



February, 09, 2022

**MEMORANDUM**

**TO:** Department Heads, Facility Threat Coordinators  
**FROM:** Shellie Lima, Deputy Director of General Services-Emergency Operations  
**SUBJECT:** **ANNUAL EVACUATION DRILLS**

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The San Joaquin County Office of Emergency Services (OES) has been tasked by the County Administrator (County Administrative Manual 1910.15) with ensuring that each county facility conducts an annual full-scale evacuation drill as part of the San Joaquin County Employee Preparedness Program. Each assigned Facility Threat Coordinator (one assigned for each county facility), is asked to contact OES with their planned evacuation drill date and time. OES has set a target date of May 31, 2022 for all county facilities to have completed their required annual evacuation drills.

These evacuation drills will test and evaluate the ability of the Facility Threat Coordinators and Area Wardens to assess threats to our county facilities and to coordinate with public safety agencies. The drill will also allow individual departments to implement their emergency plans and make necessary changes or updates. Facility Threat Coordinators will be required to complete the attached "Facility Drill Self-Evaluation Report" upon completion of their facility drill and forward a copy to OES. Forms and additional information can also be found on the OES Department Preparedness webpage at <https://www.sjgov.org/department/oes/department-preparedness>

Please contact Jessica Clark with your selected date and time at 209-953-6200 or [jmclark@sjgov.org](mailto:jmclark@sjgov.org). Facilities that do not select a date/time will be assigned one at the discretion of OES. Thank you for your assistance in meeting these requirements and helping to ensure our employees are well prepared.

Attachment: Facility Drill Self-Evaluation Report

C: Department Heads  
Facility Threat Coordinators

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