

EMERGENCY ACTION PLAN

PURPOSE

The purpose of this Emergency Action Plan is to establish procedures for safely and effectively managing an emergency event for San Joaquin Valley Homes. All employees, supervisors, and managers are expected to follow the procedures outlined in this plan to ensure that employees and visitors are protected from any further harm during an emergency situation.

SCOPE

This Emergency Action Plan covers those designated actions that managers and employees must take to ensure employee and visitor safety from fire and other emergencies. This plan includes: emergency escape procedures and emergency escape route assignments; procedures for employees who have to stay to operate critical plant operations before they evacuate (if applicable); procedures to account for employees after emergency evacuation has been completed; rescue and medical duties for those employees who are to perform them; the preferred means of reporting fires and other emergencies; and individuals who can be contacted for further information about the plan.

I. Responsibility

A. Person(s) responsible for emergency planning and information is/are:

Teresa Hernandez, Safety Director

B. Responsibilities of the Emergency Response Team

The goal of the Emergency Response Team is to assist in the orderly evacuation of employees and visitors from a building or area during an emergency or assist with shelter in place procedures if warranted. The duties of the Emergency Response Team are as follows:

- Be familiar with the content of this plan.
- Alert staff of emergency situations.
- Ensure that staff and visitors are appropriately evacuating the facility or area based on the escape route assignments (see evacuation map in Attachment A).
- Assist in the evacuation of visitors and staff with disabilities.
- Perform medical duties as necessary to employees and visitors during emergency situations.
- Extinguish small fires with the use of a fire extinguisher if safe to do so.
- If instructed, account for all employees and visitors at the designated meeting location(s).

The list of the Emergency Responders is located in Attachment B.

C. Training

Emergency Response Team members will be trained and made aware of their duties so that they can assist in the safe and orderly emergency evacuation of employees. They shall be made aware of their responsibilities under this plan:

- Initially when the plan is developed.
- Whenever the employee's responsibility under the plan changes.
- Whenever the plan is changed.
- Annually during evacuation training.

D. Responsibilities of the Employees

The success of this Emergency Action Plan in times of emergencies hinges on employees knowing the procedures outlined in this plan and acting upon them in an appropriate manner.

Before an emergency, employees shall:

- Become familiar with the contents of this plan to include who to report emergencies to, the assigned evacuation routes for the facility, and the designated meeting locations.
- Actively participate in emergency drills and treat them as if they are real.

During an emergency:

- Assist an Emergency Response Team member if asked.
- Listen and wait for directions on how and when to evacuate the facility from emergency response team members, security, police, or fire personnel.
- Report any emergencies such as a bomb threat or threats of violence to your supervisor **first and immediately**.
- Follow the assigned escape route procedures to avoid crowding at the exits.
- Report **immediately** to your designated meeting location upon evacuating the facility. Do not take any side trips.
- Never go back into the facility to retrieve personal belongings.

II. Reporting Emergencies

- A. Report fire or other emergencies immediately, first to your supervisor, then to the responsible person(s) listed above. When warranted, call 911. Be prepared to provide the responder with the nature and location of the emergency. Our address is:

Facility name SEE ATTACHMENT "D" (Red Tab)
Facility address _____
Major cross streets _____
Facility phone number _____

III. Employee Alarm Systems

The employee alarm system for this facility provides warning so that employees can escape safely from the workplace or the immediate work area.

The employee alarm system that has been established for this facility is as follows:

Telephone for all jobsites.
Pull Box Alarm for Main office

Note: Methods include but are not limited to: manual pull box alarms, public address systems, radio or telephones. If phones are used as a primary means of reporting, telephone numbers shall be conspicuously posted nearby.

Procedures for sounding emergency alarms in the workplace:

IV. Evacuation Route and Assembly Area Map/First Aid Kits

A. Evacuation Routes and Maps

The evacuation routes and assembly area maps are posted by every main exit. Employees are to become familiar with all evacuation routes and their assembly point. See Attachment A for evacuation map.

B. Location of First Aid Kits

As noted on the evacuation maps, the First Aid Kits are located:

In Each Sales office & Superintendent's vehicle

C. Designated Meeting Locations

Once employees have evacuated the facility, they must meet at jobsite exit on map to check in with Antonio, Curt or Steve who will be accounting for individuals. Those employees who do not show up to the designated meeting location will be presumed to still be in the building and fire and police personnel shall be notified of their absence immediately.

