

FACILITY EMERGENCY ACTION PLAN

Regional Park and Open-Space District



Park District Headquarters

4600 Crestmore Road

Jurupa Valley, CA 92509-6858

This document has been reviewed, accepted, and approved for implementation by:

Kyla Brown, Parks Director/General Manager

Signature: 

Date: 8-9-2023

Robert Williams, Bureau Chief

Signature: Robert Williams

Date: 8-9-2023

FACILITY EMERGENCY ACTION PLAN

This is the Facility Emergency Action Plan for **PARKS DISTRICT HEADQUARTERS.**

The information in this Plan is to be used by the Facility Manager, Organization Managers and other specially trained employees in responding to a disaster/emergency at this facility.

This plan contains:

1. Names and telephone numbers of people/agencies to call for assistance.
2. Facility drawings showing floor plans, emergency equipment locations, utility shutoffs, hazardous materials and staging areas for the responders and evacuees.
3. Procedures develop specifically for this facility.

Since this plan is a preparedness document, all sections are intended to be read and understood by all personnel before an emergency. Upon the occurrence of a major emergency or disaster, the plan becomes an emergency management guide.

Because names and telephone numbers frequently change, this plan should be reviewed on a regular basis and updated as often as necessary.

WHEN TO USE THIS PLAN

This Emergency Action Plan should be used during situations that require immediate response to save lives or property as a result of an emergency or disaster in a County facility. Consider this plan to be officially activated when:

1. Serious or life threatening injury occurs.
2. Fire or smoke is discovered in the facility.
3. Evacuation of the facility is required.
4. Natural events such as a storm or earthquake have damaged the facility or threatened the life safety if its occupants.
5. External sources of toxic fumes or smoke from a nearby accident or fire may enter the facility.
 - a. Sometimes the best course of action to take is to not evacuate, but to prevent entry of smoke and fumes through mechanical means.
6. Whenever the Head of the Organization or Facility Manager believes it is necessary to do so.

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Emergency Telephone Numbers

Regional Park & Open-Space District Headquarters
4600 Crestmore Road, Riverside, CA 92509-6858
951-955-4310 (8:00 a.m. to 5:00 p.m. Monday through Friday)

First Contact: Dustin McLain, Bureau Chief

Work: 951-955-4102;
Work Cell: 951-901-8614

Second Contact: Robert Williams, Bureau Chief

Work: 951-955-4308;
Work Cell: 951-218-4509

Third Contact: Administrative Staff (listed below)

Administrative Contacts:

Kyla Brown, Parks Director/General Manager

Work: 951-955-4398

Deborah Newell (Safety Representative)

Work: 951-955-2264
Cell: 951-201-9593

<i>Riverside Area</i>	
Hidden Valley Wildlife Area Nature Center 11401 Arlington Avenue Riverside, CA 92505 951-785-7452	Samantha Dempster, Park Interpreter Cell: 951-961-7401
Jensen Alvarado Historic Ranch & Wagon Museum 4307 Briggs Street Jurupa Valley, CA 92509 951-369-6055	Bridget Lawlor, Historic Preservation Officer Work: 951-529-2361 Lisa Bertola, Park Interpreter Cell: 909-225-8492
Harford Springs Reserve 21630 Gavilan Road Riverside, CA 92570	Kalee Koeslag, Natural Resources Manager Work: 951-202-9064 Josh Rivera, Park Ranger Supervisor Cell: 951-295-3634
Rancho Jurupa Regional Park 4800 Crestmore Road Jurupa Valley, CA 92509 951-684-7032	Vicki Armentrout, Area Park Manager Cell: 951-906-9322 Jack Altevers, Park Ranger Supervisor Cell: 951-543-5298
Trujillo Adobe Historic Area 195 N. Orange Street Riverside, CA 92501 (Corner Orange & Center Streets, north of the City of Riverside)	Bridget Lawlor, Historic Preservation Officer Work: 951-529-2361
Santa Ana River Area (Arundo Project) 11401 Arlington Ave Riverside, CA 92505 951-637-6984	Kalee Koeslag, Natural Resources Manager Work: 951-202-9064 Josh Rivera, Park Ranger Supervisor Cell: 951-295-3634
<i>Moreno Valley</i>	

<p>Box Springs Mountain Reserve 9699 Box Springs Mountain Road Moreno Valley, CA 92557</p>	<p>Joshua Rivera, Park Ranger Supervisor Cell: 951-295-3634</p> <p>Jeff Burke, Maintenance Worker (resident) Cell: 951-377-5111</p>
<p><i>Temecula Area (South County)</i></p>	
<p>Kabian Park 2801 Goetz Road Sun City, CA 92581 951-926-1541</p>	<p>Dayna Whitaker, Area Park Manager Work: 951-782-0185 Cell: 951-334-0964</p> <p>Mike Herman, Park Ranger Supervisor Cell: 951-543-5220 Work: 951-926-7460</p>
<p>Lake Skinner Recreation Area 37701 Warren Road Winchester, CA 92396 951-926-1541</p>	<p>Dayna Whitaker, Area Park Manager Work: 951-782-0185 Cell: 951-334-0964</p> <p>Mike Herman, Park Ranger Supervisor Cell: 951-543-5220 Work: 951-926-7460</p>
<p>Maze Stone Cultural Site 23250 California Avenue Hemet, CA</p>	<p>Josh Rivera, Park Ranger Supervisor Cell: 951-295-3634</p>
<p>Multi-Species Reserve 37701 Warren Road Winchester, CA 92596 951-926-7416</p>	<p>Kalee Koeslag, Natural Resources Manager Work: 951-202-9064</p> <p>Patrick Rogers, Park Ranger II Cell: 951-318-5788</p>

<p>Santa Rosa Plateau Ecological Reserve 39400 Clinton Keith Road Murrieta, CA 92562 951-677-6951</p>	<p>Bill Evans, Park Ranger II Cell: 951-906-9044</p> <p>Rob Hicks, Park Interpreter Cell: 951-677-6951</p>
Blythe Area	
<p>Mayflower Park 4980 Colorado River Rd 6th Avenue & Colorado River Blythe, CA 92225 760-922-4665</p>	<p>Shawna Allison, Park Ranger Supervisor Cell: 760-250-8171 Work: 760-922-4665</p> <p>Juan Rojas, Park Maintenance Cell: 760-550-0563 Work: 760-922-4665</p> <p>Dayna Whitaker, Area Park Manager Work: 951-782-0185 Cell: 951-334-0964</p>
<p>Miller Park 12 miles SW of Blythe on Hwy 78 and 38th Ave Blythe, CA 92225</p>	<p>Shawna Allison, Park Ranger Supervisor Cell: 760-250-8171 Work: 760-922-4665</p> <p>Juan Rojas, Park Maintenance Cell: 760-550-0563 Work: 760-922-4665</p> <p>Dayna Whitaker, Area Park Manager Work: 951-782-0185 Cell: 951-334-0964</p>
<p>Fish Traps Archaeological Site 10 miles S of Indio near end of Jackson Street</p>	<p>Noriko Gardner, Senior Park Ranger Work: 760-564-4712 Cell: 760-578-4636</p> <p>Dayna Whitaker, Area Park Manager Work: 951-782-0185 Cell: 951-334-0964</p>

