



ADMINISTRATIVE REGULATION

OFFICE OF THE CITY MANAGER

Number: AR 802
Sections: 1 - 9
Responsible Department: Fire
Revised Date: March 2016
Review Date: March 2021

SUBJECT: *Employee Safety "Emergency Action Team"*

1. Purpose:

- 1.1 Safety is a vital concern of the City of Huntington Beach. In order to ensure a safe environment for City employees and visitors to city facilities, the City has developed the Safety Officer Program. The program provides training and equipment for pre-identified Safety Officers in all the city's facilities, excluding Fire Stations, Police Department sub-stations/jail, and Marine Safety HQ. The Safety Officers will respond to the emergency until public safety personnel arrive on the scene.
- 1.2 Examples of types of emergencies for which a Safety Officer (SO) may take initial responsibility:
 - A single emergency (a heart attack, a trash can fire, a suspicious odor)
 - A security emergency (workplace violence, suspicious package or bomb threat)
 - A major emergency (earthquake or fire)
 - Any evacuation of a City facility
- 1.3 To motivate and improve City employed moral by assuring every consideration has been taken for their safety and the safety of clients.

2. Authority:

- 2.1 City of Huntington Beach Charter, Section 401.
- 2.2 Municipal Code 8.60.

3. Application:

This regulation applies to all officers and employees of the City.

4. Policy:

To provide within City facilities trained employee responders to provide assistance until professional emergency services arrive at the scene.

5. Responsibilities:

- 5.1 City Manager:** The City Manager and Executive Team will endorse support the Safety Officer Program and will allow employees to participate in all training and meetings as needed.
- 5.2 Fire Department and Human Resources Department:** The Fire Department shall have the responsibility of initiation, implementation, and overall management of the program with the assistance of the Lead Safety Officers who shall consist of: The Emergency Services Coordinator, Assistant Fire Marshal, and Risk Management Safety Specialist. The Department will provide First Aid, CPR/AED, fire behavior/extinguisher, and light search and rescue training. The Fire Prevention Division will support facility coordinator with preparing evacuation plans in accordance with the Fire Code.
- 5.3 Police Department:** The Police Department will provide workplace violence training such as active shooter, bomb threat, and suspicious package. They will also provide technical support in the preparation of response procedures.
- 5.4 Other Departments:** Each Department Director will provide a minimum two Safety Officers per floor, facility, or separated office space and must be on alternating shift schedules (9/80-4/10).

6. Funding:

The Emergency Management and Homeland Security Council (Disaster Council) will allocate funding for training, supplies and equipment as a line item in the Fire Department emergency Operations Center budget specifically for the Safety Officer Program.

7. Training:

Safety Officers will be required to participate in a one day Basic Safety Officer training every two years and maintain a valid First Aid/CPR/AED Certification,. Training will include the following:

- Basic Safety officer – 9 Hours
 - In Introduction (Lead Safety Officers) – 1 hour
 - Fire Behavior (Fire Department) – 1 Hour
 - Fire Extinguisher (Fire Department) – 1 Hour
 - Light Search and Rescue (Fire Department) – 2 Hour
 - START Triage (Fire Department) – 1 Hour
 - Active Shooter/Workplace (Police Department) – 2 Hour
 - Emergency Response Drill (All) – 1 Hour
- First Aid/CPR/AED Certification – 5 hours

8. Evacuation Drills:

8.2 The following facilities, in accordance with the California Fire Code, will conduct a building evacuation drill a minimum of once a year. The preferred date is during the Great ShakeOut (Third Thursday of October). The Department Director is responsible for the coordination of facilities other than the Civic Center. Quarterly drills do not have to include the public and can be conducted before or after business hours.

- Art Use Building (Quarterly)
- Civic Center
- Community Centers (Quarterly)
- Central Library (Quarterly)
- Water Yard

8.3 All other facilities are recommended to participate in the Great ShakeOut or other building evacuation drill. Coordination of these drills is the responsibility and at the discretion of the department head responsible for the facility.

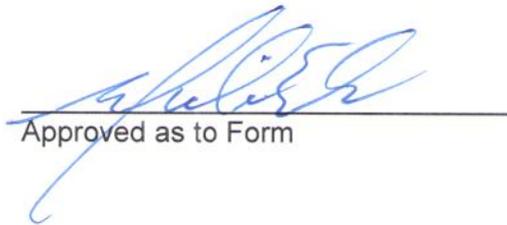
8.4 The Fire Department will provide observer/evaluators during building evacuations when possible.

9. Equipment:

The City will provide the following equipment:

- Safety Officer Bag
- Radio
- Flashlight/Head Lamp
- Hard Hat
- Vest
- Trauma/First Aid Kit
- Pry Bar
- Clipboard with forms
- Gloves
- Safety Glasses
- Other supplies as needed


Initiating Department Head


Approved as to Form


Fred A. Wilson
City Manager