V. Fire Emergency Procedures

- A. Remove anyone in immediate danger.
- B. Once an employee is alerted to the fire danger, he/she will go to the nearest exit, activate the fire alarm (if present), exit the building according to the emergency action plan, and proceed directly to the designated assembly point.
- C. Confine the fire to the room/area by closing the door to the area where the fire is located and by ensuring all doors leading to the main hallways are closed.
- D. Attempt to extinguish the fire only if you have received training on the use of portable fire extinguishers, the fire is in its beginning stage, and it can be extinguished safely.
- E. Disabled and non-ambulatory (unable to walk personnel) should request assistance from those nearest to them. Advise the Fire Department or Security of personnel trapped who may require assistance to evacuate.

VI. Earthquake Emergency Procedures

- A. If you are indoors, stay there. Take shelter under a desk, table. If you cannot get under something sturdy, get on your hands and knees and cover your head with your hands and arms. Stay away from windows, outside walls, light fixtures, filing cabinets and bookshelves.**
- B. If you are outdoors, go to an open area away from trees, buildings, walls, roadways and power lines.**
- C. If the building is evacuated, do not return until authorized.**
- D. Beware of potential dangers after an earthquake such as escaping gas, unstable building structures, electrical hazards, etc. Also beware of aftershocks.**

VII. Evacuation of the Disabled

- A. Persons with a disability (including a short term disability and visitors with disabilities) needing assistance through an exit will have a pre-designated person on the emergency response team to assist through an exit and to staging area.**
- B. If assistance is not immediately available, disabled persons should stay in the exit corridor or at the top of the stairway or landing. An Emergency Responder will advise Security and Fire Department personnel of the location of the disabled person(s) in the event all other actions fail.**

A list of employees who will need assistance in the event of an emergency is included in Attachment C.

VIII. Serious Injury

- A. Check the scene and the victim to determine the danger potential and the extent of the injury. Do not move a seriously injured victim unless there is an immediate danger such as fire, flood, or poisonous gas. If you must move the victim, do it as quickly and carefully as possible. If there is no immediate danger, do not move the victim and advise the bystanders the victim is not to be moved.**
- B. Call 911 immediately if the victim is unconscious. Additionally, you should call for an ambulance if the victim has trouble breathing or is breathing in a strange way; has pressure or pain in the chest or abdomen; is bleeding severely; has slurred speech; appears to have been poisoned; has injuries to the head, neck, or back; or has possible broken bones.**
- C. Keep the victim calm and as comfortable as possible. Administer CPR or First Aid if you have been trained in those areas. A First Aid kit should be used and precautions should be taken to minimize exposure to blood and other bodily fluids. Remain with the victim until emergency services personnel and Security arrive.**

IX. Hazardous Materials

- A. A hazardous material is a substance that presents a physical or health hazard. A health hazard refers to a substance for which there is significant evidence that health effects may occur for exposed employees.**
- B. A Safety Data Sheet (SDS) is required for all hazardous substances in use within the department. Employees will be provided with training on the safe use of all chemicals they will be exposed to.**
- C. In the event of a hazardous material emergency:**
 - i. Evacuate the area, securing access to the area when possible.**
 - ii. Immediately call 911 and inform the operator of the emergency. Provide as much information as possible to the operator and refer to the SDS.**
- D. The list of chemicals regularly used in this facility is located in the SDS binder and on a USB. The SDS binder is located in the office and in each sales office. SDS USB's are located with each Construction and Land Development Superintendent.**

X. Bomb Threats

- A. If you receive a bomb threat or discover a possible bomb or suspicious object(s), immediately notify your supervisor and call 911.**
- B. In the event of a bomb threat by telephone:**
 - i. Get someone's attention and convey the nature of the call. Have them make the above notifications.**
 - ii. Get as much information as possible from the caller. Ask the following questions:**
 - 1. Where is the bomb?**
 - 2. When is it going to explode?**
 - 3. What does it look like?**
 - 4. What kind of bomb is it?**
 - 5. What is the person's name or organization?**
 - iii. Record the following information:**
 - 1. Date and time of call**
 - 2. Exact words of caller**
 - 3. Age, sex, adult, or child**
 - 4. Any speech pattern or accent**
 - 5. Background noises**
- C. For bomb threats by mail or for suspicious objects discovered:**
 - i. Do not handle the letter, envelope, or package any further.**
 - ii. Immediately notify police by calling 911**
 - iii. Notify your immediate supervisor or department head.**
 - iv. Evacuate the immediate area if instructed to do so.**