<p>Lake Cahuilla Park 58-075 Jefferson Street La Quinta, CA 92253 760-564-4712</p>	<p>Noriko Gardner, Senior Park Ranger Work: 760-564-4712 Cell: 760-578-4636</p> <p>Dayna Whitaker, Area Park Manager Work: 951-782-0185 Cell: 951-334-0964</p>
<i>Mountain Area</i>	
<p>Hurkey Creek Park 56375 State Hwy 74 Mountain Center, CA 92561 951-659-2050</p>	<p>Vicki Armentrout, Area Park Manager Cell: 951-906-9322</p>
<p>Idyllwild Park 54000 County Playground Road Idyllwild, CA 92549 951-659-2656</p>	<p>Vicki Armentrout, Area Park Manager Cell: 951-906-9322</p>
<p>Idyllwild Nature Center 25225 Hwy 243 Idyllwild, CA 92549 951-659-3850</p>	<p>Bridget Lawlor, Historic Preservation Officer Work: 951-529-2361</p> <p>Sonny Waldron, Park Ranger II Cell 951-529-7351</p>
<p>Indian Relic Archaeological Site 1 mi N of Idyllwild on Pinecrest Ave Idyllwild, CA 92549</p>	<p>Bridget Lawlor, Historic Preservation Officer Work: 951-529-2361</p>
<p>Lawler Alpine Cabins 19751 Hwy 243 Idyllwild, CA 92549</p>	<p>Vicki Armentrout, Area Park Manager Cell: 951-906-9322</p>
<p>Lawler Lodge Park 19751 Hwy 243 Idyllwild, CA 92549 951-659-2466</p>	<p>Vicki Armentrout, Area Park Manager Cell: 951-906-9322</p>

<p>McCall Memorial Park 28500 McCall Park Road Mountain Center, CA 92561 951-659-2311</p>	<p>Vicki Armentrout, Area Park Manager Cell: 951-906-9322</p>
<p>Pine Cove Park 24500 Rocky Point Road Idyllwild, CA 92549</p>	<p>Vicki Armentrout, Area Park Manager Cell: 951-906-9322</p>

Resource List

A number of Park District Headquarters employees are available to help maintain and promote a safe and healthful work environment. Please use the telephone numbers listed below when questions, comments, or concerns arise.

In-House

CONTACT	TITLE	WORK	CELL	HOME
Kyla Brown	Parks Director/General Manager	951-955-4398	N/A	N/A
Deborah Newell	ASA/Safety Representative	951-955-2264	951-201-9593	N/A
Robert Williams	Bureau Chief	951-955-4308	951-218-4509	N/A
RCIT	Communications	951-955-9900	N/A	N/A
Fire	State Fire Marshall	916-445-8200	N/A	N/A
James Jackson	HR/Safety Officer	951-955-1188	N/A	N/A
Emergency Services Division		951-955-4700	N/A	N/A

Utility Companies

Company	Phone
The Gas Company	800-427-2000
Electric Company	800-611-1911
Water Company Rubidoux Community Services	951-791-7427
Telephone Company AT&T	888-791-7427
Riverside County Safety Office	951-955-3520 (24 hours)

2.0 Safety Committee Roles and Responsibilities

Safety Team	Name	Contact Number	Area of Responsibility
Committee Chair Safety Rep.	Deborah Newell	951-955-2264	-Assembly Point Leader
Floor Monitors Building A - Manor	Annie Luciano	951-955-4398	-Bldg A, 1 st Floor -Outside Offices & Special Events
Floor Monitors Building A - Manor	Christina Sanchez	951-955-1387	-Bldg A, 2 nd Floor
Floor Monitors Building C Carriage House	Deborah Newell	951-955-2264	-Bldg C, Reservations & Offices
Floor Monitors Outside Events	Rebeca Pena	951-955-4303	-Grounds & Special Events
Floor Monitors – RJU	Jack Altevers	951-543-5298	-“Emergency Notification”

3.0 FACILITY DESCRIPTION

Riverside County Regional Park and Open-Space District Headquarters facility is located near historic Mt. Rubidoux. The grounds feature large trees and a pond. There are three (3) distinct buildings, each of them individually labeled “A”, “B”, or “C”. Building “A” is more commonly referred to as the Main House. The Main House is a two (2) story Southern style mansion which contains various offices. Building “B” is more commonly referred to as Guest Services. The Garden Room is a one (1) story open-floor plan conference room. Building “C” is more commonly referred to as the Carriage House. The Carriage House is a one (1) story building divided into two (2) distinct areas. Area one (1) contains various offices and area two (2) serves as a special events venue.

4.0 EMERGENCY ASSEMBLY POINT

The Emergency Assembly Plan (EAP) is located at Rancho Jurupa Park, located at 4800 Crestmore Road, Riverside CA 92509-6839. Rancho Jurupa Park is west of Crestmore Manor. The specific location is **Rancho Jurupa Park Shade Shelters (Primary) and Rancho Jurupa Laundry Facility (Secondary)**. The nearest intersection is Mission Boulevard and Crestmore Road.

5.0 ROSTER

The Employee Roster should be updated once a month; a printed version should be attached to the Emergency Evacuation Clipboards located in the designated areas with the appropriate floor monitor. A current copy can be found in the back of this handbook.

6.0 HAZARDS

Hazard	Location	Dept.	Point of Contact	Ext.	Rm No.

7.0 OTHER HAZARDS

8.0 FACILITY ALARMS & UTILITY SHUT-OFFS

8.1 Alarms, Alarm Identification, and Response

Alarms

Alarm	Audio	Visual	Response
Evacuation	✓	✓	Leave the building immediately. Report to the assembly point.
Fire Alarm	✓	✓	Leave the building immediately. Report to the assembly point.

8.2 Utility Shut-Offs

Utility	Location
Electricity	See attached map
Gas	See attached map
Water	See attached map

9.0 EMERGENCY NOTIFICATIONS

9.1 Immediate Emergency Notification (Life-Threatening)

Life-Threatening Emergency Numbers:

9-1-1 – from a public telephone
9-1-1 – from a cell phone
9-9-1-1 – from Park District Headquarters telephone

Note: The Riverside County Sheriff's Department answers 911 calls made from a cell phone. If a cell phone is used to call 911, immediately notify the call taker that your emergency is at Park District Headquarters.

Calling 9-9-1-1 (or any other emergency number) from a Park District Headquarters telephone connects you to the Riverside County Sheriff's Department Emergency Dispatch Center.

Always call from a safe location and remember to:

1. Gather any other information that may be useful for the emergency responders (such as, are there any injuries involved?).
2. Do not hang up until instructed to do so by the dispatcher.
3. Be prepared to answer the following questions:
 - a. Where is the emergency located? Be sure and tell the dispatcher where you are located.
 - b. What is the emergency (fire, medical, hazardous material)?
 - c. How did it happen?
 - d. When did it happen?
 - e. Who are you (your name and title)?

Note: Give the dispatcher a telephone number or safe location where the emergency responders can call or meet you, and wait for the responders at that safe location.

9.2 Emergency Notification (Non Life-Threatening)

Riverside County Sheriff's Department
Non Emergency Number: 1-800-950-2444

10.0 EMERGENCY EVACUATION PROCEDURES

- a. In an evacuation, exit the building quickly and in an orderly manner, taking the safest and most direct route.
- b. Proceed directly to the Emergency Assembly Point. The primary EAP is located at **Rancho Jurupa Park Shade Shelters**. The secondary EAP is located at **Rancho Jurupa Park Laundry Facility**.
- c. Report immediately to the Assembly Point Leader. Sign off on the roster so the Assembly Point Leader can account for you. Please have your guest sign off on the roster as well. Inform the Assembly Point Leader of any employee in your Department is out of the office. If Account for any interns that are assigned to your Department. Inform the Assembly Point Leader of any intern in your Department is out of the office.
- d. DO NOT leave the EAP until instructed to by the Facility Manager, Assembly Point Leader, Floor Monitors or Emergency Responders.

