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**DEPARTMENT EMERGENCY PLAN**

**Enter Department Name**

**Completion date mm/dd/year**

**SAN JOAQUIN COUNTY**

**DEPARTMENT EMERGENCY PLAN OVERVIEW**

***I. Purpose***

The purpose of the Department Emergency Plan (Plan) is to ensure County employees are able to identify and respond to actual and potential risks in a timely and safe manner. These risks can be, but are not limited to, fire emergency, bomb threats, hostile parties, earthquake, flood, and other natural disasters. With the establishment of the written Plan, review by employees, formal training, and exercises, the department will be able to ensure a safer work environment for all employees.

The structure of the Plan is threefold. First, it outlines procedures intended to protect employees and equipment in the event an emergency strikes. Second, it allows department staff to carry out, in an organized and pre-planned manner, a facility threat coordinator order to:

1. Search for suspicious articles or gather other information
2. Shelter-In-Place
3. Evacuate their facility to an Assembly Area

Finally, it allows the department to establish some priorities and procedures for restoring minimal department services as quickly as possible if present facilities are suddenly unavailable.

***II. Authority***

The basic authority requiring employers to establish a Department Emergency Plan and Fire Prevention Plan is found in the California Administrative Code, General Industry Safety Orders (GISO), Title 8, Section(s) 3220 and 3221.

The Plan also incorporates the objectives of the Employee Preparedness Program (EPP), found in San Joaquin County Administrative Manual, Section 1910.

***III. Emergency Planning Responsibilities***

It is the responsibility of each department to complete and maintain a Department Emergency Plan that can be used by employees in an emergency. If a department has staff permanently assigned to different buildings, it is the responsibility of the department to create a Plan for each separate location. The department must also develop a written policy that states all separate plans are consistent with overall departmental policies.

Departments are responsible for keeping the Plan current and providing changes to the Office of Emergency Services and their respective building Facility Threat Coordinator (FTC). Responsibilities further include providing training to their personnel on the Plan. To meet these responsibilities and meet the requirements of Section II, the following shall be addressed:

1. Advising Employees of their Responsibilities
   1. Before implementing the Plan, the employer shall designate and train a sufficient number of persons to assist in the safe and orderly evacuation of employees.
   2. Department heads shall advise each employee of his/her responsibility under the Plan at the following times:
      1. Initially when the Plan is developed
      2. Upon initial hire or extra-departmental job change
      3. Whenever the employee's responsibilities or designated actions change
      4. Whenever the Plan changes
2. Initial Training and Plan Availability
   1. The employer shall review with each employee those parts of the Plan, which the employee must know to carry out the Emergency Plan. This review shall be conducted upon initial assignment and on an annual basis.
   2. The written Plan shall be kept at the work place and made available for employee review.
   3. The County Office of Emergency Services (OES) will assist with completion and maintenance of Department Emergency Plans. OES will also conduct an initial planning and training sequence as buildings are brought into the County Employee Preparedness Program. In addition, OES will conduct annual training for facility threat coordinators and area wardens, and coordinate annual evacuation drills for each building in the program.
   4. As part of the Employee Preparedness Program, OES will also conduct initial and annual refresher training on the Plan. This will entail the following:
      1. Overview of the Facility Threat Coordinator/Area Warden System
      2. Overview of Department Emergency Plan contents and importance
      3. Personal safety considerations in a fire
      4. Personal safety considerations in a bomb threat
      5. Personal safety considerations during an act of violence in the work place
3. Facility Threat Plan and Department Emergency Plan Structure
   1. The County Emergency Response System for protecting its employees and facilities is implemented for each separate building or facility. To achieve this, a Facility Threat Plan (FTP) will be developed for each separate building or facility. The FTP will create an organization and procedures for the response of resident departments to fire, earthquake and bomb threats (among others) to that specific building. The FTP, implemented by a cadre of Facility Threat Coordinators and Area Wardens is a separate plan from the Department Emergency Plan, but each plan complements the other.
   2. Department Emergency Plans are maintained and overseen by a Department Emergency Coordinator appointed for that building/facility. The Coordinator will ensure department staff can carry out the orders of the Facility Threat Coordinator with a minimum of outside supervision and in a manner that best protects the department’s staff and equipment.
   3. Departments resident in each building will prepare a separate Department Emergency Plan for their staff in that building. That Plan will ensure that department staff can implement any action(s) ordered by the Facility Threat Coordinator through the Wardens. Department Plans should ensure that staff can perform four functions in an orderly manner:
      1. Report threats to employee safety to the appropriate persons
      2. Search their department area for suspicious articles or other information
      3. Evacuate the building to their assembly area and account for staff
      4. Shelter-in-place in their department work area
   4. One resident department will be tasked by OES to provide staff that will be assigned and trained as the Facility Threat Coordinator for each specific building or facility. One department per floor/area of the facility will be tasked to provide staff to be assigned and trained as the Area Warden for that floor/area. These individuals will carry out the duties on behalf of the entire building and are no longer available to their departments for other roles/responsibilities in Department Emergency Plans.
4. Responsibilities of the Facility Threat Coordinator and Area Wardens
   1. The structure of Facility Threat Coordinators and Area Wardens will evaluate threats and make protective action decisions in conjunction with public safety agencies. They will supervise the implementation of protective actions by resident departments. In addition, they will disseminate information to all departments in a building regarding any emergency event. Finally, the Facility Threat Coordinator will be responsible for maintaining the Facility Threat Plan for the Facility.
5. Recovery and Follow-up Responsibilities
   1. Plans and procedures for managing employee response to emergencies will be developed by each respective facility. The designated Facility Threat Coordinator and a structure of wardens and Department Emergency Coordinators will oversee emergency decision-making and implementation of protective actions for their building/facility.
   2. Once the situation is stabilized and the threat removed, the County Administrator and appropriate department heads will assume responsibility for overseeing recovery operations including dealing with employee welfare and business continuity issues.

