



Emergency Action Plan

2003

Emergency and Non-Emergency Contacts

POLICE AND FIRE

FIRE – EMERGENCY	911
FIRE – BUSINESS LINE	(650) 802-4256
POLICE - EMERGENCY	911
POLICE – BUSINESS LINE	(650) 595-7400

EVACUATION COORDINATORS

ADMINISTRATION – Third Floor – City Manager, Finance, Community Development

Primary:	Deirdre Dolan	(650) 637-2988
Secondary:	Kirk Buckman	(650) 637-2968

ADMINISTRATION – Third Floor – City Clerk, Permit Center, Public Works

Primary:	Ray Davis	(650) 595-7459
Secondary:	Diane Van Zant	(650) 595-7460

ADMINISTRATION – First Floor – Technology, Tenants

Primary:	Valerie Harnish	(650) 637-2970
Secondary:	Kevin DeRouen	(650) 598-4206

POLICE – Second Floor – Administration, Detectives, Command Staff

Primary:	Ed Wood	(650) 595-7402
Secondary:	Kathy Joe	(650) 595-7431

POLICE – Patrol/Records/Dispatch Building – Patrol, Records, Dispatch

Primary:	Robyn Pitts	(650) 595-7407
Secondary:	John Mattes	(650) 595-7998

PARKS AND RECREATION --Administrative Office Building

Primary: Karl Middlestadt (650) 595-7443
Secondary: Grace Saggau (650) 595-7470

PARKS AND RECREATION –Senior and Community Center

Primary: Cheri Handley (650) 595-7445
Secondary: Pietie Vreman (650) 595-7445
Secondary: Annie Troyan (650) 637-2976

PARKS AND RECREATION –Barrett Community Center

Primary: Linda Steenman (650) 595-7448
Secondary: Deb Frank-Taylor (650) 595-7448

PARKS AND RECREATION – Sports Complex

Primary: Henry Ruspil (650) 595-7449
Secondary: Daniel Ourtiague (650) 595-7449

PUBLIC WORKS – Corporation Yard

Primary: Randy Ferrando (650) 595-7464
Secondary: *Mark Fregon (650) 637-4709*

INTRODUCTION

PURPOSE AND SCOPE

An Emergency Action Plan is required under Title 29 Code of Federal Regulations, Sections 1910.38/.120/.156, and Title 8 California Code of Regulations, Sections 3220 and 3221.

This plan covers all employees and non-employees who may be exposed to hazards arising from emergency situations. It contains information that all City of Belmont employees shall use in order to reduce the severity of emergency situations and minimize the risk to life and property.

GENERAL RESPONSIBILITIES

All employees shall become familiar with the existence, basic content and location of this EAP, including the location of fire alarm pulls, extinguishers, first aid stations and evacuation routes from the building. All non-employees who frequently work in the building or utilize meeting rooms on a regular basis shall become familiar with the EAP.

Employees who host visitors are to keep apprised of their location at all times, assist in evacuating visitors who are in the facility should an evacuation be needed, and communicate their presence to evacuation coordinators. Counter staff shall assist in evacuating all visitors and members of the public who are in the general reception areas of the facility at the time an evacuation is conducted.

Employees are advised to engage only in emergency activities in which they have received proper training. High-risk activities, e.g. re-entering the building to perform rescue operations, should be restricted to professional emergency services personnel.

The Human Resources Department is responsible for ensuring appropriate training of building personnel, scheduling of and participation in drills and evacuations, identifying and planning for building occupants requiring assistance (cannot climb stairs, needs assistance during evacuation, etc.), documentation of training, drills, outcomes and follow-up, and keeping evacuation plans up to date.

Should the emergency situation extend beyond these facilities or be of a regional nature, City management may locate, establish, maintain and support an Emergency Operations Center (EOC). EOC operations and implementation of the Incident Command System (ICS) are beyond the scope of this document.

EMERGENCY ASSIGNMENTS

All employees are required to:

- Attend training
- Evacuate immediately upon hearing or seeing a fire alarm, or hearing a verbal warning to evacuate
- Remain at the evacuation assembly area unless it is unsafe or you are directed to leave the area.
- During situations requiring employees to stay where they are, perform duck and cover or other appropriate actions you are directed to perform.

