**Fleet Management Department
Policy & Procedure Manual**

OFFICE OF EMERGENCY SERVICES ROLE

Chapter 10 – Index

<u>**Policy**</u>

October 17, 2019

TO: **ALL FLEET MANAGEMENT EMPLOYEES**

SUBJECT: **LETTER OF ACCEPTANCE**
                      Department Emergency Operations Plan

The preservation of life and property is an inherent responsibility of local, state, and federal government. The County of San Bernardino Fleet Management Department has prepared this Department Emergency Operations Plan (DEOP) to ensure the most effective allocation of resources for the benefit and protection of the residents of San Bernardino County in time of emergency. This DEOP establishes the framework of the Fleet Management Department emergency organization consisting of the Department's employees, any critical interdepartmental dependencies, and any volunteers the department may use in the course of day-to-day operations. This DEOP further defines functions, assigns responsibilities, specifies policies and general procedures, and provides for coordination of planning efforts of the various emergency staff and service elements utilizing the Standardized Emergency Management System (SEMS), the National Incident Management System (NIMS) and the Incident Command System (ICS).

The San Bernardino County Board of Supervisors approved development of Department Emergency Operations plans for all County Departments at the recommendation the County Administrative Officer in 2006. The plans will undergo annual review and updates as necessary.

The Department Emergency Operations Plan for the Fleet Management Department are an extension of the County Emergency Operations Plan. This Acceptance Letter constitutes support of the continued implementation of the SEMS, NIMS, and ICS by all County departments as required by law, regulation and County policy.

Sincerely,

RON LINDSEY, Director
Fleet Management Department

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San Bernardino County
Fleet Management

Department Emergency Operations Plan (DEOP)

FINAL DRAFT

February 28th 2019

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RECORD OF CHANGES

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

Change #	Section	Date of Change	Revised By	Description of Change
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INTRODUCTION

Purpose

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

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

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

Scope

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

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

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

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

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

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

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

Plan Organization

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

PART I - BASIC PLAN

The Basic Plan provides an overview of San Bernardino County Departments/Agencies approach to continuity operations. It describes the fundamental systems, strategies, policies, assumptions, responsibilities and operational priorities that San Bernardino County Departments/Agencies will utilize to guide and support continuity of operations efforts. The basic plan elements provide a solid foundation for the development of Department/Agency Functional Annexes *(Part II).*

Specifically, the Basic Plan:

- Identifies the situation and assumptions to be considered in the development of the DEOP.

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

- Provides a description of the County/State/Federal legal authorities upon which the County's emergency management organization is structured; including continuity of operations, continuity of government at all levels, and enduring constitutional government planning by providing common doctrine and purpose.

- Assigns and describes the roles and responsibilities for County Departments/Agencies response, Emergency Operations Center (EOC), and recovery.

- Identifies the existing threats and hazards within the County. Including the *Hazard Profile, Past Occurrences, Location/Geographic Extent, and Frequency/Probability of Future Occurrences.*

PART II – DEPARTMENT/AGENCY FUNCTIONAL ANNEXES

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

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

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

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PART I BASIC PLAN - SECTION 1: SITUATION/ASSUMPTIONS

1.1 Situation

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

- San Bernardino County covers 20,053 square miles and is geographically the largest County in the continental United States;

- The unincorporated area of the County covers approximately 19,848 square miles (98.7% of the entire County) and the remaining 1.3% of land area (254 square miles) is under the jurisdiction of incorporated cities or towns;

- Cities/Towns are concentrated in the south/west portion of the County; and

- 81% of land area is owned by the state, federal and tribal governments, and therefore outside the jurisdiction of the County of San Bernardino or city governments.

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

- The Valley Region contains the majority of the County's incorporated areas and is the most populous region;

- The Mountain Region is primarily comprised of public lands owned and managed by federal and state agencies;

- The Desert Region is the largest region (over 93% of the County's land area), includes parts of the Mojave Desert; and

- Aside from open or undeveloped land, the largest land use in the County is for military purposes.

The total population of San Bernardino County is approximately 2,160,256 people:

- Most of the County's population is in the valley areas located in the southwestern portion of the County;

- The County's population has grown by 26%, approximately 450,822 people, since 2000;

- The population of the unincorporated area of the County in 2017 was 308,906, an increase of 12,622 persons (or 2%), since 2010.

- ***(Source: 2017 California Department of Finance, Demographics Unit).***

San Bernardino County is exposed to many hazards, all of which have the potential to disrupt the community, causing damage, and creating casualties. Possible natural hazards include

earthquakes, floods, wildfires, and winter storms. The threat of a war-related incident such as a nuclear, biochemical, or conventional attack is present as well. Other man-made disaster situations could develop from hazardous material (HazMat) incidents, public health-related incidents, major transportation incidents, or acts of terrorism.

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

1.1.1 Planning Environment

- The citizens of San Bernardino County will be expected to provide for their immediate needs to the extent possible for a minimum of 72 hours *(Ideally, 3 -14 days)* following a catastrophic event, or for at least 24 hours following a location-specific event. This may include public as well as private resources in the form of lifeline services.

- A catastrophic earthquake would adversely affect local, county, and state government response capabilities. Consequently, a number of local emergencies will be declared.

- Communications, electrical power, water and natural gas lines, sewer lines and fuel stations will be seriously impaired during the first 24 hours following a major earthquake and may not be fully restored for 30 days or more.

- Transportation corridors will be affected so only equipment, foodstuffs, supplies, and materials on hand will be available for use during the first 72 hours of emergency operations.

- In event of a catastrophic earthquake, a clear picture regarding the extent of damage, loss of life, and injuries may not be known for at least 36 hours.

- The OA EOC capability may be limited for at least 8 hours if communications links to other agencies and county departments are degraded.

- A Cajon Pass closure may limit the number of emergency response personnel available to staff the primary EOC in Rialto or other emergency management organization functions for at least 12 hours.

1.2 Assumptions

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

- Emergencies may occur at any time with little or no warning and may exceed capabilities of local, state, federal, tribal governments and the private sector in the affected areas.

- Emergencies may result in casualties, fatalities, and displace people from their homes.

- The County's planning strategies follow Assembly Bill 2311 (Brown, Chapter 520, Statutes of 2016 adding California Government Code section 8593.3), requiring each county and city to integrate access and functional needs to its emergency response plan.

- Essential County services will be maintained as long as conditions permit.

- An emergency will require prompt and effective response and recovery operations by County emergency services, disaster relief, volunteer organizations, and the private sector. All emergency response staff are trained and experienced in operating under the NIMS/SEMS protocol.

- Environmental, technological, and civil emergencies may be of a magnitude and severity that State and Federal assistance is required.

- County support of City/Town emergency operations will be based on the principal of self- help. The Cities/Towns will be responsible for utilizing all available local resources along with initiating mutual aid and cooperative assistance agreements before requesting assistance from the County.

- Considering shortages of time, space, equipment, supplies, and personnel during a catastrophic disaster, self-sufficiency will be necessary for the first hours or days following the event.

- Parts or the entire County may be affected by environmental and technological emergencies. Control over County resources will remain at the County level even though the Governor has the legal authority to assume control in a State Declaration of Emergency.

- The United States Department of Homeland Security (DHS) provides threat conditions over the United States and identifies possible targets.

- County communication and work centers may be destroyed or rendered inoperable during a disaster. Normal operations can be disrupted during a general emergency; however, the County can still operate effectively if public officials, first responders, employees, volunteers, and residents are:
  - Familiar with established policies and procedures;
  - Assigned pre-designated tasks;
  - Provided with assembly instructions; and
  - Formally trained in their duties, roles, and responsibilities required during emergency operations.

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SECTION 2: EMERGENCY MANAGEMENT ORGANIZATION

2.1 County Emergency Management Organization

San Bernardino County Code Chapter 1 of Division 1 of Title 2: Public Morals, Safety, and Welfare, establishes the San Bernardino County Emergency Services Organization, the Office of Emergency Services (OES), and the San Bernardino County Disaster Council. OES and the Disaster Council prepare and execute preparedness and response plans for the protection of life and property within the County in the event of an emergency.

Section 21.0101 Purposes:

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

Section 21.0103 Office of Emergency Services:

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

- Developing and coordinating the emergency services planning for San Bernardino County, which will provide for the utilization of all County governmental entities, their resources and equipment, all commercial and industrial resources, and all special groups, bodies, and organizations, including the San Bernardino County Operational Area Coordinating Council, as may be necessary for the support of emergency services operations.

- Developing and coordinating such training programs and exercises as may be necessary for operational requirements.

- Developing and coordinating programs designed to inform the public of measures for self-protection and emergency services activities.

- Coordinating and serving as liaison with Federal, State, other County, City, and Town emergency services agencies, and with representatives of the United States Armed Forces.

- Recommending to the San Bernardino County Disaster Council for consideration all matters within the purview of the Council's responsibilities.

- Recommending to the Board of Supervisors for consideration matters of policy insofar as they relate to emergency services.

- Overseeing the emergency operations plans of County groups, departments, and agencies.

Section 21.0104 Director of Emergency Services; Manager of the Officer of Emergency Services:

1. The Chief Executive Officer of the County of San Bernardino shall be the Director of Emergency Services;

2. In the absence of the Chief Executive Officer, the Chief Operating Officer shall serve in this capacity;

3. In the absence of the Chief Executive Officer and the Chief Operating Officer, the Assistant Executive Officer for Development and Support Services shall serve in this capacity;

4. In the absence of the Chief Executive Office, the Chief Operating Officer and the Assistant Executive Officer for Development and Support Services, the Assistant Executive Officer for Human Services shall serve in this capacity;

5. In the absence of the Chief Executive Officer, the Chief Operating Officer, Assistant Executive Officer for Development and Support Services and the Assistant Executive Officer for Human Services, the Chief Financial Officer shall serve in this capacity; and

6. In the absence of the Chief Executive Officer, the Chief Operating Officer, Assistant Executive Officer for Development and Support Services, the Assistant Executive Officer for Human Services and the Chief Financial Officer; the Deputy Executive Officer for Community Services shall serve in this capacity.

7. There shall be appointed a Manager of the Office of Emergency Services, who shall be the day-to-day manager of the Office of Emergency Services and shall responsible for carrying out the responsibilities of the Office of Emergency Services under provisions of § 21.0103.

8. The Manager shall have such other powers and duties as may be assigned by the Director of Emergency Services.

9. During an emergency, the Manager of the Office of Emergency Services will operate the Emergency Operations Center and assist the Director of Emergency Services in implementing emergency plans.

Section 21.0109 Emergency Organization:

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

2.2 Roles and Responsibilities

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

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

During an emergency, the County has the responsibility to manage and coordinate the overall emergency response and recovery activities. The Office of Emergency Services (OES) along with each County Department is responsible for ensuring critical staff are identified and trained at a level enabling effective execution of existing response policies, plans, and procedures. Most County Departments have emergency functions in addition to their normal daily duties. The Office of Emergency Services (*referred from this point as County OES*) throughout this document) in conjunction with representatives from each County Department is responsible for developing and maintaining DEOP'S.

The San Bernardino County Operational Area (SBCOA) Emergency Management system consists of all County Departments, 24 Cities and Towns, unincorporated areas and Special Districts, together with the private and volunteer sector. This system represents all resources available within the County that may be directed to disaster response and recovery. The goal is to support emergency activities to protect life, property, and the environment. ***See: 2.2.1 Table: County Department/Division Response/EOC/ Recovery Roles*** on the following pages for additional details.

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

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

the Robert T. Stafford Disaster Relief and Emergency Assistance Act, Public Law 93-288 as amended.

