



**Emergency Action Plan
San Miguel Fire District
Administration Office
2850 Via Orange Way
Spring Valley, CA
02-11-10**



Purpose:

The purpose of this Emergency Action Plan is to establish procedures for safely and effectively managing an emergency event for the **[your organization here]**_____.

All employees, supervisors, and managers are expected to follow the procedures outlined in this plan to ensure that employees and consumers are protected from any further harm during an emergency situation.

Authority:

California Code of Regulations, Title 8, Sections 3220, 3203, 6184, NFPA 1 California Fire Code, section 10.9.

Scope:

This Emergency Action Plan covers those designated actions managers and employees must take to ensure employee and consumer safety from fire and other emergencies. This plan includes: emergency escape procedures and emergency escape route assignments; procedures for employees who have to stay to operate critical plant operations before they evacuate (if applicable); procedures to account for employees after emergency evacuation has been completed; rescue and medical duties for those employees who are to perform them; the preferred means of reporting fires and other emergencies; and individuals who can be contacted for further information about the plan.

I. Responsibility

A. Person(s) responsible for emergency planning and information is/are:

Name of person(s), Title _____
Contact Number _____

B. Responsibilities of the Emergency Response Team

The goal of the Emergency Response Team is to assist in the orderly evacuation of employees and consumers from a building or area during an emergency or assist with shelter in place procedures if warranted. The duties of the Response Team are as follows:

- Be familiar with the content of this plan.
- Alert staff of emergency situations.

- Ensure that staff and consumers are appropriately evacuating the facility or area based on the escape route assignments (see diagrams in attachment A).
- Assist in the evacuation of consumers and staff with disabilities that preclude them from using elevators during emergency situations, or altering security, fire, and police personnel of the last known location of the individuals.
- Perform medical duties as necessary to employees and consumers during emergency situations.
- Extinguish small fires with the use of a fire extinguisher.
- If instructed, account for all employees and consumers at the designated meeting location(s).

The list of the Primary and Secondary Responders is located in attachment B.

C. Training

Emergency Response Team members will be trained and made aware of their duties so that they can assist in the safe and orderly emergency evacuation of employees. They shall be made aware of their responsibilities under this plan:

- Initially when the plan is developed;
- Whenever the employee's responsibility under the plan changes, and
- Whenever the plan is changed

D. Responsibilities of the Employees

The success of this Emergency Action Plan in times of emergencies hinges on employees knowing the procedures outlined in this plan and acting upon them in an appropriate manner.

Before an emergency, employees shall:

- Become familiar with the contents of this plan to include who to report emergencies to, the assigned evacuation routes for the facility, and the designated meeting locations.
- Actively participate in emergency drills and treat them as if they are real.

During an emergency:

- Assist an Emergency Response Team member if asked.
- Listen and wait for directions on how and when to evacuate the facility from emergency response team members, security, police, or fire personnel.
- Report any emergencies such as a bomb threat or threats of violence to your supervisor first and immediately.
- Follow the assigned escape route procedures to avoid crowding at the exits.
- Report immediately to your designated meeting location upon evacuating the facility. Do not take any side trips.
- Never go back into the facility to retrieve personal belongings.

II. Reporting Emergencies

- A. Report fire or other emergencies immediately, first to your supervisor, then to the responsible person(s) listed above. When warranted, call 911. Be prepared to provide the responder with the nature and location of the emergency. Our address is:

Organization name _____
Street Address _____
Major Cross Street _____
Your phone number _____

III. Employee Alarm Systems

The employee alarm system for this facility provides warning so that employees can escape safely from the workplace or the immediate work area.

The employee alarm system that has been established for this facility is as follows:

1. When the fire alarm sounds, all personnel should ensure that nearby personnel are aware of the emergency, quickly shutdown operating equipment (e.g., compressed gas cylinders), close doors and exit the building using stairwells.
2. All occupants should proceed to their Designated Meeting Site and await further instructions from their Safety Monitor.
3. All personnel should know where primary and alternate exits are located, and be familiar with the various evacuation routes available. Floor plans with escape

routes, alternate escape routes, exit locations and Designated Meeting Sites are located in Appendix II and are posted in the building.

