

# Yolo County Sand and Sandbag Standard Operating Procedure

## I. Purpose

Yolo County is vulnerable to various types of flooding, from different sources, in a number of areas within the county throughout the year. Sand and sandbags are often used by individuals to prevent flooding from occurring on their property. Yolo County does not stock nor distribute sand or sandbags on a regular basis for reasons related to the deterioration and unpredictable use. As well, sand and sandbags are readily available at most major hardware and home improvement stores where individuals are able to acquire them. This Standard Operating Procedure (SOP) attempts to identify extreme events where the county would pursue the acquisition and coordinate distribution of sand and sandbags.

Note: City residents should contact their local public works department for information on their jurisdiction's sandbag policy.

## II. Supporting Documents

- The Yolo County Emergency Operations Plan
  - Severe Weather Annex

## III. Procedures

The acquisition of sand and sandbags would typically occur under circumstances where the Emergency Operations Center (EOC) is activated. The EOC opens when local resources are overtaxed or when a disaster or emergency affects the unincorporated parts of the county.

### a. Plan Activation

The Office of Emergency Services in concert with the Planning and Public Works Department and the county administration, will determine the need to activate the EOC as per the Yolo County Severe Weather Hazard Annex. If it is determined that the circumstances necessitate the County activate the EOC all parties will determine the level of the activation. The activation levels of the EOC can be found in the County Emergency Operations Plan (EOP).

### b. Equipment Acquisition

As sandbags are not readily available nor normally distributed their acquisition would only occur at the request of a partnering agency or under the direction of the EOC Director. If such a request were to be made the logistics branch of the EOC would reach out to partners in the region and state to request the sand and sandbags.

### c. Distribution

As each event will differ in scope and geography the distribution points will be selected based on availability and facility location. All rural fire departments are pre-identified as potential distribution points. The distribution of sand and sandbags will require a commitment on the part of the receiving jurisdiction to assist in either the pick-up or receipt of any resources acquired by the County.

During an activation of this SOP, county staff will not be available to fill or deliver sand bags to residents. It is suggested that residents who plan on picking up sand and sandbags at local distribution points ensure the following:

- Bring gloves and shovels
- Be prepared to fill your own sandbags, ideally with assistance from a partner
- Fill bags only half way to limit weight and so they will stack properly
- Plan for multiple trips to and from the distribution site

In situations where the County EOC has determined the need to provide sand and sandbags, the need will be continuously evaluated. At any time the county may discontinue the acquisition or distribution of sandbags and sand.

**d. Communication**

Information about the availability of sand and sandbags for property owners in the unincorporated areas of the county will be broadcast via traditional media outlets, social media and the County website ([www.yolocounty.org](http://www.yolocounty.org)).

**IV. Responsibilities**

Emergency Function	Position	Task
<b>Emergency Operations Center (ESF #5)</b>	<b>Emergency Services Director (or designee)</b>	<b>Activates the sand and sandbag SOP</b>
<b>Logistics &amp; Resource Mgt (ESF #7)</b>	<b>Logistics Section in the EOC</b>	<b>Resource requests sand &amp; sandbags from the Region/State</b>
<b>Public Works &amp; Engineering (ESF #3)</b>	<b>ESF #3 Coordinator and County Natural Resources Division</b>	<b>Works with local private industry partners to obtain sand</b>
<b>Firefighting (ESF #4)</b>	<b>ESF #4 Coordinator</b>	<b>Works with local fire jurisdictions and partners above to identify distribution points for delivery</b>