or the Red Cross.

## 9.8.4 PATROL STATION RESPONSIBILITIES

- A. The immediate local action to be taken in response to a landslide is to survey for damage, casualties and to assess additional potential threats.
- B. In order to determine the station area situation in response to a major landslide, the following actions shall be taken.
  - 1. Shift supervisor assumes command as incident commander until the arrival of a higher-ranking officer.
  - 2. Provide public evacuation warnings or orders in the affected area as needed.
  - 3. Immediately advise the Communications Center of the exact location of the slide and of any casualties and/or evacuations ordered.
  - 4. Establish an incident command post if needed and perimeter and traffic control in evacuated area.
  - 5. Establish a staging area for incoming mutual aid if needed.
  - 6. Initiate a damage report log.
  - 7. Provide/coordinate security and crowd control on site and in all evacuated areas.
  - 8. Dispatch patrol units to survey for damage and to determine potential additional hazards. Request support from ASTREA if needed.
  - 9. Establish communications with the contract city personnel in your area of responsibility, if affected.
  - 10. Advise public as to necessary media broadcasts and request their assistance with the media as needed.

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11. Coordinate temporary evacuation points with Red Cross.
12. Activate off duty and reserve personnel if needed, maintain rosters and report number of available personnel to the DOC, if activated.

# TSUNAMI

## 9.9.1 PURPOSE

To establish general guidelines that ensures an appropriate response in the event of a tsunami watch, warning or an actual tsunami.

## 9.9.2 POLICY

The Sheriff's Department is responsible for the protection of life and property of the citizens of the County. Department personnel shall make every effort to ensure citizen safety and well-being without endangering themselves. As with all emergency situations, the Department shall utilize the Incident Command System in accordance with the Standardized Emergency Management System and the National Incident Management System.

During a tsunami watch, warning or actual tsunami, the San Diego County Office of Emergency Services is responsible for local government notifications. The Sheriff's Department serves as lead agency in notifying law enforcement and fire dispatch agencies. The Sheriff's Department is responsible for evacuations in the unincorporated areas of the county and in contract cities. If requested, the Sheriff's Department will coordinate law enforcement mutual aid to assist other jurisdictions with evacuations. The Sheriff will maintain public order in the Sheriff's area of responsibility. Sheriff's Department personnel should use every effort to ensure citizen safety and well-being while remaining aware of both the dangers posed by tsunamis and the limitations of both training and equipment.

## 9.9.3 PROCEDURE

A. Tsunami watches and warnings require the immediate attention of Communications Center Personnel and Field Supervisors. Tsunami watches and warnings for California are generated by the West Coast & Alaska Tsunami Warning Center (WCATWC). The WCATWC distributes the watches and warnings via the National Warning System (NAWAS) to the California State Warning Center (CSWC).

1. Tsunami "Warning" - indicates that a tsunami *may be imminent* and coastal locations in the warned areas should take immediate actions to safeguard life and property. Generally, *areas within a 2- 3 hour tsunami travel time will be placed in a warning status.*
2. Tsunami "Watch" - is an alert issued to areas beyond the estimated three-hour tsunami travel time but within an estimated six-hour tsunami travel time.

B. Notification - Normally, the San Diego County Sheriff's Communications Center will be notified, via the beige NAWAS "hotline" phone located on the "Bridge", by the California State Warning Center (CSWC). A message will be sent to the CC via CLETS (California Law Enforcement Telecommunications System). Tsunami Watch/Warning information can also be found on the internet at: <http://wcatwc.arh.noaa.gov/>

1. The tsunami watch or warning will include an estimated arrival time for the La Jolla area. The La Jolla area is the pre-established San Diego location on which the estimate will be based and does not mean that La Jolla is in any greater danger than other areas in the county.
2. The tsunami warning or watch will be updated at least hourly.
3. The National Weather Service will activate the Emergency Alert System for all tsunami warnings.

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## 9.9.4 COMMUNICATIONS CENTER RESPONSIBILITIES

A. Although tsunami notification generally will be received via the NAWAS phone or a CLETS message as described above, tsunami warnings or watches may emanate from other sources such as County OES. The person receiving the tsunami watch or warning shall immediately notify the Communications Center Dispatch Supervisors and the Watch Commander. The Watch Commander and the Dispatch Supervisor should confirm the tsunami information if it comes from other than an official source. The information can be verified on the internet at: <http://wcatwc.arh.noaa.gov/>

### B. WATCH COMMANDERS RESPONSIBILITIES

1. The Watch Commander shall insure that the Tsunami Manuals from the I.B. and Encinitas Stations are present in the Watch Commander's Office.
  - a. The Watch Commander shall insure that the manuals have been updated once a year. If the manuals have not been updated, the Watch Commander shall notify the respective Station Captain and the Emergency Planning Detail.
2. The Communications Center Watch Commander shall immediately notify the following individuals and advise: whether there is a tsunami "watch" or "warning" and the estimated time of arrival in San Diego.
  - a. The Emergency Planning Detail Lieutenant or Sergeant.
  - b. The Emergency Planning Detail will activate the
  - c. Department Operations Center for all tsunami warnings.
  - d. County Office of Emergency Services Duty Officer.
  - e. Captains of the North Coastal Command and Imperial Beach Stations and affected commanders
  - f. Public Affairs
  - g. Other notifications per the Communications Center Tsunami Check List.

### C. DISPATCH SUPERVISORS RESPONSIBILITIES

The Communications Center Dispatch Supervisor shall:

1. Immediately notify all local Dispatch Centers within San Diego County via LAW CC and FIRE CC or by other appropriate channels as determined by the CC Supervisors. The Supervisor shall conduct a roll call to confirm receipt of the message. Dispatch centers not monitoring the radio, or not having a shared frequency, shall be notified via the telephone. All Dispatch Centers will then make the necessary notifications within their areas of responsibility.
2. Centers to be notified:
  - a. Border Patrol
  - b. Carlsbad PD Dispatch
  - c. Cal Fire Dispatch
  - d. California Department of Fish & Game
  - e. Chula Vista Fire
  - f. Chula Vista PD
  - g. CHP
  - h. Coast Guard
  - i. Coronado PD

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- j. El Cajon PD
  - k. Escondido
  - l. Heartland Fire Dispatch
  - m. La Mesa PD
  - n. Rancho Fire
  - o. National City PD
  - p. Oceanside PD
  - q. San Diego Fire xviii. San Diego PD
  - r. San Diego Harbor PD
  - s. State Parks
  - t. U.S. Forestry Service
3. County OES will make duplicate radio calls via "County Call". These calls will likely be made after the Sheriff's Dispatch Supervisor has made the original calls. These duplicate calls serve as confirmation that the jurisdictions have received notification of the incident. These calls also meet the requirements for redundant notifications.
4. Ensure field units are notified via the appropriate radio talk groups and the field supervisors acknowledge the notification.
5. If a "warning" has been issued, the following steps should be taken:
- a. Designate a dispatcher to develop and send an Alert San Diego and Wireless Emergency Alert message to the impacted coastal communities within the Sheriff's primary areas of responsibility. All alerting systems available should be used.
  - b. Notify all "call takers" of the pertinent information. In general, areas less than one hundred feet in elevation and within two miles of the coast should be evacuated. Callers who have concerns about the safety of remaining in their present location should be advised to evacuate. Callers requiring general information should be referred to 2-1-1.
  - c. Notify the Search & Rescue Coordinator
  - d. Notify the Reserve Coordinator
  - e. Request ASTREA conduct reconnaissance of the coastal areas and issue warnings.
    - i. If only one helicopter is in-service, contact the ASTREA Lieutenant or Sergeant and request additional air resources as needed.

