

EMERGENCY FUNCTION (EF) 13

LAW ENFORCEMENT

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EMERGENCY FUNCTION (EF) 13 LAW ENFORCEMENT

EF Coordinator:	San Mateo County Sheriff's Office
Joint Primary Agency:	San Mateo County Sheriff's Office San Mateo County Coroner's Office
Supporting Agencies:	San Mateo County District Attorney San Mateo County Office of Emergency Services (OES)

I. INTRODUCTION

A. Purpose

The purpose of Emergency Function (EF) 13 is to provide guidance for the organization of law enforcement resources in San Mateo County to respond to emergency situations exceeding normal law enforcement capabilities.

B. Mission Statement

To provide for the protection of life and property, and the maintenance of law and order through the coordination of resources during an emergency or disaster within San Mateo County.

C. Scope

1. This EF provides a mechanism for coordinating and providing adequate support to authorities for law enforcement, public safety, and security capabilities and resources during an emergency or disaster situation. This includes normal law enforcement responsibilities such as evacuation and movement of the public away from a hazard area and enforcing limited access to hazardous or isolation areas.
2. The capabilities within this EF support incident management requirements, including critical infrastructure protection, security, planning, technical assistance, and public safety in both pre- and post-incident situations. This EF is typically activated in situations requiring extensive assistance to provide for public safety and security.
3. The scope of EF 13 during its activation is to:
 - a. Monitor the escalation and impacts of the event to assess the known or likely effect to public safety and security needs, including evacuation and traffic management, impact-scene security, and imposition of curfews.
 - b. Serve as the point of contact and coordination for law enforcement operations within the jurisdiction.
 - c. If evacuation into, within, or out of the jurisdiction is required, coordinate with other EFs to designate evacuation schedules and routes; coordinate with

municipal, county, and state law enforcement regarding staffing of traffic and security facilities.

- d. Assist with preparation and promulgation of temporary ordinances necessary to maintain public safety and security.
- e. Respond to requests from other EFs and municipalities for additional security and law enforcement resources and services.
- f. Assist with the preparation of emergency public information regarding actions for maintaining public safety and security, such as evacuation routes, evacuated area security, and emergency public safety ordinances.
- g. When indicated, coordinate, support, and facilitate County operations to redeploy and/or demobilize emergency public safety and security resources and personnel.

II. POLICIES

The following policies apply to the implementation of this EF:

- A. This EF will be implemented in a manner consistent with the Standardized Emergency Management System (SEMS) and the National Incident Management System (NIMS), the basic plan of the San Mateo County Emergency Operations Plan (EOP), applicable agency procedures and policies, and all applicable regulations and statutes.
- B. Local, state, private-sector, and specific federal authorities have primary responsibility for public safety and security, and typically are the first line of response and support during incidents having the potential or actual threat to public safety and security.
- C. In most situations, local jurisdictions have primary authority and responsibility for law enforcement activities. In larger-scale incidents needing additional resources, the Law Enforcement Mutual Aid Plan will be activated.
- D. The San Mateo County Sheriff's Office is the chief law enforcement officer of San Mateo County unincorporated areas and contract cities and, during an emergency or disaster, is responsible for all law enforcement activities.
- E. EF 13 does not supersede plans, procedures, and protocols implemented by public safety agencies or laws that address scene management and emergency operations.
- F. For incidents that are the result of an act of terrorism (or suspected), the Federal Bureau of Investigation (FBI) will be the coordinating agency for the criminal investigation.
- G. The priorities for emergency operations implemented by this EF will be consistent with and supportive of the San Mateo County emergency operations center (EOC) action plan (AP) for the applicable EOC operational period.
- H. When the resources and capabilities available to this EF are limited, resource allocation will be in accordance with the priorities established by the EOC-AP, as well as by the following, in descending order of importance:
 - 1. Protection of human health and safety;
 - 2. Protection of critical infrastructure;

3. Protection of property; and
 4. Protection of environmental quality.
- I. The primary and support agencies participating in this EF operate in conformance with SEMS and NIMS and will adopt additional components of SEMS and NIMS as they are promulgated. SEMS and NIMS components include incident command systems (ICS), preparedness activities, resource management mechanisms, communications and information management requirements, supporting technologies, and ongoing management and maintenance requirements.

