LAW AND CORONER BRANCH ANNEX

Priority at all times: *Maintain liaison with on-scene personnel and/or DOC and update other EOC Sections, Branches and Units as needed.*

INTRODUCTION

This Annex to the Kern County Operational Area (OA) Emergency Operations Plan describes the strategic response of the Law and Coroner Branch of the Kern Emergency Operations Center (EOC) to coordinate the activities of all personnel engaged in law enforcement and coroner response due to an actual or potential emergency or disaster.
The Law and Coroner Branch Coordinator is a member of the Kern EOC Operations Section and reports to the Operations Section Chief.

County entity which supports this function:

- *Sheriff's Office*

PURPOSE

The Law and Coroner Branch Annex is an essential element of the Kern County Emergency Operations Plan (EOP), which establishes an emergency management organization and defines the Kern OA EOC functional responsibilities in response to an emergency event. The Branch described in this Annex is responsible for and expected to develop, implement, and test policies and Standard Operating Procedures (SOPs) that ensure necessary preparedness capabilities.

This document:

- Provides a basis for centralized coordination and information sharing of emergency operations and response efforts.

- Describes the Kern OA EOC functional responsibilities under the National Incident Management System (NIMS) and the California Standardized Emergency Management System (SEMS), both based on the Incident Command System (ICS). Refer to the Basic Plan for further detail on NIMS, SEMS, and ICS.

  The attachment to this Annex provides a checklist of specific activities that support these functional responsibilities, as taken from the California Office of Emergency Services (CalOES) Crosswalk and the Federal Emergency Management Agency (FEMA) Comprehensive Planning Guide (CPG) 101.

- Supports the EOP's all hazards approach to emergency operations and the provision of services and assistance in the event of any emergency or disaster, regardless of the triggering event.

SCOPE

The Law and Coroner Branch Annex provides guidance and includes appropriate actions to respond to the County's most likely and demanding emergency conditions. It does not supersede the established protocols for dealing with day-to-day emergencies but places emphasis on the

unusual and unique emergency conditions that will require response beyond the ability of any one or set of organizations to respond.

WHOLE COMMUNITY APPROACH

The County of Kern County is committed to achieving and fostering a whole community emergency management system that is fully inclusive of individuals with disabilities and others with access and functional needs. Further details on the County's Whole Community approach to emergency management, which includes the integration of inclusive emergency management practices, can be found in the Basic Plan.

GOALS AND OBJECTIVES

In all emergencies, the top priority of the County and emergency response personnel is to save lives, minimize injury to persons and damage to property, and to protect the environment.

The Law function of the Branch:

- Coordinates the deployment of law enforcement, crowd control, traffic management, and other resources in response to emergency incidents.
- Coordinates the evacuation of inmates.
- Implements alert and warning of the general public or threatened populations.
- Coordinates evacuation planning, identification of evacuation routes, and movement/evacuation of threatened populations.
- Supports Animal Services in evacuation of pets and livestock.
- Coordinates accurate census as result of movement/evacuation of people.
- Provides security and crowd control at Mass Care and other critical facilities, as necessary and when able to do so.
- Coordinates and/or assists with search and rescue operations.

The Coroner function of the Branch:

- Coordinates the deployment of coroner personnel and resources in the collection, identification and disposition of deceased persons after an incident.
- Provides security protection of personal effects and assist with identification of the deceased.
- Establishes a Family Assistance Center (FAC), as necessary.

CONCEPT OF OPERATIONS

The Law and Coroner Branch will be activated as determined by the EOC Director. The Branch establishes and maintains communications with on-scene personnel and/or the Department Operations Centers for situational awareness of the incident and to develop response strategies. The following section summarizes the responsibilities of the Branch in an emergency event.