In addition, specific training is given to employees who are assigned any of the responsibilities described below. The assignments described are non-exclusive in that one employee may serve several roles. For instance, given the size of the building, it would not be uncommon for a manager to serve as an evacuation coordinator.

EVACUATION COORDINATORS

In the event an evacuation of the building is required:

- Examine all meeting rooms, cubicles, supply areas, lunchrooms, offices, etc. as they move along the evacuation route to ensure that all people in the area have been evacuated or are proceeding toward emergency exits. Close doors behind you.
- Obtain a head count from managers and supervisors in the assembly area(s)
- Ensure that all employees remain at the assembly area(s) unless the assembly areas are or become unsafe or emergency personnel direct employees to assemble elsewhere
- Ensure that non-emergency personnel do not attempt to re-enter the building until they are instructed to do so
- Report any inaudible alarms or fire strobe lights that malfunction to Human Resources.

During an earthquake or other situations requiring occupants to stay where they are:

- Initiate duck and cover or other appropriate actions.

MANAGERS AND SUPERVISORS

The first and foremost duty of managers and supervisors is to ensure that all employees attend emergency awareness training and evacuation drills, and are familiar with this plan.

Upon the initiation of an evacuation, managers and supervisors shall:

- Ensure that all work has been stopped
- Evacuate all personnel and visitors from the area in a quick and orderly manner using pre-designated evacuation routes
- Ensure that no one returns to an evacuated area for paperwork, equipment or personal belongings
- Identify any injured persons to evacuation coordinators
- Account for the people in your department (take a headcount). Identify the status of the people in your department to an evacuation coordinator, including those who did not report for work or who were not in the building at the time of the evacuation.

MINOR INCIDENTS

A minor incident is one that does not require initiation of the Incident Command System or involve emergency medical procedures. Examples include simple first aid for minor cuts and scratches, or clean up of chemical spills involving very small quantities of product. Incidents more complicated than these examples should be handled as major incidents until a qualified and trained individual can assess the situation and reclassify the incident as minor.

EMERGENCY-SPECIFIC PROCEDURES

Evacuation Procedure

When an evacuation has been initiated, employees and all other building personnel shall stop work and immediately leave the area or building through the designated evacuation route or nearest exit. (Please refer to posted evacuation route maps assigned to each area).

To initiate an evacuation, activate the installed fire alarm system.

Employees and non-employees who commonly work in the building shall also know at least one alternate route or exit in case the designated route or exit is blocked.

Once out of the building, employees and other personnel report to the Primary Assembly Area. This is located as noted on the map in Appendix A. If instructed to do so, or if the Primary Assembly Area is unsafe, the Evacuation Coordinators may choose an Alternate Assembly Area.

Employees and other personnel shall report to their supervisor for head count within the Assembly Area.

Employees and other personnel are not to leave the Assembly Area unless directed to do so by a supervisor or staying at the Assembly Area endangers employees' safety.

Employees and other personnel are not to reenter the building or any evacuated area unless the building has been cleared for reentry.

Medical Emergency

When a medical emergency occurs, conduct a primary survey of the injured employee(s) to discover the main problems (i.e. burned, not breathing, laceration, chest pain, extremely hot, etc.). Next, call 911 for immediate assistance and instruct another employee to inform the Manager or Supervisor of the situation.

Medical Treatment: Full medical emergencies are best handled by dialing 911 and providing basic first aid until the fire agency emergency medical personnel arrive. Under certain circumstances such as large earthquakes, assistance from the fire agency emergency medical personnel may not be immediately available. If immediate medical assistance is required and if authorized by the Manager or Supervisor, take the employee(s) to the following facility (listed by priority):

EMERGENCY:

#1 SAN MATEO COUNTY HEALTH SERVICES
222 W-39th Ave
San Mateo CA
(650) 573-2662

#2 SEQUOIA HOSPITAL
170 Alameda De Las Pulgas
Redwood City, CA
(650) 369-5811

NON-EMERGENCY:

#1 KAISER PERMANENTE
AFTER HOURS/URGENT AND EMERGENCY CARE
Redwood City Medical Center
1150 Veterans Boulevard
Redwood City, CA 94063
(650) 299-2000

#2 MILLS HEALTH CENTER
100 S. San Mateo Drive
San Mateo, CA 94010
(650) 696-5400

Fire

Nine out of ten fire-related deaths are caused by smoke inhalation. Oxygen deprivation (due to decreased oxygen levels and/or the effects of various gases) leads to confusion, and ultimately death. The victim may exhibit irrational behavior such as clawing at a door instead of turning the knob, going back into a burning building, or resisting the rescue efforts of fire fighters.

