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County of Sutter

Emergency Operations Plan



Sutter Operational Area

Annex 1

Emergency Support Function (ESF) Handbook and Checklists

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EMERGENCY SUPPORT FUNCTION (ESF)
HANDBOOK AND CHECKLISTS

Section 1 – OVERVIEW

INTRODUCTION

The Emergency Support Function (ESF) Handbook and Checklists provides a quick reference of responsibilities for field responders. The ESF Handbook and Checklists has been developed to supplement the emergency checklists identified for use in the Sutter County OA Emergency Operations Plan (EOP) and the emergency response SOPs of the responding agencies. ESF description summaries and checklists are outlined for each of the ESFs as they relate to the Sutter County/OA Emergency Operations Team.

Not all of the ESFs will have checklists listed. The checklist will be identified by the ESF and one of three categories; **Increased Readiness, General Response, or Specific Hazards Response.**

Use of the ESF Handbook and Checklists will enhance organization and performance through standardization of activities and procedures between Operational Area and jurisdiction/field level response teams. **This handbook is intended to provide guidelines for field responders and not intended to be a substitute for the decisions of the Incident Commander.**

EMERGENCY PLAN MANAGEMENT AND UPDATES

The Office of Emergency Management will be responsible for updates and maintenance of this plan.

AUTHORITY CITATIONS

The authority for Emergency Operations and Disaster Preparedness used in development of this annex of the Sutter County OA EOP can be found in the **Sutter County OA EOP, Basic Plan, Chapter A, Section 6.**

THE EMERGENCY SUPPORT FUNCTIONS

The National Incident Management System (NIMS) identifies through its National Response Framework (NRF) fifteen (15) ESFs (see **Appendix 3 of EOP Basic Plan**). These ESFs are listed with a brief description, as they pertain to the Sutter County OA below:

(ESF-1) Transportation – Transportation describes the surface transportation resources (human, technical, information, equipment, facility, materials, and supplies) needed to support the Sutter County OA, other government participants, and civilian organizations having the capacity to perform emergency transportation response missions in the event of a public emergency. ESF-1 also

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serves as a coordination point for response operations and restoration of the transportation infrastructure. The department lead coordinating this ESF is the Director of Public Works for Sutter County.

(ESF-2) Communications – Ensures the provision of communications support to Sutter County OA response efforts following a declared public emergency under the EOP. The primary lead coordinating this ESF is the Director of Information Technology for Sutter County.

(ESF-3) Public Works and Engineering – Provides technical advice and evaluation, engineering services, contracting for construction management and inspection, contracting for the emergency repair of water and wastewater treatment facilities, potable water and ice, and emergency power support to assist the Sutter County OA in meeting goals related to lifesaving and life-sustaining actions, damage mitigation, and recovery activities following a public emergency. The department lead coordinating this ESF is the Director of Public Works for Sutter County.

(ESF-4) Firefighting – Supports the response and suppression of fires resulting from, or occurring coincidentally with, a public emergency in an extraordinary situation. Sutter County OA manages and coordinates firefighting activities including search, rescue, containment, suppression, coordination of evacuation in the hazard areas, and delivery of emergency medical services. The OA lead for Search and Rescue is the Sutter County Sheriff.

(ESF-5) Emergency Management – Collects, analyzes, processes, and disseminates information about a potential or actual public emergency to facilitate the overall activities of the Sutter County OA in providing assistance. During public emergency operations, the Emergency Operations Director is the lead for this function under SEMS. The Sutter County Emergency Operations Manager is responsible for the day-to-day coordination and management of OA emergency planning and readiness.

(ESF-6) Mass Care, Housing, and Human Services – Coordinates the OA efforts to provide mass care needs to victims of a public emergency. These services could include, but are not limited to, providing shelter, food, and emergency first aid assistance to those impacted by a public emergency. The department lead coordinating this ESF is the Director of Social Services for Sutter County.

(ESF-7) Resource Support – Provides logistical/resources support following a public emergency and establish lines of communication between the primary and supporting agencies. During public emergency operations, the Logistics Section Chief is the lead for this function under SEMS.

(ESF-8) Public Health and Medical Services – Provides coordinated assistance and resources to respond to public health and medical care needs following a public emergency. Assistance provided under ESF-8 is supported by

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several agencies within the OA as well as the coordination between the agencies and private health service providers. The primary lead coordinating this ESF is the Public Health Officer.

(ESF-9) Urban Search and Rescue – Deploys components of the OA Law, Fire, and Emergency Medical Services to provide specialized lifesaving assistance in the event of a public emergency involving structural collapse or other cave in. Operational activities include conducting physical search and rescue in collapsed buildings; providing emergency medical care to trapped victims; assessment and control of gas and electricity and hazardous materials; and evaluating and stabilizing damaged structures. The OA lead for Search and Rescue is the Sutter County Sheriff.

(ESF-10) Oil and Hazardous Materials Response – Within the context of this ESF, the term “hazardous materials” is defined broadly to include oil; hazardous substances under the Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA), as amended; pollutants and contaminants defined under Section 101 (33) of CERCLA; and certain chemical, biological, and radiological material, including weapons of mass destruction (WMD). The purpose of ESF-10 is to provide a coordinated response to actual or potential discharges and/or releases of oil, chemical, biological, radiological, or other hazardous substances in the Sutter County OA. The OA lead for Hazardous Materials Response is the Sutter County Fire Chief.

(ESF-11) Agriculture and Natural Resources – The purpose of this ESF is to identify Nutritional services, determine impact of the emergency on agricultural production, animal health, and natural resource protection and restoration. The department lead coordinating this ESF is the Agriculture Commissioner for Sutter County.

(ESF-12) Energy – Helps restore the Sutter County OA’s energy systems following a public emergency. The Sutter County Public Works Department is the primary agency in the OA responsible for coordinating with all other governmental department response elements and utilities to restore the energy systems.

(ESF-13) Public Safety and Security – Provides for the safety of citizens and security of property during public emergencies. It operates under SEMS with procedures for the command, control, and coordination of OA law enforcement personnel to support emergency operations. The Sutter County Sheriff-Coroner is the lead for OA emergency law enforcement operations and security.

(ESF-14) Long-Term Community Recovery - Provides guidance on the community outreach function to expedite the OA’s ability to help citizens recover from the effects of a public emergency. Provides guidance on Public Assistance in a public emergency and establishes a consistent framework for coordinating with volunteer organizations supporting a response. This ESF performs economic impact assessment. Performs mitigation analysis and program

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implementation. During public emergency operations, the Emergency Operations Director is the lead for this function under SEMS.

(ESF-15) External Affairs – Provides guidance on the media relations and serves as a direct link to media outlets, community leaders, and OA residents. Works in close coordination with other program elements to develop and deliver critical information during and immediately following a public emergency. This ESF will coordinate and collaborate with media, community, and public information personnel from the OA jurisdictions to support communities and provide the media and public with needed and useful information. During public emergency operations, the Emergency Operations Director is the lead for this function under SEMS.

CALIFORNIA EMERGENCY FUNCTIONS

The State Emergency Plan (SEP) establishes the California Emergency Functions (CA-EFs) as a key component of California's system for all-hazards emergency management. The California Emergency Management Agency (Cal EMA) initiated the development of the CA-EFs in cooperation with California's emergency management community including federal, state, tribal, and local governments, public/private partners and other stakeholders to ensure effective collaboration during all phases of emergency management. The development of the CA-EFs involves organization of the participating stakeholders and gradual development of emergency function components. This development also includes a process to maintain each of the CA-EFs as a permanent component of California's emergency management system. Sutter County OEM will use NIMS approved ESF's for planning purposes and to comply with federal grant funding guidance. The CA-EFs will be used to interpret the SEP and bridge the federal and state guidance in Sutter County's emergency planning efforts. A comparison of Federal ESF's and CA-EFs is found in **Attachment A**.