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

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

DEPARTMENT	ROLES	DUTIES
AGING AND ADULT SERVICES	**RESPONSE ROLE:**	• Provide information and assistance to targeted populations • Provide staff at Local Assistance Centers (LAC) • Provide staff at shelters/SHOCs as needed
	EOC ROLE:	• *TBD*
	RECOVERY ROLE:	• *TBD*
AGRICULTURE / WEIGHTS AND MEASURES	**RESPONSE ROLE:**	• Monitor pest and insect infestation • Provide information regarding damage or threats of damage to the County's agricultural industry • Provide support staff at Local Assistance Centers (LAC)
	EOC ROLE:	• *TBD*
	RECOVERY ROLE:	• *TBD*
AIRPORTS	**RESPONSE ROLE:**	• Advise on coordination with all airports in the County (military and civilian) and act as liaison in all matters of aviation • Coordinate with agencies including Federal Aviation Administration (FAA), Transportation Security administration (TSA), other law enforcement agencies and/or Homeland Security agencies
	EOC ROLE:	• *Logistics section*
	RECOVERY ROLE:	• *TBD*
ARROWHEAD REGIONAL MEDICAL CENTER (ARMC)	**RESPONSE ROLE:**	• Assist in providing medical care of the sick and wounded • Provide decontamination and medical care to disaster victims: o Immediate ability to decontaminate up to 3 victims, delayed response for decontamination of approximately 20 minutes for mass decontamination , and a capacity of 16 showers • In the event of a mass influx of patients, procedures have been set up to activate ARMC's internal EOC • Provide staff at shelters/SHOC's as needed
	EOC ROLE:	• *Operations Section*
	RECOVERY ROLE:	• *TBD*

DEPARTMENT	ROLES	DUTIES
ASSESSOR/ RECORDER/ COUNTY CLERK	**RESPONSE ROLE:**	• Assist in development of damage assessment information and support Damage Assessment Unit • Determine dollar value of disaster caused damage
	EOC ROLE:	• *Planning/Intelligence Section – Advanced Planning and Demobilization Units*
	RECOVERY ROLE:	• *TBD*
AUDITOR – CONTROLLER/ TREASURER/ TAX COLLECTOR	**RESPONSE ROLE:**	• Record and maintain a permanent record of all receipts and expenditures during disaster response and recovery • Establish a disaster accounting system
	EOC ROLE:	• *Planning/Intelligence Section – Advanced Planning and Demobilization Units*
	RECOVERY ROLE:	• *TBD*
BEHAVIORAL HEALTH	**RESPONSE ROLE:**	• Disaster crisis counseling services • Linkage to other resource agencies • Provide relief for disaster workers • Provide staff/counselors at Local Assistance Centers (LAC) • Provide staff/counselors at shelters/SHOCs as needed
	EOC ROLE:	• *Operations Section – Care and Shelter Branch*
	RECOVERY ROLE:	• *TBD*
CHILD SUPPORT SERVICES	**RESPONSE ROLE:**	• Support Local Assistance Centers (LAC) • Provide staff at shelters/SHOCs as needed
	EOC ROLE:	• *Support Operations Sections - Care and Shelter Branch*
	RECOVERY ROLE:	• *TBD*
CHILDREN AND FAMILY SERVICES	**RESPONSE ROLE:**	• Coordination of emergency care for foster children • Provide staff at Local Assistance Centers (LAC) • Provide staff at shelters/SHOCs as needed
	EOC ROLE:	• *TBD*
	RECOVERY ROLE:	• *TBD*
CHILDREN'S NETWORK	**RESPONSE ROLE:**	• Support Local Assistance Centers (LAC) • Provide staff at shelters/SHOCs as needed
	EOC ROLE:	• *Support Operations Sections - Care and Shelter*
	RECOVERY ROLE:	• *TBD*
CLERK OF THE BOARD	**RESPONSE ROLE:**	• Maintain a record of all meetings and actions taken by the Board of Supervisors when acting as the "Policy Group
	EOC ROLE:	• *TBD*
	RECOVERY ROLE:	• *TBD*

DEPARTMENT	ROLES	DUTIES
COMMUNITY DEVELOPMENT AND HOUSING	**RESPONSE ROLE:**	• Update department's long-term recovery plans starting as soon as emergency occurs • Advise Policy Group on availability of economic development financial aid
	EOC ROLE:	• *Support Policy Group – Recovery phase* • *Planning/Intelligence and Finance/Admin Sections*
	RECOVERY ROLE:	• *TBD*
COUNTY ADMINISTRATIVE OFFICE	**RESPONSE ROLE:**	• Proclaim "local emergency," when Board not in session • Control and direct the County's emergency organization • Represent the County in all dealings pertaining to emergencies
	EOC ROLE:	• *Director of Emergency Services – Management Section*
	RECOVERY ROLE:	• *TBD*
COUNTY COUNSEL	**RESPONSE ROLE:**	• Serve as legal advisor to Management Section before, during and after each proclaimed local emergency • Prepare and review proclamations and other actions taken or contemplated for legal effect and liability
	EOC ROLE:	• *Management Section – Legal Advisor*
	RECOVERY ROLE:	• *TBD*
DISTRICT ATTORNEY	**RESPONSE ROLE:**	• Continue essential criminal prosecutions and, if necessary, initiate "Motion to Extend Time" through appropriate magistrate • DA Investigators will provide protection for DA staff members and building security for DA facilities • Respond to assist other law enforcement agencies for mutual aid as required • Prosecute offenders who initiated disaster or who prey on those victimized by the disaster • Offer advice on criminal matters to EOC staff and others as necessary
	EOC ROLE:	• *TBD*
	RECOVERY ROLE:	• *TBD*
ECONOMIC DEVELOPMENT	**RESPONSE ROLE:**	• Update department's long-term recovery plans starting as soon as emergency occurs • Advise Policy Group on availability of economic development financial aid
	EOC ROLE:	• *Support Policy Group – Recovery phase* • *Planning/Intelligence and Finance/Admin Sections*
	RECOVERY ROLE:	• *TBD*
FIRE PROTECTION DISTRICT: ADMINISTRATION	**RESPONSE ROLE:**	• Management of fire emergency organization, suppression/rescue, fire mutual aid, emergency services, hazmat materials, and communications • Support field operations
	EOC ROLE:	• *Management and Operations Sections* • *Support Planning/Intelligence Section*
	RECOVERY ROLE:	• *TBD*

DEPARTMENT	ROLES	DUTIES
FIRE PROTECTION DISTRICT: FIRE PREVENTION	**RESPONSE ROLE:**	• Fire/arson investigation operations • Damage assessment operations • Suppression support activities • Community safety/support operations • Inspect/investigate potential threats to public safety
	EOC ROLE:	• *Damage assessment operations* • *Public Outreach/Information operations and Action planning operations*
	RECOVERY ROLE:	• *TBD*
FIRE PROTECTION DISTRICT: HAZARDOUS MATERIALS	**RESPONSE ROLE:**	• Respond to all hazardous materials emergencies for the purpose of protecting life, property, and the environment
	EOC ROLE:	• *Operations – HazMat Branch* • *Support Planning/Intelligence Section*
	RECOVERY ROLE:	• *TBD*
FIRE PROTECTION DISTRICT: OFFICE OF EMERGENCY SERVICES (OES)	**RESPONSE ROLE:**	• Lead agency for the San Bernardino County Operational Area (OA) • Provide timely and accurate situation status reports and resource status reports to appropriate policymakers, elected officials, and to State OES Southern Region EOC (REOC) • Monitor situation status and resource status in each local jurisdiction within the County • Coordinate with each jurisdiction to facilitate the rapid and efficient procurement of resources needed in response to an emergency • Provide any appropriate services needed to support the area-wide response • Assist in the coordination between County departments to efficiently utilize County resources to produce the most effective response to an emergency • Assist in the facilitation of the rapid restoration of business, government, and other institutions
	EOC ROLE:	• *Overall EOC management and Planning/Intelligence Section and support to other EOC Sections as required* • *Utilize WebEOC as the OA communications platform*
	RECOVERY ROLE:	• ***See County Disaster Recovery Plan***
FIRE PROTECTION DISTRICT: SUPPRESSION	**RESPONSE ROLE:**	• Respond to all fire incidents for the purpose of protecting life, property, and the environment • Search and rescue operations • Manage/activate Incident Command Posts (ICPs) • OA Fire/Rescue coordination
	EOC ROLE:	• *TBD*
	RECOVERY ROLE:	• *TBD*

DEPARTMENT	ROLES	DUTIES
FLEET MANAGEMENT	**RESPONSE ROLE:**	• Provide 24-hour emergency transportation and service needs of the County's fleet • Provide fuel and vehicle/equipment support to all County departments • Provide emergency generators and support to existing generators
	EOC ROLE:	• *Logistics Section and Support Transportation/Flood Branch and support to all EOC Sections as required*
	RECOVERY ROLE:	• *TBD*
HUMAN RESOURCES	**RESPONSE ROLE:**	• Establish and implement a system of registering disaster workers and citizen volunteers • Review employment actions taken by County during a local proclamation
	EOC ROLE:	• *Logistics and Finance/Admin Sections*
	RECOVERY ROLE:	• *TBD*
HUMAN SERVICES	**RESPONSE ROLE:**	• Support the American Red Cross with care and shelter operations • Support Local Assistance Centers (LAC) • Provide staff at shelters/SHOCs as needed • Damage assessment of Human Services facilities
	EOC ROLE:	• *Operations Section – Care and Shelter Branch*
	RECOVERY ROLE:	• *TBD*
ICEMA	**RESPONSE ROLE:**	• Coordinate provision of out-of-hospital acute and pre-hospital medical care, transport to definitive care, and other medical transport to patients with illnesses and injuries • Provide Subject Matter Technical Support to Local Assistance Centers (LAC) • Coordinate provision of staff at shelters/SHOCs as needed with Public Health
	EOC ROLE:	• *Operations Section – Medical and Health Branch*
	RECOVERY ROLE:	• *TBD*
IN-HOME SUPPORTIVE SUPPORT SVCS AUTHORITY	**RESPONSE ROLE:**	• *TBD*
	EOC ROLE:	• *TBD*
	RECOVERY ROLE:	• *TBD*
INFORMATION SERVICES	**RESPONSE ROLE:**	• Provide communications, public safety radio, computer, and data services during an emergency
	EOC ROLE:	• *Logistics Section – Information Systems, Communications and Computer Systems Branch*
	RECOVERY ROLE:	• *TBD*

DEPARTMENT	ROLES	DUTIES
LAND USE SERVICES: ADMINISTRATION	**RESPONSE ROLE:**	• Coordinate critical building damage assessment • Support Recovery phase
	EOC ROLE:	• *Operations Section*
	RECOVERY ROLE:	• *TBD*
LAND USE SERVICES: BUILDING/SAFETY	**RESPONSE ROLE:**	• Damage assessment of privately owned structures • Support damage assessment activities Countywide
	EOC ROLE:	• *Operations Section*
	RECOVERY ROLE:	• *TBD*
LAND USE SERVICES: PLANNING	**RESPONSE ROLE:**	• Provide public information and warning when potential avalanche, earthquake, landslide, or volcanic activity presents a hazard to citizens • Provide general information on ways to mitigate the potential effects of disasters • Support Department Operations Center (DOC)
	EOC ROLE:	• *Planning/Intelligence Section – Advanced Planning Unit and Demobilization Unit*
	RECOVERY ROLE:	• *TBD*
LIBRARY	**RESPONSE ROLE:**	• Provide archive and records management
	EOC ROLE:	• *Planning/Intelligence Section – Documentation Unit*
	RECOVERY ROLE:	• *TBD*
MUSEUM	**RESPONSE ROLE:**	• Work with EOC Responders from Public Works and Law
	EOC ROLE:	• *Subject Matter Expert – Geological Services/ Earthquakes*
	RECOVERY ROLE:	• *TBD*
PRESCHOOL SERVICES	**RESPONSE ROLE:**	• Conduct evacuation of forty (40) Head Start sites if in session at the time of an emergency • Support Local Assistance Centers (LAC) • Provide staff at shelters/SHOCs as needed
	EOC ROLE:	• *Support Care and Shelter Branch*
	RECOVERY ROLE:	• *TBD*
PROBATION	**RESPONSE ROLE:**	• Provide for the safety and security of the community by maintaining juvenile institutions • Act as a law enforcement resource as needed, where directed by the Chief or his designee
	EOC ROLE:	• *Provide security*
	RECOVERY ROLE:	• *TBD*