## D. DISPATCHER RESPONSIBILITIES

1. The Dispatchers responsible for Imperial Beach Dispatch and Encinitas Dispatch will:
- a. Notify the patrol sergeant in Imperial Beach and North Coastal Command
  - b. Log all road closures, areas evacuated, Evacuation Centers and other pertinent information into CAD.

## 9.9.5 PATROL STATION RESPONSIBILITIES

### A. INUNDATION & EVACUATION PLANS

1. The Imperial Beach and North Coastal Command Station shall develop tsunami inundation and evacuation plans. A copy of these plans shall be sent to the CC and to the Emergency Planning Detail. The plans shall be updated by the respective

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stations on an annual basis. The updates shall be sent to the CC and the Emergency Planning Detail.

2. Tsunami evacuation plans should include the number of personnel needed to rapidly and effectively evacuate the inundation area.
3. Tsunami evacuation plans should include a traffic flow and control plan.
4. Imperial Beach and North Coastal Command stations shall conduct briefing training on the tsunami plans once a quarter. The training shall be documented.

## B. TSUNAMI WARNING:

1. Upon notification of a tsunami warning, the patrol supervisor shall immediately activate the tsunami evacuation plans. Time is of the essence.
2. A Command Post and Staging Area should be established outside the inundation area.
  - a. Request the Emergency Response Assistance Team (E.R.A.T.) to assist with Command Post responsibilities and Staging Area management.
3. Request the Special Enforcement Detail/ Sheriff's Mobile Field Force to assist in evacuations and crowd control. Request that MFF deputies respond in the natural disaster configuration of two per vehicle.
4. Activate off-duty personnel, reserve deputies, senior volunteers and citizen volunteers as needed. Maintain rosters and report available resources to the Communications Center or the Department Operations Center when activated.
5. Provide public evacuations and warnings in affected areas.
6. In order to limit radio traffic to essentials, do not broadcast "refusals" i.e. persons who refuse to evacuate. Refusals should be noted in CAD or in the Deputy's Notebook.
7. Instruct deputies to place a short piece of yellow barrier tape in conspicuous location to indicate that a residence has been given the evacuation advisement.
8. Determine the areas to be evacuated, the safe routes of evacuation, the Temporary Evacuation Points and the Evacuation Centers. Coordinate Evacuation Centers with the Red Cross.
9. Request the Communications Center activate the Alert San Diego and Wireless Emergency Alert System, which will place emergency phone calls to the impacted residences advising them of the situation.
10. Notify Public Affairs and request a media liaison. Remember the Media cannot be denied access to the inundation / evacuation area. 405.9(d). PC.
11. Establish Communications with the impacted contract cities.
12. Advise the Communications Center or the Department Operations Center, of any requests for evacuation of institutionalized or disabled persons if unable to handle with available resources.
13. Conduct ongoing beat survey to discover further damage and hazards. If the Tsunami strikes the coast, dispatch patrol units or ASTREA to survey for casualties, damage, and collapsed structures requiring a "heavy rescue" effort.
14. Record any significant damage in a damage survey report log maintained at the Law Enforcement Command Post.
15. Provide / coordinate security and crowd control at vital installations, key industrial facilities, storage areas and evacuation areas.
16. Provide the Communications Center or D.O.C. when activated, with an updated "Situation Report" at least every thirty minutes. This may be done verbally.
17. Maintain records and write After-Action Report.

# TSUNAMI

## C. TSUNAMI WATCH

1. Upon notification of a tsunami watch, the patrol supervisor shall:
  - a. Review the Station Tsunami Inundation & Evacuation Plans
  - b. Take steps to prepare to initiate the Stations Tsunami Inundation & Evacuation Plan if the watch is upgraded to a warning.
  - c. Monitor any changes in the tsunami status.

### 9.9.6 TSUNAMI SAFETY

- A. A Tsunami will likely consist of a series of waves that can be spaced from a few minutes, to over an hour apart.
- B. A tsunami is not a single wave but a series of waves. The greatest danger with a tsunami lies with the surge that follows the wave(s). The surge will cause flood waters to rise at a rapid rate and can lead to widespread panic, destruction and death.
- C. The surge may carry greater debris and thus pose a greater hazard.
- D. Wave size may vary considerably along the San Diego County Coastline. A small wave in one area does not mean that the rest of the coast will not experience a large wave.
- E. The following are key indicators of an imminent tsunami. *Seek higher ground or move inland immediately.*
  1. Noticeable rise or fall of coastal water
  2. Loud roar like a train or aircraft
  3. Sudden sea level withdrawal.
  4. Earthquake in coastal area that produces violent shaking.

# PIPELINE EXPLOSIONS

## 9.10.1 PURPOSE

To establish general guidelines that ensures an adequate response in the event of a pipeline explosion.

## 9.10.2 POLICY

The Sheriff's Department is responsible for the protection of life and property of the citizens of the County. Department personnel shall make every effort to ensure citizen safety and well-being without endangering themselves. As with all emergency situations, the Department shall utilize the Incident Command System in accordance with the Standardized Emergency Management System and the National Incident Management System.

## 9.10.3 PROCEDURE

- A. The initial actions by the Sheriff's Communications Center will center on obtaining pertinent information regarding the incident. Hazard information must be obtained and analyzed in conjunction with the dispatch of first response personnel. As the information base on the incident, the Communications Center's role will evolve to that of an information/notification resource.
  