Smoke and other gases irritate the respiratory system, irritate the eyes, make breathing difficult, and often frighten the victim to the point of panic. Smoke and heated gases rise toward the ceiling, leaving the air closest to the floor fresher and cooler. Crawl low in smoke to reduce the exposure to hot and toxic fire gases.

If a fire occurs:

- Evacuate anyone in the immediate and adjacent areas to the fire.
- In case of a large or spreading fire, evacuate the building by pulling the manual fire alarm pull.
- Call 911 to contact local fire agency.
- An individual trained to use a fire extinguisher may extinguish a small contained fire, such as one burning in a wastebasket. Do not attempt to extinguish a fire unless you have been trained in the use of a fire extinguisher and have a clear escape route. See the evacuation maps for fire extinguisher locations. If you have any doubts about your safety, evacuate, and wait for the fire department.
- In large fires trained individuals should use fire extinguishers to protect the exits and corridors until everyone has been able to escape from the area involving the fire.
- If the fire is in a confined area, such as a closet or enclosed office, attempt to close the door to confine the fire and smoke.
- Do not use elevators.
- Do not open doors until you touch the door near the top. If it is hot do not open it—find an alternate route to evacuate. If the area is filled with smoke, remain low to the ground while making your way to the nearest exit.

- Do not jeopardize personal safety by attempting to save possessions within the facility.
- If safe to do so, rescue and/or remove any injured employee(s).
- Evacuate the facility and go to the Primary Assembly Area.
- The senior Manager or Supervisor or designee will meet the first arriving fire agency vehicle, direct them to the fire, and report any persons unaccounted for that may still be inside the facility.

Shelter In Place Procedure

Sheltering In Place is staying where you are, as opposed to evacuating an area. The initial response to earthquakes is an example of sheltering in place. The appropriate response to a riot or violent suspect apprehension outside the building, or a toxic gas cloud release would also be to shelter in place.

Following are the initial steps to sheltering in place:

- Remain calm
- Stay away from windows
- Protect your head with your arms if there is the potential for falling or thrown objects
- Follow the emergency-specific procedure(s)

Earthquake

During an Earthquake:

- Take cover in an interior doorway, or under heavy furniture like a table or desk. Protect your head with your arms while doing so.
- Stay clear of windows and glass doors. Do not stand under light fixtures or other objects that may fall during an earthquake.
- If you are inside a building, stay inside
- Tell others to take cover.
- If you are outdoors, move to a clear area, away from trees, signs, buildings, poles, downed or above ground wiring, etc.

After an Earthquake:

- Check for injured personnel. Do not move the seriously injured unless they are in immediate danger.
- Check for damaged utilities (electricity, natural gas, water).
- Evacuate the facility and take a headcount to determine that everyone is accounted for. If safe, trained personnel may search for missing employees in the area they were last seen under direction from emergency response personnel.
- Do not use the elevators.
- Be prepared for more shaking (aftershocks) which will follow the first earthquake.
- Do not reenter the building until the building has been cleared for reentry. Do not operate equipment until it has been determined that it is safe and functional.

Off-site Chemical Release

Initiate Shelter in Place procedures. If it is safe to do so, trained personnel should shut off air intake to the building and close windows and doors.

On-site Chemical Release (Spill) Procedures

Hazardous chemical releases are serious situations that must be handled by properly trained individuals. When a chemical release occurs or is noticed, think safety first and reference the following guidelines:

- Assess the emergency and devise an initial plan of action.
- Evacuate the area and deny entry.
- Notify the local Fire Agency by calling 911. The Fire Agency is trained to deal with chemical releases.

Odors

The following guidelines should be used as an aid in dealing with odor complaints.

- Immediately inform a supervisor or manager of the situation.
- Evacuate the area if employees display or complain of any uncommon signs and/or symptoms (i.e. light-headedness, shortness of breath, headache, nausea).
- Call 911 to contact local fire agency

- After evacuation, do not reenter the area until it has been cleared by the manager or supervisor.

