



MENDOCINO COUNTY

EMERGENCY ACTION PLAN

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PREPARED BY: Risk Management Division

MENDOCINO COUNTY EMERGENCY ACTION PLAN

FOREWORD

A WORKPLACE EMERGENCY can involve natural events like earthquakes or floods, human acts such as arson or bomb threats, or medical emergencies affecting co-workers or clients. 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 Mendocino has established two types of plans:

1. **THE COUNTY EMERGENCY OPERATIONS PLAN (EOP)**

This plan guides the County's response to major disasters and is administered by the Mendocino County Administration, Emergency Services Division.

2. **FACILITY EMERGENCY ACTION PLAN**

When completed, each County facility will have its own Emergency Action Plan focusing on life safety and property loss at that facility as required by the California Code of Regulations, Title 8, General Industry Safety Orders, Section 3220 (Emergency Action Plan) (As Amended). The Risk Management Division coordinates this planning effort.

This guide serves three purposes. First, it will help department heads and building emergency coordinators develop Facility Emergency Action Plans; second, it will help guide response efforts; and third, it provides background information for training. This Guide has four sections:

1. General Information

Contains the general information about Emergency Response. It explains when the plan should be used, describes phases of an emergency, levels of emergencies and most importantly, the roles and responsibilities of those employees involved in emergency response.

2. Emergency Guidelines

Contains information to guide those employees who must respond to or deal with various types of emergencies encountered in the facility or workplace. Most of the information listed is generic. As you review your facility's specific needs, you will need to develop detailed procedures to handle specific situations.

3. How to Write Your Facility Emergency Response Plan

Contains examples and instructions for writing your facility's emergency response plan.

4. Facility Emergency Response Plan For (Your Facility)

If you have any questions or need additional information, call the Risk Management Division at (707) 463-4445.

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I. INTRODUCTION

This section contains background information which explains what an emergency is and who is responsible for managing it. It should be reviewed before developing your Facility Emergency Action Plan. In a real emergency, you should already have a working knowledge of this section and immediately refer to Section II and Section IV for the specific details on whom to call and what to do.

A. EMERGENCY RESPONSE TEAMS

A key element in any emergency response plan is having an adequate number of trained individuals who can respond to and manage common emergencies. Specially trained employees may be used. Involvement begins with the discovery of an emergency and ends when there is no longer an immediate threat to life or property or relieved by a higher authority such as local police, fire or paramedics.

1. Initial Training

Selected employees should receive training necessary to enable them to accomplish their duties. This training should include such areas as First Aid, Cardio-Pulmonary Resuscitation (CPR), Hazard Assessment and Rescue, Evacuation, and many other subjects. Departments will determine the selected employees to attend.

2. Ongoing Training

To maintain their skills, employees should attend recertification classes for First Aid and CPR. In addition to attending these classes, they should meet periodically throughout the year to remain prepared for emergencies that may occur at their work site.

B. PHASES OF AN EMERGENCY

1. Before the Emergency

- Prepare Plans
- Conduct or Schedule Training
- Conduct Drills
- Educate Employees
- Provide for Equipment & Resources

2. During the Emergency

During the emergency, trained employees will respond to and take charge of the situation.

Their actions will be guided by the Facility Emergency Action Plan developed specifically for their facility in consultation with Department Heads and Building Emergency Coordinators.

3. After the Emergency

Afterwards, all emergency equipment should be restored to full operational status and the Facility Emergency Action Plan reviewed to determine if changes are needed.

C. LEVELS OF EMERGENCY RESPONSE

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There are three basic degrees of emergency response based on the severity of the situation and the availability of local resources to provide assistance.

1. **MINOR EMERGENCY**

These are non-life-threatening situations handled by in-house resources.

Examples include:

- a. Power Failure.
- b. Interior flooding from water leaks or pipe breaks.
- c. Minor smoke accumulations from cooking when there is no fire.
- d. Minor disruptions following earthquakes where there was no physical damage or injuries.
- e. Entrapments such as stalled elevators.

2. **MODERATE EMERGENCY**

These include situations that involve moderate to severe and/or life threatening emergencies, including events involving significant property damage. Trained employees have major involvement in these situations as well as external resources such as fire, medical and/or law enforcement agencies. The Building Emergency Coordinator will usually be in charge. Examples include:

- a. Medical emergencies involving respiration, choking, bleeding, etc.
- b. Minor fires and smoke accumulations.
- c. Bomb threats.
- d. Moderate disruptions following earthquakes where there was limited physical damage and/or injuries.
- e. Evacuations.
- f. Minor hazardous materials emergencies.

3. **MAJOR EMERGENCY**

These are situations that overwhelm facility resources and possibly local fire, medical and/or law enforcement agencies. This type of situation may be managed from an Incident Command Post or in the event of a large disaster, from the County Emergency Operations Center. Examples include:

- a. Multiple medical casualties.
- b. Major fire.
- c. Hazardous smoke or chemical release.
- d. Explosions.
- e. Major disruption following large earthquakes producing physical damage and/or injuries.

NOTE: PROCLAMATION OF LOCAL EMERGENCY.

The authority to proclaim a LOCAL EMERGENCY in Mendocino County is vested in the Mendocino County Board of Supervisors. The authority to proclaim a LOCAL EMERGENCY in the incorporated cities of the County is vested in the governing bodies of those cities. In the event that a government body of the County or City is unavailable, a proclamation can be issued by an Official so designated by Ordinance.

D. ROLES AND RESPONSIBILITIES

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This section describes the roles and responsibilities of employees who may have a direct role in an emergency response. Depending on the size of the facility, some employees may fill more than one role.

1. OFFICE OF EMERGENCY SERVICES

Mendocino County Office of Emergency Services is responsible for managing response to extraordinary emergency situations associated with natural and/or human caused disasters, technological incidents, and nuclear defense operations at the County level.

2. RISK MANAGEMENT DIVISION

The Countywide administration of all County safety programs and policies is the responsibility of the Risk Management Division.

Responsibilities include the following:

- a. Oversees all County safety programs and policies.
- b. Assists in establishing training criteria and monitoring employee participation.
- c. Provides guidelines and assistance to departments in writing and revision of facility evacuation plans.
- d. Assists Building Emergency Coordinators in developing, testing, and evaluation of emergency plans, procedures and drills.
- e. Works with Building Emergency Coordinators to mitigate problems identified through the development of the Facility Emergency Action Plan.

3. MANAGEMENT/DEPARTMENT HEADS

Management/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.

