ANNEX B-2

LAW AND CORONER BRANCH

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ANNEX B-2

LAW AND CORONER BRANCH

MANAGEMENT

EOC Director
Fire/Law
EOC Deputy Director

Policy Advisor/Liaison
CAO

Agency Representative(s)

Safety Officers
County Safety Officer

Public Information Officer
Fire PIO

Legal Advisor
County Counsel

OPERATIONS

Sheriff or Fire Staff

Law & Coroner
Sheriff/Coroner

Fire, Rescue & HazMat
Fire Dept. Staff

Health & Medical
EMS
DPH
EHS
MHS

Care & Shelter
Animal Care
Human Services
Red Cross
Salvation Army

Const. & Eng
ESS, Roads

Debris Management
Waste Mgmt Staff

PLANNING/ INTELLIGENCE

Emg Svcs Mgr

LOGISTICS

Ass’t CAO,
General Svcs

FINANCE/ ADMINISTRATION

Budget Director

Figure B-2-1 EOC Operations Section
1.0 PURPOSE

The Law & Coroner Branch in the EOC Operations Section coordinates the activities of Law Enforcement and Coroner personnel involved in response to the incident; establishes and maintains communications link with the Kern County Sheriff's Office (KCSO) Department Operations Center (DOC); coordinates the movement/evacuation of people from hazardous or threatened area(s) to lower risk reception area(s); reviews and evaluates status reports; coordinates the collection, identification and disposition of the deceased; makes decisions regarding the deployment and allocation of available Law and Coroner resources; reviews and acts on requests for Law and/or Coroner mutual aid from local cities and special districts; and determines when additional assistance is needed and makes requests via the appropriate Law or Coroner Regional Mutual Aid Coordinator.

2.0 STAFFING

The EOC Director determines the extent to which the EOC will be activated and staffed at the time of the incident. The Operations Section Chief decides which Section functions to activate. The Law and Coroner Branch will typically be activated whenever the County/Operational Area (OA) EOC is activated.

This function is staffed by a Law Enforcement Branch Coordinator from the Sheriff's Office who determines if Coroner or other functional support staff are required and makes the notifications, as indicated. When requested by the Law Branch Coordinator, private contractors and/or several state and federal agencies may assign an Agency Representative to provide specific support under certain conditions.

3.0 DUTIES

The Law and Coroner Branch Coordinator, who reports to the Operations Section Chief, oversees and coordinates all Branch activities on a countywide basis, and is responsible to:

- Coordinate the deployment of law enforcement, crowd control, traffic management, Coroner personnel, and other resources, as necessary, on a countywide basis.
- Request and coordinate emergency medical services (EMS) response, as necessary.
- Implement alert and warning of the general public or threatened populations, if indicated.
- Coordinate evacuation planning, identification of evacuation routes, and movement of threatened populations, with assistance from other EOC staff, County departments, and local jurisdictions, as necessary.
- Request assistance from Fire, Rescue & HazMat, EMS, and Construction & Engineering Branches to evacuate persons with specific needs. Coordinate any transportation needs with the Logistics Section.
- Advise Care & Shelter Branch of the need and locations for temporary shelter sites.
- Provide security and crowd control at Mass Care and other critical facilities, as necessary and when able to do so.
- Recruit, orient and assign available KCSO auxiliary personnel and volunteers to assist with disaster response activities, as indicated.
• Compile status reports, windshield surveys, and safety assessments from field units to include road closures, bridge failures, collapsed buildings, casualty estimates and any other situation which would normally require emergency response. Forward copies of all status and damage reports to the Planning Section.

• Prepare RIMS-based Law Enforcement Report and submit to Planning Section for submission to the Inland Region EOC (REOC).

• Provide shelter security, vehicle and parking security, and crowd control support at mass care facilities, Multipurpose Staging Areas, Casualty Staging Areas, vacated areas, key facilities and vital institutions.

• Establish procedures to allow rapid access by authorized personnel to controlled areas. Pre-determine accreditation procedures for vital services and disaster service personnel.

• Assist in establishing Multipurpose Staging Areas for incoming mutual aid, supplies, equipment, food, medical resources, etc., if requested to do so.

• Provide security protection of personal effects and assist with identification of the dead.

• Establish a Family Assistance Center (FAC), if warranted, following a mass fatality incident, and ensure close coordination with County PIO.

• Support search and rescue operations.

4.0 CONCEPT OF OPERATIONS

To respond to disasters effectively, each person assigned an emergency management function has specific duties to complete before, during and after a disaster. These tasks are outlined in the Kern County Emergency Operations Plan (EOP), Basic Plan. More detailed information about each function in the Emergency Operations Center (EOC) is presented in this and other annexes to the EOP.

4.1 Preparedness

Preparedness actions allow staff to prepare for disaster operations, become familiar with the contents of this plan, develop and update procedures and resource lists and participate in training, drills and exercises. The duties of the assigned Operations Section Chief include:

• Participate in regular meetings of the Emergency Operations Center (EOC) staff to maintain familiarity with the role and responsibilities of the assigned EOC function and to discuss emergency management issues.

• Review the EOP, applicable department plans, standard operating procedures (SOPs), and the materials contained in this annex. Submit recommended revisions, updates and enhancements to this annex to the Kern County Office of Emergency Services (OES).

• Identify a source of interoperable communications with all local jurisdiction, California Highway Patrol (CHP) and other mutual aid law enforcement and Coroner agendas.

• Develop any additional information to be incorporated into the assigned annex and submit to County OES.
4.2 Initial Response

Specific activities to be performed by the Law & Coroner Branch Coordinator are listed in Attachment B-2-2 to this annex. The Branch Coordinator is responsible to:

- Report to the EOC and obtain a briefing from the Operations Section Chief.
- Determine the extent to which the Branch should be activated and notify assigned staff, as indicated.
- Initiate and maintain a function log.
- Confer with KCSO Department Operations Center (DOC) Coordinator and/or the Field Law Enforcement Branch Coordinator to identify any immediate need to disseminate public warnings, conduct evacuation and/or rescue operations and implement appropriate actions.
- Make any additional notifications as necessary.
- Activate and coordinate Coroner activities, if indicated. Determine need to implement Mass Fatalities Plan and establish FAC, if indicated.
- Implement activities outlined in the checklist contained in Attachment B-2-2.

4.3 Extended Operations

As early lifesaving and property protection activities continue, focus attention on lower priority activities, such as providing laws enforcement support to mass care operations, assisting with detailed damage assessment activities, etc.

- Coordinate activities of staff within the assigned Branch, with other Operations Branches, and with cities and special districts, as indicated.
- Compile regular status ad situation reports from the KCSO DOC.
- Consult with Operations Section Chief regarding any unresolved conflicts.
- Ensure that all status, situation and damage information compiled by the Branch is forwarded to the Planning Section.
- Participate in regular Section briefings and development of the EOC Action Plan.
- Track all activities and major decisions in function log.

4.4 Post Emergency

Continue to provide essential law enforcement services and assist with recovery operations, as indicated.
• Close out function logs and submit to Documentation Unit to be filed in permanent incident record.

• Upon deactivation of the EOC, make notifications as indicated.

• Provide Logistics Section Supply Unit with a list of any expendable supplies to be replenished.

• Ensure that non-expendable supplies/equipment are serviced and returned to proper locations.

• Participate in EOC debriefing and critique sessions.

• Provide input to After Action Report and Corrective Action Plan.

5.0 COORDINATION AMONG EMO LEVELS

The Standardized Emergency Management System (SEMS) on the state level and the National Incident Management System (NIMS) on the national level, both based on the nationally-recognized and -utilized Incident Command System (ICS), provide a standard emergency response system and organization that enhances the ability of all levels of government to work together in a coordinated manner. In California, NIMS elements have been incorporated into SEMS, and Government Code (CGC) § 8607 requires all local public agencies (cities, special districts and counties) to use SEMS at the scene of multi-agency emergencies, in Department Operations Centers (DOCs) and in the EOC.

In a major emergency, the County/OA EOC serves as the central point for coordination and communication among all local response levels, including cities’, special districts’ and school districts’ EOCs, County DOCs, the Inland REOC, and through the REOC, with state and federal agencies. At each response level, the same five major ICS management functions are employed to facilitate interagency communication and coordination - Command in the field and Management in the DOC and EOC, Operations, Planning/Intelligence, Logistics, and Finance/Administration.

5.1 City and Special District Level

Cities, special districts and school districts within Kern County’s boundaries may contact the County/OA EOC for information and/or to request assistance. Such requests are typically submitted via the County/OA EOC Liaison, or directly to the corresponding EOC Section (e.g., City EOC Operations Section to County/OA Operations Section). The Kern County/OA EOC Liaison serves as the initial point of contact for these and other external agencies. The Liaison refers requests for mutual aid to the appropriate discipline (e.g., law, fire, etc.).

Cities and special districts are asked to submit RIMS Major Incident Reports and Situation Reports to the County/OA EOC on an agreed upon schedule. In some cases, these reports will be submitted via RIMS to the County/OA EOC Planning/Intelligence Section; in other cases, verbal or facsimile reports will be submitted by the city or district EOC Director or Liaison to the County/OA EOC Director or Liaison.

5.2 Field Response Level

5.2.1 INCIDENT COMMAND

At the field level, the various response disciplines and agencies coordinate their response efforts as part of an integrated Incident Command System (ICS)
organization. The Incident Commander (IC) reports status to and requests resources from the County/OA EOC Operations Section directly, or through a Dispatch Center or a DOC, which is organized around the same five SEMS management functions as the EOC.

5.2.2 **AREA COMMAND**

An Area Command may be established between multiple Incident Command Posts (ICPs) and the County/OA EOC. The Area Commander reports to and requests assistance from the EOC Operations Section Chief, on behalf of each ICP.

For incidents in which both the County and a city or special district have primary responsibility for some aspect of the response, a Unified Area Command would be established to oversee incidents in general proximity to each other. The Unified Area Commander coordinates with the County/OA EOC Operations Section Chief.

5.3 **Department Operations Center Level**

The activities of most, if not all, County field response units is overseen and coordinated by discipline-specific Department Operations Centers (DOCs). The DOCs support their field units and coordinate and communicate with the County/OA EOC via their respective representatives (e.g., Branch Coordinators) in the EOC Operations Section.