➢ *Whenever this Annex is activated, personnel are required to initiate and maintain Activity Logs in WebEOC (or hard copy ICS Form 214) to document their actions to facilitate and support cost recovery. (See Basic Plan Appendix 12.1 for hard copy)*

Preparedness

- Review the EOP, applicable department plans, Standard Operating Procedures and the materials contained in this Annex and maintain familiarity with the roles and responsibilities of the function.

- Participate in training, exercise, and post-exercise critiques conducted by Kern County Office of Emergency Services (OES) and other allied agencies.

- Procure the supplies and equipment necessary to protect the health and safety of field response personnel.

Initial Response

- Assess what public safety and security measures are needed to support incident operations and determine resource priorities.

- Provide input to development of the EOC Incident Action Plan.

- Confer with County Fire, the Sheriff DOC and/or Field Law Enforcement Branch Coordinator to identify any immediate need to disseminate public warnings, and/or conduct evacuation(s) and/or rescue operations.

- As necessary, direct evacuation, movement and/or rescue of people from hazardous or threatened areas and provide input to Joint Information Center (JIC) Manager for public messaging.

- Compile initial status reports from field units regarding road closures, bridge failures, collapsed buildings, and casualty estimates and forward to Plan/Intel Section.

- Support Animal Services regarding evacuation/care of pets and livestock.

- Activate and coordinate Coroner activities, if indicated, and determine need to implement Mass Fatality Plan and/or Family Assistance Center.

- Establish a dedicated phone/email communication system for reporting missing persons related to incident.

Extended Duration

- Plan for functional relief and staffing schedule.

- Coordinate the activities of staff with other Operations Branches and with cities, special districts, and external Agency EOCs as indicated.

- Compile regular status and situation reports from the field including damage assessment and provide to Section Chief and to Plans/Intel Section Situation Status Unit.

- Participate in regular Section briefings and provide input to the EOC Incident Action Plan consistent with the "**Planning P**" planning cycle. *(See Basic Plan, Section 5.3)*

- Provide law enforcement support to mass care operations as needed.

- Continue Coroner efforts to identify deceased individuals.

- Consult with Operations Section Chief regarding any unresolved issues.

EOC Deactivation

- Upon EOC deactivation, release resources and make notifications as appropriate. Provide information on who to contact and how to contact them for any follow up issues.
- Resume normal activities.
- Complete and submit all required logs, forms and documentation.
- Provide input to the After-Action Report and Corrective Action Plan.

Recovery

- Revise and update emergency plans and procedures to reflect lessons learned from the emergency.
- Implement any assigned corrective actions.

ORGANIZATIONAL ROLES AND ASSIGNMENT OF RESPONSIBILITIES

Five emergency response levels defined by SEMS are activated as needed. SEMS is required to be used to reach consensus on how resources will be allocated in a major crisis affecting multiple jurisdictions or agencies, and for eligibility of State reimbursement for response related personnel costs.

At each response level the same five major ICS functions are employed to facilitate interagency communication and coordination: Command (in the field)/Management (in the EOC), Operations, Planning/Intelligence, Logistics, and Finance/Administration. Refer to the Basic Plan for greater detail on ICS and its integration with SEMS.

Field Level

Emergency response personnel and resources carry out tactical decisions and activities in direct response to the incident.

Local Level

The County manages the allocation and deployment of resources (personnel, equipment, materials, services) in response to incidents in the unincorporated areas of the county and in cities which have contracted for support for specified services. If the emergency event occurs in another jurisdiction (e.g., city or special district) the affected jurisdiction has primary responsibility and will activate its own emergency management response as feasible.

Operational Area Level

Kern County and its political subdivisions constitute the Operational Area (OA) for emergency response purposes during multi-agency disaster events, or as needed to respond to a jurisdiction within the OA. Kern County, as a jurisdiction and an organization, is charged with taking the lead communication and coordination role within the OA and with being the primary point of contact between the local government level and the regional level.

