

CONTRA COSTA WATER DISTRICT

Emergency Preparedness and Evacuation Procedures

September 1, 1998

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1.0 INTRODUCTION

1.1 Purpose

The purpose of these procedures is to provide emergency preparedness and evacuation instructions, information, and guidelines to protect the safety and well-being of employees, as well as customers or visitors who may be on the premises at the time of an emergency or disaster.

1.2 Objectives

1. Protect the safety and welfare of employees, customers, and visitors.
2. Protect District facilities and property.
3. Provide for safe and coordinated evacuation to emergency situations by employees.

1.3 Authorities and References

1. Contra Costa County Multi-Hazard Functional Plan, 1987.
2. California Office of Emergency Services Disaster Planning Guidance.
3. American Red Cross Disaster Planning Guidance.
4. International Conference of Building Officials, Uniform Fire Code.

2.0 EMERGENCY PREPAREDNESS PROGRAM

2.1 Employee Preparedness

Upon employment, employees are to be oriented to the District's emergency procedures by their immediate supervisor. Employees assigned to work in a specific District facility, such as Canal Operations or the Bollman or Randall-Bold treatment plant, are to be oriented to facility-specific emergency procedures by their respective Superintendent.

At least once each year Department Directors will review the emergency procedures with their respective employees/management staff.

Employees with special medical needs are advised to maintain a three-day supply of prescription medications or medical appliances in a secure location at the workplace, in the event that they are unable to proceed home following a disaster. Any use of consciousness-altering medication, as prescribed by a licensed physician, shall be reported to the employee's immediate supervisor and to the Safety Officer.

2.2 Family and Home Disaster Preparedness

An immediate post-disaster consideration for most people is the status and well-being of family members and/or loved ones. Since it may not be possible for some employees to return home immediately following a disaster, all employees are encouraged to inform their loved ones of the District's disaster plan and to develop a family and home emergency plan.

The District's Safety Officer has information pamphlets and/or brochures to assist employees in preparing their homes and families for disasters.

2.3 Assistance to Disabled

In the event that evacuation is necessary, assistance to any disabled employee(s) shall be provided by the Zone Captain. 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 (Appendix A) is to be maintained and updated annually by the Personnel Division. A copy of this list will also be maintained by the Zone Captains at each facility in order to expedite the evacuation of disabled or physically challenged employees (Appendix D).

2.4 Posting Procedures

Evacuation routes are posted in highly visible locations at each of the District's facilities where employees, customers, and visitors can easily view them. All employees will be provided a copy of the District's internal emergency procedures upon employment.

2.5 Emergency Procedures Update

The District's Safety Committee will review and update the emergency procedures and employee assignments annually. Department Directors and Division Managers are responsible for ensuring that the emergency procedures are reviewed with all employees on an annual basis.

2.6 Fire Prevention Program

The Fire Prevention Program includes a combination of fire protection devices and specific measures which are intended to prevent fires. All employees are expected to become familiar with the location of the fire extinguishers and evacuation routes in their regular work area.

2.6.1 Fire Protection Devices

The facilities are equipped with several devices, including:

1. Fire Sprinklers. Ceiling sprinkler devices are located in the Stanwell Building and the Randall-Bold Treatment Plant. The sprinklers are activated by heat and provide immediate fire extinguishment. A halon system is maintained in the Bollman SCADA Room and the Antioch computer room.
2. Smoke Detectors. These devices are located in the District Center, District Center trailers, the Bollman and Randall-Bold Treatment Plants and the Antioch Operations Center. The smoke detectors emit a high-pitched alarm in the event of a fire.
3. Fire Extinguishers. Fire extinguishers are located throughout each of the District's facilities (Appendix D).
4. Exit Signs. All emergency exits are identified by illuminated directional signs.

2.6.2 Fire Prevention Measures

Night Security personnel check for fire hazards on a regular basis. All employees are expected to comply with the following fire prevention measures and to report potential hazards for immediate correction:

1. Do not lean or store combustible items such as paper and cardboard against electrical panels or in electrical and telephone equipment rooms.
2. Avoid accumulating excessive paper products.
3. Store all flammable liquids in approved containers and only in designated locations.
4. Periodically inspect electric appliances for potential hazards such as frayed cords, broken plugs, and overloaded electrical outlets. Multiple-plug outlets are to be equipped with a fuse feature.

5. Do not block or obstruct passageways or exit doors.
6. Do not hamper the operation of sprinkler devices by stacking items too close to ceilings.
7. Only UL-approved, three-pronged space heaters with automatic shut-off features, shall be authorized for use. Employees shall turn off their space heater before leaving their work area. Unattended space heaters shall not be left on.
8. Smoking is allowed in designated areas only.
9. Lighted cigarettes or hot ashes are not to be emptied into waste containers.

2.7 Hazardous Materials Program

The nature of the District's operations requires that potentially hazardous materials be stored and utilized in some of the District's facilities. All of these materials shall be labeled, stored, maintained and utilized in strict compliance with Federal, State and Local hazardous materials regulations and safety procedures.

Alarm systems, which are monitored 24 hours per day, are maintained in areas where hazardous materials are stored/utilized. Employees who work with or around these materials are specially trained and equipped to handle any unusual or emergency situations associated with a leak or spill. Specific emergency leak/spill procedures shall be outlined in the Environmental Compliance Plan and Departmental Emergency Procedures.

2.8 Earthquake Preparedness

Most injuries sustained during an earthquake are caused by falling objects. The District has undertaken a non-structural earthquake hazard assessment, and a program to identify and correct potential non-structural earthquake hazards.