Bomb Threats

Bomb threat by mail:

- Do not handle any suspicious letter, card, or package; don't allow anyone else to handle it. A suspicious package may be abandoned, or without a return address, or from an unfamiliar vendor or source.
- Evacuate the area.
- Call 911

Bomb threat by phone:

- Assume the threat is real.
- Keep caller on the phone as long as possible.
- Try to get detailed information, i.e. location of bomb, time set to go off, as well as, exact words of caller, gender, and other details you might interpret. Questions to ask the caller:

When will the bomb go off?

Where is it?

What does it look like?

What sorts of explosives were used?

What is the reason for the bomb?

What is the detonating device?

- If possible, write “Bomb Threat—call 911” on a piece of paper and give it to another staff member so that 911 can be called and people can be evacuated from the building while you are still on the phone.
- Once the caller hangs up, call 911 (if no one has called before) and then notify the Police if someone has not already done so. The Police will evacuate the building.
- The Police should not use radio communication as a radio transmission could detonate the bomb. Employees should not use radio communications, nor cell phones, pagers, Palm Pilots, etc, capable of radio transmission which could also detonate a bomb.

RIOT AND CIVIL DISTURBANCES

Riot

- If a riot occurs in the vicinity of the facility, contact the police (911) to report the disturbance, including any observations you've made from a safe vantage point.
- Visitors and staff are to remain indoors until police determine that it is safe to leave. No one is to venture outside to find out the status of the disturbance.

Other Civil Disturbance or Workplace Violence

- In the case of a civil disturbance such as an angry employee, customer, group of people, etc., remain calm.
- Listen to the person(s) carefully and speak to them in a calm straightforward manner. Do not speak to the individuals in a loud, condescending or hostile tone of voice.
- Maintain eye contact.
- Be empathetic to the person and acknowledge the person's feelings.
- Do not offer unsolicited information, make false statements or make promises that cannot be kept.
- Maintain a relaxed yet attentive posture and position yourself at a right angle to the person rather than directly in front of the person. Don't make sudden movements, place hands on your hips, cross your arms or make other gestures that could be interpreted as aggressive.
- Be reassuring and point out choices. Break the big problems into smaller, more manageable problems.
- Make sure there is 3' to 6' of space between you and the person (beyond arm's reach).
- Arrange yourself so that the person cannot block your access to an exit.
- If necessary, call 911 and have the police department handle the situation.
- Even if the situation appears to resolve itself without involving the police, document the incident with as much pertinent information as possible. Make other employees and supervisory personnel aware of the situation formally or informally as appropriate. The hostile person(s) may return.

