

## 3-14/130.00 Emergency Preparedness Coordinators

Facility emergency preparedness is the responsibility of each unit commander. Each facility shall designate an Emergency Preparedness Coordinator (preferably a lieutenant) to:

- Coordinate and conduct emergency response training once each month, by shift, and conduct drills with primary response facilities at least once every six months
  - Coordinate and conduct fire drills once every three months, and conduct a major fire drill in conjunction with the local fire department once every six months. All fire drills should incorporate the actual use of equipment such as self contained breathing apparatus (air packs), complete fire turn-out gear, emergency generators, ventilation shut-offs, etc.
  - Oversee maintenance of facility supplementary emergency plans and procedures, including procedures to facilitate timely transportation of response teams to adjacent facilities, or elsewhere as necessary
  - Oversee facility preparedness training programs to ensure on-going compliance with the objectives established in this order
  - Ensure proper documentation and record retention of all emergency events
  - Oversee management of the facility armory, including maintenance of records verifying periodic inspection of the armory inventory and other emergency response equipment assigned to the facility
  - Act as facility liaison with other facility coordinators and the Training Division-Custody Unit to accomplish the objectives established in this order
  - Report recommendations and areas of concern to the unit commander
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