All employees are expected to keep heavy or sharp objects in a low and secure location. Wall decorations should be securely mounted and heavily-framed pictures and art objects should not be located directly over desks or other work areas. The use of glass in framed pictures, maps, or art objects located along main aisle ways is prohibited.

Employees are trained to protect themselves with the earthquake drop-and-cover procedure. Potentially hazardous areas, such as the supply rooms, coffee rooms, chemical storage rooms, underground galleys, etc., should be evacuated during an earthquake and the drop-and-cover position should be assumed in a safe location.

2.9 Emergency Supplies and Equipment

First aid kits, fire extinguishers, flashlights, and other emergency supplies are maintained in various locations throughout each of the District's facilities (Appendix D). All supplies are inventoried annually and are replaced by the Safety Officer/General Services as necessary.

2.10 Training and Drills

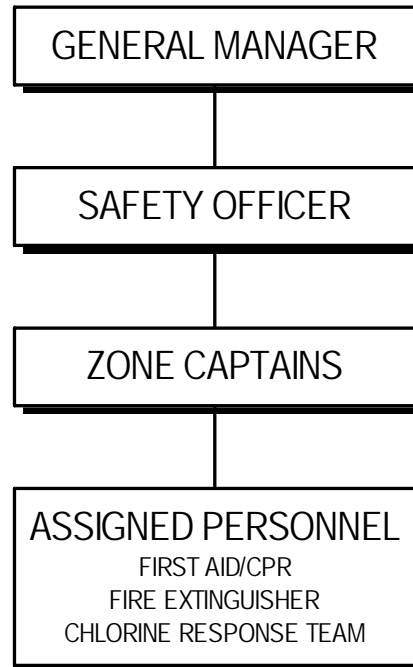
A number of employees from each major work area are trained in first aid, CPR, and the proper use of fire extinguishers (Appendix E). The District shall conduct a fire/evacuation drill for each facility on an annual basis.

Assigned employees are trained to perform specific emergency preparedness and evacuation functions (Appendix F) and receive training updates on these functions on an annual basis. Personnel shall be trained in site-specific Emergency Evacuation procedures.

3.0 EMERGENCY EVACUATION PROGRAM

3.1 Organization

The General Manager has delegated responsibility for Emergency Preparedness to the Safety Officer. The Safety Officer is thus responsible for directing and coordinating preparedness efforts and evacuation to any internal emergency. The Safety Officer reports directly to the General Manager or his/her successor during emergency situations.



Within the District, additional personnel are assigned in each facility to direct evacuation activities (Appendix F). Assigned personnel are trained in first aid, CPR, and the use of fire extinguishers, and perform specific emergency preparedness and evacuation functions under the direction of the Zone Captains. Each function has one primary and one alternate person assigned and trained to perform the function. Whenever an emergency situation occurs, assigned Zone Captain will assume full control of their facility or area with full authority over occupants.

3.1.1 Safety Officer

The duties and responsibilities of the Safety Officer include the following:

- Coordinate the District's emergency and disaster preparedness activities, including employee training and annual drills.
- Maintain the Emergency Procedures, including updating resources and employee assignments as required.
- Assist Zone Captains in developing and implementing emergency preparedness activities for their facility.
- Maintain a list of all employees trained in first aid, CPR, and the use of fire extinguishers.

- Schedule annual fire/evacuation drills.
- Maintain a list of emergency phone numbers in a readily accessible location.
- Coordinate evacuation activities during emergencies.
- Post emergency procedures in major work areas, conference rooms, lunch rooms, and in other areas where employees, customers, and visitors congregate.

3.1.2 Zone Captains

Zone Captains are appointed from the Safety Committee and shall serve a one-year term. Zone Captains are responsible for the following:

- Maintain a strong fire prevention program which includes identifying, reporting, and recommending corrective measures regarding fire hazards at their assigned site.
- Have current knowledge of any disabled employees in their assigned area.
- Maintain an inventory of emergency supplies and equipment and coordinating the replacement of the outdated items, as necessary.
- Know where all emergency exits and supplies are located.
- Be familiar with the floor/facility arrangement and all emergency procedures.
- Lead employees/visitors to the assembly areas.
- Conducting a systematic search of the assigned area, including restrooms, storage areas, file rooms, lunch rooms, conference rooms, etc., to ensure that the premises have been completely vacated if evacuation is ordered.
- Assist in employee evacuation to the designated exterior assembly areas.
- Assist any disabled employees or visitors within their zone during emergencies.

3.2 Alert and Warning

The District's alert and warning systems consists of the following:

1. Telephones/Runners

The Safety Officer or On-duty Control Operator is immediately notified of any internal emergency, as appropriate. Telephones and/or runners will be used to provide notification and warning to employees/visitors, as necessary. Bullhorns are maintained on the first and second floors of the District Center for this purpose.

2. Public Address System

The On-duty operator at Bollman will provide emergency instructions to personnel throughout the plant over the public address system immediately following an alarm signal.

3. Alarms

A combination of visual and audible alarm systems are maintained to warn of any operational emergencies at Randall-Bold and Bollman. Chemical leak detectors emit a loud, horn-like sound, accompanied by a visual light indicator on enunciator panels.

During evening, night and weekend shifts, the on-duty Antioch Control Operator notifies the on-call supervisor and the District's contract alarm company of emergencies via a radio alarm signal. The alarm company alerts the fire department and the on-call supervisor as necessary.

3.3 Security of Critical Facilities/Operations

Department Directors are responsible for assigning personnel to secure any critical facilities/operations in the event that evacuation is necessary.