APPENDICES

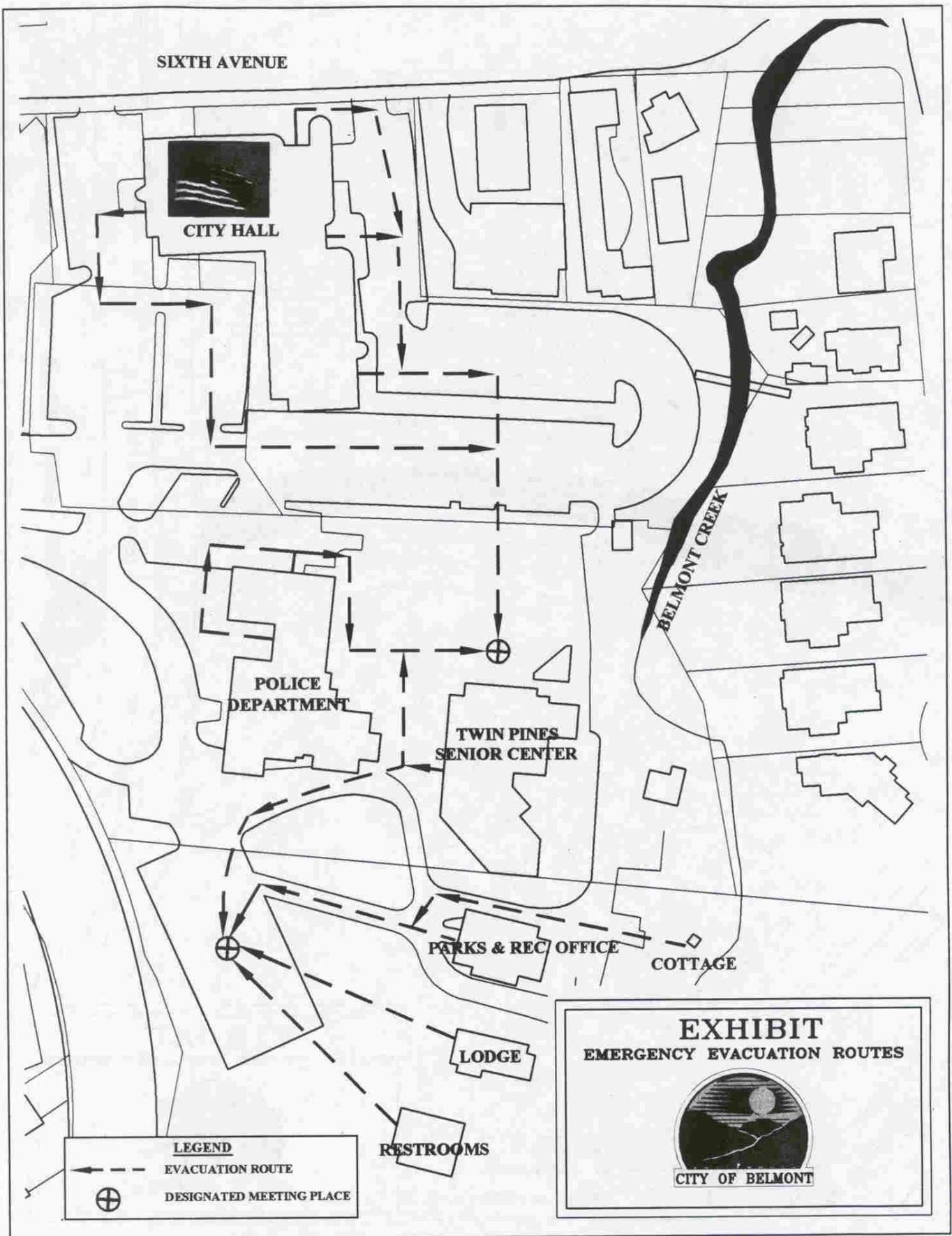
Appendix A: Assembly Area Layouts

