

		<b>Policy #</b> <b>0010</b>
<b>Subject:</b> Activation of Department Operation Centers (DOC)		
<b>Responsible Department:</b> Office of the County Executive		
<b>Effective Date:</b> 10/1/2020		<b>Revision Date:</b> N/A
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### 1. **Purpose**

To ensure departments have adequate resources and guidance during emergencies and to facilitate a coordinated effort among departments in alignment with County Emergency Operations, the Standardized Emergency Management System (SEMS), and National Incident Management System (NIMS).

### 2. **Authority**

Sacramento County Charter Article 7 Section 20, Powers and Duties of the County Executive, and Board Resolution No. 2018-0531.

### 3. **Scope**

This policy applies to all County Departments

### 4. **Background**

The County has established operational priorities in an emergency:

1. Save lives – the preservation of life is the top priority and takes precedence over all other considerations.
2. Protect health and safety – measures should be taken to mitigate the impact of the emergency on public health and safety.
3. Protect property – all feasible efforts must be made to protect public and private property and resources, including critical infrastructure, from damage during and after an emergency.
4. Preserve the environment – all possible efforts must be made to preserve California's environment and protect it from damage during the emergency.

In alignment with NIMS, SEMS, County codes, ordinances, and emergency plans, all emergencies are managed initially at the lowest level. As the complexity of the incident increases so too does the involvement of other levels of government including County Office of

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Emergency Services, the Governor's Office of Emergency Services and the Federal Emergency Management Agency in addition to other partners.

All Departments will familiarize themselves with County Emergency Plans and adhere to NIMS and SEMS in activation of their departments and roles.

When a department first encounters an emergency, they should first ensure the health and safety of the department workforce, which may include consulting with Department of Personal Services (DPS) staff. As an emergency escalates a department may choose to open a Department Operations Center.

### **5. Procedures**

#### General

- Significant events may require a local proclamation of emergency or a declaration of public health emergency. In these situations, it is the responsibility of the County Executive followed by ratification by the Board of Supervisors within a specified timeframe. If a department recognizes an escalating issue potentially requiring proclamation, contact should be made with Sacramento County Office of Emergency Services (OES) Duty Officer as soon as possible.
- All staff who have a role in Department Operation Center (DOC) or Emergency Operation Center (EOC) operations shall complete the required Federal Emergency Management Agency (FEMA) Independent Study Trainings and other training as required.
- As part of the County's Emergency Operations Plan (EOP), response plans, procedures and protocols, various staff members from County Departments have been assigned to assist and support in the DOC or EOC when activated. Other staff members may be supporting field operations.

#### Department Center Activation

- Department Heads or their designee may activate a DOC to organize response and facilitate activities by the department to rapidly resolve the emergency.
- The senior leader of an activated DOC will notify their Department Head, who will notify their Deputy County Executive of the initial intent and anticipated extent of the DOC operation, in addition to anticipated outcomes, objectives, and timely updates.

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Departments/Offices reporting to the County Executive will notify the County Executive.

- The senior leader of an activated DOC will notify the OES Duty Officer through the County Communication Center (916-875-6900). It is important that OES is involved as early as possible to assist with communication, activation of resources, and to help coordinate resource needs between multiple departments.
- Departments should request that OES activate an incident within WebEOC.
- Departments have been authorized to access Sacramento-Alert notification system Employee Portal to rapidly alert staff. Access to this system is managed by OES.
- DOCs are expected to comply with purchasing and record keeping policies and procedures consistent with FEMA and California Governor's Office of Emergency Services and County standards.
- If two (2) or more DOCs are activated, the EOC staff will activate in person or virtually at the lowest level necessary to provide assistance to involved departments.

### Department Operation Center Demobilization

- Upon demobilization or deactivation, the DOC should notify the OES Duty Officer.
- DOCs will prepare an After-Action Report (AAR).
- DOCs will share the AAR with OES for collection and inclusion in future training, exercises, and planning activities.
- If the EOC is activated in response to multiple DOC activations, the EOC will take the lead in demobilization and after-action reporting, with assistance from the involved departments.

## **6. Review**

Bi-annually

## **7. Reference:**

- Robert T. Stafford Act (FEMA Funding)
- FEMA – National Incident Management System (NIMS)
- Standardized Emergency Management System (SEMS) Regulations
- Homeland Security Presidential Directive 5 & 8
- California Emergency Services Act
- California Emergency Operations Plan
- County Code Section 2.46 – Emergency Services
- Sacramento County Emergency Operations Plan (EOP)
- Sacramento County Board of Supervisors Resolution #95-1390