STANDARDIZED EMERGENCY MANAGEMENT SYSTEM

During a disaster or emergency, this annex will be implemented in accordance with the Standardized Emergency Management System (SEMS).

Personnel assigned to the different sections of ICS under SEMS will follow checklists/SOPs established by the Emergency Operations Director or his/her designee.

For more information on SEMS/ICS refer to the **Sutter County OA EOP Chapter A**.

NATIONAL INCIDENT MANAGEMENT SYSTEM

The federal Department of Homeland Security has established that the National Incident Management System (NIMS) will be used during an emergency/disaster. The State of California, through Executive Order S-2-05, has established that the implementation of SEMS/ICS substantially meets the requirements of NIMS.

For more information on NIMS refer to the **Sutter County OA EOP Chapter A**.

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Section 2 – INCREASED READINESS CHECKLISTS

The following checklists are guidelines for field responders and are not intended to substitute for an individual Incident Commander's judgment based upon training, experience, the incident and circumstances.

- Read your specific position checklist in its entirety before implementing any checklist item.
- Use the checklist as a guideline; some incident-driven actions may not be on checklists.
- If a checklist item is not applicable to the situation, it should be skipped.
- If an incident develops where a previously skipped checklist item becomes relevant, then that checklist item should be executed.

The checklists for each agency are designed to flow from (1), actions which increase an agency's readiness stature to (2), those actions of general initial response preparedness, and then to (3), actions for specific hazard response.

This section contains **Increased Readiness Checklists**. The Increased Readiness Checklists provide for general guidelines for a non-Public Health emergency or non-Bioterrorism event. For information regarding response to a Public Health Emergency or Bioterrorism event, refer to **ANNEX 13**. All response actions will conform to the SEMS procedures reflected in Chapter A of this EOP.

For **General Response Checklists**, refer to **Section 3 of this Annex** and for **Specific Hazards Response Checklists**, refer to **Section 4 of this Annex**.

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(ESF-13) Sheriff's Office – Dispatch Center

INCREASED READINESS CHECKLIST

- Upon notification of a potential emergency/disaster, adopt an increased readiness posture:
 - Establish and maintain an incident log.
 - Review appropriate emergency operations plans, guidelines, and checklists.

- Establish contact with the Dispatch Supervisor, County ES, and the Public Information Officer.

- Depending on the seriousness/complexity of the incident, consider alerting/recalling off-duty dispatch personnel to handle the increased workload.

- Establish an emergency work schedule for Dispatch.

- Log availability and condition of personnel and resources as reports are received from the County departments.

- Coordinate requests for emergency public information from the public and the media with County ES and the Public Information Officer.

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(ESF-13) Sheriff's Office

INCREASED READINESS CHECKLIST

- Upon notification of potential emergency/disaster situation, adopt an increased readiness posture by reviewing appropriate plans, guidelines, and checklists including mutual aid agreements.
- Consider alerting and/or recalling off-duty personnel.
- Prepare an emergency work schedule and manpower patterns.
- Assess the availability and condition of resources including the number of on-duty deputies and vehicle status.
- Assess and determine the necessity of specialized equipment and resources such as riot gear, search dogs, etc.
- Provide resource status report to ES and to Dispatch.
- Stage equipment and personnel in strategic locations as deemed necessary.
- Coordinate emergency public information with ES and the Public Information Officer.

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(ESF-4) Fire Services

INCREASED READINESS CHECKLIST

- Upon notification of potential emergency/disaster, adopt an increased readiness posture by reviewing appropriate plans, guidelines, checklists, and mutual aid agreements.
- Consider alerting/recalling off-duty personnel.
- Assess the availability and condition of resources.
- Determine the number of properly staffed vehicles and apparatus available for dispatch in the affected areas.
- Anticipate division logistical needs (i.e., feeding and lodging requirements, potential re-supply needs, etc.).
- Anticipate specialized equipment needs (i.e., medical supplies, rescue equipment, fire fighting materials, and equipment, etc.).
- Provide status report to Emergency Management and Central Dispatch.
- Stage equipment in strategic locations, as deemed necessary.
- Coordinate emergency public information with Emergency Management and the County/OA Public Information Officer.

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(ESF-8) Health Services Division

Increased Readiness Checklist

- Upon notification of a potential emergency/disaster situation, adopt an increased readiness posture by reviewing appropriate plans, guidelines, and checklists.
- Alert hospital administrators and consider alerting and/or recalling off-duty personnel.
- Assess the availability and condition of resources, including the number of on-duty personnel, number of open hospital beds, availability of ambulances, and the status of medical supplies and other specialized equipment.
- Provide resource status report to the Emergency Management Division and to the Dispatch Center.
- Stage equipment and personnel in strategic locations, as deemed necessary.
- Coordinate emergency public information with Emergency Management Division and the County/OA PIO.

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(ESF-5) Office of Emergency Management

INCREASED READINESS CHECKLIST

- Upon notification of a potential emergency/disaster situation, adopt an increased readiness posture by reviewing appropriate plans, guidelines, and checklists.
- Recall all Sutter County EM staff necessary for the situation to the office.
- Make all necessary preparations to activate the County EOC in the event activation is required or requested.
- Provide a status report to Sheriff's Dispatch and coordinate any notification functions.
- Establish communications with key County officials as necessary to assess the situation.
- Establish communications with Operational Area Cities and applicable Special Districts.
- Perform a communications check for all Operational Area radio frequencies.
- Anticipate EOC logistical needs (feeding, lodging, re-supply, etc.). Coordinate emergency public information with the Public Information Officer.

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(ESF-3) Public Works Department

INCREASED READINESS CHECKLIST

- Upon notification of a potential emergency/disaster situation, adopt an increased readiness posture by reviewing appropriate plans, guidelines, and checklists.
- Consider alerting and/or recalling off-duty personnel.
- Prepare an emergency work schedule and manpower patterns (i.e., two people per vehicle).
- Assess the availability and condition of resources including the number of on-duty personnel, vehicle status, and communications systems.
- Assess and determine the necessity of specialized equipment and resources such as barricades, road repair equipment, traffic cones, etc.
- Provide a resource status report to County ES.
- Stage equipment and personnel in strategic locations as deemed necessary. Coordinate emergency public information with County ES.

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Section 3 – GENERAL RESPONSE CHECKLISTS

The following checklists are guidelines for field responders and are not intended to substitute for an individual Incident Commander's judgment based upon training, experience, the incident and circumstances.

- Read your specific position checklist in its entirety before implementing any checklist item.
- Use the checklist as a guideline; some incident-driven actions may not be on checklists.
- If a checklist item is not applicable to the situation, it should be skipped.
- If an incident develops where a previously skipped checklist item becomes relevant, then that checklist item should be executed.

The checklists for each agency are designed to flow from (1), actions which increase an agency's readiness stature to (2), those actions of general initial response preparedness, and then to (3), actions for specific hazard response.

This section contains **General Response Checklists**. The General Response Checklists provide for general guidelines for a non-Public Health emergency or non-Bioterrorism event. For information regarding response to a Public Health Emergency or Bioterrorism event, refer to **ANNEX 13**. All response actions will conform to the SEMS procedures reflected in Chapter A of this EOP.

For **Increased Readiness Checklists**, refer to **Section 2 of this Annex** and for **Specific Hazards Response Checklists**, refer to **Section 4 of this Annex**.