ACCIDENT/INJURY – EMPLOYEES

Procedures:

1. Administer immediate first aid as indicated using personal protective equipment (gloves, etc.).
2. Call 9-1-1 or 9-9-1-1 from a Park District Headquarter phone for Emergency Personnel (Paramedics) if needed.
3. Notify a Supervisor.
4. Supervisors will assess the seriousness of the situation when determining whether an employee is allowed to transport themselves to a medical facility or to their home, if they choose not to seek medical attention.
5. If you need clarification at any time, please make the error on the side of caution and seek attention.
6. Ascertain as much information as possible as to the; who, what, why, when, where and how of the accident.
7. Ask questions and get written statements of all parties involved in or witnessing the incident. If possible, photograph the incident scene and investigate it for anything that may have contributed to the incident (wet floor, poor lighting, etc.)
8. After the individual is cared for, a County Accident/Incident Form needs to be filled out. Attach dated statements from witnesses and photographs with descriptive captions. Submit to the Riverside County Safety Office.

Please be advised that when employees are injured in the workplace, they must contact the Worker's Compensation – Call Intake Center at 1-888-826-7835. The Call Intake Center will advise the employee where to go for treatment.

IMPORTANT TELEPHONE NUMBERS

1. Riverside County Safety Office – 951-955-3520
2. Worker's Compensation Division
 - a. Call Intake Center – 1-888-826-7835
 - b. Staff – 951-955-3530
 - c. Receptionist – 951-955-5864

IMPORTANT FORMS

1. Employers Report of Occupational Injury or Illness (Form 5020)
 - a. Form is ALWAYS completed by the Call Intake Center
2. Supervisors Report of Employees Injury (Safety Form 674)
3. Worker's Compensation Lost Time Report (WC-6)
4. Employee Claim Form (DWC-1)
5. Worker's Compensation Acknowledge Form (WC-35)

AFRICANIZED HONEY BEES

Africanized Honey Bee Facts

“Killer Bees” are Africanized Honeybees. They were brought to Brazil in an attempt to increase agricultural production. The bees were accidentally released into the jungle and have been moving northward ever since. They have bred with our domestic honeybees.

The bees...

- Are slightly smaller than the European Honeybee, but only an expert can tell them apart.
- Defend their hive more rapidly than the European Honeybee.
- Usually sting in greater numbers.
- Tend to nest in low areas but will utilize a variety of natural and man-made objects including hollow trees, walls, porches, sheds, and attics. Sprinkler valve boxes are a particular favorite.
- They swarm more often than European Honeybees. (Note: A swarm is a group of bees looking for a new home. Swarms are not generally aggressive, as they have no hive to defend.)
- Do NOT have stronger venom than the European Honeybee.

EACH BEE CAN STING ONLY ONE TIME. FEMALES DIE AFTER STINGING.

Avoidance and Survival Tactics

Africanized Bees entered California in 1994 near Blythe. In the closing years of the 20th Century, Africanized Bees have spread throughout most of Southern California. With caution and prevention we can learn to live with the Africanized Bees.

- Bees only attack when the colony is threatened.
- Loud noises, strong odors or fragrances, shiny jewelry, and dark colors are all perceived as threats. Wear light-colored clothing. Avoid wearing floral or citrus aftershaves or perfumes.
- The bees typically attack the face and ankles.
- An extremely aggressive colony may attract any threat within 100 feet.
- Bees may pursue you up to ¼ mile.
- They are slow fliers and most people can outrun a bee.
- Run away in a straight line, protecting your face and avoid other people, or they too, may come under attack.

- DO NOT try to hide underwater; the bees will wait for you to surface.

If you see someone under attack, stay away and call 9-1-1 immediately. DO NOT SCREAM OR WAVE YOUR ARMS at the person, as this will attract the bees to attack you. If it appears that the person is unconscious, do not try to rescue them. The bees will leave because the person is not moving and they will attack you instead. SEEK MEDICAL ATTENTION.

IF YOU ARE ATTACKED

Obviously, it is best to avoid contact, but if contact becomes unavoidable, it is important to know what to do. Africanized honeybees target the head. **RUN AS FAST AS YOU CAN** from the bees. In most cases, you can outrun them. Cover your face with your hands, a towel or anything that will give you relief. If you have nothing else, pull your shirt up over your face. The stings you may get on your chest and abdomen are far less serious than those to the face. Do not scream or wave your arms, as this keeps the bees attacking. Swatting or killing the bees releases a chemical in the bee, which causes more to attack. Look for shelter such as a building or vehicle. DO NOT jump into water; swimming pool, lake, pond, etc. The bees will wait for you to come up for air and attack again.

If you have been stung several times, seek medical attention. If you become dizzy, have difficulty breathing, or your lips and fingernails turn blue, you should call 9-1-1 immediately. You may be suffering an allergic reaction to the stings and need immediate medical attention.

IMPORTANT NOTICE: Only professional pest exterminators should remove beehives.

IF A SWARM OR HIVE IS DISCOVERED:

1. Remove EVERYONE from the area and get into a building.
2. Restrict the area with barricades and/or caution tape.
3. Contact Riverside County Public Health
 - a. Emergency Preparedness and Response

BOMB THREAT

QUESTIONS TO ASK BOMB THREAT CALLER

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

Exact Wording of Bomb Threat

Caller's Voice			Background Sounds	
† Calm	† Angry	† Slurred	† Street Noise	† Factory Machinery
† Loud	† Soft	† Whispered	† Voices	† Crockery
† Normal	† Rapid	† Slow	† Animal Noise	† Clear
† Excited	† Crying	† Laughter	Public Address System	† Static
† Rasp	† Nasal	† Ragged	† Music	† House Noises
† Stutter	† Lisp	Cracking Voice	† Long Distance	† Local
Clearing Throat	† Deep	Deep Breathing	† Motor	† Office Equipment
† Disguised	† Distinct	† Accent	† Booth	† Other (specify)
Sex of caller ___ M ___ FM Race _____ Age _____			Bomb Threat Language	
Incoming line/number call received _____			† Incoherent	† Well spoken/educated
Call received: Date _____ Time _____			† Foul	† Message read by threat maker
Duration of call (minutes) _____ Recorded? _____			† Irrational	† Taped
† Yes † No				† Code word
Remarks				
Your Name			Job Title	
Your Telephone Number			Date Completed	Time

1. Remain call and keep the caller on the line as long as possible. Ask to have the message repeated. Record the information on the "Bomb Threat Checklist"; checklist is at reception and reservations.
2. If the caller does not indicate the location of the bomb or time of possible detonation, ask for this information.
3. Inform the caller that the facility if occupied and the detonation of a bomb could result in death or serious injury to many innocent people.
4. Pay particular attention to background noises, this may give a clue as to the location of the caller.
5. Listen closely to the voice
 - a. Male vs. Female
 - b. Adult vs. Child
 - c. Voice quality
 - d. Accents
 - e. Speech impediments
6. Following the call:
 - a. Notify the facility manager and immediate supervisor
 - b. Facility manager or supervisor will contact 9-1-1
 - i. Write down all the answers to the "Bomb Threat Checklist"
7. If bomb or suspicious package is noticed on the property, do NOT use cell phone to call, go to hard wired landline
 - a. Radios and cell phones CAN detonate a bomb

CIVIL DISORDER

Definition:

Civil disorder or a civil disturbance may take several forms, including pickets, marches, rallies, parades, sit-ins, trespassing, riots, sabotage, and criminal damage to property. In all cases of civil disorder, no matter how minor, there is always the potential for escalation into a full-scale emergency.