FBI BOMB THREAT CALL CHECKLIST

QUESTIONS TO ASK

EXACT WORDING OF THE THREAT

1. When is the bomb going to explode?
2. Where is it right now?
3. What does it look like?
4. What kind of bomb is it?
5. What will cause it to explode?
6. Did you place the bomb?
7. Why?
8. What is your address?
9. What is your name?

Sex of Caller _____ Age _____ Race _____ Length of Call _____

CALLER'S VOICE:

- | | | | |
|----------------------------------|-----------------------------------|--|---|
| <input type="checkbox"/> Calm | <input type="checkbox"/> Laughing | <input type="checkbox"/> Lisp | <input type="checkbox"/> Disguised |
| <input type="checkbox"/> Angry | <input type="checkbox"/> Crying | <input type="checkbox"/> Raspy | <input type="checkbox"/> Accent |
| <input type="checkbox"/> Excited | <input type="checkbox"/> Normal | <input type="checkbox"/> Deep | <input type="checkbox"/> Familiar _____ |
| <input type="checkbox"/> Slow | <input type="checkbox"/> Distinct | <input type="checkbox"/> Ragged | |
| <input type="checkbox"/> Rapid | <input type="checkbox"/> Slurred | <input type="checkbox"/> Clearing Throat | |
| <input type="checkbox"/> Soft | <input type="checkbox"/> Nasal | <input type="checkbox"/> Deep Breathing | |
| <input type="checkbox"/> Loud | <input type="checkbox"/> Stutter | <input type="checkbox"/> Cracking Voice | |

BACKGROUND SOUNDS:

- | | | | |
|--|---|--|--|
| <input type="checkbox"/> Street noises | <input type="checkbox"/> House noises | <input type="checkbox"/> Factory Machinery | <input type="checkbox"/> Local |
| <input type="checkbox"/> Crockery | <input type="checkbox"/> Motor | <input type="checkbox"/> Animal Noises | <input type="checkbox"/> Long Distance |
| <input type="checkbox"/> Voices | <input type="checkbox"/> Office Machinery | <input type="checkbox"/> Clear | <input type="checkbox"/> Mobile |
| <input type="checkbox"/> PA System | <input type="checkbox"/> Music | <input type="checkbox"/> Static | <input type="checkbox"/> Booth |
| <input type="checkbox"/> Other | | | |

THREAT LANGUAGE:

- | | | | |
|--|---|--|--|
| <input type="checkbox"/> Well-spoken
(Educated) | <input type="checkbox"/> Foul
Irrational | <input type="checkbox"/> Incoherent
Taped | <input type="checkbox"/> Message read by
Threat Maker |
|--|---|--|--|

REMARKS: _____

Fill out completely, immediately after bomb threat.