- B. Initial Actions
  - 1. Communications dispatcher records information and notifies shift supervisor.
  - 2. Notify fire department and affected utility company. FD will be Incident Commander
  - 3. Patrol sergeant determines scene management, responsibility and ensures that proper first response units are en route.
  - 4. Units should be directed to the area of the explosion to aid those injured in the blast.
  - 5. Patrol sergeant contact pipeline operator. Obtain information on material being transported.
  - 6. Communications Center shall notify the Emergency Planning Detail.
  - 7. If an extended operation becomes apparent, consider shifting to an alternate frequency.
  - 8. If there are any evacuations contemplated, notify the Red Cross.
  - 9. Notify the CHP (Local Area Commander), so they can provide technical assistance and mutual aid if required.
  - 10. Notify the County OES Staff Duty Officer (858-688-9970). They will notify all appropriate County agencies and assist in providing additional resources as required.
  - 11. Monitor Recovery Operations.
  - 12. Communications Center will dispatch Public Information Officer to the scene.

## 9.10.4 PATROL STATIONS RESPONSIBILITIES

### A. Scene Management

Incidents of this type will require a unified command between law, fire and the utility company.

# PIPELINE EXPLOSIONS

**NOTE:** Incidents overlapping jurisdictions may occur and agencies assuming they have responsibility may attempt to take command of an incident. It is imperative that any conflicts be resolved immediately, and appropriate actions begun to control the situation.

## B. Initiate Actions

1. Establish perimeter and traffic control.
2. Provide public evacuation warning; extended perimeters and traffic control if necessary.
3. Establish an Incident Command Post per Section 5.2 of this Manual, if necessary and encourage fire department and other concerned agencies to co-locate.
4. If an extended operation becomes apparent, request the mobile command vehicle to be dispatched.
5. Notify adjoining jurisdiction's if there is any possibility of their areas being impacted by the situation.

## C. Recovery Considerations

If the Sheriff's Department has Scene Management responsibility, we will coordinate logistical aspects of recovery and re-entry into evacuated areas. These tasks may include:

1. Continuation of security of evacuated areas to prevent unauthorized entry and vandalism.
2. Reception and care (by OES and Red Cross).
3. Transportation (by concerned agencies).
4. Preparation of a summary report of recovery activities for inclusion in the after-action report. Include a determination of who is responsible for handling each of the above functions.

# GAS MAIN BREAK

## 9.11.1 PURPOSE

To establish general guidelines that ensures an adequate response in the event of a gas main break.

## 9.11.2 POLICY

The Sheriff's Department is responsible for the protection of life and property to the citizens of the County. Department personnel shall make every effort to ensure citizen safety and well-being without endangering themselves. As with all emergency situations, the Department shall utilize the Incident Command System in accordance with the Standardized Emergency Management System and the National Incident Management System.

## 9.11.3 PROCEDURE

- A. The initial actions by the Sheriff's Communications Center will center on obtaining pertinent information regarding the incident. If an evacuation is ordered, law enforcement should be involved.
  1. Communications dispatcher records information and notifies shift supervisor only if an evacuation is involved.
  2. Notify fire department and utility company if necessary.
  3. Shift supervisor/sergeant determines scene management (from the chart below) and ensures that proper first response units are en route.
  4. If an extended operation becomes apparent, consider shifting to an alternate frequency.
  5. If there are any casualties or evacuations contemplated, notify the Station Commander.
  6. Notify County OES Staff Duty Officer (858-688-9970) if an evacuation is involved or if there is a potential for escalation of the incident.
  7. Monitor recovery operations if an evacuation or explosion has taken place.

## 9.11.4 PATROL STATION RESPONSIBILITIES

The local fire department is most likely to handle minor breaks (2" line) in unpopulated areas (i.e., new developments) without calling the Hazardous Materials Team. They also handle minor incidents like appliance line breaks on a routine basis. When evacuation is involved, the incident may involve law enforcement. The first responder needs to decide as to whether the situation is potentially serious or whether it will be easily controlled. Judgment is necessary to avoid the call out of Sheriff's personnel on minor incidents which can be handled quickly by fire department or utility company responders. These minor incidents are a common occurrence and response by the Sheriff would be inappropriate.

### A. Scene Management

Incidents of this type will require a unified command between law, fire and the utility company.

# GAS MAIN BREAK

NOTE: Incidents overlapping jurisdictions may occur and agencies assuming they have responsibility may attempt to take command of an incident. It is imperative that any conflicts be resolved immediately, and appropriate actions begun to control the situation.

## B. Initiate Actions

1. Establish communication and unified command with fire and utility company.
2. Establish perimeter and traffic control.
3. Provide public evacuation warning, extended perimeter and traffic control as necessary.
4. Establish an Incident Command Post per Section 5.2 of this manual, if necessary, but always uphill and upwind from the gas main break.
5. Encourage Fire Department and other agencies to co-locate.

## C. Officer Safety

1. Do not smoke near the scene.
2. Request barricades or cones. Do not use flares.
3. ASTREA helicopters should not be permitted to fly over the scene of a gas main break.

## D. Recovery Considerations

If this Department has Scene Management responsibility, we will coordinate logistical aspects of recovery and re-entry into evacuated areas. These tasks may include:

1. Continuation of security of evacuated areas to prevent unauthorized entry and vandalism.
2. Reception and care (by OES and Red Cross).
3. Preparation of a summary report of recovery activities for inclusion in the after-action report. Include a determination of who is responsible for handling each of the above functions.

# HURRICANE

## 9.12.1 PURPOSE

To establish general guidelines that ensures an adequate response in the event of a hurricane.

## 9.12.2 POLICY

The Sheriff's Department is responsible for the protection of life and property of the citizens of the County. Department personnel shall make every effort to ensure citizen safety and well- being without endangering themselves. As with all emergency situations, the Department shall utilize the Incident Command System in accordance with the Standardized Emergency Management System and the National Incident Management System.

## 9.12.3 PROCEDURES

A. The Sheriff's Communications Center will be initially a focal point for receipt/dissemination of information. Inquiries and information from the public concerning road closures, flooding, wind damage, etc. should be anticipated. Direct all public inquiries to the Office of Emergency Services at 858-565-3490.

B. Inundation, Wind Damage and Road Closures

The Watch Commander will maintain a log of all inundated areas, damage in areas affected by the storm and road closures. This information should be given to the Office of Emergency Services as soon as it is obtained.

C. Evacuations

1. Whenever evacuation is required because of inundation or other storm damage, a detailed events log shall be generated.
2. The activation of any Temporary Evacuation Points should be logged by the Communications Center Watch Commander or D.O.C. if activated. This information should be relayed to the Red Cross and County OES.

D. Emergency Frequency Plan

1. Stations affected by loss of microwave/repeaters take over own station area dispatching.
2. Remaining stations reassigned to alternate available frequencies.
3. Supervision to prepare initial damage survey logs for each individual station area.
4. Ascertain reasons for specific systems failures from communications service personnel and request repair time estimates.

