

STATE EMPLOYEE PROTECTION PROGRAM

1763

(No. 30 October 2000)

Government Code [14615 \(b\)](#) describes the employee protection program that has been designed for state facilities to meet an emergency condition such as a bomb threat, earthquake, fire, demonstration, injury, or illness. Each facility must have a plan to meet such an emergency. Employees must be made aware of the plan and the plan must be posted conspicuously for employee reference should an emergency occur.

RESPONSIBILITY

1763.1

(No. 30 October 2000)

The California Highway Patrol (CHP) has jurisdiction over the matters related to the security of state officers, property and occupants of the state property pursuant to Government Code 14615(b). The CHP may also establish rules and regulations pertaining to the protection of state employees, properties, buildings and grounds, and occupants of state properties. The Departmental Safety Officer, in cooperation with the headquarters building manager, will develop plans for Sacramento Headquarters units. Area and Region Chiefs will be responsible for the development and posting of the plan for their respective headquarter offices. The appropriate program manager shall develop plans for other state facilities, (i.e. Office of State Fire Marshal, Fire Academy, Mobile Equipment, Business Services, etc). Camp managers and Battalion Chiefs will be responsible for the plans at their respective locations.

If a new facility or location is established, a new or revised plan must be completed within 60 days. Existing facilities shall be updated every 2 years.

EMERGENCY PLAN TEAM COMPOSITION

1763.2

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If a facility has a need for an emergency response team, such as Sacramento Headquarters, the emergency team will include the following positions, as a minimum:

- The emergency coordinator and alternate.
- Floor wardens and alternates.
- Others who know about the buildings and work sites emergency and security problems.

This team should meet at least once every two months to discuss current emergency preparedness and safety concerns.

Based on the size of the building, number of staff, and location, others will be included in the emergency plan team. They include: elevator monitors, zone wardens, disabled persons monitors, stairwell monitors, search teams, messengers, and medical teams. Each of these team members will be responsible for different duties.

The emergency coordinator shall designate a command center and in the event of an emergency he/she shall activate the command center. The emergency coordinator may also assess damages and determine immediate action necessary to control dangerous conditions before police and/or emergency medical personnel arrive. **DO NOT ATTEMPT ANY ACTION THAT WILL RISK INJURY TO YOU OR OTHERS.**

EMERGENCY PLAN DEVELOPMENT **1763.3**
(No. 30 October 2000)

Each emergency plan must include a building floor plan, building (floor) evacuation diagram, an emergency team list, and emergency plan posters.

Because of frequent personnel changes, it is necessary to update warden and monitor rosters whenever there are personnel changes, and at least annually. Updates must be completed by January 15 of each year.

EMERGENCY PLAN and CHP INSPECTIONS **1763.4**
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A copy of emergency plans shall be retained at the departmental facility for random inspection by the CHP. If you have questions about your plan, contact the Division within your county.

The CHP Emergency Preparedness Program Coordinators' addresses and the counties they are responsible for:

Northern Division, 2485 Sonoma Street, Redding, CA 96001-3026
(916) 225-2715 or CALNET 8-442-2715

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|-----------|----------|-----------|----------|---------|
| Colusa | Humboldt | Mendocino | Shasta | Trinity |
| Del Norte | Lake | Modoc | Siskiyou | |
| Glenn | Lassen | Plumas | Tehema | |

Valley Division, 11336 Trade Center Drive, Rancho Cordova, CA 95742
(916) 464-2090 or CALNET 8-433-2090

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|--------|-----------|-------------|--------|------|
| Alpine | Calaveras | Placer | Sierra | Yuba |
| Amador | El Dorado | Sacramento | Sutter | |
| Butte | Nevada | San Joaquin | Yolo | |

Golden Gate Division, 1551 Benicia Road, Vallejo, CA 94591
(707) 648-4180 or CALNET 8-574-4180

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|--------------|-------|---------------|-------------|--------|
| Alameda | Marin | San Francisco | Santa Clara | Sonoma |
| Contra Costa | Napa | San Mateo | Solano | |

Central Division, 5179 North Gates Avenue, Fresno, CA 93722-6414
(209) 488-4329 or CALNET 8-422-4329

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|--------|--------|----------|------------|----------|
| Fresno | Kings | Mariposa | Stanislaus | Tuolumne |
| Kern | Madera | Merced | Tulare | |

Southern Division, 411 North Central Avenue, Suite 410, Glendale, CA 91203
(818) 240-8200 or CALNET 8-667-4686

Los Angeles

Border Division, 9330 Farnham Street, San Diego, CA 92123-1284
(619) 637-7158 or CALNET 8-734-7158

| | | |
|----------|--------|-----------|
| Imperial | Orange | San Diego |
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Coastal Division, 4115 Broad Street, Suite B-10, San Luis Obispo, CA 93401
(805) 549-3261 or CALNET 8-629-3261

| | | | |
|-----------------|---------------|------------|---------|
| Monterey | Santa Barbara | Santa Cruz | Ventura |
| San Luis Obispo | San Benito | | |

Inland Division, 847 East Brier Drive, San Bernardino, CA 92408-2820
(909) 383-4811 or CALNET 8-670-4811

Inyo

Mono

Riverside

San Bernardino

INSPECTIONS

1763.5

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The CHP will monitor the program by making unannounced inspections of department facilities. Items covered by inspectors will include:

- Emergency building evacuation diagram.
- Proper reporting of crimes involving loss or damage to state property.
- Current Standard Form 621 posted in a conspicuous place
- Current list of the emergency team members.
- Availability of first aid kits.
- Availability and servicing of fire extinguishers.
- Accomplishment of emergency training.
- Existence of security hazards.

TRAINING

1763.6

(No. 30 October 2000)

Upon request, the CHP will train employees to respond properly to bomb threats and similar personal hazards.

Training of the team members shall be conducted at least annually. If new members are assigned during the course of the year, they shall be provided the necessary training to fill their assigned position. (See exhibit "[Title and Duties of Emergency Team Members](#)" for the roles and responsibilities of each position).

CAL FIRE managers and supervisors will make sure that necessary training in employee safety matters is accomplished.

SPECIAL NEEDS SURVEY

1763.7

(No. 30 October 2000)

The "[Confidential Emergency Preparedness Special Needs Survey](#)" provides a mechanism to identify personnel who could need assistance to exit a facility in the event of an emergency evacuation. The information on the form is confidential and shall be maintained in a locked cabinet. The emergency coordinator, floor warden, or the 'Employee(s) with Disabilities Monitor' shall be informed of those personnel needing assistance. (The [Special Needs Survey](#) is designed for the Resources Building in Sacramento, and can be modified for any facility.)

[\(see next section\)](#)

[\(see HB Table of Contents\)](#)

[\(see Forms or Forms Samples\)](#)