Procedures:

Most demonstrations are peaceful and people not involved should attempt to carry on business as usual. Avoid provoking or obstructing demonstrators. If an unruly crowd or group is in your area, DO NOT attempt to restrain them. Notify the Riverside County Sheriff's Department by calling 951-776-1099.

If a disturbance seems to threaten the occupants of the facility, report it immediately to the Riverside County Sheriff's Department and take the following actions:

1. Alert all persons at Park District Headquarters of the situation.
2. Direct other people out of the area or attempt to restrict access to the building by locking doors.
3. Close all windows.
4. Close window coverings to prevent flying glass.
5. If you are in a vehicle, remain inside.

If necessary to evacuate, follow directions from the Riverside County Sheriff's Department.

If evacuation occurs, go to your EAP and wait for additional instructions and information. If necessary, your department may decide to cease work operations.

CHEMICAL SPILL/TOXIC EMISSIONS

Procedures:

1. If you are a hazardous material user or if you supervise a hazardous material user, you should be trained on the proper use and storage of hazardous materials. Take personal responsibility to know the hazards of the materials you work with or near. Know where the spill containment supplies are kept, and how to use them.
2. If you witness a hazardous material spill that you believe may be life threatening, evacuate the spill site and warn others to stay away. Call 9-9-1-1 from a Park District Headquarters' telephone. If you determine that the spill is not life threatening, but think that it could pose a threat to human health or the environment, follow the procedures outlined below, but only if it is safe to do so, AND IF YOU HAVE BEEN PROPERLY TRAINED.
 - a. Stop the source of the spill.
 - b. If the spilled material is flammable, eliminate ignition sources.
 - c. Dial 9-9-1-1 for assistance.
 - d. Contain the spill by surrounding the perimeter of the spill with containment material such as absorbent pads and berms.
 - e. Cordon off the area.
 - f. Remain in the areas to direct emergency personnel to the scene.
 - g. Follow the instructions of the Riverside County Fire Department and other responding emergency personnel.
3. Hazardous material spills that do not present a threat to human health or the environment, can generally be handled by the hazardous material user. Small spills are generally cleaned up by the department or group responsible for the spill. A subcontractor may clean up some spills. If you need to clean up after a spill:
 - a. Follow the directions
 - b. Wear appropriate personal protective gear.
 - c. Clean up the spill according to the Material Safety Data Sheet and any instructions provided by the Riverside County Fire Department.
4. Place the spilled materials and any contaminated material in a hazardous waste container.
5. If evacuation is necessary, you should:
 - a. Inform everyone to evacuate the building immediately, following the general and specific evacuation procedures in this FEAP.

EARTHQUAKES

Procedures:

If inside:

1. Stay there. Do not run outside where falling debris can cause major injuries.
2. Duck under the nearest sturdy object and hold onto it until the shaking stops. If you are not near a sturdy object, Drop, cover, and hold, make yourself as small as possible, and cover your head and neck.
3. If you stand in a doorway, brace yourself against the frame and watch out for a swinging door or other people.
4. Avoid windows, filing cabinets, bookcases, and other heavy objects that could fall or shatter. Move away from heavy suspended light fixtures.
5. Direct occupants to stand against an interior wall, away from the windows, and protect their head and neck with arms.
6. Stay under cover until the shaking stops, and then exit the building.
7. If it is safe to do so, stabilize any equipment that could lead to further danger. (For example, turn off electrical equipment.)

If outside:

1. Quickly get to an open area, away from trees, buildings, walls and power lines.
2. Move away from fire and smoke.
3. Drop to your knees in a fetal position with head bending to touch the ground. Close eyes and cross arms over the back of your head and neck for protection.
4. Stay in that position until the shaking stops.
5. Proceed to the EAP if the area is safe, or proceed to a pre-designated alternate assembly area. Check in with your Assembly Point Leader(s) to let them know you are all right.

If in a vehicle:

1. Pull to the right side of the road and stop.
2. If near an overpass, power lines, or structures, proceed away from these risks, and then stop.
3. If driving a van or bus with passengers, instruct them to crouch down between the seats and in aisle until the shaking has stopped.
4. Ensure anyone with special needs is assisted.
5. Stay inside until the shaking has stopped.

After the shaking stops:

1. Assess the damage to your site.
2. Administer first aid if needed.
3. Replace telephone handsets, which may have fallen off the hook.
4. Call 9- 9-1-1 for emergency personnel, if needed.
5. Evacuate the building (if needed) per general and specific procedures in this FEAP.

6. Return to your site only after being notified by emergency personnel that it is safe to return.
7. Maintain control of any visitors and children to reduce fear.
8. After the emergency is over, the area needs to be inspected for safety.
9. If driving a vehicle (bus or van):
 - (a) Assist with any injured passengers.
 - (b) Call 9-1-1 and your supervisor.
 - (c) If conditions of the vehicle and roads allow movement, proceed cautiously.
 - (d) If crossing a bridge is necessary, stop the vehicle and physically inspect the bridge. If damage is apparent, do not cross the bridge. Inform your Supervisor of your alternate route.

Plan Ahead

An earthquake can strike suddenly, violently, and without warning. If you take the time to identify potential hazards and plan in advance, you can reduce the dangers of serious injury or loss of life from an earthquake.

CHECK FOR HAZARDS AROUND YOUR AREA:

1. Place large or heavy objects on lower shelves.
2. Store breakable items in closed cabinets with latches.
3. Keep your storage area neat at all times.

EVACUATION PROCEDURES (General)

When evacuating your building or work area:

1. Stay calm, do not rush, and do not panic.
2. Safely stop your work.
3. Gather your personal belongings if it is safe to do so.
(Reminder: take prescription medications with you if possible; it may be hours before you are allowed back in the building.)
4. If safe, close your office doors and windows, but do not lock them.
5. Use the nearest safe stairs and proceed to the nearest exit.
6. Proceed to the designated EAP and report to your Assembly Point Leader.
7. Wait for any instructions from Emergency Responders.

DO NOT RE-ENTER THE BUILDING OR WORK AREA UNTIL THE EMERGENCY RESPONDERS INSTRUCT YOU TO DO SO.

EVACUATION PROCEDURES FOR INDIVIDUALS WITH DISABILITIES

Procedures:

Suggestions for Assisting a Vision Impaired Person:

1. Announce your presence; speak out when entering the area where the impaired person is located.
2. Speak naturally and directly to the individual, and NOT through a third party. Do not shout.
3. Do not be afraid to use words like "see", "look", or "blind".
4. Offer assistance, but let the person explain what help is needed.
5. Describe the action you are about to take in advance.
6. Let the person grasp your arm, lightly, for guidance. He or she may choose to walk slightly behind you to gauge your body reactions to obstacles; be sure to mention stairs, doorways, narrow passages, ramps, etc.
7. When guiding the person to a seat, place the person's hand on the back of the chair.
8. If leading several individuals with visual impairments at the same time, ask them to hold each other's hands.
9. You should ensure that after exiting the building that persons with impaired vision are not "abandoned", but are led to a place of safety, where another person should remain with them until the emergency is over.

