

COUNTY OF SAN BERNARDINO  
**2017 TELEPHONE DIRECTORY**



**EMERGENCY ACTION PLAN**

County of San Bernardino Fire Department — Office of Emergency Services

**INTRODUCTION**

Safety of employees, the public in our facilities, and our facilities themselves is a vital concern at San Bernardino County.

This Emergency Action Plan is included in the County Telephone Directory as an aid in minimizing the effects of emergencies which have the potential to interfere with County operations or jeopardize the health and safety of employees and the public in our facilities.

This Emergency Action Plan contains acceptable basic measures for dealing with a variety of emergency situations. Individual departments are required by County Policy to establish more comprehensive and site specific plans, which may be enhanced by the information included herein

This plan describes procedures for emergency actions, including building evacuation. There are several reasons to order building evacuation, including fire, suspected bomb, earthquake or emergency action drill. All employees are expected to review the basic objectives of this plan.

The plan is designed to provide for the handling of emergency situations with a minimum amount of excitement or disruption of normal business routine. Uncontrolled excitement or fear can result in panic. Panic can cause unnecessary deaths and injuries. When we are familiar with various exit routes, have knowledge of the location and use of extinguishing equipment, and can apply emergency methods which fit the problem at hand, then we are prepared!

NOTE: Write telephone numbers in pencil for easy update.

**I. EMERGENCY TELEPHONE NUMBERS**

- A. Call 9-1-1 for all emergencies that require a fire service agency, law enforcement agency, ambulance or medical service.
- B. Office of Emergency Services:  
Monday-Friday, 8:00 a.m. - 5:00 p.m., 909 356-3998.  
Prior to 8:00 a.m. or after 5:00 p.m., 909 356-3805.
- C. Facilities Management:  
Monday-Friday, 7:00 a.m.-5:00 p.m., 909 387-2240.  
Prior to 7:00 a.m. or after 5:00 p.m., 909 356-3805.
- D. Risk Management/Safety Office, 909 386-8624 or after 5:00 p.m., call County Fire Dept., Communications Center, 909 356-3805.

**FIRE EMERGENCY**

**II. FIRE EMERGENCY SITUATION — RESPONSIBILITIES AND PROCEDURES**

- A. Employees:
  - 1. Upon discovery of a fire in the building or office, an employee shall alert all other personnel in the immediate vicinity of the fire and call the fire department, 9+9-1-1. Make specific reference to the location of emergency. (GIVE ENTRANCE DOOR LOCATION, LOCATION ADDRESS, AND IMMEDIATE CROSS STREET.)
  - 2. Notify the immediate supervisor.
  - 3. If the fire does not pose an immediate threat to safety, the employee trained in the proper use of fire extinguishers may fight it until the arrival of fire personnel.

(EMPLOYEES SHOULD ALWAYS BE FAMILIAR WITH THE LOCATION AND PROPER USE OF FIRE EXTINGUISHERS IN THEIR OFFICE AREA.)

  - 4. Await possible evacuation orders from the County Safety Coordinator (CSC) or other individual in authority.
  - 5. If the fire is large and endangers life or threatens to block the evacuation route, employees should not fight the fire but evacuate immediately.
  - 6. The time for action is now. Begin by reviewing your detailed escape route as soon as you have finished reading this section. Then, in the event of a fire, this preliminary action will increase your chances of survival.
    - a. Locate the closest exit. Remember, you are not always in your office; therefore, look for the closest exit to those areas where you might be during your work day. Make mental notes: Is the exit on the right or left? Do you have to turn the corner? Count the number of doorways to the exit. Is there anything which might block your

passage to the exit? Files? Furniture? Drinking fountains? What lies beyond the exit door — stairs or another exit door? What floor are you on? Do the windows open or are they sealed shut? Always have a good mental picture of where you are and how you would get out. It could save your life.

- B. Supervisors:
  - 1. Ensure the fire department has been called and notify the County Safety Coordinator:
 