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| **DEPARTMENT EMERGENCY PLAN**  EMERGENCY ORGANIZATION | | | | | | | | |
| |  |  |  |  | | --- | --- | --- | --- | | Department Name: | Click here to enter text. | Completed by: | Click here to enter text. | | Facility Name: | Click here to enter text. | Email Address: | Click here to enter text. | | Facility Address: | Click here to enter text. |  |  | | Email-Address: | Click here to enter text. |  |  |   **DEPARTMENT EMERGENCY STAFF**  *One person and alternates should be assigned to each position for each building or for the entire department as indicated. Additional alternates and assistants can be assigned as needed.*  **DEPARTMENT EMERGENCY COORDINATOR** *(one per building)*  *Responsible for employee training on the Department Emergency Plan, maintaining the Plan, supervising implementation, and keeping the Department Head informed of emergency situations.* | | | | | | | | |
| Name of Primary:  Click here to enter text. | | Location (Floor #, Area, etc.):  Click here to enter text. | | | | Contact Info :  Click here to enter text. | | |
| Name of 1st Alternate:  Click here to enter text. | | Location (Floor #, Area, etc.):  Click here to enter text. | | | | Contact Info :  Click here to enter text. | | |
| Name of 2nd Alternate:  Click here to enter text. | | Location (Floor #, Area, etc.):  Click here to enter text. | | | | Contact Info :  Click here to enter text. | | |
| **FIRE PREVENTION OFFICER** *(one per building or department)*  *Responsible for department fire prevention, elimination of unsafe work practices among employees, and investigating safety issues and complaints.* | | | | | | | | |
| Name of Primary:  Click here to enter text. | | Location (Floor #, Area, etc.):  Click here to enter text. | | | | Contact Info :  Click here to enter text. | | |
| Name of 1st Alternate:  Click here to enter text. | | Location (Floor #, Area, etc.):  Click here to enter text. | | | | Contact Info :  Click here to enter text. | | |
| Name of 2nd Alternate:  Click here to enter text. | | Location (Floor #, Area, etc.):  Click here to enter text. | | | | Contact Info :  Click here to enter text. | | |
| **INFORMATION OFFICER** *(one per building or department)*  *Responsible for providing information to County departments, other government agencies, the media, and public.* | | | | | | | | |
| Primary:  Click here to enter text. | | Location (Floor #, Area, etc.):  Click here to enter text. | | | | Contact Info :  Click here to enter text. | | |
| 1st Alternate:  Click here to enter text. | | Location (Floor #, Area, etc.):  Click here to enter text. | | | | Contact Info :  Click here to enter text. | | |
| 2nd Alternate:  Click here to enter text. | | Location (Floor #, Area, etc.):  Click here to enter text. | | | | Contact Info :  Click here to enter text. | | |
| **RELOCATION & RECOVERY COORDINATOR** *(one per building or department)*  *Responsible for overseeing relocation and recovery operations.* | | | | | | | | |
| Primary:  Click here to enter text. | | Location (Floor #, Area, etc.):  Click here to enter text. | | | | Contact Info :  Click here to enter text. | | |
| 1st Alternate:  Click here to enter text. | | Location (Floor #, Area, etc.):  Click here to enter text. | | | | Contact Info :  Click here to enter text. | | |
| 2nd Alternate:  Click here to enter text. | | Location (Floor #, Area, etc.):  Click here to enter text. | | | | Contact Info :  Click here to enter text. | | |
| **DEPARTMENT EMERGENCY PLAN**  ALERT AND EMERGENCY NOTIFICATION | | | | | | | |
| **ALERTING PROCEDURES**  ***In case of fire, explosion, toxic spill or other emergency notify the following:***  POLICE/FIRE/EMS  ***9-911*** from County office phone  ***911*** from public or cell phone  **DEPARTMENT EMERGENCY COORDINATOR** *(one per building)* | | | | | | | |
| Name of Primary:  Click here to enter text. | | | | Contact Info:  Click here to enter text. | | | |
| 1st Alternate:  Click here to enter text. | | | | Contact Info:  Click here to enter text. | | | |
| 2nd Alternate:  Click here to enter text. | | | | Contact Info:  Click here to enter text. | | | |
| **FACILITY THREAT COORDINATOR:** *(one per building)*  *Responsible for evaluating threats and making protective action decisions with public safety agencies; supervising implementation of protective actions by departments; disseminating information to departments regarding an emergency event; and maintaining the Facility Threat Plan.* | | | | | | | |
| Name of Primary:  Click here to enter text. | | | | Contact Info:  Click here to enter text. | | | |
| 1st Alternate:  Click here to enter text. | | | | Contact Info:  Click here to enter text. | | | |
| 2nd Alternate:  Click here to enter text. | | | | Contact Info:  Click here to enter text. | | | |
| **WARDEN ASSIGNMENTS FOR FACILITY AREAS CONTAINING DEPARTMENT STAFF**  *Responsible for communication with Facility Threat Coordinator and providing direction to Department Emergency Coordinators.* | | | | | | | |
| Floor/Area:  Click here to enter text. | Name of Primary:  Click here to enter text. | | Contact Info:  Click here to enter text. | | Alternate:  Click here to enter text. | | Contact Info:  Click here to enter text. |
| Floor/Area:  Click here to enter text. | Name of Primary:  Click here to enter text. | | Contact Info:  Click here to enter text. | | Alternate:  Click here to enter text. | | Contact Info:  Click here to enter text. |
| Floor/Area:  Click here to enter text. | Name of Primary:  Click here to enter text. | | Contact Info:  Click here to enter text. | | Alternate:  Click here to enter text. | | Contact Info:  Click here to enter text. |
| Floor/Area:  Click here to enter text. | Name of Primary:  Click here to enter text. | | Contact Info:  Click here to enter text. | | Alternate:  Click here to enter text. | | Contact Info:  Click here to enter text. |
| Floor/Area:  Click here to enter text. | Name of Primary:  Click here to enter text. | | Contact Info:  Click here to enter text. | | Alternate:  Click here to enter text. | | Contact Info:  Click here to enter text. |
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| **Method for Alerting Employees of Emergency Situations During and after Hours**  *Emergency notification roster (telephone tree) will be used to notify employees of situation and for disseminating other important information.*  **EMERGENCY NOTIFICATION ROSTER ISSUED TO:**  Click here to enter text. | | | | | | | | |

