

EMERGENCY OPERATING PROCEDURES MANUAL
Imperial County Sheriff's Office

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**EMERGENCY OPERATING PROCEDURES MANUAL
IMPERIAL COUNTY SHERIFF'S OFFICE**

PART ONE - GENERAL

100 - PURPOSE

The purpose of this plan is to outline the coordination between the Imperial County Sheriff's Office and other emergency responders, to establish procedures of allocation of law enforcement resources during emergency responses, and to establish procedures for control and security during disaster operations.

**EMERGENCY OPERATING PROCEDURES MANUAL
IMPERIAL COUNTY SHERIFF'S OFFICE**

PART ONE - GENERAL

105 LAWS AND AUTHORITIES

GOVERNMENT CODES: EMERGENCY MANAGEMENT/MUTUAL AID.

8617 GC Political Subdivisions have the authority to execute agreements for day-to-day mutual aid.

8618 GC Responsible local officials in whose jurisdiction and incident has occurred shall remain in charge at the incident, including the direction of personnel and equipment provided him through mutual aid.

8630 GC A local emergency may only be proclaimed by the governing body of a city, or county or by an official designated by ordinance.

8534 GC During a declared local emergency, the government body or designated official thereof, may promulgate orders and regulations necessary to provide for protection of life and property, including orders imposing a curfew within designated boundaries. Such orders shall be in writing and shall be given widespread publicity and notice.

8655 GC The county shall not be liable for any claim based upon the exercise of performance, or failure to exercise or perform, a discretionary function or duty on the part of the local agency, or any employee in carrying out the provisions of this chapter.

8658 GC In any case where any emergency endangering the lives of inmates has occurred or is imminent, the person in charge may remove them. If it is not possible to hold them in a safe place of confinement he may release them. Such person shall not be held liable.

PENAL CODE SECTIONS: Crowds/Disturbances

102 PC It is illegal to willfully injure or destroy, or take, or assist any person in taking or attempting to take, from the custody of any peace officer or person, any personal property which such officer or person has in charge under any process of law.

148 PC It is illegal to willfully resist, delay, or obstruct any public officer in the discharge or attempt to discharge any duty in his office.

148.9 PC Applies to any person who willfully and unlawfully and falsely represents upon a lawful detention or arrest to evade the process of the court and to evade proper identification.

372 PC To willfully and unlawfully obstruct the free passage and use of a public park, square, street or highway.

402 PC Prohibits going to the scene of a disaster, or stopping at the scene of a disaster, for the purpose of viewing the scene or the activities or policemen, firemen, or other emergency personnel, or military personnel coping with the disaster in the course of their duties, unless it is part of the duties or such person's employment to view such scene or activities.

404a PC Any use of force or violence, disturbing the public peace, or any threat to use such force or violence, if accompanied by immediate power of execution, by two or more persons, acting together, and without authority of law, is a riot.

404.6 PC It is illegal to willfully act and engage in conduct urging a riot, and to commit acts of violence and destroy property at a time and place and under circumstances which produce a clear and present danger of acts of force or violence and the burning and destroying of property.

405a PC The taking by means of a riot of any person from the lawful custody of any peace officer.

406 PC Whenever two or more persons, assembled and acting together, make any attempt or advance towards the commission of an act which would be a riot if actually committed, such assembly is a riot.

407 PC Whenever two or more persons assemble together to do an unlawful act, or do a lawful act in a violent boisterous or tumultuous manner, such assembly is an unlawful assembly.

409 PC Every person remaining present at the place of any riot, rout, or unlawful assembly, after same has been lawfully warned to disperse, except public officers and those assisting them, is guilty of a misdemeanor.

415 PC Applies the following as peace disturbance:

1. Any person who unlawfully fights in a public place or challenges another person in a public place to fight.
2. Any person who maliciously and willfully disturbs another person by loud and unreasonable noise.
3. Any person who uses offensive words in a public place which words are likely to provide an immediate violent reaction.

418 PC Every person using or procuring, encouraging or assisting another to use any force or violence in entering upon or detaining any lands or other possessions of another, except in cases allowed by law, is guilty of a misdemeanor.

647c PC Applies to willful and unlawful and malicious obstruction of free movement on a street, sidewalk, or other public place, or in any place open to the public.

727 PC If the persons assembled do not immediately disperse, officers may command the aid of all persons.

NOTE: All sections have been edited and paraphrased for reference. Refer to the actual section for complete text.

OBJECTIVES

110

To protect life, property, resources and provide a basis for direction and control of emergency operations for the Imperial County Sheriff's Office. These objectives will help lead to the restoration of the normal day-to-day operations in as short a time period as possible.

SITUATION AND ASSUMPTIONS

115

A. SITUATION

In view of Imperial County's susceptibility and vulnerability to natural and man made disasters, continuous emphasis shall be placed on emergency planning, training of full-time reserves, volunteer personnel, public awareness and education, and assuring the adequacy and availability of sufficient resources to cope with such emergencies.

B. ASSUMPTIONS

Emergency operations often requires law enforcement activities on a scale exceeding the number of personnel that a local law enforcement agency has. Therefore, law enforcement reserves and volunteers may be utilized to perform some of these law enforcement functions.

Neighboring jurisdictions will assist under mutual aid agreements.

Under major disaster conditions, high levels of government will provide law enforcement.

CONCEPT OF OPERATION
120

C. GENERAL

This plan addresses general procedures for the maintenance of law and order and the preservation of lives and property during natural disasters, technological incidents and man caused disasters. It also provides guidelines for the functions of law enforcement and supporting agencies associated with evacuation operations and the control of access to vacated areas or to hazardous or potentially hazardous areas.

PHASES OF EMERGENCY MANAGEMENT
125

A. ANALYSIS

Law enforcement intelligence systems will be utilized to determine those potential law enforcement problem areas which arise during disasters.

B. MITIGATION

The Sheriff's Office shall vigorously enforce all laws and ordinances which have as their intent the elimination or reduction of the probability of occurrence of disaster. In addition, the Sheriff's Office shall initiate all necessary steps to protect equipment and personnel so that the county and cities agencies will remain operational during and after disaster occurrences.

C. PREPARATION

The Sheriff's Office has developed E.O.P.'s and checklist which implement the provisions of the Imperial County Emergency Management Plan and provide utilization of emergency resources.

D. RESPONSE

The amount and types of responses to emergency situations takes place in phases, with the phasing of the responses dictated by the scope and intensity of the disaster. As a general rule, law enforcement responses will occur as follows:

MODE I

Day to day operations with law enforcement agencies responding to "normal" emergency situations.

MODE II

Some mutual aid support between some law enforcement agencies within the County. The Incident Command System should be initiated for control purposes in the field with each Incident Commander reporting to a centralized disaster control operations (either the County Emergency Operations Center or the Sheriff's Command Post). Initial emphasis during operations will be placed upon support of search and rescue missions.

125 - CONT

MODE III

All mutual aid agreements shall be initiated. All law enforcement operations will be directed by the County Emergency Organization from the Emergency Operations Center. Urban Search and Rescue shall be the primary mission of all law enforcement personnel until otherwise directed by the Emergency Organization Policy Group.

MODE IV

State of War. Same as Mode III except that emphasis shall be placed on long-term shelter programs.

E. RECOVERY

All law enforcement agencies will prepare a "Lesson Learned" after action reports designed to establish improved preparation measures. Emphasis will be placed on the security of damaged structures and restricted hazardous areas in order to prevent public entry until situations are corrected by local government or private sector. As soon as possible, law enforcement agencies will initiate their own short term and long term recovery plans.

**EMERGENCY OPERATING PROCEDURES MANUAL
IMPERIAL COUNTY SHERIFF'S OFFICE**

**EMERGENCY MANAGEMENT
PART TWO**

**STATION ROSTERS OF SAFETY AND GENERAL, CITIZEN PATROL, RESERVES,
AND EXPLORERS**

200-A

This list is updated as personnel move in and out of the stations. A list of employees is in the CAD . There is a current list of all safety and general employees, and Citizen Patrol, Reserves, and Explorers in the administrative office.

FAMILY SAFETY CHECK

200-B

Sheriff's Office personnel are encouraged to instruct their family members that in the event of a major disaster or emergency, such as an earthquake, they are to contact the communications center and advise of the family's welfare. If it is not possible to contact the communications center, they should contact the nearest police or fire department and have them relay the information. This should all be prearranged.

Family home preparedness information pamphlets, home safety checklist, family plans, etc. are available at the Red Cross.

STATION SECURITY AND SAFETY

200-C

The duty-officer or the highest-ranking officer at the main office and sub-stations at the time of an emergency/disaster is responsible for assigning personnel to the following duties:

BUILDING PERIMETER SECURITY AND STRUCTURE SAFETY

The persons assigned will visually check the perimeter of the building first from the outside, then, if it appears safe, from the inside. If the building does not appear to be safe, he/she will post warning signs and advise the person in charge.

