

**BINDER: DBH Safety Program**

**SECTION: 4**

**AREA: Emergency Action  
Plan (EAP)**

**Combine EAP and disaster and relocation plans for 2009**

4	Emergency Action Plan  <b>DBH Binder</b>  <b>(Section 4)</b>  <b>Safety</b>	<p>This plan must be <b>PERSONALIZED</b> to the DBH facility.</p> <p>HERE'S WHAT YOU NEED TO DO:</p> <ol style="list-style-type: none"><li>1. Go through the plan and insert site-specific information for ALL AREAS HIGHLIGHTED IN <b>BLUE</b> (The EAP address procedures for handling clinic evacuations, where to assemble - primary and secondary re-assembly points, floor plans and staff/patient/visitor accountability procedures.)</li><li>2. Once the site-specific plan is developed, EACH employee should receive training and get a copy of the plan.</li><li>3. Have all employees sign the acknowledgement sheet and fax a copy to your RSR.</li><li>4. Place the original plan and signed acknowledgement sheet in <b>Section 4</b> of this DBH Safety Program Binder.</li><li>5. <b>Turn in a copy of the plan and acknowledgement sheet at the Safety Committee meeting in April each year.</b></li></ol> <p>Review the plan each year and or as changes are needed. Refer to <b>Reference the San Bernardino County Health &amp; Safety Manual, Section 4 (Page 45 – 53) and DBH SPM's, Section 7.</b></p>
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## Emergency Action Plan

<u>Date of completion/review:</u>	
<u>FACILITY:</u>	
<u>Supervisor:</u>	
<u>LSC:</u>	

### **Purpose**

CALOSHA's Emergency Action Plan standard, found at 29 CFR 1926.35, requires Department of **Behavioral Health** to have a written emergency action plan (EAP). This EAP addresses emergencies that our program expects may reasonably occur at any of our construction sites.

The EAP communicates to employees, policies and procedures to follow in emergencies. This written plan is available, upon request, to employees, their designated representatives, and any CALOSHA officials who ask to see it.

Trained emergency response employees are to help direct all employees during emergency evacuation, serve as a resource of information about emergency procedures, and conduct head counts once evacuation has been completed. The facility maintains a written emergency action plan for regular and after hours work conditions and staff is trained on the standards.

Under this plan, our employees will be informed of:

- The plan's purpose
- Emergency escape procedures and route assignments,
- Procedures to be followed by employees who remain to control critical facility operations before they evacuate
- Procedures to account for all employees after emergency evacuation has been completed
- Rescue and medical duties for those employees who perform them,
- Preferred means of reporting fires and other emergencies,
- Types of evacuations to be used in various emergency situations, and the
- Alarm system

### **1. Building Emergency Team (BET)**

List those people who will contact emergency personnel (if applicable).

<b>NAMES</b>	<b>TITLES</b>	<b>PHONE NUMBERS</b>
Mike	Building Emergency Coordinator (BEC)	
Jim		
Monte		
Gwen		
Kethura		

The BET will assume responsibility for the coordination of any emergency forcing the evacuation of the facility. They will oversee the essential facility operations until their evacuation becomes absolutely necessary include and will made decisions regarding utility shut off.

\_\_\_\_\_ is the BEC, acting as the representative of the program and

has overall responsibility for the EAP. \_\_\_\_\_ will review and update the plan annually or as changes occur. Copies of this plan are maintained in the DBH Safety Manual, Section 4. The binder is located (\_\_\_\_\_(location clinic, building & room number)).

a. Evacuation Considerations

If evacuation is deemed necessary, the BEC ensures that:

- DBH Administration is notified of the emergency and facility operational status
- Insure employees are notified and a head count is taken to confirm total evacuation of all employees.
- When practical, equipment is placed and locked in storage rooms or desks for protection.
- The building owner/superintendent is contacted, informed of the action taken, and asked to assist in coordinating security protection.
- In locations where the building owner/superintendent is not available, security measures to protect employee
- All records and property are arranged as necessary.