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(ESF-13) Sheriff's Office – Dispatch Center

GENERAL RESPONSE CHECKLIST

- Depending on the seriousness/complexity of the incident, consider establishing a dedicated dispatcher for the incident.
- Dispatch emergency responders and maintain status on their disposition.
- Obtain status reports promptly.
- Establish a clear line of communications with the Incident Commander (IC).
- Obtain location of Incident Facilities (Command Post(s), Staging Areas, etc.) from the Incident Commander.
- Coordinate the assignment of tactical frequencies with the IC.
- Contact appropriate personnel on the Emergency Alert List and key personnel/agencies as directed by the IC. Provide situation status and/or request their presence in the County EOC as directed by the IC.
- Recall off-duty county departmental personnel as requested by the IC.
- Establish communications with dispatch centers from Operational Area member jurisdictions and determine any effects of the event throughout the Operational Area.
- Relay evacuation instructions as directed by the IC.
- Coordinate warning and emergency public information with the IC, County ES, and the Public Information Officer.
- Determine, with the County Health Department, the need for Critical Incident Stress Debriefing for Dispatch staff.
- Maintain a log of all incident activities.

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(ESF-13) Sheriff's Office

GENERAL RESPONSE CHECKLIST

- The Sheriff of Sutter County or designee will evaluate the situation and determine the appropriate level of Operational Area response.
- If **any two** of the following indicators are present, consider the possibility of Terrorism and refer to appropriate checklists/annexes:
 - Has there been a threat?
 - Are there multiple, non-trauma related victims?
 - Are responders victims?
 - Are hazardous substances involved?
 - Has there been an explosion?
 - Has there been a secondary attack/explosion/occurrence?
- Coordinate the initial activities of Sheriff's Dispatch.
- Depending on the situation, implement the appropriate Sheriff's Office specific incident response checklist (Earthquake, Flood, HazMat, etc.).
- Deploy a forward Command Post in the area(s) most affected by the incident for optimum on-scene communications and coordination of resources.
- Ensure all responding/deployed units conduct intelligence/damage assessment duties during all transit and on-scene assignments.
- For Sheriff's personnel, upon notification and request to respond to any incident, report to the Incident Commander or to the Operations Section Chief, if the position has been established, and obtain an incident briefing.
- The Sheriff or designee will consider the appropriateness of declaring an emergency or disaster for the County.
- The Sheriff or designee will consider activating the County EOC and recalling necessary departmental and other County EOC representatives.

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(ESF-4) Fire Services

GENERAL RESPONSE CHECKLIST

- The Incident Commander will evaluate the situation and determine the appropriate level of Operational Area response.
- If **any two** of the following indicators are present, consider the possibility of Terrorism and refer to appropriate checklists/annexes:
 - Has there been a threat?
 - Are there multiple, non-trauma related victims?
 - Are responders victims?
 - Are hazardous substances involved?
 - Has there been an explosion?
 - Has there been a secondary attack/explosion/occurrence?
- Depending on the situation, implement the appropriate Fire Services' specific incident response checklist (Earthquake, Flood, HazMat, etc.).
- If Incident Commander, deploy a forward Command Post in the area(s) most affected by the incident for optimum on-scene communications and coordination of resources.
- Ensure all responding/deployed units conduct intelligence/damage assessment duties during all transit and on-scene assignments.
- The Incident Commander will consider the appropriateness of requesting a declaration of an emergency or disaster for the County.
- If necessary, the Incident Commander will consider requesting activation of the County EOC and recall of necessary departmental and other County EOC representatives.
- For Fire Services' personnel, upon notification and request to respond to any incident, report to the Incident Commander or to the Operations Section Chief, if the position has been established, and obtain an incident briefing.

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(ESF-8) Health Services Division

General Response Checklist

- Upon notification and request to respond to any incident, report to the Incident Commander or the Operations Section Chief, if the position has been established, and obtain an incident briefing.
- Determine the extent of the Public Health emergency and assistance required, including personnel and equipment required.
- Determine what actions that the Health Division is required to perform, including the following actions:
 - Activation of Field Treatment Sites (FTS).
 - Activation of triage operations.
 - Patient movement operations to hospitals or other medical facilities.
 - Activation of the Hospital Emergency Amateur Radio system.
 - Conduct damage assessment of sewage and potable water systems.
 - Determination of general health hazards confronting emergency responders and the Sutter Operational Area communities.
 - Establish vector control operations.
 - Provide sanitation services for all emergency facilities.
- Assist the Coroner with the identification and preservation of the deceased.
- Coordinate emergency public information with County PIO and the Incident Commander.
- On a regular basis, provide activity status reports to the Incident Commander and/or the Operations Section Chief.
- Forward all incident documentation, including reports, to Emergency Management Division for the preparation of the after-action report.

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(ESF-5) Office of Emergency Management

GENERAL RESPONSE CHECKLIST

- Upon notification and request to respond to any incident, contact the Incident Commander to discuss the incident status.
- Determine whether or not the County EOC will need to be activated and to what level of activation.
- Recall all Sutter County EOC representatives necessary for the situation to the EOC.
- Make all necessary preparations to activate the County EOC.
- Provide a status report to Sheriff's Dispatch and coordinate any notification functions.
- Establish communications with key County officials as necessary to assess the situation.
- Establish communications with Operational Area Cities and applicable Special Districts.
- Ensure a communications check is performed on all Operational Area radio frequencies.
- Based on the situation, ensure a recommendation of an emergency proclamation is provided to the Emergency Operations Director or to the Board of Supervisors.
- Coordinate emergency public information with Public Information Officer.
- On a regular basis, provide activity status reports to the Incident Commander.
- Anticipate EOC logistical needs (feeding, lodging, re-supply, etc.).
- Ensure all incident documentation, including reports, is forwarded to OEM by each of the responding emergency response agencies for the preparation of the after-action report; organize and prepare the incident after-action report.

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(ESF-3) Public Works Department

GENERAL RESPONSE CHECKLIST

- Upon notification and request to respond to any incident, report to the Incident Commander or to the Operations Section Chief, if the position has been established, and obtain an incident briefing.
- Determine the extent of the Public Works Department's assistance required including personnel and equipment needed.
- Determine if mutual aid is required. If required, contact those local, state, and federal agencies with the needed equipment available and with mutual aid agreements in force.
- Assist the County Sheriff's Office with the utilization of barricades and cones to close off streets and hazardous areas.
- Coordinate emergency public information with the Incident Commander.
- On a regular basis, provide activity status reports to the Incident Commander and/or the Operations Section Chief.
- Forward all incident documentation, including reports, to OEM for the preparation of the after-action report.

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Section 4 – SPECIFIC HAZARDS RESPONSE CHECKLISTS

The following checklists are guidelines for field responders and are not intended to substitute for an individual Incident Commander's judgment based upon training, experience, the incident and circumstances.

- Read your specific position checklist in its entirety before implementing any checklist item.
- Use the checklist as a guideline; some incident-driven actions may not be on checklists.
- If a checklist item is not applicable to the situation, it should be skipped.
- If an incident develops where a previously skipped checklist item becomes relevant, then that checklist item should be executed.

The checklists for each agency are designed to flow from (1), actions which increase an agency's readiness stature to (2), those actions of general initial response preparedness, and then to (3), actions for specific hazard response.

This section contains **Specific Hazards Response Checklists**. The General Response Checklists provide for general guidelines for a non-Public Health emergency or non-Bioterrorism event. For information regarding response to a Public Health Emergency or Bioterrorism event, refer to **ANNEX 13**. All response actions will conform to the SEMS procedures reflected in Chapter A of this EOP.

For **Increased Readiness Checklists**, refer to **Section 2 of this Annex** and for **General Response Checklists**, refer to **Section 3 of this Annex**.

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(ESF-13) Sheriff's Office – Dispatch Center

Dispatch Center personnel are always on duty handling all communications for Sheriff's Deputies in the field and all coordination activities with other entities. The Dispatch Center is a Public Safety Answering Point (PSAP) handling emergency 911 calls from throughout the County. Dispatchers are, generally, the first persons to receive notice of an incident and must immediately respond to many types of specific hazard reports.

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(ESF-13) Sheriff's Office – Dispatch Center

HAZARDOUS MATERIALS CHECKLIST

- Implement “General Response Checklist” (refer to **Section 3 of this annex**).