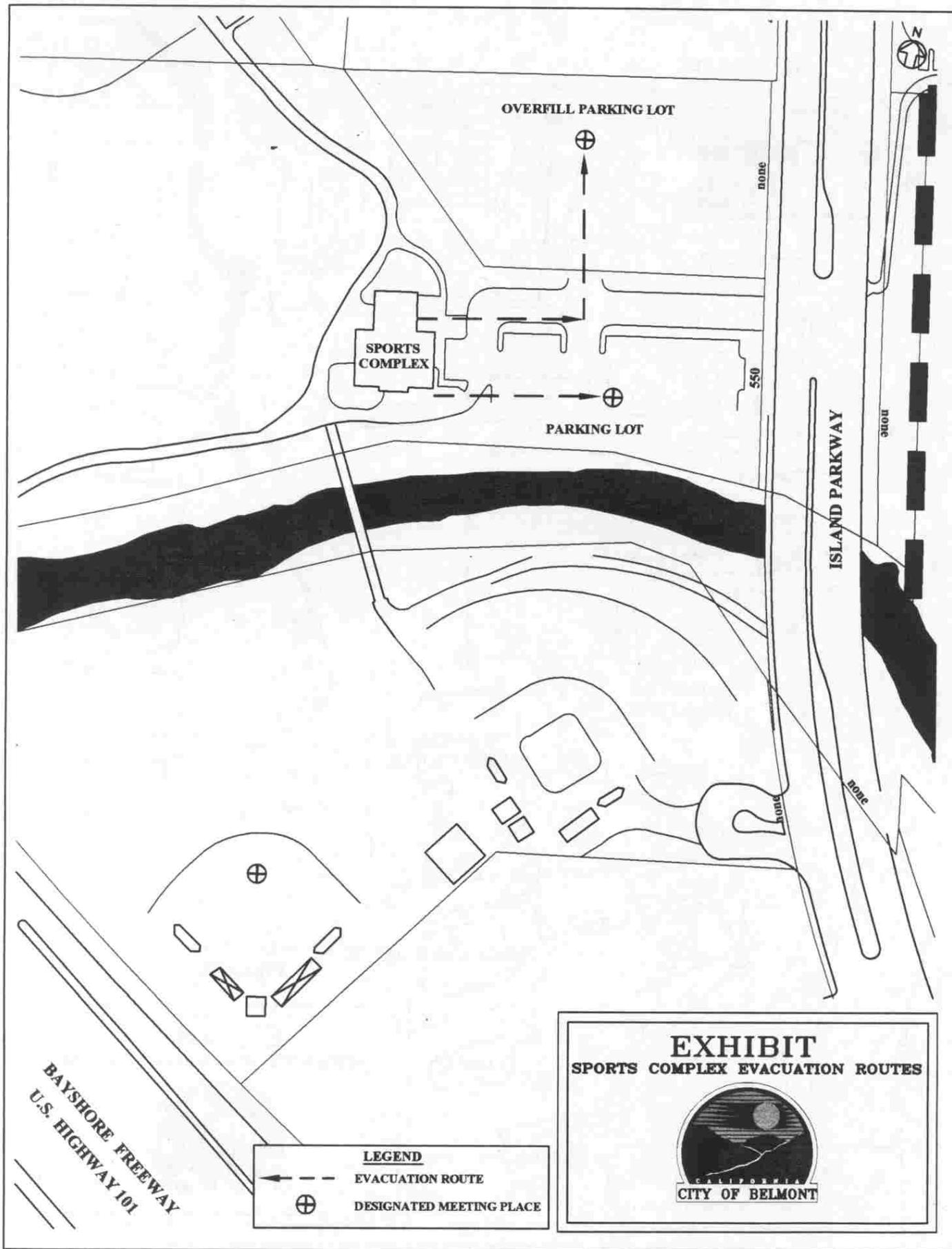
Appendix B: Assembly Area Headcount Form

Appendix C: Evacuation Drill Evaluation Form