PRISONER SECURITY

In the event that the building is damaged/unsafe for prisoners, the arresting officer will remove them. A determination by the highest ranking official will be made whether or not to release any prisoner per GC8658.

FUEL (GASOLINE) STORAGE AND FUEL TRANSPORTATION SECURITY

Check area of fuel storage tanks and pumps at county yards and sub-stations. Contact fuel distributor for emergency refueling stations.

Close and lock gates, allowing only authorized personnel to enter.

MEDICAL ASSISTANCE 200-D

MEDICAL SUPPLIES

Standard first aid kit located in all Stations.

Standard first aid kit in trunk of all Sheriff's Units.

STATION CASUALTY COLLECTION POINT

If the building is safe, use interior. If not, use the employee parking lot.

Triage will be handled by competent medical personnel.

The county med-tag system will be used.

Morgue: No areas have been designated as temporary morgues. Depending on the circumstances, an area will be designated. Utilize body bags if possible.

JURISDICTIONAL CASUALTY COLLECTION

Designated by the American Red Cross. Medical centers are preferred.

JURISDICTIONAL CONGREGATE CARE FACILITIES

Designated by the American Red Cross. Secondary schools are preferred.

STATION EMERGENCY EQUIPMENT AND SUPPLIES

200-E

BOLT CUTTERS: Located in patrol room

FIRE EXTINGUISHER: One (1) in trunk of every Sheriff's Unit.

FLASHLIGHTS: One rechargeable flashlight assigned to each patrol deputy.

HT RADIOS: additional radios located in storage

SHELTER, FOOD, WATER, SANITATION AND COOKING NEEDS

205

SHELTER

The Sheriff's Station will be used as a shelter for Sheriff's personnel. No specific area within the station has been designated a shelter area. Any office or room within the facility could be designated.

FOOD

Food can be prepared at jail kitchen or the mobile kitchen

WATER

Emergency water would be purchased from local vendors

SANITATION

Sanitation facilities in the station and throughout the complex will be used if they are still functioning. If not and the building is not safe, "portable toilets," plastic bags in trash cans could be used or a slit trench latrine can be placed in the dirt.

UTILITIES/FUEL
210

See floor plan of main office (in the Attachment Section).

Event triggered shutdown (when and how to turn off)

NATURAL GAS

Natural Gas should be turned off only if it presents a hazard, such as fire or odor of leaking gas.

Do not turn gas back on. Call County Properties or the gas company to re-light pilot lights and check for possible leaks.

ELECTRICITY

Electrical power should not be turned off unless it presents a hazard.

The main office has an emergency generator that will engage in the event of a power outage.

WATER

The water should only be turned off if it presents a problem or in the event of a major earthquake.

WARNING AND ALARM
215

BUILDING EMERGENCY COORDINATORS

Watch Commander when Administrative Sergeant is off duty.

WARNING AND ALARM SYSTEM

There are no warning or alarm systems within this complex other than telephone and actual verbal contact by word of mouth or station intercom to warn and advise people of emergency information.

EVACUATION/BUILDING

220

EVACUATION

Should evacuation of the of the main office be necessary, employees and/or visitors are to be evacuated via the most immediate, direct and safest route.

The highest ranking employee at the station, at the time of an evacuation, will be responsible for the evacuation and will ensure that all areas, including restrooms and storerooms are cleared.

All evacuees are to assemble in the employees parking lot.

The duty officer will be responsible for roll call.

A Sheriff's unit will be brought to the evacuation location to use for communications.

FINANCIAL PROCEDURES

225

A Lieutenant will be assigned and responsible for recording all time, equipment, personnel and other expenditures in an emergency for possible reimbursement from the State and/or Federal Government. (See LEICS forms in the back of this book.) This will be done at or near the E.O.C.

DATA PROCESSING AND VITAL RECORDS

230

SYSTEM SHUTDOWN PROCEDURES: (Not applicable)

OFF-SITE STORAGE AND PROCESSING: (Not applicable)

BACK-UP FACILITIES AND EQUIPMENT:

RECOVERY OF RECORDS AND DOCUMENTS

This will be done in a safe and timely manner, adapted to the nature of the emergency.

MATERIAL AND SUPPLIES

Are stored at the R.A.D.F. at this time.

COMMUNICATIONS

Sheriff's radio frequencies and cellular phones.

TESTING

Equipment (Not applicable)

Machines (Not applicable)

The movement of people, data and equipment will be by Sheriff's vehicles or county vehicles.

MEDIA AND PRESS

235

PUBLIC INFORMATION OFFICER - P.I.O.

To be assigned by Station Incident Commander (I.C.)

DUTIES OF P.I.O.

Report to I.C. for briefing.

Prepare/disseminate news releases and maintain copies.

Direct personnel/volunteers to appropriate locations.

ROOM OR DESIGNATED AREA FOR PRESS/MEDIA

No specific areas have been designated. It will depend on the nature of the emergency/disaster.

RESERVES/EXPLORERS

240

MOBILIZATION POLICY AND AUTHORITIES

Coordinators and unit commanders will be notified and will call the rest of the unit's personnel.

RESPONSIBILITIES

Will be utilized in the manner seen fit by the Incident Commander.

CITIZEN VOLUNTEERS

245

DIRECTION AND CONTROL

Registered volunteers will report to the Public Information Officer for direction.

Task assignments will be based on the job title on the ID card.

Care and feeding fall under the direction of the Logistics Section.

OFF-THE-STREET VOLUNTEERS (SPONTANEOUS VOLUNTEERS)

Registration will be done at the Financial Section with white disaster service registration forms.

After registration, tasks will be assigned by Planning and Intelligence Section based on ability.

Care and feeding will fall under the direction of the Logistics Section.

DAMAGE ASSESSMENT

250

GENERAL "SITUATION REPORT"

Required early on by Disaster Preparedness Division for timely Local Emergency Proclamation and possible request for State Gubernatorial Proclamation. This information may be gathered from windshield damage assessment, citizen reports, or any other intelligence which will provide an estimate as to how serious and wide spread a problem is: See "Situation Status Reporting" form in Part V.

OTHER FORMS IN ATTACHMENTS

“Injured List” for tracking purposes

“Report of Death” to assist Coroner

FIELD PERSONNEL/PATROL AREAS

Assess life lines in area/basic responsibilities (identify and list damage to life lines such as electrical, gas, railroads, roadways, bridges, water supplies, etc).

COMMUNICATION

255

If the 800 repeater system goes down all station and patrol radios should be set to the “direct/simplex” channel. This will at least allow line of sight communication within the stations jurisdiction. Consider positioning Citizen Volunteers with HT’s at pre designated high points to function as radio relays.

The Sheriff’s Office will rely on commercial telephone for dissemination of information to the media and for responding to direct public inquiry. The PIO should ensure a sufficient number of telephone circuits are installed in the Emergency Information/Rumor Control Section area to handle incoming calls and in the Media Center to allow the media to relay information. (The PIO should arrange for at least one unlisted, outgoing line, not in rotary, instead to request the telephone company to institute line load control, i.e., switch certain lines to outgoing only during disasters.) The telephone/telecopier will be used to coordinate with PIO's in other affected jurisdictions and at other government levels.

Local commercial radio is the most rapid means of communicating emergency information to the public; however, Emergency Public Information may need to be disseminated in a number of ways, including:

- Regional commercial radio stations whose signals reach the stricken area,
- Television stations (including cable),
- Newspaper,
- Special Emergency Public Information supplements to newspapers,
- Leaflets distributed by volunteers,
- Public safety loudhailer,
- Personal contact.

TRANSPORTATION

260

EMERGENCY EVACUATION

Contact American Red Cross for assistance and vehicles.

SECURITY FOR FUEL TRANSPORTATION

Fuel security will have to be provided from point of origin. The Sheriff's Office will arrange for rendezvous and take over security within our area.

MAJOR INGRESS AND EGRESS ROUTES/ALTERNATES

To be determined based upon damage assessment reports.

MAPS

Maps of the station areas are available at the station.

MUTUAL AID AGREEMENTS

265

In peacetime emergency, as contrasted with war emergency, governmental response is an extraordinary extension of responsibility and activity, coupled with normal day-to-day activity. Thus to ensure continued overall effectiveness, normal governmental structures will be maintained with emergency operations being limited to those agencies assigned specific emergency functions. More importantly, a system, or systems, must come into being for the purpose of exercising overall operation and control (management) of emergency operations.