DEPARTMENT	ROLES	DUTIES
PUBLIC DEFENDER	**RESPONSE ROLE:**	• Continue to provide essential defense services for criminal prosecutions as mandated under the state and federal constitutions and state statutory laws. • Offer advice legal advice on criminal matters to EOC staff and others as necessary
	EOC ROLE:	• *TBD*
	RECOVERY ROLE:	• *TBD*
PUBLIC HEALTH: ADMINISTRATION	**RESPONSE ROLE:**	• Hospital capacity assessment and resource reallocation • Regional disaster medical health coordination • Environmental health assessment and mitigation • Laboratory/Epidemiological evaluation • Organize mass immunization or mass prophylaxis responses • Provide staff at shelters/SHOCs as needed • Support Department Operations Center (DOC)
	EOC ROLE:	• *Operations Section – Medical and Health Branch*
	RECOVERY ROLE:	• *TBD*
PUBLIC HEALTH: ANIMAL CONTROL	**RESPONSE ROLE:**	• Coordinate control and boarding services for animals displaced by a disaster situation • Evacuation and care of animals • Assessment of causes of illness and death among animals • Coordination with the State Veterinary Diagnostic Laboratory
	EOC ROLE:	• *Operations Section – Animal Care Unit*
	RECOVERY ROLE:	• *TBD*
PUBLIC HEALTH: ENVIRONMENTAL HEALTH SERVICES	**RESPONSE ROLE:**	• Protect public health, promote safety and prevent environmental hazards during disasters • Prevention of illness and injury during disasters
	EOC ROLE:	• *Operations Section – Medical and Health Branch*
	RECOVERY ROLE:	• *TBD*
PUBLIC WORKS: ADMINISTRATION	**RESPONSE ROLE:**	• Survey roads, flood control, and solid waste facilities • Assist Purchasing to procure heavy equipment • Assist with public works mutual aid • Coordinate/activate Department Operations Center (DOC) • *See: Department of Public Works Emergency Plan*
	EOC ROLE:	• *Operations Section – Public Works Branch*
	RECOVERY ROLE:	• *TBD*
PUBLIC WORKS: FLOOD CONTROL	**RESPONSE ROLE:**	• Monitor all dams and levees to provide warnings of potential failure • Flood protection on major streams • Storm drain construction
	EOC ROLE:	• *Operations Section – Public Works Branch*
	RECOVERY ROLE:	• *TBD*

DEPARTMENT	ROLES	DUTIES
PUBLIC WORKS: TRANSPORTATION	**RESPONSE ROLE:**	• Determine surface routes to be reopened following major disaster and establish priorities for opening those routes in cooperation with cities/towns and Cal Trans • Erect barricade and roadblocks around disaster areas • Plow snow on mountain roads • Traffic signal maintenance • Traffic sign and pavement striping maintenance • Storm repairs and clean up • Maintenance of bridges and metal pipe and concrete box culverts • Maintenance of drainage facilities such as inlets, ditches, dikes, and gutters
	EOC ROLE:	• *Operations Section – Public Works Branch* • *Logistics Section – Transportation Branch*
	RECOVERY ROLE:	• *TBD*
PUBLIC WORKS: SOLID WASTE MANAGEMENT	**RESPONSE ROLE:**	• Conduct damage assessment of infrastructure and facilities • Determine waste disposal methods • Support Recovery phase
	EOC ROLE:	• *Operations Section*
	RECOVERY ROLE:	• *TBD*
PURCHASING	**RESPONSE ROLE:**	• Responsible for procurement and purchase of equipment and materials needed by emergency organization
	EOC ROLE:	• *Logistics Section and Finance/Admin Section*
	RECOVERY ROLE:	• *TBD*
REAL ESTATE SERVICES	**RESPONSE ROLE:**	• Assist in assessing condition of properties/facilities owned or leased by the County and right of way issues associated with roads and flood control channels • Determine facility needs of County departments and procure alternative facilities as needed to continue operations and services • Work with damage/safety assessment team(s) to determine condition of owned and leased facilities and need for replacement facilities
	EOC ROLE:	• *Support Planning/Intelligence Section*
	RECOVERY ROLE:	• *TBD*
REAL ESTATE SERVICES: FACILITITES MANAGEMENT	**RESPONSE ROLE:**	• Re-establish power/utility services to County buildings • Assist in determining status and condition of County buildings • Remove debris from County buildings and grounds • Support Local Assistance Centers (LAC)/SHOC
	EOC ROLE:	• *Logistics Section - Facilities Branch*
	RECOVERY ROLE:	• *TBD*

DEPARTMENT	*ROLES*	*DUTIES*
REAL ESTATE SERVICES: PROJECT MANAGEMENT	**RESPONSE ROLE:**	• Provide damage assessment(s) of buildings and facilities
	EOC ROLE:	• *Operations Section and Logistics Section coordinates with Transportation/Flood*
	RECOVERY ROLE:	• *TBD*
REGIONAL PARKS	**RESPONSE ROLE:**	• Establish Shelters, Staging Areas, Fire Camps, Incident Command Posts, Field Treatment Sites (FTS), and Temporary Morgues • Coordinate with Solid Waste Management for disposal of waste • Account for cultural resources • Support Department Operations Center (DOC)
	EOC ROLE:	• *Operations/Logistics Sections*
	RECOVERY ROLE:	• *TBD*
REGISTRAR OF VOTERS	**RESPONSE ROLE:**	• *TBD*
	EOC ROLE:	• *TBD*
	RECOVERY ROLE:	• *TBD*
RISK MANAGEMENT	**RESPONSE ROLE:**	• *TBD*
	EOC ROLE:	• *TBD*
	RECOVERY ROLE:	• *TBD*
SHERIFF-CORONER	**RESPONSE ROLE:**	• Coordinate law enforcement response to proclaimed disasters • Control and allocate all law enforcement resources sent in or from outside the County • Serve as action agency which implements evacuation of disaster victims • Direct movement of people, vehicles and equipment in and around disaster areas • Coordinate law enforcement mutual aid within OES Region VI • Provide security of EOC and County buildings • Coordinate/activate Department Operations Center (DOC) when necessary
	EOC ROLE:	• *Operations Section - Law Branch/Area Law Coordinator* • *Management Section – when emergency is criminal in nature (e.g., terrorism)*
	RECOVERY ROLE:	• *TBD*
SPECIAL DISTRICTS	**RESPONSE ROLE:**	• Provide information regarding condition of Board Governed and Self Governed Special Districts, including: water, sanitation, road, park, dam and TV translator districts throughout the County • Conduct damage assessment of all infrastructure and assist in getting services back on line • Department Operations Center (DOC)
	EOC ROLE:	• *Operations Section*
	RECOVERY ROLE:	• *TBD*

DEPARTMENT	ROLES	DUTIES
TRANSITIONAL ASSISTANCE	**RESPONSE ROLE:**	• Provide emergency CalFresh Benefits (Food Stamps) for eligible recipients • Support Local Assistance Centers (LAC) • Provide staff at shelters/SHOCs as needed
	SUPPORT ROLE:	• *Safety Coordinator to coordinate with CRM*
	RECOVERY ROLE:	• *TBD*
VETERANS AFFAIRS	**RESPONSE ROLE:**	• Support Local Assistance Centers (LAC) • Provide staff at shelters/SHOCs as needed
	EOC ROLE:	• *TBD*
	RECOVERY ROLE:	• *TBD*
WORKFORCE DEVELOPMENT	**RESPONSE ROLE:**	• Support Local Assistance Centers (LAC) • Provide staff at shelters/SHOCs as needed
	EOC ROLE:	• *TBD*
	RECOVERY ROLE:	• *TBD*

2.3 The Role of Government

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

2.3.1 Chart: San Bernardino County Emergency Organization
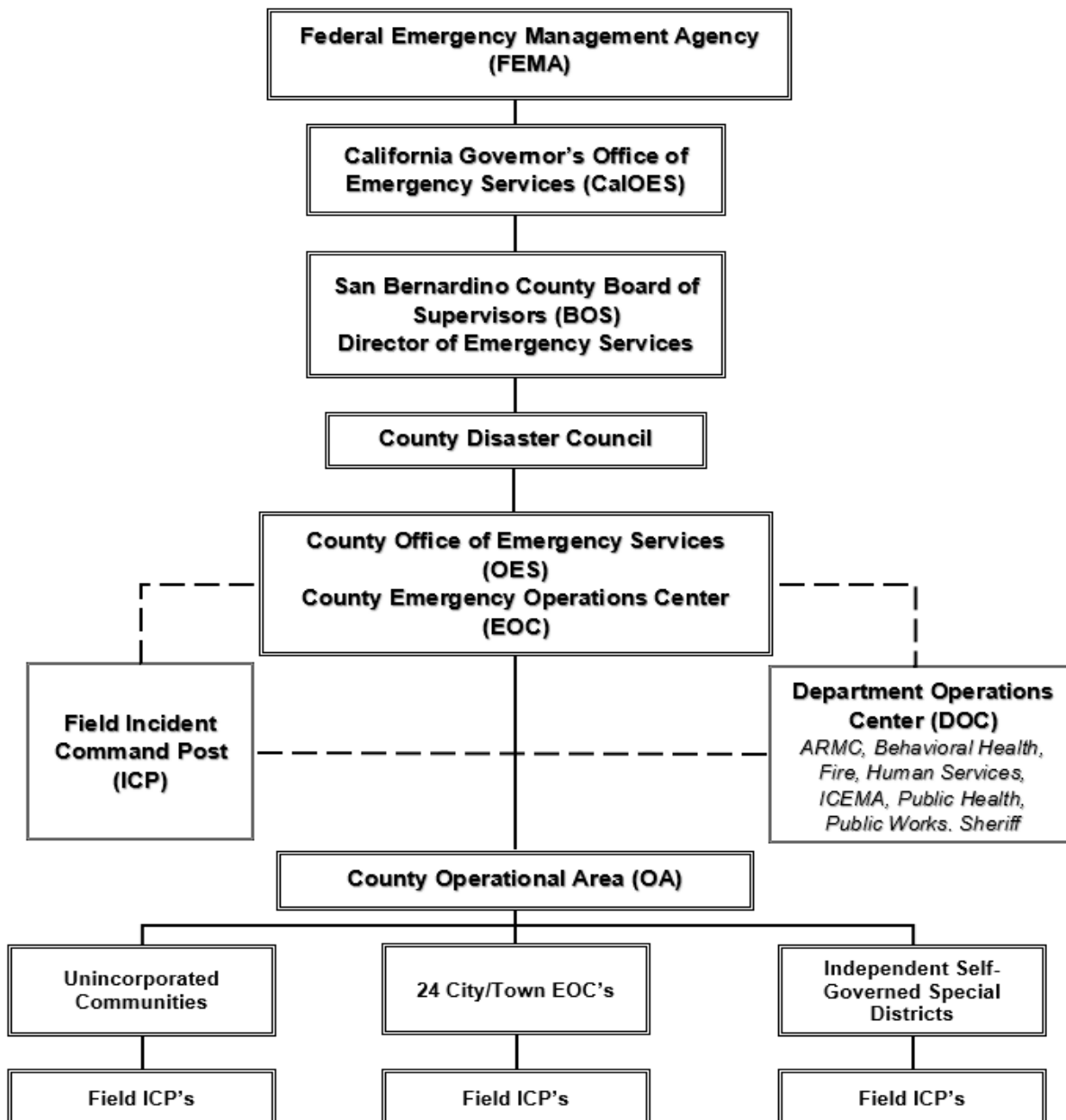
SECTION 3: AUTHORITIES AND REFERENCES

3.1 State of California Regulations

3.1.1 Standardized Emergency Management System (SEMS) Functions

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

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

3.1.2 Operational Area Concept

The Operational Area (OA) emergency management system consists of all County departments, the 24 cities and towns, unincorporated areas and Special Districts, together with the private and volunteer sector. This system represents all resources available within the County that may be applied to disaster response and recovery. The goal is to support emergency activities to protect life, property, and the environment.

