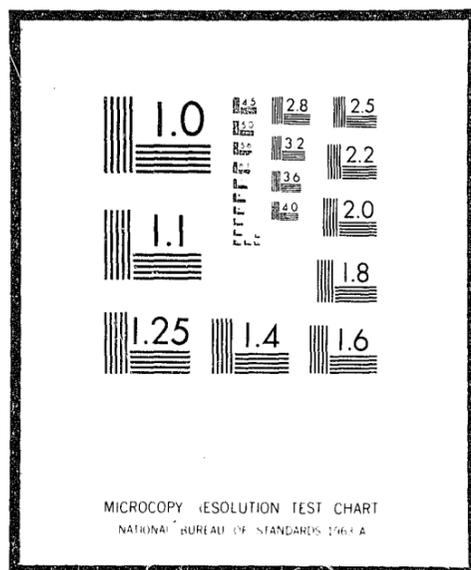


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U.S. DEPARTMENT OF JUSTICE
LAW ENFORCEMENT ASSISTANCE ADMINISTRATION
NATIONAL CRIMINAL JUSTICE REFERENCE SERVICE
WASHINGTON, D.C. 20531

Date filmed, 12/8/75



445-4004
445-1150

MARSHALL O. TOWNSEND
SERGEANT

EMPLOYEE PROTECTION PROGRAM
COORDINATOR—ZONE I

CALIFORNIA STATE POLICE
915 CAPITOL MALL
SACRAMENTO, CA 95814

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For further information contact:

California State Police
Employee Protection Program Coordinator
915 Capitol Mall, Room 117
Sacramento, California 95814
445-1150 or ATSS 8-485-1150



EMERGENCY NOTIFICATION ROSTERS

BUILDING

EMERGENCY CALL LIST

IN CASE OF EMERGENCIES CALL:

Emergency Coordinator _____ Phone _____

Phone _____

Alternate Coordinator _____ Phone _____

Phone _____

Command Center _____ Phone _____

Alternate Commander Center _____ Phone _____

California State Police..... Phone _____

Local Police..... Phone _____

Fire Department..... Phone _____

Bomb Team..... Phone _____

Ambulance Service..... Phone _____

Hospital..... Phone _____

Doctor (Workman's Compensation)

Name _____ Specialty _____ Phone _____

Name _____ Specialty _____ Phone _____

Name _____ Specialty _____ Phone _____

Electric Company..... Phone _____

Gas Company..... Phone _____

Water Company..... Phone _____

Others as Needed..... Phone _____

*The Emergency Coordinator shall maintain in his emergency plan copy a roster of Command Post personnel.

COMMAND CENTER
EMERGENCY CALL LIST FOR
FLOOR WARDENS

FLOOR WARDEN

Basement

John Jones
Office Phone _____
Room Number _____

ALTERNATE

Bill Jones
Office Phone _____
Room Number _____

First Floor

Sue Jones
Office Phone _____
Room Number _____

Dave Jones
Office Phone _____
Room Number _____

Second Floor

John Doe
Office Phone _____
Room Number _____

Bill Doe
Office Phone _____
Room Number _____

CONTINUE LIST AS NECESSARY

GENERAL INFORMATION

PURPOSE OF THE PLAN

The purpose of this plan is to establish a continuing state of readiness for the protection of the employees of this building in an event of an emergency condition such as serious illness, fire, earthquake, bomb threat, enemy attack or explosion. This plan is designed to protect lives and property, preserve the organizational structure and ensure continuity or early resumption of essential services.

Authority for the Employee Protection Program

Under the authority of Executive Order R-35-71, issued October 7, 1971, the Office of Emergency Services issued Administrative Order 72-11 assigning to the Department of General Services primary responsibility for the development of a plan to protect employees and facilities. Specific responsibility for the program has been assigned to the California State Police. Refer to the State Administrative Manual.

BUILDING EMERGENCY COMMITTEE

This committee will be composed of the Emergency Coordinator and alternate, Floor Wardens and alternates, and other personnel necessary. These individuals will meet to maintain the building emergency plan and to discuss building security problems.

