



Outsource Utility Contractor Corp.

Emergency Action Plan

August 2015

# Emergency Action Plan

Aug 2015

## Table of Contents

<b>Objective</b> .....	<b>3</b>
<b>References</b> .....	<b>3</b>
<b>Responsibilities</b> .....	<b>3</b>
<b>Procedure</b> .....	<b>4</b>
<i>General Information</i>	
<i>Reporting an Emergency</i>	
<i>Alarms Systems</i>	
<i>Emergency Procedures</i>	
<i>Emergency Medical Services/Search and Rescue/LSC</i>	
<i>Bomb Threats</i>	
<i>Flooding</i>	
<i>Emergency Response and Continuity Plans</i>	
<i>Survival Supplies</i>	
<i>Training</i>	
<b>Records</b> .....	<b>8</b>
<b>Emergency Evacuation Plan</b> .....	<b>8</b>

# Emergency Action Plan

Aug 2015

## OBJECTIVE

The purpose of this procedure is to limit harm to visitors and tenants of the Anaheim office of Outsource Utility Contractor Corp.

## REFERENCES

- California Code of Regulations, Title 8, “General Industry Safety Orders”
- Outsource UCC “Injury and Illness Prevention Program”
- Outsource UCC Safety Manual

## RESPONSIBILITIES

### *Site Specific Information:*

Jack Crabbs, Safety Manager	714-458-9959
Dione Cordero, Office Manager	714-238-9263

### *Emergency Response Coordinator (ERC) Contact Information:*

Heather Morgan, President	714-238-9263
---------------------------	--------------

All Outsource UCC personnel are responsible for compliance with this procedure.

The Outsource UCC Safety Manager shall serve as the company spokesperson in the event of an emergency.

Managers and supervisors are responsible for training all employees to this procedure and for maintaining up-to-date Work Group Rosters (Attachment 3). They shall ensure that all employees, contractors, and visitors in their work areas are accounted for after building evacuations.

- Copies of Work Group Rosters shall be maintained at each work location as well as within each assembly site red canister attached to the assembly area pole.

Emergency contact information for the Anaheim location is found on Attachment 1.

Security and the Corporate Emergency Response organization are responsible for stocking emergency drinking water, biohazard bags, sanitary wipes, and other necessary supplies on the Anaheim property.

# Emergency Action Plan

Aug 2015

## PROCEDURE

### General Information

An emergency is defined as an event involving actual or potential hazard to occupants of one or more of Outsource buildings.

Managers shall ensure that all employees have access to and have read the Emergency Action Plan annually.

A current Work Group roster shall be placed in the front office. Managers are responsible to keep this roster current. Additional rosters may be kept in the work area and used as needed

### Reporting an Emergency

Call 911 with the following information:

- Caller's name
- Facility address
- Building
- Floor and work area
- Details of the emergency
- Do not hang up until instructed to do so.

Each work location manager, Emergency Response Coordinator (ERC), or Safety Manager shall take charge of the situation and:

- Order evacuation of building, if appropriate.
- Communicate the situation to Outsource UCC Management, AOR management, lead personnel and employees.
- Take control within chain of command and secure the emergency condition with employee safety being the highest priority.
- Assist injured personnel until qualified medical help arrives.

### Alarm Systems

The buildings at the Anaheim office are all equipped with fire alarms but do NOT have public address systems. The fire alarms are automatically activated by smoke or they may also be activated by manual pull-box. (The alarm does NOT automatically alert the Fire Department.)

# Emergency Action Plan

Aug 2015

If the power is out and the alarms are disabled, emergency information shall be conveyed by bullhorn and/or word of mouth.

Send runner to Security with information.

## Emergency Procedures

In the event of an emergency, employees and emergency response team members, or LSCs where applicable, shall generally follow these steps:

1. **Assess** - Determine the nature of the emergency.
2. **Announce** - Initiate an audible alarm and then evacuate according to the evacuation maps located at the facility.
3. **Fire**
  - Pull the facility fire alarm to initiate a visible and audible alarm.
  - **All** fires must be reported to 911.
  - Then do the following:
    - Alert others and move everyone away from the area of the fire.
    - Use of a fire extinguisher is authorized **only** for small fires in the insipient stage; when safe to do so.
    - Determine the nearest safe exit to your work location and exit the building.
    - Determine an alternate route to be used in case your first route is blocked or unsafe to use.
    - Evacuate according to the evacuation maps located at the facility.
4. **Earthquake** - The earthquake will act as a self-evident alarm of the need to duck, cover, and hold until shaking has stopped. Stay away from windows or objects that could fall on you. Be prepared for aftershocks. The emergency response team will then verbally announce the action to take: whether to shelter-in-place or evacuate according to the evacuation maps located at the facility.
  - When evacuating the building and going to the appropriate assembly area, keep 50 feet away from the walls that may fall (like a tree).
5. **Chemical Release or Other Catastrophic Event or Emergency** - Contact supervisor and 911 to provide information for reason for evacuation. The emergency response team or LSCs will verbally announce the action to take: whether shelter-in-place or evacuate according to the evacuation maps located at the facility
6. **Building Evacuation** - Outsource managers are responsible for ensuring Work Group Rosters are updated, maintained and available, and for developing a method for knowing which employees are on-site.