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

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

- County EOC
- City/Town EOC
- Incident Command Posts (ICPs)
- Department/District Operations Centers (DOCs) for County Departments and Special Districts

- Fire/Emergency Management/Staging Areas

- Specialized centers representing businesses, industries, and the volunteer sector

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

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

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

When support requirements cannot be met with County or local government resources, the County through the OA will request assistance from those state agencies having statutory authority to provide assistance via the Governor's Office of Emergency Services (Cal OES). If events require assistance beyond the state's capability, the state may request a Presidential Declaration of an Emergency or Major Disaster under the provisions of the Robert T. Stafford Disaster Relief and Emergency Assistance Act, Public Law 93-288 as amended.

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

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

3.1.3 Incident Command System (ICS)

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

prescribed by the local authority. The OA Agency Representative is assigned from the list of EOC Responders by the OA EOC Manager.

3.1.4 State Essential Functions (CA-SEFs)

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

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

3.2 Federal Regulations

3.2.1 National Incident Management System (NIMS) Functions

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

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

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

COMMON APPROACH:

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

LOCAL CONTROL OF INCIDENTS:

Incidents typically begin and end locally, and they are managed daily at the lowest possible geographical, organizational, and jurisdictional level. There are other instances where success depends on the involvement of multiple jurisdictions, levels of government, functional agencies, and/or emergency-responder disciplines. These instances necessitate effective and efficient coordination across this broad spectrum of organizations and activities.

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

SECTION 4: COUNTY CONCEPT OF OPERATIONS

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

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

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

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

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

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

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

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

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

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

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

4.1 Emergency Management Mission Areas

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

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

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

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

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

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

an incident or emergency
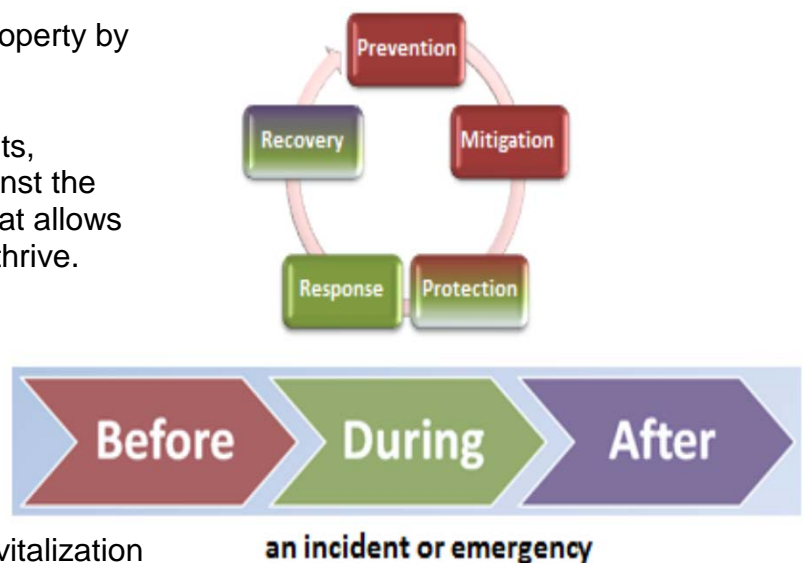
4.2 Situational Awareness

Lastly, this plan is implemented within the context of a continuous stream of incidents, events, and occurrences, any of which may develop into an emergency. Constant situational awareness is essential to maintaining a forward-leaning posture that facilitates rapid response. Situational Awareness refers to the ongoing process of collecting, analyzing, and disseminating intelligence, information, and knowledge to allow organizations and individuals to anticipate requirements and to react quickly and effectively.

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

When a situation develops into a major emergency, centralized emergency management is necessary and in most cases occurs within an EOC. This plan and the EOC are therefore very closely related.

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SECTION 5: HAZARD ASSESSMENT

5.1 Hazard Analysis Summary

The 2017 San Bernardino County Multi-Jurisdictional Hazard Mitigation Plan (MJHMP) Risk Assessment approach consisted of three (3) components:

1. *Hazard Identification:* Identification and screening of hazards.

2. *Hazard Profiles*: Review of historic occurrences and assessment of the potential for future events.

3. *Vulnerability Assessment:* Determination of potential losses or impacts to buildings, Infrastructure, and population.

5.1.1 Hazard Prioritization

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

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

5.1.2 Table: Prioritized Hazard Assessment Matrix

<table>
<tr><td rowspan="2" colspan="2"></td><td colspan="3" align="center">IMPACT</td></tr>
<tr><td align="center">HIGH</td><td align="center">MEDIUM</td><td align="center">LOW</td></tr>
<tr><td rowspan="3">PROBABILITY</td><td>HIGH</td><td align="center">Wildfire/Flood/Earthquake/ Geological Hazards</td><td align="center">Drought</td><td></td></tr>
<tr><td>MEDIUM</td><td align="center">Terrorism</td><td align="center">Climate Change (Extreme Heat/Cold)</td><td align="center">Hail/Infestation</td></tr>
<tr><td>LOW</td><td></td><td align="center">Dam Inundation</td><td align="center">Tornado /High Winds/ Winter Storm/ Lightning</td></tr>
</table>

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

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

5.2 Hazard Profile – Wildfire

PROBABILITY - HIGH
IMPACT - HIGH

Wildfires present a significant potential for disaster in the County, a region of relatively high temperatures, low humidity, and low precipitation during the summer. This long summer season is followed by a fall season that is famous for high velocity, very dry winds that come out of the desert. The Santa Ana winds very consistently arrive from the middle of October to the end of November. In and of themselves, these weather patterns would be of little significance without the un-naturally dense forest and the dense undergrowth that has been allowed to grow unabated for the last several decades.

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

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

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

5.2.1 Past Occurrences

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

5.2.2 Table: Wildfire Occurrences 2010 – 2016

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

5.2.3 Location/Geographic Extent

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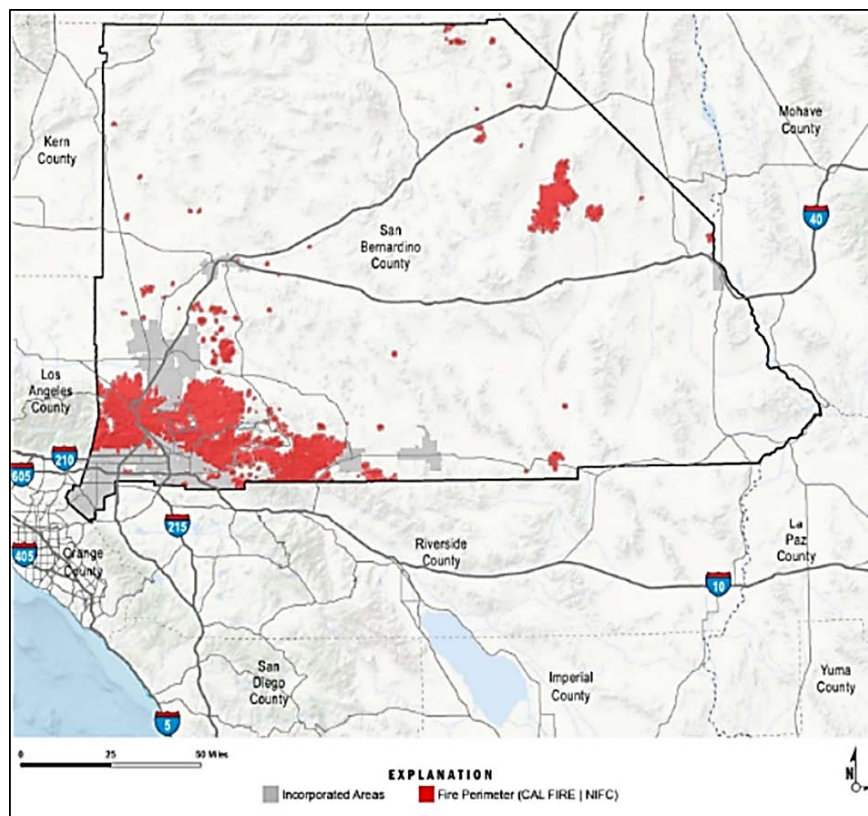
5.2.4 Frequency/Probability of Future Occurrences

In San Bernardino County, wildfire season commences in the summer when temperatures are high, humidity is low, and conditions remain dry. The season continues into the fall, when the County experiences high velocity, very dry winds coming out of the desert. A statewide drought beginning in 2011 has caused the state to be the driest it's been since record keeping began back in 1895 (California 2016). This has caused extremely dry conditions in unincorporated areas of the County creating plentiful fuel sources for wildfires.

5.3 Hazard Profile – Flood

PROBABILITY - HIGH
IMPACT - HIGH

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

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

- Overflow of inland or tidal waters, or

- Unusual and rapid accumulation or runoff of surface waters from any source, or

- Mudflow, or

- Collapse or subsidence of land along the shore of a lake or similar body of water as a result of erosion or undermining caused by waves or currents of water exceeding anticipated cyclical levels."

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

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

The 1% annual chance flood is the flood that has a 1% chance of being equaled or exceeded in any given year and it could occur more than once in a relatively short period of time. By comparison, the 10% flood (10-year flood) means that there is a 10% chance for a flood of its size to occur in any given year. Flood Maps can be found on the County's Department of Public Works website: http://cms.sbcounty.gov/dpw/FloodControl/Planning/MPD.aspx

5.3.1 Past Occurrences

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

5.3.2 Table: Severe weather Events 2010 – Present

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

5.3.3 Location/Geographic Extent

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

5.3.4 Table: San Bernardino County Flood Hazard Area

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

5.3.5 Frequency/Probability of Future Occurrences

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

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

5.4 Hazard Profile – Earthquake/Geological Hazards

PROBABILITY - HIGH
IMPACT - HIGH

An earthquake is a sudden, rapid shaking of the earth caused by the breaking and shifting of rock beneath the earth's surface. For hundreds of millions of years, the forces of plate tectonics have shaped the earth as the huge plates that form the earth's surface move slowly over, under, and past each other. Sometimes the movement is gradual. At other times, the plates are locked together, unable to release the accumulating energy. When the accumulated energy grows strong enough, the plates break free, causing the ground to shake. Most earthquakes occur at the boundaries where the plates meet; however, some earthquakes occur in the middle of plates.