5.4 **Operational Area Level**

In accordance with Kern County Code, Chapter 2.66, Kern County and its political subdivisions (cities and special districts) become an Operational Area (OA) for emergency response purposes during multi-agency disaster events. The Kern County/OA EOC coordinates emergency operations and manages resources throughout the county, and serves as a communication and coordination link between all public agencies in the county and the State Regional EOC (REOC). In accordance with state and local EOPs, the County/OA EOC submits regular situation reports and requests for support and resources not available within the County/OA to the appropriate Regional Mutual Aid Coordinator or to the Inland Region EOC (REOC).

The County/Operational Area Construction & Engineering Branch Coordinator will have overall responsibility for coordinating countywide construction and engineering resources and will provide relevant information and submit all requests for support to the Mutual Aid Region Construction & Engineering Coordinator.

5.5 **Regional Level**

Kern County is within the State Office of Emergency Services (OES) Inland Administrative Region and Mutual Aid Region V. During incidents in which a Local Emergency or State of Emergency has been proclaimed in Kern County, the Inland Region activates an REOC to coordinate response by regional mutual aid resources. The County/OA EOC submits status and situation reports to the REOC and Operational Area Mutual Aid Coordinators request regional mutual aid from Regional Mutual Aid Coordinators or the REOC.

5.6 **State and Federal Levels**

Under certain conditions, such as major floods, oil spills, aircraft accidents, etc., state and/or federal agencies may deploy field response units to incidents in Kern County. At the field level, state and federal units may be found in any ICS section, branch or
unit, or as part of a Unified Command (UC) structure. Reporting and coordination with the County/OA EOC follows the usual Field Level response. (It should be noted that military assets remain under the direction and control of the military at all times.)

Depending upon the nature and scope of the incident, the level of Emergency/Disaster proclaimed, and the need for multi-agency coordination, State OES and/or the Federal Emergency Management Agency (FEMA) may assign representatives to report to the County/OA EOC to provide a direct coordination and communication link. These representatives will be assigned to the Agency Representative function in the EOC Management Section.

5.7 Private and Voluntary Agencies

Private contractors and firms support specific government operations on a daily basis. During disasters, their support is often essential to an effective emergency response.

Voluntary agencies play an important role in responding to disasters of all types and levels. The agencies most involved with emergency response in Kern County are the American Red Cross (ARC), Salvation Army (SA), County Superintendent of Schools (CSOS), and Radio Amateur Civil Emergency Services (RACES). Each of these agencies responds on a countywide basis and each has a representative assigned to the Kern County/OA EOC to provide direct communications and coordination. The ARC, SA and CSOS support the Care & Shelter Branch in the Operations Section and RACES supports the Communications and Information Technology Unit in the Logistics Section.

Another community-based organization (CBO) – Volunteer Organizations Active in Disasters (VOAD) – serves as the point of contact with numerous other local CBOs and provides assistance as requested by the Volunteer Coordinator in the Logistics Section.

6.0 POLICIES AND PROCEDURES

- Field operations will be organized and conducted using the Incident Command System (ICS).

- Kern County emergency management operations shall be organized and conducted consistent with the Standardized Emergency Management System (SEMS) and the National Incident Management System (NIMS).

- When the Operational Area level of the Kern County EMO is activated, the County EOC Director will function as the Operational Area Manager and will have overall responsibility for coordinating the emergency operations of all local jurisdictions, including cities, special districts, and the county.

- Operational Area-wide emergency response priorities will be established by the EOC Director, according to the following:
  - Actions required to protect life safety (e.g., evacuation, medical care, shelter, etc.) will receive the highest priority for available resources.
  - Temporary restoration of facilities essential for health, safety and welfare, whether publicly or privately owned, will receive second priority for available resources (e.g., water, sanitation, power, transportation routes).
  - Addressing rehabilitation needs for temporary housing, food stamps, employment, etc. will receive third priority for available resources.
Figure B-2-2  Kern County SEMS Organization
All on-duty employees are expected to remain on duty until properly relieved. Off-duty personnel are expected to report to work consistent with this plan and department assignments.

Employees with pre-established emergency assignments will report to a pre-designated reporting location for the assigned shift. Those without emergency assignments will report to the usual work location for the next normally scheduled shift. If unable to reach the assigned location, employees will report to the closest local jurisdiction and attempt to contact the work supervisor to report status.

Depending on the scope of the emergency and its impact on County operations, all EOC staff may be placed on 12-hour work shifts. Normal work shifts may resume when conditions warrant.

Operations Section Law Enforcement and Fire & Rescue personnel will make manpower and mutual aid requests directly to their respective Operational Area Mutual Aid Coordinators. The Logistics Section Personnel/Volunteers Unit will request non-operations mutual aid personnel from the Inland REOC.

When the Kern County EMO Operational Area response level is activated, all requests for assistance by cities and special districts will be submitted to the County/OA EOC. Requests for operations personnel and/or equipment will be forwarded to the appropriate OA Mutual Aid Coordinator. If assistance from outside the County is required, the request will be forwarded to the Regional Mutual Aid Coordinator or the REOC, as indicated.

The law enforcement officer responsible for the maintenance of law and order in a particular jurisdiction shall be in command of these operations. He shall meet and confer with the Chief Law Enforcement officer of a requesting jurisdiction about the problem. If an agreement cannot be reached to resolve necessary decisions, the final responsibility shall rest with the Sheriff.

Security patrols will be maintained in evacuated areas when feasible. Appropriate precautions will be taken to protect Law Enforcement personnel from potential hazards.

Priority for movement to and within impacted areas will be given to essential activities such as public safety, medical and health services and the delivery of essential provisions and other resources.

If evacuation is ordered, attention should be directed to relocating detainees from jail facilities in the hazard area to similar facilities nearby.

If access control has to be established to facilitate ingress and egress impacted areas or hazardous or potentially hazardous areas, such operations will be conducted in accordance with the procedures outlined in Attachment B-2-1, Access Control. Control points will be established to ensure that only authorized personnel are permitted to enter, pass through or remain within controlled areas.

If the Coroner's Mass Fatalities Response Plan is implemented, a Family Assistance Center (FAC) may be established in accordance with the procedures outlined in Attachment B-2-5.

Auxiliary and reserve personnel should be utilized for low risk duties, such as security and traffic control.

Shifts and patrol areas should be reconfigured, as necessary, to meet the demands of the situation.
The availability of two ACU 1000s provides interoperability between all Kern County law enforcement, fire and EMS field units.

Due to the incompatibility of radio communications equipment that may exist with some jurisdictions from outside the county, incoming mutual aid forces should be provided with portable radios using local frequencies, when necessary.

Coordination of mutual aid support will be accomplished through established channels (cities to Operational Areas, to Mutual Air Regions, to State). Requests should include, as applicable:

- Number of personnel needed.
- Type and amount of equipment.
- Reporting time and location.
- Authority to whom they are to report.
- Access routes.
- Estimated duration of operations.

All law enforcement mutual aid support will, to the maximum extent possible, be provided in accordance with the California Law Enforcement Mutual Aid Plan.

Whenever a STATE OF EMERGENCY exists within a region or area, the following personnel within the region or area or who may be assigned to duty therein, have full peace officer powers and duties as provided by Section 830.1 of the Penal Code:

- All members of the California Highway Patrol.
- All deputies of the Department of Fish and Game who have been appointed to enforce the provisions of the Fish and Game Code.
- The State Forester and the Classes of the Department of Forestry who are designated by the State Forester as having the powers of peace officers.
- Peace officers who are State employees within the provisions of Section 830.5 of the Penal Code.

California Highway Patrol (CHP) support of mutual aid operations is normally provided after local and adjacent governmental resources within a given Operational Area have been reasonably committed. Such support may also be provided earlier if the Governor determines it to be in the best interest of the public. CHP personnel committed to the support of local authorities shall remain under the command and control of their department. Commanders and designated supervisors may accept missions from the responsible local authorities. Requests for support by the CHP will be submitted to the appropriate Area Commander who may commit half of the Area's on-duty forces. (Note: All local law enforcement resources do not necessarily have to be committed prior to requesting such support.)

State Military Forces (National Guard) in support of local law enforcement will accept and execute broad mission-type orders from the civil officer in charge, but will at all times remain under the military chain of command. The provisions of Section 365 of the Military and
Veteran's Code place, solely on the military commander, all decisions as to tactical direction and troops, kind and extent of force to be used and particular means to be employed to accomplish the objective specified by the civil officer in charge. (Note: The Department of the Army has issued certain regulations regarding temporary loan of Federal military resources to National Guard Units and local civil authorities.)

- When the State has committed all of its available forces, including State Military Forces and when such forces are unable to control the emergency, only the Governor may request that the President assign Federal troops to assist in restoring or maintaining law and order.

7.0 SUPPORTING ORGANIZATIONS

In addition to other EOC Branches, County departments, and local jurisdictions and external agencies, a number of state and federal agencies may be requested to provide support via the Law Enforcement Mutual Aid System.

7.1 State

7.1.1 OFFICE OF EMERGENCY SERVICES (OES)

Coordinates the procurement of State resources required to support local jurisdictions during an emergency. The OES Director, through the State Law Enforcement Coordinator (a member of the OES Staff), has the responsibility for law enforcement mutual aid coordination at the State level.

7.1.2 CALIFORNIA HIGHWAY PATROL (CHP)

Provides assistance to local jurisdictions to restore and maintain law and order.

7.1.3 MILITARY DEPARTMENT

When ordered by the Governor, provides available military equipment and personnel in support of civil law enforcement operations.

7.1.4 DEPARTMENT OF JUSTICE

Provides intelligence and support information and communications assistance through the California Law Enforcement Telecommunications System (CLETS) to OES and local jurisdictions. May also furnish law enforcement personnel in support of local law enforcement operations.

7.1.5 DEPARTMENT OF ALCOHOLIC BEVERAGE CONTROL

Provides available vehicles and personnel who have peace officer powers, to support State and local law enforcement activities.

7.1.6 DEPARTMENT OF CORRECTIONS

Provides available personnel who have peace officer powers to assist with local law enforcement activities.
7.1.7 **DEPARTMENT OF FORESTRY**

Provides available personnel who have peace officer powers to assist with local law enforcement activities.

7.1.8 **DEPARTMENT OF FISH AND GAME**

Provides available personnel who have peace officer powers to assist with local law enforcement activities.

7.1.9 **DEPARTMENT OF GENERAL SERVICES**

Provides for the protection of constitutional officers, personnel, including State officials, property, equipment, supplies and records, provides for general security at designated State facilities.

7.1.10 **DEPARTMENT OF TRANSPORTATION**

Assists the CHP in implementing evacuation and traffic control plans.