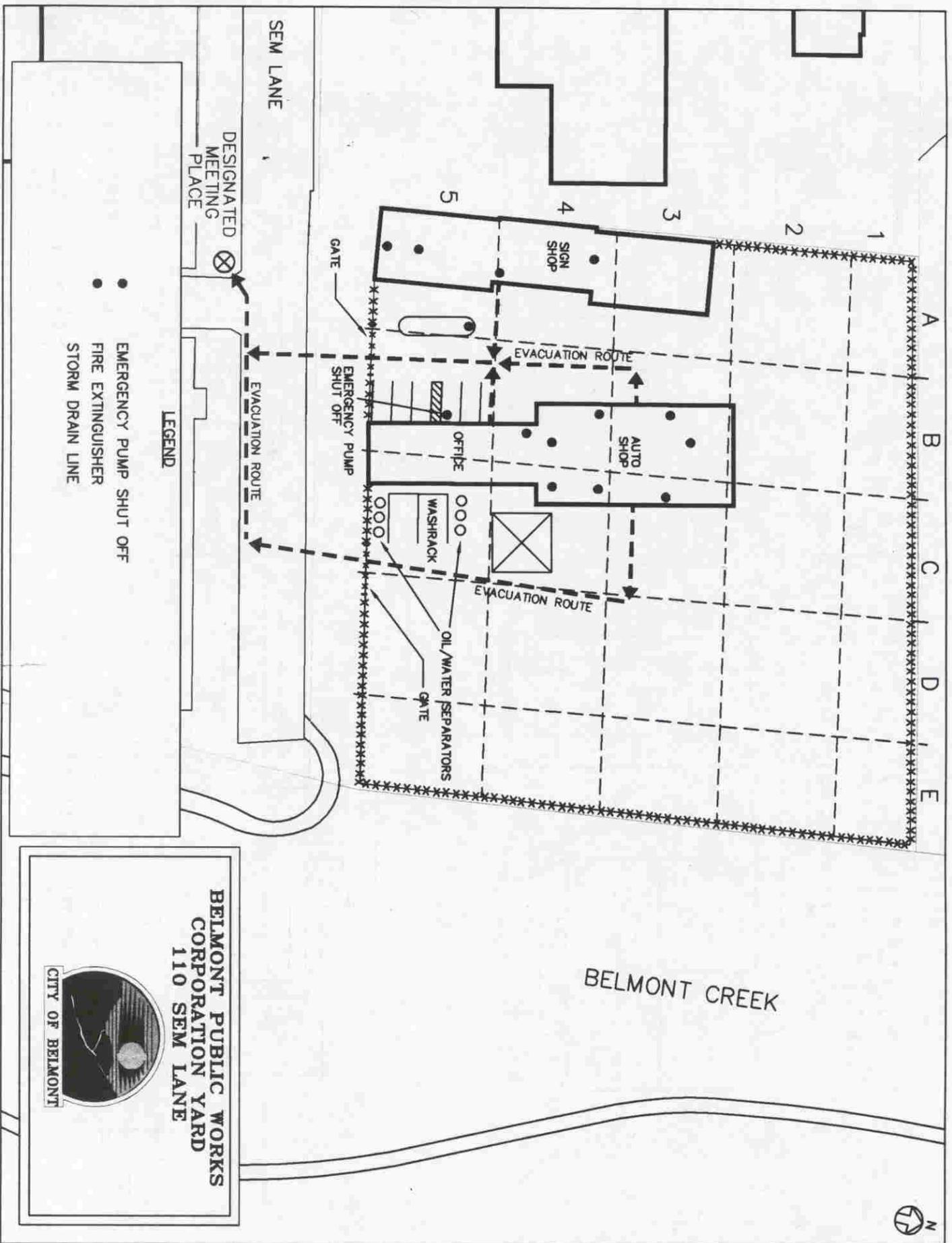
Appendix A: Assembly Area Layout (Maps Attached)