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

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

5.4.1 Past Occurrences

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

5.4.2 Table: Earthquakes Greater than Magnitude 4.0

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

5.4.3 Location/Geographic Extent

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

5.4.4 Figure: Major California Faults
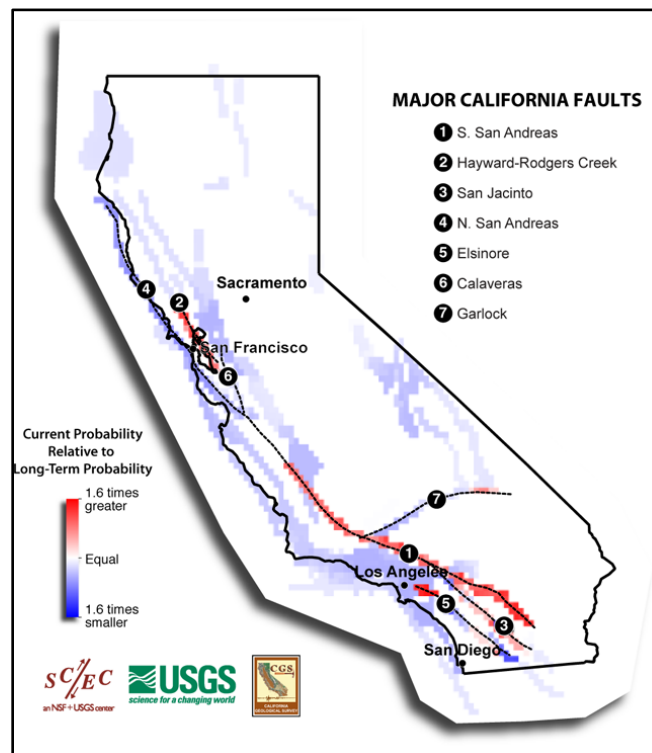
5.4.5 Frequency and Probability of Occurrence

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

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

5.4.6 Figure: California Faults – Probability of > M6.7 Earthquake
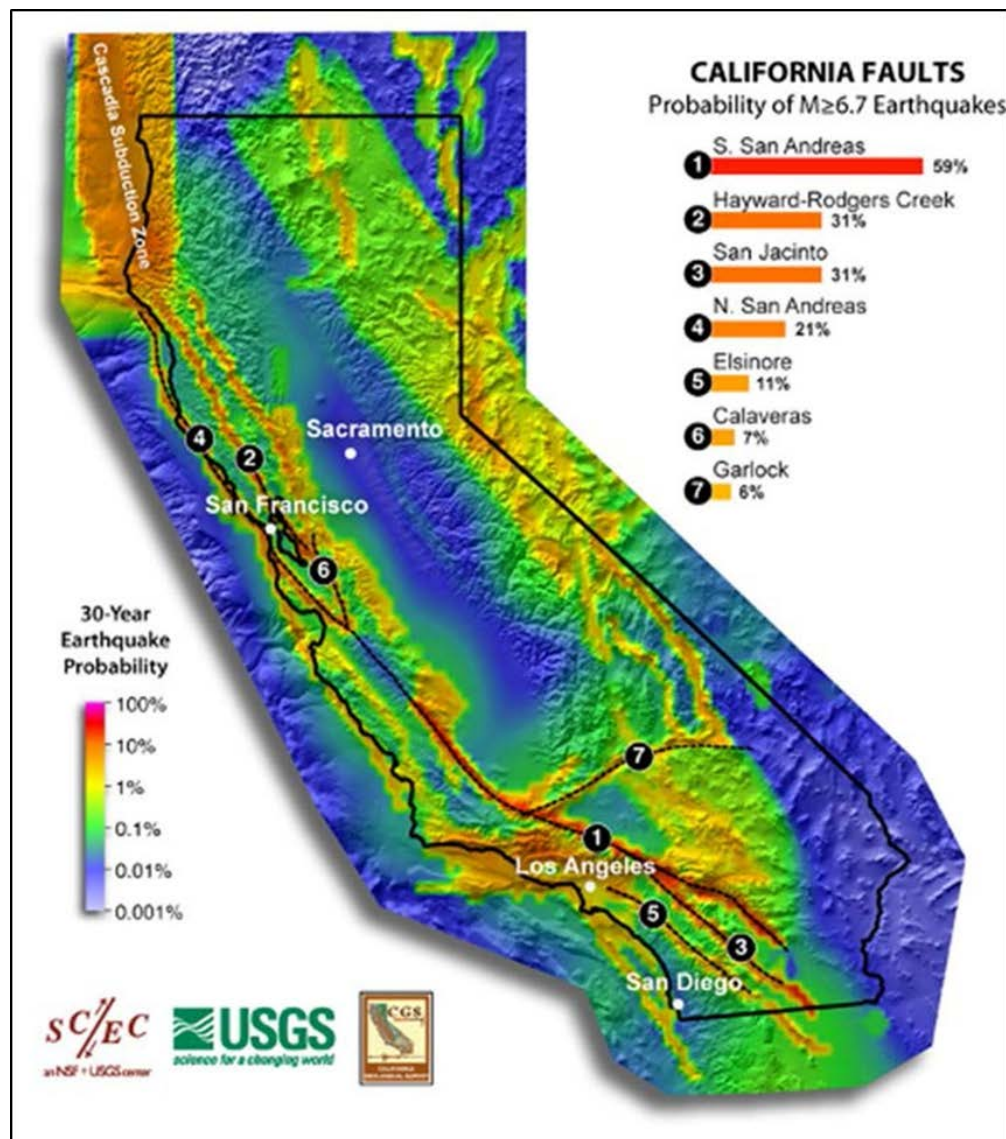
5.5 Hazard Profile – Drought

PROBABILITY - HIGH
IMPACT - MEDIUM

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

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

- **Agricultural** – drought is defined principally in terms of naturally occurring soil moisture deficiencies relative to water demands of plant life, usually arid crops.

- **Hydrological** – drought is related to the effects of precipitation shortfalls on stream flows and reservoir, lake, and groundwater levels.

- **Meteorological** – drought is defined solely on the degree of dryness, expressed as a departure of actual precipitation from an expected average or normal amount based on monthly, seasonal, or annual time scales.

- **Socioeconomic** – drought associates the supply and demand of economic goods or services with elements of meteorological, hydrologic, and agricultural drought. Socioeconomic drought occurs when the demand for water exceeds the supply as a result of weather-related supply shortfall. It may also be called a water management drought.

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

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

5.5.1 Past Occurrences

The 2013 California State MHMP states that from 1950 to 2012, there has been eight-drought State Emergency Proclamations in California. Specifically for San Bernardino County, there have been six drought events since 1896. Previous occurrences of drought are described as follows:

- **1975 to 1977:** California experienced the two driest years (1976 and 1977) in the State's history in 1976 and 1977. The drought was declared an Emergency (FEMA-EM-3023) on January 20, 1977. Total crop damages statewide totaled $2.67 billion dollars for both years ($888.5 million in 1976 and $1.8 billion in 1977).

- **2006 to 2009:** A California State-declared three-year drought of below-average rainfall, low snowmelt runoff, and the largest court-ordered water restricting in state's history. The dry conditions damaged crops, deteriorated water quality, and caused extreme wildfire danger. Approximately $300 million in agricultural revenue loss, and a potential $3 billion in economic losses over time.

- **2012 to 2016:** San Bernardino County first declared a local drought emergency in 2014. As of May 23, 2016, San Bernardino County and the City of Rancho Cucamonga both submitted local Emergency Proclamations. This drought was the most severe drought in over 100 years. In order to abide by the State Water Resources Control Board's mandatory water reductions, the San Bernardino Municipal Water Department Board of Water Commissioners authorized implementation of Stage IIA of the department's Water Supply Contingency Plan on June 1, 2015. The State Water Board anticipates adjustment to emergency water conservation regulations through the end of January 2017, in recognition of the differing water supply conditions across the state, and develop proposed emergency water restrictions for 2017 if the drought persists.

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

5.5.2 Location/Geographic Extent

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

5.5.3 Frequency/Probability of Future Occurrences

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

5.6 Hazard Profile – Terrorism

PROBABILITY - MEDIUM
IMPACT - HIGH

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

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

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

5.6.1 Past Occurrences

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

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

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

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

5.6.2 Figure: Types of Terrorist Attacks in California 1970 – Present
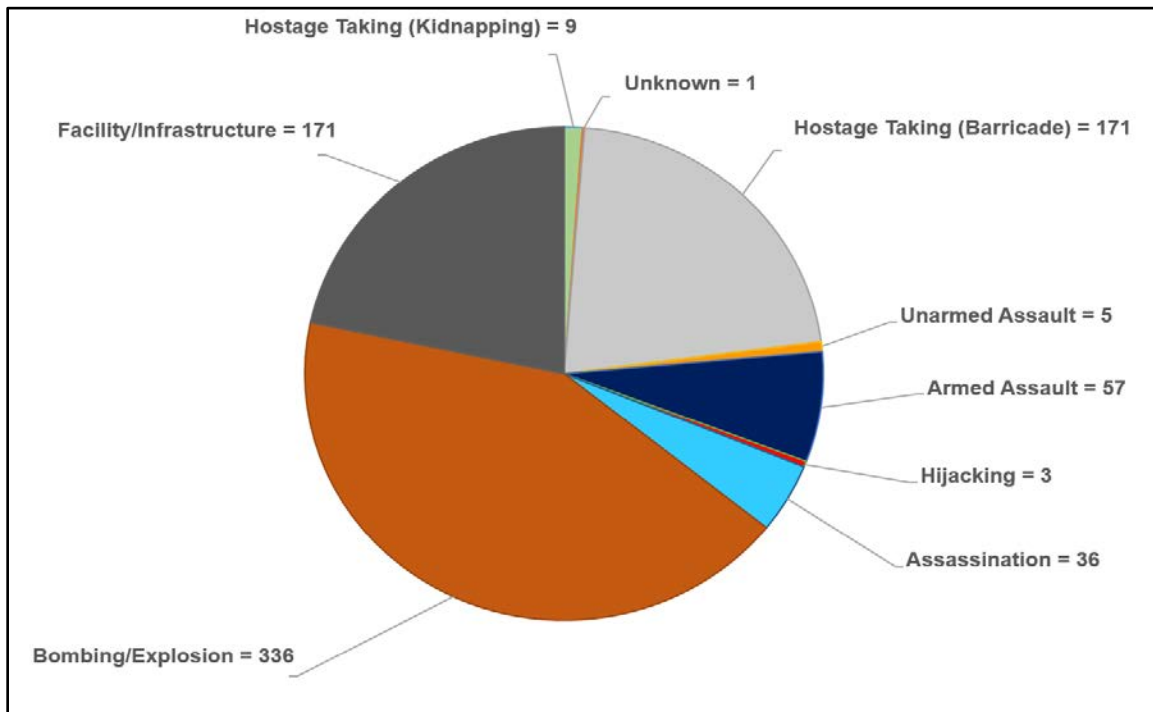
5.6.3 Location/Geographic Extent

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

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

5.6.4 Frequency/Probability of Future Occurrences

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

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

5.7 Hazard Profile – Climate Change

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

- Natural factors (e.g., changes in the Sun's energy or slow changes in the Earth's orbit around the Sun);

- Natural processes within the climate system (e.g., changes in ocean circulation); and

- Human activities that change the atmosphere's make-up (e.g., burning fossil fuels) and the land surface (e.g., cutting down forests, planting trees, building developments in cities and suburbs, etc.).

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

The 2013 State of California Multi-Hazard Mitigation Plan stated that climate change is already affecting California. Sea levels have risen by as much as seven inches along the California coast over the last century, increasing erosion and pressure on the state's infrastructure, water supplies, and natural resources.

