



EMERGENCY AND FIRE PREVENTION PROGRAM

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Emergency Plan

Major disasters must be anticipated if the well-being of our employees is to be protected. Remember, your conduct and actions during the first few minutes of any emergency may not only save your life, but the lives of your fellow workers and other members of the community as well.

The following is an outline to follow in the event of fire or other emergency. Brett Padelford is responsible for implementing this program.

Remember your safety comes first. If you are in doubt about the seriousness of any emergency, do not hesitate, sound the alarm and evacuate the premises. Call 911. The life you save could be your own.

The alarm system or method(s) used to alert employees of an emergency is:

Intercom/Loud Speaker Radio/phone Yelling in a clear voice

Emergency Evacuation

- If the employees are advised to evacuate, a designee will instruct them to shut down all computers and electrical equipment within their immediate work area. If time permits, vital records should be placed in locked storage.
- The receptionist shall take any employee log and guest logs to the evacuation assembly point. All employees shall proceed with emergency evacuation procedures.
- Designee will ensure that all electrical and gas mains are shutoff prior to vacating the premises, if safe to do so.
- Diagrams to show where to turn off the utilities shall be posted with the emergency evacuation procedures.
- All employees must remain within the evacuation area until instructed ‘to leave or return to their work place.’
- All employees shall cooperate with law enforcement and emergency services at all times.
- Instructions from individuals within these agencies take precedence over these policies and procedures.
- Designee will ensure that all non-English-speaking employees understand warning signals and know where and how to evacuate the workplace.
- If on a jobsite, follow host employers emergency procedures.

Supervisors Responsibility

- Telephone the local emergency agency (i.e., fire, police, etc.)
- Announce to the employees that the facility must be evacuated. Inform employees of the exits and location of the gathering point.
- Check all departments, restrooms, and public areas to verify that employees and individuals are safely evacuated from the facility.
- Secure all vital documents, cash, checks, and database tapes, not already stored in the fireproof safe/cabinet.
- Designate a safe area outside the facility as a gathering point for all employees. Take a head count of employees to insure all are safely evacuated.
- Dismiss all non-essential employees.

Bomb Threat

When someone calls and says there is a bomb in the building, the following steps will be performed.

Employee (Receiving threat)

- Keep the caller on the phone as long as possible. Ask them to repeat the message. Try to write down every word spoken by the caller.
- Ask the caller where the bomb is located and when it will go off.
- Tell the caller that the building is occupied and detonation of a bomb could result in death and injury to innocent people.
- Pay particular attention to background noises, such as music playing, engine noises, etc.
- Listen to the voice to determine if the caller is male, female, voice quality, accent, and speech impediments.
- When the caller hangs up, do not hang up the phone! Sometimes, phones can be traced back to the source. Immediately notify your supervisor and describe the threat.

Supervisor Responsibility

- Call the police to report the incident. Follow all recommendations and instructions.
- If the police decline to give instructions to evacuate the building, search the premises (if time permits) for any suspicious looking device. If one is found, evacuate premises.

Do Not Touch Any Suspicious Device or Package

Hazardous Material Spill

Your supervisor will respond to incidental releases of hazardous substances when the substance can be absorbed, neutralized, or otherwise controlled at the time of the release by employees in the immediate area or by maintenance personnel. If a large spill or fire occurs that is not controllable, designee will contact the appropriate local authorities, such as the Fire Department.

Earthquake

All employees must be aware of the potential for earthquakes and the resulting damage to buildings and facilities. Employees must remember that during an earthquake, most injuries occur as people are entering or leaving a building.

During an Earthquake Employee Responsibility

If indoors

Drop under a desk or table, cover your head and hold on.

Stay away from windows, heavy cabinets, bookcases or glass dividers.

If outdoors

Move away from buildings, trees, telephone, and electric lines.

Drive away from underpasses/overpasses. Stop in a safe area and stay inside the vehicle.

After an Earthquake Supervisor Responsibility

- Coordinate first aid efforts.
- Turn on the radio to get emergency information from local authorities.
- Check natural gas lines for leaks. If a leak is detected, shuts down the system, and notifies the local gas service company.
- Check for fires and fire hazards, especially damaged electrical wiring and gas leaks.
- Check building for damage and move to a safe area, if necessary.
- Shut off electrical current at the main breaker box if power has been interrupted.
- Direct employees and individuals to a safe assembly area outside the building.

- Take a head count to insure all employees are safely evacuated.
- Do not permit individuals to enter the building again until cleared by authorities.
- Assign duties to clean up damage and resume business as soon as possible.

Employee Responsibility

- DO NOT use telephones for outside calls except for genuine emergencies.
- PREPARE for aftershocks.
- Fire Captain shall be responsible for proper shut down of all computer systems and main electrical switch(es).
- Fire Captain should do roll call after evacuation and should carry First Aid Kit to the assembly point. All employees must remain in the assembly area until instructed to either re-enter the building or to go home.