3.4 Off-Hours Occurrence

When a disaster affecting the District occurs outside of regular business hours, the On-duty Supervisor will notify the appropriate Department Director(s) and Safety Officer, according to established notification procedures, as outlined in the Emergency Operations Plan, Annex B. Off-duty employees shall report to regular work locations, as conditions permit, or to an alternate District location to assist in maintaining or restoring water service.

3.5 Evacuation

Evacuation of District facilities will be ordered by public safety officials, and/or the Safety Officer. Floor Captain will escort customers/visitors to the nearest exit and direct the customers/visitors to the exterior appropriate gathering area and await further instructions.

The Floor Captain will lead employees in a safe and orderly manner to their designated exterior gathering area. Zone Captains will be the last to leave, after ensuring that the facility has been completely vacated. In the event that the District Center must be evacuated, customer service telephone lines and the District main number will be forwarded to the Antioch Operations Center.

3.6 Assembly Areas

Each District facility shall be organized into zones for evacuation purposes. Each zone has a designated exterior gathering area (Appendix C). Unless specifically instructed otherwise by public safety officials or the Safety Officer, employees will gather at the designated exterior gathering area and are not to leave unless authorized to do so by their Floor Captain. Employees temporarily outside of their normal work area shall evacuate to the designated exterior gathering area with the group or zone they are visiting. The Safety Officer will check with the Floor Captain to account for any "extra" personnel within their designated exterior gathering area.

3.7 Accounting for Personnel

Whenever relocation to the exterior assembly area is required, employees will gather according to usual work groups. Supervisors will account for all employees and will advise the Safety Officer of the name and last known location of any missing employees. The Safety Officer will direct the Floor Captain to check with other exterior gathering areas to account for any deficiencies in the head count.

3.8 First Aid Care

Employees trained in Standard First Aid will provide care for minor injuries following a disaster or emergency situation (Appendix J). Persons with injuries that are beyond the scope of first aid treatment will be cared for by Emergency Evacuation personnel, or will be referred to the nearest source of professional medical assistance. Methods for carrying non-ambulatory injured or disabled persons are contained in Appendix I.

3.9 Mass Care

The District maintains a limited amount of shelter supplies for employees who may need to remain on-site following a disaster. Red Cross/City/County-designated Mass Care Facilities will provide interim shelter for those persons who are homeless or are unable to proceed home following a disaster (Appendix G).

4.0 EMERGENCY PROCEDURES

4.1 Medical Emergencies

Medical emergencies and accidents can occur at any time and may involve an employee, customer or a visitor to the District. Some emergencies may only require first aid care, while others may necessitate immediate medical attention. When in doubt, err on the side of caution and dial 911.

Upon notification, the Safety & Health Officer will assign someone to meet the responding emergency units and direct them to the location of the emergency.

1. Dial 911 or direct someone to do so.
2. Notify the Safety Officer or direct someone to do so. (688-8185)
3. Provide the following information:
 1. 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

Note: Do not hang up until advised to do so by the dispatcher.

4. Notify Facility/Zone Captain or direct someone to do so.
5. Request a First Aid/CPR trained employee to respond.
6. Stay calm. Keep victim warm with a coat or blanket.
7. Do not move the victim unless there is danger of further injury.
8. Do not give the victim anything to eat or drink.

4.2 Fire

In any fire situation, it is important to act quickly and decisively in order to contain the spread of the fire. All doors leading to the fire should be closed. Do not reenter the area for valuables.

If the area is full of smoke, employees, customers and visitors should be instructed to crawl along the floor, close to walls, thus making breathing easier and providing direction. Before opening any door, touch it near the top to see if it is hot. Be prepared to close the door quickly at the first sign of fire.

Upon receipt of a fire notification, Zone Captains will meet responding fire units outside of the affected facility and direct them to the location of the fire.

4.2.1 Person Discovering Fire

1. Dial 911 or direct someone to do so.
2. Provide the following information:
 - a. Building address, including nearest cross streets
 - b. Name of District
 - c. Exact location within the building/facility
 - d. Your name and phone number
3. Notify Safety Officer.
4. Attempt to extinguish fire with fire extinguisher only if it is safe to do so. (Appendix H)
5. If it is a large fire, evacuate the area and close all doors.
6. Alert others in the area.
- g. Listen for instructions.

4.2.2 Safety Officer and Zone Captains

Upon notification of a fire:

1. Activate the evacuation procedure and direct employees, customers and visitors to the appropriate evacuation exit(s).
2. Verify that the fire has been reported to the fire department.
3. Ensure that Zone Captains are available to:
 - a. Search area and floor to insure that all have been evacuated.
 - b. Assist disabled or injured persons.
4. Secure first aid or medical attention for any injured persons.

5. When entire floor/facility is vacated, evacuate to the assigned exterior gathering area.

4.3 Earthquake

Earthquakes strike without warning, and the major shock is usually followed by numerous, smaller aftershocks.

Alarms or sprinkler systems may be activated by the shaking. Stairways will need to be inspected for damage before they can be used. The Zone Captains will provide employees, customers, and visitors with specific directions following an earthquake.

The major threat of injury during an earthquake is from falling objects and debris, and many injuries are sustained while entering or leaving buildings. Therefore, it is important to remain inside the building and quickly move away from windows, glass and free-standing partitions, and shelves. Potentially hazardous areas such as chemical storage rooms, supply rooms, and lunch rooms should be evacuated. Take cover under a sturdy desk or table, in a doorway, or against an inside wall until the shaking stops.

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

4.3.1 Drop and Cover Procedure

Inside Building

1. Get under desk or table with back to windows.
2. Drop to knees, clasp both hands behind neck, bury face in arms, make body as small as possible, close eyes, and cover head and ears with forearms.
3. Maintain position until shaking stops.