Fully activated, the Statewide Emergency Management System consist of the Emergency Management staffs of all local jurisdictions, Operational Areas (countywide), OES Mutual Aid Regions (two or more counties) and State Government. Local jurisdictions would be responsible for directing and/or coordinating emergency operations, with the other levels being responsible for coordination and/or providing support to the local jurisdictions. The utilization of all, or part, of each of the levels will be dictated by the situation. For example, if an incident requires only fire or law enforcement mutual aid support, request for support will be submitted through established channels. The Incident Command System will be implemented. This system is based around five principal activities performed at any incident. These are: Command, Operations, Planning, Logistics, and Finance.

The ICS Organization allows for a modular and rapid expansion to meet the needs imposed by the incident. The ICS can be used during any serious multi-disciplinary (e.g., fire, law, medical) emergency within a jurisdiction, and is particularly useful for any kind of incident involving multiple jurisdictions and agencies.

The local level of Emergency Management System consists of the Emergency Management staffs of cities, which are responsible for their respective jurisdictional area, and the staffs of counties, which are responsible for the unincorporated areas of the county. Staffs of the latter might also function as Operational Area Emergency Management staffs.

HAZARDOUS MATERIALS (ON BUILDING SITE PROPER)

270

AMMUNITION

Stored in armory

CHEMICAL AGENTS

Stored in armory

ROAD FLARES

Stored in each patrol unit and in Sergeants office.

CLEANING SUPPLIES

Stored at R.A.D.F.

GASOLINE

Stored in tanks at the Niland Station and County Yard in Salton City.

TRAINING, TESTING AND MAINTENANCE (PREPAREDNESS)
275

TRAINING

Manuals - All County Disaster Manuals are on hand.

Pamphlets - Pamphlets from the Sheriff's Office, Gas Company, I.I.D. and Red Cross on disaster preparedness are on hand at the Station and are distributed at least once a year to all personnel.

Drills – On going county personnel and fire.

Special Courses - Red Cross training available.

TESTING

No testing has been done or planned as of yet.

MAINTENANCE

Audit system in place for review of emergency operations manual.

RESOURCE LISTING

280

The resources in this section are only intended to include those located resources in the areas of Imperial County. During an emergency status, the main source of emergency resources will be through the Planning/Intelligence Section of the Incident Command Center.

SUPPORTING ORGANIZATIONS:

- Imperial County Fire
- Imperial County Public works
- Imperial County Health Department
- Imperial County Behavioral Health

SEE MORE SPECIFIC RESOURCE LISTINGS IN THE ATTACHMENT SECTION OF THIS MANUAL.

CONTINGENCY PLANS PART THREE

300 - AIR CRASH

A Fire Department Supervisor is normally the incident commander in such a situation. The Sheriff's Office will function to assist the Incident Commander. Primary areas of responsibility lie in assisting regulatory agencies in the investigation of the event and in perimeter control.

NOTE: IF THE PLANE IS A MILITARY AIRCRAFT, THE MILITARY IS IN CHARGE. THE SHERIFF'S OFFICE WILL ASSIST THE MILITARY AS REQUESTED. REFER NEWS MEDIA TO MILITARY PRESS LIAISON.

- - Establish an INCIDENT COMMAND CENTER with the Fire Department and Emergency Responders.
- - Give a SITUATION ESTIMATE to communication dispatch.
- - Location
- - Number of injured/dead.

- - - Military or civilian aircraft.
- - - Type of aircraft.
- - - Registration numbers if obtainable.
- - Notify appropriate authorities.
- - - Sheriff's Aviation Division.
- - - National Transportation Safety Board and FAA
Civilian Aircraft.
- - - Nearest Military Installation.
Military Aircraft.
- - Select staging site with Fire Department for incoming resources. Be sure this site is **UPWIND IF HAZARDOUS MATERIALS ARE INVOLVED.**
(Refer to Hazardous Materials Sec. 355 page 46)
- - Select ingress and egress routes.
- - Plan manpower needs.
- - Relief
- - Mutual Aid
- - Call-Outs
- - Hold Shift
- - Reserves, Explorers, Citizen Patrol
- - Request clear radio channel for emergency traffic.
- - Establish perimeter control.
- - Encompass/secure ALL debris.
- - Use barricades, ropes, tape, rental fence, etc.
- - Avoid moving dead bodies, parts, etc.

- - Establish traffic control
- - Control air traffic over the scene.
- - Aviation Division can act as liaison with FAA as well as other aircraft violating air space.
- - Search for witnesses to the crash.
- - Identify/F.I. for later follow-up investigations.
- - Take photos **A.S.A.P** from all angles, including from the air.

AIR CRASH
MILITARY AIRCRAFT - EXCEPTIONS
300

Remember that the military is in charge. If you are the first responder to the scene of a military air crash, use EXTREME CAUTION. DO NOT jeopardize yourself or the situation by becoming a victim. If the situation warrants, follow the following recommendations as stated in "MILITARY AIRCRAFT ACCIDENTS" prepared for the Office of Defense by the Safety Directorate of the U.S. Air Force, U.S. Army, U.S. Navy, and U.S. Coast Guard.

CHECK LIST: Things to do first.

- - Notify the nearest military authorities.
- - Ascertain possible danger from weapons on board.
- - Aid in rescue and care of the injured.
- - Take actions as necessary to prevent injury or death to survivors.
- - Protect property.
- - Notify Sheriff's Aviation Division who will request controlled air space from FAA if applicable.

- - If necessary and appropriate, also notify:
- - Medical facilities
- - Fire Department
- - Environmental Health Services
- - Law Enforcement agencies
- - Search the wreckage for survivors.
- - Guard the wreckage.
- - Refer all news media and photographer's requests to a military information officer.

Like any disaster, an aircraft accident may require actions that do not fall into the pattern outlined above. When in doubt, authorities should follow a course of action that they feel will minimize risk to those involved and themselves, and notify the proper authorities of that action.

BARRICADED SUSPECT/HOSTAGE INCIDENT

305

The operations commander at the scene of a barricaded suspect situation is primarily responsible for minimizing injuries, strategically deploying personnel, and gathering intelligence. A tactical plan to initiate a holding action pending the arrival of Sheriff's Emergency Response Team personnel must be formulated. The following guidelines are intended to assist field supervisors in neutralizing the suspect until his arrest can be safely effected.

IMMEDIATE CONSIDERATIONS

- - Assume the role of incident commander and appoint necessary staff.
- - Confine the suspect(s) to his present location by using positions with maximum cover for deputies.
- - Broadcast safe approach for responding units.
- - Cordon area and isolate from pedestrian and vehicular traffic.
- - Establish a command post, with phone, strategic to incident. If a Hostage Negotiating Team is to be utilized, try to obtain a separate phone for their use.
- - Evacuate injured.
- - Request necessary number of personnel for control.
- - Determine areas vulnerable to suspect's field of fire.
- - Attempt to obtain floor plan of location.
- - Evacuate adjacent buildings or rooms, if necessary.
- - Provide deputies, including those stationed on perimeter with suspect(s) description.
- - Determine crime(s) involved.
- - Select tactical frequency to be utilized; advise Communications and responding units.

305-CONT

- - Maintain an operations log for future reference.

NOTIFICATIONS:	Time	by Whom
1. Alert or request S.E.R.T. if necessary	_____	_____
2. Notify Station Commander and/or Duty Office or Chief Deputy	_____	_____
3. Notify and request Public Affairs representative to coordinate press activities.	_____	_____
4. Request ambulance and Fire Department units to stand by.	_____	_____
5. Request and/or notify adjacent agencies, i.e., local PD's, CHP, etc.	_____	_____
6. Request Aviation Division, if necessary. Make note of available air time.	_____	_____

TECHNICAL CONSIDERATIONS

- - Determine probable location of suspect within the structure.
- - Determine access routes and advise concerned units.
- - Determine the location of all personnel assigned to the operation and maintain a roster.
- - Upon arrival of S.E.R.T, ensure that unnecessary personnel leave the area.
- - Develop a stand-by plan in case the suspect emerges unexpectedly.

305 CONT.

MAINTAIN CONTROL OF RESPONDING PERSONNEL AND ENSURE THAT:

- - All personnel report to C.P. prior to deploying.
- - All personnel are adequately briefed regarding tactical problem, assignment and unit designation.
- - Assigned personnel have communications capability.
- - Weapons fire control is maintained.
- - Establish alternate routes for civilian traffic.
- - Establish telephone communications with suspect.
Every effort must be expended to obtain the voluntary surrender of the suspect(s).
- - Determine identity and objective of suspect(s).
- - If suspect's identity can be ascertained, check records through station, department and intelligence resources.
- - Detain all persons who can supply pertinent information, i.e., relatives, friends, witnesses, and ensure their safety. Do not locate them in the command post.
- - Thoroughly brief all relief personnel.

POST OPERATION CONSIDERATION:

- - Obtain Statement of Facts, and any other applicable information from S.E.R.T. representative, and ensure that:
- - First report is taken by handling unit.
- - Operational log entry and press release information is transmitted to the Public Affairs Division.
- - Account for all department equipment and ensure that it is serviced and returned to its storage place.
- - Return borrowed equipment.

