

# **EMERGENCY ACTION PLAN**

## **EMPLOYEE HANDBOOK**

**April 2010**

**Department of Water Resources  
3500 Industrial Blvd.  
WEST SACRAMENTO, CALIFORNIA 95961**

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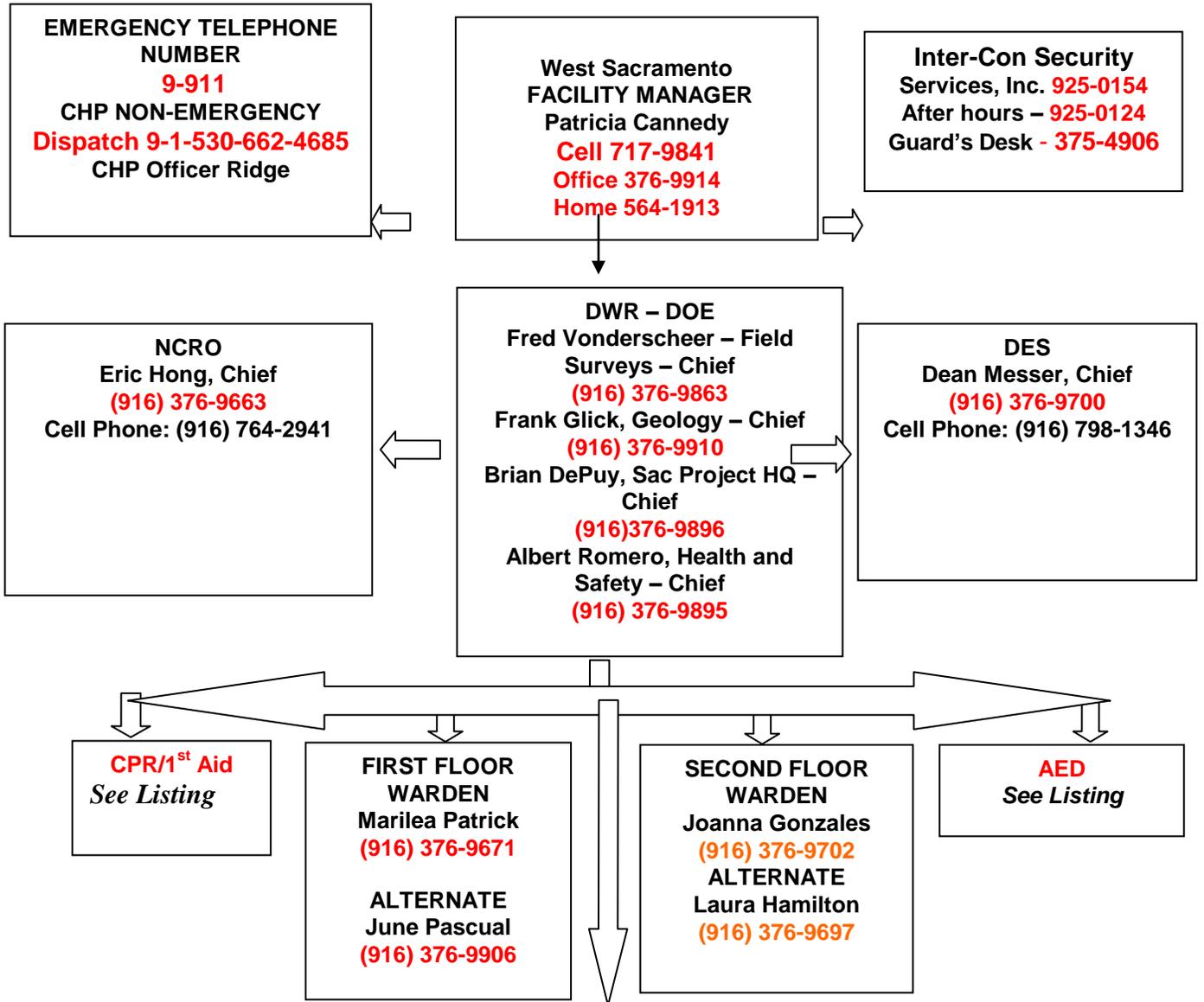
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# EMERGENCY TELEPHONE NUMBERS

**Emergency Fire, Police, Ambulance *Dial 9 THEN 911***  
*The telephones in this building require you to dial a "9" to get an outside line.*

*DWR Project Operations Center is the Emergency Coordinator after normal working hours.*

## Organization Chart of the Emergency Action Plan Committee





## TELEPHONE NUMBERS

**Emergency Fire, Police, Ambulance Dial 9 THEN 911**

Remember the phones in this building you must dial 9 first to get an outside line.

**CHP Non-Emergency 24-7 Dispatch Woodland (530) 662-4685  
WEST SACRAMENTO IS SERVICED BY CHP Officer Ridge.**

**Inter-Con Security Services, Inc. -**

**(Security Guard – Lobby) ..... 375-4906**

**EMERGENCY COORDINATOR - Patricia Cannedy (office) ..... 376-9914**

**Patricia Cannedy – Cell Phone: ..... 717-9841**

**FLOOR WARDEN 1st FLOOR - Marilea Patrick ..... 376-9671**

**Alternate - June Pascual ..... 376-9906**

**FLOOR WARDEN 2nd FLOOR - Joanna Gonzales ..... 376-9702**

**Alternate - Laura Hamilton ..... 376-9697**

### AFTER HOURS, WEEKENDS, AND HOLIDAY EMERGENCY PROCEDURES

**DIAL 9 - 911 and**

- Report the emergency to 9-911
- **Notify PATRICIA CANNEDY AT (916) 717-9841** (a 24-hour, 365 day office)
- Evacuate if potential for danger exists

### TELEPHONE USE DURING EMERGENCY

**Instruct employees not to use telephones during an emergency.** The lines must be kept available for emergency personnel and for communicating with staff.