4. **Building occupants must NOT use elevators as an escape route in the event of a fire.**

Notes and Precautions:

- Small fires can be extinguished **only if you are trained to use a fire extinguisher**. However, an immediate readiness to evacuate is essential.
- **All fires, even those that have been extinguished, must be reported to 911 immediately.**
- Never enter a room that is smoke filled.
- Never enter a room if the door is warm to touch.

Fire:

- **R - Rescue:** When you discover a fire, rescue people in immediate danger if you can do so without endangering yourself. Exit via safe fire exit. Never use elevators. Close doors to room with fire.
- **A - Alarm:** Sound the alarm by pulling a fire box and call 911, from a safe distance, to notify fire command center of precise location of fire.
- **C - Confine:** Close all doors, windows and other openings.
- **E - Evacuate:** Evacuate the building.

**Pick up phone dial [your intercom # _____]
announce nature of emergency and say “everyone
evacuate the building at the nearest exit”**

Manual Alarm Pull Boxes are located by each exit. Pull the handle down as you leave the building.

IV. Evacuation Route and Assembly Area Map/First Aid Kits

A. Evacuation Routes and Maps

The evacuation routes and assembly area maps are posted by every main exit. Employees are to become familiar with all evacuation routes and their assembly point. See attachment A for evacuation maps for each floor(s) of this facility.

B. Location of First Aid Kits

As noted on the evacuation maps, the First Aid Kits are located:

In the _____

The Automatic External Defibrillator is located _____

C. Designated Meeting Locations

Once employees have evacuated the facility, they **must** meet at **the handicap parking spots in front of the building between the main entrance and the station entrance** to check in with the **person who is covering the front desk**, who will be accounting for individuals. Those employees who do not show up to the designated meeting location will be presumed to still be in the building and fire and police personnel shall be notified of their absence immediately.

Once each evacuated group of employees have reached their Designated Meeting Site, each Safety Monitor:

1. Assembles his/her group in the Designated Meeting Site.
2. Takes head count of his or her group.
3. Assumes role of department contact to answer questions.
4. Instructs personnel to remain in area until further notice.
5. Reports status to Emergency Coordinator or Incident Commander.
6. Instructs personnel to remain at Designated Meeting Site until further notice

D. Procedures for Critical Plant Operations

The operation of this facility does not require individuals to block, isolate, or secure contents that may result in further harm to the occupants of the facility. Therefore procedures are not necessary for those who may need to operate critical plant operations during an evacuation.

V. Fire Emergency Procedures

- a. Remove anyone in immediate danger.
- b. Once an employee is alerted to the fire danger, he/she will go to the nearest exit, activate the fire alarm (if present), exit the building according to the emergency action plan, and proceed directly to the designated assembly point.

- c. Confine the fire to the room/area by closing the door to the area where the fire is located and by ensuring all doors leading to the main hallways are closed.
- d. Attempt to extinguish the fire only if you have received training on the use of portable fire extinguishers, the fire is in its beginning stage, and it can be extinguished safely.
- e. Disabled and non-ambulatory (unable to walk personnel) should request assistance from those nearest to them. Advise the Fire Department or Security of personnel trapped who may require assistance to evacuate.

VI. Earthquake Emergency Procedures

- a. If you are indoors, stay there. Take shelter under a desk, table, or in a doorway. If you cannot get under something sturdy or stand in a doorway, get on your hands and knees and cover your head with your hands and arms.
- b. Stay away from windows, outside walls, light fixtures, filing cabinets and bookshelves. Do not attempt to use the elevators.
- c. If you are outdoors, go to an open area away from trees, buildings, walls, roadways and power lines.
- d. If the building is evacuated, do not return until authorized.
- e. Beware of potential dangers after an earthquake such as escaping gas, unstable building structures, electrical hazards, etc. Also beware of aftershocks.