In Elevator

1. Elevator will automatically stop at the next floor, where you should exit and assume drop and cover position until shaking stops.
2. If elevator doors do not open, press the red alarm button.
3. Do not try to pry open the doors or exit the elevator through the roof.

Outdoors

1. Move away from buildings, trees, overhead wires, and poles.
2. Assume drop and cover position.
3. Maintain position until shaking stops.

Disabled

1. If in a wheelchair, stay in it.
2. Move under a doorway or next to an inside wall.
3. Lock wheels and cover face and head with arms.
4. Maintain position until shaking stops.

In Vehicle

1. Pull over to the side of the road and avoid stopping on or under overpasses.
2. Turn off ignition and set brake.
3. Remain inside the vehicle until shaking stops.

4.4 Evacuation

Evacuation from a floor or facility may be ordered by public safety officials, Safety Officer, or Zone Captains when an emergency situation warrants such action. Instructions regarding the exits to use will be provided by Floor Captain.

1. Proceed to the designated exit for your zone, as directed by the Floor Warden.
2. Keep to the right in exits and stairwells.
3. Move quickly and quietly so emergency instructions may be heard.

4. Do not smoke.

4.4.1 Safety Officer

1. Upon notification of the need to evacuate, notify Zone Captains to evacuate the facility.
2. Ensure that Zone Captains or their alternates are available to:
 - a. Direct employees, customers, and visitors away from elevators and toward emergency exit(s).
 - b. Search area and floor to insure that all have been evacuated.
 - c. Assist disabled or injured persons (Appendix I).
3. Secure first aid or medical attention for any injured persons.
4. When entire floor/area is vacated, evacuate to the designated exterior gathering area.

4.4.2 Customer Service

1. Forward telephone lines to Antioch Operations Center.

4.5 Power Failure

In the event of a power failure, all electrical equipment should be turned off. This will lessen the chance of an overload on the circuits when power is restored. Emergency power will provide lighting in building corridors and stairwells. Flashlights are maintained throughout all District facilities.

1. Open all doors and shades to allow maximum natural light into the area.
2. Do not evacuate the building unless instructed to do so.
3. Listen for instructions from the Safety Officer or Zone Captains
4. If in an elevator, push the red alarm button.
5. Flashlights are located in the fire hose cabinets.

4.6 Bomb Threat

In the event that a bomb threat is received, it is important for the person receiving the call to attempt to keep the caller on the telephone as long as possible. It is also important to listen carefully to all information provided by the caller and to make a note of any voice characteristics, accents, or background noises.

The FBI has formulated a list of questions to ask which are intended to elicit the information required to determine the severity of the threat. This determination will be made by local law enforcement officials, who will also advise the District's personnel of further actions to be taken.

4.6.1 Receiving Call

1. Listen - Do Not interrupt caller.
2. If possible, activate a pre-arranged alert signal to advise supervisor while the call is in progress.
3. Attempt to ask the following questions:
 - a. When will it go off?
 - b. Where has it been placed?
 - c. What does it look like?
 - d. Why are you doing this?
 - e. Who are you?
4. Dial 911 for local law enforcement.
5. Notify Safety Officer (674-8126).
6. Complete Bomb Threat Checklist (Appendix K).

4.6.2 Bomb Search

1. No smoking.
2. Turn pagers and two-way radios off.
3. Do Not turn on light switches or any other electrical appliances.
4. Do Not touch any suspicious device or package.
5. Do Not make statements to anyone not directly concerned with the search.

4.7 Assaults

Assaults involve acts of striking or inflicting injury to a person and are regarded as serious matters. Any threat or assault on an employee should be reported immediately to the Personnel Manager. The decision of whether to notify the local law enforcement agency to seek criminal prosecution rests with the individual employee involved.

If accosted:

- a. Scream - your voice is one of your best weapons and may attract attention.
2. Try to run from the assailant and seek help.
3. If possible, Dial 911.
4. Seek first aid or medical attention, if indicated.
5. Have photographs taken of any injuries.
6. 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.
7. Obtain the names and telephone numbers of any witnesses.
8. Notify Personnel Manager (688-8037).

4.8 Civil Disturbance

A civil disturbance is any situation where a person or group of persons disrupts the District or threatens the safety of employees. Precautionary protective measures must be taken. If participants enter the building, remain calm and do not provoke aggression.

1. Report disruptive circumstances to the Safety & Health Officer.
2. Do not argue with participant(s).
3. Leave the immediate area of disturbance.
4. Lock all doors and windows.
5. Stay away from windows.
6. Secure critical areas.
7. Remain inside building, unless instructed otherwise by the Safety Officer, Zone Captains, or public safety officials.

Appendix A
Employee Special Needs Form



CONTRA COSTA
WATER DISTRICT

EMPLOYEE SPECIAL NEEDS

Please provide a list of employees with physical impairments or any special needs for equipment (i.e., wheel chairs) or assistance in an emergency.