**WEST SACRAMENTO DWR FACILITY  
3500 INDUSTRIAL BLVD.  
SACRAMENTO, CALIFORNIA 95691**

### WEST SACRAMENTO – 3500 INDUSTRIAL BLVD. - Emergency Action Plan

This is the West Sacramento DWR Facility which houses three Divisions, Division of Engineering, Division of Environmental Services, and Division of Integrated Regional Water Management, North Central Region Office. The leased facility is at 3500 Industrial Blvd., in West Sacramento, California, 95691.

## **West Sacramento Emergency Action Plan - Building Occupant Evacuation Plan**

The West Sacramento DWR Facility is located on Industrial Blvd and Parkway Blvd. Staff occupies the first and second floors of a two story concrete and steel building.

The DWR Emergency Action Plan is to establish a continuing state of emergency preparedness for the protection of building occupants in the event of an emergency. All managers, middle managers, and first line supervisors are responsible for ensuring compliance with the building emergency plan and to ensure that all employees possess a general knowledge of emergency evacuation procedures.

The Emergency Team consists of the Emergency Coordinator, Floor Wardens and alternates, Zone Wardens and others necessary to discuss the building evacuation. The Team meets monthly to discuss current Emergency Preparedness and safety concerns and to review and update the plan. The Committee Chairperson keeps emergency team personnel rosters current. The EAP Committee will review the plan every two years. Training is provided to existing and new emergency team members by the EAP Committee, West Sacramento Fire Department, and all Floor EAP team members. In addition, the California Highway Patrol will assist in the evacuation of the DWR Facility, if available. Copies are available in Room 118.

All emergency operations shall be directed from the Command Center just out the front door in the parking lot. During an emergency, whether a training or real alarm, staff needs to evacuate the building. The Emergency Coordinator will activate the Command Center. All emergency team members are recognized with hard hats and orange vests. Each Division/Office will have a letter assigned to them as follows:

**A-NCRO, B-Surveys, C-Geology, D-SPH, E-Lab, F-DES. The Division/Offices will have a different color of paper sign – so staff may easily locate their group.**

In the event of non operation or destruction to the facility please contact your appropriate agency supervisor to look at the agency plan.

Hearing protection – the use of ear plugs may be used as a protection for staff with sensitivity to the loudness of the fire alarm. They will bring the level down by 20-30 DB's.

### **Union Pacific Railroad Tracks Across at 3501 Industrial Blvd.**

In the event that a fertilizer car should turn over across the street from our facility; do not exit the building. The facility is on a reverse call list. The hazmat team from the West Sacramento Fire Department, West Sacramento Police and/or California Highway Patrol will be dispatched to the location.

## **GENERAL DISCLAIMER**

The information contained in the plan represents the most current practices and procedures recognized by private and public agencies responsible for emergency responses. The use of common sense and good judgment remains the responsibility of persons at the scene. The individual agencies may have additional requirements. This plan is not intended to bypass or replace those requirements.

## **SPECIAL NEEDS FORM**

This form helps the Emergency Coordinator and Disability Monitor to determine what type of special needs to consider on an individual basis. Even if your disability is temporary, this form should be completed by the employee or visitor and handed in to their supervisor who will give it to the Disability Monitor. Then a copy should be emailed to the EAP Coordinator, Patricia Cannedy at [pcannedy@water.ca.gov](mailto:pcannedy@water.ca.gov) at least once a year. This form is kept confidential and only routed to appropriate personnel listed on the form.

# SPECIAL NEEDS SURVEY FORM

Today's Date \_\_\_\_\_ Requested Expiration Date: \_\_\_\_\_

Name: \_\_\_\_\_

Address/Room Number: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Supervisor/Telephone number: \_\_\_\_\_

1. Do you need assistance during an emergency situation or evacuation drill?  
(If yes, please answer remaining questions).

\_\_\_\_\_ Yes                  \_\_\_\_\_ No

2. Exactly what assistance would you need, and what would be the best method of providing it? How many persons needed? What equipment? What training or understanding would be needed?

Equipment:

Person(s) to assist:

Special training or understanding:

3. Do you need assistance in understanding what is happening during an emergency?

If yes, what assistance would be most appropriate?

4. Do you have access to information on emergency procedures?

\_\_\_\_\_ Yes                  \_\_\_\_\_ No

If not, what is the best way for you to receive this information?

\*\*\*\*\*

### ROUTING OF FORM WHEN COMPLETED:

1. SUPERVISOR
2. DISABLED PERSONS MONITOR
3. FLOOR WARDEN
4. EMERGENCY COORDINATOR – with copy at the command center and security guard

## EMERGENCY PROCEDURE

### EVACUATION

#### IF THE BUILDING FIRE ALARM SOUNDS OFF -- BEGIN EVACUATION PROCEDURES

If you observe any emergency that you think may require evacuation of the building, notify the **Emergency Coordinator** or **Alternate Coordinator**, and your **Floor Warden** or **Zone Warden**, or your **Supervisor** immediately. Emergency telephone numbers are on page 2 and on the last 4 pages of the Plan.