CSC \_\_\_\_\_ Ext \_\_\_\_\_  
 Alternate CSC \_\_\_\_\_ Ext \_\_\_\_\_

(During night shift and weekend work schedules, the immediate supervisor will evaluate the emergency and take whatever action is considered necessary.)
  - 2. If, in the supervisor's and/or the CSC's opinion, the fire is out of control and presents a danger to employees, evacuation of the endangered area should be ordered. If not, continue to fight the fire.
  - 3. If evacuation is ordered, the supervisor and/or the CSC must check to make sure all persons have been safely evacuated from the area, starting with those civilians or employees nearest the danger area.
  - 4. The supervisor should assign employees to assist the public and persons with disabilities to the nearest exits.
  - 5. Supervisors and/or the CSC should make a room-by-room check to make sure all employees and civilians are evacuated (this should include all restrooms). Close all doors to limit the spread of fire, smoke and heat into other parts of the building (see sections Emergency Evacuation and Assembly Areas for further procedures).
  - 6. Ensure that employees are aware of the different classes of fires and the location of the fire extinguishers, fire hose stations, and fire alarm pull stations.
    - a. Small fires: paper, cloth, wood, trash, etc. (CLASS A FIRES) (Use water or dry chemical tanks marked for Class A fires.)
    - b. Gasoline, paint, oil, tar, etc. (CLASS B FIRES) Use dry chemical, carbon dioxide (CO2) or foam extinguishers for Class B fires. (Never use water on a gasoline or other Class B fire.)
    - c. Electrical equipment. (CLASS C FIRES) Attempt to shut off POWER to the unit involved. Use dry chemical or carbon dioxide (CO2) for Class C fires. (Never use water on an electrical fire.)
- C. County Safety Coordinators (CSCs):
  - 1. Take those actions which are appropriate, including, but not limited to, building evacuation.
  - 2. All emergencies which may require evacuation of the building are under

*(continued on next page)*

the control of the CSC.

CSC \_\_\_\_\_ Ext \_\_\_\_\_

Alternate CSC \_\_\_\_\_ Ext \_\_\_\_\_

3. The CSC and the supervisor will evaluate the fire emergency and take necessary action including evacuation if necessary.
4. In areas or buildings where work schedules require night or graveyard shifts, provisions should be made to assign responsible supervisory personnel the responsibility of assessing the emergency.

**D. Nonsprinklered Buildings**

1. Evaluate the emergency with the employee or supervisor who reports the fire and take appropriate action including, but not limited to, calling 9+9-1-1, Facilities Management Department, other departments within the building, and the County Safety/Loss Prevention Officer. Evacuate the building if required. (See Emergency Evacuation Plan.)
2. If the situation warrants, the CSC may shut off electrical and gas mains as instructed by Facilities Management staff.

**E. Sprinklered Buildings**

1. Dispatch the designated CSC, alternate, or fire equipment monitor to affected sprinkler post indicator valves to ensure they remain open until the fire department officer in charge authorizes closure.
2. The CSC will retain a key for the lock on the sprinkler post indicator valve. The valves should be closed only upon authorization from the fire department officer in charge.
3. If the sprinkler system activates and the reasons are unknown, the system must remain fully operational until the fire department arrives and determines that the system was not activated by a fire, but by a malfunction.
4. If there is clearly no fire and the sprinkler system is accidentally activated, the CSC should order deactivation of the affected portion of the sprinkler system at the appropriate sprinkler post indicator valve and immediately notify the fire department of the actions.
5. Once notified of a fire, call 9+9-1-1 if the fire has not been reported to 9+9-1-1 by anyone else. Following this action, notify Facilities Management at 909/ 387-2240 from 7:00 a.m. to 5:00 p.m. weekdays.

Additionally, promptly notify the County Safety/Loss Prevention Officer at 909/ 386-8624 during the hours of 8:00 a.m. to 5:00 p.m. Monday through Friday. Or, after 5:00 p.m. Monday-Friday, weekends and holidays, call County Fire Department, Communications Center at 909 356-3805.

6. If the situation warrants, the CSC may shut off electrical and gas mains as instructed by Facilities Management staff.

**F. Fire Safety Tips**

The killer in most fires is the by-products of fire. Super-heated gases, smoke and panic are almost always the cause of death in building fires and these killers do their work long before the flames arrive. The best safeguard is a good action plan.

1. When Emergency Evacuation Procedures are activated, here are some rules to remember:
  - a. Never use the elevator as an exit during a fire. Smoke, heat, and fire can affect the elevator call buttons and controls. Elevators may be automatically called to the fire floor by controls which are activated by the fire. When the doors open, they will be held open by smoke activating the photocell light beam, trapping those inside.
  - b. Before opening your door, feel it with the back of your hand. If the door or doorknob is hot, do not open it. The fire could be just outside. If it is not hot, open the door slowly and check the hallway to assess conditions before exiting into it.
  - c. If you smell smoke, get down on your hands and knees and crawl down the hallway. Remember, if you smell smoke, stay on your hands

and knees. Carbon Monoxide — a fire by-product — is odorless and colorless, but it displaces oxygen when you breathe it because your body will absorb Carbon Monoxide 300 times faster than oxygen.