EMPLOYEE NAME _____

FLOOR/FACILITY _____

ROOM/OFFICE/DEPARTMENT _____

IMPAIRMENT _____

EQUIPMENT NEEDS _____

SPECIAL INSTRUCTIONS _____

Date _____ Print Name _____

(Person Completing Form)

Appendix B

Facility Evacuation Maps

Appendix C
Emergency Supplies and Equipment



EMERGENCY SUPPLIES AND EQUIPMENT

ANNUAL UPDATE REQUIRED

SUPPLIES/EQUIPMENT	LOCATION(S)
First Aid Kits	District CenterMail Room 1 st Floor (Wall between PIC and HR) 2 nd Floor (Lunch Room) Bisso BuildingLunch Room MaintenanceShop Area StoresWarehouse (Kits and Supplies) AntiochOperations Center (Hallway) Shop Area BollmanControl Panel (Behind Panel) Randall-Bold.....Control Building (Laboratory) Control Building (Control Room) Operations Building (Maint. Rm.) Operations Building (Inst. Rm.) Los Vaqueros.....Watershed Office (Locker Room) Construction Trailer
Fire Blankets	AntiochPumping Plants BollmanChemistry Laboratory Bacteriology Laboratory
“A” Suits	BollmanCargo Container (South of Building) Randall-Bold.....Ozone Generator Room
“B” Suits	BollmanCargo Container (South of Building) Randall-Bold.....Ozone Generator Room
Acid Suits	BollmanCargo Container (South of Building)
HazMat Boots	BollmanOperator Foot Lockers Randall-Bold.....Ozone Tube Wash Room StoresWarehouse
Tyvek Suits	BollmanCargo Container (South of Building) Randall-Bold.....Ozone Generator Room
Elbow-length Rubber Gloves	BollmanCargo Container (South of Building) Randall-Bold.....Ozone Generator Room StoresWarehouse
SCBA’s	BollmanCargo Container (South of Building) Randall-Bold.....Ozone Generator Room
SKA PAKs	BollmanBehind Control Panel Outside of Woman’s Restroom Randall-Bold.....Chlorination Room
Gas Detectors	BollmanCargo Container (South of Building) Supervisor’s Office Randall-Bold.....Ozone Generator Room Ozone Tube Wash Room Maintenance Room MaintenanceInstrument Shop

	Steve Arnold's Office
	Antioch Supervisor's Office
Fire Extinguishers	Bollman Chemistry Laboratory
	Prep Lab
	Lobby
	Behind Control Panel
	Poly Room
	Lime Room
	Tunnel by Stairs
	Low-lift Station
	Carbon Silo
	Lunch Room
	Basement Maintenance Shop
	Boat House
	Emergency Generator Room
	Records Room
	Randall-Bold..... Central Building Laboratory
	Control Room
	Control Building Electrical Room
	Control Building Mechanical Room
	Operations Building Lobby
	Operations Building Control
	Operations Bldg Instrument Room
	Operations Bldg Maintenance Room
	Operations Bldg Electrical Room
	Operations Bldg Mechanical Room
	Ops Bldg Ozone Generator Room
	Ops Bldg Chlorine Storage Room
	Ops Bldg Chemical Storage Room
	District Center Mail Room
	Lunch Room
	1 st Floor (Fire Hose by Ante Room Stairwell)
	2 nd Floor (Fire Hose by Ante Room Stairwell, and in corridor leading to Lunch Room)
	2 nd Floor (Between Restrooms and Finance)
Boiler Room	
Bisso Building By Exits	
By Conference Rooms	
Lunch Room	
Maintenance Breakroom	
Shop Area	
Stores Office Doorway	
Both Ends of Main Warehouse Aisle	
Antioch Operations Center Hallway	

	Los Vaqueros.....Pumping Plants Watershed Office Visitor's Center Inlet Structure Outlet Structure Construction Trailer
Radio/Flashlight Batteries	District Center1 st Floor2 nd Floor Bisso BuildingBlue Print Room MaintenanceShop Supply Cabinet StoresWarehouse AntiochOps Center Storage Cabinet BollmanLocker (Lime Room)
IS Tape Backups (Dailies)	StoresFireproof Safe
Bullhorn	BollmanPreparation Laboratory Randall-Bold.....Clerk's Office

Appendix D

Personnel Trained in First Aid/CPR

Appendix E
Employee Emergency Assignments



EMPLOYEE EMERGENCY ASSIGNMENTS

ANNUAL UPDATE REQUIRED

FACILITY	PRIMARY/ALTERNATE
Emergency Preparedness Coordinator	Safety Officer Risk Management Officer
Zone Captains	District CenterSafety Committee Representatives Bisso BuildingSafety Committee Representatives BollmanOn-Duty Operator Randall-Bold.....On-Duty Operator AntiochControl Operator O&M.....Area Supervisor

Appendix F
Local Emergency Resources



LOCAL EMERGENCY RESOURCES

ANNUAL UPDATE REQUIRED

<p>ASSEMBLY AREAS</p>	<p>District CenterParking area to the east and north of building.</p> <p>Stores and O&M Bldg.Parking area between Bisso Lane and O&M Maintenance Bldg.</p> <p>Bisso BuildingVisitors parking area.</p> <p>BollmanFront of Plant - East parking areas.</p> <p>Randall-Bold.....Front of Plant</p> <p>AntiochParking area on Southeast side of Operations Building.</p> <p>Los Vaqueros.....Parking lot in front of Watershed Office.</p>
<p>EMERGENCY BROADCAST STATIONS (EBS)</p>	<p>KKIS 92.1 FM KCBS 740 AM</p> <p>KKIS 990 AM KGO 810 AM</p> <p>KNBR 680 AM</p>
<p>EMERGENCY/DISASTER SERVICES</p>	<p>American Red Cross (800) 520-5433</p> <p>CC County (OES) (925) 228-5000</p> <p>FEMA (415) 923-7100</p> <p>CHEMTREC (800) 424-9300</p>