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| **DEPARTMENT EMERGENCY PLAN**  **EVACUATION PROCESS**  The Facility Threat Coordinator will issue the order to evacuate through the Wardens and Department Emergency Coordinators. The Department Emergency Coordinator and/or employees are authorized to immediately evacuate if faced with an imminent hazard.  **SPECIAL EVACUATION RESPONSIBILITIES**  Identify staff assigned during an evacuation to perform such tasks: 1) Account for employees at Assembly Area 2) Notify general public in area to evacuate. 3) Assist physically challenged or injured persons 4) Save critical equipment 5) Turn of electrical appliances 6) Assist the Department Emergency Coordinator with duties. Tasks 1, 2, and 3 must be assigned and performed, other tasks are optional.  **EVACUATION PROCEDURES**  EVACUATION ROUTES  Develop map(s) showing evacuation route for staff on each floor/area to include direction to department assembly area. Post for employee information and attach a copy to department plan. |
| |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | | **EVACUATION ASSIGNMENTS**  ***Responsible for communication with Facility Threat Coordinator and providing direction to Department Emergency Coordinators.***   |  |  | | --- | --- | | Name: Click here to enter text. | Task: Click here to enter text. | | Name: Click here to enter text. | Task: Click here to enter text. | | Name: Click here to enter text. | Task: Click here to enter text. | | Name: Click here to enter text. | Task: Click here to enter text. | | |
| EVACUATION ROUTES  Click here to enter text. |
| DEPARTMENT ASSEMBLY AREA  Click here to enter text. |
| EXTERNAL ASSEMBLY AREA  Click here to enter text. |
| METHOD FOR ACCOUNTABILITY OF EMPLOYEES  Click here to enter text. |
| PROCEDURES FOR HANDLING PERSONS IN CUSTODY OR CARE OF DEPARTMENT  Click here to enter text. |