- d. As you leave, close the door behind you but be sure not to lock yourself out. Should you encounter conditions of heat or smoke to the point where you must retreat, you do not want to be locked out of your refuge area. Crawl toward the exit, staying against the wall on the same side as the exit. It's very easy to get lost or disoriented in smoke and, if you are on the wrong side of the hallway, you could crawl past the exit. If you are in the middle of the hall, people who are running (in panic) could trip over you.
  - e. When you reach the exit, enter the stairwell. Remember to shut the door behind you. This will prevent smoke from entering your stairwell. Begin walking down the stairs, remembering to hold onto the handrail as you go. This will reduce the possibility of you being knocked down by people running down the stairway. Doors are locked on the inside of the stairwells to prevent people from opening them on floors where the fire is burning; therefore, you will have to walk all the way up to the roof or down to the first floor.
  - f. Smoke sometimes enters the stairwells. If it is a tall building, the smoke may not rise very high before it cools and becomes heavy. This is what firefighters call stacking. Descending down a clear stairway, you may suddenly encounter smoke that has stacked. Do not try to run or walk through it. Simply turn around and walk back up to the roof.
  - g. When you reach the roof, prop the roof door open to release any smoke in the stairwell. Stay on the opposite side of the building from the smoke. Wait on the roof until firefighters arrive.
2. What to do if Smoke and/or Fire is in the Hallway
 

There is no need to panic if the door is hot and the hallway contains smoke. You can defend yourself against fire. Here are several steps you can take:

    - a. If the telephones work, let someone know that you are trapped in the building. Tell them where you are located in the building.
    - b. Place articles of clothing (i.e., jackets and sweaters) around cracks at the door to help keep smoke out. Keep these articles wet if you have a source of water.
    - c. If smoke is coming through the air conditioning vents, block them off by closing the vents or by using wet clothing.
  - d. If smoke or flames are coming up the outside of the building, remove drapes and all other combustible materials from the vicinity of the windows.
  - e. Do not break out the windows! A broken window allows heat and smoke to enter your area, plus you could injure yourself on the broken glass or injure firefighters and people below by showering them with broken glass.
  - f. Do not jump to escape a fire. You will, in all probability, die if you jump. Wait for firefighters — help is on the way.
  - g. REMEMBER - stay calm and remember what to do - it can save your life.

**Use the RIGHT TYPE Extinguisher**

<b>A</b>	<b>B</b>	<b>C</b>
TRASH-WOOD-PAPER	LIQUIDS-GREASE	ELECTRICAL EQUIPMENT
		

**HOW TO FIGHT FIRES**  
With each type of Extinguisher

<p><b>TYPE A:</b> Direct water stream at base of fire (not at smoke). Use side to side motion to wet all burnings surface. Break apart and soak deep seated fires. Warning: Do not use water on flammable liquid fires. (Splashes) or electrical fires (shock).</p>	<p><b>TYPE B:</b> Direct the discharge of Regular Dry Chemical across entire fire front. Begin far enough away to avoid splashing and allow discharge stream to fan out. Use quick side to side motions. When fire is out ... continue discharge to prevent reflash.</p>	<p><b>TYPE C:</b> Carbon Dioxide has limited range. So get close. For flammable liquid fires begin at edge. Sweep slowly, side to side ... continue discharge to prevent reflash. On electrical fires using Dry Chemical or CO<sub>2</sub> shut off power as soon as possible to remove possible source.</p>
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MULTI-PURPOSE Dry Chemical Type: Use MULTI-PURPOSE Dry Chemical the same as regular dry chemical in Class B or C fires. On Class A fires coat all exposed surfaces. Stand by in case of rekindling (or wet down).

**III. Fire Fighting Equipment**

**A. USE OF FIRE EXTINGUISHERS**

1. All supervisors should arrange for fire extinguishing training for their employees (this training is available from the San Bernardino County Fire Department, Community Safety Division, by contacting 909/ 387-8400).

**CLASS A**

Small fires in paper, trash, wood, cloth, etc.

- Use water or multipurpose A-B-C extinguishers.

**CLASS B**

Gasoline, paint, oil, tar, etc.

- Use dry chemical B or multipurpose A-B-C, or carbon dioxide (CO<sub>2</sub>) B extinguishers.

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CLASS C

Electrical equipment (energized)

- SHUT OFF POWER IF POSSIBLE
- Use C rated carbon dioxide (CO2) or multipurpose A-B-C dry chemical extinguishers.
- NEVER USE WATER on an electrical fire.

