

Emergency Action Plan



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Table of Contents

1.0 PURPOSE	1
2.0 INTRODUCTION	1
3.0 INJURIES	1
3.1 Life Threatening Injuries:.....	1
3.2 Reporting Responsibilities for Workplace Injuries/Illnesses:.....	2
3.3 Blood or Bodily Fluids:.....	2
4.0 FIRE EMERGENCIES	2
5.0 BOMB THREAT	3
5.1 A written bomb threat or package.....	3
5.2 A telephone bomb threat	4
6.0 EARTHQUAKE	4
6.1 During the earthquake	4
6.2 After the earthquake stops:.....	4
7.0 WORKPLACE VIOLENCE	5
7.1 Potential Threats	5
7.2 Situational Awareness.....	5
7.3 Emergency Procedures.....	5
7.4 Nonemergency Procedures	6
8.0 UTILITIES FAILURE	7
9.0 EVACUATION PROCEDURES	7
9.1 Building Evacuation	7
9.2 Facility/Park Evacuation.....	8
10.0 EVACUATION OF PERSONS WITH DISABILITIES	8
APPENDICES	10
Appendix A.....	11
EMERGENCY ACTION PLAN FORM.....	11
Appendix B	12
EMERGENCY SUPPLIES AND EQUIPMENT	12
Appendix C.....	13
EMERGENCY PLANNING IMPLEMENTATION CHECKLIST	13
Appendix D.....	14
HRPD EMERGENCY STATUS REPORT	14
Appendix E	15
PERSONNEL ROSTER.....	15

1.0 PURPOSE

The Emergency Action Plan establishes procedures and provides information which is necessary to ensure that members of the District are knowledgeable in the event of an emergency and to ensure their own safety and the safety of others.

2.0 INTRODUCTION

Emergencies, disasters, accidents, and injuries can occur at any time, usually without warning. Being prepared physically and mentally to handle emergencies is an individual, as well as an organizational, responsibility.

Hesperia Recreation and Park District has established emergency procedures for you to follow so that the effects of these emergencies can be minimized. Your safety is of primary importance.

The purpose of these procedures is to acquaint you with an effective plan for handling possible emergencies and disasters. Once you are familiar with this information, you will be able to better protect yourself and others. You are encouraged to read this guide in its entirety to gain the knowledge to be able to act quickly in an emergency situation to minimize your exposure to danger. If you have questions or need further information, please contact your immediate supervisor or the Safety Committee Chairperson.

Emergency Action Plan Form (*Appendix A*) must be filled out by the Supervisor responsible for the facility. This information is very important and is site specific to your working environment. Use this form as a tool to be better prepared in the event of an emergency in your area.

According to California Code, Government Code Section 3100-3109 all public employees are declared to be disaster service workers subject to such disaster service activities as may be assigned to them by their superiors or by law.

3.0 INJURIES

3.1 Life Threatening Injuries:

- Call 8-911 (when using District land lines) or 911 from all other phones.
- Use the following list of examples and your own experience to determine if a life threatening emergency exists and when to call for help:

- Persistent or sudden chest pain;
- Difficulty breathing;
- Uncontrollable bleeding;
- Severe altered level of consciousness;
- Injuries involving trauma (falls, head injuries, burns, etc.).

For all types of injuries:

- Keep person as calm and comfortable as possible;
- Do not move the person unless absolutely necessary;
- Never give liquids to an unconscious person;
- Do not remove objects that are embedded in a person's skin.

Non-Life Threatening Injuries/First Aid

These types of injuries may include:

- Twisted ankle, wrist and/or back pain (e.g. musculoskeletal disorders);
- Minor cuts or abrasions that might require medical attention;
- Debris, dust, and chemicals in eye (use eyewash first if available).

3.2 Reporting Responsibilities for Workplace Injuries/Illnesses:

All employees and supervisors need to follow procedures outlined in the Hesperia Recreation and Park District Administrative Policy, Policies & Procedures: Workers' Compensation (Rev. 7/1/15).

3.3 Blood or Bodily Fluids:

- If assisting an injured person before help arrives, always wear disposable gloves if possible.
- Always thoroughly wash your hands with soap and water for at least thirty seconds after exposure to such liquids.
- Do not exceed your level of training. If cleanup of blood or bodily fluids is needed, contact Park Supervisor.

