

<p style="text-align: center;">BUILDING EMERGENCY ACTION PLAN ANDERSON-COTTONWOOD IRRIGATION DISTRICT</p>
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**INTRODUCTION
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Emergency Action Plan in Case of:

Fire
Severe Weather
Earthquake
Hazardous Materials
Chemical Emergency
Violence or Terrorism
Bomb Threat
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Evacuation Map for Main Office
Map of Designated Assembly Area

1.0 Introduction

- 1.1 This Building Emergency Action Plan (BEAP) was developed and written for Anderson-Cottonwood Irrigation District in accordance with the California Code of Regulations, Title 8, Section 3220. The BEAP is to provide for the safety of all staff and visitors in District buildings during an emergency. This plan has been reviewed by the District's Board of Directors and management, and will be implemented on October 1, 2008.
- 1.2 The BEAP is developed not only to provide for the safety of District staff and visitors, but also to comply with Occupational Safety and Health Administration regulation 29 CFR 1910.38. This plan is kept in the Safety file in the District's main office.
- 1.3 Each employee covered by this Building Emergency Action Plan must be provided with a copy of the plan and instructed as to their responsibilities and actions during an emergency. A record including the names of everyone who has been trained is kept in the Safety file.
- 1.4 The BEAP will be tested and reviewed with all employees annually during the month of December.

2.0 Emergency Action Responsibilities*

*to the extent possible as personal safety, time, and capabilities permit.

- 2.1 Stan Wangberg, General Manager and Secretary of Anderson-Cottonwood Irrigation District is responsible to ensure the review process and implementation of this BEAP.
- 2.2 Randy Davis is the Building Emergency Coordinator (BEC); he is responsible for this plan and employee education regarding this plan. He will

also coordinate the annual review and testing of the plan. Testing will entail conducting an emergency exercise for one chosen section of the plan. During an emergency he would implement the BEAP and coordinate emergency actions to ensure the safety of the people in these buildings. His emergency duties include:

- Ensure that the notification to emergency agencies takes place (911).
- Assist in evacuation of buildings.
- Ensure that the shop, storage buildings, and spray room are evacuated.
- Report to the assembly area.
- Account for evacuated personnel.
- Collect essential information for emergency personnel (i.e., location of the incident, persons still in the building, special hazards in the building, unique conditions).
- Implement the post-emergency procedures.

2.3 Scott Passmore is the Assistant Building Emergency Coordinator (ABEC) and will assist the BEC. He is responsible for the BEC's duties if the BEC is unavailable.

2.4 The main office building will have a Floor Leader and an Assistant Floor Leader who will be responsible for coordinating the Emergency Action Plan. Marsha Kelley is the Floor Leader for the main office building, while Terri White and Stan Wangberg are the Assistant Floor Leaders. They will be responsible for Marsha's duties if she is unavailable. The emergency duties of the Floor Leader include:

- Ensure all persons are evacuated.
- Designate volunteers to assist individuals with disabilities.
- Conduct a sweep of the floor and ensure that all doors are closed and critical operations are stabilized.

2.5 The shop, storage buildings, and spray shed are often unoccupied. However, when employees are working in or otherwise occupying any of these buildings, it will be their responsibility to know and follow emergency evacuation procedures, and to assist one another in following these procedures in the event of an emergency. After evacuating any of these buildings due to emergency, all employees shall report to the designated assembly area.

3.0 Contact List and Numbers

		Home	Mobile
General Manager	Stan Wangberg	365-0545	209-1350
BEC	Randy Davis	365-6646	209-1654
ABEC	Scott Passmore	365-9335	945-2944
Floor Leader	Marsha Kelley	365-7004	355-9574

4.0 Emergency Action Plan – Fire

4.1 This section of the BEAP will be implemented in the event of: (1) a smoke detector activation; or (2) a fire discovered in the building.