III. PLANNING ASSUMPTIONS

The following planning assumptions have been used to develop this EF. If these assumptions are not valid for a specific event or circumstance, it will be necessary to modify the operational concepts and assigned responsibilities defined herein:

- A. The primary and support agencies will have adequate personnel and equipment available at the time of EF activation to support emergency operations. If necessary, the agencies will implement their continuity of operations plans (COOP) to support emergency operations.
- B. The equipment, systems, and supplies normally available to the primary and support agencies needed for emergency operations will remain functional and/or can be repaired on a regular basis to support the EF's operations.
- C. Resources requested from the Operational Area (OA) Law Enforcement Mutual Aid Coordinator and/or through the Regional Emergency Operations Center (REOC) will be provided in a timely manner where needed to support emergency operations.
- D. Members of the affected public will receive emergency instructions regarding protective actions, business openings and closings, and other changes to normal, daily conditions. The public will endeavor to comply with such instructions to the best of their ability.

IV. CONCEPT OF OPERATIONS

This section defines the concept of operations that will be used by the primary and support agencies to implement the EF at the time of a disaster. The concept of operations includes actions to be taken by the agencies responsible for the EF during the pre-event timeframe, as well as during emergency response and disaster recovery periods. The concept of operations for the EF is applicable regardless of the scope, type, or duration of emergency event.

A. General

1. This EF will be activated, staffed, and implemented by the primary and support agencies whenever directed to do so by the San Mateo County OES and/or the Sheriff's Office. The primary agency may activate the EF prior to the onset of an emergency situation, immediately after its impact, or at any time during the activation

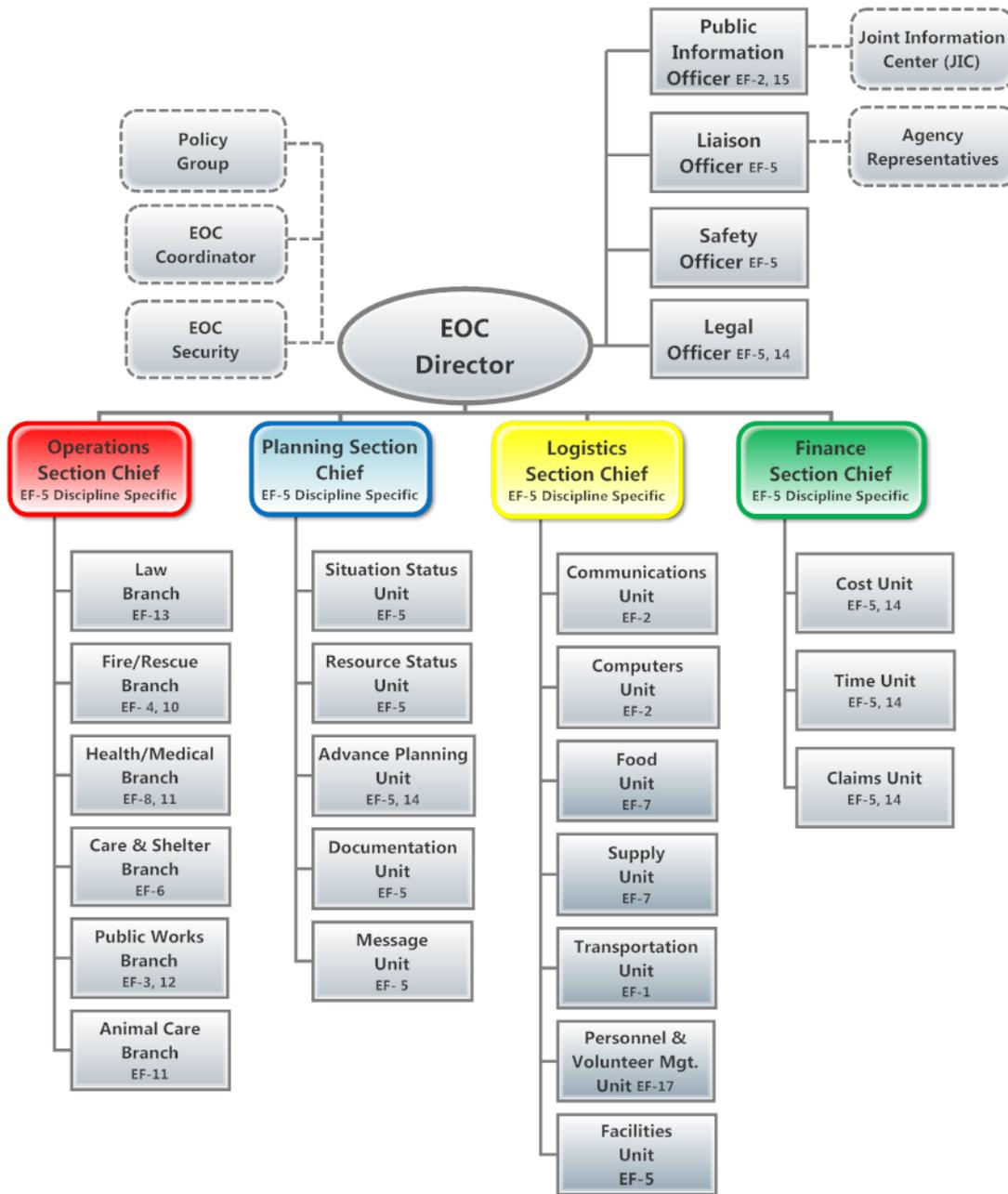
of the EOC. Once directed to activate the EOC, the primary agency is responsible for notification and mobilization of its personnel and resources as they are needed.