City Hall:	Lawn Area near Senior and Community Center (Appendix A-1)
Police:	Lawn Area near Senior and Community Center (Appendix A-1)
Parks and Rec:	
Admin Bldg	Twin Pines Park Parking Lot (Appendix A-1)
Senior Center	Twin Pines Park Parking Lot (Appendix A-1)
Cottage	Twin Pines Park Parking Lot (Appendix A-1)
Lodge	Twin Pines Park Parking Lot (Appendix A-1)
Barrett	Sidewalk on Belburn Ave side of building (Appendix A-2)
Sports Complex	Parking Lot (Appendix A-3)
Public Works	
Corp Yard	Parking Lot on south side of Sem Street (Appendix A-4)





I:\CITY\EVACUATION\SPORTS COMPLEX_FINAL.DWG



- LEGEND**
- EMERGENCY PUMP SHUT OFF
 - FIRE EXTINGUISHER
 - STORM DRAIN LINE

**BELMONT PUBLIC WORKS
CORPORATION YARD
110 SEM LANE**



CITY OF BELMONT

BELBURN AVE

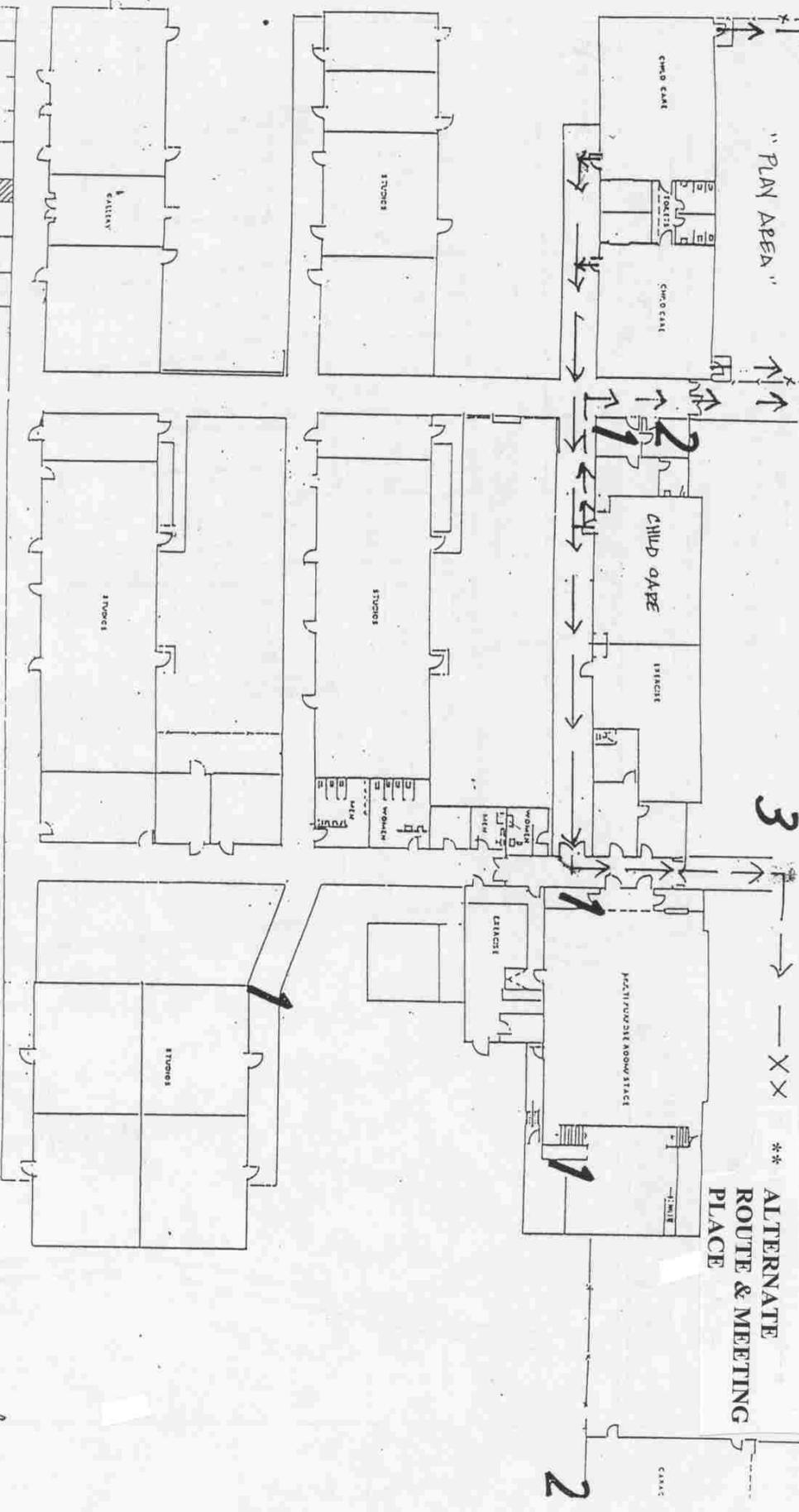
* PRIMARY ROUTE & MEETING PLACE

BARRETT COMMUNITY CENTER 1835 BELBURN DRIVE

3

** ALTERNATE ROUTE & MEETING PLACE

"PLAN AREA"



THE GALLERY - 1870 RALSTON AVE

1 - Electricity

2 - Gas

3 - Water

"EVACUATION PLAN"

Appendix B: Assembly Area Head Count Form

Missing Employees Name(s)

Area Last Seen

1. _____.	_____.
2. _____.	_____.
3. _____.	_____.
4. _____.	_____.
5. _____.	_____.
6. _____.	_____.

Injured Employees Name(s)

Type of Injury

1. _____.	_____.
2. _____.	_____.
3. _____.	_____.
4. _____.	_____.
5. _____.	_____.
6. _____.	_____.
7. _____.	_____.

Additional Employees / Guest Name(s)

Problem(s)

1. _____.	_____.
2. _____.	_____.
3. _____.	_____.
4. _____.	_____.
5. _____.	_____.
6. _____.	_____.
7. _____.	_____.
8. _____.	_____.

Appendix C: Evacuation Drill Evaluation Form

Employee Name (optional): _____

Assembly Area: _____

Person in Charge: _____

Date: _____

Please take a moment to fill out this evaluation form to allow us to correct any deficiencies that may exist in our evacuation program.

True

False

1. I could hear the evacuation alarm.
2. I had been trained on the evacuation procedure.
3. I knew the evacuation route out of my work area.
4. I knew where my Assembly Area was located.
5. The Assembly Area was easy to find.
6. I did not stop for my personal belongings.
7. My supervisor knew what to do.
8. A head count was taken at the Assembly Area
9. I did not run during the evacuation drill.
10. I remembered what I was supposed to do.

General Comments: