



LEADERS IN
ENVIRONMENTAL
PROTECTION

District's Headquarters Emergency Action Plan

Date: February 8, 2017

District’s Headquarters Emergency Action Plan

CONTENTS:	
1.0 Purpose	page 1
2.0 Scope	2
3.0 Applicability	2
4.0 Definitions	2
5.0 Emergency Alarm & Warning Systems	4
6.0 Other Notifications	5
7.0 Evacuation Procedures	5
8.0 Shelter-In-Place Procedures (SIP)	6
9.0 Emergency Management System	7
10.0 Training	7
11.0 Responsibilities	7
 Attachments:	
A First Response Action Steps (F.A.S.T.) Poster	10
B Roll Call/Headcount Lists by Department	
• B-1 Evacuation Headcount Forms	12
• B-2 SIP Room Roll Call/Headcount List	13
C Cue Cards	
• C-1: Emergency Coordinator Evacuation Assembly Area Duties	14
• C-2: SIP Room Chief – Assembly Area Duties	21
D Kit Inventory Lists	
• D-1: Evacuation Kit - Inventory	22
• D-2: Shelter-in-Place Kit – Inventory	23
E Evacuation/SIP Locations: Site Map	24
F Shelter-in-Place Safe Room Response & Sealing Procedures	29
G Chemical Locations	
• G-1: Chemical Locations Aerial View	31
• G-2: Chemical Locations Images	32

I certify the District’s Headquarters Site Emergency Action Plan (EAP) for the Leucadia Wastewater District (District) has been reviewed and revised as necessary.

General Manager

Date Certified

1.0 PURPOSE

This procedure is designed to identify the safe actions District employees and visitors must take in the event of an emergency condition or event that may occur in or around an occupied facility within the District’s headquarters site, and to be in compliance with California Code of Regulations, General Industry Safety Orders, Title 8, Sections 3220 & 3221.

District's Headquarters Emergency Action Plan

2.0 SCOPE

The District's Headquarters Site Emergency Action Plan (EAP) addresses the following:

- Recognizing and reporting emergencies
- Emergency alarm warning systems used to notify employees and others of the emergency
- Evacuation and Shelter-in-Place (SIP) procedures
- Accounting for employees and visitors following an emergency event
- Rescue and medical duties
- Coordination with the Local Emergency Operations Centers

3.0 APPLICABILITY

This EAP applies to all District employees & visitors. This EAP covers emergencies including, but not limited to: fires, explosions, medical emergencies, natural disasters, plane crashes, hazardous material releases, or acts of violence.

4.0 DEFINITIONS

Alarm Warning Systems: A distinct and unique audible, visual, and/or tactile methods of informing all affected personnel in applicable facility locations that an emergency is occurring and for affected individuals to take appropriate actions.

“All-Clear” Signal: An audible, visual and/or tactile method uniquely different from the Alarm Warning System, which informs all affected personnel that the emergency condition has been abated, eliminated, or secured and it is safe to return to their stations and resume normal work activities.

Assembly Area: Pre-designated area(s) where employees meet following an emergency that requires evacuation.

- Primary Evacuation Assembly Area: In front of the District's sign outside the pedestrian gate.
- Alternate Evacuation Assembly Area (in the event this area is unsafe): To be determined by the Emergency Coordinator given the conditions and circumstances present at the time of the emergency.

Central Shelter-in-Place Location: The Shelter-in-Place (SIP) location that will collect headcount information from other Shelter-in-Place locations. At the District this is the lunchroom (ext. 3013).

Emergency: An unforeseen combination of circumstances, conditions or events that requires immediate corrective action to protect human health, safety, the environment or property.

Emergency Coordinator (EC): The person who temporarily takes control of the emergency until off-site emergency responders arrive. The Emergency Coordinator will normally be the Administrative Services Supervisor. If the Administrative Services Supervisor is not available to assume this role, one of the following designees will act as the EC in the following order:

District's Headquarters Emergency Action Plan

- Administrative Services Manager
- Technical Services Manager
- Field Services Superintendent
- Field Services Supervisor

Emergency Operations Center (EOC): A central command and control facility responsible for carrying out the principles of emergency preparedness, emergency management, and/or disaster management functions at a strategic level during an emergency.

Evacuation: Taking protective actions by removing employees and other persons from an area of potential danger.

FAST Poster: The First Response Action Steps (FAST) poster outlines the steps that a First Responder would take in the event of an emergency. The FAST poster includes the Emergency Notification Matrix, which indicates the agencies and individuals that should be contacted in the event of an incident/emergency.

First Responder: The individuals who are likely to witness or discover a general emergency or hazardous substance release and who have been trained to initiate an emergency response sequence by notifying the proper authorities.

HVAC: Heating, Ventilation and Air Conditioning systems consisting of re-circulated and/or fresh make-up air of varying temperature obtained from external sources.

Notifications: Written or verbal information provided to affected parties or agencies that describes events, warnings or situational facts surrounding an emergency.

Shelter-in-Place (SIP): Taking protective actions by remaining inside a designated area and initiating safe room procedures until the emergency is over and the All-Clear signal is given, or until a safe evacuation is possible. The designated SIP location(s) are:

- Primary Assembly Area: Lunchroom
- Alternate Assembly Area: Boardroom (1st floor)

SIP Room Chief: A first supervisor, or most senior employee, who when upon arriving at the Shelter-in-Place location, opens the SIP Kit, dons the SIP Room Chief Cue card and performs the duties listed. Their primary function is to ensure employees are accounted for (headcount) and that SIP room procedures are implemented, if necessary.

District's Headquarters Emergency Action Plan

5.0 EMERGENCY ALARM & WARNING SYSTEMS

5.1 General Emergencies:

- a. As soon as any employee recognizes an emergency, he/she becomes the First Responder and will initiate a series of alarms and notifications as outlined in the First Response Action Steps (FAST) Poster (Attach A).
- b. General emergencies will be announced using one of the following means:
 - Verbal
 - Cell Phone
 - Landline Telephone
 - Public Address (PA) System
 - Air Horn

5.2 Fire Emergencies:

- a. Smoke activated fire alarms are located in the District offices. These may also be activated manually using the fire alarm pull box near the front main door.
- b. Anytime a fire alarms sounds, employees are to immediately evacuate their work area and proceed to a safe evacuation in front of LWD's sign, outside the pedestrian gate unless this area is compromised by smoke and/or fire. In instances where the primary location is unsafe, then the emergency coordinator will designate a safe alternate location.