ORGANIZATION

Once the Emergency Plan has been placed into operation all emergency operations shall be directed by the Command Center, which shall be staffed by the Emergency Coordinator and his staff. Command Center staff shall consist of the:

Emergency Coordinator	Utilities Officer
Alternate Emergency Coordinator	Recorder
Personnel Movement Officer	

Emergency floor personnel will include as necessary:

Floor Wardens	Elevator Monitors
Zone Monitors	Handicapped Persons Monitor
Stairway Monitors	Search Personnel
Messengers	First Aid Personnel

GENERAL INFORMATION

ORGANIZATION - continued

FUNCTIONS AND DUTIES OF EMERGENCY PERSONNEL

Command Center Personnel:

Emergency Coordinator - Responsible for the development of an emergency plan and for coordinating such a plan with other tenant agencies; for selecting, training, and organizing an adequate staff for conducting emergency operations; for directing and supervising the activities of building occupants during an emergency; for posting on appropriate bulletin boards a roster of Organization personnel who have responsibilities for emergency operations.

Alternate Coordinator - Serves as principal assistant to the Coordinator and acts for him in his absence.

Personnel Movement Officer - Supervises and expedites the planned and controlled movement of all building occupants.

Utilities Officer - Responsible for control of utilities during emergency.

Recorder - Records emergency procedures enacted.

Emergency Floor Personnel:

Floor Wardens - Under Emergency Coordinator, in charge of Room Monitors and coordination of all activities on assigned floors.

Zone Monitors - Oversee and report results of occupant search to Floor Warden; last person to leave assigned room in case of evacuation.

Stairway Monitors - Regulate and expedite the orderly flow of personnel. Search stairwells.

Elevator Monitors - Allow only the following to use elevators:

- | | |
|----------------|-------------------------|
| 1. Handicapped | 4. Bomb Disposal Team |
| 2. Police | 5. Designated Officials |
| 3. Firemen | 6. First Aid Teams |

ORGANIZATION - continued

Emergency Floor Personnel: - continued

Handicapped Persons Monitor - Assisting handicapped personnel during emergencies.

Messengers - Assigned as necessary to assist Command Center or Floor Wardens.

First Aid Personnel - Administering first aid to injured persons.

Search Personnel - Search assigned areas.

DAMAGE CONTROL

The Emergency Coordinator will assess damage and determine action necessary to immediately control dangerous areas or conditions. This may include:

1. Fire suppression and standby .
2. Disconnection of utilities and business machines.
3. Medical standby,
4. Protection or removal of flammables or records.
5. Venting doors and windows.
6. Supervising rescue and first aid teams.
7. Erecting barriers as necessary.

AFTER-HOURS AND HOLIDAY EMERGENCY PROCEDURES

In the event of an emergency during the evening, nighttime, or on holidays, notify the State Police. If the State Police do not service the area or are not available, notify the local police agency.

During an evening, nighttime, or holiday evacuation, the State Police and Buildings and Grounds personnel will act as floor wardens. They will pass through each floor informing tenants to evacuate. Employees who are requested to evacuate the building will use the same evacuation routes and sites as pre-determined for daytime evacuations unless informed otherwise. The Emergency Coordinator will advise if the building will be closed or when employees may reenter.

EMERGENCY ORGANIZATION

STATE POLICE

LOCAL POLICE

FIRE DEPT.

AMBULANCE

HOSPITAL

DOCTORS

ELECTRIC CO.

GAS CO.

WATER CO.

E.O.D. TEAM

PERSON
DISCOVERING
EMERGENCY

IF FIRE
CALL FIRE DEPT.
THEN

NOTIFY

EMERGENCY
COORDINATOR

EMERGENCY
EVALUATED

EMERGENCY
COMMAND POST
ACTIVATED

PERSON
DESIGNATED

FLOOR 1
WARDEN

FLOOR 2
WARDEN

FLOOR 3
WARDEN

Zone
Monitors

Search
Teams

Stairway
Monitors

Elevator
Monitors

Handicapped
Persons

First Aid
Personnel

Messengers

SAME FOR EACH FLOOR
OR
AS NEEDED

MEDICAL AND FIRST AID EMERGENCIES

MEDICAL AND FIRST AID

In the event of serious illnesses:

1. Notify the Emergency Coordinator or State Police.*
2. Request assistance from first aid personnel.
3. Do not move victim unless absolutely necessary.
4. Initiate first aid action as necessary.