2. Once activated, designated personnel from the primary agency will coordinate operations of the EF from the San Mateo County Sheriff's Office Operations Center (DOC), and will send a representative to the EOC to fill the EF 13 workstation under the Operations Section. Operational coordination by the primary agency will continue from the DOC until the time the EF is authorized to deactivate and terminate operations.
3. The San Mateo County OES and/or Sheriff's Office will activate the EF whenever the known or anticipated effects of the event require its services and capabilities. Activation may be considered needed when one or more of the following has or is expected to occur:
 - a. Significant damage to infrastructure.
 - b. Large-scale evacuation.
 - c. Significant concern caused by public unrest or civil disorder that is complex or widely spread in the jurisdiction, increasing the need for central coordination of operations.

B. Organization

1. The position of this EF in the EOC organizational structure is shown in the organization chart below. EF 13 falls under the Law Enforcement Branch of the Operations Section.
2. The San Mateo County serves as the coordinator and facilitator of operations implemented by the EF and, in this capacity, is assisted by the designated support agencies. The primary agency will commit its own personnel, facilities, and resources to EF operations, requesting assistance from the designated support agencies whenever necessary.
3. The organization of the EF is expected to remain the same for both emergency response and disaster recovery operations.

San Mateo County EOC Organizational Chart



Emergency Functions (EF)			
EF #1	Transportation	EF #10	Hazardous Materials
EF #2	Communications	EF #11	Food and Agriculture
EF #3	Construction and Engineering	EF #12	Utilities
EF #4	Fire and Rescue	EF #13	Law Enforcement
EF #5	Emergency Management	EF #14	Long-Term Recovery
EF #6	Care and Shelter	EF #15	Public Information
EF #7	Resources	EF #17	Volunteer and Donations Management
EF #8	Public Health and Medical		

C. Notifications

The San Mateo County OES will be responsible for notifying the EF coordinator (or EF alternate coordinator) in the primary agency of the need to activate the EF, or (if indicated) to stand by in the event that EF activation is required. In turn, the EF coordinator (or alternate coordinator) is responsible for notifying the designated support agencies of the notification to activate the EF or to stand by for possible activation. The EF coordinator (or alternate coordinator at the time) is responsible for determining whether personnel from some or all of the support agencies should be notified and mobilized.

The primary agency maintains an up-to-date, 24-hour notification roster of its personnel assigned to this EF, as well as representatives of the support agencies. (This roster could be an attachment to the EF or maintained as a separate document because it will have home phone numbers and other private information).

D. Emergency Operations

This section describes the emergency operations that may be required by the primary and support agencies to be prepared for EF activation, as well as the operations to be implemented during the response and recovery phase. Actions to be taken for demobilization of the EF are also defined.