305 CONT.

- - Secure location of occurrence for preservation of evidence.
- - Release premises to owner or responsible party.
- - Supervise clean up of areas utilized by Department personnel.
- - Provide follow-up service to area residents relative to damaged property, claims against the county, etc.
- - Determine who assisted department personnel, and ensure that letters of appreciation are prepared.
- - As soon as practical, critique the operation with involved personnel, and submit a report to the commander relative to findings.

BLACKOUT 310

The Imperial Irrigation District will bear the brunt of the work necessary to deal with such a crisis. The Sheriff's Office role will be to increase patrol designed to preserve the peace and to assist other agencies/departments in their operations.

- - Establish immediate contact with I.I.D.
- - Assist Fire Department with critical life support.
- - Consider Manpower needs.
- - Call out personnel: regulars, reserves and explorers.
- - Hold off-going watch.
- - Establish emergency schedule, 12 on 12 off.
- - Mutual Aid if localized incident.
- - Implement traffic control at key points.
- - Consider crowd control needs.
- - Evaluate attractive/vulnerable targets in each beat.

- - Secure as necessary.
- - Consider rental of portable lights from vendors for critical facilities.
- - Consider assistance from Aviation Division.

BOMB/EXPLOSIVE INCIDENTS

315

The Incident Commander (IC) has several important considerations in a bomb/explosive incident. This checklist does not purport to be a complete listing of alternatives. It does attempt to list points the IC should consider. Actions will obviously be dictated by the eventuality of an explosion vs. an unsubstantiated threat.

IMMEDIATE CONSIDERATIONS - BOMB THREATS:

Person receiving the threat should:

A. Record:

1. The time the call was received.
2. The caller's exact words.
3. The time the caller hung up.

B. Situation permitting, these are the questions you should ask the caller:

1. When is the bomb going to explode?
2. Where is the bomb right now?
3. What does it look like?
4. Why did you place the bomb?

C. If possible, take a description of the caller's voice:

1. Male or female?
2. Age? Young, middle-aged, old?
3. Tone of voice.
4. Background noises.
5. Accent.
6. Is the voice familiar? If so, who did it sound like?
7. Anything else that may help describe the caller.

D. Notify your Watch Commander.

E. Notify Fire Department if explosion appears imminent.

F. Have DISPATCH transmit to all units in the area - NOT TO USE RADIOS AT SCENE.
SOME DEVICES CAN BE DETONATED BY RADIO FREQUENCY ENERGY.

G. Have investigating officer contact reporting party.

Immediate Considerations:

- - All evacuations before a device or explosives are found should be at the discretion of those responsible for the building/area.
- - Search should be systematic and involve those persons familiar with the location.
- - If a suspected device is located, **DO NOT TOUCH!**
- - Notify Imperial County Bomb Squad via landline telephone.
- - Obtain as much information as possible as to location and characteristics of device or explosive found.
- - Evacuate all persons a minimum of 300 feet.
- - Observe and describe the device as accurately as possible without moving it.
- - After a device is found, evacuate area/building to a larger area based on joint decision with person in charge of location and apparent safety considerations.
- - Request additional manpower as needed.
- - Consider arranging for gas and electricity service to be terminated at the location.
- - Establish crowd and traffic controls.
- - Assign a Public Information Officer.
- - Notify Public Works if barricades are necessary.

Detonation Considerations:

- - Establish Incident Command Post checklist and operations log.
- - Assist Fire and Paramedics in search and rescue for casualties.
- - Consider possibility of additional explosive devices.
- - Notify staff.
- - Consider off-duty call-outs if situation will require manpower for an extended period of time.
- - Additional expertise/consultation available from U.S. Alcohol, Tobacco and Firearms Agents. This will be done at the discretion of the BOMB SQUAD.
- - Assist investigators as necessary.

Post-Operation Considerations:

- - Critique entire operation with all involved.

CROWD CONTROL/RIOT 320

The Sheriff's Office plays the lead role in the handling of such incidents. In the event planned or spontaneous, the law enforcement posture must be one that ensures the physical safety of all. Paramount is the need to maintain internal discipline and order, so as to give a measured, coordinated police response.

- - Obtain initial situation estimate from Communications.
- - Location
- - Number of participants
- - Activities of participants
- - Direction of movement
- - Consider ingress/egress to the location.

- - Consider additional personnel.
- - Hold over shift
- - Call-out
- - Reserves
- - Mutual Aid
- - Consider Air Support for P.A. advisement.
- -Decide location for the Command Post.
- -Decide location for staging incoming resources.
- -Assign sufficient staff to run these resources.
- -Obtain a clear frequency on which to run the incident.
- -Seal off the affected area.
- - Traffic perimeter
- - Traffic Division or additional patrol units.
- - Crowd perimeter
- - Public Works barricades?
- -Decide overall strategy
- - React quickly with strength to overwhelm
- - Form personnel into squads, teams, etc.
- - Use "mission" concept - give them a job to do
- - Arrest violators when prudent, based on the size of crowd compared to size of your force.
- - Take photographs and/or video tape whenever possible

- - Make Dispersal Order when necessary
- - Supervisor reads from printed card
- - Station personnel at rear of crowd to monitor for audibility in crowd.
- - Repeat the order three times clearly. Refer to PC 409

"I AM SERGEANT _____ OF THE IMPERIAL COUNTY SHERIFF'S OFFICE AND A PEACE OFFICER FOR THE STATE OF CALIFORNIA. I HEREBY DECLARE THIS TO BE AN UNLAWFUL ASSEMBLY AND I COMMAND YOU IN THE NAME OF THE PEOPLE OF THE STATE OF CALIFORNIA TO DISPERSE IMMEDIATELY OR YOU WILL BE ARRESTED." Give a reasonable time limit:

- - Then ENFORCE the order as prudent.
- - Consider large amounts of arrestees.
- - Utilize arrest teams.
- - Utilize Jail Transportation buses and vans.
- - Consider need for assigning a P.I.O. to the operation.

**DAM FAILURE RESPONSE
325**

**DAM FAILURE IMMINENT:
ACTION TO BE TAKEN**

- - Warn population in dam inundation area.
- - Check the inundation area to ensure that people have received warning.
- - Provide assistance in evacuating institutionalized persons.
- - Provide security for vacated area.
- - Establish access controls to vacated areas.
- - This would include passes for residence only.

DAM FAILURE OCCURS: ACTION TO BE TAKEN

- - Dispatch units (include Aviation Division) to survey extent and severity of damage.
- - Provide security for damaged area.
- - Assist in search and rescue operations
- - Assist fire units and heavy equipment operators in entering or leaving vacated areas.
- - Coordinate with Public Works for debris clearance and heavy rescue operations.
- - Provide law enforcement and crowd control services at mass care facilities.
- - Provide alternate mobile communications, if necessary.
- - Assist with the removal and disposition of the dead, if requested.
- - Impose curfew, when directed.
- - Assure that searched buildings are marked.
- - Establish traffic controls to permit re-entry, when conditions warrant.
- - Request Mutual Aid assistance from the Operational Area Law Enforcement Coordinator, as required.

EARTHQUAKE

330

It is important that station personnel be prepared before, during, and after an earthquake. The following procedures should be considered to assist in the recovery effort for this station.

Before An Earthquake:

Before an earthquake, **BE PREPARED**. The following items are suggested minimum food and equipment for storage in your car and desk for a three-day period of survival.

Car:

- - Nonperishable food. Store in clean coffee cans.
- - Bottled water - 2 quarts to 1 gallon per person per day.

- - First aid kit and book
- - Flares
- - Matches/lighter
- - Blanket or sleeping bag
- - Sealable plastic bags
- - Flashlight - fresh and spare batteries and bulbs
- - Essential medication
- - Tools - adjustable wrench, pliers, screwdrivers
- - Short rubber hose - for siphoning
- - Pre-moistened towelettes
- - Tissues
- - Local Maps
- - Extra shoes and clothing
- - ANY ADDITIONAL ITEMS YOU THINK YOU MAY NEED

Desk:

- - Small first aid kit
- - Essential medication
- - Flashlight - extra batteries
- - Small battery radio
- - Duct tape
- - Plastic bags (various sizes)

- - Emergency blanket
- - Pre-moistened towelettes
- - Canned food, juice, granola bars
- - Manual can opener
- - Bottled water - 2 quarts to 1 gallon per person per day
- - ANY ADDITIONAL ITEMS YOU THINK YOU MAY NEED

During an Earthquake:

- - REMAIN CALM! Think through consequences of your actions.
- - If indoors, watch for falling plaster, bricks, light fixtures and any object that may fall.
STAY AWAY FROM WINDOWS AND MIRRORS.
- - Get under a desk or stand in a doorway and hold on. If you must leave the building, choose your exit as carefully as possible and stay clear of light fixtures, unsecured walls and office equipment.
- - If outside, avoid high buildings, walls, power poles, and other objects which could fall. Do not run into the street. If possible, move to an open area away from all hazards.