<p>MASS CARE</p>	<p>Shelters may be established by the American Red Cross/City/County, if necessary. Tune to local EBS for information on shelter openings. Closest facilities designated as shelters are:</p> <p>Antioch Antioch High School 700 W. 18th Street (925) 706-5300</p> <p>Concord Ygnacio Valley High School 755 Oak Grove (925) 685-8414</p> <p>Concord Concord High School 4200 Concord Boulevard (925) 687-2030</p> <p>Clayton Clayton Valley High School 1101 Alberta Way (925) 682-7474</p>
<p>MASS CARE (Cont)</p>	<p>Martinez Alhambra High School</p>

		150 E Street (925) 313-0440
		Martinez Jr. High School 850 Jones Street (925) 313-0414
		Teamsters #315 227 Alhambra Ave (925) 228-2246
		Church of God 4769 Pacheco Boulevard (925) 372-0619
	Oakley	Red Man Pocahontas Hall 1403 Main St. (925) 625-9986
	Pittsburg	Los Medanos College 2700 E. Leland Road (925) 439-2181
		Pittsburg High School 250 School Street (925) 439-8261
		Central Jr. High School 1201 Stoneman Avenue (925) 439-9195
	Pleasant Hill	College Park High School 201 Viking Drive (925) 682-7670
		Diablo Valley College 321 Golf Club Road (925) 685-1230
	Walnut Creek	Los Lomas High School 1460 S. Main Street (925) 935-4110
		Northgate High School 425 Castle Rock Road (925) 938-0900
FIRE	All Areas	911

	Antioch (925) 7571303 Brentwood (925) 634-3400 Concord (925) 930-5531 Clayton (925) 930-5531 Martinez (925) 930-5531 Pleasant Hill (925) 930-5531 Walnut Creek (925) 930-5531 Dept. of Forestry (408) 779-2121
POLICE	All Areas 911 Antioch (925) 778-2441 Brentwood (925) 634-6911 CHP (925) 229-1212 Concord (925) 671-3241 Clayton (925) 672-4455 Martinez (925) 372-3440 Pleasant Hill (925) 671-4600 Walnut Creek (925) 943-5844 Contra Costa Sheriff (925) 228-8282
AMBULANCE	All Areas 911 Antioch (925) 757-1221 AMR West (925) 602-1300 Medic Air (800) 234-3822 Advanced Air Ambul. (800) 633-3590
FIRST AID CLINICS	Brentwood Brentwood Health Center 118 Oak Street (925)634-1102 Concord Health & Fitness Institute 2231 Galaxy Court (925) 685-7744 Antioch Sutter Occupation Health Clinic 3901 Lone Tree Way (925) 779-7200
HOSPITALS	Antioch Sutter Delta Memorial 3901 Lone Tree Way (925) 779-7200 Concord Mt. Diablo Hospital 2540 East Street (925) 682-8200
HOSPITALS (Cont)	Martinez Kaiser Hospital

		200 Muir Road (925)372-1000
	Pittsburg	Los Medanos Hospital 2311 Loveridge (925) 423-2200
	Walnut Creek	Kaiser Hospital 1425 S. Main Street (925) 295-4000
		John Muir Hospital 1601 Ygnacio Valley Road (925) 939-3000

Appendix G

Personnel Trained In The Use Of Fire Extinguishers

Appendix H
Fire Extinguisher Instructions

HOW TO USE A FIRE EXTINGUISHER

Fire extinguishers are labeled according to the class of fire which they will extinguish:

- Type A - ordinary combustibles (paper, cloth, wood)
- Type B - flammable liquids (greases, oils, gasoline)
- Type C - electrical equipment

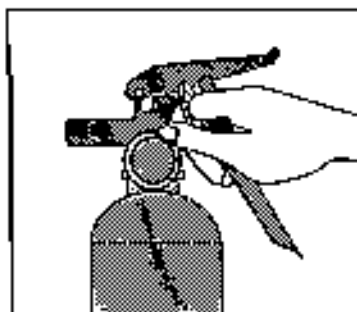
Many businesses maintain type ABC (all purpose) extinguishers which can be used for most types of fires.

ALWAYS CALL THE FIRE DEPARTMENT FIRST
ONLY FIGHT THE FIRE IF IT IS SAFE TO DO SO

To use a fire extinguisher, just remember the word **PASS**:

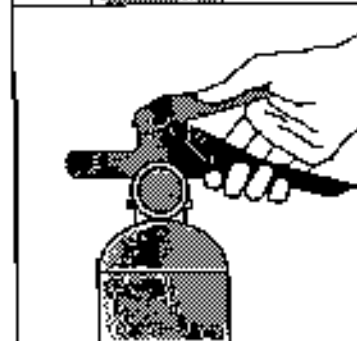
P

PULL the pin
(or plastic loop)