1. Pre-Event Preparedness

The EF coordinator has management oversight for the EF. In order to ensure readiness to activate the EF, the primary and support agencies will ensure that the following actions are taken prior to the onset of an emergency event:

- a. Detailed standard operating procedures (SOP), action checklists, and job aides needed by EF personnel will be developed and available for use.
- b. Equipment inventories and personnel rosters necessary for EF implementation will be up-to-date and immediately available. Categorizing and classifying response and recovery resources must be provided by or available to the primary agency in accordance with resource typing guidelines issued by the NIMS Integration Center.
- c. As indicated, agencies will ensure that primary and support agency personnel designated for EF implementation have received all necessary and required training and are appropriately credentialed and certified in accordance with guidelines issued by the NIMS Integration Center.
- d. Agencies will assist the designated alternate EF coordinators and the assigned personnel from the EF primary and support agencies in understanding their duties for the EF maintenance and activation, as well as continually improving their capabilities for effective EF implementation.
- e. Agencies will coordinate pre-incident efforts with private-sector organizations as they relate to the EF.
- f. Agencies will coordinate EF preparedness activities related to all levels of planning for response and recovery operations.

- g. Facilities, systems, equipment, and supplies that are necessary for EF implementation will be protected from the effects of the event to the greatest extent feasible.
- h. If indicated, personnel will be pre-deployed to protected locations or facilities within the County to expedite implementation of the EF.
- i. Agencies will identify new equipment or capabilities required to prevent or respond to new or emerging threats and hazards or to improve the ability to address existing threats.
- j. Agencies will designate representatives for the EOC.
- k. Agencies will coordinate vulnerability assessments of critical facilities and make recommendations for improvements.

2. Response Operations

Response operations are conducted during an event, and are necessary to protect people, provide services to people harmed by the event, and mitigate further property or environmental damage, if feasible. Response operations for the EF are considered in two phases: (1) initial actions for the period when the EF is first activated; and (2) continuing actions that are to be implemented, as needed, during each EOC operational period for the response phase until the EF is able to transition to recovery operations. In all cases, the response operations are general guidelines for action and may be modified as needed to adjust to the particular circumstances of the situation.

a. Initial Actions

The following initial actions, as indicated, are to be completed during the first EOC/DOC operational period for activation of the EF:

- i. When the EOC is activated, the EF coordinator will send a representative to the EOC to fill the EF 13 workstation, identify which support agencies are needed, and take steps to ensure that support agencies are activated or on alert as appropriate.
- ii. Ensure the functionality of telecommunications and data management systems to be used by the EF, and take corrective actions as needed.
- iii. Access needed procedures, checklists, rosters, and inventories.
- iv. Complete notifications of primary- and support-agency personnel.
- v. Receive an initial briefing and/or information regarding the situation and the current status of emergency operations by other EFs.
- vi. If indicated, direct activation and staffing of facilities outside of the DOC that are necessary for implementation of the EF, including the following:
 - 1) Staging areas; and
 - 2) Base or camp needs.
- vii. Establish communications with the County EOC and determine the current status of emergency operations relevant to the EF's operations.

- viii. The EF coordinator will assist with the collaboration and development of operational priorities based on the objectives set forth in the initial briefing.
- ix. Implement necessary initial actions specific to the EF based on direction and objectives set forth by the EF 5 (Emergency Management) coordinator.

b. Continuing Actions

The following continuing actions would be repeated, when indicated, during each operational period for the duration of the response period and until the transition to recovery operations by the EF:

- i. Monitor EF staffing and resource availability and adequacy, and take corrective actions when necessary.
- ii. Review the EOC-AP for the operational period and prioritize EF operations and resource allocation in accordance with its directives.
- iii. Monitor EF emergency actions initiated and/or continuing from the previous operational period until completion.
- iv. Respond to requests from EF personnel at incident scenes or other emergency locations, if applicable, for additional services and assistance.
- v. Plan for and establish relief resources to replace or rotate with committed resources for extended operations.
- vi. Maintain complete and accurate documentation regarding emergency operations and expenditures.
- vii. Maintain communication with County EOC and respond to requests for assistance and resources.
- viii. Coordinate with other activated EFs and respond to requests for assistance.
- ix. Provide information regarding EF operations, problem areas, and non-law enforcement resource needs to EF 5 (Emergency Management) for development of the EOC situation report (SITREP) and EOC-AP.
- x. Participate in EOC briefings when held.
- xi. As EF response actions near completion, anticipate and plan for transitioning the EF to recovery-phase operations; provide EF recovery plans to EF 5 (Emergency Management).