5.3 Chemical Emergencies: the District's headquarter site stores the four non-toxic liquid chemicals below:

- a. *Poly-alum (clarifloc):*
The District uses this chemical at the Gafner plant/AWT as a coagulant in the wastewater treatment process. The chemical is stored in a tank near building 300. If there is leak or a spill, the chemical will drain into the AWT drainage system. There is a barrier surrounding the tank that will prevent the chemical from spilling outside of its containment.
- b. *Diesel fuel:*
The District uses diesel fuel for the backup generator located behind the Leucadia Pump Station. If there is leak or spill the fuel will drain into the Leucadia Pump Station's overflow wet well and into the valve vault. Both places are isolated from the storm drain system and from the public.
- c. *Bioxide:*
The District uses this chemical to control odors by injecting the chemical into the sewer system and its stored in a tank near the Leucadia Pump Station. If there is a leak or a spill, the chemical will drain into the overflow basin.
- d. *Sodium hypochlorite/bleach:*
The District uses this chemical, commonly known as bleach, at the Gafner Plant/AWT as part of the wastewater treatment process (disinfectant). If there is a leak or spill, the chemical will drain into the AWT drainage system. There is a barrier surrounding the tank that will prevent the chemical from spilling out of its containment.

See Attachments G-1 and G-2 for aerial photos of the District's site and where the chemicals are located.

District's Headquarters Emergency Action Plan

6.0 OTHER NOTIFICATIONS

6.1 Outside Agencies

Following a general emergency such as fire, explosion, bomb threat, earthquake, etc., the Emergency Coordinator (EC) will determine whether other outside agencies such as (but not limited to) City agencies, County agencies, and/or State agencies should be notified in accordance with the Emergency Notification Matrix (See *F.A.S.T. Poster*). The EC will record this notification and will note the contact's name, agency name, job title and time that the notification was made, along with any specific information provided and/or requested.

6.2 Contractors & Visitors

All District vendors and visitors who are on-site during an emergency will be notified of the emergency and given emergency instructions by the District employee or department that they are visiting.

6.3 Regulatory Notifications

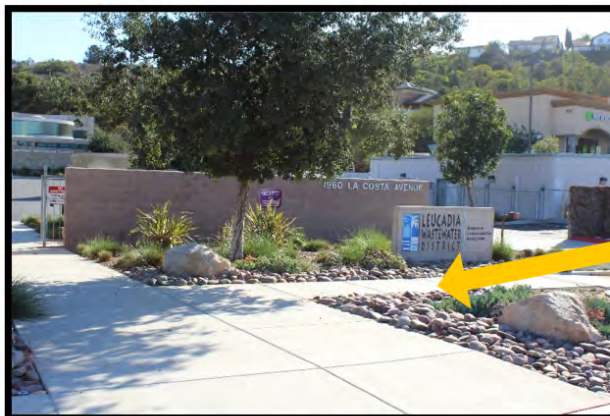
The District will be responsible for making all notifications resulting from their business activities and/or relevant to District responsibilities in accordance with the District's Emergency Notification Matrix (see *F.A.S.T. Poster*). These notifications will be made by the Administrative Services Supervisor.

7.0 EVACUATION PROCEDURES

Typically, evacuation will only require employees to exit buildings and/or the affected work areas to a safe location. The following guidelines will be followed during an evacuation.

- a. Once an evacuation alarm is sounded (or notification is announced), employees are to immediately proceed to the primary Assembly Area (AA). If the primary AA is unsafe (e.g. from smoke, broken glass, or other hazards), they should proceed to the alternate AA. Evacuation assembly areas are posted throughout the offices and on the District *F.A.S.T. Poster* (Attachment A).

- Primary AA: In front of the District's sign, outside the pedestrian gate
- Alternative AA: To be determined by the Emergency Coordinator



**AFTER EVACUATING, MEET HERE
(SEE ATTACHMENT OF SITE MAP)**

- b. Employees are to notify all visitors and/or contractors of the emergency and to guide them to the safest Assembly Area.

District's Headquarters Emergency Action Plan

- c. Evacuation must be performed in a calm and orderly manner. The appropriate assembly area is to be determined based upon type and proximity of the emergency, wind direction and surface gradient relative to the hazards. This information will normally be communicated by the Emergency Coordinator as part of the emergency alarm system.
- d. As employees exit the building, they should perform a quick sweep of offices, restrooms, lunch room and other locations where the alarm may not be heard and inform them of the emergency and the need to evacuate.
- e. Once at the assembly area, the Emergency Coordinator will initiate a headcount of evacuated personnel by handing out the headcount forms (Attachment B) to the department supervisor (or most senior person in that department). These forms are located in the evacuation kit.
- f. Headcounts will be performed by department supervisors or the senior department staff person. Any missing or injured employees will be written on the headcount form and given to the Emergency Coordinator.
- g. The Emergency Coordinator will:
 - Determine if employees need to be moved off site to avoid secondary hazards (*e.g. smoke, fumes, bomb threat, etc.*) and provide verbal directions to do so.
 - Ensure basic first aid is provided to any injured personnel at the evacuation assembly area. District employees may provide basic first aid/CPR as long as they are currently certified and trained and can do so without exposure to hazardous conditions.
 - Ensure that emergency responders have been notified.
 - Assign personnel to the main entrance to guide the emergency responders to the evacuation assembly area location, if not self-evident.
 - Assign an employee to entrance gates to keep others from entering the site.
 - Gather missing and/or injured employee information from each department and provide this information to the emergency responders.
 - Coordinate, as necessary, with the emergency responders.
- h. Search and rescue activities will only be performed by qualified individuals such as the fire department or law enforcement.
- i. Evacuees must remain at the assembly area until instructed to do otherwise by the Emergency Coordinator, the off-site emergency responder, or until the *All-Clear* signal is given.

8.0 SHELTER-IN-PLACE PROCEDURES (SIP)

Occasionally, it is necessary to shelter employees in place due to general unsafe external conditions such as the following:

- Toxic atmospheric conditions from external events

District's Headquarters Emergency Action Plan

- Off-site fire causing respiratory hazards from smoke inhalation
- Off-site airplane crash causing respiratory hazards from toxic fumes
- High wind conditions
- An earthquake that has blocked safe off-site evacuation routes
- Flooding conditions blocking safe off-site evacuation routes
- Active shooter

If the Emergency Coordinator (EC) believes that employees should be sheltered-in-place for their own safety, the EC will instruct employees to proceed to the nearest SIP location, unless specifically instructed to go to a particular SIP location. Once there, a supervisor, or most senior employee, will act as the SIP Room Chief and implement the duties using the SIP Room Chief cue card (Attachment C-2), including conducting a headcount. The SIP locations are:

- Central SIP Location: Lunchroom Ext. 3013
- Alternate SIP Location: Boardroom (1st floor) Ext. 3005

9.0 EMERGENCY MANAGEMENT SYSTEM

Gafner Plant emergencies that require communications with the local or regional Emergency Operations Centers (EOC) will be managed in accordance with the emergency management procedures describe in the District F.A.S.T. Poster (Attachment A).

