

# EMERGENCY ACTION PLAN

## Emergency Preparedness and Evacuation Procedures

By: **Contra Costa Water District**



## 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

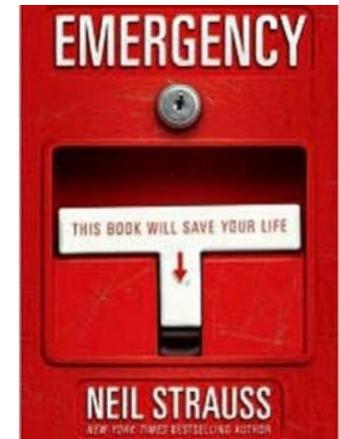
Alarm Systems

Evacuation Procedure

Assembly Areas

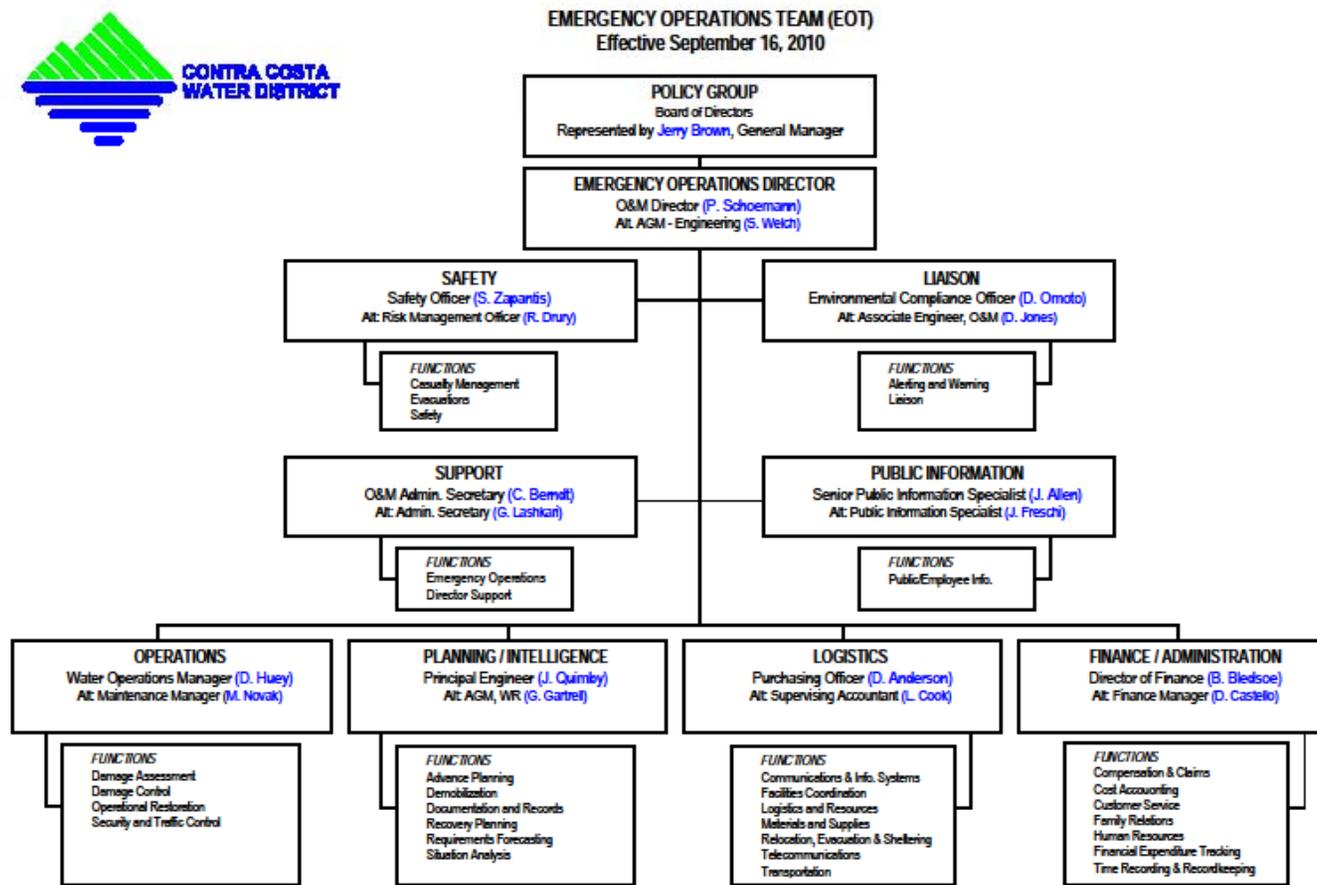
Helping Others

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.ccw-d-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