In response to a request for law enforcement mutual aid by a Chief of Police within the Operational Area (OA), the Sheriff will initiate procedures to activate the mutual aid. The Sheriff will coordinate the OA response of law enforcement resources including those of unaffected operational area municipalities, the local CHP, and other law enforcement agencies within the OA, as well as the Sheriff's resources in order to assist the affected local Chief of Police.

It is the responsibility of the Branch Coordinator to provide relevant information and submit all requests for support to the Mutual Aid Region Law Enforcement Coordinator. Coroner mutual aid requests will also be initiated, as identified.

Regional Level

Kern County is within the CalOES Inland Administrative Region and Mutual Aid Region V. During incidents in which a Local Emergency or State of Emergency has been proclaimed in Kern County, the OES Inland Region may activate the Regional EOC (REOC) to provide support to local government including assistance with mutual aid resources under the Emergency Managers Mutual Aid (EMMA) Plan.

The Branch Coordinator submits status and situation reports to the REOC and the Operational Mutual Aid Coordinators. Coroner Mutual Aid Region V requests will be evaluated to determine scope and resources needed. Coroner Region V includes Kern, Tulare, Kings, Fresno, Madera, Merced, and Mariposa Counties.

State and Federal Levels

Under certain conditions, state and/or federal agencies may deploy field response units to incidents in Kern County. Reporting and coordination with the Kern OA EOC follows the usual Field Level response.

Depending upon the nature and scope of the incident, the level of Emergency/Disaster proclaimed, and the need for multi-agency coordination, CalOES and/or the Federal Emergency Management Agency (FEMA) may assign representatives to report to the Kern OA EOC to provide a direct coordination and communication link. These representatives will be assigned to the Agency Representative function in the EOC Management Section.
The Coroner may request FEMA assistance to deploy Disaster Mortuary Operations Response Team as determined by need.

Additional Resources

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

- Volunteer agencies play an important role in responding to disasters of all types and levels. These agencies respond on a countywide basis and will liaison with the Kern OA EOC to provide direct communication and coordination. The Volunteer agencies which support this Annex are:

    - *Community Emergency Response Team (CERT)* program empowers citizens to help themselves and to safely help others after a disaster until first responders can arrive.

    - *Civil Air Patrol* is a congressionally chartered, federally supported non-profit that

serves as the official civilian auxiliary of the United States Air Force and whose mission includes emergency services and disaster relief operations.

- *Search and Rescue* includes groups from multiple agencies serving Kern County:

  - Kern County Sheriff's Office Search and Rescue
  - Bakersfield Search and Rescue Group
  - Tehachapi Mountain Search and Rescue
  - China Lake Mountain Rescue Group
  - Desert Search and Rescue (Mojave-Boron-Rosamond)
  - Kern Valley Search and Rescue Group
  - Search and Rescue Divers
  - Southern Kern Search and Rescue (southern end of San Joaquin Valley)
  - Kern County Sheriff's Mounted Search and Rescue

- *Western Kern County Radio Amateur Civil Emergency Services (RACES/ARES)* are licensed amateur radio operators enrolled with the County to provide supplemental communications during emergencies where normal communications systems have sustained damage.

- <u>Other Governmental Agencies</u>

State

- *California Office of Emergency Services (CalOES)*
  - Coordinates the procurement of State resources required to support local jurisdictions during an emergency.
  - Coordinates, through the State Law Enforcement Coordinator (a member of CalOES), law enforcement mutual aid coordination at the State level.

- *California Highway Patrol (CHP)*
  - Provides assistance to local jurisdictions to restore and maintain law and order.

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

- *Department of Alcoholic Beverage Control*
  - Provides available vehicles and personnel who have peace officer powers, to support State and local law enforcement activities.

- *Department of Corrections*
  - Provides available personnel who have peace officer powers to assist with local law enforcement activities.
- *Department of Forestry*
  - Provides available personnel who have peace officer powers to assist with local law enforcement activities.

- *Department of Fish and Game*
  - Provides available personnel who have peace officer powers to assist with local law enforcement activities.