- 4.2 Any employee or visitor that becomes aware of a fire shall immediately notify other building occupants of the fire. All employees and visitors will regard any activation of a smoke detector as a true fire emergency unless there has been previous notification of the alarm system being tested. (Smoke detectors will be tested biannually, and the batteries replaced annually or as needed.)
- 4.3 The BEC or ABEC or other designee will contact local emergency services by calling 911.
- 4.4 All occupants will immediately leave the building utilizing the nearest building exit safely available. Occupants should close, but not lock, all interior and exterior doors upon leaving. Any occupant who comes into contact with an employee or visitor should direct them to evacuate the building. Any occupant that comes into contact with a visitor who is physically disabled should assist that individual from the building.
- 4.5 Building occupants should make no attempts to extinguish the fire.
- 4.6 Once out of the building, all occupants should assemble in the employee parking area on the east side of the shop away from any overhead wires or trees. No one should leave the assembly area until advised to do so by the BEC, ABEC, or other qualified emergency personnel.
- 4.7 The BEC, ABEC or other designee will provide information to emergency fire personnel. This information may include, but is not limited to:
 - Location of the fire.
 - Status of the evacuation, personnel missing that may still be in the building to the extent that this information is identifiable.
 - Special hazards associated with the building.

5.0 Emergency Action Plan – Severe Weather

- 5.1 This section of the BEAP will be implemented in the event of a severe weather event of which the building occupants are made aware by either word of mouth or media information.
- 5.2 In the event of a report or observation of severe weather, the Floor Leader will monitor both radio and internet reports for any emergency announcements and notify the BEC and ABEC of any warnings. Additionally, any employee who becomes aware of severe weather or a severe weather warning will immediately notify the BEC and ABEC. The BEC, ABEC, or other designee will immediately notify employees via Floor Leaders, word of mouth, telephone, or short wave radio to advise occupants of the type of warning (thunderstorm or tornado) and to implement the Emergency Action Plan – Severe Weather.
- 5.3 Once occupants have been notified of a thunderstorm warning they should take no other steps than to ensure that they are prepared if conditions deteriorate.
- 5.4 Once building occupants have been notified of a tornado warning, they should immediately gather their valuables and take cover in the vault of the main office building. Any occupant who comes in contact with a visitor

should direct them to take appropriate action. Any occupant who comes in contact with a visitor who is physically disabled should assist that individual. Doors should be closed and locked upon exiting. Do not take cover in the shop, storage buildings, spray shed, or any room with windows.

- 5.5 The BEC, ABEC and Floor Leader will ensure that all employees are in the shelter areas to the extent that this information is identifiable. If an employee is identified as missing, the BEC or ABEC will make a determination, to the extent possible as personal safety, time and capabilities permit, whether it is safe to search for the missing employee(s) and assign someone to find them and have them move to the shelter areas.
- 5.6 If injuries or building damage occurs, notify local emergency services via 911.
- 5.7 Once the all clear is given by the National Weather Service, the BEC or ABEC will give the word for employees to return to their work stations or go home.

6.0 Emergency Action Plan – Earthquake

- 6.1 This section of the BEAP will be implemented when a sustained earthquake occurs.
- 6.2 Earthquakes occur without warning. Some earthquakes are instantaneous tremors and others are significant sustained events followed by aftershocks. Once a significant earthquake begins, building occupants must take immediate action. Individuals should take emergency action on their own and additional actions will be implemented after the quake stops.
- 6.3 An earthquake may cause noticeable shaking of the ground and building. This shaking will vary in intensity (i.e., mild tremors to shaking sufficient to destroy buildings).
- 6.4 When a significant earthquake occurs, occupants should immediately take cover. Suggested locations inside buildings that provide cover include:
 - Standing in a doorway and bracing your hands and feet against each side.
 - Getting under a desk or heavy table.
 - Standing flat against an interior wall.
- 6.5 Once the shaking has stopped, gather valuables and quickly leave the building. All employees should gather at the designated assembly area. Any occupant who comes into contact with a visitor should direct them to take appropriate action. Any occupant who comes into contact with a visitor who is physically disabled should assist those individuals.
- 6.5 Be prepared for aftershocks. Although smaller than the main shock, aftershocks cause additional damage and may bring weakened structures down. Aftershocks can occur in the first hours, days, weeks, or even months after the quake. Follow the same procedures as for earthquakes.
- 6.6 If building occupants cannot be accounted for to the extent possible as personal safety, time and capabilities permit, the Building Emergency Coordinator, Assistant Building Emergency Coordinator, or other designee

may direct personnel to search for the missing people. The BEC, ABEC, or other designee should contact local emergency services by calling 911.