## 9.12.4 PATROL STATION RESPONSIBILITIES

A. Since there should be warning prior to the hurricane's coming ashore, evacuation of people from endangered coastal areas can be anticipated. The Red Cross will establish mass care centers. The Department will assist with these preliminary evacuations.

B. Once the hurricane has come ashore, the first local action will be to survey the station area of responsibility for damage and ensuing threats such as downed

# HURRICANE

live electrical wires, fires, debris blocking roads and casualties. Facilities which present a high risk or provide an essential emergency service should be checked as soon as possible to determine whether they are able to function. Refer to the patrol station damage assessment plan.

## C. Station Actions

In order to determine the station area situation in response to a hurricane the following listed actions should be taken.

1. Dispatch patrol units to survey for damage, fires, casualties, etc.
2. Immediately advise the Communications Center of inundations, road closures, major damage and any evacuations ordered.
3. Maintain patrol of expected and/or known problem areas.
4. Provide public evacuation warnings in affected areas.
5. Establish an Incident Command Post per Section 5.2 of this manual, perimeter and traffic control in evacuation areas.
6. Initiate a damage survey report log at the station or any command posts established.
7. Establish communication with the contract city personnel in your area of responsibility.
8. Sheriff's Communications Center Supervisor or other assigned personnel will monitor field unit reports and log information on inundated areas, conditions in damaged areas and road closures if radio communications are intact.
9. Compose a general station area situation report to the Communications Center/Department Operations Center and continue these situation reports at least every 30 minutes unless otherwise directed by the DOC Operations Officer.
10. Activate off-duty and reserve personnel as needed, maintain rosters and report number of personnel and vehicles available to DOC.
11. Advise Public Affairs as to necessary media broadcasts to direct potential evacuees to the Temporary Evacuation Points via designated routes. Coordinate Temporary Evacuations Points with the Red Cross.
12. Requests for assistance for evacuation of institutionalized persons should be directed to the DOC.
13. Continue surveys to discover further damage or hazards.
14. If there is little or no damage in station area, be prepared to aid neighboring areas as directed by the DOC.
15. Provide/coordinate security and crowd control support at Mass Care Facilities, Staging Areas and Casualty Collection Points.
16. Provide/coordinate security and crowd control at vital installations, key industrial facilities, storage areas and evacuated areas.
17. Establish secured staging area(s) for incoming mutual aid (manpower, equipment, supplies - food, medical).

# BLACKOUT

## 9.13.1 PURPOSE

To establish general guidelines that ensures an adequate response in the event of a blackout.

## 9.13.2 POLICY

The Sheriff's Department is responsible for the protection of life and property of the citizens of the County. Department personnel shall make every effort to ensure citizen safety and well-being without endangering themselves. As with all emergency situations, the Department shall utilize the Incident Command System in accordance with the Standardized Emergency Management System and the National Incident Management System.

## 9.13.3 PROCEDURE

- A. The Sheriff's Communications Center functions will focus on coordinating the response of needed personnel from outside the affected station(s) area, notification of appropriate command staff and activation/operation of the Department Operations Center.
- B. Initial Actions
  - 1. Upon notification of a blackout, call the Office of Emergency Services (OES) Staff Duty Officer (858) 688-9970. The Staff Duty Officer shall be asked to contact San Diego Gas and Electric Service Dispatch to determine the estimated duration of the outage and the affected geographical. An immediate determination may not be possible, but the Communication Center Watch Commander shall continue to monitor the situation and disseminate information to patrol personnel and Command Staff as appropriate.
  - 2. Once it has been determined the blackout is extensive, i.e., it affects a large geographical area and is expected to affect the majority of at least one operational period, immediate action is necessary. The Communication Center Watch Commander shall notify the affected Station Captain(s), the Commanders and Public Affairs.
  - 3. Begin a critical incident log.
  - 4. Activate the Department Operations Center (DOC) if Level II or higher is declared.
  - 5. Refer to the Civil Disorder Response Plan (9.6 of the Emergency Operations Manual).

## 9.13.4 PATROL STATION RESPONSIBILITIES

- A. The immediate action to be taken in any blackout is to ensure that traffic control is provided at key locations. This is especially important when the blackout occurs in an area with heavy traffic; especially during the rush hour. With a major blackout traffic control may be necessary for an extended period. Efforts shall be made to coordinate with the CHP and public works departments from affected local jurisdictions to efficiently control the flow of traffic into and out of these areas.

# BLACKOUT

## B. Station Actions

1. Shift supervisor assumes command as station area Incident Commander until arrival of Station Commander.
2. Assign additional administrative or detective personnel to augment desk personnel if possible.
3. Activate off-duty and reserve personnel as needed, maintain rosters, and report number of personnel and vehicles available to Communications Center or DOC, if activated.
4. Establish communications with the contract city(ies)
5. Control traffic and expedite movement of emergency vehicles and equipment.
6. Maintain a log of critical incidents.
7. Maintain focused patrol of expected or known problem areas.
8. Provide general station area situation reports to the Communications Center or D.O.C. if activated.
9. Handle looters and curfew violations per Emergency Operations Manual Section 5.4.
10. Refer to the Civil Disorder Response Plan (9.6 of the Emergency Operations Manual)

# TORNADO

## 9.14.1 PURPOSE

To establish general guidelines that ensures an adequate response in the event of a tornado.

## 9.14.2 POLICY

The Sheriff's Department is responsible for the protection of life and property of the citizens of the County. Department personnel shall make every effort to ensure citizen safety and well-being without endangering themselves. As with all emergency situations, the Department shall utilize the Incident Command System in accordance with the Standardized Emergency Management System and the National Incident Management System.

## 9.14.3 PROCEDURE

The Sheriff's Communications Center should notify the County Office of Emergency Services (OES) and direct all public inquiries to County OES at 858-565-3490.

1. The Watch Commander will maintain a log on major damage and casualties. This information should be given to the County OES as soon as it is obtained.
2. Any evacuation or activation of temporary evacuation points should be logged by the Watch Commander.
3. Activate the Department Operations Center (DOC) if necessary.

## 9.14.4 PATROL STATION RESPONSIBILITIES

Upon notification that a tornado has occurred, the following actions should be taken:

1. Dispatch patrol units to survey for damage and casualties.
2. Immediately advise the Communications Center of major damage and any evacuations needed. Coordinate with Red Cross to establish evacuation shelters.
3. Establish an Incident Command Post per Section 5.2 of this manual, perimeter and traffic control in the affected area. A unified command with fire, public works and local utilities may be useful.
4. Initiate a damage survey report log at the station or any command posts established.
5. Establish communications with the contract city personnel in the stations area of responsibility.
6. Compose station area situation reports to the Communications Center/Department Operations Center and continue as needed during the incident.
7. Activate off-duty and reserve personnel as needed, maintain rosters, and report number of personnel and vehicles available to Communications Center/Department Operations Center.
8. Continue surveys to discover further damage or hazards.