B. INSTALLED FIRE HOSES

Should only be used Personnel trained in the use and operation of fire hoses.

## WEAPONS OF MASS DESTRUCTION

### IV. BOMB THREATS

If you receive a bomb threat, follow these steps:

A. Employee:

**IMPORTANT! AFTER THE CALL, DO NOT HANG UP YOUR TELEPHONE!**

The call may be traced if you leave the telephone receiver off the hook.

1. Take down:

- a. The time call was received \_\_\_\_\_
- b. The caller's exact wording of the threat \_\_\_\_\_  
\_\_\_\_\_
- c. The time the caller hung up \_\_\_\_\_
- d. The sex of the caller  Male  Female
- e. The race of the caller \_\_\_\_\_
- f. The caller's approximate age \_\_\_\_\_
- g. The length of the call \_\_\_\_\_
- h. The number at which the call was received \_\_\_\_\_

2. Situation permitting, these are the questions you should ask the caller:

- a. When is the bomb going to explode? \_\_\_\_\_
- b. Where is the bomb? \_\_\_\_\_  
\_\_\_\_\_
- c. What does it look like? \_\_\_\_\_
- d. What kind of bomb is it? \_\_\_\_\_
- e. What will cause the bomb to explode? \_\_\_\_\_  
\_\_\_\_\_
- f. Did you place the bomb? \_\_\_\_\_
- g. Why are you doing this? \_\_\_\_\_  
\_\_\_\_\_
- h. What is your name? \_\_\_\_\_
- i. What is your address? \_\_\_\_\_

3. If possible, take a description of the caller's voice:

- |                                   |                                   |  |
|-----------------------------------|-----------------------------------|--|
| <input type="checkbox"/> Calm     | <input type="checkbox"/> Normal   | <input type="checkbox"/> Clearing throat |
| <input type="checkbox"/> Angry    | <input type="checkbox"/> Distinct | <input type="checkbox"/> Deep breathing  |
| <input type="checkbox"/> Excited  | <input type="checkbox"/> Slurred  | <input type="checkbox"/> Cracking voice  |
| <input type="checkbox"/> Slow     | <input type="checkbox"/> Nasal    | <input type="checkbox"/> Disguised       |
| <input type="checkbox"/> Rapid    | <input type="checkbox"/> Stutter  | <input type="checkbox"/> Accent          |
| <input type="checkbox"/> Soft     | <input type="checkbox"/> Lisp     | <input type="checkbox"/> Familiar        |
| <input type="checkbox"/> Loud     | <input type="checkbox"/> Raspy    | <input type="checkbox"/> Whispered       |
| <input type="checkbox"/> Laughter | <input type="checkbox"/> Deep     |  |
| <input type="checkbox"/> Crying   | <input type="checkbox"/> Ragged   |  |

If voice is familiar, who did it sound like? \_\_\_\_\_  
\_\_\_\_\_

4. Background sounds:

- |   |  |
|---|--|
| <input type="checkbox"/> Street noise     | <input type="checkbox"/> Factory machinery |
| <input type="checkbox"/> Crackly          | <input type="checkbox"/> Animal noises     |
| <input type="checkbox"/> Voices           | <input type="checkbox"/> Clear             |
| <input type="checkbox"/> PA system        | <input type="checkbox"/> Static            |
| <input type="checkbox"/> Music            | <input type="checkbox"/> Local             |
| <input type="checkbox"/> House noises     | <input type="checkbox"/> Long distance     |
| <input type="checkbox"/> Motor            | <input type="checkbox"/> Booth             |
| <input type="checkbox"/> Office machinery | <input type="checkbox"/> Other _____       |

5. Threat language:

- |  |  |
|--|--|
| <input type="checkbox"/> Well spoken<br>(educated) | <input type="checkbox"/> Incoherent                      |
| <input type="checkbox"/> Foul                      | <input type="checkbox"/> Taped                           |
| <input type="checkbox"/> Irrational                | <input type="checkbox"/> Message read by<br>threat maker |

Anything else that may help describe the caller: (remarks) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

6. Notify your immediate supervisor. Your supervisor will make the other necessary calls while you are writing down your answers to questions in Section A.

B. Supervisor:

Follow the steps outlined under section V. WEAPONS OF MASS DESTRUCTION, B. Supervisor below.

### V. WEAPONS OF MASS DESTRUCTION

If you receive a weapons of mass destruction (nuclear, biological or chemical) threat, follow these steps:

A. Employee:

**IMPORTANT! AFTER THE CALL, DO NOT HANG UP YOUR TELEPHONE!** The call may be traced if you leave the telephone receiver off the hook.