- 6.7 The BEC, ABEC, or other designee will determine whether employees should return to their workstations or go home after consultation with the District's management to the extent that they can be contacted.

7.0 Emergency Action Plan - Hazardous Materials

- 7.1 This section of the Building Emergency Action Plan should be implemented in the event of a hazardous material incident that occurs outside the building, but could impact the occupants (i.e. train derailment, truck accident).
- 7.2 Hazardous material accidents can occur near the building or adjacent areas. Once the building occupants become aware of a hazardous material incident that may impact the building, they should notify the BEC, ABEC, or other designee. The BEC, ABEC, or other designee will immediately notify employees via word of mouth, telephone, or radio, said notification advising building occupants to implement the emergency actions.
- 7.3 There are two strategies for protection of employees during hazardous material emergencies, and which of these strategies should be implemented in an emergency shall be declared by the BEC, ABEC, or other designee.
- 7.4 The first strategy that could be used is *shelter in place*. Everyone in the building would be required to stay in the building until the all clear is given. Employees will take the following actions:
- Close all windows and doors.
 - Turn heating/cooling systems off.
 - Any occupant who comes into contact with a visitor should direct them to take appropriate action.
- 7.5 The BEC, ABEC, or other designee will monitor the news media or other information sources for updates and will advise personnel on any changes in the situation, as well as announce the all clear when declared by emergency officials.
- 7.6 If personnel become ill from the chemical release, local emergency services shall be called immediately (911).
- 7.7 The second strategy that may be used is *evacuation*. The BEC, ABEC, or other designee will direct personnel to take appropriate action. This action may include:
- Walk to the designated assembly area for evacuation.
 - Walk or drive away from the area.
 - Any occupant who comes in contact with a visitor should direct them to take appropriate action.
- 7.8 The BEC will ensure that the actions outlined in sections 7.4 or 7.7 have been completed.
- 7.9 The BEC, ABEC, or other designee will ensure that all personnel have evacuated the building, and if any building occupant cannot be accounted for, or has become ill from the chemical release, shall notify local emergency services (911) immediately.

8.0 Emergency Action Plan – Chemical Emergency

- 8.1 This section of Building Emergency Action Plan should be implemented in the event of a hazardous material incident occurring inside the building.
- 8.2 Any person who becomes aware of a serious chemical accident in the building will immediately notify the co-workers around them and their supervisor. Either the person who discovered the accident or the supervisor will immediately notify the Building Emergency Coordinator, the Assistant Building Emergency Coordinator, or other designee. The BEC, ABEC, or other designee will immediately notify all employees via word of mouth, telephone, or radio. This notification will advise building occupants to implement the BEAP for Chemical Emergencies. Employees not in the building will be advised to not enter the building or the immediate surrounding area.
- 8.3 Personnel in the immediate area of the chemical accident will evacuate to the designated assembly area. While leaving the building, occupants should close, but not lock, any doors as they leave. Any occupant who comes in contact with a visitor should direct them to take appropriate action. Any occupant who comes in contact with a disabled visitor or employee should assist that person in taking appropriate action.
- 8.4 The BEC, ABEC, or other designee will ensure that the heating and air conditioning in the building is shut down, that all personnel have evacuated the building, and that local emergency services (911) are notified immediately if anyone has become ill because of exposure to the chemical spill, or if assistance is needed in clearing the building of dangerous fumes or chemicals.
- 8.5 If local emergency services are required, BEC, ABEC, or other designee will provide them with all available information regarding the emergency, including, but not limited to:
 - Location of the spill.
 - Status of the evacuation, missing personnel that may still be in the building.
 - Special hazards associated with the building.