Responsibilities include the following:

- a. Writes and implements the Facility Emergency Action Plan.
- b. Appoints an employee to act as the department's workplace Safety Representative, who is in a position to know the department and its special needs and has the authority to speak for the department in making decisions regarding the department safety program.
- c. Appoints a Building Emergency Coordinator. The Coordinator appointed must have the authority and administrative clout to carry out the responsibilities listed for this position.
- d. Selects employees for Emergency Response Teams and ensure they attend the necessary training. Team Members include the following: Assistant Building Emergency Coordinator; Floor Wardens; Stairwell Monitors; Door Guards and Mobility Assistants.
- e. Provides adequate funding for departmental emergency response supplies and training.

4. BUILDING EMERGENCY COORDINATOR

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The Building Emergency Coordinator is the focal point for emergency planning, communication and decisions for the facility in the event of an emergency. Building Emergency Coordinators must have the authority to carry out their responsibilities and have a basic understanding of emergency response systems. Department Heads appoint Building Emergency Coordinators. Depending on the size of the facility, one or more Assistant Building Emergency Coordinators should be designated. In multi-department facilities, Department Heads should meet to choose a Building Emergency Coordinator.

Responsibilities include the following:

- a. Ensures that evacuation plans are posted within the facility.
- b. Maintains regular contact with employees assigned emergency duties.
- c. Establishes training criteria and monitors employee participation.
- d. Monitors each facility where department employees are working to ensure that there are an adequate number of trained personnel.
- e. Functions as the facility point of contact (POC) during a disaster, major emergency or evacuation of the facility.
- f. Provides post-incident critiques and program audits.
- g. Makes the decision to evacuate and subsequently reoccupy the facility. This decision is normally made upon coordination with local response agencies such as fire and law officials in conjunction with Department Heads.
- h. Ensures that all employees have been advised of the facility plan and other emergency procedures.
- i. Has a basic familiarity with the County's Operational Area Emergency Plan.
- j. Maintains a list of all permanent employees (full-time, part-time, extra help or volunteers) with disabilities whom require special evacuation needs.
- k. Conducts post-incident review of the Facility Emergency Action Plan.
- l. Maintains central records, for the administration of the program. (i.e., training, active and inactive members, drills, facility plans, etc.).
- m. Coordinates with instructors, departments and others to facilitate training.
- n. Act as liaison to emergency agencies (law enforcement/fire/medical).
- o. Maintains a master list of floor wardens, safety representatives and designated response team members.
- p. Consult with the County Safety Officer, floor wardens and safety representatives when conducting annual fire drills and maintain all files on drills.
- q. Maintain a file of floor diagrams, and emergency equipment.
- r. Coordinate distribution and upkeep of emergency telephone listings, roster of emergency team members and the Emergency Action Plan document.
- s. Delegate responsibilities to the Assistant Building Emergency Coordinator.
- t. Monitor commercial radio broadcasts and relay pertinent information to concerned personnel.

5. **ASSISTANT BUILDING EMERGENCY COORDINATOR**

Assistant Building Emergency Coordinators are appointed by the Department Head in conjunction with the Emergency Building Coordinator.

Responsibilities include the following:

- a. Assist the Building Emergency Coordinator.

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- b. Assess immediate damage and operational status.
- c. Report information to the Building Emergency Coordinator.
- d. Relay information on damage and operational status to the appropriate contact person for the facility if the Building Emergency Coordinator is busy with other duties.
- e. Use the following reporting methods:
 - Use regular telephone lines, if available. Pay phones may work others may not.
 - Use cellular telephone if no regular phones are available. Use radio if available.
 - If phone/radio are not available in the immediate area, the Assistant Building Emergency Coordinator should find transport/messenger to utilize for communication purposes.

6. FLOOR WARDENS

Floor wardens are appointed by the Department Head in conjunction with the Emergency Building Coordinator.

Responsibilities include the following:

- a. Acquire a thorough knowledge of the layout of the floor of responsibility and become thoroughly familiar with Emergency procedures and evacuation guidelines.
- b. Interface on a regular basis with personnel concerning plans, training and required documentation of Emergency programs.
- c. Assist department management in the appointment of alternate floor warden, safety representatives, stairwell monitors, door guards, and mobility assistants.
- d. Organize and provide training for alternate floor warden, safety representatives, stairwell monitors, door guards and mobility assistants.
- e. Coordinate Emergency/Disaster procedures of the area within assigned floors.
- f. Ensure annual fire drills are conducted in coordination with Building Emergency Coordinator and emergency instructions are distributed to floor building occupants.
- g. In coordination with the Building Emergency Coordinator, ensure emergency plans are posted in each quadrant and every elevator lobby of assigned floor. Additionally, install emergency exit plans in rooms leading to hallways.
- h. Consult with the Building Emergency Coordinator prior to conducting a drill and provide logistics of the drill and critique.
- i. Maintain a roster of employees needing assistance during an evacuation and provide a copy to the Building Emergency Coordinator.
- j. Maintain floor diagrams and a "building emergency list" for the area of responsibility as indicated in the plans section of these Emergency procedures.

7. SAFETY REPRESENTATIVES

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Safety representatives are responsible for evacuating the occupants of their respective quadrants or sub-areas. Safety Representatives are appointed by the Department.

Responsibilities include the following:

- a. Familiarity with Emergency procedures and evacuation guidelines. Attend coordinating meetings held by the Building Emergency Coordinator or Floor Warden.
- b. Assist in appointments of response team members.
- c. Notify the Floor Warden when there are significant work or personnel changes in the area.
- d. Assist the Floor Warden with the annual fire drill.
- e. Know the work location of self identified persons needing assistance in your assigned floor area.
- f. Ensure the emergency equipment for response team is maintained in good condition and available for immediate use through periodic inspections; including, but not limited to flashlights, first aid kits, hard hats, reflective jackets/vests, and fire extinguishers.
- g. Assist in determining evacuation routes for your quadrant or sub-area.
- h. Periodically inspect the evacuation stairwell(s).
- i. Familiarize personnel in your area with emergency procedures and evacuation routes.
- j. Instruct employees to evacuate to a predesignated area when ordered to do so.
- k. Make sure that all personnel and the public in your area (including rest rooms, lounges, etc.) have departed before you leave the area.
- l. Direct employees to remain in the assembly area and return to work when instructed to do so.

8. STAIRWELL MONITORS

Stairwell Monitors are appointed by the Department Head in conjunction with the Emergency Building Coordinator.

