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A. Workplace Emergencies Introductions.

This Emergency Action Plan (EAP) establishes guidelines for all reasonably foreseeable workplace emergencies. Because each emergency situation involves unique circumstances, the guidelines provide general guidance only. Thoughtful actions based on situation assessment are always required when responding to an emergency. It is also important to note that emergency guidelines do not necessarily represent sequential series of steps.

Emergencies can be identified as Medical, Fire, Severe Weather, Bomb Threats, Terrorist Attacks, Criminal Acts, Chemical Spills, etc. Personnel should identify these emergencies and report them to the Emergency Coordinator, or on-site manager and **CALL 911** to alert Police.

**Assembly Area - 1696 Rogers Ave., San Jose, CA 95112
(front parking lot)**

B. Reporting Emergencies.

Summon emergency assistance by CALLING 911. Be prepared to provide the following information:

- Your name and location
- Phone number from where the call is being made
- Location of the emergency, including facility name and full address
- Type of emergency:
 - Medical
 - Fire
 - Confined Space Rescue
 - Hazardous Material
 - Criminal Act
 - Bomb Threat
- Other important Information:
 - Number and condition of victims
 - Location and extent of situation, hazard, fire, etc.
 - Involvement of Hazardous Materials (as available, give product name and/or describe any markings, labels or placards)
- What is needed

DO NOT HANG UP FIRST. Let emergency personnel hang up first.

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C. Medical Emergencies.

1. Survey the scene; evaluate personal safety issues
2. Request assistance (SHOUT FOR HELP)
3. Call 911
4. Provide the following information:
 - Number and location of victim(s)
 - Nature of injury or illness
 - Hazards involved
 - Nearest entrance (emergency access point)
5. Alert trained employees to respond to the victim's location and bring a first aid kit

Procedures:

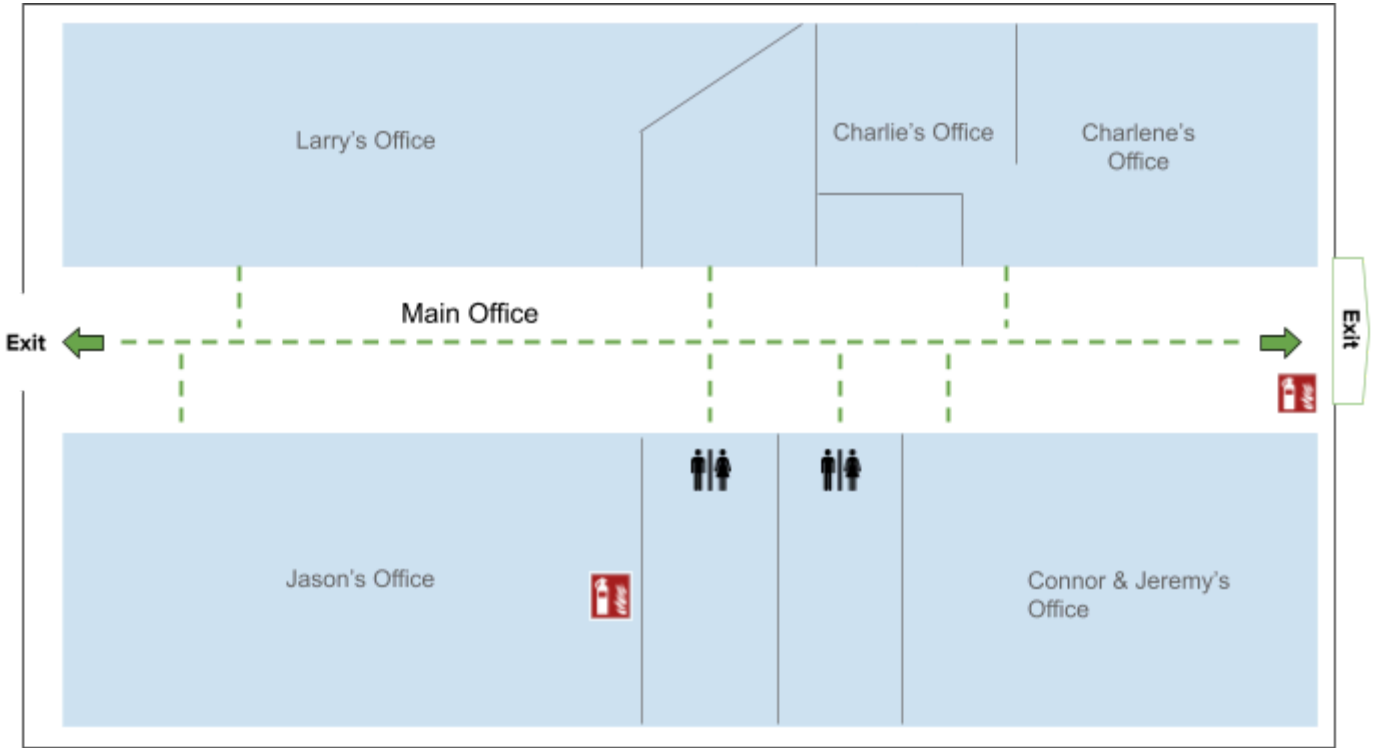
- Only trained responders should provide first aid assistance
- Do not move the victim unless the victim's location is unsafe
- If personnel trained in First Aid are not available, as a minimum, attempt to provide the following assistance:
 - Stop the bleeding with firm pressure on the wounds (note: avoid contact with blood or other bodily fluids).
 - Clear the air passages using the Heimlich Maneuver in case of choking.
- Take "universal precautions" to prevent contact with body fluids and exposure to bloodborne pathogens
- Meet the ambulance at the nearest entrance or emergency access point; direct them to victim(s)