In the event of minor injuries:

1. Initiate immediate first aid action necessary.
2. Summon assistance and notify first aid personnel.
3. Report to first aid room or station.
4. Take follow-up actions necessary to include:
 - a. Hospital emergency services.
 - b. Doctor's office emergency services.
 - c. Doctor's appointment.

*In case of heart attack or breathing stoppage notify State Police. State Police offices are equipped with resuscitator equipment. State Police personnel are trained in the use of this equipment and first aid procedures.

EARTHQUAKES

EARTHQUAKE

In the event of an earthquake:

1. Stay in the building.
2. Take shelter under tables, desks, doorways, and similar places.
3. Keep away from overhead fixtures, windows, skylights, filing cabinets, and bookcases.
4. Keep calm and await emergency instructions.

IF EVACUATION IS ORDERED:

1. Evacuate as instructed by emergency personnel.
2. Beware of falling debris or electrical wires as you exit.
3. Proceed to evacuation area.
4. Take precautions against additional shocks.
5. Follow all emergency instructions

FIRE

FIRE

Upon discovering a fire, employees should:

1. Notify the Fire Department.
2. Notify the Emergency Coordinator.
3. If fire is easily extinguishable, attempt to do so.
4. If necessary, implement evacuation and notify Emergency Coordinator of action.
5. Do not use elevators to evacuate building.
6. Make sure all doors leading to the main hallways from all offices are closed to prevent further spread of fire.

BOMB THREAT AND SEARCH

BOMB THREATS AND SEARCH

Employees receiving or discovering a bomb threat or emergency should immediately notify the Emergency Coordinator or his alternate.

If a bomb threat is received by phone, ask:

1. When is the bomb going to explode?
2. Where is the bomb right now?
3. What kind of bomb is it?
4. What does it look like?
5. Why did you place the bomb?

KEEP THE CALLER ON THE PHONE AS LONG AS POSSIBLE!

Record the following information:

1. Time of call.
2. Date of call.
3. Exact words of person.
4. Age, sex, adult, child.
5. Speech pattern, accent.
6. Background noises.

If a bomb threat is received by mail employees should:

1. Not handle the letter, envelope or package.
2. Notify the Emergency Coordinator or alternate.
3. Emergency Coordinator or alternate will preserve the evidence for law enforcement officials.

BOMB THREATS AND SEARCH - continued

If a suspicious object is discovered the employee should:

1. Not attempt to touch or move object.
2. Notify Emergency Coordinator.
3. Evacuate immediate area.
4. Attempt to find possible owner of object.
5. Await further instructions.

BOMB SEARCH

It has been found that the safest method for handling a bomb threat is to institute an occupant search immediately after the receipt of a threat. While the occupant search is progressing, search teams will search evacuation routes in order to assure safe passage of occupants from the building in case evacuation is necessary.

THE EMPLOYEE SEARCH IS THE ONLY METHOD BY WHICH IT MAY BE DETERMINED IF THERE IS A SUSPECT OBJECT IN THE AREA. DURING A SEARCH YOU ARE ONLY LOOKING FOR SOMETHING THAT SHOULDN'T BE THERE, AND IF SOMETHING IS FOUND, THERE IS ONLY ONE REQUIREMENT:

REPORT THE LOCATION OF THE SUSPICIOUS OBJECT!

Building Maintenance Personnel:

Building Maintenance personnel will search those areas assigned to the Building Manager, Building Engineer, maintenance and equipment storage areas, and the outside and rooftop areas of the building.

Occupant Search by Employees:

Building office personnel will search only their immediate work areas and will report the results of their search to Zone Monitors who will direct office searches.

Team Search:

Search team personnel will search all public areas to include lobbies, restrooms, hallways, stairwells, closets, storage rooms and evacuation routes.

State Police Personnel:

State Police personnel will assist in all area of the search as necessary.

BOMB THREATS AND SEARCH - continued

What to Look For (Suspicious Object)

Explosives can be packaged in a variety of containers. Most likely, it will be camouflaged. The container is likely to be a common article, such as a box (shoe, cigar, etc.), a grocery bag, athletic bag, airline flight bag, suitcase, attache case, briefcase, etc. Look for the unusual or something that appears to be out of place. It is important that someone familiar with the area assist in the search in order to note something which is unusual or alien to the surroundings. Anything that does not belong, or whose nature and presence cannot be adequately explained, is a suspicious object.