Date _____

Name _____ Position _____

EVACUATION PLOT, FACILITY PLOT, AND EVACUATION PLAN

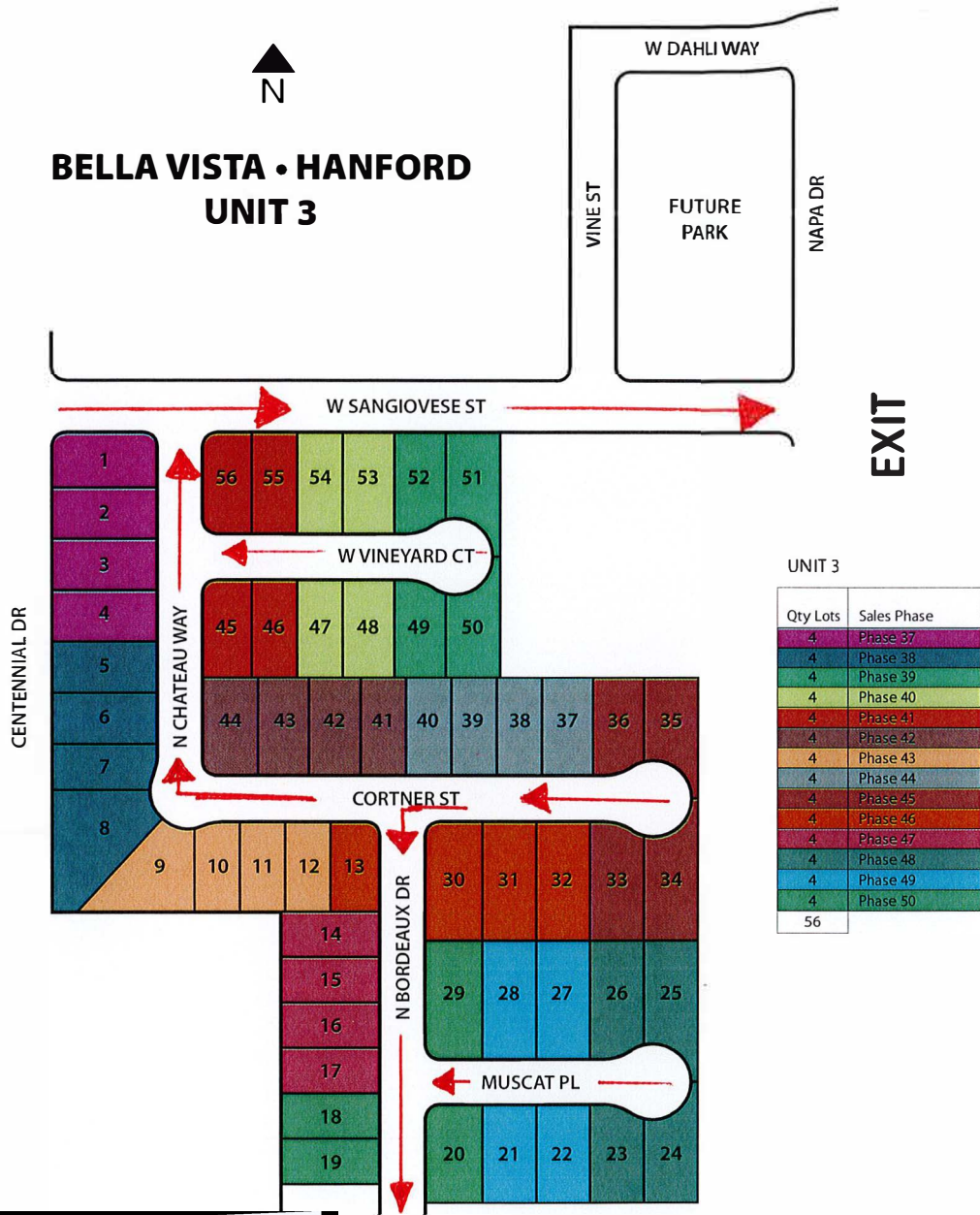
Draw a map of your facility

- **Prepare a map of your facility on an 8 ½" x 11" page.**
- **Insert it in your Emergency Contingency Plan.**
- **Post a copy of this plan at several points to show employees the location of emergency equipment and evacuation routes.**
- **You may also be required to provide a copy of this to your Fire Department or to other emergency responders.**
- **Your County or Fire Department may have specific requirements for the information and symbols to be used on this map; for instance, you are required to have a Hazardous Materials Business Plan if you have more than 55 gallons, 500 pounds, or 200 c.f. of hazardous materials on site at one time.**

Include locations of the following:

- **Water, gas, and electric shutoffs.**
- **Drains to sanitary and storm sewers, sumps, collection tanks.**
- **SDS Binders.**
- **Firefighting equipment.**
- **Hazardous waste storage and accumulation areas--specify hazard such as flammability.**
- **Underground and above ground storage tanks.**
- **Evacuation routes and staging area.**
- **Fire hydrants.**
- **First Aid Kits.**

BELLA VISTA II EMERGENCY EXIT ROUTE



SALES OFFICE/MODEL HOMES

FIRE EXTINGUISHER INSIDE

SDS SAFETY DATA SHEET LOCATED INSIDE

FIRST AID KIT INSIDE

NOTICE PHONE INSIDE

THE FOLLOWING ITEMS LOCATED AT THE SALES OFFICE

EXIT

REV 010621