Critical Facilities Check Policy

PURPOSE OF ORDER:

It is the policy of Altadena Station to check and record the status of each critical facility it determines necessary on a regular basis. This policy will describe the procedures to be followed by field personnel when assigned to check the critical facilities locations in their patrol area.

SCOPE OF ORDER:

This order shall apply to all personnel assigned to Altadena Station.

ORDER:

A critical facility is defined as: *any building or structure or complex in the event of a disaster, whether natural or man-made, poses a threat to public safety or represents a resource for public and/or emergency responders or any facility which by its political or public nature or purpose would cause panic for its failure or collapse.*

This policy shall meet the station's requirements in regards to Field Operations Directive 02-05.

Sergeant Responsibilities - Station Critical Facility Database

It shall be the responsibility of the Altadena Sergeant with the collateral to maintain and keep the records of the critical facilities updated and current. The respective shift sergeant shall make an entry into the shift log when all locations have been inspected.

Emergency Operations Bureau (EOB) shall be responsible for the annual inspection of each unit's critical facility database during the command inspection.

Deputy Personnel Responsibilities

Deputy personnel assigned to the area car shall inspect all **PRIMARY CRITICAL FACILITIES** and **SENSITIVE BUSINESS LOCATIONS** **once** per shift as prescribed below.

All **SECONDARY CRITICAL FACILITIES** shall be checked on a routine basis as time permits, but at least twice per work week.

Inspections of critical facilities should be conducted as a normal course of business as well as at times of crisis. For example, terrorist targeted facilities should be inspected when a potential threat exists or information regarding the need for inspection comes to light, whereas, critical facilities susceptible to earthquake damage should be checked following an earthquake.

When conducting an inspection of a critical facility, field personnel shall record the inspection by creating a tag (call or observation) on the Mobile Data Terminal. Field personnel shall attempt to contact the facility manager or other facility staff members to inform them of the purpose of the inspection. The name(s) of the person(s) contacted shall be noted in the clearance screen for that incident. Many facilities may not have staff working at the time of the inspection depending on the type of location or time of day. In those Instances, field personnel shall indicate on the clearance that they were unable to locate a contact person.

Deputy personnel are responsible for informing the Altadena Field Sergeant when their checks are complete. If, for any reason a unit cannot finish their assigned checks it shall be their responsibility to inform the Altadena Field Sergeant so their inspections can be re-assigned to other units on the shift.

Field personnel shall be thorough in inspecting any critical facility. The areas to inspect vary depending on the type of facility and the threat to that location (e.g. earthquake, terrorism). Field personnel should consult the facility manager, if possible, to determine those areas at risk.

Those facilities that have their own security or policing agency (e.g. public schools) do not have to be

inspected during normal business hours unless there is a known or suspected threat or emergency situation.

LOGGING AND TRACKING OF INSPECTIONS

The Computer Aided Dispatch System has been modified to allow refined searches of the records in each station's critical facility file. A new statistical code, #850, has been created in order to track activities at critical facilities. This new stat code shall be used in the clearance of incidents or checks (calls or observations) involving any location which is listed as a critical facility. Statistical code "850" may be used as a lone or supplemental clearance code. For example, a routine patrol check would be cleared using only "850", whereas an incident at a critical facility may be cleared using "850" plus the appropriate statistical code related to the incident.

Desk and field personnel also have the ability to select critical facility records by "facility level" such as "terrorist target." By adding the following parameters to any search command (except "CRITQ"), personnel can retrieve a specific group of facilities.

Parameter	Facility Level
/B	Pass/Road/Bridge
/D	Dense Populace

/G	Government
/E	Emergency Service
/U	Utility
/H	Hazmat
/R	Resource
/T	Terrorist Target

For example, to obtain a list of terrorist targets within Temple Station's area, type: **"CRITS TEM /T"** [CRITS(space)TEM(space)/T].