9.0 Emergency Action Plan – Workplace Violence, Terrorism

- 9.1 This section of the BEAP should be implemented in the event of any type of workplace violence or act of terrorism.
- 9.2 Building occupants may become aware of a violent act by the sounds of an explosion, gunfire, scuffling, or by observation of events that could only be intentional acts of violence. The person(s) who observes these life-threatening acts should immediately call local emergency services (911).
- 9.3 The BEC, ABEC, or other designee should attempt to communicate to all employees, whether in the building or other areas of the workplace, that a perpetrator of workplace violence is in the building or the area. This may be done via word of mouth, telephone, or radio.

- 9.4 Different types of workplace violence require different actions:
- Explosion – If an explosion occurs, building occupants should leave the building using the same evacuation plan and procedures as they would for a fire.
 - Gunfire – If you become aware of gunfire occurring in the building, escape the building if possible. If unable to leave the building, take refuge in a room that can be locked or attempt to hide. If safety is found, do not emerge until the all clear is given or you are assured of your safety by some other means.
 - Physical Threat – If someone’s actions pose a physical threat to you, evacuate the area.
 - Toxic or Irritant Gas – Immediately evacuate the building using the same evacuation plan and procedures as the Fire BEAP.
 - Hostage Situation – Immediately evacuate the area, take no chances to endanger the safety of the hostage, and call local police (911).
- 9.5 In the event someone is injured or a fire is caused by these events, contact local emergency services immediately (911).
- 9.6 The BEC, ABEC, or other designee will coordinate the security of the building, and contact employees with information regarding reentry of the building, returning to work, or leaving the area.
- 9.7 The BEC, ABEC, and General Manager of the District will participate in any post-incident review regarding the emergency.
- 9.8 Any occupant who comes in contact with a visitor, or a disabled visitor or employee, shall assist that person in following the procedures outlined above.

10.0 Emergency Action Plan – Bomb Threat

- 10.1 This section of the BEAP should be implemented in the event of a bomb threat.
- 10.2 A person may become aware of a bomb threat by either a telephone call, email, or a letter. The person should immediately notify local police (911).
- 10.3 If the threat is made by telephone, ascertain as much information as possible about the bomb, such as:
- Exact location of the bomb.
 - Type of bomb.
 - Why was it placed?
 - Who is speaking?
- 10.4 The person should then notify his or her supervisor, the BEC, ABEC, or other designee so all other employees can be notified of the emergency.
- 10.5 If a bomb threat is received concerning the presence of a bomb in the building, all personnel should evacuate the building using the same evacuation plan and procedures as for fire.
- 10.6 Occupants should not touch any suspicious or unfamiliar objects. Occupants should wait for police personnel to arrive on the scene before conducting any type of search.

- 10.7 The BEC, ABEC, or other designee will coordinate the security of the building. This group will also contact building occupants and advise them on when to return to work.
- 10.8 The BEC, ABEC, and the District General Manager will participate in any post- incident evaluation of the emergency.
- 10.9 If an explosion does occur, building occupants should leave the building using the same evacuation plan and procedures as they would for fire.

11.0 Emergency Action Plan – Medical Emergency

- 11.1 Implement the Building Emergency Action Plan for Medical Emergencies for any illness or injury that requires more than simple first aid.
- 11.2 In the event of a medical emergency, immediately contact local emergency services (911).
- 11.3 When reporting the emergency provide the following information:
 - Type of emergency.
 - Location of the victim.
 - Condition of the victim.
 - Any dangerous conditions.
- 11.4 Comfort the victim and try not to move him or her until emergency medical services arrive. Any employee qualified as a first responder should provide first aid as needed until EMS arrives.
- 11.5 Have someone stand outside the building to “flag down” EMS when they reach the vicinity of the building.
- 11.6 Once the victim has been cared for and is transported, normal worker injury reporting procedures should be followed.

12.0 Actions to take after the emergency

- 12.1 Once the emergency is over and the building has been released to the occupants, the BEC, ABEC, or other designee will determine if the occupants should return to work or be released after consultation with District management and local emergency services. If released, employees will be advised when to return to work.
- 12.2 The BEC, ABEC, and District General Manager will participate in any post-incident evaluation regarding the emergency and the response to it.
- 12.3 The District General Manager will direct that a report be prepared after any significant building emergency. This report shall review emergency actions, their effectiveness, and needed revisions. This report will be shared with employees, management, and District directors.

Main Office Building