Robbery

In the event a robbery occurs, the main objective is to reduce the risk of injury to employees and individuals and to get the robber out of the building as soon as possible.

Employee Responsibility

- Be attentive and calm. Listen to the robber and do exactly what he or she asks you to do.
- Do give up money as demanded.
- Remain alert. Try to remember details of the robber's appearance, clothing, speech, etc.
- Expect foul / strong language. Stay calm.
- Do not make any sudden movements.
- Don't overreact. Do not grab for the weapon or call for help.
- Do not argue.
- After the robbery, write everything down.

Supervisor Responsibility

- Call the police.
- Call Brett Padelford.
- Have all witnesses write everything they can recall.

Power Failure

- If your work area loses power, lighting and electrical outlets will be affected.
- It is seldom necessary for occupants to evacuate a building unless there is a prolonged power outage.
- Remain in your immediate area until the expected duration of the outage can be determined and you receive further instructions.
- If you are asked to leave the building, go directly to the nearest exit.
- Keep flashlights on hand in various areas for power outages.
- Larger installations should provide emergency battery-operated lighting in strategic areas, such as hallways, computer rooms, and telephone rooms.
- Data processing departments with computers should have Uninterrupted Power Source (UPS) systems available.

Active Shooter/Hostile Intruder

- Call 911.
- Supervisors secure the immediate area.

- Lock and barricade doors and windows, if possible.
- Turn off lights, if possible.
- Close blinds, if available.
- Stay away from windows.
- Turn off radios and computer monitors.
- Keep occupants calm, quiet, and out of sight.
- Keep yourself out of sight and take adequate cover/protection
- Silence cell phones
- Place a sign in an exterior window to identify the location of an injured person, if safe to do so.

Medical

In the event of a major emergency that is a life-threatening situation (e.g., difficulty in breathing, unconsciousness, severe chest pain, burns, and shock) requiring that normal operations be disrupted, the following procedures must be followed:

- CALL THE PARAMEDICS OR FIRE DEPARTMENT DIAL 911
- Give your location, work area and how to get to the victim.
- Describe the victim's condition as accurately as you can: burned, bleeding, broken bones, etc.
- Remain on the line if the emergency agency has further questions or instructions on what to do until help arrives.
- NOTIFY receptionist immediately that an emergency exists and that a call has been placed for assistance.
- NOTIFY your supervisor(s).
- DO NOT move the victim unless there is a danger of further injury if not moved.
- CONTACT any available person trained in CPR or First Aid, pending the arrival of professional help.
- KEEP the victim warm by covering with a coat or blanket until help arrives.
- ASSIGN someone to meet the responding agency and direct them to the victim.

First-Aid Kits

Every employee shall have access to a first-aid kit. The first-aid kit will be inspected regularly to ensure that it is well stocked, in sanitary condition, and any used items are promptly replaced, and a letter on file from our treating physician regarding the contents of the first aid kit.

First Aid

Proper equipment for the prompt transportation of the injured or ill person to a physician or hospital where emergency care is provided, or an effective communication system for contacting hospitals or other emergency medical facilities, physicians, ambulance and fire services, shall also be provided. The telephone numbers of the following emergency services in the area shall be posted near the telephone, or otherwise made available to the employees or dial 911:

- A company authorized physician or medical clinic, and at least one alternate if available.
- Hospitals.
- Ambulance services.
- Fire-protection services.

Additional Procedures for Job Sites

Emergency medical procedures will be established on all projects on which our employees are

working. The procedures will include, but not necessarily be limited to the following:

- 1) A list of emergency telephone numbers is to be posted near all project site telephones or call 911.
- 2) A map to the nearest occupational medical center shall be posted on the job bulletin board.
- 3) First aid kit shall be located at each project site office trailer. Inform employees who is certified in First aid, at least one person per jobsite.
- 4) First aid kits shall be kept in a sanitary and usable condition, inspected regularly, and replenished as necessary.
- 5) The emergency medical procedures shall be implemented on the first day of actual work.