Responsibilities include the following:

- a. Proceed to your assigned stairwell when evacuation is directed and position yourself at the top of the landing.
- b. Direct proper use of stairwell during evacuation.
- c. Assist Floor Warden/Safety Representatives as requested prior to and following evacuation procedures.
- d. Have thorough knowledge of stairwell locations, primary and secondary evacuation routes, hallways, evacuation procedures and selected refuge (assembly) areas.

9. DOOR GUARDS

Door guard responsibilities are an additional duty for certain designated Safety Representatives. Door Guards are appointed by the Department Head in conjunction with the Emergency Building Coordinator.

Responsibilities include the following

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- a. Report to their designated building entry door once their area has been evacuated.
- b. Deny building access to all employees, visitors, clients, etc. (except authorized personnel/emergency personnel).
- c. Once the return to work order is given, allow building access to authorized employees before allowing the public access to the building.

10. **MOBILITY ASSISTANTS**

Mobility assistants are responsible for providing aid to those requiring assistance in the event of an evacuation. Mobility Assistants are appointed by the Department Head in conjunction with the Emergency Building Coordinator.

Responsibilities include the following:

- a. Upon an announcement of an emergency situation with a "take cover" order given (earthquake), help assigned person(s).
- b. In taking cover. Find suitable cover for yourself after assisting the assigned person(s).
- c. If an evacuation order is given, mobility assistants will assist their assigned person to the nearest stairwell or exit.
- d. If the situation is life threatening, be prepared to carry the assigned person if they are physically unable to descend the stairs.
- e. Summon help from evacuating employees if necessary.
- f. Always ask the disabled person **how best** to assist them.

11. **ALL COUNTY EMPLOYEES**

Employees have certain duties and responsibilities concerning emergencies at the workplace.

Responsibilities include the following:

- a. Become familiar with the facility exists, both regular and alternate.
- b. Become familiar with the Facility Emergency Action 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, building emergency coordinator, etc.).
- e. During an emergency, follow instructions of the Building Emergency Coordinator and the trained staff of employees.

NOTE: ALL FACILITY EMERGENCY ACTION PLANS; NAME OF EMERGENCY BUILDING COORDINATOR; NAMES OF TEAM MEMBERS MUST BE SUBMITTED TO RISK MANAGEMENT FOR REVIEW.

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II. EMERGENCY GUIDELINES

A. BASIC INFORMATION

This section is designated to provide you with basic information as to how to respond to emergencies that may occur in your facility. Keep in mind that the information provided here is the minimum you should be familiar with; it is not intended to replace more advanced training nor does it preclude the need for additional department-specific instruction. The following pages can be used in several ways:

1. As attachments to Facility Emergency Action Plans.
2. As a guide to developing facility-specific attachments to Facility Emergency Action Plans. Those writing the Plans may want to add other procedures as needed.
3. Training handouts.

B. REPORTING EMERGENCIES

1. PROMPT REPORTING IS ESSENTIAL

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.

2. FOR ANY POLICE, FIRE OR MEDICAL EMERGENCY, DIAL 911

For any emergency requiring assistance from the police, fire or paramedics, dial 911 and stay on the line until emergency dispatchers indicate that they have all the necessary information. (Note: From most County government facilities, you have to dial 9 first and then 911. Learn the correct procedure for your facility). Additionally, post emergency numbers by all telephones.

3. 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 Emergency Building Coordinator, Building Maintenance, etc. Their phone numbers are listed in your Facility Emergency Action Plan. **In all cases, notify your supervisor in person or by telephone.**

4. GIVE EMERGENCY DISPATCHERS NEEDED INFORMATION

For any emergency, you should be prepared to provide emergency dispatchers with the following information:

- a. The type of emergency (fire, accident, injury, etc.).
- b. Scope of the emergency (number of people involved, size of problem, etc.).
- c. Location of the emergency. Be as specific as possible. Give the name of the city, the street name and address the name of building or business, the floor number, room number and any other information that best describes the location.
- d. Your name and the phone number you are calling from (so that someone can call you back if more information is needed).
- e. Any other details that the emergency responders should know.

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Be prepared to stay on the line until the emergency operators indicate that they have all the information they need. It may seem to you that they are wasting time asking a lot of questions, but they are not. In many situations, the responding agency is notified while you are still on the phone with the emergency dispatcher.

C. AISLES AND EXITS

1. MAINTENANCE

To make sure you will be able to use exists during an emergency, follow these guidelines:

- a. Aisle and exists shall be free of obstructions.
- b. Storage of any kind is not permitted in the aisles or corridors, even on a temporary basis. This is especially true of boxes, files, furniture, etc.
- c. Storage is not permitted on stairs or under stairwells.
- d. Chairs, trash cans and other furnishings are NOT allowed in exit ways.
- e. Exits shall be clearly identified with "EXIT" signs. Those requiring lighted signs shall be properly maintained. Additionally, doors that can be misleading and look like an exit should be marked "NOT AN EXIT".
- f. Electric cords and telephone/computer cables shall not lay across aisles where they may present a tripping hazard
- g. Fire doors shall not be wedged open. This is especially true of the doors in stairwells.

2. AISLE WIDTHS

Fire code and occupational safety regulation regulate the widths of aisles. Depending on the use of the aisle, required widths are as follows:

- a. In public areas, and in assembly occupancies without fixed seats, the minimum clear aisle width shall be 36 inches. Where seats, tables, furnishings, displays and similar fixtures or equipment are placed on only one side of the aisle and 44 inches where such fixtures or equipment one side of the aisle and 44 inches where such fixtures or equipment are placed on both sides of the aisle.
- b. In areas serving employees only, the minimum aisle width shall be 24 inches, but not less than the width determined in item (a).
- c. The occupant load of the floor or building determines main exit coordinator widths. This width is best determined by contacting the County Safety Officer, located in Risk Management.

When an emergency arises that requires the immediate evacuation of the building, properly maintained aisles and exits may mean the difference between life and death.