# Emergency Action Plan

Aug 2015

- Evacuation Plans are detailed in Attachment 2.
  - Employees are responsible to familiarize themselves with evacuation routes and assembly areas.
7. **Assemble** – Proceed to the assembly area for your assigned work area, only if it is safe to do so. Look for direction from ERC or LSCs. If it is not safe to do so, proceed to the nearest alternate assembly area. Employees are not to leave the assembly area until instructed to do so.
  8. **Account** – LSCs or designees will take roll to identify any persons missing and will report this information to the Emergency Response Coordinator.
    - Security sends gate log to main meeting area to confirm non-employees are accounted for.
    - Security shall close main gates to property.
    - No person shall enter or leave property without approval by Supervisor or designee, except emergency services.
  9. **Report** – The ERC will report any missing persons and location of unstable or leaking chemical storage areas to the emergency responders and the Search and Rescue Site Coordinator.
  10. **Re-entry** – Employees shall not re-enter the building until instructed to do so by the Safety Manager or designee. After emergency responders have determined the building to be safe to re-enter, management will use word of mouth to notify LSCs to coordinate the re-entry of the building. In some cases, the building may not be safe to re-enter and employees will be directed to wait, go to an alternate site, or released to go home with call-in instructions.

## Emergency Medical Services/Search and Rescue/Life Safety Coordinator (LSC)

Medical duties shall be performed by qualified emergency personnel (e.g., Search and Rescue, First Aid/CPR, Fire Department) called by the Safety Manager or designee.

Search and Rescue are called upon whenever public safety professionals (e.g., fire departments, city or county emergency response teams, etc.) cannot immediately provide first aid assistance to Outsource facilities.

The LSC receives, as well as provides, instructions and assistance. The LSC may work with or provide information to the: facilities ERC, Search and Rescue Teams, Management, or Emergency Services personnel such as Police/Fire Departments, etc.

# Emergency Action Plan

Aug 2015

## Bomb Threats

All bomb threats must be taken seriously.

If you receive a bomb threat:

1. Listen carefully for identifying characteristics of the voice (sex, accent, education, etc.)
2. Write down all information.
3. Be calm, courteous, friendly, and do not interrupt the caller.
4. Obtain as much information as possible (where is the bomb, when will it explode, what does it look like, what type is it, what will cause it to explode, the caller's name and address).

As soon as the call has ended, notify your supervisor and immediately call 911.

## Flooding

If flood conditions are expected or imminent, employees will be directed to participate in efforts to raise the most valuable records and equipment to higher ground (e.g., second floor if available) and to evacuate the premises in an orderly fashion.

## Emergency Response and Continuity Plans

Corporate Business Continuity Management requires each AOR be responsible for developing, maintaining and implementing, in the event of an emergency, an Emergency Response and Business Continuity Plan (ERBCP).

These ERBCPs shall direct AOR specific activities, after the initial response to an emergency.

The Site Safety Manager shall serve as the Outsource spokesperson in an emergency and shall coordinate business continuity activities with each AOR manager.

Employees shall ensure their names are included on their Work Group Roster. Employees shall not leave the site without management approval.

In the event of major building damage, managers and supervisors shall direct employees to an alternate work site or instruct them as to when and where they should return to work or to call in to their supervisor for more information.

The Site Safety Manager shall establish ad hoc plans for sanitation and food requirements if extended site security operations are expected. There is no long term food or portable sanitary services at the Anaheim office.

# Emergency Action Plan

Aug 2015

## Survival Supplies

Survival supplies are located in the kitchen cabinets and the men's bathroom closet.

Survival supplies are inventoried annually. Any major changes in population affecting the quantity of supplies required are taken into consideration and the inventory is adjusted accordingly.

## Training

Training of site personnel regarding this procedure shall be conducted annually in conjunction with annual Outsource Safety training.

New employees shall be trained in this procedure during their new employee safety orientation.

## **RECORDS**

Training records shall be maintained by the Outsource Safety Manager.

Evacuation maps shall be maintained at the Anaheim office by the office Manager.

AOR supervisors shall maintain AOR Work Group Rosters at their facility and forward completed rosters to the ERC as part of the drill or emergency event.

## **EMERGENCY EVACUATION PLAN**

The following evacuation plan has been designed for Outsource UCC employees working in the Anaheim for use during any type of emergency. (Report any evacuation plan errors/problems encountered during drills to Business AOR managers.)

### *STRUCTURE EVACUATION*

#### **Personnel Procedures**

1. Evacuation should be done in a quick and orderly manner. Under no circumstances should anyone run or use the elevators.
2. All emergency exits for each area shall be clear of obstruction and available for use. See local evacuation map (reference Attachment 2. Following the safe evacuation of each building,

# Emergency Action Plan

Aug 2015

personnel are to proceed to their assigned assembly areas (reference Attachment 2) and await further instructions.

3. The LSC shall ensure all occupants have been safely evacuated prior to leaving the building or assigned work location. Supervisors/employees shall direct employees, contractors, and visitors to the designated evacuation routes and predetermined assembly areas.

*NOTE: In the event of an earthquake, stay 50 feet or more away from structures in the event a wall falls away from the building.*

4. The LSC shall post themselves at their assigned Assembly Area. All employees and visitors shall locate the LSC to ensure they are accounted for. The LSC shall complete the Work Group Roster and instruct personnel to remain in the Assembly Area and await further instruction.
5. The LSC or designee shall take the completed Work Roster to the ERC station located in the parking lot between Assembly Areas B and D. The LSC or designee shall provide the ERC names and brief description of any personnel missing or unaccounted for.

## **Reentry**

The decision to reenter previously evacuated areas shall be the responsibility of the Safety Manager or designee, or ERC manager. The manager will seek the counsel of the appropriate personnel (fire, police, corporate, security {see facility or senior management}) in reaching a decision.