7.2 **Federal**

7.2.1 **U.S. DEPARTMENT OF DEFENSE**

The various agencies coordinated by the Department of the Army may provide defensive equipment in support of State and local law enforcement operations; and, when ordered by the President, may provide military personnel and offensive weapons.

7.2.2 **DEPARTMENT OF THE TREASURY**

May temporarily assign to State and local governments law enforcement personnel who can be spared from essential departmental activities.

7.2.3 **DEPARTMENT OF JUSTICE (U.S. MARSHAL’S SERVICE)**

May provide personnel needed for law enforcement on all Federal lands, to assist agencies such as the National Park Service and the U.S. Forest Service which normally manage such property.
ATTACHMENT B-2-1

ACCESS CONTROL

1.0 INTRODUCTION

In the event of a pending or existing natural disaster, technological incident or a human-caused incident, such as terrorism, it may be necessary to evacuate persons from a hazard area. During and following an evacuation, perimeter access controls will be necessary to eliminate and re-entry of the hazard area by unauthorized persons.

2.0 OBJECTIVES

The overall objectives of access control operations will be to:

- Provide a controlled area from which evacuation will take place and prevent entry by unauthorized persons.
- Protect lives by controlling entry into extreme hazard areas, thus reducing public exposure to the current or pending hazard.
- Maintain law and order in the hazard area as well as the normal areas of responsibility.
- Media access is governed by Penal Code section 409.5.

3.0 SITUATION

A hazard or potential hazard situation could justify the need for evacuation for a short period of a few hours to several days or weeks, depending on the hazard and its severity. In order to limit access to the hazard area, various personnel and devices will be required, such as the following:

- Personnel to direct traffic and man control points.
- Signs to control or restrict traffic.
- Two-way radios to communicate to personnel within and outside the secured area.
- Control point(s).
- Adjacent highway markers indicating closure of area.
- Markers on surface roads leading into the secured area.
- Patrols within and outside the secured areas.
- An established pass system for entry and exit of secured area(s).
4.0 RESPONSIBILITIES

4.1 Local

**LAW ENFORCEMENT AGENCIES**
- Handle law enforcement duties within and outside secured areas.
- Direct the placement of barricades and traffic control devices.
- Initiate the entry pass system.

**PUBLIC WORKS AGENCIES**
- Provide for traffic control devices and their placement.
- Staff roadblocks as requested by law enforcement agencies.

4.2 County/Operational Area

**COUNTY SHERIFF**
- Handles law enforcement duties within all unincorporated areas.
- Directs placement of barricades and traffic control devices in unincorporated areas.
- Channels requests for mutual aid.
- Coordinates and cooperates with law enforcement agencies in accordance with the law enforcement mission.

**COUNTY TRANSPORTATION MANAGEMENT**
- Provides for traffic control devices and their placement in unincorporated areas.
- Staffs roadblocks as requested by the County Sheriff and the California Highway Patrol (CHP).

4.3 State

**CALIFORNIA HIGHWAY PATROL**
- Manages and directs access control on the State and Federal highway system(s).
- Works with other government agencies to establish a pass system for authorized persons to enter controlled areas.

**DEPARTMENT OF TRANSPORTATION**
- Stockpiles and prepositions barricades at designated locations on State roads.
- Supports local public works agencies.
- Staffs roadblocks as requested by CHP.
4.4 Federal

U.S. Forest Service, Bureau of Land Management and National Park Service

- Denies entry on Federal land to the general public.
- Notifies persons already in the area to leave if evacuation is ordered.

5.0 POLICIES AND PROCEDURES

5.1 Criteria for allowing entry into closed areas will be established for each incident. Two basic options are available:

- NO ACCESS

  Prohibits public from entering the closed area. Authorized personnel, e.g., local, State and Federal emergency personnel will be allowed entry to perform emergency work as necessary. Media representatives will be allowed access on a controlled basis.

- LIMITED ACCESS

  Allows persons into closed area according to criteria established by the Incident Commander. Entry criteria should define the persons who will be allowed entry and whether motor vehicles are allowed. Persons allowed entry might include residents with valid identification and owners, managers and employees of businesses located in closed area. All persons allowed access will be required to sign a waiver of liability and complete an entry permit (see form attached).

5.2 Penal Code Section 409.5 (Authority of Peace Officers to Close Areas in Emergencies) indicates that any unauthorized person who willfully and knowingly enters an area closed by a peace officer and who willfully remains within such area, after receiving notice to evacuate or leave, shall be guilty of a misdemeanor.

  Nothing in Penal Code Section 409.5 prevents a duly authorized representative of any news service, newspaper, radio or television station or network from entering a closed area.

5.3 A record will be maintained of all vehicles and personnel who enter a closed area.

5.4 If hazardous conditions are present in the closed area, all personnel will be advised of the conditions and of appropriate precautions.

Entry Permit to Enter Restricted Areas (attached)
ENTRY PERMIT TO ENTER RESTRICTED AREAS

1. Reason for entry (if scientific research, specify objectives, location, length of time needed for study, methodology, qualifications, sponsoring party, NSF grant number and date on separate page).

________________________________________________________________________
________________________________________________________________________

2. Name, address and telephone of applicant, organization, university, sponsor or media group. Also contact person if questions should arise.

________________________________________________________________________
________________________________________________________________________

3. Travel (fill out applicable sections: if variable call information to dispatcher for each entry).

Method of Travel (vehicle, aircraft) ____________________________________________

Description of Vehicle/Aircraft _______________________________________________

Route of Travel if by Vehicle _________________________________________________

Destination by legal location or landmark _______________________________________

Alternate escape route if different from above _________________________________

________________________________________________________________________

4. Type of 2-way radio system to be used, operating frequency and your base station telephone number we can contract in emergency (a CB radio or radio telephone will not be accepted). _____________________________________________

Entry granted into hazard area.

Authorizing Signature _________________ Date _______ Expiration Date___________

The conditions for entry are attached to and made a part of this permit. Any violation of the attached conditions for entry can result in revocation of this permit. The Waiver of Liability is made a part of and attached to this permit. All persons entering the closed area under this permit must sign the Waiver of Liability before entry.
WAIVER OF LIABILITY

(TO BE SIGNED AND RETURNED WITH APPLICATION FORM)

I, the undersigned, hereby understand and agree to the requirements stated in the application form and in the safety regulations and to further understand that I am entering a high hazard area with full knowledge that I do so at my own risk and I do hereby release and discharge the Federal Government, the State of California and all its political subdivisions and their officers, agents and employees from all liability for any damages or losses incurred while within the Closed Area.

I understand that the entry permit is conditioned upon this waiver. I understand that no public agency shall have any duty to attempt any search and rescue efforts on my behalf while I am in the Closed Area.

Signatures of applicant and members of his field party

Print full name first, then sign

I have read and understand the above waiver of liability

I have read and understand the above waiver of liability

I have read and understand the above waiver of liability

I have read and understand the above waiver of liability

I have read and understand the above waiver of liability
ATTACHMENT B-2-2

LAW & CORONER BRANCH COORDINATOR

EMERGENCY ACTION CHECKLIST

Increased Readiness

- Upon notification of a potential emergency or disaster, adopt an increased readiness posture.
- Review this annex, checklist, department operations plans, guidelines, and checklists, and mutual aid agreements.
- Document preparedness activities, monitor the situation, and maintain readiness posture:
  - Establish and maintain an activity log.
  - Notify alternates of situation.
  - Notify other key management of situation.
  - Develop a potential Action Plan based on the impending emergency.
- Establish contact with Operational Area law enforcement agencies to advise them of the situation.
- Consider alerting/recalling off-duty personnel and specialized teams:
  - Establish an emergency work schedule.
  - Determine clothing suitability for personnel.
- Assess the availability and condition of resources:
  - Determine the number of properly staffed units:
    - Determine vehicle suitability for conditions.
  - Determine department logistics needs:
    - Feeding and lodging requirements
    - Anticipate potential re-supply needs
    - Emergency power
  - Determine specialized equipment needs:
    - Riot gear
    - Specialty vehicles
  - Request additional emergency supplies, as necessary.
- Preposition equipment in strategic locations to meet expected needs.
- Coordinate Emergency Public Information with the County Public Information Officer (PIO).

Initial Response

- Report to EOC (or other designated reporting location), check-in, and obtain briefing from the Operations Section Chief:
  - Location, magnitude and scope of event
  - Areas of County impacted
  - Current situation and priorities
- Actions taken
- Existing or anticipated problems/issues

- Initiate and maintain a function log. Record the following:
  - By date and time, note arrival time, decisions made, positions activated, personnel assigned to report to the Law Enforcement position, directions given, and actions taken.
  - Information to be shared with other EOC functions
  - Items that require follow-up
  - Information/data needed for recovery operations
  - Issues that involve potential liability

- Assign and brief any subordinates, as indicated.

- Participate in regular Section briefings and provide input to the EOC Action Plan.

- Monitor response activities and identify any potential issues that require prompt attention.

- Coordinate Emergency Public Information with the County PIO.

- Receive and process or refer, as appropriate, requests for personnel, supplies and/or equipment, as indicated.

- Based on the conditions, activate the appropriate plan, if not already activated:
  - Law Enforcement Search and Rescue, including Dive Teams if needed
  - Heavy or Urban Heavy Search and Rescue
  - Swift Water Rescue
  - Multi-Casualty Incident (MCI) Plan
  - Hazardous Materials Emergency Response Plan
  - Explosive Ordnance Disposal Response Plan

- Ensure the following actions according to the above noted plan:
  - Make notifications to other agencies for response or stand-by as appropriate
  - Maintain contact with field personnel
  - Gather intelligence and pass to other EOC staff
  - Coordinate with other emergency responders
  - Notify adjoining law enforcement agencies of the local problem and current status
  - Coordinate mutual aid
  - Consider restricting airspace, if necessary
  - Recall off-duty personnel, as needed

- Coordinate evacuation of population in hazardous area(s); as needed, establish an Evacuation Unit and appoint an Evacuation Unit Leader:

- In consult with the Fire Branch Coordinator, determine where hazardous chemicals, flammable substances, and explosives are stored or bring used near the hazard area.
  - Notify County OES if evacuation is being considered or becomes necessary.
  - Notify the American Red Cross if evacuation is being considered or becomes necessary.
  - Determine evacuation area and establish evacuation routes; coordinate with Traffic Control Unit Leader.
  - Locate a rendezvous point for evacuees that is out of harm’s way if a shelter is not immediately identified.
  - Consider the impact of adverse weather conditions on evacuations.
  - Request Mass Care staff to manage shelter needs.
  - Alert threatened population(s).
• Coordinate custody of minors with Child Protective Services.
• Determine the condition and welfare of dependent care facilities (board & care, day care, hospitals, convalescent) and assist with evacuation, as indicated.
• Determine the condition and welfare of detention facilities and assist with evacuation, as indicated.
• Ensure that searched areas are appropriately marked.
• When evacuation orders are lifted:
  ▪ Coordinate the transportation of evacuated persons back to their homes when possible. Determine effects on public transportation.
  ▪ Provide for storage and establish a recovery process for large numbers of impounded vehicles.
  ▪ Coordinate with the Construction & Engineering Branch on the priority(es) for the repair and reopening of roads to assist with large numbers of evacuees returning to the area.

