

EMERGENCY ACTION PLAN

Emergency Preparedness and Evacuation Procedures

By: Contra Costa Water District



Sept. 2012



Emergency Action Plan



What kind of emergencies can occur at CCWD?

What should I do if there's an alert to evacuate the building?

What can I do to be better prepared for an emergency?

What should I do in a medical emergency?

Are there situations that don't call for an evacuation? What should I do then?

Course Outline

Responsibilities

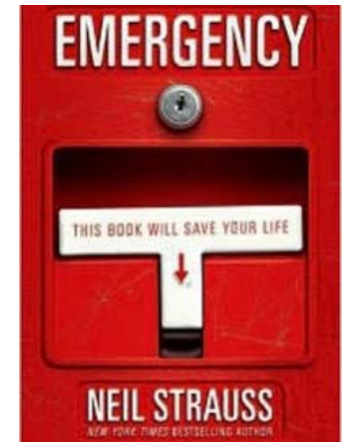
Alarm Systems

Evacuation Procedure

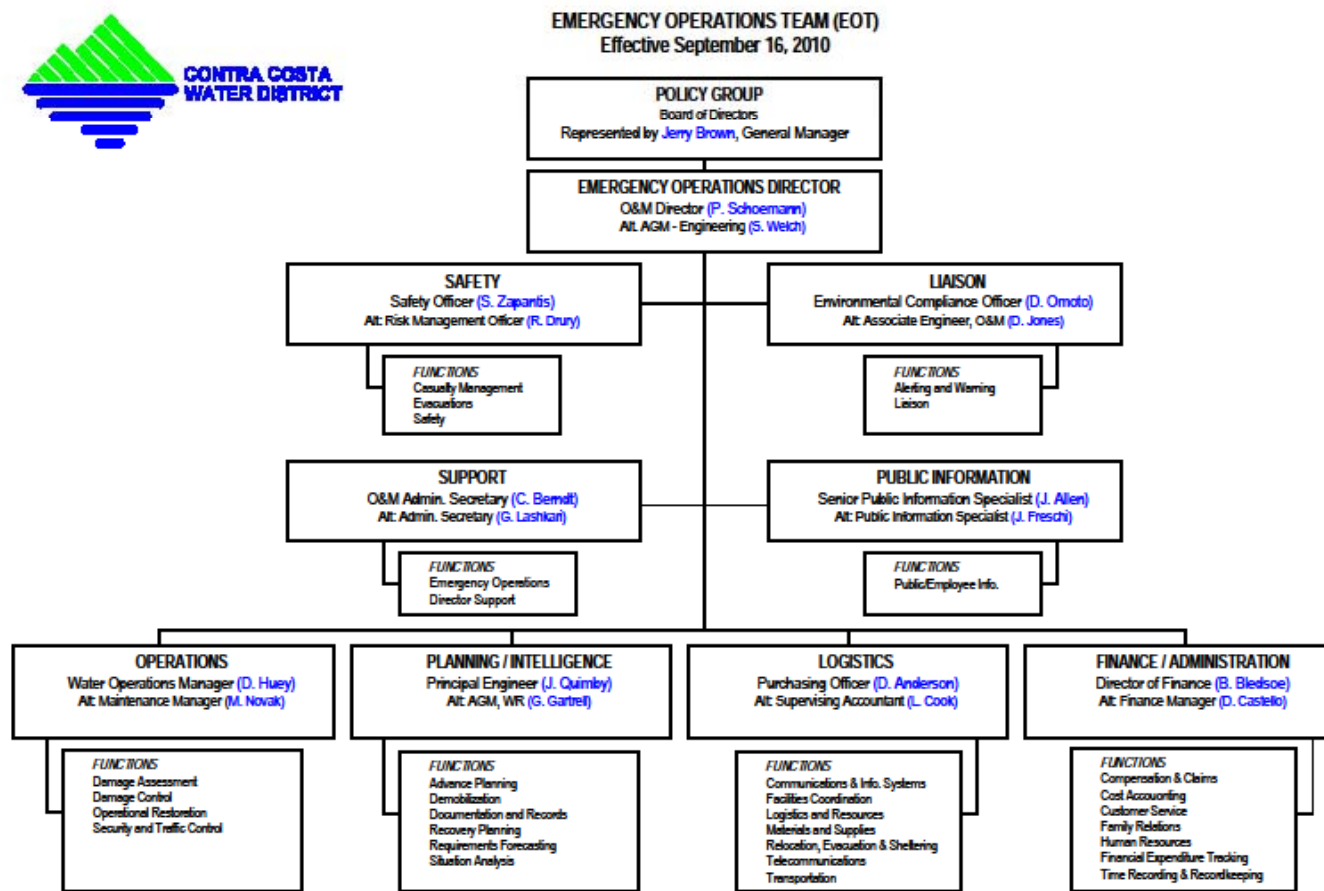
Assembly Areas

Helping Others

Preparation



Overview Emergency Operation Team



CCWD EMERGENCY OPERATIONS PLAN

2-2

REVISED: EFFECTIVE 03/13/12



Disaster Service Workers

- All District employees are “Disaster Service Workers”
- You should have a Family Disaster Preparedness Plan
- For more information, please review the Family Disaster Preparedness Plan

