# **00-011 Desk Emergency Operations Procedures**



#### **STATION ORDER**

#### **Cerritos Station**

STATION ORDER NUMBER: 00-011

| Subject: Desk Emergency Operations Procedures |            |                    |            |
|---|------------|--------------------|------------|
| Effective Date:                               | 06/13/2000 | Last Date Revised: |            |
| Last Date Reviewed:                           | 03/16/2020 | Next Review Date:  | 03/10/2021 |

#### **PURPOSE:**

The purpose of this order is to establish general guidelines to be followed by Cerritos personnel in the event of an emergency that occur near the entrance to the station, in the lobby, in the desk area, or city hall.

### **SCOPE OF ORDER:**

With the multitude of possible emergency scenarios that could occur in the desk area, it is not possible to provide specific direction for each one. This document is designed to provide general instruction for desk personnel and innovation and/or adaption may be necessary depending upon the actual incident and circumstances at hand.

#### ORDER:

## [REDACTED TEXT]

Printed: 6/8/2025 (WEB)