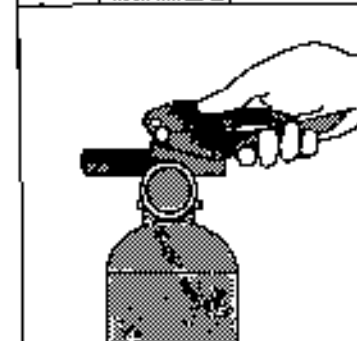
A

AIM the nozzle at
the base of the fire



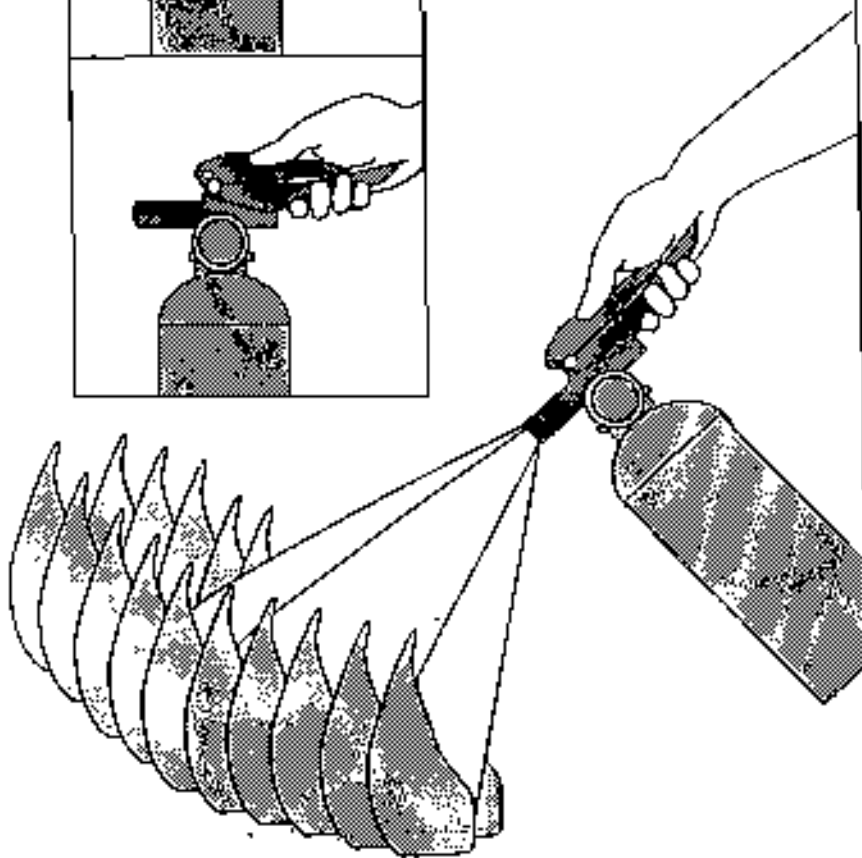
S

SQUEEZE or press
the handle together



S

SWEEP from side to side
at the base of the fire until
it is extinguished



Appendix I

Rescue Carrying Instructions

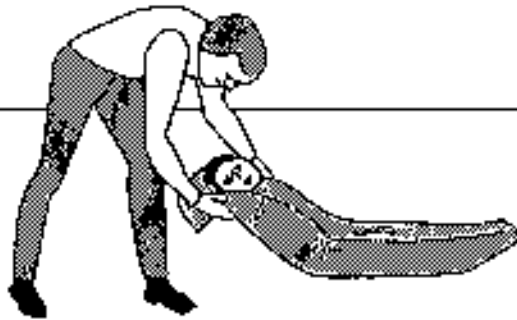
HOW TO CARRY INJURED OR DISABLED PERSONS

The preferred method for carrying injured or disabled persons will vary, according to:

- the condition/walking ability of the person to be carried
- the space in which the person is to be carried
- the number of people available to assist

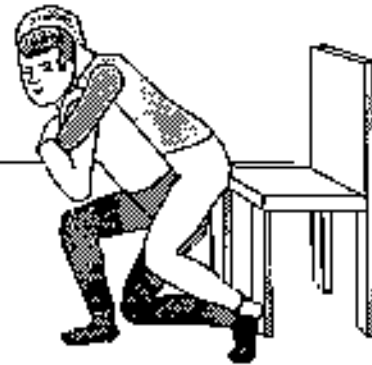
Always follow rules for safe lifting and carrying to prevent back strain.

ONE PERSON CARRIES



Blanket Drag
(conscious or unconscious person)

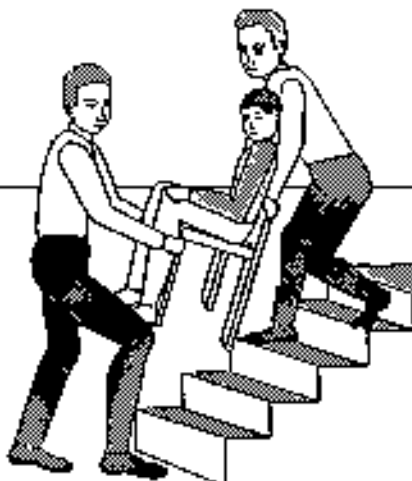
A blanket, rug, coat, etc., is placed under the person's head and torso. The rescuer grasps the end of the cloth at the head and drags the victim to safe area.



Pack Strap Carry
(conscious person)

Rescuer kneels in front of the chair and places the person's arms over his shoulders and across the chest. Rescuer leans forward and rises slowly to a standing position.

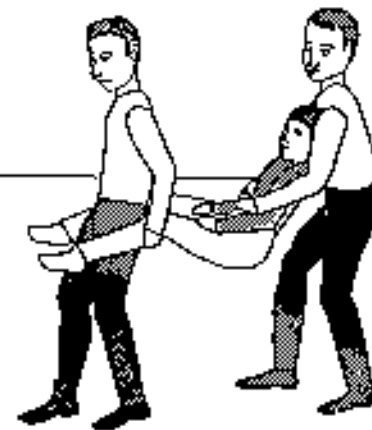
TWO PERSON CARRIES



In-Chair Carry
(conscious person)

One rescuer leans the chair backward while the other rescuer faces the chair and grasps the chair's front legs.

Rescuers lift the chair while keeping backs straight. When going down stairs, the rescuers control descent by bending legs slowly and keeping the back straight.



Extremities Carry
(conscious or unconscious person)

One rescuer stands at the head of the victim and the other at the feet.

Rescuer at the head slips his arms under the victim's arms and grasps the victim's wrists across the chest.

With feet together, the second rescuer places the victim's legs on either side of his own and grasps the victim under or just above the knee.

