

SAMPLE

COUNTY OF ALAMEDA
County Administrator's Office
Risk Management Unit
125 12th Street, 3rd Floor, Oakland, CA 94607

EMERGENCY ACTION PLAN
(As of October 2010)

TO REPORT AN EMERGENCY:

1. Activate the nearest alarm pull station, in case of fire;
2. Obtain an outside telephone line by dialing 9, then 911.

This building, 125 12th Street, is equipped with an emergency alarm system that includes audible alarms (sirens) and strobe lights. The system is activated whenever a pull station is activated. It can also be activated from the control center.

When the alarm sounds, **everyone is required to immediately evacuate the building**, and proceed to the assembly area designated below. If there is a false alarm, a system test, or if alternative emergency procedures must be implemented, the Evacuation Manager or Alternate will make an announcement.

WHEN THE ALARM SYSTEM IS ACTIVATED

EVACUATE THE BUILDING IMMEDIATELY!

Proceed to the assembly area: Oak Street Museum entrance

AFTER HOURS & HOLIDAY EMERGENCY PROCEDURES

In the event of an emergency which occurs after hours or on a holiday:

- In case of fire, activate an alarm pull station;
- If possible, wait outside the entrance on 12th Street and direct fire personnel to fire.

For emergencies other than fires:

- Obtain an outside telephone line by dialing 9, then 911

During an after-hour or holiday evacuation, fire, police, or building maintenance personnel may act as evacuation managers. Employees who are required to evacuate the building will use the same evacuation routes and sites determined for daytime/workday evacuations unless informed otherwise.

I. ASSIGNMENT OF RESPONSIBILITY:

The decision to evacuate the building in cases other than when an alarm has been activated will be made by the Evacuation Manager.

It will be the Evacuation Manager's responsibility to ensure the safety of their own employees and for visitors to their work areas. If evacuation is required, the Evacuation Manager will ensure that the evacuation order is followed. Once the area is cleared, the Evacuation Manager will leave the building.

The Evacuation Manager should be notified immediately if there are disabled visitors or other persons in the building that will need assistance in evacuating the building.

II. FUNCTIONAL RESPONSIBILITIES:

A. Evacuation Manager – Responsible for the emergency-evacuation plan to protect life and property in the event of a disaster or other emergency. For the purpose of this plan, an emergency may include, but is not limited to a fire, bomb threat, civil disobedience, earthquake, or hostage situation.

The Evacuation Manager's general responsibilities are as follows:

1. **Make the decision to evacuate** the building in cases when a pull station has not been activated.
2. Provide leadership, assistance and follow-up to ensure establishment and continuity of the Emergency-Evacuation Plan.
3. Provide information and guidance for the development of emergency activities in the building.
4. Ensure that Emergency-Evacuation Plan updates are distributed to any/all designated emergency personnel in the building.
5. Maintain a current list of employees with disabilities and their locations in the building for use by emergency evacuation personnel and firefighters. **Under no circumstances leave the disabled person alone** during evacuation.
6. Wherever possible, make arrangements with the disabled person and the individual who normally provides transportation for him/her to continue to provide transportation away from the area in the event it becomes necessary.

7. Maintain a current list of designated Emergency Personnel.
8. Receive and report any unsafe conditions in the building.
9. Receive reports from designated personnel that all areas have been evacuated.
10. Exit building to assembly area.
11. Ensure that evacuation routes are posted on bulletin boards and other strategic locations throughout the building.

Floor Managers: With the cooperation of all other officials on the floor, the Floor Manager, working with the Building Coordinator, is responsible for the safety and evacuation of all occupants on his/her respective floor.

1. In an evacuation of the building, the Floor Manager shall proceed as follows:
 - a. Establish communications with the Building Coordinator (extension 46866).
 - b. Notify personnel to implement emergency procedures.
 - c. Receive and report any unsafe conditions on floor or stairway areas.
 - d. Receive reports from Area Coordinator and other designated personnel that all areas have been evacuated.
 - e. Notify the emergency law enforcement or fire personnel when floor has been evacuated and if there are any disabled persons in the stairwell.
 - f. Exit building to assembly area.