- - IF YOU ARE IN A CAR, PULL OVER CAUTIOUSLY AND STOP IN AN OPEN AREA AWAY FROM BRIDGES, POWER POLES, TALL BUILDINGS, ETC.

After An Earthquake:

- - Check for injuries. Do not attempt to move seriously injured persons unless they are in danger of further injury.
- - Check for fires and fire hazards.
- - If necessary, initiate EVACUATION PLAN, in PART TWO of this manual.
- - DO NOT touch downed power lines or objects in contact with them.
- - DO NOT spread rumors, which can lead to great harm following disasters.
- - Be prepared for additional earthquake after shocks. Some of these may be large enough to cause additional damage. Emergency lights work no longer than 2 hours, so move everyone you can to the first floor as soon as possible while you will still have the light to do so.
- - If you are on patrol when the earthquake occurs, initiate DAMAGE ASSESSMENT.

The Sheriff's Office responsibilities will vary depending on the amount of damage caused by the earthquake. The various local Fire Departments, City and County Public Works Departments, and the public utilities will be heavily involved in handling the disaster. After a minor quake, not all of the below listed Sheriff Station's responsibilities will apply. However, after a major quake, most or all of them will apply. The most urgent station responsibilities immediately after an earthquake are:

- - Account and care for Sheriff's Office personnel.
- - Follow the building evacuation plan, posted throughout the building if necessary.
- - Conduct a roll call of personnel and check critical equipment.
- - Have dispatch check each frequency on the console for response.
- - If communication is out at the station, consider having a Sheriff's unit go to a high point and acting as a manual repeater.

- - Ascertain if utilities need to be turned off.
- - Have personnel move essential vehicles from the parking area to the street for accessibility.
- - Begin damage assessment of station building structure.
- - Start a log - assign personnel to maintain a log, recording all events and actions.
- - Have someone monitor a regional radio station for EMERGENCY BROADCAST SYSTEM information to determine extent of damage.
- - If the earthquake seems major/widespread, attempt to make contact with the EMERGENCY OPERATIONS CENTERS – San Diego, Riverside and Yuma Counties
- - Alert those involved by whatever means available.
- - Instruct available units to survey their beats for damage to critical facilities only.

NOTE that units must be told that priority for assistance will be assigned. Officers should generally not become involved in individual rescue operations unless such incidents are immediately life threatening and rescue can be accomplished rapidly. Officers must fulfill their primary functions of observing, estimating and communicating the overall situation estimate. This approach will ultimately save many more lives in a major disaster, than each officer could personally rescue.

CRITICAL FACILITIES INCLUDE BUT ARE NOT LIMITED TO:

- Hospitals
- Care/Rest Homes
- Airport
- Power Facilities
- Town Buildings and Facilities
- Schools

Be prepared to have initial size-up of damage throughout the counties jurisdictional boundaries.

CONTINUING CONSIDERATIONS:

- - Begin call-out of off-duty personnel if telephones available.
- - Assign incoming personnel to assist those in the field, based on beats with greatest need.

- - Each beat officer should be instructed to take charge of the area as best he/she can.
- - It may be some time before relief and help will be available.
- - To an extent, the patrol officer may be the only tie to the outside world in that beat area for a while.
- - In worst-case situations, the officers could consider enlisting volunteers to assist in each beat.

EVACUATIONS

335

The Sheriff's Office has jurisdiction in emergencies involving evacuations within the county. As a practical matter, decisions to evacuate should be a joint Unified Command decision (CHP, Fire, PD). This is usually the Incident Commander.

Regardless of who makes the decision, the Sheriff's Office will provide:

- - Situation estimate.
- - Liaison officer, preferably of supervisory rank.
- - Liaison at established Command Post.
- - Control of Emergency Vehicle ingress and egress routes.
- - Establish and maintain perimeter security.
- - Communication to persons within the involved area, warning them to leave and directing them to a predetermined shelter care location.
- - Security for evacuated area and shelter care location.

INCIDENT AND OPERATIONS COMMANDER RESPONSIBILITIES:

- - Determine the limits of the perimeter.
- - Outer perimeter: Only official vehicles/personnel and if appropriate, News Media may enter.

- - Inner perimeter: Only public safety personnel can enter.
- - Determine whether the evacuation should be VOLUNTARY or MANDATORY.
- - VOLUNTARY EVACUATION: A warning is given to persons within the closed area that a THREAT to life and property exists. Individuals issued this type of warning are NOT required to evacuate.
- -MANDATORY EVACUATION: A warning is given to persons within the closed area that an IMMEDIATE THREAT to life and property exists. Individuals issued this type of warning MUST evacuate in accordance with the directives of the Incident Commander. (Refer to PC 409)

NOTE: An officer's judgement might be questioned if an attempt was made to force an occupant from his residence when after being notified, he states an intention to remain and attempts to protect his residence. Additional verbal persuasion should be employed. In extreme instances, there is sufficient legal authority (PC 409) to arrest.

- - Contact your jurisdictions American Red Cross IMMEDIATELY for opening an appropriate shelter for citizen evacuees.
- - Ideally there will be enough time for radio and television stations to broadcast the required evacuation information. This should be done via the Emergency Broadcast System.
- - Copies of the evacuation warning might be reproduced and posted/distributed by whatever means available.
- - Warnings can be broadcast via patrol unit and helicopter public address systems. In case of hazardous material evacuation DO NOT expose officers to toxic fumes. Special clothing may be required to enter such contaminated areas.
- - Include vital information:
 - - Type of evacuation (mandatory or voluntary).
 - - Evacuation routes.
 - - Location of evacuation shelters (no pets).
 - - Anticipated duration.
 - - Time remaining before situation becomes critical.
- - Divide the area to be evacuated into sectors.
- - Assign personnel to evacuate specific sectors, beginning at the site of the incident and moving outward.
- - Knock door to door if need be.
- - Make a record of each contact or non-contact.

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- - Ask neighbors if there are deaf or disabled persons nearby who might not respond to a knock.
- -In major evacuations, consider school buses, taxicabs and/or other means of transportation.
- - When the situation evolves to the point when evacuees can return, advise the evacuation shelter and assist in relocation to the extent possible.

FIELD COMMAND POST

340

This checklist will assist field supervisors during the initial stages of establishing a Field Command Post (FCP). The guidelines are basic reminders and subject to modifications for specific situations.

Suitable Command Post Site:

- - Pre-designated FCP location.
- - School
- - Park
- - Parking lot
- - Water and Power facility
- - Street, (closed w/o seriously affecting traffic)
- - Other

Site Selection Factors:

- - Strategically located to incident
- - Accessible to responding personnel
- - Defensible against snipers, mobs, fire bombs, etc.

- - Sufficient space for responding personnel and equipment
- - Restroom
- - Telephone
- - Electricity
- - Water
- - Helicopter landing area
- - Structures for personnel briefing, protection against weather
- - Storage facilities
- - Area for Mobile Command Post

Establish a Command Post:

- - Notify Communications, area station and responding units of Field Commander's identity and FCP location.
- - Select an Executive Officer to appoint FCP staff, as needed.
- - Radio Operator/Incident Log Clerk to record radio transmissions and maintain chronological activity log.
- - This information and log activity will assist in the After Action Report.
- - Personnel Officer to receive, account for and assign deputies.
- - Designate personnel pooling location.
- - Utilize incident time keeping.
- - Appoint and maintain FCP security (if there is no Staging and Logistics Officer).
- - Staging and Logistics Officer to receive and issue vehicles and other equipment and provide FCP security.
- - Intelligence Officer to gather, record and document any incident related information.

- - Operations Officer to formulate control plans.
- - Request sufficient personnel (by number of officers, not number of units).
- - Direct responding units to report to FCP (not to scene) via appropriate routes.
- - Request Tactical Alert, if need is apparent or anticipated.
- - Designate staging area for personnel and equipment pending assignment.
- - Establish and maintain open phone line to area station.
- - Notify Communications and responding units of the tactical frequency to be used.
- - Isolate working areas with rope or crime scene tape.
- - Place signs designating FCP sections or components.
- - Brief personnel and assign radio designations prior to deploying.
- - Request specialized units, e.g., SERT, DIVE TEAM etc.
- - Set up map boards, define and sector involved areas.
- - Establish/maintain liaison with other concerned agencies.
- - Expand FCP as necessary; i.e., Field Jail Unit, Field Medical Unit.
- - Have FCP site cleaned up after incident.