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| **SHELTER-IN-PLACE RESPONSIBILITIES** |
| Shelter-in-Place will be ordered by the Facility Threat Coordinator when it is safer for staff to secure themselves in their work areas rather than evacuate.  *Facility Threat Coordinator and assigned staff will be responsible for securing facility entrances/exits and turning off central heating/cooling systems. Wardens will ensure that anyone in hallways or bathrooms moves into a department area. Department staff will perform the tasks assigned below within their own departmental areas in the event that a shelter-in-place protective action is ordered.* |
| **STAFF ASSIGNED TO PREFORM TASK SHELTER-IN-PLACE TASK**   |  |  | | --- | --- | | Name: Click here to enter text. | Task: Click here to enter text. | | Name: Click here to enter text. | Task: Click here to enter text. | | Name: Click here to enter text. | Task: Click here to enter text. | | Name: Click here to enter text. | Task: Click here to enter text. | | Name: Click here to enter text. | Task: Click here to enter text. | |
| **ALL-CLEAR PROCEDURES**  *In the event Shelter-in-Place action was taken due to an act of violence, the All-Clear will be given only by on-scene law enforcement officers. In the event Shelter-in-Place action was taken due to a hazardous material incident, the All-Clear will be given by the Area Wardens who will make contact by telephone or in person. When the All-Clear is given, immediately evacuate the building and proceed to the Assembly Area. Open all doors and windows as you leave. Account for all personnel at the Assembly Area and report to the Facility Threat Coordinator.*  Click here to enter text. |

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| **BOMB THREAT REPORTING AND SEARCH PLAN** |
| **BOMB THREAT REPORTING PROCEDURES**   1. *Write down any information given about location, time, or motive for bomb threat as well as characteristics of caller.* 2. *Notify Department Emergency Coordinator and Facility Threat Coordinator.  (See Alert and Emergency Notification Form on Page 5 for names and telephone numbers)* |

**AREA SEARCH PROCEDURES**

*If contacted by the Facility Threat Coordinator, or an Area Warden to search for a suspicious article, the senior department employee on each floor/area should take the following actions:*

1. Alert department employees to search their department area for suspicious articles or articles that seem out of place.
2. Confirm the Department Emergency Coordinator has been notified.
3. Remain at the following designated emergency duty station to receive further  
   communications from the Area Warden.  
   **Department Emergency Coordinator:** Click here to enter text.

**Contact Information:** Click here to enter text.

1. If an employee reports a suspicious article has been found, isolate the area and notify the Area Warden.

***Do not evacuate unless ordered to do so by the Area Warden.***

1. If no suspicious article is found, then notify the Area Warden that your department area is clear and await any further instructions at the designated location shown above.

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| FIRE PREVENTION PLAN | |
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| **FIRE HAZARD CONTROL** | |
| 1. Location of Fire Extinguisher(s): | Click here to enter text. |
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| 2. Fire extinguishers maintained by: | Click here to enter text. |
| 3. Person responsible for controlling accumulation of combustible materials: | Click here to enter text. |

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| RECOVERY AND RELOCATION PLAN |
| **DEPARTMENT RECOVERY PRIORITIES**  *List department services in order of priority for reestablishment following loss of present facilities:*  Click here to enter text. |
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| *List minimum equipment/space needs for reestablishing the highest priority services:*  Click here to enter text. |

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| ELECTRICAL OUTAGE PLAN |
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| **POTENTIAL OUTAGE PROBLEMS**  *Descriptions of possible areas affected from an outage and the location (i.e. dark stairwell, restrooms with no windows)*  Click here to enter text. |
|  |
| **STAFF ASSIGNMENTS AND/OR OPERATIONAL PROCEDURES INTENDED TO MINIMIZE IMPACT OF EXTENDED OUTAGES**  Click here to enter text. |