C. **Area Coordinators:** Responsible for the safety and evacuation of staff and the public within a department and/or assigned area of the building. The Area Coordinator is also responsible for coordinating staff training on this Emergency-Evacuation Plan. In addition, he/she has the responsibility to ensure that evacuation routes are posted on bulletin boards and other strategic locations throughout the area or department.

1. In the event of an evacuation, the Area Coordinator shall:
 - a. Search areas as assigned. Receive reports from searchers (if additional searchers are used). Notify the Floor Manager of any persons needing assistance. Report to the Floor Manager that the area has been evacuated.
 - b. Exit building to assembly area.

D. Stairway Monitors:

1. Stairway Monitors' must:
 - a. Respond to assigned stairways. Open doors and expedite the control and safe flow of personnel in the stairway.
 - b. Prevent personnel from running down the stairs.
 - c. Direct personnel to alternate stairways if unsafe.
 - d. Exit building to assembly area.

E. Elevator Monitors: In the event of an evacuation, Elevator Monitors on all floors will report to the elevator area on their floor, ensure personnel do not use the elevators, and direct them to the appropriate stairway.

F. Persons With Disabilities Monitors: Responsibilities include:

1. When an evacuation is required, go immediately to the location of the disabled person and assist in his/her evacuation from the building.
 - a. If the disabled person is unable to walk down the stairwell, both of you will proceed to the stairwell landing and wait for the arrival of either the Sheriff's deputies or Fire Department personnel.
 - b. **Under no circumstances** leave the disabled person alone.
2. Make prior arrangements to locate and identify any disabled person that is working in the building who would need assistance during a possible evacuation.
 - a. Wherever possible, make arrangements with the disabled person and **the individual who normally provides transportation for him/her to continue to** provide transportation away from the area in the event it becomes necessary.

G. Searchers: Search restrooms, storage areas, and other areas as assigned. Notify the Area Coordinator regarding anyone needing assistance.

H. Messengers: Assigned as necessary to assist the Building Coordinator and emergency evacuation personnel.

III. MEDICAL AND FIRST AID EMERGENCIES:

A. In the event of serious illness or injury (employee or public):

1. Notify Evacuation Manager; call 9-911;
2. Do not move victim unless absolutely necessary;
3. Identify ill/injured person and witnesses for report.

B. In the event of **minor** injuries, initiate immediate first aid and call for assistance as necessary.

IV. EARTHQUAKE SAFETY:

A. Personal Safety Procedures at Time of Earthquake:

1. Most important – **DO NOT PANIC**. Remain calm and protect yourself.
2. If you are in a building, move under a desk, table, or other sturdy object, or stand next to an interior wall away from windows and inside glass. Move away from heavy objects that may topple, slide or fall off.
3. For your safety, please do not leave the building unless ordered to evacuate by the Evacuation Manager or designee. Falling debris may injure or kill.
4. When outside and surrounded by high-rise buildings, the safest procedure may be to step into a doorway to escape falling glass and other debris.
5. When outside and high buildings are not a threat, move to an open area away from overhead wires and other objects that may pose a safety hazard.
6. Report to the designated assembly point so you can be accounted for.

B. Recommended Procedure When Shaking Stops:

1. Take time to evaluate your situation. **Remain calm.**
2. Check persons around you for injuries and assist when possible.
3. Do not use the telephone except for emergency assistance, major utilities damage, or a need for immediate Sheriff/Police, fire or medical services.
4. Be helpful to people around you—this may lessen psychological trauma.