FIRE INCIDENT 345

The Fire Department Incident Commander (IC) has overall control responsibility for the situation. The Sheriff's office will support the IC by providing such things as a liaison officer at the Command Post, perimeter control and logistics. Evacuation may be called for.

Immediate Considerations:

- - Keep Communications informed of situation. Information: Location, size, direction, immediate dangers, etc.
- - Determine radio channel for extensive coordination (Contact communications center).
- - Based on IC's direction, establish traffic and crowd control perimeters.
- - Consider Public Works for barricades.
- - Request additional manpower and logistics as needed.
- - Establish ingress/egress routes for emergency vehicles and personnel.
- - Enforce closure as per IC.
- - Exceptions may include news media, residents, property owners. The seriousness of the fire will dictate the exceptions, such as life threatening.
- - Evacuate area if IC requests. (Refer to Evacuation Procedures).
- - Consider relief/meals for personnel on scene.
- - Call out/hold over shift.
- - Reserves, Posse, Explorers.

FLOOD 350

Sheriff's Office operations in a flood situation will be in close cooperation with the Fire Department. The Incident Commander (IC) will be from the department with primary control of the incident. Sheriff's Office personnel will support the IC by providing perimeter control, logistic support and evacuations when necessary.

Immediate Considerations:

- - Advise personnel and patrol deputies of possible forecasts of extended periods of rain.
Take rain gear!
- - Coordinate damage reports.
- - Keep communications informed as to conditions.
- - Potential for Road Department call-out for barricades and routing of traffic.
- - If localized flooding or damage is imminent, consider an Incident Command Post.
- - Request liaison for all involved departments at Command Post.
- - Consider manpower available for extended commitment.
- - Call out/hold shift.
- - Reserves, Posse, Explorers.
- - Mutual Aid.
- - If IC issues a closure, enforce the perimeter as necessary.
- - Evacuate areas if necessary. (Refer to Evacuation)
- - Establish ingress/egress routes for emergency vehicles/personnel and equipment.

HAZARDOUS MATERIALS

355

First responders to a hazmat incident will ensure that a situation estimate is obtained and communicated to station communication dispatch. This situation estimate would include:

- - Location of the incident.
- - Type of premises and/or vehicle involved.
- - Property and/or vehicle owner's names.
- - Ingress/egress routes for emergency vehicles.
- - Number of additional personnel required.

- - Size of the involved area. (ACTUAL AND POTENTIAL).
- - Weather conditions, including wind direction.
- - Staging area or COMMAND POST LOCATION.
- - Degree of danger to CITIZENS and EMERGENCY RESPONDERS.
- - Placard information (i.e., warning signs and identification numbers from the involved container, IF SAFELY AVAILABLE).
- - Name of material involved, if known.

It is important that you establish a command post or locate the established command post so emergency responders can immediately begin a plan of action. This command post must be established in a safe upwind location. If the incident involves an unknown substance, the field command post must be established at least 2,000 FEET away (approximately three city blocks). Under no circumstances should Sheriff's personnel enter the contaminated area. Avoid contact with contaminated personnel, who must be isolated.

In situations where a suspected crime has been committed, such as an illegal dumping, care should be taken to attempt to preserve evidence as in any other crime. Evidence gathering and preservation should be done by qualified handlers and expert trained investigators. DO NOT TOUCH suspected hazardous materials, observe and size up situation from a distance. Call for the HAZARDOUS MATERIALS STRIKE TEAM on SUSPECTED HAZMAT CRIMES.

In order to effectively mitigate a spill or release of hazardous materials, a number of tasks must be performed. The order in which these tasks are performed and the people who will perform them are dependent upon the magnitude and nature of a specific incident.

The following list of incident considerations is intended to outline tasks that are, or may be, attendant to a hazardous material incident. The order in which they are presented does not imply any specific priority for accomplishment.

- - Remain Upwind:
- - May require occasional re-positioning or personnel and equipment.
- - Do not drive through the contaminated area.
- - Do not eat, drink or smoke near the scene.

- - Do not use flares; request barricades if necessary.
- - Evaluate Scene:
- - Treat all materials as hazardous until identified.
- - Determine wind speed and direction.
- - Which way would fluids/vapors travel.
- - Do not touch any material or container involved in the incident. Treat all materials as toxic or explosive until proved otherwise.
- - Consider manpower needs.
- - Relief for personnel.
- - Meals for personnel.
- - Call-out additional personnel.
- - Lighting equipment.
- - Contaminated Personnel:
- - Isolate them from non-contaminated personnel.
- - The Fire Department may order contaminated personnel to remove all clothing and equipment and be washed down.
- - Clothing, including uniforms and equipment such as leather belts must be sealed in plastic bags marked "CONTAMINATED" not necessarily handled, and held for decontamination or disposal.
- - Any deputies who may have become contaminated should receive medical treatment immediately.

News Media Relations:

- - News media personnel desiring to enter the contaminated area should be thoroughly warned by a supervisor, in the presence of a witness, 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 the area is a criminal investigation.

Commodity Identification:

- - Shipping papers
- - Placards
- - Shipper
- - Manufacturer (i.e.: Dow, Dupont, Union Carbide, etc.)

Notify Appropriate Response Agencies:

- - Hazmat Strike Team (advise Comm-Center via radio)

County Environmental Health Service
Specialized Detective Division
Local Fire Department
Local California Highway Patrol
Cal-trans

- - Establish Traffic Control:

- - Round Robbins
- - Road closure
- - Crowd control
- - Cones, barricades

Consider Health Hazards:

- - To general public (residents and traffic) and YOURSELF.
- - If there is a wash down, where will the flow go?
- - Is evacuation necessary?
- - Will an evacuation be necessary if the wind shifts?
- - Personnel experiencing skin irritation, sore throat, dizziness, or any discoloration of the skin, should leave the area immediately, as these are the initial symptoms of

chemical poisoning. Steps should be taken to expand the perimeter to prevent other personnel from becoming contaminated.

- - Determine area to be evacuated.
- - Evacuate residents as necessary.
- - Decide reception point.
- - Short term evacuation - consider park.
- - Long term evacuation - contact Red Cross, Salvation Army
- - Consider how residents will move.
- - Consider school buses for those with no transportation.
- - Make certain it is safe to send in personnel.
- - Tell occupants why, how to go, and where to go.
- - Keep a log of those evacuated.
- - Designate a PUBLIC INFORMATION OFFICER.
- - Provide evacuation perimeter security.
- - Time evacuation initiated
- - Time evacuation completed
- - Approximate number of citizens/residents
- - Determine whether the use of aircraft, specifically helicopters, would magnify the hazardous conditions at the scene. If so, convey such information to dispatch so that other agencies, i.e., law enforcement, fire, news media, etc., can be apprised of the conditions.
- - Consider manpower needs.
- - Relief for personnel.
- - Meals for personnel.

- - Call-out additional personnel.

- - Lighting equipment.

CONTAMINATED PERSONNEL:

- - Isolate them from non-contaminated personnel.

- - The Fire Department may order contaminated personnel to remove all clothing and equipment and be washed down.

- - Clothing, including uniforms and equipment such as leather belts must be sealed in plastic bags marked "CONTAMINATED" not necessarily handled, and held for decontamination or disposal.

- - Any deputies who may have become contaminated should receive medical treatment immediately.

NEWS MEDIA RELATIONS:

- - News media personnel desiring to enter the contaminated area should be thoroughly warned by a supervisor, in the presence of a witness, 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 the area is a criminal investigation.

JURISDICTION RESPONSIBILITIES:

- -HAZARD MATERIALS - UNINCORPORATED AREA

When the hazardous materials incident occurs on any state highway, county road, or easement, the primary law enforcement and investigative responsibility belongs with the California Highway Patrol.

- -If the incident occurs in or on any other unincorporated land, the primary responsibility belongs with the local fire department authority; however the Sheriff's Office shall conduct the investigation into the causes of the incident, and if deemed necessary, seek a criminal complaint against the violator(s).

RADIOACTIVE MATERIALS

- - None of your natural senses will warn you or provide any indication to you that you are being exposed. If you suspect radiation release or a potential for radiation release:
- -Keep all persons and conveyances at as great a distance as practical from the suspected radioactive materials or liquid runoff.
- - Make direct contact with County Communications and provide as much information as have available. Container description and markings, however, DO NOT risk further exposure to obtain information. Ask witnesses etc.
- - Immediately notify watch commander or dispatch who will cause notification to be made to the San Bernardino County Communications Center, either by telephone direct or inter- county radio.

The Communications Center will notify the appropriate agency to handle radioactive materials. Locations of hazardous materials users in Imperial County are listed in the Imperial County Fire Department Emergency Operations Procedure Manual .

