

# EMERGENCY ACTION PLAN

## **PURPOSE**

The purpose of this Emergency Action Plan is to safely evacuate, shelter, or other outcomes at County facilities. All employees, supervisors, and managers are expected to follow the procedures outlined in this plan to ensure that employees and visitors are protected from any further harm during an emergency.

- Prompt and proper notifications are made as soon as an emergency is known or impending.
- That orderly, preplanned drills and actions will prevent panic, reduce hazard elements, provide safe evacuation or other actions appropriately, and maintain essential security of the premises and contents.
- Completion of all follow-up reports, inventories, renovations, or repairs, as is necessary and required.
- The earliest resumption of normal work.
- An emergency evacuation plan must be developed, posted, and communicated to all personnel. This plan will show route(s) for evacuation and assembly areas if total evacuation is determined to occur.

## **SCOPE**

This Emergency Action Plan covers actions and procedures related to fire, power outages, earthquakes, storms and other emergencies. This plan includes emergency escape procedures and shelter-in-place 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; 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.

## **RESPONSIBILITY**

The Risk Manager is responsible for the development and implementation of the emergency action plan. Risk Manager will communicate this emergency action plan to department heads. Department heads

will ensure that their employees are familiar with the emergency action plan and that they know how to implement various aspects of the plan for the particular emergency event.

## **OBJECTIVE**

It is the intent of this policy to outline the emergency procedures for all employees and visitors in the event of a disaster. Each disaster will be different, requiring variations of the plan, depending on the seriousness and magnitude. A disaster is any unplanned and unexpected happening that causes great harm or damage, serious or sudden misfortune, a calamity such as fire, explosion, power failure, medical emergency, etc. Many happenings grow to disasters from humble beginnings which could have been minimized by prompt responsible reactions. As County employees, your well-rehearsed, quick, coordinated response can stabilize a situation, save lives and ensure the continuity of essential services. To make sure you are prepared to handle such emergencies, the County of Mariposa has established the following plans:

## **EMERGENCY ACTION PLAN**

### **Reporting Emergencies**

The prompt and accurate reporting of an emergency is often a key in how well that emergency is handled. A delay in calling for help, or providing insufficient or inaccurate information, can sometimes make the difference between life and death.

### **FOR ANY POLICE, FIRE OR MEDICAL EMERGENCY, DIAL 9-1-1**

For any emergency requiring assistance from law enforcement, fire or paramedics, dial 9-1-1 and stay on the line until emergency dispatchers indicate that they have all the necessary information.

### **FOR OTHER TYPES OF EMERGENCIES**

Not all emergencies require that the above agencies be notified. Many emergencies can be handled by simply contacting the appropriate public utility company. The County also has in-house staff trained to handle many emergencies. They include the Facility Division of Public Works.

### **Responsibilities for Each County Facility:**

The Department Head is responsible for providing a safe and healthy workplace for their employees. In doing so, they must also prepare for emergencies that may occur in the workplace. Although they may appoint others, i.e. the Department Safety Representative (DSR), to manage specific aspects of emergency preparedness, they bear the ultimate responsibility for their departments.

There are a number of reasons to evacuate a County facility. The most obvious is when a fire threatens the safety of the occupants. Other reasons may include the threat of toxic fumes from chemical spills affecting the building, bomb threats when there is enough information to believe it is not a hoax or when the building may have been damaged by a strong earthquake. An evacuation plan must be posted. Learn the location of ALL exits from your work area or building and practice an evacuation on your own to find out where the exits lead. Be aware of ALL available exits in the event the regular one(s) become unusable. All County buildings are required to have a floor plan posted with exits clearly indicated. An assembly area(s) must be designated. Each County facility should have a designated evacuation assembly area. These are usually located away from the building in a parking lot. Once the evacuation order is given, proceed to the evacuation area and remain there until told to do otherwise. The (DSR) must take a head count to be sure all employees are accounted for and out of the building.

To make sure you will be able to use exits during an emergency, the following guidelines are established:

- 1) Aisles and exits shall be free of obstructions.

**Fire Codes and Cal/OSHA Regulations regulate the widths of aisles. Depending on the use of the aisle, required widths are as follows:**

- a) Office aisles serving one side only shall be a minimum of 36 inches wide.
  - b) Office aisles serving two sides shall be a minimum of 44 inches wide.
  - c) Areas serving employees only (entrance to workstation or cubicle) shall be a minimum of 28 inches wide.
  - d) The occupant load of the floor or building determines main exit corridor widths.
- 2) Storage of any kind is **NOT** permitted in the aisles, even on a temporary basis. This is especially true of boxes, files, furniture etc.
  - 3) Storage is **NOT** permitted on stairs or in stairwells.
  - 4) Chairs, trash cans and other furnishings are **NOT** allowed in exit ways.
  - 5) Exits shall be clearly identified with "EXIT" signs. Those requiring lighted signs shall be properly maintained.
  - 6) Electric cords and telephone/computer cables shall **NOT** lie across aisles where they may present a tripping hazard.

## EARTHQUAKES

Earthquakes occur without warning and can be of any magnitude. The damage done by an earthquake generally encompasses several scenarios addressed in this Guide (medical emergencies, fires, hazardous materials, etc.).

Earthquakes in Mariposa County are not very frequent or high magnitude; however, it is important for you to know how to respond properly in order to minimize panic and confusion. It will be up to you, the employee, to be self-reliant in the early stages of the emergency.