V. EMERGENCY FIRE PROCEDURES:

A. Person discovering the fire should:

1. Call 9-911 and report the following information:
 - a. that there is a fire (explain degree of fire, if possible);
 - b. the address and cross streets;
 - c. the floor, and what room number(s);

- d. location of the fire on the floor;
 - e. what is burning and,
 - f. injuries if any and need for ambulance.
2. The Evacuation Manager should evaluate the situation.
 3. Report:
 - a. location of fire;
 - b. what is burning;
 - c. size of fire and smoke condition;
 - d. any injuries and how serious;
 - e. if an evacuation is necessary.
 4. Evacuate personnel if deemed necessary by Evacuation Manager/Alternate.
 5. Safeguard records and equipment.
 6. Report to designated assembly area!
 - *Do not evacuate unless ordered to do so!*
 - Evacuate when ordered!
 - Leave all lights on for firefighters!
 - Close all doors and windows, but do not lock!

VI. BOMB THREATS AND SEARCH:

- A. Employees receiving a bomb threat or finding a suspicious object should immediately notify the police (9-911) or the Sheriff's Office (x 26666).
- B. Bomb Threats (see attached Bomb Threat Checklist):
 1. If a bomb threat is received **by phone**, etc., ask:
 - a. When is the bomb going to explode?
 - b. Where is the bomb right now?
 - c. What kind of bomb is it?
 - d. What does the bomb look like?
 - e. What will cause it to explode?
 - f. Did you place the bomb?
 - g. Why?

Keep the caller on the phone for as long as possible!

2. Record the following information:
 - a. Time of call;
 - b. Date of call;
 - c. Exact words of caller;
 - d. Age, sex, adult, child;
 - e. Speech pattern, accent;

f. Background noise(s).

3. If a Bomb Threat is Received **by Mail**:

- a. **Do not handle** the letter, envelope or package. Leave in place!
- b. Notify a supervisor, Evacuation Manager or designee who will preserve the evidence for law enforcement officials.

4. If a Suspicious Object is discovered:

- a. **Do not attempt to touch it or move it!**
- b. Notify a supervisor, Evacuation Manager or designee.
- c. Evacuate the immediate area.
- d. Attempt to find possible owner of object (e.g., as “Does this belong to anyone?”).
- e. Await further instructions.

C. Bomb Search:

1. The safest method for handling a bomb threat is to institute an occupant search immediately after receipt of a threat. While the occupant search is progressing, search teams will search evacuation routes in order to assure safe passage of occupants from the building in case an evacuation is necessary.

- a. Occupant Search by employees: employees scan their immediate area and report any suspicious object to supervisor.
- b. Team Search: Search team personnel will search all public areas to include lobbies, restrooms, hallways, closets, storage rooms and evacuation routes.
- c. The police or Sheriff’s Office personnel will assist in all areas of the search as necessary.

2. What to look for (suspicious objects):

- a. Explosives can be packaged in a variety of containers. Most likely, they will be camouflaged. The container is likely to be a common article, such as a box (shoe box, cigar box, etc.), a grocery bag, athletic bag, airline/flight bag, suitcase, attaché case, briefcase, etc.
- b. Look for the unusual, or something that appears to be out of place. It is important that someone familiar with the area assist in the search in order to note something which is unusual or alien to the surroundings.
- c. Anything that does not belong, or whose nature and presence cannot be adequately explained, is a suspicious object.

3. When a suspicious object is located, **DO NOT TOUCH, MOVE, OR DISTURB IN ANY MANNER!**

- a. Get a good description of the object: size, color, markings.

- b. Get exact location of object: building, floor, room number, location within room.
- c. Call the Evacuation Manager or designee for further instruction and begin clearing all people from the immediate vicinity.
- d. When feasible, flammables will be removed from the area; gas and fuel lines will be shut off.
- e. Cordon off area to prevent re-entry.
- f. The Evacuation Manager/designee will notify the police (9-911) or the Sheriff's Office (x 26666), who will in turn, notify the Bomb Squad.