10.0 TRAINING

- 10.1 New employees will receive emergency response orientation and training as part of new employee orientation.
- 10.2 Refresher training for employees will be conducted at a frequency necessary for employees to remain competent and informed of these procedures, but will occur at least annually.
- 10.3 Training will also be provided whenever the employees' responsibilities or designated actions under the plan have changed, or whenever the plan is significantly revised.

11.0 RESPONSIBILITIES

- 11.1. **General Manager:** The General Manager has the overall authority and responsibility for implementing the provisions of the Emergency Action Plan for the District. Specific responsibilities include, but are not limited to:
 - a. Responsibility and authority for ensuring this policy is fully implemented.
 - b. Ensuring that funding is provided to successfully implement the policy requirements.
 - c. Ensuring that the policy and policy requirements are enforced.
 - d. Implementing all other relevant responsibilities as identified in the Injury Illness Prevention Program (IIPP).

District's Headquarters Emergency Action Plan

- 11.2 **Administrative Services Supervisor:** The Administrative Services Supervisor is responsible for:
- a. Ensuring that emergency systems are maintained in good working order, adequate back-up systems are provided, emergency alarm/notification systems are periodically tested, and employees are provided training.
 - b. Reviewing and updating the Emergency Action Plan (EAP) as necessary and making it available to all District personnel.
 - c. Scheduling, coordinating and documenting that employees have received training on the Emergency Action Plan (EAP).
 - d. Ensuring evacuation/SIP drills are held at a frequency sufficient to maintain employee proficiency in evacuation and SIP procedures.
 - e. Ensuring the emergency notification systems described in this Plan are tested at a frequency sufficient to ensure they are operational.
 - f. Notifying any necessary outside agencies following the emergency.
 - g. Ensuring that a headcount is performed at the Evacuation Assembly Area.
 - h. Coordinating with the off-site emergency responders and providing them with a missing and/or injured person list.
 - i. Communicating with SIP Room Chief as appropriate.
 - j. Communicating with the local Emergency Operations Center (EOC) as appropriate.
 - k. Ensuring critical decisions and actions as identified in the Emergency Coordinator Check Lists (F.A.S.T. Poster) and the Emergency Coordinator Evacuation Cue Card (Attachment C-1) is implemented.
- 11.3 **SIP Room Chief** is responsible for:
- a. Performing the duties on the SIP Room Chief cue cards (Attachment C-2). The primary duty of the SIP Room Chief is to ensure that SIP procedures are implemented, that a headcount has been performed and that the headcount information has been forwarded to the Administrative Services Supervisor, or other appropriate person.
- 11.4 **Managers and Supervisors** are also responsible for:
- a. It is the responsibility of managers and supervisors to ensure that their employees are trained on these emergency procedures and on their designated actions under these procedures, and that employees participate in any scheduled emergency response drills.
 - b. Ensuring that any reports of compromised or damaged emergency equipment is documented and repaired in a timely manner.
 - c. Ensuring that the policy and program requirements are enforced.
 - d. Ensuring that an evacuation headcount of their respective employees at the evacuation assembly area by using the headcount forms (Attachment B). If the Manager or Supervisor is not available, this becomes the most senior department lead's responsibility.
- 11.5 **All Employees** are responsible for:
- a. Being aware and knowledgeable on what to do following an emergency including the evacuation procedures, evacuation routes, assembly areas and Shelter-in-Place locations and Shelter-in-Place procedures.

District's Headquarters Emergency Action Plan

- b. Participating in emergency response drills per management assignments.
- c. Reporting any compromised or damaged emergency equipment to their immediate supervisor.
- d. The first employee that arrives at the Shelter-in-Place location will be responsible for taking the SIP headcount.

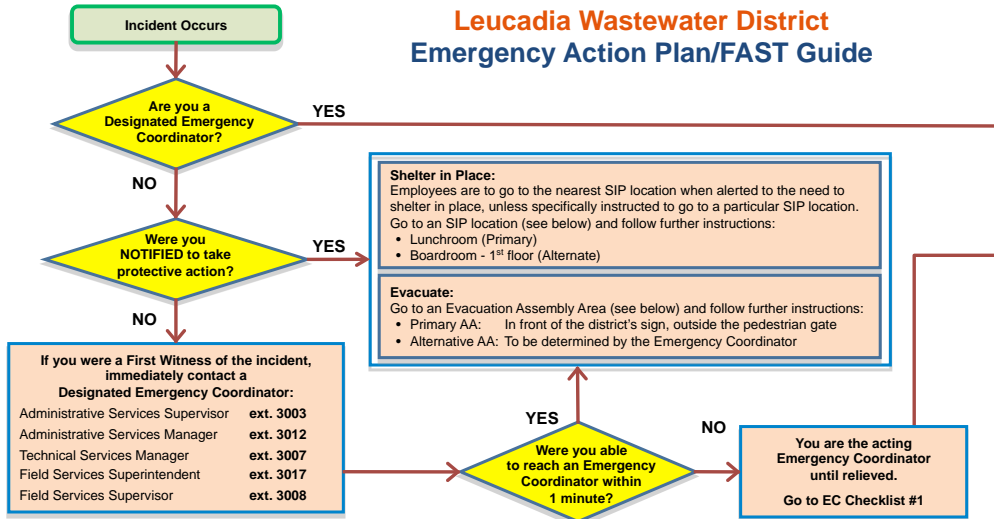
Emergency Action Plan

ATTACHMENT A

Emergency Action Plan/FAST Guide Poster

Emergency Action Plan

Leucadia Wastewater District Emergency Action Plan/FAST Guide



Emergency Coordinator Checklist #1

Start Here

Do you need to evacuate people?

Is there any condition making it unsafe for employees to remain inside - e.g. fire, earthquake, flood, wind events, workplace violence, bomb threat, etc.

