
Preparations and Response to Emergencies of a Catastrophic Nature within the County

202.1 PURPOSE AND SCOPE

The County has prepared an emergency plan for use by all employees in the event of a major disaster or other emergency event. The plan provides for a strategic response by all employees and assigns specific responsibilities in the event that the plan is activated (Government Code § 8610).

202.2 APPLICABILITY

This policy shall be applicable to all Department Employees.

202.3 POLICY

Catastrophic events will result in the activation of the County's emergency plan by the Chief Administrative Officer (CAO). This plan is designed to manage the effective utilization of all County resources to deal with the event(s).

The Probation Department's policy is to maintain continuity in operations and to utilize its resources as an integral part of any effort to resolve emergent needs by responding to the directions of the Emergency Operations Center (EOC).

202.3.1 RECALL OF PERSONNEL

In the event that the emergency plan is activated, all employees of the San Diego County Probation Department are classified as Disaster Services Workers and subject to immediate recall. This classification provides privileges, benefits, and immunities under California state law and places all Probation Department employees under the control of the CAO (San Diego County Code, Title 3, Division 1, section 31.103(e)(3)). Notification of a declaration of an emergency may be received from several different communication sources including but not limited to Departmental notification.

Employees may also be subject to recall during extraordinary circumstances as deemed necessary by the Chief Probation Officer or the authorized designee.

Failure to promptly respond to an order to report for duty absent extenuating circumstances may result in discipline.

202.4 CHAIN OF COMMAND

- A. Upon the declaration of a "State of Emergency" or "Local Emergency" by the CAO the following chain of command is established:
 1. **Chief Administrative Officer** - Director of Emergency Services
 2. **San Diego County Sheriff** - Law Enforcement Coordinator

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3. **Chief Probation Officer (CPO)/Assistant Chief Probation Officer (ACPO)**- Departmental coordinator
 4. **Departmental Emergency Operations Center Command** - upon activation by the CPO/ACPO
 5. **Deputy Chief Probation Officer (DCPO)** - Departmental Service Coordinator
 6. **Ranking Facility Watch Commander/Duty Officer Ranking Staff** - at the site of an emergency situation
- B. A departmental "Critical Incident Response Team" may be activated by the CPO/ACPO in the event of the occurrence of situations not declared a State of Emergency or Local Emergency by the CAO. The Critical Incident Response Team will include, but not be limited to, the following staff:
1. **CPO/ACPO**
 2. **DCPO(s)** of the Service directly affected by the critical incident.
 3. **Facility/Site Division Chief**
 4. **Ranking Staff** on the ground dealing with the situation.
 5. **Manager Probation Fiscal and Information Services Public Affairs Officer**

202.5 LOCATION OF THE PLAN

Departmental Emergency Operations Center (DEOC) - Upon notification of a declared emergency, the Probation Department's Departmental Emergency Operations Center located at the Kearny Mesa Juvenile Detention Facility (KMJDF) will be activated. The Ranking Officer at the KMJDF will designate a senior officer (Supervisor or Sr. Probation Officer) who will open the DEOC, setup the communications equipment and contact the EOC to establish communications. Additional staff required for the DEOC will be drawn by assignment or from staff available at the time of the emergency.

On Duty/On Site - Remain at your assigned work station and respond to the direction of the ranking officer.

On Duty/Off Site - Contact the primary work site by radio or telephone to determine if a return to the primary work site is advisable. Return to the primary work site/facility if instructed to do so and if it is possible for assignment. If return is unlikely, staff will report by available means of communication and maintain contact as directed by the facility duty officer. Staff may proceed to the nearest Regional Probation Department facility, with 800 MHz radio capability, if they cannot return to their facility.

Off Duty - Respond to emergent domestic needs first. Staff will then contact, if possible, their primary work site for assignment or directions. Staff unable to contact their primary work site should contact the nearest Regional Probation Department facility with 800 MHz radio capability. When reporting for assignment in person, staff are instructed to bring their departmental identification,

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security/safety equipment, and uniform if available. Other personal gear to be considered includes canteens, work gloves, prescriptions and first aid materials for personal use.

202.6 GENERAL DUTIES

Probation staff will continue to provide for the operational integrity of the Department's institutions and facilities under the direction of the CPO. Probation staff, as Disaster Service Workers, will also be expected to respond as directed through the Chain of Command to the orders and requests received from the Emergency Operations Center (EOC).

202.7 RESOURCE MANAGEMENT

Departmental equipment and supplies will be utilized or dispatched upon the direction of the CPO or the EOC Law Enforcement Coordinator.

202.8 DOCUMENTATION

Documentation of the commitment of resources, staff activities, and communications must be maintained. The reality is that after the emergency passes, investigations, debriefings, and litigation follow.

If assistance is rendered to another agency, staff assigned should fully document nature of the assistance and actions taken at the direction of the other agency.

202.9 TRAINING, DRILLS AND REPORTS

The Chief Probation Officer appoints the Departmental Emergency Coordinator and an Assistant Departmental Emergency Coordinator. Deputy Chief Probation Officers will select a Site Emergency Coordinators for each work site or function under their direction. The function of these appointees is to bring the Department to a position of readiness and to maintain the ability to respond to emergencies through the development of mandated training for all staff.

The status of emergency preparedness and the modification of any Service or Site emergency protocols will be reported to and correlated by the Departmental Emergency Coordinator/Assistant Departmental Emergency Coordinator annually. The status reports will include copies of site plans, fleet inventories, 800 MHz radio inventories, staff assigned, special staff capabilities (e.g. armed officers), and request for emergency equipment. Additional information to be reported by the Site Emergency Coordinators will include as appropriate information on training provided to staff and evaluations of drills conducted for catastrophic events, bomb threats, fire evacuation, and potential emergency events unique to the work site.

The Departmental Emergency Coordinator will file a report annually with the Chief Probation Officer advising the CPO of the status and requirements for emergency preparations within the Probation Department.