1. **In the event a building evacuation is necessary, employees must evacuate via the nearest and safest exit to their location, or as instructed.**
2. Emergency personnel assist indirectly employees and ensure that evacuation instructions are being followed. If evacuation is necessary and you do not see or hear emergency personnel, proceed with evacuation without their assistance.
3. If you are not in your normal work area at the time an evacuation begins, **DO NOT ATTEMPT TO RETURN TO YOUR WORK AREA.** Follow the evacuation route for the local zone you are in. When you arrive at the assembly site, **stay there until further notice** and if you can, check in with your area zone warden to let him/her know you are safely out of the building.

#### **DO NOT USE THE ELEVATORS USE STAIRS**

4. Do not use the elevator if the fire alarm sounds.. If you are already in the elevator, **DO NOT PANIC.** The elevator will automatically stop on the first floor. When you step out of the elevator, you will see a “panic” bar at the bottom of the fire doors, push on it to release the doors and proceed to the evacuation assembly site. **DO NOT GO BACK TO YOUR WORK AREA.**
5. During the evacuation, employees must **remain calm and quiet, and follow all emergency instructions.**
6. Employees will assemble and remain at the **evacuation assembly site at 3600 Industrial Blvd, Next Door to our building** unless otherwise instructed by emergency personnel. The assembly site is in the parking area west of the building on Industrial Blvd to the sidewalk. See Site Evacuation Map – Page 2

7. **Zone wardens** will inspect their area of responsibility and report to the **Floor Warden** when personnel have been evacuated. Restroom monitors will put a yellow post it on the restroom doors and shower doors which will indicate that they are cleared of staff. Floor wardens will gather and account for their emergency team before leaving their floors, then report to the **Command Center**.
8. Evacuation of persons with disabilities will be accomplished using the assigned assistants who have been instructed in the type of aid required. This is why the "Special Needs" form is important to have filled out and turned into the appropriate personnel listed on the routing. If there is a disabled person visiting your area, notify the disabled person monitor on your floor and arrangements will be made for someone to assist them if an evacuation becomes necessary.
9. Employees will be advised when they may return to the building.
- 10. DO NOT LEAVE the emergency evacuation site until instructed to do so. All employees must be assembled and accounted for to insure no one is left in danger in the building. Appropriate Emergency Personnel will make announcements at the assembly site regarding whether or not employees should return to work or go home.**

**USE FOR FIRE ALARM FOR FIRE SITUATIONS ONLY**

## ILLNESS OR INJURY

### **MAJOR INJURY OR ILLNESS: Requires emergency medical response**

1. **Dial 9 9-1-1 immediately.**
2. Contact **Emergency Coordinator** or **Alternate Coordinator.**
3. Summon **assistance and notify first aid personnel.**
4. **DO NOT MOVE THE VICTIM** unless you must do so to remove him/her from immediate danger.
5. Initiate **first aid** as needed.
6. Send a **messenger to the lobby** to meet ambulance and direct them to victim.



**If you discover fire or smoke, GET AWAY FROM THE FIRE AREA!**

**PULL FIRE ALARM**

**DIAL 9 9-1-1**

- 1. State the following:**
  - A. I am reporting a fire (give brief description)
  - B. The address where the fire is occurring is:  
**3500 Industrial Blvd, West Sacramento**  
**Nearest Cross Street is Parkway Blvd,**  
**West Sacramento, CA 95691**
  - C. The fire is on floor\_\_\_\_, room number \_\_\_\_
  - D. My name is \_\_\_\_\_
  - E. My call back number is \_\_\_\_\_

**DO NOT HANG UP FIRST --  
VERIFY THE INFORMATION WAS RECEIVED**

**CONTAIN SMOKE**

- 2. CLOSE DOORS to contain smoke** and alert others.  
(Smoke contains toxic fumes and can be deadly.  
Containment is vital to prevent panic, injuries and fire.)

**EXTINGUISH  
SMALL FIRES**

- 3. Employees should only attempt to extinguish small fires** that they believe can be safely contained using an extinguisher - always have another person standing by with another extinguisher.

**CONTACT  
COORDINATORS**

- 4. Contact Emergency Coordinator or Alternate Coordinator.**

**DISPATCH  
MESSENGERS**

- 5. Dispatch messengers to meet and direct the Fire Department to the fire location.**

**ALERT EMERGENCY  
TEAM**

- 6. Alert emergency team to prepare for possible evacuation and to notify nearby office areas.**

**BOMB THREATS**

**DO NOT USE RADIOS OR CELLULAR TELEPHONES DURING A BOMB THREAT INCIDENT**

**DIAL 9 9-1-1 Notify the local police department  
State Employees call the CHP, CHP NON-EMERGENCY  
Dispatch 9-1-530-662-4685**

**IF RECEIVED BY TELEPHONE**

Employees receiving bomb threats should ask:

1. **When** is bomb going to explode?
2. **Why** did you place it?
3. **Where** is the bomb right now?
4. **What kind** of bomb is it?
5. **What** does it look like?
6. **What is your name** and the **call-back number**?

**KEEP THE CALLER ON THE TELEPHONE AS LONG AS POSSIBLE**

**RECORD**

If you have the equipment, record the call. If you can't record, take notes, as detailed as you can, including the following information:

1. **Time and Date** of the call
2. **Exact words** of the caller or as close as possible
3. **Sex and approximate age** of caller
4. **Accent and speech pattern/tone of voice**
5. **Background noise**
6. **Time call concluded**

**BOMB THREATS RECEIVED BY MAIL**

If you receive a written threat by mail:

1. Safeguard the object (letter, envelope, package) as evidence, and **DO NOT HANDLE IT FURTHER.**
2. Notify Police.
3. Notify Emergency Coordinator or Alternate Coordinator.