**Overcom announcement – evacuate the building  
Responsibility for evacuation from common areas (lobbies, auditorium)) instructors and reception staff**

**2. Emergency Phone Numbers**

<b>Facility Name/Location</b>	<b>Name</b>	<b>Phone Number</b>
Facility Supervisor	Mike Schertell	909-421-9205
Program Manager	Mike Schertell	909-421-9205
Deputy Director	CaSonya Thomas	909-382-3101
LSC:	Erica Banks/Lillian Galarza	909-421-9263/
LSC:	Kethura Solano/Gwen Morse	x
LSC:	Xochilt Flores/Yvonne Love	x
LSC :	Barbara Atkins/Vacant	x
Floor Warden(s):	Susanne Kulesa	x
Floor Warden(back up):		x
First Aid/CPR Certified Staff (Medical Aid Assistants)	Erica Banks/Kethura Solano	x
First Aid/CPR Certified Staff (Medical Aid Assistants)	Barbara Adkins/Xochilt Flores	x
Gas	So Cal Gas	800-427-2000
Electric	SCE	800-655-4555
Water Co	Rialto Water	909-820-2608
Local Fire	Rialto Fire Dept	9911
Local Law	Rialto Police Dept	9911
Security Monitoring Agency	Securitas	909-421-9200

### **3. Emergency Escape Procedures and Assignments**

Our emergency escape procedures and assignments are designed to respond to many potential emergencies including: fire, assaultive client/employee, chemical spills, utility failure, flood, earthquake, bomb threats, etc. **(enter site specific potential hazards – potential electrical and plumbing failures).**

Employees need to know what to do when they are the first persons to discover an emergency and when they are alerted to a specific emergency. Our Building Emergency Coordinator has developed alternate procedures for responding to an emergency, depending on what the emergency is. The following guidelines apply to all EAPs:

a. All employees are trained in safe evacuation procedures, and refresher training is conducted whenever the employee's responsibilities or designated actions under the plan change, and whenever the plan itself is changed. In addition, the employer must review with each employee, upon initial assignment, the parts of the plan which the employee must know to protect the employee in the event of an emergency.

b. The training includes use of floor plans and workplace maps (**Attachment 1**) which clearly show the emergency escape routes included in the Emergency Action Plan. These floor plans and maps are available and posted at all times in every area of the facility to provide guidance in an emergency.

c. As a matter of general practice, stairwells are the primary means for evacuation. Elevators (if applicable) are used only when authorized by a fire or police officer, or to assist physically disabled personnel.

d. No employee is permitted to re-enter the building until advised by the Safety Manager (after determination has been made that such re entry is safe).

e. A map of primary and secondary assembly locations and medical assistance triage areas are shown in this table (**Attachment 2**):

### **4. Location Safety Coordinators (LSCs)**

LSCs have been appointed to take role of all occupants assigned in their area and to report the roll call to the XXX and assure all evacuees remain in place until the “all clear” announcement has been given, then release occupants to return to the building. The list of people trained includes at least one person from every area for every shift.

<b>LSC Names</b>	<b>Program of Assignment/ Roll Call Responsibilities</b>

**Describe how you will account for clients and/or other visitors in your area:**

**Trained LSCs conduct head counts once evacuation has been completed, using a roster containing the names of all assigned staff. XXX**

## 5. Floor Wardens

There must be at least one trained Floor Warden for each twenty employees in the workplace to provide adequate guidance and instruction at the time of an emergency. Floor Wardens have been appointed to assist with the safe evacuation of all building occupants checking offices, cubicles, restrooms, group, meeting and training rooms within their assigned area. The selected employees must be trained in the complete workplace floor plan and the various alternative escape routes from the workplace. Floor Wardens and security staff (if applicable) will remain behind (or at a safe distance from the building). They will then depart the building and check in with the LSC in their respective primary assembly location. The list of people trained includes at least one person from every area for every shift. Other areas of assignment may be listed below.