1. Date and time \_\_\_\_\_
2. Questions to ask the caller:
  - a. What is the material involved? \_\_\_\_\_  
\_\_\_\_\_
  - b. Has a release occurred? \_\_\_\_\_
  - c. Where is it right now? \_\_\_\_\_
  - d. What does it look like? \_\_\_\_\_  
\_\_\_\_\_
  - e. Is it in a container? \_\_\_\_\_
  - f. Did you place the material? \_\_\_\_\_  
\_\_\_\_\_
  - g. Why? \_\_\_\_\_
  - h. What is your address? \_\_\_\_\_
  - i. What is your name? \_\_\_\_\_
  - j. Exact wording of the threat \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
  - k. Sex of caller \_\_\_\_\_
  - l. Race \_\_\_\_\_
  - m. Age \_\_\_\_\_
  - n. Length of call \_\_\_\_\_
  - o. Number at which call was received \_\_\_\_\_

3. Notify your immediate supervisor. Your supervisor will make the other necessary calls while you are writing down your answers to the above questions.

B. Supervisor:

The supervisor will immediately notify the CSC:

CSC Ext \_\_\_\_\_  
 Alternate CSC \_\_\_\_\_  
 Ext \_\_\_\_\_

If the CSC and alternate are not available, immediately notify the building's highest ranking senior County official.

In the event of an evacuation of the building, assure that all employees report to preselected assembly area for roll call/head count. Promptly report results of roll call to CSC or designee.

C. County Safety Coordinator (CSC):

1. Call 9+9-1-1 to notify the appropriate law enforcement agency. The local police department or Sheriff's Department will notify the local fire agency depending on prearranged policies with those agencies. Searches for explosive devices are normally conducted by the building personnel assigned to assist in the search since they will be familiar with the building and its contents.

In the event of a bomb threat occurring within the city limits of an incorporated city, the CSC will call the local police agency. If the incident occurs within the unincorporated area of San Bernardino County, the Sheriff's Department is to be notified. The police or Sheriff's Department will notify the local fire agency according to any prearranged policies or whenever it is determined that their presence is needed.

2. Evacuation will occur for all bomb threats.
3. Unless otherwise ordered, emergency evacuation procedures will be identical to those set forth under sections relating to Emergency Evacuation Procedures and Assembly Areas.
4. In the event of an emergency situation, the CSC will notify County Office of Emergency Services and the County Safety/Loss Prevention Officer.
5. If management personnel evacuate a building to conduct a search, and no explosive device is located, the CSC, the building's senior County official, and Facilities Management, after consultation with the County Safety/Loss Prevention Officer will jointly authorize reoccupation of the building after the completed building search has provided an all clear.

If the evacuation is ordered by law enforcement personnel due to a suspected or actual explosive device, only the law enforcement agency in charge may determine when it is safe to reoccupy the building.

6. Determine the name and whereabouts of the individual who received the bomb threat and assure that the person remains immediately available for interview by the responding agency.
7. If neither the CSC or the alternate CSC are available at the time of a bomb threat, the above procedures shall be completed by the senior County official available in the building.

**LETTER AND PARCEL BOMBS**

**VI. LETTER AND PARCEL BOMBS — NOTIFY SHERIFF'S DEPARTMENT, REPORT ALL SUSPICIOUS PACKAGES**

A. Recognition points:

1. Foreign mail, air mail and special delivery
2. Restrictive markings such as confidential, personal, etc.
3. Excessive postage
4. Handwritten or poorly typed address
5. Incorrect titles
6. Titles but no names
7. Misspellings of common words
8. Oily stains or discoloration
9. No return address
10. Excessive weight
11. Rigid envelope
12. Lopsided or uneven envelope
13. Protruding wires or tinfoil
14. Excessive securing material such as masking tape, string, etc.
15. Visual distractions

**MEDICAL EMERGENCIES**

VII. MEDICAL EMERGENCIES

A. Employee:

This should apply to either public or employee casualties on County property.

1. Provide immediate first aid as needed and call for help.
2. Call 9+9-1-1 and request medical aid services. Give address and location within the building.
3. Send an employee to meet the paramedics and guide them to the victim.
4. Advise the fire agency that an ambulance is required. (In some areas this response is automatic with medical aid requests, but advise the dispatcher an ambulance is needed to be sure of their response.)
5. Notify your immediate supervisor or management employee on the property.