<http://www.ccwd-staff.com/files/FamPrepGuide.pdf>



Employee Emergency Response

Step 1

Contact your supervisor immediately via land line, Nextel, or radio

If unsuccessful, then go to Step 2

Step 2

Call the CCWD Employee Emergency Hotline (925) 969-8520

You will be informed if an emergency condition exists for the District and reporting instructions

Step 3

Report to your designated District emergency response facility (refer to employee ID badge)

- 1) ASC - Antioch Service Center (alternate Randall-Bold WTP)
- 2) DC - District Center Campus (alternate Bollman WTP)

Purpose

- The purpose of the Emergency Action Plan (EAP) is to provide emergency preparedness and evacuation instructions, information, and guidelines to protect the safety and well-being of employees
 - Alarms
 - Evacuation Procedures
 - Specific Emergency Response Procedures
- Emergency Action Plan is available for review on the Intranet:

<http://www.ccwd-staff.com/safetymanual/>



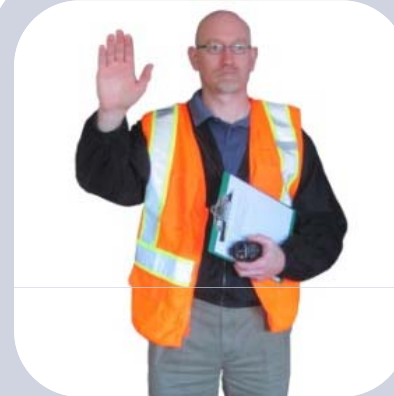
Alarm Systems at CCWD



**Audible and/or
Visual Fire
Alarms**



**Audible and/or
Visual Chemical
and Gas Alarms**



**Public Address/
Phone/Verbal
Instructions**



**Emergencies and disasters
can occur at any time**

Evacuation Procedures



Collect personal items only if they are near you.

1

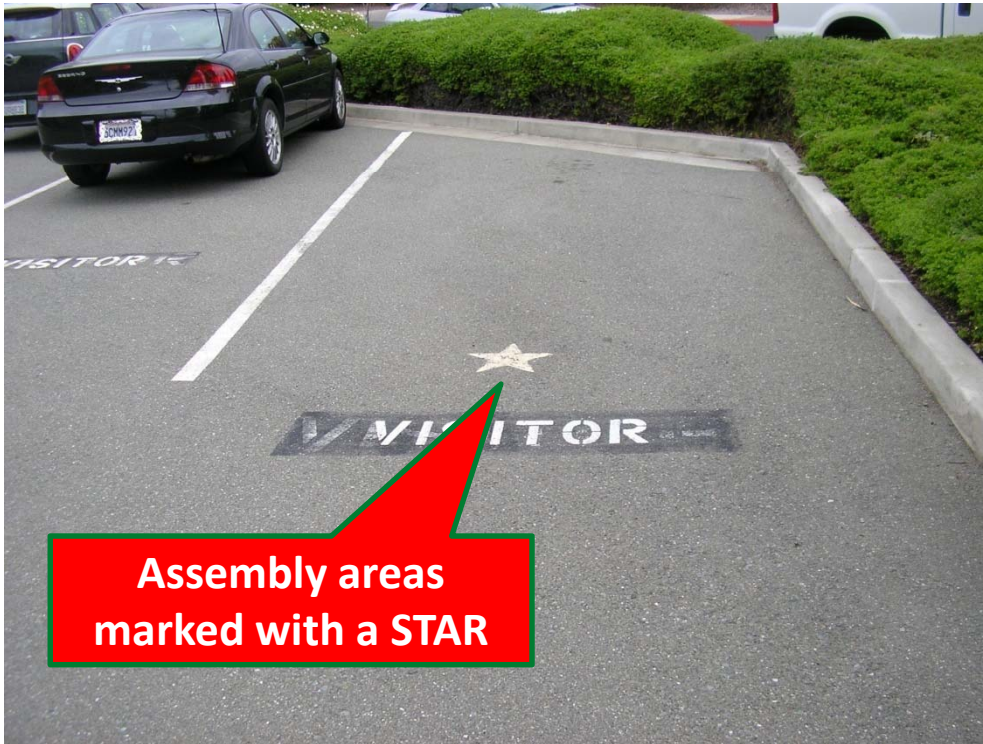
Evacuation Procedures



Exit the building immediately using the fastest, safest route.