☐ Coordinate Traffic Control; as needed, establish a Traffic Control Unit and appoint a Traffic Control Unit Leader:

  • Survey status of major evacuation routes and identify alternate routes.
  • Coordinate with the Construction & Engineering Branch and/or CalTrans for barricades and signs.
  • "Post" tow trucks on evacuation routes to assist disabled vehicles; determine disposition procedures for disabled vehicles (full-tow & impoundment vs. clearing roadways).
  • Determine evacuation time estimates if time allows.
  • Coordinate with the Logistics Section on transportation for those requiring it.
    ▪ Ensure non-ambulatory people are provided with appropriate evacuation assistance.
    ▪ Assist with evacuating the incarcerated.
    ▪ Assist evacuees with transportation back to their homes as necessary.
  • Facilitate the movement of emergency vehicles with CHP.
  • Monitor traffic flow on evacuation routes.

☐ Establish security patrols and perimeter access controls; as needed, establish a Security Unit and appoint a Security Unit Leader:

  • Secure damaged and evacuated areas.
  • Establish security for vital facilities and essential supplies.
  • Consider the need to procure temporary fencing and contract with private security firms.
  • Implement "Access Control Procedures."
  • Provide crowd control at assembly locations.
  • Impose and enforce curfews as directed.

☐ Coordinate light search and rescue operations and assist where needed with Urban or Heavy Search and Rescue operations.

☐ Coordinate with County Animal Services and Agriculture Commissioner to implement required animal control measures.

☐ Assist with the removal and disposition of the dead if requested by the County Coroner, and, as needed:

  • Obtain initial assessment of scene.
  • Determine which hospitals the injured have been taken to.
  • Assist field with resource needs:
    ▪ Temporary cold storage, body bags, Casualty Collection Points/temporary morgues, forensic labs, local morticians
  • Assist in the reburial of disturbed coffins.
- Compile statistics on dead, those unidentifiable, and next of kin yet to be notified.

- Consult with the Health & Medical Branch Coordinator – Mental Health on the need for Crisis Incident Stress Management (CISM) for emergency personnel.

- Arrange for rest periods for crews and safety checks of apparatus prior to demobilization.

**Post Emergency**

- Upon EOC deactivation, release resources, as directed.

- Notify the agencies and groups with whom communications have taken place. Provide contact name and number(s) for any follow up issues.

- Provide Logistics Section Supply staff with list of supplies to be replenished.

- Submit log and other emergency-related documentation to Planning/Intelligence Section Documentation Unit.

- Submit Expenditure Tracking and Timekeeping forms to Finance/Administration Section.

- Participate in post-emergency debriefing and critique session.

- Participate in After Action Report and Corrective Action Plan meetings.

- Revise and update emergency plans and procedures to reflect lessons learned from the emergency.
ATTACHMENT B-2-3

LAW & CORONER BRANCH

HAZARD SPECIFIC RESPONSES

This Appendix includes Emergency Action Checklists to be accomplished as appropriate in response to the events listed below. There is no significance in the order of checklist items since many actions will have to be accomplished concurrently.

B-2-3-a Response to a Major Earthquake
B-2-3-b Response to Hazardous Material Incident
B-2-3-c Response to Imminent/Actual Flooding
B-2-3-d Response to Imminent/Actual Dam Failure
### ATTACHMENT B-2-3-a

**LAW ENFORCEMENT & CORONER**

**RESPONSE TO A MAJOR EARTHQUAKE**

<table>
<thead>
<tr>
<th>Assigned Action</th>
<th>Responsibility</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dispatch units to survey damage, particularly predesignated key facilities.</td>
<td>Incident Commander</td>
</tr>
<tr>
<td></td>
<td>Communications</td>
</tr>
<tr>
<td>Assure that all emergency equipment under cover has been moved to prevent damage in the event of aftershocks.</td>
<td>All Departments</td>
</tr>
</tbody>
</table>

**IF LITTLE OR NO DAMAGE IS REPORTED, PREPARE TO SUPPORT MORE HEAVILY DAMAGED JURISDICTIONS.**

**IF EXTENSIVE DAMAGE IS REPORTED, TAKE THE FOLLOWING ACTIONS AS APPROPRIATE.**

<p>| Provided communications, if telephone or radio communications are not operational. | Communications                      |
| Call in regular personnel and reserves; assign responsibilities according to Plan. | Incident Commander                  |
|                                                                                   | Communications                       |
|                                                                                   | RACES                               |
| Provide information to the Public Information Officer on matters relative to public safety. | Incident Commander                  |
|                                                                                   | Records and non-sworn               |
| Assist with the removal and disposition of the dead, if requested by the Coroner. | Coroner                             |
|                                                                                   | Law Enforcement                     |
| Take required animal control measures; coordinate with Humane Society if necessary. | Animal Control                      |
|                                                                                   | Department of Public Health         |
| Continue surveys for further damage or hazards.                                  | Incident Commander                  |
|                                                                                   | Plans/Intelligence Section          |
| Enforce curfew, as directed.                                                      | Operations Section                  |
| Protect inmates within detention facilities.                                     | Detentions Bureau                   |
|                                                                                   | Chief Deputy                        |
| Assist with the evacuation of institutionalized persons, as necessary.           | Sheriff-Coroner                      |
|                                                                                   | Public Administrator                |</p>
<table>
<thead>
<tr>
<th>ASSIGNED ACTION</th>
<th>RESPONSIBILITY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Request mutual aid assistance from the Regional Law Enforcement Coordinator.</td>
<td>Sheriff</td>
</tr>
<tr>
<td>Assist in search and rescue operations.</td>
<td>Incident Commander County Fire Law Enforcement</td>
</tr>
<tr>
<td>Assure that searched buildings are appropriately marked.</td>
<td>Incident Commander Operations Section</td>
</tr>
<tr>
<td>Relocate people to safe areas.</td>
<td>Logistics Section County OES</td>
</tr>
<tr>
<td>Provide security to protect people remaining in area.</td>
<td>Incident Commander Operations Section</td>
</tr>
<tr>
<td>Provide traffic control.</td>
<td>Incident Commander Operations Section</td>
</tr>
<tr>
<td>Assist fire units in entering or leaving area.</td>
<td>Incident Commander Operations Section</td>
</tr>
<tr>
<td>Establish perimeter access control, as required.</td>
<td>Incident Commander Operations Section</td>
</tr>
<tr>
<td>Coordinate the evacuation of hazardous areas with other agencies.</td>
<td>Incident Commander</td>
</tr>
<tr>
<td>Coordinate with Construction and Engineering operations.</td>
<td>Incident Commander</td>
</tr>
<tr>
<td>Establish security for vital facilities and essential supplies.</td>
<td>Incident Commander Operations Section</td>
</tr>
<tr>
<td>Coordinate with traffic engineering to determine capacity and safety of evacuation routes.</td>
<td>Incident Commander Plans/Intelligence Section</td>
</tr>
<tr>
<td>Coordinate with other departments for debris clearance and rescue operations.</td>
<td>Incident Commander Operations Section</td>
</tr>
<tr>
<td>Evacuate persons if dam failure is possible.</td>
<td>Incident Commander Operations Section</td>
</tr>
</tbody>
</table>
LATACHMENT B-2-3-b

LAW ENFORCEMENT & CORONER

RESPONSE TO HAZARDOUS MATERIAL INCIDENT

<table>
<thead>
<tr>
<th>ASSIGNED ACTION</th>
<th>RESPONSIBILITY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dispatch units to survey damage and to estimate the extent of the affected area.</td>
<td>Incident Commander Communications</td>
</tr>
<tr>
<td>Notify appropriate local, State and Federal hazard response agencies.</td>
<td>County OES Communications</td>
</tr>
<tr>
<td>Contact National Weather Service for wind direction and other weather information.</td>
<td>Incident Commander Operations Section</td>
</tr>
<tr>
<td>Ensure that all personnel remain upwind or upstream of the incident site. This may require repositioning of personnel and equipment as conditions change.</td>
<td>Incident Commander Fire Department</td>
</tr>
<tr>
<td>Direct designated hazardous incident responders to the incident site.</td>
<td>Incident Commander Operations Section</td>
</tr>
<tr>
<td>Assist in efforts to identify spilled substance. This would include locating shipping papers and placards and contacting, as required:</td>
<td>Incident Commander Fire Department</td>
</tr>
</tbody>
</table>
| - Shipper  
| - Manufacturer  
| - CalTrans  
| - County Environmental Health Dept.  
<p>| - CHEMTREC  |                                          |
| Establish traffic and perimeter control for affected area.                     | Incident Commander Operations Section   |
| Assist in the coordination of medical assistance.                              | County EMS Operations Section           |
| Provide assistance in the warning dissemination and search and rescue operations.| Incident Commander Operations Section  |
| Establish command post with other emergency responders.                       | Incident Commander Operations Section   |
| Search vacated areas to ensure that all people have received warnings.          | Incident Commander Operations Section   |</p>
<table>
<thead>
<tr>
<th>Assigned Action</th>
<th>Responsibility</th>
</tr>
</thead>
<tbody>
<tr>
<td>Direct and monitor population evacuation.</td>
<td>Incident Commander</td>
</tr>
<tr>
<td>Provide law enforcement and crowd control services at mass care facilities.</td>
<td>Operations Section</td>
</tr>
<tr>
<td>Determine if the use of aircraft will make hazardous conditions worse.</td>
<td>Operations Section</td>
</tr>
<tr>
<td>If so, convey information to Meadows Field Tower.</td>
<td>Fire Department</td>
</tr>
<tr>
<td>Assist with the removal and disposition of the dead, if requested by the Coroner.</td>
<td>Coroner</td>
</tr>
<tr>
<td>Establish traffic and other controls to permit re-entry when safe.</td>
<td>Incident Commander</td>
</tr>
<tr>
<td>Request mutual aid assistance from the Regional Area Law Enforcement Coordinator.</td>
<td>Sheriff</td>
</tr>
</tbody>
</table>
# ATTACHMENT B-2-3-c
## LAW ENFORCEMENT & CORONER
### RESPONSE TO IMMINENT/ACTUAL FLOODING