B. Supervisor:

1. The supervisor should verify the fire department's response and confirm with the dispatcher the proper address and location of the injured person within the building.
2. Carry out first aid treatments until the arrival of the fire department or paramedics.
3. If the injury is to a County employee, juror, volunteer, or member of the public and it results in death, amputation of a limb, finger or toe, or severe injury to any part of the body, the injury must be reported immediately by telephone to the County Safety/Loss Prevention Officer at Risk Management Division, 909/ 386-8624.
4. In the event of multiple casualties from gas leaks, fumes, fire, explosions, etc., the supervisor should immediately notify the County Safety/Loss Prevention Officer at Risk Management Division and the CSC.

C. County Safety Coordinator (CSC):

1. Evaluate the emergency with the employee or supervisor reporting the incident and take appropriate action including, but not limited to calling 9+9-1-1. In the event of multiple casualties as described above, the CSC should confirm that Risk Management has been notified.
2. If, in the opinion of the supervisor, group or department head, CSC, or at the order of the Fire Chief, an evacuation is necessary and unless otherwise ordered, emergency evacuation procedures will be identical to those set forth under sections Emergency Evacuation Procedures and Assembly Areas.

**EARTHQUAKES**

VIII. EARTHQUAKES

Severe earthquakes are among the most frightening and destructive natural phenomena known to mankind. While they occur throughout the United States, they are more common to California. Just as people elsewhere have learned to cope with tornadoes, floods, hurricanes, severe cold and other natural hazards, California must prepare for earthquakes.

Earthquakes are usually associated with activity along the major faults where periodic slippage creates tremors. The major faults in San Bernardino County are shown on the map below. We are at great risk for earthquakes in our county.

Although scientists are presently unable to predict the occurrence of quakes with any reliability, they suggest that great quakes, similar to the one in San Francisco in 1906, do occur along the southern part of the San Andreas on an average of every 130-160 years. The last of the great quakes in this area was in



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the vicinity of Fort Tejon in 1857; therefore, seismologists believe that the likelihood of another quake in Southern California increases each year.

The following are suggestions on what to do during and after an earthquake to reduce dangers to yourself and others.

### A. Employee:

#### **Before an earthquake: BE PREPARED!**

1. Secure your space. Move heavy objects in your workspace to lower shelves. Where appropriate, secure items in your workspace that may move or fall over during an earthquake.
2. Identify disaster supplies. Locate your office's first aid kit, fire extinguishers and other supplies that may be needed after an earthquake. If you have a personal disaster kit at work, ensure it is well stocked and up to date.
3. Plan to be safe. Know your department's emergency procedures. Review this section and the Emergency Evacuation Procedures so you know what to do before an earthquake strikes and what to do, and where to meet should you need to evacuate following an earthquake.

#### **During an earthquake:**

1. Remain calm! Think through your actions.
2. During an earthquake, DROP, COVER and HOLD ON.
  - DROP down onto your hands and knees (before the earthquake knocks you down). This position protects you from falling but allows you to still move if necessary.
  - COVER your head and neck (and your entire body if possible) under a sturdy table or desk. If there is no shelter nearby, only then should you get down near an interior wall (or next to low-lying furniture that won't fall on you), and cover your head and neck with your arms and hands.
  - HOLD ON to your shelter (or to your head and neck) until the shaking stops. Be prepared to move with your shelter if the shaking shifts it around.
3. Stay away from windows, bookcases, mirrors, chimneys, light fixtures, or anything else which might fall and cause injury. REMEMBER — the greatest immediate danger is from falling objects.
4. Do not run outside. Do not panic!
5. If indoors, stay indoors. Take cover.
6. If outside, avoid high buildings, walls, power poles, and other objects which could fall. Do not run through the streets. If possible, move to an open area away from all hazards.
7. If you are driving, pull over to the side of the road, stop, and set the parking brake. Avoid overpasses, bridges, power lines, signs and other hazards. Stay inside the vehicle until the shaking is over. If a power line falls on the car, stay inside until a trained person removes the wire.
8. DO NOT TOUCH ANY DOWN POWER OR TELEPHONE LINES, OR OBJECTS IN CONTACT WITH THEM. Remember, while it may look like a telephone line, you cannot be sure a power transmission line has not dropped across it thereby electrifying it.
9. Stay where you are, if possible. If it is necessary to leave the building or the building is evacuated, go immediately to the preselected assembly area. Make sure and choose your exits as carefully as possible and stay clear of falling objects.
10. DO NOT USE ELEVATORS!
11. USE STAIRWAYS WITH CAUTION. THEY MAY BE DAMAGED AND FILLED WITH PANICKING PEOPLE TRYING TO EXIT THE BUILDING.