# WATER SHORTAGE – EXTENDED PERIOD OF DROUGHT

## **9.15.1 PURPOSE**

To establish general guidelines that ensures an adequate response in the event of water shortage caused by an extended period of drought.

## **9.15.2 POLICY**

The Sheriff's Department is responsible for the protection of life and property of the citizens of the County. Department personnel shall make every effort to ensure citizen safety and well-being without endangering themselves. As with all emergency situations, the Department shall utilize the Incident Command System in accordance with the Standardized Emergency Management System and the National Incident Management System.

## **9.15.3 PROCEDURE**

The Sheriff's Communications Center function will coordinate the response of needed personnel when necessary.

## **9.15.4 PATROL STATION RESPONSIBILITIES**

- A. The patrol station will ensure that enough patrol capability is maintained to enforce legislative mandates on control of water usage.
- B. Use of reserve personnel may be necessary when enforcement is required for widespread violations.

# WATER SHORTAGE – SUPPLY INTERRUPTION

## **9.16.1 PURPOSE**

To establish general guidelines that ensures an adequate response in the event of water shortage caused by supply interruption.

## **9.16.2 POLICY**

The Sheriff's Department is responsible for the protection of life and property of the citizens of the County. Department personnel shall make every effort to ensure citizen safety and well-being without endangering themselves. As with all emergency situations, the Department shall utilize the Incident Command System in accordance with the Standardized Emergency Management System and the National Incident Management System.

## **9.16.3 PROCEDURE**

The Sheriff's Communications Center function will coordinate of the response of field forces when necessary.

## **9.16.4 PATROL STATION RESPONSIBILITIES**

- A. The patrol station will ensure that enough patrol capability is maintained to enforce legislative mandates on control of water.
- B. Use of reserve personnel or Mobile Field Forces may be necessary when enforcement is required for widespread violations.
- C. Refer to Civil Disorder Personnel Plan in section 9.6 of this manual.

# BUILDING COLLAPSE

## 9.17.1 PURPOSE

To establish general guidelines that ensures an adequate response in the event of a building collapse.

## 9.17.2 POLICY

The Sheriff's Department is responsible for the protection of life and property of the citizens of the County. Department personnel shall make every effort to ensure citizen safety and well-being without endangering themselves. As with all emergency situations, the Department shall utilize the Incident Command System in accordance with the Standardized Emergency Management System and the National Incident Management System.

## 9.17.3 PROCEDURE

### SHERIFF'S COMMUNICATION CENTER

The initial actions by the Communications Center will be to obtain pertinent information regarding the incident.

1. Shift Supervisor/Sergeant determines the exact location of the collapse and the extent of casualties and damage. Verify that fire, medical services and the utilities have been notified.
2. Depending on the severity of the incident (e.g., a large building with many casualties) notify the affected Station Captain and the Public Information Officer.
3. If an incident command post is established, ask the Incident Commander if a Mobile Command Vehicle and ERAT support squad is required.

## 9.17.4 PATROL STATION RESPONSIBILITIES

The following actions should be taken:

1. Establish perimeter and traffic control and expedite the movement of emergency vehicles.
2. Establish an Incident Command Post as per Section 5.2 this manual if necessary and encourage fire department and other concerned agencies to co-locate in a unified command.
3. Notify the Communications Center to request urban search and rescue resources if needed.
4. Establish secured staging areas for manpower, equipment, etc. if needed.
5. If media or other helicopters attempt to fly over the collapsed structure, contact ASTREA to arrange for temporary flight restrictions over the affected area
6. since the down draft created by the helicopter is likely to cause further damage to the structure.
7. Provide security and crowd control at the scene of the collapse, staging areas, and casualty collection points.
8. Keep the Sheriff's Communications Center or Department Operations Center, if activated, informed about casualties, fires, escaping gas or other serious incidents relating to the building collapse.

## BUILDING COLLAPSE

9. Request a Mobile Command Vehicle and ERAT support squad if warranted by the severity of the incident.
10. Establish communications with the contract city in which the collapse has occurred.
11. Activate off-duty and reserve personnel as needed.

# INDUSTRIAL EXPLOSION/ACCIDENT

## 9.18.1 PURPOSE

To establish general guidelines that ensures an adequate response in the event of an industrial explosion or accident.

## 9.18.2 POLICY

The Sheriff's Department is responsible for the protection of life and property of the citizens of the County. Department personnel shall make every effort to ensure citizen safety and well-being without endangering themselves. As with all emergency situations, the Department shall utilize the Incident Command System in accordance with the Standardized Emergency Management System and the National Incident Management System.

## 9.18.3 PROCEDURE

The initial actions by the Communications Center are to obtain pertinent information regarding the incident and coordinate the response of needed personnel and equipment.

- A. Shift Supervisor/Sergeant determines the exact location of the incident and the extent of damage and casualties. Verify that fire and medical services have been notified.
- B. If the incident is major, notify the affected Station Captain and the Public Information Officer.
- C. If an Incident Command Post is established, ask the Incident Commander if a Mobile Command Vehicle and ERAT support squad is required.

## 9.18.4 PATROL STATION RESPONSIBILITIES

The following actions should be taken:

- A. Establish perimeter and traffic control and expedite the movement of emergency vehicles.
- B. Establish an Incident Command Post per Section 5.2 of this manual if necessary and encourage fire department and other concerned agencies to co-locate and establish Unified Command.
- C. Establish secured staging areas for manpower, equipment, etc., if needed.
- D. Provide security and crowd control at the site, staging areas, and casualty collection points.
- E. Notify OSHA if:
  1. There is an employee fatality
  2. Critical injury or sickness
  3. Exposure to serious toxic chemical or disease
  4. More than three employees undergo hospitalization from the accident.
- F. Keep the Sheriff's Communications Center informed about damage, casualties and any possible escalation of the event.

## INDUSTRIAL EXPLOSION/ACCIDENT

- G. Request a Mobile Command Vehicle and ERAT support squad if needed.
- H. Establish communications with the contract city in which the incident has occurred.
- I. Activate off-duty and reserve personnel as needed.

# NUCLEAR WEAPONS ACCIDENT

## **9.19.1 PURPOSE**

To establish general guidelines that ensures an adequate response in the event of a nuclear weapons accident.

## **9.19.2 POLICY**

The Sheriff's Department is responsible for the protection of life and property of the citizens of the County. Department personnel shall make every effort to ensure citizen safety and well-being without endangering themselves. As with all emergency situations, the Department shall utilize the Incident Command System in accordance with the Standardized Emergency Management System and the National Incident Management System.

