



Issue Date

Revision Date

NA

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Subject: 3.0 Emergency Preparedness Plan

Approved

Approved

Human Resources Manager Date

Risk Management Analyst Date

Facilities Information

TOPIC	INFORMATION
Facilities Name	County of Tuolumne
Mailing Address	2 South Green Street Sonora, CA 95370
Facilities Contact	Steve Hannon, Facilities Manager Phone: (209) Fax: (209)
Facilities Emergency Coordinator, Primary	Steve Boyak, Senior Analyst Phone: (209) Fax: (209)
Facilities Emergency Coordinator, Alternate	Kelley Reich, Risk Management Analyst Phone: (209) Fax: (209)
County	Tuolumne
Facilities Operations	Public Sector
Owner / Operator	County of Tuolumne
SIC/NAICS Code	
Date of Last Update	

1.0 INTRODUCTION

COUNTY OF TUOLUMNE is committed to providing a safe and healthful environment for its employees, the public, and for the protection and preservation of property and the environment . This Emergency Preparedness Plan (EPP) establishes responsibilities and authority for mitigation, preparation, response and recovery from potential emergencies and disasters and establishes the basis and organization for response to emergency situations including the coordination of disaster operations and the management of critical resources.

The plan describes how COUNTY OF TUOLUMNE handles emergencies associated with fires, injuries, releases and spills of hazardous chemicals, earthquakes, floods, tornadoes, bomb threats, energy failures, civil disturbances, bio-terrorism threats, radiological, and hazardous matter. It describes:

- The Emergency Response actions COUNTY OF TUOLUMNE employs to minimize and/or eliminate injuries to human health and the environment
- Remedial and corrective actions, COUNTY OF TUOLUMNE implements after an emergency incident
- How COUNTY OF TUOLUMNE complies with a number of local, state, and federal agencies

1.1 Scope

The disaster/emergency management community is comprised of many different entities including the government at federal, state, and local levels; business and industry; non-governmental organizations; and individual citizens. Each of these entities has its own focus, unique missions and responsibilities, varied resources and capabilities, and operating principles and procedures. Each entity can have its own definition of disaster. For COUNTY OF TUOLUMNE's purposes disaster will be defined in three situations:

- An occurrence or imminent threat to COUNTY OF TUOLUMNE with widespread or severe damage, injury or loss of life or property resulting from natural or human causes
- An emergency that is beyond the normal response resources of COUNTY OF TUOLUMNE and would require the response of outside resources and assistance for recovery
- Any suddenly occurring or unstoppable event that claims the loss of life, suffering, loss of valuables, or damage to the environment that overwhelms local resources or efforts and has a long-term impact on social or natural life that is always negative in the beginning.

This plan covers the COUNTY OF TUOLUMNE facilities consisting of the main building, all outside appurtenances including the generator, and all on-site parking and lawn areas. Hazardous material is stored in drums and containers throughout the county facilities. Most hazardous material is stored within the building except for some hazardous waste outside the building and diesel fuel which is stored in above ground storage tank.

1.2 Approval

COUNTY OF TUOLUMNE management fully supports the adoption of this EPP and will commit the resources necessary to implement it. The Facilities Emergency Coordinator (FEC) is thoroughly familiar with COUNTY OF TUOLUMNE's operations and this EPP. The FEC is prepared to implement this EPP during an emergency and to ensure accident preventative measures are addressed during non-emergency times.

1.3 Definitions

CCR – Code of California Regulations
EPA – Environmental Protection Agency
EPP- Emergency Preparedness Plan
FEC – Facilities Emergency Coordinator
HR-Human Resources
MERT-Medical Emergency Response Team
NFPA – National Fire Protection Agency
OSHA-Occupational Safety and Health Act

1.4 References

Code of California Regulations, Title 19, Part 2
Code of Federal Regulations, Title 29, Part 1910.38
Code of Federal Regulations, Title 40, Part 68
Resource and Conservation Recovery Act (RCRA) 1976
Comprehensive Environmental Response, Compensation, and Recovery Act (CERCLA) 1980
Superfund Amendments and Reauthorization Act (SARA) 1986
National Fire Protection Standard 1600

2.0 PLAN OVERVIEW

Disaster / Emergency management and business continuity encompasses the areas of personnel training and acquisition of resources as well as the evaluating and testing of plans and procedures to mitigate and prepare for credible disasters. Should a disaster occur, the appropriate plan provides for effective response and rapid recovery.

Effective response includes those actions such as warning, personnel safety, property protection, security, and restoration taken to prevent or minimize the effects of a disaster. Once a disaster has occurred, every effort will be taken to safely ameliorate the situation. This EPP provides the implementation of the programs requirements.

2.1 Facilities Description

COUNTY OF TUOLUMNE is located at 2 South Green Street Sonora, CA. The facilities is situated on a parcel of land located within an industrial park consisting of commercial properties. COUNTY OF TUOLUMNE's facilities consists of one 30,000 sq. ft. building which includes, public works, receiving and shipping, storage areas, including hazardous material and hazardous waste storage, and administrative offices. Approximately 1200 people are employed at the Sonora facilities. Building heat and hot water are supplied by a natural gas fired heating system. COUNTY OF TUOLUMNE is served by TUD.

COUNTY OF TUOLUMNE is located downtown Sonora and throughout the county. The facilities's topography is generally level. Storm water from the roof and parking lot sheet-flows into parking lot storm drains and into the municipal storm sewer system. Potable water is supplied by the Tuolumne Water District. COUNTY OF TUOLUMNE's waste process water is discharged through the facilities process sewer to the Tuolumne Utilities District's treatment plant. COUNTY OF TUOLUMNE is a Small Quantity Generator of hazardous waste and has an Environmental Protection Agency (EPA) identification number of **CAR 000018382**.

Tuolumne General Hospital is located approximately one half miles east of the COUNTY OF TUOLUMNE facilities in downtown Sonora, California. The Sonora Fire and Police Departments are located within approximately two miles of the COUNTY OF TUOLUMNE facilities in downtown Sonora. Response time to the facilities is under three minutes.