#### **After the earthquake:**

1. Check for injuries. Do not attempt to move seriously injured persons unless they are in danger of further injury.
2. Check for fires and fire hazards.
3. Do not touch downed power lines or objects in contact with them.
4. Do not use the telephone except for emergency calls.

5. Do not spread rumors which can lead to great harm following the disaster.
6. Be prepared for additional earthquake shocks called aftershocks. Some of these may be large enough to cause additional damage.
7. Emergency lights should not be relied on to work longer than two hours. Move everyone to the first floor as soon as possible while there is still light to do so.
8. If in the field when an earthquake occurs and if the roads permit, report to office or work site for emergency assignments. On the way to work site, make note of damage observed to roads, public buildings and utilities.

### B. Supervisor:

#### **Before an earthquake: BE PREPARED!**

4. Secure your space. Move heavy objects in your workspace to lower shelves. Where appropriate, secure items in your workspace that may move or fall over during an earthquake.
5. Identify disaster supplies. Locate your office's first aid kit, fire extinguishers and other supplies that may be needed after an earthquake. If you have a personal disaster kit at work, ensure it is well stocked and up to date.
6. Plan to be safe. Know your department's emergency procedures. Review this section and the Emergency Evacuation Procedures so you know what to do before an earthquake strikes and what to do, and where to meet should you need to evacuate following an earthquake.

#### **During an earthquake:**

1. Remain calm! Think through your actions.
2. During an earthquake, DROP, COVER and HOLD ON.
  - DROP down onto your hands and knees (before the earthquake knocks you down). This position protects you from falling but allows you to still move if necessary.
  - COVER your head and neck (and your entire body if possible) under a sturdy table or desk. If there is no shelter nearby, only then should you get down near an interior wall (or next to low-lying furniture that won't fall on you), and cover your head and neck with your arms and hands.
  - HOLD ON to your shelter (or to your head and neck) until the shaking stops. Be prepared to move with your shelter if the shaking shifts it around.
3. Stay away from windows, bookcases, mirrors, chimneys, light fixtures, or anything else which might fall and cause injury. REMEMBER — the greatest immediate danger is from falling objects.
4. Do not run outside. Do not panic!
5. If indoors, stay indoors. Take cover.
6. If outside, avoid high buildings, walls, power poles, and other objects which could fall. Do not run through the streets. If possible, move to an open area away from all hazards.
7. If you are driving, pull over to the side of the road, stop, and set the parking brake. Avoid overpasses, bridges, power lines, signs and other hazards. Stay inside the vehicle until the shaking is over. If a power line falls on the car, stay inside until a trained person removes the wire.
8. DO NOT TOUCH ANY DOWN POWER OR TELEPHONE LINES, OR OBJECTS IN CONTACT WITH THEM. Remember, while it may look like a telephone line, you cannot be sure a power transmission line has not dropped across it thereby electrifying it.
9. Stay where you are, if possible. If it is necessary to leave the building or the building is evacuated, go immediately to the preselected assembly area. Make sure and choose your exits as carefully as possible and stay clear of falling objects.
10. DO NOT USE ELEVATORS!
11. USE STAIRWAYS WITH CAUTION. THEY MAY BE DAMAGED AND FILLED WITH PANICKING PEOPLE TRYING TO EXIT THE BUILDING.

12. Ensure that your employees are trained and abide by these earthquake procedures.

#### **After the earthquake:**

1. Check for injuries. Do not attempt to move seriously injured persons unless they are in danger of further injury.
2. Check for fires and fire hazards.
3. Do not touch downed power lines or objects in contact with them.
4. Do not use the telephone except for emergency calls.
5. Do not spread rumors which can lead to great harm following disaster.
6. Be prepared for additional earthquake shocks called aftershocks. Some of these may be large enough to cause additional damage.
7. Emergency lights should not be relied on to work longer than two hours. Move everyone to the first floor as soon as possible while there is still light to do so.
8. If in the field when an earthquake occurs and if the roads permit, report to office or work site for emergency assignments. On the way to work site, make note of damage observed to roads, public buildings and utilities.
9. Report your findings to your immediate supervisor and/or the CSC or alternate CSC and await possible evacuation orders.
10. If a building evacuation is ordered, assure that all employees report immediately to the preselected assembly area for roll call. Report results of roll call to CSC or designee.