Suggestions for Assisting Owners of Guide Dogs:

1. Do not pet, or offer the dog food without the permission of the owner.
2. When the dog is wearing its harness, it is on duty; if you want the dog not to guide its owner, have the person remove the dog's harness.
3. Plan for the dog to be evacuated with the owner.
4. In the event you are asked to take the dog while assisting the individual, it is recommended that you hold the leash, and not the dog's harness.

Suggestion for Assisting Persons with Hearing Impairments:

1. Flick the light switch on and off when entering a room to get the person's attention.
2. Establish eye contact with the person, even if an interpreter is present.
3. Face the light, do not cover, or turn you face away. Never chew gum as it may detract from the full pronunciation of words.
4. Use facial expressions and hand gestures as visual cues.
5. Check to see if you are being understood, and repeat if necessary.
6. Have pencil and paper available. Write slowly and let the individual read as you write. Written communication may be especially important if you are unable to understand the person's speech.
7. Do not allow others to interrupt you while you are conveying the emergency information.
8. Be patient, the person may have difficulty comprehending the urgency of your message.
9. Assist, or direct the individual to a safe location.

Persons with Mobility Impairments:

1. Someone using a crutch, or a cane, might be able to negotiate stairs independently.
2. One hand is used to grasp the handrail; the other is used for the crutch, or cane.
3. It is best NOT to interfere with the person's movement.
4. You may be of assistance by offering to carry the extra crutch.
5. If using a crowded stairway, act as a buffer, and "run interference".

Suggestion for Assisting Wheel Chair Users:

1. If you assist a wheel chair user, avoid putting pressure on the person's extremities, and chest. Such pressure may cause spasms, pain, and even restrict breathing.
2. Carrying someone slung over your shoulder (similar to the so called "fireman's carry") is like sitting on their chest, and poses danger for several individuals who fall within categories of neurologic and orthopedic disabilities.
3. To assist in moving a wheel chair down stairs:
4. Stand behind the chair, grasping the pushing grips.
 - a. Tilt the chair backwards, until a balance is achieved.
 - b. Descend frontward. Stand one step above the chair, keeping your center of gravity low, and let the back wheels gradually lower to the next step. Be careful to keep the chair tilted back.
 - c. If possible, have another person assist by holding the frame of the wheel chair, and pushing in from the front.
 - d. DO NOT lift the chair, as this action places more weight on the individual holding the grips.

Other Impairments:

1. **PREGNANCY:** Although it is not usually considered a disability in, and of itself, it can result in reduced stamina, or impaired mobility - especially in negotiating stairs. In this case, offer to walk with the woman, and be of support - both emotionally, and physically. Remain with her until you have reached safety, and she has a safe, warm place, to sit down.
2. **RESPIRATORY DISORDERS:** Stress, exertion, or exposure to small amounts of dust, or smoke can trigger disorders such as asthma, or emphysema. Remind the impaired person to bring inhalation medication, or devices, before any evacuation procedures take place.
3. **CARDIAC CONDITIONS:** Persons with this condition should be reminded to take their medications. Offer them assistance in walking. You should be aware that they may have reduced stamina and require frequent rest periods.

EXTREME HEAT (Heat Illness)

Symptoms:

Early symptoms:

1. dizziness
2. fatigue
3. muscle cramps
4. nausea
5. profuse sweating
6. thirst
7. weakness and lightheadedness

Later symptoms of heat-exhaustion:

1. cool, moist skin
2. dilated pupils
3. headache
4. pale skin
5. irrational behavior
6. nausea and vomiting
7. unconsciousness

Symptoms of heatstroke:

1. dry, hot, and red skin
2. fever – body temperature above 102 degrees F
3. dark urine
4. extreme confusion
5. rapid, shallow breathing
6. small pupils
7. rapid, weak pulse
8. seizures

DO NOT:

1. DO NOT underestimate the seriousness of heat illness, especially if the victim is a child, is elderly, or is injured.
2. DO NOT give the victim medications that are used to treat fever (such as aspirin). They will not help, and they may be harmful.
3. DO NOT give the victim salt tablets.
4. DO NOT overlook possible complications resulting from a victim's other medical problems (such as high blood pressure).
5. DO NOT give the victim liquids that contain alcohol or caffeine. They will interfere with the body's ability to control its internal temperature.
6. DO NOT give the victim anything by mouth (not even salted drinks), **IF HEAT STROKE IS SUSPECTED.**

Call immediately for emergency medical assistance if the victim's condition does not improve with treatment.

First Aid:

1. Remove the victim from the heat and have the victim lie down in a cool place with feet elevated about 12 inches.
2. Apply cool, wet cloths (or cool water directly) to the victim's skin and use a fan to lower temperature. Avoid using alcohol rub. Place cold compresses on the victim's neck, groin, and armpits.
3. Give the victim beverages to sip (such as Gatorade) or make a salted drink by adding a teaspoon of salt per quart of water. Give 4 ounces every 15 minutes. Cool water will do, if salt beverages are not available.
4. For muscle cramps, massage affected muscles gently but firmly until they relax.
5. If the victim shows signs of shock (bluish lips and fingernails and decreased alertness), call 9- 9-1-1 for assistance.
6. If the victim starts having seizures, protect him or her from injury and give convulsion, first aid.
7. If the victim loses consciousness, apply first aid for unconsciousness or call 9- 9-1-1 for assistance.
8. For serious heat illness, keep the victim cool until you get medical help.

To Avoid Heat-Related Illnesses (Heat Stroke, Heat Exhaustion):

1. Drink plenty of water regularly.
2. Dress in loose fitting clothing that covers as much of the skin as possible. (Lightweight, light colored clothing helps to reflect the sun and heat and helps maintain normal body temperature.
3. Avoid too much sunshine.
4. Be conscious of the heat and restrict outside activities when it is extremely hot.

FIRE

Anyone who discovers a fire should follow these guidelines:

1. If you detect a fire, you can put out the fire using a fire extinguisher if you have received training on the use of fire extinguishers in the last year.
2. Call 9-9-1-1 (when using phones within the County network) and state your name and the exact location of the fire.
3. Give the address of the building, nearest cross street, and the specific location within the building where the fire is located.
4. Notify your immediate supervisor, or the nearest supervisor.
5. Alert visitors to evacuate the area immediately through the exit doors.
6. If there are Fire Pull Boxes located within the building, pull the one closest to the fire on the way out, if it is safe.
7. Supervisors: Secure your areas and close office doors on the way out.
8. EXIT THE BUILDING. Go to your assembly point designated in your FEAP.
9. Before opening doors, check to see if the door or door knob is hot.
10. If you smell smoke before you reach the nearest exit get down on your hands and knees and crawl to the exit.
11. Remember if you smell smoke, stay on your hands and knees. Carbon monoxide – a fire byproduct – is odorless and colorless, and displaces oxygen.
12. As you leave, close the door behind you but be sure not to lock yourself out. Should you encounter conditions of heat or smoke to the point where you must retreat, you do not want to be locked out of an area of refuge. Crawl toward the exit, staying against the wall on the same side as the exit. It's very easy to get lost or disoriented in smoke and if you are on the wrong side of the hallway you could crawl past the exit. If you are in the middle of the hall, people who are running (in panic) could trip over you.
13. When you reach the "Exit", exit to the outside if you are in a one level building. If you are in a two story building enter the stairwell when you reach the exit. **Remember to shut the door behind you.** This will prevent smoke from entering your stairwell. Begin walking down the stairs, remembering to hold on to the handrail as you go. This will reduce the possibility of your being knocked down by people running down the stairway.
14. Disabled employees must be evacuated as per the FEAP.
15. DO NOT RE-ENTER THE BUILDING FOR ANY REASON.
16. Do not congregate in fire lanes.
17. Go directly to the assembly point designated in the FEAP.
18. Report to the Assembly Point Leader per your FEAP.

