

STOCKTON POLICE DEPARTMENT

GENERAL ORDER

PERSONNEL EMERGENCY RESPONSE PLAN

SUBJECT

DATE: January 18, 2007

NO: E-05

FROM: CHIEF ERIC JONES

TO: ALL PERSONNEL

INDEX: Personnel Emergency Response Plan

I. PURPOSE

- A. To ensure adequate numbers of police personnel are available in the event of an earthquake, flood, terrorist incident, or other large scale incident.
- B. To encourage employees to pre-arrange for their family's safety and that in the event of a large scale emergency attempts are made to verify the safety of on-duty employee's families.

II. PROCEDURE

- A. Government Code sections 3100-3102, dictate all public employees are disaster service workers and will ensure the "*protection of the health and safety and preservation of the lives and property of the people of the state from the effects of natural, manmade, or war-caused emergencies which result in conditions of disaster or extreme peril to life, property, and resources is of paramount state importance....*"

To protect the public and maintain order, it is crucial that the Stockton Police Department staff emergency incidents by having on-duty personnel continue to work and off-duty personnel respond to work. During the occurrence of a large-scale disaster, such as a Weapons of Mass Destruction terrorist act or significant natural disaster, employees will have the following responsibilities:

- 1. Employee Responsibilities
  - a. All **on-duty** personnel will continue to perform normal duties or special duties as assigned, in 12-hour shifts and until relieved, pursuant to the Department Emergency Response Plan. If the personnel have been able to verify the safety of their family members they, will notify the Family Safety Operator in the Telecommunications Center (at x8888).
  - b. All **off-duty** personnel will ensure their family members are safe, and that they have adequate food and shelter. They shall then make contact with the Stockton Police Department Telecommunications Center regarding re-call to duty. If communications systems have failed, they shall report to the police facility to which they are assigned. If they are unable to do so, they shall report to one of the fire stations within the City of Stockton. After reporting, employees will be directed to certain duties or given information about being re-called to duty.
- 2. Instructions for employees responding from home or elsewhere will be posted or relayed by someone stationed at designated responding locations. Such primary locations will be the appropriate police facility to which the employee is assigned. Secondary locations will be city-wide fire stations. The Incident Commander shall be responsible for ensuring such instructions are posted at these locations.

B. Pre-Planning for Disaster Situations

1. Employees will be encouraged to complete a Family Communication Plan (shared with their family members), with a copy maintained in each employee's divisional personnel file. These plans should be updated each year. Supervisors are encouraged to check these for each of their new subordinates after the bid takes effect each year.
2. Employees' personal and contact information, noted in PERM files, shall be updated for any changes, as well as annually at the bid, or no later than January 1<sup>st</sup> of each year.
3. Employees are encouraged to be prepared at home with a personal family evacuation and pick-up plan, family communications plan, and disaster supply kit at their residence.

C. Family Safety Team

1. In the event of a large scale disaster, the Telecommunications supervisor shall designate or make arrangements for a Family Safety Operator (FSO). The FSO will coordinate the response of the Family Safety Team. The FSO shall keep on-duty employees updated on the efforts to insure/verify the safety of their families.
2. The Family Safety Team will be responsible for attempting to contact the family members of on-duty police personnel. In the event they are unable to reach some family members via telephone, they shall check on the family if they reside in the Stockton Metropolitan area. If outside this area, they shall attempt to have the local police agency in that area make the check.
  - a. The Incident Commander will designate a supervisor to form and supervise the activities of the Family Safety Team. This team shall be formed from Volunteers in Police Service (V.I.P.S.), Police Cadets, or other available volunteers.