<table>
<thead>
<tr>
<th>ASSIGNED ACTION</th>
<th>RESPONSIBILITY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prepare to move personnel from detention facilities subject to flooding.</td>
<td>Detention Bureau Chief Deputy</td>
</tr>
<tr>
<td>Prepare to relocate personnel and equipment from stations that are subject to flooding.</td>
<td>Incident Commander</td>
</tr>
<tr>
<td>Arrange for emergency electric power for law enforcement facilities.</td>
<td>Incident Commander Logistics Section</td>
</tr>
<tr>
<td>Place reserves and auxiliaries on standby.</td>
<td>Incident Commander Logistics Section</td>
</tr>
<tr>
<td>Alter patrol areas to accommodate flood conditions.</td>
<td>Incident Commander Operations Section</td>
</tr>
<tr>
<td>Review evacuation routes and warning procedures</td>
<td>Incident Commander Planning/Intelligence Section</td>
</tr>
<tr>
<td>Place towing services on standby to assist disabled vehicles on evacuation routes.</td>
<td>Incident Commander Logistics Section</td>
</tr>
<tr>
<td>Warn population in threatened areas, if evacuation ordered.</td>
<td>Incident Commander Public Information Officer</td>
</tr>
<tr>
<td>Provide traffic control for evacuation.</td>
<td>Incident Commander CHP</td>
</tr>
<tr>
<td>Provide assistance in evacuating institutionalized persons.</td>
<td>Sheriff-Coroner Public Administrator</td>
</tr>
<tr>
<td>Provide security for vacated areas.</td>
<td>Incident Commander Operations Section</td>
</tr>
<tr>
<td>Establish access controls to vacated areas.</td>
<td>Incident Commander Operations Section</td>
</tr>
<tr>
<td>ACTION</td>
<td>RESPONSIBILITY</td>
</tr>
<tr>
<td>---------------------------------------------</td>
<td>-------------------------------------</td>
</tr>
<tr>
<td><strong>FLOODING OCCURS</strong></td>
<td></td>
</tr>
<tr>
<td>Activate warning procedures.</td>
<td>Incident Commander</td>
</tr>
<tr>
<td>Implement evacuation plans</td>
<td>Incident Commander</td>
</tr>
<tr>
<td>Operations Section</td>
<td></td>
</tr>
<tr>
<td>Reconfigure patrol areas.</td>
<td>Incident Commander</td>
</tr>
<tr>
<td>Operations Section</td>
<td></td>
</tr>
<tr>
<td>Coordinate with fire agencies for the</td>
<td>Incident Commander</td>
</tr>
<tr>
<td>rescue of persons trapped in flooded areas.</td>
<td>Operations Section</td>
</tr>
<tr>
<td>Establish access controls around perimeter</td>
<td>Incident Commander</td>
</tr>
<tr>
<td>of inundation areas.</td>
<td>Operations Section</td>
</tr>
<tr>
<td>Provide security patrols for flooded areas.</td>
<td>Incident Commander</td>
</tr>
<tr>
<td>Operations Section</td>
<td></td>
</tr>
<tr>
<td>Provide law enforcement and crowd control</td>
<td>Incident Commander</td>
</tr>
<tr>
<td>services at mass care facilities.</td>
<td>Operations Section</td>
</tr>
<tr>
<td>Request mutual aid assistance from the</td>
<td>Sheriff</td>
</tr>
<tr>
<td>Regional Area Law Enforcement Coordinator.</td>
<td></td>
</tr>
</tbody>
</table>
ATTACHMENT B-2-3-d

LAW ENFORCEMENT & CORONER

RESPONSE TO IMMINENT/ACTUAL DAM FAILURE

### DAM FAILURE IMMINENT

<table>
<thead>
<tr>
<th>ASSIGNED ACTION</th>
<th>RESPONSIBILITY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Warn population in dam inundation area.</td>
<td>Incident Commander</td>
</tr>
<tr>
<td>Check the inundation area to ensure that people have received warning.</td>
<td>Incident Commander Operations Section</td>
</tr>
<tr>
<td>Provide traffic control for evacuation.</td>
<td>Incident Commander CHP</td>
</tr>
<tr>
<td>Provide assistance in evacuating institutionalized persons.</td>
<td>Sheriff-Coroner Public Administrator</td>
</tr>
<tr>
<td>Provide security for vacated areas.</td>
<td>Incident Commander Operations Section</td>
</tr>
<tr>
<td>Establish access controls to vacated areas.</td>
<td>Incident Commander Operations Section</td>
</tr>
</tbody>
</table>

### FLOODING OCCURS

<table>
<thead>
<tr>
<th>ASSIGNED ACTION</th>
<th>RESPONSIBILITY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dispatch units to survey extent and severity of damage.</td>
<td>Incident Commander</td>
</tr>
<tr>
<td>Provide security for damaged area.</td>
<td>Incident Commander Operations Section</td>
</tr>
<tr>
<td>Assist in search and rescue operations.</td>
<td>Incident Commander Operations Section</td>
</tr>
<tr>
<td>Assist fire units and heavy equipment operators in entering or leaving vacated area.</td>
<td>Incident Commander</td>
</tr>
<tr>
<td>Coordinate with other departments for debris clearance and heavy rescue operations.</td>
<td>Incident Commander</td>
</tr>
<tr>
<td>ASSIGNED ACTION</td>
<td>RESPONSIBILITY</td>
</tr>
<tr>
<td>-----------------</td>
<td>----------------</td>
</tr>
<tr>
<td>Provide law enforcement and crowd control services at mass care facilities. Provide alternate mobile communications if necessary.</td>
<td>Incident Commander, Operations Section, Communications, RACES</td>
</tr>
<tr>
<td>Assist with the removal and disposition of the dead, if requested.</td>
<td>Sheriff-Coroner Division</td>
</tr>
<tr>
<td>Enforce curfew, when directed.</td>
<td>Sheriff, CHP, Police Departments</td>
</tr>
<tr>
<td>Assure that searched buildings are marked.</td>
<td>Incident Commander, Operations Section</td>
</tr>
<tr>
<td>Establish traffic controls to permit re-entry, when conditions warrant.</td>
<td>Incident Commander, CHP</td>
</tr>
<tr>
<td>Request mutual aid assistance from the Regional Law Enforcement Coordinator.</td>
<td>Sheriff</td>
</tr>
</tbody>
</table>
ATTACHMENT B-2-4

CORONER

RESPONSE TO MAJOR EMERGENCIES

The activities/actions listed here will be performed by Coroner personnel, as necessary, in response to all major emergencies and disasters, including major earthquake event, hazardous material incident, imminent and actual flooding, and imminent and actual dam failure.

<table>
<thead>
<tr>
<th>ASSIGNED ACTION</th>
<th>RESPONSIBILITY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alert staff to report to predesignated locations.</td>
<td>Coroner Division Commander</td>
</tr>
<tr>
<td>Activate morgue facilities.</td>
<td>Coroner Division Commander</td>
</tr>
<tr>
<td>Procure temporary cold storage facilities or vehicles if required.</td>
<td>Coroner Division Chief</td>
</tr>
<tr>
<td>Procure body bags and other necessary supplies and equipment, if not on hand.</td>
<td>Coroner Division Chief</td>
</tr>
<tr>
<td>Establish Facility Collection Points to Facilitate body recovery operations.</td>
<td>Coroner Division Commander</td>
</tr>
<tr>
<td>Grid and number scene with stakes. Photograph, tag and collect bodies</td>
<td>Coroner Investigators Reserve Deputy Coroners Mortuary Personnel</td>
</tr>
<tr>
<td>Transport human remains to morgue(s).</td>
<td>Transport Service Mortuary Personnel Volunteer</td>
</tr>
<tr>
<td>Establish additional temporary morgue facilities if needed.</td>
<td>Coroner Division Commander</td>
</tr>
<tr>
<td>Identify remains.</td>
<td>Coroner Staff Forensic Dentists FBI ID Team</td>
</tr>
<tr>
<td>Notify next of kin.</td>
<td>Coroner Staff Mental Health Red Cross Salvation Army</td>
</tr>
<tr>
<td>Request mutual aid assistance through the OES Mutual Aid Region Office.</td>
<td>Sheriff/Coroner</td>
</tr>
<tr>
<td>Determine if special handling procedures will be required to avoid contamination</td>
<td>Department of Public Health</td>
</tr>
<tr>
<td>ACTION</td>
<td>RESPONSIBILITY</td>
</tr>
<tr>
<td>----------------------------------------------------------------------</td>
<td>-------------------------------------</td>
</tr>
<tr>
<td>Establish Facility Collection Points to facilitate body recovery operation.</td>
<td>Coroner Division Commander</td>
</tr>
<tr>
<td>Collect and tag bodies after decontamination.</td>
<td>Coroner Staff</td>
</tr>
<tr>
<td>Establish additional temporary morgue facilities if needed.</td>
<td>Coroner Division Commander</td>
</tr>
<tr>
<td>Assign liaison person to the Emergency Operations Center (EOC).</td>
<td>Sheriff/Coroner</td>
</tr>
<tr>
<td>Plan to relocate morgue facilities if they are currently located in flood-prone areas.</td>
<td>Sheriff/Coroner</td>
</tr>
<tr>
<td>Establish procedures to obtain more body bags, if needed.</td>
<td>Sheriff/Coroner/ASO</td>
</tr>
<tr>
<td>Establish Facility Collection Points to facilitate recovery operations.</td>
<td>Coroner Division Commander</td>
</tr>
<tr>
<td>Contact local morticians to plan for Additional aid, if needed.</td>
<td>Coroner Division Commander</td>
</tr>
</tbody>
</table>
ATTACHMENT B-2-5

FAMILY ASSISTANCE CENTER

Coroner’s Mass Fatalities Emergency Operations Plan

This section establishes polices / procedures and assigns responsibilities for the Sheriff-Coroner’s Office ICS Operations Section, Family Assistance Center emergency management work. The Family Assistance Center will be established as soon as possible after a mass fatalities incident. The purpose of the Family Assistance Center (FAC) is to provide a safe and private place for survivors and families to grieve and / or await information regarding loved ones. It is the location where representatives of the Sheriff-Coroner’s Office and other governmental agencies will communicate with families who have come to the vicinity of the disaster site. Progress of the recovery and scene investigation will be reported, identifying information will be collected from family members, death notifications will be delivered, and personal effects may be identified through photographs. Information in this section also details the procedures the Coroner’s Office will provide the media with, opportunities to cover the incident, timely updates of information, and access to family members if a family requests a meeting with the media.