**SUSPECTED BOMB RECEIVED BY MAIL**

If you are uncertain about an object (letter, package, envelope), treat it as a suspected bomb. Some characteristics to look for are:

1. Parcel marked "**Personal**" or "**Confidential**".
2. **Poorly typed** or **handwritten** address.
3. **Incorrect title** of person addressed.
4. **No return address.**
5. Excessive or uneven **weight.**

**HANDLING A  
SUSPECTED  
BOMB**

1. **DO NOT TOUCH, MOVE, OR DISTURB** the letter, package, or envelope.
2. **Notify Police** and give an exact location and a brief description of the object.
3. Shut off **gas or fuel** lines and remove flammables.
4. **Police will evaluate the situation and determine action.**

**PLEASE SEE NEXT PAGE FOR “BOMB THREAT” FORM**

**BOMB THREAT CALL CHECK LIST**

Please keep this form handy

DATE: \_\_\_\_\_ TIME OF CALL: \_\_\_\_\_

CALL RECEIVED BY: \_\_\_\_\_

RECORD THE EXACT LANGUAGE OF THE THREAT:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

If needed continue on back side

**KEEP CALLER ON THE TELEPHONE AND ASK:**

WHEN IS IT SET TO EXPLODE? \_\_\_\_\_

WHERE IS IT? \_\_\_\_\_

WHAT KIND OF BOMB IS IT? \_\_\_\_\_

WHY ARE YOU DOING THIS? \_\_\_\_\_

WHO ARE YOU? \_\_\_\_\_

**VOICE ON THE TELEPHONE:**

Man \_\_\_\_\_ Woman \_\_\_\_\_ Child \_\_\_\_\_ Age Group \_\_\_\_\_

Intoxicated \_\_\_\_\_ Speech Impediment \_\_\_\_\_ Accent \_\_\_\_\_ Other \_\_\_\_\_

**BACKGROUND NOISE:**

Music \_\_\_\_\_ Children \_\_\_\_\_ Aircraft \_\_\_\_\_ Traffic \_\_\_\_\_

Talk \_\_\_\_\_ Machines \_\_\_\_\_ Other \_\_\_\_\_

## **BOMB SEARCH AND LOCATION**

### **DO NOT USE RADIOS OR CELLULAR TELEPHONES DURING A BOMB THREAT INCIDENT**

An immediate search may be the safest and most effective method for handling a bomb threat. Employees who know the work area are the people most likely to identify foreign or suspicious objects.

The **EMERGENCY COORDINATOR OR FLOOR WARDENS** upon determination of a threat or perceived threat will evaluate the situation and may assign the following search duties:

**EMPLOYEES** Search their immediate work areas or as directed by the Floor Warden or other emergency personnel.

**REMEMBER, YOU ARE ONLY LOOKING FOR SOMETHING THAT SHOULD NOT BE THERE!**

**TEAM SEARCH** Search public areas including lobbies, elevators, storage rooms, and restrooms. While the employee search is progressing, an employee team will also be assigned to search evacuation routes to ensure safe exit from the building.

**BUILDING MAINTENANCE PERSONNEL** Search areas assigned to the building owner: Maintenance centers, equipment housing, storage areas, rooftop structures, and outside areas.

**POLICE** Will assist in the search, as requested by agency officials.

#### **WHAT TO LOOK FOR:**

- REMEMBER**
1. Most bombs **DO NOT** look like bombs. Explosives may be packaged in a variety of innocent looking containers.
  2. Look for the **unusual** or something that appears to be **out of place**.
  3. Gain the assistance of **employees familiar with the area** to help search.
  4. Anything that **does not belong** or whose nature and presence cannot be adequately explained is a **suspicious object**.

#### **IF YOU LOCATE A SUSPICIOUS OBJECT:**

- ASSUME IT IS DANGEROUS**
1. **DO NOT TOUCH, MOVE OR DISTURB THE OBJECT**
  2. Attempt to locate a **possible owner** in the immediate vicinity
  3. **Notify other employees and evacuate the immediate area**
  4. **Notify the Police** and give exact location and brief description of the object.
  5. **Shut off gas or fuel lines** and remove flammables.
  6. **Police will evaluate the situation and determine appropriate action.**

**REPORTING** After each area has been searched; the Emergency Coordinator will gather emergency personnel for debriefing and report their results to management.

## EXPLOSIONS

TAKE THE FOLLOWING ACTION IF AN EXPLOSION OCCURS IN YOUR BUILDING:

### POSSIBLE CAUSES

Leaking gas, faulty boilers, or explosives

### ACTIONS

1. **If warned, evacuate immediately.**
2. **If not warned, TAKE COVER** under desks, table, or other furniture or structures which will protect against falling glass or debris or injury from secondary effect.
3. **DIAL 9 9-1-1** for fire, medical, and police protection.
4. Notify **Emergency Coordinator** or **Alternate Coordinator**.
5. After the immediate effects of the explosion have subsided, the Emergency Coordinator or the Police will decide if evacuation is necessary.
6. If **evacuation** is ordered, exit as instructed by emergency personnel, following the evacuation procedures.
7. If assistance is needed in **evacuating disabled personnel**, contact the Emergency Coordinator or Command Center.
8. Proceed to the **evacuation site**, and await instructions from **emergency personnel**.