The State has also seen increased average temperatures, more extreme hot days, fewer cold nights, a lengthening of the growing season, shifts in the water cycle with less winter precipitation falling as snow, and both snowmelt and rainwater running off sooner in the year. In addition to changes in average temperatures, sea level, and precipitation patterns, the intensity of extreme weather events is also changing.

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

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

The Desert is a heavily urbanized inland region (4.3+ million people) made up of sprawling suburban development in the west near the South Coast region and vast stretches of open,

largely federally owned desert land to the east. Prominent cities within the desert portion include Palm Springs (44,500+) and El Centro (42,500+). The region's character is defined largely by the San Gabriel Mountains, San Gorgonio Mountains, San Jacinto Mountains, and smaller inland mountains reaching through the desert to the Colorado River, which borders the region on the east. Communities in the Desert region should consider evaluating the following climate change impacts:

- Reduced water supply

- Increased temperature

- Reduced precipitation

- Diminished snowpack

- Wildfire risk

- Public health and social vulnerability

- Stress on special-status species

5.7.1 Map: Climate Impact Regions
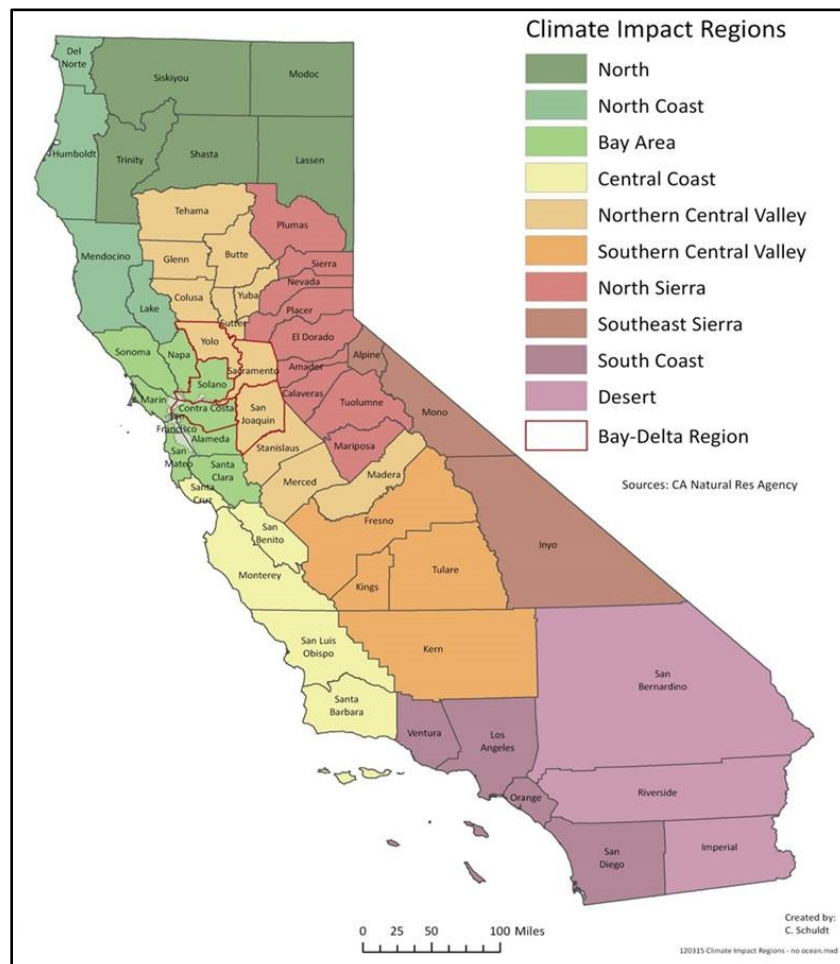
5.7.2 Past Occurrences

Climate change has never been directly responsible for any declared disasters. Past flooding, wildfire, levee failure, and drought disasters may have been exacerbated by climate change, but it is impossible to make direct connections to individual disasters. In addition, unlike earthquake and floods that occur over a finite time period, climate change is an on-going hazard the effects of which some are already experiencing. Other effects may not be seriously experienced for decades, or may be avoided altogether by mitigation actions taken today.

5.7.3 Location/Geographic Extent

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

5.7.4 Frequency/Probability of Future Occurrences

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

The 2009 Climate Adaptation Strategy (CAS) delineated how climate change may impact and exacerbate natural hazards in the future, including wildfires, extreme heat, floods, drought, and levee failure. Climate change is expected to lead to increases in the frequency, intensity, and duration of extreme heat events and heat waves in San Bernardino County and the rest of California, which are likely to increase the risk of mortality and morbidity due to heat-related illness and exacerbation of existing chronic health conditions.

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

- Higher temperatures will melt the Sierra snowpack earlier and drive the snowline higher, resulting in less snowpack to supply water to California users.

- Droughts are likely to become more frequent and persistent in the 21st century.

- Intense rainfall events, periodically ones with larger than historical runoff, will continue to affect California with more frequent and/or more extensive flooding.

- Storms and snowmelt may coincide and produce higher winter runoff from the landward side, while accelerating sea-level rise will produce higher storm surges during coastal storms. Together, these changes will increase the probability of levee and dam failures in the Sacramento-San Joaquin Delta.

- Warmer weather, reduced snowpack, and earlier snowmelt can be expected to increase wildfire through fuel hazards and ignition risks. These changes can also increase plant moisture stress and insect populations, both of which affect forest health and reduce forest resilience to wildfires.

- An increase in wildfire intensity and extent will increase public safety risks, property damage, fire suppression and emergency response costs to government, watershed and water quality impacts, vegetation conversions, and habitat fragmentation.

PART II FUNCTIONAL ANNEXES – ANNEX 1: DEPARTMENT INFORMATION

1.1 Department Mission Statement

1. **Mission**
   The mission of the San Bernardino County Fleet Management Department is to provide vehicles, equipment and services to the officials and employees of the County so that they may provide services that promote health, safety, well being and quality of life to the residents of the County.

2. **Goals**
   The emergency goals of the San Bernardino County Fleet Management Department are to provide:
   - Fuel
   - Emergency power generators
   - Vehicles and equipment
   - Vehicle/equipment technicians (mechanics, welders, etc.) and
   - Vehicle/equipment parts and supplies.

3. **Objectives**
   The objectives of the San Bernardino County Fleet Management Department DEOP are to:

   - Establish a system to receive and process task assignments in the San Bernardino County Operational Plan (County Plan).
   - Establish an outline of steps to secure the safety of Department/Division personnel.
   - Establish a system to protect (fuel supply) and provide the necessary resources to County Departments in a state of emergency.
   - Ensure the continuing performance of the Department's essential operations/functions during an emergency.
   - Establish a plan of action for restoring normal day-to-day operations, in as expedient a time period as possible, following an emergency event.
   - Regularly assess facilities to determine operational capacity.
   - Assess staff to determine ability to perform the mission of the Department.
   - Determine if outside facilities are needed to perform the mission of the Department.
   - Determine the steps necessary to restore Department operations to normal.

1.2 Department Organization Chart

DEPARTMENT OF FLEET MANAGEMENT
ORGANIZATIONAL CHART
FY: 2019-20

Fleet Management
Director (97)
Ron Lindsey

Executive Administrative
Assistant II
Yvette Santana

HR Liason

Fleet Superintendent (38)
Craig Donovan

- Auto Shop (17)
  Fleet Supervisor
  Pete Taylor
- Heavy Shop (16)
  Weld Shop (5)
  Fleet Supervisor
  Chris Coffey
- Outreach/Intern Program
- CIP/Project Management
- DEOP

Fleet Superintendent (21)
James Nguyen

- High Desert Service Center (10)
  Fleet Supervisor
  Mike Jabaay
- Needles Service Center (3)
- Barstow Service Center (2)
- 29 Plams Service Center (3)
- West Valley Service Center (3)

Fleet Superintendent (20)
Jeff Lawver

- Parts Room (9)
  Parts Supervisor
  Diane Elmore
- Generator Shop (4)
  Fleet Supervisor
  Vacant
- Fuel & Security (6)
  Fleet Supervisor
  Kelly Palmer
- Regulatory Compliance (1)

Administrative Supervisor
(7 + 2 Embedded)
Dennis Tormey

- Business Office (7)
- IT/Computer Systems (Embedded ISD Programmer Analyst)
- Procurement (Embedded Buyer III)
- Special Projects

Fleet Services Manager (4)
Tina Insana

- Motor Pool (3)
- Voyager
- GPS
- DMV (1)

Fleet Management *PRIDE*
Professional · Respect · Integrity · Diversity · Exceptional

Effective 6-10-2019
Revised 6-12-2019 YS

1.3 Administrative Support

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

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

1.3.1 Department Emergency Coordinators

The Department Emergency Coordinator (DEC) responsibilities include:

- Developing and maintaining the DEOP

- Annual review of the plan to ensure the plan remains current and viable

- Keeping the department head informed of the status of the DEOP

- Maintain list of emergency personnel and training records of personnel assigned emergency roles *(training recommendations to be provided by the department/agency and/or the County OES)*

- DEOP education and outreach to ensure new employees are aware of the DEOP and prepared for an emergency

- DECs shall not be Building Safety Coordinators or EOC responders

- A DEC may be part of a Department Operations Center (DOC) team

1.3.2 Planning Team

Fleet Management formed a Planning Team from departmental staff to develop and implement the DEOP. This team consists of Fleet's direct reports (3 Fleet Superintendents, Staff analyst , Motor Pool Manager, executive secretary) and Director. We meet to review the DEOP Quarterly.

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

1.3.3 Disaster Service Workers (DSWs)

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

Standing Orders:

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

- The orders could be applied to employees when they are either on or off duty (Labor Code §3211.92 (b)).

Assignment Outside Normal Duties:

- County employees, as DSWs, can be commanded to assist in disaster related activities by authorized personnel.

- The disaster related assignments can be outside the employee's normal/regular job duties (Labor Code (§3211.92 (b)).

- The orders could be applied to employees when they are either on or off duty (Labor Code §3211.92 (b)).

Safety Employees and DSW:

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

ANNEX 2: ESSENTIAL FUNCTIONS

2.1 Identify Mission Essential Functions (MEFs)

While many organizational functions are important, during a disruption organizations must be able to focus their efforts and limited resources on functions that cannot be deferred. When identifying these Mission Essential Functions (MEFs), it is important to consider the following:

- If an organization identifies too many functions as essential, limited resources and/or staff availability during the emergency may not be sufficient to enable performance.

- If an organization fails to identify functions as essential and does not include them in emergency and continuity plans, these functions may not be performed during an emergency.

- The key is to identify the highest priority functions and the associated resources and capabilities to ensure they can be performed.

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

- Must be continued throughout or resumed rapidly, following a disruption of normal operations.

- Are required to be performed to provide vital services, exercise civil authority, maintain the safety and health of the public, and sustain the industrial and economic base, during a disruption.

The successful completion of your Department's/Agency's DEOP will depend on how well your Department/Agency identifies its MEFs. As you complete the following worksheet, focus your entries on those Department/Agency functions that *must continue even in the event of an emergency.*

The following are some examples of MEF entries:

1. Department/Agency	2. Division	3. Mission Essential Function
All Divisions in the Department	All Sections	Record employees' time for payroll.
All Divisions in the Department	All Sections	Approve invoices for payment.
All Divisions in the Department	All Sections	Conduct disaster-related health and safety training.
All Divisions in the Department	All Sections	Respond to public complaints and provide input for the Department's information line.

