

CITY OF EUREKA

Category: PUBLIC SAFETY

POLICIES & PROCEDURES

Subject: PERSONNEL AUTHORIZED TO
ENTER SECURED AREA BY
REASON OF UNUSUAL
OCCURRENCE OR DISASTER

Date Adopted: October 1, 1977

File 5.03
Number

POLICY OBJECTIVE

To clarify which employees or officers in City government are authorized to enter the scene of an unusual occurrence or disaster which has been secured for public safety reasons and to establish a procedure for safe, orderly movement of necessary persons into and out of the hazardous area.

ASSIGNED RESPONSIBILITY

Responsibility for the control of movement into and out of the scene of an unusual occurrence or disaster within the City limits rest with the Police Department. Control of movement within a police perimeter will rest with the Incident Commander of the appropriate department in charge of handling the unusual occurrence or disaster, i.e., in the case of a fire, the Incident Commander will be the Chief Officer of the Fire department; in cases of a public works problem, it shall be the supervising official of the Public Works Department, etc.

APPLICABILITY

Applicable to all employees and officers of the City of Eureka.

PROCEDURES

1. No City officer or employee shall enter a disaster scene except for the purpose of fulfilling the responsibilities of his position in the City organization, or at the request of an appropriate public safety official or the City Manager.
2. City employees or officers who are required to enter the scene of an unusual occurrence or disaster shall first identify themselves to the nearest public safety officer assigned for security of the scene.
 - (a) An appropriate City identification card should be shown.
3. The City employee or officer, once he has entered the scene of an unusual occurrence or disaster, will be directed or escorted to the command post.

Note: The command post will generally be a location from which the Incident Commander directs operations and maintains communication within the perimeter.

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4. Upon arriving at the command post, the employee or officer will be logged into the area by the Incident Commander or his designate.

Note: The command post will generally be location from which public safety officers are directing operations and maintaining communications.

5. The Incident Commander shall regulate the movement of all City officers and employees within the perimeter of the area to insure the personal safety of everyone concerned.
6. The Mayor and any member of the City Council shall be permitted to enter the perimeter of a disaster or unusual occurrence scene to conduct official City business. All officers and employees of the City shall subordinate the control of their own personal movements within the perimeter to the Incident Commander, or his designates, however, as stated above.