## **9.19.3 SHERIFF'S COMMUNICATIONS CENTER FUNCTIONS**

- A. The Communications Center may be the Initial recipient of information regarding a nuclear weapons accident. Upon receipt of such information, immediately notify the Office of Emergency Services (OES). The Watch Commander will notify the adjacent Station Commander, ASTREA, and provide all information obtained to County OES by contacting the SDO at 858-688-9970.
  
- B. Actions
  - 1. Activate the Department Operations Center.
  - 2. Focus on coordinating the response of personnel and resources that have been requested to assist the military/federal agencies.

## **9.19.4 PATROL STATION RESPONSIBILITIES**

Provide assistance to military/federal authorities as directed. Expected assistance may include evacuation, traffic, and perimeter control. It is entirely possible that reserves and off-duty personnel may need to be activated in order to provide requested assistance.

# HARBOR EXPLOSION/ACCIDENT

## **9.20.1 PURPOSE**

To establish general guidelines that ensures an adequate response in the event of a harbor explosion/accident.

## **9.20.2 POLICY**

The Sheriff's Department is responsible for the protection of life and property of the citizens of the County. Department personnel shall make every effort to ensure citizen safety and well-being without endangering themselves. As with all emergency situations, the Department shall utilize the Incident Command System in accordance with the Standardized Emergency Management System and the National Incident Management System.

## **9.20.3 PROCEDURE**

The Communications Center should notify the County Office of Emergency Services of the incident by contacting their office at 858-565-3490. The affected Station Command should be notified. The Department Operations Center will be activated if substantial impact to Department Operations takes place.

## **9.20.4 PATROL STATION RESPONSIBILITIES**

The following actions should be taken:

- A. If the incident is within the area of responsibility, provide perimeter traffic and crowd control as needed.
- B. Establish communications with the contract city personnel as needed.

# EPIDEMIC/PANDEMIC

## 9.21.1 PURPOSE

To establish general guidelines for an adequate response in the event of an epidemic/pandemic.

## 9.21.2 POLICY

The Sheriff's Department is responsible for the protection of life and property of the citizens of the County. Department personnel shall make every effort to ensure citizen safety and well-being without endangering themselves. As with all emergency situations, the Department shall utilize the Incident Command System in accordance with the Standardized Emergency Management System and the National Incident Management System.

## 9.21.3 PROCEDURE

The Sheriff's Communications Center will focus on coordination of the responding personnel and resources as necessary. In the event of epidemic/pandemic, the Emergency Planning Detail will initiate the Countywide Pandemic Response Plan by activating the Strategic National Stockpile (SNS) Plan.

## 9.21.4 PATROL STATION RESPONSIBILITIES

- A. Officer Safety
- B. Deputies should be made aware of the symptoms of the identified disease/pathogen, how it is transmitted and what may be done to protect against infection.
- C. In the event of pandemic where mass prophylaxis is required, deputies will follow the protocols established in the response plan of their respective Cities Readiness Initiative for activation of the SNS. Deputies working non-contracted patrol areas will follow the Countywide Pandemic Response Plan to obtain their prophylaxis.
- D. Actions:
  - 1. Provide perimeter control and security as necessary.
  - 2. Assist Health Department in enforcing all applicable laws.

## Mass Medication Dispensing

In the event of the need for the dispensing of any mass medication, the Sheriff's role will be one of providing security for that event using Mobile Field Force operational deployment. Upon notification to the Communications Center, the Emergency Planning Detail would respond with the required number of Platoon resources to a determined staging area(s).

Depending on the type of mission, MFF personnel could be deployed in sizes from squad to platoon. Medication dispensed to the public from large Points of Dispensing, PODS, would require many personnel working to provide security for members of the County's Health and Human Services personnel. Sites for the dispensing of Mass Medications could range from a school site to that the size of a large commercial center.

The primary role of Law Enforcement would be to provide the security needed for the orderly dispensing of medications to many people during a critical situation.

# AIR POLLUTION DISASTER

## 9.22.1 PURPOSE

To establish general guidelines that ensures an adequate response in the event of an air pollution disaster.

## 9.22.2 POLICY

The Sheriff's Department is responsible for the protection of life and property of the citizens of the County. Department personnel shall make every effort to ensure citizen safety and well-being without endangering themselves. As with all emergency situations, the Department shall utilize the Incident Command System in accordance with the Standardized Emergency Management System and the National Incident Management System.

## 9.22.3 PROCEDURE

The Sheriff's Communications Center will be a focal point for receipt/dissemination of information. Inquiries from the public should be anticipated. Public inquiries should be directed to the County Office of Emergency Services at 858-565-3490.

## 9.22.4 SHERIFF'S COMMUNICATIONS CENTER RESPONSIBILITIES

- A. Obtain information on air quality forecasts by calling 858-586-2800 (telephone tape for San Diego metropolitan area). Current air quality can be accessed at <http://airquality.sdapcd.org/air/forecasts/otoday.html>.
- B. Coordinate with the Office of Emergency Services.
- C. Provide information to patrol stations on conditions as necessary.

## 9.22.5 PATROL STATION RESPONSIBILITIES

- A. Keep informed of the condition of air pollution in the area of station responsibility.
- B. Notify the Sheriff's Communications Center of any unusual circumstances/conditions relating to the air pollution disaster.
- C. Be ready to implement any directives received from higher authority relating to the air pollution disaster.

# AFRICANIZED HONEYBEES

## 9.23.1 PURPOSE

To establish general guidelines that ensures an adequate response in the event of an attack by a swarm of Africanized Honeybees (AHB).

## 9.23.2 POLICY

The Sheriff's Department is responsible for the protection of life and property of the citizens of the County. Department personnel shall make every effort to ensure citizen safety and well-being without endangering themselves. As with all emergency situations, the Department shall utilize the Incident Command System in accordance with the Standardized Emergency Management System and the National Incident Management System.

## 9.23.3 PROCEDURES

### A. EMERGENCY PROCEDURES

You may be called upon to perform a rescue on a victim of an AHB attack. It would be far too dangerous to try and affect a rescue without taking protective measures. The County Department of Agriculture recognizes most if not all wild beehives in the County are Africanized.

1. Notification information - Try to acquire as much information as possible concerning the incident when notified. Determine exactly where the victim is so you can stop a safe distance away to evaluate the situation.
2. Evaluate from a safe distance - a safe distance may be several hundred feet from the victim.
3. Risk analysis - Perform a risk analysis. Is the victim standing or lying down? Is there a swarm in sight? If so, is the swarm small or large? Have several people been attacked?
4. Command post - Set up a command post in a safe area several hundred feet away.
5. Isolate the area - Determine where the unsafe zone should be and where the safe zone should be established. Evacuate the unsafe zone. **DO NOT BECOME A VICTIM!**
6. CALL FOR HELP
  - a. Relay information regarding the incident to the responding Fire Agency. They have full turnout gear that will protect them.
  - b. Call for paramedics if the victim needs be transported.