2

Evacuation Procedures



Proceed to the assembly area and do not re-enter the building.

3

Evacuation Procedures – Contingencies

Injured or
cannot exit

Ask co-worker or
emergency
personnel for help

Move to a
refuge area

Find a room or area
away from the
hazards

Room with a window
and fire or
smoke-rated door

Stay calm

Try to communicate
with the outside to
alert responders

Hang clothing out
open windows

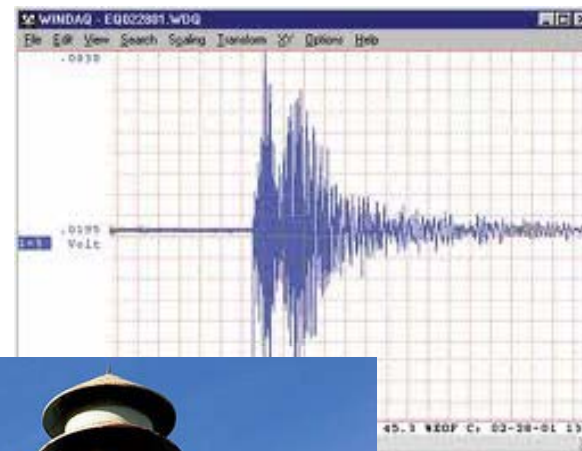
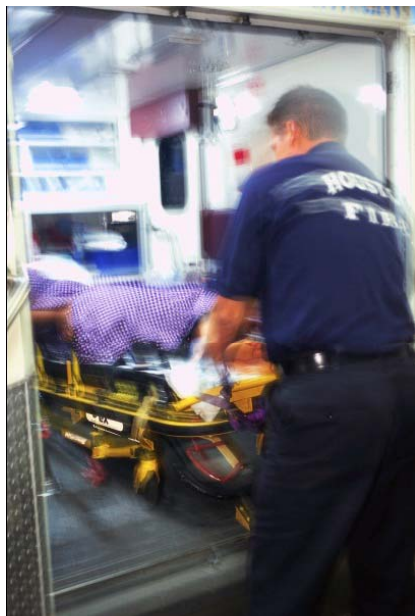
Do not break or
attempt to climb
through broken
windows

Assistance for Disabled Employees

- Zone Captain or their designee shall assist any disabled person(s), or persons who may become incapacitated as the result of an emergency
- A list of disabled or medically restricted employees is maintained and updated annually by Human Resources and made available to Zone Captains
- If you need a personal evacuation plan, please contact Human Resources and the Safety Officer for assistance



When Not to Evacuate



When Not to Evacuate – Medical Emergency



**DIAL
911**

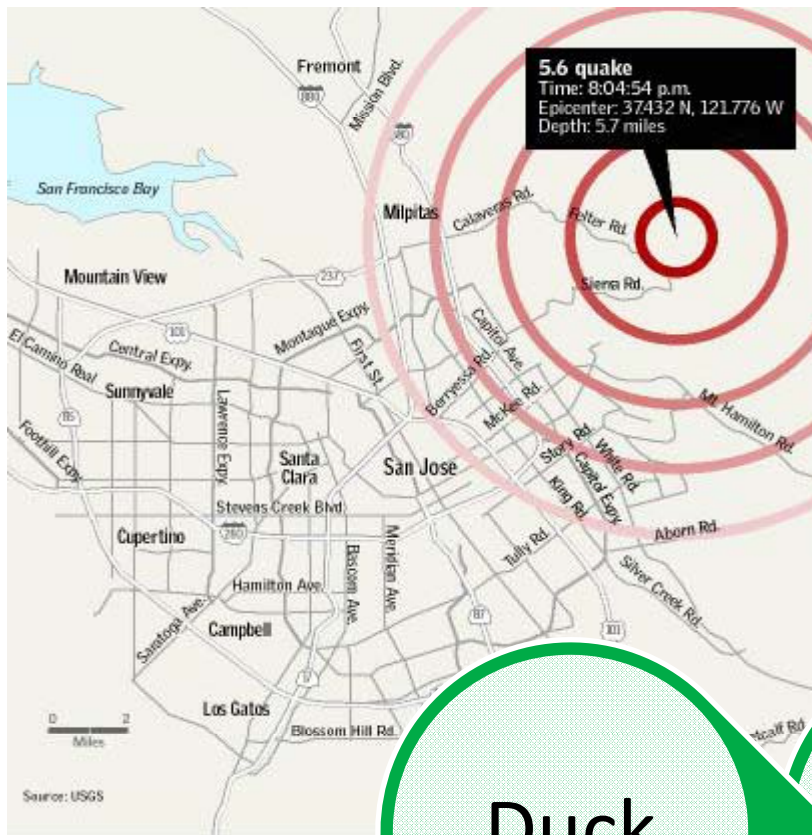
When Not to Evacuate – Bomb Threat



When Not to Evacuate – Local Emergency/Chemical Release



When Not to Evacuate - Earthquake



Duck

Cover

Hold

Assembly Areas



Check in at the
Assembly Area

- Meet with your supervisor
- Provide names of individuals still inside and in need of assistance