3. Recovery Operations

- a. Ensure the completion of all response phase emergency operations and the resolution of all requests for assistance.
- b. Advise all activated EF support agencies of the initiation of recovery phase operations and provide coordination and guidance regarding needed support agency actions.
- c. Advise, as applicable, County EOC regarding the transition to recovery phase operations; determine the status of operations and the need for continuing assistance from the EF.

- d. Review the EOC-AP for recovery and, if indicated, adjust EF recovery actions to be consistent.
 - e. Provide updated information regarding completion of EF response phase operations to EF 5 (Emergency Management).
4. Demobilization Operations
- As EF recovery-phase operations near completion, implement actions necessary to support EF demobilization when authorized by the EF 5 (Emergency Management) coordinator, including but not limited to the following:
- a. Advise activated primary agency personnel, support agencies, and County EOC of the intent to demobilize the EF; if indicated, define methods for providing continuing assistance to agencies following EF deactivation.
 - b. Review all EF operational and financial documentation to ensure its completeness and accuracy.
 - c. Account for all deployed EF personnel, equipment, and supplies.
 - d. Identify EF systems, equipment, or supplies damaged or depleted during EF operations and assign responsibility for repair or restoration.
 - e. From the EOC, determine the schedule and data needs for the after-action assessment of operations and development of corrective actions and lessons learned, and advise primary and support agency representatives accordingly.
 - f. From EF 8 (Public Health and Medical), determine the availability of services for critical incident stress debriefings (CISD) for emergency workers and ensure that primary and support agency personnel are advised on ways to access CISD assistance.
 - g. Upon receipt of authorization from the EOC, obtain the approved copy of the demobilization plan prepared by the Planning Section to demobilize the EF and provide completed EF documentation to the OES. Notify County EOC, if activated, and all support agencies of the demobilization of the EF.

V. RESPONSIBILITIES

This section lists the coordinating, primary, and support agencies and their respective responsibilities.

A. Coordinating Agency

- 1. San Mateo County Sheriff's Office
 - a. Open Sheriff's Office DOC as needed.
 - b. The San Mateo County Sheriff is the OA Law Enforcement Mutual Aid Coordinator and may work out of the Sheriff's DOC. The Sheriff is responsible for:
 - i. Coordinating the provision of law enforcement (including search and rescue) mutual aid within the OA.

- ii. Coordinating the acquisition of resources through the Regional Law Enforcement Mutual Aid Coordinator, when resources are needed from the state and/or federal agencies, or from outside the OA.
- iii. Coordinating the provision of non-law-enforcement resources with the OA EOC Law Enforcement Branch Director.
- c. When requested, provide liaison personnel to the OA EOC to support the Law Branch Director under the Operations Section. This position is responsible for:
 - i. Coordinating with other EFs within the OA EOC and track law enforcement resources and information from the OA EOC.
 - ii. Receiving requests for non-law-enforcement resources and information from the OA Law Enforcement Mutual Aid Coordinator.
 - iii. Transmitting requests to the appropriate OA EOC section.

B. Joint Primary Agency

1. San Mateo County Coroner's Office
 - a. Open Coroner's Office DOC as needed.
 - b. The San Mateo County Coroner is the OA Coroner's Mutual Aid Coordinator and is responsible for:
 - i. Coordinating the provision of coroner resources within the OA.
 - ii. Coordinating the acquisition of resources through the Regional Coroner/Medical Examiner Mutual Aid Coordinator, if resources are needed from outside the OA.
 - iii. Coordinating the provision of non-coroner resources with the OA EOC.
 - c. When requested, provide liaison personnel to the OA EOC to fill the Coroner Unit Leader position under the Law Enforcement Branch in the Operations Section. This position is responsible for:
 - i. Coordinating and tracking the use and availability of coroner resources within the OA.
 - ii. Transmitting requests for coroner resources to the OA Coroner Mutual Aid Coordinator.
 - iii. Transmitting requests for non-coroner resources to the appropriate OA EOC position.
 - iv. Providing briefings on OA coroner activities to the Law Enforcement Branch Coordinator.
 - v. Maintaining contact with the REOC Coroner Unit Leader, if activated; if not activated, maintaining communications through the Law Enforcement Branch coordinators at each respective SEMS level.