D. BOMB THREAT / MAIL BOMBS

1. Bomb Threat

- a. Fill out bomb threat card while reporting party is still on the telephone line.
- b. Immediately notify the head of the department or senior management present.
- c. The department head or senior management must notify the following.
 - Law Enforcement (9-911)
 - County Administration (4441)
 - Risk Management (4445)

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- d. Secure the location of potential bomb. Make sure no one is in the immediate area.
 - e. The responding law enforcement agency shall assume the direction and control of the bomb incident situation. All personnel shall follow law enforcement instructions.
 - f. If law enforcement does not order a partial or complete evacuation of the building, the department head or manager may order a partial or complete evacuation and immediately inform the County Administrator's Office if the decision is to evacuate. In buildings occupied by more than one department, the department head or manager should also consult with the other departments regarding evacuation.
 - g. If ordered to evacuate, proceed to the designated assembly area.
2. Mail Bomb
- a. Gently place the item in a stationary location where you first handled it.
 - b. Secure the location. Make sure no one else is in the immediate area of the item.
 - c. Immediately notify the head of the department or senior management present.
 - d. The department head or senior management must take steps to secure the immediate area where the item is located to insure it is not disturbed.
 - e. The department head or senior management must notify the following.
 - Law Enforcement (9-911)
 - County Administration (4441)
 - Risk Management (4445)
 - f. The responding law enforcement agency shall assume the direction and control of the bomb incident situation. All personnel shall follow law enforcement instructions.
 - g. If law enforcement does not order a partial or complete evacuation of the building, the department head or manager may order a partial or complete evacuation and immediately inform the County Administrator's Office if the decision is to evacuate. In buildings occupied by more than one department, the department head or manager shall also consult with the other departments regarding evacuation.
 - h. If ordered to evacuate proceed to the designated assembly area.
3. Letter and Parcel Bomb Recognition Points
- Foreign mail, airmail and special delivery mail.
 - Restrictive marking such as confidential, personal.
 - Excessive postage (probably in stamps and not postal stripes).
 - Handwritten or poorly typed addresses.
 - Incorrect personnel, department, title, and/or address.
 - Titles but no name.
 - Misspelling of common words.
 - Oily stain or discoloration.
 - Unofficial or no return address.
 - Excessive weight or thickness (more than 1/8" thick).
 - Rigid envelope (caused by interior cardboard brace).
 - Lopsided or uneven envelope.

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- Protruding wires or tinfoil.
 - Excessive securing materials such as marking tape or string.
4. Bomb Threat Checklist
A copy of the Bomb Threat Checklist is on the next page. It should be kept under each employee's telephone.
5. Evacuation/Relocation
The decision whether or not to evacuate will be made by the emergency response agency (fire or police), the County Safety Officer, the Building Emergency Coordinator, or in his or her absence, the Assistant Building Emergency Coordinator.

Generally, public service should not be discontinued unless the safety of the employee(s) is believed endangered and evacuation of the facility would remove the threat.

Employees will evacuate the building following evacuation route signs, using the nearest outside exit doorway from their work stations, all doors are to remain unlocked except for secure areas. Mobility Assistants will evacuate physically disabled employees. When proceeding to assembly areas keep driveways/roadways clear for emergency response vehicles

Floor Wardens and Safety Representatives will assist in the evacuation of personnel through a predesignated route to their assembly area. They will establish liaison with the Building Emergency Coordinator and recall the evacuated employees when an "all clear" is given.

If at all possible, without compromising human safety, prior to evacuating the area, each employee should:

- a. Secure all confidential data for which he/she is responsible.
- b. Secure by lock-up or removal, all negotiable, and other valuables.
- c. Take personal property (briefcase, coats, glasses, etc.).

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Bomb Threat

QUESTIONS TO ASK

When is the bomb going to explode?
Where is it right now?
What does it look like?
What kind of bomb is it?
What will cause it to explode?
Did you place the bomb?
Why?
What is your address?
What is your name?

EXACT WORDS OF THE THREAT

BACKGROUND SOUNDS:

Sex of caller: _____ Race: _____
Age: _____ Length of call: _____
Number at which call is received:

Time: _____ Date: ___/___/___

REPORT CALL IMMEDIATELY TO:

Phone number: _____

Name: _____

Position: _____

Phone number: _____

REMARKS: _____

CALLERS VOICE

___ Calm	___ Nasal
___ Anger	___ Stutter
___ Excited	___ Lisp
___ Slow	___ Raspy
___ Rapid	___ Deep
___ Soft	___ Ragged
___ Loud	___ Clearing throat
___ Laughter	___ Deep breathing
___ Crying	___ Cracking Voice
___ Normal	___ Disgust
___ Distinct	___ Accent
___ Slurred	___ Familiar
___ Whispered	

IF VOICE IS FAMILIAR, WHO DID IT SOUND LIKE?

___ Street noise	___ Factory
___ Crockery	___ Machinery
___ Voices	___ Animal noises
___ P.A. system	___ Clear
___ Music	___ Static
___ House Noise	___ Local
___ Motor	___ Long Distance
___ Office	___ Booth

THREAT LANGUAGE:

___ Well spoken	___ Incoherent
___ Foul	___ Taped
___ Irrational	___ Message read by threat maker.

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E. EARTHQUAKE

1. EARTHQUAKE PREPAREDNESS AND RESPONSE

Earthquakes occur without warning and can be of any magnitude. For this reason, they can be very frightening. The damage done by an earthquake generally encompasses most of the scenarios addressed in this guide (medical emergencies, fires, hazardous materials, etc.).

2. DURING THE EARTHQUAKE (IF YOU ARE INSIDE)

- a. Try to take cover under a table or other sturdy furniture. Kneel, sit or stay close to the floor. Try to hold onto furniture legs for balance. Be prepared to move with your cover.
- b. Doorways may not be the safest location for protection. Violent motion could cause doors to slam against your body, crush your fingers or inflict other serious injuries. More importantly, while standing in a doorway, you could become a target for flying objects. In any case it could be the flying object that harms you, not the collapsed building.
- c. You could kneel, sit or stay close to the floor next to a structurally sound interior wall. Place your hands on the floor for balance. For personal safety it is important to maintain your balance because, in a major earthquake, the ground may move violently for several minutes.
- d. Move away from large windows, bookcases and unsecured heavy objects.
- e. Stay inside, if you are inside. Do not try to run outside. Many injuries occur while people run through the building to the outside. It is possible to be hit by flying objects, falling plaster or other debris.

(IF YOU ARE IN OR NEAR A HIGH RISE BUILDING)

- a. Try to stay in the building until shaking stops.
- b. Stay on the same floor, if possible, until directed to evacuate. Avoid the elevator; the power may fail, trapping you inside.
- c. Avoid running for the stairwell. You may be injured. Be ready for alarm and sprinkler systems to go on. Seeking shelter inside may prevent injury from falling objects if you are outside close to the building.

(IF YOU ARE OUTSIDE)

- a. Move to an open area away from buildings, power lines, poles and large limbed trees.
- b. Seek available shelter to avoid falling objects. If there is no safe open area, get low to the ground and balance yourself.