COUNTY OF TUOLUMNE's facilities is comprised of general office space, maintenance, and warehouse areas.

COUNTY OF TUOLUMNE is a leader in providing services to the public sector.

2.2 COUNTY OF TUOLUMNE Contact Information

The current EOP, is the primary employee responsible for COUNTY OF TUOLUMNE's emergency response programs along with the Risk Management Analyst. **Lab Manager and Night Supervisor are the Primary Facilities Emergency Coordinators (FEC) for the facilities during first and second shifts, respectively.** The Site Risk Management Analyst is responsible for COUNTY OF TUOLUMNE's Safety Program management. The primary phone and fax numbers for the facilities are **(916) 372-4200** and **(916) 372-4938**, respectively.

2.3 Laws and Regulations Satisfied

COUNTY OF TUOLUMNE requires personnel to evacuate the facilities when an emergency occurs and because employees are not permitted to assist in "emergency response" activities, COUNTY OF TUOLUMNE has chosen to meet OSHA's emergency action planning requirements by adopting an Emergency Action Plan, 29 C.F.R. § 1910.38(a).

The Occupational Safety and Health Administration (OSHA) has adopted regulations which require COUNTY OF TUOLUMNE to maintain a Hazard Communication Plan, 29 C.F.R. § 1910.1200 because employees store and utilize hazardous chemicals in the work place.

California law requires the operators of any facilities where any extremely hazardous substance is present in a quantity above the threshold planning quantity to maintain a Facilities Emergency Response Plan which addresses the criteria listed in 19 CCR, Part 2-1.

In addition to these required plans, California law allows companies to take advantage of reduced reporting requirements (i.e., reportable quantities) for hazardous material releases, if they adopt a hazardous matter spill prevention control and cleanup (hazardous matter SPCC) plan which addresses the criteria listed in 19 CCR, Part 2-4.

2.4 Submission and Amendments

This EPP was submitted to the Sonora Fire Department, **1110 West Capital Ave Sonora, CA 95605. Their phone number is 916-617-4600.**

The EPP is intended to be an integral part of COUNTY OF TUOLUMNE's operations. To increase effectiveness, it will be reviewed and updated by COUNTY OF TUOLUMNE personnel and management whenever

- It fails in an emergency
- Any change in design, construction, operation, or maintenance is likely to impact the EPP's effectiveness.
- Annual exercises, or drills suggest amendment is necessary.
- Emergency Coordinators change or emergency equipment changes
- A federal, state, or local regulator with jurisdiction over COUNTY OF TUOLUMNE determines a change to be necessary.

In addition, COUNTY OF TUOLUMNE will review the plan with each employee covered under the plan when the plan is developed and/or changed.

A hard copy of this plan will be kept in the Safety Manual and copies will be available from the Risk Management Analyst upon request.

2.5 Communication Systems

Employees are notified of an emergency requiring evacuation via the fire alarm or facilities-wide voice paging/intercom system. Employee notification of a non-evacuation emergency is primarily through the intercom system, and alternatively via phones and verbal communication. Hand held radios are also utilized as a means of communication in the event of a facilities emergency. Hand held radios are maintained on-site by the CAO office. Radios are utilized during emergency situations by emergency coordinators.

The site is equipped with radios throughout the building, including offices, conference rooms. These phones also function as an internal intercom/paging network. Emergency phone numbers are displayed in a prominent location or on the emergency decision tree (Appendix C). The emergency numbers for the City of Sonora Fire, Police, and Ambulance are included on the posted list of emergency contact numbers.

The site-wide intercom system can send an audible message to most all rooms and areas at the site. This system is not interactive, but is capable of sending site-wide messages from any internal telephone.

2.6 Biological Safety

The TGH requires elevated biosafety levels to protect employees from exposure to various biological agents present. COUNTY OF TUOLUMNE has identified their laboratories as P1 and P2 level labs. It should be noted that although COUNTY OF TUOLUMNE has classified certain laboratories to the P3 standard, no P3 activities have been conducted in these labs to date. Employees working in these environments have been trained in biosafety including emergency procedures and proper PPE (see exposure control plan in the safety manual). The P1, P2 and P3 ratings are based on standard industry biosafety levels which are described as follows:

Biosafety Level 1: This is a typical biological research facilities which performs diagnostic testing on low hazard agents such as Microorganisms not known to cause disease in healthy adult human beings.

It is believed that any hazard present can be controlled by standard laboratory practices, therefore, work activity is conducted on an open bench. Biological safety cabinets are not required and it is more common to find a chemical fume hood for the containment of acutely hazardous chemical substances. Standard facilities features consist of easily cleaned, impervious bench surfaces, sturdy furnishings, hand washing sinks. Personal protective equipment to be worn consists of a lab coat or uniform and gloves and safety glasses when necessary.

Biosafety Level 2 (P2): This type of laboratory is suitable for experiments involving agents that are associated with human disease which is rarely life threatening and for which preventive or therapeutic interventions are often available. The micro-organisms handled in a P2 laboratory include many of the indigenous infectious agents that produce disease in man (*Staphylococcus*, *Streptococcus*, *Plasmodium* sp. adenovirus, vaccinia virus, enteric and blood-borne pathogens, etc.).

Nearly all laboratories operate under level 1 and 2 containment. It is important to understand that at these levels we are dealing with diagnostic activity thought to pose little or minimal hazards to workers.

The control of potential biohazards at the P2 level is provided by use of standard microbiological practices with the addition of personnel protective equipment (lab coat and gloves).

Biosafety Level 3 (P3): Level 3 activity involves organisms or systems which pose a significant risk or represent a potentially serious threat to health and safety of workers, therefore, facilities design plays a significant role in safety. Such facilities include special engineering design features and containment equipment. Biosafety cabinets are required for all technical manipulations that involve viable cultures (no work is allowed on an open bench).