## WEAPONS

### IF A PERSON APPEARS WITH A WEAPON:

**COVER  
OR  
ESCAPE**

1. **Seek COVER or ESCAPE from the area.**

**DIAL 9 9-1-1**

2. **Dial 9 9-1-1 from a PROTECTED AREA and state the following:**

A. There is a person with a weapon

B. The address is: **3500 Industrial Blvd.,  
West Sacramento, CA 95691  
Nearest cross street is Parkway Blvd.,  
West Sacramento, CA 95691**

C. Give description of person and weapon

D. My name is: \_\_\_\_\_

E. My call-back number is: \_\_\_\_\_

**TAKE THE  
FOLLOWING  
ACTIONS**

3. **Warn others** in the immediate area

4. **SECURE/LOCK doors** and alert others to do the same.  
**STAY in PROTECTED areas.**

5. Notify Emergency Coordinator or Alternate Coordinator.

6. Contact Police again and advise of any new information.

## ASSAULT

### IF AN ASSAULT OCCURS:

DIAL 9 9-1-1

1. DIAL 9- 911 from a **PROTECTED AREA**, and state the following:
  - A. There has been an assault. (If needed request ambulance and/or police).
  - B. The address is: **3500 Industrial Blvd, West Sacramento, CA 95691, the cross street is Parkway Blvd., West Sacramento, CA 95691**  
**Give Room number**
  - C. Give description of person(s) and type of weapon (if any)
  - D. Give suspect's present location and status
  - E. My name is \_\_\_\_\_
  - F. My call-back number is \_\_\_\_\_

**If subject remains in office, STAY IN PROTECTED AREA and STAY ON THE TELEPHONE until person(s) leave.**

### TAKE THE FOLLOWING ACTIONS

2. For **injuries**, summon assistance and notify first aid personnel.
3. Notify the **Emergency Coordinator** or Alternate Coordinator.
4. SEND someone to **meet the Police** or local law enforcement in the lobby or at the entrance to your work site.
5. Contact the **police** or local law enforcement again and advise of any changes.
6. Contact the **Command Center** and provide **updated information for rumor control** purposes.

# HOSTAGE

## IF A HOSTAGE INCIDENT DEVELOPS:

- |   |  |
|---|--|
| <b>REMAIN CALM</b>                        | 1. <b>DO NOT PANIC - REMAIN CALM<br/>COOPERATE AS NECESSARY</b>  |
| <b>ESCAPE</b>                             | 2. <b>EVACUATE - if safe to do so</b> , all employees should move quietly and as quickly as possible.  |
| <b>DIAL 9 - 911</b>                       | 3. Move away from the area and <b>DIAL 9 9-1-1</b> , report the following: <ul style="list-style-type: none"><li>A. There is a hostage incident;</li><li>B. The address is: <b>3500 Industrial Blvd,<br/>West Sacramento, CA 95691<br/>Nearest cross street is Parkway Blvd.,<br/>West Sacramento, CA 95691<br/>Give room number</b></li><li>C. Give number of suspects and description</li><li>D. Give description of weapons (if any)</li><li>E. Give number of employees held</li><li>F. My name is _____</li><li>G. My call back number is _____</li></ul> |
| <b>TAKE THE<br/>FOLLOWING<br/>ACTIONS</b> | 4. Notify the <b>Emergency Coordinator</b> or <b>Alternate Coordinator</b>   |
|   | 5. People involved or those closest to the incident should proceed to the <b>Command Center</b> and <b>provide information</b> to aid the police.  |
|   | 6. <b>Notify Command Center</b> of any evacuations or changes  |
|   | 7. The <b>Command Center</b> will <b>coordinate Building evacuation</b> , under direction of the police or local authorities.  |

## DEMONSTRATIONS

### DURING A DEMONSTRATION OR CIVIL DISTURBANCE:

#### TAKE THE FOLLOWING ACTIONS

1. Stay in the building, well away from demonstrators
2. Continue business as usual and do not become part of the problem
3. Obtain as much useful information about the demonstration as possible through observation, and convey that information to the command center
4. If peacekeeping authorities are not present, call the police or local law enforcement agencies

#### NOTIFY THE EMERGENCY COORDINATOR

5. Notify the Emergency Coordinator or Alternate Coordinator who will:
  - A. Post monitors at exits nearest to the demonstrators to redirect building occupants away from the demonstration
  - B. Take steps to prevent access of unauthorized persons into restricted areas

#### REMEMBER

**MOST DEMONSTRATIONS ARE PEACEFUL, BUT BE ON THE ALERT FOR ANY QUICK MOOD CHANGES**

# EARTHQUAKE

## IF YOU ARE INDOOR:

### DUCK, COVER AND HOLD

1. If inside, **DO NOT** leave: **IMMEDIATELY TAKE COVER** under tables, desks, doorways or similar protected places.

### TAKE THE FOLLOWING ACTIONS

2. **Remain calm** and **alert others** around you.

3. **Stay away from overhead fixtures**, windows, skylights, filing cabinets and bookcases.

4. In an **ELEVATOR**, take cover against the interior wall until the elevator stops, then **GET OUT** on the nearest floor.

5. In a **HALLWAY** or **CORRIDOR** brace yourself against the wall and duck down covering your head and eyes with your arms.