C. Support Agencies

Support agencies maintain their normal daily functions during the emergency or disaster as much as possible to protect the public. They are responsible for coordinating information with the primary agencies. They can also provide subject-matter expertise and advice.

VI. INFORMATION COLLECTION, ANALYSIS, AND DISSEMINATION

The primary function of EF 13 will be to respond to people or property at risk as a result of a natural disaster or terrorist incident; provide assistance in evacuations, for search and rescue, and at traffic control points; provide security for evacuated areas, crimes scenes, distribution centers, and shelters; and control incident site reentry. As a result, EF 13 must work closely with numerous other EFs to establish an effective process of communication and information collection.

Critical Coordination Points for EF 13

EF 1 – Transportation	Coordinates provision of traffic services and evacuation.
EF 2 – Communications	Establishes interoperable communications with other EF resources.
EF 3 – Construction and Engineering	Provides assistance on the clearance of roadways.
EF 7 – Resources	Coordinates identification and provision of fuel and other resources required for response.
EF 8 – Public Health and Medical	Provides emergency medical services and ensures assistance to impacted access- and functional-needs populations.
EF 15 – Public Information	Provides public information and warnings.

VII. ADMINISTRATION, FINANCE, LOGISTICS

A. Resource Procurement

This section describes the ways in which the EF will procure or obtain non-law enforcement/coroner resources that may be required for implementation.

1. In all cases, the DOC will serve as the point of coordination to identify resources needed for EF implementation. The DOC will also be responsible for requesting and directing mobilization of the resources.
2. When resources are needed, the DOC will use one or more of the following sources for securing and deploying the needed resources in the most timely and cost-effective manner:
 - a. Resources under the direct control of the primary agency;
 - b. Other activated EFs through the EF representative in the County EOC; and
 - c. Private-sector vendors or contractors that would have the resources available.
3. In all cases involving non-law enforcement resource requests, the primary agency EF representative will have information readily available regarding the categories or types of resources relevant to EF operations to facilitate requesting additional resources.

B. Financial Management

1. EF 13 is responsible for managing financial matters related to resources that are procured and used during an incident. During a response, each agency/department is responsible for recording and tracking its own expenditures and seeking reimbursement from the appropriate resource after the event.

2. For reporting purposes, support entities will be document their expenditures and submit them directly to the Finance/Administration section or a designated finance service officer as soon as possible.

C. EF Development and Maintenance

1. The EF coordinator is responsible for EF development and maintenance, which is to be completed with assistance and cooperation of the designated support agencies.
2. The EF, as well as associated SOPs, checklists, and other documentation, will be reviewed by the EF primary agencies and modified (if indicated) in response to any of the following events:
 - a. By request of the EF 5 (Emergency Management) Coordinator;
 - b. Following any activation of the EF for response to an actual incident or an exercise;
 - c. Following any change or development in County government; and
 - d. Upon the opening or closing of any major facility of the primary or support agencies that is considered vital to implementation of the EF.

VIII. AUTHORITIES AND REFERENCES

The authorities and references documented in the basic plan of the San Mateo County EOP are considered applicable to this EF. In addition, the following references are specific to this EF:

1. Federal
 - a. FEMA Disaster Operations, CPG 1-6, 1980.
 - b. FEMA Standards for Local Civil Preparedness, CPG 1-5, 1980.
2. State
 - a. Law Enforcement Mutual Aid Plan.
 - b. Coroner's/Medical Examiner's Mutual Aid Plan.
 - c. RECP Law Enforcement and Coroner/Medical Examiner Subsidiary Plan, 2008.

IX. ACRONYMS

CISD	Critical Incident Stress Debriefing
COOP	Continuity of Operations Plan
DOC	Department Operations Center
EF	Emergency Function
EOC	Emergency Operations Center
EOC-AP	Emergency Operations Center Action Plan
EOP	Emergency Operations Plan
FBI	Federal Bureau of Investigations
FEMA	Federal Emergency Management Agency
ICS	Incident Command System
NIMS	National Incident Management System
OA	Operational Area
OA EOC	Operational Area Emergency Operations Center
OES	Office of Emergency Services
REOC	Regional Emergency Operations Center
SEMS	Standardized Emergency Management System
SITREP	Situation Report
SOP	Standard Operating Procedures

X. ATTACHMENTS

Insert agency specific attachments here

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