YES → **Is it safe to evacuate employees to Evacuation Area?**

NO → **Do you need to temporarily shelter employees in place?**

Consider the following:

- What is the wind speed & direction?
- Is the air safe?
- Are there fire, chemical or other hazards near the assembly areas?
- Will evacuation areas remain unaffected by smoke, chemical, fire, or other hazards?

NO → **Is it unsafe to evacuate people due to chemical fumes, flooded roads, tornados, on-site or off-site smoke, or other factors making it unsafe to be outside?**

YES → **Sound the Evacuation Alarm:**

- Voice
- Public Address (PA) System (Main Building Only)
- Fire Pull Alarms (Main Door 1st Floor)

NO → **Sound the SIP Alarm**

- Voice
- Cell or Landline Telephone
- Public Address (PA) System (Main Building Only)

YES → **Go to Emergency Coordinator Checklist 2 (below)**

NO → **Go to Emergency Coordinator Checklist 2 (below)**

Emergency Notification

In the event of...	CONTACT						
	911	Site Mgr ⁸	Cal OSHA	RWQCB	Fish & Game	OES	LOCAL CUPA
Serious ¹ Injury – Employee/ Contractor/Vendor	X	X	X ²				
Fatality – Employee/Contractor/Vendor	X	X	X ²				
Explosion	X	X				X	
Bomb Threat	X	X					
Fire Requiring Evacuation	X	X					
Any Event Requiring Staff to SIP	X	X					
Hazardous Materials Release >RQ	X ^{3,4,5}	X		X ⁷	X ⁶	X	X
Hazardous Materials Release <RQ	X ^{3,4,5}	X		X ⁷	X ⁶	X ^{3,4,5}	X ^{3,4,5}

Contact Numbers

Police/Fire/Ambulance	911
Cal/OSHA	(800) 963-9424
San Diego RWQCB	(619) 516-1990
Department of Fish & Wildlife South Coast Region	(858) 467-4201
Cal/OES (HazMat Spills)	(800) 852-7550
San Diego County OES	(858) 565-3490
San Diego County Department of Environmental Health (CUPA)	(858) 505-6880

External Business Notifications

Contact	Trigger	Telephone
CSRMA	Incident involving violence and/or significant damage to LWD property or 3rd parties	(415) 403-1419 or (707) 373-9709
Carl Warren	Incident involving violence and/or significant damage to LWD property or 3rd parties	(855) 763-5898 or (805) 509-1426
York Risk Services	Injuries requiring medical transport, hospitalization or fatality	(866) 391-9675

Internal Business Notifications

Contact	Trigger	Telephone
Administrative Services Manager	Any emergency event	(760) 803-9479
General Manager	Any emergency event	(760) 212-2837

¹Serious injury or illness¹ means any injury or illness occurring in a place of employment or in connection with any employment which requires inpatient hospitalization for a period in excess of 24 hours for other than medical observation or in which an employee suffers a loss of any member of the body or suffers any serious degree of permanent disfigurement or whenever a state, county, or local fire or police agency is called to an accident involving an employee.

²As soon as practically possible but not longer than 8 hours after the employer knows or with diligent inquiry would have known of the death or serious injury or illness.

³Hazardous material spill beyond site personnel's capability

⁴Poses a threat to human health or the environment

⁵Immediate verbal report if it poses a threat to offsite communities

⁶If fish kill or wildlife threatened

⁷If the spill impacts State waters

⁸ General Manager

Note: Call the National Response Center if the spill greater or equal to CERCLA Reportable Quantities

Emergency Coordinator Checklist #2

1st	Are people protected?
	<input type="checkbox"/> All personnel accounted for? <input type="checkbox"/> Notify emergency services by calling 911 as necessary. <input type="checkbox"/> Were offsite employees notified? <input type="checkbox"/> Are medical needs being addressed? <input type="checkbox"/> Do I need to shut off any utilities (e.g. natural gas) or any critical equipment? <input type="checkbox"/> Are the facilities where employees are currently assembled safe, or do I need to temporarily relocate employees until that can be determined? <input type="checkbox"/> Do I need to send someone to the entrance to direct emergency services?
2nd	Do I need to protect Property, Equipment, or the Environment?
	<input type="checkbox"/> Do I need to protect property or outdoor equipment? (e.g. tie down, cover, sand bag) <input type="checkbox"/> Do I need to protect against environmental damages? (e.g. cover storm drains, sand bag tanks,) <input type="checkbox"/> Do I need to continuously monitor conditions to be prepared to protect property, equipment or the environment? (e.g. Emergency Alarm system, local radio or TV, City or County EOC, etc) <input type="checkbox"/> Do I need additional resources?
3rd	Do I need to make Regulatory Notifications?
	<input type="checkbox"/> See Emergency Notification Matrix <input type="checkbox"/> Make NIMS/SEMS* notifications, as necessary
4th	Post-Incident Considerations
	<input type="checkbox"/> Do internal business notifications need to be made? (Refer to Notification Matrix) <input type="checkbox"/> Do external business notifications need to be made? (Refer to Notification Matrix) <input type="checkbox"/> Refer to Notification Matrix <input type="checkbox"/> Are facility damage assessments necessary? <input type="checkbox"/> Have clean up activities been assigned and initiated? <input type="checkbox"/> Have regulatory reports or other reports been assigned and/or made? <input type="checkbox"/> Is an Incident Investigation necessary. If so, include photos. <input type="checkbox"/> Have repairs been made and/or work orders written?

* National Incident Management System/Standardized Emergency Management System

Emergency Action Plan

ATTACHMENT B-2 SIP ROOM ROLL CALL/HEADCOUNT LIST

Instructions:

1. Check the SIP location where you are located.
2. List all employees and visitors (contractors, vendors, visitors, etc.) who arrived at this location.
Note: Administrative Specialist will bring Visitor Log.
3. Call this information over to the Central SIP location (Lunchroom) at ext. 3013 or Alternate SIP Location (ext. 3005)
4. Continue to stay in communications. Update Central SIP of any new arrivals.