### B. NOTIFICATIONS Make notifications to the Communications Center and County Department of Agriculture.

1. Hospitals - Let hospitals know they will be receiving a patient with multiple bee stings.
2. Agriculture Department – The Communication Center will contact the Chief Entomologist, County Department of Agriculture at 858-694-3076/3897 and brief the call taker of the incident and determine what additional steps should be taken.

# SEARCH AND RESCUE INCIDENTS

## **9.24.1 PURPOSE**

To establish general guidelines that ensures an appropriate response prior to a search and rescue event.

## **9.24.2 POLICY**

The Sheriff's Department is responsible for the protection of life and property of the citizens of the County. Department personnel shall make every effort to ensure citizen safety and well-being without endangering themselves. As with all emergency situations, the Department shall utilize the Incident Command System in accordance with the Standardized Emergency Management System and the National Incident Management System.

## **9.24.3 PROCEDURE - FIRST ON SCENE**

Immediate notification of the Sheriff's Communications Center is important to accomplish a timely Search and Rescue (SAR) activation. The Sheriff's Communications Center will follow established procedures to activate the needed personnel.

Preserve the scene as intact as possible; to avoid "contamination" of evidence and indicators needed to conduct the search.

The Incident Commander or designee will commence interviewing witnesses and affected people to complete as much of the "Lost Person Questionnaire" (Below) as possible prior to the arrival of SAR personnel.

Upon the arrival of the SAR team, provide support as requested. Reference: Law Enforcement Guide for Emergency Operations 2019, Search and Rescue Resources.

# SEARCH AND RESCUE INCIDENTS

## LOST PERSON QUESTIONNAIRE

INCIDENT TITLE: \_\_\_\_\_

TODAY'S DATE: \_\_\_\_\_ TIME: \_\_\_\_\_ SAR #: \_\_\_\_\_

O.E.S. MISSION #: (IF APPLICABLE) \_\_\_\_\_

SHERIFF CASE #: \_\_\_\_\_ CASE TYPE: \_\_\_\_\_

### A. SOURCE(S) OF INFORMATION FOR QUESTIONNAIRE

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Address: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone:(\_\_\_\_\_) \_\_\_\_\_ Phone:(\_\_\_\_\_) \_\_\_\_\_

Where/How To Contact Now: \_\_\_\_\_

Where/How To Contact Later: \_\_\_\_\_

What Does Informant Believe Happened? \_\_\_\_\_

Other Information: \_\_\_\_\_

# SEARCH AND RESCUE INCIDENTS

## B. LOST PERSON

Name: \_\_\_\_\_ Sex: \_\_\_\_\_

Nicknames: \_\_\_\_\_ D.O.B.: \_\_\_\_\_

Home Address: \_\_\_\_\_ Zip: \_\_\_\_\_

Local Address: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Phone:(    ) \_\_\_\_\_ Local Phone:(    ) \_\_\_\_\_

Birthplace: \_\_\_\_\_

### **B1. PHYSICAL DESCRIPTION**

Height: \_\_\_\_\_ Weight: \_\_\_\_\_ Build: \_\_\_\_\_ Age: \_\_\_\_\_

Hair Color: \_\_\_\_\_ Length: \_\_\_\_\_ Style: \_\_\_\_\_

Facial Hair: \_\_\_\_\_

Facial Features: \_\_\_\_\_ Complexion: \_\_\_\_\_

Distinguishing Marks/Tattoos: \_\_\_\_\_

Overall Appearance: \_\_\_\_\_

Photo Available: Y N ? Where: \_\_\_\_\_

Other: \_\_\_\_\_

# SEARCH AND RESCUE INCIDENTS

## B2. CLOTHING

Style      Color      Size      Other

Shirt/ Sweater \_\_\_\_\_

Pants: \_\_\_\_\_

Outer Wear: \_\_\_\_\_

Inner Wear: \_\_\_\_\_

Head Wear: \_\_\_\_\_

Rain Wear: \_\_\_\_\_

Glasses: \_\_\_\_\_

Gloves: \_\_\_\_\_

Extra Clothing: \_\_\_\_\_

Footwear: \_\_\_\_\_

Sole Type: \_\_\_\_\_ Sample Available: \_\_\_\_\_

Location of Sample: \_\_\_\_\_

Scent Articles Available: Y N ? What: \_\_\_\_\_

Location of Articles: \_\_\_\_\_ Secured: Y N ?

Overall Coloration of Subject As Seen From Air: \_\_\_\_\_

Other: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

# SEARCH AND RESCUE INCIDENTS

## B3 HEALTH/MEDICAL CONDITION

Overall Health: \_\_\_\_\_

Overall Physical Condition: \_\_\_\_\_ Known

Medical Problems: \_\_\_\_\_ Known

Psychological Problems: \_\_\_\_\_ Person

Expressed Desire To Harm Themselves: Y N ?

When: \_\_\_\_\_ How:

To Whom:

Handicaps:

Medication: \_\_\_\_\_

Consequences of Loss: \_\_\_\_\_

Eyesight Without Glasses: \_\_\_\_\_ Spares: Y N ?

Physician: \_\_\_\_\_ Phone: ( ) \_\_\_\_\_

Other: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

# SEARCH AND RESCUE INCIDENTS

## C. TRIP PLANS OF SUBJECT(S)

Started At: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

Going To: \_\_\_\_\_ Via: \_\_\_\_\_

Purpose: \_\_\_\_\_ Group Size: \_\_\_\_\_

Additional Members of Group: \_\_\_\_\_

Planned Length of Stay: \_\_\_\_\_ Exit Date: \_\_\_\_\_

Return Time: \_\_\_\_\_ From: \_\_\_\_\_

Return Means: \_\_\_\_\_

Done Trip Before: Y N ? When: \_\_\_\_\_

Transported By/Mean: \_\_\_\_\_

Vehicle Now Located At: \_\_\_\_\_

Year: \_\_\_\_\_ Make: \_\_\_\_\_ Model: \_\_\_\_\_ Color: \_\_\_\_\_

License: \_\_\_\_\_ State: \_\_\_\_\_ Secured: Y N ?