What to do if smoke and/or fire is in the hallway.

DO NOT panic if the door is hot and the hallway contains smoke. Here are several steps you can take while you wait for help:

1. If the telephone works, let someone know that you are in the building. Tell them where you are located in the building. Chances are the Fire Department was already notified of the fire.
2. Place articles of clothing (i.e. jackets and sweaters) around cracks at the door to help keep smoke out. Keep these articles wet if you have a source of water.
3. If smoke is coming through the air conditioning vents, block them off by closing the vent or by using wet clothing.
4. If smoke or flames are coming up the outside of the building, remove drapes and all other combustible materials from the vicinity of the windows.
5. Do not break out the windows! A broken window allows heat and smoke to enter your area, plus you could injure yourself on the broken glass or injure fire fighters and people below by showering them with broken glass.
6. **DO NOT JUMP TO ESCAPE A FIRE.** You will, in all probability be severely injured in the jump. Wait for the fire fighters – help is on the way.
7. REMEMBER – stay calm and remember what to do – it can save your life.

As soon as you have finished reading this section, begin planning a detailed escape route. Your FEAP designates a permanent assembly point to which all personnel will report.

Use these preliminary guidelines to begin your planning: Locate the closest exit. Remember you are not always in your office or at your workstation; therefore look for the closest exit to those areas where you might be during your workday.

Make mental notes: Is the exit on the right or left? Do you have to turn the corner? Do you have to take stairs? Count the number of doorways to the exit. Is there anything, which might block your passage to the exit; files, furniture, drinking fountains? What lies beyond the exit door; stairs, another exit door? What floor are you on? What part of the building? Do the windows open or are they sealed shut?

Always have a good mental picture of where you are and how you would get out.

FLASH FLOODS

What is a flash flood?

Flash floods usually result from intense storms dropping large amounts of rain within a brief period. Flash floods occur with little or no warning and can reach full peak in only a few minutes.

Procedures:

If Indoors:

1. Turn on radio or television to get the latest emergency information
2. Get your evacuation emergency supplies ready.
3. In the event that your site is in a flood zone, and flooding does occur, notify your supervisor.
4. Emergency personnel will be summoned.
5. If told to evacuate, do so immediately.
6. Turn off gas, electric, and water in your building per the FEAP.
 - a. These utilities are located (see 7.2 Utility Shut-Offs)

If Outdoors:

1. Notify citizens of the possibility of flooding or flash flooding.
2. Climb to high ground and stay there.
3. Avoid walking through any floodwaters. If it is moving swiftly, even water 6 inches deep can sweep you off your feet.

If in a Vehicle:

1. If you come to a flooded area, turn around and go another way. **NEVER** drive into a flooded area!
2. Be especially cautious at night, darkness will often hide flood dangers.
3. If your car stalls, abandon it immediately and climb to higher ground. Many deaths have resulted from attempts to move stalled vehicles.
4. NEVER drive around road barricades.
5. NEVER assume the water isn't deep. Looks can be deceiving. While the water may only look two feet deep, it might be closer to 5 or 6 feet deep.

After:

1. Flood dangers do not end when the water begins to recede. Listen to a radio or television and don't return to the site until authorities indicate it is safe to do so.
2. Remember to help those who may require special assistance--infants, elderly people, and people with disabilities.
3. Inspect foundations for cracks or other damage.
4. Stay out of buildings if floodwaters remain around the building.
5. When entering buildings, use extreme caution.
6. Wear sturdy shoes and use battery-powered lanterns or flashlights when examining buildings.

7. Examine walls, floors, doors, and windows to make sure that the building is not in danger of collapsing.
8. Watch out for animals, especially poisonous snakes, which may have come into your building with the floodwaters. Use a stick to poke through debris.
9. Watch for loose plaster and ceilings that could fall.
10. Look for fire hazards.
11. Broken or leaking gas lines
12. Flooded electrical circuits
13. Submerged furnaces or electrical appliances
14. Flammable or explosive materials coming from upstream
15. Throw away food--including canned goods--that has come in contact with floodwaters.

Emergency Information

Floodwaters can be extremely dangerous. The force of 6 inches of swiftly moving water can knock people off their feet. The best protection during a flood is to leave the area and go to shelter on higher ground.

Flash flood waters move at very fast speeds and can roll boulders, tear out trees, destroy buildings, and obliterate bridges. Walls of water can reach heights of 10 to 20 feet and generally are accompanied by a deadly cargo of debris. The best response to any signs of flash flooding is to move immediately and quickly to higher ground.

Cars can be easily swept away in just 2 feet of moving water. If floodwaters rise around a car, it should be abandoned. Passengers should climb to higher ground.

POWER (UTILITY) OUTAGE

Procedures:

1. Each site should have a flashlight that is easily accessible. (Extra batteries should also be kept on hand.)
2. Turn off all computer equipment and photocopiers to prevent any surges when the power returns.
3. Check all circuit breakers and other controls to be sure that the problem is not with your equipment.
4. Call another nearby site to find out if they have power.
5. Have staff do a walk-through of the building to assist visitors and guests in getting to a lighted area. Try to calm them and ask them to follow your facilities procedures until the power is restored.
6. If power has been out for **10 minutes** your Supervisor will make the determination of when it is appropriate to close the building.
7. Employees should stay by entrance doors to prevent anyone from entering the building.

Robbery

Basic Rule:

NEVER JEOPARDIZE YOUR SAFETY OR THE SAFETY OF OTHERS BY TRYING TO PROTECT MONEY OR OTHER ASSETS. GIVE THE ROBBER WHAT IS WANTED.

Procedures:

1. Everyone is asked to assist in making Park District Headquarters a safe place by being alert to suspicious situations or persons and reporting them. If notice person(s) acting suspiciously on site, immediately notify Riverside County Sherriff's by calling their non-emergency number at 1-800-950-2444, if you witness a criminal act or the situation is an immediate and/or life threatening event, then call Riverside County Sheriff's Department at 9-9-1-1.
2. Comply with demands.
3. Don't resist and thereby upset the robber.
4. Don't block the robber's escape route.
5. Do not make fast or sudden moves. Explain noises ahead of time.
6. If you are the victim of, or are involved in, any on-site violation of the law such as assault, robbery, theft, or overt sexual behavior, do not take any unnecessary risk. Notify Riverside County Sheriff's Department as soon as possible and give them the following information:
 - a. Nature of the incident
 - b. Location of the incident
 - c. Description of the person(s) involved
 - d. Description of the property involved

Assist the Sheriffs when they arrive by supplying them with any additional information requested, and ask others to do the same.

After An Armed Robbery:

1. Obtain help of fellow workers.
2. One person call 9- 9-1-1 (the person most familiar with details).
3. Observe the direction the robber leaves (without taking risks).
4. Note vehicle used, number of people involved, weapons used and immediately relay to person on phone.
5. Get medical attention for anyone injured.
6. Contact your Supervisor.
7. Close the area off. Do not touch anything.
8. Fill out an incident report.