Appendix J
First Aid Instructions
At A Glance

FIRST AID AT A GLANCE

AILMENT	SIGNS AND SYMPTOMS	FIRST AID
<p align="center">POISON</p>	<p>Symptoms vary greatly.</p> <p>Aids to determine whether poison was swallowed</p> <ol style="list-style-type: none"> Information from victim or observer Presence of poison container Condition of victim (sudden onset of pain or illness) Burns around lips Breath odor Pupils contracted to pinpoint size 	<p>ALL VICTIMS</p> <ul style="list-style-type: none"> Call Emergency Rescue Squad. Call Poison Control Center. Save label or container for ID. Save sample of vomitus material. <p>CONSCIOUS VICTIMS</p> <ul style="list-style-type: none"> Dilute the poison with milk or water. Do not neutralize with counteragents. Do not give oils. <p>UNCONSCIOUS VICTIMS</p> <ul style="list-style-type: none"> Maintain open airway (victim on side). Give mouth-to-mouth resuscitation or CPR if necessary. Do not give fluids. Do not induce vomiting. <p>CONVULSIONS</p> <ul style="list-style-type: none"> Do not restrain victim. Loosen tight clothing. Watch for airway obstruction. Do not give fluids. Do not induce vomiting.
<p align="center">SHOCK</p>	<ol style="list-style-type: none"> Skin pale (or bluish), cold to touch; possibly moist or clammy Weakness Rapid pulse (over 100) Rate of breathing usually increases; may be shallow or deep and irregular. 	<ul style="list-style-type: none"> Keep victim lying down. Cover him only enough to keep him from losing body heat. Obtain medical help as soon as possible.
<p align="center">FRACTURES AND DISLOCATIONS</p>	<ol style="list-style-type: none"> Pain and tenderness May have difficulty moving injured part Obvious deformities - swelling and discoloration 	<ul style="list-style-type: none"> Keep broken bone ends and adjacent joints from moving, and give care for shock. Call for medical help.
<p align="center">BURNS</p>	<p>Skin is:</p> <ol style="list-style-type: none"> Red - 1st Degree Bullae - 2nd Degree Charred - 3rd Degree 	<ul style="list-style-type: none"> Pain of first degree and of small second degree burn can be relieved by excluding air. Three ways to exclude air from 1st or 2nd degree burns only: <ol style="list-style-type: none"> Submerge in cold water (do not use ice) Apply a cold pack. Cover with a thick dressing. DO NOT apply grease or ointment. For a 3rd degree burn, cover with dry clean cloth and call for medical help. If any burn occurs to the victim's face area, watch for possible need for artificial respiration.
<p align="center">HEART ATTACK</p>	<p>Two principal symptoms:</p> <ol style="list-style-type: none"> Acute pain in chest, upper abdomen or down left arm and shoulder Extreme shortness of breath Absence of pulse and breathing in an unconscious person 	<p>Place victim in comfortable position, usually sitting up. If not breathing, give artificial respiration. If no pulse is present, administer CPR.</p> <ul style="list-style-type: none"> Call for medical help and give prescribed medication, if any. DO NOT give liquids to unconscious victims.
<p align="center">LOSS OF CONSCIOUSNESS</p>	<p>Unresponsive</p>	<ul style="list-style-type: none"> Keep victim warm and lying down, head turned to one side. If consciousness is not regained quickly, send for medical help. If breathing stops, give artificial respiration. Never give an unconscious person food or liquids.

INFORMATION PROVIDED BY AMERICAN RED CROSS

Appendix K
Bomb-Threat Checklist

Be calm, notify supervisor by a prearranged signal while the caller is on the line
BOMB-THREAT CHECKLIST

**LISTEN: DO NOT INTERRUPT THE CALLER!
 KEEP CALLER TALKING**

**ASK CALLER'S NAME WHERE IS BOMB?
 WHAT TIME WILL IT GO OFF?**

**ASK WHO THEY REPRESENT WHAT KIND OF BOMB IS IT?
 WHAT DOES IT LOOK LIKE?
 WHY DID YOU PLACE THE BOMB?**

(Write the message in its entirety)

ORIGIN OF CALL
 PHONE LINE
 OUTSIDE PLANT
 IN-PLANT

TIME OF CALL	TIME REMAINING
BUILDING	AREA

DID CALLER APPEAR FAMILIAR WITH PLANT OR BUILDING IN DESCRIPTION OF BOMB LOCATION?
 YES NO

CALLER'S IDENTITY
 MALE FEMALE
 ADULT JUVENILE
 APPROX AGE ___ YRS

VOICE CHARACTERISTICS
 LOUD SOFT
 HIGH PITCH DEEP
 RASPY PLEASANT
 INTOXICATED

SPEECH
 FAST SLOW
 DISTINCT DISTORED
 STUTTER NASAL
 SLURRED PRECISE

ACCENT
 LOCAL FOREIGN
 NOT LOCAL CAUCASIAN
 RACIAL REGIONAL
 SLURRED
 DESCRIBE: _____

LANGUAGE
 EXCELLENT GOOD
 FAIR POOR
 POUL USE OF CERTAIN WORDS

MANNER
 CALM ANGRY
 RATIONAL IRRATIONAL
 COHERENT INCOHERENT
 DELIBERATE EMOTIONAL
 RIGHTEOUS LAUGHING

BACKGROUND NOISE
 OFFICE MACH. BEDLAM
 FACTORY MACH. QUIET
 STREET TRAFFIC VOICES
 AIRPLANES MUSIC
 TRAINS PARTY
 ANIMALS MIXED

CONTINUE ON BACK OF SHEET IF NECESSARY

REMARKS

NAME _____ TIME _____ DATE _____