#### **C. County Safety Coordinator (CSC):**

1. Evaluate the emergency with the contacting employee or supervisor and take appropriate action including, but not limited to, calling 9+9-1-1, the County Safety/Loss Prevention Officer, Facilities Management and departments within the building and evacuate the building, if necessary. (See Emergency Evacuation Plan.)
2. If necessary, dispatch designated employees to alert verbally all departments in the building to evacuate.
3. If gas leaks are detected, dispatch designated employees (after initial shock) to shut off main gas valve located adjacent to the building.
4. Do not attempt to deactivate the building electrical system. This will be done automatically by breaker switches if the system malfunctions.
5. If water leaks are detected, dispatch designated employees (after the initial shock) to shut off water valve located adjacent to the building.
6. Assist in assessment of structural damage, if required. If an evacuation is needed, procedures will be identical to those set forth in Emergency Evacuation Procedures section.

## **EMERGENCY EVACUATION PROCEDURES**

### **IX. EMERGENCY EVACUATION PROCEDURES**

#### **A. WHEN TO ACTIVATE EMERGENCY EVACUATION PROCEDURES**

1. Emergency Evacuation Procedures (EEP) will be activated when emergency conditions exist within the work environment which endanger the employees' or public's safety.
2. The EEP will be activated when the nature of emergency jeopardizes those within the building or facility.
3. The EEP will be activated if an uncontrolled fire has developed.
4. The EEP can be activated by order of the fire suppression agency's officer in charge.
5. If a hazardous condition is obvious, the CSC or his designee, or in their absence, the senior management employee at the location, can activate the EEP. Otherwise, the order to activate the EEP will be given by the group or department head, supervisor, or fire officer in charge.

#### **B. EMERGENCY EVACUATION**

1. When the EEP is activated, the CSC or his designee will notify supervisors to evacuate personnel.
2. Supervisors will be responsible to assign personnel to assist the persons with disabilities and the public in evacuating by the nearest available exit.

3. Supervisors should then check all rooms in their area (including restrooms) to make sure everyone is evacuated.
4. After checking a room, the supervisor should close the door to reduce possible damage by heat, smoke and flame.
5. In multistory buildings, DO NOT USE ELEVATORS FOR EVACUATION. Use stairs for evacuation. Be sure to close all doors to the stairwells as you leave and remove any objects holding doors open (stairwells will act as chimneys for smoke, heat and flame).
6. During evacuation, use the most immediate and direct route to avoid congestion at exits. It is recommended that all employees familiarize themselves with their nearest escape route as set forth in the Building's Emergency Action Plan Diagram.

#### **C. ASSEMBLY AREAS**

1. EACH BUILDING MUST HAVE A PERMANENTLY ASSIGNED ASSEMBLY POINT TO WHICH ALL PERSONNEL REPORT.
2. The supervisors must make a check to account for all personnel from their area.
3. Each supervisor should establish an area within the assembly point and verify all employees are present.
4. If it is determined that there possibly are employees or members of the public still in the facility — NOTIFY THE FIRE DEPARTMENT — preferably through the CSC. Attempt to pinpoint the last known location of the individual(s) in question. This will help the fire department in locating them. DO NOT RE-ENTER THE BUILDING YOURSELF! Do not let anyone else re-enter.
5. Your assembly point is \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
6. The CSC may, however, due to the nature or location of the emergency, be required to move the assembly location to a less hazardous area.
7. Supervisors should make sure that all employees know where they are expected to assemble.
8. Supervisors will be notified by the CSC when an ALL CLEAR is given, and they will inform their employees. No one is to re-enter the building until an official all clear is received.

#### **D. PERSONS WITH DISABILITIES**

Each CSC will ensure that his or her building has an evacuation plan to include trained personnel for assisting persons with disabilities during E.E.P.

## **BE SELF-PREPARED**

### **Safety Is An Attitude — Not A Program**

Disasters are a part of life and survival preparation is a common sense insurance policy for you and your family. Government will help you when possible, but the ultimate responsibility for survival lies with you. When disaster strikes, you must be ready to act and NOW is the time to make your personal and household survival plans and to gather your supplies.

During an emergency, your survival may depend on how well you cope with emotional stress. You can remain calm if you know how to act. You stand a greater chance of doing the wrong things if you have not considered the possibilities in an emergency ahead of time and make plans.

PLAN: You should discuss and formulate your preparation plans as a family project. Prepare a basic survival kit to include:

- (1) WATER
- (2) FIRST AID SUPPLIES
- (3) FOOD
- (4) RADIO
- (5) AUXILIARY COOKING DEVICES
- (6) EXTRA CLOTHING OR BLANKETS

ALL STORED IN A SAFE, ACCESSIBLE PLACE.

For additional information contact the County Fire Department, Office of Emergency Services at 909 356-3998.