4.0 FIRE EMERGENCIES

If there is a fire, explosion, or smoke in a building, take the following steps:

- Remove anyone from immediate danger;
- Pull the nearest alarm station and/or call 8-911 (when using District land lines) or 911 from all other phones;
- Proceed to the nearest exit in an orderly fashion;
- Close all doors (do not lock the doors);

- If smoke is present, stay close to the floor;
- Follow Evacuation Procedures in sections 9.0 and 10.0 of this Emergency Action Plan.

If you are trapped in a room:

- If possible place a wet towel at the base of the door;
- Call 8-911 (when using District land lines) or 911 from all other phones and tell them your location;
- If possible, open the window for fresh air. Stay as close to the floor as possible since smoke rises;
- If possible, hang or wave a towel or other clothing outside the window to get attention.

If your clothing is on fire, STOP, DROP, and ROLL.

In the event of a fire, the District does not require employees to use a fire extinguisher. However, if you have received fire extinguisher training and are comfortable in extinguishing an incipient stage fire, you may attempt to extinguish the fire with a fire extinguisher if ALL of the following conditions are met:

- The fire alarm has been activated and all occupants have been evacuated;
- The fire is small (waste basket size) and has not spread from its originating point;
- You have the correct type of extinguisher; and
- Your exit is clear and you can extinguish the fire with your back to the exit door.

Report all fires to Hesperia Fire Department and then to Administration.

5.0 BOMB THREAT

Take a bomb threat very seriously, and report it immediately to the Hesperia Police Department by calling 8-911 (when using District land lines) or 911 from all other phones.

The Police will determine what immediate actions are appropriate to take (up to and including evacuation).

5.1 A written bomb threat or package

- Do not handle the object any more than necessary;
- Do not disturb any powder or liquid coming from a suspicious package.

5.2 A telephone bomb threat

- Note the exact time of the call;
- Attempt to write down the exact words of the caller;
- Try to ask clear and exact questions (type, time, place, etc.);
- Try to note the caller's voice (lisp, gender, jargon, etc.).

Get as much information as possible by asking:

- Where is it located?
- What kind of bomb is it?
- What does it look like?
- When is the bomb set to explode?
- How do you deactivate it?
- As soon as you get off the phone, call 8-911 (when using District land lines) or 911 from all other phones and give all the information you obtained.

6.0 EARTHQUAKE

6.1 During the earthquake

- Stay calm;
- Drop, Cover and Hold On: get under a sturdy desk or table.
- Face away from the windows (or other glass);
- Cover your head;
- If outside, get to the nearest open space away from buildings, overhangs, and lighting poles.

6.2 After the earthquake stops:

- Check for personal injuries;
- Evacuate the building if necessary; follow the Evacuation Procedures in sections 9.0 and 10.0 of this Emergency Action Plan.
- Notify fire department personnel or other emergency responders of any injuries or immediate health hazards;
- Do not leave the facility until you are sure that the surrounding areas are safe (e.g. streets, highways, bridges);
- If there is damage to the building, make sure the building has been checked by the fire department and/or a designated representative and deemed safe before reentering the building after an earthquake;

7.0 WORKPLACE VIOLENCE

Violence in the workplace can have many sources. It may be a current or former disgruntled employee or patron. It may be an angry spouse or relative of an employee or patron. It also may be someone without any relationship to the victim. The violence may be a random act or something planned to gain public attention. The following guidelines are designed to reduce the likelihood of workplace violence and provide information for all employees to use as methods of prevention and intervention of workplace violence. **The District's Workplace Violence Policy can be found in the Employee Handbook.**

7.1 Potential Threats

Report any and all perceived threats to administration immediately. Employees who have restraining or other court orders are asked to inform Administration of the order so any necessary actions or accommodations can be made.

7.2 Situational Awareness

All employees have a duty to remain vigilant, be aware of their work place and surroundings, and detailed report any suspicious persons, vehicles, or packages to an available supervisor immediately.

7.3 Emergency Procedures

Intimidating Situation:

- Call 8-911 (when using District land lines) or 911 if a person has communicated a direct or indirect threat of physical or mental harm against you in any form (e.g. oral or written gestures, expressions).

Immediate Threat

- Call 8-911 (when using District land lines) or 911
- If there is an act of violence which occurs at the workplace remember **RUN, HIDE, FIGHT**.
 - The first action would be to **RUN**, get away from the situation.
 - If you cannot Run the next option would be to **HIDE**, lock and barricade the door, turn off lights and remain quite until law enforcement make contact. Do not open the door.
 - The LAST RESORT would be to **FIGHT**, take inventory of items in the area which could be used to defend yourself or could be used to disable the person committing the violent act.