Central SIP Location: Lunchroom ext. 3013 <i>Employees at this SIP</i>	Alternate SIP Location: Boardroom (1 st floor) ext. 3005 <i>Employees at this SIP</i>
<i>VISITORS (list below)</i>	<i>VISITORS (list below)</i>

Emergency Action Plan

ATTACHMENT C-1

EMERGENCY COORDINATOR EVACUATION ASSEMBLY AREA DUTIES

EMERGENCY COORDINATOR (EC) CUE CARD

- **If necessary, instruct employees** to go to an Off-Site Assembly area that is unaffected by the emergency conditions and potential hazards. This will be determined at the time of the emergency and surrounding conditions.
- **Ensure 911 has been notified.** If not, instruct someone to call 911.
- **Assign someone to meet Emergency Responders** to direct them to the emergency site and/or evacuation assembly area.
- **Assign someone to unlock the second gate** for the emergency responders.
- **Handout Headcount forms** to department supervisors, or most senior employee in each department.
- **Assign someone to** stay at the entrance gate to prevent entry by unauthorized persons.
- **Gather Headcount forms from Supervisors/senior** employees and report missing or injured persons to Emergency Responders when they arrive.
- **Instruct someone to shut off utilities** and equipment if necessary. **See images on the following pages.**
- **Tend to First Aid/CPR needs:** Assign to someone trained in First Aid/CPR.
- **Re-evaluate the emergency** and appropriate actions: See FAST Poster - Emergency Coordinator Checklists #1 & #2.
- **Wait for All Clear:** Direct employees to resume work when/if the all-clear is given by the appropriate Emergency Service.

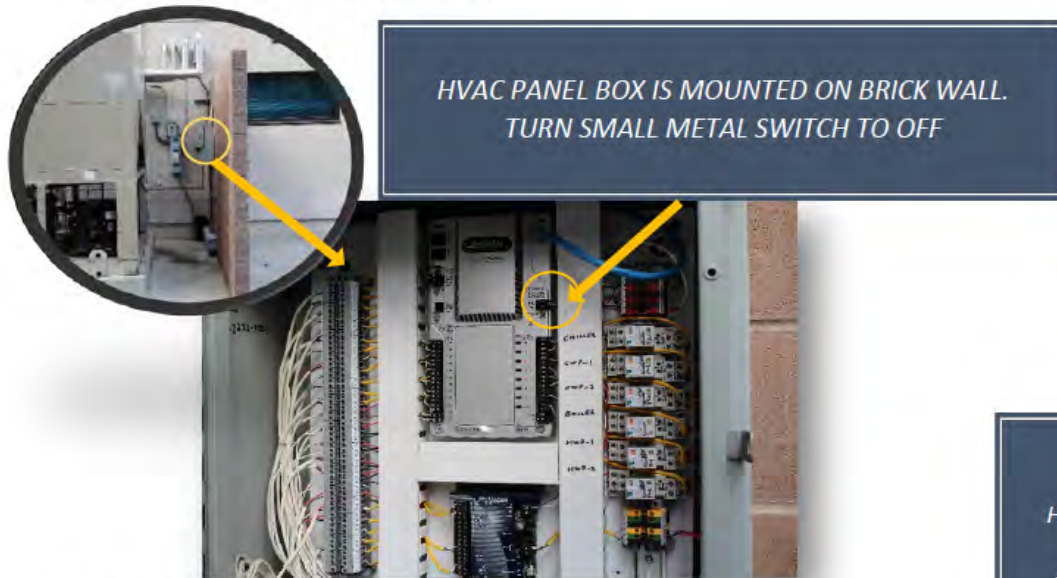
Emergency Action Plan

Emergency Shut-Offs:

HVAC System

Location: HVAC Shut-off is located at the back of the Administration Building. Follow the steps below to shut-off the system.

STEP #1: Turn off the system



STEP #2: Turn off the power to the system



Emergency Action Plan

Natural Gas

Location: Natural Gas Shut-off is in front of the Main Entrance gate.



*USE WRENCH TO TURN OFF THE
NATURAL GAS*

Emergency Action Plan

Water Shut-off to Administration Building

Location: Water Shut-off to the Administration Building is located on the South side of the building, by the exit door of the Janitorial closet. You need your building access key to enter the Janitorial closet.



*TURN THE BLUE HANDLE
DOWNWARD TO YOUR RIGHT*

Emergency Action Plan

Electrical Shut-off to Administration Building & Leucadia Pump Station

Location: The main electrical breaker box is located near the pedestrian walkway. You need a key #2002 to open the electrical box. Once opened, the breakers are labeled to shut off the electricity to the Administrative Building and the Leucadia Pump Station.



Emergency Action Plan

Water Main Shut-off to Site (includes all buildings)

Location: The main water shut-off box is located near the front main entrance gate.



Emergency Action Plan

Solar Panels Shut-off to Site (includes all buildings)

Location: The first solar panel shut-off box is located near the front main entrance gate, next to the electrical panel box. The second solar panel shut box is located on the north side of the Operations building 200.

#1



#2



Emergency Action Plan

ATTACHMENT C-2

SIP ROOM CHIEF: ASSEMBLY AREA DUTIES

SIP ROOM CHIEF CUE CARD

- Instruct any **supervisor** in your room to **contact their employees** who are in the field and instruct them to stay away from the affected site until further notice.
- **Grab the SIP Headcount form** and write down the names of everyone in your room.
- **Call the Central SIP Location**, the Lunchroom at ext. 3013, or the Alternate SIP Location, the Boardroom at ext. 3005 and:
 - Provide them with your name and call back number
 - Provide them with the names of all employees at your location
- **Relay any status report information** provided to you by the Central SIP Location to employees at your SIP location.
- **Tend to First Aid/CPR needs:** Assign to someone trained in First Aid/CPR.
- **Terminate all unnecessary** incoming and outgoing phone calls to free phone lines for emergency communications.
- **Re-evaluate the emergency** and appropriate actions: See FAST Poster - Emergency Coordinator Checklists #1 & #2.
- **Wait for All Clear:** Direct employees to resume work when/if the all-clear is given by the appropriate Emergency Service.

Emergency Action Plan

ATTACHMENT D-1 EVACUATION KIT INVENTORY LIST

LOCATION: _____

	ITEM DESCRIPTION	Quantity Needed	Check if complete	Comments
1.	First Aid Kit (<i>sufficient for >10 people</i>)	1 EA	<input type="checkbox"/>	
2.	Employee Roster	1 EA	<input type="checkbox"/>	
3.	Headcount Form	1 EA	<input type="checkbox"/>	
4.	Compact Umbrella	2 EA	<input type="checkbox"/>	
5.	Space Blanket	1 EA	<input type="checkbox"/>	
6.	AED	1 EA	<input type="checkbox"/>	