- Obtain following information from Incident Commander:
 - exact location of incident.
 - hazardous materials involved.
 - quantity of materials.
 - potential area(s) threatened.
 - areas evacuated and/or shelter-in-place operations.
 - directions to Command Post.
 - property owner/responsible party.

- Provide responding emergency response agencies with directions to Incident Command Post (ICP) and other incident facilities.

- As directed by the Incident Commander, make appropriate spill notifications:
 - State OES Warning Center.
 - National Response Center.

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(ESF-13) Sheriff's Office

Sheriff's Deputies are always on duty and available to respond with normal staffing levels for expected incidents. During periods of heightened activity, for precautionary preparations of anticipated events, or in response to sudden catastrophic events, additional Sheriff's personnel are brought on duty and working hours lengthened for an immediate response to the situation.

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(ESF-13) Sheriff's Office

TORNADO CHECKLIST

- Implement "General Response Checklist" (refer to **Section 3 of this annex**).

- Conduct an internal damage assessment of Sheriff facilities:
 - Check safety of Sheriff personnel providing first aid as necessary
 - Check structural integrity of Sheriff facility
 - Check structural integrity of correctional facility
 - Check structural integrity of County Courts
 - Test communications (radios, telephones, etc.)
 - Check utility systems
 - Check availability of fuel

- Establish communications with Dispatch and provide initial status report:
 - Personnel available.
 - Vehicle and equipment availability.
 - Availability of fuel.
 - Check structural integrity of buildings.

- Through Dispatch, request the presence of the following at the Incident Command Post:
 - Operational Area Law Enforcement Mutual Aid Coordinator
 - Deputy Coroner

- Establish communications and coordination efforts with other County and Operational Area emergency response agencies.

- In coordination with area law enforcement, fire agencies, and Public Works, conduct a windshield survey of assigned critical facilities including but not limited to the following:
 - Essential service buildings (primary government facilities)
 - School district facilities
 - Hospitals and skilled nursing facilities
 - Utility facilities throughout the County

- Provide "Windshield Survey" report to Dispatch.

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Consider the following when conducting your "Windshield Survey"

- * **Stay in your vehicle - This is an information-gathering task only!!!**
- * **Two persons per vehicle - One to drive and the other to take notes.**
- * **Utilize the predetermined lists of critical facilities.**
- * **Gathering this information will determine the big picture, prioritization of response, and the incidents requiring greatest allocation of resources.**
- * **The faster this is accomplished, the sooner resources can be allocated!!!**

- In coordination with other emergency response agencies, initiate responses to the most severe incidents.
- In coordination with area law enforcement and fire agencies, and as directed by the Incident Commander or Operations Section Chief, control access to incident sites restricting access to emergency responders only.
- Through Dispatch, request that off-duty deputies be recalled to duty.
- Direct Dispatch to request that the Operational Area Law Enforcement Mutual Aid Coordinator respond to the incident. Activate the Law Enforcement Mutual Aid System as required.
- If evacuation of affected areas is requested by the Incident Commander, take the following actions in coordination with area law enforcement and fire agencies:
 - Identify safe evacuation routes
 - Identify and establish adequate evacuation reception areas
 - Request that the American Red Cross activate a shelter if long-term evacuation is expected
 - Provide security for evacuated areas
- Develop and implement a traffic control plan for the affected area coordinating with Public Works and/or CALTRANS for the use of street barricades.
- Provide for crowd control at all incident sites.
- Once activated, coordinate all response actions and resource requests with the Operations Section Chief in the OA Emergency Operations Center.

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- Assist the Deputy Coroner with the removal and disposition of the deceased as requested.
- Provide alternate communications systems as required.
- In coordination with the Incident Commander and the County EOC, manage the arrival and use of spontaneous volunteers referring all volunteers to designated reception areas.
- Regularly provide status reports on all incident activities to the Operations Section Chief.
- Refer all emergency public information requests to the Public Information Officer.

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(ESF-13) Sheriff's Office

FLOODS CHECKLIST

- Implement "General Response Checklist" (refer to **Section 3 of this annex**).
- Report to the Incident Command Post or Emergency Operations Center and receive a briefing from the Incident Commander or the Operations Section Chief, if activated.
- In coordination with area law enforcement and fire agencies, and as directed by the Operations Section Chief, take the following actions:
 - Establish a perimeter to isolate the incident
 - Control access to the incident site restricting access to emergency responders only
- Through Dispatch, request that off-duty deputies be recalled to duty.
- Request the Law Enforcement Mutual Aid System if needed.
- If evacuation of affected areas is requested by the Incident Commander, take the following actions in coordination with area law enforcement and fire agencies:
 - Identify safe evacuation routes.
 - Identify and establish adequate evacuation reception areas.
 - Provide security for evacuated areas.
- In coordination with area law enforcement and fire agencies, take the following actions in response to flooding:
 - Develop and implement a traffic control plan coordinating with Public Works and/or CALTRANS for the use of street barricades.
 - Provide for crowd control.
- Provide regular status reports on all response actions to the Incident Commander or the Operations Section Chief, if activated.
- Ensure that all emergency public information is transmitted through the Public Information Officer.
- Forward all incident documentation, including reports, to OEM for the preparation of the after-action report.

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(ESF-13) Sheriff's Office

WILDLAND FIRES CHECKLIST

- Implement "General Response Checklist" (refer to **Section 3 of this annex**).
- Report to the Incident Command Post or Emergency Operations Center and receive a briefing from the Incident Commander or the Operations Section Chief, if activated.
- In coordination with area law enforcement and fire agencies, and as directed by the Operations Section Chief, take the following actions:
 - Establish a perimeter to isolate the incident
 - Control access to the incident site restricting access to emergency responders only
- Through Dispatch, request that off-duty deputies be recalled to duty.
- Activate the Law Enforcement Mutual Aid System as required.
- If evacuation of affected areas is requested by the Incident Commander, take the following actions in coordination with area law enforcement and fire agencies:
 - Identify safe evacuation routes.
 - Identify and establish adequate evacuation reception areas.
 - Provide security for evacuated areas.
- In coordination with area law enforcement and fire agencies, take the following actions in response to flooding:
 - Develop and implement a traffic control plan coordinating with Public Works and/or CALTRANS for the use of street barricades.
 - Provide for crowd control.
- Provide regular status reports on all response actions to the Incident Commander or the Operations Section Chief, if activated.
- Ensure that all emergency public information is transmitted through the Public Information Officer.
- Forward all incident documentation, including reports, to OEM for the preparation of the after-action report.

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(ESF-13) Sheriff's Office

EXTREME WEATHER/STORM CHECKLIST

- Implement "General Response Checklist" (refer to **Section 3 of this annex**).
- Report to the Incident Command Post or Emergency Operations Center and receive a briefing from the Incident Commander or the Operations Section Chief, if activated.
- In coordination with area law enforcement and fire agencies, and as directed by the Operations Section Chief, take the following actions:
 - Establish a perimeter to isolate the incident
 - Control access to the incident site restricting access to emergency responders only
- Through Dispatch, request that off-duty deputies be recalled to duty.
- Activate the Law Enforcement Mutual Aid System as required.
- If evacuation of affected areas is requested by the Incident Commander, take the following actions in coordination with area law enforcement and fire agencies:
 - Identify safe evacuation routes.
 - Identify and establish adequate evacuation reception areas.
 - Provide security for evacuated areas.
- In coordination with area law enforcement and fire agencies, take the following actions in response to flooding:
 - Develop and implement a traffic control plan coordinating with Public Works and/or CALTRANS for the use of street barricades.
 - Provide for crowd control.
- Provide regular status reports on all response actions to the Incident Commander or the Operations Section Chief, if activated.
- Ensure that all emergency public information is transmitted through the Public Information Officer.
- Forward all incident documentation, including reports, to OEM for the preparation of the after-action report.