(IF YOU ARE IN A CAR OR OTHER VEHICLE)

- a. Stop your car as safely as possible.
- b. Try not to stop under bridges, overpasses or power lines. Try not to drive over bridges or overpasses they may be damaged.
- c. Stay in vehicle during and after the earthquake. In most situations it is a safe place to be. Vehicles may be thrown or bounced against each other during the primary shake and aftershocks.
- d. Listen for radio reports. Cooperate with public safety efforts.

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- e. Stay in your vehicle if electric wires fall on it. Wires may still be live and you could be electrocuted if you step outside. Wait as long as necessary for someone outside to remove the wires.
3. AFTER THE EARTHQUAKE
- a. After a major earthquake, emergency services like fire, police and medical services may be unavailable for an extended period of time.
 - b. Think before moving. Remain in a safe position until shaking stops. Move slowly and carefully. Many serious injuries are caused by inappropriate reactions, not collapsing buildings.
 - c. Immediately check for injured and/or trapped people.
 - d. Immediately check for fire. Extinguish them with a fire extinguisher if possible.
 - e. Check for spilled industrial or office chemicals.
 - f. Check phones; they may be out of service. Or they could be knocked off their cradles during the shaking. After the earthquake, make sure all phones are properly hung up. **DO NOT USE THE TELEPHONE EXCEPT FOR EMERGENCIES.**
 - g. Move slowly. Evacuate with caution. Use alternate routes if primary exit is blocked. Meet outside away from building in predesignated area.

F. ELEVATOR EMERGENCIES

County elevators usually move people safely and efficiently, but occasionally an elevator will malfunction; in rare cases the malfunction will constitute an emergency. The most common emergency is becoming a trapped passenger, the elevator door will not open and allow you to exit. Although being trapped can be alarming to the occupants, it is generally not life threatening.

1. WHAT TO DO IF TRAPPED IN AN ELEVATOR
- a. Stay Calm. All County elevators have built in safety features to prevent them from running when it is unsafe.
 - b. Calm other passengers in the elevator and assure them they are safe.
 - c. Try pressing and holding the “door open” button. If the door opens and the elevator is level at a floor, exit the elevator and notify Building Maintenance.
 - d. Try turning the “emergency stop” switch from on to off and back to on. You should hear a bell when the switch is turned to the off position. Press a floor button and hold the “door open” button. The elevator may move when you return the emergency stop switch back to the on position.
 - e. Try pushing the elevator doors closed. If the doors are open even slightly, the elevator will not run.
 - f. All County elevators are equipped with phones and instruction for their use. Dial the number listed in the elevator and report the building and elevator in which you are trapped.
 - g. Again, remain calm. You are in no immediate danger. The County has personnel available to assist; one will be contacted and dispatched immediately to your location.
 - h. Do not attempt to exit the elevator that is not level with the floor without assistance. Injury can result, stay inside.
2. WHAT TO DO IF YOU FIND SOMEONE IS TRAPPED IN AN ELEVATOR

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There is an alarm button in all elevators that will signal that someone in the elevator requires assistance. From the elevator lobby, it will usually be heard as a ringing bell. If you hear this alarm signal:

- a. Locate the elevator and ask the occupants if they are okay.
- b. Review with them the steps outlined above.
- c. Report the elevator with trapped persons. Also, advise the Emergency Building Coordinator.
- d. Remain outside the elevator and maintain communication with the occupants. Talk to them and reassure them until assistance arrives. Do not attempt to help them exit an elevator that is not level with the floor – injury can result.
- e. If the situation is out of control (i.e., the occupants are panicked or there is a potential for medical problems), do not hesitate to call 911. (NOTE: You may have to dial 9 first then 911 on County phones).

As is the case with any emergency, plan ahead. Building Maintenance staff is available to meet with the Emergency Building Coordinator and Risk Manager to review elevator operations.

G. FIRE & SMOKE

1. Hazards of Fire & Smoke
Fires in buildings produce extreme heat and 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.
2. Fire Scene Priorities
 - a. Evacuate—Remove anyone in immediate danger.
 - b. Report—Dial 9-911, give location and facts regarding the fire. Activate the building alarm if applicable or give verbal warning.
 - c. Confine – Confine the fire by closing all doors and windows in the affected area if possible.
 - d. Extinguish—Attempt only if trained and can be done safely.
3. Evacuate the People
Remove anyone who may be in immediate danger from the fire or smoke. Depending on the size and type of fire, this may involve evacuating a very small area or an entire building. Life safety is always the number one priority. Stay low (crawl if necessary) to avoid breathing the smoke. Walk to the closest exit or closest safe stairwell.

(do not use elevators)

H. FIRE EXTINGUISHERS

There are several types of fire extinguishing equipment. County employees have access to two basic types; portable fire extinguishers and hose lines. Each type is designed to be used on a specific type(s) of fire.

1. CLASSES OF FIRES

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Because different extinguishing agents must be used on different kinds of fires, fires are classified into the following four types:

Class A:

Fires in ordinary combustible materials (such as wood, clothing, paper, rubber, and many plastics).

Class B:

Fires in flammable or combustible liquids, flammable gases, greases and similar materials.

Class C:

Fires in energized electrical equipment (such as computers, transformers, motors and appliances).

Class D:

Fires in certain combustible metals (such as magnesium, titanium, sodium, potassium, etc.). Fires of this sort usually occur in industrial shops and are not common for the type of work performed in County buildings.

All fire extinguisher labels display letters and/or symbols to indicate which types of fires they can be used on.

2. TYPES OF FIRE EXTINGUISHERS

There are several types of fire extinguishers available throughout County buildings.

a. Pressurized Water

Rating: Class A. This type of fire extinguisher contains water and can only be used on Class A fires (ordinary combustibles).

b. Carbon Dioxide (CO₂)

Rating: Class BC. Carbon Dioxide prevents combustion by displacing the oxygen in the air surrounding a fire. Its principal advantage is that it does not leave a residue, a consideration that may be important in laboratories, areas where food is prepared and areas where there is electronic equipment. Its main disadvantages are that its high moisture content and freezing effect can damage computers. DO NOT TOUCH METAL EXINGUISHER PARTS WITH YOUR HANDS, MAY CAUSE FREEZE BURNS.

c. Multipurpose Dry Chemical

Rating: Class ABC. Dry chemical fire extinguishers are the most common type found throughout County buildings. While they are effective on all common types of fires, the powdery residue it leaves behind may be detrimental to computer systems and electronic equipment.

d. Halon

Rating: ABC or BC. Because it leaves no harmful residue, this type of extinguisher is preferred in computer room or where very delicate electronic equipment is in operation.