Emergency Action Plan

ATTACHMENT D-2 SHELTER-IN-PLACE (SIP) KIT INVENTORY LIST

LOCATION: _____

	ITEM DESCRIPTION	Quantity Needed	Check if complete	Comments
1.	First Aid Kit (<i>sufficient for >10 people</i>)	1 EA	<input type="checkbox"/>	
2.	Employee Roster	1 EA	<input type="checkbox"/>	
3.	Headcount Form	1 EA	<input type="checkbox"/>	
4.	Plastic Sheeting	1 EA	<input type="checkbox"/>	
5.	Water	1 EA	<input type="checkbox"/>	
6.	Duct Tape	2 EA	<input type="checkbox"/>	
7.	AED	1 EA	<input type="checkbox"/>	

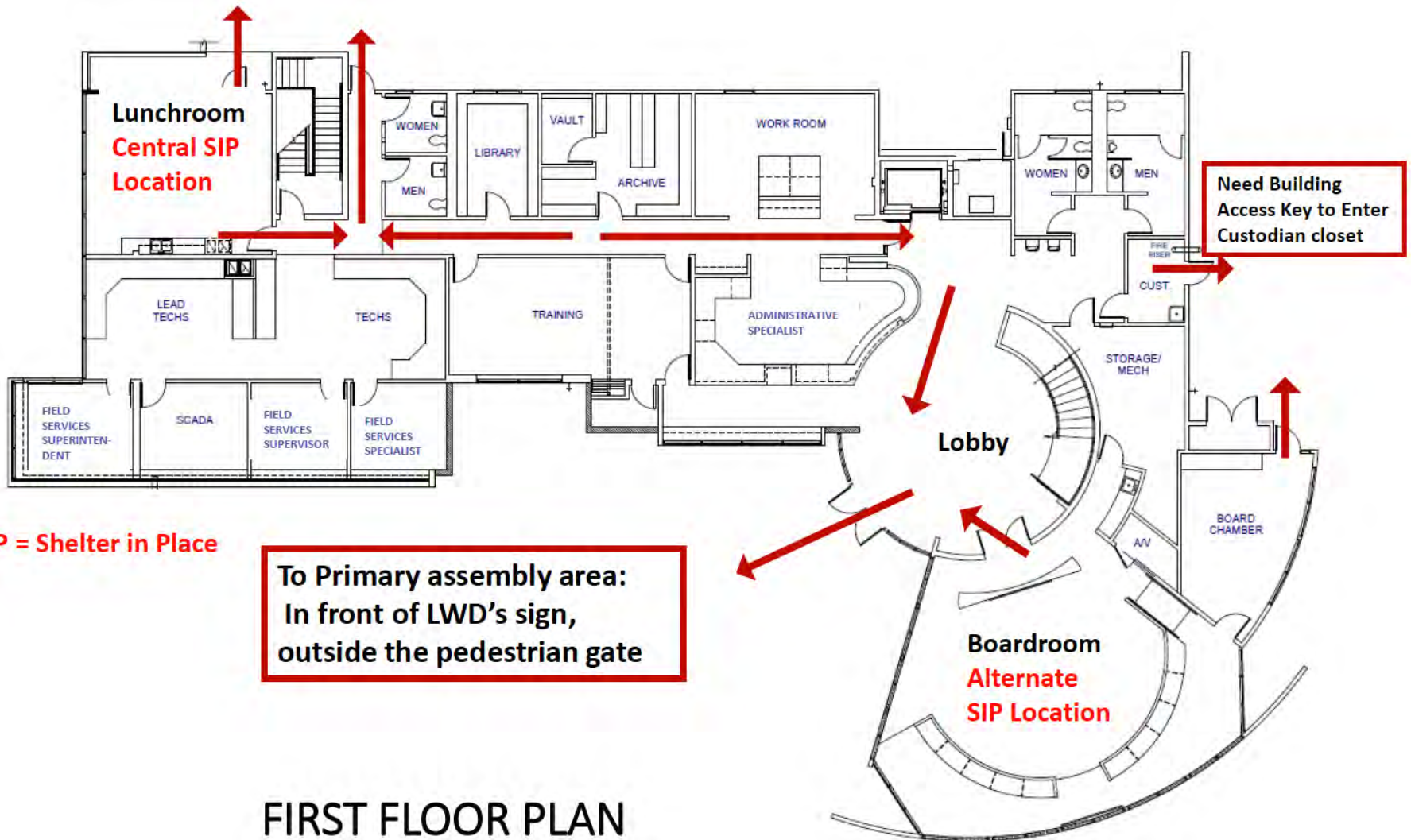
Emergency Action Plan

ATTACHMENT E EVACUATION/SIP LOCATIONS

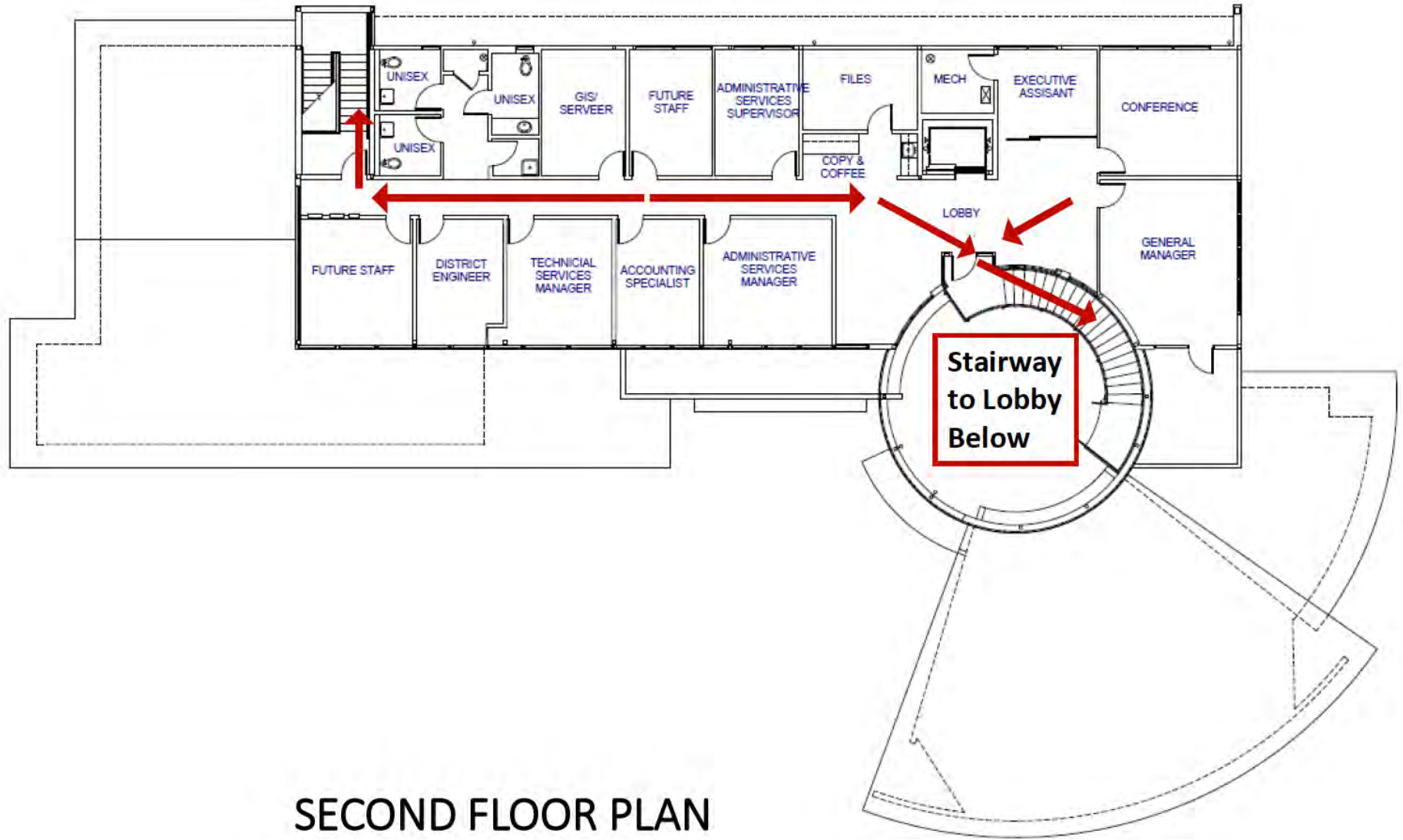
Emergency Action Plan Evacuation Map



Emergency Action Plan