1 Collect personal items only if they are near you.

1

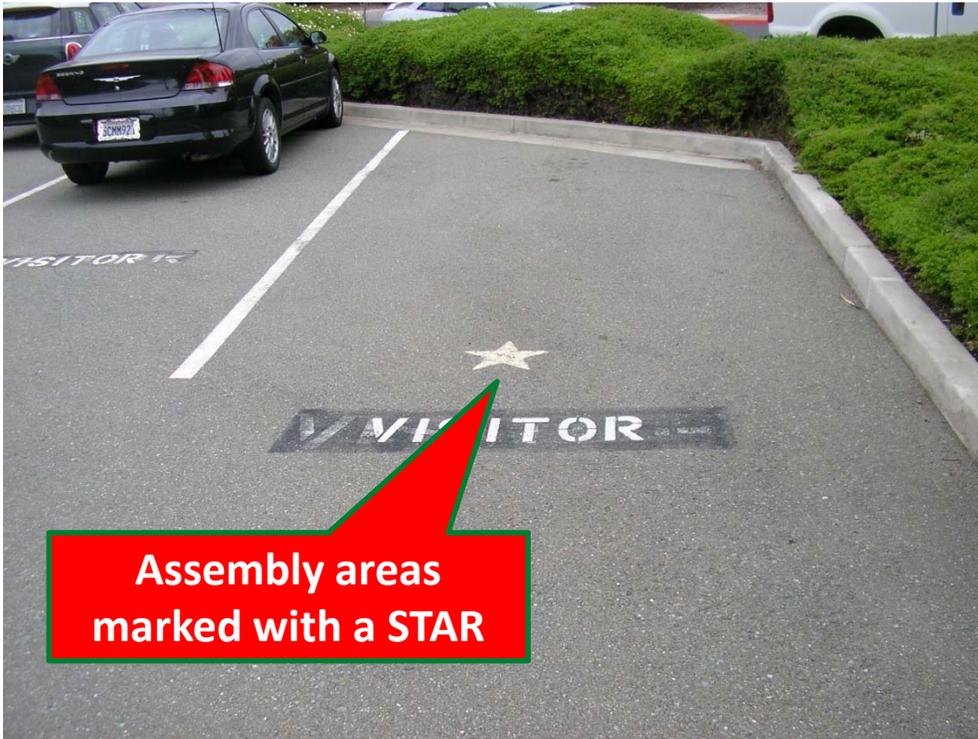
# Evacuation Procedures



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

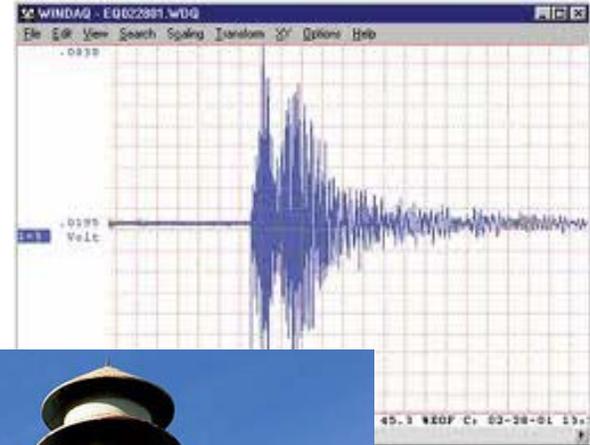
Do not break or  
attempt to climb  
through broken  
windows

## 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**

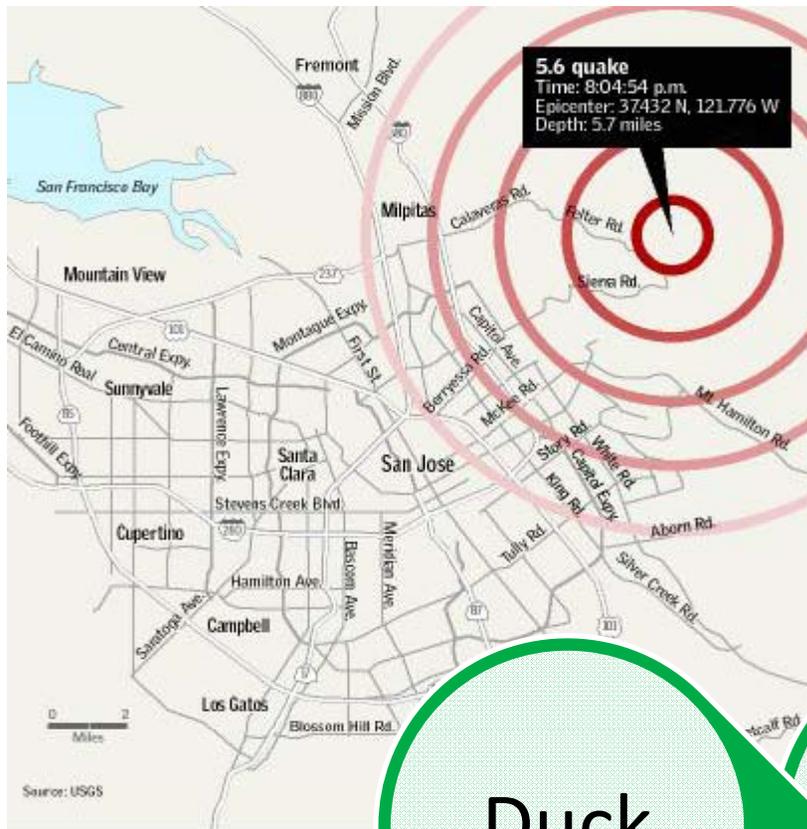
## When Not to Evacuate – Bomb Threat



# 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"

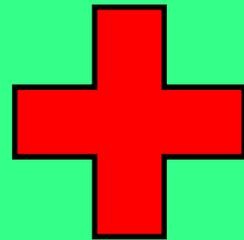
Employees are  
allowed to  
re-enter the building



## 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 2<sup>nd</sup> 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](mailto:szapantis@ccwater.com)