<b>Floor Warden Names</b>	<b>Area of Assignment to Clear</b>
Cory Nava	Rm # F 127-131 (WET, Disaster/Safety, PMU, Peer Family Advocate Coordinators, primary male restroom – next to F 123).
Female	Primary woman's restroom (next to F 119 – 120)

Once evacuated employees have reached their primary assembly area, each trained LSC will:

- Take a headcount of his/her group using the roster.
- Insure all occupants are accounted for.
- Report occupant accountability to **XXX**.

## 6. Special Needs/Mobility Challenged

Staff below have been appointed to assist with the safe evacuation of occupants with special needs (visual or hearing impairment, wheelchair-bound, etc) by being assigned in advance to those with known impairments and/or assist injured occupants along the evacuation route. All trained personnel are made aware of employees with disabilities who may need extra assistance, such as using the buddy system, and of hazardous areas to be avoided during emergencies. The list of people trained includes at least one person from every area for every shift.

<b>Special Needs Assistants</b>	<b>Area of Assignment to Clear</b>

## 7. Door Monitors

Staff below have been appointed to hold doors open as the evacuation is under way and to insure occupants do not attempt to re-enter the building after the evacuation is complete (until the all clear sign is given) unless it is unsafe to do so. Door monitors may be required to assist management in securing the building. The list of people trained includes at least one person from every area for every shift.:

<b>Door Monitors</b>	<b>Area of Assignment (posts)</b>
Securitas Staff	All main entryway doors (Auditorium, Main

	Lobby and Perinatal entrances).

### 8. Stair Monitors

(MULTI-STORY BUILDINGS ONLY) those below have been appointed to post themselves at each floor landing to insure safe and organized evacuation of occupants down stairwells and to assign others to assist those having difficulty getting down the stairs. The list of people trained includes at least one person from every area for every shift.

<b>Stair Monitors</b>	<b>Area of Assignment (posts)</b>

### 9. Traffic Control

Staff below have been appointed to assist with the safe control of traffic in the parking lots and isles and main driveways onto the property. The list of people trained includes at least one person from every area for every shift.

<b>Traffic Control Monitors</b>	<b>Area of Assignment (posts)</b>

## 10. Bldg. Occupants (General Staff)

**All individuals will evacuate the facility in emergency.** In the event of fire, all occupants will attempt to close all doors as you evacuate the building. If the scene is unsafe to do so, evacuate immediately. Occupants will carry flashlights and first aid kits out to the evacuation site for inspection (if able to obtain them).

## 11. Emergency Rescue Team (ERT)

ERT members are responsible for performing rescue duties in case of an emergency requiring rescue. The list of people trained includes at least one person from every area for every shift. These members will be identified from the pre-designated facility disaster response plan and their duties include:

**(enter your answer - List the names & titles of those given these assignments)**

<b>NAME &amp; TITLE</b>	<b>DUTIES</b>

## 12. Medical Assistance Team

### a. Professional Medical Staff:

Professional emergency services responding in an emergency will help with and direct all rescue and medical duty assignments upon their arrival on site. The list of people trained includes at least one person from every area for every shift.

**(List the two members of your facility who are First Aid/CPR certified and responsible for responding to medical first aid situations)**

<b>NAME &amp; TITLE</b>	<b>DUTIES</b>

### b. First Aid Responders:

First aid responders, working under the supervision of the professional medical staff, are to provide basic first aid and/or CPR within their capabilities to occupants requiring it during an emergency situation. The list of people trained should include at least two people from the program for every shift. Designated first aid responders include the following individuals:

**(List the two members of your facility who are First Aid/CPR certified and responsible for responding to medical first aid situations)**

<b>NAME &amp; TITLE</b>	<b>DUTIES</b>

### 13. Emergency Reporting Procedures

a. Key management personnel home telephone numbers are kept in the office (**State location of phone numbers:** \_\_\_\_\_) for immediate use in the event of an emergency. A copy of the list is retained by (**list the names of those who received a copy of the key personnel phone list** \_\_\_\_\_) kept in their homes for use in communicating an emergency occurring during non-work hours.