3. LOCATION OF FIRE EXTINGUISHERS

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Fire extinguishers are located throughout the work areas. They are usually mounted on a wall near an exit. In hard to find locations, they are posted with signs on walls or columns. Additionally, indicate fire extinguisher(s) on Evacuation Floor Plans.

4. FIRE EXTINGUISHER OPERATION

There are four steps to operating a fire extinguisher.

a. Pull the Pin

A small pin inserted through the handle of the extinguisher prevents accidental discharge. It is held in place by a small plastic strap that will break easily when the pin is pulled.

b. Aim the Nozzle

Aim the hose/nozzle at the base or near edge of the fire. Don't aim at smoke or high flames.

c. Squeeze the Handle

Squeeze the handle to discharge the extinguishing agent.

d. Sweep the Nozzle

Sweep the nozzle from side to side, pushing the fire away from you.

5. SAFETY PRECAUTIONS

Keep the following safety precautions in mind when attempting to extinguish any fire.

a. Be sure you have first reported the fire.

b. Make sure you have the correct type of extinguisher for the particular class of fire.

c. Make sure that you know how to use the extinguisher.

d. Stay between the fire and an exit. Leave yourself a way out in case the fire gets out of control.

e. Never turn your back on a fire you think is out, it may reignite.

f. If the fire extinguisher does not put out the fire, then evacuate or leave the area.

g. Make sure to have the extinguisher recharged.

I. HAZARDOUS MATERIALS EMERGENCIES

There is always the possibility of a hazardous materials incident in a County facility. Fortunately, such incidents are rare and would seldom be of a large scale. Nonetheless, hazardous materials must be properly handled and the potential to cause injuries taken seriously.

1. PREVENTION

A key element in working safely with hazardous materials and preventing accidents is to have a thorough knowledge of each of the materials used at your worksite.

Many chemicals are stored in sufficient quantity to require the preparation of a Hazardous Materials Management Plan that requires documentation of safety storage. Storage sites subject to this requirement are inspected by fire departments. A variety of other laws govern such subjects as toxic gases, storage tanks, etc.

2. REPORTING THE EMERGENCY

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Report a hazardous materials emergency in the same manner as other emergencies. Whether the situation poses a life hazard or potential for fire or explosion, dial 911 (NOTE: You may have to dial 9 first and then 911 on County phones). In all cases notify your supervisor.

3. EMERGENCY RESPONSE

Only employees with specific training should attempt to respond to a hazardous materials incident. Generally, employees are not adequately trained to handle incidents that are life threatening or pose the threat of a fire or explosion. The preferred approach is to leave such response to the local fire department and its hazardous incident teams.

4. MEASURES THAT EMPLOYEES SHOULD BE PREPARED TO TAKE INCLUDE:

a. Remove anyone in immediate danger.

Anyone who may be in immediate danger from a hazardous materials incident should be moved to an area of relative safety.

Note: This should only be attempted if it does not endanger your life or the lives of others around you.

b. Follow Procedures

Departments that use/work with hazardous materials should have written procedures that address their safe use and what to do in an emergency. Depending upon the type of material involved, the degree of hazard and the level of training employees have received, it may be appropriate that they handle small spills or leaks that do not present a life threatening risk or threat of fire or explosion.

In all case, use good common sense and judgment. If you have questions or do not fully understand the hazards of the materials you are working with, ask your supervisor.

J. MEDICAL EMERGENCIES

1. First Aid & CPR Training

This section is designed only as a quick overview of employee responsibilities in the event of an injury or illness; it is not designed to provide medical advice or take the place of organized first aid training. First aid and CPR classes are available to employees through the Human Resources Training Institute.

2. Medical Emergencies

Medical emergencies may include either injuries or illnesses, and involve employees, clients or visitors. Regardless of the nature of the medical emergency, prompt intervention by a trained first aid provider can save lives and prevent needless suffering.

Many County employees have taken varying levels of first aid training. These employees should be immediately told of any medical emergency.

Employees may choose to render initial first aid while waiting for the arrival of medically trained personnel. Those who choose to render first aid should do so to the level of their training and be aware of bloodborne pathogen exposure. Remain

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calm; as this will help you do the right thing and also instill confidence in those you treat.

3. Reporting Medical Emergencies

Report all medical emergencies to a medically trained individual. Report potential life threatening emergencies immediately by dialing 911 (NOTE: You may have to dial 9 first then 911 on County phones) and also by alerting your supervisor. Any injury to an employee must be reported to the employee's supervisor as well.

- a. If an employee is injured or ill, the supervisor should provide the employee with a DWC-1 and complete the Accident Report.
- b. If a client or visitor sustains an injury or becomes ill, complete an Accident Report form. Forward completed form to Risk Management.

4. Emergency First Aid Supplies

There should be a first aid kit at every work site that a minimum contains supplies to treat minor injuries. A more elaborate trauma kit that contains special supplies for the treating of more severe/life threatening injuries would provide improved capability if located at each facility and the facility has trained employees.

5. First Aid Tips

- a. Survey the scene for hazards. Ensure your personal safety first. Eliminate any potential hazards, which threaten your safety or that of the victim. If your personal safety cannot be ensured, wait for trained emergency response personnel.
- b. Treat life-threatening conditions first. Refer to the ABC's of first aid.
 - Airway – is something blocking it?
 - Breathing – is the victim breathing?
 - Circulation – is there a heartbeat or pulse?
- c. Other potential life threatening conditions include severe bleeding, unconsciousness and shock.
- d. Apply direct pressure to bleeding wounds. This will usually stop the flow of blood.
- e. Leave accident victims in position found and keep them comfortable.
- f. Don't move victims except from an area that would further endanger their lives.
- g. Do not give an unconscious or semi-conscious person anything to drink.
- h. Reassure victims, stay with them, and keep them comfortable.
- i. Stay calm.

6. Ambulance & Fire Department Response

Whenever a medical emergency is reported by dialing 911 (NOTE: You may have to dial 9 first then 911 on County phones), an ambulance and fire department emergency medical team is usually dispatched. If there is someone available to assist you, it is advisable to have him or her meet the emergency responders. This is especially important when the medical emergency occurs inside a large building or complex of several buildings. Upon their arrival, the ambulance & fire department emergency medical team will take over the care of the injured person. They will usually ask you some questions about the care provided and the circumstances of how the emergency occurred. Based upon their more advanced

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medical training, they may or may not recommend the injured person be transported for further examination or treatment.