Additional Vehicles of Group: \_\_\_\_\_

\_\_\_\_\_

Alternate Plans/Routes/Objectives: \_\_\_\_\_

\_\_\_\_\_

Other: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

# SEARCH AND RESCUE INCIDENTS

## D. PLACE AND TIME LAST SEEN

Date: \_\_\_\_\_

Time: \_\_\_\_\_ Location: \_\_\_\_\_

Last Seen By: \_\_\_\_\_

Direction of Travel: \_\_\_\_\_ Time: \_\_\_\_\_

Weather At Time: \_\_\_\_\_ Weather Since: \_\_\_\_\_

Weather Forecast: \_\_\_\_\_

Last Spoken To By: \_\_\_\_\_ Time: \_\_\_\_\_

Location: \_\_\_\_\_ Talked About: \_\_\_\_\_

Subject Attitude: \_\_\_\_\_

Complaints: \_\_\_\_\_

Subject Seemed Tired: Y N ? Cold or Hot: \_\_\_\_\_

Other: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

# SEARCH AND RESCUE INCIDENTS

## E. EQUIPMENT AND EXPERIENCE

Familiar With Area: Y N ? How Recent: \_\_\_\_\_

Favorite Spots in Area: \_\_\_\_\_

Formal Outdoor Training: \_\_\_\_\_

Medical Training: \_\_\_\_\_

Scouting/Military Experience: \_\_\_\_\_

General Outdoor Experience: \_\_\_\_\_

Overnight Experience: \_\_\_\_\_

Lost Before: Y N ?

Where: \_\_\_\_\_

When: \_\_\_\_\_ Where Found: \_\_\_\_\_

How Found: \_\_\_\_\_

Goes Out Alone: \_\_\_\_\_ Where: \_\_\_\_\_

Stays On Trails: \_\_\_\_\_ Cross Country: \_\_\_\_\_

Hiking Speed: \_\_\_\_\_ Athletic Ability: \_\_\_\_\_

Other Outdoor Interests: \_\_\_\_\_

Climbing Experience: \_\_\_\_\_

**Style**

**Color**

**Brand**

**Size**

Pack: \_\_\_\_\_

Tent: \_\_\_\_\_

# SEARCH AND RESCUE INCIDENTS

Sleeping Bag: \_\_\_\_\_

Ground Cloth: \_\_\_\_\_

Fishing Gear: \_\_\_\_\_

Climbing Gear: \_\_\_\_\_

Water Container(s): Y N? Volume: \_\_\_\_\_

Fire Starter: Y N? Type: \_\_\_\_\_

Light: \_\_\_\_\_ Stove: \_\_\_\_\_

Fuel: \_\_\_\_\_

Compass: Y N? Map: Y N? Map Region: \_\_\_\_\_

How Competent w/Map and Compass:

\_\_\_\_\_

GPS: Y N? How Competent:

\_\_\_\_\_

Cellular Phone: Y N? Phone Number: ( )

\_\_\_\_\_

Cellular Service Provider:

\_\_\_\_\_

Knife/Survival Tool: \_\_\_\_\_ Camera: \_\_\_\_\_ Lens:

\_\_\_\_\_

Food: \_\_\_\_\_ Brand(s):

\_\_\_\_\_

Firearm: Y N? Make: \_\_\_\_\_ Model:

\_\_\_\_\_

Caliber: \_\_\_\_\_ Holster: \_\_\_\_\_ Ammunition:

\_\_\_\_\_

Money: \_\_\_\_\_ Credit Cards:

\_\_\_\_\_

Other:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

# SEARCH AND RESCUE INCIDENTS

## F. HABITS/PERSONALITY

Smoke: Y N ? How Often: \_\_\_\_\_ What: \_\_\_\_\_ Brand: \_\_\_\_\_

Alcohol: Y N ? How Often: \_\_\_\_\_ What: \_\_\_\_\_ Brand: \_\_\_\_\_

Recreational Drugs: \_\_\_\_\_

How Often: \_\_\_\_\_

Gum: \_\_\_\_\_ Candy: \_\_\_\_\_ Other: \_\_\_\_\_

Hobbies/Interests: \_\_\_\_\_

Outgoing/Quiet: \_\_\_\_\_ Gregarious/Loner: \_\_\_\_\_

Give Up Easily/Keep

Going: \_\_\_\_\_

Hitchhike: Y N ? Accept Rides Easily: \_\_\_\_\_ Legal

problems: \_\_\_\_\_ Personal

problems: \_\_\_\_\_ Emotional

History: \_\_\_\_\_ Religious:

Y N ? Faith: \_\_\_\_\_ Degree Of Faith: \_\_\_\_\_ Personal

Values: \_\_\_\_\_ Philosophy:

Education:

## CONTACTS PERSON WOULD MAKE UPON REACHING CIVILIZATION:

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Address: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone:(\_\_\_\_\_) \_\_\_\_\_

Other: \_\_\_\_\_

# SEARCH AND RESCUE INCIDENTS

## G. CHILDREN/GROUP CONSIDERATIONS

Child Afraid of Dark: Y N ? Afraid of Animals: Y N ?

Other Fears: \_\_\_\_\_

Feeling Toward Adults: \_\_\_\_\_ Strangers: \_\_\_\_\_

Will Answer if Called: Y N ? Should Be Called: \_\_\_\_\_

Reactions When Hurt: \_\_\_\_\_

Training When Lost: \_\_\_\_\_

Other: \_\_\_\_\_

\_\_\_\_\_

Name/Kind of Group: \_\_\_\_\_

Leader: \_\_\_\_\_ Experience: \_\_\_\_\_

Personality Clashes Within Group: \_\_\_\_\_

Leader Types Other Than Leader: \_\_\_\_\_

Actions If Separated: \_\_\_\_\_

Competitive Spirit of Group: \_\_\_\_\_

Intergroup Dynamics: \_\_\_\_\_

Other: \_\_\_\_\_

\_\_\_\_\_

# SEARCH AND RESCUE INCIDENTS

## H. ACTIONS TAKEN BY OTHERS

Family/Friends: \_\_\_\_\_

\_\_\_\_\_

Results: \_\_\_\_\_

Others: \_\_\_\_\_

\_\_\_\_\_

Results: \_\_\_\_\_

## I. PRESS/FAMILY RELATIONS

Next of Kin: \_\_\_\_\_ Relationship: \_\_\_\_\_

\_\_\_\_\_

Address: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone:(\_\_\_\_) \_\_\_\_\_ Occupation: \_\_\_\_\_

Person To Notify When Subject Found:

\_\_\_\_\_

Relationship: \_\_\_\_\_ Phone:(\_\_\_\_) \_\_\_\_\_

Address: \_\_\_\_\_ Zip: \_\_\_\_\_

\_\_\_\_\_

Significant Family Problems:

\_\_\_\_\_

Family Desire To Employ Special Assistance:

\_\_\_\_\_

Family Will Speak To Media: Y N

Other:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_