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(ESF-13) Sheriff's Office

DAM FAILURE CHECKLIST

- Implement "General Response Checklist" (refer to **Section 3 of this annex**).
- Report to the Incident Command Post or Emergency Operations Center and receive a briefing from the Incident Commander or the Operations Section Chief, if activated.
- In coordination with area law enforcement and fire agencies, and as directed by the Operations Section Chief, take the following actions:
 - Establish a perimeter to isolate the incident
 - Control access to the incident site restricting access to emergency responders only
- Through Dispatch, request that off-duty deputies be recalled to duty.
- Activate the Law Enforcement Mutual Aid System as required.
- If evacuation of affected areas is requested by the Incident Commander, take the following actions in coordination with area law enforcement and fire agencies:
 - Identify safe evacuation routes.
 - Identify and establish adequate evacuation reception areas.
 - Provide security for evacuated areas.
- In coordination with area law enforcement and fire agencies, take the following actions in response to flooding:
 - Develop and implement a traffic control plan coordinating with Public Works and/or CALTRANS for the use of street barricades.
 - Provide for crowd control.
- Provide regular status reports on all response actions to the Incident Commander or the Operations Section Chief, if activated.
- Ensure that all emergency public information is transmitted through the Public Information Officer.
- Forward all incident documentation, including reports, to OEM for the preparation of the after-action report.

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(ESF-13) Sheriff's Office

HAZARDOUS MATERIALS CHECKLIST

HAZARDOUS MATERIALS RESPONSE GUIDELINES:

- Upon dispatch, always approach hazardous materials incident from UPWIND, UPHILL, and UPSTREAM!!!
- Toxic materials may be odorless and invisible.
- Minimize all exposures by not driving through or in the area of the suspect release.
- If Sheriff's Department personnel are on-scene first, establish a LARGE perimeter until the jurisdictional fire department arrives.
- If Sheriff's Department personnel discover a hazardous material or an unlabeled container and suspect it contains a hazardous material, take the following actions:
 - Do not move the container or attempt to determine if it is full.
 - Retreat to an UPWIND, UPHILL, and UPSTREAM position.
 - Notify the jurisdictional fire and police departments through Central Dispatch.
 - Isolate the area and deny entry to non-emergency responders.

- Implement "General Response Checklist" (refer to **Section 3 of this annex**).
- Obtain directions to the Incident Command Post from Dispatch to avoid contamination.
- Report to the Incident Commander or the Operations Section Chief, if activated, and receive a briefing.
- Ensure that all Sheriff's Office personnel remain out of the hazard zones established by fire agency personnel.
- In coordination with area law enforcement and fire agencies and as directed by the Operations Section Chief, control access to the incident site restricting access to emergency responders only.
- Through Dispatch, request that off-duty deputies be recalled to duty.

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- Activate the Law Enforcement Mutual Aid System as required.

- If evacuation of affected areas is requested by the Incident Commander, take the following actions in coordination with area law enforcement and fire agencies:
 - Identify safe evacuation routes.
 - Identify and establish adequate evacuation reception areas.
 - Provide security for evacuated areas.

- In coordination with area law enforcement and fire agencies, take the following actions:
 - Develop and implement a traffic control plan coordinating with Public Works and/or CALTRANS for the use of street barricades.
 - Provide for crowd control.

- Provide regular status reports on all response actions to the Incident Commander or the Operations Section Chief, if activated.

- Ensure that all emergency public information is transmitted through the Public Information Officer.

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(ESF-13) Sheriff's Office

TRANSPORTATION EMERGENCIES CHECKLIST **(Train Accident, Major Vehicle Accident, Aircraft Accident)**

Train Accident

- Implement "General Response Checklist" (refer to **Section 3 of this annex**).
- Report to the Incident Command Post or Emergency Operations Center and receive a briefing from the Incident Commander or the Operations Section Chief, if activated.
- In coordination with area law enforcement and fire agencies, and as directed by the Operations Section Chief, take the following actions:
 - Establish a perimeter to isolate the incident
 - Control access to the incident site restricting access to emergency responders only
 - Provide security for evacuated areas.
- Through Dispatch, request that off-duty deputies be recalled to duty.
- Activate the Law Enforcement Mutual Aid System as required.
- If evacuation of affected areas is requested by the Incident Commander, take the following actions in coordination with area law enforcement and fire agencies:
 - Identify safe evacuation routes.
 - Identify and establish adequate evacuation reception areas.
 - Provide security for evacuated areas.
- In coordination with area law enforcement and fire agencies, take the following actions in response to flooding:
 - Develop and implement a traffic control plan coordinating with Public Works and/or CALTRANS for the use of street barricades.
 - Provide for crowd control.
- Provide regular status reports on all response actions to the Incident Commander or the Operations Section Chief, if activated.
- Assist law enforcement and fire agencies with safeguarding all evidence for federal accident investigators.

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- Assist the Coroner with the removal and disposition of the deceased as requested.
- Ensure that all emergency public information is transmitted through the Public Information Officer.

Major Vehicle Accident

- Implement “General Response Checklist” (refer to **Section 3 of this annex**).
- Assume Incident Command* and provide Dispatch with the Incident Commander's name. Establish a Unified Command for all multi-agency responses.

****The Incident Commander position may be handed over to the applicable fire authorities if the emergency response to the accident involves actions usually handled by the fire services.***
- Relay initial assessment of incident to responding units and Dispatch. The information provided should include, but not be limited to, the complexity of the incident, number of casualties, and life/safety issues.
- Establish an Incident Command Post (ICP).
- Request additional resources and establish Staging Area, as required.
- Authorize the activation of the Emergency Alert List, specifically indicating to the Dispatch who to notify and inform of the incident.
- Ensure the safety of all personnel involved with incident.
- Direct the Sheriff’s Office to isolate and deny entry to the accident site in coordination with the responding Fire Agency.
- If evacuation of affected areas is necessary, take the following actions in coordination with the Fire Department:
 - Identify safe evacuation routes
 - Identify and establish adequate evacuation reception areas.
 - Provide security for evacuated areas

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- Develop and implement a traffic control plan, coordinating with the County Engineering and/or CALTRANS for the use of street barricades.
- Provide for crowd control at the accident site.
- Provide regular status reports on all response actions to the Incident Commander or the Operations Section Chief, if position is filled.
- Assist County Fire with safeguarding all evidence for federal accident investigators.
- Assist the Coroner with the removal and disposition of the deceased, as requested.
- Provide periodic status reports to Dispatch and the County Emergency Operations Center, if activated. At a minimum, provide information regarding response activities, injuries, and sustained damage.
- Coordinate emergency public information with County OEM and the County PIO.
- Forward all incident documentation, including a report, to OEM for the preparation of the after-action report.

Aircraft Accident (Civilian and Military)

WARNING: For Military Aircraft – Some aircraft will have explosives in the cockpit for ejection of the seat and/or canopy. These are usually marked and the color-scheme is yellow/black striping. Use caution when securing site.

WARNING: For Military Aircraft – Some aircraft will have hazardous chemicals on board (e.g. Hydrazine) and/or the burning materials may create hazardous smoke/fumes. Use caution when securing site.

NOTE: For Military Aircraft – Once lives are saved and fires are out, Incident Commander will transfer control of mishap scene to the Military On-Scene Commander upon request and provide support as needed.

NOTE: For Military Aircraft – Local Law Enforcement Officer(s) need to remain on scene to perform law enforcement duties. Law prevents military personnel from performing this duty.

- Implement “General Response Checklist” (refer to **Section 3 of this annex**).

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- Report to the Incident Command Post or Emergency Operations Center and receive a briefing from the Incident Commander or the Operations Section Chief, if activated.