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

- *Department of Transportation*
  - Assists the CHP in implementing evacuation and traffic control plans.

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

Federal

- *U.S. Department of Defense*
  - The various agencies coordinated by the Department of the Army may provide defensive equipment in support of State and local law enforcement operations; and, when ordered by the President, may provide military personnel and resources.

- *Department of the Treasury*
  - May temporarily assign to State and local governments law enforcement personnel who can be spared from essential departmental activities.

- *Department of Justice (U.S. Marshals Service)*
  - May provide personnel needed for law enforcement on all Federal lands, to assist agencies such as the National Park Service and the U.S. Forest Service which normally manage such property.

INFORMATION COLLECTION AND DISSEMINATION

Kern County uses WebEOC (an Internet-based collaborative communications system) as the County's communication and documentation platform for sharing elements of the emergency incident. This allows the County to maintain a common operating picture, situational awareness and information coordination throughout the OA during an emergency. Individuals staffing positions in the EOC are required to submit Situation Reports and updates through WebEOC on a schedule to be determined at the time of the incident.

The County is also using MS Teams to collaborate, share, and distribute knowledge as well as to conduct meetings during incident management. Using Teams, a large group can interface quickly to establish a common operating picture of the ongoing incident. The platform allows for multi-department planning and is readily available throughout the County and across jurisdictional lines.

ANNEX DEVELOPMENT AND MAINTENANCE

This document is an Annex to the Kern County Operational Area Emergency Operations Plan. As such, the policies, procedures, and practices outlined in the Kern County EOP govern this Annex. Kern OES coordinates the maintenance and update of the Annex as needed. The Record of Changes, Approval, and Dissemination of the Kern County EOP also apply to this Annex.

FUNCTIONAL CHECKLIST

The following section provides a checklist of tactical actions for the Law and Coroner Branch Coordinator to assist those who report to the EOC in the event of an emergency.

It is expected that the Sheriff's Office which supports this Branch has developed Standard Operating Procedures which further detail how the applicable tactical actions will be accomplished.

The attached checklist supports the Emergency Operations Plan (EOP) and is consistent with the activities prescribed in the Federal Emergency Management Agency (FEMA) Comprehensive Planning Guide (CPG) 101.2.

LAW & CORONER BRANCH COORDINATOR

EMERGENCY ACTION CHECKLIST

Priority at all times: *Maintain liaison with on-scene personnel and/or DOC and update other EOC Sections, Branches and Units as needed.*

Increased Readiness

- ❑ Upon notification of a potential emergency or disaster, adopt an increased readiness posture.

- ❑ Document preparedness activities, monitor the situation, and maintain readiness posture:

  - Notify other key management and alternates of situation.
  - Develop a potential response strategy for your function, based on the impending emergency.

- ❑ Consider alerting/recalling off-duty personnel as needed:

  - Coordinate resource assignments.
  - Establish an emergency work schedule.

Initial Response

- ❑ Report to EOC, check-in, and obtain briefing from the Operations Section Chief.
  - Location, magnitude and scope of event
  - Areas of County impacted
  - Current situation and priorities
  - Actions taken
  - Existing or anticipated problems/issues.

- ❑ Initiate and maintain an Activity Log (ICS Form 214) that chronologically describes your actions taken during your shift. *(See Basic Plan Appendix 12.1 for hard copy)*

- ❑ Assign and brief incoming staff.

- ❑ Provide input to development of the EOC Incident Action Plan.

- ❑ Confer with County Fire, the Sheriff DOC and/or Field Law Enforcement Branch Coordinator to identify any immediate need to disseminate public warnings, and/or conduct evacuation(s) and/or rescue operations.

- ❑ Evacuate incarcerated populations within the evacuation zone(s).

- ❑ As necessary, direct evacuation, movement and/or rescue of people from hazardous or threatened areas and provide input to Joint Information Center (JIC) Manager for public messaging.

