



ADMINISTRATIVE REGULATION

OFFICE OF THE CITY MANAGER

Number: 802
Responsible Department: Fire
Established/Effective Date: March 1, 2016
Latest Revision Date: February 28, 2023
Next Review & Reauthorization Date: February 28, 2025

SUBJECT: Employee Safety Officer Program

1 Purpose:

Safety is a vital concern of the City of Huntington Beach (City). In order to ensure a safe environment for City employees and visitors to city facilities, the City has developed the Safety Officer Program (Program). The Program provides training and equipment for pre-identified Safety Officers (SO) in all the City's facilities, excluding Fire Stations, Police Department sub-stations/jail, and Marine Safety HQ. The SO will respond to an emergency until public safety personnel arrive on the scene.

- 1.1. To provide assistance, within City facilities, by trained employee responders, until emergency services arrive at the scene.
- 1.2. To motivate and improve morale by assuring employee's and visitor's safety is taken under consideration.

2 Authority:

- 2.1 City of Huntington Beach Charter, Section 401
- 2.2 Huntington Beach Municipal Code Section 8.60 Emergency Management and Homeland Security

3 Application:

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

4 Definitions:

- 4.1 Safety Officer, Civic Center
Safety Officers assigned to the Civic Center.
- 4.2 Safety Officer, Outlying Facilities
Safety Officer assigned in facilities located offsite of Civic Center.
- 4.3. Emergency Management and Homeland Security Council (EMHS) – as defined in the Huntington Beach Municipal Code Section 8.60.030

5 Policy:

- 5.1 Examples of types of emergencies for which a SO may take initial responsibility:
 - Single emergency (a heart attack, a trash can fire, a suspicious odor)
 - Security emergency (workplace violence, suspicious package or bomb threat)
 - Major emergency (earthquake or fire)
 - Evacuation of a City facility



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- 5.2 The Emergency Management and Homeland Security Council (EMHS Council) will allocate funding for training, supplies, and equipment as a line item in the Emergency Management and Homeland Security budget specifically for the Program.

6 Responsibilities:

6.1 City Manager:

The City Manager and Executive Team will endorse and support the Program and will allow employees to participate in all training and meetings as needed.

6.2 Fire Department and Human Resources:

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, the Fire Marshal, and Risk Management Safety Specialist. The Fire Department will provide First Aid, CPR/AED, fire behavior/extinguisher, and light search and rescue training. The Community Risk Reduction Division will support facility coordinators with preparing evacuation plans in accordance with the Fire Code. The Risk Manager will share responsibility for assisting in scheduling training, records retention and legal/policy guidance.

6.3 Police Department:

The Police Department will provide workplace violence training such as active shooter, bomb threat, and suspicious package handling, in addition to technical support in the preparation of response procedures.

6.4 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).

6.5 Safety Officer Requirements

- 6.5.1 Physically capable to assist fellow employees who may be injured.
- 6.5.2 Physically able to go up and down the stairwell as necessary
- 6.5.3 Perform lifesaving First Aid if necessary.
- 6.5.4 Prior First Aid and SO training is desirable
- 6.5.5 Volunteer for this role and be committed and engaged to the role.
- 6.5.6 Assigned to work area at least 80% of their shift

7 Procedures:

7.1 Training

- 7.1.1 Safety Officers will be required to participate in at least 15 hours of Basic Safety Officer training every two years.

7.1.2 Training:

- 7.1.2.1 First Aid/CPR/AED/Stop the Bleed
- 7.1.2.2 Introduction to Safety Officer
- 7.1.2.3 Fire Behavior
- 7.1.2.4 Fire Extinguisher
- 7.1.2.5 Light Search and Rescue
- 7.1.2.6 START Triage



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7.1.2.7 Active Shooter/Workplace Violence Training

7.2 Evacuation Drills:

7.2.1 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.

- 7.2.1.1 Art Use Building (Quarterly)
- 7.2.1.2 Civic Center (Bi-yearly)
- 7.2.1.3 Community Centers (Quarterly)
- 7.2.1.4 Central Library (Quarterly)
- 7.2.1.5 Corporate Yard
- 7.2.1.6 Water Yard

7.2.2 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.

7.2.3 The Fire Department will provide observers/evaluators during evacuations, when possible.

7.3 Equipment:

7.3.1 The City will provide the following equipment to each department's assigned SO for all employees and the public to use if and when necessary.

- 7.3.1.1 Safety Officer Bag
- 7.3.1.2 Radio
- 7.3.1.3 Flashlight/Head Lamp
- 7.3.1.4 Hard Hat
- 7.3.1.5 Vest
- 7.3.1.6 Stop the Bleed Kit
- 7.3.1.7 Pry Bar
- 7.3.1.8 Clipboard with forms
- 7.3.1.9 Gloves
- 7.3.1.10 Safety Glasses
- 7.3.1.11 Other supplies as needed

7.3.2 The City provides the following equipment at various City facility locations for all employees and public to use.

- 7.3.2.1 AED's are located at most City facility locations.
- 7.3.2.2 Evacuation chairs for those with disabilities are located on floors 2-5 of the Civic Center and SO's are trained in their operations.

Distribution: All employees may access the Administrative Regulations via the Intranet at:
<https://surfnet.cohb.net/policiesprocedures/SitePages/Home.aspx>



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Scott Haberle, Fire Chief
Initiating Department

Approved as to Form

Al Zelinka
City Manager

Review Schedule

REVIEW DATE	DEPT. HEAD INITIAL	CITY MANAGER SIGNATURE