- In coordination with area law enforcement and fire agencies, and as directed by the Incident Commander, take the following actions
 - Establish a perimeter to isolate the incident (minimum 2000 foot perimeter for military crashes)
 - Control access to the incident site restricting access to emergency responders only
 - Ensure the Military Liaison and the Disaster Control Group (DCG) are allowed access to the ICP (or incident site when it is safe).***

- If evacuation of affected areas is requested by the Incident Commander, take the following actions in coordination with area law enforcement and fire agencies
 - Identify safe evacuation routes.
 - Identify and establish adequate evacuation reception areas.
 - Provide security for evacuated areas.

- In coordination with area law enforcement and fire agencies, take the following actions:
 - Develop and implement a traffic control plan coordinating with Public Works and/or CALTRANS for the use of street barricades.
 - Provide for crowd control.

- Through Dispatch, request that off-duty deputies be recalled to duty.

- Activate the Law Enforcement Mutual Aid System as required.

- Provide regular status reports on all response actions to the Incident Commander or the Operations Section Chief, if activated.

- Assist law enforcement and fire agencies with safeguarding all evidence for federal accident investigators.

- Assist the Coroner with the removal and disposition of the deceased as requested.

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- Refer all emergency public information relating to the accident to the Beale Air Force Base's Public Affairs Information Officer, if on site, or to the Public Affairs Office at Beale Air Force Base.***

NOTE: For Military Aircraft – If a National Defense Area is declared, jurisdiction for the declared area of the site will be given to the Military and continued support will be provided.

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(ESF-13) Sheriff's Office

CIVIL DISTURBANCES CHECKLIST

- Implement "General Response Checklist" (refer to **Section 3 of this annex**).
- Assume Incident Command and provide Dispatch with the IC's name (establish a Unified Command if a multi-agency response is required).
- Relay initial assessment of incident to responding units and Dispatch (information should include, but not be limited to: complexity of incident, number of casualties, life/safety issues, etc.).
- Establish an Incident Command Post (ICP).
- Ensure the following agencies have been notified and/or are on scene:
 - Applicable Operational Area law enforcement and fire agencies
 - Public Works Department
 - Governor's Office of Emergency Management (to request state and federal assistance).
- Authorize the activation of the Emergency Alert List, specifically indicating to the Dispatch who to notify and inform of the incident.
- Authorize the activation of the Emergency Operations Center if the situation warrants.
- Authorize off-duty deputies be recalled to duty if the situation warrants.
- In coordination with area law enforcement and fire agencies, take the following actions:
 - Establish a perimeter to isolate the incident
 - Control access to the incident site restricting access to emergency responders only
 - Develop and implement a traffic control plan coordinating with Public Works and/or CALTRANS for the use of street barricades.
 - Provide for crowd control.

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- Provide periodic status reports to Dispatch and the County Emergency Operations Center, if activated. At a minimum, provide information regarding response activities, injuries, and sustained damage.
- Coordinate emergency public information with County OEM and the Public Information Officer (PIO).
- Forward all incident documentation, including reports, to OEM for the preparation of the after-action report.

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(ESF-13) Sheriff's Office

TERRORISM CHECKLIST

- Implement "General Response Checklist" (refer to **Section 3 of this annex**).
- Assume Incident Command and provide Dispatch with the IC's name (establish a Unified Command if a multi-agency response is required).
- Relay initial assessment of incident to responding units and Dispatch (information should include, but not be limited to: complexity of incident, number of casualties, life/safety issues, etc.).
- Establish an Incident Command Post (ICP).
- Ensure the following agencies have been notified and/or are on scene:
 - Applicable Operational Area law enforcement and fire agencies
 - Public Works Department
 - Governor's Emergency Management Division (to request state and federal assistance).
 - Federal Bureau of Investigation (FBI)
 - Bureau of Alcohol, Tobacco, and Firearms (BATF)
- Authorize the activation of the Emergency Alert List, specifically indicating to the Dispatch who to notify and inform of the incident.
- Authorize the activation of the Emergency Operations Center if the situation warrants.
- Authorize the off-duty deputies be recalled to duty if the situation warrants.
- In coordination with area law enforcement and fire agencies, take the following actions:
 - Establish a perimeter to isolate the incident
 - Control access to the incident site restricting access to emergency responders only
 - Develop and implement a traffic control plan coordinating with Public Works and/or CALTRANS for the use of street barricades.
 - Provide for crowd control.

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- If evacuation of affected areas is requested by the Incident Commander, take the following actions in coordination with area law enforcement and fire agencies:
 - Identify safe evacuation routes.
 - Identify and establish adequate evacuation reception areas.
 - Provide security for evacuated areas.
- Provide periodic status reports to Dispatch
- and the County Emergency Operations Center, if activated. At a minimum, provide information regarding response activities, injuries, and sustained damage.
- Coordinate emergency public information with County OEM and the Public Information Officer (PIO).
- Forward all incident documentation, including reports, to OEM for the preparation of the after-action report.

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(ESF-13) Sheriff's Office (Coroner)

Coroner personnel are always available to respond with normal staffing levels for expected incidents. During periods of heightened activity, for precautionary preparations of anticipated events, or in response to sudden catastrophic events, additional Coroner personnel are brought on duty and working hours lengthened for an immediate response to the situation.

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(ESF-13) Sheriff's Office (Coroner)

CORONER OPERATIONS CHECKLIST

- Upon notification of incident fatalities, activate all Coroner personnel.
- Report directly to the Incident Command Post or Emergency Operations Center, if activated, and contact the Incident Commander or the Operations Section Chief, if activated, for a situation briefing to determine the extent of coroner involvement in the incident.
- Coordinate with the appropriate agencies (i.e., CHP, FBI, NTSB, etc.).
- Make an initial assessment of the incident scene surveying the area and noting any special conditions.
- Determine resource requirements, including equipment and specialists (i.e., body bags, plastic tarps, sheeting, reseal-able plastic bags, toe tags, etc.).
- Establish a body processing area and a temporary morgue.
- In body processing area, identify and tag remains, perform body recovery operations, and process personal belongings.
- Coordinate emergency public information announcements with the Public Information Officer.
- Provide periodic status reports to the Operations Section Chief, if activated, or to the Incident Commander.
- Coordinate with the County Mental Health Branch regarding any need for Critical Incident Stress Debriefing for emergency responders who have performed body recovery/coroner operations.
- Forward all incident documentation, including a report, to OEM for the preparation of the after-action report.

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(ESF-4) Fire Services

The Fire Services personnel are always on duty and available to respond with normal staffing levels for expected incidents. During periods of heightened activity, for precautionary preparations of anticipated events, or in response to sudden catastrophic events, additional Fire Services' personnel are brought on duty and working hours lengthened for an immediate response to the situation.

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(ESF-4) Fire Services

Floods Checklist

- Assume Incident Command and provide the Dispatch Center with the Incident Commander's name. (Establish a Unified Command if a multi-agency response is required.)
- Relay initial assessment of incident to responding units and the Dispatch Center (information should include, but not be limited to, the complexity of incident, number of casualties, life/safety issues, etc.).
- Establish an Incident Command Post (ICP).
- Request additional resources and establish a Staging Area, as required.
- Authorize the activation of the Emergency Alert List, specifically indicating to the Dispatch Center who to notify and inform of the incident.
- Ensure the safety of all personnel involved with the incident.
- In coordination with the Public Works Department, determine the flood stage and related flood inundation area.
- Assist the Sheriff's Office with evacuating areas within the dam inundation zone and in the identification of safe evacuation routes to be used.
- Coordinate with the Sheriff's Office to isolate and deny entry to flood inundation area.
- Assist the Sheriff's Office with identifying adequate evacuation reception areas. (If long-term evacuation of an area is required, the EOC will notify and coordinate with the Three Rivers Chapter of the American Red Cross regarding the activation of a shelter.)
- Provide periodic status reports to the Dispatch Center and the County EOC, if activated. At a minimum, provide information regarding response activities, injuries, and sustained damage.
- Ensure that rescue operations are established; include swift water rescues.