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SAFETY HOTLINE

Purpose

1. A fast means for employees to report unsafe acts or conditions in the work place.
2. Employees can also use the Safety Hotline to anonymously report perceived unsafe acts or conditions.
 - a. When reporting anonymously:
 - i. Give as much detail as possible.
 - ii. The Safety staff will not be able to call you back if they have any follow up questions.
 - b. The response to an anonymous telephonic report will be handled as outlined in Section 401 of the Riverside County Safety Manual.
 - c. A response will be posted on bulletin boards in the affected work areas for five (5) working days.
3. The Safety Hotline is monitored by the Riverside County Safety office.
 - a. All reports made will be acted upon by the Safety staff.
4. Remember, it is everyone's right to report unsafe acts or conditions in the workplace, without fear of reprisal or discrimination.

RIVERSIDE COUNTY HOTLINE NUMBER

1-951-955-3520

SHELTER-IN-PLACE

In the event that hazardous materials are released into the atmosphere Park District Headquarters may be notified by emergency response personnel to remain indoors as a pre-cautionary measure. Shelter-in-place means selecting a small, interior room, with no or few windows, and taking refuge there. Park District Headquarters would be the **Print Room located in the Carriage House, Building "C"**.

Procedures

1. When notified, employees are to get inside the building and close all exterior doors and windows. Signs should be posted on public entrances to notify entrants that we are in an emergency situation.
2. Have a qualified employee shut down the air handling systems so no "fresh-air" is drawn into the building.
3. If doors or windows have large drafts or gaps, seal with duct-tape or stuff with coats, towels, or whatever is available.
4. Remain inside until notified by officials that it is safe to exit.
5. Once the "all-clear" is given, reverse the procedures. Open all doors and windows.
6. Have a qualified employee turn on the air handling system and run it on maximum for a period of time determined by the exposure that caused the Shelter order.

Special Events

Procedures

1. Gates must be unlocked during hours of use and operation.
2. First item of action is to identify the level of emergency. Survey the scene.
 - a. Earthquake, power outage, fire, chemical spill, large explosion or other major disaster.
3. Primary action plan is to clear the area to the designated exit areas. Pecan and Acorn shelters or Shower/restroom/laundry facility in Rancho Jurupa Park
 - a. Primary: Exit visible guests
 - b. Secondary: Secure any buildings that allow for safe entry, enter and proceed to clear
 - i. Use Bullhorns (are being ordered to be put in event office and event staff office)
 - ii. If bull horns not available use the DJ Booth or both
4. After area is clear and level of emergency is determined decide on whether or not to shut off the following:
 - a. GAS
 - b. ELECTRIC
 - c. WATER

STRAY ANIMALS

Procedures:

1. Report any animal at large, which might be a threat in your area.
2. If the animal is in a building, attempt to isolate it by closing doors and moving people out of the area.
3. DO NOT try to capture the animal.
4. Call Animal control at 1-888-636-7387. If they are not available, call the non-emergency Riverside County Sheriff's Department number at 1-800-950-2444.
5. In the event of an animal bite, call the Riverside County Sheriff's Department non-emergency phone number at 1-888-636-7387.
 - a. 9-9-1-1 if the wound needs immediate medical treatment.
6. Attempt to keep track of the animal.

SUSPICIOUS PACKAGES AND LETTERS

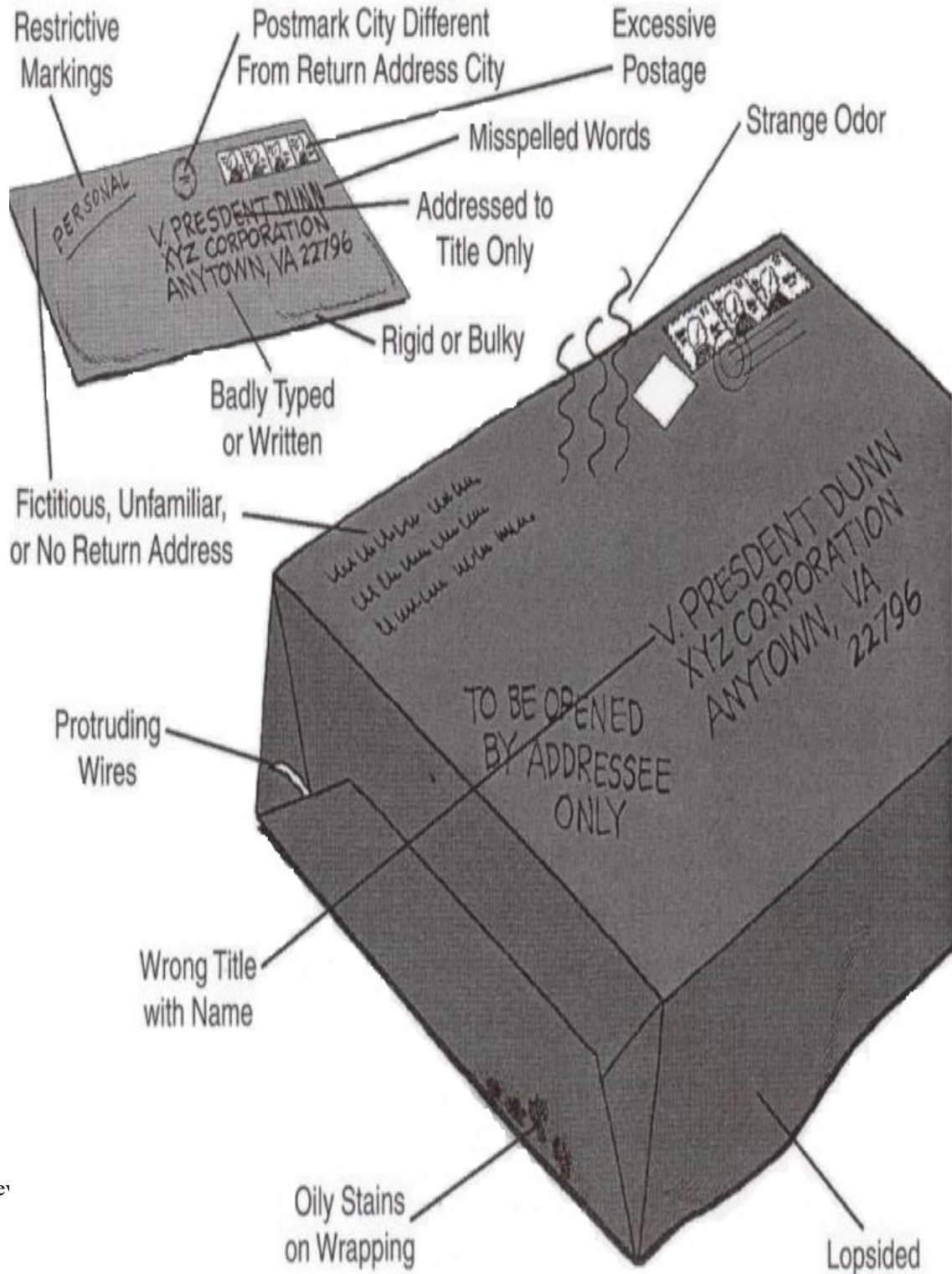
Procedures:

1. If you spot a suspicious object or package, report it immediately to your supervisor or call 9-9-1-1. If you cannot get a hold of your supervisor then call up the chain of command until you do get someone.
2. Do not touch or move the suspicious object or package under any circumstances.
3. Be aware of the possible existence of additional suspicious objects or packages.
4. Do not operate cellular phones within 100 feet of the object.
5. Open all windows in the immediate area.
6. Evacuate the building if instructed to do so by the Sheriff's Department or Fire Personnel.
7. If evacuation is necessary follow procedures in the FEAP.
8. The bomb threat evacuation area for this site is: **Rancho Jurupa Park – Shade Shelter (Primary) and Laundry Facility (Secondary)**
9. Contact your supervisor to assist with media inquiries.
10. The Sheriff's Department or the Fire Department may conduct a search using their staff and personnel familiar with the facility, if deemed necessary.
11. Do not re-enter the building until instructed to do so by the Sheriff's Department or Fire Personnel.
12. Do not open suspicious packages or letters, call 9-9-1-1!

After the emergency is over:

Completely fill out an Incident Report with as many details as possible for the Sheriff's Department. A copy should also be given to your supervisor.

SEE NEXT PAGE FOR SUSPICIOUS PACKAGE IDENTIFYING CHARACTERISTICS.



TERRORIST INCIDENTS/HOSTAGE SITUATION

Procedures:

If you are in a building where a terrorist is threatening lives:

1. Evacuate area or the building, if you are able, without placing yourself and others in danger.
2. Quietly instruct everyone to use the closest exit and direct people to the designated EAP.
3. Take your Emergency Evacuation Backpack with you, if possible.
4. The highest ranking staff person should put on the vest in the evacuation box and give direction to everyone until Emergency Personnel arrive. That person will be the point of contact for Emergency personnel.
5. Take attendance. It is important that everyone check in at the evacuation area to ensure that everyone is accounted for.
6. Call 9-9-1-1 for Police Assistance. State clearly that you need immediate assistance. If you are not in

immediate danger, don't hang up until told to do so. Give your name, location, the nature of the problem and the people or area it involves.

7. If you are unable to leave the area or building without placing yourself or others in danger, go to the nearest unused room, lock and/or barricade the door.
8. Sit on the floor and stay as low as possible.

If you are someone who is taken hostage:

1. Be patient. Time is on your side. Avoid drastic action.
2. Follow instructions and be alert. The captor is emotionally imbalanced. Don't make mistakes, which could jeopardize your well being.
3. Speak only when spoken to and then only when necessary.
4. Don't talk down to the captor who may be in an agitated state.
5. Avoid appearing hostile.
6. Avoid staring but maintain eye contact with the captor at all times, if possible. Be as friendly as possible to the captor.
7. Avoid speculating.
8. Comply with the instructions as well as you can. Avoid arguments.
9. Expect the unexpected.
10. Be observant. Try to remember all distinguishable characteristics of your captor (tattoo, scar, teeth missing, etc.). In the event you may be released or escape, the personal safety of others may depend on your memory.
11. Be prepared to answer the Police on the phone should a line be patched through to your location.
12. Be patient, wait.
13. Attempt to establish rapport with the captor.
14. If medications or first aid is needed by anyone, say so. The captors in all probability do not want to harm persons held by them.

THUNDERSTORMS AND LIGHTNING

Procedures:

If Indoors:

1. Stay away from windows and external doors.
2. Turn off your computer and other electronics even if they have voltage-surge protection and a backup power supply.
3. Avoid using the telephone except for emergencies.
4. Make sure all electrical appliances are turned off.

If Outdoors:

1. Learn the danger signs of an approaching thunderstorm.
 - a. Dark, towering or threatening clouds.
 - b. Distant lightning and thunder.
 - c. Count the seconds from the observation of a lightning bolt to the time you hear the thunder. Five seconds is approximately 1 mile. This system will give you a guide if the storm is approaching your area.
2. Check for potential hazards. Dead or rotting trees and branches fall during a severe thunderstorm and cause injury and damage.
3. Do not touch metal objects such as fences, umbrellas, bicycles, golf clubs, or appliances.
4. Do not go near overhead wires, metal pipes, standing water, clotheslines, poles or large trees.
5. If you are outside when a thunderstorm arrives, do not use an outdoor telephone unless it is imperative.
6. Try to get inside a secure building and tell others to do the same.
7. In the event you cannot get into the building fast enough, crouch on hands and knees.

If in a vehicle:

1. If you are driving during a thunderstorm, do not get out of the vehicle.
2. Reduce speed to match visibility.
3. Do not park under a tree or tall object.

4. Do not park at the bottom of a hill or near a storm drain. Park under an overpass if possible.

In the event of an emergency during a thunderstorm, contact your Supervisor. If advised, contact 9-9-1-1.

TORNADOES

Procedures:

If indoors:

1. Alert the patrons and staff to go to designated areas in your facility. The designated area for your facility is: **Print Room located in the Carriage House, Building “C”**.
2. Staff should assist people with special needs to the shelter.
3. Once at the designated area instruct everyone to:
 - a. Assume a seated position on the floor, with the head down and hands locked over the head. If they are wearing a heavy jacket or have access to other heavy cloth material, use these items to cover their upper body and head.
 - b. Stay close to the floor.
 - c. Have patrons and staff leave a passageway through the center of each shelter area.
 - d. Keep away from outside walls, doors, and windows.
 - e. Close blinds and drapes, which will help reduce the amount of flying debris.
 - f. Remain, until the threat has passed.
 - g. Call 9-9-1-1 for emergency personnel, if needed.

If outdoors:

1. If there is not enough time to seek shelter, seek refuge in a ditch or other low spot below grade level if possible.
2. Lie down on the ground and cover your head with your arms.
3. Remain, until the threat has passed.

If in a vehicle:

1. Never try to out drive a tornado in a car or truck. Tornadoes can change direction quickly and can lift up a car or truck and toss it through the air.
2. Get out of the vehicle immediately and take shelter in a nearby building.

3. If there is no time to get indoors, get out of the car and lie in a ditch or low-lying area away from the vehicle. Be aware of the potential for flooding.

After:

1. Help injured or trapped persons.
2. Give first aid when appropriate.
3. Don't try to move the seriously injured unless they are in immediate danger of further injury. Call 9-9-1-1 for help.
4. Turn on radio or television to get the latest emergency information.
5. Stay out of damaged buildings. Return home only when authorities say it is safe.

WEST NILE VIRUS

The West Nile Virus (WNV) has been found in mosquitoes and birds in Southern California as well as throughout the United States. Persons living in Southern California or visiting the area are no more at-risk here than in other parts of the country. For information on the West Nile Virus, visit the **Riverside County Community Health Agency Web site at www.rivcoeh.org** or call **1-888-722-4234**. Additional information is also available at the **U.S. Center for Disease Control at www.cdc.gov**.

How is West Nile Virus transmitted?

WNV is carried by certain bird species. When mosquitoes bite an infected bird, the mosquitoes become carriers of the disease and transmit the virus to humans, horses and other birds. Approximately 80% of the people who do become infected with West Nile Virus will not experience any symptoms.

Where do mosquitoes breed and what is being done?

Mosquitoes lay their eggs in standing or stagnant pools or bodies of water, which could include ground water, inlets and flood control basins.

How can West Nile Virus infection be prevented?

The California West Nile Virus Website suggests the following to avoid mosquito bites:

1. When outdoors, use insect repellents containing DEET (Look for :N, N-diethyl-metatoluamide), Picaridin, or oil of eucalyptus. Follow the directions on the package.
2. Wear pants and long-sleeved shirts when outdoors.
3. Avoid spending time outside when mosquitoes are most active, notably at dusk (the first two hours after sunset) and dawn.

Who can I call if concerned about WNV?

As the lead agency regarding WNV, please contact the **Riverside County Community Health Agency** by calling **1-888-722-4234** or visit their web site at www.rivcoeh.org.

For animal assistance with WNV, please contact the Riverside County Department of Animal Services at 1-888-636-7387 or visit their web site at <https://rcdas.org/home/>.