- ❑ Compile status reports, windshield surveys, and safety assessments from field units to

include road closures, bridge failures, collapsed buildings, and casualty estimates and forward to Plan/Intel Section.

- ❑ Support Animal Services regarding evacuation/care of pets and livestock.

- ❑ Activate and coordinate Coroner activities, if indicated, and determine need to implement Mass Fatality Plan and/or Family Assistance Center.

- ❑ Establish a dedicated phone/email communication system for reporting missing persons related to incident.

Extended duration

- ❑ Plan for functional relief and staffing schedule.

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

- ❑ Coordinate activities of staff within the Branch with other Operations Branches, and with cities and special districts, as indicated.

- ❑ Ensure that all status, situation and damage information compiled by the Branch is forwarded to the Planning Section.

- ❑ Participate in regular Section briefings and provide input to the EOC Incident Action Plan, consistent with the "**Planning P**" planning cycle. *(See Basic Plan, Section 5.3)*

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

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

- ❑ Coordinate evacuation of population in hazardous area(s); as needed, establish an Evacuation Unit and appoint an Evacuation Unit Leader.
    - In consult with the Fire Branch Coordinator, determine where hazardous chemicals, flammable substances, and explosives are stored or bring used near the hazard area.
    - Notify County OES if evacuation is being considered or becomes necessary.
    - Determine evacuation area and establish evacuation routes; coordinate with Traffic Control Unit Leader.

- Locate a rendezvous point for evacuees that is out of harm's way if a shelter is not immediately identified.
- Consider the impact of adverse weather conditions on evacuations.
- Alert threatened population(s).
- Determine the condition and welfare of detention facilities and assist with evacuation, as indicated.
- Ensure that searched areas are appropriately marked.

❑ Coordinate Traffic Control; as needed, establish a Traffic Control Unit and appoint a Traffic Control Unit Leader:
- Survey status of major evacuation routes and identify alternate routes.
- Coordinate with the Construction & Engineering Branch and/or CalTrans for barricades and signs.
- Stage tow trucks on evacuation routes to assist disabled vehicles; determine disposition procedures for disabled vehicles (full-tow & impoundment vs. clearing roadways).
- Determine evacuation time estimates if time allows.
- Facilitate the movement of emergency vehicles with CHP.
- Monitor traffic flow on evacuation routes.

❑ Establish security patrols and perimeter access controls; as needed, establish a Security Unit and appoint a Security Unit Leader:
- Secure damaged and evacuated areas
- Establish security for vital facilities and essential supplies
- Consider the need to procure temporary fencing and contract with private security firms
- Implement Access Control Procedures
- Provide crowd control at assembly locations
- Impose and enforce curfews as directed.

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

❑ County Coroner assists with the removal and disposition of the deceased as needed.
- Obtain initial assessment of scene
- Assist field with resource needs:
  - Temporary cold storage, body bags, Casualty Collection Points/ temporary morgues, forensic labs, local morticians
- Compile statistics on deceased, those unidentifiable, and next of kin yet to be notified.

❑ Arrange with Health & Medical Branch Coordinator – Behavioral Health for Crisis Incident Stress Management (CISM) team as appropriate.

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

EOC Deactivation

❑ Upon EOC deactivation, release resources and make notifications as appropriate. Provide information on who to contact and how to contact them for any follow up issues.

❑ Provide Logistics Section Supply Staff with list of supplies to be replenished.

- ❑ Complete required forms, reports and logs and submit to the Plans/Intel Section Documentation Unit.
- ❑ Resume normal activities.
- ❑ Submit Expenditure Tracking and Timekeeping forms to Finance/Administration Section.
- ❑ Provide input to the After-Action Report and Corrective Action Plan.

Recovery

- ❑ Continue to support Local Assistance Center and/or Disaster Recovery Center as needed.
- ❑ Revise and update emergency plans and procedures to reflect lessons learned from the emergency.
- ❑ Implement any assigned corrective actions.