VII. EXPLOSIONS:

- A. In the event of an explosion in the building, such as caused by leaking gas, faulty boilers, or explosives, employees should respond as follows:
 - 1. Take cover under tables, desks, or other such objects which will give protection against flying glass or debris.
 - 2. Notify the Evacuation Manager/designee, and if necessary, 9-911.
 - 3. After effects of explosion have subsided, Evacuation Manager/designee will determine if evacuation is necessary.
 - 4. If evacuation is ordered, exit as instructed by emergency personnel.
 - 5. Upon leaving the building, proceed to designated assembly points and await instructions from emergency personnel.

VIII. DEMONSTRATIONS OR CIVIL DISTURBANCES:

A. Points to Consider:

Sheriff's Office has jurisdiction **within** Court/County buildings.
 Oakland Police Department has jurisdiction **outside** of Court/County buildings.

B. Recommendations:

- 1. Stay in the building.
- 2. Carry on business as usual.
- 3. If peace-keeping authorities are not in evidence (immediate area), call Evacuation Manager/Alternate, or 9-911.

Remember—most demonstrations are peaceful, but be alert for any quick change in the mood of the demonstration.

IX. INITIAL NOTIFICATION OF THE EMERGENCY:

- A. The person who first becomes aware of a fire, bomb threat, or other problem that requires emergency response shall do the following:
 - 1. In case of fire, activate alarm pull station and notify the Evacuation Manager.
 - 2. In case of a bomb threat, or other emergency, notify the Evacuation Manager:

- a. of the type and location of the emergency; and
- b. that emergency services have or have not been notified.

X. GENERAL ANNOUNCEMENT OF THE EMERGENCY:

A. During Working Hours:

1. When notification of an emergency is received by the Evacuation Manager, except in cases when an alarm has been activated, he/she will make the decision whether or not to evacuate the building and, if appropriate, will activate the alarm. If the emergency necessitates special instructions, an announcement will be made by the Floor manager or his/her designee.

B. After Hours:

1. Emergency personnel responding to the building may utilize a public address system.

XI. UNAUTHORIZED RE-ENTRY:

- A. Responsibility for preventing unauthorized re-entry into the building is assigned to the Sheriff's Office, fire or police personnel.

XII. ASSEMBLY POINTS:

- A. Unless otherwise directed by the Sheriff's Office, fire or police personnel, County Administrator's Office, employees will assemble following an evacuation of the building at the following location:

Sidewalk area in front of the Oak Street Museum Entrance

- B. Department managers and supervisors will verify that all people for whom they are responsible have left the building. Information about missing employees will be given immediately to Evacuation Manager, Sheriff's Office, fire or police personnel..

XIII. RE-ENTRY:

- A. The Evacuation Manager or designee will announce when it is safe to re-enter the building.

IX. EMERGENCY-EVACUATION PLAN--MAINTENANCE AND TRAINING:

- A. Each department will provide its employees with a review of emergency procedures once a year. As part of this orientation, employees will be instructed to:
1. Review the Emergency Guide found in County telephone books;
 2. Take personal valuables (purses, etc.) with them during an evacuation;

3. Avoid jay-walking and be aware of traffic hazards when crossing streets during and after the evacuation.
- B. The Evacuation Manager will schedule at least one drill per year.

EMERGENCY PERSONNEL LISTING
(As of October 2010)
County Administrator's Office
Risk Management Unit
125 12th Street, 3rd Floor, Oakland, CA 94607

Evacuation Manager: Michael Chan 272.6429 (x 2-6429)
Alternate: Barbara Lubben 208. 9848 (x 2-9848)

Disabled Persons

Monitor: Beth Van Arkel 272.6045
Alternate: Karen Caoile 272.3871 (x2-3871)

Searcher: Maria Songco-Daluz 272.3646 (x 2-3646)
Alternate: Kim Stokes 272.6452 (x 2-6452)