***See also, Resources Section 280 of this manual for hazardous material cleanup.

INITIATE EVACUATION PLANS IF NECESSARY, REMEMBER "IF YOU CAN'T MAKE THINGS BETTER, STAY AWAY FROM THE SCENE AND ASK FOR HELP."DON'T BECOME A VICTIM!!

INCIDENT COMMAND SYSTEM 360

HISTORY:

Several years ago, fire agencies in southern California found that major barriers existed when joint operations were undertaken to quell major brush fires. Each agency used a unique management system, unique communications equipment and terminology, and independent action plans. As a result, response and incident control tactics were often difficult and uncoordinated. As a response, several agencies used federal grant money to study the needs for better operations during unusual incidents. Though brush fires were used as the example, the system was developed to cover many risks and situations. The evolution, first known by the acronym FIRE-SCOPE, eventually spawned the system known today nationwide as the INCIDENT COMMAND SYSTEM, or more simply "ICS".

SYSTEM COMPONENTS:

In review, this management system will allow those involved to interact more positively toward the goal of coordinated incident operations. This is accomplished by:

- - Common Terminology
- - Modular Organization
- - Integrated Communications
- - Unified Command Structure
- - Consolidated Action Plans
- - Manageable Span of Control
- - Comprehensive Resource Management

All of these are included in the ICS, and the system has been used in major incidents ranging from the Livermore Demonstrations to the "CAMP" inter-agency marijuana cultivation seizure campaign. It is proven, simple, and effective.

COMMON TERMINOLOGY:

Common terminology has been developed for organization functions, resources and facilities. These are basically "clear text" descriptions of one or two words. Specifics will be listed throughout the plan in capital letters.

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MODULAR ORGANIZATION:

The ICS develops in a modular fashion depending on the kind and size of the incident.

The staffing builds from the top down with responsibility and performance placed initially on the initial responder, who if you think about it is the first INCIDENT COMMANDER. As the need exists, up to four functional Divisions may be established. Theoretically one individual could simultaneously manage all major functional divisions making the incident easier to manage.

(Note that even in cases where an individual manages the entire incident, the system has merit in that it reminds the individual of functions he or she needs to perform in order to manage the situation.)

For ease of reference and understanding, managers of the incident carry distinctive (but widely understood) titles/ identifiers for radio or organization usage:

- - Incident Commander (IC)
- - Plans
- - Operations
- - Logistics

The INCIDENT COMMANDER is the functional commander of the overall incident operation. The term commander is used here as a functional term, not a term indicating the individual's rank.

Plans are the individual and function that must deal with incident operations planning.

Operations refer to the individual responsible for the tactical operations during the incident.

Logistics is the title given the person responsible for resources and their management.

Each of these individuals would form the core of a management structure that could manage a small to medium sized unusual occurrence. Larger incidents would require each to designate individuals to handle sub-functions within those areas.

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INTEGRATED COMMUNICATIONS

A communications plan must be devised. This can be as simple as advising all units to use Clemars for incident traffic, or be as complex as "pooling" radios from several assisting 360 jurisdictions, and assigning them out to different users by function, not by agency.

UNIFIED COMMAND STRUCTURE

Unusual occurrences rarely have regard for jurisdictional or geographic boundaries. Thus, when a situation impacts multiple agencies, those involved can more effectively manage and pool resources when a unified command structure is employed.

In Unified Command, all impacted agencies contribute to the process of:

- - Determining overall incident objectives
- - Selection of strategies
- - Ensuring joint planning or tactical activities.
- - Ensuring integrated tactical operations
- - Making maximum use of all assigned resources

A Unified Command structure should consist of a key responsible official from each involved jurisdiction in a multi jurisdictional incident, or it could consist of several functional departments from within the County in some circumstances.

SPAN OF CONTROL:

Safety factors as well as sound management theory dictate span of control considerations. In general, the ICS teaches a span of control of from three to seven individuals operating with some form of supervision.

INCIDENT FACILITIES:

There are several pre-designated incident facilities built into the ICS. Possibilities include:

- - Emergency Operations Center (EOC)
- - Command Post (CP)

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- - Staging

- - Helibase

- - Helispot

The EOC is a central, secure facility where large scale incidents may be coordinated. It allows for face-to-face communication between decision makers.

The COMMAND POST is an on-site (or near) location designated to serve as a point for the management of the situation to take place.

The INCIDENT BASE is a location where primary support activities are performed. Logistics and resource ordering are functions that take place here.

STAGING is the location where incoming resources are temporarily stored/parked. Resources are held for short- notice release.

The HELIBASE is a location around the incident area at which helicopters involved may be parked, maintained, fueled, and loaded with personnel or equipment.

A HELISPOT is a temporary location designated for helicopters to land briefly during tactical missions.

Note that, as in staffing of incident management personnel functions, the designated facilities need not be implemented unless the situation warrants. In a small incident, the COMMAND POST will also serve as the INCIDENT BASE, STAGING area, etc.

IMPLEMENTING THE ICS:

In an incident of small scale, the officer handling is in effect the INCIDENT COMMANDER and all of the other functions listed in this summary of the ICS. In these cases, the ICS serves to remind the officer of the things he needs to consider in effectively organizing his response to the situation. He must consider the need to pre-plan; the need to consider logistics and resources, the media, etc.

In a larger incident, the first arriving unit or supervisor is the INCIDENT COMMANDER, considering all the needs mentioned, while beginning to handle the situation. As he or she is relieved by a supervisor of higher rank, and as the response to the incident escalates with more resources assigned, more delegation can occur, with the details of the ICS coming into play.

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The INCIDENT COMMAND SYSTEM is not intended as a hard and fast structure that need be followed in all unusual occurrence cases. It is however a format that officers and supervisors can use; one that represents years of effort by public safety professionals all aimed at coming up with ideas on how difficult situations can be better managed by personnel in the emergency services.

This is a summary of the key areas of ICS. For an in-depth study, further materials and manual are available.

**OFFICER INVOLVED SHOOTING
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The Incident Commander in an officer involved shooting situation has a primary responsibility to care for the special needs of the officer, while also attending to the specific needs of the investigation. A special team exists to provide support, and to conduct this investigation.

IMMEDIATE CONSIDERATION:

- - Take CHARGE and obtain manpower as necessary.
- - Request Ambulance if necessary.
- - Secure the Scene.
- - Initiate crime broadcast.
- - Initiate crime teletype.
- - Locate and identify witnesses.
- - Preserve all physical evidence.
- - IC should remain at the scene to brief all responding support investigators or officials who arrive.

NOTIFICATIONS	TIME BY WHOM
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- | | |
|--------------------------------|------------|
| - - Station/Division Commander | ---- ----- |
|--------------------------------|------------|

- - Homicide Detail ---- -----
- - Professional Standards ---- -----
- - Departmental Psychologist ---- -----
- - Public Affairs ---- -----

CONTINUING CONSIDERATIONS:

- - Transport involved officer(s) to the station if applicable.
- - Transport all civilian witnesses to the station .
- - Detective support should be requested as necessary.
- - Limit the number of persons entering your crime scene.
- - Attempt to identify all persons entering the crime scene, including firemen, paramedics, Investigators, staff personnel, etc.
- - Limit the amount of press information being released by having all press channeled to a staff or executive person until Public Affairs can make a proper press release.

TERRORISM/WEAPONS OF MASS DESTRUCTION

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The FBI's definition of Terrorism is: "Terrorism is the use of force or violence, or threatened use of force or violence, against persons and places for the purpose of intimidating and/or coercing a government, its citizens, or any segment thereof for political or social goals."

While the probability of being involved in a terrorist incident involving the use of weapons of mass destruction (WMD) is low, the consequences of unpreparedness are catastrophic. We must therefore be prepared for the ultimate incident we all hope will never come.

In many respects, responding to a terrorist incident involving the use of WMD is very similar to responding to HazMat or bomb incidents or a combination of these types of incidents. Therefore, refer to the sections covering these type of incidents (Hazardous Material 355 and Bomb/Explosive 315) for the appropriate actions or combination of actions.

If the incident is a confirmed or suspected terrorist act using WMD some immediate considerations are:

- Responder safety is paramount.
- Be cognizant of possible secondary devices aimed at First Responders.
- Treat as a crime scene.
- Notifications: D.O., Dispatch, Bomb Squad, FBI, etc.
- Set up Command Post WITH the Fire Dept. Remember-upwind, uphill and upstream.
- The scene must be quickly isolated and all non-First Responders must be denied entry to the scene.
- Set up operation zones (Hot, Warm, and Cold) in conjunction with the Fire Dept.
Consider how you are going to provide force protection, handle suspects and evidence in the Warm and Hot Zones.
- Plan early for any possible evacuations and maintaining large perimeters.
- Consider if incident is large enough you may be called upon to provide security for the surrounding ER's because of the possible large numbers of self transport victims.