D. Fire Emergencies. San Jose - 408-277-8911 (Fire/Police)

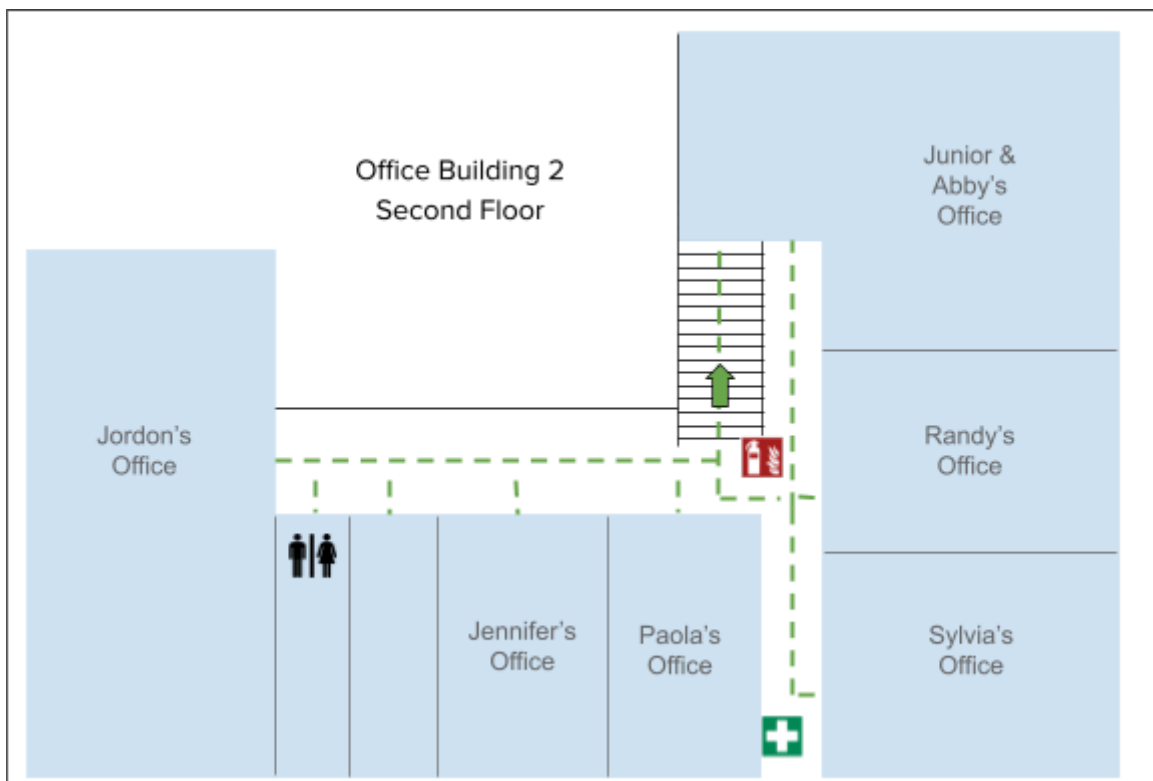
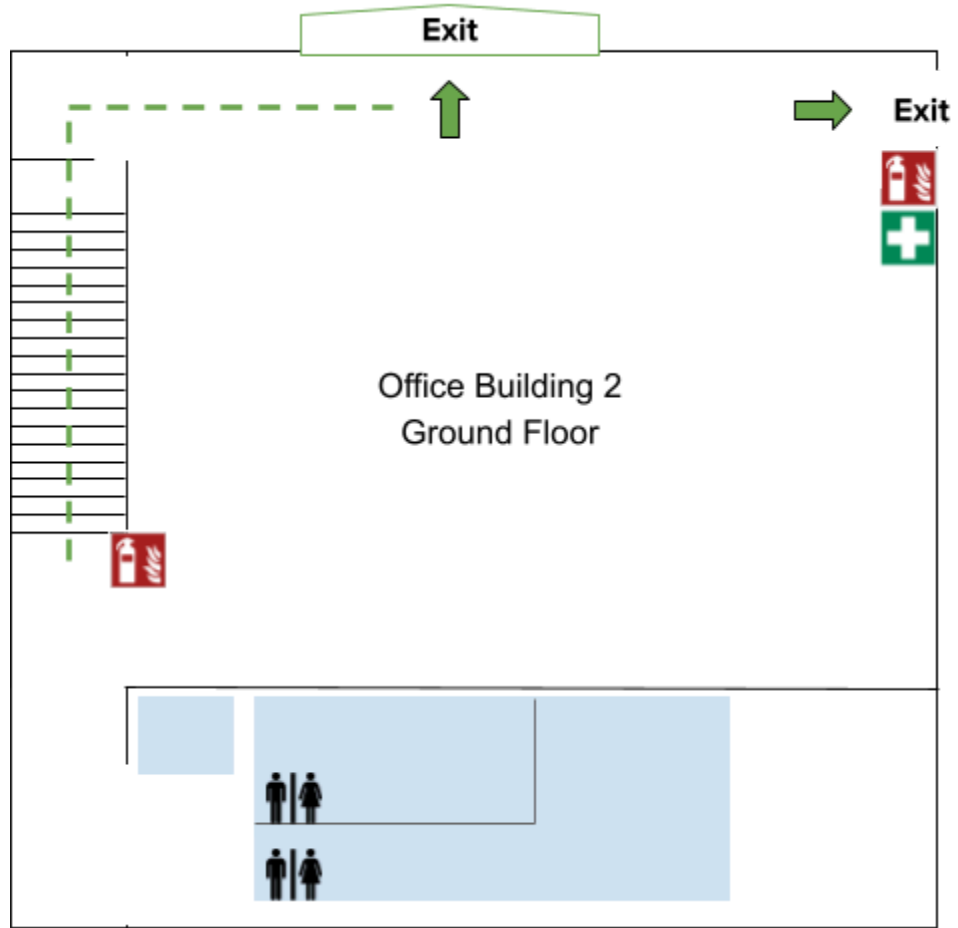
The following apply during fire emergencies requiring evacuation:

1. The fire alarm will be activated and personnel will calmly evacuate using designated escape routes giving vocal alarms of "FIRE", etc
2. Personnel will look into rooms as they leave the building and notify personnel to exit; do not delay your evacuation for this purpose
3. Personnel will assemble and remain in the evacuation Assembly Area. Leaving the group or failing to report to the evacuation Assembly Area can cause unnecessary effort locating personnel believed to be missing
4. Immediately notify your Floor Captain or the Emergency Coordinator of missing or unaccounted for personnel
5. Stay alert and listen for instructions
6. Await guidance to disperse, return to the building or take additional measures

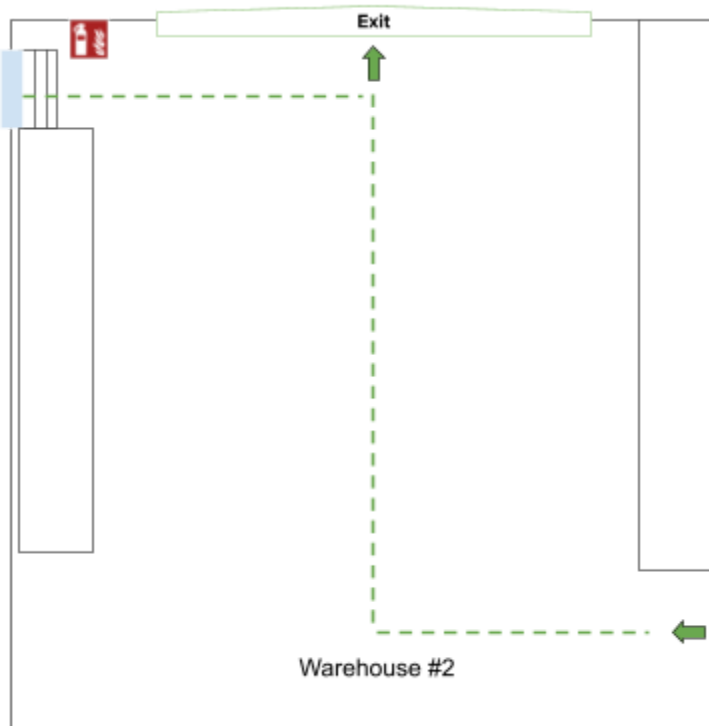
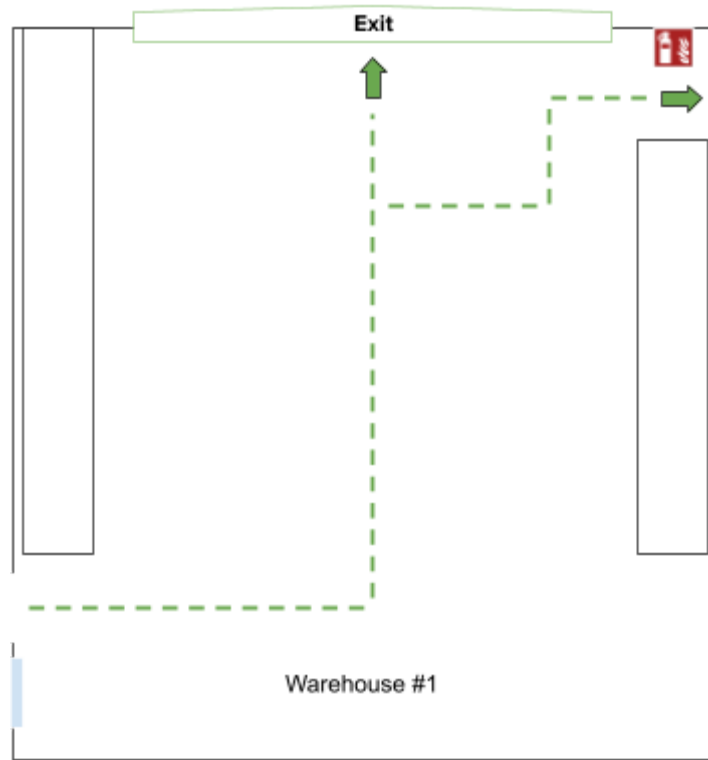
Main Office - Evacuation Map