Cal/OSHA Regulation for Contents in a First Aid Kit for the jobsite

First Aid Supplies in adequate quantities:	Required by Number of Employees			
	1-5	6-15	16-200	200+
1. Adhesive dressings	x	x	x	x
2. Adhesive tape rolls, 1-inch wide	x	x	x	x
3. Eye dressing packet	x	x	x	x
4. 1-Inch gauze bandage roll or compress		x	x	x
5. 2-Inch gauze bandage roll or compress	x	x	x	x
6. 4-inch gauze bandage roll or compress		x	x	x
7. Sterile gauze pad, 2 inch square	x	x	x	x
8. Sterile gauze pad, 4-inch square	x	x	x	x
9. Sterile surgical pads suitable for pressure dressings			x	x
10. Triangular bandages	x	x	x	x
11. Safety pins	x	x	x	x
12. Tweezers and scissors	x	x	x	x
* Additional equip -in adequate quantities consisting of:				
13. Cotton-tipped Applicators			x	x
14. Forceps			x	x
15. Emesis basin			x	x
16. Flashlight			x	x
17. Magnifying glass			x	x
18. Portable oxygen and its breathing equipment				x
19. Tongue depressors				x
20. Appropriate record forms	x	x	x	x
21. Up-to-date 'standard' or 'advanced' first aid textbook manual or equivalent.	x	x	x	x

Fire Prevention

The priority of this company is to prevent fires before they start. This can be achieved by identifying potential fire hazards, through proper handling and storage procedures, by controlling potential ignition sources, and having set-up the proper firefighting systems and equipment.

Potential Fire Hazards

- Combustible materials will be kept in separate storage areas from flammable materials.
- Combustible materials will be protected by a 25-foot distance from any open flame operation.
- Combustibles will also be kept a safe distance from all ignition sources.
- Combustible materials will be stored in neat stacks and clear of aisles and passageways.
- Flammable and combustible liquids will be stored in containers that are properly labeled.

- Flammable and combustible liquids will be stored in approved cabinets when not in use. When in use, flammable and combustible liquids will be used in a manner that prevents spills. Whenever feasible, substitute flammable liquids for a non-flammable material that is non-toxic.
- Electrical fixtures, panels (36" clearance required), boxes, outlets and cords should be accessible and not covered or blocked by any materials or debris to prevent fire or explosion.
- Avoid the use of extension cords whenever possible.
- Fix any exposed or frayed wiring.
- Do not overload outlets or electrical systems.
- Label all outlets and electrical panels for voltage.
- Smoke in outside designated areas only.

Proper Handling and Storage

- Use and store all chemicals in accordance with the Safety Data Sheets.
- Store separately all incompatible chemicals that may cause a fire to start or spread. An example would be an oxygen cylinder next to acetylene.
- Store all flammable and combustible liquids in approved cabinets.
- Storage inside buildings must comply with the following conditions: The flammable or combustible liquids/gasses must not obstruct any egress. Flammable or combustible liquids must have lids kept tightly closed when not in use to avoid fumes or vapors. Remove only as much as needed for operation and replace lid. Ventilation inside a storage room will have a mechanical fan installed to all Federal, State and local regulations.

Controlling Ignition Sources

- Static electricity will be controlled by grounding and bonding all equipment that transfers or transports flammable liquids or any other potentially explosive chemical.
- Open flames, such as from welding and cutting torches, welding units, heaters, or matches, should be kept from all flammable liquids or gasses.
- Motors, switches, and circuit breakers, etc., should be eliminated where flammable liquids or gasses are handled or stored.
- Only non-sparking tools should be used where flammable liquids or gasses may be present.

Fire Fighting Systems and Equipment

- Portable fire extinguishers should be used for small fires only. Fire extinguishers will be conspicuously located and marked to clearly identify location, especially when material may block view of location. Open access will always be kept to fire extinguishers and firefighting equipment. Persons using a fire extinguisher should be trained and use the proper type of extinguisher for the type of fire. All fire extinguishers will be clearly marked for type and clearly identified by a sign when two different extinguishers are located together. Fire extinguishers will be located next to egress, near flammable operations, and where all other Federal, State and local law require.
- Fire extinguishers must be serviced annually and inspected monthly. Additionally, all fire extinguishers must be maintained fully charged. In the event a fire extinguisher is used, a back-up fire extinguisher will be put in place while service is completed.
- Fire sprinkler system must be maintained and tested in accordance with Federal, State and local regulations. Notify the Fire Department upon activation.
- Designee will maintain equipment and systems that prevent and control ignitions or fires.

Housekeeping and Maintenance Controls

- Housekeeping and maintenance practices are essential in preventing fires and furthering the spread of fires. The housekeeping and maintenance controls that will be an essential part of this program are storage of flammable and combustible waste, maintenance of aisles, stairways and exits, and posting evacuation maps.

Flammable Storage Waste

- Maintain all flammable materials in approved containers and approved cabinets. Do not exceed maximum quantities.
- Label all flammable materials clearly.
- Store away from ignition sources.

Combustible Storage Waste

- Maintain all debris, scraps and trash in proper disposal containers.
- Maintain all combustible waste neatly and away from ignition sources.

Maintenance of Aisles, Stairways, and Exits

- Keep aisles free of clutter or debris that may cause a trip hazard.
- Do not block aisles, passageways or exits.
- Keep all exits unlocked during work hours.
- Clearly mark exits with signs.
- Light all stairways, aisles and exits that would not have proper illumination in a fire.
- Maintain all firefighting equipment and systems.
- Designee will maintain the accumulation of flammable and combustible waste.