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- Assist the Public Works Department in any way possible, including diverting and/or diking flood waters, pumping out flooded critical facilities, clearing drains, and sandbagging operations.
- Coordinate emergency public information with County OEM and the County PIO.
- Forward all incident documentation, including report, to OEM for the preparation of the after-action report.

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(ESF-4) Fire Services

Wildland Fires Checklist

- Assume Incident Command and provide Dispatch Center with the Incident Commander's name. (Establish a Unified Command if a multi-agency response is required.)
- Relay initial assessment of incident to responding units and Dispatch Center (information should include, but not be limited to, the complexity of incident, number of casualties, life/safety issues, etc.).
- Establish an Incident Command Post (ICP).
- Through Dispatch Center, request the presence of the following individuals at the Incident Command Post:
 - Operational Area Fire & Rescue Mutual Aid Coordinator
 - Hazardous Materials Specialists
- Through the Dispatch Center, notify all the Operational Area member jurisdictions' fire agencies of the wildfire incident.
- Establish Staging Area to receive incoming resources, as required.
- Authorize the activation of the Emergency Alert List, specifically indicating to the Dispatch Center who to notify and inform of the incident.
- Ensure the safety of all personnel involved with incident.
- Assist the Sheriff's Office with evacuating areas within the fire zone and in the identification of safe evacuation routes to be used.
- Assist the Sheriff's Office with identifying adequate evacuation reception areas. (If long-term evacuation of area is required, the EOC will notify and coordinate with the Three Rivers Chapter of the American Red Cross regarding the activation of a shelter.)
- Coordinate with Sheriff's Office to isolate and deny entry to the wildfire area.

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- Provide periodic status reports to Dispatch Center and the County EOC, if activated. At a minimum, provide information regarding response activities, injuries, sustained damage, and predicted movement of wildfire.
- Through the Hazardous Materials Specialists, determine locations within the current and forecasted fire area that store or contain hazardous materials.
- Ensure that support systems are in place to provide firefighting crews with necessary provisions, including but not limited to food and water.
- Coordinate emergency public information with County OEM and the County PIO.
- Forward all incident documentation, including the report, to OEM for the preparation of the after-action report.

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(ESF-4) Fire Services

Extreme Weather/Storms Checklist

- Assume Incident Command & provide the Dispatch Center with the Incident Commander's name. (Establish a Unified Command if a multi-agency response is required.)
- Relay initial assessment of incident to responding units and the Dispatch Center (information should include, but not be limited to, the complexity of incident, number of casualties, life/safety issues, etc.).
- Establish an Incident Command Post (ICP).
- In coordination with other emergency response agencies responding to the incident, determine the extent of damage from the storm and/or extreme storm situation.
- In coordination with other emergency response agencies, initiate responses to the most severe incidents.
- Ensure the safety of all personnel involved with incident.
- Authorize the activation of the Emergency Alert List, specifically indicating to the Dispatch Center who to notify and inform of the incident.
- Provide periodic status reports to the Dispatch Center and the County EOC, if activated. At a minimum, provide information regarding response activities, injuries, sustained damage, and predicted movement of extreme weather/storm.
- Coordinate emergency public information with the County OEM and the County PIO.
- Forward all incident documentation, including a report, to OEM for the preparation of the after-action report.

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(ESF-4) Fire Services

Dam Failure Checklist

- Assume Incident Command and provide Central Dispatch Center with the Incident Commander's name. (Establish a Unified Command if a multi-agency response is required.)
- Relay initial assessment of the incident to responding units and the Dispatch Center (information should include, but not be limited to, the complexity of incident, number of casualties, life/safety issues, etc.).
- Establish an Incident Command Post (ICP).
- Request additional resources and establish Staging Area, as required.
- Authorize the activation of the Emergency Alert List, specifically indicating to the Dispatch Center who to notify and inform of the incident.
- Ensure the safety of all personnel involved with incident.
- Coordinate with Sheriff's Office to isolate and deny entry to dam inundation area.
- Assist the Sheriff's Office with evacuating areas within the dam inundation area and in the identification of safe evacuation routes to be used.
- Assist the Sheriff's Office with identifying adequate evacuation reception areas. (If long-term evacuation of area is required, the EOC will notify and coordinate with the Three Rivers Chapter of the American Red Cross regarding the activation of a shelter.)
- Provide periodic status reports to the Dispatch Center and the County EOC, if activated. At a minimum, provide information regarding response activities, injuries, and sustained damage.
- Ensure that rescue operations are established; include swift water rescues.
- Assist the Public Works Department, in any way possible, with diverting flood waters or pumping out critical facilities that have become flooded.

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- Coordinate emergency public information with the County OEM and the County PIO.

- Forward all incident documentation, including reports, to the OEM for the preparation of the after-action report.

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(ESF-4) Fire Services

Hazardous Materials Checklist

******Approach incident from UPWIND, UPHILL, AND UPSTREAM!!!!******

- Using the Incident Command System (ICS), assume Incident Command and provide the Dispatch Center with the Incident Commander's name. (Establish a Unified Command if a multi-agency response is required.)
- Relay initial assessment of incident to responding units and the Dispatch Center (information should include, but not be limited to, the complexity of incident, number of casualties, life/safety issues, etc.).
- Establish an Incident Command Post (ICP), providing directions for incoming units.
- Establish hazardous materials zones: Support Zone, Decontamination Zone, and Exclusion Zone, at a minimum.
- Assign an Incident Safety Officer to ensure the safety of all personnel involved with the incident, including the proper selection of personnel protective clothing. Develop a site safety plan.
- Coordinate with the County Sheriff's Office to establish site access control to isolate and deny entry to incident.
- Identify the hazardous material(s) involved and develop an appropriate Incident Action Plan (IAP).
- Provide medical care to injured persons and, if transporting the injured persons to local hospitals, ensure that proper decontamination is performed prior to transport.
- Authorize the activation of the Emergency Alert List, specifically indicating to the Dispatch Center who to notify and inform of the incident.

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- Ensure that the following individuals are notified and responding to incident:
 - Appropriate Hazardous Materials Response Team including:
 - Hazardous Materials Specialists
 - County Health Officer
 - Operational Area Fire & Rescue Mutual Aid Coordinator (OAC)

- Request additional resources and establish Staging Area, as required.

- Determine need for evacuation or in-place shelter operations. If evacuation is required, assist the Sheriff's Office with evacuating affected areas and in the identification of safe evacuation routes to be used.

- Coordinate emergency public information with the County OEM and the County PIO.

- Provide periodic status reports to the Dispatch Center and the County EOC, if activated. At a minimum, provide information regarding response activities, injuries, and sustained damage.

- Forward all incident documentation, including reports, to the OEM for the preparation of the after-action report.

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(ESF-4) Fire Services

All Transportation Emergencies

- Assume Incident Command* and provide Central Dispatch with the Incident Commander's name. Establish a Unified Command for all multi-agency responses.

** Except during major vehicle accidents when the law enforcement agency with jurisdiction assumes the Incident Commander function. However, the law enforcement agency may hand over the Incident Command function to the County Fire Department if the emergency response to the accident involves actions usually handled by the fire services.*

- Relay initial assessment of incident to responding units and the Dispatch Center. The information provided should include, but not be limited to, the complexity of the incident, number of casualties, and life/safety issues.
- Establish an Incident Command Post (ICP).
- Request additional resources and establish Staging Area, as required.
- Authorize the activation of the Emergency Alert List, specifically indicating to the Dispatch Center who to notify and inform about the incident.
- Ensure the safety of all personnel involved with the incident.
- Coordinate with Law Enforcement to isolate and deny entry to accident site.
- Provide periodic status reports to the Dispatch Center and the County EOC, if activated, information regarding response activities, injuries, and sustained damage.
- Forward all incident documentation, including report, to OEM for the preparation of the after-action report.