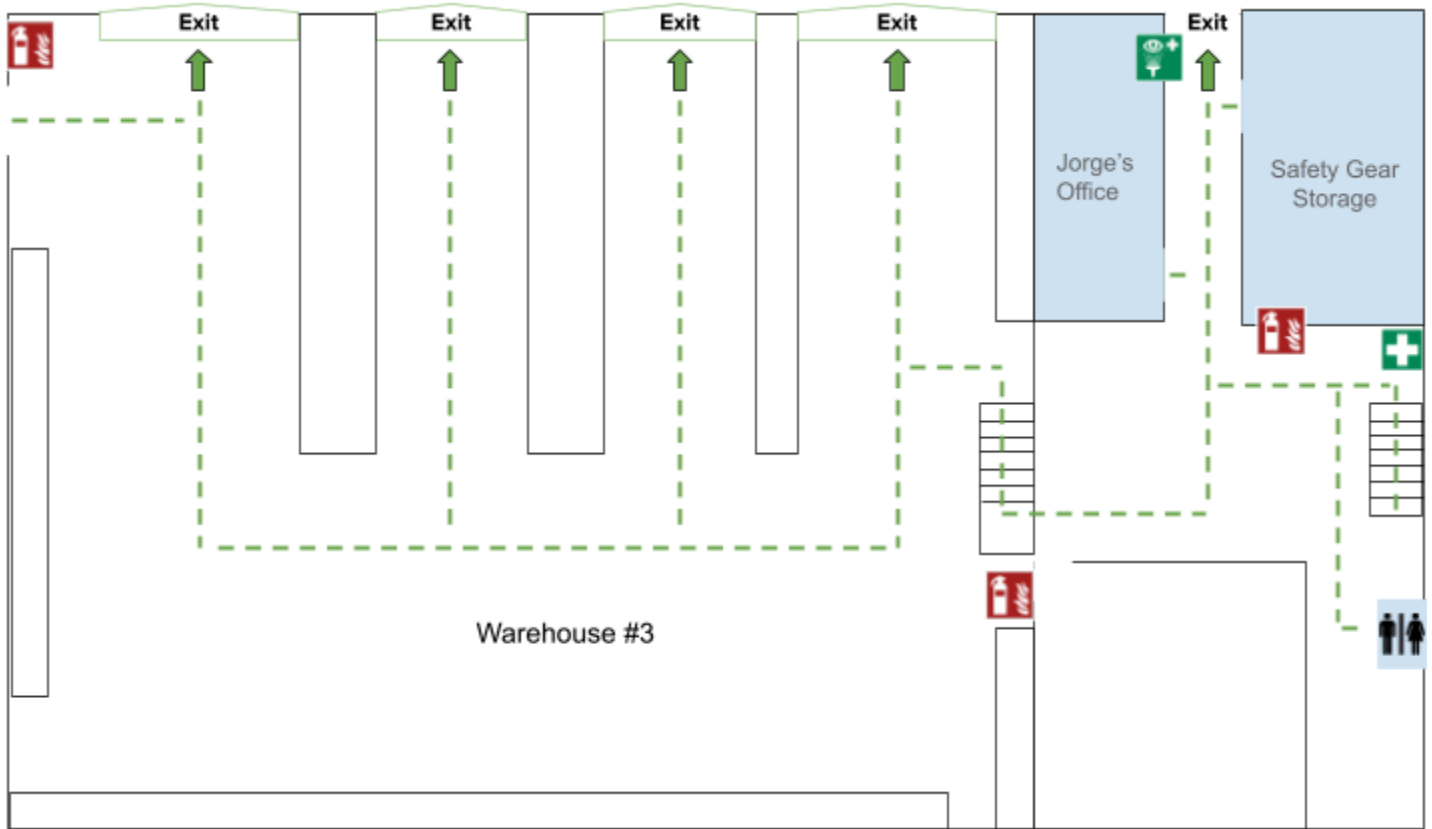
Office Building 2 - Evacuation Map



Warehouse - Evacuation Map



Warehouse - Evacuation Map







FIRE SAFETY

Action in the event of **FIRE**

			
REMOVE ANY PERSON IN IMMEDIATE DANGER	ALARM ALERT OTHERS BY ACTIVATING/RAISING ALARMS	CONTAIN THE EMERGENCY BY CLOSING DOORS AND WINDOWS (WHERE SAFE TO DO SO)	EVACUATE THE AREA/BUILDING (EXTINGUISH IF YOUR TRAINED AND IT'S SAFE TO DO SO)

EXTINGUISH FIRE - only when safe to do so

			
PULL THE PIN	AIM AT THE BASE OF FIRE	SQUEEZE HANDLE	SWEEP SIDE TO SIDE

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E. Severe Weather and Natural Disasters

Earthquake:

- Stay calm and take cover
- Keep away from overhead fixtures, windows, filing cabinets, and electrical power
- Assist people with disabilities in finding a safe place
- Evacuate as instructed by the Emergency Coordinator or the designated official

Flood:

- Be ready to evacuate as directed by the Emergency Coordinator
- Follow the recommended primary or secondary evacuation routes
- Climb to high ground and stay there
- Avoid walking or driving through flood water
- If car stalls, abandon it immediately and climb to a higher ground

F. Violent Incidents and Criminal Acts

Move to a safe location and immediately call 911 if you are the victim of or witness to any of the following:

- Assault
- Verbal or other threat of bodily harm
- Suspicious activity
- Crimes in progress
- Weapons violations
- Activities presenting a serious risk to the individual or others

When reporting a crime, be sure to provide the following information to the dispatcher:

- Nature of the incident
- Location of the incident
- Description of the person(s) involved. Be specific (features, clothing, etc.)
- Description of the property involved
- If the suspect has left the scene, their last known path and means of travel

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G. Chemical Spill and Hazardous Materials

When a Small Chemical Spill has occurred:

- Notify the Emergency Coordinator and/or on-site manager
- If toxic fumes are present, secure the area (with caution tapes or cones) to prevent other personnel from entering
- Small spills must be handled in a safe manner, while wearing the proper PPE
- Review the general spill cleanup procedures

When a Large Chemical Spill has occurred:

- Immediately notify the on-site manager and Emergency Coordinator
- Contain the spill with available equipment (e.g., pads, booms, absorbent powder, etc.)
- Secure the area and alert other site personnel
- Do not attempt to clean the spill unless trained to do so
- Attend to injured personnel and call the medical emergency number, if required
- Call a local spill cleanup company or the Fire Department (if arrangement has been made) to perform a large chemical (e.g., mercury) spill cleanup
- Evacuate building as necessary