- i. Check all work locations for potential earthquake hazards and have them eliminated.
- ii. Identify safe locations: under sturdy tables, desks, or against inside walls (doorways are not ideal). Outside safe locations include open areas away from buildings, trees, light poles and overhead electric wires.
- iii. Identify items to fix: tall book shelves and file cabinets that are not secured and are over 4 feet in height, light fixtures that are not supported by diagonal wires, etc.
- iv. Practice your plan. Physically place yourself in safe locations.

Earthquakes can be very frightening. Remaining calm will make it easier to respond appropriately.

- i. If you are indoors, stay there. **DO NOT RUN OUTDOORS.** Most deaths and injuries occur as people leave buildings. Do not use elevators (elevators must not be used until they are inspected by service personnel after the earthquake).
- ii. If you are outdoors, get into an open area away from trees, buildings, walls and power lines.
- iii. When driving, pull over to the side of the road and stop, but not under power lines or overpasses. Remain inside the vehicle until the shaking is over.

## FIRES AND SMOKE

Fires in buildings produce extreme heat, toxic gases and smoke. Most deaths are directly attributed to the inhalation of the gases and smoke. Even small amounts of gases and smoke can be fatal and must be avoided.

If a fire is detected, the nearest fire alarm must be activated to initiate building evacuation and **dial 9-1-1.**

- 1) Upon activation of the fire alarm system, employees must immediately leave the building by the nearest emergency exit and report to assigned assembly areas for head count.
- 2) Once assembled, Supervisors, Managers or the DSR must conduct a head count to identify any missing employees and report to the Department Head.
- 3) The Department Head must report the head count, including any information regarding missing or injured employees to emergency response personnel and the County Risk Manager.
- 4) No employee shall re-enter a building after activation of a fire alarm until authorized to do so by emergency response personnel and the Department Head or her/his designee.
- 5) Confine the fire. Small fires can rapidly become out of control. Close doors and windows in the area to prevent the spread of fire and smoke to other parts of the building.

Extinguishing the fire should be your last priority. You may attempt it **ONLY** if the fire is small and you have been trained how to safely use a fire extinguisher.

## **FIRE PREVENTION PLAN**

### **RESPONSIBILITY**

- 1) Department Heads are responsible for providing a safe and healthy workplace for their employees. In doing so, they must also prepare for emergencies that may occur in the workplace. Although they may appoint others to manage specific aspects of emergency preparedness, they bear the ultimate responsibility for promoting and supporting it in their departments.
- 2) The Departmental Safety Representative (DSR) is the focal point for emergency planning, communication, and decisions for the facility in the event of an emergency. The DSR must have the authority to carry out their responsibilities and have a basic understanding of emergency response systems.
- 3) Designated employees appointed to support the facility emergency plan should be conscientious, have good communication skills, be physically capable of performing necessary tasks and hold positions that do not routinely require their absence from the facility.
- 4) Supervisors are responsible for regularly and properly maintaining, according to established procedures, equipment installed in their spaces to prevent accidental ignition of combustible materials. Supervisors shall bring to the attention of the Department Head any potential fire or evacuation problems.

5) All County employees should:

- a) Become familiar with the facility exits, both regular and alternate.
- b) Become familiar with the Facility Emergency Plan.
- c) Know where the emergency assembly areas are located and be prepared to report to them when directed to do so.
- d) Know how and to whom to report emergencies (supervisor, DSR, etc.).
- e) During an emergency, follow the instructions of the designated employees.

### **Electrical Equipment**

Employees should be alert around electrified equipment. If electrical equipment is not working properly or if it emits an unusual odor (often the first sign of a problem that could cause a fire), immediately disconnect the equipment and notify your supervisor. Any electrical cord that is cracked or has a broken connection should be reported to your supervisor so a work request can be completed. Keep all heat-producing equipment/appliances away from the wall and away from anything that might burn. Leave plenty of space for air to circulate around copy machines, computers, and other equipment or appliances that normally radiate heat. Make sure all equipment/appliances in your work area, e.g., coffee makers, hot plates, etc., are turned off at the end of each workday. One person should be assigned to verify that the plugs have been disconnected from the outlet, or if connected to a switched outlet or power strip, that the switch or power strip is turned off.

### **Surge Protectors**

Protect surge protectors/power strips from damage. Do not put them across doorways or any place where they will be stepped on or chafed. Check the amperage load specified by the manufacturer of the "listing laboratory" and do not exceed it (call Facilities Maintenance if you need assistance). Do not plug one surge protector/power strip into another one and do not plug more than one surge protector/power strip into one wall outlet. SURGE PROTECTORS AND POWER STRIPS SHOULD NOT BE USED AS SUBSTITUTES FOR PERMANENT WIRING.

**NOTE:** Surge protectors/power strips will be the type with built in 15 to 20 amp circuit breaker. Extension cords should not be used in any County office area.

### **Space Heaters**

Do not use space heaters unless approved by Department management and the County Risk Manager. Approved space heaters must not be plugged into modular workstation electrical systems. They must be plugged into facility wall outlets only.

## Storage Areas

Help keep storage areas, stairway landings and other out-of-the-way locations free of waste paper, empty cartons or other material that could cause a fire.

## References

<u>Agency</u>	<u>Section</u>	<u>Link</u>
Cal-OSHA	Title 8	<a href="https://www.dir.ca.gov/samples/search/query.htm">https://www.dir.ca.gov/samples/search/query.htm</a>
Cal-OSHA	3220	<a href="https://www.dir.ca.gov/title8/3220.html">https://www.dir.ca.gov/title8/3220.html</a>