Emergency Exit Routes Floor Plan: First Floor

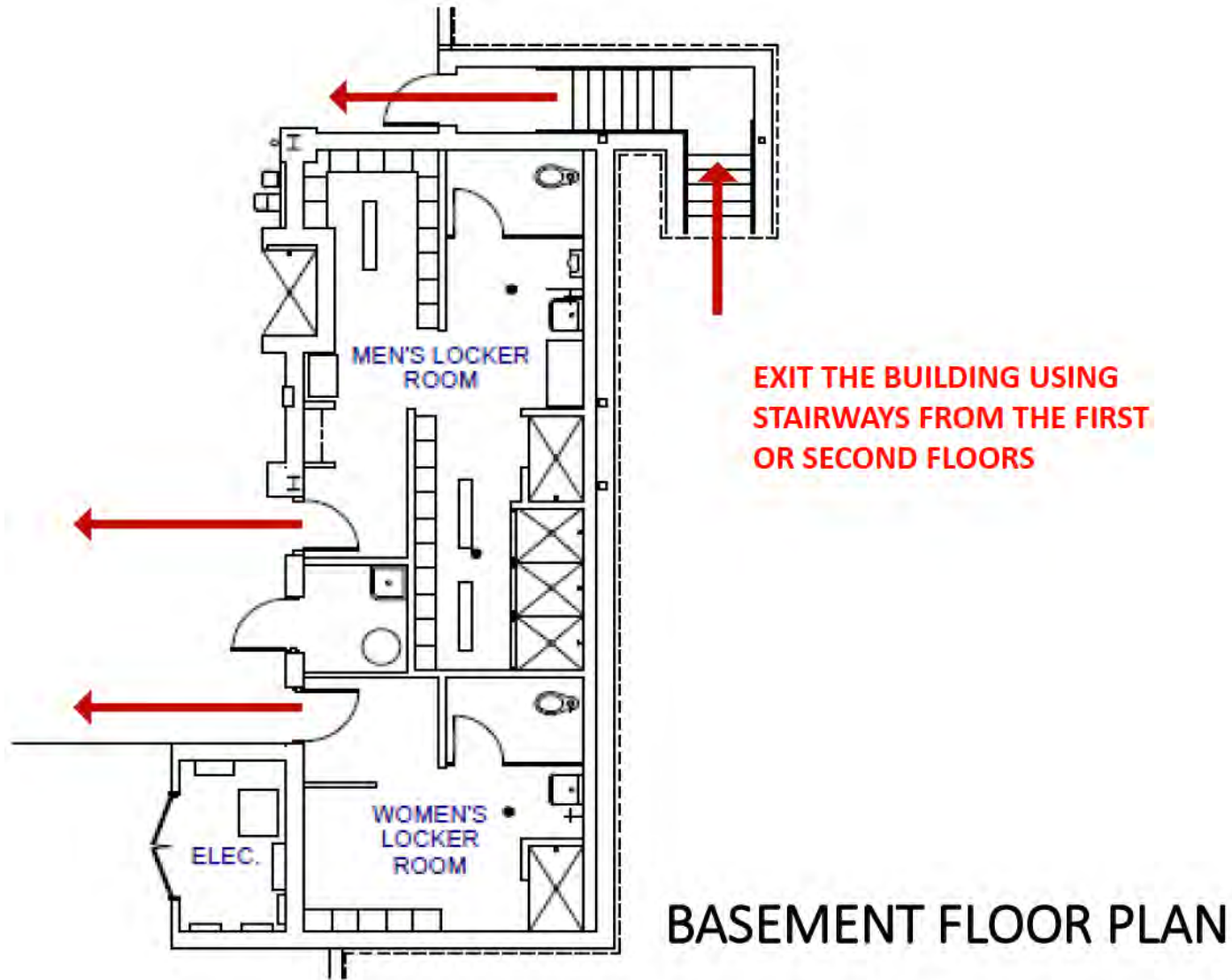


Emergency Action Plan Emergency Exit Routes Floor Plan: Second Floor



SECOND FLOOR PLAN

Emergency Action Plan Emergency Exit Routes Floor Plan: Basement



**Emergency Action Plan
 ATTACHMENT F
 SHELTER-IN-PLACE SAFE ROOM
 RESPONSE & SEALING PROCEDURES**

Step 1
When you hear the SIP Alarm or Notification

1. Go to the nearest SIP Assembly Area(s):
 - Primary: Lunchroom
 - Alternate: Boardroom (1st floor)
2. Shut all building exterior windows.
3. Shut all building exterior doors.
4. Shut off all air handling (HVAC) & exhaust units.
 The EC will assign these tasks to appropriate staff member(s) at the time of emergency.

