



## Proof of Training

Print name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Emergency Action Plan – Main Office

#### **Purpose**

The Emergency Action Plan shall provide employees with assurance of prompt and expedient aid in the event of an emergency.

#### **Goal**

The overall reason to plan for an emergency is to provide a systematic approach to managing the emergency in an organized manner.

#### **Scope**

This emergency action plan applies to emergencies that could be reasonably expected in the main office, for example: fire, earthquake or an occupational injury.

#### **Management**

Management will provide adequate controls and equipment, that when used properly will minimize or eliminate risk of injury to workers in the event of an emergency. It is also management's responsibility to select and arrange for the training of a suitable number of employees to become an emergency response team.

#### **Program Manager**

Dave Simpson, Safety Director, is responsible for the overall administration of the Emergency Action Plan, its program and has the authority to make necessary decisions to ensure success of this program.

#### **Emergency Response Team (ERT)**

The ERT is made up of employees appointed by the management team. In the event of an emergency the ERT shall assess the nature of the emergency and determine the appropriate response.

Additionally, the ERT is responsible for performing the monthly fire extinguisher inspections, restocking the first-aid kits and maintaining the Grab-n-go binder.

Emergency response training shall be provided at no cost to the employee. First aid and CPR training will be equal to that provided by the American Red Cross.

### **Emergency Drills**

Drills will be conducted annually and after physical changes to the building has occurred.

### **Supervisors**

Supervisors are responsible for insuring that all personnel under their control are aware of the Emergency Action Plan, the location of first-aid kits (behind doors with the green cross sticker), the emergency exits and the assembly areas.

### **First Aid Kits**

The contents of the first aid kit shall comply with the requirements of CCR T-8 CSO 1512. The first aid kits will be inspected regularly to ensure prompt replacement of expended items. Drugs, antiseptics, eye irrigation solutions, inhalants and medicines shall not be included in the in the first aid kits. The minimum first aid supplies shall be in accordance the following: Adhesive dressings (bandages), adhesive tape, eye dressing, 2" gauze bandage roll or compress, sterile gauze pads – 2", sterile gauze pads – 4", Triangular bandages, safety pins, tweezers, scissor, 1" gauze bandage or compress, 4" gauze bandage roll or compress, vinyl gloves, pads for pressure dressing, cotton tipped applicators and forceps.

### **Reporting an Emergency**

Sound the alarm (Voice notify those working nearby –or- via the phone paging system using the "Page All" function.)

### **Evacuation Routes and Emergency Exits**

Evacuation route maps are posted near common assembly areas such as the breakroom, the training room, and the front lobby. All of the exit locations have illuminated signs. Exit routes must be free of obstructions and materials cannot be stored or staged in a manner that would prohibit the uses of the door in an emergency.

The primary assembly point will be the parking lot for the building next door. The alternative assembly point is the intersection of Broadway and 9<sup>th</sup> Street. Prevailing winds will determine which assembly point to utilize. Generally speaking the assembly area should be more than 75 feet away from the building.

### **Building Evacuation**

When an evacuation is called for, do so immediately using the nearest exit. Walk quickly, do not run. Assist disabled persons in your area. Evacuations should be toward the ground level via the stairwells, do not use the elevator. If you encounter smoke or heat in the stairwell, proceed across the floor to the other stairwell. Go directly to the assembly point, report for head count and remain there until the *all clear* is given or you are instructed to relocate by emergency professionals. Encourage individuals with



permanent or temporary disabilities that might require special assistance to identify a “buddy” to assist them in an emergency.

Do not go to your vehicle or attempt to move it. This could hinder access by emergency vehicles.

Key individuals, as determined by the leadership team might momentarily lag behind in order to shut down critical systems, utilities or to sweep the area for potential stragglers or injured persons. Once the property or equipment has been secured or the situation becomes too dangerous to safely remain, these individuals shall exit the building by the nearest escape route and go directly to the assembly area for headcount.

### **Re-entry**

Once the building has been evacuated, no one shall re-enter the building for any reason, except for designated emergency response team members. Employees shall remain in the assembly area until the emergency response team members or emergency professionals have given the *all clear*.

*All clear* means the situation is stable, recovery efforts can continue outside of the crisis management realm and the site can be operated under normal business protocol.