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

Worksheet 1		
1. Department/Agency Name	*2. Division*	*3. Mission Essential Function*
Fleet Management	Fuel & Security	Secure Lena Campus/ Provide Fuel
Fleet Management	Generator Services	Provide Emergency Power

Fleet Management	Heavy Equipment Weld Shop	Provide Vehicle/Equipment Technicians (Mechanics ,Welder , etc..)
Fleet Management	Motor Pool	Provide vehicles and drivers
Fleet Management	Parts/Supplies	Provide parts and Supplies

2.2 Interdependencies

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

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

2.2.1 Departmental/Agency Dependencies

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

-

Worksheet 2		
1. Mission Essential Function	*2. Departments/Agencies Dependent on this MEF*	*3. Departments/Agencies this MEF Is Dependent on*
Secure Lena Campus/ Provide Fuel	Fleet personnel / All County fuel users	SBC Sheriff/ Fuel Supply Vendor
Provide Emergency Power	All critical sites without power	Generator rental Service Co.

Worksheet 2		
1. Mission Essential Function	*2. Departments/Agencies Dependent on this MEF*	*3. Departments/Agencies this MEF Is Dependent on*
Provide Vehicle/Equipment Technicians (Mechanics ,Welder , etc..)	Public Works equipment / any critical vehicle in operation	Fleet Fuel Section
Provide vehicles and drivers	SHOC operations / any Dept. needing Vehicles	Rental car agencies
Provide parts and Supplies	All active personnel	Vendor/ suppliers of Parts

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ANNEX 3: ESSENTIAL FACILITIES

Emergencies or potential emergencies can affect the ability of Departments/Agencies to perform MEFs from their primary facilities/locations. A critical element in DEOP planning is the identification and preparation of alternate facilities/locations. The purpose of an alternate facility/location is to provide each Department/Agency with means of accomplishing its essential functions in the event if the organization's primary location is unavailable due to an emergency.

3.1 Current (Primary) Facilities/Locations

The first step in selecting alternate facilities/locations is identifying all facilities/locations a Department/Agency currently utilizes. An in-depth knowledge about the current (primary) facilities will aid Departments/Agencies in formulating requirements for alternate facilities/locations.

Worksheet 3				
1. Department/Agency	**2. Location Address**	**3. MEFs performed at location (Y/N)**	**4. # Employees at location**	**5. Hazards/Risk Factors**
Fleet Management	210 North Lena Rd Building 1 San Bernardino Ca 92415	Yes	70	Old Buildings
West Valley Service Center	12672 4th st Rancho Cucamonga Ca 91730	Yes	3	
High Desert Service Center	15000 Tokay St. Victorville Ca 92395	Yes	0	New Construction No emergency power
Barstow Service Center	29802 Old Hwy 58 Barstow Ca 92311	Yes	2	Old Building
29Palms Service Center	73633 Manana Twenty Nine Palms Ca 92277	Yes	3	Old Building
Needles Service Center	5 Airport Rd Needles Ca 92363	Yes	3	Old Building

3.2 Alternate Facilities/Sites

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

Fleet Management has identified the at least two alternate work facilities/sites using the following classifications in *Worksheet 4*:

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

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

Cold Site: A facility that is not staffed on a day-to-day basis by personnel from the primary facility. Organizations may be required to pre-install telecommunication equipment and IT infrastructure upon selection and purchase and deploy designated IT essential personnel to the facility to activate equipment and systems before it can be used.

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

- Remote/offsite training facilities: These facilities may include an organization's training facility located near the organization's primary operating facility, but far enough away to afford some geographical dispersion.

- Space procured and maintained by another organization: Some organizations offer space procurement services that other organizations can use for alternate locations.

- Participation in joint-use alternate locations: Several organizations may pool their resources to acquire space they can use jointly as an alternate location. With this option, organizations should ensure that the shared facilities are not overcommitted during an activation of continuity plans. An organization may co-locate with another organization at an alternate operating facility, but each organization should have individually designated space and other resources at that location to meet its own needs.

- Alternate use of existing facilities: In certain types of continuity plan activations, organizations may use a combination of facilities and strategies, such as social distancing in a pandemic scenario, which decreases the frequency and duration of

social contact to reduce person-to-person virus transmission, to support continuity operations.

Worksheet 4			
1. Department/Agency	*2. Alternate Site #1 Name/Address*	*3. Alternate Site #2 Name/Address*	*4.Hot Site*
Fleet/ Admin	West Valley Service Center 12672 Fourth St. Rancho Cucamonga 91730	High Desert Service Center 15000 Tokay St. Victorville Ca 92395	210 N Lena Rd DEOP Trailer

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ANNEX 4: ESSENTIAL PERSONNEL

4.1 Roster of Essential Positions

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

-

Worksheet 5			
1. Mission Essential Function	*2. Position Title*	*3. Primary Staff Assigned (Name/Cell#/Email)*	*4. Alternate Staff Assigned (Name/Cell#/Email)*
Fleet/EOC Communications	**Executive Staff DIRECTOR**	Ron Lindsey 909-888-4728	James Nguyen 909-831-5807
Fleet Main Campus Operations	**Executive Staff SUPERINTENDENT**	Craig Donovan 909-677-6224	Craig Donovan 909-677-6224
Remote/SHOC Operations	**Executive Staff SUPERINTENDENT**	James Nguyen 909-831-5807	Jeff Lawver 909-831-8879
Remote/ Service Center Operations	**Executive Staff SUPERINTENDENT**	Jeff Lawver 909-831-8879	
Secure Lena Campus/ Provide Fuel	**Mission Critical Staff FUEL SUPERVISOR**	Kelly Palmer 909-269-2759	Erica Coronel 909-936-3631
Provide Emergency Power	**Mission Critical Staff SUPERINTENDENT**	Jeff Lawver 909-831-8879	Nick Stange 909-856-3029
Provide Vehicle/Equipment Technicians (Mechanics ,Welder , etc..)	**Mission Critical Staff HEAVY SHOP SUPERVISOR**	Chris Coffey 909-382-1228	Mark Cabal 909-856-3511
Provide vehicles and drivers	**Mission Critical Staff MOTOR POOL MANAGER**	Tina Insana 909-531-3552	Anjayla Johns 909-387-8771
Provide parts and Supplies	**Parts Supervisor**	Diane Elmore 909-327-8962	Doug Dana 909-831-4459

Worksheet 5			
1. Mission Essential Function	**2. Position Title**	**3. Primary Staff Assigned (Name/Cell#/Email)**	**4. Alternate Staff Assigned (Name/Cell#/Email)**
HAM RADIO TECHNICIAN	**FUEL SUPERVISOR**	Kelly Palmer FCC #KM6WDF 909-269-2759	
HAM RADIO TECHNICIAN	**HIGH DESERT SERVICE CENTER SUPERVISOR**	Mike Jabaay FCC #KM6WDB 909-677-3704	
HAM RADIO TECHNICIAN	**FLEET SUPERINTENDENT**	Jeff Lawver FCC #KM6WDG 909-831-8879	
HAM RADIO TECHNICIAN	**ADMIN SUPERVISOR**	Dennis Tormey FCC # KM6ZYT 909-665-4381	
HAM RADIO TECHNICIAN	**FLEET SUPERINTENDENT**	Craig Donovan FCC #KM6WDD 909-677-6224	
HAM RADIO TECHNICIAN	**Mission Critical Staff**	Logan Morrison FCC #KM6WDE 909-522-2766	
HAM RADIO TECHNICIAN	**FLEET SUPERINTENDENT**	James Nguyen FCC # KM6ZYQ 909-831-5807	
HAM RADIO TECHNICIAN	**Mission Critical Staff**	Lauren Finwall FCC # W6LAF 909-601-4374	
HAM RADIO TECHNICIAN	**Mission Critical Staff**	Jon Carwile FCC # KM6ZYM 909-665-2891	

Worksheet 5			
1. Mission Essential Function	**2. Position Title**	**3. Primary Staff Assigned (Name/Cell#/Email)**	**4. Alternate Staff Assigned (Name/Cell#/Email)**
HAM RADIO TECHNICIAN	**Mission Critical Staff**	Gilberto Arroyos FCC # KM6ZYK 909-638-4474	
HAM RADIO TECHNICIAN	**Mission Critical Staff**	Brian Bolduc FCC # KM6ZYL 951-315-8633	
HAM RADIO TECHNICIAN	**Mission Critical Staff**	Nichole Harris FCC # KM6ZYP 909-387-7862	
HAM RADIO TECHNICIAN	**Mission Critical Staff**	Chuck Tamplen FCC # KM6ZYS 909-754-5485	
HAM RADIO TECHNICIAN	**Mission Critical Staff**	Yvette Santana FCC # KM6ZYR 909-543-8561	

Worksheet 5			
1. Mission Essential Function	**2. Position Title**	**3. Primary Staff Assigned (Name/Cell#/Email)**	**4. Alternate Staff Assigned (Name/Cell#/Email)**

4.2 Human Resources

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

1. Clearly explaining the expectations, roles, and responsibilities to continuity personnel;

2. Informing continuity personnel and alternates, in writing, of their roles and responsibilities, as well as ensuring any applicable collective bargaining obligations are satisfied;

3. Maintaining a roster, listing both the primary and alternate continuity personnel, that is regularly updated with contact information; and

4. Ensuring that the needs of continuity personnel with disabilities are considered during the planning process.

4.1.2 Lines of Succession

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

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

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

2. Delineating the limits of authority and accountability.

Worksheet 6			
1. Department/Agency	*2. Lines of Succession*	*3. Job Title*	*4. Authority Limitations*
Fleet Management	Department Head	Department Head	Full Authority
Fleet Management	First Alternate	Fleet Superintendent	Full Authority
Fleet Management	Second Alternate	Fleet Superintendent	Full Authority

Fleet Management	Third Alternate	Fleet Superintendent	Full Authority

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ANNEX 5: ESSENTIAL TECHNOLOGY

5.1 Essential Records

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

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

1. Using backup servers. Data and records are backed up on a secondary server, in addition to the primary server. When the backup server is stored in a different location than the primary facility, an organization increases the possibility that data and records are available and accessible.

2. Pre-positioning hard copy records. Printing hard copy records ensures an organization is not reliant on electronic equipment to access records. Prepositioning copies at alternate operating locations further protects an organization should the primary facility become inaccessible.

3. Leveraging cloud computing. In cloud computing, remote servers hosted on the Internet are used to store, manage, and process data. This disperses risk to an organization, as data is not hosted on local servers, if the cloud service provider also has adequate continuity plans.

The Fleet Management Department has reviewed all records, where stored, and existing policies and procedures for Records safety, security and retention. All records shall be classified and prioritized to ensure proper records are available during and after an emergency. *Worksheet 7* details information on essential records and storage, safety and availability.

- In column **4**, enter a brief description of how the record, file, or database is backed-up (e.g., backed-up on a server at the end of each day or a duplicate paper copy is filed, etc.)
- In column **5**, indicate the position title of the individual responsible for the day-to-day maintenance and security of the vital record, file, or database, as well as for its emergency retrieval

- In column **6**, indicate whether or not the record, file, or database can be accessed from an alternate location

- In column **7**, indicate the security considerations, if any, these vital records, files, and databases require under your departmental policies and standard operating procedures

Worksheet 7						
1. Name of Vital File/Record/ Database	*2. Current Location*	*3. Primary Format*	*4. Back-up/Redundancy Information*	*5. Person(s) Responsible for Maintenance/Retrieval and Security*	*6. Accessible from Alternate Location (Y/N)*	*7. Security Considerations*
FASTER WEB Vehicle records	WEB BASED	ELECTRONIC	WEB BASED	Joe Campbell	YES	NONE

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

5.2 Communications

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

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

1. Radio, including high frequency and amateur ham radio. Amateur ham radio operators have proven their ability to coordinate and communicate during emergencies. Training and technical support for ham radio is provided through San Bernardino County Fire, Office of Emergency Services' Emergency Communications Service.