6. Wait for emergency instructions.

## IF YOU ARE OUTSIDE:

### TAKE THE FOLLOWING ACTIONS

7. Move into **doorway** or **building lobby** if close by. If you are in an open space area -- **stay there**.

8. When driving, **DO NOT STOP ON OR UNDER A BRIDGE OR OVERPASS. PULL TO THE SIDE OF THE ROAD IN A SAFE, OPEN AREA**, stay in the vehicle, and listen to radio broadcasts.

## AFTER THE SHAKING STOPS:

### TAKE THE FOLLOWING ACTIONS

1. **Check persons around you** for injuries and provide assistance or send for Emergency Medical assistance.

2. **EXPECT AFTER SHOCKS**, beware of falling debris or electrical wires.

3. **DO NOT** use telephone unless for emergency assistance.

4. Follow all emergency instructions and evacuate according to procedures if instructed. Gather at evacuation site for further instructions.

## FLOOD

Inundation studies indicate a catastrophic failure of Folsom Dam or the American or Sacramento River levees are not likely to cause sudden severe flooding at the Facility. In the event of a slow rising flood situation, all emergency response efforts would be coordinated with DWR Flood Operations Center.

### DAMAGE PREVENTION

#### IMMEDIATE ACTIONS

The Emergency Coordinator and other emergency personnel must be prepared to take immediate action to prevent or reduce damage:

1. **Shut down** all **power** and **utilities** as soon as possible.
2. **Remove records and supplies** from danger areas.
3. **Cooperate** with Police or local law enforcement, co-workers, and emergency authorities.

## HAZARDOUS MATERIALS

All significant releases or potential release of hazardous material, including oil, require notification to government agencies.

### **What is a Hazardous Material**

Any material that, because of its quantity, concentration, or physical or chemical characteristics, poses a significant present or potential hazard to human health and safety or to the environment if released into the workplace or the environment.

### **What is a Release**

Any spilling, leaking, pumping, pouring, emitting, emptying, discharging, injecting, escaping, leaching, dumping, or disposing into the environment, unless permitted or authorized by a regulatory agency.

## **YOU ARE CERTAIN IT IS HAZARDOUS**

### **Emergency Notification**

**First call 9-911 --  
Call Emergency Coordinator  
Call CALIFORNIA EMERGENCY MANAGEMENT AGENCY  
Warning Center at 1 800-852-7550**

### **Others to Notify**

Emergency Coordinator will immediately notify persons in charge, owners, operators, and employees, of all significant spills or releases.

### **Information to Report**

1. Identify the caller
2. Location, date and time of spill or release
3. Substance and quantity involved
4. Chemical name (if known, it should be reported if the chemical is extremely hazardous)
5. Description of what happened

If an evacuation is ordered, exit as instructed by emergency personnel, following evacuation procedures.

## EMERGENCY PROCEDURE

### MAIL HANDLING

#### IF A WRITTEN THREAT IS RECEIVED OR MAIL HAS SUSPICIOUS CONTENTS (IE, POWDER SUBSTANCE) -- BEGIN EMERGENCY ACTION PROCEDURES

If a letter is received that contains powder or a written threat:

- TAKE THE FOLLOWING ACTIONS**
1. **DO NOT** shake or empty the envelope.
  2. Isolate the specific area of the workplace so that no one disturbs the item.
  3. Evacuation of the entire workplace is **NOT** necessary at this point.
  4. Have someone call **911** and tell them what you received, and what you have done with it. (Law Enforcement should also place a call to the local office of the FBI and tell them the same information.) Indicate whether the envelope contains any visible powder or if powder was released.
  5. Also notify the Emergency Coordinator or Alternate Coordinator and the guard.
  6. Wash your hands with warm water and soap for one minute.
  7. Do not allow anyone to leave the office that might have touched the envelope.
  8. When emergency responders arrive, they will provide further instructions on what to do.

#### Important:

- Do not panic.
- Do not walk around with the letter or shake it.
- Do not merely discard the letter.