#### b. In the Event of a Fire

When a fire is detected, go to the nearest fire alarm station and activate the alarm by pulling on the lever. If the building does not contain alarms, initiate the alert system established by the BEC.

**If the building has no alarm system, indicate the alert system to be activated to warn all occupants to evacuate the facility.**

The BET assume responsibility for the incident as emergency agencies arrive and will meet the fire department to assist them as necessary. The alarms will notify the BET as well as the agencies listed below.

<b>AGENCY</b>	<b>NUMBER</b>
Police	
Fire	
Security	
Alarm Company	

#### c. In the Event of a Tornado

This facility **does/does not** have a PA system.

The **BEC (Name)** \_\_\_\_\_ has access to the PA system.

When a tornado watch has been issued by the National Weather Service, the weather page will sound, followed by a weather bulletin with further information. At that point, the BEC or designee will monitor National Weather Service reports for further information. The BEC will use (**state type of alert system to be used in the event of a tornado** ( \_\_\_\_\_)) to warn employees of tornado.

In the event of a tornado, it is policy to provide emergency warning and shelter. At the time the tornado alert sounds, all employees are responsible for evacuating to their assigned shelters in a tornado emergency. Following is a table with shelter assignments listed:

**No shelters have been designated for employees. If a mass evacuation was necessary, employees would be instructed where to reassemble.**

## 14. Reporting Other Emergencies:

a. Procedures for reporting a fire, bomb threat, or other emergency, the location of fire exits, and evacuation routes is maintained in the **DBH SPM 7000 Series on the DBH Intranet**.

## 15. Training

At the time of an emergency, employees should know what type of evacuation is necessary and what their role is in carrying out the plan. In cases where the emergency is very grave, total and immediate evacuation of all employees is necessary. In other emergencies, a partial evacuation of nonessential employees with a delayed evacuation of others may be necessary for continued facility operation. We must be sure that employees know what is expected of them during an emergency to assure their safety.

This document is not one for which casual reading is intended or will suffice in getting the message across. If passed out as a statement to be read to oneself, some employees will choose not to read it, or will not understand the plan's importance. In addition, training on the plan's content is required by CALOSHA.

**a. EAP** – Our method of communicating the EAP is to give all employees a thorough briefing at their initial employment and annually or when updates are made. Department of **Behavioral Health** has all managers and supervisors present the plan to staff in their small meetings.

If one of our DBH programs is housed with several independent agencies, we have set up a building wide EAP including all employers in the building. Department of **Behavioral Health** has informed our employees of their duties and responsibilities under the plan. The standardized plan is kept by the Safety Manager and is accessible by affected employees at This plan will be reviewed annually by the facility Supervisor and LSC.

**b. EVACUATION DRILLS** - Department of Behavioral Health requires quarterly evacuation drills, so we cover related EAP information at that time. Drills are conducted quarterly to acquaint the employees with emergency procedures, and to judge the effectiveness of each plan and to satisfy all local fire codes and regulations as specified.

**c. FIRE EXTINGUISHER TRAINING** – **DBH** trains all employees in the use of fire extinguishers annually and offers the application of medical first aid techniques.

## 16. EAP Updates

If after reading this program, you find that improvements can be made, please contact the **Disaster/Safety office at 909-873-4475 or email your suggestions to [gmorse@dbh.sbcounty.gov](mailto:gmorse@dbh.sbcounty.gov) or [Ksolano@dbh.sbcounty.gov](mailto:Ksolano@dbh.sbcounty.gov)** . We encourage all suggestions because we are committed to the success of our emergency action plan. We strive for clear understanding, safe behavior, and involvement in the program from every level of the facility.

*Place a copy of the*

***INTERNAL  
BUILDING  
FLOOR PLAN***

***HERE***

**Place a copy of the**

**OUTDOOR MAP**

**TO**

**PRIMARY &**

**SECONDARY**

**ASSEMBLY AREAS**

**HERE**