2.7 Fire Prevention

COUNTY OF TUOLUMNE has a sprinkler system which is installed throughout the buildings. The system is fed by city water. Water enters the facilities at adequate fire suppression system pressure. In addition to the facilities's sprinkler system, a **dry-chemical extinguishing system is present in hallways and chemical extinguishing system is present in the computer server room. These two systems operate independently from each other.**

The fire alarm system can be activated at pull-stations throughout the facilities. The fire alarm system is primarily heat activated (heat and smoke detectors, and sprinklers). The alarm sends visual and audio signals throughout the facilities to notify employees of a fire or other emergency via horns and strobes. Activation of the fire alarm automatically notifies the Sonora Fire Department. The fire alarm is activated in any event of any emergency which requires facilities wide evacuation.

In accordance with 29 C.F.R. § 1910.156 and applicable NFPA standards, all facilities fire fighting equipment is inspected and serviced annually to ensure proper operation during emergency incidents. Fire extinguishers and valves for the sprinkler system are inspected monthly. COUNTY OF TUOLUMNE's **Facilities Maintenance staff maintains records of all inspections.**

2.8 Personal Protective Equipment (PPE)

COUNTY OF TUOLUMNE has developed PPE requirements for all work areas that present potential hazards to employees. In general, closed-toe shoes and safety glasses are required in all

lab areas where work is on going. Employees are required to follow the PPE requirements in the Safety Manual under the Hazard Communication and the Chemical Hygiene Plans. PPE worn by COUNTY OF TUOLUMNE employees includes:

- Eye protection - safety glasses, goggles, and face shields
- Hand Protection – chemical resistant gloves;
- Protective clothing –lab coats, aprons, closed-toe shoes;

Personnel are fitted for and trained in the use of PPE, as well as in procedures for PPE selection, maintenance, inspection, and storage. Employees are responsible for donning and maintaining their own PPE. New PPE is provided to employees on an as needed basis. PPE is stored in the individual areas where the PPE is utilized.

2.9 Medical Supplies

First Aid Kits are located on the departments throughout the facilities. In the event of a non-serious injury, use the paging system to announce a “code blue” and the location for a Medical Emergency Response Team Member (MERT) to respond. In the event of a serious injury at COUNTY OF TUOLUMNE, the injured employee will be taken for treatment to UC Davis Medical Center in Sacramento.

2.10 Chemical Spill Equipment

COUNTY OF TUOLUMNE contacts Clean Harbors Inc. for major spills of chemicals. However, trained COUNTY OF TUOLUMNE employees may clean up small scale leaks or spills that do not pose significant risk to health or safety. COUNTY OF TUOLUMNE has developed a threshold of 1-gallon as a general rule in determining if a spill is to be classified as “small scale”. However, it should be noted that depending upon the chemical spilled, the potential for a serious threat to human health or safety can exist with quantities less than 1-gallon in quantity. Employees are relied upon to use their training and chemical knowledge to make informed decisions.

The lab is equipped with acid and base spill kits for the cleanup of small scale spills. In addition, a spill cart containing spill cleanup materials is located in the shower room. COUNTY OF TUOLUMNE spill kits contain the following absorbent materials; Neutrasorb, Netracit-2, and Solusorb.

Neutrasorb is a neutralizing absorbent material that should be used in the event of an acid spill. The absorbent material will turn to a blue or green color to indicate when a spill has been neutralized. Netracit-2 is a neutralizing absorbent material that should be used in the event of a base/caustic spill. The absorbent material will turn to a yellow or yellowish green color to indicate when a spill has been neutralized. Solusorb is an absorbent material to be utilized on solvent spills. This absorbent reduces vapors and the flash point of a chemical.

The spill clean-up equipment is inspected regularly by the Risk Management Analyst and is replaced on an as needed basis as materials are used.

2.11 Eyewash and Safety Showers

Eye wash stations are located throughout the facilities in areas where chemicals are used. Eye wash stations and safety showers are inspected regularly by Facilities Maintenance staff. Employees are trained on where the closest eyewash and safety shower is for their department.

2.12 Emergency Lighting and Aisle Space

The COUNTY OF TUOLUMNE facilities is equipped with emergency lighting which is triggered in a power-outage event. The power source for the emergency lighting consists of uninterrupted power supply (UPS) batteries and/or an emergency back up generator. Emergency lighting is generally located in all areas of the facilities to provide for safe egress from the building. Emergency lighting is installed within existing light fixtures and is maintained by facilities maintenance.

COUNTY OF TUOLUMNE maintains adequate aisle space to allow the unobstructed movements of personnel, fire protection, spill control, and decontamination equipment throughout all areas of the facilities.

3.0 HAZARD IDENTIFICATION AND PROTECTION

COUNTY OF TUOLUMNE has identified hazards, the likelihood of their occurrence, and the vulnerability of people, property, the environment, and COUNTY OF TUOLUMNE itself to those hazards. Hazards that have been considered are, but not limited:

- Natural events: Fire, Biological, Flood, Earthquake, Tornado,
- Technological events: Hazardous materials release, explosion, power failure, radiological and dam or levee failure.
- Human events: Terrorism, bomb threats, and civil unrest.

Measures that have been taken to protect people, property, and the environment include: secondary containment of bulk hazardous material containers; regular visual inspections of storage containers and secondary containment structures and systems; regular preventative maintenance on process equipment, emergency response equipment and PPE; personnel training on proper operating procedures, safe hazardous material handling practices and bulk unloading procedures; emergency spill and release response procedures; pre-planning agreements with outside emergency responders (e.g., local fire and police departments, etc.); post-incident investigations designed to ensure that emergency incidents do not reoccur; and adoption and implementation of this EPP.

4.0 INTERNAL RESPONSE PERSONNEL AND ROLES OF AUTHORITY

4.1 Chain of Command

COUNTY OF TUOLUMNE's Lab manager will act as the Facilities Emergency Coordinator (FEC) during any potential emergency. When the FEC or his/her designee is on-site, (s)he is responsible for the overall operation and safety at COUNTY OF TUOLUMNE. The FEC has authority to commit the resources necessary to address an onsite emergency and will serve as the Incident Commander (IC) until relieved of command by authorized outside response agencies or

a more qualified COUNTY OF TUOLUMNE employee. The supervisor of the outside emergency response team (e.g. the Fire Department or a private emergency response contractor) or one of his designees will act as the IC upon arrival on site during an emergency.

4.2 Facilities Emergency Coordinator (FEC)

When present during an emergency, the FEC is in charge of coordinating emergency response operations. The FEC will direct the activities of appropriate officials. For emergencies that require outside assistance or could potentially impact offsite locations, the FEC will work with public officials and officials of other facilities that may be involved. Note that the FEC may also be the Incident Commander.

During an emergency, the FEC will:

- Evacuate the scene or direct another qualified person to do so by activating the fire alarm or intercom system;
- Notify the appropriate response agencies if necessary;
- Identify the character, source, amount and aerial extent of any released materials;
- Determine the potential for impact to off-site locations;
- Depending on the incident/emergency, establish a central communications location /operations center, referred to as an Emergency Operation Center (EOC) (**2nd Floor Conference Room**)
- Coordinate all communications between the Incident Commander and the EOC.
- Be prepared to leave the EOC and work with the Incident Commander if necessary.

During non-emergency times, the FEC will ensure that the EPP is reviewed and updated regularly, training is complete and all other pre-emergency preparedness responsibilities are properly fulfilled.

The FEC is responsible for coordinating the facilities's response actions (e.g., ensuring all employees have evacuated safely until outside emergency responders arrive at the scene). If possible, the FEC will identify hazards, from a safe distance through communication with other personnel. The FEC has the authority to call upon expertise, as needed, to assist the emergency situations from a technical information perspective.

The FEC is the primary liaison between the facilities and outside public and private emergency responders. The FEC will work with the outside responders and will coordinate resources and response efforts. The FEC, or his/her designee, is also responsible for making appropriate oral and written notifications of all incidents to the State and Federal authorities, where required.

4.3 Incident Commander (IC)

The IC is in charge of directing emergency response operations at the facilities. During most emergency incidents, the IC role will usually be assumed by the person in-charge of the external response team (e.g. Sonora Fire Department / Clean Harbors HazMat team, etc.) who will work under its emergency response plan. Depending on the situation (e.g., fire, hazardous material release, medical emergency) and which Response Team members have responded (e.g., Sonora Fire Department / Clean Harbors), IC responsibilities may shift. Until outside emergency responders arrive, the FEC will act as the IC.

4.4 Human Resources

The Human Resources Manager is primarily responsible for responding to all media requests and preparing statements for the press. The Human Resources Manager is responsible for developing and maintaining COUNTY OF TUOLUMNE's positive relationships with the news media and the general public. During an emergency, the Human Resources Manager works closely with the FEC in releasing information about the emergency and is also responsible for providing for the general well being and interest of the employees and outside responders during an emergency. In the event of injury or death, the Human Resources Manager is responsible for notifying employees' family.

A sample message would be "At (time) , emergency personnel at COUNTY OF TUOLUMNE were notified that there was a release of (product) from the (building-site) . All efforts are being made to control the release and minimize any impact to human health, safety and the environment. Local, State and Federal officials have been notified and precautionary actions are being taken. Once normal operations have been resumed, further details will be provided."

5.0 EXTERNAL RESPONSE PERSONNEL

5.1 Sonora Fire Department

If off-site emergency assistance is needed, the first outside response agency called is the Sonora Fire Department. The FEC or his/her designee will inform the Sonora Fire Department of all information known about an emergency incident.

When the Sonora Fire Department arrives at the facilities it will:

- Assume the role of IC;
- Be aware of and observe proper safety precautions for any hazardous chemical(s) involved;
- Take actions necessary to counter the effects of the accident or incident;
- Establish a forward command post at the scene, when necessary; call additional local and state emergency responders, when necessary; and determine if evacuation of areas outside the facilities is necessary.

The Sonora Fire Department works under a mutual aid agreement with surrounding fire departments and the Sacramento County Emergency Management Agency, and can call on these additional resources if necessary.

5.2 Sonora Police Department

The Sonora Police work in cooperation with the fire department and the facilities, and would provide the following services when asked to do so:

- Access control
- Crowd control
- Removal of security threats

- Public evacuation assistance
- Traffic control

The California State Police are also available to support these activities, if requested.

5.3 Medical and Ambulatory Services

Primary health care/ambulance service is provided by the City of Sonora, with transport to the nearest hospital. If employee is exposed to hazardous material they are transferred to an off-site hospital for treatment, an MSDS will be provided to the ambulance provider and sent with the exposed person(s) to assist medical providers with appropriate treatment.

5.4 Cleanup and External Response Contractors

Additional private companies may be contacted to supply expertise or materials as needed in the event of an emergency. COUNTY OF TUOLUMNE has a formal agreement with Clean Harbors Environmental Services, Inc. to provide Hazardous Material Emergency Response services when needed (1-800-Oil-Tank). Clean Harbors provides response services 24 hour a day, 365 days a year.

6.0 INTERNAL EMERGENCY NOTIFICATION PROCEDURE

In the event of an emergency at COUNTY OF TUOLUMNE, employees are immediately made aware of imminent dangers and possible exposures via the fire alarm or facilities paging system.

Any employee may activate the EPP by calling the internal phone extension 2465 or 2497 and reporting an incident to a person authorized to act as an COUNTY OF TUOLUMNE Emergency Coordinator or by activating a fire alarm pull station. An announcement by an authorized representative (i.e., an Emergency Coordinator or designated representative) can be made over the site-wide intercom system from any internal telephone.

6.1 Employee Notification

In the event of an emergency, COUNTY OF TUOLUMNE may decide not to evacuate if the emergency incident can be taken care without outside assistance. If an emergency incident warrants calling in outside responders (Clean Harbors Services and/or Sonora Fire Department) COUNTY OF TUOLUMNE will evacuate the area first and then determine if other areas of the facilities must be evacuated. No matter how small the emergency, COUNTY OF TUOLUMNE will evacuate the entire building if a fire alarm or building-wide evacuation command is given. If there is a fire or explosion in any part of the building, employees are notified through the paging system or fire alarm to immediately evacuate. COUNTY OF TUOLUMNE will always evacuate if the decision to evacuate is questionable. Upon evacuation of the building, a re-entry decision can be made with the assistance of outside emergency responders if necessary. In the event of an emergency when COUNTY OF TUOLUMNE personnel should not report to work, notification will be made to employees by way of telephone by a supervisor or by calling a recorded message at COUNTY OF TUOLUMNE.

6.2 If FEC Decides to Evacuate

If the decision to evacuate is made, the FEC uses the fire alarm system or paging system to initiate evacuation. Employees evacuate through the closet exit that is safely accessible. All employees have been trained on primary and alternate evacuation routes from their work areas.

Designated building Sweeps or outside professionals will manually check the building where an emergency incident has occurred to ensure that all employees, contractors, and visitors have evacuated the building. Evacuated employees and visitors will leave their respective areas according to the Evacuation Plans posted throughout the facilities. Employees gather at the group assembly areas located at the exterior of the building and are briefed at the assembly area (See Appendix A for evacuation route and assembly area figures).

6.3 If FEC Decides not to Evacuate

The FEC, using the paging system, notifies all employees and on-site visitors that an emergency situation exists at a particular location and to stay away from the area. The FEC may also communicate additional relevant information over the paging system.

The FEC must make a determination of the potential impact of an emergency on COUNTY OF TUOLUMNE personnel. If an emergency has the potential to affect a large number of personnel, a safe briefing area is selected (e.g. Breakroom) and the paging system will inform employees and on-site visitors where to assemble.

6.4 General Evacuation Procedures

Evacuation is required as a result of an emergency situation and may result in the entire building being cleared of employees, visitors, or of just specific areas being evacuated. If there is an immediate threat to human health and safety, an evacuation of the facilities will be implemented. All employees are trained on at least two ways to exit their work areas and know where the facilities group assembly areas are located. Employees should inform their visitors and contractors of this information and the evacuation procedures.

- Upon notification of an evacuation by the fire alarm, intercom system, or verbal command, ALL personnel evacuate buildings by the NEAREST SAFE EXIT. All personnel are trained on the primary and alternate evacuation routes from their work areas.
- Designated *Building Sweeps* will ensure areas of the facilities have been evacuated as they make their way out of the building.
- ALL personnel must proceed to their designated group assembly areas and wait for a headcount and name check to be taken by a designated employee. See Appendix A for a facilities diagram depicting Emergency Exits, Evacuation Routes, and Group Assembly Areas.
- After evacuating the building by the nearest exit, an COUNTY OF TUOLUMNE department supervisor will check in with the FEC and provide information on, severity, type of fire, injuries, etc. to pass on to the FEC and or Emergency Operations Center.
- Personnel must stay in the assembly area until released by the Emergency Coordinator or designee with an “All Clear” signal.

The primary means of emergency evacuation notice at COUNTY OF TUOLUMNE is the fire alarm system, which can be activated by pull-stations located throughout the facilities. A secondary evacuation notification method is by dialing 2465 or 2497 and having an announcement made over the site-wide intercom system. Employees will leave their work areas via the primary or secondary evacuation route, depending on the nature and location of the incident. Evacuation routes from the site building are provided in Appendix A. Evacuation routes are also posted throughout the facilities.

6.5 Internal Sheltering

Under certain, unusual conditions, evacuation may not be desirable. At such times, it may be necessary to shelter within the workplace. If the FEC or Incident Commander determines that people cannot be safely evacuated from an area, he/she may order internal sheltering for COUNTY OF TUOLUMNE employees and visitors. The following procedures should be followed during internal sheltering in the event of potential chemical/smoke exposure:

- Close all doors and windows;
- Shut down air conditioners and fans;
- Lower thermostat settings to minimize air intake;
- Seal off windows and doors if necessary; and
- Stay in place and await additional information.

There is virtually nothing at COUNTY OF TUOLUMNE that could cause such an incident.

6.7 Accident / Injury Reporting

In the event of an emergency, the employee and their supervisor must fill out an *Employee Incident Form*. In addition, managers are responsible for taking immediate corrective action to prevent re-occurrence and must fill out a *Supervisor/Manager Investigation Form*. These forms and additional information regarding accident reporting and investigation are provided in the Injury Illness and Prevention Plan and the employee Safety Manual.

7.0 EMERGENCY RESPONSE PROCEDURES

7.1 Hazardous Materials Response Procedures

Small Scale

The following spill cleanup procedures should be conducted for small releases of hazardous chemicals.

- Have co-workers evacuate the immediate area and keep others away
- Contact a member of the hazmat team (names posted by the first aid kits) to evaluate the spill material to determine proper clean up materials
- Obtain spill absorbent material from the nearest spill kit/station
- Apply absorbent material as trained to do so
- Decontaminate any tools or work surfaces impacted by the spill
- Contain all remedial waste in appropriate containers
- Ensure waste is labeled and disposed of according to federal, state, and local regulations

Large Scale

Upon discovering that a spill has occurred or has the potential to occur, employees should immediately notify surrounding employees and a supervisor of the discovered hazard and then notify a Facilities Emergency Coordinator. The employee reporting the incident should provide as much information as possible regarding the type, nature and location of the spill.

The FEC will immediately assess reported situations. The assessment will evaluate the nature and scope of the problem, the steps necessary to protect life, health, environment, property, and facilities operations.

The FEC will immediately determine the need for and extent of evacuation (if not already accomplished) and the need to call for outside assistance. During emergencies involving a hazardous chemical release, no COUNTY OF TUOLUMNE employee may approach the point of release to plug, patch or otherwise control the release. Affirmative response to most emergencies is performed by outside, professionally trained hazardous materials response teams.

The facilities's primary outside responder is the Sonora Fire Department. The Sonora Fire Department will determine the level of response necessary to mitigate the spill and if it can be remediated within their capacity. If necessary, Clean Harbors, COUNTY OF TUOLUMNE's outside emergency response contractor, may be called to assist with hazardous material incidents. When outside response professionals are on-site, they will assume the IC role and operate under their own emergency response plan.

If the FEC determines that the incident cannot be safely mitigated by COUNTY OF TUOLUMNE personnel, the incident will be characterized as an emergency and will require outside assistance. The FEC will immediately activate this ICP for all situations that may potentially result in an emergency. COUNTY OF TUOLUMNE will contact the Fire Department and, if necessary, private response contractors, to respond to the emergency incident at COUNTY OF TUOLUMNE.

The Sonora Fire Department is always called in the event of a fire or significant hazardous materials incident. However, the Fire Department and/or COUNTY OF TUOLUMNE may choose to have the Clean Harbors HazMat team respond to address hazardous matter releases which can not be cleaned up by COUNTY OF TUOLUMNE personnel. Clean Harbors will operate under its own emergency response plan and use its own personal protective equipment when called to provide emergency assistance at COUNTY OF TUOLUMNE. COUNTY OF TUOLUMNE has a prearranged service contract with Clean Harbors.

When the Fire Department and/or private emergency response contractors report to the site of emergency, one of the outside responders will assume the role of the IC and coordinate the response efforts between the various response parties. The FEC and COUNTY OF TUOLUMNE's alternate FECs will assist the external response teams, as necessary.

COUNTY OF TUOLUMNE will conduct an investigation into the cause of all spills, the emergency response, and the corrective action(s) needed to prevent a repeat incident. Investigation procedures are described in the Hazardous Communication Plan

7.2 Fire Emergencies

In the event of a fire within the facilities, immediately notify those workers in the area, activate the fire alarm at a pull station, close all doors to the area, and report the fire by dialing 9-911 on the closest telephone. Proceed to the nearest exit and evacuate the building. Activate the fire alarm at a pull station on your way out if safe to do so. The fire alarm system is described in section 2.7. The Evacuation Procedure is described in section 6.4.

The Facilities Contact, if safe to do so, will verify that the fire main valves located at the north east corner of the parking lot are both in their full open position. The full open position of these two valves is evident by the extension of the threaded rod above the hand wheels. These two valves control the flow of water to the automatic fire sprinkler system and the fire hydrants around the building. There should be no threads visible below the hand wheels when the valves are fully open. The Facilities Contact will also verify the open position of the post indicating valve at the south west corner of the building. This valve controls the flow of water to the automatic fire sprinkler system. This valve is open when the word “open” is visible in the window on the side of the valve. If any of these valves are not found in their full open position, the Facilities Contact will open these valves. The Facilities Contact will be trained and understand the function of these valves, the operation of the valves, and should be able to ascertain the position of the valves quickly.

7.3 Explosion Emergency Procedures

An explosion will most likely trigger the Fire Alarm. If this does not happen, the Fire Alarm should be activated immediately by anyone by activating the nearest pull station. Then follow the general evacuation procedure described in section 6.4.

7.4 Power Failures

In the event of a power failure, the building may be evacuated if general and local ventilation systems shut down. However, backup power generators should provide power for these systems in the event of a power outage. Maintenance personnel will notify the FEC if facilities ventilation systems fail. The FEC will initiate evacuation if necessary.

The phone system will remain active in the event of a power failure. The emergency lighting will automatically turn on in the event of a power failure.

7.5 Bomb Threats

Any employee may receive an inappropriate phone call or phone message. The person receiving the call must remain calm, determine the type of call (threat or harassment), and take notes if possible. Also note the time of the call and whether it is internal or external. Threats to life or property, whether received as a phone call or a phone message, should be taken very seriously and reported immediately to a supervisor/manager (via a note given to another employee to keep the caller on the phone).

Ask the caller if possible, WHAT is going to happen, WHEN it is going to happen, WHERE it will happen, WHY it will happen, and WHO is doing this.

Listen for strange background noises such as Motors running, any type of music in the background, any traffic, machinery, and any noise which might give a clue to where the call is coming from.

Listen closely to the callers voice, male or female, accent or impediment, intoxication or irrationality, and slang or pet phrases that may be used.

7.6 Harrassing, Abusive, or Obscene Calls

If such a call is experienced, hang up the phone immediately and report it to Human Resources.

7.7 Flood Plan

COUNTY OF TUOLUMNE is located approximately one quarter mile south of the Sacramento River, which flows through Sonora. COUNTY OF TUOLUMNE's location is within the flood plain of both the Sacramento River and the Yolo County Bypass. If there was a levee breach COUNTY OF TUOLUMNE would most likely be affected within one to two hours. The water levels in the Yolo Bypass and Sacramento River may increase to a level that presents a flood hazard when unusually heavy rains occur during periods of snow melt. Visit www.safca.org/floodRisk/riverConditions.asp for any updated information.

The County's Emergency Management Agency determines when to issue a flood warning. Once a warning has been issued, the Agency will give an estimated time in which water is expected to arrive. The FEC or designee will then be paged and given the information.

The FEC must make a determination of the potential impact of an emergency on COUNTY OF TUOLUMNE personnel. If an emergency has the potential to affect a large number of personnel, a safe briefing area is selected (e.g. Breakroom) and the paging system will inform employees and on-site visitors where to assemble. The FEC will then direct the personnel as to procedures that will need to be done before the flood waters arrive in order to reduce the damages and down time as much as possible by planning for the event in advance. This will be accomplished by raising or relocating key items to the second floor of the building when practical.

Procedures before flood waters arrive are (1 to 2 hours for response time):

- Once warning has been issued, the FEC or designee will assign managers/supervisors or designees of departments to move highest priority (see attached list) items upstairs to the second floor warehouse areas.
- Facilities Contact will move spare parts, motors, power tools to the second floor from the priority list (see attached list)
- FEC will designate two people to begin wrapping all machinery being relocated upstairs in plastic bags to protect against humidity.
- The FEC will designate 4 people to move computer terminals, phone equipment, and mainframe to the upstairs electrical closet
- Reserve a conference room and several hotel rooms for use for the next two weeks while water recedes. Water may take months (3 to 6 sometimes) to recede. Be sure to include this time frame in your reservation.
- The FEC will assign four people to move a printer, copier, fax, 10 boxes of paper, cell phones and chargers, and 5 laptops (from various personnel), 2 boxes pens, 10 notepads, and all data disks and backup disks on site to the hotel.
- The FEC will evacuate the rest of the building
- The facilities contact will turn off the electrical power and gas supply by following the procedures located by those switches.
- The FEC will then set the alarms and exit the building.

Procedures for flood recovery begin as soon as the site is evacuated:

- The Human Resources Manager will manage public relations according to section 4.4. This should include media, interviews, and responsibility for giving out approximate re-opening dates.
- The FEC should contact purchasing to postpone future shipments that may be coming to the facilities
- All operations will work out of the hotel by available management personnel only.
- The FEC and/or Facilities Contact should begin contacting contractors for reservations including electrical contractors, plumbers, machine maintenance, fire system company etc.

Once the flood waters have receded:

- The Facilities Contact will check the fire protection equipment once the water recedes including sprinkler control valves, remove mud and water from valve pits, checking the system circuits for integrity
- The FEC will assign someone to separate damaged and undamaged materials
- The facilities Contact will use our electrical contractor to dry, repair, or replace damaged electrical equipment and switchgears
- The FEC will then assign people to evaluate the damages with mechanical equipment, electrical equipment and order parts that may be necessary
- The FEC or designee will coordinate the clean up effort.
- Purchasing will need to be contacted to get supply orders to the lab, the FEC or laboratory manager will give a priority list of supplies.

7.8 Earthquakes

California is covered with faults through out the state. It is unlikely that COUNTY OF TUOLUMNE will experience a severe earthquake but in the event that there is one the following procedure should be implemented:

Procedures before an earthquake:

- Train all personnel on how to react in an earthquake
- Make sure seismic straps are in place
- That all shelves meeting requirements are bolted down to prevent toppling.
- That items are not stacked higher than appropriate

Procedures during an earthquake:

- **Stay calm**
- **Stay put** If you are inside, stay inside; if you are outdoors, stay there and move away from items that could fall on you
- **Take Cover** If indoors, get under a desk, table or bench and hold on to the legs; or stand in a supported doorway or along an inside wall or corner. Stay clear of windows, bookcases, cabinets or anything else that could potentially fall. If no protection is available, drop to the floor and cover your head with your hands.

If outdoors get into the open away from buildings, trees, walls and power lines. The

greatest danger from falling debris is just outside doorways and close to outer walls. Stay in the open until the shaking stops.

If in a car, pull over to the side of the road as quickly as is safely possible and stop the car. Never stop on top of or underneath a bridge or power lines. Stay in your car until the earthquake is over. When you drive on watch for hazards created by the earthquake such as fallen debris, downed electrical wires, or broken or undermined roadways.

Procedures after an earthquake:

- Immediately report to your manager / supervisor to let them know you are alright and accounted for
- Do not move any injured personnel
- The FEC or designee will pull the fire alarm, if not already going off to evacuate the building. IF THERE IS NO NEED FOR THE FIRE DEPARTMENT TO ARRIVE PLEASE USE THE INTERCOM SYSTEM TO INITIATE EVACUATION.
- The Facilities Department will shut off the main electrical and gas supply to the building.
- The Facilities Department or designee will begin reserving contractors for work to be completed, electricians, plumbers, machine maintenance, etc.
- Once evacuated the FEC will then let rescue crews know how many are missing or known to be injured in the building.
- All public relations will be controlled by the Human Resources Manager according to section 4.5

Once the building has been deemed safe for reentry:

- Allow personnel to check in with their families to determine their need to return home immediately once safe to do so
- The Facilities Contact or designee will check gas, water, and electrical equipment for damage.
- The Facilities Contact will check the fire protection equipment including sprinkler control valves, valve pits, and checking the system circuits for integrity
- The FEC will assign someone to separate damaged and undamaged materials
- Clean Harbors will need to be contacted for any type of chemical spills that may need to be cleaned up
- The facilities Contact will use our electrical contractor to repair or replace damaged electrical equipment and switchgears
- The FEC will then assign people to evaluate the damages with mechanical equipment, electrical equipment and order parts that may be necessary
- The FEC or designee will coordinate the clean up effort.
- Purchasing will need to be contacted to get supply orders to the lab, the FEC or laboratory manager will give a priority list of supplies.

7.9 Tornadoes

COUNTY OF TUOLUMNE is not located in an area where tornados would normally pose a threat but the area is not immune to them. Tornados often strike with little or no warning. The

following procedures should be followed in the event that a message has been given that a tornado may be moving through the area.

Procedures when the tornado hits:

- Personnel on the second floor should immediately move to the first floor and take cover. If time does not allow for movement, cover should be taken away from glass and under protective items such as a table. **Do not go outside**
- Once under cover, personnel should assume a seated position on the floor with their heads down and their hands covering their heads.
- If time permits, heavy clothing such as jackets or movable objects such as chairs should be placed in open areas around people to prevent as much flying debris as possible from penetrating the take cover area

Procedures once the tornado has passed:

- The FEC, Facilities Contact, or designees once the emergency period has ended will check the building for damage.
- If the building looks undamaged (tornado passed the building by) the FEC will give an all clear signal over the paging system to let people know it is safe to come out of their take cover areas and give any further instructions
- If the building is damaged, the FEC and Facilities Contact will check the best routes for egress to prevent injury
- The FEC, using the paging system, will announce the routes for egress that are not blocked by debris and that should be used once the fire alarm sounds
- The FEC or designee will then pull the alarm to allow evacuation.