K. SAFE STAIRWELL PROCEDURES

1. Remain quiet and calm.
2. Remove high-heeled shoes for ease in quickly moving down the stairs.
3. Use handrails and stay to the right as much as possible.
4. Move quickly.
5. Allow others to enter the stairwell flow, but do not unnecessarily hold up traffic.
6. Assist those who are slower or in any way physically impaired.
7. Evacuate and proceed to the designated assembly area.

L. RIOT/CIVIL DISORDER

1. Floor Wardens/Safety Representatives will report the situation to the Building Emergency Coordinator.
2. The Building Emergency Coordinator will update all Floor Wardens/Safety Representative on the situation when pertinent events occur.
3. The emergency response agency (fire/police) will be summoned by the Building Emergency Coordinator.
4. Employees must stay away from all windows and doors so that demonstrating individuals are not provoked.
5. Employees must avoid leaving the building.

M. POWER FAILURE

1. Remain calm, do not move around - stay at your desk/work area until instructed otherwise.
2. Use flashlights; **DO NOT USE MATCHES, CANDLES, ETC.**
3. If evacuation for safety reasons becomes necessary, employees will be advised. Floor Wardens/Safety Representatives in your work area will assist you in evacuating the building to designated assembly areas.
4. If a utility company advises that the power failure will be of an unknown but extended duration, upper management will consider work release of employees.

N. THEFT/VANDALISM (DURING WORKING HOURS)

1. Any person having knowledge of any theft/vandalism will notify their direct supervisor.
2. If a theft /vandalism is witnessed, do not intervene, remember the description of the person and any vehicle that might be involved.
3. Notify the law enforcement that has jurisdiction over your location.
Example: City Of Ukiah - Ukiah Police Department
Covelo - Mendocino County Sheriff's Dept.
Fort Bragg City - Fort Bragg Police Dept.
Fort Bragg County - Mendocino County Sheriff's Dept.
Willits - Willits Police Department
4. Identify missing or vandalized item.
Example: Credit cards - Type, number
Social Security card - Number
Cash - Amount and denomination

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Checks/number of
Personal property/features
Equipment

- Bank, check numbers,
- Color, size, brand,
- Brand name, model, serial #

5. Provide a copy of police report to Risk Management.

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III. WRITING YOUR FACILITY EMERGENCY ACTION PLAN

A. DEVELOPING PLAN

Department Heads, Emergency Building Coordinators and Employees should work together to prepare a Facility Emergency Action Plan for their facility. This section contains the instructions for developing that plan. Examples are provided to illustrate the format and content that is to be used for all County facilities.

Your plan should be modeled after the examples on the following pages. This will minimize confusion, especially on the part of employees who frequently travel between or transfer to other buildings.

1. GETTING STARTED

Read Sections I and II before writing your actual facility plan. They explain the roles and responsibilities of those who are involved and provide some general guidelines on how to handle a variety of emergencies.

2. INSTRUCTIONS

The following pages are examples of what should be included in your Facility Emergency Action Plan. The instructions for completing each page are included on each page. Examples include:

- Title Page—fill in the facility name, street address and city.
- Introduction—use the copy supplied. It is the same for all County facilities and has been completed for you.
- Table of Contents—organize your plan as listed in this example.
- Emergency Telephone Numbers—contains a list of the numbers needed.
- Emergency Response Personnel—Emergency Building Coordinator, and other specially trained County Employees.
- Facility Site Plan—first of several drawings needed. Provides a bird's eye view of the facility and immediate surroundings.
- Facility Floor Plan(s)—illustration of interior features of the facility. Also includes emergency equipment.
- Command Post—Staging and Evacuation Assembly Area Plan. Add this information to the "Facility Site Plan" drawing.
- Utility Shut-off—list this information on a floor plan drawing.
- Emergency Procedures—insert facility specific procedures here.

3. In preparing your facility's emergency plan, coordinate with those agencies that may respond to the facility in an emergency, i.e., local police, fire and emergency medical personnel. In-house resources would include Building Maintenance, Office of Emergency Services, Risk Management, etc.

4. When you have completed the Facility Emergency Action Plan for your facility, place it in the back of this document as Section IV.

5. If you have questions regarding the development of your Plan, contact the Risk Management Division.

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B. COVER PAGE

EXAMPLE

FACILITY EMERGENCY ACTION PLAN

For

(Facility Name)

(Address)

(City)

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C. INTRODUCTION

1. INSTRUCTIONS

The example below includes the information that is helpful to include in your introduction.

Example:

This is the Facility Emergency Action Plan for (your facility).

The information in this Plan is to be used by the Emergency Building Coordinator, Department Heads and other specially trained employees in responding to a disaster/emergency at this facility.

This Plan contains:

- Names and phone numbers of people/agencies to call for assistance.
- Facility drawings showing the floor plans, emergency equipment locations, utility shutoffs, hazardous materials and staging areas for the responders and evacuees.
- Procedures developed specifically for this facility.

Since this Plan is a preparedness document, all sections are intended to be read and understood before an emergency. Upon the occurrence of a major emergency or disaster the plan becomes an emergency management guide.

Because names and telephone numbers frequently change, this Plan should be reviewed on a regular basis and updated as often as necessary.

WHEN TO USE THIS PLAN

This Facility Emergency Action Plan should be used during situations that require immediate response to save lives or property as a result of an emergency or disaster in a County facility. Consider this Plan to be officially activated when:

- Serious life threatening injury occurs.
- Fire or smoke is discovered in the facility.
- Evacuation of the facility is required.
- Natural events such as a storm or earthquake have damaged the facility or threatened the life safety of its occupants.
- External sources of a toxic release or vapor gasses from a nearby accident or fire may enter the facility. (Sometimes the best course of action to take is to not evacuate but to prevent entry of smoke and vapor gasses through mechanical means).

2. TABLE OF CONTENTS

Organize your plan according to the example below.

Example:

Introduction.....	
Emergency Telephone Numbers.....	
Emergency Response Personnel.....	
Facility Site Plan.....	
Floor Plan(s).....	
Facility Emergency Procedures.....	

D. EMERGENCY TELEPHONE NUMBER INSTRUCTIONS

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This should be the first page in the Facility Emergency Action Plan. The example illustrates some of the numbers that would most likely be needed.

Before listing specific phone numbers and the name of the company or agency, verify that they are the correct ones for your facility. Do not assume that just because your facility is located in a city that city is the provider of the services you are calling for. For example, Mendocino County has several different water companies. If the main waterline coming into your building were to burst, you would want to call the right company.