## **FIRST FLOOR WARDENS AND MONITORS**

1<sup>st</sup> Floor Warden – Marilea Patrick

1<sup>st</sup> Floor Alternate – June Pascual

### **NCRO**

Disabled Persons Monitor – Shaun Philippart

Disabled Persons Alternate – Mark Souverville

Zone 1 NCRO – Monitors – Doris Hegner

Zone 1 NCRO – Labs/Offices – Erik Murphy

Zone 1 – Women’s Restroom/Showers – Monitor – Ruth Galli

Zone 1 – Men’s Restroom/Showers – Keith Morgan

Zone 1 – Men’s Restroom/Showers – Alternate – Ryan Pabst

Zone 2 Warehouse – Monitor – Alan Aguilar

Zone 2 Warehouse – Alternate – Bill Brewster

### **DOE**

Disabled Persons Monitor – John Berringer

Disabled Persons Alternate – Artemino Tapia

Zone 3 Surveys – Monitor – Fred Vonderscheer

Zone 3 Surveys – Alternate – Jose Moldogo

Zone 4 Geology – Monitor – Frank Glick

Zone 4 Geology – Alternate – Peter Czerkies

Zone 5 SPH – Monitor – Gil Wong

Zone 5 SPH – Alternate – June Pascual

### **DES**

Disabled Persons Monitor – Michael Dempsey

Disabled Persons Alternate – Randy Smith

Zone 6 DES Labs – Monitor – Mike Dempsey

Zone 6 DES Labs – Alternate – Randy Smith

Zone 7 Break Room and Conference Rooms – Monitor – Julie Lee

Zone 7 Break Room and Conference Rooms – Alternate – Julie Lee

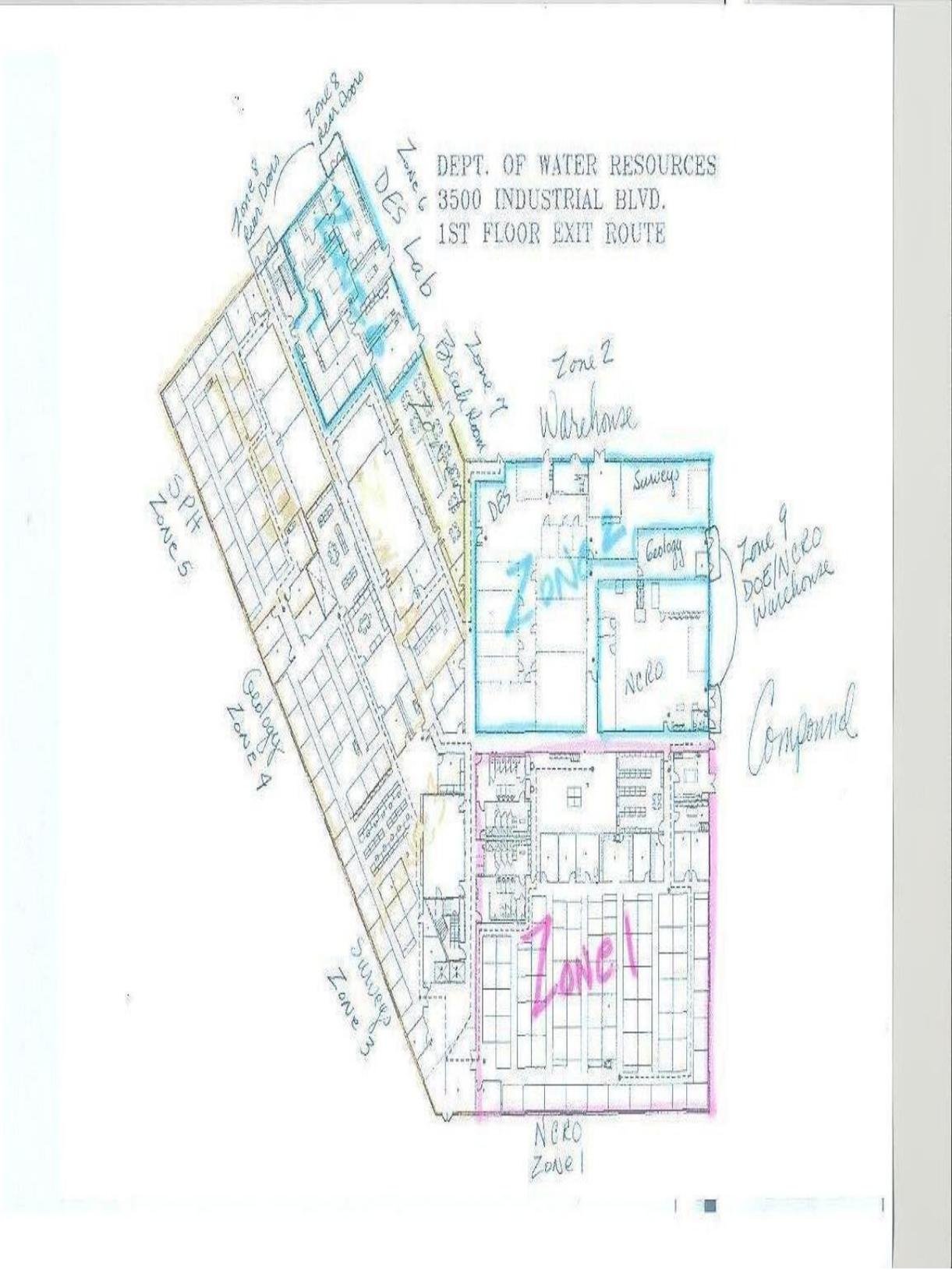
Zone 8 Rear Door – Monitor – Brian DePuy

Zone 8 Rear Door – Alternate – Danny Garcia

Zone 9 Warehouse DOE/NCRO Exit – Monitor – John Berringer

Zone 9 Warehouse DOE/NCRO Exit – Alternate – John Berringer

FIRST FLOOR MAP



## SECOND FLOOR WARDENS AND MONITORS

2<sup>ND</sup> Floor Warden -- Joanna Gonzales

2<sup>ND</sup> Floor Alternate -- Laura Hamilton

Disabled Persons Monitor – Bill Burkhard

Disabled Persons Monitor (Alternate) – Nathan Bonilla

Zone 1 -- Monitor – Monica Cross

Zone 1 -- Alternate --- Bill Harrell

Zone 1 -- Search Monitor – James Newcomb

Zone 1 -- Search Monitor – Gardner Jones

Zone 1 – Messenger – Marcus Yee

Zone 2 – Monitor – Brad Tom

Zone 2 -- Alternate –Rich Breuer

Zone 2 -- Search Monitor – Andy Lopez

Zone 2 -- Search Monitor –Daniel Riordan

Zone 2 – Messenger – Karen Gehrts

Zone 3 – Monitor – Ted Swift

Zone 3 -- Alternate – Mike Gardner

Zone 3 -- Search Monitor – Don Guy

Zone 3 -- Search Monitor –Jennifer Russo

Zone 3 – Messenger –Sonia Miller

Zone 4 -- Monitor – Manny Bahia

Zone 4 -- Alternate – Steve Brumbaugh

Zone 4 -- Messenger – Michael Toussand

Zone 4 -- Messenger -- Michael Toussand

Zone 4 -- Search Monitor -- Kurtis Banchemo

Zone 4 -- Search Monitor – James Lee

Restrooms Monitor– Cammy Curtis

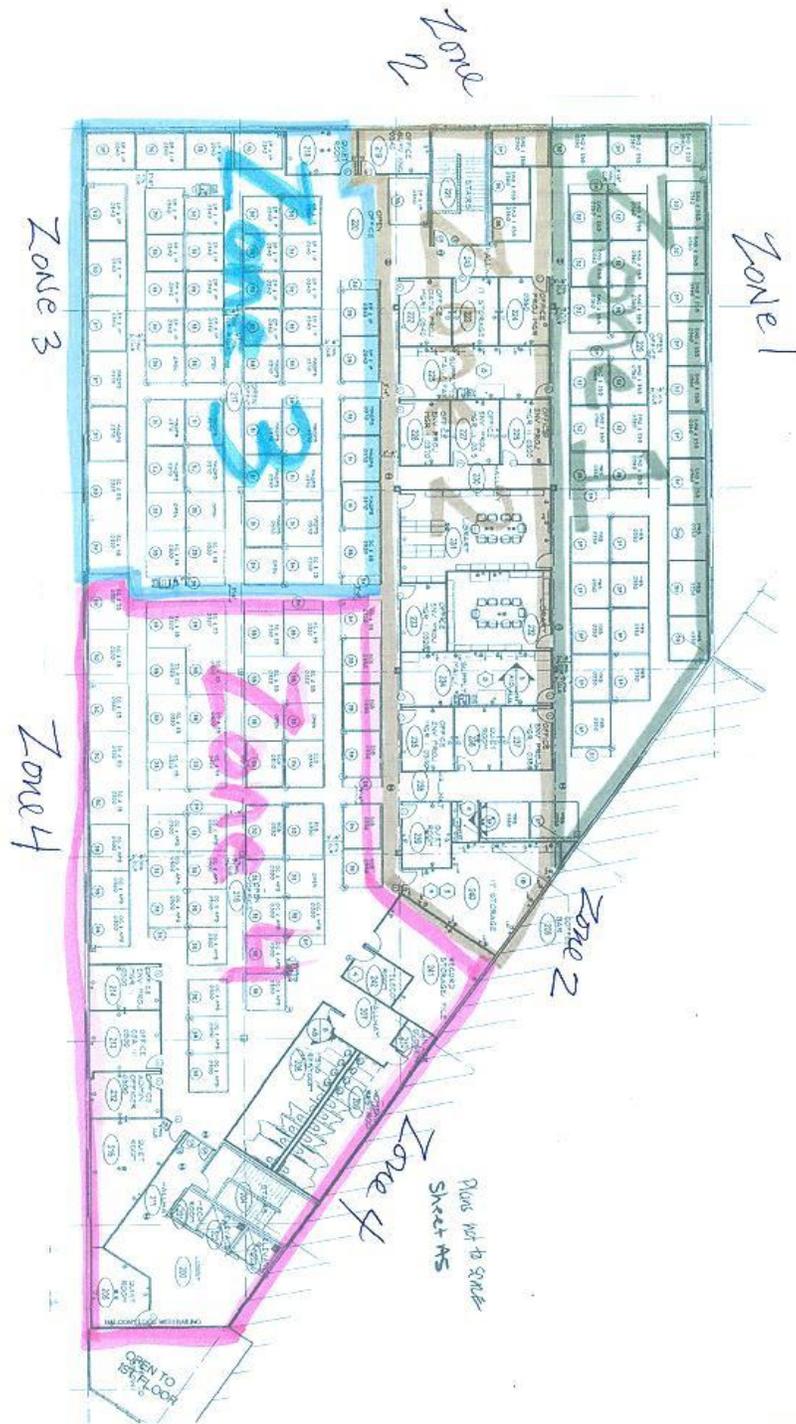
### **Zone Location:**

- 1 – Mitigation and Restoration and Environmental Water Quality and Estuarine Studies Branches
- 2 – Private Offices, library, supply rooms, and IT work offices – James Lee/Cammy Curtis
- 3 – Environmental Planning and Information, Municipal Water Quality, and Environmental Compliance and Evaluation Branches
- 4 - Environmental Compliance and Evaluation, Ecological Studies, and Administration and Program Control Branches
- 5 – Warehouse and Lab areas -- Mike Dempsey, Warden.

### **Role Assignments:**

Emergency Coordinator – Pat Cannedy  
Floor Warden – Joanna Gonzales                      Back-up: Laura Hamilton  
Zone Warden  
Stairway Monitors (need 4)  
Elevator Monitors  
Special Needs Monitors  
Search Monitors (need 2 for each zone) – Kurtis Banchemo  
Messengers (need 2 from each zone)  
First Aid Responders (Already identified – will use list posted with AED's)  
Restroom Monitors (applies to 2<sup>nd</sup> floor restrooms)

SECOND FLOOR MAP



DEPT. OF WATER RESOURCES  
3500 INDUSTRIAL BLVD.  
2<sup>ND</sup> FLOOR EXIT ROUTE

