

CHAPTER 9
EMERGENCY PREPAREDNESS PROGRAM
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CHAPTER 9

EMERGENCY PREPAREDNESS PROGRAM

1. GENERAL.

- a. Authority. Section 2400(g) of the California Vehicle Code gives the Commissioner of the California Highway Patrol (CHP) the authority and responsibility to develop a program to protect state employees. Section 14685(c)(1) of the Government Code authorizes the CHP to establish guidelines pertaining to the protection of state employees, properties, buildings and grounds, and occupants of state properties.
- b. Mission. The mission of the Emergency Preparedness Program (EPP) is to protect state government officers and employees during emergencies. It also serves to prevent losses of state resources, other assets and personal property as a result of emergency situations.
- c. Policy. The policies and procedures for the basic operation of the EPP established in this chapter are for statewide application.
- d. Objectives. The goal of the EPP is to assist state government by increasing awareness of the consequences of disasters. Beyond the recognition of these consequences, the objective is to prepare state employees to effectively respond to emergencies through measured, reasoned, and informed methods. The CHP EPP will accomplish this by:
 - (1) Assisting state agency coordinators by providing a computer disk formatted with EPP information. State agency coordinators will then oversee the training of their employees.
 - (2) Assisting in emergency preparedness plan development by issuing Highway Patrol Handbook (HPH) 100.3, California State Agency Emergency Action Plan, to agency EPP Coordinators.
 - (3) Providing pamphlets and brochures to assist in emergency preparedness planning. The following are available through the Department's Supply Services Unit:
 - (a) Bomb Threats, CHP 1000.
 - (b) Emergency Number Form, CHP 1001.
 - (c) Crime Victim, CHP 1004.

- (d) Emergency Preparedness Program, CHP 1005.
- (e) Personal Safety, CHP 1011.
- (f) Facility Security, CHP 1012.
- (g) Workplace Emergencies, CHP 1015.
- (h) Security in State Offices, CHP 1016.

2. DEPARTMENTAL RESPONSIBILITIES. Emergency Operations and Safety Services Section is the Office of Primary Interest for the EPP and shall provide general oversight of the EPP. All CHP managers, supervisors, and officers are responsible for having a general knowledge of emergency preparedness duties and responsibilities discussed in this chapter. Field Division commanders shall designate EPP Coordinators who will be required to have a greater expertise in disaster response and emergency management procedures.

3. EMERGENCY PREPAREDNESS PROGRAM COORDINATOR SELECTION CRITERIA.

- a. Emergency Preparedness Program Coordinators will be filled by administrative assignment.
- b. Requirements for Emergency Preparedness Program Coordinators. Emergency Preparedness Program Coordinators are required to:
 - (1) Be familiar with state government entities within their assigned geographic area such as:
 - (a) The functions and services performed by each state government agency.
 - (b) The area's safety problems.
 - (c) The local disaster plans (city, county, and federal). City and county plans may be obtained from the local fire department. Federal plans may be obtained through the Federal Emergency Management Agency.
 - (2) Pay particular attention to agencies with:
 - (a) High visibility.
 - (b) High public contact.

- (c) Revenue collection.
- (d) A history of safety problems.
- (e) A location susceptible to natural or human-caused disasters.

c. Desirable Qualities. In addition to the requirements listed above, the following characteristics and qualifications are desirable:

- (1) Interest in the EPP.
- (2) Technical knowledge of disaster planning for:
 - (a) Earthquakes.
 - (b) Floods.
 - (c) Fires.
 - 1 Fire prevention practices.
 - 2 Fire behavior.
- (3) General knowledge of:
 - (a) Bomb incident planning.
 - 1 Explosive ordnance disposal practices.
 - 2 Terrorism and workplace violence contingency planning.
 - (b) Incident command system.
- (4) Ability to develop Emergency Resource Center exercises.

4. TRAINING FOR EMERGENCY PREPAREDNESS PROGRAM COORDINATORS.

Requests for training should be routed through the appropriate Division commander to PSD for coordination. Specialized training is recommended for newly appointed EPP Coordinators and should include:

- a. Initial Training. Formal training from the California Specialized Training Institute in emergency management is desirable. All training should be coordinated by Division as necessary.

b. On-the-Job Training. Experienced EPP Coordinators will provide practical training to augment the formal training that new EPP Coordinators receive.

5. DUTIES OF EMERGENCY PREPAREDNESS PROGRAM PERSONNEL.

a. Emergency Preparedness Program Coordinators. The duties and responsibilities of Division EPP Coordinators include:

(1) Maintaining a list of state client agencies and liaison personnel with EPP responsibilities within their Division.

(2) Assisting state client agencies in the development of emergency plans, but only if contacted by the state agencies. For additional information, refer to HPH 100.3, which contains lists of emergency procedures to assist the EPP Coordinator in selecting appropriate recommendations for state agencies.

(3) Informing state agencies that emergency preparedness plans are required to be available on-site for random review by the CHP.

(4) Providing training to state agency coordinators in emergency response procedures.

(5) Maintaining liaison with local fire departments, emergency response agencies, and the California Emergency Management Agency.

b. Beat Officer. Regularly assigned beat officers may assist in promoting the EPP by assisting state government during on-site emergency situations.

6. STATE CLIENT AGENCY RESPONSIBILITIES. Client agencies shall designate an EPP Coordinator who shall be responsible for:

a. Preparation of emergency plans for each of their agencies facilities or field offices in accordance with CHP policy. Highway Patrol Handbook 100.3 is available to state client agency offices through their headquarters' EPP Coordinator or by contacting CHP Publications Unit at (916) 843-3640.

b. Assigning or appointing an emergency coordinator for each subordinate facility and or field office.

c. Ensuring the development and implementation of emergency high-rise pre-fire planning procedures including an annual evacuation exercise. Pre-fire planning training may be obtained from the local fire department.

- d. Ensuring the training of all employees and high-rise building occupants on the procedures to follow in the event of fire, earthquake, bomb threat, other emergencies, and evacuation procedures.
- e. Ensuring emergency plans are made available on-site for review by the CHP.
 - (1) Information tracking regarding evacuation drill training, emergency plans, and emergency procedures training.

7. EMERGENCY PREPAREDNESS PROGRAM TRAINING AND ASSISTANCE.

State agency emergency coordinators may request consultation services from EPP Coordinators for assistance in:

- a. Emergency Preparedness Program training programs.
- b. Emergency plan development.
- c. Emergency preparedness facility inspections.

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