Violence Committed:

- Call 911 immediately if a person commits an act of violence against you or another person.

7.4 Nonemergency Procedures

If you are not in immediate physical danger, but you have information or concerns regarding workplace violence, contact your supervisor.

8.0 UTILITIES FAILURE

Examples of utility failure that may occur are electrical outage, plumbing failure/flooding, natural gas leak and/or ventilation problems. In the event of a failure, immediately notify your supervisor or the Park Supervisor. For emergencies or after hours call District Callout Personnel.

If there is potential danger to you or other occupants:

- Call 8-911 (when using District land lines) or 911 from all other phones;
- In a situation where a building needs to be evacuated, follow the Evacuation Procedures in sections 9.0 and 10.0 of this Emergency Action Plan;
- Assist disabled persons as needed;
- Stay at the designated evacuation area until the fire department or designated representative has given the “all clear” to reenter the building.

9.0 EVACUATION PROCEDURES

Evacuation of the building is **REQUIRED** when the building’s alarm system sounds or when instructed to do so.

9.1 Building Evacuation

- Determine in advance the nearest exit to your work area and the route you will follow. Establish an alternate route in the event your first route is blocked or unsafe to use;
- Assist those needing assistance;
- If it is safe to do so, recover the red MSDS book and present it to emergency personnel upon request. Each Emergency Coordinator and alternates should familiarize themselves with the location of the MSDS book;
- Once outside, proceed to a designated meeting area or similar area at least 100 ft. from the building;
- Meeting areas are flexible and might have to be adjusted depending on wind direction or the magnitude of the hazard;
- Remain at the meeting place;
- Attempt to account for all persons;
- Stay at the designated evacuation area until the fire department or designated representative has given the “all clear” to reenter the building.

9.2 Facility/Park Evacuation

- If a situation requires a section of or the entire facility/park to be evacuated, personnel and patrons will be directed to a safe place by the fire department or designated representative.

Note: Contact your supervisor for specific evacuation procedures for your facility and designated meeting location.

10.0 EVACUATION OF PERSONS WITH DISABILITIES

Assisting Persons with Disabilities: In cases of emergencies, individuals with mobility or sensory impairments (hearing or vision) may need assistance or guidance with evacuating a building. Do not use elevators if there is a fire or situation that could affect electricity/power.

To Assist Visually-Impaired Persons:

- Explain the nature of the emergency. Alarms or confusion may disorient a person, even when normally familiar with the area. Tell the person what needs to be done in order to evacuate;
- Guide the person with you. Allow the person to take your arm below the elbow and instruct them to follow you. Remember to move slowly and communicate clearly with the individual;
- Advise the individual of any hazards or obstacles in the path;
- When you have reached safety, advise the individual of their location and stay with them if necessary. Before leaving, make sure the individual does not need any further help.

To assist Deaf/Hard of Hearing Persons:

- To get a person's attention, you can flash room lights, wave your arms, or tap on the person's shoulder;
- Gesture about what is happening and what to do (i.e. follow me, get down) or;
- Write on a board or paper the nature of the emergency or the evacuation route.

To Assist Mobility-Impaired Persons:

- First ask the individual if they have medical/health needs, advice, or requirements;
- Individuals using wheelchairs can be pushed or accompanied to safety. Do not use elevators. If needed, seek help to safely assist the person;

- If located in a building where stairs are to be used as the emergency exit for mobility-impaired persons, take that person to a safe area (i.e. stairwell landings, offices, or balconies), explain to them that you will go get help ASAP to evacuate them from the building. Do not put yourself in extra danger;
- Individuals using canes, crutches, or walkers should evacuate themselves except in the event that rapid evacuation is deemed essential;
- If in need of assistance, call 8-911 (when using District land lines) or 911 from all other phones. Do not attempt to transfer a person from a wheelchair unless absolutely necessary.

APPENDICES

Appendix A
EMERGENCY ACTION PLAN FORM

HRPD EMERGENCY RESPONSE & EVACUATION INFORMATION

FACILITY: _____

ADDRESS: _____

EMERGENCY COORDINATOR: _____

ALTERNATE EMERGENCY COORDINATOR: _____

EMERGENCY ASSEMBLY AREA: _____

EMERGENCY SUPPLIES/FIRST AID SUPPLIES LOCATION:

EMERGENCY SUPPLIES: Refer to page 12 of the Emergency Action Plan

DISTRICT SAFETY COMMITTEE CHAIRPERSON: _____

This Facility's Emergency Phone Number: DIAL 8+911

If this information is incorrect or becomes outdated, please notify your supervisor.