The items most likely to change on this page are the names of the Emergency Building Coordinator and the alternate. For that reason, the information must be routinely checked for accuracy and updated as needed.

Example:

Name of your Facility: _____

Address: _____

Phone: _____

EMERGENCY BUILDING COORDINATOR: (Name)

(Department & where located)

(Work and possibly other phone number)

ALTERNATE EMERGENCY BUILDING COORDINATOR: (Name)

(Department & where located)

(Work and possibly other phone number)

EMERGENCY TELEPHONE NUMBERS

Fire Department – (Name of)	(number)
Police Department—(Name of)	(number)
Paramedics/Ambulance	(number)
Poison Control	(number)
Suicide & Crisis (24 hours)	(number)

UTILITY COMPANIES

Gas Company:	(number)
Electric Company:	(number)
Water Company:	(number)
Telephone Company:	(number)
Other Phone: _____	(number)

NON-EMERGENCY

City of Ukiah

POLICE

(number)

FIRE

(number)

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City of Willits	(number)	(number)
City of Point Arena	(number)	(number)
City of Fort Bragg	(number)	(number)
Town of Mendocino	(number)	(number)
Sheriff's Department	(number)	(number)

IN-HOUSE NUMBERS

Building Maintenance	x-6310
Information Services	x-4393
Risk Management	x-4445
Emergency Services	x-5630

OTHER EMERGENCY TELEPHONE NUMBERS

Department Head (work and home)
Division Head (work and home)
Updated as of _____

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E. EMERGENCY RESPONSE PERSONNEL

Emergency Response contacts should be page two of your Facility Emergency Action Plan. Below is an example of the information that should be listed and a suggested format. Since the information on the page is very likely to change, it should be updated as often as necessary.

Example: (See Attached)

EMERGENCY BUILDING COORDINATOR:

Name:

Location: (Office and possible other phone numbers):

ALTERNATE EMERGENCY BUILDING COORDINATOR:

Name:

Location: (Office and possible other phone numbers):

TRAINED EMPLOYEE TEAM MEMBERS

Position, Name, Location, and Phone Number:

Position, Name, Location, and Phone Number:

Position, Name, Location, and Phone Number:

Position, Name, Location, and Phone Number:

Position, Name, Location, and Phone Number:

Position, Name, Location, and Phone Number:

Updated as of _____

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F. FACILITY SITE PLAN

1. The Facility Site Plan should be page three of the Facility Emergency Action Plan. Refer to this drawing whenever there is need to evacuate the facility. Include in the drawing:
 - The outside perimeter of the facility.
 - Parking lots, sidewalks and open areas.
 - Other buildings in the immediate proximity of the facility.
 - The Command Post.
 - The Emergency Staging Area.
 - The Evacuation Assembly Area – if possible, have the assembly area on the same side street to prevent traffic hazards.
 - An arrow pointing North.

2. Whenever the facility is evacuated, the occupants must be moved to safe locations. When determining these locations, take into account traffic, emergency vehicle routes, and a hazard such as spills or vapor gasses, etc. Work with the responding public agencies when deciding on these locations.

3. Like the rest of your Facility Emergency Action Plan, this drawing may require updating. Be alert to:
 - Additions to the building that change its basic shape.
 - Modifications to parking lots, sidewalks and other areas.
 - Construction of new buildings in the immediate proximity of the facility.

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4. Facility Site Plan

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G. FLOOR PLAN

1. The Floor Plan(s) should show emergency related items inside of your building. Include:
 - Hallways, aisles, exits
 - Elevators and stairs
 - Fire hoses and extinguishers
 - Fire alarm pull stations
 - First Aid Kits
 - Utility shut-off. A maintenance person can show you the location of these switches and valves.

2. Depending upon the size of the facility and the number of unique or different floors, it may be necessary to provide several floor plan pages. Each page should be readily identified and drawn to the same scale. It is often helpful to identify major rooms by name or room number.

3. A detailed drawing will greatly assist any responders to an onsite emergency. For anyone not familiar with the facility, it can show the location of the emergency. A drawing can also be used to keep track of emergency activities such as searches.

4. FLOOR PLAN

Example: (not accurate)

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H. FACILITY EMERGENCY PROCEDURES

Some facilities have unique features or functions that require special emergency procedures. List those procedures here; use additional pages if necessary.

Examples:

- An equipment or operation that may need to be shut down before the building is evacuated.
- Special hazards, such as gasses or biohazard.
- Specialized equipment or systems that may be damaged or cause injury if utilities are shut off.
- Clients or patients with special needs.
- Special procedures for inclement weather.

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IV. FACILITY EMERGENCY RESPONSE PLAN

YOUR FACILITY PLAN

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EMERGENCY RESPONSE TEAM

FACILITY: _____

**BUILDING EMERGENCY
COORDINATOR**

NAME _____ PHONE _____

**ASSISTANT BUILDING
EMERGENCY COORDINATOR**

NAME _____ PHONE _____

FLOOR WARDEN

NAME _____ PHONE _____

NAME _____ PHONE _____

NAME _____ PHONE _____

NAME _____ PHONE _____

SAFETY REPRESENTATIVE

NAME _____ PHONE _____

NAME _____ PHONE _____

NAME _____ PHONE _____

NAME _____ PHONE _____

STAIRWELL MONITOR

NAME _____ PHONE _____

NAME _____ PHONE _____

NAME _____ PHONE _____

NAME _____ PHONE _____

DOOR GUARDS

NAME _____ PHONE _____

NAME _____ PHONE _____

NAME _____ PHONE _____

NAME _____ PHONE _____

MOBILITY ASSISTANTS

NAME _____ PHONE _____

NAME _____ PHONE _____

SELF-IDENTIFIED

NAME _____ PHONE _____

NAME _____ PHONE _____

EMERGENCY FILE CHECK LIST

07/24/01

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EMERGENCY RESPONSE TEAM LIST YES ____ NO ____

FLOOR DIAGRAM YES ____ NO ____

EMERGENCY/DISASTER POLICY YES ____ NO ____

PROCEDURES DOCUMENT YES ____ NO ____

EMERGENCY EXIT PLAN POSTED YES ____ NO ____

FIRST AID KIT YES ____ NO ____

FIRE EXTINGUISHERS YES ____ NO ____

FIRE DRILL CONDUCTED ON:

DATE: _____ DATE: _____ DATE: _____ DATE: _____ DATE: _____

EVACUATION ASSEMBLY AREA:

EMERGENCY EQUIPMENT:
