

SPECIAL OPERATIONS BUREAU

NOTICE

16.2

October 9, 2009

TO: All Concerned Commanding Officers

FROM: Commanding Officer, Special Operations Bureau

SUBJECT: DUCK, COVER AND HOLD CITYWIDE EXERCISE

On October 15, 2009, the Department will participate in the Citywide "Duck, Cover and Hold" exercise. The City Emergency Preparedness Department, in support of National Earthquake preparedness Month, is coordinating a Citywide exercise. The basic intent of this exercise is to involve all City employees in training on the recommended actions to be taken in the event of an earthquake. The exercise is further intended to serve as a reminder to the various departments to review and evaluate their current earthquake procedures.

In support of this exercise, it is recommended that all Department employees be reminded that in the event of an earthquake, they are to "Duck, Cover and Hold on." Once shaking starts, they should:

- Move only a few steps before finding cover under or beside sturdy furniture or an interior wall;
- Assume a position which protects their head, face and neck from falling debris and remain there until the shaking stops;
- Once it is safe to do so, assist others who may be injured; and,
- Evacuate the building if it is suspected of being structurally unsound.

Participation by most Department commands will be limited to Duck, Cover and Hold. The intent is to minimize the impact on daily operations and provide an appropriate review of earthquake response procedures. However, with respect to Area commands, Communications Division and Real-Time Analysis and Critical Response (RACR) Division, at a designated time on the exercise date, geographic Area commands will be notified via Communications Division that a "simulated" earthquake has just occurred. On-duty watch commanders will be directed to initiate the earthquake protocols detailed in the Emergency Operations Guide and Area Standing Plans. These actions will include, at minimum:

- Accounting for all on-duty personnel;
- Analysis of condition of station;
- Conducting surveys of critical locations within the Area;
- Establishing or ensuring open lines of communications (with Communications Division, RACR and a neighboring geographic Area); and,
- Within 30 minutes, reporting to RACR with Personnel Status Report, damage assessment and situation estimate.

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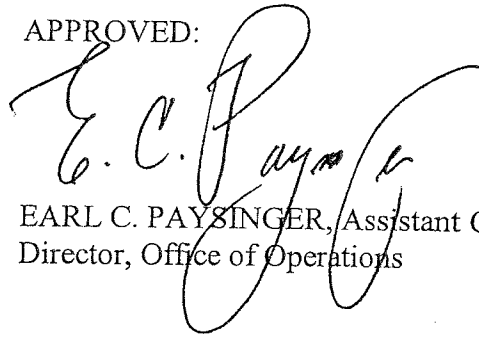
Personnel from the Emergency Preparedness Unit, Emergency Operations Division, will be deployed to RACR and will interview the involved on-duty watch commanders immediately following the exercise to identify any training issues or recommendations for changes to current policies and procedures.

If you have any questions regarding this Notice, please contact Lieutenant Andrew Neiman, Officer in Charge, Emergency Management Section, EOD, at (213) 484-6792.



RICHARD A. ROUPOLI, Deputy Chief
Commanding Officer
Special Operations Bureau

APPROVED:



EARL C. PAYSINGER, Assistant Chief
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