2. Satellite systems. Satellite-based platforms offer voice, video, and data capabilities should terrestrial communications fail or for use at locations less likely to be served by terrestrial systems, such as wireline or cellular networks.

3. Wireless Priority Service (WPS). The WPS supports national leadership; federal, state, local, tribal, and territorial governments; and other authorized national security and emergency preparedness users. It is intended to be used in an emergency or crisis situation when the wireless network is congested and the probability of completing a normal call is reduced. The WPS provides personnel priority access and prioritized processing in all nationwide and several regional cellular networks, greatly increasing the probability of call completion.

4. Government Emergency Telecommunications Service (GETS). The GETS provides a similar service as WPS. The GETS provides emergency access and priority processing in the local and long-distance segments of the Public Switched Telephone Network (PSTN). It is intended to be used when the PSTN is congested and the probability of completing a call is significantly decreased.

The ***Fleet Management Department*** communicates with the public and other County departments via telephone, email, and 800 mhz. radios in all service trucks and 2 hand helds. Fleet also has 6 licensed HAM operators whom each have a Fleet provided hand held radio.. We are scheduled for another group of 15 students to take HAM test in Feb 2019.

5.2.1 WebEOC

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

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

- WebEOC activities are viewed by the County Board of Supervisors, CAO's Office, County Departments/Agencies and cities/towns, and captures all incident activities countywide.

- The DEC is responsible for ensuring sufficient departmental staff are trained and capable of using WebEOC for use during exercises or in the event of a real incident.

- WebEOC, while quite intuitive, requires familiarity. It is recommended that assigned personnel log in and monitor different activations even if their department is not directly involved.

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

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

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

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

1. Example (Hospital):   **SBCOA – AGENCY – Hospital – ARMC**
2. Example (CalTrans): **SBCOA – AGENCY – CalTrans – Summit Comm**
3. Example (CalTrans): **SBCOA – AGENCY – CalTrans – TMC**

- WebEOC training is provided by County OES and WebEOC Training video tutorials are available by accessing the WebEOC OA Daily Dashboard *(See following page).*

5.2.2 Emergency Alert System (EAS)

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

5.2.3 Telephone Emergency Notification System (TENS)

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

5.2.4 SB Safe Employee Emergency Notification System

SB Safe – Will send text messages and/or emails to County employees in the event of an emergency that potentially threatens the health and safety of County employees. The SB Safe Employee Alert System will be used only to share emergency information and directions. It will not be used to push out non-emergency information, such as meeting notices and event invitations. To ensure the system is used only for emergency purposes, SB Safe Employee Alert System messages can be created and sent only by the Office of County Safety and Security and County OES.

Types of alerts issued may include:

- To let you know when to shelter in place or evacuate, and where to go for safety.

- To let you know how to get additional emergency information.

- To let you know if, when and for how long County offices will close in response to an emergency, and when they will reopen.

5.2.5 DisAPPster

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

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

5.2.6 Satellite Phones

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

5.2.7 Ham Radio Operations

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

ANNEX 6: CONTINUITY OPERATIONS

6.1 Devolution

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

- When planning for devolution, an organization should consider:

- The partner to whom performance of essential functions will transfer;

- Active and passive triggers that result in the activation and implementation of the devolution plan. Active triggers initiate the devolution option because of a deliberate decision by leadership or elected officials; passive triggers occur when leadership is not available to initiate activation and the devolution partner assumes authorities and performance of essential functions;

- How and when direction and control of organization operations will transfer to and from the devolution partner; and

- The necessary resources, such as personnel, services, equipment and materials, to facilitate the performance of essential functions at the devolution site.

Worksheet 8 lists the devolution options for Fleet Management.

- Departments/Agencies identified as those supporting your Department's/Agency's devolution, must have personnel that are trained to perform the essential functions to the same or nearly the same level of proficiency as your Department's/Agency's personnel.

-

Worksheet 8			
1. Division	*2. Section*	*3. Other Department/Agency that Can Fill Your Department's Role*	*4. Additional Training Necessary*
Heavy Equipment and Auto Shop	Mobile and Shop Equipment Repair	County Fire Vehicle Services	None

Worksheet 8			
1. Division	*2. Section*	*3. Other Department/Agency that Can Fill Your Department's Role*	*4. Additional Training Necessary*

6.2 Mutual Aid

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

The County of San Bernardino *Department Fleet Management* does not have Mutual Aid Agreements with any agencies:
However the County of Riverside could perform most or all of Fleet's primary functions.

ANNEX 7: TRAINING AND EXERCISES

7.1 Training

7.1.1 EOC Training Recommendations

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

FEMA/State OES/County OES Minimum Recommended Classes:

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

Entry Level Responder:

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

Section Chief Level Responder:

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

Public Information Officer (PIO):

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

Additional Training:

- SHOC Training, CERT Training, other PIO Courses

SHOC Responders:

- SHOC 101
- SHOC 201

7.1.2 Department/Agency Training Requirements

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

7.2 Exercises

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

- Provide for individual and team training of agency contingency staff and emergency personnel to ensure currency of knowledge and integration of skills necessary to implement DEOP plans and carry out essential functions.

- Ensure internal agency testing and exercising of DEOP plans and procedures to ensure the ability to perform essential functions and operate from designated alternate facilities.

- Joint Department/Agency exercising of DEOP plans, where applicable and feasible.

- Training needs are identified and implemented as dictated by the Department's/Agency's roles, and responsibilities.

- New staff are trained for appropriate disaster response by the end of their probationary period.

- Refresher training is developed and provided to all Department staff/Agency on a schedule developed by the Department/Agency. Training intervals must not exceed more than two years.

7.2.1 Exercise Types

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

Discussion-Based Exercises:

- Include seminars, workshops, tabletop exercises (TTXs), and games; can be used to familiarize players with, or develop new, plans, policies, agreements, and procedures.

- Discussion-based exercises focus on strategic, policy-oriented issues.

- Facilitators and/or presenters usually lead the discussion, keeping participants on track towards meeting exercise objectives.

Tabletop Exercises (TTXs):

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

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

Functional Exercises (FEs):

- FEs are designed to validate and evaluate capabilities, multiple functions and/or sub-functions, or interdependent groups of functions; are typically focused on exercising plans, policies, procedures, and staff members involved in management, direction, command, and control functions.

- Events are projected through an exercise scenario with event updates that drive activity typically at the management level.

- An FE is conducted in a realistic, real-time environment; however, movement of personnel and equipment is usually simulated.

- FE controllers typically use a Master Scenario Events List (MSEL) to ensure participant activity remains within predefined boundaries and ensure exercise objectives are accomplished.

- Simulators in a Simulation Cell (SimCell) can inject scenario elements to simulate real events.

Full Scale Exercises (FSEs):

- FSEs are typically the most complex and resource-intensive type of exercise, involving multiple agencies, organizations, and jurisdictions and validate many facets of preparedness; often include many players operating under cooperative systems such as the Incident Command System (ICS) or Unified Command.

- Each level is more complex and takes more time to prepare than the previous exercise level; personnel and resources may be mobilized and deployed to the scene, where actions are performed as if a real incident had occurred.

- The FSE simulates reality by presenting complex and realistic problems that require critical thinking, rapid problem solving, and effective responses by trained personnel.

7.2.2 Department/Agency Schedule

ANNEX 8: EMERGENCY ACTION PLAN (EAP)

EVENT	WHEN	RESPONSIBLE PARTY
Earthquake Drill	October	State
Storm Season Preparations	Sept/Oct	Heavy Equipment Shop
Ham Radio exercises	Monthly	Fleet Management
Evacuation Drills	Semi-annual	Fleet Management
DEOP workshop	Annually	Fleet Management
SEMS/NIMS training	Annually	Fleet Management

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ANNEX 9: LOCKDOWN

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

Alerts and Notifications	
	Contact 9-1-1.
	Alert all building occupants inside and out.
	Notify department management/administration.
	Alert Security Guards.
	Alert employees who are off site and provide instruction regarding whether they should return to the building or report to a different work location.
	Send out cancellation notices for all planned meetings and contacts.
Physical Security	
	Lock all doors, windows and any other openings to the outside.
	Close blinds/shades/curtains on exterior windows.
	Adjust Security Card Access System as necessary.
	Place signage on exterior doors.
	Screen/vet anyone arriving after the lockdown prior to admittance into the building.
Employee Safety	
	Keep all employees inside the building until the emergency is over.
	Account for all employees and visitors.
	Assist employees with access and functional needs.
	Consider moving employees away from windows.

	Unless there is an imminent threat, instruct employees to advise emergency contacts.
Post Lockdown	
	Give an "All Clear" notification to alert building occupants and department management/ administration that the lockdown has been lifted.
	Hold a debriefing session with employees.
	Offer counseling services, as needed.
	Unlock doors, remove signage and adjust Security Card Access System as necessary.
	Document incident and submit the 'Workplace Threat Incident Against County of San Bernardino Employee' form as appropriate.

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ANNEX 10: SHELTER OPERATIONS COMPOUND (SHOC)

Fleet Management Superintendent reports to the SHOC Logistics Section Chief.(Purchasing) Fleet Superintendent assumes the role of Ground Support Unit Leader, assigning Fleet personnel to provide Transportation support within and outside of SHOC.

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SUBJECT

FIRST RESPONDER PROCEDURES

APPROVED

Ron Lindsey, Director

CONTACT: Fuel & Security Supervisor 387-7855

1. Call 9-9-1-1 and provide address.

2. Attending shop personnel are to direct another person to notify other shop personnel of the nature of the emergency and request help.

3. Notify Fleet Management Administration and supervisors of the emergency.

4. A supervisor or attending employee is to direct personnel to assist First Responders to the location of the incident by:

    a. Station one person at Third Street and Lena Road to direct First Responders to the Lena Road entrance.

    b. Station two people with vehicle (chase car) at the Lena Road and Brinkerhoff entrances. One person shall remain at entrance site until relieved and the other will lead first responders to scene.

5. Refer to the Fleet Management Department "Accident/Injury" Procedures Manual and complete all necessary forms.

COUNTY OF SAN BERNARDINO
FLEET MANAGEMENT DEPARTMENT
POLICY & PROCEDURE MANUAL

No. 10-03   **EFFECTIVE** 08-08-13

PAGE 1 **OF** 1

REVIEWED 10-17-19   **REVISED** 02-01-18

SUBJECT

GENERATOR REFUELING STANDARDS

APPROVED

RON LINDSEY, Director

AUTHOR: Generator Supervisor............... 909.831-8879

Issue

The emergency generators do not have an established minimum fuel level before refueling the tanks.

Standard

The minimum fuel level before refueling must be established to have sufficient generator run time in the event of a power failure. It is necessary to have both a service refuel standard to refuel during normal service inspections and an "in service running" refuel level (hours run) for the customer to use as a guideline for requesting more fuel.

Policy

The fuel tanks need expansion room in the tank, therefore cannot be fueled to a level more than 90%. The bottom 10% of the fuel cannot be used as the generator controllers are programmed to shut them down prior to running out of fuel. This allows only 80% of the fuel to be used.

The minimum fuel tank size we have allows 12 hours of runtime. The larger tanks allow 4 days or more.

1. The normal refill level during service inspections should be 75%

2. The normal refill level during emergency usage should be 50% of the established runtime of the generator.
   a. Establish runtime based on building load.
   b. Label the generator with maximum runtime and refuel contact number.

3. Generator service technicians will refuel smaller generators during the normal PM inspections. The technicians shall advise their supervisor to have the larger generators refilled by Fuel and Security or outside vendor.