8.0 NOTIFICATION PROCEDURES FOR FEDERAL, STATE, AND LOCAL OFFICIALS

COUNTY OF TUOLUMNE reports releases, leaks, discharges, and spills (collectively referred to as “releases”) of hazardous material to the environment in a quantity equal to or exceeding an applicable reportable quantity (RQ) in any 24-hour period, or if the release spreads beyond COUNTY OF TUOLUMNE’s boundary. The RQs for hazardous materials present at COUNTY OF TUOLUMNE are listed at 40 C.F.R. § 302.4 and are provided in Appendix B.

COUNTY OF TUOLUMNE stores and utilizes hundreds of hazardous chemicals, products, and mixtures within the facilities. A release of any of these chemicals to the environment is unlikely; however, in the event a release reaches the environment, a reportable condition may exist. This section of the ICP identifies how COUNTY OF TUOLUMNE will determine if a RQ (in pounds and/or gallons) of a hazardous material is released to the environment in the event of a chemical spill.

In the event of a chemical release, COUNTY OF TUOLUMNE will immediately identify the product or chemical released and determine what quantity, if any, was released to the environment. Where a product or mixture contains more than one hazardous chemical, all hazardous chemicals shall be identified. This will most likely be done by referencing the products Material Safety Data Sheet for chemical specific information. COUNTY OF TUOLUMNE will determine the concentration (percent by weight) of each chemical within the released product by reviewing the MSDS or utilizing process knowledge. Because the List of

hazardous Substances and Reportable Quantities, found in Appendix B, provides RQs in pounds, COUNTY OF TUOLUMNE will have to convert gallons to pounds for those chemicals released in liquid form.

For product releases to the environment, perform the following calculation to determine the weight of the individual hazardous constituent released:

[(vol. product released) (product's specific gravity x 8.34)] (percent hazardous constituent present in product)

After calculating the percentage (by weight) of the hazardous chemicals released, reference the RQ table in Appendix B to determine if a reportable concentration has been exceeded. Where a product or mixture contains more than one hazardous constituent, all RQs shall be researched, and the lowest applicable RQ shall be used to determine whether a release is reportable.

As soon as COUNTY OF TUOLUMNE has knowledge that there has been a release to the environment that equals or exceeds an applicable RQ in any 24-hour period, it immediately reports the release to all appropriate agencies. COUNTY OF TUOLUMNE defines immediately to mean within one hour of becoming aware of the exceedance, unless reporting within this time frame would compromise the response effort. If the response effort would be compromised, COUNTY OF TUOLUMNE will report as soon as practicable. If a release is completely contained within a building or secondary containment the release will not be reported.

There are many hazardous materials present on-site in quantities less than their applicable RQs. If any of these materials are released in a quantity less than their RQs, they will be addressed in accordance with this ICP, but will not be reported to outside agencies unless circumstances require reporting (e.g., outside assistance or emergency treatment is needed).

In determining reportable quantities, COUNTY OF TUOLUMNE will rely on information contained in manufacturers' material safety data sheets (MSDSs) and/or process knowledge.

8.1 Immediate Oral Notification Procedures

If a reportable release of hazardous materials occurs, the Risk Management Analyst or his/her designee will report the incident immediately to the:

- | | | |
|----|--|--|
| A. | Sonora Fire Dept | 9-911 (or 916-617-4600) |
| B. | California State Police (which informs the State Emergency Response Commission ("SERC") and DEP) | 1-800-452-4664 |
| C. | National Response Center | 1-800-424-8802 |

If a reportable release occurs and threatens to leave the boundaries of the facilities, the Risk Management Analyst or his/her designee will also notify, immediately, the Sacramento County Sheriff's office at 916-774-1444 who will notify the Sacramento County Emergency Coordinator.

The following information will be provided to all government agencies to which COUNTY OF TUOLUMNE reports:

- Specific location of release;

- Identification and estimated quantity of hazardous material released;
- Time and duration of release;
- Environmental media into which the hazardous material was released;
- Known or anticipated acute or chronic health risks;
- Precautions that should be taken, including evacuation or medical surveillance; and
- Names and telephone numbers of parties to be contacted for further information.

If an emergency incident involves incompatible waste, the Risk Management Analyst will confirm that such waste is not stored, treated or disposed prior to the completion of cleanup procedures and all emergency equipment is cleaned and fit for its intended use. The Risk Management Analyst or his/her representative will notify DEP that COUNTY OF TUOLUMNE is in compliance. Once this notification is made, COUNTY OF TUOLUMNE will resume operations in the affected areas of the facilities.

8.2 Written Notification Procedures

Within fifteen days after an emergency incident that involves the generation, storage, treatment or disposal of incompatible hazardous waste, the Site Risk Management Analyst or his/her representative will submit a written report to EPA /DEP that provides the:

- Name, address, and telephone number of the owner or operator;
- Name, address, and telephone number of COUNTY OF TUOLUMNE;
- Date, time, and type of incident (e.g., fire or explosion);
- Name and quantity of material involved;
- The extent of injuries, if any;
- Assessment of actual or potential hazards to human health or the environment, if applicable; and
- Estimated quantity and disposition of recovered material that resulted from the incident.

8.3 Reporting of Fatality or Multiple Hospitalizations

Within 8 hours after the death of any employee from a work-related incident or the in-patient hospitalization of three or more employees as a result of a work-related incident, COUNTY OF TUOLUMNE orally reports the fatality/multiple hospitalization by telephone or in person to the nearest Area Office of the Occupational Safety and Health Administration (OSHA), U.S. Department of Labor, or by using the OSHA toll-free central telephone number (800) 321-6742. This will be the responsibility of the Risk Management Analyst.

This notification is made after each such fatality or hospitalization of three or more employees which occurs within thirty (30) days of an incident. If COUNTY OF TUOLUMNE does not learn of a reportable incident at the time it occurs and the incident would otherwise be reportable, COUNTY OF TUOLUMNE will report the incident within 8 hours of the time the incident is reported to any agent or employee.

Such notifications will relay the following information:

- The facilities's name;

- Location of incident;
- Time of incident;
- Number of fatalities or hospitalized employees;
- Contact person and telephone number; and
- Brief description of incident.