Unit 71 - RD's 0771, 0772, 0751

Terrorist Targets - ***Primary***

Sensitive Business Locations - ***Primary***

3061 N. Lincoln Ave. - George's Liquor

2171 N. Fair Oaks Ave. - Arco AM/PM

2176 N. Lincoln Ave. - Laney's Liquor

2207 N. Lincoln Ave. - Standard Ice Cream

Schools / Dense Population Areas - ***Secondary***

725 W. Altadena Dr. - Audubon Elementary

3126 N. Glenrose Ave. - Edison Elementary

527 W. Ventura St. - Franklin Elementary

760 W. Mountain View St. - Five Acres

593 W. Woodbury Rd. - Jackson Elementary

Utilities - ***Secondary***

3939 Chaney Trail - Lincoln Ave Water Co.

4554 El Prieto Rd. - Lincoln Ave Water Co.

End of Chapman Ct. - Lincoln Ave Water Co.

3202 N. Glenrose Ave - Lincoln Ave Water Co.

564 W. Harriet St. - Lincoln Ave Water Co.

729 W. Harriet St. - Lincoln Ave Water Co.

2700 N. Olive Ave. - Lincoln Ave Water Co.

265 W. Figueroa Dr. - Rubio Canyon Water Co.

148 W. Mountain View St. - Las Flores Water Co.

Unit 72 - RD's 0773, 0774, 0752

Terrorist Targets - ***Primary***

Sensitive Business Locations - ***Primary***

2427 N. Lake Ave. - EZZZ Stop

2181 N. Lake Ave. - Masjid Al-Jaqwa Mosque

764 E. Mariposa St. - Baha'I Faith

Schools / Dense Population Areas - ***Secondary***

743 E. Calaveras St. - Altadena Elementary

3544 N. Canon Blvd. - Loma Alta Elementary

2212 N. El Molino Ave. - Scripp's Home

Utilities - ***Secondary***

3900 N. Fair Oaks Ave. - Lincoln Ave Water Co.

726 E. Poppyfields Dr. - Las Flores Water Co.

3 E. Wapello St. - Lincoln Ave Water Co.

100 E. Calaveras St. - Pasadena Water District

815 E. Calaveras St. - Rubio Canyon Water Co.

428 E. Sacramento St. - Las Flores Water Co.

Unit 73 - RD's 0775, 0776, 0777, 0778

Terrorist Targets - ***Primary***

Sensitive Business Locations - ***Primary***

1434 N. Altadena Dr. - Pasadena Jewish Center

1319 N. Altadena Dr. - 7/11 Store

1633 N Altadena Dr. - Arco Smog Pros

1880 N. Lake Ave. - Arco Am/Pm

Schools / Dense Population Areas - ***Secondary***

2065 N. Allen Ave. - Burbank Elementary

2184 N. Lake Ave. - Eliot Middle

2101 E. Washington Blvd. - Webster Elementary

1840 N. Lake Ave. - St. Elizabeth's

1919 E. Pinecrest Dr. - Noyes Elementary

1014 E. Altadena Dr. - St. Mark's School

1720 N. Kinneloa Cyn Rd. - High Point Academy

2585 E. Washington Blvd. - Park Marino Health Center

943 E. Altadena Dr. - Meher-Montessori School

2501 N. Maiden Lane - Sahag-Mesrob Armenian School

Uti**lities** **- *Secondary***

3350 N. Lake Ave. - Las Flores Water Co.

1329 E. Loma Alta Dr. - Rubio Canyon Water Co.

2663 N. Maiden Ln. - Rubio Canyon Water Co.

1939 Kinneloa Canyon Dr. - Kinneloa Irrigation District

2640 E. New York Dr. - Kinneloa Irrigation District

2999 E. New York Dr. - Kinneloa Irrigation District

1834 Pasadena Glen Rd. - Kinneloa Irrigation District

2014 Windover Rd. - Kinneloa Irrigation District