Stay until the
“All Clear”

- Keep noise levels to a minimum
- Follow instructions from the Zone Captains or emergency personnel

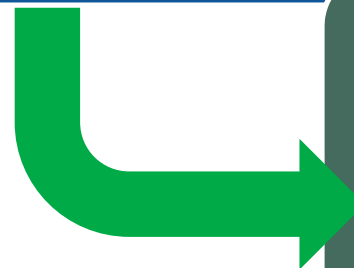
Assembly Areas



Emergency
Personnel advise
Incident Commander
it is safe



Incident Commander
gives the
"All Clear"



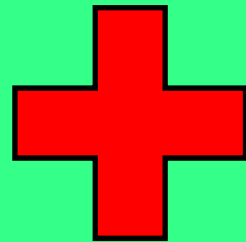
Employees are
allowed to
re-enter the building



Helping Others

You must be trained
and willing to help

Check to be sure you
are in a safe area



**Provide
First Aid
and CPR**

Protect yourself from
bloodborne pathogens

Avoid contact with the
victim's blood, saliva
or other bodily fluids

Medical Emergency Response Procedure

Notify

- Call 911
- Notify the Safety Officer or direct someone to do so (688-8185)
- Note: Do not hang up until advised to do so by the dispatcher

Inform

- Provide the following information:
 - a. Building address, including nearest cross street(s)
 - b. Name of District
 - c. Exact location within the building or facility
 - d. Your name and phone number
 - e. Nature of the emergency

Next Steps

- Stay calm; keep victim warm with a coat or blanket
- Do not move the victim unless there is danger of further injury
- Do not give the victim anything to eat or drink
- At remote facilities, ask a 2nd person to guide the EMT from the roadway to victim location

Fire Emergency Response Procedure

Notify

- Call 911
- Notify the Safety Officer or direct someone to do so (688-8185)

Inform

- Provide the following information:
 - a. Building address, including nearest cross street(s)
 - b. Name of District
 - c. Exact location within the building or facility
 - d. Your name and phone number

Next Steps

- Attempt to extinguish fire with fire extinguisher only if it is safe to do so
- If it is a large fire (flame lengths over 4'), evacuate the area and close all doors
- Alert others in the area to evacuate
- Do not re-enter until the All Clear; listen for instructions

Earthquake Response Procedures - Indoors

- Drop and cover until shaking stops
- Check for injuries and render first aid, as necessary
- Do not use elevators or stairways unless instructed to do so
- Do not strike any matches
- Stay alert for aftershocks
- Employees are not to leave the building until authorized to do so by the Safety Officer or Zone Captain



Earthquake Response Procedures- Outdoors

- Move away from buildings, trees, overhead wires, and poles
- Assume drop and cover position
- Maintain position until shaking stops
- In vehicle
 - Pull over to the side of the road and avoid stopping on or under overpasses
 - Turn off ignition and set brake
 - Remain inside the vehicle until shaking stops



Power Failure

- Open all doors and shades to allow maximum natural light into the area
- Do not evacuate the building unless instructed to do so
- Listen for instructions from the Safety Officer or Zone Captains
- If in an elevator, push the red alarm button
- Zone captains have flashlights if needed



Bomb Threat Procedures - By Phone

- Listen - Do Not interrupt caller
- Attempt to ask the following questions:
 - When will it go off?
 - Where has it been placed?
 - What does it look like?
 - Why are you doing this?
 - Who are you?
- Dial 911 for local law enforcement
- Notify Safety Officer (688-8185)
- Local law enforcement officials will advise the District's personnel of further actions to be taken



Personal Assault

- If accosted:
 - Scream! Your voice is one of your best weapons and may attract attention
 - Try to run from the assailant and seek help
 - Dial 911 as soon as possible
 - Seek first aid or medical attention, if indicated
 - Notify Human Resources(688-8002)
 - Have photographs taken of any injuries
 - Write down a physical description of the assailant (race, sex, age, height, weight, clothing, and any weapon used), as soon as possible after the incident
 - Obtain the names and telephone numbers of any witnesses



Civil Disturbance

- Call 911 for local law enforcement
- Report disruptive circumstances to the Safety Officer
- Do not argue with participant(s)
- Leave the immediate area of disturbance
- Lock all doors and windows
- Stay away from windows
- Remain inside building, unless instructed to evacuate by the Safety Officer, Zone Captains, or local law enforcement



Emergency Preparedness



Summary



Thank You!

- For additional information, contact Spiro Zapantis
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 - szapantis@ccwater.com

