



KERN COUNTY PROBATION DEPARTMENT

Policies And Procedures

TITLE: Basic Plan For Disaster			Article: 1613
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POLICY

The Basic Disaster Plan addresses the Probation Department's planned response to extraordinary emergency situations associated with natural disasters and technological incidents. It provides operational concepts relating to the various emergency situations, identifies components of the Local Emergency Management Organization and describes the overall responsibilities of the organization for protecting life and property and assuring the overall well-being of the population.

In view of the Probation Department's susceptibility and vulnerability to natural disasters, technological incidents and nuclear defense emergencies, continuing emphasis is placed on emergency preparedness.

All staff are responsible for making themselves aware of the content of the Basic Disaster Plan. Institution staff must also be familiar with the plans of the individual institutions. Disaster preparedness will be covered in the Department's STC training on an annual basis. Questions regarding disaster preparedness should be directed to an individual's immediate supervisor or the Safety Officer for clarification.

I. EMERGENCY DECLARATION

When an emergency or disaster is declared, Kern County, in coordination with all available civic and volunteer organizations will take action to:

- A. Minimize the loss of life and property.
- B. Provide for the immediate needs of disaster victims.
- C. Oversee the disaster mitigation process through the impacted areas.

The Kern County Probation Department, even though not directly included as a member of the County Emergency Response Team, may be called upon to assist other departments as deemed necessary. This would involve employing a limited number of support staff depending on need and the nature of disaster. Staff responsibility during and after a disaster, if called upon, is to assist in any manner as instructed by the Director of Emergency Services.

II. PROBATION DEPARTMENT OPERATIONAL CONCEPTS:

The activation of an emergency plan for the Probation Department indicates that a major event has occurred or is imminent. These events are classified as Level I, II, or III, depending on the severity.

- A. **LEVEL I** This is a minor-to-moderate incident where a specific action plan is not required. Normal means of communication shall be utilized to inform staff to the seriousness and nature of the incident. (Level I Example: Power outages, small fires, etc.)
- B. **LEVEL II** This is a moderate-to-severe emergency which will require the implementation of an emergency action plan. All staff shall contact their immediate supervisor, awaiting instructions for their responsibilities during the emergency. This contact shall be made whether staff is on or off duty. (Level II Examples: Toxic spill, major power outage, large fire, etc.)
- C. **LEVEL III** A major disaster wherein resources in or near the impacted area are overwhelmed and extensive assistance is required. Level III emergencies/disasters are declared by the Board of Supervisors. The county's, as well as the Probation Department's, Emergency Action Plans will be placed into effect.

All Probation Supervisors and all members of the Management Team shall immediately report to their workstations awaiting instruction for their responsibilities during the disaster. If unable to physically report to your work station, contact should be made with your immediate supervisor as soon as possible explaining the circumstances preventing you from reporting. (Level III Examples: Major earthquake, major fire, flooding, enemy attack, etc.)

NOTE: All staff, during any Level III emergency or alert, are subject to 24-hour call-back, and whether on duty or off duty are still required to contact their immediate supervisor for instructions. If the supervisor is unavailable, the staff must call the Department Disaster Command Post located at Juvenile Hall, (661) 868-4363.

III. DISASTER COMMAND POST AND COMMAND POST TEAM MEMBERS.

The Disaster Command Post will be located at Juvenile Hall. The Command Post Team committee members shall consist of the Chief Probation Officer, Deputy Chief Probation Officers and Probation Division Directors, augmented by a secretary. Members of the Command Post Team shall consider themselves on 24-hour call during a recognized Level III disaster and report immediately to Juvenile Hall for further direction by the Chief Probation Officer.

The primary responsibilities of the Command Post Team will be establishment of procedure and making all final decisions on Department operations. The Chief Probation Officer will be the leader of the Command Post Team. The Probation Division Directors will be responsible for coordinating operational matters for their area of responsibility and coordinating Disaster Sub-committees comprised of other

designated staff established to report directly to the Command Post Team Committee on disaster feedback which may include information regarding the following:

- A. Rescue and evacuation of affected individuals.
- B. Prevention of additional damage to people and property.
- C. Provision of care (including first aid, treatment, and hospitalization of the injured) and shelter for those persons within the impacted area.
- D. Restoration of essential services and facilities.
- E. Recovery and return to pre-emergency conditions.

This information will be taken under advisement by the Command Post Team and acted upon appropriately. Assistant Directors and Probation Supervisors shall report and remain at their regular station of assignment as conditions dictate, awaiting directives from the Command Post Team.