Emergency Evacuation

- In the event of a fire, the person who discovers the fire will immediately notify all persons on site by pulling an alarm, use of the public address system, or oral communication. A Fire Captain, when available, will dial 911 and the public address system will be used to evacuate the site.
- When the alarm is heard or a notice to evacuate has been communicated, all persons will exit the building by using the closest and safest exit route and continue on to meet at the staging area for roll call.

Fight Fire Only If

- 911 has been called and the Fire Department has been notified.
- The fire is small and confined.
- You have a way out that is not threatened by the fire.
- You have the training, the right type and size extinguisher, and the extinguisher is in good working order.
- There are no explosive materials near the fire.
- You have another person in the vicinity observing or fighting the fire.

When an Alarm Sounds

- Evacuate the building or area through the safest exit. Do not use elevators. Leave personal effects behind. Close doors, windows and gas valves in your area as you exit.

- Leave the building and go to the staging area for roll call and get assignments to help direct Emergency Services.
- Report all information to the Fire Captain.
- Do not re-enter building until instructed to do so by a Fire Captain or Emergency Services.

Fire Captain Duties (Designee and Supervisors)

- Call 911 or designate a person to call 911.
- Take roll and account for all persons on site or assigned to you.
- Help with evacuation process including disabled persons.
- Use a fire extinguisher when appropriate.
- Direct Emergency Services to location of fire or hazard.
- Direct Emergency Services as to conditions, locations and hazards of the facility.
- Direct personnel on site to help Emergency Services.

Fire Extinguisher Training

Four Types of Fires

Type A: Wood, paper, cloth, rubbish, etc.

Type B: Flammable gas/liquids (like oil, grease, and paint)

Type C: Electrical fires

Type D: Combustible metals

Steps before Using a Fire Extinguisher

- Check the extinguisher for the proper type of fire (Class A, B, C, or D). Will the fire extinguisher put out this type of fire?
- Make sure the type of extinguishing agent in the fire extinguisher can be used on the type of fire. You would not want to use water on an electrical fire, CO₂ on a paper or wood fire, etc.
- Make sure the fire extinguisher is charged and is in working order. Check the pressure gauge. Make sure the controls are in working, order.

How to Use a Fire Extinguisher -PASS

P - PULL the pin.

A - AIM the fire extinguisher nozzle.

You need to be about 8-10 feet back from the fire and aim at the base of the fire.

S - SQUEEZE the handle

S - SWEEP the base of the fire. Work from side to side at the base of the fire with the extinguishing stream.

Always fight the fire with your back to an exit. Do not allow yourself to become trapped.

Stop, Drop and Roll

If you are alone and are on fire, remember: Stop, Drop, and Roll.

STOP - Stop your movement. Movement will help fan the fire.

DROP - Drop to the ground in a prone position.

ROLL - Roll on the ground to smother the fire.

Remember to not roll in any flammable liquids or materials.

Summary

- Get help and sound the alarm.
- Determine the fire type and can you put it out with the equipment available (fire
- Determine if you can put out the fire.
- Check out the fire extinguisher. Remember PASS (pull, aim, squeeze, and sweep).

extinguisher, etc.)?)

Maintenance of Fire Equipment and Systems

- Fire safety inspections shall be conducted on a regular basis as determined by Brett. The inspections are to include fire suppression equipment and systems such as fire extinguishers, standpipes, sprinklers, etc.
- Safe and unobstructed access to firefighting equipment must be maintained at all times.
- Fire extinguishers must be kept fully charged, inspected monthly, and serviced annually. One fire extinguisher must be provided for every 3000 square feet of floor area or fraction thereof. Portable fire extinguishers must be placed within 75 feet of work areas. If 5 gallons of flammable or combustible liquids or 5 pounds of flammable gases are present, a fire extinguisher rated 10B must be present within 50 feet.
- If water fed firefighting equipment is present, a supply of water sufficient in volume, duration and pressure must be maintained.

Emergency Training

In order to elicit prompt, reliable and correct response, personnel must be trained. Training is applicable to everyone involved, from the supervisor to all employees. These assigned key responsibilities and their designated alternate's will have initial and refresher training. All training efforts, exercises and classes should be documented.

Supervisors and employees will also require training. Employees will need to know basic information about alarm systems and evacuation procedures. Employee training usually can be covered in their orientation or with their supervisor.

Some important points to cover during training at all levels include:

- Responsibilities What are my responsibilities during an emergency?
- Alarm Systems What is the alarm method and how do I respond?
- Emergency Equipment Is it necessary for my part of the response, and how is it used?
- Evacuation Procedures How do I get myself out of the area, what is the best exit route, and do I have any other responsibilities during evacuation?