CAPABILITY ASSESSMENT

PART FOUR

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The foregoing material is designed to give basic structure and definition to the emergency organization, to assist in the development of emergency/disaster contingency plans for specific situations and to provide guidance for the development of Emergency Operating Procedures (E.O.P.'s) for specific task. This is suggested capabilities assessment checklist. You may find a need for additional checklist items for your station/division.

A YES answer to each question indicates a basic capability is present in the activity mentioned. Each station/division will need to examine carefully each NO response indicates a concentrated effort is being made to complete the task.

This checklist will enable Chief Deputies and Commanders to determine the status of the Emergency Operating Plan Manual and will assist in writing inspection reports.

CAPABILITY ASSESSMENT CHECKLIST

IN

INTER AGENCY COORDINATION:

YES NO PROGRESS

1. Have methods of communication been established with County Emergency Operations Center (E.O.C.) -----
2. Have other governmental support agencies been identified and lines of communication established. -----

COMMAND STRUCTURE:

1. Do all staff members know the agency chain of command for an emergency. -----
2. Have alternates been designated for all command positions at your station/division -----
3. Have duty/function plans been developed for each sworn/nonsworn person in the station/division -----
4. Has a command post been designated for your station/division -----

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- 5. Has an alternate Command post been designated for your station/division -----
- 6. Do staff members know where the Command Post and alternate Command Post are located -----
- 7. Are emergency supplies available for station/division Command Post -----
- 8. Do plans address the phases of emergency planning? (Analysis, Mitigation, Preparedness, Response and Recovery). -----

STATION/DIVISION EMERGENCY COMMITTEES:

- 1. Has an emergency committee been established with representatives from your station/division -----
- 2. Have disaster teams been established for your station/division -----
- 3. Does your station/division emergency committees meet at least quarterly -----

COMMUNICATIONS

- 1. Are internal/external communications procedures understood by staff -----
- 2. Is there a backup communications system in place at your station/ division -----
- 3. Does the backup system link all facilities within the agency as well as the EOC -----

HAZARDS IDENTIFICATION AND CORRECTION

- 1. Has a hazards analysis been done for station/division internal hazards -----
- 2. Has a hazards analysis been done for station/division external hazards -----
- 3. Are mitigation efforts underway to remove all identified hazards -----

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TRAINING AND EXERCISE:

- 1. Has an employee emergency orientation program been developed -----
- 2. Has a comprehensive training program been developed -----
- 3. Are periodic exercises conducted -----
- 4. Does at least one exercise per year involve you local community -----

PLANS:

- 1. Are there sufficient contingency plans -----
- 2. Do contingency plans allow for a sustained emergency period as well as for short-term periods -----
- 3. Are copies of the plan available to all station/division employees -----
- 4. Have all plans been approved by the station/division commander -----
- 5. Has a format been adopted for reporting damage assessment information -----
- 6. Has a system been developed to pass damage assessment information from the lowest staff level up the chain -----
- 7. Has a copy of your station/division plan been forwarded to Emergency Services/Volunteer Forces Unit -----

GLOSSARY OF TERMS

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C.C.P.

Casualty Collection Point, a location within a jurisdiction which is used for the assembly, triage (sorting), medical stabilization, and subsequent evacuation of casualties. It may also be used for the receipt of incoming medical resources (doctors, nurses, supplies, etc.). Preferably the site should include or be adjacent to an open area for use as a helicopter pad.

C.I.R.G.

Critical Incident Response Group. A group of Sheriff's supervisors who are trained in L.E.I.C.S. and are available to manage large incidents. Available through dispatch.

C.L.E.M.A.R.S.

The California Law Enforcement Mutual Aid Radio System is often the secondary or tertiary channel on mobile radios in many law enforcement agencies. It is used as a mutual aid and tactical channel.

C.L.E.T.S.

The California Law Enforcement Telecommunication System is the computer system that connects us to other California law enforcement and emergency service agencies. It also interfaces with NCIC and NLETS to give us nationwide message capability.

COLD ZONE:

Clean area outside the inner perimeter, where command and support functions take place. Special protective clothing is not required in this area.

CRITICAL FACILITIES:

Facilities that are essential for maintaining the health, safety, and overall well-being of the public following a disaster (e.g. hospitals, police and fire department buildings, utility facilities, etc.).

DISASTER SERVICE WORKER:

Includes public employees and any unregistered person impressed into service during a State of War Emergency, a State of Emergency, or a Local Emergency by a person having authority to command the aid of citizens in the execution of his duties. It does not include any member registered as an active fire fighting member or any regularly organized volunteer fire department, having official recognition, and full or partial support of the County, City, town or district in which such fire department is located.

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EMERGENCY (LOCAL DEFINITION):

A disaster situation or condition of extreme peril to life and/or property, resulting from other than war or labor controversy, which is or is likely to be beyond local capability to control without assistance from other political entities.

EMERGENCY (FEDERAL DEFINITION):

Any hurricane, tornado, storm, flood, high water, wind-driven water, tidal wave, tsunami, earthquake, volcanic eruption, landslide, mud slide, snowstorm, drought, fire, explosion, or other catastrophe in any part of the United States which requires federal emergency assistance to supplement state and local efforts to save lives and protect public health and safety or to avert or lessen the threat of a major disaster.

E.B.S.

Emergency Broadcast System, is a system that enables the President, Federal, State and local governments to communicate with the general public through commercial broadcast stations in the event of a war-caused emergency, or in some cases, large natural disaster. E.B.S. uses the facilities and personnel of the broadcast industry under rules and regulations of the Federal Communications Commission.

E.O.C.

Emergency Operations Center, is a facility used for the centralized direction and/or coordination of emergency operations. An effective E.O.C. must provide adequate working space and be properly equipped to accommodate its staff, have a capability to communicate with field units and other E.O.C.'s and provide protection commensurate with the projected risk at its location.

F.E.M.A.

The Federal Emergency Management Agency, is an agency that coordinates emergency management preparations and response on a nationwide basis.

L.E.I.C.S.

Law Enforcement Incident Command System, is a system for the on-scene management of emergencies resulting from fires and other natural or man-caused emergencies. L.E.I.C.S. can be used during serious multi discipline (fire, law, medical) emergencies or for operations involving a single jurisdiction with single or multi agency involvement, or multi jurisdiction/multi agency involvement.

LIFELINES:

Includes the infrastructure (storage, treatment, and distribution) of fuel, communication, food, water and sewer systems.

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LOCAL EMERGENCY (STATE DEFINITION):

The duly proclaimed existence of conditions of disaster or extreme peril to the safety of persons and property within the territorial limits of a county, city and county, or city, caused by such conditions as air pollution, fire, flood, storm, epidemic, riot, or earthquake, or other conditions, other than conditions resulting from a labor controversy, which conditions are or are likely to be beyond the control of the services, personnel, equipment, and facilities of that political subdivision and require the combined forces of political subdivisions to combat.

MAJOR DISASTER (FEDERAL DEFINITION):

Any hurricane, tornado, storm, high water, wind driven water, tidal wave, tsunami, earthquake, volcanic eruption, landslide, mud slide, snowstorm, drought, fire, explosion, or other catastrophe in any part of the United States which, in the determination of the President, causes damage of sufficient severity and magnitude to warrant major disaster assistance under the Federal Disaster Relief Act, above and beyond emergency services by the Federal government, to supplement the efforts and available resources of states, local governments, and disaster relief organizations in alleviating the damage, loss, hardship, or suffering caused thereby.

MASS CARE FACILITY, CONGREGATE CARE FACILITIES (CCF):

A location such as a school at WHICH temporary lodging, feeding, clothing, registration, welfare inquiry, first aid and essential social services can be provided to disaster victims during the immediate/sustained emergency period.

MUTUAL AID AGREEMENT:

An agreement in which two or more parties agree to furnish resources and facilities and to render services to each and every other party of the agreement to prevent and respond to any type of disaster or emergency.

N.B.C.

Nuclear, biological, and Chemical

O.E.S.

The California Office of Emergency Services, is a portion of the Governor's Office that coordinates emergency services and mutual aid.

P.I.O.

The Public Information Officer is an individual responsible for releasing accurate official information to the public through the news media.

P.P.E.

Personal Protection Equipment

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P.S.A.

Public Service Announcement

R.A.C.E.S.

The Radio Amateur Civil Emergency Services, is governed by Part 97, Subpart F, of the FCC rules and regulations. Under these rules, the R.A.C.E.S. is a branch of the Emergency Management Communications System, operated by the local government emergency organization. R.A.C.E.S. systems are exclusively for emergency management purposes and under exclusive control of emergency management authorities. During emergencies, R.A.C.E.S. operations have priority over casual amateur operations.

W.M.D. or W.M.C.

Weapons of Mass Destruction or also called Weapons of Mass Casualties. Usually associated with a terrorist act/incident.

