



DEPARTMENT EMERGENCY COORDINATOR (DEC) FACT SHEET

What is the DEC program?

- The county recognizes that every contingency cannot be anticipated; however, if departments plan and train for operational readiness, then more lives can be saved and more property damage mitigated during major disasters such as earthquakes, floods, fires, civil unrest, acts of terrorism, etc.
- County Code specifies the authority for preparedness efforts (i.e., DEC program).

Who is involved in the DEC program?

- Each Department is designated as either a “Lead” or “Support” department. Support departments should consult with their designated lead for guidance when needed.
- The Department Head must appoint a *Department Emergency Coordinator* (DEC) and Alternate DEC.

What are the DEC roles?

- **PREPAREDNESS ROLE:**
 - Develop and maintain the *Department Emergency Plan* (DEP)
 - Coordinate the department’s emergency response activities with the Chief Executive Officer’s Office of Emergency Management (OEM)
 - Maintain a current roster of Building Emergency Coordinators (BEC) and Alternates for each department facility.
 - Monitor and coordinate BEC and DEC training with OEM.
 - Ensure all department worksites, with 10 or more employees, possess a current *Building Emergency Plan* (BEP).
 - Maintain the readiness of their Department Operations Center (DOC).
- **EMERGENCY ROLE:**
 - Determines status of department facilities, employees and operations
 - Transmits a “Department Status Report” to the EOC after a major emergency or disaster (i.e., earthquake, flood, civil unrest).
- **LIAISON ROLE:**
 - Serve as the primary point-of-contact for their department to OEM.

When are specific DEC duties performed?

- **ONGOING:**
 - Appoint an on-site BEC and Alternate BEC for each facility occupied by their department with 10 or more persons.
 - Encourage and ensure BEC/DEC members attend OEM training.
 - Provide direction to your department BECs.
- **ANNUAL:**
 - Review and update the DEP to ensure its accuracy; this task may only require updating roster contact information.
 - Update the department BEC roster and ensure BECs: conduct their annual evacuation drill, review and update of their BEP.
 - Determine Dept. participation level in the Operational Area exercise.