**REPRODUCE THIS PAGE AND POST IN EMPLOYEE GATHERING
AREA**

Appendix B EMERGENCY SUPPLIES AND EQUIPMENT

District staff is responsible to maintain their own emergency supplies and equipment. It is recommended that these supplies and equipment be kept in their personal vehicles. This form may be used as a tool to assist the employees in obtaining and stocking their own emergency kit. Kits should be adjusted based on the employees' own personal needs. This supply list was created from the following web site:

<http://www.redcross.org/www-files/Documents/pdf/Preparedness/WorkplaceDisasterKit.pdf>

Quantity	Purchase/ Replacement Date	Item
		Bottled Water (1 gal/person/day)
		Flashlights (1 per office or facility)
		Extra Batteries (1 set for each flashlight and radio per day)
		Transistor or Crank / Shake Radio
		Emergency "space" blanket (Mylar)
		Nonperishable food items (e.g. ready to eat canned meals, meats, fruits and vegetables, canned juices, high energy foods (granola bars, energy bars, etc...))
		Non-electric can opener
		Paper plates and cups, plastic utensils
		Plastic garbage bags, ties (for personal sanitation uses)
		One complete change of clothes and footwear (include a long sleeved shirt, long pants, and closed-toe shoes)
		Medications (at least a 3-day supply)
		If you wear glasses, one extra pair of glasses
		First Aid Supplies -
		• (20) adhesive bandages various sizes
		• (1) 5" x 9" sterile dressing
		• (1) conforming roller gauze bandage
		• (2) triangular bandages
		• (2) 3"x3" sterile gauze pads & (2) 4"x4" pads
		• (1) roll 3" cohesive bandage
		• (2) germicidal hand wipes or hand sanitizer
		• (6) antiseptic wipes
		• (2) pair large medical grade non-latex gloves
		• Adhesive tape, 2" width
		• Anti-bacterial ointment
		• Cold pack
		• Scissors (small, personal)
		• CPR breathing barrier, such as a face shield

Appendix C

EMERGENCY PLANNING IMPLEMENTATION CHECKLIST

- Appoint an Emergency Coordinator and alternate for each work site location.
- Appoint an Emergency Coordinator and alternate from your work site to participate in evacuation drills.
- Identify Emergency Assembly Area and alternate for each work site.
- Encourage individuals with permanent or temporary disabilities that might require special assistance in an emergency to self-identify. Assign a coworker “buddy” to provide assistance during an emergency. Please refer to this plan’s section 10.0 Evacuation of Person with Disabilities for more information.
- Monitor and report any nonstructural earthquake and safety hazards to Administration.
- Educate staff to procure and maintain their own adequate emergency supplies.
- Develop emergency notification, reporting, and callback procedures for staff.
- Perform an annual review and update of the Emergency Action Plan.
- Familiarize all staff with the EAP. Make sure new staff are oriented to emergency procedures.
- Following a major disaster with significant operational impact to the District, use the HRPD Emergency Status Report form to provide status reports of damage and injuries, and to request assistance from the Emergency Operations Center (EOC).

Appendix D
HRPD EMERGENCY STATUS REPORT

- Use this form to communicate directly to the Emergency Operations Center (EOC).
- Site Emergency Coordinators complete form and forward to EOC. Report status by telephone, radios, or runner.
- Report life-threatening emergencies immediately to the EOC.

Building/Room: _____	Date: _____
Your Name: _____	Phone # _____
Your Location: _____	
Your facility evacuated to: _____	

Problems/Urgent Needs	Exact Location / Details
Serious Injuries? ___ Yes ___ No	
First Aid Station Established ___ Yes ___ No	
Fire/Explosion? ___ Yes ___ No	
___ In progress	
___ Threat	
___ Extinguished	
Building collapse? ___ Yes ___ No	
People trapped? ___ Yes ___ No	
Disabled evacuated from Bldg. ___ Yes ___ No	
Hazardous materials spill? ___ Yes ___ No	
___ In progress	
___ Threat	
___ Extinguished	
Services functional?	
Electrical ___ Yes ___ No	
Emergency lighting ___ Yes ___ No	
Telephones ___ Yes ___ No	
Water ___ Yes ___ No	
Elevators ___ Yes ___ No	
Gas ___ Yes ___ No	
Other	
Observations/Needs: _____	
<input type="checkbox"/> NO MAJOR PROBLEM AT THIS TIME	

