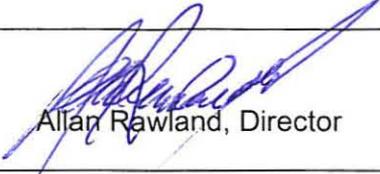


**The County of San Bernardino  
Department of Behavioral Health**

**Disaster Equipment Security Policy**

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**Effective** 05/21/10  
**Approved** 05/21/10

  
Allan Rawland, Director

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**Policy** It is the policy of the Department of Behavioral Health (DBH) to ensure disaster equipment is stored in a safe and secure location.

**Note:** This policy does not apply to department-purchased or personal disaster supplies such as food, water, blankets, etc.

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**Disaster  
Equipment  
Storage**

Disaster equipment will be stored in a locked storage area at all times, to avoid access by unauthorized individuals.

The following locations are appropriate for storing disaster equipment:

- A supply cabinet with the approximate dimensions of 36"L x 24"W x 18"D
- A locked closet with combination/key restrictions as noted in the Responsibility section below

**Notes:** Combination locks are preferred for securing cabinet doors when circumstances allow. Combination information should be distributed in accordance with the key restrictions noted above and in the Responsibility section below. Disaster equipment will be left inside the locked storage area with the exception of inventory checks and for use in a disaster or emergency.

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**Disaster  
Cabinet  
Equipment**

The following is a list of equipment which may be included in the disaster equipment storage area for each facility. (See Disaster Equipment Purchase Guidelines below for exceptions.) Each facility should plan for a minimum of one of each item identified below to the extent resources are available. Larger facilities may require additional quantities of each. The decision to purchase additional quantities of the equipment below should be based on resources available and capacity to store the items in the approved locked storage area. Should additional storage space be required to accommodate additional equipment, obtain approval as identified in the Responsibility section below.

- Fire Axe
  - Hammer (Claw)
  - Adjustable 14" Wrench
  - Crow Bar
  - Bolt Cutters
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# The County of San Bernardino Department of Behavioral Health

## Disaster Equipment Security Policy, Continued

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**Disaster Cabinet Equipment (continued)**

- Shovel, (any type)
- Vise grips (Med./Lg.)
- Flat- (common) and Phillips-Head Screwdrivers
- Rope ½" x 50'
- Duct Tape, 2 rolls (minimum)
- Heavy Duty Work Gloves, 2 pair (minimum)
- Trash Bags (Lg. multi-purpose) (30 minimum)
- Self-Cranking combination flashlight/radio
- Resuscitation device (breathing barrier – “ambu” bags are only authorized for use by licensed medical personnel)
- First Aid Kit, [County approved](#) (1 per 10 occupants)
- Cold Pak, 15 each (minimum)
- Handheld Amateur Radio (HAM) Radio Kit (assigned to pre-designated facilities only)

**Note:** All HAM equipment must be operated by a Federal Aviation Administration (FAA) licensed HAM radio operator only.

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**Disaster Equipment Purchase Guidelines**

- DBH staff will consult with the Disaster and Safety Coordinator prior to ordering disaster equipment not listed in this policy, as follows:
- A Purchase Request will be routed to [safety@dbh.sbcounty.gov](mailto:safety@dbh.sbcounty.gov) prior to obtaining management approval
  - The Disaster and Safety Coordinator will, once the request is approved, forward the Purchase Request to the appropriate Program Manager to continue processing
  - Requests not approved will be returned to the original requestor with an explanation
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**Responsibility**

The following table indicates DBH staff roles and responsibilities for disaster equipment security.

Role	Responsibilities
<ul style="list-style-type: none"> <li>• Program Manager (PM)</li> <li>• Admin. Manager or Supervisor (AM)</li> <li>• Clinic Supervisor (CS)</li> </ul>	<ul style="list-style-type: none"> <li>• Responsible for disaster equipment security</li> <li>• Possess a key/combination to the locked disaster equipment storage area</li> <li>• Release disaster equipment for use in an applicable emergency, in accordance with the location Emergency Action and site-specific Disaster Plan (EAP)</li> </ul>

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# The County of San Bernardino Department of Behavioral Health

## Disaster Equipment Security Policy, Continued

Responsibility  
(continued)

Role	Responsibilities
Location Safety Coordinator (LSC)	<ul style="list-style-type: none"> <li>• Responsible for disaster equipment security</li> <li>• Possess a key/combination to the locked disaster equipment storage area</li> <li>• Conduct a semi-annual inventory check of stored disaster equipment</li> </ul>
Designee of the PM, AM or CS	<ul style="list-style-type: none"> <li>• Responsible for disaster equipment security as assigned</li> <li>• Possess a key/combination to the locked disaster equipment storage area as assigned</li> <li>• Release disaster equipment for use in an applicable emergency, in accordance with the location EAP</li> </ul>
Disaster and Safety Coordinator	<ul style="list-style-type: none"> <li>• Conducts visual inspections to verbally designate and approve sites where a locking cabinet or other storage arrangements will accommodate secure disaster equipment storage at DBH locations</li> <li>• Approves requests to obtain disaster equipment not on the approved list prior to management approval for purchase</li> <li>• Maintains a database on the DBH Shared Drive identifying each location's equipment storage location and agents authorized to possess keys/combinations, excluding combinations</li> </ul>
Facility and Project Management Unit (FPM)	Serves as alternate to the Disaster and Safety Coordinator to designate and approve sites where a locking cabinet or other storage arrangements will be used to accommodate secure disaster equipment storage at DBH locations, as described above.

**References**

Department of Risk Management Employee Safety Handbook: Appendix, page 263, [First Aid Kit](#)  
 DBH Standard Practice Manual SFT7007: [Disaster and Mass Casualty Policy](#)  
 DBH Standard Practice Manual SFT7011: [Safety and Emergency Coordination Policy](#)  
 DBH Standard Practice Manual SFT7022: [Emergency Action Plan \(EAP\) Policy](#)