Family Assistance Center Operations, Organization Chart and Chain of Command

When activated, ICS Command responsibility for the Family Assistance Center (FAC) work is directed by the Sheriff-Coroner. The Sheriff-Coroner ICS Operations Section – Family Assistance Branch Manager will provide overall coordination with the County EOC and Red Cross agency. In the event of an aviation disaster, the affected airline will establish the Family Assistance Center. The National Transportation Safety Board (NTSB) Director of Family Support Services will provide overall supervision for the Family Assistance Center operations. The airline, the American Red Cross, and the Sheriff-Coroner will each designate a lead person to work closely with the NTSB in the overall coordination of Center activities. The American Red Cross will activate the Aviation Incident Response (AIR) Team in the event of an aviation disaster. The AIR Team will provide functional leadership of the Red Cross relief operation to provide for the emotional well-being of survivors, families and workers involved in the incident.

The Sheriff Coroner or their designee – Pathology Support Services (Family Assistance Center Branch Manager) will assign and monitor the work of the Deputy Coroners, Special Operations Unit Reservists, and other volunteer workers who may assist the Red Cross with Family Assistance Center operations. The Coroner will assist, when necessary, with the following:

Coroner ICS Operations Section
Family Assistance Center

- Ante-Mortem Data Collection
- Family Notifications
- Family Care and Communication
  (including Chaplains, relief agencies, medical – first aid, accommodations, food, lodging, and family briefings)

The Coroner ICS establishes the following lines of supervisory authority and formal reporting relationships for the Family Assistance Center Branch. (see Organization Chart on page 107)

Sheriff-Coroner Family Assistance Center Emergency Policies

During Tiered Disaster Response Level III and IV incidents, general family care and communication will be the responsibility of the County EOC. The EOC will identify the site and establish the physical
operation for the Family Assistance Center. The EOC will directly supervise Chaplains, relief agencies, and medical – first aid providers and will be responsible for coordinating lodging and food for families. They will also assist, when necessary, with family briefings. The EOC will ensure security and family privacy at the Family Assistance Center by coordinating with designated law enforcement agencies. All family needs will be addressed through the Center, which will have support and oversight of the County EOC. Experienced professionals will staff the Center.

The Sheriff-Coroner will provide an experienced Deputy Coroner/Sheriff to be located at the Center everyday between 0600 – 1800. The assigned Deputy Coroner will report to the Sheriff-Coroner or their designee – Pathology Support Services who will respond when necessary. Additional Coroner’s staff, Special Operations Unit Reservists, and qualified volunteer workers will be assigned as needed. Other key policies will include:
Location: The FAC should be located at one of the larger hotels located in downtown Bakersfield. They have conference rooms which can be rented and the hotel will provide catering – drinks, snacks, meals – and cleaning and oversight. In addition, they have all manner of communications such as phones, computers (e-mail) and FAX machines. If other equipment is needed, they will locate and provide this equipment. Special arrangements can be made to provide private space to interview or counsel with families. Young children can be accommodated. The elderly and disabled can and will be accommodated. Blocks of rooms can also be reserved for families who are from out of town.

Management and Staffing: The FAC will be managed by the Red Cross. The designated Red Cross Manager will coordinate operations with the Coroner. The Red Cross will provide staffing for the management of the FAC. Police and Fire Chaplains will be recruited and assigned to the FAC to provide counseling and follow-up resources for families as needed and requested. A Deputy Coroner/Sheriff will be assigned to answer questions, explain the process, follow-up on family requests and generally be available to families, Red Cross and Chaplains as the representative of the Coroner. All staff assigned, will be available to families at the Family Assistance Center and by phone.

Operations: The FAC will be open and will have full operations 24-hours a day, seven days a week until the Unified Incident Commander and Coroner demobilizes the ICS Operations Section Family Assistance Center Branch.

Briefings: There will be two scheduled briefings every day. Updates on the progress of the recovery will be made and to the extent possible, questions answered. Press handouts from the Public Information Officer (PIO) will be available. Any non-routine information which the Public Information Officer will release to the media will be first presented at the FAC. Families are entitled to know first what the investigators are discovering and the FAC staff can help them deal with it.

Criteria For Who is Served in at the Family Assistance Center: Clearly every immediate member of a victim’s family should be welcomed – spouses, parents, children, brothers and sisters, uncles and aunts. Others such as distant relatives (cousins) or friends, should be carefully screened. This is especially important since, for example, a "friend" may have raised the victim. In addition, a friend may be at the FAC at the request of the family because they live too far away or emotionally prefer not to be at the Center.

Family Interviews: Deputy Coroners/Sheriff’s, Special Operation Unit Reservists, and other trained and experienced Coroner workers or volunteers will conduct the family interviews. Interviews will be held in private and with confidentiality foremost in mind. Every family will be interviewed. The purpose of each interview will be explained and family cooperation requested.

Appeals: An Coroner/Sheriff Supervisor will be at the Family Assistance Center every day to meet with families that want to appeal a FAC staff decision. Most of what the families need and ask for can be accommodated by the staff at the Family Assistance Center. However, there will be requests, even demands, that are well beyond the discretion of the Family Assistance Center staff. If the "no" that staff gives is not acceptable to a family, they have the right of appeal.
Family Assistance Center Operational Procedures

Regardless of the type of mass fatality incident, many organizations will play a key role in the establishment, operation, and maintenance of the Family Assistance Center. The lead agency should be an organization like the Red Cross. The Sheriff-Coroner will have a significant role in dealing with victim families. The overall mission of the FAC is to provide a secure location where immediate families and close friends can:

- Gather to wait for more information
- Meet with Mental Health and grief counselors.
- Be interviewed to collect antemortem information.
- Receive information briefings from the Coroner and other governmental representatives prior to such information being released to the media.
- Be informed about the positive identification of fatalities and be given the official death certificates.

If the incident is such that a Family Assistance Center is not established, antemortem identification records and disposition instructions must be collected from the families and official notification of positive identification must be made. Some provision must be made for contacting families who will not travel. This should be done through reciprocal agreements between Coroners or law enforcement agencies. Three basic segments of information must be exchanged either at a Family Assistance Center or through other means. These include (1) antemortem records collection, (2) official notification – positive identification, and (3) disposition instructions.

If a Family Assistance Center is to be established, consideration must be given to its location. Key factors for the Sheriff-Coroner and other governmental agencies will include:

- Immediate availability of the facility.
- Long-term availability of the facility.
- Controlled access.
- Availability of water, sewer, electrical power, ventilation, climate control, and telephone / data transmission capabilities.
- Proximity – is the facility close enough to the scene investigation site so that Coroner staff and other responders can travel relative easily between the disaster site and the FAC to conduct briefings, etc.
- Physical handicap accessibility.
- Dining and lodging facilities.

A local large hotel or motel can address these criteria. Most hotels also have small business centers with the capability to expand telephone and data transmission lines. Almost any hotel will also have multiple private rooms that can be used for a variety of purposes. The FAC will need to have several specific areas operating cooperatively to assist families affected by the Mass fatality incident. These will include:

- **Family Registration / Reception Area**: The location where arriving family members are registered, have their lodging assigned, and have Escorts appointed to assist them.

- **Family Room**: Allows gathering of survivors and families for sharing of information, refreshments, and community support.

- **Interview Rooms**: Provides private areas in which family members can be interviewed by staff and be provided death notification.

- **Child Care Areas**: Allows for supervised care of infants through school-aged
children in rooms near the Family Room.

- **Inter-Chapel**: Allows for private prayer and meditation for families and staff.

- **Administrative Office Space**: An area for the Coroner and other governmental agencies such as the National Transportation Safety Board, FAC Administration, Mental Health, Health Services, Chaplaincy, Notification Team, Security, and Public Information to be located within the FAC.

### 24-Hour Crisis Hotline

The Sheriff-Coroner’s Office, in coordination with the Red Cross, should establish an FAC Crisis Hotline service. The Crisis Hotline will provide a 24-hour, toll-free telephone number with TTY service to family members of potential fatalities to access information about the incident. Staff that operate the Crisis Hotline will be responsible for the reception of telephone calls, collection of data, and the dissemination of information as directed by the FAC Crisis Hotline Supervisor.

### Family Lodging and Meals

An adequate number of hotel/motel rooms for survivors and family members must be secured. These may or may not be within the same facility used for the FAC. It is imperative that privacy, security, and provision of comfortable accommodations be considered in order to meet the physical, mental, emotional, and spiritual needs of those directly affected by the disaster. Pre-incident agreements should be reached between the local EOC and respective facilities. These agreements should include the understanding that the local Emergency Management Agency will get first refusal of the facility. In the event of a mass fatalities incident, no other reservations will be accepted or honored by the facility unless released from the agreement by the County EOC. Pre-incident agreements with lodging facilities will allow for the County EOC to fully secure needed facilities in the event of a mass fatalities incident regardless of other reservations or contracts. The following should be considered in securing lodging and meals for survivors and family members:

- Provision of both lodging and meal services within the same or adjacent facilities will assist in provision of security and privacy.
- Facilities which can accommodate large numbers of individuals will allow for more efficient provision of security, communication, and transportation services during the response. If possible, it is preferable to have family members in only one or two lodging facilities.
- Survivors and family members should be provided lodging separate from Disaster response staff for the emotional well-being of all concerned.
- Charges incurred for rooms, meals, and services should be forwarded to the County EOC who will facilitate payment through the disaster response operation.
- All incoming telephone calls will be screened by the lodging facility in order to assure privacy of survivors and family members. Incoming telephone calls will be recorded and delivered either in writing or as voice mail rather than being directly connected to recipients.
- FAC security services will be posted at family lodging sites to maintain safety, security, and privacy of survivors and family members.
- No media releases will be made from the family lodging sites. All media requests involving survivors and family members will be forwarded to the Public Information Officer.

### FAC Escorts For Survivors and Families

The FAC Family Care Administrator will screen and assign staff to Escort duties. The FAC Registration
Staff will assign each family an Escort. FAC Escorts will assist survivors and families with issues of concern including, but not limited to:

- Lodging and meals
- Transportation
- Communication with family and friends
- Child care

Escorts should be individuals experienced in serving families under stress. Escorts may include nurses, social workers, clergy, and mental health professionals trained in disaster or crisis response.