VII. Evacuation of the Disabled

- a. Persons with a disability (including a short term disability) limiting them from using the stairs will congregate in the lobby area by the elevator where they will be assisted by either an Emergency Responder or law enforcement personnel.
- b. In the event an emergency renders the elevator lobby unsafe or dangerous, an Emergency Responder will assist or carry the disabled person down one or more floors for pick-up and relocation.
- c. If assistance is not immediately available, disabled persons should stay in the exit corridor or at the top of the stairway or landing. An Emergency Responder will advise Security and Fire Department personnel of the location of the disabled person(s) in the event all other actions fail.

A list of employees who will need assistance in the event of an emergency is included in attachment C.

VIII. Serious Injury

- a. Check the scene and the victim to determine the danger potential and the extent of the injury. Do not move a seriously injured victim unless there is an immediate danger such as fire, flood, or poisonous gas. If you must move the victim, do it as quickly and carefully as possible. If there is no immediate danger, do not move the victim and advise the bystanders the victim is not to be moved.
- b. Call 911 immediately if the victim is unconscious. Additionally, you should report to 911 if the victim has trouble breathing or is breathing in a strange way; has pressure or pain in the chest or abdomen; is bleeding severely; has slurred speech; appears to have been poisoned; has injuries to the head, neck, or back; or has possible broken bones.
- c. Keep the victim calm and as comfortable as possible. Administer CPR or First Aid if you have been trained in those areas (A list of these employees is included at the end of this document). A First Aid kit should be used and precautions should be taken to minimize exposure to blood and other bodily fluids. Remain with the victim until emergency services personnel and arrive.

IX. Hazardous Materials

- a. A hazardous material is a substance that presents a physical or health hazard. A health hazard refers to a substance for which there is significant evidence that health effects may occur for exposed employees.
- b. A Material Safety Data Sheet (MSDS) is required for all hazardous substances in use within the department. Employees will be provided with training on the safe use of all chemicals they will be exposed to.
- c. In the event of a hazardous material emergency:
 - i. Evacuate the area, securing access to the area when possible.
 - ii. Immediately call 911 and inform the operator of the emergency. Provide as much information as possible to the operator and refer to the MSDS.
- D. The list of chemicals regularly used in this facility is located **in the janitor's closet just to the right of the kitchen door**. The MSDS binder is located **in the shop office**.

X. Bomb Threats

- a. If you receive a bomb threat or discover a possible bomb or suspicious object(s), immediately notify your supervisor, call 911.

The supervisor shall immediately notify the department head of the situation.

- b. In the event of a bomb threat by telephone:
 - i. Get someone's attention and convey the nature of the call. Have them make the above notifications.
 - ii. Push the red record button on the phone.
 - iii. Get as much information as possible from the caller. Ask the following questions:
 - 1. Where is the bomb?
 - 2. When is it going to explode?
 - 3. What does it look like?
 - 4. What kind of bomb is it?
 - 5. What is the person's name or organization?
 - iv. Record the following information in writing:
 - 1. Date and time of call
 - 2. Exact words of caller
 - 3. Age, sex, adult, or child
 - 4. Any speech pattern or accent
 - 5. Background noises
- c. For bomb threats by mail or for suspicious objects discovered:
 - i. Do not handle the letter, envelope, or package any further.
 - ii. Immediately notify Sheriff's Dispatch at 911.
 - iii. Notify your immediate supervisor or department head.
 - iv. Evacuate the immediate area if instructed to do so. If you are instructed to evacuate, pull the manual pull at the exit to notify all other employee to evacuate.

Attachments:

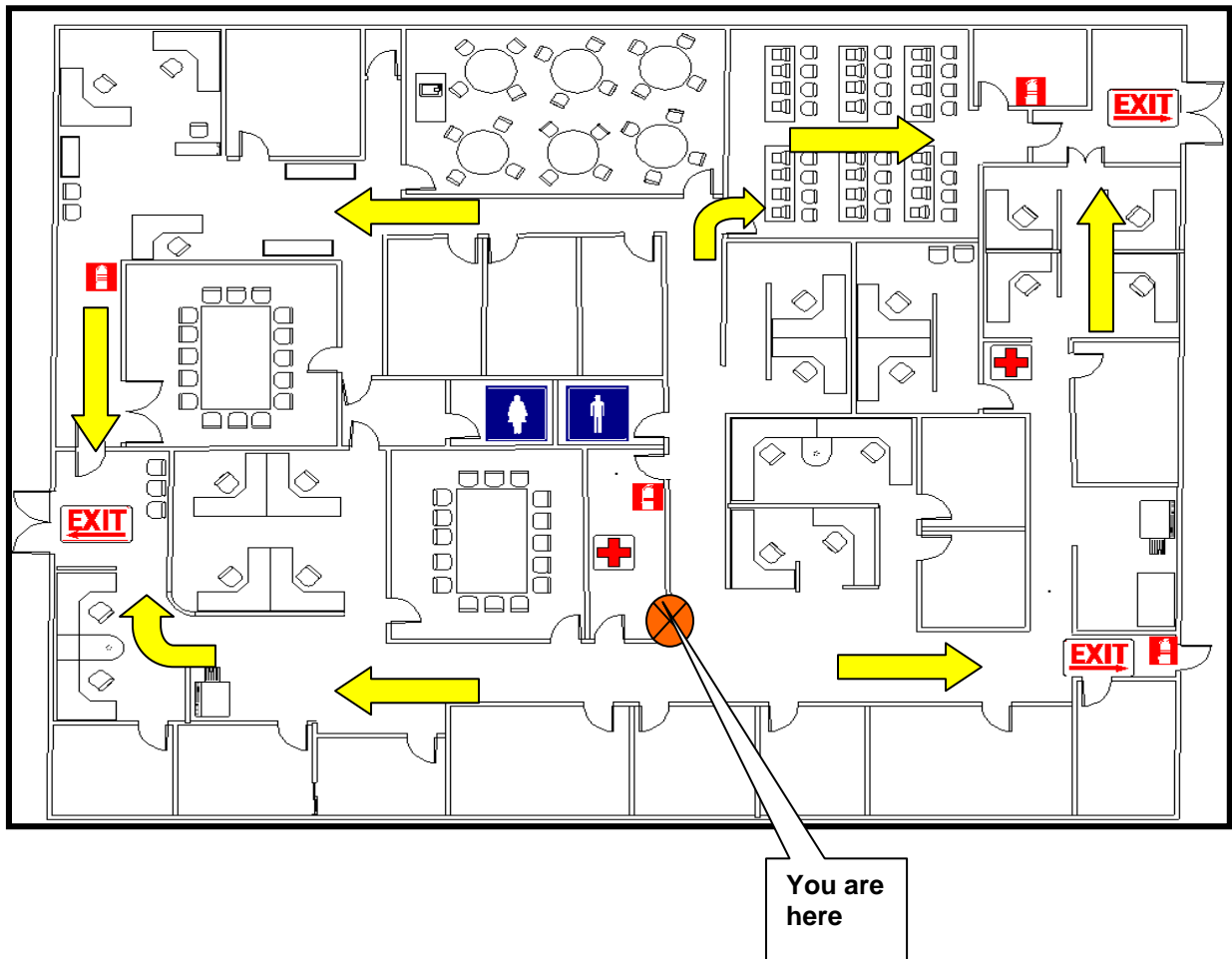
Attachment A- Flow chart of building with 1st Aid kit and fire extinguisher locations

Attachment B- First Responder List

Attachment C- List of disabled employees

Attachment A- Flow chart of building with 1st Aid kit and fire extinguisher locations

Note: Sample of an effective floor plan with designated escape routes. Delete and insert copies of your facilities escape routes. Directional arrows, locations of fire extinguishers and first aid kits should be included. Also include the location of where the individuals are viewing the layout of the facility.



Attachment B- First Responder List

**[Department Name, Location] Emergency Responder List
As of [enter date]**

Floor#	Leader	Stop#	Phone	Alternate 1	Stop #	Phone	Alternate 2	Stop#	Phone

Attachment C- List of Disabled Employees

[Enter building name _____]

Disabled List

[Revised Date]

Floor #	Location/Area	Name	Phone	Name	Phone	Name	Phone	Name	Phone