Suspicious Object Located

When a suspicious object is located, it will not be touched, moved or disturbed in any manner.

- (1) Get good description of objects:
size, color, markings.
- (2) Get exact location of object:
building, floor, room number and
location within the room.

Call the Emergency Coordinator for further instructions and begin clearing all people from the immediate vicinity. At this time, the area directly above and below the object will be cleared.

When feasible, flammables will be removed from the area, gas and fuel lines will be shut off. Cordon off the area to prevent re-entry.

Emergency Coordinator will notify Bomb Squad or if policemen are present, they will contact Bomb Squad.

After each assigned area has been searched, search teams will report to their respective floor wardens.

EXPLOSIONS

EXPLOSIONS

In the event of an explosion in the building, such as those caused by leaking gas, faulty boilers, or explosives, employees should perform the following actions:

1. Take cover under tables, desks, other such objects which will give protection against flying glass or debris.
2. Notify the Fire Department.
3. Notify Emergency Coordinator or alternate.
4. After effects of explosion have subsided, the State Police or the Emergency Coordinator will determine if evacuation is necessary.
5. If evacuation is ordered, exit as instructed by emergency personnel.
6. Upon leaving the building, proceed to evacuation sites and await instructions from emergency personnel.

ENEMY ATTACK

ENEMY ATTACK

Civil Defense signals warning of enemy attack are sounded by sirens.

ALERT SIGNAL

This is a steady blast or tone for three to five minutes signifying that essential emergency information will be broadcast.

1. If evacuation is necessary, employees will evacuate according to the instructions of emergency personnel.
2. Employees should take personal belongings and possessions when leaving work stations.

ATTACK SIGNAL

This is a wailing tone or a series of short blasts for three to five minutes; it signifies that an actual attack against this country has been detected. Employees should:

1. Take cover under tables, desks, or any large objects which will give protection against flying glass or debris.
2. Stay against the wall nearest the windows for protection.
3. Stay under cover until notified otherwise.
4. If evacuation is ordered, proceed to fallout shelters as instructed by emergency personnel.
5. Remain in shelter until other action is directed by the Emergency Coordinator.
6. The Emergency Coordinator will contact appropriate authorities for further information and action.

EVACUATION

1. When evacuation is determined necessary by the State Police or the Emergency Coordinator, employees will leave the building immediately and quietly by the nearest designated exit or as advised. Maps on bulletin boards and other locations on each floor indicate the nearest designated exit. Emergency personnel will be available to direct employees and ensure that evacuation instructions are carried out.
2. Evacuation of handicapped personnel will be given the highest priority in all emergencies. They will be evacuated by the most expeditious and safe means available.
3. When evacuating, employees should walk, remain quiet, grasp handrails, women will remove high heels if advised to do so, and follow all other emergency instructions.
4. Depending on the exit used, employees will gather in predetermined evacuation sites unless otherwise instructed.
5. After evacuation is completed, police and other emergency personnel will prevent entrance to the building.
6. When the emergency is over, the Emergency Coordinator will advise employees to return to the buildings.

TO BE POSTED

_____ FLOOR

EMERGENCY CALL LIST

Emergency Coordinator	Phone _____
State Police	Phone _____
Deputy Coordinator	Phone _____
Command Center	Phone _____
(Location)	_____	Phone _____
Alternate Command Center	Phone _____
(Location)	_____	Phone _____
_____ Floor Warden	_____	Phone _____
(as needed)	_____	Phone _____
Zone Monitors	_____	Phone _____
(As needed)	_____	Phone _____
Stairway Monitors	_____	Phone _____
(As needed)	_____	Phone _____
Elevator Monitors	_____	Phone _____
(As needed)	_____	Phone _____
Handicapped Persons Monitor	_____	Phone _____
(As needed)	_____	Phone _____
Search Personnel	_____	Phone _____
(As needed)	_____	Phone _____
First Aid Personnel	_____	Phone _____
(As needed)	_____	Phone _____

FLOOR MAPS

END