**Family Assistance Center Child Care**

On-site child care should be provided for school aged children by trained child care providers. Separate rooms are recommended for the care of infants and toddlers, children aged 4 to 6, and children aged 7 and older. The FAC Family Care Administrator will appoint and supervise child care activities. *(See Appendix K: Family Assistance Center, Site Selection, and Procedural Considerations)*

**Coroner Family Assistance Center Staff**

All Sheriff-Coroner staff including Special Operations Unit Reservists and other voluntary workers will be processed at the Sheriff-Coroner's ICS Command Center staff processing area. Sheriff-Coroner’s staff will receive orientation to the mass fatalities operation, their functions, and to the FAC prior to the initiation of their duties. Coroner’s staff will receive instructions on safety standards at the FAC prior to the initiation of duties. Coroner’s staff will also register daily with FAC Security upon arrival and departure from the FAC.

The nature of a mass fatalities incident response operation requires that staff assigned to the Family Assistance Center should:

- Have attained at least legal age.
- Have experience in nursing, funeral service, law enforcement, mental health, disaster response, human services, child care, or clergy services.
- Not be a member of the press.
- Not be a family member or relative of a survivor or potential fatality of the incident.
- Not have experienced a recent life threatening or traumatic event in the past 12 months.
- Work no more than a 12-hour work shift.
- Take a 15-minute break every three hours in addition to meal break(s).
- Be monitored by Coroner staff for stress reactions and possible intervention.
- Participate in a Critical Incident Stress Management defusing after completing the first work shift.

Child Care Staff shall also:

- Have all current Infant/Child CPR Certifications.
- Have proof of Child Care License or satisfactory completion of child care curriculum.

Staff assigned to the Family Assistance Center should receive an orientation to the facility. This orientation should provide information on issues specific to the FAC operations. The information will include:

- FAC operating procedures.
- Overview of the site functions at the FAC.
- Methods of body identification used at the Morgue / Examination Center.
Family Assistance Center Physical Plant Layout

The general physical plant guidelines, including space requirements, for the Family Assistance Center will include the following:

**Family Registration / Reception Area**

A Family Registration / Reception area and station should be located near the entrance of the Family Assistance Center. The Reception area should be secure from the remainder of the FAC in order to prevent unauthorized persons from gaining access to the survivors and family members in the facility. The Family Registration / Reception area staff will be responsible for the following:

- Affiliating the family name with the name from a list of potential victims.
- Obtaining or initiating the case file of the potential victim.
- Verifying family member identity by photo identification.
- Identifying legal next of kin and immediate family members.
- Completing FAC Registration Forms and authorization listing family members who may arrive at the FAC. *(See Appendix L: Family Assistance Center Forms)*
- Assigning the family a personal identification number to be used when calling for information or requesting additional assistance.
- Assigning lodging and provide meal vouchers for survivors and family members.
- Assigning the family an FAC Escort.
- Informing family members of the Family Member Sign-In Log for purposes of security and timely delivery of information.
- Forwarding the completed Family Registration forms to the FAC Red Cross or designated Coroner staff.

The Registration / Reception area should be one large room with a minimum of 900 square feet. The Reception area should be equipped with tables and chairs arranged to provide some privacy for staff, survivors, and families.

**Family Room**

The Family Room is a common area large enough to hold most family members. It should be accessible 24-hours a day and only used by family members and Escorts. The space should have a television viewing area. The space should be one large room with space 1,500 – 2,000 square feet. The room should be equipped with tables and
comfortable chairs arranged for family members to gather together. There should be enough chairs for all family members to sit down. A podium and staging platform should be located in the front of the room for briefings and announcements. A speaker system appropriate for the size of the room should be available for briefings and announcements. Tables or counter-tops should be available for placement of food or beverages, etc. A chart board should be available for use during briefing sessions. Translators may be required to translate general briefings.

**Interview Rooms**

Separate family Interview Rooms with approximately 200 square feet of space should be used for private interviews and meetings with families. Each Interview Room should be located in a secure area away from the larger Family Room. The room should be furnished with comfortable chairs, a small table, and at least one telephone.

**Child Care Areas**

Separate rooms should be used for the supervised care of children. The Child Care area should be located near the larger Family Room to lessen the anxiety of parents about the well-being of their children. One room should be used for the care of infants and toddlers up to three years of age. The room should be furnished with:

- Cribs, playpens and changing tables
- Adult-sized rocking chairs
- High chairs
- Age-appropriate toys, books and stuffed animals
- Pillows and bedding
- Disposable diapers of all sizes
- Infant formulas and bottles

One Child Care Room will be used for the care of children 4 – 6 years of age. The room should be furnished with:

- Child-sized tables and chairs
- Age-appropriate toys and stuffed animals
- Pillows and blankets
- Quiet games, art and reading material
- Two televisions equipped with a VCRs
- Two televisions equipped with video games
- One television with cable access
- Age-appropriate video entertainment

One Child Care Room will be used for the care of children seven years of age or older. The room should be furnished with:

- Two or more computers with age-appropriate software
- Board games, art and reading material
- Stuffed animals
- Pillows and blankets
- Two televisions equipped with VCRs
- Two televisions equipped with video games
- One television with cable access
- Age-appropriate video entertainment
Inter-Faith Chapel

Separate space containing approximately 750 square feet that is clearly designated for use as a Chapel should be provided. The Chapel should be located in a quite area of the FAC. The Chapel should be non-denominational in content and appearance. It should be equipped with (a) one table and comfortable chairs, (b) meditation cushions and kneelers, and (c) prayer and meditation books.

Administrative Office Space

The Administrative Office area should include several offices of various sizes which can accommodate health services, mental health, clergy, security services, and Logistics staff. There should also be a staff break area containing 250 – 300 square feet. Other space should also be provided for the Coroner’s Office, Red Cross Administration, Notification staff offices, and a general conference room.

The Administration Office area has several key roles which include:

- **Maintaining FAC Database**: A simple database of families and their contact should be collected and maintained.

- **Maintaining Assistance Files**: Any assistance given to families should be noted and copies of all receipts and actions taken should be filed. The files should be based on the victim’s last names. All information for any person who is a family member of that victim should go into that file. These files are necessary to establish a proper audit trail when accounting for money spent.

- **Coordinating Security**: All security issues and notifications are handled through the FAC Administration Office area. In all cases, the media should never be allowed access to the Family Assistance Center.

- **Coordination of Daily Information Updates**: The Coroner and other technical staff involved in the incident response will be required to brief families and the public. The Administration section will serve as a single point of contact for family Escorts or family members.

General Business Center and Medical Assistance

A small Business Center capable of supporting incoming fax machines, copy services, and word processing services should also be made available. Many documents will have to go between the FAC and the mass fatality Morgue / Examination Center. Copies of legal documents, medical records, etc. will also be required.

The FAC should also have onsite emergency medical care. Family members may suffer serious problems, emotional distraught family members may need assistance, or require basic care. A team of emergency medical technicians and ambulance should be on stand-by at the FAC at all times.

Other Considerations

The Sheriff-Coroner may consider equipping the Family Assistance Center with a video link to the Morgue site. If this is done, a small private room should be set aside for a family that requests to view their relative(s) can do so through the video link. If a family asks to view victims, a grief counselor and religious representative should be present or close by, if needed.
Family members will ask to visit the incident site. Every opportunity should be made to allow the families, as a group, to visit the Scene Investigation site prior to any public access. Care must be taken to ensure that all remains and personal effects have first been recovered.

Other Family Assistance Center Resources

Responding to victim’s families is extremely resource intensive, and requires very special people with a wide range of skills. When establishing, operating and maintaining Family Assistance Center operations, the Coroner and other governmental agencies participating in the incident response should consider the following resources:

- Victim Assistance Counselors
- Professional Grief Counselors
- Various religious leaders
- Funeral Directors
- Red Cross
- Military casualty assistance personnel
- Police and Sheriff's Department law enforcement
- Data entry personnel
- Emergency medical technicians
- Specially trained phone operators
- Notary publics
- Legal counsel
- Trained childcare providers
- Janitorial or maintenance staff
- Interpreters

Family Notification Process

After completing the registration process, family members will be escorted to the Family Room where they may obtain refreshments. The FAC Escort will provide the family with an orientation to the FAC which will include:

- Current status of the recovery and identification process.
- Schedule for briefings by the Pathologist.
- Notification procedures.
- Physical map of the FAC.
- Safety and security regulations.
- Child care services.
- Availability of the FAC Escort to assist with lodging, meals, transportation, and other concerns of the family.

The FAC Escort will inform the Deputy Coroner/Sheriff or designated volunteer worker notification team upon completion of family orientation to the FAC. A Notification Team member will be assigned to interview the family member(s) and obtain initial information regarding the presumed disaster victim. Family members will be escorted to an interview room where they will be interviewed. Notification Team members will complete the Appendix M: Next of Kin Interview Form and provide information to the family and offer emotional support.

The FAC Escort may be present during the interview or may attend to family concerns such as luggage, lodging, etc., as determined by family. The role of the Escort is to be of non-intrusive support with family concerns. Family members may choose to remain at the FAC while waiting for information about their loved one or they may leave the facility. Since families may have to wait several days for official notification regarding fatalities, they are encouraged to become as comfortable as possible at the FAC or to register their whereabouts on the Daily Registration Form should they choose to leave the facility. Transportation will be available for family members to go to their lodging sites, if located outside of the FAC, and to meals.
Upon the Sheriff-Coroner’s verification of the identity of the deceased, the FAC Coroner staff member will be notified to prepare for the Death Notification Interview with the family. The Deputy Coroner/Sheriff will notify the Family Care Administrator to request an Escort of the family to an interview room at a designated time. The Deputy Coroner will provide formal Death Notification to family members upon gathering of all appropriate family members in an interview room. After completion of formal Death Notification Interview, the Deputy Coroner will assist family members regarding the release of the deceased and personal effects which have not already been received. The FAC Escort will assist family members, unless declined, with necessary communications to facilitate the return to their homes. Mental Health Staff will be available to family members and staff in all areas of the FAC providing a quiet presence of professional support as needed.

**Death Notification Procedures**

When a deceased has been positively identified by the Sheriff-Coroner, the following procedure shall be followed:

- The Sheriff-Coroner or their designee – Pathology Support Services will be notified that positive identification has been established and that a death notification has been authorized.

- The Sheriff-Coroner or their designee – Pathology Support Services will request that the Deputy Coroner arrange for the affected family to be escorted to a private Interview room where the Deputy Coroner will conduct the death notification.

- The Deputy Coroner will verify the identity of the next-of-kin and other family members.