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Train Accident

- Through the Dispatch Center make the following notifications and/or request response to incident:
 - Operational Area Fire & Rescue Mutual Aid Coordinator
 - County Public Information Officer
 - Amtrak and Union Pacific Railroad

- Locate any relevant paperwork relating to car placement and cargo (i.e., manifest, bill of lading, consist, shipping papers, etc.).

- Request the Dispatch Center to recall off-duty fire department personnel.

- Coordinate emergency public information with County OEM, the County PIO, and representatives from the Amtrak and Union Pacific Railroad, if on site.

Major Vehicle Accident

- Through the Dispatch Center, make the following notifications and/or request response to incident:
 - Operational Area Fire & Rescue Mutual Aid Coordinator
 - County Public Information Officer
 - California Highway Patrol (CHP), if on a highway
 - Trucking Company, if known and applicable

- Participate in the Unified Command, under the authority of the Sheriff's Office or other law enforcement agencies with Incident Command authority for highway incidents.

- Assist the law enforcement agencies in locating any relevant paperwork relating to cargo (manifest, shipping papers, etc.).

- Coordinate emergency public information with OEM, the County PIO, and the California Highway Patrol, if designated as the Incident Commander.

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Aircraft Accident

Civilian Aircraft

- Through the Dispatch Center, make the following notifications and/or request response to incident:
 - Federal Aviation Administration
 - Operational Area Fire & Rescue Mutual Aid Coordinator
 - County Public Information Officer
 - Freemont, Rideout, and/or Sutter North Hospitals
 - Involved Airline Carrier
 - Bi-County Ambulance and other ambulance companies, as needed

- Coordinate emergency public information with County OEM, the County Public Information Officer and the Federal Aviation Administration.

- Assist the Sheriff's Office with evacuating affected areas and identifying safe evacuation routes to be used.

- Assist the Sheriff's Office with identifying adequate evacuation reception areas. (If long-term evacuation of area is required, the EOC will notify and coordinate with the Three Rivers Chapter of the American Red Cross regarding the activation of a shelter.)

- Ensure that rescue operations are established, including triage operations.

- Assist the Sheriff's Office with establishing a temporary morgue site.

- Ensure the safeguard of all aircraft wreckage, restricting movement of wreckage for life/safety purposes only.

Military Aircraft

WARNING: For Military Aircraft – Some aircraft will have explosives in the cockpit for ejection of the seat and/or canopy. These are usually marked and the color-scheme is yellow/black striping. Use caution when extricating occupants.

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WARNING: For Military Aircraft – Some aircraft will have hazardous chemicals on board (e.g. Hydrazine) and/or the burning materials may create hazardous smoke/fumes. Use caution when extricating occupants.

- Due to the unknown cargo, establish a 2000 foot safety zone around the aircraft.

- Provide the Dispatch Center with the following information regarding the military aircraft:
 - Time of accident
 - Exact location of accident
 - Whether or not parachutes were sighted
 - Whether or not aircraft was on fire
 - Damage to private property, if known
 - Extent of civilian injuries/deaths
 - Identification number on tail of military aircraft
 - Established Incident Command Post location

- Through the Dispatch Center, make the following notifications and/or request response to incident:
 - Beale Air Force Base (Instruct the Dispatch Center to provide the information as indicated above, which is on their Aircraft Accident [Military] Checklist) **Request Assistance, if needed.**
 - Operational Area Fire & Rescue Mutual Aid Coordinator
 - County Public Information Officer
 - Freemont, Rideout, and/or Sutter North Hospitals
 - Bi-County Ambulance and other ambulance companies, as needed

- Unless the Air Force determines the site to be a National Defense Area, Sutter County Fire Services Division personnel will represent the County under a Unified Command structure. County Fire will assist with the mitigation of the incident.

- Ensure the Air Force Liaison and the Disaster Control Group (DCG) are allowed access to the ICP (or incident site when it is safe).**

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- Refer all emergency public information relating to the accident to the Beale Air Force Base's Public Affairs Information Officer, if on site, or to the Public Affairs Office at Beale Air Force Base.
- If the aircraft is on fire, all actions should be taken with extreme caution.
- Search crash site for survivors (outside 2000 foot safety zone).
- Ensure the safeguard of all aircraft wreckage, restricting movement of wreckage for life/safety purposes only.
- Once lives have been saved and fires are out, the Incident Commander will transfer control of the incident scene to the USAF On-Scene Commander upon request and provide support as needed.***

NOTE: For Military Aircraft – If a National Defense Area is declared, jurisdiction for the declared area of the site will be given to the Military and continued support will be provided.

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(ESF-3) Public Works Department

Public Works personnel are always available to respond with normal staffing levels for expected incidents. During periods of heightened activity, for precautionary preparations of anticipated events, or in response to sudden catastrophic events, additional Public Works' personnel are brought on duty and working hours lengthened for an immediate response to the situation.

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Public Works Department

DAM FAILURE CHECKLIST

- Implement “General Response Checklist” (refer to **Section 3 of this annex**).
- Report to the Emergency Operations Center and obtain an incident briefing from the Incident Commander or from the Operations Section Chief if the position has been established.
- Establish communications and coordinate efforts with the dam operators.
- Station heavy equipment at critical points to keep evacuation routes clear.
- Assist the County Sheriff’s Office with personnel, barricades, and cones to establish road blocks.
- Assist the County Sheriff’s Office in establishing detours and alternate routes.
- In any way possible, divert flood waters.
- Review and complete all required actions on the “General Response Checklist.”

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(ESF-3) Public Works Department

FLOODS CHECKLIST

- Implement “General Response Checklist” (refer to **Section 3 of this annex**).
- Upon notification and request to respond to any incident, report to the Incident Commander or to the Operations Section Chief, if the position has been established, and obtain an incident briefing.
- Determine the extent of the Public Works Department’s assistance required including personnel and equipment needed.
- Determine if mutual aid is required. If required, contact those local, state, and federal agencies with the needed equipment available and with mutual aid agreements in force.
- Mobilize crews for flood fighting operations which may include the following actions:
 - Diverting flood waters.
 - Clearing debris from bridges within Sutter County as the situation permits it to be accomplished safely.
 - Levee reinforcement (controlled by the Army Corps of Engineers).
- Assist the County Sheriff’s Office with the utilization of barricades and cones to close off streets and hazardous areas.
- Coordinate emergency public information with the Incident Commander.
- On a regular basis, provide activity status reports to the Incident Commander and/or the Operations Section Chief.
- Forward all incident documentation, including reports, to OEM for the preparation of the after-action report.
- Review and complete all the required actions on the “General Response Checklist.”

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Appendix A

Comparison of Federal Emergency Support Functions and California Emergency Functions

Federal Emergency Support Function	California Emergency Function
ESF #1 Transportation	CA-EF #1 Transportation
ESF #2 Communications	CA-EF #2 Communications
ESF #3 Public Works and Engineering	CA-EF #3 Construction and Engineering
ESF #4 Firefighting; ESF #9 Search & Rescue	CA-EF #4 Fire and Rescue
ESF #5 Emergency Management	CA-EF #5 Management
ESF #6 Mass Care	CA-EF #6 Care and Shelter
ESF #7 Resource Support	CA-EF #7 Resources
ESF #8 Public Health & Med Services	CA-EF #8 Public Health and Medical
ESF #9 Search and Rescue	CA-EF #9 Search and Rescue
ESF #10 Oil and HazMat Response	CA-EF #10 Hazardous Materials
ESF #11 Ag and Natural Resources	CA-EF #11 Agriculture
ESF #12 Energy	CA-EF #12 Utilities
ESF #13 Public Safety; ESF #9 Search & Rescue	CA-EF #13 Law Enforcement
ESF #14 Long-Term Community Recovery	CA-EF #14 Long-Term Recovery
ESF #15 External Affairs	CA-EF #15 Public Information
N/A	CA-EF #16 Evacuation
N/A	CA-EF #17 Volunteer and Donations Management

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