Step 2
Emergency Coordinator, Supervisor or Most Senior Employee

1. Open SIP Kit.
2. Don SIP Room Chief Vest.
3. Follow SIP Room Chief Cue Card attached to the vest.
4. Implement Safe Room Sealing procedures if necessary (i.e. if toxic atmospheric conditions). The EC will assign these tasks to appropriate staff member(s) at the time of emergency. *See the following page for procedures.*

Emergency Action Plan

TAPE



Tape Doors

Tape windows if cracked or loose

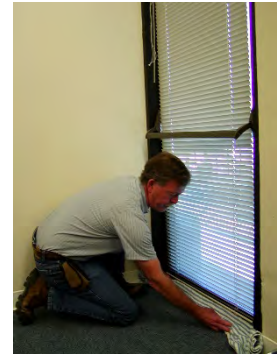


Tape vents or other large openings with plastic.

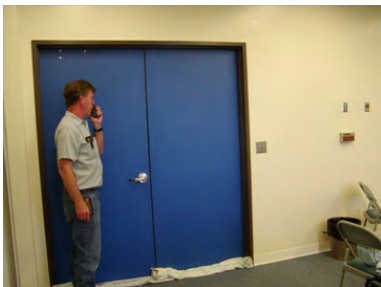
TUCK



Tuck wetted towels under all door seals and other large cracks.



TALK



Stay in communications with off-site emergency services and/or local emergency alert systems:

- Local Radio or TV Stations
- Local Emergency Operations Center
- Fire & Police

Emergency Action Plan ATTACHMENT G-1 CHEMICAL LOCATIONS AERIAL VIEW



- Key**
- ▲ Poly-Alum
 - ▲ Sodium Hypochlorite (bleach)
 - ▲ Bioxide
 - ▲ Diesel Fuel
 - ▲ Paint

Emergency Action Plan

ATTACHMENT G-2 CHEMICAL LOCATIONS IMAGES

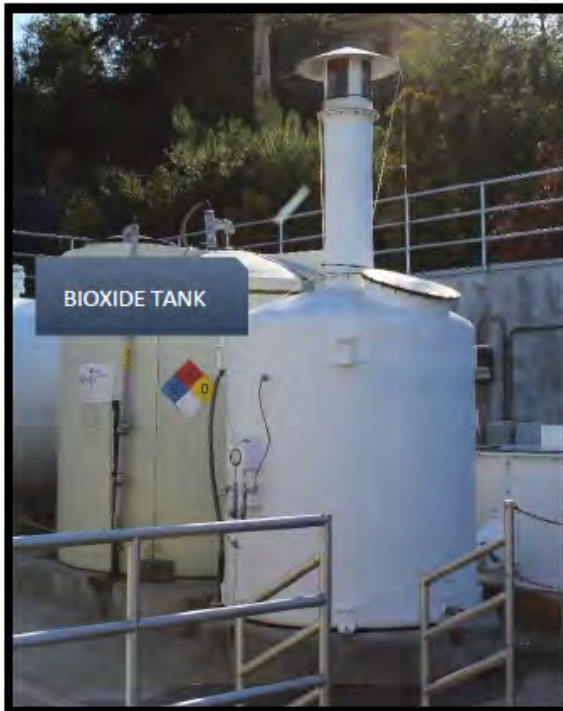
Sodium Hypochlorite/Bleach Tank ▲

Location: Behind the Gafner/AWT Plant



Bioxide Tank ▲

Location: Next to the Leucadia Pump Station, behind a locked gate.



Emergency Action Plan

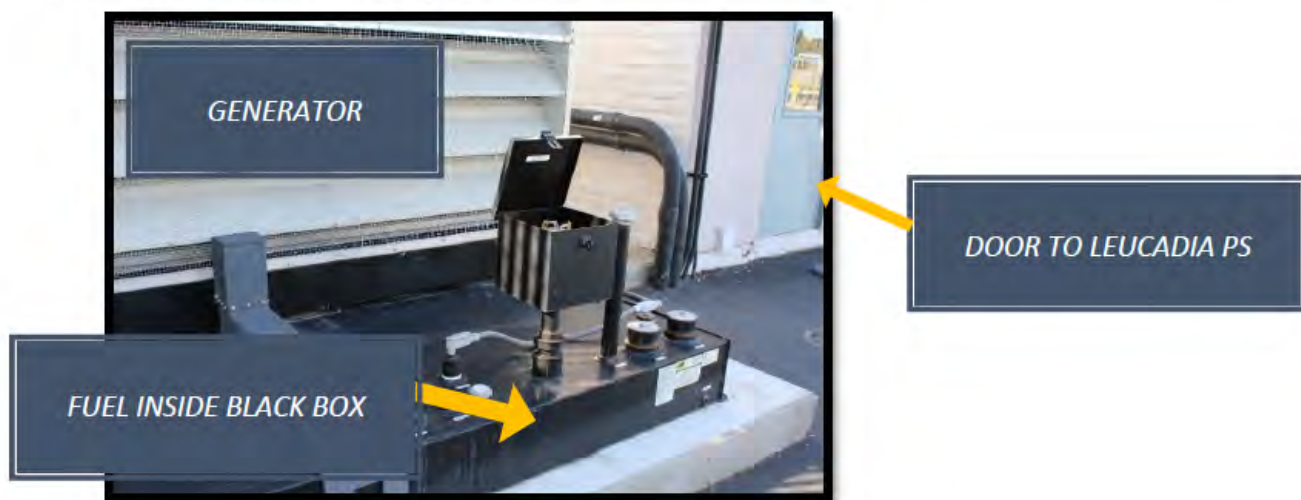
Poly-alum (Clarifloc) Tank

Location: The tank is located on the roof top of the chemical building. You need the building's access key to enter.



Diesel Fuel Storage Tank

Location: The diesel fuel storage tank is located behind the Leucadia Pump Station underneath the generator.



Emergency Action Plan

Diesel Fuel, Paint, and Oil (limited amounts)

Location: Minimal diesel fuel, paint, and oil are located inside the Operations Building #200. These chemicals are labeled inside of this locker.



LEFT CABINET INCLUDES DIESEL FUEL, 50/50 MIXED FUEL AND UNLEADED FUEL. RIGHT CABINET INCLUDES VARIOUS PAINTS



LOCATED ON THE NORTH WALL OF BUILDING 200, NEXT TO THE YELLOW METAL CABINET. INCLUDES MISCELLANEOUS INDUSTRIAL, AUTOMOTIVE AND MECHANICAL FLUIDS.



Emergency Action Plan

Cleaning Products

Location: Various cleaning products are located inside the Administration Building in the janitorial closet. The products are labeled.