### **Earthquake**

Generally speaking, the best approach is to shelter in place, away from overhead fixtures and windows. Take cover under a door frame, sturdy desk or table. Assist people with disabilities in finding a safe place. Stay where you are until the ground stops shaking and it is safe to move.

### **Electrical Fire Hazards**

Electrical system failures and the mis-use of electrical equipment are leading causes of workplace fires. Fires can result from loose connections, wiring with frayed insulation, or overloaded fuses, circuits, motors, or outlets. Loose connections generate heat, which increases the electrical resistance, which creates more heat. This process can create a thermal runaway condition where the cord itself can catch fire. Thermal runaway can actually melt metal. Avoid overloading circuits with office equipment. Turn off nonessential electrical equipment at the end of each workday

### **Portable Heaters**

Portable electric heaters shall have tip-over protection that automatically shuts off the unit when it is tipped over. There shall be adequate clearance between the heater and combustible furnishings or other materials at all times.

### **Location of Portable Fire Extinguishers**

Portable fire extinguishers are placed at each entrance, emergency exit and outside the breakroom. Portable fire extinguishers, correctly used on the type of fire they are intended for, can have a large role in stopping major fire damage. However, it should be noted that it may not be possible to extinguish every fire with portable fire extinguishers.

### **What to do if you Discover Smoke or a Fire**

If you detect smoke or a fire. Alert people in the area of the need to evacuate. Contact your supervisor or a member of the ERT. Activate the nearest fire alarm. Call 911. Evaluate if you can safely extinguish the fire. When personal safety is in jeopardy, **DO NOT** attempt to extinguish the fire just evacuate the building. Fire emergencies can change rapidly, much faster than most folks believe. Often times, the best decision is to simply evacuate the area, notify the firefighting professionals and make certain no one inadvertently enters the area before the emergency responders have arrived.

### **Restrictions**

Under no circumstances shall a worker attempt to fight a fire that has passed the incipient stage, in essence a fire that requires 3 or more extinguishers to extinguish. Nor shall any worker attempt to enter a burning building to conduct search and rescue. These actions shall be left to the emergency service professionals.

### **How to Use a Fire Extinguisher**

When using a fire extinguisher, your position relative to the fire is extremely important. Stand where you can see freely and breath clearly. Make certain you always have a safe and free escape route.

Under no circumstances shall a worker attempt to fight a fire that has passed the incipient stage (larger than a trash barrel), in essence a fire that requires 3 or more extinguishers to extinguish. (This fire is too large and better left to the emergency service professionals).

Even though extinguishers come in a number of shapes and sizes, they all operate in a similar manner.

Here's an easy acronym for fire extinguisher use: P A S S -- Pull, Aim, Squeeze, and Sweep.

1. Pull the pin at the top of the extinguisher that keeps the handle from being accidentally pressed.
2. Aim the nozzle toward the base of the fire. Stand approximately 8 feet away from the fire
3. Squeeze the handle to discharge the extinguisher. If you release the handle, the discharge will stop.
4. Sweep the nozzle back and forth at the base of the fire and slowly move forward to extinguish the remaining fire.

After the fire appears to be out, watch it carefully since it may re-ignite!



## Injured Employee

### Maps, Directions and Phone Numbers for Off Site Medical Providers

Maps, directions and telephone numbers to the off-site healthcare providers are kept at the front desk in the "Grab –n- Go Binder".

First aid treatment guidance is available via computers, smart phones or iPads to access the Red Cross First Aid App.

### Medical Response Flow

Injury occurs

Injured workers supervisor notified

The emergency response team (ERT) is activated

First aid providers perform triage to determine proper source of care

For minor injuries we have three options;

- a) Treated by the ERT
- b) Treated by an On-Site Health and Safety representative (510) 245-2700 or (510) 230-0004
- c) Transported with an escort to the nearest occupational health clinic.

**(Injured workers will not be allowed to drive themselves)**

Serious injuries will be stabilized and transported with an escort to the nearest emergency room by company vehicle or via 911. (Injured workers will not be allowed to drive themselves) Under no circumstances shall an employee provide advanced medical care or treatment. These situations shall be left to the emergency services professionals.