- The Deputy Coroner will collect information and complete the Personal Data and Funeral Instructions Form. They will also complete the Media Release Form according to the family’s wishes.

- The Deputy Coroner, upon completion of notification, will allow the family to meet privately with mental health and clergy team members if the family wishes to do so.

- The Deputy Coroner will forward all documentation to the Coroner at the Morgue site.

**Demobilization and Closure of the Family Assistance Center**

When the closure has been ordered, the following general procedures will be used:

- All non-essential staff and volunteers will be released from the Family Assistance Center. The Family Assistance Center Branch Manager will assure all reports, forms, and other related documentation are completed and forwarded to the Coroner.

- All supplies will be returned to the Logistics Section Chief or designated Coroner’s staff.

- All receipts, vouchers, and other documents related to supply acquisition/purchase will be presented to the Logistics Chief.

- The Sheriff-Coroner Safety Officer will assure that the Morgue/Examination Center site is decontaminated in accordance with OSHA regulations and is inspected by the County Health Department.
• The Logistics Section Chief (Administrative Services Officer) will assure that temporary facilities and grounds are cleaned and will inspect and inventory all equipment and supplies.

• The Logistics Section Chief will arrange for the return of all rented, leased, or borrowed non-expendable equipment / supplies and will obtain a signed release stating that the property or facility was returned in the same condition it was received. The Section Chief (or designated Coroner’s staff) will inform the property owner or facility manager of any documented discrepancies with the property, facilities, equipment or supplies and will provide instructions on how to file for compensation for any damage incurred. All keys and access cards will also be returned to the appropriate ICS Section Manager.

Public Information Procedures

The Public Information Officer (PIO) is responsible for developing information about the incident for release to the news media, to personnel and to other appropriate agencies and organizations. Only one Public Information Officer will be assigned for each incident, including incidents under a Unified Command and multi-jurisdiction incidents. The Public Information Officer may have assistants as necessary and the assistants may also represent assisting agencies or jurisdictions. On large incidents, Assistant Information Officers may have delegated responsibilities in support of the Information function. The following are the major responsibilities of the Sheriff-Coroners Public Information Staff Officer that would generally apply on any incident:

• Determine from the Incident Commander the limits on information release.
• Develop material for use in media briefings.
• Coordinate and validate information with Information Officers at the County EOC when activated, to ensure consistency.
• Inform media and conduct media briefings.
• Arrange for tours and interviews or briefings that may be required.
• Obtain media information that may be useful to incident planning.
• Maintain current information summaries and/or displays on the incident and provide information on status of incident to assigned personnel.
• Maintain Unit Log.

The County EOC has a full-time Public Information Officer assigned for most major incidents. The position reports directly to the County EOC Commander. EOC will have public information coverage 24-hours a day, seven days a week for the duration of the incident. The Sheriff-Coroner and his management also have responsibilities for the public information function. These include:

• Keeping the PIO informed routinely regarding recovery progress.
• Having the PIO at the daily Sheriff-Coroner management meetings.
• Coordinating with the PIO on the appropriate release of information: timing, information to be released to who should it be released to.
• Working with PIO on a daily family briefing at the Family Assistance Center.
• Making Sheriff-Coroner management staff available for media interviews when it is mutually deemed appropriate.
• Helping to write or edit press releases.
• Having PIO as available for tour of Sheriff-Coroner functions (Scene Investigation site, Morgue / Examination Center).

County EOC Public Information Officer

The County EOC Public Information Officer has overall responsibility during a major incident to address EOC issues at the beginning of each shift that include:
Secure guidance from the EOC Director regarding the release of available information.

Keep the EOC Director advised of all unusual requests for information and of all major critical or unfavorable media comments. Provide an estimate of the impact and severity and make recommendations as appropriate.

Coordinate all media events with the EOC Director.

Ensure that all departments, agencies and response organizations in the jurisdiction are aware that they must coordinate release of emergency information through the PIO and that all press releases must be cleared with the EOC Director before releasing information to the media.

Establish a Media Information Center at a site away from the EOC, Command Post and incident for media use and dissemination of information. Announce safe access routes to Media Information Center for media.

Schedule and post times and locations of news briefings in the EOC, Media Information Center and other appropriate areas.

Prepare and provide approved information to the media. Post news releases in the EOC, Media Information Center and other appropriate areas.

Develop an information release program and interact with other branches/units to provide and obtain information relative to public information operations.

Maintain an up-to-date picture of the situation for presentation to media.

Other general duties of the County EOC Public Information Officer include:

Obtain, process and summarize information in a form usable in presentations.

Provide periodic briefings and press releases about the disaster situation throughout the affected areas. Refer media representatives to incident level PIOs for specific information.

As required, periodically prepare briefings for the jurisdiction executives or elected officials.

Respond to information requests from the EOC Director and EOC Management Team.

Ensure that a rumor control function is established as necessary and has the means for identifying false or erroneous information. Develop procedure to be used to squelch such information.

Provide sufficient staffing and telephones to efficiently handle incoming media and public calls and to gather status information.

Consider establishing and staffing a hot-line to answer inquiries from the public.
• Prepare, update and distribute to the public a Disaster Assistance Information Directory containing locations to obtain food, shelter, supplies, health service, etc.

• Prepare a briefing sheet to be distributed to Rumor Control (may also want to send to employees who are likely to receive call from the public) at the beginning of each shift so they can answer questions from the public, such as shelter locations, water distribution sites, DACs, etc.

• Broadcast emergency information/updates on local Cable Channels either through the message board or live taping of EOC Director or Emergency Operations Coordinator.

• Arrange for meetings between media and county officials or incident personnel.

• Provide escort service to the media and VIPs; arrange for tours and photo opportunities when available staff and time permit. Coordinate VIP tours with Liaison Officer, Board of Supervisors and Legislative Liaison (if one is activated).

• Assist in making arrangements with adjacent jurisdictions for media visits.

• Determine which radio and TV stations are operational.

• Determine requirements for support to the emergency public information function at other EOC levels.

• Monitor broadcast media and use information to develop follow-up news releases and rumor control.

• When federal emergency response teams respond, coordinate activities through the Sacramento Operational Area to ensure coordination of local, state and federal public information activities.

• Ensure that announcements, information and materials are translated and prepared for special populations (non-English speaking; non-readers; elderly; the hearing, sight and mobility impaired; etc.).

• Prepare materials that describe the health risks associated with each hazard, the appropriate self-help or first aid actions and other appropriate survival measures.

• Prepare instructions for people who must evacuate from a high-risk area, including the following information for each threat: evacuation routes; suggestions on types and quantities of clothing, food, medical items, etc. the evacuees should bring; location of shelters.

• Issue timely and consistent advisories and instructions for life safety, health and assistance:
  – What to do and why, and what not to do and why.
  – Hazardous areas and structures to stay away from.
  – Evacuation routes, instructions and arrangements for persons without transportation or special needs (non-ambulatory, sight-impaired, etc.).
  – Location of mass care shelters, first aid stations, food and water distribution points.
  – Location where volunteers can register and be given assignments.
  – Street and freeway overpass conditions, congested areas to avoid, alternate routes.
- Instructions from the coroner and public health officials pertaining to dead bodies, potable water, human waste and spoiled food disposal.
- Weather hazards when appropriate.
- Public information hotline numbers.
- Status of Local Proclamation, Governor’s Proclamation or Presidential Declaration.
- Local, state and federal assistance available; locations and times to apply.
- Disaster Application Center (DAC) locations, opening dates and times.
- How and where people can obtain information about relatives/friends in the emergency/disaster area. (Coordinate with the Red Cross on the release of this information.)

- Issue other information pertaining to the emergency/disaster (acts of heroism, historical property damaged or destroyed, prominence of those injured or killed, other human interest stories).

- Through the Sacramento Operational Area, coordinate with state, federal or private sector agencies to get technical information (health risks, weather, etc.) for release to the public and media.

- Ensure file copies are maintained of all information released.
- Provide copies of all releases to the EOC Director.
- Prepare final news releases and advise media representatives of points-of-contact for follow-up stories.

**Sheriff-Coroner Public Information Liaison Officer**

When the Sheriff-Coroner’s ICS Department Operations Center is fully activated, the Sheriff-Coroner Public Information Liaison staff member will establish a coordinated process with the County EOC where all information and press conferences will be conducted. The Public Information Liaison Officer will schedule press conferences twice daily. The press conference should be timed to accommodate media deadlines. The Public Information Liaison Officer will coordinate all informational releases. The Public Information Liaison Officer will assure that all informational releases have been approved and authorized by the Executive Decision Group at the Emergency Operations Center. The Public Information Liaison Officer will release information concerning the identity of fatalities, status of the identification process, and the mass fatalities operations only after receiving authorization from the Coroner. The Public Information Liaison Officer will assure that all informational releases will be presented to family members prior to release to the media. The Public Information Liaison Officer will provide the media with escorted visits to the Scene Investigation site. The Public Information Liaison Officer will utilize pool reporters when appropriate. The Public Information Liaison Officer will process appropriate requests from the media for interviews and tours in a timely manner.

**Media**

The media will not be allowed into the Morgue / Examination Center or Family Assistance Center while a site is in operation or while fatalities or family members are present. The media will be restricted from the Emergency Operations Center, Mass Fatalities Headquarters, and the Staff Processing Center. The media will be prohibited from photographing fatalities without written permission of the Coroner. Representatives of the media will be screened by security staff and will receive appropriate security identification badges prior to entering any site of the mass fatalities operation. The media will have an assigned Escort while visiting any site or facility. The media will receive all information regarding the mass fatalities incident at a Media Center established by the Public Information Officer. Media requests for interviews and tours must be coordinated through the Public Information Officer. The media must respect
the privacy of family members and the fatalities at all times. Security will remove any member of the media found to be intruding upon the privacy of family members or found at any site without authorization.

**Family**

Family members will be informed of their right to choose whether or not they wish to be interviewed by the media. Family members requesting to meet with the media should notify the Public Information Officer through the Family Assistance Center Administrator. The Family Assistance Center Administrator will notify family members of media request for interviews. Family members will not be allowed to meet with the media at the Family Assistance Center or at family lodging sites. When a family member desires to speak to the media, the family member will be transported to and from the Media Center. The family will sign a Media Request Form at the time of the Death Notification, stating the family’s preference for media coverage at the funeral services. The Sheriff-Coroner’s staff will forward the completed Media Request Form to the Public Information Officer. All efforts will be made to protect family members from contact with the media unless family members have clearly stated their wish to talk with representatives of the media.